

## **Bachelor of Applied Economics**

*and double degrees:*

**Bachelor of Applied Economics/  
Bachelor of Commerce**  
(four years)

**Bachelor of Applied Economics/  
Bachelor of Communication in Advertising and  
Marketing Communication**  
(four years)

**Bachelor of Applied Economics/  
Bachelor of Management**  
(four years)

**Bachelor of Applied Economics/  
Bachelor of Laws**  
(five years)

**2009**

**University of Canberra  
Faculty of Business & Government**

Australian Government Registered Higher  
Education Provider #00212K

# **Bachelor of Applied Economics and Double Degrees**

**2009**

<ul style="list-style-type: none"><li>• <b>Bachelor of Applied Economics</b> (three years) (943AA) (BAppEc)</li></ul>
<ul style="list-style-type: none"><li>• <b>Bachelor of Applied Economics/ Bachelor of Commerce</b> (four years) (945AA) (BAppEc/BCom)</li></ul>
<ul style="list-style-type: none"><li>• <b>Bachelor of Applied Economics/ Bachelor of Communication in Advertising and Marketing Communication</b> (four years) (950AA) (BAppEc/BComm)</li></ul>
<ul style="list-style-type: none"><li>• <b>Bachelor of Applied Economics/ Bachelor of Management</b> (four years) (946AA) (BAppEc/BMgt)</li></ul>
<ul style="list-style-type: none"><li>• <b>Bachelor of Applied Economics/ Bachelor of Laws</b> (five years) (944AA) (BAppEc/LLB)</li></ul>

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**Bachelor of Applied Economics**  
**Bachelor of Applied Economics/Bachelor of Commerce**  
**Bachelor of Applied Economics/Bachelor of Communication in**  
**Advertising and Marketing Communication**  
**Bachelor of Applied Economics/Bachelor Management**  
**Bachelor of Applied Economics/Bachelor of Laws**

**2009**

**Welcome from the Course Convenor**

Welcome to the three-year Bachelor of Applied Economics or four-year double degrees, Bachelor of Applied Economics/Bachelor of Commerce; Bachelor of Applied Economics/Bachelor of Communication in Advertising/Marketing Communication; Bachelor of Applied Economics/Bachelor of Management; and the five-year Bachelor of Applied Economics/Bachelor of Laws double degree at the University of Canberra.

I am your course convenor for these degrees. My role is to answer any questions that you may have about what units you should be taking as part of these degrees.

My email address is [craig.applegate@canberra.edu.au](mailto:craig.applegate@canberra.edu.au)

My phone number is (02) 6201-2724

My room number is 6D12.

Regards  
Craig Applegate

Economists are in high demand in both the public and private sectors. On average, economics graduates earn about \$10,000 per year more than graduates from other business disciplines.

## **BACHELOR OF APPLIED ECONOMICS (943AA)**

### **Flexibility**

The Bachelor of Applied Economics offers a lot of choice to students. The Bachelor of Applied Economics offers you complete freedom of choice for your second major from any major offered by the university. This second major can be between six and eight units (inclusive) long. It could, for example, be a language major.

Also in first year you do at least two free elective units. If the second major that you choose is six or seven units long then you do four or three free elective units respectively.

### **Professional Training**

Graduates from the Bachelor of Applied Economics degree do both a major in professional economics as well as an elective economics minor of four units. In combination with the introductory units Introduction to Economics and Business Statistics, this gives graduates enough proficiency in economics in order to call themselves professional economists. The professional major in economics includes the unit Advanced Economic Analysis.

### **Admission Requirements**

Applicants must meet normal University requirements for admission to an undergraduate course or hold qualifications deemed to be equivalent by the University Admissions Committee.

### **Advanced Standing**

Advanced standing will be given on the basis of studies completed at other institutions according to normal University policy.

### **Assumed Knowledge**

It is recommended that students have T Mathematics/Mathematic Applications (ACT) or Mathematics (NSW), and English (major) (ACT) or English Advanced (NSW), or their equivalents. International students need to meet the English requirements of the University of Canberra. Students should note the assumed knowledge requirements for individual majors and minors when choosing a program of study. The Faculty of Information Sciences and Engineering offers a Maths Preparatory Program for students who need to enhance or refresh their mathematical skills.

### **Course Duration**

Six semesters full time or part-time equivalent. Maximum 20 semesters

### **Course Requirements**

#### **72 credit points (cps) (24 units) comprising:**

- (a) Required Units (42 credit points)
  - (b) Open Electives (30 credit points)
- as set out below.

**(a) Required Units (42 credit points)**

- i) The compulsory foundation units (6cps) are:  
6355 Introduction to Economics and  
5123 Business Statistics
  
- ii) The compulsory professional economics major (24cps) consists of the following units:  
6394 Business Economics  
6369 Money, Employment and Growth  
6382 Intermediate Microeconomics  
6383 Intermediate Macroeconomics  
6408 International Economics  
6401 Contemporary Issues in Microeconomics  
6400 Contemporary Issues in Macroeconomics  
6535 Advanced Economic Analysis
  
- iii) Elective economics minor: Choose any four of the following units (12 cps):  
6393 Asia Pacific Business  
6396 Business Forecasting  
6404 Economics of the Public Sector  
6405 Environmental and Resource Economics.  
6363 Global E-Business  
6385 Human Resource Economics  
6376 Managerial Economics  
6353 Project Evaluation and Management  
6541 Econometrics

**(b) Open Electives (30 credit points)**

- i) 18-24 credit points from a second approved major or two approved minors chosen from the University's list of approved majors and minors:  
<http://www.canberra.edu.au/courses/>
- ii) 6-12 credit points of open electives.

**Typical Bachelor of Applied Economics course structure**

Year	Semester 1	Semester 2
1	6355 Introduction to Economics 5123 Business Statistics Elective Second Major 1	6394 Business Economics Second Major 2 Free elective Free elective
2	6369 Money, Employment and Growth 6382 Intermediate Microeconomics Second Major 3 Economics Elective Minor 1	6383 Intermediate Macroeconomics Economics Elective minor 2 Second Major 4 Second Major 5
3	6408 International Economics 6401 Contemporary Issues in Microeconomics Economics Elective Minor 3 Second Major 6	6535 Advanced Economic Analysis 6400 Contemporary Issues in Macroeconomics Economics Elective Minor 4 Second Major 7 or free elective

## **BACHELOR OF APPLIED ECONOMICS/ BACHELOR OF COMMERCE (945AA)**

This degree enables students to combine professional training in economics with professional training in another discipline in the commerce area (for example accounting). This professional training consists of both a major and minor.

With a double degree, students can elect to graduate with one half of the degree in three years full-time and then graduate with the other half of the degree one year later.

It is important that you read the information booklet on the Bachelor of Commerce degree, obtainable from the Faculty of Business and Government office in 6C3, phone number 6201 2715/2175.

### **Admission Requirements**

Applicants must meet normal University requirements for admission to an undergraduate course or hold qualifications deemed to be equivalent by the University Admissions Committee.

### **Assumed Knowledge**

Refer to assumed knowledge entries for individual courses.

International students need to meet the English requirements of the University of Canberra. Students should note the assumed knowledge requirements for individual majors and minors when choosing a program of study.

The Faculty of Information Sciences and Engineering offers a Maths Preparatory Program for students who need to enhance or refresh their mathematical skills.

### **Professional Recognition**

The University will seek professional accreditation in the following areas:  
*Accounting* - from CPA Australia and the Institute of Chartered Accountants in Australia  
*Banking and Finance* - from the Australasian Institute of Banking and Finance  
*Financial Planning* - from the Australia Securities and Investment Commission and the Financial Planning Association.

### **Program Relationships**

Advanced standing will be given on the basis of studies completed at other institutions according to normal University policy. Students with a completed Diploma or Advanced Diploma from the Canberra Institute of Technology may apply for advanced standing. Up to a maximum of 36 credit points may be granted, depending on the CIT award and the students approved commerce major.

### **Course Duration**

Eight semesters full time or part-time equivalent. Maximum 20 semesters.

## **Course Requirements**

### **96 credit points (cps) (32 units) comprising:**

- (a) Required Units (48 credit points)
  - (b) Restricted Choice (48 credit points)
- as set out below.

#### **(a) Required Units (48 credit points)**

- i) Compulsory Professional Economics major (24 cps):
  - 6394 Business Economics
  - 6369 Money, Employment and Growth
  - 6382 Intermediate Microeconomics
  - 6383 Intermediate Macroeconomics
  - 6408 International Economics
  - 6401 Contemporary issues in Microeconomics
  - 6400 Contemporary Issues in Macroeconomics
  - 6535 Advanced Economic Analysis
- ii) Compulsory Business and Government Foundation Program units (24 cps)
  - Introduction to Economics 6355
  - Introduction to Management 4207
  - Introduction to Marketing 6357
  - Information systems in organisations 6348
  - Business Statistics 5123
  - Accounting for Managers 5617
  - Government-Business Relations 6606
  - Introduction to Business Law 4977

#### **(b) Restricted Choice (48 credit points)**

- i) Commerce restricted major chosen from the following (eight units - 24 cps):
  - Accounting
  - Banking and Financial Services
  - Business Management
  - Financial Planning
  - Human Resource Management
  - Information systems
  - International Business
  - Marketing Management
- ii) Four units chosen from the following units in the Economics minor (12cps):
  - 6393 Asia Pacific Business
  - 6396 Business Forecasting
  - 6404 Economics of the Public Sector
  - 6405 Environmental and Resource Economics
  - 6363 Global E-Business
  - 6385 Human Resource Economics
  - 6376 Managerial Economics
  - 6353 Project Evaluation and Management

6541 Econometrics

iii) Choose your four-unit minor from the following (12cps):

- Accounting
- Banking and Finance
- Business Management
- E-Business
- Entrepreneurship
- Financial Planning
- Human Resource Management
- Information Systems
- International Business
- Marketing
- Mathematics for Business and Finance
- Professional Accounting
- Public Sector Management

**Typical Course Structure**

Year	Semester 1	Semester 2
1	6355 Introduction to Economics 6606 Government-Business Relations 4207 Introduction to Management 6348 Information Systems in Organisations	6394 Business Economics 5123 Business Statistics 5617 Accounting for Managers 6357 Introduction to Marketing
2	6369 Money, employment and growth 6382 Intermediate Microeconomics Commerce Major 1 Commerce Major 2	4977 Introduction to Business Law 6383 Intermediate Macroeconomics Commerce Major 3 Commerce Major 4
3	6401 Contemporary Issues in Microeconomics Commerce Major 5 Economics elective minor 1 Commerce minor 1	6400 Contemporary Issues in Macroeconomics Commerce Major 6 Economics elective minor 2 Commerce minor 2
4	6408 International Economics Commerce major 7 Economics elective minor 3 Commerce minor 3	Advanced Economic Analysis Commerce major 8 Economics elective minor 4 Commerce minor 4

For advice on professional recognition in accounting – see Judy Paterson

[Judy.Paterson@canberra.edu.au](mailto:Judy.Paterson@canberra.edu.au)

Ph: 6201-2019

Room 6C25

**BACHELOR OF APPLIED ECONOMICS/  
BACHELOR OF COMMUNICATION IN  
ADVERTISING AND MARKETING  
COMMUNICATION (950AA)**

This four-year double degree offers a flexible program of studies in Economics and Advertising and Marketing Communication. It would particularly appeal to people who are interested in working in the field of private sector management. The Course Convenor will assess any appropriate study at other tertiary institutions for the purposes of advanced standing.

**Admission Requirements**

Applicants must meet normal university requirements for admission to an undergraduate degree course or hold qualifications deemed to be equivalent by the University.

**Assumed Knowledge**

Refer to assumed knowledge entries for individual courses.

**Course Duration**

Eight semesters full time or part-time equivalent. Maximum 20 semesters.

**Course Requirements**

96 credit points comprising:

- (a) Required Units/Majors/Minors (78 credit points)
  - (b) Restricted Choice (12 credit points)
  - (c) Open Electives (6 credit points)
- as set out below.

**(a) Required (78cps):**

These required units combine the required units from both the single degrees.

- i) Economics Foundation Units (6 cps):
  - 6355 Introduction to Economics
  - 5123 Business Statistics
  
- ii) Professional Economics Major (24 credit points)
  - 6394 Business Economics
  - 6369 Money, Employment and Growth
  - 6382 Intermediate Microeconomics
  - 6383 Intermediate Macroeconomics
  - 6408 International Economics
  - 6401 Contemporary Issues in Microeconomics
  - 6400 Contemporary Issues in Macroeconomics
  - 6535 Advanced Economic Analysis

iii) Major in Communication (Advertising) (24 credit points)

5559 Communication Foundations  
4013 Communication Traditions  
5564 Internet Media and Communication  
4277 Media Representation and Analysis  
6566 Media Industries  
7006 Media Audiences  
7003 Communications and Media Research

and one unit from

7004 Communication History  
7005 Political Communication

or (with permission of the Dean of Faculty)

7555 Special Studies in Communication 1  
7556 Special Studies in Communication 2

iv) Major in Advertising and Marketing Communication (24 credit points)

5569 Professional Communication Foundations  
7837 Professional Communication Practice  
7838 Media Operations  
6809 Advertising Strategy  
6814 Brand Building  
6812 Copywriting  
6813 Integrated Communication Campaigns  
7839 Transnational Advertising

**(b) Restricted Choice (12 credit points)**

Elective Economics Minor (12 credit points)

Choose any four of the following units:

6393 Asia Pacific Business  
6396 Business Forecasting  
6404 Economics of the Public Sector  
6505 Environmental and Resource Economics  
6363 Global E-Business  
6385 Human Resource Economics  
6376 Managerial Economics  
6353 Project Evaluation and Management

**(c) Open Electives (6 credit points)**

Two open elective units (level 2 or 3)

### Typical Course Structure

<b>Year</b>	<b>Semester 1</b>	<b>Semester 2</b>
1	6355 Introduction to Economics 5569 Professional Communication Foundations 5559 Communication Foundations 5123 Business Statistics	6394 Business Economics 7837 Professional Communication Practice 4013 Communication Traditions Economics Elective unit
2	6383 Intermediate Microeconomics 6369 Money, Employment and Growth 6809 Advertising Strategy 5823 Media Industries	6383 Intermediate Macroeconomics 7838 Media Operations 5561 Communication and Media Research Economics Elective unit
3	6408 International Economics 6401 Contemporary Issues in Microeconomics 6812 Copywriting 7839 Transnational Advertising	6400 Contemporary Issues in Macroeconomics 6535 Advanced Economic Analysis 6814 Brand Building 4240 Integrated Communication Campaigns
4	Economics Elective unit Economics Elective unit 5564 Internet Media and Communication 7005 Political Communication	5824 Media Audiences 4277 Media Representation and Analysis Free Elective Free Elective

## **BACHELOR OF APPLIED ECONOMICS/ BACHELOR OF MANAGEMENT (946AA)**

This four-year double degree offers a flexible program of studies in Economics and Management. It would particularly appeal to people who are interested in working in the field of policy development. Politics and Economics are both integral disciplines to the field of public policy. It would also appeal to managers in both the public and private sector.

It is important that you read the information booklet on the Bachelor of Management degree, obtainable from the Faculty of Business and Government Office in 6D10, phone number 6201 2904/2706.

### **Admission Requirements**

Applicants must meet normal university requirements for admission to an undergraduate degree course or hold qualifications deemed to be equivalent by the University Admission Committee.

### **Assumed Knowledge**

Refer to assumed knowledge entries for individual courses.

### **Course Duration**

Eight semesters full time or part-time equivalent. Maximum 20 semesters.

### **Course Requirements**

96 credit points (cps) (32 units) from the following:

- (a) Required Units (63 credit points)
  - (b) Restricted Choice (30 credit points)
  - (c) Open Electives (3 credit points)
- as set out below.

#### **(a) Required (63cps):**

- i) Management Foundation minor (12cps):
  - 5617 Accounting for Managers
  - 5123 Business Statistics
  - 6130 Introduction to Government
  - 4207 Introduction to Management
  
- ii) Required Management units (12cps)
  - 6606 Government-Business Relations
  - 4818 Organisational Behaviour
  - 7079 Organisational Performance
  - 7371 Strategic Management

iii) Required Economics Foundation unit (3cps):  
6355 Introduction to economics

iv) Required Professional Economics Major (24cps):  
6394 Business economics  
6369 Money, employment and growth  
6382 Intermediate Microeconomics  
6383 Intermediate Macroeconomics  
6408 International Economics  
6401 Contemporary Issues in Microeconomics  
6400 Contemporary Issues in Macroeconomics  
6535 Advanced Economic Analysis

v) Elective Economics Minor (12cps)  
Choose any four of the following units:  
6393 Asia Pacific Business  
6396 Business Forecasting  
6404 Economics of the Public Sector  
6405 Environmental and Resource Economics  
6363 Global E-Business  
6385 Human Resource Economics  
6376 Managerial Economics  
6353 Project Evaluation and Management  
6541 Econometrics

**(b) Restricted Choice (30 credit points)**

- i) Restricted Major in Management (18cps).  
This can either be in Government and Politics or in Management, Governance and Policy.
- ii) Restricted Minor in Management (12cps).  
This minor can be taken from Banking and Finance, Business Management, Entrepreneurship, Human Resource Management, International Management, International Politics, Marketing, Public Policy, Public Sector Management.

**(c) Open Electives (3 credit points)**

One open elective unit (level 2 or 3)

### Typical Course Structure

Year	Semester 1	Semester 2
1	4207 Introduction to Management 6606 Government-Business Relations 6355 Introduction to Economics Restricted Management Major Unit: (This major can be either in Government and Politics or in Management, Governance and Policy)	4818 Organisational Behaviour 6130 Introduction to Government 5123 Business Statistics 6394 Business Economics
2	7079 Organisational Performance 6383 Intermediate Microeconomics 6369 Money, Employment and Growth Management restricted major unit	6383 Intermediate Macroeconomics Management restricted major unit Management restricted major unit Management restricted minor unit
3	6408 International Economics Management restricted Major unit Management restricted minor unit Management restricted minor unit	7371 Strategic Management Management Restricted major unit Management Restricted minor unit 5617 Accounting for Managers
4	6401 Contemporary Issues in Microeconomics Economics Elective unit Economics elective unit Free Elective unit	6400 Contemporary Issues in Macroeconomics 6535 Advanced Economic Analysis Economics Elective unit Economics Elective unit

## **BACHELOR OF APPLIED ECONOMICS/ BACHELOR OF LAWS (944AA)**

This five-year double degree offers a flexible program of studies in Economics and Law. There is a huge overlap between the study of commercial law and the study of economics. Many public sector jobs such as in the field of competition policy and regulation prefer employees with qualifications in both fields.

It is important that you read the information booklet on the Bachelor of Law degree, obtainable from the Faculty of Law Office in 6C38, phone number 6201 5762.

### **Course Duration**

Ten semesters full time or part-time equivalent. Maximum 24 semesters.

### **Course Requirements**

120 credit points (120cps) (40 units) from the following:

- (a) Required units/majors/minors (102 credit points)
  - (b) Restricted choice (12 credit points)
  - (c) Open electives (6 credit points)
- as set out below.

#### **(a) Required units:**

##### **(i) Economics Foundation Units (6cps):**

6355 Introduction to Economics  
5123 Business Statistics

##### **(ii) Professional Economics Major (24cps):**

6394 Business Economics  
6369 Money, Employment and Growth  
6382 Intermediate Microeconomics  
6383 Intermediate Macroeconomics  
6408 International Economics  
6401 Contemporary Issues in Microeconomics  
6400 Contemporary Issues in Macroeconomics  
6535 Advanced Economic Analysis

##### **(iii) Law Foundation Major (18cps):**

6594 Contract Law  
6601 Legal Methods and skills  
6602 Legal Systems  
7042 Law of Obligations  
7024 Corporations Law  
7037 Introduction to Taxation Law

**(iv) Corporate and Commercial Law Major [Restricted] (18cps)**

6593 Competition and Consumer Law  
7050 Property Law  
7029 Equity Law  
7043 Intellectual Property Law  
7051 Public Companies Law  
7055 Taxation of Entities and Tax Planning

**(v) Legal Practice Major [Restricted] (24cps):**

7018 Administrative Law  
7022 Constitutional Law  
7019 Advanced Legal Research and Writing  
7025 Criminal Law and Procedure  
7030 Evidence Law  
7043 Lawyers and Professional Responsibility  
7046 Legal Theory  
0047 Litigation and Dispute Processing

**(vi) Elective Economics Minor (12cps)**

Choose any four of the following units:

6393 Asia Pacific Business  
6396 Business Forecasting  
6404 Economics of the Public Sector  
6405 Environmental and Resource Economics  
6363 Global E-Business  
6385 Human Resource Economics  
6376 Managerial Economics  
6353 Project Evaluation and Management  
6541 Econometrics

**(b) Restricted choice (12cps)**

Choose any four elective units as approved by the law course convenor. The list of law elective units changes over time.

**(c) Open electives (6cps)**

Two free elective units.

**Duration of course:** 10 semesters full time; equivalent part-time; maximum 24 semesters.

### Typical Course Structure

Year	Semester 1	Semester 2
1	6602 Legal Systems 6355 Introduction to Economics 5123 Business Statistics Free 1 <sup>st</sup> year elective	6601 Legal Methods and Skills 6394 Business Economics Free 1 <sup>st</sup> year elective unit Economics elective unit
2	6594 Contract Law 6369 Money, Employment and Growth 6382 Intermediate Microeconomics Economics elective unit	7037 Introduction to Taxation Law 6383 Intermediate Macroeconomics Economics elective unit Economics elective unit
3	7024 Corporations Law 7022 Constitutional Law 6408 International Economics 6401 Contemporary Issues in Microeconomics	7042 Law of Obligations 7050 Property Law 6400 Contemporary issues in Macroeconomics 6535 Advanced Economic Analysis
4	7029 Equity Law 7051 Public Companies Law 7055 Taxation of Entities and Tax Planning Law elective unit	6593 Competition and Consumer Law 7043 Intellectual Property Law 7018 Administrative Law Law elective unit
5	7025 Criminal Law and Procedure 7047 Litigation and dispute processing 7019 Advanced Legal Research and Writing Law elective unit	7030 Evidence Law 7046 Legal Theory 7043 Lawyers and Professional Responsibility Law elective unit.

## GENERAL INFORMATION ABOUT THE UNIVERSITY

### **Student Centre**

The Student Centre is located on the concourse (1B150) and is the 'one-stop-shop' for all student general administrative needs, including help with how to enrol on the University's enrolment system, advice on fee issues, information on graduation and any issues relating to progression through a specific course of study.

Office hours for the Centre are:

0900 to 1700 Monday to Thursday and 0900 to 1630 on Friday. (Cashier services are not available after 1630 from Monday to Thursday and 1600 on Friday).

### **Registration of Units**

You need to enrol in units for both Semester 1 and 2 if you start at the beginning of the year but you will have an opportunity to change your Semester enrolments at a later date. Follow the instructions you will receive in your Enrolment pack.

### **Timetable**

The timetable is an alphabetical listing of all units taught at the University. The University uses 24 hour time.

The symbols used are:

- L - Lecture
- T - Tutorial
- S - Seminar
- P - Practical
- W - Workshop

### **Lectures**

In lectures, the core information and concepts are discussed by the lecturer who addresses all of the students in the unit together. It is important that you attend each lecture so as not to miss out on information given and any general unit announcements.

Some lecturers put their overheads or lecture notes on WebCT. Accessing /printing these notes before the lecture means you can listen to explanations, add extra comments etc. Accessing these notes should not be seen as an alternative to attending lectures.

### **Tutorials**

In tutorials, small groups of students discuss the topics presented in lectures in greater depth. You need to choose one tutorial per unit from the times provided. You may meet once per week for 1 hour or possibly meet less often for 1<sup>1</sup>/<sub>2</sub> hours.

Tutorials have different formats depending on the unit. In some tutorials, problems and questions are expected to be completed weekly. In others, students give tutorial presentations. To obtain the most benefit from tutorials it is strongly advised that you do all the required readings and attempt any set problems. In many units your tutorial participation is assessed as part of the overall unit assessment.

Tutorials, or “tutes”, give students the opportunity to ask their tutor about any problems they may be experiencing. Tutors are there to assist you so take advantage of their knowledge. It is a good idea to inform your tutor if you have problems with your studies due to health or personal problems.

### Grades

The standard numerical grades are:

Grade	Notional percentages
HD	85-100
DI	75-84
CR	65-74
P	50-64

Designated Grade	Verbal Description
High Distinction (HD)	Work of outstanding quality on the learning outcomes of the unit, which may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity.
Distinction (DI)	Work of superior quality on the learning outcomes of the unit, demonstrating a sound grasp of content, together with efficient organisation and selectivity.
Credit (CR)	Work of good quality showing more than satisfactory achievement on the learning outcomes of the unit, or work of superior quality on a majority of the learning outcomes of the unit.
Pass (P)	Work showing a satisfactory achievement of the learning outcomes of the unit.
Fail	Work showing an unsatisfactory achievement of one or more learning outcomes of the unit, and not qualifying for the grade of or conceded pass.

### University Handbook

The UC Virtual Handbook is available online at <http://www.canberra.edu.au/handbook/>. The handbook contains important information that it is assumed you have read. You should, at the very least, read the section "Information for Students" which outlines your rights and responsibilities.

### Unit Outlines

Unit outlines are usually handed out in your first lecture. This is an important document that details such information as the prescribed textbooks, lecture topics, tutorial topics, assessment details, tutorial problems and questions, etc. Usually only a certain number are printed so try not to lose them. Unit outlines are also available through WebCT if the unit convenor uses that tool.

### Textbooks

Textbooks can be bought from the Co-op Bookshop located in The Hub. If you wish to buy your textbooks before semester starts, the Bookshop has a list of required books for each unit. Become a member of the Bookshop to receive discounts on books.

Alternatively, the Union Shop sells second hand textbooks. There are also several bookshops in Canberra that sell textbooks. **Make sure you buy the correct edition** or ask your lecturer if an earlier edition is OK.

### **Failure of Unit**

If you fail a unit it means you will fall behind in your study program. This is especially the case when you fail a prerequisite unit, because it means you cannot do the follow-on unit.

You must see your Course Convenor to discuss your options. Should you fail 50% of your units in a semester you may receive a letter warning you that your academic progress is unsatisfactory. It will suggest that you speak to your Course Convener or the Counselling Centre.

If you continue to fail, you will receive a more serious letter asking you to 'Show Cause' as to why you should remain in your course. If you cannot provide a satisfactory reason you may be excluded from your course for one year (with no automatic right of re-entry). It is very important that you answer this letter.

### **Study at Another University (Cross-Institutional Studies/External Studies)**

Cross-Institutional studies are approved studies undertaken at another tertiary institution that will count towards your award at UC. Prior to commencing studies, you must obtain written permission to undertake each unit from your UC Course Convener.

### **Examinations**

Exams are held at the end of each semester. Not all units will have an examination. A preliminary examination timetable is displayed in Buildings 1 and 2 during the semester, usually around Week 10. Do not forget to check the final version for changes and the allocation of rooms.

**Note** that the examination period is part of the University semester. You need to arrange your affairs to enable you to attend examinations during this period.

### **Credit or Advanced Standing**

If you are changing courses from another institution you may want to apply for credit for the units you have already completed that may be relevant to your new course. When you come to the New Student Enrolment Program you should speak to the Course Convenor to see what units you are likely to receive credit for. It is very important to do this at the beginning of your course as credit generally involves first year units.

### **Conditional Admission**

Some of you may have been accepted into the course with conditions placed upon you. This means that you must satisfy these conditions to pass on to second year. They are usually to pass 18 credit points in one year if full time and nine credit points if part-time. If you have any queries about these please contact the Student Centre in Building 1.

## **What if.....?**

### **...I'm having trouble coping?**

You may need to be more specific!

University life can be bewildering, especially if you've just left school, if it's the first time away from home, it's the first time in a strange country or if you're trying to juggle work, family and study.

The University has a wide range of services available. Your Course Convenor or the University Health and Counselling Centre or the Student's Association are good starting points.

### **...I fail a unit?**

It's not the end of the world, though it might seem like it at the time. Consult with your Course Convenor for help in rearranging your future program. **DO NOT OVERLOAD** in a future semester in an attempt to "catch-up" - it doesn't work. It may be possible to undertake a unit at a summer school to rectify the problems.

The University has set procedures for review of unit results. If you fail a unit you may ask to see your exam paper. The date when you can do this is notified around exam time.

### **..I have health or other personal problems during the semester that are affecting my ability to study or complete assignments?**

You may seek advice from your Course Convenor, discuss the matter with your lecturer/s or make an appointment to talk to someone in the Health and Counselling Centre. The latter course of action means that the nature of your problem need not be disclosed to academic staff.

You may be advised to withdraw from a unit or units or the counsellor may contact the lecturer on your behalf and recommend an appropriate course of action. For example "Joe Doe has health problems that are affecting his ability to complete his assignment by the due date. Would it be possible for him to have a two week extension?"

### **...I'm having trouble with a unit or part of a unit?**

All academic staff have designated consultation times, and most are prepared to make appointments outside these times. After you've made a serious attempt yourself, and have attended the tutorial that covers the problem material, visit your lecturer for further help.