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# Preface

## HISTORY

The University has undergone continuous and very successful growth since its establishment in 1994 by a State Parliamentary Act as Sunshine Coast University College.

Australia s newest university opened at Sippy Downs in 1996 with about 450 students, and in 2000 hosted approximately 2700 students. The annual increases in student demand for courses clearly reflect the significance of this University as a new and major development in Australian tertiary education.

The 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.

Students have unparalleled opportunities to study via on-line note-sharing, computer networking, multimedia, E-mail and the Internet. The expansion of further technology and research resource facilities are planned from 2001 in line with funding and campus needs.

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 labs for teaching high technology computer-based design; a large Brasserie and function centre; and a University Club overlooking multipurpose sporting fields and the international standard athletics track and training centre.

The year 2000 also saw the University commence the first stage of building for the Innovation Centre on campus.

The Innovation Centre will be home to a business incubator, which 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.

Other features will include an auditorium with a 2000 person seating capacity, event and catering facilities. Completion of the Innovation Centre is planned for April 2001.

The dynamic campus is also home to an English Language Centre for short- and long-term English language courses, a Co-Op bookshop, U3A and Open Learning offices.

## 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.

# Preface

## 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 Oxford burgon-style 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.

# Preface

## 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**
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.

**Master Degrees**
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.

**Doctorates**
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 Oxford burgon-style 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 thirty years ago, and since stored by a local family s furniture company.

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 University s mace design draws from the three interwoven themes reflected in the institution s logo, mission and ongoing development: 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

A symbol of life long learning, the corporate identity for the University of the Sunshine Coast has three related elements.

First, the Sunshine Coast region is symbolised by the sun element representing forms of knowledge permeating the spectrum of community life.

The academic focus of the University is seen in the open book-shape and the dynamic abstraction of the radiating points reminiscent of the unique form of the Library - the traditional source of information in a university community.

The third element is the significance of the environment and how, over time, night and day, its sustainability is reliant on learning and education. The spliced rectangle on the right is both the land and water of the Coast and hinterland.

University of the Sunshine Coast

# Academic Calendar 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 | | Intra-Semeser Break |
| 16 April | | 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 |

# 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 for 2001

**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 Cheryll DUNN,
Proprietor, Cheryll 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, Business Services & Finance Division, Dunhill, Madden, Butler Solicitors

# Council & Committees

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**

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

Professor Alan SHEEHY, DipAppBiol *RMIT*, BAppSci *Canberra*, MAppSci *Technol.Syd.*

Vacant

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

Ms Kerry MARTIN, BA Qld., DipEd Qld.

**A member of the student body**

Vacant

**Two members of the Convocation**

N/A

**Two additional members**

Father John DOBSON
Priest of the Catholic Parish of Caloundra

Mr Rod FORRESTER
Managing Director, Forrester Kurts Properties Ltd

## COMMITTEES

University committees which have student representation 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 Secretariat on +61 7 5430 1102.

# University Staff

**CHANCELLERY**

Professor Paul Thomas
*Vice-Chancellor*

Professor Paul Clark
*Deputy Vice-Chancellor*

**OFFICE THE VICE-CHANCELLOR: MANAGEMENT STAFF**

Mr Mark Bradley
*Manager, Facilities*

Ms Sharon Hall
*Executive Officer*

Ms Margaret Henson
*Manager, Secretariat*

Mr Roscoe King
*Manager, Events & Catering*

Vacant
*Manager, Finance*

Mr Andrew Pentland
*Executive Officer, University Foundation*

Ms Margaret Thursby
*Manager, Media and Marketing*

**OFFICE OF THE DEPUTY VICE-CHANCELLOR: MANAGEMENT STAFF**

Ms Sue Carlos
*Director, Student Affairs*

Ms Del Childs
*Director of Studies, English Language Centre*

Ms Heather Gordon
*Executive Director, Information Services*

Ms Cassandra Russell
*Executive Officer, Teaching, Learning and Research*

Vacant
*Manager, Human Resources*

Mr Barry Mahoney
*Manager, Information Technology Services*

Mr Alan Marchant
*Manager, Reprographics*

Ms Kerry Martin
*Manager, Student Administration*

Mr Terry McGree
*Manager, Student Services*

Ms Erin Thomas
*Business Operations Manager, English Language Centre*

**OFFICE OF THE DEPUTY VICE-CHANCELLOR: FULL-TIME ACADEMIC STAFF BY FACULTY**

**Faculty of Arts & Social Sciences**

Professor Robert Elliot
*Dean, Faculty of Arts & Social Sciences*

Dr Lucinda Aberdeen
*Lecturer*

Ms Hurriyet Babacan
*Senior Lecturer*

Ms Barbara Bolt
*Lecturer*

Dr Karen Brooks
*Lecturer*

Ms Linda Bull
*Lecturer*

Ms Lisa Chandler
*Lecturer*

Dr Pam Dyer
*Senior Lecturer*

Dr Elizabeth Eddy
*Lecturer*

Dr Lynette Finch
*Senior Lecturer*

Ms Sonya Glavac
*Lecturer*

Mr Narayan Gopalkrishnan
*Lecturer*

Mr Stephen Hooper
*Lecturer*

Ms Debbie Livingston
*Lecturer*

Dr Tara Magdalinski
*Senior Lecturer*

Mr Philip Mahnken
*Lecturer*

Dr Chris McConville
*Senior Lecturer*

Dr Ivan Molloy
*Senior Lecturer*

Dr Heidi Nietz
*Lecturer*

Ms Lesley Roberts
*Lecturer*

Dr Joanne Scott
*Lecturer*

# University Staff

Ms Bronwyn Stevens
*Lecturer*

Mr Kevin Todd
*Senior Lecturer*

Ms Margaret Turner
*Lecturer*

Dr Carmel Wallace
*Lecturer*

**Adjunct Appointments**

Professor Cora Baldock
*Adjunct Professor*

Dr David Boucher
*Adjunct Professor*

Professor Rom Harre
*Adjunct Professor*

Professor Dale Jamieson
*Adjunct Professor*

Professor Geoffrey Caban
*Adjunct Professor*

Professor Robert Doyle
*Adjunct Professor*

**Faculty of Science**

Professor Paul Clark
*Acting Dean, Faculty of Science*

Dr Brendan Burkett
*Lecturer*

Dr Fiona Burnell
*Lecturer*

Dr Ken Chan
*Lecturer*

Ms Wendy Chesworth
*Associate Lecturer*

Dr Mark Holmes
*Senior Lecturer*

Dr Mohammad Katouli
*Senior Lecturer*

Dr David McKay
*Lecturer*

Dr Donald Meyers
*Lecturer*

Dr Rabi Misra
*Lecturer*

Dr Anne Neller
*Lecturer*

Dr Ron Neller
*Senior Lecturer*

Ms Lily O'Hara
*Lecturer*

Ms Ann Parkinson
*Lecturer*

Dr Mike Pass
*Associate Professor*

Dr Thomas Schlacher
*Senior Lecturer*

Dr Alison Shapcott
*Lecturer*

Dr Helen Wallace
*Senior Lecturer*

Dr Jeffrey Ward
*Lecturer*

**Adjunct Appointments**

Dr Russell Haines
*Adjunct Professor*

Professor Trevor Heath
*Adjunct Professor*

Dr John Madden
*Adjunct Associate Professor*

Dr Leslie Newman
*Adjunct Scientist*

Emeritus Professor John Waid
*Adjunct Professor*

Dr Allan Hahn
*Adjunct Professor*

Mr Mark McKean
*Adjunct Scientist*

Professor Ian Lowe
*Adjunct Professor*

Dr Monika Schlacher-Hoenlinger
*Adjunct Scientist*

Mr Philip Aldridge
*Adjunct Scientist*

# University Staff

**Faculty of Business**

Professor Deborah Ralston
*Dean, Faculty of Business*

Mr Peter Clutterbuck
*Associate Lecturer*

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*

Mr Peter Mitchelson
*Lecturer*

Ms Rae Norris
*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
*Associate Lecturer*

Mr Michael Trimarchi
*Lecturer*

Mr Greg Trotman
*Lecturer*

Dr Cathy Urquhart
*Senior Lecturer*

Ms Jeanette Van Akkeren
*Lecturer*

**Adjunct Appointments**

Emeritus Professor Rod Jensen
*Adjunct Professor*

Professor Alex Maggs
*Adjunct Professor*

# Services & Facilities

## 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. All enquires should be directed to the IT Help Desk located at the Library Loans desk.

### Introduction to the Network Tutorials

Any student enrolling at the University for the first time should start by attending an Introduction to the Network tutorial offered during the first weeks of each semester. Returning students may also attend this tutorial. You will learn in a hands on environment how to log into the University's network so that you can have access to 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.

### Student Guide

A *Student Guide to IT Services* is 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 units, and to those attending the Introduction to the Network tutorial. Copies may also be printed from the student intranet.

### 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.**

The computer laboratories support:

- PC and Macintosh platforms
- Microsoft Office applications
- Internet access
- network access to course materials including lecture and tutorial notes, timetables, past exams
- laser printing via swipe card
- electronic mail accounts for each student
- 20Mb of disk space for each student
- 24 hour access to authorised students

### 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.*

# Services & Facilities

## Email

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

## 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.

## ITS Help Desk

The 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 or telephone +61 7 5430 4455.

# Services & Facilities

## 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.

### 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/stugui de.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.

### 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.

### 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 enquires and to provide expert assistance finding information and using the Library's collections.

The Library also offers a variety of information and research skills tutorials to assist students to become self-sufficient, knowledgeable and creative information consumers. Hands-on tutorials explore how to conduct research using the online catalogue, electronic databases and the Internet. These tutorials are available as part of orientation activities and are also run throughout the academic year. An online Library catalogue tutorial is also available year round from the student intranet. The Library has developed tutorials for specific programs and courses, people with disabilities, other equity groups and learning support, utilising emerging educational technologies. More information is posted on the Library's home page and on the notice board in the Library building.

# Services & Facilities

## 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:

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

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

# Services & Facilities

## 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 Peer Advisers (funded by the Student Guild) and Student Mentors scheme.

### 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 early 2001, USC 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

Student Administration is one of the central enquiry areas for students of the University. The goal is to provide students with assistance in their program of study. Student Administration provides 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 academic records 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 have their degrees conferred.

**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 to ensure that important deadlines are met.

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). The office is located on the ground level of the Arts & Social Sciences Building (Building D). Student Administration may be contacted on +61 7 5430 2890, or email information@usc.edu.au.

# Services & Facilities

## 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 include:

- 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 Student Equity Office is responsible for drafting policies and plans and recommending programs, which assist these groups to access and successfully complete a University course.
Telephone: +61 7 5430 1258.

## Student Exchange

**Location:** 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 abroad as an exchange student. University of the Sunshine Coast recognises the personal and academic benefits of overseas travel and study and is currently developing links with other higher education institutions 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 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 costs, 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 to 5pm. Students may access the Disability Support Officer on a drop-in basis at any time. To see one of the Counsellors, Careers Officer or Learning Skills Officer may require that an appointment be made depending of the availability of staff. Between 12 noon and 1pm each day, students may drop in and see a staff member for a period of 15 minutes.

**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 direct 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.

Student Services staff update the listings in the register at regular intervals. We mainly rely on both accommodation seekers and providers to advise us when accommodation is no longer available, in order to keep the register as current as possible.

Please do not hesitate to contact Student Services +61 7 5430 1226 should you have any queries.

# Services & Facilities

**Car Pooling**
Looking for someone to share rides or petrol to get to University or home? Add your name to the Car Pooling List that is located in the reception area of Student Services.

**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** — 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 members of the Australian Psychological Society. 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 and supplementary exams 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 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.

Applications for special arrangements in examinations may be made to Student Services or the Disability Support Officer where a student requires a variation to the length, location or equipment provided in an exam because of a 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 specilaised 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

**Learning 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 or by referral to a Language Adviser.

**Peer Adviser Program**
Peer Adviser Program is funded by the Student Guild. Service provided by Student Services.

Peer Advisers are students themselves and understand what you are going through. They are advanced 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.

# Services & Facilities

**Scholarships**
There are a range of scholarships available. Many of these scholarships close in February 2001. A list of available scholarships and application forms are available from Student Services. Telephone: +61 7 5430 1226. Refer to page 25 for further information on scholarships and bursaries.

**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, the General Services Fee, Library fines, or other University fees and charges.

**Emergency Loans will be:**
- ¥ Up to $A50.00 in cash (with approval of Financial Services)
- ¥ 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.
- ¥ Available usually after 3 working days
- ¥ Accrue interest at market rate after three months of loan activation

**Criteria for assessment of loan applications:**
- ¥ You must have paid your general services fees (you must attach your receipt of payment to the application)
- ¥ You must have permanent Australian residency status
- ¥ Need must be demonstrated (so bring along as much evidence as you can to support your application)
- ¥ Ability to repay the loan in full within the specified time must be demonstrated

**How to apply for a loan:**
- ¥ Complete the Student Loan Scheme Agreement form A & B, available from Student Services
- ¥ Make an appointment to see a Counsellor
- ¥ Bring your student card and any relevant information supporting your loan application to the interview

**Referees**
For loans up to $A50.00, you must provide the name, address, and telephone number of a person willing to act as a Referee. You do not need a guarantor for these loans.

**Guarantors:**
- ¥ For loans over $A50, you must provide the name, address and telephone number of a person willing to act as Guarantors
- ¥ Must complete and sign form B
- ¥ Must be over the age of 18 years and in receipt of regular income
- ¥ Must satisfy Student Services of their ability (in terms of their financial situation) to repay the loan if necessary
- ¥ Guarantees will not be accepted from any person not meeting the required criteria
- ¥ Student Services reserves the right to approach
- ¥ Guarantors to ascertain accuracy of information and willingness to act as your Guarantor
- ¥ If you default payment on any loan greater than $A50.00, the Guarantor must repay the loan in full.
- ¥ If you are under the age of eighteen, it is a condition of any loan that it is guaranteed.

**Repayment of Loans**
Before the loan can be processed, you will be required to sign an agreement as to the conditions of the loan, including specific terms of repayment an undertaking that you will comply with the specified terms. All loans must be repaid by the end of Week 13 in each semester. Immediate repayment of the entire loan is due at such time you cease to be an enrolled student at the University.

**Review of Loans**
If you are unable to comply with the contract of your loan, you should contact Student Services, where new arrangements may be discussed in keeping with your changed circumstances.

**Penalties**
If you fail to comply with the undertakings of the Loan Agreement, penalties will be applied. For additional information contact Student Services.

## Student Mentor Program

Mentor Program is funded by the Student Guild. Service provided by Student Services.

**Purpose**
The aim of the Mentor Program is to reduce attrition rates amongst first year students by linking them with experienced students who will assist them in adjusting to University life within a friendly and supportive environment. Mentors will assist new students by answering general questions about the University, directing them to the appropriate support services on campus and by providing information about the role of Student Services, Student Administration, and Library staff. The Mentors role is to ensure students are aware of support services available to them on campus and how to access them.

**Structure**
Experienced students act as Mentors for first year students. They understand what you are going through and can talk with you about what to do.

If possible, you will be matched with a Mentor from your area of academic interest. You will be part of a group of approximately ten students matched with your Mentor.

The Learning Skills Officer, located in Student Services, coordinates the Mentor Program in cooperation with the Administrative Officer of Student Services.

**Activities**
Students will be introduced to the Mentor Program in detail during Orientation Week.

Student Mentors assist new students by giving campus tours, answering general questions about the University, talking about the challenges of the first year and about successful strategies to overcome obstacles, referring students to appropriate campus resources, being a friendly face on campus and, possibly, organising some group activities.

**Benefits**
You can see what some of the benefits might be — having a veteran student show you the ropes, getting to know other students in your program, getting a better idea of how to handle university study, and much more.

**Your Responsibilities**
For the Student Mentor Program to succeed, everyone involved must be committed to the program. If you choose to participate, you will have responsibilities to your Mentor, other group members, and the Coordinator. These responsibilities include applying as soon as possible, returning phone calls and email messages, keeping scheduled meetings, informing the Coordinator of changes in your contact information, and participating in an evaluation of the Student Mentor Program.

# Services & Facilities

## 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 (statuary incorporated) entity to the University and is coordinated by the Board of Directors, all of whom are students of the Uni elected by their peers.

### Services in 2001

- ¥ Full funding of the Mentor program
- ¥ Residential Fellows
- ¥ FREE Clinical Nurse on campus twice a week
- ¥ Support 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, 9am to 5pm and Fri 9am 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 section page 22 for further information on GSF.

# Services & Facilities

## 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 1225 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.

April 2001 marks the opening of the new Innovation Centre with a 2000 seat auditorium being available 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

Alumni of the University, family and friends are welcome to visit the University, enjoy a campus tour, and receive the quarterly Community Newsletter. The University Foundation looks forward to coordinating alumni relation activities 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
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

# Scholarships & Bursaries*

The following scholarships and bursaries are being offered by Sunshine Coast Organisations. For further information on these or other scholarships, or an application form, please contact Student Services — Building D, ground floor (Arts & Social Sciences).
Telephone: +61 7 5430 1226;
Facsimile: +61 7 5430 2883 or email: *studentservices@usc.edu.au*

## AUSTRALIAN FEDERATION OF UNIVERSITY WOMEN — QLD., INC. (AFUWQ)

"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".

Aims and Objectives:

- ¥ To unite the association of women graduates in Australia for the furtherance of their common interests, and for affiliation with IFUW (International Federation of University Women)
- ¥ To promote understanding and friendship among the women of the world irrespective of their race, nationality, religion or political opinions
- ¥ To encourage international cooperation
- ¥ To further the development of education
- ¥ To represent university women in international organisations
- ¥ To encourage the full application of their knowledge and skills to the problems which arise at all levels of public life, whether national, regional or world wide, and to encourage their participation in the solving of these problems

Three $A500 awards to assist with education expenses are to be offered in 2001 by the SUNSHINE COAST BRANCH of the AUSTRALIAN FEDERATION OF UNIVERSITY WOMEN, QUEENSLAND, INC.

### Who can apply?

- ¥ Female students of any age in SECOND YEAR OR BEYOND enrolled at the University of the Sunshine Coast
- ¥ Female students enrolled at USC either full-time or part-time, and
- ¥ Who have either graduated from a secondary school in the Shires of Cooloola, Noosa, Maroochy, Caloundra City, Caboolture or Kilcoy OR have lived in one of these Shires as a resident for at least one year.

  **Please note:** previous winners of AFUW awards are NOT ELIGIBLE, however, previous applicants who were not successful may apply for 2001.

### How to apply?

- ¥ Pick up an application form from Student Services, Building D — ground floor (Arts & Social Sciences)
- ¥ Complete an application form and
- ¥ Present a written submission following the criteria

### Closing Date:
Friday - 30 March 2001

Completed application (with relevant documentation) is to be posted directly to the AFUW Sunshine Coast (as per the application form). For further information, please contact Helen Larner — Chair of Awards Committee, AFUW Sunshine Coast Branch. Telephone: +61 7 5445 4696.

# Scholarships & Bursaries*

## MAROOCHY SHIRE COUNCIL

The Maroochy Shire Council is offering Scholarships to the University of the Sunshine Coast for 2001. The Scholarships are 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.

To be eligible for a Scholarship the student should be:

- An immediate school leaver
- A current resident of Maroochy Shire with at least two years continuous residence as at 31 December 1998 (this area includes Mooloolaba, Marcoola, Mudjimba, Yandina, Pacific Paradise, Bli Bli, Alexandra Headland, Mons, Forest Glen and Diddillibah); and
- The first person in the family to go to University.
- Academic merit and membership of a designated equity group are also a factor in the awarding of a Scholarship.

**Closing Date:**
Friday - 23 February 2001

Completed applications (with relevant documentation) to be lodged at Student Administration, Building D, ground floor by the close of business on 23 February 2001.

## U3A: MERIT-BASED SECOND YEAR EQUITY SCHOLARSHIP

The University of the Third Age (U3A) has allocated three Merit-Based Second Year Equity Scholarship to the University of the Sunshine Coast for 2001. One scholarship is to be awarded to a student in each of the three Faculties for a period of one year.

The purpose of U3A Merit-Based Second Year Equity Scholarships is to encourage the continued participation in higher education by groups of people who are currently under-represented in the university sector. They are designed to minimise the impact of the additional costs associated with attendance at university, in particular the cost of textbooks and amenities fees.

The scholarships will provide a total of $A750 per student entering into second year of an undergraduate program, ie completion of no more than 8 units of study at this University or any other University or equivalent load at TAFE. Part-time and full-time students are eligible.

The University will consider applications from the following designated equity groups, who would normally be considered contributing students (as defined by the Higher Education Funding Act 1988), who are entering the second year of an undergraduate program for 2001 and who would normally be liable to pay HECS in 2001:

- Aboriginal or Torres Strait Islander people
- People with a disability eg. long term medical, mobility, psychiatric, vision, hearing or learning disabilities
- People from rural and isolated areas eg. residents within Maroochy, Noosa and Caloundra Shires
- People from low socio-economic backgrounds e.g. recipients of Centrelink payments as main source of income
- People from non-English speaking backgrounds who arrived in Australia in the past ten years.

**Closing Date:**
Friday - 23 February 2001

Completed applications (with relevant documentation) to be lodged at Student Administration, Building D, ground floor by the close of business on 23 February 2001.

# Scholarships & Bursaries*

## ZONTA OF NAMBOUR STUDY BURSARSIES

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.

Founded in 1919 in Buffalo, New York, U.S.A., there are now more than 35,000 Zontians in over 1200 clubs in 68 countries and geographical areas. The name Zonta is based upon a Sioux Indian word meaning "honest and trustworthy", and the emblem is a composite of Sioux Indian symbols.

**Purpose?** To support women returning to study after a break, offering encouragement and financial assistance.

**Who?** Women residents of Maroochy Shire older than 25 years

**Where?** At an approved tertiary institution

**Value?** $A500 and $A300

### Closing Date:
Friday - 21 February 2001

Completed applications (with relevant documentation) are to be posted directly to the Zonta Club of Nambour (as per the application form) by 21 February 2001. For further information, contact Fay Thorogood, 66 Pringle Road, Nambour. Telephone: +61 7 5441 1831.

## 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.

The Bursary is valued at $A1000. It aims to assist a woman who may find it difficult to continue her studies and thus fulfil her future potential, without some additional financial assistance.

The Bursary is awarded to the successful applicant at the annual International Women s Day Breakfast on 8th March. The award is paid in two instalments of $A500, the first of which is presented at the IWD Breakfast with the second paid in July/August.

**Women meeting the following criteria are invited to apply:**

- ¥ Aged over 25 (or living independently of her parents)
- ¥ Preferably a resident of the Noosa Shire
- ¥ Enroled full-time to study Environmental Science at the University of the Sunshine Coast
- ¥ Successfully completed at least the first year of study
- ¥ Receives as her main source of income Austudy or equivalent, another Centrelink pension, or may be prevented from continuing study due to financial hardship
- ¥ Has a high grade point average
- ¥ Has provided or is likely to provide a significant contribution to the local community upon completion of study

### Closing Date:
Friday - 5 February 2001

Completed applications (with relevant documentation) to be lodged at Student Administration, Building D, ground floor by the close of business on 5 February 2001.

**please note, this is not an exhaustive list of available scholarships and bursaries. Contact Student Services — Building D, ground floor (Arts & Social Sciences). Telephone: +61 7 5430 1226; Facsimile: +61 7 5430 2883 or email: studentservices@usc.edu.au for more information.*

# Prizes

## 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.
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 Secretary to Council in order of priority.
7. The University Medals will be awarded by the University Council on the recommendation of 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 University Council reserves the right not to award any or all of the University Medals in any year.
10. The University Medals will normally be awarded at a Graduation Ceremony.

## 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 Chancellor s Medal will be awarded by the University Council on the recommendation of 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 University Council reserves the right not to award the Chancellor s Medal in any year.
7. The Chancellor s Medal will normally be awarded at a Graduation Ceremony.

# Prizes

## 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.
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.

# 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 SERVICE FEE

All students at the University are required to pay a General Service 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.

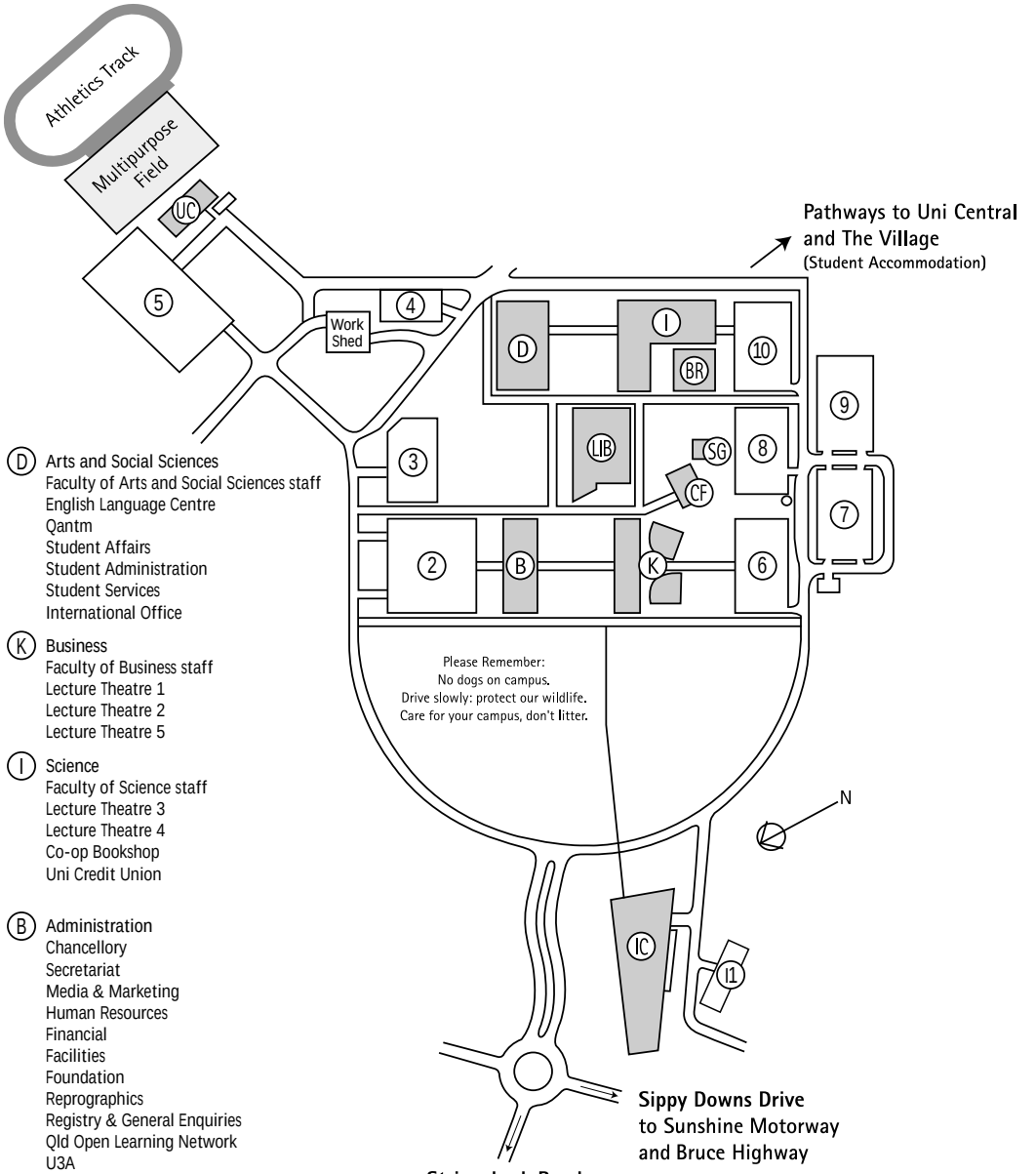
### Application for Refund of General Services Fee

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. *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.

## MISCELLANEOUS STUDENT FEES

For information on miscellaneous student fees, please contact Student Administration on +61 7 5459 4480.

# Campus Map




(D) Arts and Social Sciences
Faculty of Arts and Social Sciences staff
English Language Centre
Qantm
Student Affairs
Student Administration
Student Services
International Office

(K) Business
Faculty of Business staff
Lecture Theatre 1
Lecture Theatre 2
Lecture Theatre 5

(I) Science
Faculty of Science staff
Lecture Theatre 3
Lecture Theatre 4
Co-op Bookshop
Uni Credit Union

(B) Administration
Chancellory
Secretariat
Media & Marketing
Human Resources
Financial
Facilities
Foundation
Reprographics
Registry & General Enquiries
Qld Open Learning Network
U3A

(LIB) Library
Art Gallery
Adaptive Technology Centre
Information Services

SG Student Guild

BR Brasserie/Function Hall

CF Café

UC University Club

IC Innovation Centre

Student Parking - ⑥⑦⑧⑨⑩

Staff & Visitor Parking - ⑪②③④

General Parking - ⑤

# Student 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.

# Student Regulations

## 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 enrols or re-enrols 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.

## 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 this 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.

*Note: This regulation is currently under review. It is now a requirement under University policy that research or teaching projects that involve use of animals, or protected or sensitive environments, or that involve human participants as research subjects must receive prior ethics approval. The current policies, procedures and guidelines are available in the research folder on the Student Intranet.

## 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

A file 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.

## RULES GOVERNING MASTER S DEGREES BY RESEARCH

### Application of Rules

1. (i) These Rules shall apply to Master s degrees by Research at the University of the Sunshine Coast.

   (ii) These Rules shall not apply to degrees conferred honoris causa or to degrees classified as Master s degrees by coursework.

### Interpretation

2. In these rules, unless the context or subject matter otherwise indicates or requires -

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

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

   "degree" means the Master s degree by Research 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;

   "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. (i) The degree of Master shall be an ungraded 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.

   (ii) To qualify for admission to the degree a candidate shall enrol and satisfy the requirements prescribed in these Rules.

### Admission To Candidature

4. (i) An applicant for admission to candidature for the degree shall -

   (a) have satisfied all of the requirements for admission to the degree of Bachelor with first class honours or second class honours Division 1 or 2 in this University or other recognised institution; or

   (b) have satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised institution and have achieved by subsequent work and study a standard equivalent to at least second class honours Division 2 as may be approved by the Committee; or

   (c) have satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised institution with performance of at least Credit level in an appropriate sequence of courses related to the proposed research area; or

   (d) in exceptional cases submit such other evidence of general and professional qualifications as may be approved by the Committee; and

   (e) demonstrate sufficient command of English to complete satisfactorily the proposed program of study and to prepare a thesis in English.

   (ii) An applicant shall not be admitted to candidature unless adequate supervision and resources are available. Whether these are available shall be determined by the Committee after considering advice from the Dean.

# Student Regulations

## Enrolment

5. (i) 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.

   (ii) The Dean shall recommend the enrolment of a candidate as either full-time or part-time.

## Concurrent Enrolment

6. Except with the permission of the Committee, 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. (i) A candidate shall enrol and complete to the satisfaction of the Committee 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 the thesis.

   (ii) The program shall be carried out under the direction of a supervisor or supervisors appointed by the Dean.

   (iii) A candidate shall be required to carry out the program in the University, except as otherwise permitted by the Committee.

## Thesis Topic

8. A candidate shall submit the topic of the thesis for approval by the Committee not later than six months after admission to candidature. After the thesis topic has been approved it may be changed only on the recommendation 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 -

   (i) A thesis -
   - (a) shall be written in English or in another language approved by the Committee 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 Committee.

   (ii) 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 Committee 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 Committee otherwise permits.

## Progress

10. (i) The candidate, the supervisor and the Dean shall normally submit progress reports annually to the Committee for assessment.

    (ii) 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.

(iii) The Committee, after considering any reports and other evidence of unsatisfactory progress may terminate or place conditions on the continuation of the candidature.

(iv) Before exercising the power referred to in sub-Clause (iii), 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.

### Time Requirements

11. The thesis shall be completed and submitted for examination in not less than three semesters of full-time and six semesters of part-time enrolment from admission to candidature and except with the permission of the Committee, not more than six semesters of full-time or twelve semesters of part-time enrolment.

### Examinations

12. Examinations in courses shall be conducted in accordance with the University s Assessment Rules and any further provisions determined by the Committee.

### Submission of Thesis for Examination

13. (i) A candidate shall give to the Director, Student Affairs not less than two months written notice of intention to submit the thesis for examination.

(ii) 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(ii); and

(b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis.

(iii) The supervisor shall provide a report -

(a) advising that the candidate has completed the program in the University, under the direction of the supervisor; and

(b) confirming that the thesis is of sufficient merit to warrant examination.

(iv) In the event that the supervisor does not provide the report required under sub-Rule (iii) 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 -

(a) The comments of the supervisor on the thesis; and

(b) such other information as the Committee may require;

and shall determine whether or not the thesis will be accepted for examination.

### Examination of Thesis

14. (i) The Committee shall appoint three examiners of whom at least two shall not be members of the staff of the University.

(ii) The Committee shall consider the reports of examiners and any other recommendations and shall -

(a) recommend that the candidate be admitted to the degree subject to any condition that the Committee may impose; 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) such other action as is deemed appropriate.

(iii) A candidate will be permitted to amend and resubmit a thesis for examination once only.

(iv) 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 one year from the date on which the candidate is advised of the result of the first examination, or at a time determined by the Graduate Studies Sub-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.

(v) The candidate must have completed any courses required for the degree before the thesis is submitted.

### Availability of Thesis

15. (i) The University shall be entitled to retain the submitted copies of the thesis.

(ii) A copy of the thesis of a candidate satisfying the requirements for the degree shall be deposited in the University Library.

(iii) The copy of the thesis deposited in the University Library shall be available immediately 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.

(iv) Subject to any determination by the Committee under sub-Rule (iii), the Library may supply in any medium, a copy of the thesis upon request to any person or library.

### Transfer of Candidature

16. (i) A candidate for a Master s degree by research in the University may be permitted to transfer to PhD candidature under such terms and conditions as the Committee shall determine.

(ii) Except with the permission of the Committee, candidates who transfer to PhD candidature shall be deemed to have commenced that candidature from the time of admission to the Master s degree.

### Leave of Absence

17. (i) Upon request in writing by a candidate the Committee may grant to that candidate leave of absence from the program. Such leave shall be taken into account in calculating the period prescribed in Clause 11.

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

### Withdrawal

18. 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

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

## DOCTOR OF PHILOSOPHY DEGREE RULES

### Application of Rules

1. (i) These Rules shall apply to the degree of Doctor of Philosophy (PhD) at the University of the Sunshine Coast.

   (ii) These Rules shall not apply to degrees conferred honoris causa, nor to doctoral degrees by coursework.

### Interpretation

2. In these rules, unless the context or subject matter otherwise indicates or requires -

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

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

   **"degree"** means the degree of Doctor of Philosophy 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;

   **"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. (i) The degree of Doctor of Philosophy shall be awarded for an original and significant contribution of merit achieved through a program of advanced study and research to any branch of learning of concern to the University.

   (ii) To qualify for admission to the degree a candidate shall enrol and satisfy the requirements prescribed in these Rules.

### Admission To Candidature

4. (i) An applicant for admission to candidature for the degree shall -

   (a) have satisfied all of the requirements for admission to the degree of Master or the degree of Bachelor with first class honours or second class honours Division 1 in this University or other recognised institution; or

   (b) have satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised institution and have achieved by subsequent work and study a standard equivalent to at least second class honours Division 1 as may be approved by the Committee; or

   (c) in exceptional cases submit such other evidence of general and professional qualifications as may be approved by the Committee; and

   (d) demonstrate sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

   (ii) An applicant shall not be admitted to candidature unless adequate supervision and resources are available. Whether these are available shall be determined by the Committee after considering advice from the Dean.

# Student Regulations

## Enrolment

5. (i) 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.

   (ii) The Dean shall recommend the enrolment of a candidate as either full-time or part-time.

## Concurrent Enrolment

6. Except with the permission of the Committee, 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. (i) A candidate shall enrol and complete to the satisfaction of the Committee 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 the thesis.

   (ii) The program shall be carried out under the direction of a supervisor or supervisors appointed by the Dean.

   (iii) A candidate shall be required to carry out the program in the University, except as otherwise permitted by the Committee.

## Thesis Topic

8. A candidate shall submit the topic of the thesis for approval by the Committee not later than one year after admission to candidature. After the thesis topic has been approved it may be changed only on the recommendation of the Dean.

## Thesis

9. A thesis submitted for a 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 -

   (i) A thesis -
   - (a) shall be written in English or in another language approved by the Committee 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 Committee.

   (ii) 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 Committee 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 Committee otherwise permits.

## Progress

10. (i) The candidate, the supervisor and the Dean shall normally submit progress reports annually to the Committee for assessment.

    (ii) 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.

(iii) The Committee, after considering any reports and other evidence of unsatisfactory progress may terminate or place conditions on the continuation of the candidature.

(iv) Before exercising the power referred to in sub-Clause (iii), 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.

### Time Requirements

11. 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 admission to candidature and except with the permission of the Committee, not more than five years of full-time or eight years of part-time enrolment.

### Submission of Thesis for Examination

12. (i) A candidate shall give to the Director, Student Affairs not less than two months written notice of intention to submit the thesis for examination.

(ii) 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(ii); and

(b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis.

(iii) The supervisor shall provide a report -

(a) advising that the candidate has completed the program in the University, under the direction of the supervisor; and

(b) confirming that the thesis is of sufficient merit to warrant examination.

(iv) In the event that the supervisor does not provide the report required under sub-Rule (iii) 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 -

(a) The comments of the supervisor on the thesis; and

(b) such other information as the Committee may require;

and shall determine whether or not the thesis will be accepted for examination.

### Examination of Thesis

13. (i) The Committee shall appoint three examiners of whom at least two shall not be members of the staff of the University.

(ii) The Committee shall consider the reports of examiners and any other recommendations and shall -

(a) recommend that the candidate be admitted to the degree subject to any condition that the Committee may impose; 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) such other action as is deemed appropriate.

(iii) A candidate will be permitted to amend and resubmit a thesis for examination once only.

(iv) 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 one year from the date on which the candidate is advised of the result of the first examination, or at a time determined by the Graduate Studies Sub-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.

## Availability of Thesis

14. (i) The University shall be entitled to retain the submitted copies of the thesis.

(ii) A copy of the thesis of a candidate satisfying the requirements for the degree shall be deposited in the University Library.

(iii) The copy of the thesis deposited in the University Library shall be available immediately 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.

(iv) Subject to any determination by the Committee under sub-Rule (iii), the Library may supply in any medium, a copy of the thesis upon request to any person or library.

## Transfer of Candidature

15. (i) A candidate for a Master s degree by research in the University may be permitted to transfer candidature to the degree under such terms and conditions as the Committee shall determine.

(ii) Except with the permission of the Committee, candidates who transfer from a Master s degree shall be deemed to have commenced from the time of admission to candidature to that degree.

## Leave of Absence

16. (i) Upon request in writing by a candidate the Committee may grant to that candidate leave of absence from the program. Such leave shall be taken into account in calculating the period prescribed in Clause 11.

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

## Withdrawal

17. 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

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

## STUDENT CONDUCT AND DISCIPLINE DRAFT 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 Secretary to Council 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 Secretary to Council, or a person appointed by the 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**

Refer to page 3 of this handbook for the list of University values.

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 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 and be 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.

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.

| **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 |
| Administration, Technical & Professional Staff | Vice-Chancellor, Deputy Vice-Chancellor or Dean of Faculty of Nominated Supervisor (non academic) |
| Student Guild Staff Member | President of the Student Guild |

### 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 program and for the compilation of statistical reports to meet the requirements of such external bodies 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 transcript 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 such transcripts 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 transcripts 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 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 if 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.

## 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.

# Campus Regulations

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.

## 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.

# Campus Regulations

## 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 -
   (1) within the boundaries of the University premises, and to every part of the University premises; and
   (2) 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 -
   (1) 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;
   (2) 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 -

(1) to be on the site in contravention of a declaration by the Vice-Chancellor under this, or any other, Statute;

(2) 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;

(3) except where authorised by the Vice-Chancellor -

(a) to bring or keep or cause to be brought or kept or consumed any intoxicating liquor on the site;

(b) to remove, alter, deface, damage, or otherwise interfere with a control device, building, or other thing on the site;

(c) to have in possession, carry, or discharge any fire-arm;

(d) to have in possession, set off, or throw any firework;

(e) to kindle or make any fire, except in a fireplace provided; or

(f) to throw or discharge any stone or other missile;

(4) 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 -

(a) 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

(b) to write, draw, print, or paint on or deface any part of the site;

(5) except where authorised by the Vice-Chancellor -

(a) 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

(b) 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;

(6) to smoke in a designated non-smoking area;

(7) 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;

(8) 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;

(9) 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;

(10) to obstruct -

(a) any member of the staff of the University or member of the police force in the discharge of their duty; or

(b) any person in the exercise and enjoyment of any lawful activity while lawfully on the site;

(11) except in the course of the person s duty or where authorised by the Vice-Chancellor -

(a) to cut, break, deface, pick, remove, destroy, or injure any tree, shrub, plant, or flower;

(b) to remove, damage, or interfere with any stake or label on or near any tree, shrub, plant, or flower; or

(12) 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;

(13) 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

(14) 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-

(1) the land rules shall be a maximum of ten penalty units;

(2) the parking rules shall be a maximum of five penalty units;

(3) 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.

# Campus Regulations

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*

## 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.

# Campus Regulations

## 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.

# Campus Regulations

## 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 filedin 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.

### 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 |
| 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 |
| SCS255 | More than a Game: Sport, Cultures and Societies |

## 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*

| | |
|---|---|
| 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 |
| CMN255 | Talking Magazine: Radio One |
| 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*

| | |
|---|---|
| AUS100 | Australian Spaces: Images of the Urban |

*Advanced Level*

| | |
|---|---|
| AUS260 | Coast to Coast: Mystery, Crime and Writing the City |
| 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*

| | |
|---|---|
| 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 |
| SCS255 | More than a Game: Sport, Cultures and Societies |

## 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 |
| SCS255 | More than a Game: Sport, Cultures and Societies |
| 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 |
| 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*

| | |
|---|---|
| AUS250 | Riots and Rebellions: Conflict in Australian History |
| AUS280 | True Grit : Urban Places — Dystopian Spaces |
| ENP245 | Social Demography |
| ENP255 | Urbanisation |
| INT230 | Government-Business Relations: Making Public Policy in Australia |
| INT265 | Rocking the World: The Politics of Popular Music |

# Faculty of Arts & Social Sciences

## 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 | Introduction to 2-D Studies |

*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 |
| ADN271 | 2-D Studies A |
| ADN272 | 2-D Studies B |

**Cross-listed Courses**

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

*Advanced Level*

| | |
|---|---|
| INF211 | Data Modelling |
| INF320 | Electronic Commerce |

# Faculty of Arts & Social Sciences

## Undergraduate Programs

**3 year degrees**

- 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 degrees**

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

**Degree 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.

# Faculty of Arts & Social Sciences

## BACHELOR OF ARTS BA

### Program Structure

The Bachelor of Arts consists of 24 courses as shown below. There is a limit of 10 introductory level courses (including Core Courses) in this program.

| | |
|---|---|
| **Required Core Courses** | COR108 Information and Technology<br>COR109 Communication and Thought |
| **Other Required Introductory Courses** | **Choose two (2) of:**<br>AUS100 Australian Spaces: Images of the Urban<br>AUS110 Sport and Leisure Issues<br>AUS120 The TeXt Files: An Introduction to Cultural Studies<br>AUS130 Gizmo: A Social History of Technology<br>CMN100 Critical Reasoning<br>ENP100 Environment and Society<br>INT100 International Politics: An Australian Perspective<br>INT140 An Introduction to Australian Politics: The Makings of a Republic?<br>SCS100 Knowledge, Power and Society<br>SCS110 Society, Culture and Social Change |
| **A Major from one Area of Study** | **Choose one (1) Area of Study from:**<br>¥ Australian and Cultural Studies (AUS)<br>¥ Communication Studies (CMN)<br>¥ Environmental and Planning Studies (ENP)<br>¥ Politics and International Studies (INT)<br>¥ Social and Community Studies (SCS)<br>¥ Studies in Art and Design (ADN) |
| **Electives* to bring total Courses completed to 24 courses** | 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. |
| **2 Restrictions:**<br>¥ No more than 10 introductory level courses may be completed, including Core Courses; and<br>¥ A maximum of 6 courses from other faculties may be completed. | |

*Electives are the courses you complete in addition to the required introductory level courses and the required major. Note that some of the required introductory level courses count towards some majors and minors.

# Faculty of Arts & Social Sciences

## BACHELOR OF ARTS (COMMUNICATION)
## BA(Comm)

### Program Structure

The Bachelor of Arts (Communication) consists of 24 courses as shown below. There is a limit of 10 introductory level courses (including Core Courses) in this program.

| | |
|---|---|
| **Required Core Courses** | COR108 Information and Technology<br>COR109 Communication and Thought |
| **Other Required Introductory Courses** | CMN110 Australian Media Industries: Introduction to Communication Studies<br>CMN100 Critical Reasoning |
| **Other Required Introductory Courses** | Choose two (2) of:<br>AUS100 Australian Spaces: Images of the Urban<br>AUS110 Sport and Leisure Issues<br>AUS120 The TeXt Files: An Introduction to Cultural Studies<br>AUS130 Gizmo: A Social History of Technology<br>ENP100 Environment and Society<br>INT100 International Politics: An Australian Perspective<br>INT140 An Introduction to Australian Politics: The Makings of a Republic?<br>SCS100 Knowledge, Power and Society<br>SCS110 Society, Culture and Social Change |
| **12 Advanced Level Courses in Communication Studies** | **12 Advanced Level Courses** from Communication Studies. **Two (2) of the following courses may also be counted** towards these 12 courses:<br>AUS211 Eve of Destruction: War Propaganda of the Twentieth Century<br>AUS230 Talking History: Memory and the Past<br>AUS245 Died Young: How Australians Create Heroes<br>AUS280 True Grit : Urban Places - Dystopian Spaces<br>AUS285 Wonderworlds<br>AUS290 Upfront: A History of Live Performance in Australia<br>ENP240 Interpretation: Environment, Heritage and Tourism<br>INT270 Politics and the Media |
| **6 Electives** | Refer to the 3 Restrictions below. |
| **3 Restrictions:**<br>¥ No more than 10 introductory level courses may be completed, including Core Courses;<br>¥ Electives may be from any Arts and Social Sciences area of study and may be advanced or introductory; and<br>¥ A maximum of 6 courses from other faculties may be completed. | |

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

### Program Structure

The Bachelor of Arts (Design and Marketing) consists of 24 courses as shown below. There is a limit of 10 introductory level courses (including Core Courses) in this program.

| | |
|---|---|
| **Required Core Courses** | COR108 Information and Technology<br>COR109 Communication and Thought |
| **Other Required Introductory Courses** | ADN100 Introduction to Computer-Based Art and Design<br>MKG101 Marketing Theory and Practice |
| **Other Required Introductory Courses** | **Choose two (2) of:**<br>AUS100 Australian Spaces: Images of the Urban<br>AUS110 Sport and Leisure Issues<br>AUS120 The TeXt Files: An Introduction to Cultural Studies<br>AUS130 Gizmo: A Social History of Technology<br>CMN100 Critical Reasoning<br>ENP100 Environment and Society<br>INT100 International Politics: An Australian Perspective<br>INT140 An Introduction to Australian Politics: The Makings of a Republic?<br>SCS100 Knowledge, Power and Society<br>SCS110 Society, Culture and Social Change |
| **8 Advanced Level Courses from Studies in Art and Design** | **The 8 Advanced Level courses must include:**<br>ADN211 Computer-Based Art and Design: Graphics/Imaging A<br>ADN212 Computer-Based Art and Design: Graphics/Imaging B<br>ADN213 Computer-Based Art and Design: Graphics/Imaging C<br>ADN215 Computer-Based Art and Design: Electronic Media A<br>AND216 Computer-Based Art and Design: Electronic Media B<br>ADN217 Computer-Based Art and Design: Electronic Media C |
| **A Minor (4 Courses) from Marketing*** | MGT320 Management Strategy*<br>MKG210 Consumer Behaviour<br>MKG211 Services Marketing<br>MKG220 Promotions Management |
| **6 Electives** | Refer to the 3 Restrictions below. |
| **3 Restrictions:**<br>¥ No more than 10 introductory level courses may be completed, including Core Courses;<br>¥ Electives may be from any Arts and Social Sciences area of study and may be advanced or introductory; and<br>¥ Only one elective may be taken from another faculty. | |

* Please Note: The prerequisite for MGT320 (Management Strategy) is: [MGT101 (Managing the Organisation) or MKG101 (Marketing Theory and Practice)] PLUS one other management or marketing course.

# Faculty of Arts & Social Sciences

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

### Program Structure

The Bachelor of Arts (Environment and Heritage) consists of 24 courses as shown below. There is a limit of 10 introductory level courses (including Core Courses) in this program.

| | |
|---|---|
| **Required Core Courses** | COR108 Information and Technology<br>COR109 Communication and Thought |
| **Other Required Introductory Courses** | AUS100 Australian Spaces: Images of the Urban<br>AUS130 Gizmo: A Social History of Technology<br>AUS235 Internship in Environment and Heritage<br>AUS265 Walking Sites: Cultural Heritage Tours<br>ENP100 Environment and Society<br>ENP240 Interpretation: Environment, Heritage and Tourism |
| **4 Courses from this list** | **Choose four (4) courses from:**<br>AUS210 Lie of the Land<br>AUS211 Eve of Destruction: War Propaganda of the Twentieth Century<br>AUS215 Leaders in Australian Studies<br>AUS225 Life and Death in the City: Settlement to Federation<br>AUS230 Talking History: Memory and the Past<br>AUS245 Died Young: How Australians Create Heroes<br>AUS250 Riots and Rebellions: Conflict in Australian History<br>AUS260 Coast to Coast: Mystery, Crime and Writing the City<br>AUS290 Upfront: A History of Film and Live Performance in Australia |
| **6 Courses from this list** | **Choose six (6) courses from:**<br>ENP210 Planning Principles, Processes and Law<br>ENP215 Interacting with the Natural Environment<br>ENP230 Environment, Ethics and Economics<br>ENP235 Sustainable Development<br>ENP245 Social Demography<br>ENP255 Urbanisation<br>SCS211 Green Justice and Red Tape: Environmental and Social Issues |
| **6 Electives** | Refer to the 3 Restrictions below. |

**3 Restrictions:**

- ¥ No more than 10 introductory level courses may be completed, including Core Courses;
- ¥ Electives may be from any area of study within the Faculty of Arts and Social Sciences or from another faculty; and
- ¥ No more than 6 courses may be included from another faculty.

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

### Program Structure

The Bachelor of Arts (International Studies) consists of 24 courses as shown below. There is a limit of 10 introductory level courses (including Core Courses) in this program.

| | |
|---|---|
| **Required Core Courses** | COR108 Information and Technology<br>COR109 Communication and Thought |
| **Other Required Introductory Courses** | INT100 International Politics: An Australian Perspective<br>INT140 An Introduction to Australian Politics: The Makings of a Republic?<br>MGT101 Managing the Organisation<br>MKG101 Marketing Theory and Practice |
| **8 Advanced Level Courses from Politics and International Studies** | **The 8 Advanced Level courses must include at least four (4) of the following:**<br>INT230 Government-Business Relations: Making Public Policy in Australia<br>INT235 The Philosophy of International Relations in a Changing World<br>INT240 Passion of the People: Sport, Nationalism and Economics<br>INT245 The Politics of the Americas<br>INT250 Forces of Change in International Politics<br>INT255 Rim and Islands: The Politics of the Asia-Pacific Region |
| **4 Courses from International Business** | IBS210 Principles of International Business<br>IBS220 Transnational Management<br>IBS310 International Marketing<br>IBS320 Export Management |
| **6 Electives** | Refer to the 3 Restrictions below. |

**3 Restrictions:**

- ¥ No more than 10 introductory level courses may be completed, including Core Courses;
- ¥ Electives may be from any area of study within the Faculty of Arts and Social Sciences; and
- ¥ No electives may be taken from another faculty.

# Faculty of Arts & Social Sciences

## BACHELOR OF SOCIAL SCIENCE
## BSocSc

### Program Structure

The Bachelor of Social Science consists of 24 courses as shown below. There is a limit of 10 introductory level courses (including Core Courses) in this program

| | |
|---|---|
| **Required Core Courses** | COR108 Information and Technology<br>COR109 Communication and Thought |
| **Other Required Introductory Courses** | ENP100 Environment and Society<br>INT100 International Politics: An Australian Perspective<br>INT140 An Introduction to Australian Politics: The Makings of a Republic?<br>SCS100 Knowledge, Power and Society<br>SCS110 Society, Culture and Social Change |
| **6 Advanced Level Courses from Social and Community Studies** | The 6 Advanced Level courses must include:<br>SCS230 Understanding Society<br>SCS225 Social and Community Research<br>¥ one approved race or ethnicity course<br>¥ one approved gender course |
| **3 Advanced Level Courses from Environmental and Planning Studies** | Choose 3 advanced level courses from the Environmental and Planning Studies area of study. |
| **3 Advanced Level Courses from Politics and International Studies** | Choose 3 advanced level courses from the Politics and International Studies area of study. |
| **5 Electives** | Refer to the 2 Restrictions below. |
| **2 Restrictions:**<br>¥ No more than 10 introductory level courses may be completed, including Core Courses; and<br>¥ Electives may be from any area of study within the Faculty of Arts and Social Sciences or any other faculty. | |

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

### Program Structure

The Bachelor of Arts (Community Work) consists of 24 courses as shown below. There is a limit of 10 introductory level courses (including Core Units) in this program.

| | |
|---|---|
| **Required Core Courses** | COR108 Information and Technology<br>COR109 Communication and Thought |
| **Other Required Introductory Courses** | CMN100 Critical Reasoning<br>INT140 An Introduction to Australian Politics: The Makings of a Republic?<br>SCS100 Knowledge, Power and Society<br>SCS110 Society, Culture and Social Change: An Introduction |
| **12 Advanced Level Courses from Social and Community Studies** | **The 12 Advanced Level Courses must include:**<br>SCS225 Social and Community Research<br>SCS230 Understanding Society<br>SCS260 Community Work<br>SCS261 Community Work Practice<br>SCS270 Community Work Skills 1<br>SCS271 Community Work Skills 2<br>¥ one approved race or ethnicity course<br>¥ one approved gender course<br>Note 1: The following courses from the Faculties of Business and Science may also be counted towards these 12 advanced level courses:<br>CPH252 Needs Assessment and Planning<br>CPH351 Public Health Implementation and Evaluation<br>HRM210 Managing Human Resources<br>MGT320 Management Strategy<br>Note 2: These Business and Science courses have prerequisites. Students wishing to include these courses must use their electives to complete the relevant prerequisites. |
| **6 Electives** | Refer to the 2 Restrictions below. |
| **2 Restrictions:**<br>¥ No more than 10 introductory level courses may be completed, including Core Courses; and<br>¥ Electives may be from any area of study within the Faculty of Arts and Social Sciences or any other faculty. | |

## 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 6 courses in the area of study chosen. At least a Credit grade must have been gained in 4 of the 6 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.

# Faculty of Arts & Social Sciences

## 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

| | |
|---|---|
| Full-time | 1½ years minimum — 3 years maximum |
| Part-time | 3 years minimum — 6 years maximum |

The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

### Program Structure

This is an advanced research award 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 for the Master of Arts are normally required to hold a Bachelors degree with at least second class honours Division 2 from a recognised university.

Applicants who have completed a Bachelors degree and have achieved by subsequent work and study a standard equivalent to at least second class honours Division 2 may also be considered. In exceptional cases applications may be considered on the basis of other evidence of general and professional qualifications as approved by the Graduate Studies Subcommittee.

Applicants must also demonstrate sufficient command of English to complete the proposed program of study satisfactorily and to prepare a thesis in English.

# Faculty of Arts & Social Sciences

## DOCTOR OF PHILOSOPHY (PhD)

### Mode of Offering

| | |
|---|---|
| Full-time | 3 years minimum — 5 years maximum |
| Part-time | 5 years minimum — 8 years maximum |

The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

### Program Structure

This is an advanced research award 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 for the Doctor of Philosophy are normally required to hold a Masters degree or a Bachelors degree with at least second class honours Division 1 from a recognised university.

Applicants who have completed a Bachelors degree and have achieved by subsequent work and study a standard equivalent to at least second class honours Division 1 may also be considered. In exceptional cases applications may be considered on the basis of other evidence of general and professional qualifications as approved by the Graduate Studies Subcommittee.

Applicants must also demonstrate sufficient command of English to complete the proposed program of study satisfactorily and to prepare a thesis in English.

# Faculty of Business

## UNDERGRADUATE PROGRAMS

The Bachelor of Business program is normally completed in three years (six semesters) of standard full-time study or six years (12 semesters) of part-time study. The program consists 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 semesters and part-time students within 18 semesters.

### 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 (double 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):

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

| DEGREE STRUCTURE | | OPTION 1<br>Double Major | OPTION 2<br>1 Major<br>2 Minors | OPTION 3<br>1 Major<br>1 Minor<br>4 Electives | OPTION 4<br>4 Minors | OPTION 5<br>3 Minors<br>4 Electives |
|---|---|---|---|---|---|---|
| 2 Core Units (compulsory)• | 1 | COR108 | COR108 | COR108 | COR108 | COR108 |
| | 2 | COR109 | COR109 | COR109 | COR109 | COR109 |
| 6 Business Foundation Courses (compulsory)• | 3 | ACC101 or ACC102 | ACC101 or ACC102 | ACC101 or ACC102 | ACC101 or ACC102 | ACC101 or ACC102 |
| | 4 | BUS101 | BUS101 | BUS101 | BUS101 | BUS101 |
| | 5 | BUS102 | BUS102 | BUS102 | BUS102 | BUS102 |
| | 6 | BUS103 | BUS103 | BUS103 | BUS103 | BUS103 |
| | 7 | MKG101 | MKG101 | MKG101 | MKG101 | MKG101 |
| | 8 | MGT101 | MGT101 | MGT101 | MGT101 | MGT101 |
| Major and/or Minors must consist of Business Courses | 9 | 8 course major | 8 course major | 8 course major | 4 course minor | 4 course minor |
| | 10 | | | | | |
| | 11 | | | | | |
| | 12 | | | | | |
| | 13 | | | | 4 course minor | 4 course minor |
| | 14 | | | | | |
| | 15 | | | | | |
| | 16 | | | | | |
| Major, minors and/ or electives may consist of Business courses; or Arts and Social Sciences or Science courses which complement your Business major. | 17 | 8 course major | 4 course minor | 4 course minor | 4 course minor | 4 course minor |
| | 18 | | | | | |
| | 19 | | | | | |
| | 20 | | | | | |
| | 21 | | 4 course minor | 4 course minor | 4 course minor | 4 course minor |
| | 22 | | | | | |
| | 23 | | | | | |
| | 24 | | | | | |

• *Compulsory Core and Business Foundation Courses*

# Faculty of Business

## BACHELOR OF BUSINESS

### BBus

**Suggested Full-time Program Structure**

| **Year 1 Semester 1** | | Contact Hrs/Wk | Total Hrs/Wk |
|---|---|---|---|
| COR1O8 | Information and Technology* | 3 | 10 |
| | or | | |
| COR109 | Communication and Thought* | 3 | 10 |
| MGT1O1 | Managing the Organisation* | | |
| BUS102 | Introduction to Economics* | 3 | 10 |
| BUS103 | Business Law and Ethics* | 3 | 10 |
| **Year 1 Semester 2** | | | |
| COR1O8 | Information and Technology* | 3 | 10 |
| | or | | |
| COR109 | Communication and Thought* | 3 | 10 |
| MKG101 | Marketing Theory and Practice* | 4 | 10 |
| ACC101 | Introductory Accounting* OR | 3 | 10 |
| ACC102 | Accounting for Non Accountants* | 3 | 10 |
| BUS101 | Applied Research Methods* | | |

**Year 2 & 3**

Either:

**Double Major Structure**
8 course major consisting of Business courses PLUS
8 course major consisting of Business courses, or Arts and Social Science or Science courses which complement the Business major

OR

**1 Major, 2 Minors**
8 course major consisting of Business courses PLUS
Two 4 course minors consisting of Business courses, or Arts and Social Science, or Science courses which complement the Business major

OR

**1 Major, 1 Minor, 4 Electives**
8 course major consisting of Business courses PLUS
4 course minor consisting of Business courses, or Arts and Social Science or Science courses which complement the Business major PLUS
4 electives consisting of Business courses, or Arts and Social Science, or Science courses which complement the Business major

OR

**4 Minors**
Two 4 course minors consisting of Business courses PLUS
Two 4 course minors consisting of Business courses, or Arts and Social Science, or Science courses which complement the Business major/minors

OR

**3 Minors, 4 Electives**
Two 4 course minors consisting of Business courses PLUS
4 course minor consisting of Business courses, or Arts and Social Science, or Science courses which complement the Business major PLUS
4 electives consisting of Business courses, or Arts and Social Science, or Science courses which complement the Business major

**Compulsory 2 Core and 6 Business Foundation Courses.*

# Faculty of Business

## 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.

**Suggested Full-time Program Structure**

| **Year 1 Semester 1** | Contact Hrs/Wk | Total Hrs/Wk |
|---|---|---|
| COR1O8 Information and Technology* or | 3 | 10 |
| COR109 Communication and Thought* | | |
| MGT1O1 Managing the Organisation* | 3 | 10 |
| BUS102 Introduction to Economics* | 3 | 10 |
| BUS103 Business Law and Ethics* | 3 | 10 |
| **Year 1 Semester 2** | | |
| COR1O8 Information and Technology* or | 3 | 10 |
| COR109 Communication and Thought* | | |
| MKG101 Marketing Theory and Practice* | 3 | 10 |
| ACC101 Introductory Accounting* | 4 | 10 |
| BUS101 Applied Research Methods* | 3 | 10 |
| **Year 2 Semester 1** | | |
| ACC210 Financial Accounting | 3 | 10 |
| ACC211 Business Finance | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 2 Semester 2** | | |
| ACC220 Law of Business Associations | 3 | 10 |
| | 3 | 10 |
| ACC221 Company Accounting | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | | |
| **Year 3 Semester 1** | | |
| ACC310 Management Accounting | 4 | 10 |
| ACC311 Taxation Law and Practice | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 3 Semester 2** | | |
| ACC320 Contemporary Accounting Issues | 4 | 10 |
| ACC321 Auditing and Professional Practice | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |

**Compulsory 2 Core and 6 Business Foundation Courses*
The courses of choice may comprise a second major in either Information Systems, Management, International Business, Marketing, or Tourism OR 2 minors in these areas OR from the Faculties of Arts and Social Sciences or Science (subject to the approval of the Business Faculty Program Advisor).

# Faculty of Business

## 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.

**Suggested Full-time Program Structure**

| Year 1 Semester 1 | | Contact Hrs/Wk | Total Hrs/Wk |
|---|---|---|---|
| COR108 | Information and Technology* or | 3 | 10 |
| COR109 | Communication and Thought* | | |
| MGT1O1 | Managing the Organisation* | 3 | 10 |
| BUS102 | Introduction to Economics* | 3 | 10 |
| BUS103 | Business Law and Ethics* | 3 | 10 |
| **Year 1 Semester 2** | | | |
| COR108 | Information and Technology* or | 3 | 10 |
| COR109 | Communication and Thought* | | |
| MKG101 | Marketing Theory and Practice* | 3 | 10 |
| ACC101 | Introductory Accounting* or | 4 | 10 |
| ACC102 | Accounting for Non Accountants* | 3 | 10 |
| BUS101 | Applied Research Methods* | 3 | 10 |
| **Year 2 Semester 1** | | | |
| INF210 | Information Systems in Business | 3 | 10 |
| INF211 | Data Modelling | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 2 Semester 2** | | | |
| INF220 | Systems Analysis and Design | 3 | 10 |
| INF221 | Business Programming | 4 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 3 Semester 1** | | | |
| INF310 | Advanced Systems Analysis & Design | 3 | 10 |
| INF311 | Advanced Business Programming | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 3 Semester 2** | | | |
| INF320 | Electronic Commerce | 3 | 10 |
| INF321 | Issues in Information Systems Management | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |

**Compulsory 2 Core and 6 Business Foundation Courses*

The courses of choice may comprise a second major in either Accounting, Management, International Business, Marketing, or Tourism OR 2 minors in these areas OR from the Faculties of Arts and Social Sciences or Science (subject to the approval of the Business Faculty Program Adviser).

# Faculty of Business

## BACHELOR OF BUSINESS (INTERNATIONAL BUSINESS) BBus(Int IBus)

**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 with no more than 3 politics courses to be included. The International Business minor consists of IBS210, IBS220, IBS310, and IBS320.

**Suggested Full-time Program Structure**

| Year 1 Semester 1 | | Contact Hrs/Wk | Total Hrs/Wk |
|---|---|---|---|
| COR108 | Information and Technology* or | 3 | 10 |
| COR109 | Communication and Thought* | | |
| MGT101 | Managing the Organisation* | 3 | 10 |
| BUS102 | Introduction to Economics* | 3 | 10 |
| BUS103 | Business Law and Ethics* | 3 | 10 |
| **Year 1 Semester 2** | | | |
| COR108 | Information and Technology* or | 3 | 10 |
| COR109 | Communication and Thought* | | |
| MKG101 | Marketing Theory and Practice* | 3 | 10 |
| ACC101 | Introductory Accounting* or | 4 | 10 |
| ACC102 | Accounting for Non Accountants* | 3 | 10 |
| BUS101 | Applied Research Methods* | 3 | 10 |
| **Year 2 Semester 1** | | | |
| IBS210 | Principles of International Business | 3 | 10 |
| | International Business Elective Course[^1] | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 2 Semester 2** | | | |
| IBS220 | Transnational Management # | 3 | 10 |
| IBS221 | Trade and Finance in a Global Economy | 4 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 3 Semester 1** | | | |
| IBS310 | International Marketing | 3 | 10 |
| | International Business Elective Course[^1] | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 3 Semester 2** | | | |
| IBS320 | Export Management | 3 | 10 |
| | International Business Elective Course[^1] | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |

**Compulsory 2 Core and 6 Business Foundation Courses*

^ Choose any 3 of the following IB elective courses (No more than 3 politics courses to be included in the International Business major):

**MKG211** Services Marketing
**MKG323** E-Business and Marketing in the Global Marketplace
**INT100** International Politics: An Australian Perspective
**INT250** Forces of Change in International Politics
**INT255** Rim and Islands: The Politics of the Asia Pacific Region
**INT235** The Philosophy of International Relations in a Changing World

[1]Courses can only count towards one major or minor. Priority is given to the principal discipline from which the course is derived which is denoted in the three-letter prefix of the course code.

Where students are undertaking IBS220 International Marketing as part of both the International Business major and the Marketing major, students must also choose an additional IB course from the list of electives in the International Business major.

No more than three politics courses may be included in the International Business major.

# Where students are undertaking IBS220 Transnational Management as part of both the International Business major and the Management major, students must also choose an additional IB course from the list of electives in the International Business major. No more than three politics courses may be included in the International Business major.

The courses of choice may comprise a second major in either Accounting Information Systems, Management, Marketing, or Tourism OR 2 minors in these areas OR from the Faculties of Arts and Social Sciences or Science (subject to the approval of the Business Faculty Program Advisor).

# Faculty of Business

## BACHELOR OF BUSINESS (MANAGEMENT) BBus(Mgt)

**Management Major and Minor**
The Management major consists of four (4) HRM courses, two (2) MGT courses, IBS220, plus a course of choice from the list of Management electives 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.

**Suggested Full-time Program Structure**

| Year 1 Semester 1 | Contact Hrs/Wk | Total Hrs/Wk |
|---|---|---|
| COR1O8 Information and Technology* or | 3 | 10 |
| COR109 Communication and Thought* | | |
| MGT1O1 Managing the Organisation* | 3 | 10 |
| BUS102 Introduction to Economics* | 3 | 10 |
| BUS103 Business Law and Ethics* | 3 | 10 |
| **Year 1 Semester 2** | | |
| COR1O8 Information and Technology* or | 3 | 10 |
| COR109 Communication and Thought* | | |
| MKG101 Marketing Theory and Practice* | 3 | 10 |
| ACC101 Introductory Accounting* or | 4 | 10 |
| ACC102 Accounting for Non Accountants* | 3 | 10 |
| BUS101 Applied Research Methods* | 3 | 10 |
| **Year 2 Semester 1** | | |
| HRM210 Managing Human Resources | 3 | 10 |
| Management Elective Course# ACC211 or INF321 or IBS210 or MKG220 or MKG221 or TSM210 or IBS220 or | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 2 Semester 2** | | |
| HRM220 Industrial Relations | 3 | 10 |
| IBS220 Transnational Management | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 3 Semester 1** | | |
| MGT310 Small Business Management | 3 | 10 |
| HRM310 Organisational Change and Diversity | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 3 Semester 2** | | |
| MGT320 Management Strategy[1] | 3 | 10 |
| HRM320 Strategic Staff Management | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |

**Compulsory 2 Core and 6 Business Foundation Courses*

Where students are undertaking IBS220 Transnational Management as part of both the International Business major and the Management major, students must also choose an additional IBS subject from the list of electives in the International Business major. No more than three politics courses may be included in the International Business major.

**# A Management Elective Course (Semester 1 or 2,** Prerequisite: MGT101 + any prerequisites which apply to the respective courses). Courses can only count towards one major or minor. Priority is given to the principal discipline from which the course is derived. For a complete description of the following courses, please refer to the relevant Business Discipline ascertained from the three-letter prefix to their code. Students may choose one of the following:

**IBS210** Principles of International Business
**TSM210** Tourism Management
**ACC211** Business Finance
**ACC310** Management Accounting
**MKG210** Consumer Behaviour
**MKG211** Services Marketing
**IBS320** Export Management
**MKG220** Promotions Management
**MKG221** Sport and Event Marketing
**INF321** Issues in Information Systems Management

The courses above are those the Business Faculty recommends. Students wishing to study a different business course as a Management Course of Choice must contact the Head of Discipline, Management.

The courses of choice may comprise a second major in either Accounting, Information Systems, International Business, Marketing, or Tourism OR 2 minors in these areas OR from the Faculties of Arts & Social Sciences or Science (subject to the approval of the Program Advisor).

[1]Where students are undertaking MGT320 Management Strategy as part of both the Marketing major/minor and a Management major/minor, students must also choose an additional Management course for the minor or an additional Management elective course for the Management major.

# Faculty of Business

## 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.

**Suggested Full-time Program Structure**

| Year 1 Semester 1 | Contact Hrs/Wk | Total Hrs/Wk |
|---|---|---|
| COR1O8 Information and Technology* or | 3 | 10 |
| COR109 Communication and Thought* | | |
| MGT1O1 Managing the Organisation* | 3 | 10 |
| BUS102 Introduction to Economics* | 3 | 10 |
| BUS103 Business Law and Ethics* | 3 | 10 |
| **Year 1 Semester 2** | | |
| COR1O8 Information and Technology* or | 3 | 10 |
| COR109 Communication and Thought* | | |
| MKG101 Marketing Theory and Practice* | 3 | 10 |
| ACC101 Introductory Accounting* or | 4 | 10 |
| ACC102 Accounting for Non Accountants* | 3 | 10 |
| BUS101 Applied Research Methods* | 3 | 10 |
| **Year 2 Semester 1** | | |
| MKG210 Consumer Behaviour | 3 | 10 |
| MKG211 Services Marketing[1] | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 2 Semester 2** | | |
| MKG220 Promotions Management | 3 | 10 |
| MKG221 Sport and Event Marketing[2] | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 3 Semester 1** | | |
| IBS310 International Marketing[3] | 3 | 10 |
| MKG301 Advanced Research Methods (Marketing) | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |
| **Year 3 Semester 2** | | |
| MGT320 Management Strategy[4] | 3 | 10 |
| MKG321 Marketing Research Project | 3 | 10 |
| Course of Choice | 3 | 10 |
| Course of Choice | 3 | 10 |

**Compulsory 2 Core and 6 Business Foundation Courses*

[1]Where students are undertaking MKG210 Services Marketing as part of both the Marketing major and the Tourism major, student must also choice an additional Applied Business Project course in Tourism (TSM331 and TSM332) or approved Arts and Social Sciences or Science Faculty tourism-related course.

[2]Where students are undertaking MKG221 Sport and Event Marketing as part of both the Marketing major and the Tourism major, students must also choose an additional Applied Business Project course in Tourism (TSM331 and TSM332) or approved Arts and Social Sciences or Science Faculty tourism-related course.

[3]Where students are undertaking ISB310 International Marketing as part of both the International Business major and the Marketing major, students must also choose an additional IB subject from the list of electives in the International Business major. No more than three politics courses may be included in the International Business major.

[4]Where students are undertaking MGT320 Management Strategy as part of both the Marketing major/minor and a Management major/minor, students must also choice an additional Management course for the minor or an additional Management elective course for the Management major.

The courses of choice may comprise a second major in either Accounting, Information Systems, Management, International Business, or Tourism OR 2 minors in these areas OR from the Faculties of Arts and Social Sciences or Science (subject to the approval of the Business Faculty Program Advisor).

# Faculty of Business

## BACHELOR OF BUSINESS (TOURISM) BBus(Tourism)

**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 TSM210, TSM220, TSM310 and TSM321.

**Suggested Full-time Program Structure**

| Year 1 Semester 1 | | Contact Hrs/Wk | Total Hrs/Wk |
|---|---|---|---|
| COR1O8 | Information and Technology* or | 3 | 10 |
| COR109 | Communication and Thought* | | |
| MGT1O1 | Managing the Organisation* | 3 | 10 |
| BUS102 | Introduction to Economics* | 3 | 10 |
| BUS103 | Business Law and Ethics* | 3 | 10 |
| **Year 1 Semester 2** | | | |
| COR1O8 | Information and Technology* or | 3 | 10 |
| COR109 | Communication and Thought* | | |
| MKG101 | Marketing Theory and Practice* | 3 | 10 |
| ACC101 | Introductory Accounting* or | 4 | 10 |
| ACC102 | Accounting for Non Accountants* | 3 | 10 |
| BUS101 | Applied Research Methods* | 3 | 10 |
| **Year 2 Semester 1** | | | |
| TSM210 | Tourism Management | 3 | 10 |
| TSM310 | International Tourism Marketplace | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 2 Semester 2** | | | |
| TSM220 | Sustainable Tourism & Ecotourism Management | 3 | 10 |
| TSM321 | Tourism Planning & Development | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 3 Semester 1** | | | |
| TSM311 | Special Interest Tourism | 3 | 10 |
| MKG211 | Services Marketing[1] | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |
| **Year 3 Semester 2** | | | |
| TSM320 | Contemporary Tourism Issues | 3 | 10 |
| MKG221 | Sport and Event Marketing[2] | 3 | 10 |
| | Course of Choice | 3 | 10 |
| | Course of Choice | 3 | 10 |

**Compulsory 2 Core and 6 Business Foundation Courses*

[1]Where students are undertaking MKG210 Services Marketing as part of both the Marketing major and the Tourism major, students must also choice an additional Applied Business Project course in Tourism (TSM331 and TSM332) or approved Arts and Social Sciences or Science Faculty tourism-related course. Courses can only count towards one major or minor. Priority is given to the principal discipline from which the course is derived which is denoted in the three-letter prefix of the course code.

[2]Where students are undertaking MKG221 Sport and Event Marketing as part of both the Marketing major and the Tourism major, students must also choice an additional Applied Business Project course in Tourism (TSM331 and TSM332) or approved Arts and Social Sciences or Science Faculty tourism-related course. Courses can only count towards one major or minor. Priority is given to the principal discipline from which the course is derived which is denoted in the three-letter prefix of the course code.

The courses of choice may comprise a second major in either Accounting Information Systems, Management, International Business or Marketing OR 2 minors in these areas OR from the Faculties of Arts or Science (subject to the approval of the Business Faculty Program Advisor).

# Faculty of Business

## HONOURS

### Program Duration

1 year full-time (2 semesters)
2 years part-time (4 semesters)

The Bachelor of Business (Honours) provides an avenue for undergraduate students to undertake a forth 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 48 credit point 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.

### Prerequisites

Entry to the Bachelor of Business (Honours) normally will required completion of a Bachelor of Business (or equivalent) with a credit average 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. Course units will be graded internally.

The degree is 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 on +61 7 5430 2890.

# Faculty of Business

## POSTGRADUATE PROGRAMS

### 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.

Postgraduate courses currently being offered include the Master of Business Administration, Graduate Diploma in Business Administration, Graduate Certificate in Business Administration, Master of Financial Planning, Graduate Diploma in Financial Planning, Graduate Certificate in Financial Planning, Graduate Diploma in Information Systems, Graduate Certificate in Information Systems, Masters by research, Doctor of Business Administration and PhD studies by research.

## MASTER OF BUSINESS ADMINISTRATION (MBA)

## GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (GDBA)

## GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION (GCBA)

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 - 2 years
Part-time — 2 - 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 (GCBA)**
Comprising 4 courses of the MBA program

**Graduate Diploma in Business Administration (GDBA)**
Building on the 4 course GCBA plus an additional 4 courses

**Master of Business Administration (MBA)**
Building on the 8 course GDBA plus an additional 4 courses

### 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 CD-ROM, 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 trimester over 6 trimesters (2 years) to complete the full MBA. Full-time students may enrol in 4 courses per trimester, therefore completing the program in 3 trimesters (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 or experience

If a student has studied Business at graduate level elsewhere, or has special expertise in some areas covered in the course, they may be eligible for credit against the appropriate subjects.

## GRADUATE DIPLOMA IN INFORMATION SYSTEMS (GDIS)

## GRADUATE CERTIFICATE IN INFORMATION SYSTEMS (GCIS)

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

GDIS — 2 years part-time, on campus
GCIS — 1 year part-time, on campus

The GDIS and GCIS 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 GCIS Structure**
Semester 1
INF510 Information Systems in Business
INF511 Data Modelling

Semester 2
INF520 Systems Analysis and Design
INF521 Business Programming

**Suggested GDIS Structure**
Year 1

Semester 1
INF510 Information Systems in Business
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 course units 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

**Admission Criteria**
Students entering the GDIS or GCIS programs will normally be required to be graduates in another discipline. Basic computer skills are also required, equivalent to COR108 Information and Technology or COR101 Introduction to Information Technology.

## MASTER OF FINANCIAL PLANNING (MFP)

## GRADUATE DIPLOMA IN FINANCIAL PLANNING (GDFP)

## GRADUATE CERTIFICATE IN FINANCIAL PLANNING (GCFP)

The Master of Financial Planning (MFP) and its subsidiary programs, the Graduate Diploma in Financial Planning (GDFP) and the Graduate Certificate in Financial Planning (GCFP) 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 MFP 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 - 1½ years minimum
6 years maximum

It is proposed that the program be offered exclusively in external mode via the Internet, for both part-time and full-time students.

### Program Structure

The Master of Financial Planning (MFP) is a twelve-course program made up of the following:

- ¥ Superannuation and Retirement Planning
- ¥ Corporate Finance
- ¥ Taxation Planning and Estate Planning
- ¥ Financial and Investment Planning
- ¥ Risk Management and Insurance Planning
- ¥ Marketing for Managers
- ¥ Financial Plan Development, Consulting and Negotiation
- ¥ Innovation and Entrepreneurship
- ¥ Law and Ethics for Managers
- ¥ Research Methods for Managers
- ¥ +Plus any 2 elective courses drawn from the MFP Elective List

  or

- ¥ Financial Planning Project +Plus 1 elective course drawn from the MFP Elective List

The Master of Financial Planning Elective Course List is made up of the following courses:

- ¥ Information Systems for Managers
- ¥ Managing Organisational Behaviour
- ¥ Accounting for Managers
- ¥ Economics for Managers
- ¥ Strategic Management
- ¥ Electronic Commerce
- ¥ Global Business Management

The Graduate Diploma in Financial Planning (GDFP) is a 8 course program made up of the following courses:

- ¥ Superannuation and Retirement Planning
- ¥ Corporate Finance
- ¥ Taxation Planning and Estate Planning
- ¥ Financial and Investment Planning
- ¥ Risk Management and Insurance Planning
- ¥ Marketing for Managers
- ¥ Financial Plan Development, Consulting and Negotiation
- ¥ Innovation and Entrepreneurship

The Graduate Certificate in Financial Planning (GCFP) is a 4 course program made up of -any 4 of the following 5 courses:

- ¥ Superannuation and Retirement Planning
- ¥ Corporate Finance
- ¥ Taxation Planning and Estate Planning
- ¥ Financial and Investment Planning
- ¥ Risk Management and Insurance Planning

### Proposed MFP Course Schedule

Trimester 1: Marketing Management
Corporate Finance
Taxation Planning & Estate Planning

MFP Elective Courses:
*Accounting for Managers*
*Managing Organisational Behaviour*
*Strategic Management*

Trimester 2: Superannuation and Retirement Planning

*Financial and Investment Planning*
*Law and Ethics for Managers*
*Innovation and Entrepreneurship*

MFP Elective Courses:
*Information Systems for Managers*
*Electronic Commerce*

Trimester 3: Risk Management & Insurance Planning
Financial Plan Development, Consulting & Negotiation
Research Methods for Managers

MFP Elective Courses:
*Economics for Managers*
*Strategic Management*
*Global Business Management*

Students would normally undertake one or two courses per semester on a part-time basis.

**Admission Criteria**
The Admission requirements for the Internet-based MFP 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 Studies Financial Planning 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

Full-time - 3 semesters minimum
Part-time - 6 semesters minimum

This is an advanced research award which will be undertaken under supervision. No particular maximum time is set to allow for variation in the circumstances of candidates and their research topics.

### 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 award, 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 for the MBus are required to:

- hold a BBus or equivalent degree from a recognised university; and
- have obtained a minimum of credit level in the proposed area of research; and
- have completed a course in research methodology at postgraduate level (may be taken concurrently at Dean s discretion); and
- normally have a minimum of three years work experience.

### 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.

## DOCTOR OF BUSINESS ADMINISTRATION (DBA)

### Mode of Offering

Full-time — 1 1/2 years minimum - 4 years maximum
Part-time — 3 years minimum - 8 years maximum

This is an advanced research award which is undertaken under supervision.

### 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 award, 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.

# Faculty of Business

## 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:

- ¥ hold an MBA, MBus or equivalent degree from a recognised university (note that those with a non-business Masters degree would normally be required to undertake an MBA first but may gain exemptions for relevant postgraduate units), and
- ¥ have completed a postgraduate course in research methodology and have written a credit-level research thesis or report, and
- ¥ have at least 5 years work experience preferably at managerial level.

## 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.

# Faculty of Business

## DOCTOR OF PHILOSOPHY (PHD)

### Mode of Offering

Full-time - normally 2-5 years
Part-time - normally 4-8 years

The course may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

### Course Structure

The Doctor of Philosophy (PhD) is an advanced research award 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 for the Doctor of Philosophy are normally required to hold a Masters degree or a Bachelors degree with at least second class honours Division 1 from a recognised university.

Applicants who have completed a Bachelors degree and have achieved by subsequent work and study a standard equivalent to at least second class honours Division 1 may also be considered. In exceptional cases applications may be considered on the basis of other evidence of general and professional qualifications as approved by the Graduate Studies Subcommittee.

Applicants must also demonstrate sufficient command of English to complete the proposed program of study satisfactorily and to prepare a thesis in English.

# 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.

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

Please refer to page 137 for further information on combined degrees.

### 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 Units.

- 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 (offered 2002)
- 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.

# Faculty of Science

## BACHELOR OF SCIENCE
## BSc

### Introductory Level Studies

Students enrolling in the Bachelor of Science program will be required to complete the University interdisciplinary core units 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.

The Science Faculty has also negotiated block status for students to incorporate issues in surf life saving into their studies. Students who have achieved a Level IV certificate accredited by Surf Life Saving Queensland may seek block status incorporating a combination of introductory and advanced courses.

# Program Planner
# Bachelor of Science

| | | | | |
|---|---|---|---|---|
| **YEAR 1** | | | | |
| **Sem 1** | Communication and Thought (COR109) or Information and Technology (COR108) | Environmental Processes (SCI101) | Chemistry (SCI105) | Cell Biology (SCI103) |
| **Sem 2** | Communication and Thought (COR109) or Information and Technology (COR108) | Ecology (SCI102) | Cell Metabolism (SCI104) | Physical Processes (SCI107) |

### Advanced Level Studies

Students must choose at least two of the compulsory theoretical based strands (Group A Strands): Human Health and Development; Managed Ecosystems; Natural Environment; and Physiology and Anatomy. Students then choose no more than two strands from the available selection of specialisation strands, (See Group B Strands), of which one strand could include a sequence of courses from the Business or Arts and Social Sciences Faculties. Some options are outline below.

### Year 2 and Year 3 (Some Options)

*Option 1*
Students choose from four compulsory strands (Group A Strands) from Science. These strands are: Physiology and Anatomy; Human Health and Development, Natural Environment; and Managed Ecoystems.

*Option 2*
Students choose a combination of two compulsory strands (Group A) and two specialisation strands (Group B) from Science.

*Option 3*
Students choose a combination of two compulsory strands from Science (Group A), one specialisation strand from Science (Group B) and four Advanced level courses from the Arts and Social Sciences or Business programs (this option may require two non-science introductory courses).

*Option 4*
Students choose the compulsory Physiology and Anatomy strand, one other compulsory strand from Science, one specialisation strand, and complete a Surf Life Saving (Qld) Certificate IV program and research projects in surf life saving.

** Other sequences of strands combining more than two specialisation strands may be considered with the Dean s approval. Students should select complimentary strands and **must** consult the BSc Faculty Program Adviser at the earliest convenience before any consideration of the program will be considered by the Dean. Students who do not seek approval put their enrolment in courses at risk, and so are strongly advised to seek program advice prior to Week 1 of Semester 1.*

## 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 units.

### 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 pharmodynamics of pharmaceuticals and toxins; absorption, metabolism and excretion of chemicals; dosing regimens and the registration of therapeutic drugs; issues in environmental toxinology 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 Planner
## Bachelor of Science (Biomedical Science)

| | | | | |
|---|---|---|---|---|
| **YEAR 1** **Sem 1** | Communication and Thought (COR109) or Information and Technology (COR108) | Environmental Processes (SCI101) | Chemistry (SCI105) | Cell Biology (SCI103) |
| **Sem 2** | Communication and Thought (COR109) or Information and Technology (COR108) | Ecology (SCI102) | Cell Metabolism (SCI104) | Physical Processes (SCI107) |

**COMPULSORY STRANDS** ← → **CHOOSE 3 OF 4 SPECIALISATIONS**

| | ***Physiology and Anatomy*** | ***Medical Microbiology and Immunology*** | ***Pharmacology and Toxicology*** | ***Nutrition*** | ***Biotechnology*** |
|---|---|---|---|---|---|
| **YEAR 2** **Sem 1** | Physiology and Anatomy 1 (LFS201) | Immunology (MEP254) | Principles of Pharmacology and Toxicology (BIM261) | Biochemistry (MBT251) | |
| **Sem 2** | Physiology and Anatomy 2 (LFS202) | Pathogens and Disease (MEP252) | Systematic Pharmacology (BIM262) | Human Nutrition (BIM252) | Molecular Biology (MBT252) |
| **YEAR 3** **Sem 1** | Pathobiology (LFS301) | Communicable Diseases and Epidemiology (MEP253) | Toxins - Mechanisms and Diseases (BIM361) (offered from 2002) | Clinical Nutrition (BIM351) (offered from 2002) | Protein Engineering (MBT351) (offered from 2002) |
| **Sem 2** | Pathophysiology (LFS302) | Microbial Pathogenesis (MEP351) | Environmental Toxinology and Toxicology (BIM362) (offered from 2002) | Current Issues in Nutrition (BIM352) (offered from 2002) | Biotechnology Applications (MBT352) (offered from 2002) |

**Please note:** *Flexibility is 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 Faculty Program Advisor if they choose this option.*

## 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 units.

### 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 biorestoration 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 Planner
## Bachelor of Science (Environmental Science)

| | | | | |
|---|---|---|---|---|
| **YEAR 1** | | | | |
| **Sem 1** | Communication and Thought (COR109) or Information and Technology (COR108) | Environmental Processes (SCI101) | Chemistry (SCI105) | Cell Biology (SCI103) |
| **Sem 2** | Communication and Thought (COR109) or Information and Technology (COR108) | Ecology (SCI102) | Cell Metabolism (SCI104) | Physical Processes (SCI107) |

**COMPULSORY STRANDS** ← **SPECIALISATION STRANDS - Choose 2 of 5 strands** →

| | ***Natural Environment*** | ***Managed Ecosystems*** | ***Environmental Management*** | ***Environmental Restoration*** | ***Environmental Microbiology*** | ***Marine Science*** | ***Environmental Science*** |
|---|---|---|---|---|---|---|---|
| **YEAR 2** | | | | | | | |
| **Sem 1** | Aquatic Ecosystems (ENS202) | Agricultural Ecology (ENS211) | Environmental Monitoring and Data Analysis (ESS251) | Water and Sediment Processes (ESS261) | Microbial Isolation Physiology and Metabolism (MEP263) | Marine Dynamics (ESS271) | Selection of 4 Environmental Planning courses that must include Planning Principles, Processes and Law (ENP210) |
| **Sem 2** | Australian Vegetation, Wildlife and Habitats (ENS201) | Intensively Managed Ecoysystems (ENS212) | Built Environment and Waste Management (ESS352)* | Landscape Processes and Restoration (ESS262) | Microbial Biodiversity (MEP262) | Marine Ecology (ESS272) | |
| **YEAR 3** | | | | | | | |
| **Sem 1** | Ecological Concepts (ENS301) | Production Systems (ENS311) | Integrated Catchment Management (ESS351) | Environmental Restoration (ESS361) | Microbial Ecosystems (MEP361) | Aquaculture (ESS371) | and Sustainable Development (ENP235) |
| **Sem 2** | Conservation Ecology (ENS302) | Ecosystem Management (ENS312) | Environmental Management Strategies (ESS252) | Environmental Restoration Practice (ESS362) | Current Issues in Microbial Ecology and Biotechnology (MEP362) | Integrated Marine Systems (ESS372) | from the Faculty of Arts and Social Sciences |

*may be replaced with *(CPH262 Environmental Health: Hazards, Risks and Audit)*

## 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 units.

### 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 biorestoration of contaminated sites.

## Program Planner
## Bachelor of Science (Microbial Ecology)

| | | | | |
|---|---|---|---|---|
| **YEAR 1** | | | | |
| **Sem 1** | Communication and Thought (COR109) or Information and Technology (COR108) | Environmental Processes (SCI101) | Chemistry (SCI105) | Cell Biology (SCI103) |
| **Sem 2** | Communication and Thought (COR109) or Information and Technology (COR108) | Ecology (SCI102) | Cell Metabolism (SCI104) | Physical Processes (SCI107) |

**COMPULSORY STRANDS** | **SPECIALISATION STRANDS**

| | ***Physiology and Anatomy*** | ***Natural Environment*** | ***Medical Microbiology and Immunology*** | ***Environmental Microbiology*** |
|---|---|---|---|---|
| **YEAR 2** | | | | |
| **Sem 1** | Physiology and Anatomy 1 (LFS201) | Aquatic Ecosystems (ENS202) | Immunology (MEP254) | Microbial Isolation, Physiology and Metabolism (MEP263) |
| **Sem 2** | Physiology and Anatomy 2 (LFS202) | Australian Vegetation, Wildlife and Habitat (ENS201) | Pathogens and Disease (MEP252) | Microbial Biodiversity (MEP262) |
| **YEAR 3** | | | | |
| **Sem 1** | Pathobiology (LFS301) | Ecological Concepts (ENS301) | Communicable Diseases and Epidemiology (MEP253) | Microbial Ecosystems (MEP361) |
| **Sem 2** | Pathophysiology (LFS302) | Conservation Ecology (ENS302) | Microbial Pathogenesis (MEP351) | Current Issues in Microbial Ecology and Biotechnology (MEP362) |

## 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 units.

### 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
- Environment 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 form the respective faculties.

# Program Planner
# Bachelor of Science (Public Health)

| | | | | |
|---|---|---|---|---|
| **YEAR 1** | | | | |
| **Sem 1** | Communication and Thought (COR109) or Information and Technology (COR108) | Environmental Processes (SCI101) | Chemistry (SCI105) | Cell Biology (SCI103) |
| **Sem 2** | Communication and Thought (COR109) or Information and Technology (COR108) | Ecology (SCI102) | Cell Metabolism (SCI104) | Physical Processes (SCI107) |

| | ***Public Health Practice*** | ***Public Health Research Strategies*** | ***One of the following Life Science or Environmental Science strands*** | ***One other compulsory strand OR one specialisation strand*** |
|---|---|---|---|---|
| **YEAR 2** | | | | |
| **Sem 1** | Health Promotion Strategies (CPH251) | Research, Design and Analysis (CPH261) | The available compulsory generic strands include:<br>¥ Physiology and Anatomy<br>¥ Human Health and Development<br>¥ Natural Environment<br>¥ Managed Ecosystems | Available science strands include<br>¥ Environmental Management<br>¥ Environmental Restoration<br>¥ Environmental Microbiology<br>¥ Marine Science<br>¥ Medical Microbiology and Immunology<br>¥ Nutrition<br>¥ Pharmacology and Toxicology<br>¥ Exercise Prescription<br>¥ Biotechnology<br>¥ Courses from the Faculties of Arts and Social Sciences or Business |
| **Sem 2** | Needs Assessment and Planning (CPH252) | Environmental Health: Hazards, Risk and Audit (CPH262) | | |
| **YEAR 3** | | | | |
| **Sem 1** | Public Health Implementation and Evaluation (CPH351) | Epidemiology and Biostatistics (CPH361) | | |
| **Sem 2** | Current Issues in Promoting Health (CPH352) | Public Health Project (CPH362) | | |

## BACHELOR OF SCIENCE (SPORT AND EXERCISE SCIENCE) BSc(SpExSc)

### Introductory Level Studies

Students are required to study the six first year courses in introductory-level science and the two University interdisciplinary core units.

### 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 instead of the Human Health and Development strand.

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 Planner
## Bachelor of Science (Sport and Exercise Science)

| | | | | |
|---|---|---|---|---|
| **YEAR 1** | | | | |
| **Sem 1** | Communication and Thought (COR109) or Information and Technology (COR108) | Environmental Processes (SCI101) | Chemistry (SCI105) | Cell Biology (SCI103) |
| **Sem 2** | Communication and Thought (COR109) or Information and Technology (COR108) | Ecology (SCI102) | Cell Metabolism (SCI104) | Physical Processes (SCI107) |

| | ***Exercise Prescription Strand*** | ****Human Health and Development Strand*** | ***Physiology and Anatomy Strand*** | ***Foundations of Movement Strand*** |
|---|---|---|---|---|
| **YEAR 2** | | | | |
| **Sem 1** | Biochemistry and Physiology of Exercise (SPL254) | Foundations of Human Health and Development (LFS211) | Physiology and Anatomy 1 (LFS201) | Functional Anatomy (SPL263) |
| **Sem 2** | Exercise Screening and Testing (SPL255) | Childhood Health and Development (LFS212) | Physiology and Anatomy 2 (LFS202) | Biomechanics (SPL264) |

**CHOOSE 2 OF 5 SPECIALISATIONS**

| | ***Exercise Prescription Strand*** | ***Human Health and Development Strand*** | ***Performance Enhancement Strand*** | ***Rehabilitation Strand*** | ***Biomechanics Strand (not on offer until 2002)*** | ***Physiology and Anatomy Strand*** | ***Business/Arts and Social Sciences*** |
|---|---|---|---|---|---|---|---|
| **YEAR 3** | | | | | | | |
| **Sem 1** | Exercise Prescription and Programming (SPL353) | Adolescent and Reproductive Health and Development (LFS311) | Peformance Enhancement 1 (SPL351) | Exercise Prescription for Special Populations 1 (SPL356) | Occupational Biomechanics (SPL358) (offered from 2002) | Pathobiology (LFS301) | Selection of two Sports related Courses from the Faculty of Business or Faculty of Arts and Social Sciences |
| **Sem 2** | Exercise Health and Lifestyle (SPL354) | Health and Development in the Aged (LFS312) | Peformance Enhancement 2 (SPL352) | Exercise Prescription for Special Populations 2 (SPL357) | Sport Biomechanics (SPL359) (offered from 2002) | Pathophysiology (LFS302) | |

** Students in the BSc (Sport and Exercise Science) program may study either the Nutrition or Pharmacology and Toxicology strands in replacement of Human Health and Development Strand provided the correct co-requisite course also are studied.*

# Faculty of Science

## 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 10 months full time or 20 months 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.

# Faculty of Science

## 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 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
  - Helicobacter induced conditions
- **Biotechnology**
  - molecular biotechnology: metabolic pathways, engineering and bioremediation
  - Synthesis of new amino acid derivatives
- **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
  - Hydrocarbons-bacteria interactions
  - Survival and persistence of bacteria in environments
  - Biodegradation of hydrocarbons and industrial wastes
  - 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
  - Analysis of microorganism metabolites
- **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

Full-time — normally 2-2.5 years
Part-time — normally 3-4 years

The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

### Program Structure

This is an advanced research award 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 for the Master of Science are normally required to hold a Bachelors degree with at least second class honours Division 2 from a recognised university.

Applicants who have completed a Bachelors degree and have achieved by subsequent work and study a standard equivalent to at least second class honours Division 2 may also be considered. In exceptional cases applications may be considered on the basis of other evidence of general and professional qualifications as approved by the Graduate Studies Subcommittee.

Applicants must also demonstrate sufficient command of English to complete the proposed program of study satisfactorily and to prepare a thesis in English.

## DOCTOR OF PHILOSOPHY (PhD)

### Mode of Offering

Full-time — normally 3 years
Part-time — normally 5 years

The program may be undertaken either on campus or externally where appropriate supervision arrangements can be made.

### Program Structure

This is an advanced research award 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 for the Doctor of Philosophy are normally required to hold a Bachelors degree with at least second class honours Division 1 from a recognised university.

Applicants who have completed a Bachelors degree and have achieved by subsequent work and study a standard equivalent to at least second class honours Division 1 may also be considered. In exceptional cases applications may be considered on the basis of other evidence of general and professional qualifications as approved by the Graduate Studies Subcommittee.

Applicants must also demonstrate sufficient command of English to complete the proposed program of study satisfactorily and to prepare a thesis in English.

# Combined Programs

The combined program at University of the Sunshine Coast allows 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 combined 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.

## Length of Course

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.

## BACHELOR OF ARTS/ BACHELOR OF BUSINESS

## BA/BBus

### Program Structure

32 courses (normally completed over 4 years of full-time study) consisting of:

2 Core Units
+

**Faculty of Arts and Social Sciences**

2 introductory compulsory courses (as per list on this page)

8 course Major of your choice from Arts and Social Sciences

5 additional Arts and Social Sciences courses. 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.)

**Faculty of Business**

6 Business Foundation courses

8 course Business Major

*OR*

2 x 4 course Business Minors

1 Elective Business course

*Students must seek advice on course selection from the Faculty of Business on +61 7 5430 1221*

**Compulsory Course List**

The Faculty of Arts and Social Sciences courses which students are required to choose from for the Bachelor of Arts/Bachelor of Business combined program are:

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

# Combined Programs

## BACHELOR OF ARTS/ BACHELOR OF SCIENCE

## BA/BSc

**Program Structure**

32 courses (normally completed over 4 years of full-time styudy) consisting of:

2 Core Units
+

**Faculty of Arts and Social Sciences**

2 compulsory introductory courses (as per list on this page)

8 course Major of your choice from Arts and Social Sciences

5 additional Arts and Social Science courses. 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.

**Faculty of Science**

3 first year Science courses

2 compulsory strands from Science (8 courses)

1 Specialisation strand (4 courses)

*Students must seek advice on course selection from the Faculty of Science on +61 7 5430 2839*

**Compulsory Course List**

The Faculty of Arts and Social Sciences courses which students are required to choose from for the Bachelor of Arts/Bachelor of Science combined program are:

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

## BACHELOR OF BUSINESS/ BACHELOR OF SCIENCE

## BBus/BSc

**Program Structure**

32 courses (normally completed over 4 years of full-time study) consisting of:

2 Core Units
+

**Faculty of Business**

6 Business Foundation courses

8 course Business Major

*OR*

2 x 4 course Business Minors

*Students must seek advice on course selection from the Faculty of Business on +61 7 5430 1221*

**Faculty of Science**

4 first year Science courses

2 compulsory strands from Science (8 courses)

1 Specialisation strand (4 courses)

*Students must seek advice on course selection from the Faculty of Science on +61 7 5430 2839*

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| **CORE UNITS** | | | | | |
| COR108 | Information and Technology | Core Unit | | Nil | Sem 1 & 2 |
| COR109 | Communication and Thought | Core Unit | | Nil | Sem 1 & 2 |
| **FACULTY OF ARTS & SOCIAL SCIENCES** | | | | | |
| ADN100 | Introduction to Computer-Based Art and Design | Intro. | Nil | Studies in Art and Design, Information Systems | Sem 1 & 2 |
| ADN110 | Introduction to 2D Studies | 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 | | 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 International Studies | Sem 2 |
| 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 |

# Undergraduate
## Course List

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| 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 plus 3 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: Electronic Media D | Adv. | ADN217 | Studies in Art and Design | Sem 2 |
| ADN271 | 2D Studies A | Adv. | ADN110 | Studies in Art and Design | Sem 1 |
| ADN272 | 2D Studies B | Adv. | ADN271 | Studies in Art and Design | Sem 1 |
| 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 (avail to students with AUS major only) | Australian and Cultural Studies | Offered by application only |
| 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 |

# Undergraduate
## Course List

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| 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 Writing the City | Adv. | 4 intro level courses | Australian and Cultural Studies, Environmental and Planning | Sem 1 |
| 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 |
| 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. | CMN232 | Communication Studies | Sem 1 |
| CMN235 | News Writing: Print and Broadcast | Adv. | 4 intro level courses | | 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 Newswriting: Print and Broadcast (formerly Writing for the Media) | Communication Studies | Sem 2 |

# Undergraduate
## Course List

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| CMN245 | Kiddy Litter: Writing for Children and Young Adults | Adv. | 4 intro level courses and CMN215 | Communication Studies | Sem 2 |
| CMN250 | Public Relations: Community and Media Liaison | Adv. | 4 intro level incl COR109 | Communication Studies | Sem 1 |
| CMN255 | Talking Magazine: Radio One | Adv. | 4 intro level and 1 adv level course from AUS or CMN | Communication Studies | Sem 2 |
| CMN260 | Novel Ideas: Creative Writing B | Adv. | CMN215 | Communication Studies | Sem 2 |
| CMN265 | Above and Below the Line: Writing for Film | Adv. | CMN215 or CMN235 | Communication Studies | Sem 2 |
| CMN270 | Industry Research Project | Adv. | 192 units; avail to BA (Comm) students only and BA (E&H) 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, Heritage and Tourism | Adv. | 8 courses | Environmental and Planning Studies | Sem 2 |
| 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 |

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| NT221 | 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 | 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 International Relations in a Changing World | Adv. | 4 intro level courses | Politics and International Studies | Sem 2 |
| 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 | Summer |
| INT250 | Forces of Change in International Politics | Adv. | 4 intro level courses | Politics and International Studies | Sem 1 |
| INT255 | Rim and Islands: The Politics of the Asian-Pacific Region | Adv. | 4 intro level courses | Politics and International Studies | 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 | Adv. | INT100, INT111, INT210, and INT211 or equivalent | Politics and International Studies | Sem 1 |
| INT281 | In-Country Indonesian Study | 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 |
| INT290 | In-Country Japanese Study B | Adv. | INT120 and INT121 or equivalent | Politics and International Studies | Sem 1 |

# Undergraduate
## Course List

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| SCS210 | Indigenous Australians and the State | Adv. | 4 intro level courses | Social and Community Studies, Australian and Cultural Studies, Politics and International Studies | Sem 1 |
| SCS211 | Green Justice and Red Tape: Environmental & Social Issues | Adv. | 4 intro level courses | Social and Community Studies, Environmental and Planning 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 |
| SCS255 | 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 |
| SCS260 | Community Work | Adv. | 4 intro level courses; B Soc Sc (CommWk) students only | Social and Community Studies | Sem 1 |
| SCS261 | Community Work Practice | Adv. | SCS230, race/ ethnicity course, gender course, SCS260; coreq: SCS271; B Soc Sc (CommWork) students only | Social and Community Studies | Sem 2 |
| SCS270 | Community Work Skills 1 | Adv. | 4 intro level courses; B Soc Sc (CommWork) students only | Social and Community Studies | Sem 1 |
| SCS271 | Community Work Skills 2 | Adv. | 4 intro level courses; B Soc Sc (CommWork) students only | Social and Community Studies | Sem 2 |
| SCS280 | Counselling for the Human Services Professional | Adv. | 4 intro level courses; B Soc Sc (CommWork) students only | Social and Community Studies | Sem 2 |

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| SCS285 | Health, Society and Culture | Adv. | 4 intro level courses | Social and Community Studies | Not offered in 2001 |
| SCS290 | Culture Vultures | Adv. | 4 intro level courses | Social and Community Studies | Not offered in 2001 |
| SCS295 | Gender - Cross CulturalPerspectives | Adv. | 4 intro level courses | Social and Community Studies | Not offered in 2001 |

## FACULTY OF BUSINESS

| | | | | | |
|---|---|---|---|---|---|
| ACC101 | Introductory Accounting | Intro. | Nil | n/a | Sem 2 |
| ACC102 | Accounting for Non-Accountants | Intro. | Nil | n/a | Sem 2 |
| BUS101 | Applied Research Methods | Intro. | Nil | n/a | Sem 2 |
| BUS102 | Introduction to Economics | Intro. | Nil | n/a | Sem 1 |
| BUS103 | Business Law and Ethics | Intro. | Nil | n/a | Sem 1 |
| MKG101 | Marketing Theory and Practice | Intro. | Nil | n/a | Sem 2 |
| MGT101 | Managing the Organisation | Intro. | Nil | n/a | Sem 1 |
| ACC210 | Financial Accounting | Adv. | ACC101 | Accounting, General Business | Sem 1 |
| ACC211 | Business Finance | Adv. | ACC101 | Accounting, Management, General Business | Sem 1 |
| ACC220 | Law of Business Associations | Adv. | BUS103 | Accounting | Sem 2 |
| ACC221 | Company Accounting | Adv. | ACC210 | Accounting | Sem 2 |
| ACC310 | Management Accounting | Adv. | ACC101, MGT101 | Accounting, General Business | Sem 1 |
| ACC311 | Taxation Law and Practice | Adv. | ACC210, ACC220 | Accounting, General Business | Sem 1 |
| ACC320 | Contemporary Accounting Issues | Adv. | ACC210 | Accounting | Sem 2 |
| ACC321 | Auditing and Professional Practice | Adv. | Nil | Accounting | Sem 2 |
| BUS301 | Advanced Research Methods | Adv. | BUS101 | Any Business area of study | Sem 1 |
| HRM210 | Managing Human Resources | Adv. | MGT101 | Human Resource Management, Management, General Business | Sem 1 |
| HRM220 | Industrial Relations | Adv. | MGT101 | Human Resource Management, Management | Sem 2 |
| HRM310 | Organisational Change and Diversity | Adv. | MGT101 | Human Resource Management, Management, General Business | Sem 1 |

# Undergraduate
## Course List

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| HRM320 | Strategic Staff Management | Adv. | HRM210, HRM220; coreq: HRM310 | Human Resource Management, Management | Sem 2 |
| IBS210 | Principles of International Business | Adv. | MGT101 | International Business, Management, General Business | Sem 1 |
| IBS220 | Transnational Management | Adv. | IBS210 | International Business, Management | Sem 2 |
| IBS221 | Trade and Finance in a Global Economy | Adv. | IBS210 | International Business, General Business, Management*, Marketing*, Tourism* | Sem 2 |
| IBS310 | International Marketing | Adv. | MKG001 | International Business, Marketing, General Business | Sem 1 |
| IBS320 | Export Management | Adv. | IBS310 or any 8 adv level units | International Business | Sem 2 |
| INF210 | Information Systems in Business | Adv. | COR108 | Information Systems, General Business | Sem 1 |
| INF211 | Data Modelling | Adv. | COR108 and COR109 | Information Systems, Studies in Art and Design, General Business | Sem 1 |
| INF220 | Systems Analysis and Design | Adv. | COR108 and COR109 | Information Systems | Sem 2 |
| INF221 | Business Programming | Adv. | COR108 | Information Systems | Sem 2 |
| INF310 | Advanced Systems Analysis and Design | Adv. | INF220, INF211 | Information Systems, General Business | Sem 1 |
| INF311 | Advanced Business Programming | Adv. | INF221, INF211 | Information Systems, General Business | Sem 1 |
| INF320 | Electronic Commerce | Adv. | INF210, INF220 | Information Systems, Studies in Art and Design | Sem 2 |
| INF321 | Issues in Information Systems | Adv. | Any 6 adv level business courses | Information Systems | Sem 2 |
| MGT310 | Small Business Management | Adv. | MGT101 | Management, General Business | Sem 1 |
| MGT320 | Management Strategy | Adv. | MGT101 or MKG101 plus 1 other Management or Marketing course | Management, Marketing | Sem 2 |
| MKG210 | Consumer Behaviour | Adv. | MKG101 | Marketing, General Business | Sem 1 |
| MKG211 | Services Marketing | Adv. | MKG101 | Marketing, International Business*, Tourism, Management, General Business | Sem 1 |

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| MKG220 | Promotions Management | Adv. | MKG101 | Marketing, Management, General Business | Sem 2 |
| MKG221 | Sport and Event Marketing | Adv. | MKG101 | Marketing, Tourism, Management | Sem 2 |
| MKG301 | Advanced Research Methods | Adv. | BUS001, MKG101 | Marketing, General Business | Sem 1 |
| MKG321 | Marketing Research Project | Adv. | MKG301 | Marketing | Sem 2 |
| MKG323 | E-Business & Marketing in the Global Marketplace | Adv. | MKG001, COR108 | International Business, General Business | Sem 2 |
| TSM210 | Tourism Management | Adv. | Nil | Tourism, Management, General Business | Sem 1 |
| TSM220 | Sustainable Tourism and Eco-tourism Management | Adv. | TSM210 | Tourism, Environment and Planning Studies (Major only) | Sem 2 |
| TSM310 | International Tourism Marketplace | Adv. | TSM210 | Tourism, General Business | Sem 1 |
| TSM311 | Special Interest Tourism | Adv. | TSM210 | Tourism, General Business | Sem 1 |
| TSM320 | Contemporary Tourism Issues | Adv. | 6 advanced level units | Tourism | Sem 2 |
| TSM321 | Tourism Planning and Development | Adv. | TSM210 | Tourism | Sem 2 |
| XXX331 | Applied Business Project | Adv. | At least 6 courses in the relevant major | All business areas | Sem 1 & 2 |
| XXX332 | Applied Business Project | Adv. | At least 6 courses in the relevant major | All business areas | Sem 1 & 2 |

*Subject to Approval

## FACULTY OF SCIENCE

| | | | | | |
|---|---|---|---|---|---|
| SCI101 | Environmental Processes | Intro. | Nil | n/a | Sem 1 |
| SCI102 | Ecology | Intro. | Nil | n/a | Sem 2 |
| SCI103 | Cell Biology | Intro. | Nil | n/a | Sem 1 |
| SCI104 | Cell Metabolism | Intro. | SCI105 | n/a | Sem 2 |
| SCI105 | Chemistry | Intro. | Nil | n/a | Sem 1 |
| SCI107 | Physical Processes | Intro. | Nil | n/a | 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 |

# Undergraduate
## Course List

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| 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 | Sem 1 |
| CPH252 | Needs Assessment and Planning | Adv. | CPH251 | Public Health | Sem 2 |
| CPH261 | Research Design and Analysis | Adv. | 6 first year courses | Health Strategies | Sem 1 |
| CPH262 | Environmental Health: Hazards, Risks and Audits | Adv. | 6 first year courses | Health Strategies | Sem 2 |
| CPH351 | Public Health Implementation and Evaluation | Adv. | CPH252 | Public Health | Sem 1 |
| CPH352 | Current Issues in Promoting Health | Adv. | CPH351 | Public Health | Sem 2 |
| CPH361 | Epidemiology and Biostatistics | Adv. | CPH261 | Health Strategies | Sem 1 |
| CPH362 | Public Health Project | Adv. | CPH261 | Health 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 Ecosytems | 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 | Sem 1 |
| ESS252 | Environmental Management Strategies | Adv. | 6 first year courses | Environmental Management | Sem 2 |

# Undergraduate
## Course list

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| 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 and Development | 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 and 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 | Microbial Pathogenesis | Sem 2 |
| MEP253 | Communicable Diseases and Epidemiology | Adv. | MEP252 | Microbial Pathogenesis | Sem 1 |

# Undergraduate
## Course List

| Course code | Course name | Level | Requisites (Prerequisite unless otherwise stated) | Area of Study | Sem Offered |
|---|---|---|---|---|---|
| MEP254 | Immunology | Adv. | SCI103, SCI104 | Microbial Pathogenesis | Sem 1 |
| MEP262 | Microbial Biodiversity | Adv. | MEP263 | Environmental Microbiology | Sem 2 |
| MEP263 | Microbial Isolation, Physiology & Metabolism | Adv. | SCI102 and SCI104 | Environmental Microbiology | Sem 1 |
| MEP351 | Microbial Pathogenesis | Adv. | MEP253 | Microbial Pathogenesis | Sem 2 |
| MEP361 | Microbial Ecosystems | Adv. | MEP262 | Environmental Microbiology | Sem 1 |
| MEP362 | Current Issues in Microbial Ecology & Biotechnology | Adv. | MEP361 | Environmental Microbiology | Sem 2 |
| SPL254 | Biochemistry and Physiology of Exercise | Adv. | SCI103 and 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 Students entering their third full time year of study will not require SPL255 as a prerequisite for SPL353 | 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, co-req: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 |

### ACC101 Introductory Accounting

This course provides a basic foundation in accounting for students who wish to major in accounting studies within the Business program. Students will learn the elements of the accounting process, control of business assets, how to record business transactions, and how to prepare and analyse financial statements. The course will also explain the operation of the Australian Stock Exchange and financial markets.

### ACC102 Accounting for Non Accountants

This course provides students with a basic understanding of accounting in the business world. Students will learn how to prepare financial statements for business firms, and how to analyse and interpret financial statements for sole traders, partnerships and companies. The course also stresses the importance of control over business assets, and financial decision making.

### ACC210 Financial Accounting

In this course, students will learn how to apply accounting principles to different forms of business structures including partnerships and companies. The course also concentrates on financial reporting and key financial statements (including different forms of the profit and loss statement, the balance sheet, and cash flow statements) as prescribed by Australian Accounting Standards.

### 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. Topics include capital markets, financial mathematics, capital budgeting, financial modelling, and its application to decision making and financial analysis, planning and control.

### ACC220 Law of Business Associations

The objective of this course is to introduce students to the legal principles associated with partnerships, associations, trusts and corporations. Topics include the establishment, operation and dissolution of partnerships; incorporated associations; requirements for the formation, operation and liquidation of companies; share capital and prospectuses; directors duties.

### ACC221 Company Accounting

The company structure is a popular form of business structure. In this course, students will become familiar with accounting procedures specifically related to the company structure. Topics will include company reporting and mandatory disclosures, and accounting for company income tax, dividends, mergers and consolidations, and liquidations.

### ACC310 Management Accounting

Business enterprises are vitally concerned with planning and control. In this course, students will gain expertise in devising budgets (for short, medium and long term planning), and in developing costing systems to exercise control in the decision making process. Students will also learn the importance of undertaking cost-volume-profit analysis in assessing the future prospects of a business enterprise.

### ACC311 Taxation Law and Practice

In this course students will develop an understanding of the Income Tax Assessment Act and learn how to apply taxation principles to a range of business situations and forms of business enterprise. Topics include assessable income, residency, capital gains tax, allowable deductions, classes of taxpayer, calculation of tax payable and rebates of tax, and tax administration provisions.

### ACC320 Contemporary Accounting Issues

The development of accounting thought has consistently involved analytical and innovative processes. This course will acquaint students with the processes involved in the creation of new accounting paradigms and the consequent accounting standards which are generated by these paradigms. The course will provide students with the opportunity to examine the framework of accounting knowledge and to critically evaluate contemporary issues related to accounting theory and reporting practices.

### 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

This course examines the use and context of new imaging technologies by encouraging students to learn from art and design, using the computer as a tool for creative interaction. Recent digital imaging technologies have contributed to changes and opportunities in both art and design, opening up the exciting potential of developing an aesthetic or visual language appropriate to a new medium. Although the extent and rate of change has been dramatic, new tools and media cannot be considered in isolation and this course seeks 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 students with the opportunity to relate this course to a broad range of interests. Quota.

### ADN110 Introduction to 2-D Studies

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 bitmap images into the areas of object orientated software. Quota.

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

This course develops the basic skills already acquired and extends them across a range of applications. Students are encouraged to develop an individual range of products in order to deepen their design skills. The stylistic concerns of design are examined as a means of achieving a consistent identity in the context of more complex projects. While the focus of the course is in the area of desktop publishing, students also explore the use of a variety of software packages to enhance their creative abilities. 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 problem and develop a solution. Students are required to accommodate unforeseen changes to the project brief. 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

Create atmosphere; tell a complex story in a few seconds; and instruct as you entertain. 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.

### ADN271 2D Studies A

What is involved in drawing or painting the human figure? Is it just a question of understanding the anatomical structure underlying the human form and having the skills to render this anatomy in 2-D form, or is it more complex? What might it mean to image self or make a representation of (an)other? Is there a relationship between conceptions of identity and the making of a protrait or a self portrait? Quota.

### ADN272 2D Studies B

Despite the highly urbanised nature of Australian society, the landscape has provided one of the most enduring themes in Australian art. This course takes landscape as its theme, but offers a critical approach to the making of landscape . Quota.

### AUS100 Australian Spaces: Images of the Urban

This course deals with topics of interest to anyone living in or working in inner-city or suburban areas. City spaces have many uses, for relaxation and exercise, places to romance or simply sit and stare. Today s fashion, street language and etiquette, diet, advertising, music, and life in general, are shaped by the quality of spaces around us.

### AUS110 Sport and Leisure Issues

This course takes both an historical and sociological approach to the study of sport and leisure, providing a broad overview of both within historical and contemporary cultures, and introduces a range of issues that affect sport and leisure. The course analyses the rise of modern sport in Europe and Australia and critically assesses the position of sport and leisure in modern society. Although some reference is made to other nations, the main focus remains on Western cultures that provide insight into the Australian experience. Issues such as race, gender, politics and economics contribute to an understanding of modern sport as a socially, politically and historically constructed phenomenon.

### AUS120 The TeXt Files: Introduction to Cultural Studies

The course uses a range of visual texts such as the films, *True Lies, American Beauty, Scream and Galaxy Quest and the television shows, Seinfeld, The X-Files, The Simpsons, Friends and Just Shoot Me* to explore 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. This course is for students who like watching television and films, reading and listening to music and have an inquiring mind.

### AUS130 Gizmo: A Social History of Technology

This course provides a history of technology in our society. 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 will be emphasised; namely work, the domestic sphere, war and leisure. There is an emphasis on better understanding of our society through the social history of technology.

### AUS210 The Lie of the Land

This course focuses on the story of discovery of Australia by Europeans which began with the ancient Greeks' philosophical commitment to a 'terra australis' (southern land). This story has intriguing milestones - the fifteenth century rounding of the Cape of Good Hope; a papal agreement between Spain and Portugal in 1494; a seventeenth century religious zealot's suicidal mission to deliver the heathens of the world to the pope; 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

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 some prominent scholars in the field of Australian Studies. This changes each year, depending on which distinguished visiting scholar gives 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.

### AUS225 Life and Death in the City

This historical review of Australian cities ranges from the mid-nineteenth century perception that cities were disease ridden, and so unhygenic that they were labelled man-killers, to modern twentieth century discussion about liveable and healthy cities. The course focuses upon the social history of urban health — looking at how urban populations obtained and traded in food; how health officials dealt with urban plague and disease; and how urban planners incorporated drains, rubbish dumps and cemetries into the urban fabric. Site visits to emphasise the importance of material artefacts in the study of urban history.

### 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 did Mick Jagger take the movie role as Ned Kelly? And why do some Australians believe that Elvis is hiding out in Wagga? Through the lives the battlers and the rich and famous, this course explores the way we create our national myths. The course contrasts traditional folk heroes like the ANZACs with media icons like Michael Hutchence and Peter Allen. It contrasts fictional heroes like Rampaging Roy Slaven with failed tycoons like Christopher Skase. We examine what a mythology of the hero who died young tells us about Australia.

### AUS250 Riots and Rebellions: Conflict in Australian History

War! Strikes! Riots! Demonstrations! These are key words in Australia s social history. Come and explore 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

Coast to Coast uses the lens of crime and mystery fiction, film and television to explore psychological and cultural responses to contemporary environments, with an emphasis on California and Eastern Australia. The course compares crime and mystery writing, selected television examples, and suspense movies, to non-fiction accounts of crime and urban disorder. The environmental aspects of these narratives are emphasised.

### AUS265 Walking Sites: Cultural Heritage Tours

This course is offered to advance the Australian Studies specialisation's commitment to research and the local community. Students are encouraged to base their research projects upon research they have commenced in earlier courses. This course allows them the possibility to conduct a semester's research on a topic which lends itself to cultural tourism or cultural heritage research. Students will produce a Walking Tour booklet detailing the historical and cultural heritage significance of sites, views, trees and other significant aspects of the walk. Emphasis will be given to research within the Sunshine Coast community. The supervised project can only be conducted in first semester and, will typically run in tandem with Research Project in Australian Studies (AUS220), that is, both sets of students will meet together, co-operate in sharing research tips, and present the outcome of their research in the same conference format near the end of the semester.

### AUS280 "True Grit": Urban Places - Dystopian Spaces

This course introduces students to a range of contemporary texts that highlight urban places and spaces as negatively/problematically. By examining a selection of what is popularly known as 'grunge' writing and films we see, a rather Dystopian view of contemporary culture, in particular, youth culture. This course analyses the origins of this disaffection and the pessimistic ruminations that are evident in these texts. In particular, it investigates such issues as whether it is only city space that is negative, the varieties of youth subcultures, American influence on youth subcultures and Australian identity, the gendering of cultural spaces, and the preoccupation with sexuality in the city. Students should note that this course requires reading and discussing sexuality explicit literature. This fact should be considered before enrolling. * Enrolment restricted to students 18 years and over.

### AUS285 Wonderworlds

Fantastic representations of Other people and places have long been produced by various writers and film makers and are now recognised as playing an intrinsic and complex part in the narrativisation of culture. The heterogeneous narratives produced reflect the interaction between the psychosocial and the cultural and an analysis of these narratives reveals a distinct cultural instrumentality: that is, the relationship between social fiction and the subject and "fact" or realism. This course will examine a range of speculative fictions and investigate them from both a theoretical and cultural perspective. The concepts of subjectivity, identity, the hybrid and the cyborg and questions surrounding "humanity" and the role of sci-fi fantasy in these constructions are analysed.

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

The 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 the context of social composition of audiences and the character of theatres and stage environments. The course is not intended as a practical guide to film-making or theatrical production. Rather it is an analytical and historical course designed to give an opportunity to understand performance and film in cultural context and to develop a broad understanding of techniques of production and theories of film and theatre.

### BIM252 Human Nutrition

The course applies the basic concepts learnt in nutritional biochemistry to the human life cycle. A thorough overview of the mechanisms of digestion, absorption, transport and excretion of nutrients will be undertaken. 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 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.

### 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

In all fields of work decisions are often made on the basis of either formal or informal research. This course provides students with the basic tools for conducting applied research. It covers various research methods including historical analysis, social surveys and case studies. Students will be given the opportunity to gather information relevant to a real world case and to analyse and interpret the data. The course will also enable students to communicate research results in a research report.

### BUS102 Introduction to Economics

This course aims to introduce students to Economics within a business environment context, as a foundation for other discipline areas within business. This course covers both Micro- and Macroeconomics and looks both at basic theory and at policies adopted by governments to reshape economic outcomes. Microeconomics examines how demand and supply interact to determine the prices and quantities of goods exchanged in various market structures. Macroeconomics discusses how the total demand and supply of all goods taken together change during the business cycle and produce changes in unemployment, inflation and in growth. Policy measures employed by governments in both these contexts will be examined.

### 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. Topics include sources of law; contract law; the principal and agent relationship; consumer protection law; consumer and business credit; insurance contracts; bankruptcy; ethical issues in business; tortious liability arising from negligence. For those who wish to pursue the accounting specialisation within the degree, this course will provide the basis for further business law studies.

### 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 of inductive arguments will be explored. 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 textural 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.

### 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, grant applications, technical documents, and reports. Website writing is a particular focus of the course.

### 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 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 public broadcasters. It focuses on idea development and audience analysis before progressing to various types of simple 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 focusses 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 web.

### CMN245 Kiddy Litter: Writing for Children and Young Adults

Introducing 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 will be 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. The interface of cultural (and urban) myths, graphics, visual arts and film studies within these written and visual genres will also be examined. Stereotypes of youth will be scrutinised closely in order to highlight their construction and ultimately dispel many of their myths.

### 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. This course focuses on specialist communication problem-solving for public and media audiences.

### CMN255 Talking Magazine: Radio One

This is an introductory radio production course. A team of industry-based experts provide workshops and hands-on training in programming, script writing, recording and editing.

### CMN260 Novel Ideas: Creative Writing B

This is the second part of the two courses of creative writing. 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. There by 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

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 (sitcom, soap, adventure film etc.), 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 and through practice. This course provides a solid sample of formats, styles and genres prioritised by industry and would compliment *CMN235 News Writing: Print and Broadcast* which teaches primarily task-based writing styles.

### 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 and 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 succesfully 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 the World Health Organisation definition, 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 public health, and examines the notion of community from a range of perspectives. The course then addresses a broad range of determinants of public health. These determinants include behavioural actions and environmental conditions of living. In examining behavioural actions, the course addresses some of the determinants of behaviour including attitudes, values and beliefs, and how these are formed. The course then examines the environmental conditions of living that impact of health, including the social, economic, political, organisational, cultural and physical conditions that promote, protect or threaten the health of communities and populations. From this foundation, the course then examines the health promotion strategies that are used to address the broad range of health determinants.

### CPH252 Needs Assessment and Planning

Needs Assessment and Planning explores the process of assessing the public health needs of a community, and then the processes used to plan appropriate and acceptable public health interventions based on identified priorities. Topics addressed in the needs assessment component of the course include: principles of needs assessment research; different types of need; qualitative and quantitative data collection; and priority setting. Topics in the planning component include: examination of predisposing, reinforcing and enabling factors; establishing goals and objectives; developing an action plan; planning evaluation methods; and planning strategies for the dissemination and diffusion of results.

### CPH261 Research Design and Analysis

The research skills developed in this course provide the basis for more specialised methods of public health investigation and emphasize critical reasoning, quality control and interdisciplinarity. A systematic approach is adopted progressing through the steps of identifying researchable problems, framing research questions, and selecting appropriate data collection and analysis strategies. Both qualitative and quantitative methods are introduced and their respective, complementary roles in public health research identified.

### 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 interventions and focuses on the implementation, evaluation and sustainability of public health interventions. A range of change theories, including behaviour change, social change, organisation change, policy development, community development and capacity building are examined in the course. In addition, the settings model for public health interventions will be critically examined. The application of these theories and models to the development of public health interventions is explored. Some particular skills necessary for public health practice are developed, including group work and media use. Public health evaluation methods and processes for maximising the sustainability of public health interventions are also examined in detail.

### 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

Building on the foundation course of research design and analysis - this course focuses on the more quantitative research methodologies utilized in public health. The fundamental principles of epidemiology are taught as a means of investigating patterns of health and ill-health in communities. In the first half of the course, the basic types of epidemiological study designs are presented. In the biostatistics component, the basic statistical concepts and methods used to inform research design and to perform simple data analysis are presented.

### 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 discussed and 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 will commence 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 will be introduced to highlight the importance of integration of knowledge in the decision making processes. Options for the future in terms of approaches to natural resource management will be 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 various answers to such questions. Some examples of questions addressed are: Does nature have intrinsic value? Is it possible to restore natural value? What obligations do we have to future generations? What obligations do humans have to non human animals? What does global environmental justice require? Are there legitimate property rights to natural resources?

### 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 will be 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 will be 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 was designed to explore the diversity, stability and processes operating within a variety of aquatic and estuarine habitats. As a core unit for the Environmental Science and the Microbial Ecology strands it examines the natural ecological processes of aquatic systems. The animal-plant interactions examined in Ecology are extended to the aquatic domain. Aquatic and Estuarine ecosystems commences with an introduction to the physical and chemical aspects of water in freshwater, estuarine and marine systems. The course then describes the essential role of primary producers in aquatic systems, then narrows to discuss the individual aquatic habitats (freshwater, estuarine, and marine). Species diversity and abundance in each system is examined with highlights on the anatomical differences relative to the species habitat. Behavioural relationships between aquatic species will also be described.

### ENS211 Agricultural Ecology

This course examines the ecological processes that occur in agricultural ecosystems, and the ecological consequences of manipulation. This course is a core unit for environmental science students and is designed as an introduction to the intensively managed ecosystems strand. It will enable students to compare and contrast the ecological processes in natural systems with those in highly modified agricultural ecosystems. The soil, plant and animal components of agricultural ecosystems will be examined in detail with an emphasis on chemical and physical processes, biotic interactions, ecological impacts and management options for sustainable agriculture.

### 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 stresses the analysis and evaluation of ecosystem function. The discussion begins with nutrient delivery system and energy transfer efficiencies, then species life histories and population dynamics and genetics, to evolution and natural selection in spatially and temporally varying environments, including the effect of ecosystem change on species and an overview of evolutionary ecology in a wide range of community and ecosystem types.

### 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. They are then required to critically question the functions of monitoring, explore monitoring approaches and devices, undertake environmental assessment using monitoring data, assess the value of monitoring as opposed to modelling and develop skills in detection techniques.

### 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

Water and sediment dynamics investigate the physical and chemical gradients in water and sediment environment. 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 patterns and processes that characterise marine ecosystems at a variety of temporal and spatial scales. Starting from the major physical forces and chemical processes that set the matrix for marine life and oceanic ecosystems, the course progresses to critical concepts in biological oceanography. Amongst others, the dynamics and emergent features of marine food webs, biological interactions that shape the nature and structure of biological assemblages in the sea and coastal zone, and the impact of human activities on marine ecosystems are explored.

### 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

This course provides a conceptual approach to natural resource management within river (or groundwater) basins. The course deals predominantly with the two cornerstones of good ICM, these being a sound scientific understanding of catchment dynamics and quality data collection, and analysis and skills in integrating stakeholder and societal needs for a catchment within the framework of managed and sustainable catchment development. The course will cover the steps involved in formulating a practical ICM strategy and will provide an opportunity to critically evaluate published ICM strategies.

### 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 degree 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 degree program. Building on the intellectual content and practical skills acquired during the preceding marine science units of the program, the course s main focus is to draw 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 which is 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 aims to provide an overview of the various functions within human resource management. These include staff planning, recruitment, selection, remuneration, performance appraisal, training and development, employee counselling and discipline. Current issues such as occupational health and safety, equity, and industrial relations are also addressed. Students will have the opportunity in tutorials to apply their learning in discussion and practical exercises.

### HRM220 Industrial Relations

It is important for graduates in human resource management to have an understanding of the history, structure and function of the industrial relations system. The course will cover both state and federal systems. Topics to be studied include trade unions, employer associations, award restructuring and enterprise bargaining. The links between industrial relations and other personnel functions are explored.

### HRM310 Organisational Change and Diversity

Change is a constant feature of modern organisations. This course reviews the major dimensions of change and considers how change can be managed to minimise the negative impacts on employees. Strategies for overcoming resistance to change are also considered. In addition, the course examines the procedures for implementing continuous improvement programs in organisations.

### HRM320 Strategic Staff Management

Many companies these days see the human resource function as integral to their effective management at a corporate level. A strategic approach involves taking account of staff issues when long range decisions are being made about any aspect of the company s operation. This course introduces students to the principles of strategic management as applied to human resources.

### IBS210 Principles of International Business

The international business environment provides distinct challenges for domestic firms that wish to participate in foreign markets. The international environment is complex and introduces a number of key variables which managers need to consider including government policies, financial controls, customer characteristics, costs and competition. The impact of cultures of different countries on international business firms is also considered.

### IBS220 Transnational Management

With the advent of global business markets, many businesses require skills in international management. This course introduces students to the concepts of strategic alliances and networking, as a means to improving personnel relations and management efficiency across international boundaries. Topics include international business planning, structural adjustment policies, trade policies and market entry strategies.

### 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 assumes a basic knowledge of general marketing management, and extends this knowledge to an understanding of the peculiar nature of international marketing. Students will be exposed to the rationale for strategic planning in international marketing, the business environment in international markets, and the formulation of international marketing strategy.

### IBS320 Export Management

The future success of Australian business enterprises depends to a large degree on competitiveness in a global economy. This course concentrates on examining the strategies behind developing new export markets, and maintaining and expanding existing export markets. Students will be exposed to concepts of marketing, product development strategy and quality management related to international markets. This subject also offers an optional in-country component whereby students can gain first-hand exposure to some of the most dynamic markets of East Asia during the mid-semester recess.

### INF210 Information Systems in Business

This course introduces students to the concepts underpinning the use of information systems in business. Students will become familiar with the systems development life cycle; business applications which utilise a systems approach; hardware and software issues in information system implementation; and the interaction between system developers, business managers and end-users. This course aims to provide a general introduction to the concepts and principles studied in depth in the Information Systems Specialisation.

### INF211 Data Modelling

This course introduces students to Relational Data Base Management (RDBM). RDBM involves relational theory and implementation. Practical design methodologies for data analysis, data modelling and database design are employed in this course. Design methodologies are coupled with practical exercises to provide students with data modelling skills. Students will also be introduced to SQL through relational theory and data retrieval exercises.

### INF220 Systems Analysis and Design

This course is designed to provide students with knowledge in the field of systems analysis and design, a major component of information technology. The student will study appropriate analysis techniques and design effective solutions. Effective design requires production of accurate and efficient systems which are supported by effective documentation. Effective analysis and development techniques in conjunction with Computer Aided Systems Engineering (CASE) tools will be utilised extensively.

### INF221 Business Programming

Procedural programming is the root of all applications programming. The student will be introduced to procedural programming techniques and syntax. Programming techniques include the design, writing, testing, debugging and evaluation of elegantly structured computer programs. Structured programming techniques are the foundation for development of commercial applications.

### INF310 Advanced Systems Analysis and Design

This course emphasises the relationship between information systems analysis and design, specifically data oriented methodologies, and interpersonal communication skills. The latest methodologies are given prominence due to their being industry-accepted. The student will undertake major activities that occur during the development life cycle, select and use appropriate development (CASE) tools, plan the transition to the design phase and undertake data analysis and the logical design of systems.

### INF311 Advanced Business Programming

This course concentrates on the development of high-level programming techniques through the utilisation of function libraries and third party development libraries for the development of business applications. The course emphasis is on file processing, data validation, report writing, and screen presentation required for effective business applications.

### INF320 Electronic Commerce

Students enrolled in this course will learn about 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.

### INF321 Issues in Information Systems Management

This course examines the strategic management role of information technology management. The course focuses on management issues associated with the use of information technology and addresses the integration of information technology strategic planning within an organisational strategic planning process. Information systems planning processes and methodologies are examined.

### 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 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 develops further the basics of social proficiency in the national language of Indonesia. It develops further all aspects of Indonesian culture with greater 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 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 students proficiency in spoken and written Indonesian language as well as their 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 of 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 student s 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 of 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 for students to broaden their 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 students proficiency in spoken and written Japanese language as well as their understanding of Japanese society. The reading materials used in the course 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 students proficiency in spoken and written Japanese language, as well as their understanding of Japanese society. Reading materials will reflect the level of literacy already acquired from previous study.

### INT222 Japanese E

This course further advances students proficiency in spoken and written Japanese language as well as their understanding of Japanese society. Reading materials will reflect the level of literacy already acquired from previous study.

### INT223 Japanese F

This course further advances students proficiency in spoken and written Japanese language as well as their understanding of Japanese society. Reading materials will reflect the level of literacy already acquired from previous study.

### INT230 Government-Business Relations: Making Public Policy in Australia

Government policies establish the economic environment in which business operates. Business interests pressure governments to adopt the policies they favour. Governments need to meet business demands but also have to consider environmental impact and the rights of consumers, employees and indigenous Australians. Different sectors of industry pursue different and sometimes conflicting policies.

The global economy and international treaties are other major factors that must be considered. Governments have to make electoral judgements about balancing these interests if they are to survive politically. Governments are accused of excessive intrusion and regulation by some interests while others allege that business interests dominate to the exclusion of the wider community interest. This course explores the political and public policy dimensions of government business relations in Australian, comparative and international context.

### 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, are the main means for students to broaden their communication strategies and language knowledge. Students are exposed to a variety of 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 students command of the four macroskills in Italian and their 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 will be discussed in the context of a changing international environment on the assumption that such theorists are attempting to understand and explain the transformations in the world in which they live. In Part One, the focus is 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 just 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. Societies are compared to gain an insight into the political mechanisms employed to promote sport as a means of inculcating dominant ideologies and of asserting these ideologies on a world stage. The economic structure of professional and transnational sporting organisations will be examined, as well as the differing models of professional and mass sport in several international contexts including Australia, the US, Eastern and Western Europe as well as the former Soviet system.

### 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 with them. Canada remains a close friend within the Commonwealth and Australia maintains a close security relationship with the United States. The United States for many years has been the world s leading economic and military power. As the leader of the Western world, it has profoundly impacted on the nature and destiny of the international community. Central America and Cuba have long been important to the political and economic development of the United States and are of immense strategic value, resulting in a long history of US military, political and economic intervention. This course reviews the political history and institutions of the United States, Canada and states in Central America, as well as the political and economic relationships between them.

### 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. Approaching the subject from a part chronological, part thematic view, it 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 and influenced 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 the beginnings of political rebelliousness in the 1950s, the counter culture of the 1960s, the peace movement and the various 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 influence or protest.

### INT270 Politics and the Media

Politics and the media are inextricably entwined. This course will examine the ways politicians seek to influence the media and the power of the media to influence the voters and the political agenda. An analysis will be made of the application of communications theory to political coverage; political advertising, opinion polls and media law; gender and ethnicity in political coverage; the inequitable treatment of pressure groups; foreign and international affairs coverage; constraints placed on reporting defence matters, terrorism and war; regulation and the politics of media ownership; and censorship in the media and the role of the law.

### INT280 In-Country Indonesian Studies

This intensive language and culture course is undertaken at the Universita 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.

### LFS201 Physiology and Anatomy 1

This course in 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 is the second in a 4 course series of compulsory life science studies in the Physiology and Anatomy strand. Systems studied in the second semester course 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 is the first of a 4 course strand called Human Health and Development. It provides an insight into the roles immunity, nutrition and growth play in healthy human development. The course covers concepts of physical growth, development and movement; the science of nutrition; how the human immune system works, introducing concepts of natural and artificial immunity; and the links between nutritional status, exercise and the immune system. The supporting tutorials/practical classes incorporate public and community health issues as well as laboratory procedures, ensuring an interdisciplinary approach to this subject.

### 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 for those student in the Bachelor of Science degrees. 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. The subject material will complement studies in a number of life science streams available in the Faculty of Science including Public Health, Sports and Exercise Science, Microbial Pathogenesis and Biomedical Science degrees.

### 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 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

The course Pathogens and Disease is the second competency-based course in the Medical Microbiology and Immunology Strand. The course 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. This course also introduces the mechanism of action of antimicrobial agents on bacterial cells and examines the major attributes of microbial pathogens and factors, which result in infectious process.

### MEP253 Communicable Diseases and Epidemiology

Communities have long been beset by diseases that spread rapidly among a population, with devastating effects. Communicable Diseases and Epidemiology 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. The course also examines the pathogenesis of diseases in both the community and the individual and the circumstances under which both infection and disease occur. It also 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 micro-organisms both in natural environments and those altered by human intervention. This course introduces the diversity of metabolic activities of microorganisms and examines how these diverse activities impact on the environment and other organisms. Also considered are how microbial diversity arose and how the evolutionary history of current microorganisms can be determined. Culture and molecular-based techniques for studying microbial biodiversity are compared in the practical component.

## MEP263 Microbial Isolation, Physiology and Metabolism

The course focuses on the organisation and structure of microorganisms, the generation of cellular energy and biosynthesis of macromolecules. These concepts are reinforced along with the development of practical skills in laboratory classes. The theoretical component emphasises metabolic diversity of bacterial, archaeal and eukaryotic cells. Other topics covered include prokaryotic cell membrane structure, the physico/chemico requirements for microbial growth, microbial genetics, respiration, fermentation and chemoautotrophy.

## MEP351 Microbial Pathogenesis

The course Microbial Pathogenesis is designed to introduce basic concepts of bacterium-host relationships. The course will examine virulence factors that promote colonisation, survival of infecting microorganisms and virulence attributes that damage the host. The course will also discuss the origin of antibiotic resistance genes, their mechanisms of action, and how they are transferred between bacteria. The course then describes regulation of virulence genes and the adaptive changes faced by pathogenic bacteria and examines experimental approaches for investigating bacterium-host interrelationships, culture cell lines and their application in studying microbial pathogenicity, animal model systems and measurements of virulence. The course will conclude with a broad discussion on molecular aspects of virulence factors and rational design of vaccines. The practical component of this course is based on a small project that aims at promoting students capability to conduct a research project within the areas of infectious diseases.

## MEP361 Microbial Ecosystems

This course emphasises the practical aspects of microbial ecology. The course 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. The course also examines the importance of microorganisms for the maintenance of water quality and the use of microorganisms for degrading wastes and pollutants. The course describes molecular methods used to study the ecology of nonculturable microorganisms, the consortia and synergistic relationships in biofilms.

## MEP362 Current Issues in Microbial Ecology and Biotechnology

This course examines current research outcomes affecting practical problems in microbial ecology. It introduces advances in the fields of microbial ecology and biotechnology as related to method development and the functional role of microbial ecology in biotechnology. There is an emphasis on developing research skills in a team based laboratory research project culminating in presentation of a scientific report.

### MGT001 Managing the Organisation

Students undertaking this course will learn how organisations operate, particularly in the world of work. They will develop an understanding of the fundamentals of management covering topics such as how to motivate staff, the nature of leadership, group dynamics, and organisation design. The course will have an applied focus but will provide appropriate conceptual frameworks for analysing how people behave in organisations.

### MGT310 Small Business Management

This course examines alternative theories of small business management and entrepreneurial development. This course is aimed at providing students with skills for managing a small business and evaluating the feasibility of business ideas, including preparing business plans for various funding schemes and planning business growth. Case studies from real business enterprises will be considered.

### MGT320 Management Strategy

This course examines the nature and application of strategic management concepts, tools and models in a variety of types of organisations. The theoretical foundations for the course draw on all areas of the management field, including marketing, economics, operations management and psychology. Subjects covered in the course include the distinctive nature of strategic thinking, environmental analysis, industry and competitor analysis, portfolio analysis, strategic change management and the application of management strategy to non-profit organisations, and the formation and management of strategic alliances.

### MKG101 Marketing Theory and Practice

An understanding of marketing is essential not only for those planning to work in business, but for all students who wish to make more informed choices as consumers. In this course students will study the practical aspects of marketing in the context of established theoretical principles. The course covers the basic principles of advertising as well as selling and uses practical examples applying to both products and services.

### MKG210 Consumer Behaviour

An understanding of how consumers behave is fundamental to marketing. This course examines the way in which consumers respond to external stimulation from various media, how individuals differ in their response, and how underlying psychological processes influence their response. The course considers how consumers are affected by factors such as group dynamics, attitudes and values, personality, social class and culture.

### MKG211 Services Marketing

This course addresses the special requirements for marketing services as distinct from tangible products. The services sector is becoming an increasingly important part of the economy. In particular this course considers how to position services organisation, defining the customer base, managing the marketing mix, designing and implementing the marketing plan and optimising the export potential of services.

### MKG220 Promotions Management

This course examines how promotion is used in marketing of products and services. As well as procedures in promotional strategy, it addresses the various components of promotion including advertising, personal selling, sales promotion and public relations. It also examines the social and legal issues involved in promotion.

### MKG221 Sport and Event Marketing

Sport and leisure occupies an increasing proportion of the life of the average Australian citizen. There is an increasing need for events to be managed and marketed with greater professionalism in order that resources are allocated more effectively and efficiently. This course provides students with knowledge of the marketing of sport and events and will develop applied research skills in the area. These skills are relevant to the growing work opportunities in the sport and event arena.

### 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

Students may choose any relevant marketing research topic. This project will be supervised by staff in the Marketing discipline.

### MKG323 E-Business and Marketing in the Global Marketplace

The unit compliments International Marketing and E-Commerce, and aims to ehance students understanding of marketing theory and practice from an international and information technology SME management perspective. The central questions of the subject are: which principles of international marketing have direct bearing on SME involvement in Global Trade and Electronic Business and what marketing practices and policies should organisations adopt in entering and engaging in electronic commerce as a means of participating in the Global marketplace? This subject would compliment the technical E-Commerce subject offered in the Information Systems Program and would be attractive to many IS, Marketing and International Business students. The unit covers the challenge of Internet Marketing as part of an international marketing strategy. It includes key aspects of developing and implementing marketing strategies in diverse business environments using information technology as the key facilitator for global communications and marketing.

### SCI101 Environmental Processes

Environmental Processes is designed as an introductory course for all science students. The course commences with the fundamental principles that underpin all scientific endeavours. In this context, students are introduced to the nature of science, its historical development, and its contribution to society s knowledge base. Throughout the remainder of the course students are introduced to the fundamental processes that shape and structure the natural world. Amongst others, these processes focus on surficial landscape processes such as water and soil dynamics, chemical cycling and climatology, water resources and their use, and coastal and fluvial environments. Cross-linkages between fundamental environmental processes 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 degradation on public health are explored.

### SCI102 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.

### SCI103 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.

### SCI104 Cell Metabolism

This course 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 course examines the structure and function of the major groups of biological macromolecules including proteins, enzymes, carbohydrates, lipids, and nucleic acids. Finally, the course 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, beta-oxidation of fatty acids, and amino acid transamination and deamination.

### SCI105 Chemistry

This course introduces the basic concepts of general and organic chemistry that support all biological and environmental sciences. Basic concepts of matter, energy and measurements are reviewed. The course 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). The properties of acids and bases, the concept of pH, and the importance of buffers are discussed. Finally, the course deals with the fundamental concepts of organic chemistry, concentrating mainly on the nomenclature and characteristics of the hydrocarbons (alkanes, alkenes, alkynes and aromatics).

### SCI107 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 Researching Society

This course explores the nature of knowledge and its implications for social research. Students are introduced to the ways in which sensory perception is shaped by the beliefs, values and culture of the individual. If sensory perception is partly shaped by these factors, social concepts and explanations are shaped even more in this way. This raises issues about the nature of the social world and our knowledge of it. These, and related issues are pursued and implications for social research and research in general, are explored.

### SCS110 Society, Culture and Social Change

We live in a world of ever-increasing complexity. Local and global communities appear to be changing at an alarming rate and we are often confronted with what appear be insurmountable social problems. This course provides students with a broad understanding of the various features of everyday social life. The course takes a thematic approach, examining important 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 course addresses the controversies and conflicts associated with issues of power, injustice and inequality. Because this course promotes an understanding of the social world we inhabit and produce, it encourages us to think about the societies and communities we desire and the future possibilities of contemporary social and community life.

### SCS210 Indigenous Australians and the State

Crucial to any understanding of the past and present position of Australia s indigenous citizens today, is an examination of the relationship between 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 dimensions of contemporary environmental issues with respect to social equity are addressed in this course. It examines the unequal impact of environmental problems on different social groups such as those based on class, race, and gender. It also examines the unequal impact on these groups of the strategies for resolving environmental problems. The course focuses largely on the developed world, with specific emphasis on Australia. Environmental issues often have global ecological and social ramifications, so the course also addresses the international dimensions of these issues, particularly with respect to the relationships between the underdeveloped, developing, and the developed worlds.

### SCS215 Deviance: Deviations and Dubious Distinctions

What intrigues us about deviance and why are we fascinated by deviants ? To be identified as deviant is a dubious distinction. Yet in recent times, it seems that deviance is more prevalent than ever before. This course examines the ways deviance is consumed though advertising, the media, the internet and pornography; and the ways deviance is constrained, through discipline, punishment and incarceration. While this course focuses mainly on deviance in contemporary society and popular culture, it also explores deviance though historical and cross cultural perspectives. This course focuses on topics such as law breaking, substance abuse, madness, family violence, religious cults, sex and sexuality, body image and representation. It 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

The study of gender and society is a fascinating and challenging exploration of the impact of gender on our views, our behaviour and our social institutions. An understanding of gender is crucial to any understanding of human society because society is shaped by gender in so many different ways. One of the most obvious facts about Australian society is the existence of gender inequality. Focusing on the family, education, race, health, beauty, and popular culture, this course traces the historical and contemporary formations of inequality. It also examines the rich and diverse contribution of feminist theory to our understanding of inequality and the changes that must be initiated if we are to transform this situation. As well as making use of literature in the area, students will be able to 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 the various ways social data is produced and analysed and examines the procedures of some of the most popular research methods such as interviewing, survey techniques, participant and non-participant observations and measurement. Skills needed to examine and conduct social research will be taught. The course clarifies the relationship between research and theory and thus enables students to understand and relate the strengths and weaknesses of different methods of social research to their various theoretical orientations. Some of the most controversial and urgent questions raised by social research will be addressed, including: ethical dilemmas, the relationship to 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 Marx, Weber and Durkheim, and shows how criticism of these theorists has led to the development of contemporary theories.

### SCS235 Providing for the People: Social Justice, Welfare and the State

This course aims to provide students with an understanding of the social welfare policy framework as it has developed in Australia. The rise of the Australian welfare state is examined from an international and domestic perspective with respect to a range of social, political and economic factors. This comparative approach provides the basis for examining continuities with and departures from models of social welfare adopted elsewhere. The course also aims to acquaint students with historical and contemporary debates concerning ideologies of welfare and the role of the modern state in achieving various ideals of social justice.

### SCS255 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 both 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 is complicit in reaffirming and perpetuating the Normal and the Other . Bodies, a site of political struggle both past and present, embody the ideals and norms of a given society, in terms of their relative states of dress, size and shape, manipulation and modification. This course concentrates on how sport contributes to the oppression, marginalisation and exploitation of groups, and specifically how deviance has been inscribed upon the body over time and across cultures.

### SCS260 Community Work

Our society is faced with constant change stemming from political, social, global and economic factors. 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. The course introduces the basic concepts and theoretical frameworks that underlie community work practice. Students explore various models of community work and examine 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 is not a simple process. It 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 which in themselves are derived from a range of disciplines. Finally, community work is about understanding and analysing one s self and one s values This course introduces students to community work practice through field education or a practicum , an educational experience in which students learn through actual practice. Field education provides an experience that is more complex, real and diverse than can be simulated in the classroom. *This course is normally only available to students enrolled in the B. Soc Sc (Community Work), for whom it is compulsory. It is designed as an exit course. Intending students should check that they meet the extensive prerequisites before enrolling*

### SCS270 Community Work Skills 1

This course is one of two units devoted to developing the practical skills demanded of a community worker. Community work is concerned with the pursuit of social justice through community empowerment. In day to day terms, community work involves interacting with individuals, groups, communities and organisations. This requires a highly developed range of specialised skills that enable the worker to build purposeful and meaningful relationships with disadvantaged people from a variety of social and cultural backgrounds. Although most of us possess the skills necessary to develop relationships with others, community work requires particular skills that are transferable across a wide range of practice situations. This course focuses on such skills, and in particular introductory community work skills in agency settings such as group work, family work, conflict management, the role of management committees, report writing, organising and running meetings and financial management.

### SCS271 Community Work Skills 2

Community work is concerned with the pursuit of social justice through community empowerment. In day to day terms, community work involves interacting with individuals, groups, communities and organisations. This requires a highly developed range of specialised skills that enable the worker to build purposeful and meaningful relationships with disadvantaged people from a variety of social and cultural backgrounds. Although most of us possess the skills necessary to develop relationships with others, community work requires particular skills that are transferable across a wide range of practice situations. This course focuses on such skills. As well as examining the various roles of the community worker, the course draws particular attention to the skills associated with lobbying, advocacy, referral and participation.

### SCS280 Counselling for the Human Services Professional

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 will be analysed by the social dimensions of age, gender, class and ethnicity. Western medicine will be analysed as a cultural artefact of industrialised societies and some basic concepts of other medical systems, sometimes known as ethnomedicines, will be considered in their contexts. This course combines aspects of medical anthropology and sociology in order to enable the student to avoid the "taken-for-grantedness" with which many people in our society perceive our health system. It will enable the student to look into our health system and those of other cultures and to continue and expand the examination of Australian society that is central to other courses in Social and Community Studies.

### SCS290 Culture Vultures

The world is a changing place with unprecedented mass movements of people across the globe. 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 and are the focus of topical debates in many different subject areas. Culture, community, society, nation, ethnicity, indigenity 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

While all societies have gender distinctions (some clearer than others), 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, as it is expressed in a variety of cultural forms such as ways of knowing, spiritual beliefs and modes of communication. This anthropological approach examines gender in a number of different cultures, allowing appreciation of the huge variety of ways of expressing gender, while at the same time pointing to the fact that gender constructions are as much, if not more, cultural than biological. This cross-cultural approach also allows us to examine the 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 degree. 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

This course is the first of two units in the Performance Enhancement specialisation of the Sport and Exercise Science degree. This course provides students with an understanding of the factors determining physical performance. Topics include fuel reserves, circulatory and respiratory capacity, energy production, muscular force, joint flexibility, anthropometric variables, biomechanical factors and motor skill factors. The disturbance in the homeostatic parameters of cellular energy reserves, body temperature and tissue pH are considered. The physiological and behavioural mechanisms used to maintain homeostasis and recover from exercise are also studied. Laboratory practical work is used to develop skills in measuring the demands of sport, the physical capacity of performers and the responses used to meet performance demands.

### SPL352 Performance Enhancement II

The course is the second course in the Performance Enhancement specialisation of the Sport and Exercise Science degree. 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 is the third course in the Exercise Prescription strand. It is compulsory for Sport and Exercise students. It builds on the knowledge gained in Biochemistry and Physiology of Exercise and Exercise Screening and Testing. The principles of exercise prescription and programming, including variables such as overload, frequency, intensity and periodisation are studied. The function of various types of equipment is considered and students are required to develop exercise 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 is the first of two units in the Rehabilitation specialisation for the Sport and Exercise degree. The course builds on knowledge gained in Functional Anatomy and Exercise screening and testing, with Exercise Prescription and Programming being a co-requisite. This course examines issues relating to adapting exercise prescription for individuals following a period of immobilisation or inactivity. Topics covered include strategies to prevent injuries, the patho-physiology and psychological considerations of injury, the healing process, fitness assessment, functional exercise progression and methods of measuring the outcomes of exercise intervention.

### SPL357 Exercise Prescription for Special Populations II

Exercise Prescription for Special Populations II is the second unit in the rehabilitation specialisation of the Sport and Exercise Science degree. This unit builds on a base of exercise prescription and applies this to special populations. Topics covered include understanding the impact of loss of fitness, particularly cardio-vascular and musculo-skeletal systems on an individual, the cautions to exercise prescription for people with cardio-vascular disease, diabetes, and chronic neurological and orthopaedic conditions. Functional exercise progression is emphasised and outcome measures are studied.

### 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 peformance 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 focuses on the size and scope of tourism, and the leisure and business environments in which the world's largest and fastest growing industry operates. It provides students with an appreciation of the types of tourists, their motivations and travel behaviour, the history and growth of mass tourism and the industry sectors and management structures that have evolved to cater for their needs.

### TSM220 Sustainable Tourism and Ecotourism Management

This course concentrates on a major growth area in Tourism, nature based tourism, and ecotourism in particular. By examining the increasing interest in sustainability, the growth and marketing of ecotourism and the environmental, economic and socio-cultural impacts of tourism, this course assists students to develop skills in identifying and evaluating the appropriateness of policies, practices and management strategies which are environmentally and culturally sensitive and sustainable.

### TSM310 International Tourism Marketplace

This course focuses on international tourism, at a time when the global significance of tourism as an economic, environmental and socio-cultural force has never been greater. By analysing the characteristics of international tourism, world tourism markets, tourism impacts and tourism development policies, this course offers insights into the global environment within which the Australian tourism industry must operate. Through careful scrutiny of international tourism policies and practices and effective management and marketing strategies, Australia can increase its share of world tourism markets, and develop an environmentally and culturally-sensitive, sustainable and competitive tourism industry.

### TSM311 Special Interest Tourism

The aim of this course is to enable students to think beyond "mass" tourism and to examine new forms of tourism that are consistent with natural social and community values and also allow hosts to enjoy positive worthwhile interactions and shared experiences. It will focus on several forms of Special Interest Tourism that have the potential to meet the needs of tourists including rural tourism, adventure and nature based tourism, cultural and heritage tourism, and festival and event tourism.

### TSM320 Contemporary Tourism Issues

This course aims to bring final year students up to date on the key issues that are currently facing the tourism industry in Australia and internationally and are shaping the future of this dynamic industry. It will focus initially on job opportunities in Tourism and then examine the challenges that technology and electronic commerce present to tourism, as well as other pressing issues being addressed by new government and industry organisations' policies, strategies and initiatives. It will also highlight specific issues affecting selected sectors of the tourism industry and draw on expert knowledge of industry leaders in Australia, Queensland and the Sunshine Coast in particular.

### TSM321 Tourism Planning and Development

This course aims to introduce students to the many interpretations of the development and planning concepts of tourism. The course examines the traditional approach to tourism planning which involves physical considerations, and involves the more recent planning concerns which encompass the social, economic, political, cultural and legal environment, and a variety of stakeholders.

### XXX331 Applied Business Project (1 course)

### XXX332 Applied Business Project (2 courses)

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 unit is the equivalent, in load and content, of two advanced level units.) Students intending to undertake the one or two unit project should contact the Head of Discipline in which they wish to do their Project.

### ACC701 Accounting for Managers

Provides a general grounding in the principles and practice of double-entry accounting, and today s accounting technology.

### 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

**MAJOR** —A major is a sequence of 8 courses in one particular area of study.

**MINOR** —A minor is a sequence of 4 courses in one particular area of study. A minor provides a basic knowledge in a particular area of study that will give a reasonable degree of depth, although clearly not as much as a major would provide.

**ELECTIVES** —An elective is a single course offered by any faculty or discipline within the University, e.g. a business elective is a single course taken from any discipline within the Faculty of Business. An elective within a major is a course selected from a defined list within the discipline; eg Management course of choice or International Business electives.

**CORE UNIT** —There are 2 courses that every undergraduate at the University is generally required to complete. The core units are: *Communications and Thought,* and *Information and Technology*.

**FOUNDATION LEVEL** —These courses provide a sound knowledge of essential arts/business/science areas, and provide a sound foundation for studies in particular majors and/or minors within the degree.

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The information in this handbook is correct as at February 2001. The University reserves the right to alter any course herein without prior notice.