



**University of the
Sunshine Coast**

Student Handbook 2001

Prepared by Media & Marketing, University of the Sunshine Coast, Maroochydore DC Qld 4558.
The information in this handbook is correct as at 30 June 2001.
The University reserves the right to alter any course herein without prior notice.

Preface

HISTORY

The University of the Sunshine Coast is the first 'greenfield' university to be established in Australia in over 20 years. The concept of a university for the fast growing region of the Sunshine Coast was first proposed in 1973. In 1988-89, Commonwealth support was obtained and a one hundred hectare site selected. The *Sunshine Coast University College Act* was passed in the Queensland Parliament on 1 July 1994 and in February 1996, Sunshine Coast University College opened its doors to around 550 students. University of the Sunshine Coast was established under the *University of the Sunshine Coast Act 1998* and on 1 January 1999 the University of the Sunshine Coast proudly commenced operation as Australia's youngest independent university. By 2001, student numbers had grown to 3100.

The University's three faculties of Arts and Social Sciences, Business and Science offer a broad range of undergraduate and honours degrees as well as postgraduate programs at Masters and doctoral qualification levels, including the innovative on-line Master of Business Administration (MBA), which enables students to study from anywhere in the world.

All of the University's buildings have won awards for their architectural design and innovation. In 1997 the University Library won the prestigious national architecture award, the Sir Zelman Cowen Award for Best Public Building.

Other outstanding facilities include the specialist Science building, equipped with laboratories and advanced sport testing equipment; an Arts and Social Sciences building which features innovative, environmentally sound architecture and dedicated laboratories for teaching high technology computer-based design; a large Brasserie and function centre; multipurpose sporting fields and an international standard athletics track and training centre.

In 2001, the Queensland Premier Peter Beattie opened the Innovation Centre which accommodates a 2000 seat auditorium and business incubator. The incubator will provide a data rich environment for technology-based businesses, nurturing their growth and development from small and medium enterprises into robust, long-term business entities.

The Innovation Centre is also home to the English Language Centre which provides short- and long-term English language courses. A Co-Op Bookshop, and the offices of the University for the Third Age (U3A) and Open Learning are also on campus.

MISSION STATEMENT

To be the major catalyst for the academic, cultural and economic advancement of the region through the pursuit of international standards in teaching and research, and by being responsive to students, staff, community and the environment.

Values

The following values underpin the University's everyday operations and its pursuit of its Mission:

- A commitment to the advancement, dissemination and preservation of knowledge through innovative and effective teaching and research.
- A commitment to foster freedom of inquiry and expression.
- A commitment to the process of lifelong learning.
- A commitment to engage in and respond to the community's intellectual, cultural and economic needs.
- A commitment to adopt consultative processes and ethical behaviour in all activities.
- A commitment to engendering respect among students, staff and Council of the University for their diverse roles and contributions.
- A commitment to fairness, openness, honesty, trust and effective communication as fundamental expectations of students, staff and all associated with the University.
- A commitment to developing the University and its surrounds as an environmentally sensitive exemplar.

Goals

Goal 1 – THE UNIVERSITY

To build on a set of unique strengths as a modern university pursuing international standards in teaching and research.

Goal 2 – THE STUDENTS

To provide equitable and increased opportunity for students to engage in undergraduate and graduate studies, which emphasise knowledge, critical, reflective and creative thinking, ethics, lifelong learning and an entrepreneurial outlook on employment.

Goal 3 – THE STAFF

To continue to attract and retain high quality staff who are committed to innovative, responsive and flexible approaches to all facets of the University's operations.

Goal 4 – THE COMMUNITY

To foster partnerships which advance the academic, cultural and economic profile of the regional community in the context of environmental responsibility.

Goal 5 – UNIVERSITY MANAGEMENT

To develop a work environment characterised by mutual respect and support within a framework of openness and accountability, which is economically and environmentally sustainable.

DESCRIPTION OF ACADEMIC DRESS

Council Members and Officers of the University

Chancellor

Black pure wool gown with appropriate gold trimmings and a black velvet bonnet with gold cord tassel.

Vice-Chancellor

Black pure wool gown with appropriate silver trimmings and a black velvet bonnet with silver cord tassel.

Council Members

The academic dress appropriate to her or his degree *or* a black cloth gown in the style of the master's gown of the University of Cambridge with facings in Rifle Green (B.C.C. 27) and a black velvet bonnet with a cord tassel in Rifle Green (B.C.C. 27).

Yeoman Bedell

A black cloth gown in the style of the master's gown of the University of Cambridge with appropriate black ornaments and with facings in Rifle Green (B.C.C. 27) and a black cloth trencher cap with black tassel.

Honorary Awards

Doctor of the University

A silk gown in Rifle Green (B.C.C. 27) in the style of the doctor's gown of the University of Cambridge, a black velvet bonnet with a cord tassel in Rifle Green (B.C.C. 27) and a cloth Cambridge hood in Rifle Green (B.C.C. 27) fully-lined with silk.

Fellow of the University

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a full-length silk stole in Rifle Green (B.C.C. 27).

Other Awards Made *Eundem Gradum* or *Honoris Causa*

The academic dress normally associated with the academic award.

Academic Awards

Faculty Colours

For the purposes of academic dress the Faculty colours will be:

Arts and Social Sciences - Royal Blue (B.C.C. 197)

Business - Academic Green (B.C.C. 203)

Science - New Gold (B.C.C. 53)

Diplomates (Undergraduate)

A black cloth gown in the style of the bachelor's gown of the University of Cambridge and a full-length black cloth stole edged to a depth of 2.5 centimetres in silk in Rifle Green (B.C.C. 27).

Bachelor Degrees

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood lined with silk to a depth of 15 centimetres in the colour of the Faculty.

Combined Bachelor Degrees

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood lined with silk to a depth of 15 centimetres on the right side in the colour of the first-named Faculty and lined with silk to a depth of 15 centimetres on the left side in the colour of the second-named Faculty.

Bachelor (Honours) Degrees

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood lined with silk to a depth of 15 centimetres in the colour of the Faculty with a 2 centimetre strip in Black (B.C.C. 220) commencing 3 centimetres from the edge.

Graduate Certificates

A black cloth gown in the style of the bachelor's gown of the University of Cambridge and a black cloth trencher cap.

Graduate Diplomas

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a full-length black cloth stole edged to a depth of 2.5 centimetres in the colour of the Faculty.

Master Degrees (Coursework Awards)

A black cloth gown in the style of the master's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood fully-lined with silk in the colour of the Faculty with a 2-centimetre strip in Black (B.C.C. 220) commencing 3 centimetres from the edge.

Master Degrees (Research Awards)

A black cloth gown in the style of the master's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood fully-lined with silk in the colour of the Faculty.

Doctor of Business Administration

A black cloth gown in the style of the doctor's gown of the University of Cambridge, facings and sleeves in Academic Green (B.C.C. 203), a black velvet bonnet with a black

cord tassel and a black cloth Cambridge hood fully-lined with silk in Academic Green (B.C.C. 203).

Doctor of Philosophy

A black cloth gown in the style of the doctor's gown of the University of Cambridge facings and sleeve linings in New Red (B.C.C. 38), a black velvet bonnet with a red cord tassel and a black cloth Cambridge hood fully-lined with silk in New Red (B.C.C. 38).

THE MACE

The mace, which has medieval origins, has a symbolic role in the defence of academic freedom.

The mace has gradually become the symbol of the formal authority of a university and is carried by the Yeoman Bedell in formal ceremonies at which the Chancellor is present.

Whilst maces vary in size and use of materials such as gold, silver, copper, glass and wood, the University of the Sunshine Coast's mace is carved from red cedar felled on the slopes of Buderim over thirty years ago.

Some maces are extremely ornate and those of older universities reflect church origins and academic traditions strongly. The University's mace acknowledges tradition, and also its more recent institutional origins and contemporary emphases.

The design of the University's mace draws from the three interwoven themes reflected in the institution's logo, mission and ongoing development. These are academic traditions and quality; the regional community; and a significant commitment and sensitivity to the environment.

The mace is displayed in a specially constructed cabinet in the Council Room.

UNIVERSITY LOGO

The University logo has three related elements.

The Sunshine Coast region is symbolised by the sun element, the academic focus of the University is seen in the open book shape, and the dynamic abstraction of the radiating points resembles the unique form of the Library - the traditional source of information in a university community. The spliced rectangle on the right is both the land and water of the Coast and hinterland.



Academic Calendars

2001

Week Commencing	Activity	Comments
12 February		Orientation
19 February	Week 1	Semester 1 Lectures Commence
26 February	Week 2	
5 March	Week 3	
12 March	Week 4	
19 March	Week 5	
26 March	Week 6	
2 April	Week 7	
9 April	Break	Intra-Semester Break
16 April	Break	Intra-Semester Break; Graduation Ceremony Friday 20 April
23 April	Week 8	
30 April	Week 9	
7 May	Week 10	
14 May	Week 11	
21 May	Week 12	
28 May	Week 13	Semester 1 Lectures Cease
4 June	Study	Study Period
11 June	Exams Wk 1	Examinations
18 June	Exams Wk 2	Examinations
25 June	Exams Wk 3	Examinations
2 July	Break	Inter-Semester Break
9 July	Break	Inter-Semester Break
16 July	Break	Inter-Semester Break
23 July	Break	Inter-Semester Break
30 July	Week 1	Semester 2 Lectures Commence
6 August	Week 2	University Open Day 12 August
13 August	Week 3	
20 August	Week 4	

27 August	Week 5	
3 September	Week 6	
10 September	Week 7	
17 September	Break	Intra-Semester Break
24 September	Break	Intra-Semester Break
1 October	Week 8	
8 October	Week 9	
15 October	Week 10	
22 October	Week 11	
29 October	Week 12	
5 November	Week 13	Semester 2 Lectures Cease
12 November	Study	Study Period
19 November	Exams Wk 1	Examinations
26 November	Exams Wk 2	Examinations
3 December	Exams Wk 3	Examinations
10 December		Semester Break Commences

2002

Week Commencing	Activity	Comments
18 February		Orientation
25 February	Week 1	Semester 1 Lectures Commence
4 March	Week 2	
11 March	Week 3	
18 March	Week 4	
25 March	Week 5	
1 April	Break	Intra-Semester Break
8 April	Week 6	
15 April	Week 7	
22 April	Week 8	
29 April	Week 9	
6 May	Week 10	
13 May	Week 11	
20 May	Week 12	
27 May	Week 13	Semester 1 Lectures Cease
3 June	Study	Study Period
10 June	Exams Wk 1	Examinations
17 June	Exams Wk 2	Examinations
24 June	Exams Wk 3	Examinations
1 July	Break	Inter-Semester Break
8 July	Break	Inter-Semester Break
15 July	Break	Inter-Semester Break
22 July	Break	Inter-Semester Break
29 July	Week 1	Semester 2 Lectures Commence
5 August	Week 2	
12 August	Week 3	
19 August	Week 4	
26 August	Week 5	
2 September	Week 6	
9 September	Week 7	

16 September	Week 8	
23 September	Break	Intra-Semester Break
30 September	Break	Intra-Semester Break
7 October	Week 9	
14 October	Week 10	
21 October	Week 11	
28 October	Week 12	
4 November	Week 13	Semester 2 Lectures Cease
11 November	Study	Study Period
18 November	Exams Wk 1	Examinations
25 November	Exams Wk 2	Examinations
2 December	Exams Wk 3	Examinations
9 December		Semester Break Commences

Council & Committees

COUNCIL

The Council is the University's governing body. The University of the Sunshine Coast Act 1998 provides that the Council may do anything necessary to be done for, or in connection with, its functions. Council has the powers given to it under the Act and, in particular, may appoint staff, manage and control the University's affairs and property, and manage and control the University's finances.

The Council must act in the way that appears to it to most likely promote the interests of the University. It may delegate its powers under the Act to a member of the Council, a committee of the Council, or to a member of the staff.

Composition of Council

Official Members

The Chancellor

The Vice-Chancellor

The chief executive of the department or the chief executive's nominee

The chairperson of the Academic Board

The President of the Student Guild or the President's nominee

Appointed members

8 members appointed by the Governor in Council

Elected members

3 members of the University's academic staff

1 member of the University's general staff

1 member of the student body (other than a person mentioned above)

2 members of the Convocation (other than persons mentioned above)

Additional members

Council may appoint 2 additional members (not members of staff or students)

Council members

The Chancellor

Mr Ian KENNEDY, AO

Chairman and Managing Director, Kilcoy Holdings Limited

The Deputy Chancellor

Mr Rod FORRESTER

Managing Director, Forrester Kurts Properties Ltd

The Vice-Chancellor

Professor Paul THOMAS, BSc(Hons) *Wales*, DipEd *Wales*, MA *Lough.*, PhD *Qld.*

The Nominee of the Chief Executive of the Department of Education

Mr Rob McALPINE, BA *Qld.*, DipEd *Qld.*

District Director, Nambour District, Education Queensland

The Chairperson of the Academic Board

Professor Paul THOMAS, BSc(Hons) *Wales*, DipEd *Wales*, MA *Lough.*, PhD *Qld.*

The President, USC Student Guild

Mr Brian WILLIAMSON

Eight members appointed by the Governor in Council

Ms Lyn CHEETHAM, BEd *BCAE*

Deputy Principal, Nambour State High School

Mr Tim FAIRFAX, FAICD

Grazier and Company Director

Mr Ken DALTON,

Community Development Employment Program, consultant on Aboriginal issues

Ms Cheryl DUNN,

Proprietor, Cheryl Dunn & Associates, Accountants

Emeritus Professor R D (Gus) GUTHRIE, AM, FTSE, DSc *Lond*, DUniv *UTS*, DUniv *Griff.*

Principal of a consulting company, former vice-chancellor

Ms Elizabeth JAMESON, BA, LLB (Hons) *Qld.*

Partner, Deacons, Lawyers

Dr Robin KING CULLEN, BArch *Syd*, GradDipUrb&RegPlan *Qld.UT*, PhD *Qld.*

Director of Governance and Strategy, Caloundra City Council

Mr Bruce McDIARMID

Solicitor of the Supreme Court of Queensland

Three members of the University's academic staff

Dr Pam DYER, ASDA *AMEB*, BA(Hons) *Qld.*, GCEnvMan *Qld.*, PhD *Qld.*

Professor Robert ELLIOT, BA *NSW*, DipEd *Melb.*, MA *La Trobe*, PhD *Qld.*

Dr Peter SLADE, BBusSt *Massey*, MBS *Massey*, PhD *Massey*

One member of the University's full-time general staff

Ms Kerry MARTIN, BA *Qld.*, DipEd *Qld.*

A member of the student body

Mr Shane ROONEY

Two members of the Convocation

N/A

Two additional members

Father John DOBSON, OAM

Priest of the Catholic Parish of Caloundra

Mr Rod FORRESTER

Managing Director, Forrester Kurts Properties Ltd

COMMITTEES

University committees which include students as part of their membership are

- Council
- Academic Board
- Research Management Committee
- Learning and Teaching Management Committee
- Student Equity Committee
- Information Technology Advisory Committee
- University Environment Advisory Committee

The University encourages student representation on the above committees.

If you are interested in finding out more about these committees contact the Senior Committees Officer on +61 7 5430 1102.

University Staff

Chancellery

Professor Paul Thomas

Vice-Chancellor

Professor Paul Clark

Deputy Vice-Chancellor

Reporting to the Office of the Vice-Chancellor

Mr Mark Bradley

Manager, Facilities

Ms Sharon Hall

Executive Officer

Ms Margaret Henson

Senior Committees Officer

Vacant

Director, Finance

Mr Andrew Pentland

Executive Officer, University Foundation

Ms Margaret Thursby

Manager, Media and Marketing

Reporting to the Office of the Deputy Vice-Chancellor

Ms Sue Carlos

Director, Student Affairs

Professor Paul Clark

Dean, Faculty of Science

Professor Robert Elliot

Dean, Faculty of Arts & Social Sciences

Ms Heather Gordon

Executive Director, Information Services

Donald Maconachie

Executive Officer, Teaching, Learning and Research

Mr Mark Nugent

Manager, Human Resources

Professor Deborah Ralston

Dean, Faculty of Business

Academic Staff by Faculty (Full-time)

Faculty of Arts & Social Sciences

Dr Lucinda Aberdeen

Lecturer

Ms Hurriyet Babacan

Senior Lecturer

Ms Barbara Bolt

Lecturer

Dr Karen Brooks

Lecturer

Ms Lisa Chandler

Lecturer

Mr Gary Crew

Lecturer

Dr Pam Dyer

Senior Lecturer

Dr Elizabeth Eddy

Lecturer

Dr Lynette Finch

Senior Lecturer

Dr Sonya Glavac

Lecturer

Mr Narayan Gopalkrishnan

Lecturer

Mr Stephen Hooper

Lecturer

Mr John Janzekovic

Lecturer

Mr Terrence Larsen

Lecturer

Ms Francesca Laura

Lecturer

Ms Debbie Livingston

Lecturer

Dr Tara Magdalinski

Senior Lecturer

Mr Philip Mahnken
Lecturer

Dr Julie Matthews
Lecturer

Dr Chris McConville
Senior Lecturer

Dr Ivan Molloy
Senior Lecturer

Ms Rosanna Natoli
Lecturer

Mr Peter Olszewski
Lecturer

Ms Lesley Roberts
Lecturer

Ms Ann Robinson
Associate Lecturer

Ms Lisa Schipper
Associate Lecturer

Dr Joanne Scott
Lecturer

Ms Bronwyn Stevens
Lecturer

Mr Matthew Tanner
Associate Lecturer

Ms Maggie Third
Lecturer

Mr Kevin Todd
Senior Lecturer

Ms Rika Tsuchida
Lecturer

Ms Margaret Turner
Lecturer

Adjunct Appointments

Professor Cora Baldock
Adjunct Professor

Dr David Boucher
Adjunct Professor

Dr Kurt Brereton
Adjunct Professor

Professor Geoffrey Caban
Adjunct Professor

Professor Robert Doyle
Adjunct Professor

Professor Rom Harre
Adjunct Professor

Dr Sohail Inayatullah
Adjunct Professor

Professor Dale Jamieson
Adjunct Professor

Faculty of Business

Mr Paul Corcoran
Teaching & Research Fellow

Ms Susan Douglas
Teaching & Research Fellow

Dr Jill Dunn
Lecturer

Dr Barbara Geno
Lecturer

Dr Debra Harker
Senior Lecturer

Dr Michael Harker
Associate Professor

Professor Andy Hede
Professor

Mr Gary Hoy
Associate Lecturer

Dr Paul Ivory
Lecturer

Mr Greg Laing
Lecturer

Dr Christopher Lambert
Associate Professor

Mrs Jeannie Leddington
Lecturer

Dr Paul Leddington
Senior Lecturer

Ms Margaret Lennox
Associate Lecturer

Ms Gayle Mayes
Teaching & Research Fellow

Mr Peter Mitchelson
Lecturer

Ms Rae Norris
Lecturer

Mr David Park
Senior Lecturer

Dr Harold Richins
Associate Professor

Dr James Routledge
Lecturer

Dr Bishnu Sharma
Lecturer

Dr Peter Slade
Senior Lecturer

Ms Tracey Smith
Associate Lecturer

Mr Anthony Stiller
Lecturer

Mr Michael Trimarchi
Lecturer

Mr Greg Trotman
Lecturer

Ms Jeanette Van Akkeren
Lecturer

Adjunct Appointments

Dr James Clark

Adjunct Professor

Professor Peter Graham

Adjunct Professor

Emeritus Professor Rod Jensen

Adjunct Professor

Professor Alex Maggs

Adjunct Professor

Faculty of Science

Dr Brendan Burkett

Lecturer

Dr Fiona Burnell

Lecturer

Dr Ken Chan

Lecturer

Ms Wendy Chesworth

Associate Lecturer

Ms Nicole Cranston

Teaching & Research Fellow

Ms Simone Dwyer

Lecturer

Dr Mark Holmes

Senior Lecturer

Ms Helen Ison

Teaching & Research Fellow

Dr Mohammad Katouli

Senior Lecturer

Ms Ipek Kurtboke

Associate Lecturer

Dr David McKay

Lecturer

Dr Donald Meyers

Lecturer

Dr Rabi Misra

Lecturer

Ms Dianna Mudie

Teaching & Research Fellow

Dr Anne Neller
Lecturer

Dr Ron Neller
Senior Lecturer

Ms Lily O'Hara
Lecturer

Ms Ann Parkinson
Lecturer

Dr Mike Pass
Associate Professor

Ms Deborah Ramage
Lecturer

Dr Thomas Schlacher
Senior Lecturer

Dr Alison Shapcott
Lecturer

Dr Helen Wallace
Senior Lecturer

Dr Jeffrey Ward
Lecturer

Adjunct Appointments

Mr Philip Aldridge
Adjunct Scientist

Dr Allan Hahn
Adjunct Professor

Dr Russell Haines
Adjunct Professor

Emeritus Professor Trevor Heath
Adjunct Professor

Professor Ian Lowe
Adjunct Professor

Dr John Madden
Adjunct Associate Professor

Mr Mark McKean
Adjunct Scientist

Dr Leslie Newman
Adjunct Scientist

Dr Patrick Neary
Adjunct Associate Professor

Dr Jennifer Ovenden
Adjunct Scientist

Dr Monika Schlacher-Hoenlinger
Adjunct Scientist

Emeritus Professor John Waid
Adjunct Professor

Academic & Support Services

INFORMATION SERVICES

Information Services includes the resources and expertise provided by IT Services, Library, Registry and Reprographics.

Information Technology Services

Information Technology Services (IT Services) provide all computing, telecommunications (data and voice), and audio-visual services to the University community. This is a brief outline of the variety of IT services provided to students.

Student Guide

Become familiar with the Student Guide to IT Services available from the student intranet at <http://intranet.usc.edu.au/student>. The guide includes information on the location of computer laboratories including the types of labs, hours and access. Other information includes: support and network services, student intranet, email, discussion groups, Internet access and remote access. A print copy of the guide is provided to students undertaking the Information and Technology core courses, and to those attending the Introduction to the Network tutorial. Copies may also be printed from the student intranet.

ITS Help Desk

An online help desk is available from the student intranet at <http://intranet.usc.edu.au/helpdesk/>. Check here first for information and self help available from the Frequently Asked Questions (FAQ), Information Sheets, Quick Links, Student Guide and Interactive Training.

The face-to-face IT Help Desk is located at the Library Loans Desk.

Hours of operation during semester are from 10am – 2pm, Monday to Friday, and 5pm – 7pm Monday to Thursday.

The Help Desk can also be contacted via email at helpdesk@usc.edu.au.

Introduction to the Network Tutorials

New and returning students can attend an Introduction to the Network tutorial offered during the first weeks of each semester. You will learn in a hands on environment how to log into the University's network to access a variety of services including: tutorial and lecture notes available from the student intranet; email and Internet access; printing facilities; network disk storage; and remote access. Rules and regulations in the use of information technology are also covered.

Computer Laboratories

Thirteen computer laboratories with more than 238 workstations are located throughout the campus. They are heavily used during the day for timetabled classes but are available at other times and after hours. Most laboratories provide students with 24 hours access via the student ID card. The use of the laboratories is for academic

purposes only and the playing of games and other recreational pursuits is strictly prohibited.

Online Training

An interactive, computer based training module is available for students wanting to learn how to use MS Office software including Word, Excel and PowerPoint. Instructions for accessing the training modules are available from the Online Help Desk on the student intranet.

Printing

Networked printing services are available across campus. The printers are "user pays" and require the use of a copy card. A card vending machine is available in the Library.

Student Intranet

An intranet at <http://intranet.usc.edu.au/student> has been established providing all students with access to a variety of information and communications services. Information on this service is available from the Student Guide to IT Services.

Email

Each student is provided with an email account to communicate with other students and staff and also over the Internet.

Internet Quota System

The University provides Internet access to students for purposes directly associated with their academic studies. An Internet quota system has been developed to ensure that all students have reasonable access to this valuable resource. More information including an FAQ is available from the student intranet at <http://intranet.usc.edu.au/student/quota/default.asp>

Discussion Groups

Discussion groups are available to post and to discuss information on a wide variety of topics both academic and social. General and special interest newsgroups are included such as items for sale, clubs and societies. You can subscribe to a variety of newsgroups to both read and to post messages to your fellow students.

Lecture Notes and Support Information

Various areas of the University providing support to students have placed documentation, information and resources on the student intranet. Look here for lecture and tutorial notes, library access, University policies, newsletters, information from Student Services, Student Administration and the Student Guild, etc.

Remote Access

Many services are available from off-campus to students with their own computer and access to the Internet. This includes email, lecture notes, personal home directory, the student intranet, library resources and discussion groups.

Audiovisual Equipment

A pool of audiovisual equipment may be available for use by students. Equipment must be booked by your lecturer or tutor. Equipment includes OHP's, LCD Projectors (for PowerPoint Presentations) and TV/Video units.

Acceptable Use

Students should ensure that their behaviour is in accordance with the University's Student Conduct and Discipline Statute and that they comply with the University policies on Acceptable Use of Information Technology Resources and Electronic Mail. The Statute and policies are available from the Student Handbook and online from the student intranet. Failure to abide by the policies may mean the denial of services.

Library

Students, staff, and the community all enjoy using this award-winning facility that integrates library, audio-visual services and information technology services.

Five hundred reader seating spaces are provided throughout the building including individual study carrels, group study rooms and tables, most of which can accommodate laptop computers. Other facilities include special collections, a reserve room, an adaptive technologies centre, a tutorial and study room for Aboriginal and Torres Strait Islander students, a computer laboratory, a copying and scanning centre and an art gallery.

Library's Home Page

Many of the Library's services including remote access to the Library catalogue and to electronic databases are available from the Library's Home page via the University's Web site at <http://www.usc.edu.au/library/library1.html> and the student intranet. The home page is recommended as your first place for information about the Library including hours.

Library Card and Access

Your University student ID card is also your University Library card. Once you are issued with your University student ID card you can borrow from the University Library.

Information Literacy & Online Training

The Library offers a variety of information and research skills tutorials throughout semester. More information is posted on the Library's home page and on the notice board in the Library building. An online Library catalogue tutorial is also available from the student intranet.

Student Guides to the Library

Two student guides, one for undergraduates and the other for postgraduates, are available at <http://www.usc.edu.au/library/images/stuguide.pdf> The guides includes information on the Library's hours, loan periods, information and reference services, tutorials, remote access, location maps, etc. Copies of the guides may be printed from the Library's home page on either the University's web site or the student intranet.

Print and Electronic Collections

The Library supports the university's teaching, research and scholarship activities. Most library materials can be located using the online catalogue both on campus and remotely through the Library's home page. Students have access to a wide variety of electronic information including databases with more than 9,700 full-text journal titles and to select Internet sites via on-site workstations and remotely through the Library's home page. A reserve collection with approximately 9,000 volumes is also available along with photocopy and laser printing services. Electronic reserve services are also available for some courses from the student intranet. Access to lecture and tutorial notes, video and tape recordings of lectures is available through the reserve collection. Materials not held by the University Library may be available through interlibrary loan and document delivery services, and by accessing other libraries through reciprocal borrowing arrangements.

Information Services

Librarians are available at the Information Desk to answer general enquiries and to provide expert assistance finding information and using the Library's collections.

Copying and Scanning Centre

Text and image scanning, binding, laminating, colour and black & white photocopying, transparencies, zip drive hire and network printing are all fee-based services available in the Library. The photocopiers and network printers require the use of a copy card. A vending machine is available in photocopying room adjacent to the Reserve Collection in the Library.

Adaptive Technologies Centre

Computers, software, scanner and other equipment and services are available for people with disabilities. For more information, contact the Information Desk.

Acceptable Use

Conditions and examples of acceptable use are posted in the Library building and are included in the student guides to the Library. Students should ensure that their behaviour is in accordance with the University's Student Conduct and Discipline Statute and the posted Acceptable Use of the Library conditions. Failure to abide by the policies may mean the denial of services.

Opening hours

Library hours of operation during semester are from:

Monday to Thursday	8am – 9pm
Friday	8am - 5pm
Saturday	12 noon - 6pm
Sunday	1pm - 5pm
Closed all public holidays	

For more information contact the Information Desk via email at infodesk@usc.edu.au or telephone +61 7 5430 2803.

STUDENT AFFAIRS

Student Affairs includes Student Administration, Student Services, International Office (Full fee paying award courses, study abroad and student exchange), Student Equity, Indigenous student support services and management of the Peer Adviser and Student Mentor programs (funded by the Student Guild).

Indigenous Student Support

The Commonwealth Government and Universities are seeking to improve access and successful completion of University study for Indigenous Australians. The Department of Education, Training and Youth Affairs (DETYA) provides funding for extra tuition by qualified tutors for Indigenous students under the Aboriginal Tutorial Assistance Scheme (ATAS). Enquiries about this scheme should be directed to Student Services on +61 7 5430 1226. In 2001, the University will develop and implement support programs for Indigenous students and liaise with the local communities. All indigenous students who self-identify will be personally advised of these programs by mail.

Student Administration

Location: Building D – Arts & Social Sciences, Ground Floor

Telephone: +61 7 5430 2890

Facsimile: +61 7 5430 2882

E-mail: Student Administration@usc.edu.au

Student Administration is one of the central enquiry areas for students of the University. Student Administration provides assistance in the following services:

Enrolment

Student Administration can assist you with all functions relating to enrolment including:

- Changes to course enrolment
- Re-enrolment
- Leave of absence
- Internal Program transfers
- Credit transfer
- Courses on offer
- Advice regarding cut-off dates
- Confirmations of enrolment

HECS and Fees

All enquiries regarding the Higher Education Contribution Scheme (HECS) and fees can be directed to Student Administration including:

- HECS/fees liability

- Options for HECS payment
- Due Dates

Examination and Results

Student Administration co-ordinates activities associated with centrally scheduled end of semester examinations and releases final results to students each semester. Official statements of academic record may also be requested at Student Administration.

Graduation

Student Administration identifies each semester those students who are eligible to graduate and advises students accordingly. A graduation ceremony is held each year, usually in April, where all eligible students are presented with their degree.

Regular Advice

Student Administration regularly sends advice to students via mail or e-mail regarding changes to policy, deadlines and important dates. Students are encouraged to read their e-mail regularly and maintain their address details with Student Administration to ensure that all written advice is received.

Student Administration is committed to providing a quality service which responds to the needs of students. Office hours are 9am to 5pm (Mon, Tues and Thurs); 9am to 6pm (Wed) (teaching weeks only) and 9.30am to 5pm (Fri).

Student Equity

USC is committed to encouraging access to, and successful completion of, University courses by those groups identified by the Commonwealth Department of Employment, Training and Youth Affairs (DETYA) as having lower than average participation or completion rates. These groups are listed below:

- People with disabilities
- People whose first language is other than English
- People from rural or isolated locations
- People with low family incomes
- Women entering programs where participation has traditionally been low - such as some science or information technology programs.

The University develops and implements programs to support students in each of the groups and information about programs and support can be obtained from Student Services on +61 7 5430 1226. The University Student Equity Officer assists with equity planning and policy and can be contacted on +61 7 5430 1258.

Student International Exchange

Location: International Office, Building D – Arts & Social Sciences, Ground Floor

Telephone: +61 7 5430 1202

Facsimile: +61 7 5430 2882

E-mail: Abroad@usc.edu.au

USC students are encouraged to take up opportunities to study overseas in the International exchange student program. University of the Sunshine Coast recognises the personal and academic benefits of overseas travel and study. It is currently developing links with other higher education institutions, having formal agreements in place in England, Finland and the United States. To find out more about these institutions and the courses available, visit their websites:

- University of Lincolnshire and Humberside (UK) at www.lincoln.ac.uk
- Jyvaskyla Polytechnic (Finland) at www.jypoly.fi
- State University of New York - Cortland (USA) at www.cortland.edu

All exchange agreements are based on waiver of tuition fees by the host institution. Other costs including university fees such as a General Services Fee, airfares, accommodation, meals, personal expenses, books, transportation etc are the student's responsibility. A HECS liability is incurred for the period of the exchange.

Courses taken at the overseas institution will count towards your program here at USC.

Information about minimum eligibility requirements and application procedures is available from the Study Abroad Officer in the International Office.

Student Services

Location: Building D – Arts & Social Sciences, Ground Floor

Telephone: +61 7 5430 1226

Facsimile: +61 7 5430 2883

E-mail: Studentservices@usc.edu.au

Student Services provides a number of support services to students currently enrolled at USC. Services are listed below. The Student Services Office is open between 9am and 5pm. Students may access the Disability Support Officer on a drop-in basis at any time. An appointment may be necessary to see one of the Counsellors, Careers Officer or Learning Skills Officer depending on the availability of staff. Appointments are not necessary during Drop-In time (12 noon - 1pm daily) when staff are available to see students for short consultations of 15 minutes only.

Accommodation Register

The Off-Campus Accommodation Register is a free service maintained by Student Services, which provides a resource for students and staff who are seeking accommodation in the local area.

The University does not act as an agent for either accommodation seeker or provider and does not screen individual listings in the register. It is the responsibility of the accommodation seeker to contact the provider and determine the suitability of the accommodation for their individual needs. The University accepts no responsibility for

any accommodation arrangements made as a result of the use of information contained in the register.

Accommodation seekers and providers are asked to advise when accommodation is no longer available. Student Services staff update the listings in the register at regular intervals to keep the register as current as possible.

Student Services can be contacted on +61 7 5430 1226 for further information.

Car Pooling

Students who have their own transport to university may like to reduce their travelling expenses by car pooling with other students living in their area. Similarly, students without transport may wish to organise a lift with another student and contribute to the weekly petrol costs. Interested students can add their name to the Car Pooling List that is located in the reception area of Student Services. Students are required to utilise the contact details provided to negotiate their own car pooling arrangements.

Careers Officer

The Careers Officer provides a range of services in order to maximise and promote the career development and employment of current USC students and new graduates.

Individual Appointments – a one on one appointment can help students and graduates:

- Make more informed decisions on career direction and career planning
- Identify potential graduate outcomes
- Maximise the effectiveness of your job search
- Create more competitive job applications
- Prepare more effectively for interviews and other related selection techniques
- Gain information on postgraduate study options

Career Information Area

The Career Information Area is located within Student Services and provides information on a variety of career related topics:

- A jobs folder highlighting employers currently seeking applications
- Reports highlighting graduate employment outcomes from previous years
- Information on various graduate occupations
- Information on employers in the private and public sectors
- Employers' recruitment literature and application forms
- Handouts on resume preparation, job search techniques, and career planning

Employer Contacts

- The Careers Officer liaises closely with local and national employers with regards to their graduate recruitment requirements
- Researching potential employer contacts begins in the careers information area and can be further focussed by an individual appointment

- Employer visits are extensively advertised to students via e-mails, notice boards and in lectures/tutorials.

Career Seminars

- A range of career related seminars are presented throughout the year and are advertised to students via e-mails, notice boards and in lectures/tutorials.

Counselling Service

Student Services provides a free, voluntary and confidential counselling service for students and staff of the University.

Counsellors are qualified psychologists and registered with the Psychologists Board of Queensland. They have considerable experience in public, private and tertiary settings and are committed to providing counselling and assistance to the students and staff of this University in a warm, friendly and confidential manner.

Counselling sessions are for fifty minutes and are by appointment only.

Drop-in time between the hours of 12 noon and 1pm exists for students to visit without an appointment for short consultations with staff. These appointments are for a maximum of 15 minutes only. A short wait may result at particular times during the semester.

Counsellors provide assistance for individuals across a range of emotional and psychological issues including:

- Grief and bereavement issues
- Adjustment to university life (eg. experiencing difficulty in coping with personal/emotional problems)
- Course related issues (eg. feeling overwhelmed by the demands of tertiary study)
- Anxiety, stress, and depression (worry, grief, procrastination, and lack of motivation)
- Relationship difficulties
- Coping with home sickness and loneliness
- Crisis management
- Post-trauma recovery

Variations to Assessment

Applications for extensions to assignments, special examinations or special consideration (where the student believes an illness or personal crisis may have affected their performance in a course and wish to have this taken into consideration in their final grade) will normally be made to the Faculty.

If the reason for seeking a variation to assessment is of a confidential nature the student may contact Student Services counselling staff who can recommend a variation to the faculty. If the reason relates to a disability the student may see the Disability Support Officer who can recommend a variation to the Faculty.

Special arrangement examinations

Applications for special arrangements may be made to Student Services Counsellors or the Disability Support Officer should a student requires a variation to the length, location or equipment provided in an exam due to temporary or permanent disability, a personal crisis or because they are of non-English speaking background.

Disability Support Officer

If you have a disability you may wish to contact the Disability Support Officer on +61 7 5430 1224, who will assist you, where possible, with any needs you might have. For example:

- Negotiate academic adjustments with Faculties
- Guide and advise in cases of direct or indirect discrimination
- Arrange notetakers, signers or readers
- Provide access to specialised equipment
- Provide access to accessible parking
- Access alternative print sources

The University provides a range of adaptive technology for use by students with a disability. Students should contact the Disability Support Officer in the first instance for an assessment of individual needs, prior to referral to the Adaptive Technology Centre.

Learning Skills Officer

The Learning Skills Officer offers a range of services to assist you in becoming a more effective student. Individual and group sessions are available on various topics. These may include:

- Effective reading
- Assignment writing
- Exam preparation
- Referencing
- Critical thinking
- Grammar and punctuation basics
- Group work
- Oral presentations

Academic Skills Workshops are also run throughout the year. A semester schedule of the workshops is available from Student Services. Appointments to meet with the Learning Skills Officer can be made by contacting Student Services.

English Language Skills

Assistance with academic English language skills (for students of non-English speaking backgrounds) may be accessed through Student Services from the Learning Skills Officer.

Peer Adviser Program

The Peer Adviser Program is funded by the Student Guild and services are provided by Student Services.

Peer Advisers are advanced level students from various fields of study, trained to assist fellow students with:

- Getting started – where to start with essays, reports, assignments, etc
- Introductions, structure, conclusions
- Writing skills such as developing an argument, structuring an essay and the use of relevant supporting evidence
- Time management skills
- General study skills
- Referencing
- Expression and grammar

Appointments for the one-to-one, 45-minute free session are necessary, and can be made by contacting Student Services.

Student Mentor Program

The Mentor Program is funded by the Student Guild. The service is provided by Student Services.

The aim of the Mentor Program is to help new students adjust to university life within a friendly and supportive environment by linking them with experienced students. Mentors assist students by answering general questions about the University, directing them to the appropriate support services on campus and by providing information about Student Services, Student Administration and the Library facilities.

The Mentor Program is conducted over a number of weeks and begins with a tour of campus, followed by opportunities to meet other students in the program.

Benefits of the program include opportunities to develop a network of friends and acquaintances on campus, to meet people with whom discussion of lectures, tutorials and assignments can take place and to understand the expectations of the University.

Student Loan Scheme

The Student Loan Scheme provides short term financial assistance to help students meet some of the costs involved in studying at University. This could include bond assistance, purchase of text books or study materials. The Loan Scheme is not available for payment of HECS, Library fines, or other University fees and charges.

Emergency Loans will be:

- Up to \$A50.00 in cash (with approval of Finance)
- Available after a minimum of 24 hours
- Interest free for three (3) months

Other Loans

- Up to \$A500.00 maximum and cheque(s) will be made out to the third party: for example – the bookshop, bond authority, etc.
- Require up to seven (7) working days for approval and processing
- Accrue interest at market rate after three months of loan activation

Only students who have permanent Australian residency status are eligible to apply.

All loans must be repaid by the end of Study Week in each semester.

Criteria for assessment information and loan application forms can be collected from Student Services.

STUDENT GUILD

Why Pay a General Services Fee*?

All students are required to pay the General Services Fee (GSF) per semester. The fees, less a \$A15 pa access levy and a 5% administrative fee charged by the University are transferred to the Student Guild to provide services and amenities to you, the students. Payment of the GSF automatically entitles you to membership of the Student Guild.

The USC Student Guild aims to provide students with a wide range of services and is always working on providing bigger and better things that we hope will make your Uni years easier and memorable.

The Student Guild is separate (statutory incorporated) entity to the University and is coordinated by the Board of Directors, all of whom are students of the University elected by their peers.

Services in 2001

- Full funding of the Mentor program
- FREE Clinical Nurse on campus twice a week
- Full funding of the Peer Advisors program
- FREE accident insurance
- FREE legal advice (from qualified solicitors)
- Emergency accommodation referrals
- Emergency loans
- FREE Diary
- Establishment of the Capital Works program
- Advocacy & Representation on campus
- Access to intravarsity sporting competitions
- Resource centre (information and referrals)
- Guild shop including 2nd hand text books
- Discount cards
- E-mail bulletins
- Cheap tea, coffee and hot chocolate
- Fax/printing/scanning services
- Representation with National Bodies eg National Union of Students (NUS)
- Uni Night at Buderim Tavern (Thursday)
- Clubs & Societies

Where can you find us?

We are located in the demountable (with the sail awning in the front), across from the library and next to the beach volleyball court. The Guild employs two full-time and two part-time staff members. Members of the Board can also be found loitering around the Guild building. While they have defined areas of responsibility, they are all here to help you with whatever, problem, question, complaint and suggestion you may have.

Conscientious Objection

There is provision in our Constitution for Conscientious Objection to membership of the Student Guild. If your religious, ethical or other beliefs conflict with Guild membership, you can apply in writing to the Board of Directors at the Student Guild for exemption. Please note: You will still be required to pay the GSF, but it will be redirected to the Administration of the University to spend as they see fit. You will forfeit your rights as a member of the Guild.

Hours

Mon – Thurs, 8am to 5.30pm and Fri 8am to 3.30pm. We have a lot to offer, but we need the participation of students to continue growing into a force to protect the rights of students and provide both academic and non-academic services.

We look forward to your involvement.

* Please refer to [Fees](#) for further information on GSF.

THE UNIVERSITY GALLERY & ART COLLECTION

The University of the Sunshine Coast Gallery hosts a range of exhibitions in a variety of media including digital art, painting, drawing, graphic design, illustration and installation. All are welcome to view the exhibitions which may incorporate work by nationally and internationally renowned artists, regional practitioners and displays by University Art and Design students. Associated with the exhibitions there are various activities including educational talks, workshops and exhibition openings. The University is also establishing a collection of contemporary Australian art. Many of these works can be viewed on the walls of the Library and within the University campus. For further information and exhibition program view the Gallery page on the University website or contact the Gallery Curator on +61 7 5430 1259 or by email lchandle@usc.edu.au

FACILITIES

The Facilities office oversees the physical facilities of the University including building and grounds, roads, parking, first aid, sports facilities, security, maintenance, hire of facilities and the academic timetable.

For further information please contact: Facilities office on +61 7 5430 1195.

Lecture Theatres

There are five air conditioned lecture theatres with a seating capacity ranging from 45 - 300. All lecture theatres are outfitted with ultra modern sound and audio visual equipment.

Tutorial Rooms

18 tutorial rooms that can accommodate between 15 and 50 people. All are equipped with Overhead Projectors, screens and white boards. Most have TV/VCR.

Computer Laboratories

There are 11 computer laboratories with a seating capacity ranging from 18 - 25, all of which are equipped with up-to-date technology including Internet access.

Science Laboratories

The two Science Laboratories accommodate up to 45 people each and are fitted with up-to-date equipment.

Events & Catering

Events & Catering cater for a wide range of functions from small to large groups. Together the Brasserie and Function Hall can accommodate between 300 - 500 people depending on the type of function required. For smaller functions, the rooms can be hired as separate venues. Catering for a wide range of functions is available.

The new Innovation Centre Auditorium has a 2000 seat capacity making it ideal for all types of events and functions.

Bookings can be made through Events & Catering on +61 7 5430 1195.

The Athletics Track

The athletics track is IAAF approved with international standard synthetic running surface, provisions for disabled events and AIS approved hammer throw cage. In addition, the complex includes provisions for pole vault, javelin, long and triple jump, hammer throw and steeple chase. The athletics track is home to the University of the Sunshine Coast Athletics Club.

Multi-purpose Playing Field

The multi-purpose field is used for soccer, touch football, rugby league, rugby union and other special events. The multi-purpose playing field is home to the Barbarians Rugby Union team.

University Club

The University Club is an informal social venue which is home to a number of USC social and sporting clubs. Sports testing is also housed in this facility with room available for small functions, circuit training and teaching space.

IAAF – International Amateur Athletic Federation

AIS – Australian Institute of Sport

Foundation & Alumni

UNIVERSITY FOUNDATION

One of the main purposes of the Foundation is to assist with funding the priorities of the University that would otherwise not be supported through sources such as the government. In seeking support for these priorities the Foundation works closely with the community. "The Friends of the University" is one such program that allows those interested in helping with the development of the University to become involved.

All funds raised by the Foundation are dedicated to the University's development as an institution of national and international standing and its pursuit of excellence in teaching, research and scholarship.

Gifts to the University of cash, or of some other kind, are generally allowable deductions for Australian income tax purposes. Donors should, however, seek independent advice on such aspects from their legal or taxation adviser.

If you are interested in learning more about the Foundation and how you can become involved in assisting with the growth of the University then we would be delighted to meet you to discuss these opportunities and to provide a tour of the campus.

For further information please contact:

Executive Officer, University Foundation

Reply Paid Permit No. 63469

University of the Sunshine Coast

MAROOCHYDORE D.C. QLD 4558

Phone: +61 7 5459 4418

Fax: +61 7 5459 4403

Email: foundation@usc.edu.au

UNIVERSITY ALUMNI

The graduates or alumni of the University, family and friends are welcome to visit the campus, receive the quarterly Community Newsletter as well as take part in other University activities. The University Foundation looks forward to coordinating alumni relation programs that will allow the alumni to remain in contact with the University as well as each other.

For further information please contact:

Executive Officer, University Foundation

Reply Paid Permit No. 63469

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Scholarships & Bursaries *

There are a number of scholarships and bursaries available to students. Many of these close early in the 1st semester of every year.

The following scholarships and bursaries are being offered by Sunshine Coast organisations.

AUSTRALIAN FEDERATION OF UNIVERSITY WOMEN – QLD., INC. (AFUWQ) - Sunshine Coast Branch Bursaries

"AFUW is the voice of graduate women promoting the advancement of women worldwide and their equality of opportunity, through initiatives in education, friendship and peace".

Bursaries are awarded to assist with education expenses and are to be offered in 2002 by the SUNSHINE COAST BRANCH of the AUSTRALIAN FEDERATION OF UNIVERSITY WOMEN, QUEENSLAND, INC.

MAROOCHY BICENTANNIAL FOUNDATION SCHOLARSHIP

This scholarship is available for the first year of enrolment ONLY and designed to meet the up-front cost of the Higher Education Contribution Scheme (HECS) charges. Continuation of the Scholarship into Semester 2 will be dependent upon satisfactory progress in the academic program.

U3A: MERIT-BASED SECOND YEAR EQUITY SCHOLARSHIPS

The University of the Third Age (U3A) has allocated Merit-Based Second Year Equity Scholarships to the University of the Sunshine Coast for 2002. Scholarships are to be awarded to students in each of the three Faculties for a period of one year.

ZONTA OF NAMBOUR STUDY BURSARY

Zonta International is a worldwide service organisation of female executives in business and the professions working to improve the legal, political, economic, health, educational and professional status of women.

The purpose of this bursary is to support women returning to study after a break, offering encouragement and financial assistance.

ZONTA CLUB OF NOOSA: WOMEN IN SCIENCE BURSARY

The Zonta Club of Noosa was chartered in 1993, and since then has raised more than \$A70,000 to improve the status of women, locally, nationally and internationally, including projects in conjunction with UNICEF and UNIFEM.

"Women in Science" Bursary

One of Zonta International's initiatives specifically focuses upon working toward a sustainable environment. In keeping with this initiative, the Zonta Club of Noosa's "Women in Science" Bursary is awarded annually to a mature aged woman, studying Science at the University of the Sunshine Coast.

*Please note, this is not an exhaustive list of available scholarships and bursaries. Details of scholarships and bursaries will be posted to you with your Re-enrolment package for Semester 1, 2002.

For further information on these or other scholarships, or an application form, please contact Student Services, Building D – Arts & Social Sciences, Ground Floor, Telephone: +61 7 5430 1226, Facsimile: +61 7 5430 2883, E-mail: studentservices@usc.edu.au

Prizes

CHANCELLOR'S MEDAL

1. The Chancellor's Medal will be awarded to the student in a degree who has made the most distinguished contribution to University life in all its facets:
 - 1.1 academic performance;
 - 1.2 university governance;
 - 1.3 community service; and
 - 1.4 student welfare.
2. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University and completed the qualification within the minimum time for completion.
3. Nominations for the Chancellor's Medal may be made by any member of the University community, other than the student concerned, and forwarded to the Director, Student Affairs.
4. The recipients of the Chancellor's Medal will be determined on behalf of the University Council by a panel consisting of: the Chancellor (Chair); the Vice-Chancellor; the Deputy Vice-Chancellor and the elected student member of Council. If in any year the elected student member of Council is unable to participate in the work of the panel, the Chancellor and Vice-Chancellor will appoint another student as a replacement.
5. A notation shall be made stating the award of the Chancellor's Medal on the recipient's statement of academic record.
6. The panel reserves the right not to award the Chancellor's Medal in any year. In any year when the Chancellor's Medal is not awarded the panel will advise Council accordingly.
7. The Chancellor's Medal will normally be awarded at a Graduation Ceremony.

UNIVERSITY MEDAL

1. One University Medal will be awarded in each Faculty to a graduating student in a Bachelor's degree in recognition of academic excellence.
2. For the purposes of the award of the University Medal, "academic excellence" means the achievement of the highest Grade Point Average in the Faculty (see attachment on Calculation of Grade Point Average).
3. Where two or more people achieve the same highest Grade Point Average the recommending panel shall devise a means of identifying the most meritorious student to receive the University Medal.
4. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University and completed the degree within the minimum time for completion.
5. Where a student is enrolled in a combined degree they shall be, if their academic record merits, considered for the award of a University Medal in both faculties but may only be awarded one University Medal.
6. Nominations for a University Medal shall be made by the relevant Boards of Examiners and forwarded to the Director, Student Affairs in order of priority.
7. The recipients of University Medals will be determined on behalf of the University Council by a panel consisting of: the Vice-Chancellor (Chair); an external member of Council (appointed by Council); and the Deputy Vice-Chancellor.
8. A notation shall be made stating the award of a University Medal on the recipient's statement of academic record.
9. The panel reserves the right not to award any or all of the University Medals in any year. In any year when a University Medal is not awarded, the panel will advise the University Council accordingly.
10. The University Medals will normally be awarded at a Graduation Ceremony.

DISTINGUISHED ACADEMIC RECORD

1. A Distinguished Academic Record may be awarded to any student enrolled in an undergraduate award program, other than an Honours program, in recognition of academic excellence.
2. For the purposes of the award of a Distinguished Academic Record, "academic excellence" means the achievement of a Grade Point Average of 6.5 or better (see attachment on Calculation of Grade Point Average).
3. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University and completed the qualification within the minimum time for completion.
4. For those students who have been granted advanced standing on the basis of previous studies, their performance in those previous studies will not be taken into account in determining the award of a Distinguished Academic Record.
5. A recommendation for the award of a Distinguished Academic Record will be forwarded by the relevant Board of Examiners to the Director, Student Affairs.
6. The award of a Distinguished Academic Record will be made by the Academic Board.
7. A notation shall be made stating the award of a Distinguished Academic Record will be included on the recipient's statement of academic record.
8. The Academic Board reserves the right not to award any or all Distinguished Academic Records in any year.
9. A Distinguished Academic Record will be acknowledged at a Graduation Ceremony.

DEAN'S COMMENDATION

1. A Dean's Commendation may be awarded to any student enrolled in an undergraduate award program, other than an Honours program, in recognition of academic excellence.
2. For the purposes of the award of a Dean's Commendation, "academic excellence" means the achievement of a Grade Point Average of 6.0 or more and less than 6.5.
3. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University and completed the qualification within the minimum time for completion.
4. For those students who have been granted advanced standing on the basis of previous studies, their performance in those previous studies will not be taken into account in determining the award of a Dean's Commendation.
5. A recommendation for the award of a Dean's Commendation will be forwarded by the relevant Dean to the Director, Student Affairs.
6. The award of a Dean's Commendation will be made by the Academic Board.
7. A notation stating the award of a Dean's Commendation shall be included on the recipient's statement of academic record.
8. The Academic Board reserves the right not to award any or all Dean's Commendations in any year.
9. A Dean's Commendation will be acknowledged at a Graduation Ceremony.

POLICY FOR THE AWARD OF DEAN'S COMMENDATION FOR MASTERS DEGREES BY COURSEWORK

1. A Dean's Commendation may be awarded to any student enrolled in a Masters degree by coursework program in recognition of academic excellence.
2. For the purposes of the award of a Dean's Commendation for a Masters Degree by Coursework, "academic excellence" means the achievement of a Grade Point Average of 6.0 or better (see attachment on Calculation of Grade Point Average).
3. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University and completed the qualification within the minimum time for completion.
4. For those students who have been granted advanced standing on the basis of previous studies, their performance in those previous studies will not be taken into account in determining the award of a Dean's Commendation.
5. A recommendation for the award of a Dean's Commendation will be forwarded by the relevant Dean to the Director, Student Affairs.
6. The award of a Dean's Commendation for a Masters Degree by Coursework will be made by the Academic Board.
7. A notation stating the award of a Dean's Commendation shall be included on the recipient's statement of academic record.
8. The Academic Board reserves the right not to award any or all Dean's Commendations for Masters Degrees by Coursework in any year.
9. A Dean's Commendation for a Masters Degree by Coursework will be acknowledged at a Graduation Ceremony.

PHOENIX AWARD FOR TERTIARY ACHIEVEMENT

The Phoenix Award for Tertiary Achievement is made to a student who entered the University as a mature-aged student to study an undergraduate program, and has shown a tenacity of purpose in completing their program whilst making a contribution to the overall life of the University or its wider community.

The award is presented at a Graduation Ceremony.

Fees

HIGHER EDUCATION CONTRIBUTION SCHEME (HECS)

The Higher Education Contribution Scheme, commonly referred to as HECS, is an Australian Government scheme whereby higher education students contribute to the cost of their education. All students enrolled in undergraduate programs at the University (except international full fee paying students) are liable to pay fees under HECS. Most students can choose either to pay their HECS liability upfront (with a 25% discount) or to defer repayment of their HECS liability until their taxable income reaches a certain level. Students who are New Zealand citizens (and not also Australian citizens) and some Australian permanent residents are required to pay their HECS fees upfront without the 25% discount.

A student's HECS liability is calculated on a semester basis according to the number of courses (or equivalent) being undertaken that semester. Each course is classified into one of three bands (or groups) and the amount of HECS payable for that course depends on which band the course is classified.

In general, Arts courses are classified into Band 1, while Business and Science courses are classified into Band 2. In 2001, HECS liability will amount to approximately \$A441 per course in the Faculty of Arts and Social Sciences, and approximately \$A627 per course in the Faculties of Business and Science.

Further information about HECS can be obtained from the HECS Enquiry Line 1800 020 108 or at <http://www.hecs.gov.au>.

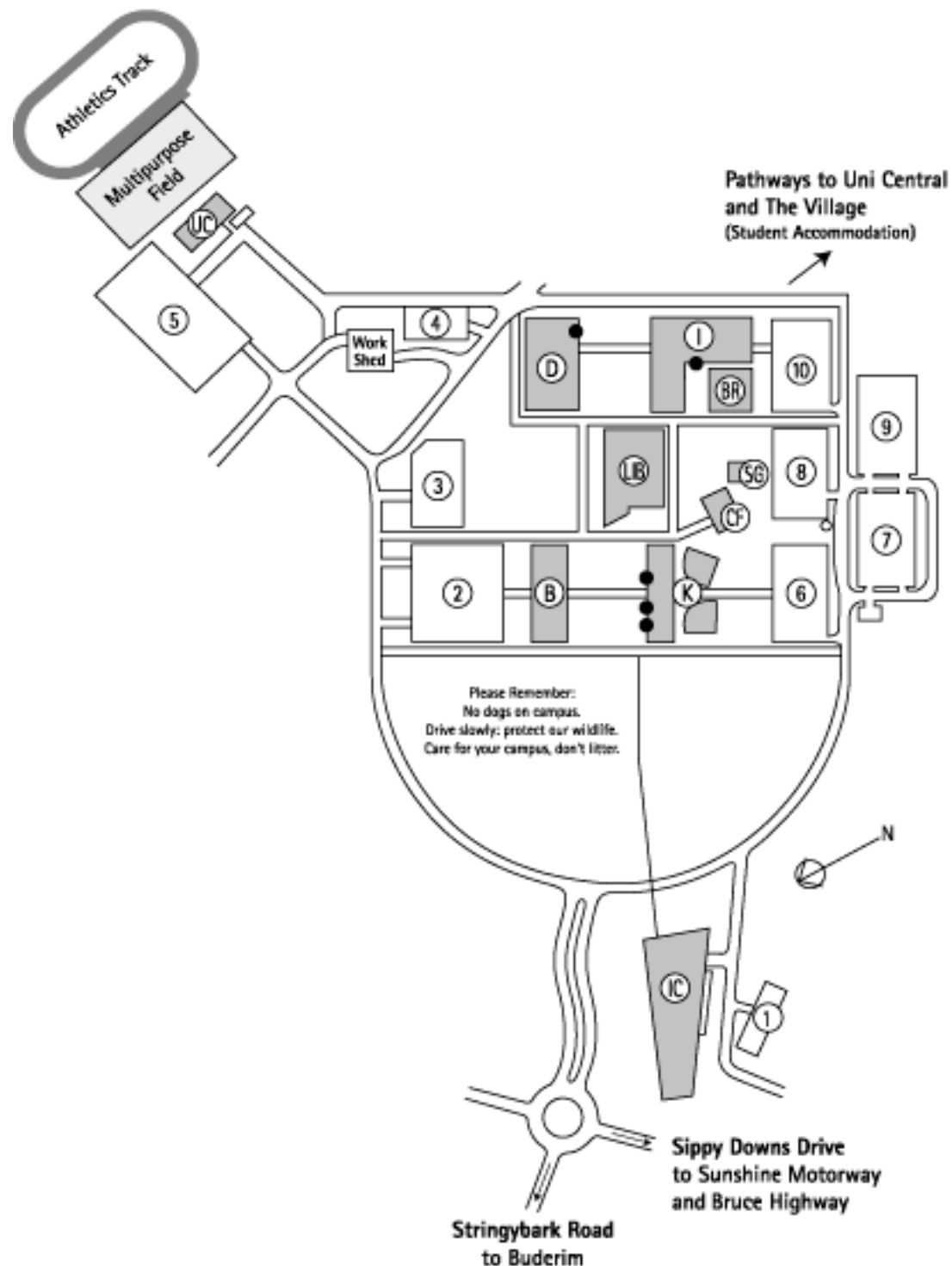
GENERAL SERVICES FEE

All students at the University are required to pay a General Services Fee (GSF) of \$A105.00 (full-time) or \$A52.50 (part-time) per semester. This money is paid to the Student Guild and is used by the Guild to provide services and amenities to students. Payment of the GSF automatically makes the student a member of the Student Guild.

Application for Refund of General Services Fee

If a student changes their courses which results in their status for the semester changing from full time to part time, takes a leave of absence, or withdraws from the University they may be entitled to a refund of the General Services Fee. The student will need to fill out a form which is available from the Student Guild, Finance or Student Administration.

NB: GSF refund applications will only be accepted within one month after the census date for the applicable semester. However, if a student believes that circumstances warrant special consideration, the student should address the Student Guild Board in writing and the letter will be tabled for discussion.



- (D)** Arts and Social Sciences
Faculty of Arts and Social Sciences staff
Qantm
Student Affairs
Student Administration
Student Services
International Office
● 24hr computer lab
 - (K)** Business
Faculty of Business staff
Lecture Theatre 1
Lecture Theatre 2
Lecture Theatre 5
● 24hr computer lab
 - (I)** Science
Faculty of Science staff
Lecture Theatre 3
Lecture Theatre 4
Co-op Bookshop
Uni Credit Union
● 24hr computer lab
 - (B)** Administration
Chancellor
Secretariat
Media & Marketing
Human Resources
Finance
Facilities
Foundation
Reprographics
Registry & General Enquiries
Old Open Learning Network
USA
 - (LJB)** Library
Art Gallery
Adaptive Technology Centre
Information Services
 - (IC)** Innovation Centre
English Language Centre
Cafe
Auditorium 1, 2 & 3
 - SG** Student Guild
 - BR** Brasserie/Function Hall
 - CF** Cafe
 - UC** University Club
- Student Parking - (6) (7) (8) (9) (10)
Staff & Visitor Parking - (1) (2) (3) (4)
General Parking - (5)

Regulations

ADMISSION RULES

Undergraduate Admission

1. Applicants may be considered for admission to undergraduate programs under one or more of the following categories:
 - 1.1 Year 12 Qualifications
 - 1.1.1 Applicants who have completed Queensland Year 12 and either qualified for an Overall Position (from 1992) or a Tertiary Entrance Score (prior to 1992).
 - 1.1.2 Applicants who have completed Queensland Year 12 but did not qualify for an Overall Position or Tertiary Entrance Score.
 - 1.1.3 Applicants who have completed External Senior, obtaining results in 5 subjects (or 4 subjects if 21 years or older on or before 31 December of the year in which the last relevant result was obtained).
 - 1.1.4 Applicants who have obtained results in one, two or three External Senior subjects and are aged 21 or over by 31 December of the year in which the last relevant results were obtained.
 - 1.1.5 Applicants who have completed an interstate Australian Year 12 qualification or overseas qualification comparable to completion of Queensland Year 12.
 - 1.2 Bridging Studies
 - 1.2.1 Applicants who have completed or partially completed the Certificate of Adult Tertiary Preparation with results in a minimum of two subjects.
 - 1.2.2 Applicants who have completed or partially completed other approved Bridging programs.
 - 1.3 Tertiary Study

Applicants who have completed or partially completed recognised tertiary study at an approved institution.
 - 1.4 Alternative Entry qualifications
 - 1.4.1 Applicants who possess professional qualifications.
 - 1.4.2 Applicants who can demonstrate paid vocational experience.
 - 1.4.3 Applicants who submit a personal competencies statement based on life experience and which addresses specific criteria.
 - 1.4.4 Applicants who obtain results in the Special Tertiary Admissions

Test.

2. Supplementary Admission Schemes

Applicants allocated an Overall Position (OP) or rank based on qualifications considered in Section 1 may be eligible for further consideration of their application under one of the following schemes. These schemes may add one or more additional OPs or ranks to an OP or rank allocated for qualifications under Section 1.

2.1 Special Consideration

One or more additional OPs or ranks may be granted to applicants who provide a documented request for special consideration which substantiates at least a significant impact on prior educational outcomes.

2.2 Regional Preference Scheme

An addition of one OP or 2 ranks shall apply to applicants who:

- are currently undertaking full-time study; and
- reside in, or attend a school in, the Sunshine Coast region (bounded by the local government areas of Caboolture, Kilcoy, Caloundra, Maroochy, Noosa and Cooloola); and
- apply to University of the Sunshine Coast through QTAC.

3. Additional Admission Requirements

3.1 Applicants considered for admission under Section 1 must also satisfy other requirements, if any, specified in the rules of individual programs, except at the discretion of the relevant Dean.

3.2 English Proficiency

In order to be considered for admission, applicants whose first language is other than English must demonstrate a level of English proficiency deemed sufficient to successfully undertake the relevant program.

4. Appeals

Applicants may lodge a formal appeal to have the outcome of their application reviewed.

Appeals shall be submitted in writing to the Director, Student Affairs and must state the grounds for the appeal and be submitted no later than two weeks from the date of the final QTAC offer round.

5. Special Admission

In exceptional circumstances applicants who do not otherwise qualify for admission, but who are able to demonstrate other relevant qualifications or experience considered by the Dean to demonstrate an ability to successfully undertake the program may be considered for admission under this category.

Requests for special admission must be fully documented and shall be submitted in writing to the Director, Student Affairs in addition to submitting an application through QTAC.

Admission to non-award programs

6. Applications for admission to non-award programs shall be submitted in such form as the Deputy Vice-Chancellor may determine.

6.1 Admission as a Cross-Institution Student

Applicants undertaking an award program at another Commonwealth-funded tertiary institution may be considered for admission to individual courses subject to the following:

- approval being obtained from the home institution; and
- applicants satisfying any prerequisites for the specified course(s); and
- availability of places for the specified course(s).

6.2 Admission as a Visiting Student

Applicants may undertake individual courses for professional or personal development as a visiting student. Visiting students receive normal instruction, assessment and examination results in such courses but are not registered to undertake an award program.

Applicants may be considered for admission to individual courses based on qualifications presented with an application, subject to:

- educational background or other relevant experience considered by the Dean as being suitable for the specified course(s); and
- availability of places for the specified course(s); and
- applicants whose first language is other than English demonstrating a level of English proficiency deemed sufficient to successfully undertake the specified course(s).

6.3 Admission as a Study Abroad Student

Applicants undertaking an award program at an overseas institution may be considered for admission as a Study Abroad student, subject to:

- approval being obtained from the home institution;
- applicants satisfying the minimum entry requirements;
- applicants satisfying any prerequisites for the specified courses;
- applicants enrolling on a full time basis; and
- applicants whose first language is other than English demonstrating a level of English proficiency deemed sufficient to successfully undertake the program.

Postgraduate Admission

7. Applicants will be considered for admission to postgraduate programs under one of the following categories:

- 7.1 Standard Entry

- Applicants who meet the requirements specified in the program rules will be considered for admission under this category.

- 7.2 Special Admission

- In exceptional circumstances applicants who do not meet the requirements specified in the program rules but who are able to demonstrate other relevant qualifications and / or professional experience may be considered for admission under this category.

Admission With Advanced Standing

8. Admission with advanced standing may be granted in recognition of prior academic work or other work identified as being of equal depth and academic rigour.
9. Application for advanced standing should be made to the Director, Student Affairs prior to enrolment but applications at other times may be considered.
10. For programs the duration of which is two years of equivalent full-time study or greater, credit may be granted to a maximum of two-thirds of the total units required for completion of the specified program at University of the Sunshine Coast.
11. For programs the duration of which is less than two years of equivalent full-time study, credit may be granted to a maximum of one half of the total units required for completion of the specified program at University of the Sunshine Coast.
12. As a general rule advanced standing will not be given for studies completed more than ten years prior to an application for advanced standing. However, where the relevant Dean judges that studies completed more than ten years prior to an application for advanced standing are still relevant to the program for which advanced standing is being sought, then the Dean may waive the general rule.
13. The amount of prior advanced standing accepted must be confirmed by the student no later than the census date of the student's second semester of full-time enrolment or its equivalent for part-time students.

ENROLMENT RULES

1. A person shall be deemed to be an enrolled student following:
 - 1.1 an offer of admission;
 - 1.2 completion by the person of an appropriate enrolment form;
 - 1.3 authorised registration in courses;
 - 1.4 payment of required program fees; and
 - 1.5 entry of the person's name on the Roll of Students.
2. Enrolment shall be held at a time and place specified by the Deputy Vice-Chancellor.
3. A person who enrolls or re-enrolls after the date specified shall pay a late enrolment fee unless the late fee is waived by the Deputy Vice-Chancellor.
4. Only in exceptional circumstances, as determined by the Academic Board, may a person enrol or re-enrol more than three (3) weeks after the commencement of the semester.
5. A person shall remain an enrolled student until the date specified by the Deputy Vice-Chancellor for re-enrolment unless the person completes, withdraws from, is precluded from, or is deemed to have abandoned study in their program of study.
6. An enrolled student's enrolment shall be cancelled if the qualifications or other information on which the student's admission was based cannot be supported by documentary or other evidence when such evidence is requested.
7. A student, having met the requirements for an award of the University, shall not be permitted to enrol in the same award or any named variant of that award.

ASSESSMENT RULES

Methods of Assessment

1. The methods of assessment in a course shall be approved by the Academic Board and shall be consistent with the aims and objectives of the program in which the course is located.
2. The method, pattern and proportion of assessment for each course shall be communicated to each student in writing by the examiner for the course as part of the course outline within the first week of teaching of that course.

Grades of Results

3. The results achieved by a student in each course shall be graded as one of the following:

HIGH DISTINCTION (HD)

DISTINCTION (DN)

CREDIT (CR)

PASS (PS)

PASS UNGRADED (PU)

FAIL (FL)

4. Grades shall be awarded on the following basis:

4.1 HIGH DISTINCTION - where a student achieves an exceptionally high level of performance and / or competence plus the production of original work and demonstrated awareness of all significant elements of the course.

4.2 DISTINCTION - where a student achieves a high level of performance and / or competence plus the production of original work and demonstrated awareness of all significant elements of the course.

4.3 CREDIT - where a student achieves a level of performance and / or competence substantially above the minimum requirements of the course.

4.4 PASS - where a student achieves a level of performance and / or competence which satisfies the minimum requirements of the course.

4.5 PASS UNGRADED - where a student has satisfied the minimum requirements of the course but it is not appropriate to differentiate between levels of satisfactory performance and / or competence.

4.6 FAIL - where a student has not satisfied the minimum requirements of the course.

Grading Notations

5. There shall be the following grading notations:

WITHDRAWN WITHOUT PENALTY	(WN)
WITHDRAWN - FAIL	(WF)
FAIL - ABSENT	(FA)
INCOMPLETE	(IN)
GRADE PENDING	(GP)
SPECIAL EXAMINATION	(SE)
SUPPLEMENTARY EXAMINATION	(SU)
NOT EXAMINED	(NE)
RESULT WITHHELD	(RW)
EXEMPTION	(EX)

6. Grading notations shall be used in the following circumstances:

- 6.1 WITHDRAWN WITHOUT PENALTY - where a student has withdrawn from the course within the permitted time or on determination of the Dean.
- 6.2 WITHDRAWN-FAIL - where a student withdraws from the course after the permitted time and has not satisfied the minimum requirements of the course.
- 6.3 FAIL - ABSENT - used internally only, where a student has not attempted the required assessment for a course and is therefore deemed to have abandoned the course.
- 6.4 INCOMPLETE - where a student has been given an extension of time on compassionate or academic grounds by the relevant assessor.
- 6.5 GRADE PENDING - where it is not possible for a grade to be given to a student as a result of exceptional administrative circumstances on the part of the University.
- 6.6 SPECIAL EXAMINATION - where a student has been awarded a Special Examination on compassionate or medical grounds by the relevant assessor.
- 6.7 SUPPLEMENTARY EXAMINATION - where a student has marginally failed to meet the minimum requirements of the course and has shown, through results obtained in other pieces of assessment, a sufficient level of performance and/or competence to warrant setting additional assessment. The subsequent grade of result awarded after completion of a supplementary examination cannot exceed that of 'Pass'.
- 6.8 NOT EXAMINED - where the course extends over more than one semester and no grade has been assigned to the student during the current assessment period.

- 6.9 RESULT WITHHELD - where the student has outstanding fees or charges administered by the University or outstanding fees collected by the University on behalf of the Student Guild or is subject to disciplinary proceedings and the results achieved by the student are withheld pending resolution.
- 6.10 EXEMPTION - where the student has undertaken prior academic work which is at least equivalent in content and rigour to the course and an exemption has been approved in accordance with University policy.
7. For the purposes of Section 6 the permitted time is:
 - 7.1 by 31 March in the case of first semester or year long courses;
 - 7.2 by 31 August in the case of second semester courses;
 - 7.3 by the fourth week of the third semester in the case of third semester courses; or
 - 7.4 in the case of block release programs, having completed 20% of the prescribed course of study as specified in the approved program documentation, unless extended by the Dean by reason of exceptional circumstances.
8. Courses which have been assigned an 'Incomplete' or 'Special Examination' or 'Supplementary Examination' or 'Grade Pending' notation are to be resolved no later than the end of the first week of the following semester otherwise they shall be converted to 'Fail'. The Academic Board may, on the recommendation of the Dean that exceptional circumstances exist, grant a specified extension of time for the finalisation of an outstanding result.

Examiners

9. Except as provided in Section 10 an examiner shall be nominated by the Vice-Chancellor for each course offered.
10. For the purposes of any research component of postgraduate programs, the committee responsible for the administration of postgraduate research students shall be the examiner.
11. In addition to any responsibilities imposed by these Rules examiners shall be responsible for:
 - 11.1 the certification of results as correct for that particular course;
 - 11.2 the transmission of results to the relevant Board of Examiners; and
 - 11.3 such other matters as directed by the Academic Board or the relevant Board of Examiners.

Board of Examiners

12. A Board of Examiners shall be constituted for each program of study.
13. Each Board of Examiners shall be chaired by the relevant Dean and shall include all examiners who are responsible for a course within that program of

study.

14. The Board of Examiners shall:
 - 14.1 meet at the conclusion of each assessment period;
 - 14.2 review and certify results lodged in each course for that assessment period;
 - 14.3 determine the academic status of each student registered in the award;
 - 14.4 in exceptional circumstances, and following consultation with the relevant examiner, vary the result initially lodged for the course;
 - 14.5 recommend to the Academic Board the students who have satisfied the requirements for an award; and
 - 14.6 advise the Director, Student Affairs of the outcome of its deliberations.

Publication

15. On receipt of the certified results the Director, Student Affairs shall release personal results to each student in a form and at a time determined by the Director, Student Affairs.
16. A course grade shall not be conveyed to a student except in writing by the Director, Student Affairs.

Appeals

17. A student may appeal to the Dean for a re-mark of an examination paper or any other component of the total assessment of a course.
18. Appeals shall be in writing, must state the grounds supporting the appeal, and be in such form as the Director, Student Affairs may determine. Applications must be submitted no later than 10 working days following the release of the relevant result.
19. Except with the permission of the relevant Dean, or as approved in outlines, students may not submit an item of work more than once for assessment.

Conferral of Awards

20. The Academic Board shall determine those students who are eligible for admission to and conferral of an award of the institution.
21. An award will not be conferred where a student has outstanding fees or charges administered by the University or outstanding fees collected by the University on behalf of the Student Guild, outstanding or overdue library items, outstanding university equipment or is subject to disciplinary proceedings.

PROGRESSION RULES

Normal Progression

1. Under normal progression a full-time student shall undertake 48 units of course work per semester as detailed in the schedule of the specific program.
2. Under normal progression a part-time student shall undertake 24 units of course work per semester as detailed in the schedule of the specific program.
3. Undergraduate students will be required to attempt all Core Units in their first year of study or its equivalent for part-time students.

Variation of Normal Progression

4. Subject to section 5 below, permission to vary the normal pattern of progression may be granted at the discretion of the Dean.
5. A student will not be permitted to undertake course work that exceeds that for normal progression by more than one-quarter in any semester other than with the approval of the Academic Board.

Variation of Program Requirements

6. In exceptional circumstances the Dean may grant minor variation from the requirements of an accredited degree program where such variation will not compromise the academic integrity of the program.

Maximum Time for Completion

7. Unless program rules specify otherwise, students must complete the requirements for the award within a period not greater than 1.5 times the standard number of semesters required for completion.
8. Periods of leave of absence shall be counted for the purposes of calculating the maximum time for completion.

Failure

9. A student whose failures do not exceed more than one-quarter of the units undertaken in a given semester may progress to the next semester.
10. A student whose failures exceed more than one-half of the units undertaken in a given semester shall be required to show cause.
11. A student who fails a required course shall repeat the course when it next becomes available or, with the approval of the Dean, substitute another course for the failed course in accordance with the schedule of the specific program.
12. A student shall not be permitted to enrol for a course if the student has already failed that course three times.

Leave of Absence

13. Leave of absence may be granted where a student, owing to the force of circumstances, is required or finds it necessary to absent himself or herself from the program of study.
14. Leave of absence will not be granted in the first semester of the first year of a program of study, other than in exceptional and unforeseen circumstances.
15. Leave of absence may be granted for periods of up to one year on the approval of the Dean.
16. Where leave of absence is granted after the dates specified in Assessment Rule 7, the student's results will show "Withdrawn - Fail" except where the Director, Student Affairs, on advice from the Dean, is satisfied that the circumstances merit otherwise.
17. Leave of absence will not normally be granted if the effect is to extend the duration of study past the maximum time available for completion.
18. A request for leave of absence must be submitted in the appropriate form to the Director, Student Affairs and shall have effect from the date of approval.

Withdrawal

19. Notification of withdrawal from a program or a course must be submitted in the appropriate form to the Director, Student Affairs and shall have effect from the date of receipt.
20. A student withdrawing from a program shall be considered as also withdrawing from all courses in which the student is registered in connection with the program.
21. A student withdrawing from all courses shall be considered as also withdrawing from the program in which the student is registered in connection with those courses.
22. A student may withdraw without failure from any or all courses by the dates specified in Assessment Rule 7.
23. A student withdrawing from any or all courses after the dates specified in Assessment Rule 7 shall be graded as "Withdrawn - Fail" in any course for which the student has not satisfied the minimum requirements.

PRECLUSION RULES

1. A student shall be required to show cause at the end of the current year of enrolment why the student should not be precluded from a program if:
 - 1.1 the student fails more than one half of the units undertaken during that year;
 - 1.2 the student has not successfully completed all Core Units by the end of second year (or equivalent position for part-time students).
2. A student shall be precluded from a program if:
 - 2.1 the student fails for the third time a course that is required for the program in which the student is enrolled;
 - 2.2 the student fails to satisfy the requirements for an award within the maximum completion time permitted.
3. A preclusion under sections 1 and 2 shall be for a period of twelve (12) months.
4. A period of preclusion shall commence from the end of the assessment period in which preclusion was imposed.
5. A person who has been precluded from a program shall be ineligible for admission to any award program during the period of preclusion.
6. A student who has been precluded from a program may apply for admission following the period of preclusion and shall not be entitled to any special priority.
7. The Academic Board may, in exceptional circumstances, suspend the provisions of the preclusion rules in individual cases.
8. A student who is precluded from a program shall be advised of such preclusion in writing, together with information on the student's rights of appeal, to the student's last known permanent home address.

SHOW CAUSE RULES

1. A student must respond to a notice to show cause against the application of the preclusion rules within 10 working days of receipt of the notice to show cause.
2. A student who fails to respond to the notice to show cause within the prescribed time shall be precluded.
3. The student response to a notice to show cause must:
 - 3.1 be in writing;
 - 3.2 provide the reasons why the preclusion rules should not be applied; and
 - 3.3 include any appropriate documentary evidence.
4. The Academic Board shall establish a Show Cause Committee to consider student responses to notices to show cause.
5. The Show Cause Committee shall comprise:
 - 5.1 A member of the Academic Board appointed by the Academic Board (Chair);
 - 5.2 A member of the academic staff nominated by the Chairperson of the Academic Board;
 - 5.3 A member of the general staff nominated by the Chairperson of the Academic Board from expressions of interest received;
 - 5.4 The Manager, Student Services (ex officio).
6. Any member of a Show Cause Committee becomes ineligible to be involved in a show cause hearing if the member was directly involved in any assessment under appeal.
7. In the event that a member of the Show Cause Committee is unavailable to attend a show cause hearing, the Chairperson of the Academic Board may appoint another person to act as a member of the Committee.
8. The Show Cause Committee may call for such reports or interview such persons, including the student, as it deems necessary and shall, except as otherwise required by these rules, determine its own procedures.
9. The student may appear in person and be assisted or represented by a student colleague or a member of staff nominated by the student.
10. The Show Cause Committee shall :
 - 10.1 uphold the application of the preclusion rules; or
 - 10.2 vary the application of the preclusion rules.
11. The Show Cause Committee shall report the outcomes of its deliberations to the next meeting of the Academic Board

12. The Director, Student Affairs shall advise the student of the outcome of the student's response to the notice to show cause in writing forwarded to the student's last known permanent home address.

RULES GOVERNING UNDERGRADUATE HONOURS DEGREES

Application of Rules

1. (1) These Rules shall apply to undergraduate honours degrees at the University of the Sunshine Coast.
- (2) These Rules shall not apply to degrees conferred *honoris causa* or *ad eundum gradum*.

Interpretation

2. In these rules, unless the context or subject matter otherwise indicates or requires -
 - “**Dean**” means the Dean of the faculty in which the candidate is carrying out the program of study and research;
 - “**degree**” means the undergraduate honours degree for which a person is, or proposes to be, a candidate;
 - “**Director, Student Affairs**” means the Director, Student Affairs of the University and includes a person acting, for the time being, in the position;
 - “**Faculty**” means the Faculty in which a candidate is carrying out the program of study and research;
 - “**course**” means any part of the program for which a result may be recorded, other than a thesis;
 - “**supervisor**” means the person appointed by the Dean, or where more than one such person is appointed, the person to whom is assigned the responsibility as principal supervisor;
 - “**thesis**” means a thesis as defined by Rule 9.

The Degree

3. (1) The undergraduate honours degree shall be a graded degree awarded for a significant contribution achieved through a program of advanced study and research to any branch of learning of concern to the Faculty in which the candidate is enrolled.
- (2) The grades of the degree shall be: Class 1; Class 2, Division 1; Class 2, Division 2; and Class 3.
- (3) Class 1 will correspond to a High Distinction grade; Class 2, Division 1 will correspond to a Distinction grade; Class 2, Division 2 will correspond to a Credit grade; and Class 3 will correspond to a Pass grade.
- (4) To qualify for admission to the degree a candidate shall enrol and satisfy the requirements prescribed in these Rules.

Admission to Candidature

4. (1) An applicant for admission to candidature for the degree shall -
 - (a) have satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised institution or its equivalent; and
 - (b) have demonstrated a high level of achievement in the intended area of study.
- (2) An applicant shall not be admitted to candidature unless adequate supervision and resources are available. Whether these are available shall be determined by the Dean.

Enrolment

5. (1) A person shall be deemed to be an enrolled student following:
 - (a) an offer of admission;
 - (b) completion of appropriate enrolment documentation;
 - (c) payment of all appropriate fees and charges.
- (2) The Dean shall determine the enrolment of a candidate as either full-time or part-time.

Concurrent Enrolment

6. Except with the permission of the Dean, a candidate for the degree shall not be concurrently enrolled as a candidate for any other degree or award, whether of this or another tertiary institution.

Program of Study and Research

7. (1) A candidate shall enrol and complete to the satisfaction of the Academic Board a program of advanced study and research ("the program"). The research shall be embodied in a thesis; but such other work as may be approved by the Dean may also be submitted and considered in conjunction with this thesis.
- (2) The program shall be carried out under the direction of a supervisor or supervisors appointed by the Dean.
- (3) A candidate shall be required to carry out the program in the University, except as otherwise permitted by the Dean.

Thesis Topic

8. A candidate shall submit the topic of the thesis for approval by the Dean not later than six (6) months after admission to candidature. After the thesis topic has been approved it may be changed only with the further approval of the Dean.

Thesis

9. A thesis submitted for a degree shall embody the result of an investigation or design or other research undertaken by the candidate, and shall comply with the following requirements, namely -
 - (1) A thesis -
 - (a) shall be written in English or in another language approved by the Dean at the time of admission to candidature;
 - (b) shall be accompanied by an abstract of approximately 300 words describing its content; and
 - (c) shall be typed, bound or presented in the manner prescribed by the Dean and, for the copy lodged under Rule 14(2), by the University Librarian.
 - (2) A thesis -
 - (a) must consist of a candidate's own account of the research undertaken by the candidate the greater part of which must have been completed subsequent to admission to candidature for the degree. Work done conjointly with other persons may be accepted provided the Dean is satisfied on the candidate's part in the joint research; and
 - (b) must not contain as its main content any work or material which has previously been submitted for a University degree or other similar qualification unless the Dean otherwise permits.

Progress

10.
 - (1) The candidate and the supervisor shall normally submit progress reports each semester to the Dean for presentation to the Board of Examiners.
 - (2) For the purpose of assessing a candidate's progress, the supervisor may submit reports to the Dean at any time on the candidate's progress.
 - (3) The Dean, after considering any reports and other evidence of unsatisfactory progress may recommend the termination or the placing of conditions on the continuation of the candidature.
 - (4) Before exercising the power referred to in sub-Clause(3), the Dean shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching a decision.

Examinations

11. Examinations in courses shall be conducted in accordance with the University's Assessment Rules.

Submission of Thesis for Examination

12. (1) A candidate shall submit to the Director, Student Affairs four copies of the thesis together with -
 - (a) a certificate signed by the candidate that the thesis complies with Rule 9(2); and
 - (b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis.
- (2) The supervisor shall provide a report advising that the candidate has completed the program in the University, under the direction of the supervisor.

Examination of Thesis

13. (1) The Dean shall appoint at least one internal and one external examiner.
- (2) The Dean shall consider the reports of examiners and any other recommendations and shall -
 - (a) recommend to the Board of Examiners that the candidate be admitted to the degree subject to any condition that the Dean may impose; or
 - (b) recommend to the Board of Examiners that the candidate not be admitted to the degree, and that the candidature be terminated; or
 - (c) such other action as is deemed appropriate.
- (3) The candidate must have completed any courses required for the degree before the thesis is submitted.

Availability of Thesis

14. (1) The University shall be entitled to retain the submitted copies of the thesis.
- (2) An electronic copy of the thesis of a candidate satisfying the requirements for the degree shall be deposited in the University Library. The electronic form of the thesis shall conform to electronic publishing standards and formats specified by the University Librarian.
- (3) The copy of the thesis deposited in the University Library may be made available for loan.
- (4) The Library may supply in any medium, a copy of the thesis upon request to any person or library in accordance with the Copyright Act.

Leave of Absence

15. (1) Upon request in writing by a candidate the Dean may grant to that candidate leave of absence from the program. Such leave shall be

taken into account in calculating the period for completion.

- (2) On return from leave of absence, the candidate must enrol prior to submission of the thesis.

Withdrawal

16. A candidate may withdraw from the program of study by informing the Director, Student Affairs in writing and the withdrawal shall take effect from the date of receipt of such notification.

Relaxing Provision

17. In order to provide for exceptional circumstances arising in a particular case, the Academic Board, on the recommendation of the Dean, may relax any provision of these Rules.

RULES FOR HIGHER DEGREES BY RESEARCH AND PROFESSIONAL DOCTORATES

1. Application of Rules

- 1.1 These Rules shall apply to the degrees listed in Schedule A to these Rules.
- 1.2 These Rules shall not apply to an honorary degree.

2. Definitions

In these Rules:

"Candidate" means a person as defined in Rule 4.2.4 of these Rules.

"Candidature" means that period of time in which a person is a candidate for a degree listed in Schedule A to these Rules.

"Committee" means the Graduate Studies Sub-committee of the Research Management Committee.

"Confirmed candidature" means that period of a person's candidature, approved by the Committee, following a period of Provisional Candidature and a period of Probationary Candidature in a degree listed in Schedule A to these Rules.

"Dean" means the Dean of the faculty in which the candidate is carrying out the program of study and research.

"Degree" means the degree listed in Schedule A for which a person is, or proposes to be, a candidate.

"Faculty" means the faculty in which a candidate is carrying out the program of study and research.

"Probationary candidature" means that period of a person's candidature following a period of Provisional Candidature and prior to any period of Confirmed Candidature in a degree listed in Schedule A to these Rules.

"Professional doctorate" means a degree of Doctor other than the Doctor of Philosophy and the Doctor of Letters.

"Program" means the approved study and research to be undertaken by the candidate during candidature.

"Provisional candidature" means that period of a person's candidature which commences once the person has become a candidate and prior to any period of Probationary Candidature in a degree listed in Schedule A to these Rules.

"Research Plan" means a detailed proposal for the study and research to be undertaken by a candidate, including an explication of the subject matter of the research, a literature review, the methodology to be used, supervisory arrangements and time lines for completion.

“Student Administration” means the University entity with responsibility for officially enrolling a candidate.

“Supervisor” means the person or persons appointed by the Dean or the Committee to be the principal supervisor/s of the candidate.

“Thesis” means a thesis as defined by Rule 8.1.

3. The Degree

- 3.1 A doctoral degree as listed in Schedule A of these Rules shall be awarded for an original and significant contribution of merit achieved through a program of advanced study and research in a scholarly branch of learning or in a professional branch of learning.
- 3.2 A degree of Master as listed in Schedule A of these Rules shall be awarded for a significant contribution of merit achieved through a program of advanced study and research in a scholarly branch of learning.
- 3.3 To qualify for admission to a degree listed in Schedule A to these Rules a candidate shall enrol and satisfy the requirements for the appropriate degree as prescribed in these Rules and in Schedule B to these Rules.
- 3.4 To qualify for award of a degree listed in Schedule A to these Rules a candidate shall enrol and satisfy the requirements for the appropriate degree as prescribed in these Rules and in Schedule B to these Rules.

4. Admission and enrolment

4.1 Admission requirements

- 4.1.1 Admission requirements for each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

4.2 Provisional candidature

- 4.2.1 An applicant for admission to a degree listed in Schedule A shall apply in the first instance to the faculty in which the applicant proposes to carry out the research plan.
- 4.2.2 The applicant's eligibility for admission and enrolment shall be assessed within the faculty on the basis of information given by the applicant in a standard application form, in a brief outline of the intended area of research and in transcripts of previous studies.
- 4.2.3 If the Dean of the relevant faculty determines that the applicant is eligible for admission and that adequate resources are available for adequately supervising and supporting the applicant, the applicant shall be admitted and enrolled on a provisional basis by Student Administration subject to Rule 4.2.4 below.
- 4.2.4 A person shall be deemed to be an enrolled candidate following acceptance of an offer of admission to, completion of the required enrolment documentation for, and payment of any fees and charges

pertaining at the time to, a degree listed in Schedule A of these Rules.

- 4.2.5 A candidate's enrolment in the degree shall commence from the date on which the requirements of Rule 4.2.4 were met and the enrolment shall constitute provisional candidature in the degree.
- 4.2.6 Within eight weeks from the date on which a full-time candidate, and within 16 weeks from the date on which a part-time candidate, was admitted to provisional candidature, the candidate, in consultation with the potential supervisor nominated by the Dean, shall develop and prepare a brief written outline of the intended research.
- 4.2.7 By no later than eight weeks from the date on which a full-time candidate, and by no later than 16 weeks from the date on which a part-time candidate, was admitted to provisional candidature, the Dean shall forward to the Committee:
 - (a) the candidate's written outline of the intended research; and
 - (b) the name/s of the candidate's supervisor/s; and
 - (c) a statement that access to the requisite resources is available to support the research; and
 - (d) a recommendation as to whether the candidate should be accepted for probationary candidature.

4.3 Probationary candidature

- 4.3.1 An enrolled full-time candidate who is authorised by the Committee to continue to probationary candidature shall, within six calendar months from the date on which the candidate was admitted to provisional candidature, apply to the Committee through the Dean for confirmation of candidature.
- 4.3.2 An enrolled part-time candidate who is authorised by the Committee to continue to probationary candidature shall, within 12 calendar months from the date on which the candidate was admitted to provisional candidature, apply to the Committee through the Dean for confirmation of candidature.
- 4.3.3 In applying for confirmation of candidature, the candidate shall present full details of a research proposal including –
 - (a) an explication of the research issue or problem or question or hypothesis; and
 - (b) a comprehensive literature review; and
 - (c) details of the proposed methodology; and
 - (d) a bibliography; and
 - (e) proposed timelines for completion of various stages of the research and thesis; and
 - (f) the names of the supervisor/s; and

- (g) documentary evidence of ethics approvals where applicable.
- 4.3.4 The Dean may require a probationary candidate to make a presentation on the detailed research proposal in a seminar before allowing the candidate to make application for confirmation of candidature.
- 4.3.5 In forwarding the candidate's application for confirmation of candidature, the Dean shall make a written recommendation to the Committee, giving reasons, as to whether:
 - (a) the candidate's enrolment should be confirmed; or
 - (b) the candidate should be required to continue enrolment as a probationary candidate for a specified period of time up to a maximum of a further six calendar months in the case of a full-time candidate or 12 calendar months in the case of a part-time candidate; or
 - (c) the candidate's enrolment should be terminated.
- 4.3.6 Before exercising the power referred to in 4.3.5 (c) above, the Dean shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching a decision.
- 4.3.7 The Committee shall assess the candidate's application for confirmation of candidature taking account of the recommendation of the Dean and determine whether:
 - (a) the candidate's enrolment should be confirmed; or
 - (b) the candidate should be required to continue enrolment as a probationary candidate for a specified period of time up to a maximum of a further six calendar months in the case of a full-time candidate or 12 calendar months in the case of a part-time candidate; or
 - (c) the candidate's enrolment should be terminated.
- 4.3.8 Before exercising the power referred to in 4.3.7 (c) above, the Committee shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching its decision.
- 4.3.9 A candidate shall not be permitted to continue enrolment as a probationary candidate beyond a total of 12 calendar months in the case of a full-time candidate or beyond a total of 24 calendar months in the case of a part-time candidate.

4.4 Confirmed candidature

- 4.4.1 If the Committee approves a probationary candidate's application for confirmation of candidature the candidate will be accepted as a confirmed candidate in the degree.

5. Concurrent enrolment

- 5.1 Except with the permission of the Committee, a candidate for a degree listed in Schedule A to these Rules shall not be concurrently enrolled in any other degree or award of this or any other higher education institution.

6. Study and Research Program

- 6.1 A candidate shall enrol and complete to the satisfaction of the Committee an advanced study and research program. The research shall be embodied in a thesis; and, in the case of professional doctorates listed in Schedule A to these Rules, such other work as may be approved by the Dean may also be submitted and considered in conjunction with the thesis.
- 6.2 The research program shall be carried out under the direction of a supervisor or supervisors appointed by the Dean or Committee. At least one of those supervisors must be a member of the staff of the University.
- 6.3 A candidate shall be required to carry out the research program in the University, except as otherwise permitted by the Committee.

7. Thesis Topic and Research Plan

- 7.1 After admission to candidature, a probationary candidate shall submit the topic of the thesis and the research plan for approval by the Committee not later than six calendar months in the case of a probationary candidate enrolled full-time and not later than 12 calendar months in the case of a probationary candidate enrolled part-time.
- 7.2 After the thesis topic and research plan have been approved they may be changed only with the approval of the Committee on the recommendation of the Dean.

8. Thesis

- 8.1 A thesis submitted for examination for the degree shall embody the result of an original investigation or design or other original research undertaken by the candidate, and shall comply with the following requirements, namely -
- (a) A thesis -
 - (i) shall be written in English; and
 - (ii) shall be accompanied by an abstract of approximately 300 words describing its content; and
 - (iii) shall be typed, bound or presented in the manner prescribed by the Committee.
 - (b) A thesis -
 - (i) must consist of a candidate's own account of the research undertaken by the candidate, the greater part of which must have been completed subsequent to admission to candidature

for the degree. Work done conjointly with other persons may be accepted provided the Committee is satisfied on the candidate's part in the joint research; and

- (ii) must not contain as its main content any work or material which has previously been submitted for a University degree or other similar qualification unless the Committee otherwise permits.

9. Progress

- 9.1 After each six months of enrolment as a confirmed candidate, the candidate, the supervisor and the Dean shall submit progress reports to the Committee for assessment.
- 9.2 For the purpose of assessing a candidate's progress, the supervisor and the Dean may submit to the Committee reports at any time on the candidate's progress.
- 9.3 The Committee, after considering any reports and other evidence of unsatisfactory progress may terminate or place conditions on the continuation of the candidature.
- 9.4 Before exercising the power referred to in 9.3 above, the Committee shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching its decision.

10. Time Requirements

- 10.1 Time Requirements for each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

11. Submission of Thesis for Examination

- 11.1 A candidate shall give to the Director, Student Affairs not less than eight weeks written notice of intention to submit the thesis for examination.
- 11.2 A candidate shall submit to the Director, Student Affairs four copies of the thesis together with -
 - (a) a certificate signed by the candidate that the thesis complies with Rule 8.1(b); and
 - (b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis.
 - (c) The supervisor shall provide a report -
 - (i) advising that the candidate has completed the research program in the University, under the direction of the supervisor; and
 - (ii) confirming that the thesis is of sufficient merit to warrant examination.
 - (d) In the event that the supervisor does not provide the report required

under sub-Rule (c) within two weeks following submission, or that such report is unfavourable, a candidate may make a request in writing to the Committee that the thesis nevertheless be accepted for examination. The Committee shall seek -

- (i) the comments of the supervisor on the thesis; and
- (ii) such other information as the Committee may require;
- (iii) and shall determine whether the thesis will be accepted for examination.

12. Examination of Thesis

- 12.1 The Committee shall appoint three examiners of whom at least two shall not be members of the staff of the University and none shall be a supervisor of the candidate.
- 12.2 The Committee shall consider the reports of examiners and any other recommendations and shall -
 - (a) (i) recommend that the candidate be admitted to the degree; or
 - (ii) recommend that the candidate be admitted to the degree, subject to any minor correction to the thesis; or
 - (b) permit the candidate to amend and resubmit the thesis; or
 - (c) require the candidate to undertake further written, oral or practical examinations; or
 - (d) recommend that the candidate not be admitted to the degree, and that the candidature be terminated; or
 - (e) take such other action as is deemed appropriate.
- 12.3 A candidate will be permitted to amend and resubmit a thesis for examination once only.
- 12.4 A candidate permitted to revise and resubmit a thesis shall re-enrol as a candidate for the degree. The revised thesis shall be submitted within a period of 12 months from the date on which the candidate is advised of the result of the first examination, or at a time determined by the Committee. In the case where minor amendments only are required, the candidate shall be considered to be enrolled. Where a re-write or substantial revision is required, the candidate shall be required to re-enrol and remain enrolled until subsequent submission of the revised thesis for examination.

13. Availability of Thesis

- 13.1 The University shall retain a copy of the thesis.
- 13.2 A further copy of the thesis of a candidate satisfying the requirements for the degree shall be retained by the supervisor of the candidate.
- 13.3 An electronic copy of the thesis of a candidate satisfying the requirements for

the degree shall be deposited in the University Library and shall be bound by the Library.

- 13.4 The copy of the thesis deposited in the University Library shall be available to any person for consultation or copying unless, on the application of the candidate concerned, the Committee determines that it shall not be made available without the written consent of the author for a period which shall not exceed one year.
- 13.5 Subject to any determination by the Committee under Rule 13.4, the Library may supply in any medium, a copy of the thesis upon request to any person or library.

14. Transfer of Candidature

- 14.1 Rules governing transfer of candidature from or to each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

15. Suspension

- 15.1 Upon request in writing by a candidate the Committee may grant to that candidate suspension from candidature. A period of suspension shall not be taken into account in calculating the time requirements for the degree as stipulated in Schedule B.
- 15.2 On return from a period of suspension, the candidate must enrol prior to submission of the thesis.

16. Withdrawal

- 16.1 A candidate may withdraw from candidature by informing the Director, Student Affairs in writing and the withdrawal shall take effect from the date of receipt of such notification.

17. Relaxing Provision

- 17.1 In order to provide for exceptional circumstances arising in a particular case, the Academic Board, on the recommendation of the Research Management Committee, may relax any provision of these Rules.

SCHEDULE A - Degrees to which the Rules for Higher Degrees by Research and Professional Doctorates Apply

- Doctor of Business Administration
- Doctor of Philosophy
- Master of Arts by research
- Master of Business by research
- Master of Science by research

SCHEDULE B - Additional Rules Pertaining to Specified Degrees to which the Rules for Higher Degrees by Research and Professional Doctorates Apply

Schedule B1: Doctor of Philosophy

1. Admission to candidature

- 1.1 The Committee may admit as a candidate an applicant who has:
- (a) satisfied all of the requirements for admission to the degree of Master by research or the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I honours in this University or other recognised higher education institution; or
 - (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least second class Division I honours as may be approved by the Committee; or
 - (c) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Committee; and
 - (d) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.
- 1.2 An applicant shall not be admitted to candidature unless adequate supervision and resources are available within the faculty and University. Whether these are available shall be determined by the Committee after considering advice from the Dean.

2. Time Requirements

- 2.1 The thesis shall be completed and submitted for examination in not less than two years of full-time and four years of part-time enrolment from the time of admission to confirmed candidature and not more than four years of full-time or eight years of part-time enrolment, except with the permission of the Committee.

3. Transfer of Candidature

- 3.1 A candidate for a Master degree by research in this University may be permitted to transfer candidature to the degree of Doctor of Philosophy under such terms and conditions as the Committee shall determine.
- 3.2 Except with the permission of the Committee, a candidate who transfers from a Master by research degree into the Doctor of Philosophy shall be deemed to have commenced candidature in the Doctor of Philosophy from the time of admission to candidature to the Master degree by research.

Schedule B2: Doctor of Business Administration

1. The Degree

- 1.1 Candidature for the Doctor of Business Administration involves a candidate in completing successfully a total of 144 credit units, comprising 48 credit units in the course *Problem Definition Report* and a doctoral thesis of 96 credit units.
- 1.2 Satisfactory completion of the course *Problem Definition Report* or approved equivalent is a prerequisite for enrolment in the doctoral thesis.

2. Admission to candidature

- 2.1 The Committee may admit as a candidate an applicant who has:
 - (a) a Master of Business Administration, Master of Business or an equivalent degree from this University or a recognised institution; and
 - (b) completed a course in research methodology at honours or masters level from this University or a recognised institution; and
 - (c) completed a research thesis or report at honours or masters level, with a minimum assessment grade of Credit or equivalent, at this or another recognised institution;OR
 - (d) qualifications and research knowledge and experience deemed by the Committee to be equivalent to 2.1 (a) and 2.1 (b) and 2.1 (c) above; and
 - (e) at least five years of relevant work experience in a professional field relevant to the degree, preferably at managerial level; and
 - (f) the demonstrated capacity to contribute to innovative professional practice in the professional field.

3. Time Requirements

- 3.1 The thesis shall be completed and submitted for examination in not less than 18 months of full-time and three years of part-time enrolment from the time of admission to confirmed candidature and not more than four years of full-time or eight years of part-time enrolment, except with the permission of the Committee.

4. Examination of Thesis

- 4.1 The candidate must have completed satisfactorily any required courses for the degree before the thesis is submitted.

5. Transfer of Candidature

- 5.1 A candidate for a Doctor of Philosophy or other approved doctoral degree by

research in the University may be permitted to transfer candidature to the degree of Doctor of Business Administration under such terms and conditions as the Committee shall determine.

- 5.2 Except with the permission of the Committee, a candidate who transfers from an approved doctoral degree by research into the Doctor of Business Administration shall be deemed to have commenced candidature in the Doctor of Business Administration from the time of admission to candidature to the doctoral degree by research.

Schedule B3: Master of Arts by research
Master of Business by research
Master of Science by research

1. Admission to candidature

- 1.1 The Committee may admit as a candidate an applicant who has:
- (a) satisfied all of the requirements for admission to the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I or II honours in this University or other recognised higher education institution; or
 - (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Bachelor (Honours) with second class Division II honours as may be approved by the Committee; or
 - (c) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution with an overall graded assessment of at least Credit level in an appropriate sequence of units related to the area of research in which the applicant proposes to undertake a program of study and research; or
 - (d) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Committee; and
 - (e) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

2. Time Requirements

- 2.1 The thesis shall be completed and submitted for examination in not less than 12 months of full-time and two years of part-time enrolment from the time of admission to confirmed candidature and not more than two years of full-time or four years of part-time enrolment, except with the permission of the Committee.

3. Examinations

- 3.1 Examinations in courses within the program shall be conducted in accordance with the University's Assessment Rules and any further provisions determined by the Committee.

4. Examination of Thesis

- 4.1 The candidate must have completed satisfactorily any required courses for the

degree before the thesis is submitted.

5. Transfer of Candidature

- 5.1 A candidate for a Master degree by research in the University may be permitted to transfer candidature to the degree of Doctor of Philosophy under such terms and conditions as the Committee shall determine.
- 5.2 Except with the permission of the Committee, a candidate who transfers to the Doctor of Philosophy from a program leading to the award of a Master degree by research shall be deemed to have commenced candidature in the doctorate from the time of admission to candidature in the Master by research program.

GUIDELINES FOR RESEARCH HIGHER DEGREES *

1. Introduction

(i) General

The successful conclusion of a research degree (Master's or Doctoral degrees) is the result of a sustained intellectual activity on the part of the candidate, under the supervision of a member of the academic staff within a Faculty which provides appropriate resources and support to the candidate. The overall administration of the candidature is the responsibility of the Deputy Vice-Chancellor. There is obviously a very complex interaction involving many people and positions in the University. The following guidelines are intended as a reference source, providing information on the responsibilities of those involved. It is intended to provide a description appropriate to the most usual situations encountered during the research higher degree. It is recognised that there may be individual circumstances which require departure from or adoption of the following guidelines.

It must be recognised that the following are guidelines and do not have the force of the degree Rules which are to be found in the University Handbook.

(ii) What Constitutes a Research Higher Degree

The University of the Sunshine Coast offers Master's and Doctoral degrees by way of programs whose major components are research projects carried through to conclusion.

The research Master's and Doctoral degrees have two intents. One is to prepare a substantial piece of work which represents a significant contribution to the particular field of study, while the other is to train the candidates in the general area of research methodology, equipping them with skills which will serve them in any area of research.

A distinction must be made between what is expected for the thesis submitted for a Master's or Doctoral degree. This is well stated in the advice given to research higher degree candidates at the University of Cambridge, though it must be remembered that there are likely differences between different disciplines.

(a) Doctoral Degree

"Before recommending the award of the PhD Degree, the Examiners shall satisfy themselves that the dissertation is clearly written, that it takes due account of previously published (thesis) work on the subject and that it represents a significant contribution to learning, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory or the revision of old ideas."

(b) Master's Degree

“Before recommending the award of a Master degree, the Examiners shall satisfy themselves that the dissertation is clearly written, that it takes due account of previously published (thesis) work on the subject and that it represents a useful contribution to learning.”

The training role can be summarised in a statement by the (UK) Committee of Vice-Chancellors and Principals (*“Postgraduate Training and Research” January 1985*) in which it is indicated that a successful Doctoral program should:

“give students a training which makes them capable subsequently of assuming the role of independent scholars and research workers at the highest level, capable of planning and carrying to completion a well conceived program of research directed towards a given objective, without the necessity of supervision from more experienced people. The ideal is to develop and bring to fruition the quality of originality.”

For a Master’s degree, one would expect a similar but less demanding statement. It is important that these respective aims should be kept in mind when reading the guidelines which follow.

(iii) Guidelines

The guidelines are arranged to follow roughly the progress of a candidate from admission to graduation. At each stage, the responsibilities of the candidate, the supervisor, the Dean and the academic administration are outlined.

2. Initial Admission to Research Higher Degree Candidature

- (i) The University should advertise those areas in which it is willing to accept research candidates at either a Master’s or Doctoral level. In advertising these areas as available, the University is accepting a responsibility to ensure reasonable resources are available for the successful completion of the program, subject to there being no unforeseen change in the circumstances within the Faculty. Such changes would include transfer of academic staff to new positions, loss of established external funding, an unduly prolonged candidature, etc.
- (ii) The qualifications required of an applicant to enter the different programs are prescribed in the Rules of the respective degrees. An applicant for entry to such degree programs is expected to be able to clearly demonstrate compliance with these requirements.
- (iii) Applications for admission should be submitted in the form as determined by the Deputy Vice-Chancellor and submitted to Student Administration.
- (iv) At the time of application the prospective candidate need only indicate the intended area of specialisation. Details of the thesis topic which will constitute the subject of the final thesis are not needed at this time. The Dean will be required to indicate the general area or areas in which the applicant may choose a topic, and resources and supervision in those areas adequate to meet the needs of the candidate. If the availability of a given program is dependent on the award of grants either from within the University or from external

sources, the candidate and the academic administration must be so advised.

- (v) Acceptance of admission to candidature is the responsibility of the Graduate Studies Sub-committee of the Research Management Committee. The Committee will normally take the advice of the Dean in relation to admission to candidature. The Committee must formally approve the admission of the applicant to candidature from the beginning of a given semester. That date will then be used in all subsequent matters related to determination of duration of the candidature.
- (vi) The recommendation for admission should indicate:
 - (a) that the applicant is appropriately qualified to enter the program
 - (b) that there is scope within the designated areas of specialisation which is appropriate both in depth and duration for the work for the degree proposed
 - (c) any condition which will be placed on admission of a candidate, such as pre- or co-enrolment in prescribed courses or the mastery of specific skills. This may include initial enrolment in a Master's degree with the intent of upgrading to a Doctoral program if performance is satisfactory
 - (d) the program of advanced study and research to be undertaken
 - (e) the candidate's enrolment status (full-time or part-time)
 - (f) advice of a starting date for the work, as agreed with the candidate, that is, commencement in Semester 1 or Semester 2
 - (g) the supervisor/s appointed by the Dean
 - (h) that adequate facilities and resources are available for the successful completion of the degree.
- (vii) If the candidate had previously been enrolled in a PhD at another institution, the Committee will determine, on the recommendation of the Dean, any period of prior enrolment to be counted towards the period of candidature at this University.
- (viii) If a recommendation for admission is not approved by the Graduate Studies Sub-committee, the applicant will be given the opportunity to make representation to the Committee in writing. The Committee shall decide the matter, after reviewing all available information.
- (ix) The Director, Student Affairs will advise the applicant of the outcome of the application.

3. Enrolment

- (i) The candidate will nominate whether enrolment is to be on a full-time or part-time basis. Enrolment should be on a full-time basis if the program to be followed represents the principal activity of the candidate. In assessing this, it will be assumed that full-time candidates will devote normal working hours to their research.

Candidates may accept part-time employment to supplement or provide income necessary to sustain a full-time program but the extent of that part-time employment must not detract from the candidate's ability to fulfil obligations imposed by full-time candidature.

Those candidates who have permanent employment in excess of an average of 20 hours per week must enrol in the degree on a part-time basis.

- (ii) The Director, Student Affairs, in consultation with the Dean, is responsible for ensuring that the candidate is correctly enrolled on a full-time or part-time basis.

Any case of dispute of the decision of the Director, Student Affairs will be referred to the Graduate Studies Sub-committee.

- (iii) Where a candidate wishes to transfer from full-time to part-time enrolment, or vice versa, applications must be made in writing to the Dean. All such applications must specify the revised date of expected completion. The Dean will advise the Graduate Studies Sub-committee of any change to a candidate's enrolment status.
- (iv) The Director, Student Affairs will ensure appropriate recording of a candidate's enrolment status.

4. Concurrent Enrolment

A candidate for a research higher degree, either Master's or Doctoral, must not concurrently be enrolled as a candidate for any other degree or qualification at this or any other tertiary institution, except with the permission of the Graduate Studies Sub-committee. If concurrent enrolment is approved, the University, through the supervisor and the Graduate Studies Sub-committee, must have a clear understanding of the extent of the work being done by the candidate for both degrees for which the candidate is enrolled.

Notwithstanding, a Doctoral candidate may be permitted to undertake a period of study at another tertiary institution (often overseas) if the proposed studies are a necessary and integral part of the program. In such cases, access of the candidate to facilities at the alternative institution and supervision and control within the institution, must be arranged through the supervisor in advance and given formal approval by the Graduate Studies Sub-committee.

5. Choice of Thesis Topic

- (i) The candidate is responsible for consulting widely within the area of study in order to arrive at a suitable choice of topic for research. Wider consultation may be necessary in the case of interdisciplinary programs. The description of the thesis topic must be available by the end of the first semester of enrolment in the case of a Master's program and by the end of the second semester of enrolment in the case of a Doctoral program.
- (ii) The Dean is responsible for recommending to the Graduate Studies Sub-committee the thesis topic chosen and any change to the thesis topic.

Prior to admission, the Dean will also discuss with the applicant and the nominated supervisor the resources needed to pursue the proposed research (for example, library, computing, laboratory, technical assistance etc). Any special requirements of the project such as access to equipment or support from external sources should also be discussed. The Dean will recommend to the Graduate Studies Sub-committee on whether acceptance of the applicant should be conditional on the guaranteed provision of such resources.

- (iii) The Director, Student Affairs will ensure appropriate recording of the candidate's choice of thesis topic.

6. Choice of Supervisor

- (i) The applicant should consult widely within the area of study and discuss the possibility of supervision with members of the academic staff.
- (ii) The Dean will consult the applicant and appropriate members of the academic staff before nominating the supervisor or supervisors for the prospective candidate. In the time leading up to the choice of topic, an academic adviser may be appointed in lieu of a supervisor.

A candidate's principal (or sole) supervisor must be a full-time member of the academic staff of the Faculty in which the candidate is enrolled. Conjoint staff appointees may act as principal supervisors. The principal supervisor will normally have at least a degree at the same level as that being undertaken by the candidate or its equivalent, and have a practising research record and previous supervisory experience. If any of these requirements are not met, a co-supervisor or consultant supervisor must be appointed.

Co-supervisors may be appointed from other members of academic staff, clinical lecturers or other staff of the University as approved by the Dean. Where the candidate is conducting research in a precinct outside the University, or under other circumstances approved by the Committee, a Consultant supervisor who is not a member of staff of this University may also be appointed.

Panels of supervisors may also be appointed, particularly in cases where the proposed research is interdisciplinary. In such cases, one member of the panel who is a member of a relevant area of study will be designated principal supervisor. In all cases, the principal supervisor is responsible for the co-ordination of supervision of the candidature, and should hold regular meetings with candidates, supervisors or panels in fulfilment of this role.

In nominating any supervisor, the Dean will take due note of the number and progress of other candidates under the same supervisor, the experience of the supervisor and the plans of the potential supervisor in respect of leave, teaching or administrative commitments.

- (iii) The Dean will advise the Graduate Studies Sub-committee of the supervisor(s) to be appointed, after taking note of the nominated supervisor(s) commitment and plans as indicated above.

- (iv) The Director, Student Affairs will ensure appropriate recording of the nominated supervisors.

7. Candidate's Responsibility to the Supervisor

It is recognised that details relating to supervision may vary according to the discipline, but the general principles stated below apply:

The candidate should:

- (i) discuss with the supervisor the type of guidance and comment the candidate would find most helpful
- (ii) negotiate a schedule of meetings with the supervisor and maintain that schedule
- (iii) accept the responsibility for raising problems or difficulties with the supervisor
- (iv) maintain the progress of the work in accordance with a plan agreed to with the supervisor. The plan may be amended as the work progresses. The candidate in particular must present written material (reports, drafts and outlines) in sufficient time for the supervisor to consider, comment on, and discuss the work with the candidate
- (v) maintain the timetable of reporting required of the candidate
- (vi) decide when the thesis is ready for submission, having consulted with the supervisor on this matter.

8. Supervisor's Responsibility to the Candidate

It is recognised that details relating to supervision may vary according to the discipline, but the general principles stated below apply:

The supervisor should:

- (i) give guidance about the nature of the research, the expected standard of performance and may include advice on the planning of the research program, sources of information, attendance at programs where appropriate, the requisite techniques to be mastered
- (ii) maintain regular contact with the candidate, according to an agreed timetable
- (iii) be accessible to the candidate, within reason, at other times
- (iv) give detailed advice on the timing of various stages of the research plan
- (v) ensure that progress of the candidate is sufficiently well monitored through such means as submission of written material, the giving of seminars and the presentation of papers at appropriate meetings. In particular, the supervisor may arrange for the candidate to present and define the research plan to the Faculty

- (vi) constructively criticise the work of the candidate, ensuring such criticism is available to the candidate in reasonable time after submission or presentation of the work
- (vii) ensure the candidate is made quickly aware of perceived inadequacies in the work to date, and discuss with the candidate ways in which those inadequacies may be remedied
- (viii) if the research involves human or animal experimentation, inform the candidate that experimental work may not be undertaken until ethical clearance has been given
- (ix) inform the candidate of any induction programs that may be offered (for example, library, research etc.)
- (x) advise the Dean when the thesis is ready for examination and suggest possible examiners for the thesis.

9. Dean's Responsibilities in Relation to Candidate

The Dean must maintain an overseer role, ensuring that the candidate's progress is acceptable, that the supervisor is performing adequately and is not overloaded, that appropriate resources are available to the candidate and that the candidate is reasonably informed in regard to normal facilities available (eg desk and chair, use of phone, computing, photocopying, travel, etc).

The Dean will be particularly responsible for ensuring that an adequate annual report is prepared by both the candidate and the supervisor, that any problems indicated in that report are resolved or resolvable, that the overall performance of the candidate is such that the candidate is likely to complete within an acceptable interval from enrolment. If the Dean is also the supervisor, responsibility in this area may be delegated to another member of staff.

10. Ethics and Safety Clearances

It is a University requirement that research projects which involve the use of animals or the use of human subjects receive prior ethical clearance. While the responsibility for this rests with the supervisor, it is expected that the candidate will be actively involved in drafting information and preparing documents to lodge with the application. Detailed guidelines are included with the applications for animal or human ethics clearance, and are available from the relevant Faculty office or Student Administration.

Research projects that involve the use of recombinant DNA, biologically hazardous materials, chemically hazardous materials, carcinogens, teratogens, radioisotopes, ionising radiation and non-ionising radiation, or which involve other recognisable hazards must be given clearance by the University Safety Officer, and this should be arranged through the supervisor.

11. Change of Supervisor

Either candidate or supervisor may request of the Dean a change of supervisor for the program. Such requests must be on reasonable grounds, such as personality clash, change of direction of the research project, over commitment or change in workload of the supervisor, etc.

The Dean will attempt to resolve the matter in a manner consistent with the perceived interests of the candidate and the supervisor, and the resources available to the Faculty.

The Dean will notify the Director, Student Affairs and the Graduate Studies Sub-committee of any change of supervision arrangements so that this information may be recorded.

12. Unsatisfactory Progress

From time to time, cases of unsatisfactory progress may arise. A candidate may not be satisfied with his or her progress and this dissatisfaction must be made known to the supervisor in the first instance and the Dean. A supervisor who is not satisfied with the progress of the candidate should firstly notify the candidate in writing of the cause of the dissatisfaction and if no improvement is obvious within a reasonable time (2 months is suggested) should notify the Dean in writing, with a copy of the notice to the candidate. If subsequent consultation and advice does not result in progress towards resolution of the issue, the Dean must advise the Graduate Studies Sub-committee of the problem, through the Deputy Vice-Chancellor, with copies to the supervisor and the candidate. If there is no progress towards resolution of the issue, again within reasonable time, the Committee may, after consultation with the Dean, impose certain conditions on the candidate or recommend termination of candidature.

13. Reports on Progress

- (i) Candidates will report, at least annually and in detail, on progress towards completion of the degree program. The form of report will be of a form determined by the Graduate Studies Sub-committee. The candidate will be expected to report on:
 - (a) the extent of progress in terms of the research program agreed with the supervisor
 - (b) the extent of interaction with the supervisor, in terms of the agreed program of consultation
 - (c) any factors which are affecting the progress of work adversely or otherwise, and
 - (d) anticipated completion date, and any reasons for change of that anticipated date from previous predictions in earlier reports.
- (ii) The supervisor will report, at least annually and in detail, on progress towards

completion of the degree. The report will be of a form determined by the Graduate Studies Sub-committee. The supervisor will be expected to report on:

- (a) the extent of progress in terms of the research program agreed with the candidate
- (b) the extent of interaction with the candidate, in terms of the agreed program of consultation
- (c) any factors which are affecting the progress of the work adversely or otherwise, and
- (d) anticipated completion date, and any reason for change of that anticipated date from previous predictions in earlier reports.

The supervisor will ensure that the candidate has an opportunity to read and discuss the supervisor's comments.

- (iii) The Dean of the Faculty in which the candidate is enrolled will report to the Graduate Studies Sub-committee at least annually on progress towards the completion of the degree. The Dean will be expected to comment in general terms on the relationship between candidate and supervisor, and if necessary to indicate steps which might be taken to overcome problems associated with departmental support and resource distribution. The Dean will also be expected to comment on likely completion dates. If the Dean is also the supervisor, responsibility in this area may be delegated to another member of the Faculty.
- (iv) The Director, Student Affairs will arrange for distribution of reporting forms for return in October of each year. The forms are such as to collect the comments of candidate, supervisor and Dean as outlined above. The Graduate Studies Sub-committee will assess the information in the forms and may make specific comments to the Dean, the supervisor and the candidate on matters relating to progress. If the candidate's progress is considered to be unsatisfactory, the Committee may require the candidate, supervisor and Dean to meet and determine a plan of action to remedy the situation. A further report on progress may then be called after a reasonable period, and if problems have not been resolved, termination of candidature may be recommended.

14. Candidate's File

Files on each candidate will be held in Student Administration. It will contain copies of all official correspondence and related papers affecting the candidate's formal standing as a student of the University.

15. Appeal Against Recommendation to Terminate Candidature

Where the Graduate Studies Sub-committee has received a recommendation that candidature be terminated, and before reaching a final decision, the candidate will be given the opportunity to make representation to the

Committee both in writing and in person. The Committee shall decide the matter, after reviewing all information available, including written and oral presentations from the candidate, the supervisor and the Dean.

16. Preparation of the Thesis and Submission

- (i) It is the candidate's responsibility to notify the supervisor of intent to submit the thesis, at least two months before the anticipated submission date.
- (ii) Upon receipt of this advice, the supervisor and Dean should commence the steps necessary for the appointment of examiners for the thesis.
- (iii) The submitted thesis should indicate that the candidate has satisfied the aims of the particular program. Responsibility for the general organisation and composition of the thesis rests with the candidate, who must discuss it with and note the comments of the supervisor. The supervisor must see the thesis in final form and content prior to submission.

In general:

- (a) the thesis should be written in English unless otherwise approved by the Graduate Studies Sub-committee at the time of admission.
 - (b) the thesis should be of a form consistent with the normal publication requirements of the discipline. This will require that references be correct and cited in a consistent and accepted manner. Errors in spelling or of a typographical or syntactical nature should not occur.
 - (c) the thesis should conform to the University's requirements for presentation, as set out in the guidelines for thesis preparation.
 - (d) The thesis must also meet the requirements set out formally in the Master's or Doctoral degree Rules and it is essential that candidates refer to those requirements.
- (iv) The supervisor is required to submit to the Graduate Studies Sub-committee a statement concerning the acceptability of the thesis for examination. This statement is to accompany the thesis at submission, and relates only to the preparation and layout of the thesis and not to its academic content. The Graduate Studies Sub-committee will then have the thesis sent for examination. If a supervisor does not certify the thesis as acceptable for examination the Committee will decide whether or not to have it sent for examination.

The thesis and its public availability are a necessary part of the research higher degree process, and normal library access should be allowed unless there are significant reasons for not doing so. The University wishes to encourage collaborative and contract research with private or public organisations outside the University and accepts that in order to do so, it may, in exceptional cases, be necessary to restrict access to some theses for a short period of time following submission. The candidate or supervisor may make application to the Graduate Studies Sub-committee for approval of restriction of access for a limited period.

17. Collaboration

The thesis on submission must contain a statement by the candidate, endorsed by the supervisor, indicating that the contents of the thesis relate to the candidate's own work, taking into account normal candidate-supervisor relations. If any of the work has been done in collaboration with other researchers, or carried out in other institutions, this should be clearly indicated in this statement. It is recognised that collaboration is not necessarily a disadvantage to successful submission of the thesis in satisfaction of the candidate's program.

18. Copyright

The copyright for the thesis remains with the candidate. The University, however, is of the view that important contributions to knowledge are effective only when suitably available for reference and consideration. The University therefore reserves the right to allow free access to the copy of the thesis retained by the Library, subject to the short-term restrictions arising from possible commercial application of the work described in the thesis. In some cases, all or part of the thesis might have to be further restricted because of the nature of the material. Consultation or reference to that copy will be under the normal academic custom relating to research, that is, anyone wishing to reproduce or otherwise use the contents of the thesis will do so only with the permission of the author and in circumstances where full recognition is given to the work of the author.

19. Intellectual Property Rights

Candidates are directed to refer to the current Policy on Intellectual Property approved by the University Council for all matters relating to intellectual property rights.

20. Appointment of Examiners

- (i) The Academic Board of the University will maintain its monitoring role on research higher degree programs through its consideration of the award of research degrees.
- (ii) The Graduate Studies Sub-committee will approve suitable persons, as advised by the Dean, for appointment as examiners. Where the Dean is a supervisor, the Dean's nominations will be scrutinised by a person external to the University in the relevant field. In general the Committee will appoint three examiners for a Doctoral degree and three examiners for a Master's. At least two examiners must be external to the University.
- (iii) The Dean should consult the supervisor when suggesting names of examiners to be forwarded to the Committee.
- (iv) The candidate may advise the supervisor and the Dean of names of persons who might be appropriate or who should not be approached. The Dean will

take this advice into account when suggesting names to the Committee. The Dean will notify the Committee of the candidate's objections to any name forwarded to the Committee.

Wherever possible, the supervisor and/or the Dean should determine the availability of persons nominated as examiners, prior to their recommendation to the Committee.

The names of examiners will not be released to the candidate until the examination process is complete and the candidate is notified of the result of the examination.

- (v) Save for exceptional circumstances, neither the supervisor nor the Dean will be nominated as examiner for the submitted thesis.

21. Examination and Consideration of Examiner's Report

- (i) The Director, Student Affairs will forward copies of the thesis and other relevant information to the appointed examiners as soon as possible (within 10 working days) after submission of the thesis. Examiners will be requested to submit a report within two months on the suitability of the thesis as fulfilling the requirements of the degree for which the candidate is enrolled. The Director, Student Affairs will contact any examiner not meeting this deadline, to determine if there is any problem which is delaying the examination, and requesting a final report within one further month. If no report is forthcoming after that time, the candidate will be informed of the delay and the Graduate Studies Sub-committee will consider the advisability of nominating a substitute examiner.
- (ii) Examiners will be requested to report on the content and form of the thesis in detail. They will be specifically requested to make a recommendation under one of the following categories:
 - (a) recommend admission to the appropriate degree without further work on the thesis
 - (b) recommend admission to the appropriate degree, and invite the candidate to make corrections to the thesis
 - (c) recommend admission to the appropriate degree subject to correction or supplementation of the thesis to the satisfaction of the Dean and the supervisor/s
 - (d) recommend revision of the thesis along certain lines and resubmission of the thesis within twelve months to the same panel of examiners as long as they are still available. The amendments recommended may include:
 - (1) rewriting of designated parts or the whole of the thesis
 - (2) the inclusion of the results of additional work to be done by the candidate
 - (3) satisfactory completion of an oral or written examination on the

subject matter related to the thesis

- (4) any other amendment recommended by the examiners.

In the event of a re-examination where there has to be a change to the examining panel, the new examiners will only be informed that the thesis is being submitted for re-examination. Neither the names of the previous examiners nor the content of their reports will be released to the new examiners unless some form of adjudication procedure becomes necessary.

- (e) recommend failure of the candidate and non-award of the degree for which the candidate was enrolled.
- (iii) The Graduate Studies Sub-committee will consider the reports of the appointed examiners and will make a decision which may include any of the options suggested by the examiners and outlined above. In some circumstances, the Committee may also recommend an adjudication procedure, perhaps involving the appointment of an additional examiner, as arbiter, in order to resolve conflict in the recommendations of individual examiners. In any event, the Committee must eventually resolve to recommend to the Academic Board that the candidate either be awarded the degree or not. The Committee may consider whether or not to award a Master's degree.
- (iv) The Academic Board will determine candidates who have successfully completed the research higher degree program and are eligible to be admitted to their award.
- (v) In general, candidates will be advised of the Graduate Studies Sub-committee's recommendation on the result of the examination of their thesis immediately following the Committee's decision.
- (vi) The Director, Student Affairs will confirm the result of the examination to the Dean and the supervisor. Examiners will also be advised of the final outcome of the process of which they were part, as soon as possible after determination of the result by the Academic Board.

22. Transfer of candidature

A candidate for a Master's degree by Research in the University may be permitted to transfer to PhD candidature. The candidate should submit to Student Administration a request to transfer in writing in the form determined by the Deputy Vice-Chancellor. The Dean will recommend to the Graduate Studies Sub-committee approval of admission to PhD candidature in accordance with Clause 2(vi).

Candidates who transfer from a Master's degree shall be deemed to have commenced from the time of admission to candidature to that degree.

23. Leave of Absence

A candidate may request to the Dean in writing a period of leave of absence. Periods of leave will be calculated in semesters and no more than two

consecutive semesters will normally be approved. The Dean advises the Graduate Studies Sub-committee of any leave granted.

Leave of absence will be taken into account in calculating the maximum period of candidature.

24. Concluding Remarks

The above guidelines set out formally the role of the various contributors to the research higher degree program. In accepting a candidate for a research higher degree it is reasonable to expect the Faculty in which the candidate is enrolled to provide a desk and chair at which to work, appropriate laboratory facilities and bench space, access to a photocopier on a reasonable basis, access to computing facilities consistent with the needs of the candidate in the research program, access to Faculty office facilities in terms of a repository for mail and a reference place for messages, and a place in the communal life of the Faculty consistent with the candidate's contribution to the research effort of the Faculty.

Additional support in terms of a grant in aid of expenses to attend conferences and extended assistance in matters such as the preparation of manuscripts for publication must be dependent on the level of resources available in the Faculty for all of its members. While Deans are expected to consider such requests as sympathetically as their resources will allow, the decision on such matters must rest with the Dean.

** Due to the recent amendments to the Rules for Higher Degrees by Research and Professional Doctorates, these guidelines are currently being reviewed.*

STUDENT CONDUCT AND DISCIPLINE STATUTE

Division 1: Preliminary

1. This Statute may be cited as the "Student Conduct and Discipline Statute".
2. This Statute is divided as follows:

DIVISION 1	PRELIMINARY
DIVISION 2	MEANING OF MISCONDUCT
DIVISION 3	MISCONDUCT DEALT WITH SUMMARILY
DIVISION 4	MISCONDUCT DEALT WITH BY THE VICE-CHANCELLOR
DIVISION 5	STUDENT DISCIPLINARY APPEALS
DIVISION 6	COURSES OF ACTION
DIVISION 7	EXPULSION FROM THE UNIVERSITY
3. In this Statute, except insofar as the context or subject matter otherwise indicates or requires:

"Act" means the University of the Sunshine Coast Act, 1998, as amended;

"Dean" means the Dean responsible for the relevant program of study and includes a person acting, for the time being, in the position;

"misconduct" has the meaning given by section 5;

"Statute" means any statute made under the Act;

"student" means a student who was enrolled and registered in a program of the University at the time of the alleged misconduct;

"University premises" includes buildings, grounds and vehicles which are under the control and management of the University and which are used for, or in connection with, the purposes of the University;

"Vice-Chancellor" means the Vice-Chancellor of the University and includes a person acting, for the time being, in the position.
4. References in this Statute to the giving of a notice or other document to a person are references to its being -
 - (a) either served on him or her in person; or
 - (b) posted to him or her by registered post addressed to the last address known to the University as the student's place of residence,and references to the date on which notice is given shall be the date on which notice is served on the student or three (3) business days after the notice is posted to the student.

Division 2: Meaning of Misconduct

5. (1) In this Statute "misconduct" means conduct on the part of a student which unreasonably -
- (a) impairs the freedom of other persons to pursue their studies, researches, duties or lawful activities in, or to participate in the life of, the University;
 - (b) disrupts the due processes of the University; or
 - (c) causes damage to University property,
- or is otherwise detrimental to the proper order or good conduct of the University or is adverse to its academic standing or reputation.
- (2) Without limiting the generality of clause (1), a student is guilty of misconduct if the student -
- (a) wilfully disrupts or obstructs any teaching or research activity, examination, official meeting, ceremony or other proceeding of the University;
 - (b) wilfully obstructs, or attempts to obstruct or deter a member of the staff of the University in the performance of that member's duties;
 - (c) wilfully interferes with the freedom of movement within the University of any staff, students, guests or visitors;
 - (d) wilfully interferes with the freedom of speech within the University of any staff or students or of any speakers with a legitimate invitation to speak;
 - (e) wilfully, recklessly or negligently engages in conduct which results in or involves injury to any person or loss or destruction of, damage to or interference with any premises, facilities or property;
 - (f) enters a part of the University premises -
 - (i) to which entry is prohibited;
 - (ii) to which entry is permitted only with authority; or
 - (iii) remains on a part of the University premises referred to in paragraph(i) or(ii),without authority, where the student knows, or ought reasonably to know, that entry to that area is prohibited or is permitted only with authority, as the case may be;
 - (g) unlawfully assaults, or attempts to assault, a person on University premises;
 - (h) wilfully damages or wrongfully deals with property of the University or property of a person within University premises;

- (j) cheats, acts dishonestly or unfairly or assists another person to cheat or act dishonestly or unfairly, or attempts to do so, at or in connection with an examination, test, assignment, dissertation, thesis or other means of academic assessment conducted by or on behalf of the University;
 - (k) in an attempt to gain academic credit, plagiarises the work of another;
 - (l) without lawful authority, obtains access to or alters or attempts to gain access to or to alter, a document or record, kept by the University, whether kept in hard copy, electronic or other form;
 - (m) knowingly makes a false representation with respect to a matter which relates to the student as a student;
 - (n) without lawful authority, discloses to a person information relating to the University or its affairs which is of a confidential nature and which the student knows, or ought reasonably to know, to be confidential;
 - (o) fails to comply with a reasonable direction given by a member of staff of the University who has, prior to giving the direction, identified himself or herself to the student as a member of staff;
 - (p) fails to disclose his or her name and address or to produce evidence of identity where required to do so by an officer of the University who -
 - (i) is making, in the course of duty, an enquiry or investigation to which the identity of the student is relevant; or
 - (ii) needs to know the student's identity for the purposes of a report to be made to a superior officer;
 - (q) contravenes or fails to comply with a provision of a Statute or rule of the University;
 - (r) fails to comply with or observe a requirement, suspension or exclusion imposed on the student under this Statute, or a penalty (other than a fine) imposed under another Statute or rule relating to the University.
- (3) For the purposes of clause 5(2)(k), a person plagiarises the work of another if that person presents the thoughts or words of the other as being his or her own, and the word for word reproduction of a written passage of more than insignificant length, or the paraphrasing of such a passage, is evidence of plagiarism unless the source of the material is acknowledged in the work.

Division 3: Misconduct Dealt with Summarily

6. (1) Where misconduct is committed by a student in, or in connection with, an activity held within the University, whether a teaching or research

activity, examination, official meeting, ceremony or other proceeding, the person with responsibility for that activity, whether or not that person is a member of staff of the University, may exclude the student from the activity being conducted for the duration of that activity.

- (2) A member of staff of the University with responsibility for the operation or management of a facility of the University, including the Library, may exclude a student from access to or use of that facility for a period not exceeding seven(7) days for misconduct arising out of the use of that facility by the student.
- (3) A member of staff who excludes a student under clause 6(2) shall, as soon as possible, report the misconduct and the subsequent exclusion to the Deputy Vice-Chancellor in writing.
- (4) Where a staff member identifies a student as having plagiarised the work of another, and that student has attempted to obtain academic credit for that work, the staff member shall report the plagiarism to the Dean who may do one or more of the following:
 - (a) reprimand the student;
 - (b) set additional academic work for assessment;
 - (c) cause a 'Fail' grade to be awarded to any work associated with the plagiarism;
 - (d) cause a 'Fail' grade to be awarded for the course in which the plagiarism was attempted; or
 - (e) exclude the student from the course in which the plagiarism was attempted.
- (5) A Dean who takes action against a student under clause 6(4) shall, as soon as possible, report the matter to the Vice-Chancellor in writing.

Division 4: Misconduct Dealt with by the Vice-Chancellor

7. Where misconduct is known by a member of staff or a student, or is suspected by a member of staff or a student on reasonable grounds to have been committed, by a student on University premises -
 - (a) the member of staff(if not the Vice-Chancellor) or the student shall report the misconduct in writing to the Vice-Chancellor who shall make such enquiries into the alleged misconduct as the Vice-Chancellor thinks necessary; or
 - (b) if the Vice-Chancellor - make such enquiries into the alleged misconduct as the Vice-Chancellor thinks necessary.
8. (1) The Vice-Chancellor may or, where requested to do so by the student alleged to have committed the misconduct, shall appoint a committee consisting of at least three(3) members to assist in enquiries under clause 7.

- (2) At least one(1) of the members of the committee referred to in clause 8(1) shall be a student.
- 9.
 - (1) The Vice-Chancellor, or the committee appointed by the Vice-Chancellor under clause 8(1), as part of the enquiries conducted under clause 7 -
 - (a) shall give the student alleged to have committed the misconduct full opportunity to explain the conduct;
 - (b) may interview any other person the Vice-Chancellor or the committee, as the case may be, feels may be able to assist with the enquiries; and
 - (c) shall provide the student alleged to have committed the misconduct with the opportunity to respond to any information gathered as part of enquiries conducted under clause 7.
 - (2) The opportunity to respond in clause 9(1)(c) shall include the opportunity to -
 - (a) either in person or by his or her representative, call and examine witnesses, and to cross-examine other witnesses; and
 - (b) submit, call for and / or examine documents, correspondence, written statements and other papers relevant to the alleged misconduct.
 - (3) The Vice-Chancellor may, if the Vice-Chancellor deems it necessary for the management and good government of the University, suspend the student alleged to have committed the misconduct for a period not exceeding seven(7) days or until the completion of the enquiries, whichever is the earlier.
- 10.
 - (1) At the conclusion of the enquiries under clause 7, with or without the assistance of a committee and on the basis of the findings, the Vice-Chancellor shall take one or more of the courses of action listed in clause 16.
 - (2) The Vice-Chancellor shall, within seven(7) days of taking action under clause 10(1) in respect of a student, notify that student in writing of the decision to take that action.
 - (3) Where any action is taken under clause 10(1) the Vice-Chancellor shall report in writing to the Council at its next meeting detailing the reported misconduct, the enquiries made, the findings following investigation and the course or courses of action taken.

Division 5: Student Disciplinary Appeals

- 11.
 - (1) A student affected by a decision of the Vice-Chancellor may appeal to the Student Disciplinary Appeals Committee against that decision or the severity of the disciplinary action taken or both the decision and the severity of the disciplinary action taken.

- (2) An appeal from a student under clause 11(1) shall be in writing, state the grounds for the appeal and be lodged with the Deputy Vice-Chancellor within fourteen(14) days after having received notification of that decision.
12.
 - (1) The Council shall, at its first meeting each year, appoint a Student Disciplinary Appeals Committee.
 - (2) A Student Disciplinary Appeals Committee shall consist of -
 - (a) a Chairperson, who may or may not be a member of the Council;
 - (b) a student of the University;
 - (c) a member of the Council, not being an official member.
 - (3) If a member of the Student Disciplinary Appeals Committee is involved in any matter the subject of an appeal to the Student Disciplinary Appeals Committee, that member shall not participate in the appeal as a member of the Student Disciplinary Appeals Committee.
 - (4) The Council may appoint a substitute member to take the place of any person excluded from participation under clause 12(3) or to fill a casual vacancy.
 - (5) The Chairperson and members of the Student Disciplinary Appeals Committee shall continue in office until the appointments of the next Student Disciplinary Appeals Committee, except that a Student Disciplinary Appeals Committee shall continue in office to conclude the hearing of any appeal and to give its decision notwithstanding the appointment of a new Student Disciplinary Appeals Committee.
 - (6) The minute secretary to Council shall act as secretary to the Appeals Committee.
13. An appeal shall be by way of a re-hearing.
14.
 - (1) A Student Disciplinary Appeals Committee shall commence hearing an appeal not later than 28 days after the date on which the student lodges the notice of appeal.
 - (2) The Secretary to the Student Disciplinary Appeals Committee shall give each of the parties to the appeal not less than seven(7) days notice of the date, time and place of the hearing and the notice given to the student shall notify him or her of the provisions of clause 15.
 - (3) The decisions of the Student Disciplinary Appeals Committee shall be decided by a simple majority.
 - (4) Where, after the hearing of an appeal has begun, a member of a Student Disciplinary Appeals Committee is unable to be present for the duration of the hearing, the Chairperson shall advise the Council and a new Student Disciplinary Appeals Committee will be constituted.
 - (5) Where a new Student Disciplinary Appeals Committee is appointed under clause 14(4) it shall commence hearing the appeal no later than

28 days after the date on which it is appointed and shall give each of the parties to the appeal not less than seven(7) days notice of the date, time and place of the hearing.

- (6) The powers of a Student Disciplinary Appeals Committee on an appeal are, as may be appropriate to the nature of the appeal, to -
 - (a) confirm or set aside a finding of the Vice-Chancellor; and / or
 - (b) confirm or set aside or vary a penalty imposed or recommended by the Vice-Chancellor.
 - (7) The Student Disciplinary Appeals Committee shall give written notice of its decision in respect of an appeal to the parties to the appeal within seven(7) days of that decision.
 - (8) Where the Student Disciplinary Appeals Committee has substituted for another course of action or confirmed a course of action that a recommendation be forwarded to the Council that a student be expelled from the University, all rights and privileges of that student as such shall be suspended until the Council gives effect to the recommendation or determines not to do so.
- 15.
- (1) The procedure of a Student Disciplinary Appeals Committee, including the order in which evidence may be called and the order in which addresses should be heard, shall be at the discretion of the Committee.
 - (2) A student shall be entitled to be represented before a Student Disciplinary Appeals Committee by a member of staff or by a student or by an employee of the Sunshine Coast University Student Guild.
 - (3) The University shall be entitled to be represented before a Student Disciplinary Appeals Committee by a member of staff of the University.
 - (4) During a hearing by a Student Disciplinary Appeals Committee -
 - (a) the student shall be entitled -
 - (i) subject to clause 15(6), to be present with his or her representative throughout the hearing, except when the Chairperson and members wish to confer privately among themselves or to consider their decision; and
 - (ii) either in person or by his or her representative to call and examine witnesses, to cross-examine other witnesses and to address the Student Disciplinary Appeals Committee;
 - (iii) to submit, to call for and / or to examine documents, correspondence, written statements and other papers relevant to the appeal; and
 - (b) the University 's representative may -
 - (i) call and examine witnesses, cross-examine other witnesses and address the Student Disciplinary Appeals

Committee; and

- (ii) submit, call for and / or examine documents, correspondence, written statements and other papers relevant to the appeal.
- (5) Hearings of a Student Disciplinary Appeals Committee shall be in private.
- (6) A Student Disciplinary Appeals Committee shall have full authority to keep order at its hearings and may order the removal, for unruly conduct, of a person, including the student in respect of whom the hearing is taking place or the student's representative.
- (7) Where a student fails to appear at a hearing of which notice has been given in accordance with this Statute, a Student Disciplinary Appeals Committee may, at its discretion, proceed with the hearing in the student's absence or adjourn the hearing.

Division 6: Courses of Action

16. The Vice-Chancellor or a Student Disciplinary Appeals Committee shall, in relation to the student alleged to have committed the misconduct, take one or more of the following courses of action -
- (a) where the allegation of misconduct is not supported by the evidence, dismiss the allegation;
 - (b) take no further action;
 - (c) caution the student;
 - (d) reprimand the student;
 - (e) require the student to attend counselling sessions for a specified period;
 - (f) fine the student an amount not exceeding 10 penalty units;
 - (g) require the student to undertake community service for a period not exceeding one hundred(100) hours;
 - (h) require the student to make restitution to the University or to a person for property lost, damaged or destroyed due, in whole or in part, to the conduct of the student;
 - (i) suspend the student from any or all teaching activities for a specified period not exceeding twenty-eight(28) days;
 - (j) exclude the student from the use of any or all University facilities, including the Library, for a specified period not exceeding twenty-eight(28) days;
 - (k) exclude the student from University premises or a specified part or parts of University premises for a specified period not exceeding twenty-eight(28) days;

- (l) where the misconduct arose in connection with the assessment of the student in a course, reduce the assessment of performance of the student and substitute a lower grade;
- (m) where the misconduct arose in connection with the assessment of the student in a course, cancel the assessment of the student and substitute a "Fail" grade;
- (n) recommend to the Council that a degree or other award be withheld from the student;
- (o) recommend to the Council that the student be expelled from the University.

Division 7: Expulsion from the University

17. A student who has been expelled from the University shall not be re-enrolled as a student except with the permission of the Council.

DISPUTE RESOLUTION PROCEDURE

The purpose of this procedure is not to create, or to sustain a 'culture of complaint' at the University. Students and staff are not encouraged to wantonly create or invent issues, but instead are encouraged to use the procedure so that bona fide disputes and grievances can be handled in a professional and timely manner as benefits the business of the University.

1. Issues not covered by this procedure

These procedures are not intended to cover issues such as racial or disability discrimination and sexual harassment, for which other policies are in existence within the University. (See Sexual and Gender Based Harassment, Racial Discrimination and Harassment, Staff Grievances, Review of Grades and Academic Rulings, Student Appeals). Resource issues are also not generally addressed by this procedure.

2. Issues covered by this procedure

This procedure is designed for the resolution of disputes and grievances between students and staff of the University, or between students and students. Disputes between students and students within the internal structure of the Student Guild and its affiliated clubs & societies and between students and staff of the Student Guild may be resolved through this policy. Disputes may be personal or service issues and generally related to the University values.

University Values

- A commitment to the advancement, dissemination and preservation of knowledge through innovative and effective teaching and research.
- A commitment to foster freedom of inquiry and expression.
- A commitment to the process of lifelong learning.
- A commitment to engage in and respond to the community's intellectual, cultural and economic needs.
- A commitment to adopt consultative processes and ethical behaviour in all activities.
- A commitment to engendering respect among students, staff and Council of the University for their diverse roles and contributions.
- A commitment to fairness, openness, honesty, trust and effective communication as fundamental expectations of students, staff and all associated with the University.
- A commitment to developing the University and its surrounds as an environmentally sensitive exemplar.

The process highlights facilitation of discussion between parties, negotiation of outcomes and conciliation as its guiding principles and stresses the objective of swiftly resolving matters at the earliest possible level of these procedures and ensuring all parties concerned are afforded due process.

3. Direct Resolution

The University wishes to create an environment where all staff and students can interact in a spirit of co-operation and mutual respect, both for the diversity of opinion, perspective and experience, as well as personality and temperament that are necessarily part of a university community. If you think you have been unfairly treated in an area covered by the University Values, attempt to raise the issue with the other party and come to an agreement.

Should you wish to seek advice before trying to resolve the issue or make a complaint, you may approach the Student Equity Officer, Student Services staff or the Student Guild in the first instance to discuss the dispute. Students or staff who use this procedure, do so as equal partners in facilitating communication to resolve issues.

The **person raising the issue** should:

- calmly present the known facts about their own experience of the incident or issue;
- listen openly to the response of the other person; and
- state what would satisfy them and display a willingness to negotiate a resolution without further intervention.

The **person responding to the issue** should:

- listen actively and openly;
- make every effort to understand the basis for the dispute, aware that there may be differences in perception and interpretation;
- acknowledge as appropriate that their own actions may have had unintended consequences for the other person; and
- consider taking appropriate action to satisfy the person with the dispute and thereby resolve the issue.

If a resolution is reached, **both persons** should:

- be willing to put the incident behind them and move on in a renewed spirit of co-operation.

If a resolution is not reached, **both persons** should:

- avoid saying or doing anything that will cause an escalation of the situation;
- enter the conciliation stage with an open mind.

4. Conciliation and the University

Conciliation is the process used by the University to settle disputes. The University recognises that the work or study environment may be adversely affected by conflicts between staff/student relationships and between peers (student/student). The University or the Student Guild will not address issues that are raised anonymously.

Experience has shown that conciliation is a useful way of resolving conflict.

The majority of issues and/or complaints are settled to the mutual satisfaction of both parties through the conciliation process.

5. What does conciliation mean?

Conciliation is the process of settling conflict by bringing disputing parties together to reach a voluntary and mutually satisfactory agreement. This process may be assisted by the involvement of a conciliator.

The main objective is to enable the parties to talk about issues in a manner, which enables equality of discussion by each party to avoid exacerbation of issues through unnecessary confrontational or adversarial encounters.

The conciliator is a person who is responsible for the conciliation process on behalf of the University.

6. What does a conciliator do?

The conciliator listens to both sides and assists the two parties to come together to discuss the issue and come to an agreeable settlement.

The conciliator does not impose a settlement.

The conciliator remains neutral.

The conciliator must preserve confidentiality.

7. Who is involved?

The person, or persons who raise an issue.

The subject or subjects of the issue, called the respondent.

Where the issue is service related, the Cost Centre Manager, will generally be involved as the respondent on behalf of the Cost Centre.

The conciliator assists both parties to resolve the issue. The conciliator is usually the Student Equity Officer.

The Student Guild or another student may provide support and advice to students who are raising the issue or are the respondent to the issue. This support or advice may happen simultaneously to the person/s raising the issue and respondent if both parties are students. The support may extend to accompanying the student to meet with the conciliator. It is the student's responsibility to initiate and seek support throughout the process.

The NTEU (National Tertiary Education Union) or another member of staff may provide support and advice to staff members who are raising the issue or are the respondent. This support may extend to accompanying the staff member to meet with the conciliator. It is the staff member's responsibility to initiate and seek support throughout the process.

Where an issue between a student and a staff member cannot be settled at conciliation it may be referred to the respondent's supervisor as nominated below. For the purposes of this conciliation process, the supervisor shall be nominated by the Cost Centre Manager.

Respondent

Supervisor/Cost Centre Manager

Student	Head of Undergraduate/Postgraduate Studies which conducts the course in which the student is enrolled.
Cost Centre Manager	Vice-Chancellor
Academic & Teaching Staff Member	Head of Undergraduate/Postgraduate Studies/Department/or Dean of Faculty
Administrative, Technical & Professional Staff	Vice-Chancellor, Deputy Vice-Chancellor or Dean of Faculty or Nominated Supervisor (non academic)
Student Guild Staff Member	President of the Student Guild

Where an issue is between student/s and another student/s, and cannot be resolved through conciliation, the Deputy Vice-Chancellor will make the final decision, which will be binding on all parties.

8. How do I raise an issue?

Generally you should approach the person directly in the first instance to calmly discuss the issue as outlined in section 3.

You can discuss the issue informally with the Student Equity Officer (conciliator), Student Services staff, Student Guild or your Supervisor (staff).

Generally the Student Equity Officer (conciliator) will ask the person raising the issue if they can contact the respondent while they are present, outlining what the problem is and to ask if a meeting can be arranged to discuss the issue. Experience has shown that most issues can be resolved at this level.

You may prefer the conciliator approach the respondent on an informal basis on your behalf, before proceeding formally as a written complaint.

Everything you discuss with the Student Equity Officer (conciliator) and/or the Student Guild is confidential. Information will only be released where written permission has been received.

You may prefer to discuss the issue with the Cost Centre Manager, however a complaint about a staff member or service issue may only be accepted in writing and the respondent will have the right of reply. No anonymous complaints will be accepted.

You will not be disadvantaged in any way by the University for raising an issue. Staff and students are expected to adhere to their respective Codes of Conduct.

You may withdraw from the process at any time.

9. What happens if an issue is raised in writing?

The process changes from one of discussion of issues to one of a complaint.

The individual/s and/or the Cost Centre Manager will be contacted about the complaint and given an opportunity to respond, generally in writing.

You may be asked to participate in a conference with the conciliator and all parties in order to resolve the matter in a mutually satisfactory manner.

The following stages only take effect where a complaint has been raised in writing.

The Stages

Level One

1. The conciliator interviews the author of the complaint to discuss the matter in detail.
2. If the complaint does not fall within the parameters of this procedure it may be declined. If the complaint clearly cannot be substantiated it may be declined. The conciliator will provide a written response to the respondent as to why the complaint has been declined within 5 working days of rejecting the complaint.
3. The complainant may wish to discuss the written response with the conciliator. If at this stage, the complainant is still not satisfied, an appeal may be lodged with Student Equity Officer (conciliator)/Student Guild who will advise the Deputy Vice-Chancellor or the Vice Chancellor of the appeal. Appeals may be made on the basis of procedural matters only, that is that the appropriate process has not been followed.

Level Two

1. Where the complaint warrants further action the respondent is notified in writing within 2 working days of its acceptance.
2. The conciliator interviews the respondent and discusses the matter in detail.
3. The conciliator may request the respondent to provide a written response to the complaint, usually within 5 working days.
4. The conciliator may alternatively, or as an outcome of the written response from the respondent, request a conference between the two parties to attempt conciliation of an agreeable settlement. A conference would normally be scheduled within a further 5 working days of receiving a written response. Any settlement agreement will be in writing and copies provided to both complainant and respondent. The settlement agreement is to be signed by the conciliator, respondent and complainant. The agreement is to be kept confidential.

Level Three

1. If agreement cannot be reached the complainant may make a written request to the respondent's Supervisor/Cost Centre Manager outlining the reasons for a further review. The Supervisor/Cost Centre Manager will then request all relevant material from the conciliator to be forwarded for review. The Supervisor/Cost Centre Manager may request expert technical assistance either from an internal or external source, if deemed necessary, to arrive at a just and equitable resolution.
2. The Supervisor/Cost Centre Manager may call on the complainant and respondent to attend a conference to outline the findings of the review, or, to

further attempt to conciliate an agreeable solution. The conciliator may be called upon to act as Chair. The decision of the Cost Centre Manager will be binding on both parties. The decision will be provided in writing to all parties and the outcome kept confidential. Any review should be completed within 20 working days.

3. Should it appear that the matter could represent serious misconduct on the part of the respondent or be vexatious on the part of the complainant, as defined under a relevant industrial award, Student Guild Policy or University by-law, the Supervisor/Cost Centre Manager will refer the matter to the Vice-Chancellor.

10 Documentation

The University will maintain any resulting documentation as confidential files as per University policies.

The Student Guild will store any confidential material in a locked safe.

GUIDELINES ON CONFIDENTIALITY OF STUDENT RECORDS

The University is required to have on record a variety of factual information about students both for internal use in connection with its academic programs and for the compilation of statistical reports to meet the requirements of external bodies such as the Department of Education, Training and Youth Affairs.

The Director, Student Affairs is the official custodian of such records and is responsible to the Vice-Chancellor for their proper maintenance and control.

Information required by outside bodies is normally of a statistical nature and does not identify individual students, e.g. admission and enrolment statistics, OP Score distributions, age distributions, patterns of origin by school or residential district, full-time / part-time ratios, attrition rates etc. However, information held about individual students may include details of a personal nature which students may quite reasonably expect the University to maintain as confidential except for legitimate internal purposes - e.g. age, address, telephone number, title, medical information, references, etc. The University has no need for and will not maintain records relating to the religious or political affiliations and activities of students except insofar as such information may be voluntarily included in correspondence from the student or in references supplied by persons at the student's request.

The University accepts that general principles of confidentiality and privacy should apply to the use or availability of its records on individual students. These imply that the University will not normally make available externally particular information on a student without specific authorisation by that student, unless it is legally required to do so. Exceptions to this policy will be restricted to situations in which the release of information is judged to be in the clear interest of the student, e.g. provision of a telephone number or address to a hospital when a relative has been involved in an accident.

Information from a student's personal files will be available internally to faculties and individual staff members on the basis of a demonstrated need in connection with the academic program. Its release from the Student Administration office must be authorised by the Director, Student Affairs acting within the spirit and intent of this policy, on the understanding that staff members using the information will also adhere to its intent.

In addition to being provided at regular intervals with information on academic performance, students are entitled to have access to their personal files which will contain forms, correspondence, results statements and any other items relating to each student. Access will be available only at Student Administration and the student will be under supervision while perusing the file. The file may not be removed from the office. No student may have access to another student's personal file, or to information from such a file or computer record.

It is the responsibility of the Director, Student Affairs to provide a student with copies of his or her official University statement of academic record on request for use at the student's discretion, e.g. in connection with job applications or applications for admission to another educational institution, or to forward an academic record when authorised in writing by the student to do so. Should another institution to which a

student is seeking admission formally request a copy of the student's academic record, its transmission will be assumed to be authorised by the student. Official University statements of academic record may only be provided to other individuals, employers or agencies outside the University upon the written authorisation or request of the student, addressed to the Director, Student Affairs.

POLICY ON RACIAL DISCRIMINATION AND HARASSMENT

Policy Statement

The University of the Sunshine Coast recognises the right of all students and staff to work and/or study in an environment free from all proscribed forms of discrimination and harassment, including racial discrimination and harassment.

The University of the Sunshine Coast has adopted a policy on equal opportunity to reflect its commitment to equal opportunity and freedom from all forms of discrimination in education and employment, as determined by legislation or by Council.

The University of the Sunshine Coast is committed to protecting the rights of both students and staff to achieve their full potential in an environment which values cultural diversity and is free from racial discrimination or harassment. As such it aims to provide an environment in which positive actions are taken to:

- affirm and value cultural identity;
- give due recognition to the history and experiences of the indigenous peoples of Australia, particularly through the provision of information on Aboriginal and Torres Strait Islander culture and society in the curricula of courses within discipline areas where such information is relevant;
- give due recognition to its culturally diverse community through the provision of information on diverse cultures and societies in the curricula of courses within discipline areas where such information is relevant;
- develop cross-cultural awareness and the active participation of staff and students in establishing a climate, within all University activities, conducive to the elimination of racial discrimination and harassment;
- inform students and staff of their right to make complaints on the basis of racial discrimination and harassment, and to ensure complaints are dealt with promptly, seriously, fairly and effectively;
- alert staff, students and organisational units to their responsibilities in regard to racial discrimination and harassment and encourage them to take an active role in opposing racial discrimination and harassment;
- ensure supervisors are aware of their accountability for maintaining proper standards of conduct within their areas of responsibility;
- ensure all policies and practices of the University and its organisational units take account of the aim to eliminate racial discrimination and harassment.

The University of the Sunshine Coast acknowledges its responsibility to ensure that staff, students and members of the University community are made aware of what constitutes unacceptable behaviour within the University and that all managers and supervisors are aware of their responsibility for ensuring the maintenance of proper standards of conduct within the University.

The University of the Sunshine Coast recognises its responsibility to deal with racial discrimination and harassment and to take prompt and effective action to deal with

complaints and to do everything in its power to ensure that all people involved in a complaint, including the complainant, the person complained about (the respondent) and witnesses, are treated fairly by the University and are not victimised in any way. It also recognises the responsibility of managers to take a pro-active role in dealing with any manifestations of discrimination or harassment in accordance with this policy.

What is racial discrimination and harassment?

Any distinction, exclusion, restriction or preference within the University of the Sunshine Coast's study and work environment based upon race, colour, national or ethnic origin, descent, migrant status, ancestry, or nationality amounts to racial discrimination. Discrimination on the grounds of religion may in some circumstances constitute racial discrimination.

The University may, however, develop Affirmative Action Programs for specific groups of people. Affirmative Action Programs include strategies to provide increased opportunities for identified groups of people and to remove barriers to participation and progression in employment and education which are, as a result of historical or existing disadvantage, harassment and discrimination. Affirmative Action Programs are therefore not included in a definition of racial discrimination and harassment.

Discrimination may be both direct and indirect. An example of direct racial discrimination would be denigrating the racial background of a student in a lecture. An example of indirect racial discrimination could be when examination timetables do not provide reasonable alternatives for clashes with religious holidays.

Discrimination includes discrimination on the basis of actual attributes (such as appearance, racial background or accent) and also includes discrimination on the basis of imputed or presumed attributes, such as unsubstantiated assumptions about a person's racial background.

Harassment is a form of discrimination. It is offensive social behaviour. The University recognises that the work or study environment may be adversely affected by racial harassment in staff/student or employer/employee relationships and between peers (student/student or employee/employee), and it will not tolerate such behaviour. Similarly, the University will not tolerate harassment by or of staff or students with respect to any other person whilst engaged in University-related activities.

Behaviour that is regarded by some as harmless, trivial, or a joke may to others constitute racial harassment, when it is personally offensive, humiliating or distressing to the recipient.

When used in this policy, the term "racially-based" means based upon attributes which may include race, colour, national or ethnic origin, descent, migrant status, ancestry and nationality.

Racial discrimination and harassment may consist of a variety of behaviours and actions including, but not limited to the following examples:

- racially-based discrimination and harassment in access to services, education, or employment opportunities;

- offensive racially-based comments, made in the course of lectures and class meetings or interview;
- racially-based derogatory name calling, insults and offensive jokes;
- written racially-based offensive comments by staff or students;
- racially-based offensive comment in telephone or electronic mail or other computer system communications;
- racially-based offensive graffiti;
- distribution of racially-based offensive material;
- making racially-based offensive comment e.g. on clothing and badges;
- using University facilities to recruit students or staff to organisations or groups which advocate racial discrimination or harassment;
- advocating racial or religious hatred or inciting unlawful racial discrimination.

POLICY ON SEXUAL AND GENDER-BASED HARASSMENT

Policy Statement

Harassment is a form of discrimination. It is offensive social behaviour which occurs particularly in staff / student or employer / employee relationships where there is a relationship of power and / or authority of one person over another.

The University recognises however that the work or study environment may also be adversely affected by sexual or gender-based harassment by peers (student / student and employee / employee) and will not tolerate such behaviour. Similarly, the University will not tolerate harassment of staff by students nor harassment by staff or students or visitors or members of the public whilst engaged in University activities.

Behaviour that is regarded as harmless, trivial or a joke may constitute sexual or gender-based harassment, where personally offensive, humiliating or distressing to the recipient.

Sexual Harassment

Sexual harassment is any form of offensive sexual attention that is uninvited and unwelcomed. It can be a single incident or a persistent pattern of unwelcomed behaviour and it should be noted that the distress can be the same whether the conduct is intentional or unintentional. Although a majority of complaints of sexual harassment come from women, sexual harassment can range from subtle behaviour to explicit demands for sexual activity or even criminal assault and includes the following:

- inappropriate remarks with sexual connotations
- smutty jokes
- the display of offensive material
- stares and leers or offensive hand or body gestures
- inappropriate posturing
- comments and questions about another person's sexual conduct and / or private relationships
- requests for sexual favours
- offensive written, telephone or electronic mail or other computer system communications
- unnecessary close physical proximity including persistently following a person
- unwelcome physical contact such as brushing against or touching a person
- actual molestation
- sexual assault.

Gender-Based Harassment

Gender-based harassment is any conduct that is unwelcome because it denigrates a person on the basis of their gender. It can be a single incident or a persistent pattern of unwanted behaviour and constitutes unlawful discrimination if it can be shown that the person being harassed is being treated unfavourably on the basis of her or his sex. The term covers a range of behaviour which in its context amounts to harassment including:

- denigrating comments regarding a person's gender
- the display of written or pictorial material which denigrates a person's gender
- negative behaviours, e.g., bullying, intimidation or excluding related to gender of the recipient
- expressing stereotyping, that is assumptions based on gender about an individual's gender, group behaviour, values, culture or ability.

EQUAL OPPORTUNITY

The University of the Sunshine Coast is committed to a policy of equal opportunity and freedom from all forms of discrimination as determined by legislation or by Council. The policy is issued on the basis that it is fair and just and contributes to the fulfilment of the University's Mission and Goals.

In fulfilling this commitment the University aims to:

- promote the development of a University culture supportive of equal opportunity principles
- ensure that all of its management and educational policies and practices reflect and respect the social and cultural diversity contained within the University and the community it serves
- ensure that the appointment and advancement of staff and admission and progression of students within the University are determined on the basis of merit
- provide equal employment and educational opportunities within the University and identify and remove barriers to participation and progression in employment and education
- eliminate unlawful discrimination against staff and students on the grounds of sex, marital status, pregnancy, breastfeeding, race, age, parenthood, physical, intellectual and mental impairment, religious beliefs, lawful sexual activity, trade union activity, criminal record, social origin, medical record, nationality, political belief or activity
- comply with State and Federal legislation on discrimination and equal opportunity and binding international human rights instruments.

The Vice-Chancellor, with the support of Executive and managers, is responsible for the implementation of this policy, assisted by the Manager, Student Services and the Manager, Human Resources. The University expects all staff, students and members of the University community to act in accordance with this policy.

UNIVERSITY HEALTH AND SAFETY POLICY

The University of the Sunshine Coast is committed to the prevention of illness or injury due to work carried out by any student, member of staff or any other person on campus or any workplace over which the University has jurisdiction on campus. All students, staff, contractors, suppliers and visitors are therefore bound by this commitment. Everyone on campus of the University of the Sunshine Coast has an obligation to ensure that all work under their care or control is carried out in a safe and efficient manner.

The University requires workplace health and safety to be an integral part of every University of the Sunshine Coast operation. The safety of students, staff, the public, contractors and all other employees is the responsibility of everyone on campus and is to be demonstrated at all times.

The University neither expects nor requires its students, employees, suppliers or contractors to attempt anything that would be likely to cause them harm.

LAND, TRAFFIC & PARKING RULES

Preliminary

1. These rules shall apply -
 - (a) within the boundaries of the University premises, and to every part of the University premises; and
 - (b) to every person who is at any time on the University premises.
2. These Rules are divided as follows:
PRELIMINARY
LAND RULES
PARKING RULES
TRAFFIC RULES
PENALTIES
3. In these Rules, except insofar as the context or subject matter otherwise indicates or requires:
"Act" means the University of the Sunshine Coast Act, 1998;
"authorised person" means an authorised person within the meaning of the Act;
"security officer" means a security officer within the meaning of the Act;
"staff" has a collective meaning for both academic and general members;
"Statute" means any statute made under the Act;
"student" means a student who was enrolled and registered in a program of the University at the time of the alleged misconduct;
"University premises" includes buildings, grounds and vehicles which are under the control and management of the University and which are used for, or in connection with, the purposes of the University;
"Vice-Chancellor" means the Vice-Chancellor of the University and includes a person acting, for the time being, in the position.
4. The Vice-Chancellor may nominate an officer to exercise any or all of the Vice-Chancellor's authorities and functions under these Rules other than the authority to make regulations under these Rules.

Land Rules

5. The Vice-Chancellor may authorise the erection, installation, placing, or display on the campus of such signs, signals, marks, notices, structures and devices as the Vice-Chancellor considers necessary or desirable for the purpose of -
 - (a) regulating or controlling traffic on the premises, including the parking

of vehicles, and the regulation and control of vehicles picking up or setting down passengers or loading or unloading goods;

- (b) regulating or controlling any other activity on the premises.
6. The University shall not be liable for any loss or damage suffered or caused to any person or vehicle (or its accessories or contents) while travelling, standing or parked on the University premises.
7. The Vice-Chancellor may declare any part of the University premises closed to all persons or to any person or to any class of persons for such period as the Vice-Chancellor thinks fit.
8. Subject to the Act and this Statute it is an offence for a person -
- (a) to be on the site in contravention of a declaration by the Vice-Chancellor under this, or any other, Statute;
 - (b) to contravene or fail to comply with a requirement of an authorised person or a security officer or a direction by an authorised person or security officer under the Act;
 - (c) except where authorised by the Vice-Chancellor -
 - (i) to bring or keep or cause to be brought or kept or consumed any intoxicating liquor on the site;
 - (ii) to remove, alter, deface, damage, or otherwise interfere with a control device, building, or other thing on the site;
 - (iii) to have in possession, carry, or discharge any fire-arm;
 - (iv) to have in possession, set off, or throw any firework;
 - (v) to kindle or make any fire, except in a fireplace provided; or
 - (vi) to throw or discharge any stone or other missile;
 - (d) except in relation to the posting of notices on noticeboards provided for the purpose, or the distribution of matter in the course of lawful and customary University or student activities -
 - (i) to post, stick, or otherwise affix to any part of the site, or give out or distribute any placard, handbill, notice, advertisement, or other written, printed, stencilled, or graphic matter; or
 - (ii) to write, draw, print, or paint on or deface any part of the site;
 - (e) except where authorised by the Vice-Chancellor -
 - (i) to sell, expose, or offer for sale, lease, or hire, or solicit orders for the purchase, lease or hire, or solicit orders for the purchase, lease, or hire, of any goods, wares, or merchandise, or any other article or thing; or
 - (ii) to organise, arrange, advertise, manage, or control any fete, picnic, concert, display (including displays of film or television), or performance to be left on the site;

- (f) to smoke in a designated non-smoking area;
- (g) to throw, deposit, or leave on the site any rubbish, refuse, paper, bottles, or litter of any kind, except in a receptacle provided for the purpose;
- (h) to use any insulting, abusive, threatening, profane, indecent, or obscene language or to behave in a riotous, violent, disorderly, indecent, obscene, offensive, threatening, or insulting manner on the premises;
- (j) except where incidental to the lawful and customary activities of the University, students, or staff, or where authorised by the Vice-Chancellor, to organise, arrange, advertise, manage, or control any meeting, conference, discussion, speech, preaching, or ceremony on the site;
- (k) to obstruct -
 - (i) any member of the staff of the University or member of the police force in the discharge of their duty; or
 - (ii) any person in the exercise and enjoyment of any lawful activity while lawfully on the site;
- (m) except in the course of the person's duty or where authorised by the Vice-Chancellor -
 - (i) to cut, break, deface, pick, remove, destroy, or injure any tree, shrub, plant, or flower;
 - (ii) to remove, damage, or interfere with any stake or label on or near any tree, shrub, plant, or flower; or
- (n) except as an aid for a disabled person or in the course of the person's duty or in connection with a program of study or for the purpose of consulting a member of the staff, to bring or cause to remain on the premises any mammal, bird, reptile, fish or insect;
- (p) to disturb, frighten, shoot at or throw missiles at any bird, fish, or other animal on the site or otherwise attempt to capture, or kill any bird, fish, or other animal on the premises; or
- (q) to bet or offer to accept a bet or to play cards for money or to engage in any form of gambling on the premises.

Parking Rules

- 9. (1) Subject to these Rules, it is an offence for a driver or person in charge of a vehicle -
 - (a) to contravene or fail to comply with a prohibition or requirement indicated by a control device;
 - (b) without prejudice to the generality of paragraph(a) -

- (i) to park the vehicle in any area in which parking bays are marked or otherwise indicated otherwise than wholly within a bay; or
 - (ii) in the case of a motor cycle, motor scooter or bicycle, to park it in a space which, notwithstanding that it is marked or otherwise indicated as a parking bay, is of a size appropriate for the parking of a 4-wheel vehicle;
 - (c) to park the vehicle so as to obstruct other vehicles;
 - (d) to park the vehicle on roads;
 - (e) to park the vehicle in a parking area for which the person has not authorisation.
- (2) A person's act or omission does not constitute an offence under clause 9(1) if the act or omission was directed or authorised by an authorised person or security officer appointed under the Act.
- (3) This clause does not apply to the entry and use on the campus of an emergency vehicle.
10. The Vice-Chancellor may determine the conditions under which vehicles are brought onto and parked on the premises.

Traffic Rules

11. (1) Subject to these Rules, it is an offence for a driver or person in charge of a vehicle -
- (a) on joining a roadway from a parking area, to fail to give way to vehicles using the roadway;
 - (b) to drive or take the vehicle onto any recreation area, nature strip, garden, lawn, footpath or other part of the site which is not constructed for use by vehicles;
 - (c) to drive the vehicle at a speed exceeding 20 km/hour or, on any part of the site with respect to which a lower limit is indicated by a control device, that limit;
 - (d) to drive the vehicle negligently or recklessly, or in a manner dangerous to other users of the site, or without due care and consideration for other users;
 - (e) to drive the vehicle so as to cause excessive noise; or
 - (f) to abandon the vehicle on the site.
- (2) A person's act or omission does not constitute an offence under clause 11(1) if the act or omission was directed or authorised by an authorised person or security officer appointed under the Act.
- (3) This clause does not apply to the entry and use on the campus of an emergency vehicle.

12. Except as otherwise provided in these Rules, the normal rules and regulations under the Queensland traffic legislation shall apply to the vehicles on campus.

Penalties

13. In addition to any penalties to which a person may otherwise be liable, the penalty for a breach of-
 - (a) the land rules shall be a maximum of ten penalty units;
 - (b) the parking rules shall be a maximum of five penalty units;
 - (c) the traffic rules shall be a maximum of five penalty units,as prescribed by the Vice-Chancellor in regulation made pursuant to these Rules.

POLICY CONCERNING CHILDREN ON CAMPUS

Purpose and Description

The University of the Sunshine Coast is committed to the principle of equal opportunity for staff and students, and promotes a work and study environment that respects work, study and family responsibilities.

The University holds in high regard the safety of all children (any person under the age of (16) sixteen years), who may, from time to time be present on or in University property. To this end, due regard must be shown at all times by all staff, students and visitors for the safety of children when they are on the University Campus.

Responsibility

All staff, students and visitors who bring, or allow, children onto the University premises must ensure that they are in the control and care of an adult and accompanied by an adult at all times. All adults failing to comply may be asked by authorised officers of the University, including Security personnel, supervisors and lecturers to remove the child/children from the Campus. The authorised officer shall file a report of the request and reasons for the request to the Vice-Chancellor. The Vice-Chancellor will act in accordance with the University Act, statutes, policies and procedures.

The University recognises that student from nearby schools may be on campus, through their own initiative, using University resources and facilities that are available to the public, e.g., the Library, playing fields and athletics track. Such students found to be causing a disturbance or considered to be a safety risk may be asked by authorised officers of the University, to leave the Campus. The authorised officer shall file a report of the request and reasons for the request to the Vice-Chancellor, who will act in accordance with the University Act and statutes and will also notify the relevant school principal if necessary.

Implementation

Students and staff are reminded that their access to University resources and facilities arises out of a contract and that, as a result, the University should not be used as an alternative to other child care facilities during working or study hours.

However, the University recognises that, as a last option, parents/carers may need to bring their children into work and study environments during emergencies.

In such circumstances, the student or staff member is responsible for ensuring that adequate childcare arrangements have been made to ensure that the safety of that child is guaranteed, and moreover, the work performance of the staff member/student, or other staff members/students, is not impacted upon.

The University has introduced the following provisions to assist parents/carers bringing children onto campus:

- Permission to bring children into work or study environments is at the discretion of supervisors or lecturers. Such requests will be viewed with empathy, although the

supervisor or lecturer must give consideration to the level of risk and disruption to other students and staff associated with the child's presence in the workplace or learning environment.*

- There are some areas of the University where children may not be permitted because of potentially serious health risks to children. Such places include, but are not limited to, laboratories (science and computer), workshops and places where farm/grounds equipment is in use.
- Under no circumstances may a child/children enter laboratories, workshops, or any place of work where any form of experiment is conducted, except for formally organised visits by school children, when it will be the responsibility of the Dean of Faculty to ensure that adequate supervision is provided by University staff.
- Parents/carers must ensure the safety of their children and supervise them at all times. Children are not allowed to use resources provided for legitimate University purposes including telecommunications and computer systems and associate services such as e-mail, and the Internet.
- Staff and students are required to contact the appropriate supervisor and/or lecturer if children are left unattended and are causing serious disruptions.
- Children who are ill (particularly if due to an infection) are not permitted in work or study environments.

References

Code of Conduct for Officers and Employees of the University of the Sunshine Coast

Student Conduct and Discipline Statute

Acceptable Use of Information Technology Resources

*For example, an office environment may not necessarily be safe for a young child because of the potential risks due to electrical appliances, heating and cutting devices, heavy objects (eg VDU's. sharp edges, solvents and other chemicals).

POLICY ON THE ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

Introduction

Information technology has the ability to improve instructional systems, information systems, and communications services for staff and students in support of the University's academic programmes and administrative services. The University's strategic plan and operational plans direct how computing equipment, networks, systems and software (hereinafter referred to as information technology resources) shall be employed. Staff and students (hereinafter referred to as clients) as users of information technology resources are expected to exercise responsibility; use resources ethically; respect the rights and privacy of others; and operate within the laws of the State and Commonwealth, and the statutes, rules and policies of the University.

Each member of staff is provided with convenient access to a computer workstation networked to a wide variety of electronically based services available on campus, and other services accessible across the Internet. Similarly, students are provided with computer laboratories that deliver educational services. The University authorises staff and students to access information technology resources depending upon their need. The University reserves the right to withdraw access to any client with a previous history of offence or where evidence suggests that the client has violated University statutes, rules, and policies or the law.

This policy has been created so that the University's clients, as users of information technology resources, have an understanding of the University's commitment as well as their own responsibilities, duties, and obligations.

Policy Statement

The University provides information technology resources that are consistent with the mission and goals of the University. Specifically, services are provided for legitimate University purposes including approved teaching, research and administrative functions.

Free and open usage

The University's information technology environment is dynamic, characterised by openness, creativity and free sharing of information, to the greater benefit of universities generally. This policy shall respect this environment and inhibit these characteristics only when necessary to protect the essential interests of the University.

Authorised usage

The University shall determine who has access to available information technology resources. Staff may be authorised to access resources required to perform their duties. Students may be authorised to access services for academic purposes relating to their course of study at the University. Persons other than staff and students may be provided access to use information technology resources under special circumstances subject to appropriate authorisation and indemnities.

Clients are responsible for their own accounts and are permitted to access only those resources for which they have been authorised. No client may use any other client's authorisation to access any system nor allow any other person to use his or her authorisation to access any system.

The University may withdraw access from any client who abuses privileges assigned to them.

Management of services

The University accepts responsibility for the maintenance of its information technology resources to standards of acceptable reliability and security; and for the provision of instructional materials and training courses to enable all staff and students to use these resources efficiently. However, those responsibilities must be managed within finite resources. The University may limit services and non-essential use where this impacts on costs or standards of performance; or implement operational procedures to encourage a rational use of resources.

Standard office computing environment

A standard suite of office applications software is adopted and provides benefits to the University community in the form of improved communications, training materials, and technical support services for clients with workstation connections to the campus network.

Information privacy

The University recognises the right to privacy of client files and communications. However, the University reserves the right to access files when necessary for the maintenance and security of information systems. Authorised personnel may examine files and directories where it is necessary to determine the ownership or recipient of lost or misdirected files, and also where the University has information or evidence that:

- system integrity is threatened
- security is compromised
- an activity has a detrimental impact on the quality of service to other clients
- the system is being used for purposes which are prohibited under University policies
- the system is being used for unlawful purposes

The University can not protect individuals against the existence or receipt of materials that they may find offensive. However the University may initiate appropriate action against the originator of the material if they have violated University policies or the law.

Disciplinary action

Breaches of this policy shall be treated as misconduct and are dealt with under relevant University statutes, rules, and policies including the Code of Conduct, and the Student Conduct and Discipline Statute. The University reserves the right to restrict access by an individual to information technology resources when faced with evidence of a breach of

University policies or law. Breaches that violate state or Commonwealth law shall be reported to the appropriate authorities.

Network integrity

The campus computer network is a key element of the electronic based services that support the academic programmes and administrative operations. Hardware is connected to the network only in accordance with the University's building and telecommunications standards.

Any form of unauthorised experimentation with the campus network is prohibited, e.g., unauthorised installation of hardware or network software; physical interference with hardware, network connections, or cabling, etc.

Use of University property

The University's information technology resources, as with other University resources, shall be used only for legitimate University purposes.

Staff should limit the use the University's information technology resources for incidental purposes.

Students should limit the use the University's information technology resources to purposes that directly relate to their studies.

Expression of personal views

During electronic correspondence or discussion, it must be recognised that personal views may be misconstrued to be representative of the University's position. Where the client does not have authority such correspondence must remove any such ambiguity.

Responsibility with regard to Australian laws, University policies and contracts between the University and external agencies

The University has obligations relating to intellectual property, copyright, sexual and gender-based harassment, and racial discrimination and harassment as defined by law, and in its own policies. The University expects that clients of its information technology resources shall exercise their responsibilities in this area.

Clients should familiarise themselves with University statutes, rules, and policies including, but not limited to, the Code of Conduct, the Student Conduct and Discipline Statute, all harassment policies, and the Intellectual Property policy.

Clients must not use the University's information technology resources to act fraudulently in any way, e.g., falsely attributing the source of any material to another person.

The University has certain contractual and licensing obligations relating to the use of its information technology resources that constrain the way facilities may be used. Where there is any doubt, clients should familiarise themselves with any constraints detailed in the licence agreement. If in doubt, clients shall seek advice from the Manager, Information Technology Services.

Defamation, harassment and other abusive behaviour

No client shall, under any circumstances, use the University's information technology resources for the purpose of defaming or slandering any individual or organisation. Information technology resources shall not be used in any way such that a reasonable individual may consider it to be harassing, abusive or obscene behaviour.

Illicit Material

No client shall, under any circumstances use the University's information technology resources to access, transfer, or store illicit material. Resources shall be used only for legitimate University purposes for which they are provided.

Security

The primary means of security for the University's information technology resources is through the allocation of individual computer accounts and access passwords. It is every client's responsibility to ensure that:

- passwords are selected carefully and not shared with other persons
- computer workstations are kept physically secure, e.g., staff offices shall be secured when unoccupied, computer laboratory security measures shall not be circumvented
- computer accounts are not shared with other persons

No client shall, under any circumstances take any action that would or might lead to circumventing or compromising security of any of the University's information technology resources.

Interference with other clients

No client shall, under any circumstances, take any action to deny or impair access to, or effective use of, any information technology resource by any other authorised client, e.g., unauthorised moving of equipment; unauthorised interference with network connections or configurations, unauthorised installation or use of software on shared computers or other networked facilities, etc.

The promulgation of software viruses or similar contaminant software is expressly forbidden.

Electronic communications

Facilities for electronic communications (such as electronic mail, bulletin boards, list servers and news) are provided for general use consistent with this and other University policies. Clients are responsible for the use of their account and the electronic messages that are sent from their account. Clients shall familiarise themselves with the University's policies, regulations, and procedures associated with the use of electronic communications.

Knowledge of breach of policy

Any breaches of this policy, by any individual, should be brought to the attention of the Information Technology Services staff.

Acknowledgements

The information contained in this policy have been derived from a variety of sources including the policies of other higher education institutions.

ELECTRONIC MAIL POLICY

Introduction

The University recognises that electronic mail has the potential to improve communications between staff, students and external organisations. As a very efficient and convenient communication tool, it can be a means of intellectual, cultural, and social growth, but it can also be a means of harassment and destructiveness. Problems can also arise when electronic mail is used carelessly. Unlike face-to-face or telephone conversations, electronic mail messages lack the visual and contextual cues, such as facial expression or tone of voice, that may modify what is actually said. Messages should be worded with this in mind to avoid miscommunications. The University encourages the use of electronic mail to share information, to improve communication, and to exchange ideas.

Policy Statement

University electronic mail services are University facilities and should be used only for legitimate University purposes including teaching, research, and scholarship.

This policy endeavours to recognise the benefits of this service while providing guidelines for appropriate use. While specifically directed towards the use of electronic mail, much of this policy equally pertains to other electronic communication.

Authorisation to use electronic mail services

Each staff member and student (client) may be authorised to use an electronic mail account on one of the University's computer systems. The University reserves the right to withdraw the service from any client who abuses this service.

A standard environment for electronic mail

A standard operating environment for electronic mail is adopted across the University to allow optimum conditions for the convenient transmission of information. This environment is managed by Information Technology Services and standards are periodically reviewed to ensure the ongoing needs of the University are met. Clients using alternative environments may not be supported.

Electronic mail directories

A directory of staff and student electronic mail addresses are maintained to allow convenient addressing of mail between on campus clients.

Confidentiality

Due to limitations in electronic mail systems generally, electronic mail cannot be kept confidential with absolute certainty and can be readily redistributed. Therefore, clients should not use electronic mail for transmitting confidential information and should scrutinise the authenticity of received mail.

Representation

Clients must be aware that the correspondence and discussion into which they enter when using the University network and the Internet may be construed to be representative of the University's position.

Where the client is expressing their personal view, such correspondence should imply or clearly state that the opinion expressed is that of the writer, and not necessarily that of the University, e.g., The views expressed herein are personal and may not be representative of the University of the Sunshine Coast.

Unless individual clients formally identify themselves and their position within the University, their views will not be taken to be those of the University.

Broadcast messages

Public electronic mail groups have been established to allow for convenient distribution of communication to the University community. The use of these groups is for the purpose of official University activities only. Electronic mail messages may only be broadcast to large numbers of registered clients under the circumstances where the:

- message is an official notification of the University relevant to the majority of addressees,
- sender and other persons form a group with a common interest for the dissemination of relevant electronic communications, or
- message is for the purposes of maintaining the effective operations of the electronic mail service

Local newsgroups have been established to provide a suitable option for broadcasting messages. Electronic mail services may not be used for personal business or personal gain, except as permitted by other University policies. Clients may only post personal advertising material, e.g., personal items for sale such as cars, computers, etc., using newsgroups that have been established for this purpose. The sending of chain letters is expressly prohibited.

Commercial advertising or sponsorship is not permitted except where such activity is clearly related to, or supports the mission of the University, and is permitted by other University policies.

Records Management

Management of the University's records must effectively support the decision making processes employed within the University and external statutory requirements.. Consequently, all significant electronic mail communications should be electronically filed or filed in hard copy form in approved University record keeping systems. Electronic records are subject to the statutory requirements of the Libraries and Archives Act 1988. The retention and disposal of electronic documents will be subject to the provisions of the University's Retention and Disposal Schedule.

Associated policies and regulations

Clients are expected to observe the laws of the State and the Commonwealth, and the statutes, rules and policies of the University including, but not limited to, the Code of Conduct , Student Conduct and Discipline Statute, Acceptable Use of Information Technology Resources Policy, and harassment policies that may be applicable within the context of providing and using electronic mail services.

Activities considered to violate University policy with respect to the use of electronic mail include, but are not limited to, the following:

- the sending of messages which a reasonable individual would consider to be defaming, harassing or otherwise abusive or obscene
- making unauthorised broadcasts or other mass mailing or the sending of chain letters
- violating intellectual property or copyright laws
- committing a fraudulent act, forging messages or any other misrepresentation
- violation of confidentiality by accessing, intercepting or disclosing messages that you are not authorised to access
- promulgating software viruses or similar contaminant software
- taking any action that would or might lead to denial or impairment of access to, or effective use of, any information technology resource, e.g., spamming or otherwise flooding the mail system with junk mail
- taking any action that would or might lead to circumventing or compromising security of any of the University's information technology resources
- sharing of accounts or making known your password
- use for commercial gain or other than incidental private use
- the use of electronic mail to violate any other University policy or regulation
- the use of electronic mail to violate any State or Commonwealth law

Discipline

The corrective action for any violation of this policy will depend upon the nature of the offence. Information Technology Services administrative staff will determine an offense as either minor or major. Minor violations will normally be dealt with by the Information Technology Services staff and will result in an information email message sent to the offender. For continuing or more serious violations, any client may have his/her electronic mail account terminated or suspended for breach of any of the terms of this policy or related policies as determined by the Code of Conduct and the Student Conduct and Discipline Statute. The University reserves the right to take whatever action may be warranted in accordance with the laws of the State and the Commonwealth, and the statutes, rules and policies of the University.

Faculty of Arts & Social Sciences

UNDERGRADUATE PROGRAMS

The Faculty of Arts and Social Sciences undergraduate programs are comprised of 24 courses and the standard full-time workload is four courses per semester. Each course normally involves three class contact hours per week. Language courses involve five class contact hours per week.

The programs are normally completed in three years (six semesters) of full-time study or six years (12 semesters) of part-time study. For full-time students the maximum time to complete the program is nine semesters, for part-time students it is 18 semesters, and for those that mix full-time and part-time enrolments, the time is worked out proportionately.

A Guide to Majors and Minors

A **major** is eight courses from a particular area of study. Majors may include:

- a maximum of two introductory level courses, with the exception of the major in Politics and International Studies. The major in Politics and International Studies may include four introductory level courses, provided that at least two are language courses.
- courses that have a code from another area of study that are cross-listed in the particular area of study in which the major is being completed.

A **minor** is four courses from a particular area of study. Minors may include:

- a maximum of one introductory level course, with the exception of the minor in Politics and International Studies. The minor in Politics and International Studies may include two introductory level courses provided that at least one is a language course.
- courses that have a code from another area of study that are cross-listed in the particular area of study in which the minor is being completed.

Cross-listed Courses

- can count towards majors in areas of study other than the one to which they are allocated.
- widen your choices because you can use some courses that are not located in a particular area of study to complete a major or minor in that area of study (e.g. SCS230 Understanding Society is located in the Social and Community Studies area of study but it is cross-listed in Politics and International Studies. So SCS230 may count towards a major or minor in Politics and International Studies).

The lists below indicate which existing courses count towards majors and minors in each of the 6 areas of study.

AREAS OF STUDY

Australian and Cultural Studies

This area of study is a mix of history, literary and cultural studies, exploring major themes in Australia's past and in contemporary culture.

Introductory Level

- AUS100 Australian Spaces: Images of the Urban
- AUS110 Sport and Leisure Issues
- AUS120 The TeXt Files: An Introduction to Cultural Studies
- AUS130 Gizmo: A Social History of Technology

Advanced Level

- AUS210 The Lie of the Land
- AUS211 Eve of Destruction: War Propaganda of the Twentieth Century
- AUS215 Leaders in Australian Studies
- AUS220 Research Project in Australian Studies
- AUS221 More than a Game: Sport, Cultures and Societies
- AUS225 Life and Death in the City: Settlement to Federation
- AUS230 Talking History: Memory and the Past
- AUS235 Internship in Environment and Heritage
- AUS245 Died Young: How Australians Create Heroes
- AUS250 Riots and Rebellions: Conflict in Australian History
- AUS260 Coast to Coast: Mystery, Crime and Writing the City
- AUS265 Walking Sites: Cultural Heritage Tours
- AUS280 "True Grit": Urban Places - Dystopian Spaces
- AUS285 Wonderworlds
- AUS290 Upfront: A History of Live Performance in Australia

Cross-listed Courses

Courses from other areas of study that count towards Australian and Cultural Studies:

Introductory Level

- INT100 International Politics: An Australian Perspective
- INT140 An Introduction to Australian Politics: The Makings of a Republic?

Advanced Level

- SCS210 Indigenous Australians and the State

Communication Studies

Focuses on professional writing, writing for the media, creative writing, and public relations.

Introductory Level

- CMN100 Critical Reasoning
- CMN110 Australian Media Industries: Introduction to Communication Studies
- CMN190 Communication and Cultural Transitions**

Advanced Level

- CMN211 Small Screen, Big Business: The Television Industry*
- CMN212 Public Relations: Festivals, Functions and Celebrations*
- CMN213 Editing for the Communications Professional*
- CMN215 Creative Writing A
- CMN230 Business Communication
- CMN231 Public Relations: Corporate and Institutional
- CMN232 The Film Production Process: 'Day for Night'
- CMN233 Writing for Australian Television
- CMN235 News Writing: Print and Broadcast
- CMN236 Production Workshop
- CMN238 Creative Writing: Paperback Hero
- CMN239 Feature Writing
- CMN245 Kiddy Litter: Writing for Children and Young Adults
- CMN250 Public Relations: Community and Media Liaison
- CMN260 Novel Ideas: Creative Writing B
- CMN265 Above and Below the Line: Writing for Film
- CMN270 Industry Research Project

Environmental and Planning Studies

Focuses on peoples' relationships with the natural environment on the associated policy and planning process.

Introductory Level

- ENP100 Environment and Society

Advanced Level

- ENP210 Planning Principles, Processes and Law

ENP215	Interacting with the Natural Environment
ENP230	Environment, Ethics and Economics
ENP235	Sustainable Development
ENP240	Interpretation: Environment, Heritage and Tourism
ENP245	Social Demography
ENP255	Urbanisation

Cross-listed Courses

Courses from other areas of study and faculties that count towards Environmental and Planning Studies:

Introductory Level

INT140	An Introduction to Australian Politics: The Makings of a Republic?
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Advanced Level

ESS251	Environmental Monitoring and Data Analysis
ESS252	Environmental Management Strategies
SCS211	Green Justice and Red Tape: Environmental and Social Issues
SCS225	Social and Community Research
TSM220	Sustainable Tourism and Eco-tourism Management

Politics and International Studies

Focuses on international politics and languages (Indonesian, Italian and Japanese).

Introductory Level

INT100	International Politics: An Australian Perspective
INT110	Indonesian A
INT111	Indonesian B
INT120	Japanese A
INT121	Japanese B
INT130	Italian A
INT131	Italian B
INT140	An Introduction to Australian Politics: The Makings of a Republic?

Advanced Level

INT210	Indonesian C
INT211	Indonesian D
INT212	Indonesian E

INT213	Indonesian F
INT220	Japanese C
INT221	Japanese D
INT222	Japanese E
INT223	Japanese F
INT230	Government-Business Relations: Making Public Policy in Australia
INT231	Italian C
INT232	Italian D
INT233	Italian E
INT234	Italian F
INT235	The Philosophy of International Relations in a Changing World
INT240	Passion of the People: Sport, Nationalism and Economics
INT245	The Politics of the Americas
INT250	Forces of Change in International Politics
INT255	Rim and Islands: The Politics of the Asian-Pacific Region
INT265	Rocking the World: The Politics of Popular Music
INT270	Politics and the Media
INT280	In-Country Indonesian Study
INT281	In-Country Indonesian Study
INT290	In-Country Japanese Study A
INT291	In-Country Japanese Study B

Cross-listed Courses

Courses from other areas of study that count towards Politics and International Studies:

Advanced Level

AUS221	More than a Game: Sport, Cultures and Societies
AUS250	Riots and Rebellions: Conflict in Australian History
ENP235	Sustainable Development
SCS210	Indigenous Australians and the State
SCS211	Green Justice and Red Tape: Environment and Social Issues
SCS230	Understanding Society
SCS235	Providing for the People: Social Justice, Welfare, and the State

Social and Community Studies

Focuses on the issues that are essential to a good understanding of how society works – gender, class, race and ethnicity – as well as social and community research and community work.

Introductory Level

- SCS100 Knowledge, Power and Society
- SCS110 Society, Culture and Social Change

Advanced Level

- SCS210 Indigenous Australians and the State
- SCS211 Green Justice and Red Tape: Environmental and Social Issues
- SCS215 Deviance: Deviations and Dubious Distinctions
- SCS220 Gender and Society
- SCS225 Social and Community Research
- SCS230 Understanding Society
- SCS235 Providing for the People: Social Justice, Welfare, and the State
- SCS260 Community Work
- SCS261 Community Work Practice
- SCS270 Community Work Skills 1
- SCS271 Community Work Skills 2
- SCS280 Counselling for the Human Services Professional
- SCS285 Health, Society and Culture
- SCS286 Disability: Culture, Community and Change
- SCS290 Culture Vultures
- SCS295 Gender: A Cross Cultural Perspective

Cross-listed Courses

Courses from other areas of study that count towards Social and Community Studies:

Advanced Level

- AUS225 Life and Death in the City: Settlement to Federation
- AUS250 Riots and Rebellions: Conflict in Australian History
- ENP245 Social Demography
- INT230 Government-Business Relations: Making Public Policy in Australia
- INT235 The Philosophy of International Relations in a Changing World
- INT250 Forces of Change in International Politics

Studies in Art and Design

Focuses on the critical and practical skills required to communicate visually within computer-based graphics/imaging and electronic media.

Introductory Level

ADN100 Introduction to Computer-Based Art and Design

ADN110 Visual Design and Communication*

Advanced Level

ADN211 Computer-Based Art and Design: Graphics/Imaging A

ADN212 Computer-Based Art and Design: Graphics/Imaging B

ADN213 Computer-Based Art and Design: Graphics/Imaging C

ADN214 Computer-Based Art and Design: Graphics/Imaging D

ADN215 Computer-Based Art and Design: Electronic Media A

ADN216 Computer-Based Art and Design: Electronic Media B

ADN217 Computer-Based Art and Design: Electronic Media C

ADN218 Computer-Based Art and Design: Electronic Media D

Cross-listed Courses

Courses from other faculties that count towards Studies in Art and Design:

Advanced Level

INF211 Data Modelling

INF320 Electronic Commerce

*** Only available to students from a non-English speaking background*

3 year programs:

- Bachelor of Arts
- Bachelor of Arts (Communication)
- Bachelor of Arts (Design and Marketing)
- Bachelor of Arts (Environment and Heritage)
- Bachelor of Arts (International Studies)
- Bachelor of Social Science
- Bachelor of Social Science (Community Work)

4 year combined programs:

- Bachelor of Arts/Bachelor of Business
- Bachelor of Arts/Bachelor of Science

See [Combined Programs](#) for further detail.

Program Structures

The Faculty of Arts and Social Sciences curriculum is organised around six areas of study. Areas of study are thematically linked groups of courses. The areas of study are:

- Australian and Cultural Studies
- Communication Studies
- Environmental and Planning Studies
- Politics and International Studies
- Social and Community Studies
- Studies in Art and Design

It is in terms of these areas that majors and minors are defined: a major consists of 8 courses, and a minor consists of 4 courses, in a particular area of study. Note, though, that some courses may count towards more than one area of study.

BACHELOR OF ARTS - BA

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108	Information and Technology
COR109	Communication and Thought

Introductory Courses (2)

Choose two introductory courses from:

AUS100	Australian Spaces: Images of the Urban
AUS110	Sport and Leisure Issues
AUS120	The TeXt Files: An Introduction to Cultural Studies
AUS130	Gizmo: A Social History of Technology
CMN100	Critical Reasoning
ENP100	Environment and Society
INT100	International Politics: An Australian Perspective
INT140	An Introduction to Australian Politics: The Makings of a Republic?
SCS100	Knowledge, Power and Society
SCS110	Society, Culture and Social Change

Advanced Courses (8)

Choose 8 courses in one of the following areas of study:

- Australian and Cultural Studies
- Communication Studies
- Environmental and Planning Studies
- Politics and International Studies
- Social and Community Studies
- Studies in Art and Design

Elective Courses (12)*

Choose 12 courses, 6 of which may be from the Faculty of Business or the Faculty of Science.

*The electives can be used to complete an additional major or minor to supplement the required major, thus achieving a reasonable depth in a second area of study.

No more than 10 introductory courses may be completed, including Core Courses.

Note that some of the required introductory courses count towards some majors and minors.

BACHELOR OF ARTS (COMMUNICATION) - BA(Comm)

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Introductory Courses (4)

Two required introductory courses:

CMN100 Critical Reasoning

CMN110 Australian Media Industries: Introduction to Communication Studies

PLUS

Choose 2 introductory courses from:

AUS100 Australian Spaces: Images of the Urban

AUS110 Sport and Leisure Issues

AUS120 The TeXt Files: An Introduction to Cultural Studies

AUS130 Gizmo: A Social History of Technology

ENP100 Environment and Society

INT100 International Politics: An Australian Perspective

INT140 An Introduction to Australian Politics: The Makings of a Republic?

SCS100 Knowledge, Power and Society

SCS110 Society, Culture and Social Change

Advanced Courses (12)

Choose at least 12 advanced level courses from Communication Studies.

PLUS

Two of the following courses may also be counted towards the 12 advanced courses:

AUS211 Eve of Destruction: War Propaganda of the Twentieth Century

AUS230 Talking History: Memory and the Past

AUS245 Died Young: How Australians Create Heroes

AUS280 "True Grit": Urban Places - Dystopian Spaces

AUS285 Wonderworlds

AUS290 Upfront: A History of Live Performance in Australia
ENP240 Interpretation: Environment, Heritage and Tourism
INT270 Politics and the Media

Elective Courses (6)*

Choose 6 courses from the Faculties of Arts & Social Sciences, Business or Science.

*No more than 10 introductory level courses may be completed, including Core Courses. Electives may be from any Arts and Social Sciences area of study and may be advanced or introductory.

BACHELOR OF ARTS (DESIGN AND MARKETING) - BA(Des&Mktg)

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Introductory Courses (4)

ADN100 Introduction to Computer-Based Art and Design

MKG101 Marketing Theory and Practice

PLUS

Choose 2 introductory courses from:

AUS100 Australian Spaces: Images of the Urban

AUS110 Sport and Leisure Issues

AUS120 The TeXt Files: An Introduction to Cultural Studies

AUS130 Gizmo: A Social History of Technology

CMN100 Critical Reasoning

ENP100 Environment and Society

INT100 International Politics: An Australian Perspective

INT140 An Introduction to Australian Politics: The Makings of a Republic?

SCS100 Knowledge, Power and Society

SCS110 Society, Culture and Social Change

Advanced Courses (12)

Ten required advanced courses:

ADN211 Computer-Based Art and Design: Graphics/Imaging A

ADN212 Computer-Based Art and Design: Graphics/Imaging B

ADN213 Computer-Based Art and Design: Graphics/Imaging C

ADN215 Computer-Based Art and Design: Electronic Media A

AND216 Computer-Based Art and Design: Electronic Media B

ADN217 Computer-Based Art and Design: Electronic Media C

MGT320 Management Strategy ^
MKG210 Consumer Behaviour
MKG211 Services Marketing
MKG220 Promotions Management

PLUS

Choose 2 advanced courses from:

ADN218 Computer-Based Art and Design: Electronic Media D
INF211 Data Modelling
INF320 Electronic Commerce

^ The prerequisite for MGT320 Management Strategy is: BUS104 Managing the Organisation or BUS105 Marketing Theory and Practice PLUS one other management or marketing course.

Elective Courses (6)*

Choose 6 courses, one of which may be from the Faculty of Business or the Faculty of Science.

*No more than 10 introductory courses may be completed, including Core Courses. Electives may be from any Arts and Social Sciences area of study and may be advanced or introductory.

BACHELOR OF ARTS (ENVIRONMENT & HERITAGE) - BA(Env&Htge)

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Introductory Courses (6)

AUS100 Australian Spaces: Images of the Urban

AUS130 Gizmo: A Social History of Technology

AUS235 Internship in Environment and Heritage

AUS265 Walking Sites: Cultural Heritage Tours

ENP100 Environment and Society

ENP240 Interpretation: Environment, Heritage and Tourism

Advanced Courses (10)

Choose 4 advanced courses from:

AUS210 Lie of the Land

AUS211 Eve of Destruction: War Propaganda of the Twentieth Century

AUS215 Leaders in Australian Studies

AUS225 Life and Death in the City: Settlement to Federation

AUS230 Talking History: Memory and the Past

AUS245 Died Young: How Australians Create Heroes

AUS250 Riots and Rebellions: Conflict in Australian History

AUS260 Coast to Coast: Mystery, Crime and Writing the City

AUS290 Upfront: A History of Film and Live Performance in Australia

PLUS

Choose 6 advanced courses from:

ENP210 Planning Principles, Processes and Law

ENP215 Interacting with the Natural Environment

ENP230 Environment, Ethics and Economics

ENP235 Sustainable Development
ENP245 Social Demography
ENP255 Urbanisation
SCS211 Green Justice and Red Tape: Environmental and Social Issues

Elective Courses (6)*

Choose 6 courses from the Faculties of Arts and Social Sciences, Business or Science.

*No more than 10 introductory level courses may be completed, including Core Courses.

BACHELOR OF ARTS (INTERNATIONAL STUDIES) - BA(IntSt)

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Introductory Courses (4)

INT100 International Politics: An Australian Perspective

INT140 An Introduction to Australian Politics: The Makings of a Republic?

MGT101 Managing the Organisation

MKG101 Marketing Theory and Practice

Advanced Courses (12)

Four required advanced courses:

IBS210 Principles of International Business

IBS220 Transnational Management

IBS310 International Marketing

IBS320 Export Management

PLUS

Eight advanced courses from Politics and International Studies which must include at least 4 of the following:

INT230 Government-Business Relations: Making Public Policy in Australia

INT235 The Philosophy of International Relations in a Changing World

INT240 Passion of the People: Sport, Nationalism and Economics

INT245 The Politics of the Americas

INT250 Forces of Change in International Politics

INT255 Rim and Islands: The Politics of the Asia-Pacific Region

The remainder of the 8 advanced Politics and International Studies courses may be chosen from:

INT210 Indonesian C

INT211 Indonesian D

INT212	Indonesian E
INT213	Indonesian F
INT220	Japanese C
INT221	Japanese D
INT222	Japanese E
INT223	Japanese F
INT231	Italian C
INT232	Italian D
INT233	Italian E
INT234	Italian F
INT265	Rocking the World: The Politics of Poplar Music
INT270	Politics and the Media
INT280	In-Country Indonesian Study A
INT281	In-Country Indonesian Study B
INT290	In-Country Japanese Study A
INT291	In-Country Japanese Study B

Elective Courses (6)*

Choose 6 courses from the Faculty of Arts and Social Sciences.

*No more than 10 introductory courses may be completed, including Core Courses.
Electives may be from any area of study within the Faculty of Arts and Social Sciences.

BACHELOR OF SOCIAL SCIENCE - BSocSc

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Introductory Courses (5)

ENP100 Environment and Society

INT100 International Politics: An Australian Perspective

INT140 An Introduction to Australian Politics: The Makings of a Republic?

SCS100 Knowledge, Power and Society

SCS110 Society, Culture and Social Change

Advanced Courses (12)

Choose 3 advanced courses from Environmental and Planning Studies (including the cross-listed courses).

PLUS

Choose 3 advanced courses from Politics and International Studies (including the cross-listed courses).

PLUS

Choose 6 advanced courses from Social and Community Studies (including the cross-listed courses) including:

SCS225 Social and Community Research

SCS230 Understanding Society

One approved race or ethnicity course (either SCS210 - Indigenous Australians and the State or SCS290 - Culture Vultures)

One approved gender course (SCS220 - Gender and Society or SCS295 - Gender: A Cross-Cultural Perspective)

Elective Courses (5)*

Choose 5 courses from the Faculties of Arts and Social Sciences, Business or Science.

*No more than 10 introductory level courses may be completed, including Core Courses.

BACHELOR OF SOCIAL SCIENCE (COMMUNITY WORK) – BSocSc(CommWk)

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Introductory Courses (5)

CMN100 Critical Reasoning

INT140 An Introduction to Australian Politics: The Makings of a Republic?

SCS100 Knowledge, Power and Society

SCS110 Society, Culture and Social Change

Advanced Courses (12)

Six required advanced courses:

SCS225 Social and Community Research

SCS230 Understanding Society

SCS260 Community Work

SCS261 Community Work Practice

SCS270 Community Work Skills 1

SCS271 Community Work Skills 2

PLUS

Choose one approved race or ethnicity course (either SCS210 or SCS290)

PLUS

Choose one approved gender course (either SCS220 or SCS295)

PLUS

Choose 4 advanced courses from Social and Community Studies or from:

CPH252 Needs Assessment and Planning ^

CPH351 Public Health Implementation and Evaluation ^

HRM210 Managing Human Resources

MGT320 Management Strategy ^

^ These Business and Science courses have prerequisites. Students wishing to include these courses must use their electives to complete the relevant prerequisites.

Elective Courses (6) *

Choose 6 courses from the Faculties of Arts and Social Sciences, Business or Science.

* No more than 10 introductory courses may be completed, including Core Courses.

HONOURS

This program is premised on the completion of an appropriate undergraduate program. Normally Honours is completed in one year of full-time enrolment. Part-time enrolment over two years is also possible.

The program offers graduates the opportunity of continuing their undergraduate studies at a higher level, allowing them to study in depth their major area of interest. The Honours program provides entry to further postgraduate study, particularly study that is research focused, as well as allowing graduates to specialise more closely in an area of study preparatory to entering the workforce.

Candidates for Honours enrol in two 48 unit components; a dissertation component and a coursework component. The way that the coursework component is managed is a matter for area of study coordinators subject to the approval of the Dean.

Prerequisites

Bachelor of Arts with the equivalent of 8 courses in the area of study chosen. At least a Credit grade must have been gained in 6 of the 8 courses. These are minimum requirements and do not guarantee entry.

Dissertation

This will be a research project conducted over the full year of enrolment and will normally be 15,000-25,000 words in length. Length will be determined by the precise nature of the research in consultation with the supervisor and subject to the approval of the Dean.

Coursework

This will be some mix of:

i) reading courses based on a prescribed program of supervised reading, ii) based on existing courses in the chosen area of study, with additional prescribed reading and assessment, or iii) dedicated Honours courses. As part of their coursework component, Honours students are required to attend and participate in the Honours Research Seminar.

Examination

The dissertation will be graded by two examiners, including at least one external examiner. Courses will be graded internally.

The program will be awarded in one of three classes: Class 1; Class 2, Division 1; Class 2, Division 2; and Class 3.

The class of program will be determined by the weighted average of the marks for the dissertation and the courses, with a proviso that is mentioned below. Class 1 will correspond to a High Distinction grade, Class 2, Division 1 to a Distinction grade, Class 2, Division 2 to a Credit grade, and Class 3 to a Pass grade. The class of Honours awarded may not be more than one grade higher than the grade for the dissertation.

For example, a student who receives a Credit for his or her dissertation may not be awarded the Honours degree at a higher level than Class 2 Division 1, no matter what the weighted average of marks.

Fees

Fees for domestic students undertaking the BA(Hons) will be charged under the Higher Education Contribution Scheme (HECS). A separate fee schedule applies to international students. Further information on fees may be obtained from Student Administration.

Rules and Guidelines

For further information candidates may refer to the [Rules Governing Undergraduate Honours Degrees](#).

POSTGRADUATE PROGRAMS

The Faculty of Arts and Social Sciences is committed to encouraging high quality research by its staff and postgraduate students. There is active research collaboration between staff and students, the results of which have been published. Regular Faculty research seminars are held and students are encouraged to participate. The Faculty is developing international links with Universities in Japan, Korea, Indonesia and the USA, that have potential for supporting international research.

Research Areas

The Faculty of Arts and Social Sciences is able to provide supervision for the Master of Arts and Doctor of Philosophy to a limited number of students in the six broad areas of study listed below:

Australian and Cultural Studies

Is a mix of history, literary and cultural studies, exploring major themes in Australia's past and in contemporary culture.

Communication Studies

Focuses on professional writing, creative writing and public relations.

Environmental and Planning Studies

Focuses on peoples' relationships with the natural environment and on the associated policy and planning process.

Politics and International Studies

Focuses on Australian, international and environmental politics.

Social and Community Studies

Focuses on the issues that are essential to a good understanding of how society works – gender, class, race and ethnicity – as well as social and community research.

Studies in Art and Design

Focuses on the critical and practical skills required to communicate visually within computer-based graphics/imaging, electronic media and 2D studies.

MASTER OF ARTS - MA

Mode of Offering

The program is offered on a full-time or part-time basis. The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

Program Structure

This is an advanced research program which will be undertaken under supervision. Students are required to pursue a course of study and research approved by the Dean of the Faculty of Arts and Social Sciences and must submit a thesis.

Program Objectives

The program objectives of the Master of Arts are to:

- develop research skills to facilitate problem-solving and decision-making;
- contribute to the body of knowledge in the broad areas of study in which the Faculty of Arts and Social Sciences specialises;
- foster the development of advanced research skills;
- encourage the ability to critically review literature and case studies;
- develop high-level written and oral communication skills; and
- provide an environment for intellectual, professional and personal growth.

Admission Criteria

Candidates seeking admission are required to have:

- (a) satisfied all of the requirements for admission to the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I or II honours in this University or other recognised higher education institution; or
- (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Bachelor (Honours) with second class Division II honours as may be approved by the Graduate Studies Sub-committee; or
- (c) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution with an overall graded assessment of at least Credit level in an appropriate sequence of units related to the area of research in which the applicant proposes to undertake a program of study and research; or
- (d) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Graduate Studies Sub-

- committee; and
- (e) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

Rules and Guidelines

For further information candidates may refer to the Rules for Higher Degrees by Research and Professional Doctorates and Guidelines for Research Higher Degrees

DOCTOR OF PHILOSOPHY - PhD

Mode of Offering

The program is offered on a full-time or part-time basis. The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

Program Structure

This is an advanced research program which will be undertaken under supervision. Students are required to pursue a course of study and research approved by the Dean of the Faculty of Arts and Social Sciences and must submit a thesis.

Program Objectives

The program objectives of the Doctor of Philosophy in the areas of study within the Faculty of Arts and Social Sciences are to:

- develop applied research skills to facilitate problem-solving and decision-making in research, academic, management or consultancy environments;
- contribute to the body of knowledge in the broad areas of study in which the Faculty of Arts and Social Sciences specialises;
- foster the development of independent research skills;
- encourage the ability to critically review literature and case studies;
- develop high-level written and oral communication skills;
- consolidate skills in interpreting and reporting research results;
- build on previous studies undertaken;
- develop the ability to relate a specific research topic to a broad framework of knowledge; and
- provide an environment for intellectual, professional and personal growth.

Admission Criteria

Candidates seeking admission are required to have:

- (a) satisfied all of the requirements for admission to the degree of Master by research or the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I honours in this University or other recognised higher education institution; or
- (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least second class Division I honours as may be approved by the Graduate Studies Sub-committee; or

- (c) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Graduate Studies Sub-committee; and
- (d) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

In addition, an applicant shall not be admitted to candidature unless adequate supervision and resources are available within the faculty and University. Whether these are available shall be determined by the Graduate Studies Sub-committee after considering advice from the Dean.

Rules and Guidelines

For further information candidates may refer to the Rules for Higher Degrees by Research and Professional Doctorates and Guidelines for Research Higher Degrees

Faculty of Business

UNDERGRADUATE PROGRAMS

3 year programs:

- Bachelor of Business
- Bachelor of Business (Accounting)
- Bachelor of Business (Information Systems)
- Bachelor of Business (International Business)
- Bachelor of Business (Management)
- Bachelor of Business (Marketing)
- Bachelor of Business (Tourism)

The Bachelor of Business programs are normally completed in three years (six semesters) of standard full-time study or six years (12 semesters) of part-time study. The programs consist of 24 courses and the standard full-time workload is four courses per semester. Part-time studies are also available, which normally means studying two courses per semester. Each course normally involves three or four contact hours per week. Full-time students must complete the requirements for their program within nine (9) semesters and part-time students within eighteen (18) semesters.

4 year combined programs:

In addition, students can undertake 4 year combined programs. All combined programs are normally completed in 4 years (8 semesters) of full-time study and 8 years (16 semesters) of part-time study. Full-time students must complete their program within 12 semesters and part-time students within 24 semesters.

The combined programs are:

- Bachelor of Arts/Bachelor of Business
- Bachelor of Business/Bachelor of Science

See [Combined Programs](#) (HYPERLINK to: Combined Programs) for further detail.

Business Majors and Minors

Business majors and minors assist students to graduate with a broad range of competencies which enhance employment possibilities. To maximise employment chances, students are offered the opportunity to broaden their knowledge by completing a program comprising either an 8 course major, complemented by one or two 4 course minors in another business/non-business area; or a second 8 course major; or up to three or four 4 course minors in different business areas.

Majors and minors offered in the Faculty of Business are:

Majors (8 courses in one of the following areas):

- Accounting
- Information Systems
- International Business
- Management
- Marketing
- Tourism

Minors (4 courses in one of the following areas):

- Accounting
- Information Systems
- International Business
- Management
- Human Resource Management
- Marketing
- Tourism
- General Business (consists of any four Business courses).

Program Structure

		OPTION 1 2 Majors	OPTION 2 1 Major 2 Minors	OPTION 3 1 Major 1 Minor 4 Electives	OPTION 4 4 Minors	OPTION 5 3 Minors 4 Electives
2 Core Courses (compulsory)	1	COR108	COR108	COR108	COR108	COR108
	2	COR109	COR109	COR109	COR109	COR109
6 Business Foundation Courses (compulsory)	3	BUS101	BUS101	BUS101	BUS101	BUS101
	4	BUS102	BUS102	BUS102	BUS102	BUS102
	5	BUS103	BUS103	BUS103	BUS103	BUS103
	6	BUS104	BUS104	BUS104	BUS104	BUS104
	7	BUS105	BUS105	BUS105	BUS105	BUS105
	8	BUS106 or BUS107	BUS106 or BUS107	BUS106 or BUS107	BUS106 or BUS107	BUS106 or BUS107
8 Advanced Business Courses comprising either 1 major or 2 minors.	9	8 course major	8 course major	8 course major	4 course minor	4 course minor
	10					
	11					
	12					
	13					
	14					
	15					
	16					
8 Advanced Courses comprising either 1 Business major or 2 Business minors or 1 Business minor and 4 elective courses. Elective courses may come from the Faculties of Business, Arts & Social Sciences and/or Science.	17	8 course major	4 course minor	4 course minor	4 course minor	4 course minor
	18					
	19					
	20					
	21					
	22					
	23					
	24					

BACHELOR OF BUSINESS - BBus

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Business Foundation Courses (6)

Five required courses:

BUS101 Applied Research Methods

BUS102 Economics for Business

BUS103 Business Law and Ethics

BUS104 Managing the Organisation

BUS105 Marketing Theory and Practice

PLUS

Choose 1 course from:

BUS106 Introductory Accounting

BUS107 Accounting for Non Accountants

Advanced Courses (16)

Choose 16 courses, 8 of which may be from the Faculties of Arts and Social Sciences or Science.

BACHELOR OF BUSINESS (ACCOUNTING) – BBus(Acc)

Accounting Major and Minor

The Accounting major consists of the eight (8) 2nd and 3rd year courses listed in the suggested program structure below. The Accounting minor consists of any four (4) courses from the major, providing that prerequisites are met.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

- COR108 Information and Technology
- COR109 Communication and Thought

Business Foundation Courses (6)

- BUS101 Applied Research Methods
- BUS102 Economics for Business
- BUS103 Business Law and Ethics
- BUS104 Managing the Organisation
- BUS105 Marketing Theory and Practice
- BUS106 Introductory Accounting

Accounting Major Courses (8)

- ACC210 Financial Accounting
- ACC211 Business Finance
- ACC220 Law of Business Associations
- ACC221 Company Accounting
- ACC310 Management Accounting
- ACC311 Taxation Law and Practice
- ACC320 Contemporary Accounting Issues
- ACC321 Auditing and Professional Practice

Advanced Courses (8)

Choose 8 courses which may comprise a second major; two minors; or a minor and 4 electives. These can be chosen from the Faculties of Business, Arts and Social Sciences* or Science*.

**subject to the approval of the Business Faculty Program Advisor.*

BACHELOR OF BUSINESS (INFORMATION SYSTEMS) – BBus(InfSys)

Information Systems Major and Minor

The Information Systems major consists of the eight (8) 2nd and 3rd year courses listed in the suggested program structure below. The Information Systems minor consists of any four (4) courses from the major, providing that prerequisites are met.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108	Information and Technology
COR109	Communication and Thought

Business Foundation Courses (6)

Five required courses:

BUS101	Applied Research Methods
BUS102	Economics for Business
BUS103	Business Law and Ethics
BUS104	Managing the Organisation
BUS105	Marketing Theory and Practice

PLUS

Choose 1 course from:

BUS106	Introductory Accounting
BUS107	Accounting for Non Accountants

Information Systems Major Courses (8)

INF210	Introduction to Electronic Commerce **
INF211	Data Modelling
INF220	Systems Analysis and Design
INF221	Business Programming
INF310	Advanced Systems Analysis and Design
INF311	Advanced Business Programming
INF320	Electronic Commerce

INF321 Issues in Information Systems Management

*** subject to Council approval*

Advanced Courses (8)

Choose 8 courses which may comprise a second major; two minors; or a minor and 4 electives. These can be chosen from the Faculties of Business, Arts and Social Sciences* or Science*.

**subject to the approval of the Business Faculty Program Advisor.*

BACHELOR OF BUSINESS (INTERNATIONAL BUSINESS) – BBus(IntBus)

International Business Major and Minor

The International Business major consists of eight (8) 2nd and 3rd year courses from those listed in the suggested program structure below. This consists of the 6 IBS courses, plus 2 courses from the list of IB Electives. The International Business minor consists of IBS210, IBS220, IBS310, and IBS320.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

- COR108 Information and Technology
- COR109 Communication and Thought

Business Foundation Courses (6)

Five required courses:

- BUS101 Applied Research Methods
- BUS102 Economics for Business
- BUS103 Business Law and Ethics
- BUS104 Managing the Organisation
- BUS105 Marketing Theory and Practice

PLUS

Choose 1 course from:

- BUS106 Introductory Accounting
- BUS107 Accounting for Non Accountants

International Business Major Courses (8)

Six required courses:

- IBS210 Principles of International Business
- IBS220 Transnational Management
- IBS221 Trade and Finance in a Global Economy
- IBS310 International Marketing
- IBS320 Export Management

IBS323 International E-Business Marketing Strategy**

PLUS

Choose 2 courses from the following IB Electives*:

INT100 International Politics: and Australian Perspective

INT235 The Philosophy of International Relation in a Changing World

INT250 Forces of Change in International Politics

INT255 Rim and Islands: Politics of the Asia-Pacific Region

MKG221 Services Marketing

MKG221 Sport and Event Marketing**

Language courses

*** subject to Council approval*

Advanced Courses (8)

Choose 8 courses which may comprise a second major; two minors; or a minor and 4 electives. These can be chosen from the Faculties of Business, Arts and Social Sciences* or Science*. International Business students are strongly encouraged to undertake a language minor from the Faculty of Arts and Social Sciences. Languages offered are Indonesian, Japanese and Italian.

**subject to the approval of the Business Faculty Program Advisor.*

BACHELOR OF BUSINESS (MANAGEMENT) - BBus(Mgt)

Management Major and Minor

The Management major consists of four (4) HRM courses, three (3) MGT courses, and IBS220 listed in the suggested program structure below. A Human Resource Management minor consists of the four (4) HRM courses, whilst a Management minor may consist of any four (4) courses from the Management major.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108	Information and Technology
COR109	Communication and Thought

Business Foundation Courses (6)

Five required courses:

BUS101	Applied Research Methods
BUS102	Economics for Business
BUS103	Business Law and Ethics
BUS104	Managing the Organisation
BUS105	Marketing Theory and Practice

PLUS

Choose 1 course from:

BUS106	Introductory Accounting
BUS107	Accounting for Non Accountants

Management Major Courses (8)

HRM210	Managing Human Resources
HRM220	Industrial Relations
HRM310	Leadership and Team Dynamics**
HRM320	Contemporary Workplace Issues**
IBS220	Transnational Management
MGT210	Project and Event Management**
MGT310	Small Business Management and Entrepreneurship**

MGT320 Management Strategy

*** subject to Council approval*

Advanced Courses (8)

Choose 8 courses which may comprise a second major; two minors; or a minor and 4 electives. These can be chosen from the Faculties of Business, Arts and Social Sciences* or Science*

**subject to the approval of the Business Faculty Program Advisor.*

BACHELOR OF BUSINESS (MARKETING) - BBus(Mktg)

Marketing Major and Minor

The Marketing major consists of eight (8) 2nd and 3rd year courses from those listed in the suggested program structure below. The Marketing minor consists of MKG210, MKG211, MKG220 and MGT320.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

- COR108 Information and Technology
- COR109 Communication and Thought

Business Foundation Courses (6)

Five required courses:

- BUS101 Applied Research Methods
- BUS102 Economics for Business
- BUS103 Business Law and Ethics
- BUS104 Managing the Organisation
- BUS105 Marketing Theory and Practice

PLUS

Choose 1 course from:

- BUS106 Introductory Accounting
- BUS107 Accounting for Non Accountants

Marketing Major Courses (8)

- IBS310 International Marketing
- MKG210 Consumer Behaviour
- MKG211 Services Marketing
- MKG220 Promotions Management
- MKG221 Sport and Event Marketing
- MKG301 Advanced Research Methods (Marketing)
- MGT320 Management Strategy
- MKG321 Marketing Research Project

Advanced Courses (8)

Choose 8 courses which may comprise a second major; two minors; or a minor and 4 electives. These can be chosen from the Faculties of Business, Arts and Social Sciences* or Science*.

**subject to the approval of the Business Faculty Program Advisor.*

BACHELOR OF BUSINESS (TOURISM) - BBus(Tour)

Tourism Major and Minor

The Tourism major consists of the eight (8) 2nd and 3rd year courses listed in the suggested program structure below. The Tourism minor consists of any four (4) courses from the major, providing that prerequisites are met.**

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

- COR108 Information and Technology
- COR109 Communication and Thought

Business Foundation Courses (6)

Five required courses:

- BUS101 Applied Research Methods
- BUS102 Economics for Business
- BUS103 Business Law and Ethics
- BUS104 Managing the Organisation
- BUS105 Marketing Theory and Practice

PLUS

Choose 1 course from:

- BUS106 Introductory Accounting
- BUS107 Accounting for Non Accountants

Tourism Major Courses (8)

- TSM210 Tourism Management
- TSM211 Tourist Behaviour and Special Interests**
- TSM221 Tourism Policy, Planning and Development**
- TSM222 Ecotourism: a Sustainable Option? **
- TSM312 Sustainable Tourism**
- TSM313 Tourism, Technology and Innovation**
- TSM322 Developing and Marketing the Tourism and Hospitality Product**
- TSM323 Practicum in Tourism**

*** subject to Council approval*

Advanced Courses (8)

Choose 8 courses which may comprise a second major; two minors; or a minor and 4 electives. These can be chosen from the Faculties of Business, Arts and Social Sciences* or Science*.

**subject to the approval of the Business Faculty Program Advisor.*

HONOURS

The Bachelor of Business (Honours) provides an avenue for undergraduate students to undertake a fourth year of research studies. Also, in some disciplines Honours gives students an edge in the employment stakes (especially, marketing). The Bachelor of Business (Honours) also provides a natural entry point for research-oriented students who graduate from other universities.

Candidates for Honours enrol in two components; a dissertation component and a coursework/reading component. The way that the coursework/reading component is managed is a matter for area of study coordinators subject to the approval of the Dean.

Program Duration

1 year full-time (2 semesters)

2 years part-time (4 semesters)

Prerequisites

Entry to the Bachelor of Business (Honours) normally will require completion of a Bachelor of Business (or equivalent) with a Grade Point Average (GPA) of 6 or above in a specialisation related to the intended area of study.

Dissertation

This is a research project conducted over the full year of enrolment. Length will be determined by the precise nature of the research in consultation with the supervisor and subject to the approval of the Dean.

Coursework

The Bachelor of Business (Honours) is an 8 course program comprising the Advanced Research Methods course, a reading course in the relevant area and a 6-course thesis. If Advanced Research Methods has already been undertaken in the BBus the student will take an additional reading course. Students will be required to complete a literature review and detailed methodology by the end of the first semester (for full-time students and second semester for part-time students).

Supervision and Research

The Bachelor of Business (Honours) is supervised by a staff member with relevant research interests and expertise. Students will attend the Faculty's Research Colloquium and relevant research thesis seminars with other research students. They will be required to present a minimum of two oral presentations on the progress of their studies. Typically, the oral presentations will occur after the formulation of the research project and prior to formal preparation of the thesis.

Examination

The dissertation is graded by two examiners, including at least one external examiner. Courses will be graded internally.

The program will be awarded in one of three classes: Class 1; Class 2, Division 1; Class 2, Division 2; and Class 3.

The class of degree is determined by the weighted average of the marks for the dissertation and the course units. With a proviso that is mentioned below. Class 1 will correspond to a High Distinction grade, Class 2 Division 1 to a Distinction grade, Class 2 Division 2 to a Credit grade, and Class 3 to a Pass grade. The class of Honours awarded may not be more than one grade higher than the grade for the dissertation. For example, a student who received a Credit for his or her dissertation may not be awarded the Honours degree at a higher level than Class 2 Division 1, no matter what the weighted average of marks.

Fees

Fees for domestic students undertaking the BBus(Hons) will be charged under the Higher Education Contribution Scheme (HECS). A separate fee schedule applies to international students. Further information on fees may be obtained from Student Administration.

Rules and Guidelines

For further information candidates may refer to the [Rules Governing Undergraduate Honours Degrees](#). (HYPERLINK to: Rules Governing Undergraduate Honours Degrees)

POSTGRADUATE PROGRAMS

Postgraduate Programs in the Faculty of Business fall into two categories: programs undertaken by coursework and programs undertaken by research.

Coursework Programs

- Master of Business Administration (MBA)
- Graduate Diploma of Business Administration (GDBusAdmin)
- Graduate Certificate of Business Administration (GCBusAdmin)

- Master of Financial Planning (MFinPlan)
- Graduate Diploma of Financial Planning (GDFinPlan)
- Graduate Certificate of Financial Planning (GCFinPlan)

- Graduate Diploma in Information Systems (GDInfSys)
- Graduate Certificate in Information Systems (GCInfSys)

Research Programs

- Master of Business (MBus)
- Doctor of Business Administration (DBA)
- Doctor of Philosophy (PhD)

Research Areas

Research topic areas within the Faculty of Business range across the Faculty's discipline areas of Accounting, Information Systems, International Business, Management, Marketing, and Tourism. Prospective applicants are encouraged to contact the Faculty to discuss their intended research topic and supervision possibilities prior to lodging a formal application.

MASTER OF BUSINESS ADMINISTRATION - MBA

GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION - GDBusAdmin

GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION - GCBusAdmin

There is ongoing demand from people in virtually all fields to upgrade their original training with business skills to equip them for senior management. This applies both to people who want to start a business and those already in business, and to people moving into middle and senior management positions in profit-making and non-profit organisations.

The Master of Business Administration and its "subsidiary" programs the Graduate Diploma in Business Administration and the Graduate Certificate in Business Administration provide this additional training at graduate level across the broad spectrum of management areas.

Mode of Offering

External online.

Full-time – 1 - 6 years

Part-time – 1½ - 6 years

Aim of the Program

The three programs are skill-focused programs of study and practical work to develop professional understanding and problem solving abilities in all facets of business and management. All courses incorporate case studies of problems that students have encountered in their workplaces and industries.

Program Structure

The 12 course MBA is designed to allow students to enter or exit the program at three different points:

Graduate Certificate in Business Administration (GCBusAdmin)

Comprises 4 courses of the MBA program (not including MGT721, FIN710, FIN712, FIN720 or FIN721)

Graduate Diploma in Business Administration (GDBusAdmin)

Comprises 8 courses of the MBA program (not including MGT721, FIN710, FIN712, FIN720 or FIN721). which build on the 4 course GCBusAdmin plus an additional 4 courses.

Master of Business Administration (MBA)

Building on the 8 course GDBusAdmin plus an additional 4 courses. The program comprises 12 courses as follows:

ACC701	Accounting for Managers
BUS701	Law and Ethics for Managers
BUS702	Economics for Managers
BUS703	Research Methods for Managers
BUS704	Corporate Finance
BUS705	Innovation and Entrepreneurship*
INF701	Information Systems for Managers
MGT701	Managing Organisational Behaviour
MGT703	Strategic Management
MKG701	Marketing Management

And 2 electives from:

INF702	Electronic Commerce
MGT704	Global Business Management
MGT721	Managerial Project (1 or 2 course value)

or the majority of other postgraduate courses offered by the Faculty of Business including:

FIN712	Taxation Planning and Estate Planning
FIN720	Financial and Investment Planning
FIN710	Superannuation and Retirement Law
FIN721	Risk Management and Insurance Planning

* *Prerequisites apply*

Flexibility and self-paced study

All three graduate programs are offered as fully external, full- or part-time programs, through the latest instructional technologies, such as multimedia, teleconferencing, the Internet, listservs and an advanced course management system for interactive contact with academic staff and peers.

This combined mode of delivery, together with the "build-on" structure of the three programs, allows students to work at their own pace and stage their progress, achieving a recognised qualification in a relatively short time. Subject to certain time conditions, students may upgrade their qualification later.

The programs are specifically designed for busy people and part-time study is recommended if students are balancing study commitments with full-time work. Part-time students typically undertake two courses per session over 6 sessions (2 years) to

complete the full MBA. Full-time students may enrol in 4 courses per session, therefore completing the program in 3 sessions (1 year).

Assessment

Assessment practices vary from subject to subject. However, in accordance with the self-paced learning used in all three courses, assignments typically place as much, or more weight on analysis and problem-solving in students' workplaces as on formal examinations.

Admission Criteria

Students entering the Master of Business Administration or its subsidiary programs are normally required to hold a bachelors degree from a recognised institution and have a minimum of 3 years workforce experience.

Other qualifications and experience, including the student's motivation to undertake the program may be considered. In such cases, referees' reports may be requested.

Applicants must also demonstrate a sufficient command of English to complete the program satisfactorily.

Credit for previous study

If a student has studied Business at graduate level elsewhere they may be eligible for credit against the appropriate subjects.

GRADUATE DIPLOMA IN INFORMATION SYSTEMS - GDInfSys

GRADUATE CERTIFICATE IN INFORMATION SYSTEMS - GCInfSys

This program is designed for graduates in areas other than computing who want to be fully qualified for a career in Information Systems.

There is an exceptional ongoing demand for graduates in Information Systems throughout Australia. A report from the National Office of the Information Economy (NOIE 1998) stated that there were 30,000 vacancies in IT in 1999, with increasing demand in the future. Australian universities produce 10,000 graduates in IT annually, leaving a large shortfall. This demand originates from small as well as large businesses and organisations. Anecdotal evidence also suggests that graduates in other disciplines are finding that knowledge and skills in Information Systems enhance their career prospects within their own discipline, as well as providing a pathway into the IS industry itself. The GDIS and its related subsidiary program, the GCIS, provide tertiary education in Information Systems essential to professional qualifications in this field.

Mode of Offering

GDInfSys– 2 years part-time, on campus

GCInfSys – 1 year part-time, on campus

The GDInfSys and GCInfSys are currently only offered on a part-time basis consisting of lectures and tutorials/prac labs delivered on campus.

Aim of the Program

Whether Information Systems studies are undertaken at Graduate Certificate or Graduate Diploma level, the program of study emphasises the development of understanding in gathering and managing information critical to successful business. Information Systems monitor business activities and provide reliable information to support business decision making. Information Systems studies explore the interaction between people and computers in achieving these tasks.

The Graduate Diploma and Certificate in Information Systems will develop skills in systems analysis, programming, database management, electronic commerce and telecommunications management. The Graduate Diploma also offers a major project in systems development from analysis to implementation.

Program Structure

The structure of the Graduate Diploma in Information Systems (eight courses) builds on the Graduate Certificate in Information Systems (the first four courses). Students enrolling in the GDIS may exit after completing the first four courses with a Graduate Certificate. This structure allows students to "stage" their program if necessary, achieving a recognised qualification at a relatively early stage, and - subject to certain time conditions - returning to upgrade their qualification later.

Suggested GCIInfSys Structure

Semester 1

INF510 Introduction to Electronic Commerce**

INF511 Data Modelling

Semester 2

INF520 Systems Analysis and Design

INF521 Business Programming

Suggested GDIInfSys Structure

Year 1

Semester 1

INF510 Introduction to Electronic Commerce**

INF511 Data Modelling

Semester 2

INF520 Systems Analysis and Design

INF521 Business Programming

Year 2 *either*

Semester 1

INF610 Advanced Systems Analysis

INF611 Advanced Business Programming

Semester 2

INF620 Electronic Commerce

INF621 Issues in Information Systems Management

OR

3 courses selected from:

Semester 1

INF610 Advanced Systems Analysis

INF611 Advanced Business Programming

Semester 2

INF620 Electronic Commerce

INF621 Issues in Information Systems Management

PLUS

Semester 1 or 2

INF631 Information Systems Project

*** subject to Council approval*

Admission Criteria

Students entering the GDInfSys or GCInfSys programs will normally be required to be graduates in another discipline. Basic computer skills are also required, equivalent to COR108 - Information and Technology.

MASTER OF FINANCIAL PLANNING - MFinPlan

GRADUATE DIPLOMA IN FINANCIAL PLANNING - GDFinPlan

GRADUATE CERTIFICATE IN FINANCIAL PLANNING - GCFinPlan

The Master of Financial Planning (MFinPlan) and its subsidiary programs, the Graduate Diploma in Financial Planning (GDFinPlan) and the Graduate Certificate in Financial Planning (GCFinPlan) are external Internet based programs available to students both nationally and internationally.

The program is designed to provide the necessary skills to equip participants for employment in this burgeoning field. Practicing financial planners who wish to advance their qualifications in an increasingly competitive market will also benefit from the programs.

Whether studies are undertaken at Graduate Certificate, Graduate Diploma or Masters level, the emphasis in all cases is on providing a vocationally-oriented program of study which develops understanding, planning and problem-solving ability in financial planning issues.

The Master of Financial Planning program is included on the Register of ASIC Compliant Training for Authorised Representatives.

Mode of Offering

Full-time - 1 year minimum; 3 years maximum

Part-time – 1.5 years minimum; 6 years maximum

The program is offered exclusively in external mode via the Internet, for both part-time and full-time students.

Program Structure

Master of Financial Planning

The Master of Financial Planning (MFinPlan) is a twelve course program made up of the following:

FIN710	Superannuation and Retirement Planning
BUS704	Corporate Finance
FIN712	Taxation Planning and Estate Planning
FIN714	Financial and Investment Planning
FIN721	Risk Management and Insurance Planning
MKG701	Marketing Management
FIN711	Financial Plan Development, Consulting and Negotiation
BUS705	Innovation and Entrepreneurship

- BUS701 Law and Ethics for Managers
BUS703 Research Methods for Managers
PLUS
any 2 elective courses drawn from the MFinPlan Elective List
OR
FIN714 Financial Planning Project
1 elective course drawn from the MFinPlan Elective List

Master of Financial Planning Elective List

The MFinPlan Elective Course List is made up of the following courses:

- INF701 Information Systems for Managers
NGT701 Managing Organisational Behaviour
ACC701 Accounting for Managers
BUS703 Economics for Managers
MGT703 Strategic Management
INF702 Electronic Commerce
MGT704 Global Business Management

Graduate Diploma in Financial Planning

The Graduate Diploma in Financial Planning (GDFinPlan) is an 8 course program made up of the following courses:

- FIN710 Superannuation and Retirement Planning
BUS704 Corporate Finance
FIN712 Taxation Planning and Estate Planning
FIN714 Financial and Investment Planning
FIN721 Risk Management and Insurance Planning
MKG701 Marketing Management
FIN711 Financial Plan Development, Consulting and Negotiation
BUS705 Innovation and Entrepreneurship

Graduate Certificate in Financial Planning

The Graduate Certificate in Financial Planning (GCFinPlan) is a 4 course program made up of any 4 of the following 5 courses:

- FIN710 Superannuation and Retirement Planning
BUS704 Corporate Finance
FIN712 Taxation Planning and Estate Planning

FIN714	Financial and Investment Planning
FIN721	Risk Management and Insurance Planning

Students would normally undertake one or two courses per semester on a part-time basis.

Admission Criteria

The Admission requirements for the Internet-based MFinPlan program or its subsidiary programs will be at least one of the following:

- a Bachelor degree from a recognised university or an equivalent qualification with courses acceptable to the Postgraduate Financial Planning Studies Committee;
- a Postgraduate diploma in an area acceptable to the Postgraduate Financial Planning Studies Committee;
- membership of a professional association and professional experience of at least 5 years;
- qualifications and experience and/or professional memberships as approved by the Postgraduate Financial Planning Studies Committee;
- in some cases, referees' reports may be requested. Admission is determined by the Dean in consultation with the Postgraduate Financial Planning Studies Committee.

MASTER OF BUSINESS - MBus

Mode of Offering

This is an advanced research program which will be undertaken under supervision. The program is offered on a full-time or part-time basis.

Aim of the Program

The Master of Business (MBus) aims to develop the applied research skills of Business graduates to enable them to either move into senior management or to undertake doctoral studies. The MBus involves a substantial thesis which is based on rigorous empirical research within a sound conceptual framework drawing on an established literature. Note that the MBus is seen as an advanced research award building on a coursework Bachelor of Business and training in research methodology.

Program Structure

The MBus is a 12 course program, comprising a 4 course Problem Definition Report (including literature review and proposed methodology) and an 8 course Thesis. Students are required to pass the Problem Definition Report at Credit level before proceeding to the Thesis. Those who receive only a Pass in the Problem Definition Report are given recognition in the form of 4 courses towards an MBA award.

Program Objectives

The objectives of the Master of Business include the following:

- to develop the applied research skills of candidates in order to equip them for strategic problem solving and decision-making in senior management or consultancy;
- to foster the development of advanced research skills, especially:
 - ability to identify problems and to formulate research questions which address them with an appropriate level of rigour and strategic focus;
 - capacity to critically review published research studies and assess their theoretical and methodological adequacy;
 - ability to conceptualise and theorise, specifically, to work with constructs and propositions as explanations of real world phenomena and to operationalise these in terms of hypotheses about variables which can be tested via empirical investigation;
 - skills in designing empirical studies and gathering data using both qualitative and quantitative methods as appropriate to the research questions;
 - ability to apply statistical techniques to the analysis of data using appropriate parametric and/or non-parametric tests; and
 - skills in interpreting and reporting research results;

- to develop high-level skills in written and oral communication required for disseminating research findings in industry, the professions and government;
- to engender a strong sense of research ethics based on rigorous respect for data, an appreciation of the need for full and honest reporting of research methodology, and due regard for the rights of individuals and/or organisations under investigation; and
- to make a contribution to the body of knowledge through the conduct of an original piece of applied research related to business or management.

Admission Criteria

Candidates seeking admission are required to have:

- (a) satisfied all of the requirements for admission to the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I or II honours in this University or other recognised higher education institution; or
- (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Bachelor (Honours) with second class Division II honours as may be approved by the Graduate Studies Sub-committee; or
- (c) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution with an overall graded assessment of at least Credit level in an appropriate sequence of units related to the area of research in which the applicant proposes to undertake a program of study and research; or
- (d) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Graduate Studies Sub-committee; and
- (e) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

Supervision and Examination

Students enrolled in the MBus would attend the fortnightly Thesis Seminar with other research students. Students will normally have both an academic supervisor from the University and an associate supervisor from industry.

The Problem Definition Report will be examined internally by one examiner other than the supervisor, and the Thesis will have three examiners two of whom must be external to the University and none of whom are that candidate's supervisors.

Rules and Guidelines

For further information candidates may refer to the [Rules for Higher Degrees by Research and Professional Doctorates](#) (HYPERLINK to: Rules for Higher Degrees by

Research and Professional Doctorates) and [Guidelines for Research Higher Degrees](#)
(HYPERLINK to: Guidelines for Research Higher Degrees)

DOCTOR OF BUSINESS ADMINISTRATION - DBA

Mode of Offering

This is an advanced research program which will be undertaken under supervision. The program is offered on a full-time or part-time basis.

Aim of the Program

The DBA aims to develop the applied research skills of managers in order to equip them for problem solving and decision-making in top management or consultancy. It differs from a PhD in that the research is invariably work-based. Thus it is designed to develop research and organisational policy consultants rather than academic researchers. Like the PhD, however, the DBA involves a substantial thesis which is based on rigorous empirical research within a sound conceptual framework drawing on an established literature.

Whereas an MBA degree was previously accepted in the business world as the final qualification for top management, DBAs are emerging as valuable for an individual to gain the edge in competing for top jobs.

Note that the DBA is seen as an advanced research award building on a coursework Masters in Business Administration (MBA) and training in research methodology - it is not a PhD in Business Administration. The DBA differs from the DBAs offered by some other universities which admit honours graduates with no previous study in Business and provide them with both advanced coursework and a substantial thesis.

Program Structure

The DBA is a 12 course program, comprising a 4 course Problem Definition Report (including literature review, research propositions and proposed methodology) and an 8 course doctoral Thesis. Students are required to pass the Problem Definition Report at Credit level before proceeding to the Thesis. This ensures that they have developed the necessary competence in research to undertake the doctoral dissertation. Those who receive only a Pass in the Problem Definition Report may be given recognition in the form of an MBA (Advanced) award.

Program Objectives

The objectives of the Doctor of Business Administration are as follows:

- to develop the applied research skills of candidates in order to equip them for strategic problem solving and decision-making in top management or consultancy;
- to foster the development of advanced research skills, especially:
 - ability to identify problems and to formulate research questions which address them with an appropriate level of rigour and strategic focus;
 - capacity to critically review published research studies and assess their theoretical and methodological adequacy;

- ability to conceptualise and theorise, specifically, to work with constructs and propositions as explanations of real world phenomena and to operationalise these in terms of hypotheses about variables which can be tested via empirical investigation;
- skills in designing empirical studies and gathering data using both qualitative and quantitative methods as appropriate to the research questions;
- ability to apply statistical techniques to the analysis of data using appropriate parametric and/or non-parametric tests;
- skills in interpreting and reporting research results;
- to develop high-level skills in written and oral communication required for disseminating research findings in industry, the professions and government;
- to engender a strong sense of research ethics based on rigorous respect for data, an appreciation of the need for full and honest reporting of research methodology, and due regard for the rights of individuals and/or organisations under investigation;
- to make a contribution to the body of knowledge through the conduct of an original piece of applied research related to business or management;
- to build on the coursework undertaken in an MBA so that candidates may integrate their knowledge by applying it in a major research project; and
- to provide advanced development of intellectual, professional and personal qualities needed for executive management or consultancy.

Admission Criteria

Candidates for the DBA are required to:

- (a) a Master of Business Administration, Master of Business or an equivalent degree from this University or a recognised institution; and
- (b) completed a course in research methodology at honours or masters level from this University or a recognised institution; and
- (c) completed a research thesis or report at honours or masters level, with a minimum assessment grade of Credit or equivalent, at this or another recognised institution;

OR

- (d) qualifications and research knowledge and experience deemed by the Graduate Studies Sub-committee to be equivalent to (a) and (b) and (c) above; and
- (e) at least five years of relevant work experience in a professional field relevant to the degree, preferably at managerial level; and
- (f) the demonstrated capacity to contribute to innovative professional practice in the professional field.

Supervision and Examination

Candidates enrolled in the DBA normally have both an academic supervisor from the University and an associate supervisor from industry or another university. In addition to regular consultation with their supervisors DBA candidates are encouraged to attend the relevant research thesis seminars which the Faculty of Business runs for staff and research students undertaking a doctoral dissertation. They are also welcome to attend the Faculty's Research Colloquium presented by academic staff of the University of the Sunshine Coast and other universities.

The Problem Definition Report is examined within the University by one examiner other than the supervisor. The Thesis has three examiners at least two of whom must be external to the University and none of whom have been that candidate's supervisor in the DBA.

Rules and Guidelines

For further information candidates may refer to the [Rules for Higher Degrees by Research and Professional Doctorates](#) (HYPERLINK to: Rules for Higher Degrees by Research and Professional Doctorates) and [Guidelines for Research Higher Degrees](#) (HYPERLINK to: Guidelines for Research Higher Degrees)

DOCTOR OF PHILOSOPHY - PhD

Mode of Offering

The program is offered on a full-time or part-time basis. It may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

Program Structure

The Doctor of Philosophy (PhD) is an advanced research program which is undertaken under supervision. Candidates must submit a significant thesis which embodies the results of an original investigation or design or other original research undertaken by the candidate.

Prospective applicants wishing to undertake a PhD through the Faculty of Business will need to find a suitable supervisor. A good starting place for this is the Faculty of Business Staff Teaching and Research Areas which lists staff research interests and areas of supervision. This can be found on our web site www.usc.edu.au or by contacting the Faculty directly.

Research topic areas range across the Faculty Discipline areas of:

- Accounting
- Information Systems
- International Business
- Management
- Marketing
- Tourism

Admission Criteria

Candidates seeking admission are required to have:

- (a) satisfied all of the requirements for admission to the degree of Master by research or the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I honours in this University or other recognised higher education institution; or
- (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least second class Division I honours as may be approved by the Graduate Studies Sub-committee; or
- (c) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Graduate Studies Sub-committee; and
- (d) demonstrated sufficient command of English to complete satisfactorily the

proposed course of study and to prepare a thesis in English.

In addition, an applicant shall not be admitted to candidature unless adequate supervision and resources are available within the faculty and University. Whether these are available shall be determined by the Graduate Studies Sub-committee after considering advice from the Dean.

Rules and Guidelines

For further information candidates may refer to the [Rules for Higher Degrees by Research and Professional Doctorates](#) (HYPERLINK to: Rules for Higher Degrees by Research and Professional Doctorates) and [Guidelines for Research Higher Degrees](#) (HYPERLINK to: Guidelines for Research Higher Degrees)

Faculty of Science

UNDERGRADUATE PROGRAMS

3 year programs:

- Bachelor of Science
- Bachelor of Science (Biomedical Science)
- Bachelor of Science (Environmental Science)
- Bachelor of Science (Microbial Ecology)
- Bachelor of Science (Public Health)
- Bachelor of Science (Sport and Exercise Science)

The Bachelor of Science programs are normally completed in 3 years (6 semesters) of full-time study or 6 years (12 semesters) of part-time study. The programs are composed of 24 courses and the standard full-time workload is 4 courses per semester. Part-time study normally involves studying 2 courses per semester. Courses normally involve 3 to 4 hours of class contact and 8 hours of independent study per week. Full-time students must complete the requirements for their program within 9 semesters and part-time students within 18 semesters.

4 year combined programs:

In addition, students can undertake 4 year combined programs. All combined programs are normally completed in 4 years (8 semesters) of full-time study and 8 years (16 semesters) of part-time study. Full-time students must complete their program within 12 semesters and part-time students within 24 semesters.

The combined programs are:

- Bachelor of Arts/Bachelor of Science
- Bachelor of Business/Bachelor of Science

See [Combined Programs](#) (HYPERLINK to: Combined Programs) for further detail.

Introductory Level Studies

The first year experience combines key learning skills such as communication and use of information technology, with the fundamentals of science and scientific process. The first year program is designed to impart a strong foundation of scientific knowledge and to introduce students to the breadth of knowledge in areas that they may not have previously experienced.

Students enrolling in the Bachelor of Science programs are required to complete the two University interdisciplinary Core courses.

- Communication and Thought (COR109)
- Information and Technology (COR108)

Students must also complete the following introductory level science courses in accordance with the program they are enrolled in:

- Cell Biology
- Environmental Processes
- Chemistry
- Cell Metabolism
- Ecology
- Physical Processes

Advanced-Level Studies

In their second and third year, students complete advanced-level Science courses in each program that are arranged into compulsory and specialisation strands. A compulsory strand is a sequence of four courses that contains theoretical knowledge considered fundamental to a Science graduate, whereas a specialisation strand consists of a sequence of two or four courses designed to provide students with a range of skills within a discipline area.

The strands currently available in Science are:

- Biomechanics
- Biotechnology
- Environmental Management
- Environmental Microbiology
- Environmental Restoration
- Exercise Prescription
- Foundations of Movement
- Human Health and Development
- Managed Ecosystems
- Marine Science
- Medical Microbiology and Immunology
- Natural Environment
- Nutrition
- Pharmacology and Toxicology
- Physiology and Anatomy
- Public Health Practice
- Public Health Research Strategies
- Rehabilitation

A recommended progression for each of the Science programs is contained within this section of the Guide. The Bachelor of Science program offers students the opportunity to design a program to suit their individual needs.

BACHELOR OF SCIENCE - BSc

Introductory Level Studies

Students enrolling in the Bachelor of Science program will be required to complete the University interdisciplinary core courses Information and Technology and Communication and Thought. In addition, students may elect to complete all six introductory-level Science courses or alternatively choose four of the introductory-level Science courses and an additional two Introductory/Foundation courses from either the Arts and Social Sciences or Business Faculties. The courses selected depend on the advanced level courses chosen for 2nd and 3rd year studies. Students choosing the second option should consult with their Program Advisor at their earliest convenience to ensure correct progression into their advanced level courses.

Advanced Level Studies

Students are required to complete a minimum of two strands (eight courses of study) from the available selection of science strands from Group A below (though they may opt to develop a program based entirely on these strands in science).

Group A

- Human Health and Development
- Managed Ecosystems
- Natural Environment
- Physiology and Anatomy

In addition students may choose to complete up to two science strands from Group B below:

Group B

- Biomechanics (offered 2002)
- Biotechnology
- Environmental Management
- Environmental Microbiology
- Exercise Prescription
- Environmental Restoration
- Foundations of Movement
- Marine Science
- Medical Microbiology and Immunology
- Nutrition
- Public Health Research Strategies
- Public Health Practice

- Pharmacology and Toxicology
- Rehabilitation

Multidisciplinary Studies

Students may elect to choose their fourth strand of advanced level studies from approved courses from either the Business or Arts and Social Sciences Faculties (a 4 course minor). Students should be aware that their choice of courses may require introductory level prerequisite courses and so should consult the Program Advisor at the earliest convenience.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

- | | |
|--------|----------------------------|
| COR108 | Information and Technology |
| COR109 | Communication and Thought |

Introductory Courses (6)

- | | |
|--------|-------------------------|
| SCI101 | Environmental Processes |
| SCI102 | Ecology |
| SCI103 | Cell Biology |
| SCI104 | Cell Metabolism |
| SCI105 | Chemistry |
| SCI107 | Physical Processes |

Advanced Courses (16)

Choose 2 complete strands (8 courses) from:

- Human Health and Development
- Managed Ecosystems
- Natural Environment
- Physiology and Anatomy

PLUS

Choose 2 complete specialisation strands (8 courses) from:

- Biomechanics
- Biotechnology
- Environmental Management
- Environmental Microbiology

- Environmental Restoration
- Exercise Prescription
- Foundations of Movement
- Marine Science
- Medical Microbiology and Immunology
- Nutrition
- Performance Enhancement
- Pharmacology and Toxicology
- Public Health Practice
- Public Health Research Strategies
- Rehabilitation
- An approved sequence of study (4 courses) from the Faculties of Arts and Social Sciences or Business.

BACHELOR OF SCIENCE (BIOMEDICAL SCIENCE) - BSc(BiomedSc)

Introductory Level Studies

Students are required to study the six first year courses in foundation science and the two University interdisciplinary core courses.

Advanced Level Studies

Students undertaking the Biomedical program must complete the compulsory strand called Physiology and Anatomy which provides a broad understanding of the structure and function of the human body, with examination of the body systems using an hierarchical approach with progression from cell, tissues, organ through to system structure and function (see program plan).

In the biomedical science program, students are required to undertake three of four specialisation strands (Nutrition, Pharmacology and Toxicology, Medical Microbiology and Immunology and/or Biotechnology). Specialisations are designed to provide the competencies and skills required for future employment and/or study in the discipline area. Each specialisation strand (comprising four courses) provides the intellectual and practical base necessary to conceive, develop, conduct and evaluate relevant studies including literature reviews, critical analysis and communication of results. Students do not have to decide on specialisations until their second year of study.

The Nutrition Strand comprises the principles in nutritional biochemistry and food chemistry; nutrition assessment of individuals and populations; weight control and dietary modifications; and nutritional needs in special population such as athletes, indigenous populations and migrants.

The Pharmacology and Toxicology Strand incorporates the nature and pharmacodynamics of pharmaceuticals and toxins; absorption, metabolism and excretion of chemicals; dosing regimens and the registration of therapeutic drugs; issues in environmental toxicology and toxicology, and occupational health and safety issues.

The Medical Microbiology and Immunology Strand examines the occurrence and distribution of disease-causing microbes with an emphasis on host-microbe interaction. The strand analyses the body's defence mechanisms against invading microorganisms and examines how pathogens avoid host immune defences.

The strand also focuses on common agents of human disease and their pathogenic mechanisms and describes common methods of identifying disease-causing microorganisms. Some current issues in infectious diseases including surveillance and monitoring systems and effective preventive strategies for the emerging and re-emerging infectious diseases will also be covered. The strand will conclude by examining the molecular aspects of microbial pathogenesis, which includes a small practical project in order to promote student's capability to conduct research within the areas of infectious disease.

The Biotechnology Strand examines the scientific principles that underpin the practice of biotechnology and have application in almost every area of health, agriculture and

environmental science. Typical topics include recombinant DNA technology, protein engineering, PCR, cloning and sequencing.

Flexibility is also provided to allow students enrolled in the BSc (Biomedical Science) program to undertake an approved 4-course sequence of study outside the biomedical specialisation strands offered. For instance, biomedical students may elect to study a compulsory or specialisation strand from the BSc (Public Health) program or BSc (Sports and Exercise Science) program. Alternatively, biomedical students may elect to study an approved 4-course sequence from the Faculty of Arts and Social Sciences or the Faculty of Business. Students must contact the Biomedical Science Program Advisor if they choose this option.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108	Information and Technology
COR109	Communication and Thought

Introductory Courses (6)

SCI101	Environmental Processes
SCI102	Ecology
SCI103	Cell Biology
SCI104	Cell Metabolism
SCI105	Chemistry
SCI107	Physical Processes

Advanced Courses (16)

One complete specialisation strand (4 courses):

- Physiology and Anatomy

PLUS

Choose 2 or 3 complete specialisation strands (8 or 12 courses) from:

- Biotechnology
- Medical Microbiology and Immunology
- Nutrition
- Pharmacology and Toxicology
- Choose the remaining 4 courses (if applicable) from an approved sequence of study (4 courses) from the Faculties of Science, Arts and Social Sciences or Business.

BACHELOR OF SCIENCE (ENVIRONMENTAL SCIENCE) - BSc(EnvSc)

Introductory Level Studies

Students are required to study the six first year courses in foundation science and the two University interdisciplinary core courses.

Advanced Level Studies

Compulsory Strands

In the second and third year, the Environmental Science program incorporates an additional eight advanced level compulsory courses, designed to ensure that students have a strong theoretical, conceptual and factual basis to the subject material and encourages the development of critical, analytical and problem solving abilities. The compulsory courses in Environmental Science build on the knowledge acquired in first year courses.

They are organised into two compulsory strands: the Natural Environment Strand which develops a sound understanding of the evolution of the Australian landscape, its vegetation and fauna, aquatic and terrestrial ecosystem dynamics, and conservation ecology; and the Managed Ecosystems Strand which focuses on agriculture, aquaculture, forestry and horticulture and sustainable agriculture, resource development and resource management.

Specialisation Strands

Environmental Science students are required to undertake two of four science specialisation strands. Students may opt to undertake four courses in Environmental Planning offered by the Faculty of Arts and Social Sciences as an alternative to one of the science specialisation strands. Students do not have to decide on specialisations until their second year of study.

The Environmental Management Strand addresses the monitoring, regulatory and policy frameworks associated with environmental impact assessment, environmental management systems and integrated catchment management. The courses are practically oriented and emphasise the ability to communicate scientific findings through the preparation of scientific reports, proposals and audits.

In the Environmental Restoration Strand students develop skills in describing and assessing the condition of landscapes, habitats and ecosystems. Students apply restoration theory, methods and technologies in a variety of environments. They will critically evaluate available and emerging methods and technologies through planning, implementation and management of a restoration project.

The Environmental Microbiology Strand emphasises the microbial processes that mediate biogeochemical cycling and ecological succession. Students learn the latest techniques used to study the dynamics, structure and function of microbial communities and progress to an understanding of the concepts of microbial ecology. Typical topics for study include biogeochemical interactions, carbon, nitrogen, sulfur, phosphorus cycling,

biofilms and biofouling, biodeterioration, survival and persistence of microbes, soil and water quality, wastewater and sewage treatment, biodegradation and bioaccumulation of pollutants, and bioremediation of contaminated sites.

The concentration of the Australian population in the coastal region provides a natural focus for an understanding of the natural processes and man-made modifications of the nearshore marine environment. To respond to this need, the Marine Science Strand provides training in the ecology of marine organisms, and habitats, teaches the fundamentals of aquaculture and provides approaches to assessing complex environmental issues in coastal seas.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108	Information and Technology
COR109	Communication and Thought

Introductory Courses (6)

SCI101	Environmental Processes
SCI102	Ecology
SCI103	Cell Biology
SCI104	Cell Metabolism
SCI105	Chemistry
SCI107	Physical Processes

Advanced Courses (16)

Two complete strands (8 courses):

- Natural Environment
- Managed Ecosystems

PLUS

Choose 2 complete specialisation strands (8 courses) from:

- Environmental Management
- Environmental Restoration
- Environmental Microbiology
- Marine Science
- Environmental and Planning Studies (4 courses) from the Faculty of Arts and Social Sciences

BACHELOR OF SCIENCE (MICROBIAL ECOLOGY) - BSc(MicroEcol)

Introductory Level Studies

Students are required to study the six first year courses in foundation science and the two University interdisciplinary core courses.

Advanced Level Studies

Compulsory Strands

The two compulsory strands in the Microbial Ecology program build on the knowledge acquired in the first year courses. These are the Physiology and Anatomy Strand which develops detailed knowledge of human form and function, and the common causes and processes which result in illness and disease; and the Natural Environment Strand which develops a sound understanding of the evolution of the Australian landscape, its vegetation and fauna, ecosystem dynamics, soil and water resources and conservation ecology.

Specialisation Strands

The two specialisation strands in the Microbial Ecology program are designed to provide the competencies and skills required for future employment and/or study in the discipline area. Each specialisation strand (comprising four courses) provides the intellectual and practical base necessary to conceive, develop, conduct and evaluate relevant studies including literature reviews, critical analysis and communication of results.

The Medical Microbiology and Immunology Strand examines the occurrence and distribution of disease-causing microbes with an emphasis on host-microbe interaction. The strand analyses the body's defence mechanisms against invading microorganisms and examines how pathogens avoid host immune defences. The strand also focuses on common agents of human disease and their pathogenic mechanisms and describes common methods of identifying disease-causing microorganisms. Some current issues in infectious diseases including surveillance and monitoring systems and effective preventive strategies for the emerging and re-emerging infectious diseases are also covered. The strand will conclude by examining the molecular aspects of microbial pathogenesis, which includes a small practical project in order to promote student's capability to conduct research within the areas of infectious disease.

The Environmental Microbiology Strand emphasises the microbial processes that mediate biogeochemical cycling and ecological succession. Students learn the latest techniques used to study the dynamics, structure and function of microbial communities and progress to an understanding of the concepts of microbial ecology. Typical topics for study include biogeochemical interactions, carbon, nitrogen, sulfur, phosphorus cycling, biofilms and biofouling, biodeterioration, survival and persistence of microbes, soil and water quality, wastewater and sewage treatment, biodegradation and bioaccumulation of pollutants, and bioremediation of contaminated sites.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108	Information and Technology
COR109	Communication and Thought

Introductory Courses (6)

SCI101	Environmental Processes
SCI102	Ecology
SCI103	Cell Biology
SCI104	Cell Metabolism
SCI105	Chemistry
SCI107	Physical Processes

Advanced Courses (16)

Four complete specialisation strands (16 courses):

- Natural Environment
- Physiology and Anatomy
- Medical Microbiology and Immunology
- Environmental Microbiology

BACHELOR OF SCIENCE (PUBLIC HEALTH) - BSc(PubHlth)

Introductory Level Studies

Students are required to study the six first year courses in foundation science and the two University interdisciplinary core courses.

Advanced Level Studies

In the public health program, students are required to undertake two compulsory strands in Public Health (4 courses per strand). The Public Health Practice Strand develops the knowledge and skills necessary to develop and manage public health programs. The core areas of competence covered in this strand include health needs assessment, planning of public health interventions, selection of appropriate strategies, implementation of public health programs, program evaluation and enhancing the sustainability of programs and their effects.

The Public Health Research Strategies Strand focuses on developing competence in the different types of research skills considered essential among public health practitioners. These include generic skills in research design and analysis, environmental health risk assessment, epidemiology and biostatistics. These skills are further developed through their application in a public health research project.

In addition, students must undertake one of the following life science or environmental science strands:

- Physiology and Anatomy
- Human Health and Development
- Managed Ecosystems
- Natural Environment

To complete the program, students must choose one other strand from the current science offerings being sure to consider co-requisite courses and timetabling.

- Biotechnology
- Environmental Management
- Environmental Microbiology
- Exercise Prescription
- Environmental Restoration
- Marine Science
- Medical Microbiology and Immunology
- Nutrition
- Pharmacology and Toxicology

Alternatively, students in the Public Health program have the option of choosing four advanced level courses from the Arts & Social Sciences and/or Business faculties.

If this option is chosen, up to two first year science courses may be replaced by up to two foundation courses from the respective faculties.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

Introductory Courses (6)

SCI101 Environmental Processes

SCI102 Ecology

SCI103 Cell Biology

SCI104 Cell Metabolism

SCI105 Chemistry

SCI107 Physical Processes

Advanced Courses (16)

Two complete strands (8 courses):

- Public Health Practice
- Public Health Research Strategies

PLUS

Choose 1 complete specialisation strand (4 courses) from:

- Human Health and Development
- Natural Environment
- Managed Ecosystems
- Physiology and Anatomy

PLUS

Choose 1 other complete strand (4 courses) from:

- Biotechnology
- Environmental Management
- Environmental Microbiology
- Environmental Restoration
- Exercise Prescription

- Marine Science
- Medical Microbiology and Immunology
- Nutrition
- Pharmacology and Toxicology
- Four courses from the Faculties of Arts and Social Sciences or Business.

BACHELOR OF SCIENCE (SPORT AND EXERCISE SCIENCE) - BSc(Sport&ExSc)

Introductory Level Studies

Students are required to study the six first year courses in introductory-level science and the two University interdisciplinary core courses.

Advanced Level Studies

After completing the introductory-level courses, students will enter into two 4-course compulsory strands which span their second and third year (see program plan). The courses in these strands are seen as fundamental to the application of science to sport and exercise.

The first compulsory strand, Exercise Prescription, examines both the acute and chronic responses to exercise which form the foundation for exercise prescription. The strand also develops knowledge and skills in the use of exercise assessment in health and disease and examines exercise prescription best-practice in individuals and populations. The strand is capped by the course Exercise Health and Lifestyle, which brings together the principles studied in the preceding courses and focuses on issues arising in the implementation of practice and theory.

The second compulsory strand is the Human Health and Development Strand. This strand focuses on human development and changes that occur throughout the various stages of life. General immunity and nutrition issues affecting the health of people and learning and behavioural aspects of normal growth and function in health, are discussed in the strand.

Sports science students have the option of choosing the Nutrition strand or Pharmacology and Toxicology strand from the Biomedical program but must seek advice before doing so.

For the remainder of their second year program (see program plan), students must study the courses Physiology and Anatomy 1 and 2 from the Physiology and Anatomy Strand, together with the courses Functional Anatomy and Biomechanics (referred to as Foundations of Movement strand). These courses form the scientific basis for the study of sport and exercise.

In order to provide some variety, the program allows students to select two 2-course specialisations from a choice of five specialisations in the third year (see program plan). These can be combined in a way that provides the students with knowledge and skills for their chosen career path.

The Performance Enhancement Strand draws on subdisciplines of science which contribute knowledge towards understanding and explaining how physical activities are performed. The strand incorporates the studies of neural control of skills (motor control), biomechanics and exercise physiology. These three disciplines are used in systematically analysing the critical factors in performing classes of activities.

The Rehabilitation Strand aims to provide final year Sport and Exercise Science students with the knowledge and ability to initiate and maintain appropriate exercise prescriptions or programs for individuals or groups with particular needs. Exercise prescription for such individuals differs from the healthy individual, due to a period of immobilisation following an injury or inactivity, the presence of a chronic disease or condition or special precautions for exercise. These individuals and groups may include athletes following a musculo-skeletal injury, individuals following traumatic injuries such as spinal cord or amputation, the elderly, individuals with either a chronic condition, disease process or special precautions which necessitate an adaptation to usual exercise prescription guidelines.

The Biomechanics Strand is designed to meet the increasing demand of modern day sports scientists to understand and apply biomechanics within their profession. It is aimed at extending the fundamental knowledge developed in the second year of the sports science program as it applies to sports and exercise.

The final courses in the Physiology and Anatomy Strand are Pathobiology and Pathophysiology which build on the material studied in the second year courses and develop detailed knowledge of homeostatic imbalance and the common causes and processes which result in illness and disease.

Students can choose to study two sports-related courses from either the Faculty of Business or Faculty of Arts and Social Sciences.

Program Structure

Students are required to complete 24 courses normally undertaken in 3 years of full-time study or 6 years of part-time study.

These 24 courses consist of:

Core Courses (2)

COR108	Information and Technology
COR109	Communication and Thought

Introductory Courses (6)

SCI101	Environmental Processes
SCI102	Ecology
SCI103	Cell Biology
SCI104	Cell Metabolism
SCI105	Chemistry
SCI107	Physical Processes

Advanced Courses (16)

- Exercise Prescription strand (4 courses)
- Foundations of Movement strand (2 courses)

LFS201 Physiology and Anatomy 1

LFS202 Physiology and Anatomy 2

PLUS

Choose 1 complete strand (4 courses) from:

- Human Health and Development
- Nutrition
- Pharmacology and Toxicology

PLUS

Choose 2 complete strands (4 courses) from:

- Performance Enhancement strand (2 courses)
- Rehabilitation strand (2 courses)
- Biomechanics strand (2 courses)

OR

LFS301 Pathobiology

LFS302 Pathophysiology

OR

- Two approved complimentary courses from the Faculties of Arts and Social Sciences or Business.

HONOURS

The Bachelor of Science (Honours) is undertaken after the completion of a Bachelor's degree or its equivalent. On completion of the Bachelor of Science (Honours) at this University, the graduate will retain their base award and add the abbreviation BSc(Hons). This will be completed in 1 year full time or 2 years part time.

The Bachelor of Science (Honours) will provide the traditional principal avenue for undergraduate students to enter postgraduate research studies. The Bachelor of Science (Honours) will consist of studies by original research and demonstration, preparation of a thesis/dissertations and oral defence of the project outcomes. The Bachelor of Science (Honours) is assigned 96 units.

The theses/dissertation will be required in a form which is consistent with the publication standards for internationally referenced journals.

On completion of the Bachelor of Science (Honours) students will have introductory postgraduate level capacity to:

- Access and critically appraise scientific literature and studies
- Identify and apply valid theoretical knowledge
- Conceive and conduct ethical experimental studies
- Analyse results, assumptions and the validity of conclusions
- Communicate findings

Entry to the Bachelor of Science (Honours) normally will require completion of a Bachelor of Science (or equivalent) with a high level of achievement in a specialisation related to the intended area of study.

Rules and Guidelines

For further information candidates may refer to the [Rules Governing Undergraduate Honours Degrees](#). (HYPERLINK to: Rules Governing Undergraduate Honours Degrees)

POSTGRADUATE PROGRAMS

The Faculty of Science welcomes applications from high quality students for its Masters by research and Doctor of Philosophy programs. The Faculty has established strong collaborative links with regional scientific industries, business, community groups and government bodies, including Queensland Forestry Research Institute, Bribie Island Aquaculture Research Institute, Queensland Surf Life Saving and Underwater World. Faculty staff and students are involved in high quality research projects supporting and promoting the region's economic growth.

The Faculty has a team of enthusiastic and experienced academics able to provide supervision across a broad range of program areas in the biological sciences:

Biomedical Science

In the key areas of nutritional biochemistry, medical microbiology and immunology, and pharmacology and toxicology.

- Molecular markers of nutritional status and clinical disease
- Toxicology of plant and animal toxins
- Pharmacokinetics and drug residues
- Pathogenesis of bacterial translocation and sepsis
- Gut microbiota and probiotics
- Bacterial translocation and sepsis
- Molecular pathogenesis of bacteria
- Antibiotics and antimicrobial peptides
- Molecular epidemiology of nosocomial infections
- Development of non-invasive immunoassays for humans
- Mucosal immunity and infection in elite athletes
- The impact of psychosocial factors on mucosal immunity
- The role of nutraceuticals in boosting mucosal immunity

Biotechnology

- molecular biotechnology: metabolic pathways, engineering and bioremediation
- Synthesis of new amino acid derivatives
- Analysis of microorganism metabolites

Environmental Science

In the key areas of natural environment, managed ecosystems, marine systems, environmental management, environmental restoration and ecology.

- Erosion and sediment transport
- Erosion control technology

- Catchment management
- Plant physiology
- Horticulture production
- Habitat fragmentation
- Maintenance of biodiversity
- Conservation genetics
- Coastal heath vegetation
- Restoration ecology
- Nature conservation studies
- Ornithology
- Conservation of rare and threatened plant species
- Ecology and population genetics of rare plants
- Rainforest ecology and population genetics of rainforest plants
- Animal-habitat associations
- Behavioural, physiological and evolutionary ecology
- Soil and water quality in agriculture and forestry
- Plant roots and processes at soil-root interface
- Management of soil compaction with tillage practices
- Geographical information systems
- Planning and environmental legislation
- Environmental impact and land contamination assessment
- Environmental management for community and private sector infrastructure
- Benthic soft-sediment community ecology
- Freshwater-estuarine exchanges
- Coastal conservation and biodiversity
- Estuarine ecology conservation
- Coastal population biology
- Sandy beach ecology
- Mapping natural organic compounds in riverine environments and their impact on native fish spawning

Life Sciences

Focusing on physiology and anatomy and exploring the aging process with respect to immunological, biomechanical, nutritional and behavioural changes

- Growth factors and growth and development
- Scientific and immunological basis of natural therapies and preventative medicines
- Pathophysiology of mammalian disease
- Physiology of digestion
- Comparative muscle physiology
- Skinned skeletal muscle fibre contractile properties
- Crustacean muscle stretch receptor functions

Microbial Ecology

Addressing the critical role of microbes in the environment and health.

- Epidemiology and ecology of food and water-borne pathogens
- Gut microbiota and probiotics
- Analysis of microbial communities in aquatic systems
- Laboratory design of microbial ecosystems
- Pathogenesis of bacterial translocation and sepsis
- Molecular environmental microbiology: blue green algal blooms, aquaculture systems
- Bioremediation
- Secondary metabolism of bacteria and improved production of bioactive compounds
- Biological control of crop pathogens
- Advanced microbial systematics
- Bacteriophage therapy

Public Health

Focusing on the management of social, economic and physical environmental conditions and human behaviours that promote, protect or harm health and well being.

- Body image
- Unhealthy weight and shape control methods
- Public health education, workforce training & development
- Capacity building for health promotion
- Health promoting schools
- Discrimination and prejudice
- Environmental epidemiology
- Ecosystem health indicators
- Integration of environmental and health risk assessment

- Aquatic ecotoxicology

Sport & Exercise Science

In the key areas of sports performance, exercise prescription, biomechanics and rehabilitation science.

- Biochemistry of exercise performance
- Biochemical markers of training and fatigue
- Nutritional ergogenic aids in sport
- Non invasive monitoring of energy metabolism in athletes
- Exercise physiology
- Sports performance enhancement
- Thermoregulation during exercise
- Acclimatisation to heat and exercise
- Sports biomechanics – able and disabled athletes
- Functional rehabilitation
- Muscular function and training
- Cardiac rehabilitation
- Exercise rehabilitation
- Obesity and exercise
- Age and obesity

MASTER OF SCIENCE - MSc

Mode of Offering

The program is offered on a full-time or part-time basis. The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

Program Structure

This is an advanced research program undertaken with supervision within the principal areas of research outlined above. The Faculty provides research facilities for research leading to the degree of MSc by thesis.

Admission Criteria

Candidates seeking admission are required to have:

- (a) satisfied all of the requirements for admission to the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I or II honours in this University or other recognised higher education institution; or
- (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Bachelor (Honours) with second class Division II honours as may be approved by the Graduate Studies Sub-committee; or
- (c) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution with an overall graded assessment of at least Credit level in an appropriate sequence of units related to the area of research in which the applicant proposes to undertake a program of study and research; or
- (d) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Graduate Studies Sub-committee; and
- (e) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

Rules and Guidelines

For further information candidates may refer to the [Rules for Higher Degrees by Research and Professional Doctorates](#) (HYPERLINK to: Rules for Higher Degrees by Research and Professional Doctorates) and [Guidelines for Research Higher Degrees](#) (HYPERLINK to: Guidelines for Research Higher Degrees)

DOCTOR OF PHILOSOPHY - PhD

Mode of Offering

The program is offered on a full-time or part-time basis. The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

Program Structure

This is an advanced research program undertaken with supervision within the principal areas of research outlined above. The Faculty provides research facilities for research leading to the degree of PhD by thesis.

Admission Criteria

Candidates seeking admission are required to have:

- (a) satisfied all of the requirements for admission to the degree of Master by research or the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I honours in this University or other recognised higher education institution; or
- (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least second class Division I honours as may be approved by the Graduate Studies Sub-committee; or
- (c) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Graduate Studies Sub-committee; and
- (d) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

In addition, an applicant shall not be admitted to candidature unless adequate supervision and resources are available within the faculty and University. Whether these are available shall be determined by the Graduate Studies Sub-committee after considering advice from the Dean.

Rules and Guidelines

For further information candidates may refer to the [Rules for Higher Degrees by Research and Professional Doctorates](#) (HYPERLINK to: Rules for Higher Degrees by Research and Professional Doctorates) and [Guidelines for Research Higher Degrees](#) (HYPERLINK to: Guidelines for Research Higher Degrees)

Combined Programs

The combined programs at University of the Sunshine Coast allow students to undertake a combination of programs from the Faculties of Arts and Social Sciences, Business and Science. Students can choose from a wide range of majors, minors and strands as well as attaining foundation knowledge in the areas of arts and social sciences, business and science. Students undertake a combined program by selecting courses in such a way as to satisfy the separate requirements of two programs. They must incorporate both introductory (first year) courses and advanced level courses of study totalling 32 courses.

All students are strongly advised to discuss their course selections with the combined Program Advisor from each faculty prior to commencement in their first year of study to ensure correct progression through their academic program.

BACHELOR OF ARTS/BACHELOR OF BUSINESS – BA/BBus

Program Structure

Students are required to complete 32 courses normally undertaken in 4 years of full-time study or 8 years of part-time study. Full-time students must complete the requirements for their program within 12 semesters and part-time students within 24 semesters.

These 32 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

15 COURSES FROM THE FACULTY OF ARTS AND SOCIAL SCIENCES AS LISTED BELOW

Introductory Courses from Faculty of Arts and Social Sciences (2)

Choose two compulsory introductory courses from:

AUS100 Australian Spaces: Images of the Urban

AUS110 Sport and Leisure Issues

AUS120 The TeXt Files: An Introduction to Cultural Studies

AUS130 Gizmo: A Social History of Technology

CMN100 Critical Reasoning

ENP100 Environment and Society

INT100 International Politics: An Australian Perspective

INT140 An Introduction to Australian Politics: The Makings of a Republic?

SCS100 Knowledge, Power and Society

SCS110 Society, Culture and Social Change

Major from Faculty of Arts and Social Sciences (8)

Choose 8 courses in one of the following areas of study:

- Australian and Cultural Studies
- Communication Studies
- Environmental and Planning Studies
- Politics and International Studies
- Social and Community Studies
- Studies in Art and Design

Additional Courses from Faculty of Arts and Social Sciences (5)

These courses may be either advanced level courses or introductory level language courses from any area of study, provided the limit of introductory level courses allowed is not exceeded.

15 COURSES FROM THE FACULTY OF BUSINESS AS LISTED BELOW

Business Foundation Courses (6)

Five required courses:

BUS101	Applied Research Methods
BUS102	Economics for Business
BUS103	Business Law and Ethics
BUS104	Managing the Organisation
BUS105	Marketing Theory and Practice

PLUS

Choose 1 course from:

BUS106	Introductory Accounting
BUS107	Accounting for Non Accountants

Business Major (8)

8 courses in one of the following areas:

- Accounting
- Information Systems
- International Business
- Management
- Marketing
- Tourism

OR

2 x Business Minors (8)

2 x 4 courses from the following areas:

- Accounting
- Information Systems
- International Business
- Management
- Human Resource Management
- Marketing

- Tourism

Elective Business Course (1)

Students must seek advice on course selection from the Faculty of Business on +61 7 5430 1295

BACHELOR OF ARTS/BACHELOR OF SCIENCE – BA/BSc

Program Structure

Students are required to complete 32 courses normally undertaken in 4 years of full-time study or 8 years of part-time study. Full-time students must complete the requirements for their program within 12 semesters and part-time students within 24 semesters.

These 32 courses consist of:

Core Courses (2)

COR108 Information and Technology

COR109 Communication and Thought

15 COURSES FROM THE FACULTY OF ARTS AND SOCIAL SCIENCES AS LISTED BELOW

Introductory Courses from Faculty of Arts and Social Sciences (2)

Choose two compulsory introductory courses from:

AUS100 Australian Spaces: Images of the Urban

AUS110 Sport and Leisure Issues

AUS120 The TeXt Files: An Introduction to Cultural Studies

AUS130 Gizmo: A Social History of Technology

CMN100 Critical Reasoning

ENP100 Environment and Society

INT100 International Politics: An Australian Perspective

INT140 An Introduction to Australian Politics: The Makings of a Republic?

SCS100 Knowledge, Power and Society

SCS110 Society, Culture and Social Change

Major from Faculty of Arts and Social Sciences (8)

Choose 8 courses in one of the following areas of study:

- Australian and Cultural Studies
- Communication Studies
- Environmental and Planning Studies
- Politics and International Studies
- Social and Community Studies
- Studies in Art and Design

Additional Courses from Faculty of Arts and Social Sciences (5)

These courses may be either advanced level courses or introductory level language courses from any area of study, provided the limit of introductory level courses allowed is not exceeded.

15 COURSES FROM THE FACULTY OF SCIENCE AS LISTED BELOW

First Year Science Courses (3)

Choose 3 from the following 6 first year science courses[#]:

SCI101	Environmental Processes
SCI102	Ecology
SCI103	Cell Biology
SCI104	Cell Metabolism
SCI105	Chemistry
SCI107	Physical Processes

[#]subject to prerequisites for advanced level studies

Advanced Level Studies (12)

Choose 2 Science compulsory strands from the following (total 8 courses):

- Human Health and Development
- Managed Ecosystems
- Natural Environment
- Physiology and Anatomy

PLUS

Choose 1 Science specialisation strand from the following (total 4 courses):

- Biomechanics *
- Biotechnology
- Environmental Management
- Environmental Microbiology
- Environmental Restoration
- Exercise Prescription
- Foundations Movement *
- Marine Science
- Medical Microbiology and Immunology
- Nutrition

- Performance Enhancement *
- Pharmacology and Toxicology
- Public Health Research Strategies
- Public Health Practice
- Rehabilitation *

** please note these are 2 course strands*

Students must seek advice on course selection from the Faculty of Science on +61 7 5430 2839

BACHELOR OF BUSINESS/BACHELOR OF SCIENCE - BBus/BSc

Program Structure

Students are required to complete 32 courses normally undertaken in 4 years of full-time study or 8 years of part-time study. Full-time students must complete the requirements for their program within 12 semesters and part-time students within 24 semesters.

These 32 courses consist of:

Core Courses (2)

COR108 Information and Technology
COR109 Communication and Thought

14 COURSES FROM THE FACULTY OF BUSINESS AS LISTED BELOW

Business Foundation Courses (6)

Five required courses:

BUS101 Applied Research Methods
BUS102 Economics for Business
BUS103 Business Law and Ethics
BUS104 Managing the Organisation
BUS105 Marketing Theory and Practice

PLUS

Choose 1 course from:

BUS106 Introductory Accounting
BUS107 Accounting for Non Accountants

Business Major (8)

8 courses in one of the following areas

- Accounting
- Information Systems
- International Business
- Management
- Marketing
- Tourism

OR

2 x Business Minors (8)

2 x 4 courses from the following areas:

- Accounting
- Information Systems
- International Business
- Management
- Human Resource Management
- Marketing
- Tourism

16 COURSES FROM THE FACULTY OF SCIENCE AS LISTED BELOW

First Year Science Courses (4)

Choose four from the following six first year science courses[#]:

SCI101	Environmental Processes
SCI102	Ecology
SCI103	Cell Biology
SCI104	Cell Metabolism
SCI105	Chemistry
SCI107	Physical Processes

[#]subject to prerequisites for advanced level studies

Advanced Level Studies (12)

Choose 2 Science compulsory strands from the following (total 8 courses):

- Human Health and Development
- Managed Ecosystems
- Natural Environment
- Physiology and Anatomy

PLUS

Choose 1 Science specialisation strand from the following (total 4 courses):

- Biomechanics *
- Biotechnology
- Environmental Management
- Environmental Microbiology

- Environmental Restoration
- Exercise Prescription
- Foundations Movement *
- Marine Science
- Medical Microbiology and Immunology
- Nutrition
- Performance Enhancement *
- Pharmacology and Toxicology
- Public Health Research Strategies
- Public Health Practice
- Rehabilitation *

** please note these are 2 course strands*

Students must seek advice on course selection from the Faculty of Business on +61 7 5430 1295 and the Faculty of Science on +61 7 5430 2839

Undergraduate Course List

CORE COURSES

<i>Course Code</i>	<i>Course Name</i>	<i>Level</i>	<i>Requisites (Prerequisite unless otherwise stated)</i>	<i>Area of Study</i>	<i>Sem Offered</i>
COR108	Information and Technology	Core	Nil		Sem 1 & 2
COR109	Communication and Thought	Core	Nil		Sem 1 & 2

FACULTY OF ARTS AND SOCIAL SCIENCES

<i>Course Code</i>	<i>Course Name</i>	<i>Level</i>	<i>Requisites (Prerequisite unless otherwise stated)</i>	<i>Area of Study</i>	<i>Sem Offered</i>
ADN100	Introduction to Computer-Based Art and Design	Intro.	Nil	Studies in Art and Design, Information Systems	Sem 1 & 2
ADN110	Visual Design and Communication**	Intro.	Nil	Studies in Art and Design	Sem 2
AUS100	Australian Spaces: Images of the Urban	Intro.	Nil	Australian and Cultural Studies, Environmental and Planning Studies	Sem 2
AUS110	Sport and Leisure Issues	Intro.	Nil	Australian and Cultural Studies	Sem 2
AUS120	The TeXt Files: An Introduction to Cultural Studies	Intro.	Nil	Australian and Cultural Studies	Sem 1
AUS130	Gizmo: A Social History of Technology	Intro.	Nil	Australian and Cultural Studies	Sem 2
CMN100	Critical Reasoning	Intro.	Nil	Communication Studies	Sem 2
CMN110	Australian Media Industries: Introduction to Communication Studies	Intro.	Nil	Communication Studies	Sem 1
CMN190	Communication and Cultural Transitions	Intro.	Nil	Communication Studies	Sem 1
ENP100	Environment and Society	Intro.	Nil	Environmental and Planning Studies	Sem 1
INT100	International Politics: An Australian Perspective	Intro.	Nil	Politics and International Studies, Australian and Cultural Studies, International Business	Sem 2
INT110	Indonesian A	Intro.	Nil	Politics and International Studies	Sem 1
INT111	Indonesian B	Intro.	INT110	Politics and	Sem 2

					International Studies	
INT120	Japanese A	Intro.	Nil	Politics and International Studies	Sem 1	
INT121	Japanese B	Intro.	INT120	Politics and International Studies	Sem 2	
INT130	Italian A	Intro.	Nil	Politics and International Studies	Sem 1	
INT131	Italian B	Intro.	INT130	Politics and International Studies	Sem 2	
INT140	An Introduction to Australian Politics: The Makings of a Republic?	Intro.	Nil	Politics and International Studies, Australian and Cultural Studies	Sem 1	
SCS100	Knowledge, Power and Society	Intro.	Nil	Social and Community Studies	Sem 1	
SCS110	Society, Culture and Social Change	Intro.	Nil	Social and Community Studies	Sem 2	
ADN211	Computer-Based Art and Design: Graphics/ Imaging A	Adv.	ADN100 plus 3 intro level courses	Studies in Art and Design	Sem 1 & 2	
ADN212	Computer-Based Art and Design: Graphics/Imaging B	Adv.	ADN211	Studies in Art and Design	Sem 1 & 2	
ADN213	Computer-Based Art and Design: Graphics/Imaging C	Adv.	ADN212	Studies in Art and Design	Sem 1 & 2	
ADN214	Computer-Based Art and Design: Graphics/Imaging D	Adv.	ADN213	Studies in Art and Design	Sem 1 & 2	
ADN215	Computer-Based Art and Design: Electronic Media A	Adv.	ADN100 plus3 intro level courses	Studies in Art and Design, Information Systems	Sem 1 & 2	
ADN216	Computer-Based Art and Design: Electronic Media B	Adv.	ADN215	Studies in Art and Design	Sem 1 & 2	
ADN217	Computer-Based Art and Design: Electronic Media C	Adv.	ADN216	Studies in Art and Design	Sem 1 & 2	
ADN218	Computer-Based Art and Design:	Adv.	ADN217	Studies in Art and Design	Sem 2	

Electronic Media D			Design		
AUS210	The Lie of the Land	Adv.	4 intro level courses	Australian and Cultural Studies	Not offered in 2001
AUS211	Eve of Destruction: War Propaganda of the Twentieth Century	Adv.	4 intro level courses	Australian and Cultural Studies	Sem 1
AUS215	Leaders in Australian Studies	Adv.	4 intro level courses	Australian and Cultural Studies	Sem 2
AUS220	Research Project in Australian Studies	Adv.	4 intro level courses (<i>avail to students with AUS major only</i>)	Australian and Cultural Studies	Offered by application only
AUS221	More than a Game: Sport, Cultures and Societies	Adv.	4 intro level courses	Social and Community Studies, Australian and Cultural Studies, Politics and International Studies	Sem 2
AUS225	Life & Death in the City: Settlement to Federation	Adv.	4 intro level courses	Australian and Cultural Studies	Sem 2
AUS230	Talking History: Memory and the Past	Adv.	4 intro level courses	Australian and Cultural Studies	Not offered in 2001
AUS235	Internship in Environmental Heritage	Adv.	4 intro level courses, plus at least 4 adv courses in AUS incl. AUS265	Australian and Cultural Studies	Not offered in 2001
AUS245	Died Young: How Australians Create Heroes	Adv.	4 intro level courses	Australian and Cultural Studies	Not offered in 2001
AUS250	Riots and Rebellions: Conflict in Australian History	Adv.	4 intro level courses	Australian and Cultural Studies, Politics and International Studies, Social and Community Studies	Sem 1
AUS260	Coast to Coast: Mystery, Crime and	Adv.	4 intro level	Australian and Cultural Studies,	Sem 1

	Writing the City		courses	Environmental and Planning Studies	
AUS265	Walking Sites: Cultural Heritage Tours	Adv.	4 intro level courses	Australian and Cultural Studies	Not offered in 2001
AUS280	"True Grit": Urban Places - Dystopian Spaces	Adv.	4 intro level courses	Australian and Cultural Studies, Social and Community Studies	Sem 2
AUS285	Wonderworlds	Adv.	4 intro level courses	Australian and Cultural Studies	Not offered in 2001
AUS290	Upfront: A History of Film and Live Performance in Australia	Adv.	4 intro level courses	Australian and Cultural Studies	Not offered in 2001
CMN211	Small Screen, Big Business: The Television Industry*	Adv	4 intro level courses	Communication Studies	Sem 2
CMN212	Community and Corporate Event Management*	Adv	CMN250 or CMN235	Communication Studies	Sem 2
CMN213	Editing for the Communications Professional*	Adv	4 intro level courses	Communication Studies	Sem 2
CMN215	Creative Writing A	Adv.	4 intro level courses	Communication Studies	Sem 1
CMN230	Business Communication	Adv.	4 intro level courses	Communication Studies	Sem 1
CMN231	Public Relations: Corporate and Institutional	Adv.	CMN235 or CMN250	Communication Studies	Sem 2
CMN232	The Film Production Process: 'Day for Night'	Adv.	4 intro level courses	Communication Studies	Sem 1
CMN233	Writing for Australian Television	Adv.	CMN215 or CMN235	Communication Studies	Sem 1
CMN235	News Writing: Print and Broadcast	Adv.	4 intro level courses	Communication Studies	Sem 1

CMN236	Production Workshop	Adv.	192 units and must be enrolled in BA(Comm)	Communication Studies	Sem 1
CMN238	Creative Writing: Paperback Hero	Adv.	CMN215	Communication Studies	Sem 1
CMN239	Feature Writing	Adv.	CMN235	Communication Studies	Sem 2
CMN245	Kiddy Litter: Writing for Children and Young Adults	Adv.	CMN215	Communication Studies	Sem 2
CMN250	Public Relations: Community and Media Liaison	Adv.	4 intro level courses incl COR109	Communication Studies	Sem 1
CMN260	Novel Ideas: Creative Writing B	Adv.	CMN215	Communication Studies	Sem 2
CMN265	'Above and Below the Line': Writing for Film and Television	Adv.	CMN215 or CMN235	Communication Studies	Not offered in 2001
CMN270	Industry Research Project	Adv.	192 units; avail to BA(Comm) students only and BA(Env&Htge) students subject to approval	Communication Studies	Sem 1 & 2
ENP210	Planning Principles, Processes and Law	Adv.	4 intro level courses	Environmental and Planning Studies	Not offered in 2001
ENP215	Interacting with the Natural Environment	Adv.	4 intro level courses	Environmental and Planning Studies	Not offered in 2001
ENP230	Environment, Ethics and Economics	Adv.	4 intro level courses	Environmental and Planning Studies	Sem 1
ENP235	Sustainable Development	Adv.	4 intro level courses	Environmental and Planning Studies, Politics and International Studies	Sem 2
ENP240	Interpretation: Environment,	Adv.	8 courses	Environmental and Planning Studies	Sem 2

Heritage and Tourism					
ENP245	Social Demography	Adv.	4 intro level courses	Environmental and Planning Studies, Social and Community Studies	Not offered in 2001
ENP255	Urbanisation	Adv.	4 intro level courses	Environmental and Planning Studies, Social and Community Studies	Sem 1
INT210	Indonesian C	Adv.	INT110, INT111	Politics and International Studies	Sem 1
INT211	Indonesian D	Adv.	INT110, INT111, INT210	Politics and International Studies	Sem 2
INT212	Indonesian E	Adv.	INT211	Politics and International Studies	Sem 1
INT213	Indonesian F	Adv.	INT212	Politics and International Studies	Sem 2
INT220	Japanese C	Adv.	INT121	Politics and International Studies	Sem 1
INT221	Japanese D	Adv.	INT220	Politics and International Studies	Sem 2
INT222	Japanese E	Adv.	INT221	Politics and International Studies	Sem 1
INT223	Japanese F	Adv.	INT222	Politics and International Studies	Sem 2
INT230	Government-Business Relations: Making Public Policy in Australia	Adv.	4 intro level courses	Politics and International Studies, Social and Community Studies	Sem 1
INT231	Italian C	Adv.	INT131	Politics and International Studies	Sem 1
INT232	Italian D	Adv.	INT231	Politics and International Studies	Sem 2
INT233	Italian E	Adv.	INT232	Politics and International Studies	Sem 1
INT234	Italian F	Adv.	INT233	Politics and International Studies	Sem 2
INT235	The Philosophy of	Adv.	4 intro level	Politics and	Sem 2

	International Relations in a Changing World		courses	International Studies, International Business	
INT240	Passion of the People: Sport, Nationalism and Economics	Adv.	4 intro level courses	Politics and International Studies	Not offered in 2001
INT245	The Politics of the Americas	Adv.	4 intro level courses	Politics and International Studies	Sem 2
INT250	Forces of Change in International Politics	Adv.	4 intro level courses	Politics and International Studies, International Business	Sem 1
INT255	Rim and Islands: The Politics of the Asian-Pacific Region	Adv.	4 intro level courses	Politics and International Studies, International Business	Summer
INT265	Rocking the World: The Politics of Popular Music	Adv.	4 intro level courses	Politics and International Studies, Social and Community Studies	Sem 2
INT270	Politics and the Media	Adv.	4 intro level courses	Politics and International Studies	Not offered in 2001
INT280	In-Country Indonesian Study A	Adv.	INT100, INT111, INT210, and INT211 or equivalent	Politics and International Studies	Sem 1
INT281	In-Country Indonesian Study B	Adv.	INT100, INT111, INT210, and INT211 or equivalent	Politics and International Studies	Sem 2
INT290	In-Country Japanese Study A	Adv.	INT120 and INT121 or equivalent	Politics and International Studies	Sem 2
INT291	In-Country Japanese Study B	Adv.	INT120, INT121 or equivalent	Politics and International Studies	Sem 1
SCS210	Indigenous Australians and the	Adv.	4 intro level courses	Social and Community Studies, Australian and	Sem 1

	State			Cultural Studies, Politics and International Studies	
SCS211	Green Justice and Red Tape: Environmental and Social Issues	Adv.	4 intro level courses	Social and Community Studies, Australian and Cultural Studies, Politics and International Studies	Sem 2
SCS215	Deviance: Deviations and Dubious Distinctions	Adv.	4 intro level courses	Social and Community Studies	Sem 1
SCS220	Gender and Society	Adv.	4 intro level courses	Social and Community Studies	Sem 2
SCS225	Social and Community Research	Adv.	4 intro level courses	Social and Community Studies, Environmental and Planning Studies	Sem 2
SCS230	Understanding Society	Adv.	4 intro level courses	Social and Community Studies, Politics and International Studies	Sem 1
SCS235	Providing for the People: Social Justice, Welfare and the State	Adv.	4 intro level courses	Social and Community Studies, Politics and International Studies	Not offered in 2001
SCS260	Community Work	Adv.	4 intro level courses; BSocSc (CommWk) students only	Social and Community Studies	Sem 1
SCS261	Community Work Practice	Adv.	SCS230, race/ethnicity course, gender course, SCS260; coreq: SCS271; BSocSc (CommWk) students only	Social and Community Studies	Sem 2
SCS270	Community Work Skills 1	Adv.	4 intro level courses; BSocSc	Social and Community Studies	Sem 1

			(CommWk) students only		
SCS271	Community Work Skills 2	Adv.	4 intro level courses; BSocSc (CommWk) students only	Social and Community Studies	Sem 2
SCS280	Counselling for the Human Services Professional	Adv.	4 intro level courses; BSocSc (CommWk) students only	Social and Community Studies	Sem 2
SCS285	Health, Society and Culture	Adv.	4 intro level courses	Social and Community Studies	Not offered in 2001
SCS286	Disability: Culture, Community and Change	Adv.	4 intro level courses	Social and Community Studies	Sem 2
SCS290	Culture Vultures	Adv.	4 intro level courses	Social and Community Studies	Not offered in 2001
SCS295	Gender: A Cross Cultural Perspective	Adv.	4 intro level courses	Social and Community Studies	Not offered in 2001

FACULTY OF BUSINESS

<i>Course Code</i>	<i>Course Name</i>	<i>Level</i>	<i>Requisites (Prerequisite unless otherwise stated)</i>	<i>Area of Study</i>	<i>Sem Offered</i>
BUS101	Applied Research Methods	Intro.	Nil	All business areas	Sem 2
BUS102	Economics for Business	Intro.	Nil	All business areas	Sem 1
BUS103	Business Law and Ethics	Intro.	Nil	All business areas	Sem 1
BUS104	Managing the Organisation	Intro.	Nil	All business areas	Sem 1
BUS105	Marketing Theory and Practice	Intro.	Nil	All business areas	Sem 2
BUS106	Introductory Accounting	Intro.	Nil	All business areas	Sem 2
BUS107	Accounting for Non-Accountants	Intro.	Nil	All business areas	Sem 2
ACC210	Financial Accounting	Adv.	BUS106	Accounting, General Business	Sem 1
ACC211	Business Finance	Adv.	BUS102	Accounting, General Business	Sem 1
ACC220	Law of Business Associations	Adv.	BUS103	Accounting, General Business	Sem 2
ACC221	Company Accounting	Adv.	ACC210	Accounting, General Business	Sem 2
ACC310	Management Accounting	Adv.	BUS106	Accounting, General Business	Sem 1
ACC311	Taxation Law and Practice	Adv.	BUS103	Accounting, General Business	Sem 1
ACC320	Contemporary Accounting Issues	Adv.	ACC221	Accounting, General Business	Sem 2
ACC321	Auditing and Professional Practice	Adv.	ACC221	Accounting, General Business	Sem 2
BUS301	Advanced Research Methods	Adv.	BUS101	Any Business area of study	Sem 1
HRM210	Managing Human Resources	Adv.	Nil	Human Resource Management,	Sem 1

				Management, General Business	
HRM220	Industrial Relations	Adv.	Nil	Human Resource Management, General Business	Sem 2
HRM310	Leadership and Team Dynamics**	Adv.	BUS104	Human Resource Management, General Business	Sem 1
HRM320	Contemporary Workplace Issues**	Adv.	HRM210,	Human Resource Management, General Business	Sem 2
IBS210	Principles of International Business	Adv.	BUS104	International Business, General Business	Sem 1
IBS220	Transnational Management	Adv.	BUS104	International Business, Management	Sem 2
IBS221	Trade and Finance in a Global Economy	Adv.	BUS102	International Business, General Business	Sem 2
IBS310	International Marketing	Adv.	BUS105	International Business, Marketing, General Business	Sem 1
IBS320	Export Management	Adv.	IBS310	International Business, General Business	Sem 2
IBS321	International E- Business Marketing Strategy**	Adv.	Any 6 Advanced Business courses	International Business, General Business	Sem 2
INF210	Introduction to Electronic Commerce**	Adv.	COR108	Information Systems, General Business	Sem 1
INF211	Data Modelling	Adv.	COR108	Information Systems, Studies in Art and Design, General Business	Sem 1
INF220	Systems Analysis and Design	Adv.	COR108, COR109	Information Systems, General Business	Sem 2
INF221	Business Programming	Adv.	COR108	Information Systems	Sem 2

INF310	Advanced Systems Analysis and Design	Adv.	INF211, INF220	Information Systems, General Business	Sem 1
INF311	Advanced Business Programming	Adv.	INF211, INF221	Information Systems, General Business	Sem 1
INF320	Electronic Commerce	Adv.	INF210, INF220; or ADN215, ADN216, ADN217	Information Systems, Studies in Art and Design, General Business	Sem 2
INF321	Issues in Information Systems	Adv.	Any 6 adv level business courses	Information Systems, Management	Sem 2
MGT210	Project and Event Management**	Adv.	BUS104	Management, General Business	Sem 1
MGT310	Small Business Management and Entrepreneurship**	Adv.	BUS104	Management, General Business	Sem 1
MGT320	Management Strategy	Adv.	BUS104 or BUS105 plus 1 other Management or Marketing course	Management, Marketing, General Business	Sem 2
MKG210	Consumer Behaviour	Adv.	BUS105	Marketing, General Business	Sem 1
MKG211	Services Marketing	Adv.	BUS105	Marketing, International Business, General Business	Sem 1
MKG220	Promotions Management	Adv.	BUS105	Marketing, General Business	Sem 2
MKG221	Sport and Event Marketing	Adv.	BUS105	Marketing, General Business	Sem 2
MKG301	Advanced Research Methods (Marketing)	Adv.	BUS001, BUS105	Marketing, General Business	Sem 1
MKG321	Marketing Research Project	Adv.	MKG301	Marketing	Sem 2
TSM210	Tourism Management	Adv.	Nil	Tourism, Management, General Business	Sem 1

TSM211	Tourist Behaviour and Special Interests**	Adv.	Nil (best taken with TSM210)	Tourism, General Business	Sem 1
TSM220	Sustainable Tourism and Eco-tourism Management	Adv.	TSM210	Tourism, Environment and Planning Studies (Major only)	Sem 2
TSM221	Tourism Policy, Planning and Development**	Adv.	TSM210	Tourism, General Business	Sem 2
TSM222	Ecotourism: a Sustainable Option? **	Adv.	TSM210	Tourism, General Business	Sem 2
TSM310	International Tourism Marketplace	Adv.	TSM210	Tourism, General Business	Sem 1
TSM311	Special Interest Tourism	Adv.	TSM210	Tourism, General Business	Sem 1
TSM312	Sustainable Tourism**	Adv.	TSM222	Tourism, General Business	Sem 1
TSM313	Tourism, Technology and Innovation**	Adv.	TSM210	Tourism, General Business	Sem 1
TSM320	Contemporary Tourism Issues	Adv.	6 advanced level courses	Tourism	Sem 2
TSM321	Tourism Planning and Development		TSM210	Tourism	Sem 2
TSM322	Developing and Marketing the Tourism and Hospitality Product**	Adv.	TSM210	Tourism, General Business	Sem 2
TSM323	Practicum in Tourism**	Adv.	Any 6 Tourism Courses	Tourism	Sem 2
XXX331	Applied Business Project (1 course value)	Adv.	At least 6 courses in the relevant major	All business areas	Sem 1 or 2
XXX332	Applied Business Project (2 course value undertaken in one semester)	Adv.	At least 6 courses in the relevant major	All business areas	Sem 1 or 2

XXX334 A & XXX334 B	Applied Business Project (2 course value undertaken over two semesters)	Adv.	At least 6 courses in the relevant major	All business areas	Sem 1 & 2
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FACULTY OF SCIENCE

<i>Course Code</i>	<i>Course Name</i>	<i>Level</i>	<i>Requisites (Prerequisite unless otherwise stated)</i>	<i>Area of Study</i>	<i>Sem Offered</i>
SCI101	Environmental Processes	Intro.	Nil	All science areas	Sem 1
SCI102	Ecology	Intro.	Nil	All science areas	Sem 2
SCI103	Cell Biology	Intro.	Nil	All science areas	Sem 1
SCI104	Cell Metabolism	Intro.	SCI105	All science areas	Sem 2
SCI105	Chemistry	Intro.	Nil	All science areas	Sem 1
SCI107	Physical Processes	Intro.	Nil	All science areas	Sem 2
SRP101	Science Research Project 1	Intro.	Approval of the Dean	Area of interest	Sem 1
SRP102	Science Research Project 2	Intro.	Approval of the Dean	Area of interest	Sem 2
BIM252	Human Nutrition	Adv.	MBT251	Nutrition	Sem 2
BIM261	Principles of Pharmacology and Toxicology	Adv.	SCI104, SCI103, Coreq: LFS201	Pharmacology and Toxicology	Sem 1
BIM262	Systematic Pharmacology	Adv.	BIM261, Coreq: LFS202	Pharmacology and Toxicology	Sem 2
BIM351	Clinical Nutrition	Adv.	BIM252	Nutrition	Sem 1
BIM352	Current Issues in Nutrition	Adv.	BIM351	Nutrition	Sem 2
BIM361	Toxins - Mechanisms and Diseases	Adv.	BIM262	Pharmacology and Toxicology	Sem 1
BIM362	Environmental Toxinology and Toxicology	Adv.	BIM361	Pharmacology and Toxicology	Sem 2
CPH251	Health Promotion Strategies	Adv.	6 first year courses	Public Health Practice	Sem 1
CPH252	Needs Assessment and Planning	Adv.	CPH251	Public Health Practice	Sem 2
CPH261	Research Design and Analysis	Adv.	6 first year courses	Public Health Research Strategies	Sem 1
CPH262	Environmental Health: Hazards,	Adv.	6 first year courses	Public Health Research Strategies	Sem 2

Risks and Audits					
CPH351	Public Health Implementation and Evaluation	Adv.	CPH252	Public Health Practice	Sem 1
CPH352	Current Issues in Promoting Health	Adv.	CPH351	Public Health Practice	Sem 2
CPH361	Epidemiology and Biostatistics	Adv.	CPH261	Public Health Research Strategies	Sem 1
CPH362	Public Health Project	Adv.	CPH261	Public Health Research Strategies	Sem 2
ENS201	Australian Vegetation, Wildlife and Habitats	Adv.	ENS202	Natural Environment	Sem 2
ENS202	Aquatic Ecosystems	Adv.	SCI101, SCI102	Natural Environment	Sem 1
ENS211	Agricultural Ecology	Adv.	SCI101, SCI102	Managed Ecosystems	Sem 1
ENS212	Intensively Managed Ecosystems	Adv.	ENS211	Managed Ecosystems	Sem 2
ENS301	Ecological Concepts	Adv.	ENS201	Natural Environment	Sem 1
ENS302	Conservation Ecology	Adv.	ENS301	Natural Environment	Sem 2
ENS311	Production Systems	Adv.	ENS212	Managed Ecosystems	Sem 1
ENS312	Ecosystem Management	Adv.	ENS311	Managed Ecosystems	Sem 2
ESS251	Environmental Monitoring and Data Analysis	Adv.	6 first year courses	Environmental Management, Environmental and Planning Studies	Sem 1
ESS252	Environmental Management Strategies	Adv.	6 first year courses	Environmental Management	Sem 2
ESS261	Water and Sediment Processes	Adv.	SCI101, SCI102, SCI105	Environmental Restoration	Sem 1
ESS262	Landscape Processes and Restoration	Adv.	ESS261	Environmental Restoration	Sem 2

ESS271	Marine Dynamics	Adv.	coreq: ENS202	Marine Science	Sem 1
ESS272	Marine Ecology	Adv.	ESS271	Marine Science	Sem 2
ESS351	Integrated Catchment Management	Adv.	6 first year courses	Environmental Management	Sem 1
ESS352	Built Environment and Waste Management	Adv.	6 first year courses	Environmental Management	Sem 2
ESS361	Environmental Restoration	Adv.	ESS262	Environmental Restoration	Sem 1
ESS362	Environmental Restoration Practice	Adv.	ESS361	Environmental Restoration	Sem 2
ESS371	Aquaculture	Adv.	ESS272	Marine Science	Sem 1
ESS372	Integrated Marine Systems	Adv.	ESS371	Marine Science	Sem 2
LFS201	Physiology and Anatomy 1	Adv.	SCI103, SCI104	Physiology and Anatomy	Sem 1
LFS202	Physiology and Anatomy 2	Adv.	LFS201	Physiology and Anatomy	Sem 2
LFS211	Foundations of Human Health and Development	Adv.	SCI103, SCI104	Human Health and Development	Sem 1
LFS212	Childhood Health and Development	Adv.	LFS211	Human Health and Development	Sem 2
LFS301	Pathobiology	Adv.	LFS202	Physiology and Anatomy	Sem 1
LFS302	Pathophysiology	Adv.	LFS301	Physiology and Anatomy	Sem 2
LFS311	Adolescent and Reproductive Health	Adv.	LFS211	Human Health and Development	Sem 1
LFS312	Health and Development in the Aged	Adv.	LFS211	Human Health and Development	Sem 2
MBT251	Biochemistry	Adv.	SCI104, SCI103	Nutrition, Biotechnology	Sem 1
MBT252	Molecular Biology	Adv.	MBT251	Biotechnology	Sem 2
MBT351	Protein Engineering	Adv.	MBT252	Biotechnology	Sem 1

MBT352	Biotechnology Applications	Adv.	MBT351	Biotechnology	Sem 2
MEP252	Pathogens and Disease	Adv.	MEP254	Medical Microbiology and Immunology	Sem 2
MEP253	Communicable Diseases and Epidemiology	Adv.	MEP252	Medical Microbiology and Immunology	Sem 1
MEP254	Immunology	Adv.	SCI103, SCI104	Medical Microbiology and Immunology	Sem 1
MEP262	Microbial Biodiversity	Adv.	MEP263	Environmental Microbiology	Sem 2
MEP263	Microbial Isolation, Physiology and Metabolism	Adv.	SCI102, SCI104	Environmental Microbiology	Sem 1
MEP351	Microbial Pathogenesis	Adv.	MEP253	Medical Microbiology and Immunology	Sem 2
MEP361	Microbial Ecosystems	Adv.	MEP262	Environmental Microbiology	Sem 1
MEP362	Current Issues in Microbial Ecology and Biotechnology	Adv.	MEP361	Environmental Microbiology	Sem 2
SPL254	Biochemistry and Physiology of Exercise	Adv.	SCI103, SCI104	Exercise Prescription	Sem 1
SPL255	Exercise Screening and Testing	Adv.	SPL254	Exercise Prescription	Sem 2
SPL263	Functional Anatomy	Adv.	SCI103, SCI107	Foundations of Movement	Sem 1
SPL264	Biomechanics	Adv.	SPL263	Foundations of Movement	Sem 2
SPL351	Performance Enhancement 1	Adv.	SPL255, SPL264	Performance Enhancement	Sem 1
SPL352	Performance Enhancement 2	Adv.	SPL352	Performance Enhancement	Sem 2
SPL353	Exercise Prescription and Programming	Adv.	SPL255	Exercise Prescription	Sem 1
SPL354	Exercise Health and Lifestyle	Adv.	SPL353	Exercise Prescription	Sem 2

SPL356	Exercise Prescription for Special Populations 1	Adv.	SPL255, SPL263, Coreq:SPL353	Rehabilitation	Sem 1
SPL357	Exercise Prescription for Special Populations 2	Adv.	SPL356	Rehabilitation	Sem 2
SPL358	Occupational Biomechanics	Adv.	SPL264	Biomechanics	Not offered in 2001
SPL359	Sport Biomechanics	Adv.	SPL358	Biomechanics	Not offered in 2001
SRP201	Science Research Project 3	Adv.	Approval of the Dean	Area of interest	Sem 1
SRP202	Science Research Project 4	Adv.	Approval of the Dean	Area of interest	Sem 2
SRP301	Science Research Project 5	Adv.	Approval of the Dean	Area of interest	Sem 1
SRP302	Science Research Project 6	Adv.	Approval of the Dean	Area of interest	Sem 2

*** subject to approval*

Course Descriptions

UNDERGRADUATE

ACC210 Financial Accounting

This course is structured to enable students to complete financial accounting tasks with reference to the professional, legislative and theoretical framework of accounting. Completion of the course should enable students to demonstrate knowledge of the 'regulatory' environment within which accounting procedures and reporting practices operate. Financial Accounting is a key course for students who wish to pursue a career in professional accounting. Topics covered include the accounting conceptual framework; accounting for non-current assets and intangibles; accounting for company formation and operations; cash flow statements; financial statement analysis; and accounting for leases.

ACC211 Business Finance

This course is designed to introduce and provide a basic knowledge of financial management decision making. It is structured to provide students of varying backgrounds with some insight for the necessity to consider the financial implications of management decisions. As such, it steers a middle course between a rigorous, formal discussion and derivation of major results from finance theory and a purely intuitive and descriptive treatment. Sound financial management is crucial to a firm's solvency and long term profitability. Therefore coverage of the course includes financial decisions, the concept of risk, asset pricing models (CAPM and APT), investment evaluation techniques, options and other derivatives, capital markets, dividend policy, taxation, acquisitions and treasury risk management.

ACC220 Law of Business Associations

Law of Business Associations builds on the knowledge gained by students in the foundation course Business Law and Ethics. The nature, scope and operation of different business structures is an important aspect of the framework that shapes business decision making and policy formulation. This course is designed to provide students with an understanding of common business structures and their operation. Law of Business Associations is a key course for students that wish to pursue a professional accounting career. Topics covered include law relating to partnerships, joint ventures and trusts; the development of company law in Australia; types and characteristics of companies; the company constitution; corporate dealings with outsiders; members and capital; the role of auditors, directors and management of companies; payment of company dividends; company meetings and accounts.

ACC221 Company Accounting

The company structure is a popular form of business structure. The content of the course may be loosely divided into three sections. One section concerns disclosure of the financial reports of companies and the preparation of the financial statements of

companies. This area is governed by the Corporations Law, Australian Stock Exchange requirements and accounting standards set down by the Australian Accounting Standards Board (AASB). The second section covers specific procedures, dictated by AASB standards and the Corporations Law, required to account for company income tax, foreign currency transactions, the recognition and measurement of goodwill and the liquidation of companies. The remaining section of the course concerns investments in other entities including accounting for investments in associated entities and in subsidiary entities. A major part of this section is devoted to the preparation of consolidated financial statements including consolidated cash flow statements.

ACC310 Management Accounting

This course covers the role of the management accountant, job and process costing systems, the master budget, flexible budgeting, accounting for materials, labour and overhead, cost-volume-profit analysis, decision making and relevant costs, transfer pricing, performance evaluation and responsibility accounting, joint- and by-product costing, direct and absorption costing. Both traditional and contemporary methods are contrasted (ABC, JIT, TQM). Concepts embodied in theories underlying management accounting practices are examined as they apply to the current body of knowledge.

ACC311 Taxation Law and Practice

Business decisions often require a consideration of taxation implications, therefore an understanding of the basic principles of taxation law is important for business graduates. This course is designed to provide the student with a basic understanding of the Income Tax Assessment Act, judicial interpretations and policy, and taxation practice. Taxation Law is a key course for students who wish to pursue a career in professional accounting. Topics covered in this course include the background, sources, functions and objectives of the Australian taxation system; assessable income; allowable deductions; trading stock; capital gains tax; fringe benefits tax; GST, administration of taxation law; rebates, rates and levies; taxation entities and other relevant and current taxation issues.

ACC320 Contemporary Accounting Issues

Contemporary Accounting Issues is designed to provide students with a deeper understanding of the function of financial accounting in today's complex business environment. The course expands upon existing knowledge of the accounting model and introduces the student to the role of theory in determining the impact of accounting in the economic environment. The learning process involves reflection on current accounting standards and unresolved issues to identify underlying theoretical perspectives which impact on accounting practice. Topics covered include the conceptual model of accounting; issues relevant to specific accounting standards; the impact of accounting regulation; the economic environment of accounting; accounting policy choice theory; relevance of accounting issues to professional practice; alternative philosophical methods of analysis. Concepts underpinning professional judgement by accounting practitioners are examined.

ACC321 Auditing and Professional Practice

An important part of accounting practice involves the audit function. This course is structured to assist students in auditing different types of firms, using a range of audit tools and techniques. The course covers the audit of computerised systems as well as selected manual accounting systems. Students are exposed to auditing theory integrated with audit methodology and a limited 'hands-on' experience is provided by means of an audit case study.

ADN100 Introduction to Computer-Based Art and Design

(Students who have successfully completed ADN210 Introduction to Computer-Based Art and Design, cannot enrol in this course.)

This course introduces students to new imaging technologies by encouraging the creative use of computer imaging software. A series of projects are undertaken which combine practical/technical skills with an understanding of issues relating to art and design. Students can develop an aesthetic or visual language appropriate to a new medium and to position the technological image within a broader visual/cultural context. The widespread use of computer images in areas such as art/design, science, medicine, geography, advertising and on the Internet, provides the opportunity to relate this course to a broad range of interests. Quota.

ADN110 Visual Design and Communication*

Contemporary culture is a visual culture, and image literacy, like literacy and numeracy, is one of the fundamental skills required to negotiate contemporary life. With an emphasis on theory, practice and criticism, this studio-based course aims to develop in students the capacity to make and evaluate their own work as well as other visual images encountered in life. Students are introduced to some of the 'traditional' media such as drawing, painting and graphics, and gallery visits, studio visits and visiting artists may be included in the program. Quota.

ADN211 Computer-Based Art and Design: Graphics/Imaging A

This course allows students to build further on their creative interaction with the computer. Students have an opportunity through a series of projects to develop their individual skills and further explore the wide range of art/design possibilities available through digital imaging. The emphasis is on practical work while developing an awareness of the broader visual/cultural context of computer-based art and design. Students move from the use of bitmapped images into the areas of object orientated software. Quota.

ADN212 Computer-Based Art and Design: Graphics/Imaging B

The first project in this course *replicates* a "real life" design brief and requires students to work creatively as part of a team. The emphasis of the project is on developing originality in the context of a prescribed framework and on working cooperatively with other towards a professional outcome. A second project introduces students to desktop

publishing (DTP) through magazine design for which students have the opportunity to decide on content and context. Quota.

ADN213 Computer-Based Art and Design: Graphics/Imaging C

This course enables students to work on more advanced projects in order to develop depth to their design. Design outcomes and the relevance of theoretical, economic, technical and ethical concerns, along with the pragmatics of context, are explored. The course includes a complex publishing project and a negotiated project where students formulate a design problem and develop a solution. Quota.

ADN214 Computer-Based Art and Design: Graphics/Imaging D

Technological change is a constant feature of computer-based art and design and while the mechanics of the tool are important, it is crucial that students develop a critical engagement with the medium. This engagement, the interface with technology is explored and students have an opportunity to explore critically and creatively their relationship with the computer and the implications of this for human and cultural identity. Quota.

ADN215 Computer-Based Art and Design: Electronic Media A

This course extends the design skills developed in the context of static, two-dimensional design into the area of Web design and multimedia. The design processes explored in previous courses are applied to Web design. Potential for the development of innovative solutions and opportunities of designing for use within the computer are exciting and unlimited. The relationship between concrete identity (eg packaging, print and signage) and cyber identity is examined. Quota.

ADN216 Computer-Based Art and Design: Electronic Media B

First principles established in ADN215 are expanded through practical projects. Students learn to develop their own answers to crucial design issues. Questions such as 'What will web content need to look like when, in the near future, it may be delivered to the consumer via a wristwatch or the microwave oven? " are addressed. Given that the World Wide Web publishes to the international community, emphasis is also placed on the sensitivity of design to cultural, physical, and technological difference. Quota.

ADN217 Computer-Based Art and Design: Electronic Media C

In this course students design interactions for websites and CD-Roms. Engagement interaction can be simple question and answer, or complex animated demonstrations that require user input and server feedback before a next step opens to the user. Designing such knowledge building, learning interactions within websites and CD-Roms is the next important issue in Electronic Media design. Quota.

ADN218 Computer-Based Art and Design: Electronic Media D

Video and sound with their ability to enhance digital presentations, form the next key component of interactive multimedia. They are essential skills in a multimedia tool box

for employment in today's rapidly expanding world of electronic publication, including online education and training, professional presentations, web and CD-Rom – even business cards are incorporating video. In this course, students investigate how time-based media can broaden and enhance the interactive possibilities of multimedia.

AUS100 Australian Spaces

Movies like *Crocodile Dundee* and *Priscilla Queen of the Desert* or television programs such as *The Great South East* play on our image of Australian spaces. This course analyses images of characteristic places in Australia; places such as the beach, nightclub, pub, country town, Noosa, Olympic Games venues, suburban backyard, or Uluru. Examples from film, television, tourist brochures and environmental planning are used to introduce techniques for analysing our relation to place. What is distinctive about the way places in Australia are imagined and how has the idea of Australian places changed over time?

AUS110 Sport and Leisure Issues

Students interested in looking at issues such as drugs in sport will be interested in studying *Sport and Leisure Issues*. This first-year course examines the history and sociology of sport and leisure, focusing on Western modern sport since the nineteenth century. Issues that affect sport, such as gender, politics, nationalism, economics, class and the media are explored. Topics include sports and Olympic history, sports science and drugs, national identity, State of Origin and the media. Walt Disney World, McDonalds and pet rocks are topics also explored.

AUS120 The TeXt Files: Introduction to Cultural Studies

Why do people like some television shows and not others? Why do certain films resonate with audiences while others flop? Why do certain ads irritate viewers while some are sung in the shower? This course explores how various media (including television, film, advertising, literature music videos and magazines) communicate with audiences in different cultural contexts and the messages that audiences interpret. Students who like watching television and films, reading and listening to music and have an inquiring mind, will be interested in this course.

AUS130 Gizmo: A Social History of Technology

This course provides a history of technology whilst introducing Internet teaching and learning methods. It encourages students to explore the concept of 'invention'; how different inventions have occurred; how and why particular technologies and versions of technologies have been produced, marketed and consumed; and the impacts of these technologies. The interactions between four inter-related elements of our lives and technology are emphasised; namely work, the domestic sphere, war and leisure. A better understanding of our society through the social history of technology is emphasised.

AUS210 The Lie of the Land

This course focuses on the story of European interest in Australia and on the legal impact of this European quest upon the indigenous people of Australia. This story has intriguing milestones – the fifteenth century rounding of the Cape of Good Hope; a papal agreement between Spain and Portugal in 1494; and Catherine the Great's eighteenth century shopping spree for Baltic hemp. These were crucial aspects of European interest in Australia, and played their role in the British decision to send a young naval officer to the Pacific in the 1770s.

AUS211 Eve of Destruction: War Propaganda of the Twentieth Century

Join Yertel the Turtle, Biggles and Hitler, and learn about the story of modern propaganda and warfare. This course combines history and communication studies to examine the emergence of war propaganda and its development during the twentieth century. A range of media forms and war propaganda especially during WWI, WWII, and the Vietnam and Kuwait conflicts, are analysed.

AUS215 Leaders in Australian Studies

This course focuses on the research of prominent scholars in the field of Australian Studies. Distinguished Australian scholars are invited to present the lecture series. The associated seminar program complements the lectures, and typically, focuses on some of the recent work of the visiting scholar.

AUS220 Research Project in Australian Studies

What did you like best about Australian Studies? Was it analysing *Priscilla, Queen of the Desert* in *Australian Spaces*? Or did the rock and roll heroes in *True Grit* and *Died Young* fascinate you? Or did learning about the pathbreaking 'Mabo' High Court ruling in *Lie of the Land* leave you wishing you knew more. If so, why not take the research one step further... The *Research Project in Australian Studies* invites you to spend the semester on just one project of your choice. Find a supervisor, find a project and put on your researching boots. Quota.

AUS221 More than a Game: Sport, Cultures and Societies

This course introduces an issues-based approach to the study of sport to examine the role of sport in the construction and maintenance of societal norms and deviance, as well as analysing the position of the body within the sports process. The historical and international focus provides a framework for understanding the processes by which sport and sports participation reaffirms and perpetuates the 'Normal' and the 'Other'. Sport's contribution to the oppression, marginalisation and exploitation of groups, and specifically the deviance inscribed upon the body over time and across cultures, is also investigated.

AUS225 Life and Death in the City

In the mid-nineteenth century cities were so unhygienic and disease-ridden they were called 'man-killers'. In the early twenty-first century we talk about the liveability and health of cities. This is an urban history course with a big-sweep. We'll be looking at how urban populations obtained and traded in food; dealt with plague and disease; and how urban planners incorporated drains, rubbish dumps and cemeteries into the urban fabric.

AUS230 Talking History: Memory and the Past

Oral history is a rewarding and fun (although occasionally frustrating) way to explore the past. This course introduces students to the theory and practice of oral history. Key issues include the uses and limitations of oral history, the relationship between memory and history, ethical concerns, and conducting interviews. Students undertake their own oral history project as a major part of this course.

AUS235 Internship in Environmental Heritage

This course is designed to provide students with experience of conducting research within an organisational environment. Students should not try to organise their own internships, but should fit within arrangements made by the coordinator of Australian and Cultural Studies. Normally the organisation will require a short report and a presentation of the results of the research. Quota.

AUS245 Died Young: How Australians Create Heroes

How did Diana, Princess of Wales, become the first true global celebrity? Why watch 'Popstars' or the movie *Chopper*? Who has plans for Pierce Brosnan as the next Ned Kelly? Is it true that ten per cent of Australians believe that Elvis is hiding in Wagga? Through the lives of battlers and the rich and famous, this course explores the way celebrities and national myths are created, and what a mythology of the hero who 'died young' says about Australia. The course introduces skills for analysing and creating celebrity biographies in a range of media.

AUS250 Riots and Rebellions: Conflict in Australian History

War! Strikes! Riots! Demonstrations! These are key words in Australia's social history. This course explores conflict and violence in Australia's past and present including racial, gender, class and ideological conflicts, protest movements, and our involvement in wars. If you ever thought Australian history was boring, then enrol in this course and change your mind.

AUS260 Coast to Coast: Mystery, Crime and Writing the City

By following the fictive trail left by Mafia Bosses and Zombies, femme fatale and the private eye, this course compares mysterious figures lurking at the heart of modern culture. Coast to Coast uses the lens of crime and mystery writing, film and television to explore those aspects of urban design and imagery central to our fears about the city and wilderness. It introduces theories which can explain our fascination with the dark

worlds of crime and horror and to writing and imaging techniques for creating and interpreting tales of evil and corruption.

AUS265 Walking Sites: Cultural Heritage Tours

This course explores cultural tourism and cultural heritage. Students produce a Walking Tour booklet detailing the historical and cultural heritage significance of sites, views, trees and other significant aspects of the walk. Emphasis is given to research within the Sunshine Coast community. Opportunities exist for team work with Computer-Based Art and Design students to have your living walking history path recreated as a web-walk.

AUS280 "True Grit": Youth, Subcultures and the Media

Why do young people pierce their bodies, or identify with particular forms of body art and musical styles? Why do young people resist authority? Take drugs? Commit suicide? By examining a range of films, television shows, newspaper reports, magazines and music videos, this course explores the relationship between youth, subcultures and the media and the various representations of young people that circulate in society from the past to the present.

NB Due to the sensitive and provocative nature of the material in this course is R rated and thus is only available to students over 18 years of age.

AUS285 Wonderworlds

The future has long been a source of wonder and fascination for a variety of cultural producers and commentators. This course seeks to investigate some of the ways in which the future and alternate worlds have been imagined. The Bible, the prophecies of Nostradamus, the legends of Count Dracula and other nightmarish monsters, witches, aliens, cyborgs, UFOs and galactic empires will all be examined. The truth is out there – *Wonderworlds* doesn't promise to find it, but it is interesting trying!

AUS290 Upfront: A History of Film and Live Performance in Australia

From *Dad and Dave* to *The Dish*, this course explores Australian film over the last 100 years with reference to film in North America and Europe. It investigates the link between film and live performance and considers film and live theatre within contexts of audience, theatre and the changing film industry. By employing techniques of historical analysis and screen studies, the course aims to give a broad grasp of the way film reflects Australian society and where the Australian movie business fits in the world of cinema.

BIM252 Human Nutrition

This course applies the basic concepts learnt in nutritional biochemistry to the human life cycle and undertakes a thorough overview of the mechanisms of digestion, absorption, transport and excretion of nutrients. The principles of energy intake and expenditure, measurements and calculations will be illustrated. An overview of the macronutrients (carbohydrates, lipids and proteins) in human nutrition will be provided,

together with a detailed discussion on the importance of the micronutrients (vitamins, minerals and water). The course will describe nutrition and health related issues throughout the human life cycle (infancy, childhood, adolescence, adulthood, reproduction, the aging process) from a comprehensive biochemical perspective. The nutritional needs of special groups in the Australian population such as the indigenous peoples, migrants, and elite-level athletes will be discussed. Advanced techniques in biochemical analysis will be introduced to the student, including gas chromatography, high pressure liquid chromatography, enzyme immunoassay, radioimmunoassay, and protein purification.

BIM261 Principles of Pharmacology and Toxicology

This course is the first of a 4 course series in pharmacology and toxicology for those students in the BSc (Biomedical Sciences) and is given in the first semester of the second year of study. This course will describe the principles of pharmacology and toxicology and the techniques relevant to drug discovery and design.

BIM262 Systematic Pharmacology

This course is the second of a 4 course series in pharmacology and toxicology for those students in the BSc (Biomedical Sciences) and is given in the second semester of the second year of study. This course will describe the pharmacology of drugs that act of the different body systems and chemotherapeutic agents that are active against microbial agents, parasites and cancer.

BIM351 Clinical Nutrition

Clinical Nutrition applies the basic principles of nutritional biochemistry, together with concepts of nutritional immunology, to the area of human health and disease. The course will provide a biochemical and immunological rationale for the diagnosis, prognosis and monitoring of major disease processes and clinical disorders such as cardiovascular disease, hypertension, renal dysfunction, liver disease, HIV infection and AIDS, hypertension, anaemia, diabetes mellitus, metabolic disorders, blood acid-base imbalance and cancer. Nutritional recommendations for the management of chronic disease and clinical disorders will be discussed. An important adjunct to these studies is the use of pathology laboratory data to diagnose pathological states and to follow the course of medical and nutritional treatment.

BIM352 Current Issues in Nutrition

The course will introduce students to the current biochemical and immunological issues and directions in nutritional research. As part of their studies, students will undertake a small research project in nutritional biochemistry and/or immunology under the supervision of experienced academic staff and/or qualified health professionals in the local community. Intensive guidance will be offered during the development of the research project and report preparation. Outside these times, regular meetings will be timetabled by supervisors with their students to discuss experimental design, the conduct of studies, and the significance of results. Students will be required to give an

oral presentation and prepare a report on their research outcomes. The research project will prepare students for honours and postgraduate study.

BIM361 Toxins - Mechanisms and Diseases

This course is the third of a 4 course series in pharmacology and toxicology for those students in the BSc (Biomedical Sciences) and is given in the first semester of the third year of study. This course will describe the major groups of toxins that affect mammals and their mechanisms of actions.

BIM362 Environmental Toxinology and Toxicology

This course is the fourth of a 4 course series in pharmacology and toxicology for those students in the BSc (Biomedical Sciences) and is given in the second semester of the third year of study. This course will describe the principles of environmental toxicology, issues related to drug residues and regulation of drugs and toxic chemicals in the Australian community.

BUS101 Applied Research Methods

This course aims to introduce students to business research methods as a foundational part of their business education. It covers elements of the research process including problem definition, literature review, hypothesis development, types of research design and data collection methods; sampling strategies; statistical data analysis and interpretation; qualitative research approaches; ethical issues in research; and the reporting of research results. Statistical analysis is also carried out using SPSS software.

BUS102 Economics for Business*

The three main areas of the course are Micro-economics: how do demand-side, supply-side forces interact with various market structures to determine the prices and quantities of goods that are exchanged? ; Macro-economics: how do the total demand and total supply of all goods (along with unemployment and inflation) change in the course of long-term growth and during business cycles and how can government policies affect these variables? ; and International Economics: how do macro-economics and micro-economic actions and outcomes change when exchanges occur across international boundaries? The course looks both at basic theory and at typical policies adopted by governments to shape real outcomes. The aim is to equip students with a clear understanding of basic notions which can be applied to daily life. Since the news media are the main real-time source of data about economic events, a secondary goal is to help students use these resources intelligently and critically.

BUS103 Business Law and Ethics

Law and ethical issues have an increasing impact on business in Australia. This course aims to provide students with a foundation in the study of business law and ethics. The course is structured to provide the student with an elementary understanding of the current legal environment of business and associated ethical issues. For those who wish to pursue the accounting specialisation within the program, this course will provide the

basis for further business law studies. This course covers the origins of our legal system and sources of law; the law of tort; contract law; law of agency; consumer law, incorporating the Trade Practices Act; bankruptcy and its implications; intellectual property; and ethical issues in business.

BUS104 Managing the Organisation

In management, most of the theories are culture specific and there are no universal theories or techniques that could be applied in all places. However, in this course we aim to provide sufficient exposure for students to develop their understanding of the major themes and theories of management that are important in managing a business or organisation. The course looks at the main theoretical approaches to the management of organisations; principles governing the structure of organisations, theories of motivation and leadership; an appreciation of the role of culture and environment in the work of the manager; identifying modern approaches to operations management and quality; understanding the role of teams in organisations; an appreciation of the importance of strategic planning and management; and an understanding of the ethical dimensions of the work of the manager.

BUS105 Marketing Theory and Practice

The course provides students with an introduction to, and overview of, the marketing function in organisations with emphasis on the marketing management perspective. The course looks at how to understand marketing, including the social foundations, human needs and the marketing management process; understand and have knowledge of how to organise marketing opportunities; including strategic planning and marketing planning, and marketing research and information systems; analyse marketing opportunities, select target markets and measure and forecast demand for products; understand the importance of the marketing mix, including aspects of product design, pricing, placing and promoting products; and be able to analyse and manage the marketing effort and develop competitive marketing strategies.

BUS106 Introductory Accounting

This course covers the basic principles of accounting; elements of financial statements; characteristics of financial information; recording and classifying transactions; financial statements for service and merchandising firms; accounting for cash, inventories and fixed assets; an overview accounting for Partnerships. Theoretical aspects underpinning judgements in accounting choices are also addressed. Introductory Accounting is a prerequisite for students wishing to undertake further studies in accounting.

BUS107 Accounting for Non Accountants

Three key aspects of the accounting discipline are covered in this course: financial accounting, management accounting and finance. A wide range of accounting topics are studied including the nature and role of accounting for finance, measuring and reporting financial position, analysing financial performance, accounting for limited companies, measuring and reporting cash flows and the analysis and interpretation of financial profit and marginal analysis, full costing, and budgeting. The final part of the course examines

the domain of finance including capital investment decisions, the management of working capital and financing the business.

BUS301 Advanced Research Methods

This course is structured to enable students to develop advanced research skills which have relevance to their major area of study. It covers a review of elements required for a research project including problem definition, literature review, hypothesis development, types of research design, data collection methods, and sampling strategies. There is a strong emphasis on the use of statistical tools in data analysis and interpretation using computer packages; ethical issues in research; and reporting research results.

CMN100 Critical Reasoning

Complex arguments need specific skills for their identification and evaluation. Topics covered include: the identification and interpretation of arguments, analysis of fallacious reasoning, the concept of validity, the evaluation of deductively valid arguments, and the evaluation of inductive arguments. The course focuses on the kinds of arguments that students will encounter at university and in the media. Arguments from topical debates, as well as those relevant to students' other areas of study, are used as examples and exercises.

CMN110 Australian Media Industries: Introduction to Communication Studies

This course gives an introduction to the structure and operation of Australian media industries, particularly news production, public relations, film and television, advertising and book publishing, within the context of a global information economy. Other issues covered are Australian "content" and ownership, media ethics, copyright, and the production process for news and advertising.

CMN190 Communication and Cultural Transitions

This course addresses the academic and cultural literacy requirements of non-English speaking background students across all disciplines offered in the University. From a cross-cultural perspective, the course examines aspects of academic culture, as well as the intellectual tradition that has shaped Australian universities. Approaches to knowledge and textual practices that have developed in the disciplines taught at the University will be covered, with explicit reference to linguistic and cultural elements that determine a successful transition into a new academic culture.

CMN211 Small Screen, Big Business: The Television Industry

This course provides a practical analysis of the structure and operation of television broadcasting, particularly television ownership, global trends and the programming process. Students will gain an understanding of how television functions on both a practical and theoretical level. Workshops will focus on industry issues, exposing students to basic professional practices.

CMN212 Community and Corporate Event Management

The course deals with every aspect of event management. The first half of the semester covers the tools and the types of events available in the marketplace. Topics include client liaison, audience analysis, creative theming, budgeting, proposals, public relations and publicity. In the second half of the semester, the tools presented at the beginning of the semester are applied to case studies to illustrate event management. Product launches, displays, fashion/retail events, hospitality and tourism, festivals, and fundraising events are covered, together with crisis management, de-briefing and results management.

CMN213 Editing for the Communications Professional

This course examines the processes of copy editing for newspapers, magazines, trade and consumer journals. Also explained are the skills needed to edit reports, essays, theses and business documents, as well as ways of editing material from one medium to another. It will also examine the editing of radio news, television documentary and corporate video.

CMN215 Creative Writing A

This course introduces you to the basic skills required to be a creative writer. Narrative techniques, character motivation, plot, themes and setting are taught, as well as writing for particular audiences. You are encouraged to keep a journal of ideas and sources. This course is taught in a lecture and an interactive format which encourages you to express your ideas. The rest is up to your imagination!

CMN230 Business Communication

Once a person enters the workforce as a graduate, the expectation of the employer is that they will be able to complete a range of writing tasks. This course provides theoretical information and practical skills in business and organisational writing. Students learn to plan, draft and edit professional documents such as: memoranda, letters, proposals, resumes, grant applications, technical documents, and reports.

CMN231 Public Relations: Corporate and Institutional

This course examines the Public Relations function in public and statutory institutions and large corporations. The following areas will be examined in detail: public relations research, campaign planning, event management, internal communication and media liaison.

CMN232 The Film Production Process: 'Day for Night'

This course examines the major areas of film production including scripting, directing, art direction, editing, set design and sound. Particular emphasis is placed on Australian film production.

CMN233 Writing for Australian Television

This course will run as a workshop in script writing for one or more television genres. Students will write a 24 minute script for an Australian soap or drama episode.

CMN235 News Writing: Print and Broadcast

This course introduces the central concepts of writing for a range of newspapers and broadcasters. It focuses on idea development and audience analysis before progressing to various types of 'basic' media writing tasks. Students are introduced to the notion of project management in media writing and the need to develop storylines and meet deadlines.

CMN236 Production Workshop

This course is usually taken by students in their 5th or 6th semester of full-time study. It provides the opportunity for either individual or small group production and availability is subject to resources.

CMN238 Creative Writing: Paperback Hero

This course focuses on the hero/antihero as a narrative device within a range of commercial fiction and examines the reasons for their economic success in a global publishing market.

CMN239 Feature Writing

This course further develops the skills of interviewing and news writing. It concentrates on a wide range of feature genres, in print, broadcast and the web.

CMN245 Kiddy Litter: Writing for Children and Young Adults

This courses introduces students to a range of written and visual texts created for children and young adults. Analysing texts from genres as diverse as fantasy, realist, picture books and history, a fuller understanding of the possibilities of writing for young people is investigated. The intention is to enable the students to recognise the potential of what constitutes "kid lit" through the study of all the aspects of childhood from historical, sociological, psychological, contemporary and imaginative perspectives.

CMN250 Public Relations: Community and Media Liaison

The appreciation of public relations writing, and how it can be developed and organised, is essential for any business manager, professional writer and communication practitioner. This course examines different writing requirements including speechwriting, house publications, media releases, briefs, and introduces important writing, planning and coordination skills essential to public relations strategies. It further develops practical skills in writing and client liaison, and offers a theoretical understanding of those responsibilities.

CMN260 Novel Ideas: Creative Writing B

In this course students develop their potential in a specific writing genre: novel, short story, poetry or drama. It is envisaged that via the workshops, students will produce publication standard work. A collection of student's work, edited by an established writer, is published by the students using the facilities available at the university. Students are encouraged to design, DTP, market and distribute any text that is developed from this course. As a result, they come to understand the process of writing and publishing from the idea to the finished product.

CMN265 Above and Below the Line: Writing for Film and Television

This course is designed to appeal to those students who would like to learn the specific techniques required for screen and television writing. The major aim of this course is for students to produce a completed script in their chosen format (e.g. sitcom, soap, adventure film), while considering the industrial, institutional and other factors relevant to script writers. Students learn how to pitch a script, how to seek funding for their projects, as well as being able to sample different modes of writing through engagement with films, television and theory.

CMN270 Industry Research Project

This advanced level course is usually taken in the fifth or sixth semester of study. It provides the opportunity to undertake an individual research project on some aspect of media production.

COR108 Information and Technology

The course of study, Information and Technology, is designed to cater for the needs of first year students. A primary aim of this course is to extend students' awareness of and expertise in information technology. This aim holds for all students, whether they enter this course with no experience of working with information technologies or have studied or worked with these technologies previously.

This course provides an opportunity for students to explore innovative and creative uses of technology and to develop further their:

- awareness of the role information technologies play in changing our society;
- confidence and expertise in using technologies for communication;
- understanding of the links between data, information and knowledge.

This will enable students to take full advantage of technology in their studies and chosen career.

COR109 Communication and Thought

Communication and Thought is a course designed to introduce you to ways of developing strategies for successful communication at university and in your professional life. The course provides you with an opportunity to develop:

- your ability to produce written and oral work to a required standard;
- your confidence in producing written and oral work;
- your abilities to work successfully in small groups;
- your understanding of the role argumentation plays in academic work; and
- your awareness of the links between different discipline areas.

The course will form a foundation for the further development of your communication strategies and competencies in your chosen area of study.

This will enable students to take full advantage of technology in their studies and chosen career.

CPH251 Health Promotion Strategies

This course examines the basic concepts of health and well being, and explores these concepts using various definitions of health. One of the definitions of health examined is that of the World Health Organisation, which definition states that health is not just an absence of disease or illness, but is a complete state of physical, social and emotional well being that allows people to live their lives to the fullest. In addition to looking at health from an individual perspective, the course also introduces the concepts of community and public health, and examines the notion of community from a range of perspectives. Patterns and trends of health and illness in Australia are examined, and inequalities in health between different groups within the population are highlighted. The course then addresses a broad range of influences on public health, including the social, economic, political, legislative, cultural and environmental conditions that promote, protect or harm the health of communities and populations.

CPH252 Needs Assessment and Planning

Needs Assessment & Planning is the second in a series of four units aimed at skilling students in the development and management of public health programs. This unit builds on the foundation unit Health Promotion Strategies, which introduced the concepts of public health, and then addressed a broad range of influences on public health. These influences include the attitudes, values, beliefs and behaviours of people, and the social, economic, political, legislative, cultural and environmental conditions that promote, protect or harm the health of communities and populations.

CPH261 Research Design and Analysis

This is the first course in the Public Health Research Strategies Strand. The course introduces research as a means of developing and advancing scientific knowledge from which to base practice. The basic elements of the research process that are essential to the traditions of both experimental-type and naturalistic inquiry are covered. This provides a foundation from which students will be able to understand, critique and apply multiple research strategies to public health concerns. The research skills developed in this course emphasise a systematic approach and critical reasoning throughout the steps of framing research questions, designing studies, collecting and analysing data and interpreting the results. Both quantitative and qualitative research methodologies are

introduced and their respective, complementary roles in public health investigation defined.

CPH262 Environmental Health: Hazards, Risk and Audit

This course introduces the scientific principles and methodologies applied in environmental health and has 2 essential components: the major environmental health hazards and how they can affect our health and the approaches used to identify, assess and manage the risks presented by such hazards. The basic framework used for environmental health risk assessment and management is presented prior to considering the major types of environmental health problems by route of exposure and in various settings. Skills in environmental health impact assessment and environment health auditing are also taught.

CPH351 Public Health Implementation and Evaluation

Public Health Implementation and Evaluation builds on the skills developed in planning public health actions. The course focuses on the processes and skills needed to successfully implement and evaluate sustainable public health actions. A range of change theories and models that underpin the implementation of public health actions are examined in the course. These include theories on behaviour change, social change, organisational change, policy development and community mobilisation. The application of these theories to the development of public health strategies is explored.

CPH352 Current Issues in Promoting Health

Current Issues in Promoting Health examines in detail the major issues of current concern in public health. Some of the issues examined include indigenous health, HIV/AIDS, the national health priority areas of cancer, cardiovascular disease, injury, mental health and diabetes. Each issue is critically examined from a range of perspectives, including the impact of the issue and why it is a priority, current surveillance mechanisms, risk factors and contributing risk factors for the issue, and current and potential interventions addressing the issue. In addition, current issues relating to the management of public health programs are addressed including partnerships for public health, public health research and development, public health workforce development, public health information management, coordination of public health strategies and public health legislative reform.

CPH361 Epidemiology and Biostatistics

This course provides an introduction to the approaches, methodologies and uses of both epidemiology and biostatistics. Epidemiology is concerned with investigating the distribution and determinants of health and disease states in populations and makes extensive use of quantitative data and statistical methods of analysis. Through describing, quantifying and postulating causal mechanisms for the health experience of communities, epidemiological methods provide an essential research tool for public health practitioners. The biostatistics component builds on introductory statistics and aims to provide a basic understanding of statistical concepts and methods of handling and analysing quantitative epidemiological data. There is a strong emphasis on

developing practical skills in applying epidemiological concepts and evaluating epidemiological research findings.

CPH362 Public Health Project

This final semester course in the Public Health Research Strategies strand draws on the knowledge and skills base developed throughout the strand. The course enables the student to apply their knowledge and research skills to a specific public health problem in a practical setting. In some circumstances, this will involve students working closely with experienced public health professionals on a specific research project. This placement approach provides the students with an opportunity to interact with experienced public health professionals and to consolidate their skills in research project selection, design, implementation and presentation.

ENP100 Environment and Society

The world is a system constructed from inter-related sub-systems. This course aims to develop concepts that enhance understanding of contemporary environmental, social, and economic conditions that shape all aspects of our lives. The many social and ecological components that interact with and contribute to what is collectively referred to as "the environmental crisis" are addressed. The course introduces basic concepts, and develops analytical skills.

ENP210 Planning Principles, Processes and Law

The nature and scope of planning, the role of the planner and the history and development of planning are covered. Planning theory and process are set in their legislative framework with particular reference to State and Local Government in Queensland. Goal formulation, data collection, survey preparation, techniques of analysis, analysis of constraints and opportunities, evaluation, and implementation, are all described within the context of the planning process. The components of planning including population, housing, employment, leisure and recreation are introduced and applied, and likely future directions of planning are considered.

ENP215 Interacting with the Natural Environment

Society depends on, and uses, natural resources to survive both socially and economically. This course commences by considering the ecological system, its elements and processes and the part that humans play within the dynamics of the system. Examples of the many different cultural approaches used across the world to manage resources are introduced to highlight the importance of integration of different types of knowledge in the decision-making processes. Options for the future in terms of approaches to natural resource management are considered.

ENP230 Environment, Ethics and Economics

Policy issues pertaining to human impact on the natural environment are investigated in this course. The focus is on questions of whether the non-human components of the natural environment, such as animals, plants, ecosystems and landforms, have any

moral standing, value or significance. The course seeks to determine the range of human obligations, and consequent policies, that are implied by answers to such questions. Questions addressed include: Does nature have intrinsic value? Can natural value be restored? What obligations do humans have to non-human animals? What does global environmental justice require?

ENP235 Sustainable Development

The concept of sustainability and its implications for planning, development and legislation are considered in this course. The aim of meeting the needs of the present without compromising the ability of future generations to meet their needs is admirable but practical limitations and socio-political complications can hinder aspirations to achieve sustainable development. Case studies are considered in order to identify positive and negative aspects of sustainable development and the application of development policies.

ENP240 Interpretation: Environment, Heritage and Tourism

Tourism in its many forms affords the opportunity for public education and tourism providers can influence the success of their enterprises by effectively interpreting the environment for consumers. Various methods of interpretation are involved in different environments (cultural, heritage or natural) and according to the requirements or demographics of particular audiences. The appropriateness of who interprets what for whom, the manner of presentation in different circumstances and locations, and the potential for social and environmental benefits are considered. Students have the opportunity to interpret an environment for an audience.

ENP245 Social Demography

Exponential growth of the human population has severe implications for the quality of life and the quality of natural and built environments. To understand these implications and the underlying reasons for exponential growth it is essential to be aware of the demographics of different societies. Various cultural settings are considered in light of basic demographic methods and their applicability to real world problems at global, national and local levels. International and bilateral agreements, and Australian policy concerning its population policy are discussed.

ENP255 Urbanisation

Humans have a greater impact upon their environment than any other species. Human activities, regardless of social or cultural setting, are performed within an environmental framework based on the natural environment and the built environment. Almost half the world's population lives in cities with a disparity between less-developed and developed countries. A theoretical approach to spatial organisation of urban areas is clarified by studies at international, national and regional levels. The link between urban design and development on the Sunshine Coast is considered.

ENS201 Australian Vegetation, Wildlife and Habitat

This examines Australia's natural ecological processes, and consists of two main components: plant and animal. Materials covered include unique components of the Australian flora and their ecological significance, plant evolution and diversity, animal-plant interactions, ecophysiology of Australian organisms, sexual selection, social organisation, and reproductive and mating systems.

ENS202 Aquatic Ecosystems

This course explores the diversity, stability and processes operating within a variety of aquatic and estuarine habitats. The animal-plant biology and interactions examined in Ecology are extended to the aquatic domain. Topics covered in Aquatic Ecosystems include: an introduction to the physical and chemical aspects of water in freshwater, estuarine and marine systems; processes of water movement and mixing within each system; the cycling of chemicals between sediment, water and biota; the essential role of primary producers in aquatic systems, the individual aquatic habitats (freshwater, estuarine, and marine); species diversity and abundance in each system with highlights on the anatomical differences relative to the species' habitat; and behavioural adaptations and relationships between aquatic species.

ENS211 Agricultural Ecology

This course will examine the ecological processes that occur in agricultural ecosystems, and the ecological consequences of manipulation. Soil, plant and animal components of agricultural ecosystems will be examined in detail. Emphasis will be on chemical and physical processes, biotic interactions, ecological impacts and management options for sustainable agriculture. The soil component will examine significant features of Australian soils, classification, soil assessment, amelioration, plant-soil interactions and sustainability issues such as soil acidification and salinity. The plant component will focus on nutrient and water relations, photosynthesis, plant growth, development and reproduction with specific reference to plant anatomy and physiology. Manipulation strategies to maximise crop yield will be examined, and the environmental impacts discussed. Sustainability options for irrigation, plant growth regulator, herbicide and fertilizer use will be discussed. Animal-plant interactions will focus on the ecology of pests and beneficial animals, different types, uses, and problems of pesticides, environmental impacts, and current alternatives to pesticides such as biological control and integrated pest management.

ENS212 Intensively Managed Ecosystems

This course will examine management practices used in ecosystems that are intensively managed for production of food, wood and other products. There are two components: terrestrial managed ecosystems and aquatic managed ecosystems. Principles of manipulation and management will be discussed, and comparisons made between different types of ecosystems. The practical classes will have a strong emphasis on scientific skills such as statistics and experimental design and analysis in agriculture, forest and aquaculture management. Students will be required to research and submit a report related to intensive ecosystem management.

ENS301 Ecological Concepts

This course establishes a foundation of ecological knowledge of natural ecosystems around key concepts. It examines nutrient budgets and energy transfer efficiencies within communities and biomes, introduces the theory of population genetics and evolutionary ecology, develops an understanding of community and population dynamics, determines the wide-ranging implications of habitat change within communities, linking these with species' life histories and ecology, make an assessment of biodiversity, and develops skills in the use of simple mathematical models and of quantitative data that underlie our understanding of ecology.

ENS302 Conservation Ecology

In this course students are taught to assess the effect of habitat fragmentation on populations, evaluate the relative importance of ecological systems on interacting populations in a variety of environmental situations, predict future extinctions of populations, and apply ecological theories (e.g. metapopulation, island biogeography, harvesting, population genetics, demographic and genetic aspects of effective population size) to conservation such as the design of nature reserves and of endangered species.

ENS311 Production Systems

This course investigates the processes of animal and plant food and fibre production systems. Central to the course are the ways in which science is used and the problems posed for science by the complexities of modern food and fibre production systems. The course will include a brief introduction to the history of production systems and how they have changed, and more detailed discussion of the scientific, ethical, economic, social and political aspects of production systems. The theoretical basis and practical implications of specific production methodologies from aquaculture, forestry, agriculture, and horticulture will be discussed in this course. The discussion of methodologies will be developed in the broader context of the ethical, economic, social and political considerations as for example, tariffs and taxation, vertical integration and globalisation.

ENS312 Ecosystem Management

The course Ecosystem Management is designed to strengthen the learning experience gained from the previous units within the Managed Ecosystems strand. As it is the final course in this strand, it is intended to corroborate the conceptual and applied knowledge of the student in managing ecosystems for agriculture, forestry and aquaculture. Within the framework of sustainable use of ecosystem resources, the course focuses on the critical analysis of effective management scenarios, the evaluation of various management parameters, and the identification of opportunities and constraints in developing practical applications for technology transfer.

ESS251 Environmental Monitoring and Data Analysis

This course introduces students to the collection and proper management of environmental data. In the first instance, students examine the central concepts of environmental management, the monitoring cycle, environmental change and impact.

Students are then required to critically question the functions of monitoring, explore different monitoring approaches and options, assess the role of monitoring as opposed to modelling in environmental assessment and collect and analyse monitoring data.

ESS252 Environmental Management Strategies

Organisations in all sectors of industry increasingly face market, professional and legislative demands for high quality environmental management. This course is designed to provide students with an awareness of the in-house, local, state and national environment obligations that must be met; that industry codes of practice are implemented; and that managers/executives are required to satisfy legal requirements for due diligence. At the completion of the course, students will have the procedural knowledge and skills needed to participate in the development of an environmental management system as an officer in an environmental regulatory authorities, as an organizational environmental manager, and/or as a participate in a larger environmental management team.

ESS261 Water and Sediment Processes

This is an introductory course for the Environmental Restoration Strand of the Environmental Science program. It is a knowledge based course that introduces students to the abiotic and biotic processes in water-sediment environments.

The complexity of the sediment - water interface and the influence of this interface on environmental cycling will also be discussed. The course will focus on the development of skills necessary to sample, analyse, interpret and compare results from local areas.

ESS262 Landscape Processes and Restoration

This course examines how disruptions to the transfer of energy and materials can significantly alter our landscapes, and how both current and emerging technologies are being utilised to minimise and/or reverse such impacts. The course therefore has two essential components: the study of landscape processes, landscape change and the recognition of landscape degradation, landscape restoration practices and technology. Within this teaching course the 'catchment' is perceived as the fundamental course of study. The catchment is therefore examined at a number of scales during the semester, from processes operating within soil profiles along an upland slope to geochemical and sediment patterns throughout an entire catchment.

ESS271 Marine Dynamics

This course introduces students to the major ecological and oceanographic patterns and processes that characterise marine ecosystems at a variety of temporal and spatial scales. It begins with an overview of the scope of oceanography and marine science. The historical development of marine science and its current context, and the range of modern tools used in the study of the oceans are presented next. Because all marine life is embedded in an aqueous matrix, students will develop a thorough understanding of the physical and chemical properties of seawater. The course explores ocean circulation, the interaction between oceans and the atmosphere, the evolution of the seafloor and its sediment deposits, waves and tides. Particular emphasis will be placed on

understanding coastal oceans, estuaries and upwelling regions. The course concludes with an overview of how marine assemblages and ecosystems process organic matter.

ESS272 Marine Ecology

The Marine Ecology course focuses on ecological patterns and processes in a marine setting. It presents an advanced course in ecology and environmental biology and draws on fundamental concepts developed in affiliated courses within the environmental science program. These concepts are further developed and their applicability to marine situations is assessed. In addition, critical reviews of scientifically controversial developments within the field of biological oceanography are a cornerstone of the course. This focus on recent and emergent findings and on classic debates in marine ecology aims to develop an appreciation of the diversity of ecological processes and the variety of scientific approaches in marine science.

ESS351 Integrated Catchment Management

The course is a conceptual approach to natural resource management within river (or groundwater) basins. Integrated catchment management problems and strategies are typically complex and intersectoral in nature, and incorporate the cascading effects of land water and biological utilisation. Integrated catchment management involves aspects of pollution control, minimisation of soil degradation and erosion, maintenance of drainage systems (waterways, water quality and fisheries habitats) and vegetation management in unique social, economic and political settings.

ESS352 Built Environment and Waste Management

This course investigates the energy, water and mass balances of urban areas with a particular focus on the disposal of surplus and waste materials from them. The course aims to demonstrate that a thorough understanding of cities requires the analysis of the technological, biological and earth science aspects of cities in addition to social, historical and political evaluations. Topics include the flows of energy, water and materials, the environmental hazards created by landscape and habitat change, liquid/solid waste production, treatment, disposal and management options, and the implications of waste management for human health and disease.

ESS361 Environmental Restoration

This is an advanced level, competency based course in the environmental restoration strand that builds upon the foundations laid in the course Landscape Processes and Restoration. The links between these two units are initially explored through utilising the landscape ecology approach. Thereafter students are introduced to elements of plant and animal dynamics pertinent to restoration (including disturbance and patch dynamics), successional processes and gap dynamics, wetland processes and dynamics (including the design and maintenance of wetlands for specific users), soil/plant interrelationships (focussing on plant/root dynamics), and the monitoring and maintenance of restoration sites. Students investigate site assessment approaches, potential restoration strategies, and the application of the main elements of a

restoration program (vegetation, wetland and soil dynamics), through detailed case study materials.

ESS362 Environmental Restoration Practice

This is the final capping course in the Environmental Restoration strand and is an advanced level competency based course. It will be practical/hands on orientated course drawing on the knowledge and concepts explored in previous Environmental Restoration units. Students will investigate a variety of techniques and methods available for restoration projects with different objectives. Emphasis will be placed on the evaluation of the appropriateness and cost benefit analysis of available techniques and the development of a discriminatory approach to their utilisation. Attention will be paid to the process of developing the objectives and goals achievable and appropriate for any restoration project. Students will become involved in designing and implementing a restoration project, enabling them to work through both the theoretical and the practical processes using scientific principles in conjunction with evaluation of practical limitations.

ESS371 Aquaculture

This course represents the third course in a sequence of four units that comprises the Marine Science Strand of the Bachelor of Environmental Science program. Aquaculture is not only a rapidly expanding field but also covers a wide spectrum of both scientific and applied knowledge and skills. To reflect the broad intellectual and practical skills base required in aquaculture, the course is designed to provide students with an overview of major aquaculture issues.

ESS372 Integrated Marine Systems

This course represents the final course in a sequence of four units that comprise the Marine Science Strand of the Bachelor of Environmental Science program. It builds on the intellectual content and practical skills acquired during the preceding marine science units of the program, and draws together a suite of marine issues in an integrative way. Integration of intellectual and practical skill is achieved through a structured sequence of problem definition, proposal formulation, project management and implementation, data collection and analysis and scientific interpretation of results. Students in this course are actively participating in a research project pitched at mirroring real-world studies in the coastal zone. A major emphasis of all work undertaken in this course is placed on acquiring skills in experimental design, critical reasoning, advanced methods of data analysis, and communication of results.

HRM210 Managing Human Resources

This course commences with an overview of the development of HRM and a survey of current and emerging issues in the contemporary business environment in order to establish the external and internal context of the management of human resources. Models for analysing and guiding informed HRM practice are introduced. Major functional domains including HR planning, job design and evaluation, remuneration, staffing, training and development, performance management are examined. The

integration of these functions with each other and with organisational strategy is emphasised throughout.

HRM220 Industrial Relations

This course aims to introduce students to industrial relations, in particular, the system of industrial relations in Australia. It is designed to provide a foundation in both theoretical and practical terms with an emphasis upon knowledge, skills and understanding. The course analyses the theoretical and practical dimensions of the relationship between management and employees. It focuses upon workplace relations in terms of the employment relationship, the organisation of work, and the strategies, processes and structures utilised to manage the employment relationship. It considers the influence of the institutional factors in the context of this relationship as well as the legal requirements of the employment relationship. The changes which affect labour management relations, particularly deregulation and flexibility, will be evaluated.

HRM310 Leadership and Team Dynamics*

This course is designed to be innovative, flexible, practical and student-centred. Students will be challenged to develop their team skills by contributing to the creation of a self-managed learning team charged with collaborative learning about team dynamics. Students will acquire an understanding of various conceptual frameworks covering leadership, team roles and group development as well as recent models of emotional intelligence, emotions management, conflict resolution and group decision-making. In addition they will gain experience with practical techniques for improving their effectiveness in teams. Students will use various diagnostics to assess their own preferred team roles and will have access to videotaping facilities to monitor and analyse their team behaviours. All the assessment for this course is both formative and summative, that is, designed to develop team-related competencies as well as to assess achievement of the learning outcomes. As well as developing their personal and social competencies, this course encourages students to acquire skills in independent learning.

HRM320 Contemporary Workplace Issues*

The course commences with an overview of the international context of employment legislation, by examining the employment-related aspects of major United Nations and International Labour Organisation treaties and conventions in order to establish the external imperatives that affect the management of the employment relationship. The history and content of current federal laws which pertain to the employment relationship, focussing in particular on occupational health and safety and equal opportunity legislation, will then be outlined. Students will critically appraise the effects of these laws on managing the employment relationship through analysis of cases heard in various courts and tribunals and their policy implications for organisations. Field visits to a relevant court or tribunal will be arranged to enable students to directly experience the operation of such bodies. The emerging issues affecting the employment relationship, including organisational restructuring, the changing nature of work and ethics will also be examined.

IBS210 Principles of International Business

This course addresses a number of important challenges and problems which face managers of organisations which do business outside their home countries. Students will examine logical approaches to dealing with a number of problems that exist for managers dealing in an international environment. For example, what type of strategies will enable a firm to compete successfully with rival firms from other countries. Indeed, factors such as cultural differences, foreign government legislation, and different currencies, all serve to create a challenging business environment.

IBS220 Transnational Management

The impact of the international environment upon the firm is of utmost importance to international business managers. To maintain competitive advantage in the ever-changing international marketplace, managers must respond in a manner which maximises the firm's strategic position. Different organisational forms and a clear understanding of the impact of culture provide scope for firms to maintain competitive advantage in international markets. This course provides students with the ability to analyse the impact of international environment upon the firm and management. Students will examine how management and the firm respond to change in an international market. Also examined are dimensions of management practice to assess a firm's capacity to respond proactively. The course also looks at different organisational forms, strategic responses, and major functional processes of firms.

IBS221 Trade and Finance in a Global Economy

The course builds on the core Economics and International Business subjects and aims to introduce students to global theories of trade and finance and practice from an in-depth international managerial perspective. The central questions of the subject are: 'what underlying themes and principles of Economics, Trade and Finance impact directly on International Business practice?' and 'what tools are available to IB managers to enhance their organisation's performance in the Global Economy?'. The course is an essential course of study for students wishing to embark on a management career in a trading organisation, large or small. An in-depth understanding of International Trade Theory is integral to successful international business strategies. This course examines the emergence of the Global Marketplace and the implications for trade and finance in an ever more borderless world.

IBS310 International Marketing

This course is designed to introduce students to modern marketing philosophies and practices associated with international business. The purpose is to provide the student with a practical overview of the international marketing process and its basis in both theory and application. Essentially, international marketing is concerned with the planning and conducting of transactions across national borders to satisfy the objectives of individuals and organisation. In its many forms, it ranges from export-import trade to licensing, joint ventures, wholly-owned subsidiaries, turnkey operations and management contracts. This course must be viewed in the context of the full marketing and international business program. In other words, the topic is not being studied for its own sake but rather as part of a total program. Therefore, the emphasis is on

integration and application. Students are expected to apply the previously learned marketing and international business principles and theory throughout the course.

IBS320 Export Management

Overseas trade plays a major role in the development of the Australian economy. Firms operating in Australian industries need to develop their ability to enter and compete successfully in international export markets if we are to correct our current trade imbalance. For exporting activities to be successful, managers must develop an understanding of the mechanisms that underlie export marketing, as well as develop expertise in using export techniques. This course aims to provide students with an understanding of the skills required to conduct exporting activities. Emphasis is placed on developing a pragmatic understanding of international export strategies and the paperwork, communications, planning, organisation, finance and insurance activities required to integrate exporting activities into the everyday operations of business.

IBS321 International E-Business Marketing Strategy*

This course addresses a number of important challenges and problems that face managers of organisations which conduct, or intend to conduct, business interactions and transactions via the Internet. Specifically, the course provides an overview of the current e-business environment, the unique nature of e-buyer behaviour, on-line information, and distribution channels. Traditional marketing management techniques of positioning, pricing, and promotion, for example, are also applied to provide an understanding of how they can be used to develop successful e-marketing plans. The importance of establishing real-time, computer-based integration systems to supply transaction facilities that are unique to on-line trading are also addressed. The course also addresses elements that apply specifically to the application of business-to-business and services sector marketing on the web.

INF210 Introduction to Electronic Commerce*

Students undertaking this course will study the underlying architecture and infrastructure that supports web-based business solutions. Students will analyse, discuss and in part design the IT needed to develop a sound web-based Internet presence. This will necessarily include components of client/server hardware and software; overview of operating systems software; network structures; mark-up languages (HTML, XML); front- and back-end technology that support web-based business solutions. In addition, students address the business aspects of Internet based business activities, providing them with a valuable understanding of the link between strategic business goals and web-based IT solutions.

INF211 Data Modelling

Many organisations today use database technologies, particularly relational databases, to store, maintain, and retrieve data. This course introduces students to some of the concepts, methodologies, tools and techniques to analyse, design, and develop well-structured, relevant data for an organisation. The relational database, Microsoft Access, is covered in this course to provide an appreciation of the transition from the data

models produced in the analysis and design of information systems to the development of an operational database management system. Structured Query Language (SQL) is the underlying language to manage relational databases and is, therefore, covered in the course to facilitate the use of Microsoft Access, but also to provide a knowledge of the language that can be used in relational databases other than Access.

INF220 Systems Analysis and Design

The field of systems analysis and design provides systems concepts, approaches, and methods for identifying and designing improvements in business activities and information support. This course provides students with an understanding of the 'hard' and the 'soft' approaches to the analysis and design of business information systems and business process improvements. Students develop a sound understanding of the key distinctions between these two approaches based upon a consideration of their philosophical assumptions, their strengths and weaknesses, and their methods, tools, and techniques.

INF221 Business Programming

This course introduces the foundations of computer programming in a business context. Techniques and concepts essential to effective problem solving through the use of computers are covered. A disciplined and structured approach to writing program code is encouraged. This is achieved by adhering to procedural programming design techniques that have been adapted to the event driven programming environment. Procedural programming provides the foundation for most business applications programming. In this case the student will be introduced to procedural programming techniques with an emphasis being placed on good design and programming practice. Programming techniques include the design, writing, testing, debugging and evaluation of structured computer programs. Programming theory will be thoroughly covered and reinforced through practice.

INF310 Advanced Systems Analysis and Design

INF310 is based upon contemporary research and development in the area of systems analysis and design. It provides you with an exposure to the latest theories in the area, introduces tools and techniques, and allows you to gain experience in using the ideas. In particular, it provides an in-depth treatment of the Interpretive (or 'Soft') paradigm of systems theory and practice by focussing upon Soft Systems Methodology and its application to Information Systems issues.

INF311 Advanced Business Programming

This course introduces students to the infrastructure supporting integrated business information systems as well as overall system design considerations. Students will build on their knowledge of SQL and database design and leverage their experience of object oriented Visual Basic programming in INF221. Top down design methodology will be presented, together with a cross section of current major application backend and middleware systems. Practical experience will be gained from integration of HTML, XML, VBScript, JavaScript and SQL under Active Server Pages (ASP) to present Web based

integrated applications. In parallel, students will be introduced to strategic implementation and operational management issues that can effect the contribution of such systems to the overall business objectives.

INF320 Electronic Commerce

This course introduces students to the theoretical and practical issues associated with Internet commerce. The focus is on how the Internet can be used to improve the way a business deals with its stakeholders (customers, suppliers, owners, employees, etc.) and how it can be used to develop and market new products and services. Several problems surrounding electronic commerce such as security, authentication, privacy, encryption, safeguarding intellectual property rights, acceptable use policies, and legal liabilities are explored.

INF321 Issues in Information Systems Management

This course provides a learning environment that concentrates upon facilitating the following outcomes: achieving a greater understanding of the nature and role of Information in purposeful activity; achieving basic understanding of semiotics, control theory and the law of requisite variety as relevant theories of Information; developing expertise in the practical application of these ideas as a basis for Information Systems Management activity; developing a clear grasp of the spectrum of IS management issues faced by contemporary organisations; creation of the ability to demonstrate an in-depth understanding of at least one area of IS management; and Improving key skills in finding, analysing and communicating ideas, concepts, and evaluations relevant to IS management issues. Completion of this course will equip you with the core knowledge and skills needed to identify and evaluate IS management problems, in a practical situation, to find and evaluate information regarding such problems, and to generate and communicate a soundly based proposal for changing and managing the problem.

INT100 International Politics: An Australian Perspective

This course examines international politics since the Second World War from an Australian perspective, providing an understanding of the development of Australian foreign policy in the context of international politics. The course also examines the evolution of policies such as 'forward defence', then notions of 'continental defence' and 'self reliance', and considers the consequences these have had for the nature of Australia's engagement with the rest of the world, and particularly the Asian-Pacific region.

INT110 Indonesian A

This is an introductory course in Indonesian language that equips students with a basic social proficiency. Aspects of Indonesian culture pervade the course, providing opportunities for reflection on comparisons with Western cultural forms and norms, traditions and change.

INT111 Indonesian B

This course further develops the basics of social proficiency in the national language of Indonesia. Continuation of the study of aspects of Indonesian culture, providing additional opportunities for comparisons with Western culture and traditions.

INT120 Japanese A

This introductory course in Japanese language is designed to equip students with basic literacy and oral skills. Various aspects of Japanese culture are introduced throughout the course. The method of introduction of grammar allows students to discover much about their own language in the process of acquiring Japanese.

INT121 Japanese B

Building on INT120 this course expands basic literacy and oral skills. Further aspects of Japanese culture are introduced throughout the course, and the method of introduction of grammar offers students insights into their own language and culture in the process of acquiring a new language.

INT130 Italian A

This is an introductory course in Italian language designed to equip students with basic literacy and oral skills, as well as the various aspects of Italian life and culture.

INT131 Italian B

Building on the basics provided in Italian A, this course is designed to extend the student's ability to communicate in Italian using the four macroskills of listening, speaking, reading and writing. Other aspects of Italian society and culture are studied throughout the course, and two short stories are studied in depth.

INT140 The Makings of a Republic? An Introduction to Australian Politics

This course provides an overview of Australian politics. It looks at our political institutions, including federalism, the party system, parliament, cabinet, and the constitution. It examines the role of informal political forces and major political themes and issues in Australia, such as the question of the 'republic'. It also examines Australian political history and the debates about the distribution of political power in Australian society.

INT210 Indonesian C

This Indonesian language course is designed for students continuing from introductory level Indonesian or coming to the University with an equivalent background in Indonesian. This course advances the proficiency in spoken and written Indonesian language as well as the understanding of Indonesian society. The TIFL tertiary materials are supplemented by readings taken from newspapers, short story anthologies, the

Internet and other sources. These cover a range of language genres providing the basis for discussion classes, linguistic analysis and practice on grammatical forms.

INT211 Indonesian D

Building on the knowledge of Indonesian language and society acquired through previous study, this course expands the understanding of Indonesia and its culture. This course uses materials and readings taken from newspapers, short story anthologies, the Internet and other sources, covering a range of language genres and providing the basis for discussion classes, linguistic analysis and practice on salient grammatical forms.

INT212 Indonesian E

This course gives priority to active language use in class. Indonesian is the medium of instruction entirely. Interactive tutorials led by students are the main means to broaden the communication strategies and language knowledge. New discourse genres, such as the visual media and popular and academic articles are experienced. An individual or group project on an aspect of Indonesian culture is presented in a tutorial and submitted in print, on film or on a website.

INT213 Indonesian F

This course gives priority to active language use in class. Indonesian is the medium of instruction entirely. Interactive tutorials led by students are the main means for students to broaden their communication strategies and language knowledge. New discourse genres include: 'sinetron' (popular television drama) episodes, a feature film, electronic magazines and newspapers, popular and academic articles, short stories, and poetry. An individual or group project on an aspect of Indonesian culture is presented in a tutorial and submitted in print, on film or on a website.

INT220 Japanese C

This Japanese language course is designed for students continuing from introductory level Japanese or coming to the University with an equivalent background in Japanese. This course develops proficiency in spoken and written Japanese language as well as their understanding of Japanese society. Reading materials are extracted from a variety of sources and are appropriately abridged to match the literacy level of students. They cover a range of subjects, providing the basis for aural and oral work in the conversation classes, practice on salient grammatical forms and exposure to an extended range of Kanji (Japanese characters).

INT221 Japanese D

This course continues the development of proficiency in spoken and written Japanese language, as well as the understanding of Japanese society. Reading materials reflect the level of literacy acquired from previous study.

INT222 Japanese E

This course further advances proficiency in spoken and written Japanese language as well as the understanding of Japanese society. Reading materials reflect the level of literacy already acquired from previous study.

INT223 Japanese F

This course increases the proficiency in spoken and written Japanese language as well as the understanding of Japanese society. Reading materials reflect the level of literacy acquired in previous study.

INT230 Government-Business Relations: Making Public Policy in Australia

Government policies establish the economic environment for business. Business interests pressure governments to adopt policies. Governments need to meet business demands but also have to consider other factors. Different sectors of industry pursue different and sometimes conflicting policies. Governments have to make electoral judgements about balancing many interests if they are to survive. Governments are accused of excessive intrusion and regulation by some while others allege that business interests dominate, excluding the wider community. This course explores the political and public policy dimensions of government-business relations in Australian, comparative and international contexts.

INT231 Italian C

This Italian language course is designed for students continuing from introductory level Italian or coming to the University with an equivalent background in Italian. Priority is given to active language use in class. Italian is the principal medium of instruction. Interactive tutorials, led as much as possible by students, broaden communication strategies and language knowledge. Students are exposed to authentic material, including news, electronic magazines, popular and academic articles, short stories, poetry, tapes and excerpts from movies and TV programs to develop linguistic skills through an understanding of social and cultural elements.

INT232 Italian D

This course develops skills acquired in previous study. Priority is given to active language use in class. Italian is the medium of instruction entirely. Interactive tutorials, led as much as possible by students, are the main means for students to broaden their communication strategies and language knowledge.

INT233 Italian E

This course aims to further extend the command of the four macroskills in Italian and the understanding of contemporary Italian society and culture. All instruction is carried out in Italian and includes a project on an aspect of Italian culture.

INT234 Italian F

This is an advanced level course in Italian language and the understanding of contemporary Italian society and culture. All instruction is in Italian.

INT235 The Philosophy of International Relations in a Changing World

Philosophical conceptions of international relations are discussed in the context of a changing international environment on the assumption that many theorists are attempting to understand and explain the transformations in the world in which they live. Part One focuses on the role of human rights in international relations, from the legal, political and philosophical points of view. In Part Two, the course examines events following the European discovery of the Americas to illustrate how such issues as natural law, natural rights and war played a crucial role in the colonisation process.

INT240 Passion of the People: Sport, Nationalism and Economics

This course analyses the political significance of elite international and mass sports, particularly in the production of nationalism. It examines the rise of the modern nation state, the position of sport in solidifying support for the emerging nations and the significance of sport in the construction of national and regional identities. The economic structure of professional and transnational sporting organisations are examined, as well as the differing models of professional and mass sport in several international contexts.

INT245 The Politics of the Americas

Australia has been intimately connected with the USA and Canada since the Second World War and still maintains close economic, political and cultural links. The United States for many years has been a world superpower and it has profoundly impacted on the international community. Central America and Cuba have been important politically, economically and strategically to the United States. As such there has been a long history of US military, political and economic intervention. This course reviews the political history, institutions and interrelationship of the United States, Canada and Central American states.

INT250 Forces of Change in International Politics

This course acquaints students with the forces that have influenced change in the World Order, particularly in the twentieth century. It incorporates elements of political theory so that students' acquire basic analytical tools for understanding international relations. From a chronological and a thematic view, the course analyses the 'major forces of change' in international politics in the twentieth century.

INT255 Rim and Islands: The Politics of the Asian-Pacific Region

This course introduces students to the politics of the Asian-Pacific region which can be divided into a rim and an oceanic realm. The course charts the shift from Euro-American to increasingly Asian dominance of the Pacific. It is a shift with enormous political, economic, social and environmental implications for the smaller Island states of the

region attempting to exercise effective control over their destinies. It is also a shift of undeniable significance for Australia with enormous implications for Australia's economic and political future.

INT265 Rocking the World: The Politics of Popular Music

This course examines the way Western and other cultures' music have both reflected political change in the latter half of the twentieth century. It takes both a chronological and thematic approach to studying the politics and changing values reflected, and sometimes led, by Western 'Rock and Roll' music. It covers political rebelliousness in the 1950s, the counter culture of the 1960s, the peace movement and the implications of the changing music culture since. The course also focuses on musical expression in parts of the third world as a means of political protest.

INT270 Politics and the Media

Politics and the media are entwined. This course examines ways politicians seek to influence the media and the power the media has over voters and the political agenda. Communications theory is applied to political coverage; advertising, opinion polls and media law; gender and ethnicity in political coverage. The inequitable treatment of pressure groups; foreign and international affairs; constraints placed on reporting defence matters, terrorism and war; regulation and media ownership; censorship and the role of the law, are also examined.

INT280 In-Country Indonesian Studies

This intensive language and culture course is undertaken at the Universitas Gadjah Mada in Yogyakarta, in Indonesia. These students of Indonesian language and culture gain formal instruction alongside intensive first-hand experience in the speech community and the culture of Indonesia. Class contact time in Indonesia is the same as on campus at USC but there are considerable other cultural/intercultural and life experience benefits. Quota.

INT290 In-Country Japanese Studies A

This intensive language and culture course is hosted by the Himeji Dokkyu and the Nagoya University of Foreign Studies. Class contact time is the same as on campus at USC but the cultural/intercultural and life experience benefits include a fluency and familiarity with Japanese culture. The course allows students of Japanese language and culture to gain formal instruction alongside intensive first-hand experience in the speech community and the cultures of Japan. Quota.

INT291 In-Country Japanese Studies B

This intensive language and culture course is a continuation of INT290. Quota.

LFS201 Physiology and Anatomy 1

This course is the first of a 4 course series of compulsory life science studies in the Physiology and Anatomy strand. The course takes a systemic approach to anatomy and

physiology looking at the interrelationship of structure and function, the hierarchy of structural organisation and the maintenance of homeostasis at rest. It prepares the students for further study looking at perturbations to the systems in exercise and disease states. Systems studied include the skeletal, articular and muscular systems and cardiovascular and respiratory systems and their control by the nervous system.

LFS202 Physiology and Anatomy 2

This course takes a systemic approach to anatomy and physiology looking at the complementarity of structure and function, the hierarchy of structural organisation and the maintenance of homeostasis at rest. It prepares the students for further study looking at perturbations to the systems in exercise and disease.

Systems studied include the endocrine system; the urinary system and fluid, electrolyte and acid/base balance; blood physiology and histology; the lymphatic system and nonspecific body defences and immunity; the integumentary system and body temperature regulation; the digestive system; the reproductive system; pregnancy and aspects of foetal physiology. The emphasis in this course is the regulation of homeostasis by the endocrine system.

LFS211 Foundations of Human Health and Development

This course provides an insight into the roles motor control, immunology, nutrition and growth play in healthy human development. Topics include: concepts of physical growth, development and movement; the science of nutrition, including nutrient absorption, transportation and metabolism in the various parts of the body; how the human immune system works, introducing concepts of natural and artificial immunity; and the links between nutritional status, exercise and the immune system.

LFS212 Childhood Health and Development

This a course is the second course in the Human Health and Development strand, which focuses on human development and changes that occur throughout the various stages of life. The prerequisite course, Foundations of Human Health and Development, provides the foundational knowledge for the disciplines used to examine the ageing theme. That knowledge base is expanded in this course and applied specifically to health aspects of early human life. The course provides a scientific basis for dealing with everyday infant and childhood health concerns, including developmental, immunity and nutritional aspects central to childhood health.

LFS301 Pathobiology

This course is the third of a 4 course series of compulsory life science studies in the Physiology and Anatomy strand. This course will introduce student to concepts and mechanisms of disease and is a pre-requisite for the life science course in pathophysiology. Subjects studied include causes of disease, mechanism of cell injury and death, genetic basis of disease, carcinogenesis, inflammation, wound healing and whole body responses to disease. The subject material will complement studies in a number of life science streams available in the Faculty of Science including Public Health, Sport and Exercise Science, Microbial Ecology and Biomedical Science.

LFS302 Pathophysiology

This course is the fourth of a 4 course sequence of compulsory life science studies.. It is offered in the second semester of the third year of study. The course describes the pathophysiological and pathological processes of major diseases of the gastrointestinal, cardiovascular, urinary, respiratory and neurological systems.

LFS311 Adolescent and Reproductive Health and Development

This course is the third course in the Human Health and Development strand, which focuses on human development and changes that occur throughout the various stages of life. The prerequisite course, Foundations of Human Health and Development, provides the foundational knowledge in the disciplines used to examine the growth and development theme. In this course, that knowledge base is expanded, and applied specifically to health aspects that concern adolescents and adults during the reproductive years. The course provides a scientific basis for dealing with everyday adolescent and reproductive growth, developmental, nutrition and immunity, and behavioural aspects central to adolescent and reproductive health.

LFS312 Health and Development in the Aged

This course is the fourth course in the Human Health and Development strand, which focuses on human development and changes that occur throughout the various stages of life. The prerequisite course, Foundations of Human Health and Development, provides the foundational knowledge in the disciplines used to examine the growth and development theme. In this course, that knowledge base is expanded, and applied specifically to health aspects that concern adults and the elderly. The course provides a scientific basis for dealing with everyday health concerns for adults, including nutritional, biomechanical, motor learning and immunity aspects central to human health.

MBT251 Biochemistry

Biochemistry is an advanced-level science course that is the first course within the Nutrition and Biotechnology strands, and builds on the knowledge provided in the first-year course, SCI004 Cell Metabolism. The course aims to describe the structure, organisation and functions of living matter in molecular terms. The course will cover three principal areas in Biochemistry include intermediary metabolism involving carbohydrates, lipids and amino acids; regulation of metabolic processes at the cellular, tissue, and whole organism level; and the metabolic relationships between organs and tissues.

MBT252 Molecular Biology

This course is the second in a series of 4 units in Biotechnology and will concentrate on basic principles of molecular biology and its practical applications. The course will cover the concepts of DNA structure, replication and expression as well as molecular techniques such as PCR, cloning and library construction, Southern blotting and sequencing.

MBT351 Protein Engineering

This course is the third in a series of 4 units in biotechnology and will concentrate on the principles and practice of protein technology. It will cover the concepts of protein structure and its relationship to function; how protein structure is illustrated using computer technology; enzyme kinetics; the way in which proteins are engineered to change their stability and catalytic function; and the ways in which proteins are post-translationally modified.

MBT352 Biotechnology Applications

This course is the fourth in a series of 4 units in biotechnology and will concentrate on the application of biotechnology in research and industrial processes. It will concentrate on the genetic manipulation of microbes (bacteria in particular) as well as plants and animals.

MEP252 Pathogens and Disease

This course is the second competency-based course in the Medical Microbiology and Immunology Strand and is designed to introduce the relationships that exist between microbes and our lives. This relationship involves not only the familiar harmful effects of certain microorganisms, such as causing disease but also the many beneficial effects. The course also introduces the common causes of infectious diseases and describes common mechanisms of pathogenicity and identification of disease causing microorganisms. Mechanism of action of antimicrobial agents on bacterial cells are studied and the major attributes of microbial pathogens and the factors which result in infectious process are examined..

MEP253 Communicable Diseases and Epidemiology

Communities have long been beset by diseases that spread rapidly among a population, with devastating effects. This course examines the signs, symptoms and patterns of infectious diseases, major reservoirs of infection, how diseases are transmitted and how the science of epidemiology is used to develop strategies which control the spread of infectious diseases. It also examines the pathogenesis of diseases in both the community and the individual and the circumstances under which both infection and disease occur. It describes resurgence and emergence diseases with special focus on the most prevalent communicable diseases in Australia, and addresses the challenges of emerging infectious diseases and implementation of the strategy to control outbreaks and epidemics.

MEP254 Immunology

Immunology is the study of the body's defences against invading microorganisms, and the way in which these defences can break down and lead to disease. This course undertakes to cover all the important areas of contemporary immunological knowledge and simultaneously provide a historical view of the discoveries that have contributed to modern immunological thought. Students will come into contact with up-to-date thinking in T- and B-cell responses to antigen, antigen processing and presentation, vaccination technology, transplantation, immunotherapy, and mechanisms responsible for immune

disorders. The development of the immune system, the impact of physiological and environmental factors on immunity, and its gradual decline with age are also addressed. Practical classes show how antibodies can be used in the lab to identify, purify or remove molecules and cells, as well as detect and quantitate immune responses.

MEP262 Microbial Biodiversity

Microbial biodiversity encompasses the broad variability among all types of microorganisms (bacteria, archaea, fungi, viruses, algae, protozoa and many more) both in natural environments and those altered by human intervention. This course explores the diversity of metabolic activities of microorganisms and how these diverse activities impact on the environment and other organisms. Some of the newest qualitative and quantitative methods used to explore the dynamics and extent of biodiversity in the microbial world will be studied and the molecular technologies that underpin the possible use of genetically engineered microorganisms for environmental applications are examined.

MEP263 Microbial Isolation, Physiology and Metabolism

This course is designed to teach fundamental theory and skills required to cultivate microorganisms. Emphasis will be given to selective isolation of microorganisms, metabolites produced by these organisms and how these metabolites can be effectively used in microbial derived biotechnologies. Advance microbial systematics will be discussed with reference to reliable microbial identification schemes. The practical component parallels the theoretical emphasis and provides students with the basic skills required to conduct safely studies in microbial isolation, enumeration, identification, growth, physiology and metabolism. This course will also provide a multidisciplinary approach to selective isolation of microorganisms and detection of bioactive compounds. Therefore emphasis will be placed on the importance of soil science, chemistry, plant/microbe interactions and introduction to biotechnologies deriving from sound microbial ecological knowledge.

MEP351 Microbial Pathogenesis

This course introduces basic concepts of bacterium-host relationships. It examines virulence factors that promote colonisation, survival of infecting microorganisms and virulence attributes that damage the host. The course also discusses the origin of antibiotic resistance genes, their mechanisms of action, and how they are transferred between bacteria. Experimental approaches for investigating bacterium-host interrelationships, cultured cell lines and their application in studying microbial pathogenicity, animal model systems and measurements of virulence is studied and the course concludes with a broad discussion on virulence factors and rational design of vaccines.

MEP361 Microbial Ecosystems

Microbial Ecosystems emphasises the practical aspects of microbial ecology and builds on the essential functions and processes mediated by complex microbial populations. It examines the specific functional role and interaction of microorganisms in communities

and in different habitats and the beneficial functional role of microorganisms in maintaining the quality of our environment. The course also examines the importance of microorganisms in environmentally friendly processes such as rehabilitation programs, bioconversion, bioremediation and other related microbial derived biotechnologies. Large-scale applications of these biotechnologies in the Australian context will also be discussed.

MEP362 Current Issues in Microbial Ecology and Biotechnology

This course emphasises the current and future direction of research in microbial ecology. It presents three important fields that offer career opportunities to many students – research niches in contemporary microbial ecology, industrial microbiology and biotechnology. Students will learn how advances in microbial ecology are restricted to the rate of method development. Current research outcomes affecting practical problems such as the relationship between microbial ecology and modern genetics, the role and mechanisms of genetic exchange in the environment, and the impact it has on evolution, survival of microorganisms and ecosystem stability are explored. The course will illustrate how microbial ecology is useful in biotechnology and industrial microbiology in areas such as pharmaceuticals, vitamins and solvents.

MGT220 Project and Event Management*

Projects may be a variety of types. They can be small to large or straightforward to highly complex. The content of the project also has many dimensions; for example new product development by an existing business, establishment of a new business, construction of buildings or even the management of large events like the Olympics. All projects need to be managed and someone has to take on the role of project manager. Project management also includes the selection and evaluation of projects, project planning including budgeting, cost estimating, scheduling, allocating resources, project monitoring and control as well as building a project management organisation. It is important to understand the entire process of project management to be able to understand and manage the project components effectively. Therefore, this course takes a total project perspective and aims to cover the whole spectrum from small projects to event management.

MGT310 Small Business Management and Entrepreneurship*

This course is aimed at providing students with an appreciation of entrepreneurial and managerial skills necessary to create and manage a small business. These skills include assessing personal factors leading to business success and evaluating the feasibility of business ideas. The course also includes practical skills in preparing business plans for various funding schemes and planning business growth. Case studies from business enterprises will be considered and the realities of finding venture capital for business opportunities demonstrated. After an introductory overview of small business in Australia and its contribution to economic development, the course is presented in three parts. The first part deals with entrepreneurship and the entrepreneurial process, the second part covers feasibility and planning stages of the small business and the final part concludes the course with operational considerations in achieving business success.

MGT320 Management Strategy

Organisations face competition for resources, people, cash, or customers. Likewise, organisations face uncertain environments as product and technology life cycles are shortening rapidly. As a result managers must position their organisations strategically. For this, managers need to understand the dynamics of their industries, the trends in other aspects of the firm's external environment, and the firm's internal strengths and weaknesses. Further they must be able to think creatively so that they can craft their strategies to make their companies unique and make them perform to ever increasing standards. It is also important that managers balance the multiple activities of the various functions in their organisations and create a source of competitive advantage for their organisations.

MKG210 Consumer Behaviour

The central question that the subject addresses is: 'what is the nature of consumer behaviour and what is its relation to the process of exchange?' The conceptual foundations of the study of Consumer Behaviour are derived from a number of disciplines including psychology, sociology, anthropology, and economics. The course will integrate elements of knowledge from these fields with a framework which analyses the way in which consumer behaviour is influenced by the individual, the group, and the environment. The course will also provide a firm foundation for the application of its conceptual frameworks in the more advanced subjects of Promotions Management, Management Strategy, and International Marketing.

MKG211 Services Marketing

Services marketing is an important emerging stream of marketing inquiry and practice. This subject examines the application of marketing concepts, tools and models to the marketing of services. The topics covered in the course include the distinctive nature of the services sector, relationship marketing, marketing in services applications, the size and growth of services marketing and the transportation of traditional marketing models from the tangible goods sector to the services sector.

MKG220 Promotions Management

The major focus of this course is to expose students to the ways by which organisations communicate with various publics and how research and communication strategy formulation can assist in the facilitation of exchange. The course is based on the strategic managerial decision making required to develop an effective communications mix, but also focuses on the practical skills necessary to communicate effectively. The central question to be addressed is: 'in what ways can the analysis and understanding of the theories of mass and dyadic forms of communication assist organisations to more effectively communicate with both internal and external publics?'

MKG221 Sport and Event Marketing

Sport and event marketing is an import, emerging stream of marketing inquiry and practice. This course examines the application of marketing concepts, tools and models to the marketing of sport and leisure events and activities. The theoretical foundations

for the course lie in the service marketing and economics literature. Subjects covered in the course include the distinctive nature of the services sector, the nature of transactions, events management, sponsorship, sport and leisure promotions public relations and fund raising. Analyses of ongoing sports and events will help students to develop a model of sports and events marketing which can be tested in later studies and activities.

MKG301 Advanced Research Methods (Marketing)

This course aims to prepare students for their marketing research project in semester 2. It is structured to enable students to develop advanced research skills which have relevance to marketing situations. This course covers a review of elements in the research project including problem definition, literature review, hypothesis development, types of research design and data collection methods; sampling strategies. There is a strong emphasis on the use of statistical tools in data analysis and interpretation using computer packages; ethical issues in research; and reporting research results.

MKG321 Marketing Research Project

The foundation of sound marketing is a detailed understanding of the market; market needs, market mechanisms – including competitive activity, and market influences. It is essential to generate market information and analyses which reflect reality and this is achieved by the employment of sound research methods. This important market research course is concerned with the exploration, development and implementation of sound research methods; and does so within the context of a real marketing problem. Students may choose any relevant marketing research topic. This project will be supervised by staff in the Marketing discipline.

SCI 101 Environmental Processes

This course introduces the nature of science, its historical development, and its contribution to society's knowledge base. Principles of the scientific methods and the design of scientific investigations and experiments are being outlined. It also introduces to students the fundamental processes that shape and structure the natural world. Amongst others, these processes will encompass: landscape evolution, water and soil dynamics, chemical cycling and climatology, water resources and their use, and coastal landforms. Cross-linkages between fundamental environmental process and issues relating to human health form an integral part of the material to be taught. To this end, modifications of the natural processes by humans and the effects of environmental pollution will be explored.

SCI 102 Ecology

Ecology is the study of organisms and their interaction with the environment. This introductory course is designed to investigate how different groups of organisms adapt to life in terrestrial and aquatic environments, and the interactions between the different organisms and the environment. The course will commence with a study of the concept of biodiversity, and examine the processes that result in the current diversity of organisms on earth. The major groups of plants and animals will be studied in detail,

along with their ecological and evolutionary relationships. Particular emphasis will be given to Australian flora and fauna as examples of adaptations and evolutionary processes. The second component examines the interactions between the plant, animal, abiotic and human components by exploring concepts such as predator/prey relationships, symbiosis, ecosystem dynamics and human impacts on the environment. A study of these factors and their effects is the primary concern of ecology. It helps us understand how species and populations are maintained. This is particularly important when considering issues of biodiversity and wildlife/habitat preservation.

SCI 103 Cell Biology

This course is designed as an introductory course for all science students. Cell Biology explores the cellular basis of life of both eukaryotic and prokaryotic organisms. The course deals with the basic biological concepts and principles with emphasis on the structure and function of the different cells responsible for life. Topics covered include: comparative cell structure and function; cell replication; genetics and patterns of inheritance; animal and plant tissues and their function.

SCI 104 Cell Metabolism

This Unit introduces concepts in organic chemistry and biochemistry that are required for the study of cellular metabolic processes, thus providing a foundation for further studies in the life, biomedical and environmental sciences. The unit examines the structure and function of the major groups of biological macromolecules including carbohydrates, lipids, proteins, enzymes and nucleic acids. Thereafter, the unit focuses on biochemical energy production in living cells, including a detailed examination of concepts in bioenergetics and the functioning of important metabolic pathways such as glycolysis, Krebs cycle, oxidative phosphorylation and photosynthesis. The metabolism of nucleic acids and gene transfer mechanisms in bacteria will also be examined.

SCI 105 Chemistry

This course introduces the basic concepts of general chemistry that support all biological and environmental sciences. Basic concepts of matter, energy and measurements are reviewed. The course then examines atomic theory, the Periodic Table of the Elements, types of chemical bonding (ionic and covalent), chemical reactions, oxidation and reduction, and the properties of gases and liquids. There is particular emphasis in the course on the importance of water as a solvent in biological and environmental systems, and concentration units used to describe water solutions (percent concentration, molarity, parts per million). Finally, the course deals with the fundamental properties of acids and bases, the concept of pH, and the importance of chemical buffer systems.

SCI 107 Physical Processes

This course will focus primarily on fundamental principles in basic physics, including kinematics, forces and Newton's Laws of Motion, dynamics of uniform circular motion, work and energy, rotational kinematics and dynamics, simple harmonic motion and elasticity, fluids, electric forces and fields, and electric potential energy. The topics selected are essential for advanced-level studies in biomechanics (sport science),

biophysics (biomedical science), and throughout the environmental units dealing with geological principles. The Physical Processes course will be well supported with experiments designed to explain to the students the behaviour of a variety of physical systems.

SCS100 Knowledge, Power and Society

This course examines some of the ways in which 'knowledge' both shapes and is shaped by our social world, thus accounting for the plurality of competing knowledges that confront us. Various conflicting knowledge claims are identified, such as the conflict between western scientific and indigenous knowledges, and feminist challenges to the Enlightenment tradition. Furthermore, the course also investigates the way that conflicting knowledges underpin contemporary problems such as global environmental issues, 'third world' development, gender inequality, and globalisation, thus revealing the political dimension of knowledge claims.

SCS110 Society, Culture and Social Change

Students are provided with a broad understanding of everyday social life. Taking a thematic approach, the course examines social institutions, structures and organisations via their impact on areas such as education, health, sport and leisure and the community. Within each of the topics, the controversies and conflicts associated with issues of power, injustice and inequality are addressed. Because this course promotes an understanding of the social world we inhabit and produce, it encourages students to think about the societies and communities desired and the future possibilities of contemporary social and community life.

SCS210 Indigenous Australians and the State

This course examines questions regarding Aboriginal sovereignty, the origins of the Australian state vis-a-vis the country's indigenous population and the nature of the contemporary state and bureaucratic government as the central mechanism which articulates public policies. The development and operation of various state indigenous policies such as segregation, assimilation, self-determination and reconciliation are evaluated, from indigenous viewpoints. Furthermore, students critically explore the current social location of indigenous Australians in areas such as education, employment, health, land rights and criminal justice. *(This course is a designated 'race/ethnicity' course in Social and Community Studies.)*

SCS211 Green Justice and Red Tape: Environment and Social Issues

The social causes of contemporary environmental problems are underpinned by various forms of social inequality, including the unjust distribution of material resources and political power. This course focuses on the socio-economic, race/ethnicity and gender dimensions of inequality, from the local community through to the international arena. The course highlights the underlying social, political and economic processes associated with these issues. A thorough awareness of the link between environmental problems

and social inequality is essential for environmental managers, community workers, policy analysts, and social planners.

SCS215 Deviance: Deviations and Dubious Distinctions

This course examines the ways deviance is consumed through advertising, the media, the Internet and pornography; and the ways deviance is constrained, through discipline, punishment and incarceration. Topics focus on law breaking, substance abuse, madness, family violence, religious cults, sex and sexuality, body image and representation. The course also examines the ways various philosophers and social theorists explain deviance in relation to social control, restraint, freedom and power, and considers the process by which deviant acts, bodies and behaviours come to be regarded with dubious distinction.

SCS220 Gender and Society

Focusing on the family, education, race, health, beauty, and popular culture, this course traces the historical and contemporary formations of gender inequality in Australian society. It also examines the rich and diverse contribution of feminist theory to our understanding of inequality and the changes that must be initiated to transform this situation. As well as making use of literature in the area, students bring their life experiences to bear on the course material and to reflect on the sources of their views and beliefs. This course is a designated 'gender' course in Social and Community Studies.

SCS225 Social and Community Research

This course familiarises students with various ways social data is produced and analysed and examines the procedures of research methods such as interviewing, survey techniques, participant and non-participant observations and measurement. Skills needed to examine and conduct social research are taught. The course clarifies the relationship between research and theory, and addresses some controversial and urgent questions raised by social research including: ethical dilemmas, the relationship between social research and science, issues of reliability and validity, and the relationship between objectivity and subjectivity.

SCS230 Understanding Society

In order to change society, or even to operate effectively in society, some understanding of society is essential. Contemporary explanations of social problems and issues have been based on, or developed out of, classical sociological theory. Knowledge of these foundations of sociological thought is taken for granted in many contemporary discussions. This course introduces students to the foundations of social explanation through a critical discussion of the work of key sociological thinkers.

SCS235 Providing for the People: Social Justice, Welfare and the State

From its inception the modern welfare state has been controversial. Over the last two decades welfare debate has been heightened in a climate dominated by policies of economic rationalism, privatisation, managerialist reforms and economic globalisation. This course examines competing claims about the role of the welfare state and its historic project to achieve social justice through service delivery, industrial relations policy and economic regulation. It explores the domestic and international factors that have shaped the welfare system in Australia and the west more generally, with a strong focus on contemporary developments.

SCS260 Community Work

Minimalist government intervention, competition and individualism, the opposing forces of collective endeavour, commitment to participatory practices and diminished human rights raises a range of social justice issues for the social and community services professions. This course explains the nature of community work and shows how it can be used for empowerment and social change. Basic concepts and theoretical frameworks that underlie community work practice are introduced. Students explore various models of community work and their theoretical underpinnings, and then examine community work as a method of working with communities to bring about empowerment and social change.

SCS261 Community Work Practice

Community work is a multidisciplinary tool of empowerment and social change. Undertaking community work involves the use of theoretical knowledge of community development, social change and the factors that lead to inequality in society. In addition, it requires the bringing together of practical skills derived from a range of disciplines. Finally, community work is about understanding and analysing one's self and one's values. This course introduces community work practice through 'field education' or 'a practicum'. Field education provides an experience that is more complex, real and diverse than can be simulated in the classroom.

SCS270 Community Work Skills 1

This course is devoted to developing the professional knowledge demanded of a community worker. Community work is concerned with the pursuit of social justice through community empowerment by interacting with individuals, groups, communities and organisations. This requires a highly developed range of specialised practice knowledge, transferable across a wide range of practice situations that enable the worker to build purposeful and meaningful relationships with disadvantaged people from a variety of social and cultural backgrounds. This course focuses on such practice knowledge and equips student to understand and operate as a professional community worker.

SCS271 Community Work Skills 2

Community work requires professional knowledge of complex human relationships, agencies and policies. This course focuses on interacting with individuals, groups, communities and organisations and on transferable skills across a range of practice situations. This requires a highly developed range of specialised knowledge that enables the worker to build purposeful and meaningful relationships with disadvantaged people from a variety of social and cultural backgrounds. It also involves high level analysis of social problems and developing strategies to address them. Particular attention is given to the knowledge associated with lobbying, advocacy, referral and participation.

SCS280 Counselling for the Human Services Professional

There are many situations in society which cause crisis in the lives of people. Individuals and families have to face the most complex problems and perplexing areas of human experience. This impacts on individuals, families and groups and determines their ability to cope. This course introduces students to the theories and techniques of counselling and referral as they apply to the human services worker, in contexts such as community work, welfare, human relations, and human resource management.

SCS285 Health, Society and Culture

In this course, health issues are analysed by the social dimensions of age, gender, class and ethnicity. Western medicine are analysed as a cultural artifact of industrialised societies and some basic concepts of other medical systems, sometimes known as ethnomedicines, are considered in their contexts. This course combines aspects of medical anthropology and sociology to enable the student to avoid the "taken-for-grantedness" with which many people perceive our health system. Students look into our health system, and those of other cultures, and expand their examination of Australian society.

SCS286 Disability: Culture, Community and Change

Although attitudes to and understanding of people with disabilities have changed over time, disability remains a key source of social exclusion and disadvantage in society. The course focuses on the historical, philosophical and ideological basis of these attitudes to assist in understanding the development of various approaches and models for the provision of care for, and intervention in, the lives of people with disabilities and their families. The adequacy of legal and regulatory instruments to ensure the rights of people with disabilities are explored, together with ethical questions on the efficacy and legitimacy of treatment and interventions.

SCS290 Culture Vultures

Australia sits within a global framework of immigration and cultural diversity. Yet in many instances this diversity is not understood and appreciated. Questions of culture and identity capture our imagination. Culture, community, society, nation, ethnicity, indigeneity and race are rich and ambiguous terms. This course examines these concepts from the perspective of Australian immigration program and Australian multiculturalism. The course also explores how the concepts of identity, cultural diversity, representation,

racism and ethnocentrism unfold itself in the public domain and how minorities are represented as the 'other'.

SCS295 Gender – Cross Cultural Perspectives

Gendered ways of thinking and acting, and commonly held ideas about the nature of gender, vary from culture to culture. This course looks at gender as a cultural construct expressed in a variety of cultural forms such as ways of knowing, spiritual beliefs and modes of communication. This anthropological approach examines gender in different cultures, illustrating the variety of ways of expressing gender, and that gender constructions are as much, if not more, cultural than biological. This cross-cultural approach also allows examination of complex intersections of gender with class, race and ethnicity.

SPL254 Biochemistry and Physiology of Exercise

Biochemistry and Physiology of Exercise is designed as a foundation course for all students undertaking the Sport and Exercise Science program. The course reviews the basic concepts of energy metabolism and applies them to a range of exercise conditions. This course examines how the various human functional systems operate during exercise and what acute and chronic physiological adaptations occur in response to exercise. Key systems will include the cardiovascular, respiratory, skeletal, muscular, neural, thermoregulatory, osmoregulatory, immunological and endocrine. This course also focuses on the key responses and adaptations to exercise under various environmental conditions.

SPL255 Exercise Screening and Testing

This course is the second course in the Exercise Prescription Strand. It uses knowledge about the physiological response to exercise to identify those who can safely increase their participation in physical activity and those who require further screening, testing and monitoring both before and during the undertaking of an exercise program. The course looks at coronary risk factors, health and physical activity status to accurately categorise people for participation in exercise programs. The course follows the American College of Sports Medicine guidelines for exercise testing and includes identifying those that require medical evaluation before further testing, laboratory evaluation, graded exercise testing administration, test protocols, termination of testing, and emergency procedures.

SPL263 Functional Anatomy

Functional Anatomy is a compulsory course undertaken in first semester of the second year of the Bachelor of Science (Sport and Exercise). The anatomy of the musculo-skeletal system and factors involved in assessing and performing movement are studied. Functional anatomy topics covered within this course include anatomical movement descriptors, reference systems, gross musculo-skeletal anatomy including associated connective tissues and the mechanical and functional characteristics of the various connective tissues.

SPL264 Biomechanics

Through the course of Biomechanics students will explore, describe, analyse and predict the characteristics of movement for the human body. The scientific study of human movement is defined as Kinesiology and includes topics such as the functional anatomy of the musculoskeletal system - that is the biological components that cause movement. Biomechanics is the aspect of science concerned with the basic laws of force and motion and how these apply to human movement - the mechanics of movement. Together these themes are applied to moving objects, human movement through fluids, rehabilitation, simulation and modelling, all which lead to understanding the principles of human movement.

SPL351 Performance Enhancement I

The course focuses on the physiological, mechanical and neural responses required to perform physical activities. Factors contributing and determining physical performance are studied from the viewpoints of fuel reserves, circulatory capacity, respiratory capacity, energy production and muscular contraction, muscle function, neural control and psychological demands. Students develop methods of identifying and measuring the primary demands of specific physical activities and sports. The nature and capacity of the various physical systems required to meet these demands are studied and methods developed to measure their contribution. The mechanisms used to maintain homeostasis and recover from exercise are studied in light of their contribution to training response and performance.

SPL352 Performance Enhancement 2

The course is the second course in the Performance Enhancement specialisation of the Sport and Exercise Science program. It integrates motor learning, biochemistry, biomechanics and exercise physiology to assess and measure performance. Models of performance are used to examine the relationships between the performance factors of physical activities and to identify factors limiting performance. Issues in elite sports performance such as altitude training, blood doping and nutrition are studied. Students are required to complete a research project in performance enhancement.

SPL353 Exercise Prescription and Programming

This course enables student to understand the principles behind prescribing an exercise program, and allows students to gain experience in the practical skills required to prescribe an exercise program. It identifies the principles of exercise, which includes training variables such as overload, frequency, intensity, and periodisation. Human responses to exercise are illustrated and include the physiological, biomechanical and psychological factors that influence an exercise program. The course then focuses on the principles of equipment and activity analysis. These components are separately identified and the interrelationship between the human response and the equipment are investigated. Once these factors are understood the components of program prescription are identified and applied. Variations to these training variables are discussed followed by specific exercise prescription for key populations. Comprehensive programs are developed through the application of time management, psychological and communication skills as well as defining the scientific approach to training programs.

Critical analysis of the current practice within the fitness industry will be undertaken with a view to establishing state of the art programs.

SPL354 Exercise Health and Lifestyle

Exercise Health and Lifestyle is the final unit in the Exercise Prescription strand, a compulsory strand for Sport and Exercise students. The unit extends the knowledge gained in Biochemistry and Physiology of Exercise, Exercise Screening and Testing and Exercise Prescription and Programming. Topics such as the physiological, psychological and sociological benefits of exercise, health, wellness, morbidity, the assessment of personal health and lifestyle and current government and non-government health and lifestyle initiatives are studied.

SPL356 Exercise Prescription for Special Populations I

This course aims to provide students with the knowledge and ability to initiate and maintain appropriate exercise prescriptions or programs for individuals or groups with particular needs. Exercise prescription for such individuals differs from the healthy individual, due to a period of immobilization following an injury or inactivity. These individuals and groups may include athletes following a musculo-skeletal injury, individuals following traumatic injuries such as spinal cord or amputation, and the elderly. The exercise program would be designed to facilitate a return to high level sport or maximise the potential of individuals. The topics covered include strategies to prevent injuries, the patho-physiology and psychological considerations of the musculo-skeletal injuries and loss of function, understanding the healing process, methods of fitness assessment including muscle testing; the various methods of re-establishing proprioception, strength and endurance, functional exercise progression, and outcome measures of exercise intervention. The culmination of this knowledge will enable the students to accurately select the appropriate exercise protocol for individuals and groups with particular needs.

SPL357 Exercise Prescription for Special Populations 2

The course extends the core knowledge of the second year subjects of Functional Anatomy and Exercise physiology and builds on a base of exercise prescription and applies this to the special case of regaining lost function or maximizing potential function. The topics covered include understanding development of disability and loss of fitness and its impact on the cardio-vascular and musculo-skeletal systems, the cautions to exercise prescription for people with cardio-vascular disease, obesity, diabetes, chronic neurological conditions and chronic orthopaedic conditions. Functional exercise progression shall be emphasized and outcome measures shall be studied. The culmination of this knowledge will enable the students to accurately select the appropriate exercise protocol for individual's and groups.

SPL358 Occupational Biomechanics

Occupational Biomechanics uses scientific methods of mechanics to study the effects of various forces on the sports performer. It is concerned, in particular, with the ways in which sports movements are performed – often referred to as sports techniques. It also

considers aspects of the behaviour of sports implements, footwear and surfaces where these affect performance or cause injury. The course is divided into two parts, (a) why injuries occur and (b) how performance can be improved.

SPL359 Sport Biomechanics

Sport Biomechanics focuses on the improvement of sport performance. This course further extends the fundamental sports performance knowledge developed in Occupational Biomechanics, in particular extends the optimisation of sports techniques, and introduces the concepts of computer simulation and modelling, as well as comparing the latest technological developments in the field of sports biomechanics.

TSM210 Tourism Management

This course reviews the historical development of tourism, analyses the components within tourism and examines the organisation, management and structure of the tourism industry. The course introduces students to tourism and the tourism industry, organisations within the industry and to relevant disciplinary and interdisciplinary approaches to their study. It is based on the exploration of the demand, distribution, delivery and development of tourism within a regional, national and international context. The course provides a grounding for further studies in tourism and hospitality.

TSM211 Tourist Behaviour and Special Interests*

This course examines the nature and scope of tourist behaviour and its utilisation in the development of special interest tourism. The course enables students to think beyond 'mass' tourism and to examine new forms of tourism that are consistent with natural, social and community values and that allow hosts and guests to enjoy positive, worthwhile interactions and shared experiences. The course begins by examining the fundamental changes occurring in the tourism market with the development of new patterns of tourism consumption. Today's sophisticated tourists often search for novel, authentic and quality tourist experiences or something new, be it the outdoors, food, sport, history or culture. With the rapid growth in tourism activities, attractions and unique approaches to accommodation, numerous tourism products have been developed within specialised sectors that focus on the particular interests of their customer base. Theories and models of tourist behaviour and critical factors which affect travel decision making and behaviour, specifically related to special interest tourism, will be explored.

TSM221 Tourism Policy, Planning and Development*

This course focuses on tourism planning as a process and set of techniques for sustainable tourism development. It examines the physical environment of tourism planning, and the social, cultural and political realities of tourism planning and policy making. Public and private sector roles are evaluated, as well as the nature, parameters and constraints attached to tourism development. The emphasis of the course is on strategic regional and community-based tourism planning. In addition the course aims to develop an understanding of tourism policy-making processes, and to gain skills in the evaluation of tourism plans and policies. The course also broadens the coverage of planning and development to include tourism policy as well.

TSM222 Ecotourism: A Sustainable Option?*

This course examines the nature and growth of ecotourism in the context of the related concepts of sustainability, sustainable tourism and appropriate nature-based tourism. This course provides a theoretical and applied understanding of ecotourism within Queensland, Australia and internationally and some important examples of sustainable tourism practices in natural settings. Principles of ecotourism are explored, including its ecological and cultural sustainability, its education and interpretation, its contribution to local communities and conservation, its promotion and participant satisfaction levels. The key issues still facing ecotourism will be examined from the perspective of operators, ecotourists, local communities, governments, non-profit associations and professional organisations. A case study approach will examine developments in ecotourism enterprises and examples of best practice, as well as industry, government and community initiatives relating to ecotourism.

TSM312 Sustainable Tourism*

This course focuses on sustainable tourism and the fundamental concepts that may have application to all forms of tourism, in the search for a sustainable future. It builds on the previous course 'Ecotourism: A Sustainable Option?' and examines how far sustainability principles and practices are being implemented. The course aims to provide a theoretical and practical understanding of sustainable tourism and its prospects in developed and developing countries. It explores the concepts of sustainability and the growing interest in sustainable development and sustainable tourism in particular. The historical roots of sustainability are traced, as are the worldwide environmental concerns and developments in sustainable tourism. The myriad of environments in which tourism operates and the physical, socio-cultural and economic impacts of tourism are examined in an effort to identify and implement more appropriate forms of tourism that optimise impacts and facilitate future generations.

TSM322 Developing and Marketing the Tourism and Hospitality Product*

This course provides students with an understanding of the important and unique aspects of product development and marketing within the hospitality and tourism industry. Various key areas of study include tourist and hospitality decision making, segmentation and market development, tourism and hospitality product and destination development, tourism and hospitality distribution, tourism marketing approaches, tactics and strategies, customer service in tourism and hospitality enterprises, tourism and hospitality promotional techniques and tactics. The unique strategic and tactical aspects of a marketing program for tourism and hospitality organisations are a major focus, which includes the "Eight Ps" of tourism and hospitality marketing (Partnership, Product, People, Packaging, Programming, Place, Promotion and Price). The various marketing and promotional techniques available to hotels, restaurants, tourism and travel enterprises are described and evaluated and the major market trends in the hospitality and tourism industries are discussed.

TSM313 Tourism Technology and Innovation*

This course provides an understanding of the nature of innovation and technology related to the growth, success and future development of tourism within Australia and on an international scale. The tourism industry is now expecting its employees to have a fundamental understanding of a variety of innovative technological methods and their application within the industry. Consequently, the course addresses aspects of key management problems, needs, developments and approaches that are utilising technology and innovation within the tourism industry. This also encompasses an understanding of a variety of information and other technological methods utilised in the functional areas of development, operations, management, marketing and financial management within the tourism enterprise.

TSM323 Practicum in Tourism*

This course is an applied program of study related to tourism and utilising skills and knowledge gained previously in the degree. The Practicum may be satisfied through the successful undertaking of research on a particular problem or issue which has an applied focus, development, design or the production of a product or program for an organisation, or planning and/or implementation of a special activity for an organisation. Upon approval, an internal applied program may be undertaken. Participation in an exchange program, either domestic or international, would also be possible with the approval of the supervisor, and would involve developing an applied focus on a particular topic consistent with the Practicum.

XXX331 Applied Business Project (1 course value)

XXX332 Applied Business Project (2 courses value over one semester)

XXX334A & XXX334B Applied Business Project (2 courses value over two semesters)

The course code XXX should be replaced with the 3-letter prefix of the relevant major/minor upon which the research project shall be based (eg. Research based on Management XXX331 becomes MGT331). Students undertake a research project from any major of their choice.

(The XXX332 course and XXX334A&B are the equivalent, in load and content, of two advanced level courses.) Students intending to undertake the one or two course project should contact the Head of Discipline in which they wish to do their Project.

** subject to approval*

POSTGRADUATE

ACC701 Accounting for Managers

Provides an understanding of how managers can interpret and utilise accounting information to enhance the decision-making process.

BUS701 Law and Ethics for Managers

The legal foundations and practice of business, and the nexus between the legal side of business and ethics.

BUS702 Economics for Managers

Encompasses both micro-economics and macro-economics, exploring how these two areas of the discipline influence business practice.

BUS703 Research Methods for Managers

The theory and practice of quantitative research techniques as applied to business problems, incorporating research proposals, survey research, experimental design and data analysis using computer packages

BUS704 Corporate Finance

Encompasses decisions about long-term investment strategy, raising cash for capital expenditures and managing short-term operating cash flows.

BUS705 Innovation and Entrepreneurship

The principles and practice of planning and starting new ventures and sustaining them into the future.

FIN710 Superannuation & Retirement Planning

This course examines the regulation, administration and taxation of superannuation funds as well as maximising the benefits of members through effective contribution techniques.

FIN711 Financial Plan Development, Consulting & Negotiation

This course provides the student with the theory and skills required for data gathering strategies, identification of client needs, plan preparation, developing the plan to CFP standard, plan presentation and review. Also covered are the essential communication and negotiation theories and skills and strategies for effective dealing with clients.

FIN712 Taxation Planning & Estate Planning

This course examines various taxation and estate planning techniques in order to provide the adviser with appropriate skills and knowledge to meet the objective of their clients.

FIN714 Financial Planning Project

This project allows students to undertake substantial research into an area of financial planning or related disciplines of interest to them. The project is equivalent to a one semester course and the student requires approval from the co-ordinator of the financial planning program before commencing the project. The project is not compulsory although students with experience in the financial planning industry will gain considerable benefit from undertaking this research.

FIN720 Financial and Investment Planning

The professional and legal responsibilities of the adviser/planner as well as risk and return and the appropriateness of various investments to meet the needs of investors are examined in this course.

FIN721 Risk Management & Insurance Planning

This course covers concepts and theory of life insurance, superannuation and managed funds. Consumer protection and the life industry code of practice, professional negligence and general insurance are also considered.

INF510 Information Systems in Business

Introduces the information technology used in business information systems. Students will investigate the major layers of this information technology, and identify primary goals and operational approaches relating to each layer.

INF511 Data Modelling

Develops an understanding of the issues associated with databases, concentrating on the task of data modelling to ensure it is given appropriate emphasis in the design and development of information systems.

INF520 Systems Analysis and Design

Provides knowledge in the field of systems analysis and design, a major component of information systems. This course aims to equip students with the basic technical skills required for systems analysis.

INF521 Business Programming

Develops an understanding of the business problem to be solved in terms of the information available, the information to be produced and any assumptions to be made, leading to an efficient and reliable implementation of the solution.

INF610 Advanced Systems Analysis

Enables students to reflect upon the fundamental concepts of the topic and draw on the theoretical aspects of other units of study when approaching a new problem in systems development. This course will expose students to a number of system development methodologies, and enable them to critically assess those methodologies.

INF611 Advanced Business Programming

Provides the opportunity to integrate the theory covered in a number of previous units and extend understanding of advanced programming techniques. These will be used in the implementation of applied business solutions and Internet applications.

INF620 Electronic Commerce

Introduces the theoretical and practical issues associated with Internet commerce, focusing on how the Internet can be used to improve the way a business deals with its stakeholders and to develop and market new products and services.

INF621 Issues in Information Systems Management

Develops expertise in major and emerging issues in IS management, IS policy development and IS strategic planning. Emphasis is placed on communicating with all the stakeholders in IS development processes.

INF631 Information Systems Project

Simulates the professional activities associated with employment as a programmer or systems analyst, where high standards in time management, interpersonal and project management skills as well as professional skills are expected. Typically the project will involve a requirement definition, database design, system design and implementation based on methodologies and techniques utilised throughout the course.

INF701 Information Systems for Managers

Develops understanding and experience with information systems for managers who are typically "end-users" rather than programmers or designers.

INF702 Electronic Commerce

Introduces students to the theoretical and practical issues associated with electronic commerce. The focus is on how the Internet can be used to improve the way a business deals with its stakeholders and how it can be used to develop and market new products and services.

MGT701 Managing Organisational Behaviour

The principles and theories underlying workplace practices, with special attention to the institutional arrangements and reforms currently characteristic of Australian and global organisations.

MGT703 Strategic Management

The integration of all of the above issues to manage organisations as a whole and in a global context.

MGT704 Global Business Management

Provides an insight into transnational business trends, strategies and operations. Much of business today is conducted with and through people from various cultural backgrounds. Cultural differences if not understood, can be significant barriers to the implementation and success of a business venture

MKG701 Marketing Management

The principles, planning, implementation and control of the marketing function in all kinds of organisations.

Glossary

Advanced level course

These courses are normally undertaken by students in the second and third years of their programs. Entry to these courses may be subject to successful completion of a pre-requisite(s). These courses are normally coded as 200 or 300 level courses (eg AUS220 or MEP361).

Bachelor

Bachelor degree is the title for an undergraduate degree program. Example: Bachelor of Business. A bachelor degree normally takes three years of full-time study to complete (or six years part-time).

Combined program

A combination of two undergraduate programs taken simultaneously. Example: Bachelor of Arts/Bachelor of Science; Bachelor of Arts/Bachelor of Business; or Bachelor of Business/Bachelor of Science. A combined program consists of 32 courses.

Compulsory strand

A compulsory strand is a sequence of courses that contains theoretical knowledge considered fundamental to a Science graduate.

Core courses

There are two courses that every undergraduate at the University is generally required to complete. The core courses are: Communication and Thought and Information and Technology. These courses enable students to gain skills and knowledge for successful tertiary study and lifelong learning.

Co-requisite course

Co-requisite courses are normally required to be undertaken at the same time as another specified course.

Course

A course is a component of a program (commonly known as a subject), such as Biological Chemistry or Marketing Theory and Practice, which is normally one semester long. Courses are generally 12 units in value. The standard enrolment for a full-time student is four courses per semester. The standard part-time enrolment is two courses per semester.

Credit

The granting of advanced standing in a course on the basis of previous post-secondary studies and/or other prior learning.

Dean

The member of academic staff responsible for the management of a Faculty.

Deferral

Postponement of your studies for a specified period (usually one year) prior to starting an undergraduate program.

Elective

An elective is a course that is chosen from a number of alternative courses.

Faculty

A department within the University devoted to a particular area. Example: Faculty of Science.

Foundation course

These courses provide a sound knowledge of essential areas, and provide a sound foundation for studies in particular majors and/or minors within the degree. They are normally coded as 100 level courses (eg BUS101).

Full-time student

A student that studies at least three courses per semester. The standard full-time workload is 4 courses per semester.

Honours program

An honours program is usually two semesters (one year full-time) of coursework, seminars and supervised research taken after a bachelors degree. It advances your knowledge and experience, and helps you to prepare for future research work and postgraduate study. Further information on undertaking an honours program can be obtained from the relevant faculty.

Introductory level course

These courses provide a sound knowledge of essential areas, and provide a sound foundation for studies in particular majors, minors and/or strands within the program. They are normally coded as 100 level courses (eg BUS101).

Lecture

A lecture is normally where a member of the teaching staff presents themes and concepts relating to the course of study to all students enrolled in that particular course.

Major

A major is a sequence of 8 courses from one particular area of study. You would normally complete a major if you were undertaking a program from either the Faculty of Arts and Social Sciences or the Faculty of Business.

Minor

A minor is a sequence of 4 courses from one particular area of study. You can complete a minor if you are undertaking a program from either the Faculty of Arts and Social Sciences or the Faculty of Business.

Part-time student

A student that studies one or two courses per semester. The standard part-time workload is 2 courses per semester.

Postgraduate

A person who has a degree from a university and is pursuing studies for a more advanced qualification. Example: Graduate Certificate or Postdoctoral qualification.

Pre-requisite course

Pre-requisite courses are required to be completed or satisfied prior to enrolling in another specified course.

Program

A program is the complete award with which a student graduates eg. BA, BBus(Hons).

Semester

The academic year is divided into two main semesters. First semester runs from February to July, and second semester runs from July to December. A summer semester may also run in some courses from December to February.

Specialisation strand

A specialisation strand consists of two or four courses designed to provide students with a wide range of skills within a discipline area. Specialisations are designed to provide the competencies and skills required for further employment and/or study in a discipline area.

Tutorials/Practicals/Labs

A tutorial/practical/lab is normally a forum for discussion and consolidation of the themes and concepts introduced in the lecture, and in many cases gives students a chance to practically apply course content. Tutorial classes are usually between 15-25 students in size and provide an atmosphere conducive to discussion, presentation and debate.

Undergraduate

A person studying at a university for a first degree. Example: a bachelor's degree or Honours degree. An undergraduate may also be a student who already holds a degree but is taking a second or subsequent degree at the same level.

Unit

A unit is the value of each course. Generally, each course is 12 units in value.