UNIVERSITY OF CANBERRA, AUSTRALIA

Handbook 2003

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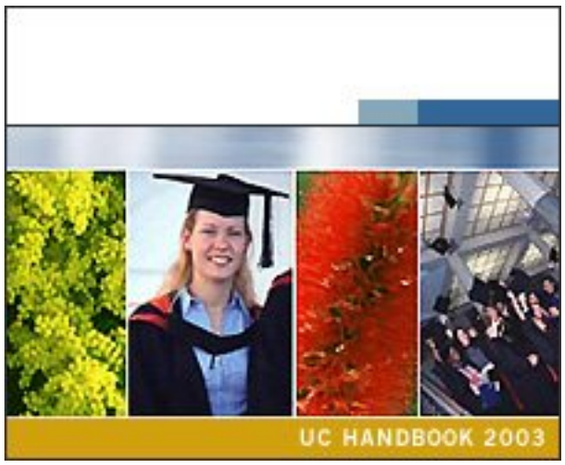

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To navigate this online edition, please choose a section from the blue menu bar at the head of each page, or the text version at the bottom.

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Search 2003 Subject Descriptions

Retrieve Subject Information for a single Subject

UC Subject Code: 2334 Submit

Search by Division and/or Subject Name

Select Division and/or enter all or part of a subject name:

Division: Any

Subject Name: computing

Sort by: Subject Name Subject Code

Search

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Subject Availability

Index A-Z

A B C D E F G H I J K

L M N O P Q R S T U V W

Abbreviations are:

Division of Communication and Education (Comm & Educ)

COMMN
EDUC

Division of Business, Law and Information Sciences (Mang & Tech) *
(formerly Division of Management and Technology)

INF SC/ENG
MANGMT

Division of Health, Design and Science (Sci & Des) *
(formerly Division of Science and Design)

APP SC
ENV DES

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Search 2003 Handbook

This page allows a full-text search of the 2003 UC Handbook. You may use any keywords or phrases, including course and subject numbers.

Search Handbook for: Search

How To Search

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Electives

This section contains a listing of Approved Majors, Approved Minors and General Education subjects available in 2003. The School offering each Approved Major and Approved Minor is shown with the list of subjects comprising the major or minor. For credit point value and availability of each subject, consult the Subject Availability listing.

- Approved Majors
- Approved Minors
- General Education Subjects offered in 2003

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Course Index

(all Divisions)

- Undergraduate Degrees
- Double Degrees
- Graduate Certificates
- Graduate Diplomas
- Masters Degrees
- Doctoral Degrees

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  - Common Class-Free Period
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  - Domestic Animals/Pets
  - Human Research and Animal Experimentation Ethics
  - Insurance
  - Intellectual Property
  - Ownership
  - Security and Lost Property
  - Orientation Programs
  - Personal Details
  - Privacy Statement
  - Public Transport
  - Residences see University Residences in The University section of this handbook.
  - Quota Subjects
  - Sexual Harassment
  - Smoke-free Environment
  - Special Government Policies
  - Statutes and Rules
  - Student Behaviour
  - Cheating, plagiarism and similar misconduct
  - Student Identification Card
  - Student Membership of University Committees
  - Student Responsibilities
- Admission Procedures
  - Admission Requirements – Undergraduate Courses
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  - Access Scheme
  - Previous Australian Tertiary Studies
  - Exclusion
  - Previous University of Canberra (UC) students applying to return after an absence
  - Students currently enrolled at University of Canberra
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- Cross-Institutional Studies
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  - Professional Doctorate Degree
  - Doctor of Philosophy (PhD) Degree
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  - Offer of Place
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  - Changing to a New Course
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  - Further Information
  - Register of Course Articulation between University of Canberra and the Canberra Institute of Technology
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  - Amenities and Services Fee
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  - What special circumstances are accepted?
  - Other Costs
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  - Financial Assistance
  - Financial assistance from Centrelink
  - Youth Allowance
  - Austudy payment
  - ABSTUDY
  - Pensioner Education Supplement
  - Student Financial Supplement Loan
  - Family Allowance
- Students' Association
- Convocation – Alumni and Associates

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Academic Divisions & Schools

Division of Communication and Education

- General Information
- Link deleted
- Link deleted
- Link deleted
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- Link deleted

Division of Health, Design and Science

(formerly Division of Science & Design) *

- General Information
- Link deleted
- Link deleted
- Link deleted
- Link deleted
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Division of Business, Law and Information Sciences

(formerly Division of Management and Technology) *

- General Information
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- Division of Business, Law and Information Sciences (formerly Division of Management and Technology) *
- Division of Health, Design and Science (formerly Division of Science and Design) *

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- Preface
- Objectives
- History
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- Extension Studies
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- Prizes
- University Services and Facilities
- Information Services
- Student Support Services
  - Learning Support Services
  - Personal Support Services
  - University Residences
- General Facilities
- Commercial Facilities

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Introduction

How to use this Handbook

This Handbook has been divided into a number of sections to ensure that information is easily accessible.

Advice for prospective students, new and currently enrolled students and staff members follows. All users are directed to the Principal Dates listed below.

Future Students

Prospective students interested in information concerning courses available at the University of Canberra should refer, in order, to the following sections.

University. The Academic Program for 2003 lists the courses offered by the University of Canberra in that year, with the name of the Division responsible for administering each course. [This online version has its own Course Index.] This section also provides information on the organisation, senior staff and research activities of the University, and bursaries, scholarships and prizes. Information on services available to students such as accommodation, health, counselling and study skills assistance and on-campus facilities are included in this section.

Divisions. Having noted the name of the Division responsible for administering courses of study in which they are interested, and the relevant page references, prospective students can refer to the Division entry to gather detailed information on the academic requirements for courses of study. Course charts listing the subjects undertaken in "typical" full-time study patterns are provided for most courses of study.

Description of Subjects. This section provides prospective students with information on individual subjects, prerequisites (if any), course contact hours, credit point value, syllabus and learning outcomes, in an alphabetical listing.

Electives. This section is divided into Approved Majors, Approved Minors and General Education subjects. Information will be given in the academic requirements for courses of study on the selection of approved majors and minors for inclusion in a particular course.

Approved Majors and Approved Minors. Most courses require students to undertake an approved major or an approved minor of their choice, within a particular field of study as part of the academic requirements of a course. An approved major is a set of sequential or related subjects with a total value of 22 credit points. Approved minors have a total value of either 14 credit points or 11 credit points. They are listed, in alphabetical order, in the Electives section, along with the name of the administering School. It is strongly recommended that students seek the advice of their course convener in the early stages of their studies on the appropriateness to their course of their chosen approved major or minor, if it is not selected from a specified group.

General Education subjects have a value of 3 credit points or 4 credit points, and the course requirements will specify from which list a choice is to be made.

Subject Availability Section. Students should be aware that not all subjects are offered every semester and that they need to take account of availability when planning a study program.

Information for Students. Students need to read this section carefully. The section provides valuable information on topics such as admission and enrolment procedures, definition of University terms, academic progress requirements, credit transfer, and fees and charges.

New students will also find useful the campus map accessible from the navigation bar on each page of this online edition..

New and Currently-Enrolled Students

New students and students currently enrolled in a course of study at the University of Canberra should use this Handbook to:

- familiarise themselves with the academic requirements of the course in which they are enrolled by referring to the course entry in the section of the Division responsible for administering their course;
- refer to the "typical" study program of the course in which they are enrolled - again by referring to the entry of the Division administering the course;
- investigate approved majors and approved minors available to them, as well as general education subjects, by referring to the Electives section;
- gain an idea of the content of particular subjects by referring to the alphabetical listing of all subjects in the Description of Subjects section;
- check the availability of the subjects in which they wish to enrol in the Subject Availability section remembering that not all subjects are offered each semester;
- refer to the Information for Students section for information on procedures for enrolment and re-enrolment, academic progress requirements, payment of fees and charges;
- refer to the University section for information on the organisation, senior staff and activities of the University; bursaries, scholarships and prizes; and services available to students such as accommodation, health, counselling and study skills, and on-campus facilities.

The University may make changes to its programs from time to time, and will endeavour to minimise the impact of such changes on currently enrolled students.

Staff Members

Members of the staff of the University of Canberra and other universities will find the Handbook useful in providing information on:

- courses of study presently available at the University (refer to the list of courses offered in 2003 in the University section and to individual Division entries);
- course conveners: where possible, the name, location and telephone number of staff responsible for particular areas of study have been listed in the Division sections;
- other staff members (refer to the University section); and
- administrative sections (areas of responsibility and telephone numbers are also given) (see the University section).

Course Developments

If students are in doubt about the academic requirements for completing their course, they should seek further advice from their course adviser or the course convener on which subjects they need to take to complete their course.

Principal dates for 2003

Semester 1

17 - 21 February	Orientation/Registration Week
24 - 28 February	Week 1
03 - 07 March	Week 2
10 - 14 March	Week 3
17 - 21 March	Week 4
24 - 28 March	Week 5
31 March - 04 April	Week 6
07 - 11 April	Week 7
14 - 25 April	Class free period
28 April - 02 May	Week 10
05 - 09 May	Week 11
12 - 16 May	Week 12
19 - 23 May	Week 13
26 - 30 May	Week 14
02 - 06 June	Week 15
11 - 28 June	Examination Period

Semester 2

14 - 18 July	Registration Week
21 - 25 July	Week 1
28 July - 01 August	Week 2
04 - 08 August	Week 3
11 - 15 August	Week 4
18 - 22 August	August Week 5
25 - 29 August	Week 6
01 - 05 September	Week 7
08 - 19 September	Class free period
22 - 26 September	Week 10
29 September - 03 October	Week 11
06 - 10 October	Week 12
13 - 18 October	Week 13
20 - 24 October	Week 14
27 - 31 October	Week 15
05 - 21 November	Examination Period

Dates to Note:

05 February	Commencement Day (to be confirmed)
17 March	Canberra Day Public Holiday
18 April	Good Friday
21 April	Easter Monday
25 April	Anzac Day Public Holiday
01 June	Closing date for applications for Semester 2
09 June	Queen's Birthday Public Holiday
to be advised	Examination Results released
July/August	Conferring of degrees ceremonies
01 October	Closing date for applications for 2003
06 October	Labour Day Public Holiday
31 October	Stone Day (Foundation Day) (no classes)
to be advised	Examinations Results released
December	Conferring of degrees ceremonies

University of Canberra

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Information in this publication pertaining to studies is based on the academic program approved by Academic Board on 24 June 2002. Changes approved since that date may not yet be included. The University reserves the right to amend the academic program without notice.

Staff, students and visitors are reminded that the University maintains a smoke-free environment in buildings, residences and vehicles.

Australian Government Higher Education (CRICOS) Registered Provider:
University of Canberra #00212K,
University of Canberra College #01893E,
School of Languages and International Education #00095K,
University of Canberra Brisbane Campus #02350F.
Canberra Institute of Technology #00001K - The University of Canberra offers joint programs with the CIT.

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Approved Majors

Accounting
Actuarial Science
Agriculture
Agribusiness
Agricultural Economics
Agricultural Engineering
Agricultural Extension Education
Agricultural Mechanization
Agronomy
Animal Science
Apparel Design
Architecture
Art Education
Art History
Ceramics
Chemical Engineering
Chemistry
Commercial Art
Communication Arts
Computer Engineering
Computer Science
Construction Management
Construction Operations Management
Construction Technology
Construction Technology Management
Crop Science
Cultural Studies
Culinary Arts
Economics - Arts Type
Economics - Business Type
Economics - Science Type
Electronics Engineering
Elementary Education
Engineering Management
Environmental Engineering
Environmental Management
Environmental Science
Fashion Merchandising
Fashion Technology
Food Technology
Food Technology Engineering
Forestry
Forestry Management
Graphic Design
Graphic Technology
Graphic Technology Management
Graphic Technology Engineering
Graphic Technology Management Engineering
Graphic Technology Management Engineering
Graphic Technology Management

004877 Spanish Language 3

24 credit points

004876 Spanish Language 2
004877 Spanish language 3
005229 Advanced Spanish A
005230 Advanced Spanish B

Note: In special cases, and with the approval of the Head of School and the Lecturer-in-Charge of Spanish, other combinations than the above may also be available as majors for students with some previous knowledge of Spanish - for more details see the Lecturer-in-Charge.

Sports Administration

22 credit points, School of Health Sciences

004748 Organisation and Policy in Sport
001354 Social Analysis of Sport
004739 Industrial Relations in Sport
005000 Planning and Process in Sport
003576 Sports Marketing
and one subject from
004741 Major Sports Event Management *or*
004752 Sponsorship and Fundraising in Sport

Sports Coaching

18 credit points, School of Health Sciences

This major provides opportunities for students in any course that allows for an 18 credit point major to gain an introduction to the general field of sports coaching through undertaking one introductory subject in sports science, an introductory coaching subject, and three of its more advanced applications in sports coaching.

004002 Theory and Practice of Coaching 1
001519 Introduction to Exercise Science
004757 Theory and Practice of Coaching 2
004760 Theory and Practice of Coaching 3
004761 Theory and Practice of Coaching 4

Sports Science

22 credit points, School of Health Sciences

000880 Functional Anatomy
001519 Introduction to Exercise Science
004745 Neuroanatomy and Motor Control
and one subject from
004750 Psychology of Sport, *or*
004322 Human Physiology and Anatomy 4
and
004728 Biomechanics
004747 Physiology of Exercise

Sustainable Development Economics

22 credit points, School of Business

000034 Macroeconomics 1
and
000020 Microeconomics 1, *or*
003519 Economics 1A
and
003459 Development Administration
000892 Development Economics
000052 Environmental and Resource Economics
001359 Project Evaluation

Tourism

22 credit points, School of Information Management and Tourism

The major is designed to develop student's educational background and requisite skills to manage tourism and visitor services and the people who work in the industry. It provides an integrated approach to managing tourism organisations, visitor services and tourism destinations.

005690 Tourism Systems
005689 Current Issues inTourism
16cp from the following five subjects:
004200 Tourism Economics and Policy
003814 Tourism Marketing
003754 Hospitality Operations
004252 Convention and Festival Management
004448 Tour Guiding and Management

Vegetation and Wildlife Management

22 credit points, School of Resource, Environmental and Heritage Sciences

000483 Concepts in Biology
000623 Plants and Animals
One of the following two alternatives [a]
either
005529 Biometry *and*
005530 Ecological Measurement
or
004899 Ecology and Biodiversity 1 *and*
004900 Ecology and Biodiversity 2
and
004917 Vegetation and Wildlife Ecology

[a] Students in the Ecology and Environmental Science course are required to take Biometry and Ecological Measurement. Students in other courses *must* take Ecology and Biodiversity 1 and 2.

Women's Studies

22 credit points, School of Management and Policy

Prerequisites: If the subjects Human Resource Management 2 or Employment Discrimination and the Law are selected other prerequisites apply.

000715 Basic Sociology
002617 Employment Discrimination and the Law
003488 Human Resource Management 2
002788 Sociology and Gender
005400 Gender and Organisations
005783 Identity, Politics and Public Policy

Workplace Writing and Technology

22 credit points, School of Information Management and Tourism

This major focuses on developing communication, technology and both paper-based and electronic publishing skills.

004493 Professional Communication Skills
and one subject from
005788 Communication: Professional Applications 1
005790 Communication: Professional Applications 2
and
003760 Desktop Publishing 1
003759 Desktop Publishing 2
and one subject from
005545 Web Delivery of Information
004873 Multimedia Management
and
004879 Writing Project

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Approved Minors

If the minor listed contains 14 credit points or more, a subject marked * may be deleted from the minor to form an approved 11 credit point minor.

- Advertising/Marketing Communication
- Applied Mathematics
- Applied Physics
- Applied Psychology: Clinical
- Applied Psychology: Experimental
- Applied Psychology: Social
- Applied Statistics
- Auditing
- Australian Business
- Banking
- Biometry
- Broadcast Journalism
- Chinese Language
- Codes and Computation
- Communication
- Communication for Professionals
- Community Development
- Computer Engineering
- Computer Information Systems
  - Data Design
- Computer Programming
- Counselling Studies
- Creative Writing
- Cultural Heritage Management
- Cultural Materials
- Cultural Studies
- Design
- Development Economics
- Earth Science
- Ecology
- Economics and Governance
- Education
- Electronics
- Employment Relations
- Environmental Chemistry
- Environmental Economics
- Finance
- Financial Accounting
- General Business Law A: Business Transactions
- General Business Law B: Marketing
- General Business Law C: Corporations
- Health and Physical Education
- Human Nutrition and Health
- Human Resource Management
- Inclusive Education
- Information Studies
- Japanese Language
- Knowledge and Information Management
- Labour Markets
- Land Information Systems
- Law A
- Law B
- Law C
- Legal Studies A: Labour Law
- Legal Studies B: Public Law
- Legal Studies C: Law and Society
- Literary Studies
- Macroeconomics
- Management Accounting
- Management A: Comparative Management
- Management B: Contemporary Management Approaches
- Management C: Public Sector Management
- Marketing
- Mathematical Perspectives
- Media/Multimedia Production
- Microeconomics
- Molecular Biology
- Nursing Studies
- Organisational Research Methods
- Politics A: Comparative Politics
- Politics B: International Politics
- Politics C: Policy Studies
- Print Journalism
- Professional Experience
- Public Relations
- Public Sector Economics
- Quantitative Methods
- Research Methods (Social Sciences)
- Resource and Environmental Management
- Sociology A: Inequality
- Sociology B: Issues in Modern Society
- Sociology C: Work Organisations and Society
- Soil Science
- Spanish Language
- Sports Administration
- Sports Administration Law
- Sports Coaching
- Sports Science
- Technology in Publishing
- Tourism
- Women's Studies

Advertising/Marketing Communication

14 credit points, School of Professional Communication

005559 Professional Communication Foundations
005570 Professional Communication Theory & Management
002483 Advertising Strategy
002484 Advertising Operations

Applied Mathematics

14 credit points, School of Mathematics and Statistics

000575 Mathematics 1
000578 Mathematics 2
000596 Differential Equations
000598 Linear Algebra
000602 Numerical Analysis
000601 Multivariate Calculus*
*Computer Engineering Students take 005657 Engineering Topics in Applied Statistics instead

Applied Physics

14 credit points, School of Information Sciences & Engineering

005138 Engineering Physics 1A
005692 Engineering Physics 1B
ANU Second year Physics subject
ANU Second year Physics subject

Applied Psychology: Clinical

14 credit points, School of Health Sciences

004309 Psychology 101: Introductory Psychology 1
004310 Psychology 102: Introductory Psychology 2
004211 Psychology 201: Individual Differences
004316 Psychology 302: Psychopathology

Applied Psychology: Experimental

14 credit points, School of Health Sciences

004309 Psychology 101: Introductory Psychology 1
004310 Psychology 102: Introductory Psychology 2
004266 Psychology 205: Learning and Perception
004318 Psychology 304: Cognitive Psychology

Applied Psychology: Social

14 credit points, School of Health Sciences

004309 Psychology 101: Introductory Psychology 1
004310 Psychology 102: Introductory Psychology 2
005144 Psychology 203: Developmental Psychology
004143 Psychology 303: Social Psychology

Applied Statistics

11 or 14 credit points, School of Mathematics and Statistics

000577 Mathematical Methods*
004120 Applied Statistics 1
004121 Applied Statistics 2
004122 Applied Statistics 3

Auditing

14 credit points, School of Business

004824 Accounting and Finance 1A
004851 Accounting Information Systems
004826 Accounting and Finance 2A
004834 Auditing

Australian Business

11 or 14 credit points, School of Business

005466 Accounting for Managers
004977 Introduction to Business Law*
002639 Financial Institutions and Markets
004838 Ethics

Banking

14 credit points, School of Business
Prerequisite: 004977 Introduction to Business Law

004824 Accounting and Finance 1A
004825 Accounting and Finance 1B
001612 Law of Financial Institutions
002639 Financial Institutions and Markets

Biometry

14 credit points, School of Resource, Environmental and Heritage Sciences

One level 1 subject in Mathematics
and
001809 Data Analysis in Science
005529 Biometry
004901 Environmental Classification and Ordination

Broadcast Journalism

14 credit points, School of Professional Communication

005565 Introduction to Journalism
005572 Reporting
001831 Broadcast Journalism 1
001832 Broadcast Journalism 2

Chinese Language

11 or 14 credit points (11 cp version only available to students with previous studies in Chinese, *may be omitted), School of Languages and International Education

004851 Chinese 1A: Language and Culture*
004852 Chinese 1B: Language and Culture
004853 Chinese 2

Note: In special cases, with the approval of the Head of School and the Lecturer-in-Charge of the Chinese, other combinations than the above are available as minors for students with some previous knowledge of Chinese.

Codes and Computation

14 credit points, School of Mathematics and Statistics

This minor develops mathematical techniques and provides hands-on experience with mathematical software used in applications including error correction codes, data compression and encryption. It is suitable for students in the Bachelor of Information Technology (BIT) and other quantitative programs.

004470 Computing Mathematics 1 #
004471 Computing Mathematics 2 #
004844 Mathematical Structures
004842 Coding Theory
BIT or Bachelor of Software Engineering students replace Computing Mathematics 1 and 2 with 000577 Mathematical Methods and 004120 Applied Statistics 1.

Communication

11 or 14 credit points, School of Professional Communication

005559 Communication Foundations
004613 Communication Traditions*
and one subject from
005582 Media Industries or
005568 New Technology and Globalisation or
005566 Language Culture and Society
and
005561 Communication and Media Research

Communication for Professionals

11 or 14 credit points, School of Information Management and Tourism

005788 Communication: Professional Applications 1
005789 Communication: Professional Applications 2
005792 Communication for Management 1
005793 Communication for Management 2*
*Can be omitted for a three subject minor

Community Development

11 or 14 credit points, School of Professional and Community Education

004919 Advocacy and Inclusion
005794 Community Development Principles and Practices
005786 Community Work*
005787 Sustainable Communities*

Computer Engineering

14 credit points, School of Information Sciences & Engineering
Prerequisites: Computing Mathematics 1 or Mathematics 1&2

005134 Computer Engineering 1A
005132 Computer Engineering 1B
005131 Computer Engineering 2A
005135 Computer Engineering 2B

Computer Information Systems

14 credit points, School of Information Sciences & Engineering

one of the following three subjects
004941 Introduction to Information Systems or
000000 Computers and Computing
004478 Introduction to Information Technology
000910 Database Design

Two of the following three subjects:
005916 Information Systems Design
004940 Project Management
004938 Database Concepts

Computer Programming

14 credit points, School of Information Sciences & Engineering
Prerequisites: Computing Mathematics 1

004478 Introduction to Information Technology
004483 Software Technology 1
004482 Software Technology 2
004481 Systems Software

Counselling Studies

14 credit points, School of Professional and Community Education

005258 Counselling Communication
004549 Introduction to Counselling Theory and Principles
005551 Advocacy, Mediation, and Conflict Resolution
005550 Group Work

Creative Writing

11 or 14 credit points, School of Creative Communication

004855 Creative Writing 1
004856 Creative Writing 2*
004857 Creative Writing 3
004858 Creative Writing 4

Cultural Heritage Management

11 or 14 credit points, School of Resource, Environmental and Heritage Sciences

002972 Concepts in Applied Anthropology
004904 Indigenous Societies and Adaptation*
004894 Cultural Heritage Management
004903 Heritage Interpretation

Cultural Materials

15 credit points, School of Resource, Environmental and Heritage Sciences

003693 Heritage Preservation
004906 Museology
004891 Conservation Practice 1
and one subject from
005826 Materials Science - Paintings
005827 Materials Science - Paper

Cultural Studies

11 or 14 credit points, School of Professional Communication

005559 Communication Foundations
and one subject from
004613 Communication Traditions* or
004277 Media Representation and Analysis*
and
005560 Culture, Identity and Postcoloniality
005562 Contemporary Cultural Practice

Design

11 credit points, School of Design

005623 Design Thinking
005622 Design History
and one subject from
005624 Design Environment or
005621 Contemporary Issues in Design

Development Economics

11 or 14 credit points, School of Business

000034 Macroeconomics 1
and
000020 Microeconomics 1 or
003519 Economics 1A
and
003495 Development Administration
000950 Development Economics*

Earth Science

14 credit points, School of Resource, Environmental and Heritage Sciences

000900 Dynamic Earth
003681 Landscape Processes
004899 Earth Science Fundamentals

Ecology

14 credit points, School of Resource, Environmental and Heritage Sciences

000460 Concepts in Biology
000462 Plants and Animals
004898 Ecology and Biodiversity 1
004900 Ecology and Biodiversity 2

Economics and Governance

14 credit points, School of Business

000034 Macroeconomics 1
000020 Microeconomics 1
or 003519 Economics 1A
004921 Politics of Welfare
and one subject from
003498 Government Business Relations
004816 Introduction to Public Policy

Education

14 credit points, School of Teacher Education

004779 Information Technology and Education
004803 Responding to Individual Needs in Education
004811 The Social Context of the Curriculum

Electronics

14 credit points, School of Information Sciences & Engineering

005695 Electronic Engineering 1A
005696 Electronic Engineering 1B
005136 Electronic Engineering 2A
005133 Electronic Engineering 2B or
005135 Computer Engineering 2B

Employment Relations

11 or 14 credit points, School of Management and Policy

004207 Introduction to Management
004818 Organisational Behaviour*
003431 Human Resource Management 1
001172 Industrial Relations

Environmental Chemistry

14 credit points, School of Resource, Environmental and Heritage Sciences

001516 Chemistry 1A
001517 Chemistry 1B
004897 Ecochemistry 1
004899 Ecochemistry 2

Environmental Economics

14 credit points, School of Business

000034 Macroeconomics 1
and
000020 Microeconomics 1, or
003519 Economics 1A
and
000952 Environmental and Resource Economics
001359 Project Evaluation

Finance

14 credit points, School of Business
Prerequisite: 003539 Business Statistics 1

004824 Accounting and Finance 1A
004825 Accounting and Finance 1B
004839 Financial Management 1
004840 Financial Management 2

Financial Accounting

14 credit points, School of Business

004824 Accounting and Finance 1A
004825 Accounting and Finance 1B
004826 Accounting and Finance 2A
004828 Accounting and Finance 3A

General Business Law A: Business Transactions

11 credit points, School of Law

004977 Introduction to Business Law
001619 Law of Business Transactions
004643 Trade Practices Law (LLB)

General Business Law B: Marketing

11 credit points, School of Law

004977 Introduction to Business Law
001841 International Trade Law
003248 Marketing Law

General Business Law C: Corporations

11 credit points, School of Law

004977 Introduction to Business Law
004999 Law of Business Associations
and one subject from
002617 Employment Discrimination and the Law
001612 Law of Financial Institutions or
000549 Revenue Law

Health and Physical Education

14 credit points, School of Teacher Education

005060 Acquisition of Skills 1
004868 Health and Personal Development 1
005061 Acquisition of Skills 3
004867 Health and Personal Development 3

Human Nutrition and Health

11 or 14 credit points, School of Health Sciences

000462 Concepts in Nutrition
003621 Human Physiology and Anatomy 1*
004743 Food and Consumer Science
005003 Nutrition, Society and Health

Human Resource Management

11 or 14 credit points, School of Management and Policy

004207 Introduction to Management
004818 Organisational Behaviour*
003431 Human Resource Management 1
005795 Human Resource Management 2

Inclusive Education

11 or 14 credit points, School of Professional and Community Education

004919 Advocacy and Inclusion
004758 Disorders in Development
and two subjects from
004756 Literacy and Learning Difficulties
004757 Mathematics and Learning Difficulties
005833 Students with Severe Disabilities

Information Studies

11 or 14 credit points, School of Information Management and Tourism

The Information Studies elective sequence equips students with up-to-date information search and analysis skills which complement a wide range of other studies.

001125 Information Provision
005581 Information Organisation
and one or two subjects from
003758 Information Retrieval*
005362 Knowledge Management in Organisations
003743 Archives of Actions
001600 Resources for Young People
004109 Supervisory Management
005549 Web Delivery of Information

* Students who need to commence this elective with a first year, first semester subject are advised to enrol in 005564 Internet Media & Communication.

Japanese Language

11 or 14 credit points (11cp version only available to students with previous studies in Japanese, *may be omitted), School of Languages and International Education

004866 Japanese 1A: Language and Culture*
004860 Japanese 1B: Language and Culture
004862 Japanese 2

Note: In special cases, with the approval of the Head of School and the Lecturer-in-Charge of Japanese, other combinations than the above are available as minors for students with some previous knowledge of Japanese.

Knowledge and Information Management

14 credit points, School of Information Management and Tourism

005522 Integrating Knowledge and Information 1*
005524 Integrating Knowledge and Information 2
005527 Information Management for eBusiness
005362 Knowledge Management in Organisations

Labour Markets

14 credit points, School of Business

000034 Macroeconomics 1
and
000020 Microeconomics 1, or
003519 Economics 1A and
and
001172 Industrial Relations
000106 Labour Economics
005742 Human Resource Economics

Land Information Systems

11 credit points, School of Resource, Environmental and Heritage Sciences

001809 Data Analysis in Science
004915 Resource Information Systems
and one subject from
004902 Geographic Information Systems or
004913 Remote Sensing

Law A

11 credit points, School of Law

005929 Law 1: Legal System (LLB)
002617 Employment Discrimination and the Law
000080 Family Law

Law B

11 credit points, School of Law

005929 Law 1: Legal System (LLB)
004639 Conflict of Laws (LLB)
001841 International Trade Law

Law C

11 credit points, School of Law

005929 Law 1: Legal System (LLB)
004642 Legislation (LLB)
001573 Planning and Environmental Law

Legal Studies A: Labour Law

11 credit points, School of Law

000028 Concepts and Elements of Law
002617 Employment Discrimination and the Law
002613 Labour Law

Legal Studies B: Public Law

11 credit points, School of Law

000028 Concepts and Elements of Law
000036 Administrative Law
004642 Legislation (LLB)

Legal Studies C: Law and Society

11 credit points, School of Law

000028 Concepts and Elements of Law
005887 Human Rights
and one subject from
000080 Family Law or
000952 Law of Communications

Literary Studies

11 or 14 credit points, School of Creative Communication

000399 Literary Studies 1
004869 Literary Studies 2
and one or two subjects from
004870 Literary Studies 3
004871 Literary Studies 4
004872 Literary Studies 5
004055 Literary Studies 6

Macroeconomics

14 credit points, School of Business

000034 Macroeconomics 1
000020 Microeconomics 1
000035 Macroeconomics 2
004215 Policy Issues in Macroeconomics

Management Accounting

14 credit points, School of Business

004824 Accounting and Finance 1A
004825 Accounting and Finance 1B
004827 Accounting and Finance 2B
004829 Accounting and Finance 3B

Management A: Comparative Management

11 or 14 credit points, School of Management and Policy

004207 Introduction to Management
004818 Organisational Behaviour *
003495 Development Administration
003498 Government Business Relations

Management B: Contemporary Management Approaches

11 or 14 credit points, School of Management and Policy

004207 Introduction to Management
004818 Organisational Behaviour *
004820 Performance Management and Analysis
004823 Strategic Management

Management C: Public Sector Management

11 or 14 credit points, School of Management and Policy

004207 Introduction to Management
004818 Organisational Behaviour *
004822 Public Sector Management
004816 Introduction to Public Policy

Marketing

11 or 14 credit points, School of Business

11 credit points
000020 Microeconomics 1
000498 Marketing
and one subject from
004533 Consumer Behaviour or
001989 Marketing Management or
002429 International Marketing or
003965 Marketing Research Methods

14 credit points
000034 Macroeconomics 1
and
000020 Microeconomics 1, or
003519 Economics 1A
and
000498 Marketing
and
004533 Consumer Behaviour or
002429 International Marketing or
001989 Marketing Management or
003965 Marketing Research Methods

Mathematical Perspectives

14 credit points, School of Mathematics and Statistics

This minor is designed for students in Education and related degrees, who require a broader perspective on the applications of Mathematics and Statistics in society.

000577 Mathematical Methods
004120 Applied Statistics 1
005023 Truth, Belief and Science
005024 The World of Chance

Media/Multimedia Production

14 credit points, School of Creative Communication

005573 Media Production 1
005574 Media Production 2
005575 Media Production 3
and one subject from
005384 Television Production Techniques or
005385 Interactive Mutimedia

Microeconomics

11 or 14 credit points, School of Business

000034 Macroeconomics 1*
000020 Microeconomics 1
and two subjects from
005742 Human Resource Economics
000102 Managerial Economics
004076 Microeconomics 2
005740 Economics of the Public Sector

Molecular Biology

11 credit points, School of Health Sciences

This minor provides opportunities for students to engage important molecular biology concepts in relation to human health and environment, as well as acquire technical experience in a molecular biology laboratory.

one subject from
001516 Chemistry 1A or
001517 Chemistry 1B*
and one subject from
005504 Biochemistry or
005505 Human Biochemistry**
and
004744 Molecular Biology

* Only for students who already have 001516 Chemistry 1A as a core subject.
** Only for student who have passed 001517 Chemistry 1B and already have 005504 Biochemistry as a core subject.

Several cohorts of students who would be likely to choose a Molecular Biology minor already have the four prerequisites listed above as core subject. For these students the following alternative minor is proposed:

004916 Science, Environment and Society
004744 Molecular Biology
005755 Human Genetics

Nursing Studies

11 credit points, School of Health Sciences

004763 Nursing 2: Critical Thinking for Health Professionals
004760 Ethics and Health Policy
004761 Health Care and the Law

Organisational Research Methods

11 or 14 credit points, School of Management and Policy

000953 Social Research Methods
005796 Human Resources Management 2 (Research option)
005780 Sociology of Technology and Work
005934 Research Protocol
003539 Business Statistics 1
Any other research methods subject with the consent of the course convener

Politics A: Comparative Politics

11 or 14 credit points, School of Management and Policy

005884 Introduction to Australian Government *
000675 Politics and Democracy *
004814 Government at the Local Level
004819 Parties and Elections

Politics B: International Politics

11 or 14 credit points, School of Management and Policy

005884 Introduction to Australian Government *
000675 Politics and Democracy *
004080 Politics in Developing Nations
000513 International Politics

Politics C: Policy Studies

11 or 14 credit points, School of Management and Policy

005884 Introduction to Australian Government *
000675 Politics and Democracy *
004816 Introduction to Public Policy
and one subject from
004821 Politics of Welfare or
005783 Identity, Politics and Public Policy

Print Journalism

14 credit points, School of Professional Communication

005565 Introduction to Journalism
005572 Reporting
004658 Print Journalism 1
004659 Print Journalism 2

Professional Experience

14 credit points, School of Teacher Education

005840 Professional Experience 1DD
005839 Professional Experience 2DD
005841 Professional Experience 3DD
004804 Teaching Internship

Public Relations

14 credit points, School of Professional Communication

005559 Professional Communications Foundations
005570 Professional Communication Theory and Management
004882 Public Relations Theory
004660 Public Relations Practice 1

Public Sector Economics

14 credit points, School of Business

000034 Macroeconomics 1
and
000020 Microeconomics 1, or
003519 Economics 1A
and
001359 Project Evaluation
005740 Economics of the Public Sector

Quantitative Methods

14 credit points, School of Mathematics and Statistics

000577 Mathematical Methods
003539 Business Statistics 1
004847 Quantitative Decision Making
and one subject from
004843 Mathematical Models or
004125 Business Statistics 2

Research Methods (Social Sciences)

11 or 14 credit points, School of Management and Policy

000953 Social Research Methods
005561 Communication and Media Research
005562 Contemporary Cultural practices
005780 Sociology of Technology and Work
005974 Crime, Marginality and the State
005923 Research Protocol
Any other research methods subject with the consent of the course convener

Resource and Environmental Management

11 or 14 credit points, School of Resource, Environmental and Heritage Science

004904 Indigenous Societies and Adaptation*
004915 Science, Environment and Society
004914 Resource and Environmental Management

Sociology A: Inequality

11 or 14 credit points, School of Management and Policy

000715 Basic Sociology
000953 Social Research Methods*
000716 Sociological Theory
001670 Social Inequality

Sociology B: Issues in Modern Society

11 or 14 credit points, School of Management and Policy

000715 Basic Sociology
000953 Social Research Methods*
001666 Deviance and Crime
000955 Sociology of Health

Sociology C: Work Organisations and Society

11 or 14 credit points, School of Management and Policy

000715 Basic Sociology
000953 Social Research Methods*
001485 Gender and Organisations
005780 Sociology of Technology and Work

Soil Science

14 credit points, School of Resource, Environmental and Heritage Sciences

001516 Chemistry 1A
003681 Landscape Processes
004889 Australian Soils
and one subject from
004890 Catchment Processes or
004912 Regolith Studies

Spanish Language

11 or 14 credit points (11 cp version only available to students with previous studies in Spanish, *may be omitted), School of Languages and International Education

004874 Spanish 1A: Language and Culture*
004875 Spanish 1B: Language and Culture
004876 Spanish Language 2

Note: In special cases, with the approval of the Head of School and the Lecturer-in-Charge of Spanish, other combinations than the above are available as minors for students with some previous knowledge of Spanish.

Sports Administration

11 or 14 credit points, School of Health Sciences

004748 Organisation and Policy in Sport
001354 Social Analysis of Sport*
005000 Planning and Processes in Sport
and one subject from
003576 Sports Marketing or
004741 Major Sports Event Management or
004752 Sponsorship and Fundraising in Sport

Sports Administration Law

11 credit points, School of Law

000028 Concepts and Elements of Law
002615 Injury and Safety Law
000765 Sports and the Law

Sports Coaching

11 or 14 credit points, School of Health Sciences

This minor provides opportunities for students in any course that allows for an 11, or 14 credit point minor to gain an introduction to the general field of sports coaching through undertaking one introductory subject in sports science, an introductory coaching subject, and one or two of its more advanced applications in sports coaching.

004002 Theory and Practice of Coaching 1
001519 Introduction to Exercise Science*
004757 Theory and Practice of Coaching 2
and one subject from
004760 Theory and Practice of Coaching 3 or
004761 Theory and Practice of Coaching 4

Sports Science

11 or 14 credit points, School of Health Sciences

000880 Functional Anatomy
001519 Introduction to Exercise Science*
and one subject from
004745 Neuroanatomy and Motor Control or
004728 Biomechanics
and one subject from
004750 Psychology of Sport or
004747 Physiology of Exercise

Technology in Publishing

11 or 14 credit points, School of Information Management and Tourism

005788 Communication: Professional Applications 1
005790 Communication: Professional Applications 2*
003760 Desktop Publishing 1
003759 Desktop Publishing 2

Tourism

14 credit points, School of Information Management and Tourism

005690 Tourism Systems
005689 Current Issues inTourism
004200 Tourism Economics and Policy
and one subject from
003754 Hospitality Operations or
003814 Tourism Marketing

Women's Studies

11 or 14 credit points, School of Management and Policy

000715 Basic Sociology
001485 Gender and Organisations
005783 Identity, Politics and Public Policy

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Problems & Technical Issues?
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General Education Subjects offered in 2003

3 credit point subjects		Availability	School
000715	Basic Sociology	1/2003	Management and Policy
000005	Computers and Information Sciences	2/2003	Information Sciences
000028	Concepts and Elements of Law	1&2/2003	Law
002972	Concepts in Applied Anthropology	1/2003	Resource, Environmental and Heritage Sciences
001519	Introduction to Exercise Science	2/2003	Health Sciences
005010	Indigenous Australia	2/2003	Professional and Community Education
005884	Introduction to Australian Government	2/2003	Management and Policy
004207	Introduction to Management	I or 2/2003	Management and Policy
003376	Nursing 3: Health, Culture and Society	2/2003	Health Sciences
004916	Science, Environment and Society	1/2003	Resource, Environmental and Heritage Sciences
4 credit point subjects			
005887	Human Rights	1/2003	Law
005023	Truth, Belief and Science	1/2003	Mathematics and Statistics
005024	The World of Chance	2/2003	Mathematics and Statistics

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Undergraduate degrees

Accounting

Advertising/Marketing Communication

Applied Economics

Applied Psychology

Applied Psychology (Honours)

Applied Science (Honours)

see also Science

Architecture

Arts

Banking and Finance

Biology, see Human Biology

Business Administration

Coaching Science

see also Sports Management, Sports Media

Commerce (Honours)

Communication (Honours)

Community Education Courses

Community Education (Honours)

Computer Engineering

see also Information Technology, Software Engineering

Cultural Heritage Studies (not offered in 2003)

Design, see Graphic Design, Interior Design, Industrial Design

Economics, see Applied Economics

Education : Early Childhood Teaching (with CIT)

Education : Early Childhood Conversion

Education: Early Childhood Education (Graduate)

Education : Primary Teaching with Teacher Librarianship Education

Education: Primary Teaching (Graduate)

Education : Primary Conversion

Education : Secondary Teaching

Education: Secondary Conversion

Education: Secondary Teaching (Graduate)

See also Community Education Courses, Community Education (Honours)

Electronics and Communications Engineering

English for Professional Purposes

English Language Intensive Courses for Overseas Students (ELICOS)

Environmental Science, see Resource and Environmental Science

Graphic Design

Hotel Management

see also Tourism Management

Human Biology

Human Nutrition

Industrial Design

Information

Information Management (Honours)

Information Technology

Interior Design

Journalism

Landscape Architecture

Languages (Chinese, Japanese, Spanish)

see also English for Professional Purposes, English Language Intensive Courses for Overseas Students (ELICOS)

Laws

Laws (Graduate Bachelor degree)

Nutrition, see Human Nutrition

Management

Management (Honours)

Media/Multimedia Production

see also New Media Production

Medical Science

New Media Production

Nursing

Nursing (Honours) (tba)

Nursing (Conversion) [for overseas qualified nurses]

Professional Writing

Public Relations

Resource and Environmental Science

Science

Social Sciences

Software Engineering (3 year)

Software Engineering (4 year)

Sports Management

Sports Media

Tourism Management

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Information for Students

Definition of University Terms

Academic Requirements means the matters relating to a course that a student, admitted to the course, is required to successfully complete in order to qualify for the grant of an award. This includes:

a. any bridging requirements;
b. subjects of study that a student is required to pass; and
c. any other requirements (of an academic nature or not) the student is required to complete.

Advanced Standing is the recognition, by the University, of prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled.

Approved Study Program also called Course Approval means a pattern of subjects that has been approved by the Pro Vice-Chancellor of the appropriate Division as satisfying the academic requirements of a course. Approved study programs are used by students to plan the structure of their course, including elective subjects and their future enrolment.

Assessment Grades
See section on Notification of Results of Assessment.

Award means a degree of doctor, master, graduate diploma, graduate certificate, degree of bachelor or undergraduate diploma that may be awarded by the University under the *Courses and Awards Statute 1979* as amended. The current listing of awards available is shown earlier in this section of the Handbook.

Bridging Requirements means a subject or subjects, test, remedial work, or any similar requirement that a student is required to undertake if the appropriate Pro Vice-Chancellor of the Division thinks fit.

Conditional Progress (sometimes called Conditional Exclusion) refers to students whom a Divisional Academic Committee (formerly Faculty Board) requires to pass certain subject(s) in a certain time in order for them to continue with their course.

Course means a course of study and instruction leading to an award. See the section on the University's academic program in this Handbook for a listing of courses currently available. Courses are undergraduate, graduate or postgraduate.

Credit is advanced standing based on prior studies either undertaken at the University of Canberra or another institution.

Credit Points, in relation to a subject in a course, means the number of points assigned to the subject as an indicator of the amount of work required in that subject. One credit point represents an average workload of four hours per week during the semester including class contact and time spent on other study associated with the subject. Credit points are used in the calculation of the amount of HECS or fees for which students are liable.

Cross-Institutional refers to studies undertaken at one institution to satisfy part of the academic requirements of a course in which the student is currently enrolled at another institution. See 'Concurrent Study at Other Tertiary Institutions' under Enrolments in this section of the Handbook.

Discipline means a field of study in which a number of subjects are offered.

Divisional Warning (formerly Faculty Warning) is a warning issued by a Divisional Academic Committee (formerly Faculty Board of Studies) to a student whose progress is considered to be unsatisfactory. If the Divisional Academic Committee (formerly Faculty Board) believes that the student's academic progress continues to be unsatisfactory it may issue a direction to Show Cause.

Elective Subject means any subject which is listed in the Register.

Enrolment, see 'Finalisation of Enrolment' under Enrolment in this section of the Handbook.

Exclusion, see 'Exclusion from Studies' under Academic Progress in this section of the Handbook.

Exemption is approval from the course convener to substitute other subjects for required subjects in a course of study.

Full-time/Part-time means a student studying at the University is defined as a full-time student for a particular semester if the study program for that semester has an EFTSU value greater than or equal to 0.375. Students with less are defined as part-time. Full-time/Part-time is not a reflection of the time of day classes are held. Please note that Austudy base their eligibility requirements on a student's HECS load and not on the total credit points of the study program.

Grade Point Average is an overall measure of academic achievement for a group of subjects and/or students, in which each subject result is given a grade point value (PX = 3, P = 4, CR = 5, D = 6, HD = 7, N = 0) and these values are averaged over the relevant subjects and/or students. (For details refer to Academic Board Resolution 96/7/24).

Graduate Courses are courses that are graduate in time but not in content, that is, undertaken after a bachelor degree but in a different field of study to the bachelor degree.

Major (a major sequence of subjects) means a set of sequential or related subjects, typically of at least 18 credit points with at least three credit points of at least level 3, and which may be required or approved as part of the academic requirements of a course.

Postgraduate Courses are courses that are graduate in time and content, that is undertaken after a bachelor degree and in the same field of study as the bachelor degree. In some cases appropriate work experience may also be required.

Quota Subject is a subject requiring permission to enrol from a lecturer-in-charge of that subject.

Register means the Register of Courses established under the *Courses of Study Rules 1980* and includes the particulars of each course determined by University Council and descriptions of each subject approved by Academic Board.

Semester means a fifteen week period of instruction including a two week class free period. A three-week period of formal examination sessions follows each semester.

Show Cause is a direction, given by a Divisional Academic Committee (formerly Faculty Board) under the Academic Progress Rules, that a student whose academic progress is found to be unsatisfactory should show cause why he or she should not be excluded from their studies.

Study Program, in relation to a student admitted to a course, means the program in which the student is authorised to undertake the course and may include a program relating to a part only of that course, eg. a semester study program.

Subject means a subject of study entered in the Subject Register and includes a subject of study or the equivalent undertaken by a student at another tertiary institution with the approval of the relevant Divisional Academic Committee (formerly Faculty Board).

Subject Level means the level of difficulty of a subject and includes

D for doctoral level;
M for masters level;
PG for postgraduate level;
G for graduate level; and
H for honours level
1-6 for undergraduate subjects (where 1 represents first year).

Thesis

(a) Masters degree thesis

A masters degree thesis shall

- display a sound knowledge of the field of the thesis including recent contributions to that field; and
- include a substantial critical review of the field.

A masters degree thesis may or may not include an original contribution. There are three types of masters thesis:

- Type 1 Thesis (Masters by Research) involves 100 per cent of the overall credit point value of the degree being devoted to a research project and thesis.
- Type 2 Thesis (Masters by Research) is the result of a Masters by Research course which involves a combination of coursework and thesis where 66 per cent or more of the overall credit point value of the degree is devoted to a research project and thesis.
- Type 3 Thesis (Masters by Coursework) is the result of a Masters by Coursework course which involves a combination of coursework and thesis where the research and thesis, or project component, will comprise less than 66 per cent of the degree program.

(b) PhD Thesis

A PhD thesis involves 100 per cent of the overall credit point value of the degree being devoted to a research project and thesis. A PhD thesis must make a distinct and significant contribution to knowledge or understanding in the area of the research and/or to the application of knowledge to the analysis of problems in the study area; and must afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical thinking.

(c) Professional Doctorate Thesis

A Professional Doctorate thesis or its equivalent in another medium occupies 66 per cent or more of the overall credit point value of the degree. A professional doctorate thesis or its equivalent in another medium must demonstrate a knowledge and understanding of its area of investigation comparable to a PhD. It must afford evidence of originality shown by creative work, either the discovery of new knowledge or the application of independent critical thinking to an existing body of knowledge. If the creative work is presented in a medium other than a thesis, the candidate shall also provide an explanatory treatise which:

- explains the contextual and theoretical underpinning of the creative work; and
- analyses its content and/or offers reflection on its relevance in professional practice.

Undergraduate Courses are the initial types of tertiary level study and can lead to awards of Diploma and Bachelor.

Variation of Course Requirements is a process whereby students may vary the academic requirements of their course of study with the approval of the appropriate Divisional Academic Committee (formerly Faculty Board of Studies) and notification by a designated person.

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Information for Students

General Information for Students

Advice and Information

Students seeking advice on *academic* matters should approach relevant members of Academic Division staff such as the Executive Officer/Assistant, their course adviser or other designated members of the academic staff.

Advice on various other matters is given in this section of the Handbook and in the Services and Facilities section in the chapter The University.

Student Administration

Information on administrative matters relating to admission procedures, scholarships and prizes, enrolment requirements, HECS and Fee liability, graduate studies, student progress, and graduations is available on the Student Administration homepage or by contacting Student Administration.

Location:	Level B, Building 1
Enquiries:	
Admissions	(02) 6201 2601
Enrolments	(02) 6201 2309
HECS/Course Fees	(02) 6201 5366
Scholarships & Prizes	(02) 6201 2612
Graduate Studies	(02) 6201 2085
Graduation	(02) 62012548
Facsimile:	(02) 6201 5391
e-mail:	stuadmin@ads.canberra.edu.au
website:	http://www.canberra.edu.au/studadmin/

For the purposes of the Australian Capital Territory's *Freedom of Information Act 1989*, requests for access to documents under the *Freedom of Information Act* should be directed in the first instance to the Secretary of Council.

On-line Student Information System (OSIS)

Students can refer to their personal and academic information held by the University using OSIS.

Notice Boards

Student Administration uses notice board located on level B, in Building 2 and in Student Administration to provide information on subject availability, semester timetable, examination timetable, final subject results of assessment, and other general information.

More comprehensive information on all Student Administration and University matters, including that available from Student Administration notice boards, is available on the University homepage at: http://www.canberra.edu.au

Student e-mail

Student Administration regularly uses student e-mail accounts to broadcast important administrative information to students.

Cancellation of Subjects

The University reserves the right to withdraw a subject of study indicated as available in a particular semester if the number of students enrolled for that subject in that semester is insufficient to justify its presentation, or if other circumstances make effective presentation impracticable.

Cashiers' Office

The Cashiers' Office is located in Room 1B103, Level B of Building 1 in the University Accounts Section (near the Student Administration Enquiries Desk). The normal opening hours are Monday to Friday 9.00am to 4.30pm, except for Orientation Week in each semester when the hours are 8.30am to 4.30pm

Common Class-Free Period

There will be a common class-free period during semesters, from 12.30pm to 2.30pm each Wednesday. This allows staff and student activities such as cultural events, addresses, public lectures and seminars and similar functions to be held during that time.

Complaints and Grievances

The University encourages students to resolve any difficulties as early as possible by discussion with the other party. If the matter is not resolved, the following procedures apply:

Procedures for review of subject results are described in the section on Academic Progress. Procedures for complaints about sexual harassment are described later in this section.
All other matters are handled under the Student Grievance Resolution Procedures, copies of which are available from Division offices and Student Administration. Under these procedures, the student may ask the Dean of Students to arrange mediation and if necessary, a formal hearing.

Domestic Animals/Pets

The University does not allow any domestic animals or pets to be brought onto the campus, nor are they permitted in University buildings, vehicles or the student residences.

Human Research and Animal Experimentation Ethics

The University has two Ethics Committees (the Committee for Ethics in Human Research and the Committee for Ethics in Animal Experimentation) which examine and approve proposals for research involving human subjects and experiments that involve the use of vertebrate animals.

All research or teaching programs involving human or animal subjects are required to be approved by the relevant institutional ethics committee. Some subjects enable students to gain experience in animal dissection and experimentation. These experiences are designed to increase students' understanding of animals and their structure and function, and may be optional should a student have reasonable grounds for not wishing to participate in them. Some subjects may require experiments involving animals or research with human subjects for professional training. In that event the subject outline distributed in Week 1 of the semester will describe any such requirements.

Insurance

The University maintains insurance policies to protect itself against a variety of risks.
A summary of the insurance policies, advice on insurance related matters and procedures for making insurance claims are contained in the on-line Insurance manual. The Manual is available at: http://www.canberra.edu.au/corporate/insurance/ Please note that the Manual is restricted to students and staff of the University.
Enquiries: Insurance Manager
Telephone: (02) 6201 2464

Intellectual Property

The University has established a policy to clarify the rights and obligations of the University, its staff and its students with respect to intellectual property. The policy seeks to strike an equitable and workable balance between the rights of originators and the interests of the University. The policy is publicly available on the University network.

Ownership

Enrolled students of the University own the intellectual property created by them in pursuit of their studies but the University may assert an interest where:

- generation of the property has involved substantial use of institutional resources and/or services beyond that which is ordinarily provided to students; or
- generation of the property has resulted from use of pre-existing intellectual property owned by the University; or
- the property forms part of intellectual property generated by a team of staff and students of which the student is directly or indirectly a member; or
- the property has been generated as the result of project-specific funding provided by or obtained by the University.

Where the University asserts an interest under this section ownership will be negotiated on a case by case basis in accord with the principles of the policy.

Where the University makes a claim to ownership of intellectual property generated by students the University will ensure:

- that the claim will not be allowed to interfere with the assessment of the student's academic performance; and
- that the student is treated in accord with the provisions of the policy.

Normally the University would not consider assisting a student to patent an invention or protect intellectual property created by the student unless the student assigns the intellectual property rights to the University in exchange for a proportion of the returns expected from commercialisation of the property.

The Student Association acts as sources of independent advice for students concerning intellectual property matters, and students are advised to seek such independent advice before they agree to undertake activities that may spawn intellectual property.

Security and Lost Property

Mutually convenient arrangements can be made to inspect (for purposes of identification) and to recover lost items. Items will generally be held for a period of six months only. Office hours are from 8.00am to 4.00pm Monday to Friday.

Security All Hours:	Telephone: (02) 6201 2222
Security Office: and Lost Property	
General Enquiries:	Building 1B23, telephone (02) 6201 2050

Orientation Programs

An integral part of the introduction to University life is the orientation program. A two-week program for international students is offered during the fortnight before the start of each semester. For other new and returning students a one-week orientation program is offered before the first semester. Both programs include a wide variety of activities that are invaluable to new students at the University. They include discussions by students, staff and the University administration on the role of the University and individual Divisions. Films, plays, displays by clubs, societies and Divisions, and dances are also held.

Included in the orientation activities are special programs for students whose first language is not English to assist them to adjust their learning styles to their new environment; for mature age students and for research students.

The University considers the orientation program an important part of the University year, and new students especially are encouraged to attend. Part-time students would benefit from attending as many activities as possible, especially the academic orientation and adjustment sessions. Orientation serves as an introduction to the University, and students and staff will be on hand to provide information on all aspects of University life.

An orientation program information book will be made available to all new students by the Students' Association, and details of the academic orientation and adjustment program for International students will be available at the International Office.

Personal Details

A major responsibility of each student is to ensure that all information related to their involvement on campus and held by Student Administration is kept up-to-date, including addresses and telephone numbers. The importance of an emergency contact for the next-of-kin for each student is self-evident. The University cannot accept responsibility for information a student does not receive if the student has not registered their latest address with Student Administration.

Students can check their personal details held by Student Administration using OSIS (On-line Student Information System).

Privacy Statement

The University of Canberra is subject to the provisions of the Commonwealth *Privacy Act 1988* and you are entitled to protection of your privacy. This means that any information the University collects about you, including personal details, details of your academic progress, and personal welfare information, is treated by the University according to strict guidelines. Access to your information is restricted to those staff who may need the information in order to carry out their responsibilities to you and to the University.

Other than in accordance with any legal or academic obligation, the University will not disclose personal information about you. This means that we do not release any information we hold about you, including your address, or you results, even to close relatives, without you permission.

The exceptions to the general application of these guidelines are the obligations imposed on us by law, government regulation, or the requirements for normal operation of the University. They include the following:

- we inform Centrelink of your enrolment details if you are receiving payments;
- we release statistical information to the Department of Education, Training and Youth Affairs (DETYA) as noted on your enrolment questionnaire form;
- we tell the Australian taxation Office about your HECS liabilities;
- we may publish your examination results and the award of a prize of scholarship;
- if you are an overseas student or permanent resident we give the Department of Immigration and Multicultural Affairs, the Australian Agency for International Development (AUSAID) and DETYA certain information which we are required to release;
- if you are alleged to have committed a criminal offence, we may be requested to assist the police with personal information about you for the enforcement of the criminal law; and
- if you apply to transfer to another tertiary institution we may release to that institution, or a tertiary admission centre, information about your academic progress at this University.

Additional details of what information may be given to government bodies or agencies may be obtained by contacting the Director, Student Administration.

Public Transport

Public transport to the University is provided by regular bus services from all suburbs through the Civic, Woden and Belconnen Interchange system. Bus stops are located in Bimbimbie Street. Timetables are available from the interchanges, some newsagencies, and the Students' Association. The University is also connected to the Canberra system of bicycle paths.

Quota Subjects

Some subjects have been designated by Divisional Academic Committee (formerly Faculty Boards) as a quota subject. These are identified in the Descriptions of Subjects section of the Handbook. Students should enquire about their enrolment with lecturers in charge of these subjects.

Sexual Harassment

Sexual harassment, as described in the *Sex Discrimination Act 1984*, is a form of sexual discrimination which is illegal and formally opposed by the University.

The University has in place a set of procedures for dealing with complaints of sexual harassment. These procedures are designed to take account of the sensitive nature and unequal power structure which frequently characterise sexual harassment, and the consequent fears of victims about making complaints.

Initial contact should be with one of the nominated 'contact persons' on campus. A list of these is available from the Dean of Students, the Equity Office or the Health and Counselling Services. Such contact will be confidential and aimed at solving the problem rather than involving the parties in confrontation or controversy.

Smoke-free Environment

The University of Canberra maintains a smoke-free environment. Smoking is not permitted in any University buildings and other structures owned or controlled by the University and in any part of the building or structure used by the University on a permanent, temporary or *ad hoc* basis. This policy covers all vehicles and other means of transport, which are owned, controlled or in use by the University. The policy is enforceable under the Student Conduct Rules.

Special Government Policies

The NSW Health Department and the NSW Department of School Education have special requirements and policies of which intending students of both health-related and education courses should be aware. Whilst these requirements do not directly impact on students studying in the ACT, students who subsequently study in NSW (undertaking clinical/internship placements) or graduates seeking employment in NSW will be directly affected. Students may consult the University of Canberra Admissions Office, telephone (02) 6201 2596 for further information.

Statutes and Rules

The University has produced a book *Statutes and Rules*, a copy of which can be inspected at Division offices and at the Student Administration Enquiries Desk. This information is also available on the UC Website.

Student Behaviour

With the acceptance of an Offer of Place at the University, students accept that they will be subject to the Statutes and Rules of the University and to the lawful directions of its officers. Under the Student Conduct Rules a student may be excluded from the University if the Student Conduct Committee is satisfied that there has been a breach of these rules. Copies of the Statutes and Rules are available for perusal at the Office of the Director of Student Administration, or from the Secretariat and Planning Office.

Cheating, plagiarism and similar misconduct

The University of Canberra issues the following advice to its students in relation to cheating, plagiarism and similar misconduct in student work, especially in work submitted for assessment.

The advice is based on traditions of respect for knowledge, scholarship and scholars. Also, upon a conviction about the importance of educating students to have similar values and to acquire skills that will enable them to understand this heritage and begin to contribute to it.

All scholarship is based on the work of others and that debt must be explicitly acknowledged in every instance by stating from where facts, concepts and arguments are derived. Acknowledgment is appropriate whether or not an author's actual words, figures or images are quoted or whether the ideas are incorporated in the students own work in a different form.

The University will not tolerate appropriation of others' work without acknowledgment; it regards such appropriations as ethically unacceptable behaviour.

The most important function of a University education is to equip students to appreciate and practice scholarship. University degrees signify that students have attained a level of appreciation and skill acceptable to the University. It is in this context that work submitted by students must be their own. Work taken from others does not fulfil an educational function and it undermines the standards of the University. Therefore, the University cannot allow students to submit the work of others as their own.

Some examples of unacceptable conduct follow.

Plagiarism
The appropriation by reproducing, para-phrasing, summarising or otherwise presenting them in altered form, of another person's ideas or arguments without acknowledgment.
Plagiarism includes submitting work prepared by another author, including another student, as one's own.

Fake claims on work done
Only sources actually consulted should be included in references. Where they have been found in others' work the actual source read should be cited not the original work.

Others forms of deception and dishonesty
The breaking of any rules about which notes, books or other unauthorised materials may be taken into an examination is a form of cheating and is unacceptable. Students in any doubt about examination rules should inquire of their lecturers or examination supervisors.

The University regards cheating, which includes plagiarism, making false claims and other forms of dishonesty, as a serious academic offence. A severe penalty will be imposed on anyone found guilty of such conduct.

Penalties
The Student Conduct Statute 1992 defines examination to mean any task required to be undertaken by a student for the assessment of the student's performance in a subject of study.
The Misconduct in Examination Rules 1992 define misconduct to include:

a. cheating; and
b. plagiarism; and
c. reproducing in, or submitting for assessment for, any examination the work of another person, whether in whole or in part and whether with or without the knowledge of the other person; and
d. except with the approval of a Pro-Vice Chancellor of the Division that administers, or the Pro-Vice Chancellors of the Divisions that jointly administer, a subject of study, submitting for an examination any work previously submitted for an examination relating to that subject; and
e. failing to comply with the University's instructions to students in relation to an examination; and
f. acting, or assisting another person to act, dishonestly in, or in connection with, an examination.

Evidence of misconduct in an examination will be taken into account by the member or members of staff responsible for the assessment of any work submitted to the University. It is the view of the University that a piece of work in relation to which misconduct has occurred should be failed and that failure in the subject may also be appropriate.

The relevant Pro-Vice Chancellor of the Division will be informed and, under rule 9 of the Misconduct in Examination Rules 1992, the Pro-Vice Chancellor will call the student in for an informal discussion, counselling and warning. If it appears that further action is necessary, the Pro-Vice Chancellor will either recommend to the Divisional Academic Committee (formerly Faculty Board) that the student be failed in the subject or decide that formal action should be taken at a Summary Inquiry under rule 11 of the Misconduct in Examination Rules.

Action under rule 11 of the Misconduct in Examination Rules is appropriate when, in the opinion of the Pro-Vice Chancellor, the alleged offence is aggravated by repetition or by indication of a systematic attempt to deceive the examiners.

The Dean of Students, the Students' Association and CUPA are available to advise students who are concerned with possible breaches of the rules. (Academic Board Resolution AB92/6/3).

Student Identification Card

Each student on campus is issued with a student identification number which is used to identify each student uniquely for the processing of certain student information. For example, changes to a semester program or to personal details, the borrowing of books and other materials from the Library, sitting for formal examinations, door access to certain buildings on campus, the use of Computer Services Centre and Curriculum Resources Centre facilities, are all dependent on a student's proof of identification. For these and other purposes students are required to carry a valid, up-to-date identification card while on campus. Failure to produce a valid student identity card may result in a student being removed from a University building or excluded from an examination.

Students are advised that an identity card is issued for their use only and should not be made available to other persons.

Identity cards are issued and valid for a 12 month period only. Cards will be updated either by the issue of a new card or by the application of a sticker to the old card. Cards can be updated at Student Administration and no appointment is necessary. It is the student's responsibility to update their Identity Card.

Students who terminate their studies or vary their study loads before the end of the year for which the card is on issue should submit their card to Student Administration for destruction, or correction of study load, as the case may be.

Student Membership of University Committees

Student representatives are elected each year to the University Council and to the Academic Board, Divisional Academic Committee (formerly Faculty Boards of Study), the Admissions Committee and other University committees as determined from time to time.

Student members are elected to hold office for the period of one year, but generally are eligible for re–election.

Subject to confirmation, elections of student members of the University Council and of the other University Boards and Committees will usually be held in September. Notices calling for nominations will be posted in prominent positions around the University during August.

Student Responsibilities

A document based on Australian Universities Vice-Chancellors' Committee (AVCC) generic guidelines on 'Universities and their students: expectations and responsibilities' has been agreed to by the University's Academic Board and student associations. A copy of this document titled *Guidelines on Institutional Responsibilities towards Students and Student Responsibilities* may be inspected at Division Offices, at the Students' Association office and at the CUPA office. It may also be read on the Campus-Wide Information Service (CWIS) at http://www.canberra.edu.au/uc/sec/studresp.html

For further information on studying at UC contact: admissions@canberra.edu.au
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Problems & Technical Issues?
Content & Data Custodian

Latest update: 18/03/03

Please note: For technical reasons the unit /subject descriptions in this Handbook are no longer available. Please consult the hard-copy version of the 2002 Handbook available either at Student Administration or in the University Library.

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Information for Students

Admission Procedures

The admission procedures are established by the Academic Board. The Admissions Committee, a sub-committee of Academic Board, considers applications for admission to undergraduate, graduate and some postgraduate courses using the Admission Rules and Procedures as its terms of reference. The Admission Rules are made by the University Council under the Admissions Statute.

Admission Requirements – Undergraduate Courses

Applicants may be considered admissible to an undergraduate course at the University if they can satisfy the Academic Board that they have a reasonable likelihood of success in that course at the University.

The current requirements are set out below, but if further information and advice on any aspect of admission is necessary, you should contact the Admissions Office, telephone (02) 6201 2601or email admissions@canberra.edu.au Authoritative information can be given in writing only by Director, Student Administration. The University will not accept responsibility for any consequences that may result if advice is sought from any other source.

Eligibility for admission to the University does not guarantee an offer of a place in a particular course.

Australian secondary studies

Current NSW HSC and ACT Year 12

If you are a current NSW HSC or ACT year 12 applicant assessment of admissibility will be based on your performance in your final secondary studies.

Previous NSW HSC and ACT Year 12

If you have previously completed an ACT year 12 tertiary package, a NSW HSC or Leaving Certificate (after 1960) and have not attempted any further studies or had any substantial vocational experience, you will be considered for admission on the basis of a standardised rank provided to the University by the Universities Admission Centre (UAC).

Interstate Year 12

Applicants from other states should have reached a level deemed to be broadly comparable to that required of either ACT secondary college or NSW HSC candidates.

Access Scheme

As part of the University of Canberra's commitment to equity in access to university education, the Access Scheme assists immediate and recent school leavers of good academic potential whose education has been disrupted or disadvantaged and who, consequently, may not gain entrance to the degree course of their choice.

Examples of the types of education disadvantage include personal illness or trauma; physical, psychiatric, psychological or learning disability, adverse home environment and/or responsibilities, language difficulties, attendance at a declared disadvantaged school; geographic isolation; or financial hardship.

An adjustment may be made to the admission rank of eligible applicants, who then compete on academic merit for the places available. Offers of place will be notified at the same time as the offers from the Universities Admission Centre (UAC).

Who is eligible to apply?

To be eligible under this Scheme, applicants for 2003 admission must:

- be an Australian citizen, a New Zealand citizen or permanent resident of Australia, and
- be sitting the 2002 NSW HSC (or equivalent) and be eligible for a UAI (or equivalent), or
- have completed the 2000 or 2001 NSW HSC (or equivalent) and have received a UAI (or equivalent) and not have undertaken university, TAFE or any other tertiary level studies either in Australia or overseas in the meantime. (Tertiary is defined as diploma level study or above).

Prior to 28 September 2002, applications were made on a special Access Scheme form provided by the Universities Admissions Centre. After this date, you must apply direct to the University of Canberra Admissions Office.

Who is NOT eligible to apply?

You are NOT eligible for consideration under the Access Scheme for 2003 admission if:

- you do not meet the eligibility requirements listed above (see Special Consideration below), or
- you are an Aboriginal or Torres Strait Islander applying through the University's Foundation Program. Your educational disadvantage/s will be taken into account through this scheme. (See Aboriginal entry below).

Special Consideration

If you are not eligible to apply to the University's Access Scheme, you may be eligible to apply for 'special consideration'. Contact the Admissions Office, telephone (02) 6201 2601, email admissions@canberra.edu.au

Aboriginal and Torres Strait Islander Entry

Aboriginal and Torres Strait Islander people seeking access to university education on the basis of their cultural/heritage background may apply for direct admission to the University (that is, not through the Universities Admission Centre). Please contact the Admissions Office for information, telephone (02) 6201 2601 or email admissions@canberra.edu.au

The University's Ngunnawal Centre provides a Foundation Program designed to encourage and assist Aboriginal and Torres Strait Islander people gain admission to the University. It also provides academic support to Aboriginal students. Information can be obtained by contacting the Ngunnawal Centre. Telephone: (02) 6201 2998.

Previous Australian Tertiary Studies

You will be considered for admission if you have been admitted to, and achieved a reasonable rate of progress at, any Australian university or in any nationally accredited course at any nationally accredited tertiary institution in Australia, including private providers.

Admission will be on a basis which considers ranks of various qualifications in order, from the highest to the lowest, UNLESS the applicant has a failing grade point average after two or more years of full-time equivalent study in their most recent university attempt, in which case that rank must be the one that is used for selection purposes. If you are in this position, please discuss your circumstances with the Admissions Office, telephone (02) 6201 2601, email admissions@canberra.edu.au

Exclusion

If you have previously been excluded from a tertiary institution and you have not undertaken any study since being excluded, you must provide a detailed supporting statement directly to the University outlining reasons for your exclusion and why you believe you will be more successful in future studies, if admitted.

In general, applicants who have been excluded will not be admitted unless they have demonstrated academic rehabilitation. This could be done by undertaking a TAFE award course, following exclusion.

Previous University of Canberra (UC) students applying to return after an absence

If you have previously been an enrolled student at UC (or CCAE), but have since withdrawn from your course, you may re-apply for admission – usually through UAC.

Students currently enrolled at University of Canberra

If you are currently enrolled at UC, and wish to apply for admission to another UC course for the next semester, you must apply directly to UC by the specified closing date.

Other Applicants

If you are not a school leaver you should be aware that in order to be considered for a place in an undergraduate degree program you will have to compete on merit for selection, on the basis of your qualifications.

In some cases, it may be possible to gain admission on the basis of substantial work experience. Documentary evidence of such employment (for example, letter from employer detailing duration of employment, category of position and the types of duties performed) must accompany your UAC application if you want it taken into account.

Applicants will be considered if they

i. have reached a level regarded by the Admissions Committee to be broadly comparable to that required of ACT secondary college candidates; or
ii. are of Aboriginal or Torres Strait Islander descent and have passed the University of Canberra's Foundation Program for Aborigines and Torres Strait Islanders.
iii. applicants who have not successfully completed twelve years of schooling, and who do not have substantial vocational experience, and who are 21 years old by 1 March of the academic year for which they are applying for admission, may be considered under one of the following schemes:
    a. Abridged Year 12 Programs
        - ACT applicants must complete three tertiary accredited Year 12 courses including English, undertake the Australia Scaling Test and obtain a Year 12 Certificate in one year.
        - NSW applicants must complete between five and nine HSC subjects of study including English in one year.
    b. University Preparation Scheme (UC-PREP)
        - This program is delivered by the University of Canberra College, a private institution associated with the University of Canberra. This program is designed to prepare mature age students in the various skills they will need in their proposed courses. Essays, tutorial presentations and numeracy are formally assessed, and a participation grade is also given.

        For more information, telephone the University of Canberra College on (02) 6201 2961 or the University of Canberra Admissions Office on (02) 6201 2601.
    c. Canberra Institute of Technology, Certificate in Pre-Tertiary Studies. Applicants must satisfactorily complete three out of the four available subjects, including English. For more information, telephone the Canberra Institute of Technology on (02) 6207 4348.
    d. Special Tertiary Admissions Test (STAT). This test is administered by UAC. The University encourages all applicants who have not completed Year 12 or have not previously undertaken any appropriate study, or do not have substantial vocational experience, to sit the STAT. If you have been excluded from a university during the past two years, you are ineligible to apply through this scheme. Dates on which this test will be conducted are notified in the Universities Admission Centre (UAC) Guide each year.

        Although it is possible to gain admission to the University of Canberra using the results gained in the Special Tertiary Admissions Test, experience has shown that students who undertake tertiary preparatory programs, such as the Certificate in Pre-Tertiary Studies or the University Preparation Scheme, appear to have a higher rate of success in first year studies than those who do not.
    e. Successful completion of an approved bridging or preparatory course conducted by an Australian university, TAFE institution or other recognised provider.

Assumed Knowledge

Many courses assume that applicants will have achieved satisfactory levels in particular subjects. The University does not set subject pre-requisites, but does indicate the level of assumed knowledge (at Year 12 assessment) deemed necessary to commence successfully at a particular course Refer to Division entries for further details.

Non-Award Studies

The University has the following arrangements for Non-Award studies:

Non-Award – (Examinable)

Students wishing to take subjects towards a professional qualification or for career improvement should apply for 'Non-Award Studies (Examinable)'. Applicants do not need to meet normal minimum admission requirements. They are asked however to attach a detailed statement outlining their motivation for studying their chosen subjects

Undergraduate students who pass at least two subjects on a Non-Award (Examinable) basis, are permitted to apply through the direct admissions system to an award course. An Offer of Place will depend on the actual level of achievement in the Non-Award studies. Please contact the Admissions Office, telephone (02) 6201 2601 to discuss this option.

Non-Award – (Non-Assessment)

People wishing to take individual subjects for interest only should apply for 'Non-Award Studies (Non-Assessment)' and attach a detailed statement including the subject or subjects they wish to take in the coming semester and their reasons for doing so. There are no other admissions requirements to be met. Subjects taken in this category will not be assessed on a Pass/Fail basis and will not be considered as status or credit towards any award of the University. Enrolment will be for one semester only, unless the original Offer of Place package contained specific permission allowing the student to register for a future semester.

Commonwealth legislation states that Non-Award (Examinable) and Non-Award (Non-Assessment) students must pay fees at least equivalent to the amount of HECS that would accrue if they were in an award course. The fee for 2003 is set at $438 per credit point.

Cross-Institutional Studies

UC students may be permitted to include in their course a subject or subjects undertaken simultaneously at a host university. Enquiries should first be made with the relevant UC Division.

Students wishing to complete an award course of another institution at this University should apply for the 'Cross Institutional Studies Program', providing a copy of the recommended subjects from the Registrar of their home institution.

There is a specific application form for Non-Award studies, available from Student Administration.

Overseas Qualifications

Applicants with overseas qualifications will be considered. Qualifications must be translated if they are in a foreign language. Applicants with overseas qualifications may have to demonstrate proficiency in the English language.

Proficiency in English

You do not have to provide proof of proficiency in English if you were BORN in:

Australia, Canada, Fiji, Ireland, Kenya, New Zealand, Papua New Guinea, Singapore, Solomon Islands, South Africa, United Kingdom (including Northern Ireland), United States of America, Western Samoa or Zambia, AND have at least one qualification from one of the countries listed, AND the language in which you undertook the qualification was English.

You do not have to provide proof of proficiency in English if you were NOT BORN in one of the above countries, BUT you have undertaken senior secondary study or at least one year of full-time tertiary study in one of these countries, AND the language in which you undertook this qualification was English.

Applicants may satisfy the University of their competence in English by:

a. scoring 550 or better in a TOEFL test, with 4.5 in the Test of Written English (TWE) component; or 213 (minimum 5 in Essay Rating) in the computerised TOEFL; or
b. obtaining an overall band score of 6.5 or better under the International English Language Testing System (IELTS). The IELTS may be undertaken at the University of Canberra (a fee applies). A score of 6.0 or better in Writing is necessary for the BA (Professional Writing) course; or.
c. having achieved a 'C' pass in the Cambridge Certificate of Proficiency in English; or
d. scoring 75 or better in the Combined Universities Language Test (CULT); or
e. the successful completion of the TAFE Certificate IV 'English for Academic Purposes' or CIT Certificate IV 'English Spoken and Written' (including 'Further Study' module); or
f. having achieved a C pass in the GCE 'A' level subject English; or
g. having completed an International Baccalaureate in English language; or
h. having achieved a C pass in the STPM subject English 914/920; or
i. having achieved a C pass in the HKALE subject Use of English; or
j. having achieved a score of 155 in the verbal component of the STAT; or
k. the satisfactory completion of the University of Canberra UC-PREP or ANU Preparation Scheme; or
l. the satisfactory completion of the ANU Special Adult Entry Scheme; or
m. the satisfactory completion of the CIT Certificate in Pre-Tertiary Studies; or
n. having achieved a pass of 60% or better in the component subject of the CIT Pre-Tertiary Certificate known as 'Pre-Tertiary English'.

Admission Requirements – Graduate Courses

The requirement for admission to any graduate course of the University is possession of a degree or an award that in the opinion of Academic Board is the equivalent of a degree conferred by a tertiary institution recognised by Academic Board, provided that the qualification has been gained in a suitable area of study. Academic Board may, however, admit such other persons who, in the Board's opinion, have achieved a combination of sufficient professional experience and status in a relevant field and sufficient academic qualifications to enable them to undertake a proposed course of study with a reasonable likelihood of success.

Applicants should provide originals, or verified copies, of all their documents, or it may not be possible to process their application for admission.

The University Higher Degrees Committee of the Academic Board is responsible for monitoring the administration of masters courses by research and is responsible for the administration of doctoral degree courses, subject to guidelines and procedures laid down by Academic Board and in legislation of the University.

Intending applicants for research degrees are expected to discuss their research interests and possible supervisors with the relevant Division prior to submitting an application for admission.

Masters Degree by Research

An applicant seeking admission to a masters degree by research program shall:

- have achieved above average performance in a bachelor degree or in an award deemed to be its equivalent;
- meet any other academic requirements such as bridging studies;
- have had such practical or work experience as is specified by the Division concerned for admission to a particular program and published in the Handbook.

The policy of the University is to limit entry to those individuals whose academic background and experience indicates that they are likely to profit from the learning experiences involved and to complete the program.

Although the University does not offer masters qualifying courses, in some cases it provides a postgraduate diploma course which is designed as the entry point for a masters degree by research program. In these and other instances, the University may also provide graduate diplomas or bridging programs. These are intended to facilitate entry for international candidates or candidates whose initial tertiary qualifications are in a field other than that of the masters degree program concerned.

Where an applicant does not hold the necessary formal qualifications but:

- holds a senior professional appointment; or
- has had a substantial period of suitable work experience and whose career may have included substantial short course training in an appropriate field:

the applicant may, on a case-by-case basis, be granted special entry by the Admissions Committee, in accordance with the Admission Rules.

The University offers degrees of master by research only, or by a combination of coursework and thesis. Refer to the section on Definition of University Terms for details of thesis types and academic requirements.

Professional Doctorate Degree by Research

Applicants seeking admission to a professional doctorate program normally shall:

- have a degree of bachelor in the relevant professional field and five years professional practice in a relevant field; and
- provide a curriculum vitae which includes:
    i. (i) a statement of at least 5 years of professional experience emphasising work done of a recognised high professional standing;
    ii. (ii) any relevant publications the applicant has authored.

Special requirements for admission of an applicant to a professional doctorate program will vary depending upon the patterns of professional education applicable to the Division and will form part of the accreditation document for the course. The Division administering a professional doctorate program is responsible for recommending to the Divisional Higher Degrees Committee any additional conditions of admission for a particular candidate.

Doctor of Philosophy (PhD) Degree

Applicants seeking admission to a PhD program shall:

- have a degree of bachelor with first or upper second class honours awarded by an Australian university or other recognised higher education institution; and
- provide evidence of research training and aptitude for research.

An applicant seeking admission to a PhD program who does not satisfy the requirements given above shall not be admitted to the program unless the Divisional Higher Degrees Committee is satisfied that the applicant holds an award or has completed work that has honours equivalence as specified; and has attained significant research ability and independent professional performance. Further information on honours equivalence is available from the Division or the Graduate Studies Office.

When an application for candidature is being considered by a Division, the degree on the basis of which the applicant is seeking admission must be in a field of study which is regarded by the Division concerned as appropriate.

Special requirements for admission to a PhD degree course will vary depending on the particular area of research.

Where an applicant is seeking admission to a PhD program on the basis of honours equivalence, the Divisional Higher Degrees Committee, on the recommendation of the Pro-Vice Chancellor of the relevant Division, shall determine whether the applicant has attained:

- significant research ability – on the basis of evidence of research training and a significant research output demonstrated, for example, by the applicant's publications record; and
- significant professional performance – on the basis of evidence that the applicant had been required to work independently, exercising independent judgement.

Generally, in addition to fulfilling admission requirements, candidates for research degrees are admitted depending on the proposed research topic the availability of appropriate supervisors and the availability of funds and resources to support the study.

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Other Admission Information

Excluded Students

Applicants who have met the admission requirements set out above but who have been excluded from a course of study at this University or another higher education institution will be required to satisfy the Admissions Committee, or the Divisional Higher Degrees Committee, as appropriate, that they have an improved likelihood of success if they wish to be considered for the same or another course of study. Such applicants should set out their reasons in a letter accompanying their application form.

International Students

The University offers full-fee paying courses to international applicants. Persons interested in undergraduate and graduate level courses should request an 'Application for Admission for Full-fee Paying International Students' form from International Office at the University. Proof of educational qualifications such as certified copies with translations and English language competence should be submitted as early as possible (preferably before 30 December in year preceding commencement of studies).

For further information about admission to University courses for international students, see the section titled 'Marketing and Business Development' in the University section of this Handbook.

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Applying for Admission

Undergraduate and Graduate Courses

The University is a member of the NSW and ACT Universities Admissions Centre (UAC). Applications for admission to undergraduate courses (see exceptions below) should be directed to:
UAC
Locked Bag 500
Lidcombe NSW 1825

UAC applications must be received by 27th September 2002. Late processing fees apply thereafter until early February 2003, when UAC applications close.

Exceptions
Applicants in one of the categories below should apply directly to the University of Canberra. Forms can be obtained from the Student Administration Enquiries Desk in Building 1 at the University, from the web at http://www.canberra.edu.au/stuadmin/admission.html or by writing to the Director, Student Administration:

- full fee paying international students should apply to the International and Community Relations;
- Aboriginal and Torres Strait Islander applicants;
- University of Canberra internal transfers;
- applications for cross-institutional studies, non-award studies, and Education Conversion courses not listed in the UAC guide;
- applicants for graduate and postgraduate courses.

Direct applicants applying for admission in Semester 1 may do so until early February; however a late processing charge may be applied after mid-December. Offers of Place are subject to the number of vacancies.

Where possible, applicants should attach a verified copy of evidence of academic qualifications on which eligibility for admission will be determined. Students seeking admission on the basis of examination results which will not be available until after the due date should still submit the application on time and forward a copy of the results as soon as they are obtained. Applicants for graduate courses should submit their latest transcript of academic record in addition to all other relevant documents (including verified copies of testamurs).

Higher Degrees by Research

An applicant shall:

- complete and sign the appropriate 'Application for Admission' form;
- complete a research proposal or draft proposal or description of the desired area of research;
- obtain verified copies of academic qualifications;
- obtain supporting documentation, including academic references;
- if the applicant is a member of the University staff -- prepare a statement, endorsed by the Pro-Vice Chancellor of the relevant Division, outlining the reasons why the applicant wishes to undertake the degree at this University and why it is not possible to undertake the degree at another institution;
- obtain any other information requested by the relevant Division.

Time of Lodgement

The documents listed above should be lodged:

- if accompanied by a scholarship application - by 31st October of the year preceding the year of commencement;
- if not accompanied by a scholarship application - by 31 October of this year preceding the year of commencement; or by 31 March for Semester 2 entry.

Place of Lodgement

The documents listed above should be lodged:

- with Student Administration if the applicant is an Australian or New Zealand citizen or permanent resident; or
- with International and Community Relations if the applicant is to be enrolled as a full fee-paying international student.

Research Proposal

A preliminary research proposal should be submitted with an application for admission. Information on the research must be sufficient to enable the Division to assess the nature of the topic proposed, confirm alignment of the research with a University Area of Research Strength and determine the availability of appropriate supervision and resources.

Requirements for the preliminary research proposal are set out in the application form for higher degree by research admission. Similar information is provided on the form for Honours candidates.

Graduate and Postgraduate Level Courses – Fee paying

All Graduate and Postgraduate courses at the University of Canberra attract tuition fees. However, fees cannot be charged for postgraduate award courses required for initial registration for general nursing or teaching. Students may be admitted to higher degree by research courses (PhD, Professional Doctorate by Research or Masters by Research) under the Research Training Scheme (RTS) or as fee-paying domestic or international students or scholarship holders. The RTS provide Commonwealth funded Higher Degree by Research (HDR) students with entitlement up to a maximum of four years full time equivalent study for a Doctorate by Research and two years full time equivalent study for a Masters by Research.

Semester 2 Intake

There is usually a limited second semester intake for most courses; enquiries, however, may be directed to Student Administration. Applications to begin study in Semester 2 should be made by the first week in June.

Offer of Place

Applicants who have been selected to undertake a University course will receive an Offer of Place in that course. The Offer of Place will indicate the expiry date by which the offer must be accepted.

Acceptance of Offer

Any person accepting an Offer of Place in a course is required to accept by the expiry date. The student is required to pay the Service and Amenities Fee and indicate course fee payment options at the time of enrolment.

If enrolment is not completed, and where there are exceptional circumstances that prevent you from continuing your studies, the University of Canberra's current policy on fee refunds allows for a refund of the acceptance fee less a cancellation charge.

Changing to a New Course

Any student currently undertaking a course of study at the University wishing to apply for admission to another course of study should complete the Application for Admission form available from the Student Administration Enquiries Desk. Applications from current University students are considered together with all other applications for admission to that course.

Deferment of Acceptance of Offer

The University grants deferment of the acceptance of an Offer of Place to intending students. Applicants seeking to defer their acceptance must notify the University by the date for accepting their Offer of Place. Deferment applies only to a coursework program leading to an award. Deferments are normally for one academic year.

Contact the Admissions Office for further information on the procedure and any restrictions that may apply.

International students may defer but should contact International and Community Relations for advice.

Further Information

Persons seeking further information concerning admission should contact Admissions Office, telephone (02) 6201 2601 email admissions@canberra.edu.au or write to the Admissions Office, Student Administration, University of Canberra ACT 2601. Specific queries on particular courses should be directed to the Student Affairs Office of the Academic Division which offers the course concerned.

Register of Course Articulation between University of Canberra and the Canberra Institute of Technology

Students who have completed certain Associate Diploma, Diploma and Advanced Diploma courses from the Canberra Institute of Technology may be granted advanced standing towards nominated University of Canberra degree courses.

The granting of credit may depend on the electives or subjects successfully completed in an Associate Diploma. Credit may be granted as well on a subject-by-subject basis. Further details may be obtained from Student Administration's Academic Progress Office, telephone (02) 6201 2959/2297.

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Enrolment Procedures

New Students

Students commencing a new course will receive enrolment information shortly after receiving their Offer of Place. This information will contain instructions on how to complete enrolment. In brief, this covers discussion of a study program with the student's course adviser, submission of a year's study program to Student Administration, registration in relevant tutorials and laboratory sessions, completion of details related to the Higher Education Contribution Scheme (HECS) and the production of a University student identification card, and payment of fees. It is necessary to register subjects for both Semesters 1 and 2.

Continuing Students

All students qualified for re-enrolment in their course in the following academic year will receive information regarding re-enrolment towards the end of Semester 2 of the current academic year. This information will contain instructions on how to complete enrolment.

Students not qualified for re-enrolment are those undertaking studies in Non-Award courses including Cross Institutional study (unless the original Offer of Place provided specific permission allowing re-enrolment in a future semester), students who have voluntarily withdrawn from their course, students who have been excluded, and students who course completion has been certified. Any student in one of these groups who wishes to pursue further study at the University will need to seek re-admission.

All students should register subjects for Semester 1 and 2 unless applying for a Leave of Absence or will be course completing after Semester 1.

Course Advice

The selection of a particular study program in relation to a course is the responsibility of the student concerned. University policy distinguishes two distinct areas in the process of this selection, namely course advice and course approval. Course advice includes information available from many sources on which the student makes choices about a course of study and selects options which may exist within it. Course approval means the formal confirmation that successful completion of a particular program of study has satisfied, or will satisfy, the academic requirements for a particular award. A student may seek an approved study program from the Pro-Vice Chancellor of the Division administering his/her course.

A student is admitted to a course of study. At the time of initial enrolment, the student can request from the Division concerned a statement that gives details of the requirements of that particular course. This Determination of Course Particulars constitutes the principal advice of the requirements of the course.

Course Approval

Responsibility for course approval rests with the Pro-Vice Chancellor of the Division responsible for the particular course. A student who has been admitted to a course and who wishes to determine that a particular study program would, when successfully completed, satisfy the academic requirements of an award of the course, may submit such a request in writing to the appropriate Pro-Vice Chancellor of the Division (or delegate). Any study program subsequently approved by the Pro-Vice Chancellor of the Division (or delegate) is dependent on the student maintaining continuity of studies (inclusive of approved periods of Leave of Absence) and pursuing the approved program with due regard to matters such as subject prerequisites. In the event of changes in subject availability a student may find it necessary to submit a revised study program for approval.

It should be noted that approval for registering in particular subjects does not constitute approval to count the subject or subjects as part of an approved study program.

Finalisation of Enrolment

The University requires all students to finalise their enrolment by the end of Week 1 in Semester 1, and by the end of week 1 in Semester 2. Finalisation of enrolment includes:

i. registration of a study program for the academic year comprising one or more subjects for each semester (for Semester 1 not later than the last working day in January for continuing students); and
ii. for students undertaking a HECS funded course, registering their option intentions under the Higher Education Contribution Scheme. Note that the option already registered will be assumed to apply unless the student changes it by submitting another option form or by changing course; and
iii. payment of the Amenities and Services/SA or CUPA membership fee; and
iv. payment of the HECS up-front liability, if this option is chosen, by the end of the first week of semester; and
v. payment of course fees if you are a fee paying student; and
vi. confirmation of tutorial, workshop, seminar, laboratory classes for each subject as appropriate.

Continuing students seeking to register (or add subjects to) a study program for Semester 1 after the due date may be liable to pay a late charge.

A student seeking to finalise enrolment by registering a study program after the commencement of semester, must obtain approval from the Pro-Vice Chancellor of the Division or delegate in charge of the subjects concerned.

A late penalty charge may be imposed on any student wishing to add subjects to or change subjects in his/her study program from the first day of semester for Semester 1. The Director, Student Administration is empowered to waive or reduce this late charge where the Pro-Vice Chancellor of the Division certifies that such an addition or change was necessary on academic grounds.

No applications to add subjects to a study program can be accepted after 31 March for Semester 1, or 31 August for Semester 2.

Students deemed to have an incomplete enrolment after the HECS census date for each semester will have their enrolment terminated.

Confirming Subject Enrolment

It is vital that students ensure that they are correctly enrolled. This can be done by checking their enrolment details on OSIS (On-Line Student Information System) at the Student Administration Enquiries Desk in Building 1. All students receive an Enrolment Record on subject registration. The Enrolment Record confirms a student's course, their registered subjects and their HECS option.

Prior to the HECS census date in each semester students with an incomplete enrolment are sent notification of their incomplete enrolment status and information on how to complete enrolment. Students deemed to have an incomplete enrolment after advertised enrolment deadlines will have their enrolment terminated.

Withdrawal or Change of Subjects

Students wishing to remove subjects from, or add subjects to, their current or future semester study programs should do so on OSIS, once OSIS has closed students should lodge a Subject Registration form at the Student Administration Enquiries Desk. From the first day of semester until the date gazetted as the HECS census date, students may withdraw without having a financial liability under HECS. From this date, which for 2002 is 31 March for Semester 1 and 31 August for Semester 2, the University cannot alter a student's HECS liability. Therefore, it is not possible to add a subject after the census date.

However, it is possible, until 4.30pm on the last Friday of the class free period, to withdraw from a subject of a semester program and receive a result of Withdrawn (WD) for that subject (though the HECS liability will remain unchanged). Where a student withdraws from a subject within the first four weeks of semester, the student's academic transcript will not reflect that subject.

After 4.30pm on the last Friday of the class free period and up to 4.30pm on the last day of classes in a semester, students withdrawing from a subject of their semester program will receive a result of Fail (N) for that subject. In the latter case a student may apply for the Fail (N) result to be converted to a Withdrawn (WD) result, but only on the grounds of illness or some other valid reason. An appeal form is available from the Student Administration Enquiries Desk and evidence such as a medical certificate, in support of a request for fail conversion, must be attached for consideration by the Lecturer in charge of the subject concerned..

Year-long Subjects

If a student removes a year-long subject within the first four weeks of Semester 1, the subject will be deleted from the student's record. If a student removes a year-long subject between the commencement of Week 5 and the end of the class free period in the following semester, the subject will record a WD (Withdrawn) result. If a student removes a year-long subject after the class free period for Semester 2, a N (Fail) result will be recorded for the subject.

Leave of Absence

Eligible students may apply for a leave of absence of studies for a minimum of one complete semester, subject to Division approval. Applications for leave of absence must be lodged by the Friday preceding the semester for which the leave is sought. Doctoral students require permission from the Divisional Higher Degrees Committee to take leave of absence. Details are given on the application form.

Withdrawal from a Course

Students withdrawing from a course will be regarded as withdrawn from all subjects in current or future semesters. Notification of course withdrawal should be submitted on the Notification of Discontinuation form available from the Student Administration Enquiries Desk. Students who withdraw from their course will have to apply for readmission in order to continue studies at the University. The University of Canberra's current refund policy allows for a refund of the Amenities and Services Fee less a cancellation charge where special circumstances prevent the student from continuing their course. See Amenities and Services Fee Refund Policy. Notification of course withdrawal and application for a fee refund must be received before the HECS census date for the semester if a refund is sought.

Honours Students

Students wishing to undertake honours level studies should, in the first instance, consult with the Executive Assistant/Officer of their Division, or the Student Administration Enquiries Desk.

The University offers two forms of honours level studies:

a. A bachelor honours degree may be awarded following the completion of a one year stand-alone bachelor honours degree course. Such courses are only available for students who have completed a three year bachelor pass degree in a similar field of study. The course would predominantly be spent on research or on a project.
b. A degree with honours may be awarded following the completion of a four year or longer course, or a graduate bachelor degree course, to a student who has shown outstanding performance from an early stage of the course and who has undertaken a more demanding academic program than that required of a student undertaking the course as leading to a pass degree.

Students seeking to undertake studies described in category (a) above need to lodge an application for admission to honours level studies by the closing dates specified by Academic Board. If an Offer of Place in an honours degree program is made by the University, the successful students should accept the offer and register a study program according to the procedures for new students described in the section on Enrolment.

The procedures for awarding honours in category (b) programs are administered by the relevant Division.

Masters Degree and Doctoral Students

Students enrolled for masters degree and doctoral degree courses, including those undertaking their programs by thesis only, should note that they must have a subject program registered for each semester and pay the Amenities and Services/CUPA membership fees by the due dates for each semester of their course. For further information contact the Graduate Studies Office in Student Administration, telephone (02) 6201 2154. Subject codes can be found with each course description. Note that all research degree students require a 'subject code' registration for each semester.

Concurrent Study at Other Tertiary Institutions

Students admitted to a course at the University may be permitted to include in their course certain subjects offered by the Australian National University or other tertiary institutions subject to the following conditions.

Firstly, the student must apply and be acceptable to the other institution under its general requirements for admission and for entry to the particular subject or subjects to be taken. Secondly, the student must have the prior approval of this University, which will normally be given only for study in subject areas which are not available within the University. Thirdly, the student must register with Student Administration their intention to undertake external studies.

Students who are currently enrolled, and who wish to undertake concurrent studies at another institution should, in the first instance, consult their Pro-Vice Chancellor of the Division. The Pro-Vice Chancellor of the Division responsible for the course concerned may recommend to the Divisional Academic Committee (formerly Faculty Board) that approval be granted for the student to vary his/her course requirements to include the appropriate subject or subjects from the other institution.

The Director, Student Administration will notify the student in writing of the decision of Divisional Academic Committee (formerly Faculty Board).

On completion of each stage of the studies involved at the other institution, it is the responsibility of the student to notify the Director, Student Administration of the outcome of assessment for the subject or subjects taken for the appropriate recognition to be given towards the award of their course at the University of Canberra.

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Academic Progress

Credit Points for Subjects

A credit point is an indicator of the amount of work required in a subject and represents a workload of about four hours per week throughout the semester for an average student. This means that a three credit point subject, for example, carries with it the expectation that twelve hours of work per week will be done by an average student in the subject throughout the semester. These twelve hours include both class contact hours and time spent on study associated with the subject. A full-time student will normally undertake a 12 credit point workload each semester. However, under the New Academic Program continuing students may find their standard workload will vary from this.

Students are advised that their enrolment in any subject may be refused or declared invalid by the Pro-Vice Chancellor of the Division offering the course in which the student is enrolled if the student is concurrently enrolled in subjects totalling more than 16 credit points in any one semester. A student may seek approval from the Pro-Vice Chancellor to undertake a greater load.

The relationship between the number of credit points and the workload refers to the average student. Students' work habits and capabilities vary widely, and there will inevitably be many students who choose to do more or less than the average. The provision of such a means for gauging workloads is helpful to all students, but particularly to part-time students, to avoid them being faced with excessive workloads in the later years of their courses. The use of a credit point system aims to make it easier for students to plan a workload within their ability.

Credit

Recognition of Prior Learning
Enquiries may be directed to Academic Division Offices or by referring to the Specific RPL Provisions for Particular Courses and Subjects available from Student Administration Enquiries Desk.

Credit (previous studies completed at another institution)
The granting of credit in a subject is based on previously completed studies which are judged to be substantially similar in standard and content to the subject in which credit is being sought. Credit is equivalent to the achievement of a satisfactory pass result in the subject offered by the University.

A student applying for credit must submit a completed Application for Credit form to the Student Administration Enquiries Desk, together with all pertinent documentary evidence, as early as possible and not later than the fourth week of their initial semester for credit to be awarded in that semester. Advice should be obtained from the student's course adviser at the time of enrolment, particularly if the granting of credit will affect a current semester's study program, as the matter needs to be decided prior to the HECS census dates. Students should not register in the subjects for which they are seeking credit.

A maximum limit on the number of credit subjects to be included in a course is determined by the total number of subjects in the course. Students wishing confirmation that credit subjects can count towards their course should seek an approved study program from their course convener.

Confirmation of the granting of credit will be mailed to the student by Student Administration.

Credit based on completed studies at the Canberra Institute of Technology is subject to specific agreements between the University and the Institute. See 'Register of Course Articulation' in The University section of this Handbook for further information on the level of credit that will be awarded. Students seeking credit based on these agreements should still apply for credit in the manner described above.

Internal Credit (previous University of Canberra Studies)
Subjects from a complete or an incomplete University of Canberra course are available for credit to another course. Students seeking confirmation that subjects will count in their new course should seek an approved study program from their course convener. Also, students applying for credit must submit to the Student Administration Enquiries Desk a completed Application for internal Credit form.

Exemption/Substitution of Subjects

If you have successfully completed studies in a previous course and the study is similar in content to one or more required subjects in your current course, you may seek an exemption. You should consult with your course convener to seek approval for exemption together with approval for the substitute subjects you must undertake in lieu of the exempted subject/s.

The exemption and substitution of subjects is subsequently endorsed by the Divisional Academic Committee (formerly Faculty Board of Studies) meeting through a Variation of Course Requirements.

Assessment

Assessment for each subject in a student's semester program is based on the student's performance in such written examinations, assignments, classwork, practical or other work as prescribed for the subject by the Division. The method of assessment for each subject offered by the University is available from the Division concerned at the commencement of semester.

Students should familiarise themselves with the methods of assessment prescribed for each subject they undertake.

Student Progress

If students fail to make satisfactory academic progress in their course, they may be sent a "Division Warning" or may be asked to "Show Cause" as to why they should not be excluded from their course. The criteria on which a Divisional Academic Committee (formerly Faculty Board) will decide whether or not a student's academic progress is satisfactory are available from the relevant Division Office.

Illness

If a student is hampered by illness or other serious cause during semester, and the formal assessment of their work is adversely affected, they must notify their lecturer(s) and the Director, Student Administration as soon as possible. Written notification with supporting evidence, such as a medical certificate, must be received before the scheduled time of the final assessment for the subject. These procedures should be followed if the student wishes to have illness or other cause taken into account in the assessment of their work.

In the event of an illness during an examination session, the student must notify the supervisor-in-charge at the time and submit a supporting medical certificate to the lecturer in charge of the subject at the earliest possible opportunity. Generally, if a student sits for the examination, no consideration will be given for illness when the examination is marked.

End-of-Semester Examinations

The Examination Timetable for subjects having final examinations that are centrally coordinated is posted on the notice board in Building 2 (B floor) and is displayed in Student Administration in Building 1. The Timetable can also be found using the Online Student Information System (OSIS) and on the University's Examination web page at http://www.canberra.edu.au/studentinfo/exam.html

The Preliminary Examination Timetable is published during Week 9 of each semester. This Timetable is subject to change. The Final Examination Timetable is published during Week 12 of each semester.

Students with disabilities may be eligible to sit their examinations in other locations. Students requesting permission to sit examinations in alternative locations should contact the Disability Liaison Officer in order to complete the necessary documentation after Week 9 of each semester (when the preliminary timetable is released).

Examination script books are the property of the University, and are retained for at least one year after examinations are held. The lecturer in charge of a subject is responsible for providing reasonable access for students to their own script books only.

Notification of Results of Assessment

The grading system used for both undergraduate and graduate subjects at the University is as follows:

HD High Distinction
DI Distinction
CR Credit
P Pass
UP Ungraded Pass (pass grade for subjects assessed on a Pass/Fail basis only)
PX Conceded pass (does not meet prerequisite requirements)
NW Fail result based on written notification of withdrawal from subject after due date
NX Fail result based on failure to reach pass grade in a subject having completed all the subject assessment requirements
NC Fail result based on failure to complete one or more of the assessment requirements for the subject
NS Fail result based on failure to sit for a final examination (NS is an optional subcategory of NC)
NN Fail result based on non-participation in a subject
WD Withdrawal approved by Division for good cause
NAS Non-Assessment
WH Withheld result
CNT Subject continuing over more than one academic year
* * * Inapplicable or unavailable

The grade PX may be used for some subjects approved by Academic Board to indicate that, although the student has passed the subject, no enrolment in higher level subjects in that discipline will be permitted unless the student repeats the subject and a grade of Pass or better is achieved.

Results will also be available via OSIS (On-Line Student Information System).

Exclusion from Studies

A student whose progress in a course of study or subject is unsatisfactory may be subject to action taken under the Academic Progress Rules. A recommendation for such action is made by the appropriate Divisional Academic Committee (formerly Faculty Board). The Divisional Academic Committee (formerly Faculty Board) may direct that letters be sent to students asking them to show cause why they should not be directed to discontinue the course of study or a particular subject.

Students who fail to give sufficient reason for their poor performance, or fail to respond to the show cause letter, may be excluded from the course or subject, either with immediate effect or if certain specified conditions are not met.

A student who is excluded from a course is excluded for the period which is indicated on the notice of exclusion. To resume studies the student must submit an Application for Admission form and should include information that they have an improved likelihood of success should they be admitted. Any application for readmission after the period of exclusion has expired will be considered on its merits along with other applications for admission to that course. An applicant who has been excluded from an Australian tertiary institution in the two years prior to the application may not use the results from a Special Tertiary Admissions Test as the basis for readmission. For further information on applying for admission see the chapter titled Admission in this section of the Handbook.

A student who is excluded from a subject will be advised of the period of exclusion in the notice of exclusion.

Appeals

Students who are dissatisfied with a Fail or PX grade may seek a review of their result.

The Procedure for Review of Subject Results is available from Division offices and from OSIS. The first step is to consult the lecturer-in-charge of the subject on the Monday following the official publication of results. If the Monday is the first day of the semester, the lecturer-in-charge of the subject may be consulted on the Tuesday.

If the issue is not resolved by discussion with the lecturer, the student may request mediation and if necessary, a formal hearing. Strict timelines apply as set out in the Procedure.

Obligations Statute

Students should be aware that failure to meet a financial obligation to the University may result in the issue of a Certificate under the Obligations Statute.

The issue of such a Certificate means that the University may refuse enrolment or re-enrolment and withhold students' awards or statements that they have completed the academic requirements of the whole or part of their course.

Maximum Period to Complete a Course

Students must complete the academic requirements for their course within a certain maximum period in order to be awarded the degree, diploma or certificate to which their course leads. The maximum period for the completion of a course leading to a bachelor degree is normally ten years. The maximum period for completion of a course leading to a postgraduate award varies. The period is calculated retrospectively in time from the date the student successfully completed every matter so specified in his/her study program.

Any student who wishes to obtain information about the maximum period allowable to complete a course should write to the Director, Student Administration.

Maximum Duration of Higher Degrees by Research

The normal duration for a doctoral degree by research is three years' full-time study or equivalent. The normal duration for a masters degree by research is two years' full-time study or equivalent.

The University has determined maximum periods of enrolment in doctoral and masters by research programs, as follows:

PhD and Professional Doctorate by research programs

- For candidates commencing enrolment in the PhD or professional doctorate by research programs from 2003, the maximum period of enrolment, including time taken to complete any required supporting studies, will be four years full-time (or equivalent in part-time or part-time/full-time study). Normal University practice would seek completion of a doctoral course in three years' full-time study or equivalent.
- For candidates enrolled in doctoral programs before 2003, the maximum period of enrolment is five years full-time or equivalent.

Masters by research programs

- For candidates who commence enrolment in a masters by research program from 2003, the maximum period of enrolment for the degree, including time taken to complete any required coursework subjects, will be two years full-time (or equivalent in part-time or part-time/full-time study).
- For candidates enrolled in the masters by research program before 2003, the maximum period of enrolment is three years full-time study or equivalent.

Transcript of Academic Record

Students may, at any time, request in writing a certified transcript of their academic record. A charge will be made for the preparation of these statements. The current scale of charges can be obtained from the Student Administration Enquiries Desk.

Students who have completed the academic requirements of their course will automatically receive one free transcript when the course completion is certified, subject to any restrictions under the Obligations Statute or other University legislation.

Course Completion

Students expecting to complete the academic requirements of their course at the end of a particular semester should notify Student Administration before Week 5 of that semester. Once course completion has been certified, a student ceases to be enrolled unless they have been admitted to a further course of study. See the chapter on Admission in this section of the Handbook.

Students completing a course leading to a graduate award will need to have provided appropriate evidence of their graduate status prior to completion of the course. Students cannot be admitted to a graduate award without evidence of graduate status.

Students who have not had course completion certified at the Divisional Academic Committee (formerly Faculties Examiners Board) meetings in July and November, may not be able to have their award conferred at one of the ceremonies being held in July/August and December 2003.

Graduation Ceremonies – 2003

The University ceremonies for the conferring of awards will be held in July/August and in December. Students who notify Student Administration by week 5 of their final semester, that they expect to complete the academic requirements for their course at the end of that semester, will be sent an invitation to the July/August or December graduation by week 14. The invitation will be mailed to a student's term address in anticipation of the course completion being certified at the Examiners' Board meetings. Students who have their course completion certified at the Examiners' Board meetings and whose award is duly approved by Council, will be included in the list of graduands for the July/August or December conferring of awards ceremonies. Exact dates will be published on UC Online.

Students who have their course completion certified at other Board meetings will be invited to attend the next appropriate graduation ceremony.

University Academic Dress

Academic dress for the University consists of a black cloth academic gown, black trencher and hood. The colour of the hood lining distinguishes the level of award.

Diploma (3-year)
Black hood with turquoise blue lining
Degree of Bachelor (3 and 3.5 - year)
Black hood with red lining
Degree of Bachelor (4-year)
Black hood with maroon lining
Degree of Bachelor (5 and 6-year)
Black hood with pale grey lining
Graduate Diploma and Graduate Certificate
Black hood with gold lining
Degree of Master
Royal blue hood with horizon lining

The dress for a degree of Doctor is a royal blue gown with gold facings, a black bonnet and hood.

Doctor of Philosophy
Royal blue hood with horizon lining

Certificate of Conferral

Graduates whose testamur has been lost or destroyed may request in writing a replacement certificate confirming that they are graduates of the University or its predecessor, the Canberra College of Advanced Education. A charge will be made for the preparation of this certificate.

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Information for Students

Fees and Charges

Higher Education Contribution Scheme (HECS)

The information that follows is correct at the time of going to press. There may be amendments that will apply at the time of enrolment.

The Higher Education Contribution Scheme (HECS) was introduced by an Act of Parliament, the *Higher Education Funding Act*, in 1988.

The Act requires students to contribute towards the cost of their higher education.

The non-differential HECS annual fee for continuing full-time students in 2003 will be $2764. From January 1997, the Federal Government introduced a new regime of 'differential' HECS rates for students commencing a new course of study. The current differential HECS rates for full-time students in 2003 will be $3680, $5242, and $6136. Additional information in relation to differential HECS may be obtained from the HECS & Fees Office, telephone (02) 6201 2616/5366.

A student's HECS liability is calculated according to their semester load (number of credit points) in the semester.

All students who are commencing a course on a HECS liable basis are required to submit a HECS Payment Options Declarations form to the University by the end of Week 1 of their first semester of enrolment

In completing the HECS Payment Options Declarations form, students are required to choose either the HECS Up-front Payment Option, the Deferred Payment Option or the Partial Up-Front option. Details are as follows:

HECS Up-front Payment Option

If a student chooses the Up-front Option they are entitled to a discount of 25 per cent on the liability for the semester. The payment is due by the end of the first week of each semester. A late penalty charge may be imposed if payment is made after the stipulated dates.

HECS Deferred Payment Option

If a student chooses the Deferred Payment Option, they must supply the University with a Tax File Number (TFN). Under this option, a student is required to commence HECS repayments via the taxation system after they reach the minimum taxable income, stipulated by the Federal Government, for the repayment of HECS.

HECS Partial Up-Front Payment Option

Students who choose this option must:

1. Pay at least $500 for which a 25% discount is given. (Please refer to 'HECS - Your Questions Answered 2001 for detailed information. A copy of the booklet may be obtained from Student Administration at the University).
2. Complete a Payment Options Declaration form quoting their Tax File Number and completing the relevant sections indicating that they wish to make a partial Up-Front payment. This will enable the University to advise the Australian Taxation Office of the amount the student is deferring.
3. Make their partial Up-Front payment by the end of Week 1 of semester.

Additional information may be obtained by contacting the HECS PELS and Fees Office on (02) 6201 2616 or (02) 6201 5366.

Lodgement of HECS Payment Options Declaration Form

Once a HECS Payment Options Declaration form has been submitted a student is not required to submit another form unless they wish to change the current payment option or change course.

As required by the *Higher Education Funding Act 1988*, any student wishing to change their HECS Payment Options must submit a new HECS Payment Options Declaration form when stipulated by the University and no later than HECS Census date of 31 March for Semester 1 and 31 August for Semester 2. Changes will not be possible, under any circumstances, after the HECS census date.

HECS Liability Statements

A HECS Liability Statement is sent to all students within 30 days of the HECS census date. If the student considers that the information on the statement is incorrect, they should submit a written appeal to the Director, Student Administration clearly stating the reason why the record is incorrect. Appeals must reach the University within 14 days of issue of the original notice.

Refunds of HECS Up-front Payment

Students who withdraw from a course/subject(s) after the HECS census date may be able to apply for a HECS refund. Consideration may be given to cases where there are special or exceptional circumstances. In such cases, in order to apply for a refund, students must obtain an application form from Student Administration or from http://www.canberra.edu.au/studadmin/hecs.html. The application together with supporting documentation must be lodged with the University by the dates stipulated by the University.

Students who withdraw from a course/subject(s) before the HECS census date are entitled to a full refund of their Up-front HECS payment. Students must request a refund of their HECS Up-front payment in writing. If no request is received, the funds will be credited to a subsequent semester.

Information about HECS refunds and applicable dates for refunds may be obtained from the HECS, PELS and Fees Office on (02) 6201 2616 or (02) 6201 5366.

Remission of HECS Debt under Special Circumstances

Students who defer their HECS payment and who withdraw from a course/subject(s) after the HECS census date must apply for remission of their HECS debt with the Department of Education, Science Training (DEST). Students who withdraw from a course/subject(s) prior to the HECS Census date do not incur HECS liability.

Application forms and additional information may be obtained by contacting the HECS, PELS and Fees Office on (02) 6201 2616 or (02) 6201 5366.

Postgraduate Loans Scheme (PELS)

In September 2001, the Federal Government passed the "Innovation and Education Legislation Amendment Bill No 2/2001". This bill, known as the Postgraduate Education Loans Scheme (PELS) provides a Commonwealth Government Loan to students wishing to undertake full-fee paying, postgraduate, non-research award studies. The Scheme operates on a similar basis to HECS but does not allow for discounts based on up-front payments.

Students wishing to take advantage of PELS should contact the University of Canberra HECS, PELS and Fees Office on (02) 6201 2616 or via email at: fees@canberra.edu.au

Amenities and Services Fee

While at the University, all students pay an annual Amenities and Services Fee (ASF) as determined by Council. This fee must be paid by the end of Week 1 of Semester 1. If the ASF is not paid by the due date, a late fee of $60 will apply. The Amenities and Services Fee for 2002 was $270.00 (GST inclusive).

Amenities and Services Fee Refund Policy

If a student defers their studies prior to the start of semester and/or prior to the Census Date, they may be eligible for a refund of the ASF. The amount will be automatically credited to the student's next semester fees. However, the amount can be refunded at the student's request. Application forms and further information can be obtained from the Student Administration Enquiries Desk, or from http://www.canberra.edu.au/studadmin/hecs.html. Students who withdraw after the start of semester and/or after the HECS census date may apply for a refund under special circumstances. If the refund is approved a late withdrawal charge of $60 will apply.

What special circumstances are accepted?

Each application will be examined and determined on its own merits. As a general guide, the special circumstances should:

- be sufficiently grave for it not to be possible for you to continue your studies;
- be beyond your control. These can include:

Medical reasons – where a medical condition exists or has changed to such an extent that you are unable to continue your study.

Family/personal reasons – such as death or severe medical problems within the family, or unforeseen family financial difficulties, and it is unreasonable to expect you to continue your course of study.

Employment-related reasons – where your employment status or employment arrangements have changed so that you are unable to continue your study.

Course-related reasons – where the University has changed the subject or course it had offered and you are disadvantaged by *either* not being able to complete the subject or course, *or* not being given credit towards other subjects.

Please note: Special circumstances will generally not include:

- lack of knowledge or understanding of the acceptance/enrolment process,
- obtaining and accepting an offer of place at another university.

Documentation is required with each application.

For further information please contact the HECS PELS & Fees Office in Student Administration or telephone (02) 6201 2616/5366.

Sponsored students (for example those on teaching or similar scholarships) are required to submit each semester documentary evidence, that is, confirmation of their sponsorship by their sponsor, to Student Administration, Building 1. The Austudy Scheme is not considered to be a sponsorship in respect of fees.

Other Costs

Students should note that they may be expected to contribute to the costs associated with undertaking field classes or to pay travel costs associated with professional experience or internship placements. They may also need to purchase specified items of equipment and/or materials for subjects that they may be required or elect to undertake as part of their course. Refer to Division entries under "Field Classes", "Professional Experience", "Laboratory Equipment" and "Materials" for further information.

Fee Paying Courses for Australian Students

Details of costs for fee paying courses for Australian students are available from the HECS & Fees Office at Student Administration or from http://www.canberra.edu.au/studadmin/hecs.html

Financial Assistance

For information on bursaries and scholarships, refer to The University section of this Handbook. For information on financial assistance for needy students please refer to Personal Support Services in The University section of this Handbook.

Financial assistance from Centrelink

Centrelink helps with financial assistance for people who are studying. Students may be entitled to financial assistance under Youth Allowance, Austudy payment, ABSTUDY, Pensioner Education Supplement (PES) and the Student Financial Supplement Scheme, some of which attract ancillary payments e. g.: Fares Allowance and Rent Assistance.

Youth Allowance

Youth Allowance is a Department of Family and Community Services payment for students aged 16-24, jobseekers from 16-20 and some students who are 25 years and over (if they were receiving Youth Allowance immediately before turning 25 and are still doing the same course)

To be eligible, students need to satisfy the activity test by undertaking approved activities*. For the purposes of Youth Allowance eligibility, approved activities include: full time study (an approved course at an approved institution) or training, full-time job seeking (excludes under 18s) or voluntary work, or a combination of activities.

For an explanation of 'full time study', please refer to the Austudy payment section**.

How much help students can get from Youth Allowance depends on:

- their age;
- whether they need to live away from home;
- if they are considered dependent on their parents/ guardians and subject to the Parental Means Test (parent/s or guardian/s income, family assets) and possibly the family's actual means; and
- how much the student and their partner or parents/ guardians earn.

For claim forms and further information on Youth Allowance please contact any Centrelink office or call 13 2490. You can also get an information book 'Youth Allowance... The Guide' from Centrelink or visit the Centrelink web site at http://www.centrelink.gov.au

Austudy payment

Austudy payment is a Department of Family and Community Services payment for students aged 25 years and older whose financial circumstances are such that, without financial help, full-time study may not be possible.

To be eligible for Austudy payment a person must be doing an approved full time course at an approved institution*.

*Full time study means an approved course which:

- is considered full time by an approved institution (at least 75 per cent of the normal full time student workload);
- attracts a HECS loading of at least 0.375 of a full semester HECS loading; or
- is a full time load that can be averaged out over the length of the course and can be measured against the minimum time a full time student would normally take to complete the course; or, if neither of these apply:
- a student who is undertaking 15 hours face to face study.

This also applies if a person is studying by correspondence.

A concessional study load means that in certain circumstances an individual may be able to undertake less than a full time study load (either two thirds (66.6 per cent) or 25 per cent of the normal full time study load).
How much help students can get depends on:

- whether they have a partner;
- if they have children;
- if they are long term income support customers; and
- personal/ partners income and assets.

For claim forms and further information on Austudy payment please contact any Centrelink office or call 13 2490. You can also get an information book 'Austudy payment' or visit the Centrelink web site at http://www.centrelink.gov.au

**New students intending to apply should note that evidence of identity and enrolment must be provided at the time of lodging their application. To maintain eligibility students must notify Centrelink of any changes to their circumstances, including changes in enrolment, personal income, parental income (dependent students), or change in address.*

ABSTUDY

ABSTUDY is a Department of Education, Science and Training payment for Indigenous secondary and tertiary students who want to stay at school or go on to further studies. There is also some assistance available for primary students aged 14 or over at 1 January of the year of study.

How much help students can get from ABSTUDY can depend on:

- what course they are studying;
- their age;
- whether they need to live away from home;
- whether ABSTUDY considers them to be dependent on their parents / guardians or independent; and
- how much students and their partner or parents / guardians earn.

There are changes to ABSTUDY from 1 January 2000. These include:

- alignment with Youth Allowance rates for students aged between 16 and 20;
- alignment with Newstart Allowance rates for students aged 21 and over;
- alignment of ABSTUDY Pensioner Education Supplement rates and qualifying pensions/payments with Pensioner Education Supplement paid under Social Security legislation (see below);
- access to Rent Assistance extended and the introduction of Remote Area Allowance and Pharmaceutical Allowance for eligible students;
- changes to income tests, introduction of assets tests and, for some dependent students, the Family Actual Means Test;
- proof of age/identity needed for most new students; and
- fortnightly entitlements paid in arrears.

Apart from living allowance (basic payment), there are a range of allowances also available to eligible ABSTUDY students to help meet the costs associated with education expenses, board, and travel between their home and place of study. Students receiving certain payments from Centrelink or the Department of Veterans' Affairs may be eligible for the ABSTUDY Pensioner Education Supplement (ABSTUDY PES), instead of ABSTUDY living allowance (basic payment), but they can also receive the additional allowances mentioned above. For further information on ABSTUDY PES, please refer to the PES section.

For claim forms and further information on ABSTUDY please contact any Centrelink office, or call 13 2317. You can also get the information books 'ABSTUDY...The Guide' and the 'ABSTUDY Handbook' from Centrelink or visit the Centrelink web site on http://www.centrelink.gov.au

Pensioner Education Supplement

Pensioner Education Supplement (PES) is a Department of Family and Community Services payment providing help with the ongoing costs of study for recipients of the following payments from Centrelink and the Department of Veterans' Affairs:

- Sole parents on either a Parenting Payment or Special Benefit;
  War Widow/er Pensioners or Defence Widow/er Pensioners with a dependent child;

Students on a Disability Support Pension (DSP), Invalidity Service Pension (ISP), Carer Payment, Carer Service Pension, Widow B Pension, Widow Allowance; or Wife Pension - if the partner receives DSP or Partner Service Pension - if the partner receives an ISP.

PES is a non-taxable payment of $60 per fortnight***.

PES recipients, undertaking tertiary study and living away from a partner/child to study, may be entitled to Fares Allowance. ABSTUDY PES recipients undertaking secondary or tertiary study may also be entitled to Fares Allowance in certain circumstances.

PES recipients can also receive an *Education Entry Payment* of $200 once a year. (ABSTUDY PES recipients receive an incidentals allowance instead.)

To get PES, students must be enrolled in and undertaking an approved course of secondary or tertiary study. Sole parents, carers and students with a disability must be undertaking at least 25%**of the normal full-time workload for their course to be eligible for PES. Other eligible students must be studying full-time, or at least 75% of the full-time study load.

***Please check with Centrelink about possible changes from 1 March 2000, which could halve the rate of PES and ABSTUDY PES to $30 a fortnight for students with a study load of less than 50%. (This change depends on legislation being passed by Parliament.) Disability Support Pensioners, Invalidity Service Pensioners, or War Widow/er Pensioners receiving an income support supplement (incapacity for work), will be exempt from this change.*

For claim forms and further information on PES and ABSTUDY PES please contact any Centrelink office, or call 13 2490 (PES) or 13 2317 (ABSTUDY PES). You can also get the PES Brochure from Centrelink or visit the Centrelink web site on http://www.centrelink.gov.au

Student Financial Supplement Loan

The Student Financial Supplement is a voluntary loan that gives tertiary students on Youth Allowance, Austudy, ABSTUDY or Pensioner Education Supplement the option of borrowing money to help cover their expenses while studying. Students normally have to trade-in (or "give up") part or all of their payment for double that amount as a Financial Supplement loan. The loan is interest free, but the balance is adjusted annually to take account of changes in the cost of living. Repayments are not required until 1 June in the fifth year following the year in which the student takes out the loan.

For more information about the Student Financial Supplement Loan contact any Centrelink office or call Centrelink on 13 2490 for Youth Allowance/ Austudy/ PES or 13 2317 for ABSTUDY. You can also get an information book on the Student Financial Supplement Loan or visit the Centrelink web site at http://www.centrelink.gov.au

Family Allowance

Family Allowance is a fortnightly payment to help with the cost of raising children. Family Allowance is income and assets tested and the limits are generous so most families will currently get at least the minimum rate of $23.70 a fortnight for each child.

Before 1 October 1999, Family Allowance was paid for dependent children aged under 16 and for dependent full-time secondary students aged 16 to 18 years.

From 1 October 1999, Family Allowance was made available to eligible families with older dependants who are not receiving Youth Allowance or another education allowance and are:

- aged 16 to 20 years (including unemployed people and tertiary students); or
- full-time students aged 21 to 24 years.

A new flat rate of $50 a fortnight Family Allowance may be paid for each dependent young person aged 18 to 24 years. The flat rate for 16 to 17 year old dependants continues to be $23.70 a fortnight.

Families with older dependants may now qualify for Family Allowance even if their income, or the age of their children meant they weren't eligible before.

Example - The Smith family

The Smiths have a combined assessable income of $69,000 a year. They have a 15 year old secondary student living at home and an 18 year old and 20 year old both living away from home and studying full-time at university.

The young people would not qualify for Youth Allowance because any payment would cut out when the family income reached $59,962. Previously the family would not have qualified for Family Allowance because payment was restricted to young people under 18 years of age and the family income was over the maximum amount.

Because the two older children can now be taken into account, the Smiths may be entitled to $23.70 a fortnight for the 15 year old and $50 a fortnight for each of the 18 and 20 year olds.

What if you are already getting Youth Allowance or ABSTUDY?
In some cases, the amount of Family Allowance a family can receive for a 16 to 24 year old dependant may be higher than the amount the young person would be eligible to receive from Youth Allowance or ABSTUDY.

You and your family may choose to apply for either Family Allowance or Youth Allowance. To work out which payment would be better in your circumstances, families should compare the young person's payment and any additional assistance the young person gets, with the amount of Family Allowance the family may be eligible for. For example, you will need to consider rent assistance and any other assistance that may be available under each payment.

The figures quoted relate to 1999 and may alter from 1 January 2000.

If you are already receiving Youth Allowance or ABSTUDY and you decide your family will be better off on Family Allowance, you should contact Centrelink promptly. As Youth Allowance and ABSTUDY are usually paid directly to the young person, they must be cancelled by the young person receiving the payment before the family can receive Family Allowance.

Family Allowance can only be paid from the day after Youth Allowance or ABSTUDY stops.

For more information about Family Allowance contact any Centrelink Office on 13 1305. You can also get a copy of the information booklet called 'Family Allowance for 16 to 24 year olds - A better deal for families with older dependents' from Centrelink or visit the Centrelink Web site on http://www.centrelink.gov.au.

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Information for Students

Students' Association

The Students' Association's function is that of advocacy and representation for all undergraduate and non-award students at the University of Canberra and University of Canberra College. It offers assistance, information, advice and support to its members. Its major concern is for the academic and general welfare of its members, and to support this it actively promotes and defends students' rights. The Students' Association is a member of the National Union of Students and through its membership of NUS the Students' Association fights for students' rights directly with the Federal Government.

The Students' Association assists students with academic appeals (including fail grades, show cause and exclusions); academic and welfare advice; information and assistance with Common Youth Allowance, Austudy, ABSTUDY and HECS. In addition the Students' Association offers many services and resources to its members. These include the InfoCentre which provides one place in the University that can answer all student queries or direct students to the correct person in the University to answer the query. Other services provided include subsidised photocopying, facsimile service, passport photographs and overhead transparencies; free student lounge and kitchen facilities; and publications including CUrio and the student diary. In excess of $40,000 of emergency loans are issued to needy students each year.

The Students' Association operates three semi-autonomous bodies to further represent and enhance the experience of certain members of our community:

- Aboriginal and Torres Strait Islander Student Association (ATSISA) for indigenous students;
- Residential Students' Organisation (RSO) for those students who live on campus at the University;
- University of Canberra Overseas Students' Organisation (UCOSO) for international students.

Location	Building 1, Level B, opposite the Library
Telephone	(02) 6201 2000
Facsimile	(02) 6251 4248
Website	http://www.sa.canberra.edu.au
e-mail	info@sa.canberra.edu.au
Hours during semester	*Monday to Thursday 9am to 7pm; Friday 9am to 5pm*
Hours during non-semester times	Monday to Friday 9am to 5pm

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Convocation – Alumni and Associates

The University established the Alumni Society to enable graduates and other persons who have the interests of the University at heart, to maintain contact with the University and its community and to contribute to its advancement. The Society is guided by a steering committee comprising representatives of each Academic Division, some members of the University staff, ex officio and members from the original CCAE Society.

The Alumni Office forms part of the Community Relations operation and the role of its executive officer is to maintain contact with graduates and other interested people and provide assistance to University staff in matters relating to a variety of alumni activities. These may include organising functions both in Australia and overseas and providing contact information for reunions and surveys as well as career opportunities.

Registration with Alumni Society provides members with borrowing rights to the University Library as well as other benefits. An alumni supplement compiled and published in the University newspaper, Monitor, highlights individual alumni achievement and provides a forum for promoting alumni activities and coverage of events taking place around the world in which our alumni feature.

The Alumni Society also offers a selection of quality UC memorabilia for purchase throughout the year and at Graduation ceremonies.

With the assistance of the Alumni Office, active alumni, UC representatives and UC academic staff facilitate opportunities for graduates to participate in the development of 'Chapters' in their homelands. These 'Chapters' provide excellent networking and professional development opportunities.

Each year the Society awards the University's most prestigious award, the Herbert Burton Medal, to a graduating student who is selected on the basis of having achieved academic excellence and of having made a significant contribution to the University or wider community. Any member of the University community can nominate a candidate for this award. The medal is awarded by the Chancellor on the eve of December graduations at a festive reception recognising this and other achievements of excellence.

Location: Building 1, Level C, Room 73.
Telephone: (02) 6201 2989
Fax: (02) 6201 5347
e-mail: alumni@canberra.edu.au

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Division Contents

Division of Communication and Education

General Information

Pro Vice-Chancellor of Division
Peter Putnis, BA (Hons) *Ncle, NSW,* PhD *ANU*

Deputy Director
Ron Miller

Head of School of Creative Communication and Culture Studies
Associate Professor Christina Slade

Head of School of Information Management and Tourism
Patricia A. Milne, TC *Syd TC*, BA (Lib & Inf.St) *Riverina-Murray Inst. Higher Ed*, GradDip Arts, MA, PhD *Canberra*, AALIA

Head of School of Languages and International Education
Kate Wilson, MA (Hons) *Edinburgh*, GradDip Ed *Canberra CAE,* MEd *SAust*

Head of School of Professional and Community Education
Dr Barbara Pamphilon

Head of School of Professional Communication
Professor Warwick Blood

Head of School of Teacher Education
Professor Alison Elliott

Business Team Manager
Karyn Ward

Student Affairs Manager
Nick Littlewood

General Enquiries
1C143 (02) 6201 2625

The Division of Communication and Education presently offers undergraduate, graduate and postgraduate courses leading to the awards listed on the previous page. Students should refer to the section of this Handbook entitled Information for Students, in particular those paragraphs covering definition of University terms, admission, enrolment and academic progress. Prospective and newly-enrolled students should also note the knowledge assumed for each course.

Schools

The Sub-Division of Communication has three Schools, namely the School of Creative Communication and Culture Studies, the School of Information Management and Tourism, and the School of Professional Communication Studies.

The Sub-Division of Education comprises the School of Languages and International Education, the School of Professional and Community Education, and the School of Teacher Education

Learning at the University of Canberra

Any student at the University of Canberra may be expected to use computers for e-mail, online research, and word processing. Students can access their individual student records including academic record, examination results, library borrowing record and network printing account via the Internet-based Online Student Information System (OSIS). Some subjects and courses make teaching material available through the Internet and use the computer network for communication within the subject or course. Other courses may be offered off campus and/or in intensive mode. (A course delivered in intensive mode involves blocks of teaching -for example a block of four weeks full-time teaching - instead of the standard delivery of a set number of lectures and tutorials each week for a standard semester.)

For those courses which involve the use of information technology for the delivery of part or all of the course, the University offers a range of services to assist students to acquire the necessary skills. Student training and awareness programs are provided by different areas of the University including the Library, Computer Centre and Academic Divisions. For details see: http://www.canberra.edu.au/library/student.html

Computer facilities and services are in great demand and students may wish to arrange access to the Internet directly from their home. See: http://www.canberra.edu.au/uc/dial-in/ for specific requirements.

For information about special requirements for any particular course, students should contact the relevant Divisional Office.

Other Information About the Division

Academic Skills Program

Provides individual consultations and small group workshops in language and study skills for all students from non-English speaking backgrounds.
Enquiries: 1B24, telephone (02) 6201 2124

Approved Majors and Minors

Students are supplied with information during their orientation sessions to assist them with the selection of an approved major or minor.

Assessment

Programs are deliberately varied in teaching-learning method, involving large group, small group and individual activities, the use of various media, and a wide variety of professional experience, field work and assignments. Within the Sub-Division of Education, evaluation is
normally by continuous assessment rather than terminal examination, and students are generally consulted on the assessment procedures to be followed and are involved in continuing processes of evaluation and further development of the courses.

Communication Learning Resource Centre

The Communication Learning Resource Centre (CLRC) has a number of iMac computers and a printer for student use, a large meeting room with comfy chairs and tea/coffee making facilities, a fridge and a microwave. Other resources include videos, course readings and some lecture notes, a photocopier, overhead projector, lockers and a small room which can be booked for group study or student meetings. In addition appointments can be made with senior students who can assist with study skills, oral and written communication, research and basic IT skills. The CLRC is available for use by all Communication students and by staff for project work, one-on-one consultation, small group seminars and related activities.

Location: 1C33
Enquiries: Telephone (02) 6201 2172
Web page: http://www.canberra.edu.au/uc/clrc

Curriculum Resources Centre

The Curriculum Resources Centre (CRC) is the learning resource and support centre for Education students. The CRC is a meeting place for students with areas for group work, carrels for viewing videos and computers for email and Internet use. Resources can be borrowed and include books, kits, videos, educational software, puppets, cassette recorders, video cameras and equipment for maths, science and early childhood. There is a special section where lecture tapes, articles and readings for many Education units are held. As part of the centre, there is a Materials Preparation Area that is available to all staff and students on campus. Services include binding for assignments and reading bricks, B&W and colour photocopying, transparencies (B&W and colour) and laminating. The CRC is open year round from 9:15am to 4:45pm although hours during teaching weeks are extended until 7.00pm Monday to Thursday.
Location: Building 5, Level A
Enquiries: telephone: (02) 6201 2965
Web page: http://www.crc.education.edu.au

Double degrees with Law

The entry level for each double degree course is determined in consultation between this Division and the Division of Management and Technology. Admission to a double degree course will ensure that the student will be permitted to proceed into the Bachelor of Laws component of the course. However, before the final two years (full-time equivalent) of the Bachelor of Laws course can be undertaken, students undertaking a double degree must have satisfied the academic requirements for the first degree in the double degree course. It is essential to include in the first degree the approved Law major as an elective. They will be awarded the first degree before proceeding to the final two years of the Law degree.

Professional Experience

Many of the subjects students are required or elect to undertake contain compulsory elements of professional experience, and students will be expected to meet their own transport costs to and from placements.

General Advice to Education Students

The University of Canberra is an educational institution rather than an employing authority. Students are advised to acquaint themselves with any specific requirements of employing authorities that are additional to academic requirements.

For internship and employment, beginning teachers will be required to have a criminal records check made by the employing authorities.

Field Classes

Field study or placements may comprise a part or whole of some of the subjects students are required or elect to take during their course of study. Students will be expected to meet their own transport costs involved in such field classes or placements.

Division Contents

For further information on studying at UC contact: admissions@canberra.edu.au
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Latest update: 18/03/03

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Division Contents

Division of Health, Design and Science *

(formerly Division of Science and Design)

General Information

Pro Vice-Chancellor of Division
Professor Mohamed Khadra

Deputy Director
Associate Professor George Cho

Head of School of Design and Architecture (formerly School of Design) *
Ms Carmel O'Meara

Head of School of Health Sciences
To be appointed

Head of School of Resource, Environmental and Heritage Sciences
Mr Adrian Davey

Business Team Manager
Ms Heather Maxwell

Project and Development Manager
Ms Tracy Harris

Student Affairs Manager
Ms Stacey Durrell

General Enquiries

Room 3B2, telephone (02) 6201 2038/5199 (Health, Design and Science)
Room 7A28, telephone (02) 6201 2178, fax (02) 6201 5034 (Design and Architecture)

The Division of Health, Design and Science presently offers undergraduate, graduate and postgraduate courses leading to the awards listed on the previous page. Students should refer to the section of this Handbook entitled Information for Students, in particular those paragraphs covering definition of University terms, admission, enrolment and academic progress. Prospective and newly-enrolled students should also note the knowledge assumed for each course

Schools

The Division of Health, Design and Science has three Schools, namely the School of Design and Architecture, the School of Health Sciences and the School of Resource, Environmental and Heritage Sciences.*

Learning at the University of Canberra

Any student at the University of Canberra may be expected to use computers for e-mail, online research, and word processing. Students can access their individual student records including academic record, examination results, library borrowing record and network printing account via the Internet-based Online Student Information System (OSIS). Some subjects and courses make teaching material available through the Internet and use the computer network for communication within the subject or course. Other courses may be offered off campus and/or in intensive mode. (A course delivered in intensive mode involves blocks of teaching - for example a block of four weeks full-time teaching - instead of the standard delivery of a set number of lectures and tutorials each week for a standard semester.)

For those courses which involve the use of information technology for the delivery of part or all of the course, the University offers a range of services to assist students to acquire the necessary skills. Student training and awareness programs are provided by different areas of the University including the Library, Computer Centre and Academic Divisions. For details see: http://www.canberra.edu.au/library/student.html

Computer facilities and services are in great demand and students may wish to arrange access to the Internet directly from their home. For details see: http://www.canberra.edu.au/uc/dial-in/

For information about special requirements for any particular course, students should contact the relevant Divisional Office.

Other Information About the Division

Candidates for Research Degrees

In addition to fulfilling the admission requirements, candidates for research degrees are admitted depending on the proposed research topic, the availability of appropriate supervisors and the availability of funds and resources to support the study.

Course Advice

Each student will be allocated a course adviser with whom they must consult at the commencement of their studies. As each course is defined by a Determination of Course Particulars, students are required to check with their course adviser to ensure that their study program is consistent with these requirements. Course advisers will also give advice on the selection of elective subjects.

Students should note that some subjects may have a quota restricting the number of students enrolling; this will be indicated in a subject's description in the Description of Subjects section at the back of this Handbook. A list of the names of subject conveners and course advisers is published each semester and is posted on student noticeboards in Buildings 3, 7 and 12.

Degrees with Honours

Degrees with honours are available in the undergraduate courses except for the course in Interior Design. Candidates are selected on the basis of meritorious performance over the earlier years of their respective courses.

Field Classes

Field study is a primary part of many of the subjects in all undergraduate courses, especially those in the School of Resource, Environmental and Heritage Sciences, and students will be required to attend excursions for single days, weekends or for longer periods during breaks between classes. Students will be required to contribute to a substantial proportion of the cost of field work.

Laboratory Equipment

In some subjects, students are required to purchase practical class equipment and laboratory coats; details will be given in the first lecture of these subjects.

Professional Recognition

Professional institutes go through a process of recognising courses as providing a suitable basis for entering the profession. The Royal Australian Institute of Architects, the Australian Institute of Building, the Design Institute of Australia and the Australian Institute of Landscape Architects recognise the undergraduate courses in architecture, industrial design, and landscape architecture respectively.

Science Resource Centre

The Science Resource Centre (Building 3 Room A36) supports first year students in the Division of Health, Design and Science by providing:

- optional supplementary small group tutorials emphasising study skills and approaches to learning in the context of particular subjects;
- feedback to students on their learning through computer-based programs;
- an independent study area where students are encouraged to engage in group work;
- an attractive social meeting place for first year science students.

Learning Resource Centre (for Nurses)

The Learning Resource Centre is designed for nursing students for independent study. Resources available include self-directed learning packages, videos, resources for nursing presentations, topic boxes, and computer-assisted learning laboratory.

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Division Contents

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Division Contents

Division of Business, Law and Information Sciences

(formerly Division of Management and Technology) *

General Information

Please note that staff appear under their original affiliations prior to the reorganisation of the Schools from 1 January 2003 *

Pro Vice-Chancellor
Professor Peter Dowling

Deputy Director and Director of Development
Associate Professor Andrew Cheetham

Head of School of Accounting, Banking and Finance
Ms Margo Wade

Head of School of Computing
Associate Professor Craig McDonald

Head of School of Economics and Marketing
Professor Philip Lewis

Head of School of Electronics and Telecommunications Engineering
Associate Professor Andrew Cheetham

Head of School of Law
Dr Eugene Clark

Head of School of Management and Policy
Dr Paul Kringas

Head of School of Mathematics and Statistics
Dr Peter Brown

Business Team Manager
Mr Gar Ryan

Executive Officer
Mr Alan Wheeley

Student Affairs Manager
Mr David Sneddon

General Enquiries
6B17 (02) 6201 2682 (Management) info@dmt.canberra.edu.au
11B27 (02) 6201 2412 (Technology)

The Division of Business, Law and Information Sciences presently offers undergraduate, graduate, postgraduate and double degree courses leading to the awards listed on the previous page. Students should refer to the section of this Handbook entitled Information for Students, in particular those paragraphs covering definition of University terms, admission, enrolment and academic progress. Prospective and newly-enrolled students should also note the knowledge assumed for each course.

Schools

The Division of Business, Law and Information Sciences has five Schools namely: the School of Business *(formerly the School of Accounting, Banking and Finance and the School of Economics and Marketing)* the School of Information Sciences & Engineering *(formerly the School of Computing and the School of Electronics and Telecommunications Engineering)* the School of Law; the School of Management and Policy; and the School of Mathematics and Statistics.*

Learning at the University of Canberra

Any student at the University of Canberra may be expected to use computers for e-mail, online research and word processing. Students may access their individual student records including academic record, examination results, library borrowing record and network printing account via the Internet-based Online Student Information System (OSIS). Some subjects and courses make teaching material available through the Internet and use the computer network for communication within the subject or course. Other courses may be offered off campus and/or in intensive mode. (A course delivered in intensive mode involves blocks of teaching – for example a block of four weeks full-time teaching – instead of the standard delivery of a set number of lectures and tutorials each week for a standard semester.)

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Computer facilities and services are in great demand and students may wish to arrange access to the Internet directly from their home. For details see: http://www.canberra.edu.au/uc/dial-in/

For information about special requirements for any particular course, students should contact the relevant Divisional Office.

Other Information About the Division

Approved Majors/Approved Minors

Approved majors in accounting, banking and finance, commercial law, economics, financial management, law, legal studies, management, management accounting, marketing, politics, sociology, sustainable development economics and women's studies are also taught within the Division as part of the Division's courses, and as part of courses offered by other Divisions within the University. Approved minors are offered in these fields as well. Refer to the approved majors and approved minors listings in this Handbook for information about all of the approved majors and approved minors offered by the University.

Computing related courses

The group of computing related courses includes alternatives that vary in duration and emphasis as follows:

1. The *Bachelor of Information Technology* is a three year course covering employment related aspects of computer programming, systems design, and issues related to IT management. The course also incorporates a two or three year-long elective sequence of subjects in a non-computing field, e.g. economics.
2. The *Bachelor of Software Engineering* provides a greater software focus – within a three year study program. A two-year sequence of subjects is included from an elective field of study.
3. The four year *Bachelor of Engineering in Software Engineering*, adds studies in engineering and quality assurance as well as advanced and elective topics. The course also incorporates a two or three year-long elective sequence of subjects in a non-computing field, e.g. economics.
4. The four year *Bachelor of Engineering in Computer Engineering* is for students wanting to focus on a combination of computer hardware and software related subjects.
5. The three-year *Bachelor of Science (Physical Science)* includes a "Computer Science" option that focuses on Computer Engineering (either hardware or software) and Applied Mathematics.

Work Required

All the computing subjects place a strong emphasis on practical work. This work is intended to be processed on the University's computer systems, and students are usually required to use the laboratories associated with these facilities. Supervised practical work is undertaken during laboratory sessions, while practical projects and assignments are featured throughout the programs of study.

Double Degrees with Law, Applied Economics, Business Administration and Information Technology

The University of Canberra offers double degree courses in a variety of areas. A number of these double degrees allow students to obtain a Bachelor of Laws, Bachelor of Applied Economics, Bachelor of Business Administration or a Bachelor of Information Technology degree in conjunction with another degree course offered within Division.

Field Classes

Some of the subjects students are required or may elect to take may contain compulsory elements of field experience. In such instances students will be expected to meet their own transport costs.

General Education Subjects

Refer to the listing in this Handbook for the subjects available this year.

Library Facilities for Doctoral Students

Library facilities in the City of Canberra are excellent. Many of the nation's major research collections are located here, including the National Library and more specialist departmental, university and institutional libraries distributed around Canberra which are accessible through the University of Canberra library. The University also has excellent electronic research facilities and is committed to providing on-line access to other libraries and databases for research purposes.

Mathematics Preparation Program

This program is for students with insufficient mathematical background for the science, computing or engineering course they wish to study. After diagnostic testing, students are given self-paced, tutor-supported modules of mathematics to study. The program runs over the summer period. Enquiries: (02) 6201 2619.

Professional Management Programs (Entrepreneurial Centre)

Professional Management Programs is the entrepreneurial center of the Division of Business, Law and Information Technology. It manages an extensive short course program, customised Graduate Certificate programs, and administers the Division's extensive Summer School.

Short Course Program – The Professional Management Programs provide public short courses delivered on campus and in-house for organisations in many professional disciplines. Short course programs can be customised to address the particular training needs of organisations.

Graduate Certificate Program – The Professional Management Programs develop and deliver a range of a Graduate Certificate Programs across many professional disciplines for both the Public Service and the Private Sector.

Summer School Program – from November to February each year, the Professional Management Programs manages an extensive Summer School Program for the Division of Management and Technology. The program includes intensively delivered subjects from many disciplines in the Division

For further information on Professional Management Programs, offer, check out its website: http://pmp.canberra.edu.au or telephone one of our Client Services Officers (02) 6201 2977 or (02) 6201 5327.

Project Subjects

Some of the subjects which students are required or elect to take may involve project work and travel, or industrial experience, off campus. In such cases, students are expected to meet their own transport costs.

Service Subjects for Graduates

University graduates in economics or commerce with a major in accounting who did not include company law, auditing and taxation law in their courses and who wish to qualify for membership of the Australian Society of Certified Practising Accountants, may complete the Commercial Law approved minor offered at this University, comprising the subjects 004977 Introduction to Business Law, 004993 Law of Business Associations and 004994 Revenue Law. The Society will grant status to candidates who pass these subjects.

Student Resource Centres

This is a drop-in study and resource centre which provides additional assistance to first year students studying computing, mathematics, statistics or physics subjects. Help is also available to students with mathematical or statistical problems arising in other subjects. Mathematics preparation programs can be customised to individual students' needs, supported by the Centre's library of learning modules, lecture notes, textbooks and tutorial exercises.

The Centre is located in room 11A33, on the ground floor of Building 11, and is open from February through November. Information about session times is available from the Reception Desk on level B of Building 11, (02) 6201 2434.

A similar facility, located in room 6B39, on the ground floor of Building 6, is oriented to the needs of undergraduate students studying accounting, banking and finance, law, social sciences, management, administration and economics.

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Division Contents

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Problems & Technical Issues?
Content & Data Custodian

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University Staff

Senior & Executive

Vice-Chancellor

Roger Thornton Dean, BA, MA, PhD *Camb*, DSc, DLitt *Brunel*.

Deputy Vice-Chancellor

Professor Elizabeth More, BA (Hons), PhD, *UNSW*, GradDip Mgt C.*Qld*

Pro Vice-Chancellor, Academic

Professor Marie Carroll, BA, PhD *Otago*, MAPS

Pro Vice-Chancellor, Research

Professor Allan W. Cripps, BSc (Hons) *NE*, PhD *Syd*, FASM, FAIMS, AFCHSE (Prod Eng), TTTC, CPEng, MIEAust, CEng, MIEE, AADM

Pro Vice-Chancellor, Division of Communication and Education

Professor Peter Putnis, BA (Hons) *Ncle, NSW,* PhD *ANU*

Pro Vice-Chancellor, Division of Management and Technology

Professor Peter Dowling, PhD Flind

Pro Vice-Chancellor, Division of Science and Design

Professor Mohamed Khadra, BMEd *Newcastle (NSW)*, GradDipComp *Deakin*, MEd, PhD *Syd*

Executive Director, Corporate Services Division and Chief Accountant

Adrian J. Westerman, BCom *Qld*, LLB *QUT*, MBA *S Qld*, AAUQ, FCPA

Executive Director, Client Services Division and Librarian

Lois V. Jennings, BA, MLib, MCom *UNSW*, AALIA

Chair, Academic Board

John Rayner, MSc PhD *ANU*, SMIEAust

Executive

Vice-Chancellor
Professor Roger Dean
Enquiries: 1D139 (02) 6201 5000

Executive Officer to the Vice-Chancellor
Christine Wise, BEd *Canberra CAE*, AALIA, MACE

Adviser to University on Research, and Professor of Physics
Dudley C. Creagh, BSc (Hons), DipEd *Qld*, MSc *NE* and *Bristol*, PhD *UNSW*, CPhys, CEng, FIP, FAIP, MIEE

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University Staff

General & Administrative

Centre for the Enhancement of Learning, Teaching and Scholarship (CELTS)

Responsibilities

- ·to facilitate the professional development of academic staff in the area of learning, teaching and scholarship in higher education;
- to contribute to policy development and provide advice on teaching, learning and scholarship in higher education; and
- to conduct research and scholarship in higher education.

Enquiries: 1C29 (02) 6201 5290

Director and Professor of Higher Education

John Dearn, BSc *E Ang*, PhD *S'ton*, Grad Cert HigherEd *Canberra*, MACE

Academic Development

Di Adams, TC, BEd, BA, MLitt NE
Margaret Kiley, DipT, BEd, GradDipEd Admin *S.Aust*, MEd Admin *Deakin*, PhD *Adel*
Coralie McCormack, BA (Hons) *ANU*, GradDip Ed *Canberra CAE*, Dip Urban & Reg Plan *NE*, MEd, Grad Cert HigherEd *Canberra,* PhD *W'gong*

Flexible Delivery Development Unit

Matt Bacon, B IndDes *Canberra*
Peter Delgado, B GraphicDes (Hons) *Canberra*
Peter Donnan, BA DipEd *Syd*, MLitt *UNE*, GradDip REd *Signadou*, MDistEd *Deakin*
Deborah Veness, BA *Qld*, BEd *James Cook*

Flexible Delivery Support Unit

Linda Zakman, B Inf Mgt *Canberra*

WebCT Support

Doreen Brooks, B Inf Mgt *Canberra*
Sue Demoor, BA Educ *Washington*, GradDip OffMgt *Canberra*

Administrative Officer

Sharon van Reyk

Corporate Services Division

Responsibilities

Administrative and office services; capital management; preparation, analysis and monitoring of University budget; financial services; investments; property and maintenance; residential services; and student administration including admissions, enrolments, progression and graduation.

Executive Director, Corporate Services and Chief Accountant
Adrian J. Westerman, BCom *Qld*, LLB *QUT*, MBA *S Qld*, AAUQ, FCPA
Enquiries: 1D131 (02) 6201 5780

Secretary of Council and Associate Director, Corporate Services
Graeme R. Dennett, BSc, DipEd *Syd*, FAICD
Enquiries; 1D95 (02) 6201 2613

Legal Officer

Michael Flynn, MA LLB *Syd*, GradDip HEd *UNSW* (Barrister and Solicitor ACT), (Solicitor NSW and England) (Mediator ACT)

Management Accountant

Wendy Dunne, MNIA
Enquiries: 1D127 (02) 6201 2014

Executive Officer to Corporate Services

Jennifer L. Coggins, BA Prof Wrtg *Canberra CAE*

Timetable Manager

Andrew Linacre, BEc ANU

Financial Services

Responsibilities

- to process all of the University's financial transactions; to maintain the University's financial data on the computerised and integrated financial management information system;
- to prepare period and annual financial reports and statements for internal and external users;
- to provide budget advice and collation, budget monitoring, preparation of administrative budgets; taxation matters; management of cash balances and investments.

Enquiries: 1B104 (02) 6201 2935

Director, Financial Services
Garry Foran, MBA *S Qld*, FNIA, AFAIM

Deputy Director, Financial Services
Dennis Fry, BEc *Adelaide*, CPA

Senior Financial Accountant
Bryan Kwong, BBus *Tas*, MIIA *(Aus)*, CPA

Manager Financial Projects and Development
James Smith, BCom, LLB *QUT*, ASA

Accountant
Kerry Bazeos, BEc Syd, BA Acc Canberra CAE

Insurance Manager
vacant
Enquiries: 1B101 (02) 6201 2464

Human Resources

Responsibilities

- strategic human resource management advice and policy, employee relations, industrial relations; staff recruitment; conditions of employment; payroll and superannuation; training and development; job evaluation; health, safety and rehabilitation. Enquiries: 1D113 (02) 6201 5079
- to implement equal opportunity programs for students and staff. Enquiries: 1D120 (02) 6201 2148

Director, Human Resources
Karl Dubravs, BBus *Riverina-Murray Inst Higher Ed*, AFAHRI

Manager, Salaries and Superannuation
A. John Masterman, BSc (Maths) *Portsmouth Poly*, GradDip Comp St *Canberra CAE*

Manager, Employee Relations
Ross Dunn, BA Mod Lang *Canberra CAE*, GradDip International Law *ANU,* AFAHRI

Manager, Staff Equity and Diversity
Dianne E. Coward, BA, DipEd *Qld*, GradDip Rec Plan *Canberra CAE*

Manager, Health and Safety
Les G. Hogg, MSIA, MESA

Employee Relations Officer
Julie Nicholls

Safety and Rehabilitation Adviser
Meredith Pettett

HR Information Systems Officer
Doug Sutherland, BCom MgtSc *Canberra*

International and Marketing

Responsibilities

- take a lead role in promoting a positive community image of the University within Canberra and region and with UC graduates,
- take a lead role in marketing UC's courses and services within Australia and internationally,
- assist the coordination and development of UC's international activities, including support services for on-shore international students,
- take a lead role in investigating and developing new international business opportunity for UC

Enquiries: 1B142 (02) 6201 5342

General Manager, International snd Marketing

Keith W Hyde, BAgrSc *Qld*, GradDip AgrEcon *NE*

Manager, Domestic Markets
Joanne Lambert, BEd (Secondary) Canberra

Manager, International Market
Janet Mountseer

Coordinator, Student Exchange and Study Abroad Programs
Tina McDonald, MEd (Couns) *Canberra*

Admissions Manager (International)
Jaye Jeffers

Ngunnawal Centre for Aboriginal and Torres Strait Islander Education

Responsibilities:

to provide academic and social support programs to Aboriginal and Torres Strait Islander students across all Divisions.

Enquiries: 7B6 (02) 6201 2998

Director Indigenous Education
Associate Professor Tracey A Bunda, DipT North Brisbane CAE, BEd Brisbane CAE

Academic Co-ordinator
Jeanine Leane

Administrative Officer
Larry Brandy, B AppSc Canberra

Planning and Resource Development

Responsibilities

to provide information and advice to University management and outside bodies, based on the application of quantitative and qualitative analysis of data.
Enquiries: 1D83 (02) 6201 2426

Director (Planning and Resource Development)
David Hamilton, BA M Litt *NE*
John Perlak, BA (Hons) *Tas*

Surveys Officer
Helen Montesin, BSc *ANU*, GradDip CompSt *Canberra CAE*, GradDip Stat *ANU*, GStat

Statistics Officer
Gerald K. Tarrant, BAgEc, Dip BusStud *NE*

Administrative Officer
Amadeus Rusek, BSc *Canberra*

Public Relations

Manager
Robin Poke, BComcn Canberra

Editor, University Newspaper Monitor
Louise Rugendyke

Business Development
Penny Cameron, BA *ANU*

Career Services Manager
Heather Jack, BA (Lib St) *Canberra*

Convocation - Alumni and Associates Executive Officer
vacant

Facilities and Service Unit

Responsibilities

buildings and grounds maintenance, major and minor construction, parking, cleaning, security, car pool, Jervis Bay Field Station, purchasing and stores, printery, mail room, registry.
Enquiries: Building 13 (02) 6201 5100

Director, Property
Graham McDonald, DipMechEng *CaulfieldIT*, GradDip MaintEng, GradDip Aircon&Refrig *SwinburneIT*

Project Manager
Garry Swanson

Property Administrator
Jacinta George, MPub Policy *Deakin*, BBus *CSturt*, B AppSc *Syd*

Neville Checksfield, D MechE *Brist*, ASIE

Secretariat

Responsibilities

- to service the University Council and some other major University committees; to oversee FOI, Privacy Act, copyright and legislation matters; to provide executive support services to the Vice-Chancellor and Deputy Vice-Chancellor as necessary. *Enquiries:* 1D95 (02) 6201 2613
- to provide support for Divisions, Academic Board and the University committees responsible for the development and implementation of policy on teaching and learning, first year experience, ethics in human research, teaching grants, course development, assessment, and Division reviews. *Enquiries:* 1D94 (02) 6201 5440
- to provide information and advice to University management and outside bodies, based on the application of quantitative and qualitative analysis of data. *Enquiries:* 1D83 (02) 6201 2426
- to assist and support students with disabilities. ***Enquiries:*** 1B25 (02) 6201 2205
- administration of research project proposals, tenders, contracts and funding, liaison with external organisations on research, ethics in animal experimentation. *Enquiries:* 1D85 (02) 6201 2466

Director
Keren Bisset, BA *NE*, DipEd *Syd,* Grad Dip Social Communication *Hawkesbury AC*

Administrative Officers

Meredith Bacon
Maxine Brooks
Brian Fisher
Stephen R. Harding, BA Lib *Canberra CAE*, AALIA
B. Gay Landau, BA Oriental Studies *ANU*, DipLib *UNSW*
Alison Langley
Lisa Leerdam, BA Prof Wrtg *Canberra CAE*
Alasdair Sinclair, BA (Hons) *York (UK)*, DipLing *Camb*, MEc, GradDip Arts (Dist) *ANU*, MA, GradCert Arts *Qld*
Kristen Smith
Lesley L Watt, BA *Qld*, Grad DipAppSc (Lib&InfoMgt) *C.Sturt*

Disabilities Liaison
Dee Jackson

Student Administration

Responsibilities

to provide a student enquiry service; to administer admissions, enrolment, student progress, end-of-semester examinations, graduation, Higher Education Contribution Scheme; and to maintain student information systems.

Director
Robert Kominek, BA Math *Canberra CAE*

Deputy Director
Michael G Werts, GradDip Admin *Canberra*, AIMM

Manager, Information Management and Progress
Michael Garbutt BTech (Mech), MBA, GradDip InfSys *Canberra*

Section Managers
Admissions - Peter O'Halloran, J.P. AIMM, MAICD
Enrolment -
Examinations - Julie Harrison
Graduate Studies - Marieka Easterley HECS/PELS
Fees - Nick Rendina, AssocDip Interp & Trsltg *Canberra CAE*, NAATI
Information Management - Jenny Hunter
Academic Progress - Alice Moudakis (Acting)
Scholarships and Prizes - Kay Hyland
Graduation - Romalynn Oliynyk, MSc *Alta.*

University Residences

Responsibilities

to provide on-campus accommodation and associated services to students.
Enquiries: Residential Services Office (02) 6206 3500

Director
Peter M. Fyfe

University of Canberra Union (UCU)

Responsibilities

to provide a range of services including food and beverages, entertainment, social and cultural activities, sporting facilities, recreational courses, retail operations, clubs and societies, meeting and function facilities, theatre and Gallery Caf•

Enquiries: UCU Access, Level B, Building 1 (concourse) (02) 6201 5350

General Manager
Tony Loneragan

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University Staff

Client Services Division

Responsibilities

to provide information and communication services, telecommunications and related infrastructure (including library, computing, networking, database, audiovisual, switchboard) and health and counselling services.

Executive Director, Client Services, and Librarian
Lois V. Jennings, BA, MLib, MCom *UNSW*, AALIA
Enquiries: 8C13 (02) 6201 5092

Associate Directors
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Robert (Bob) I. Thompson, BSc *UNSW*, MACS

Program Managers

Information Access and Library Services Program
Anita Crotty, BA (Lib) *Riverina CAE,* AALI

IT Development and Integration Program
Katarina E. Christenson, BSc *Missouri (Rolla)*, GradDip CompSt *Canberra CAE*

IT Customer Services Program
Bernard Storrier, AssocDip (Comp), B AppSci (Comp) *C.Sturt*

Health and Counselling Services Program
Dr Cathy Shannon, MB.BS *Qld*

Health and Counselling Services

Responsibilities

to provide year-round full-time health and counselling services for students of the University. Health services are also available to University staff. Enquiries: 1B124 (02) 6201 2351

Coordinator
Dr Cathy Shannon, MB.BS *Qld*

Medical Practitioners:

Dr Ross Newbery MB.BS *NSW*
Dr Jenny Weekes BMed *Newcastle*
Dr Georgina Flanagan MB.BS *Syd*, Dip RACOG
Dr Peter MacIsaac MB.BS *Melb*; FRACGP

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University Staff

Division of Communication and Education

- School of Creative Communication and Culture Studies
- School of Information Management and Tourism
- School of Languages and International Education
- Academic Support Program
- School of Professional Communication
- School of Professional and Community Education
- School of Teacher Education
- Schools and Community Centre

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Cooperative Research Centre for Sustainable Tourism

and

Centre for Tourism Research

Director: Professor Trevor Mules

Divisional Centres and Institutions

Postgraduate Studies Divisional Postgraduate Office

Director: Dr Carole Kayrooz

Canberra Centre for Writing

Director: Associate Professor Satendra Nandan

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Lynne Hellyer, BEd *Canberra*
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Ross Thompson, ARMA

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Wiradjuri Preschool Child Care Centre

Director
Careen Leslie, BEd *Canberra*

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Director
Jackie Walkington, DipT *KGCAE*, BEd *SQld*, MEd, *CSturt*, PhD *SQld*

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UNIVERSITY OF CANBERRA, AUSTRALIA

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University Staff

Division of Business, Law and Information Sciences *

(formerly Division of Management and Technology)

From 1 January 2003 the Schools are as follows: *

- School of Business (formerly School of Accounting, Banking and Finance and School of Economics and Marketing
- School of Information Sciences & Engineering (formerly School of Computing and School of Electronics and Telecommunications Engineering)
- School of Law
- School of Management and Policy
- School of Mathematics and Statistics

Staff are currently listed under their original affiliations.

Pro Vice-Chancellor of Division and Professor
Professor Peter Dowling, PhD *Flind*

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Professor Andrew Cheetham, BSc, PhD Flin, MIEAust, MIEEE, FAIP MBA

Program Director
Lorraine Carey, TPTC Vic, BA, MBA Monash MDiv Harvard

Business Team Manager
Gar Ryan, AdvDip QM, GradDip StrSt

Executive Officer
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Student Affairs Manager
David Sneddon

Marketing Manager
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Katie Kolenberg

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Directors:
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Centre for Advanced Telecommunications and Quantum Electronics Research

Director
Professor Paul J. Edwards

Centre For Labour Market Research

Director
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National Institute for Governance

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Hanh Huynh

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School of Management and Policy

Head of School and Senior Lecturer
To be advised

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Professor of Public Administration
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Associate Professor in Politics
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Gary Crone, BCom (Hons) *Tas*
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Chris Fisher, BA, MA *UNSW*, MA, PhD *Wisconsin*
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Professor of Mathematics
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Senior Lecturers

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Tania Prvan, BSc *Qld*, PhD *ANU*
Peter J. Vassiliou, BSc, PhD *Syd*

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Mike Holmes, BA *Brist*, MEc *ANU*
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Nadine Carter, B AppPsych *Canberra*
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University Staff

Division of Health, Design and Science *

(formerly Division of Science and Design)

- School of Design and Architecture *
- School of Health Sciences
- School of Resource, Environmental and Heritage Sciences

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Business Team Manager
Heather Maxwell, BA (Modern Languages) *Canberra*

Project and Development Manager
Tracy Harris, BComcn (Hons) *Canberra*

Finance Officer
Helen Johnson

Student Affairs Manager
Stacey Durrell, BA Admin *Canberra*

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Michelle Carthy
Jennifer Towie

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Acting Director: Dr Margie Bohm

Research Centres

Applied Ecology Research Centre
Director: Arthur Georges

Cooperative Research Centre for Freshwater Ecology
Director: Gary Jones

Cooperative Research Centre for Landscape Evolution & Mineral Exploration
Assistant Director Canberra: Ken McQueen

Cultural Heritage Research Centre
Directors:
To be advised

Gadi Research Centre
Director: Jenelle Kyd

Divisional Centre

Centre for Developing Cities

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Margaret Proctor, RN, BScN, MSc (Nursing) *Tor*, FRCNA
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Head of School
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Adjunct Professor in Cultural Heritage Management
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Professor in Culture and Sustainable Development Jane Stanley, PhD

Adjunct Professor of Ecology
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Adjunct Associate Professor in Environmental Technology
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Associate Professor in Applied Ecology
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Associate Professor in Cultural Heritage Management
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Associate Professor in Environmental Chemistry
William Maher, BAppSc *Melb*, PhD *S'ton*

Associate Professor in Environmental Science
Martin Thoms, BSc, MSc *Cant*, PhD *Lough*

Associate Professor in Freshwater Ecology
Richard H. Norris, BSc (Hons) *ANU*, GradDip Ed *Canberra CAE*, PhD *Tas*

Associate Professor in Geographic Information Systems and the Law
George C. Cho, BA *Malaya*, MA *Br Col*, PhD, LLB *ANU,* GradCert HigherEd *Canberra,* Barrister-at-Law (NSW), Barrister and Solicitor (ACT and High Court of Australia)

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Associate Professor in Wildlife Management
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Senior Lecturers

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Linda Young, DipEd *Sydney TC*, BA (Hons), MA *Syd*, MA *Penn,* PhD *Flin*
David G. Williams, BSc *Syd*, PhD *ANU*

Lecturers

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Margi Bohm, BSc *Natal* (Pietermaritzburg), BSc (Hons) *Natal* (Durban), MSc *Capetown* PhD *ANU*
Nancy FitzSimmons, BSc *Washington*, MSc *Wyoming*, PhD *Qld*
Tracey Golds, BAppSc *Canberra*
Steven Hill, BSc (Hons) *Melb*
William S. Osborne, Dip T *Melb TC*, BAppSc *Canberra CAE*, Grad Dip Sc, PhD *ANU*
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The University

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Preface

The principal aims of the University are to prepare students for professional careers through high quality courses at undergraduate and postgraduate levels, and to make a contribution to the intellectual development of Canberra and the south-east region, and of the nation, through the research and consultancy activities of its staff. The University accepts a responsibility to achieve these aims in the context of its equal opportunity policies.

Objectives

To provide undergraduate, postgraduate and continuing education programs which are intellectually stimulating and appropriate to the professions.

- To create, advance and disseminate knowledge and enquiry in ways which are closely linked with and enrich the University's professional focus and that strengthen the knowledge and intellectual base of the professions.
- To continue to enhance the quality of the University's intellectual, cultural and physical environment, and ensure that its strengths are vigorously promoted and marketed.
- To ensure that the University's academic programs, infrastructure and facilities provide for flexible learning practices which focus on student needs and ensure the wide availability of the University's professional education.
- To provide intellectual leadership and service to the professions, industry, governments and to the wider society, particularly the ACT and local region.
- To provide a complete intellectual resource, from training for admissions to the professions, to continuing education within the professions, and research for the professions to enable them to serve the society from which they are drawn.

History

The University of Canberra was established by the Commonwealth Government in 1967 as the Canberra College of Advanced Education. Students were enrolled on a part-time basis in 1968 and full-time teaching began the following year. The University of Canberra Act 1989 came into effect on 1 January 1990 replacing the earlier 1967 Act. On 1 December 1997 jurisdiction for the University was passed to the Australian Capital Territory. The University is a member of the Unified National System, and of the Association of Commonwealth Universities.

Campus

The University of Canberra occupies a site of 119 hectares in the suburb of Bruce, adjacent to the Belconnen Town Centre and about eight kilometres from the central business district of Canberra. The Bruce precinct includes a technology park, the Australian Institute of Sport, a campus of the Canberra Institute of Technology, a major hospital and several government departments.

The current enrolment is 9010 students with around 17.5 per cent enrolled in postgraduate courses. Part-time students account for about 34 per cent of the student body. At present about 57 per cent of the student population is aged under 25 years, and 56 per cent women.

Courses are administered by 16 Schools, which are organised within Divisions.

Residential accommodation on campus caters for about 1050 students, while some off-campus accommodation for students is available nearby. College House, a separate building accommodating 28 persons in en suite rooms, is available for visiting academic staff and for use by short course participants.

Brisbane Campus

The University Council endorsed a proposal in June 2001 to establish a separate campus of the University in Brisbane. Brisbane is the capital city of Queensland, a northern tropical State of Australia, with a warm climate, long sandy beaches and rugged hinterland. Brisbane is one of the fastest growing areas of Australia with a population of approximately two million people. While Canberra, the National Capital, is renowned for its multicultural diversity, relaxed lifestyle and location close to the Snowy Mountains and the Southern Highlands, Brisbane is a cosmopolitan city close to the popular tourist destinations of the Gold Coast and the Sunshine Coast. The Great Barrier Reef is north of Brisbane. The University has many off-campus and off-shore teaching initiatives - this is the first satellite campus of the University, the "second campus" of the University. University of Canberra staff are resident in Brisbane to provide educational leadership and support for students and are supported by local facilities and services together with access to many Canberra-based services through the University's extensive and comprehensive on-line network.

The campus is located in South Bank, a vibrant educational and cultural area of Brisbane with easy access to public transport. The campus is close to the Queensland Art Complex, Conservatorium, Queensland Museum, State Library and Cultural Centre. The Brisbane Convention and Exhibition Centre is also located nearby. The Brisbane campus has a modern, architecturally attractive building at South Bank. The nine flexible teaching spaces for lectures and tutorials are supported by the library, group discussion spaces and the computer laboratory using high speed internet access and wireless LAN technology. Both PC's and Macintoshes are available with the latest data projection technology for enhanced teaching and learning. Text books and basic reference material are available, with further access available to local library resources. Terminals in the library allow students access to the on-line library resources available at the Canberra campus of the University, and to a large range of full-text and abstract services available through the Internet.

Courses

The University intends to offer a range of courses at the Brisbane Campus, including: Bachelor of Business Administration Bachelor of Information Technology Master of International Business Master of Information Technology (The University's plans for courses at the Brisbane Campus are subject to change.)

Important information:

Duration of Courses 6 semesters which may be completed in two years, with 3 terms per year. All courses are open to both International and Australian students.

Fees and Charges (All Students)

All fees and charges at the Brisbane campus are the same as for the main Canberra campus with the only exception being that the Amenities and Services fee (HECS and International Students) is currently set at $74.00 per year compared with $270 per year for students at the Canberra campus.

Admission requirements

Admission Requirements for our Brisbane campus are the same as for our main campus. Please see the relevant section.

How to Apply

Applications for admission should be directed to either: Student Administration, University of Canberra, Brisbane Campus, PO Box 15, South Bank, South Brisbane QLD 4101 or Student Administration, University of Canberra ACT 2601. Application forms can be obtained from either office or from the web www.canberra.edu.au/studadmin/admission.html

For information concerning general Admission requirements for the University please click on study@canberra at our website at: http://www.canberra.edu.au/study/ or E-mail: admissions@canberra.edu.au Telephone: +61 2 6201 2601 Fax: +61 2 6201 5391 For general information concerning the University of Canberra in Brisbane, contact: Professor Brian Andrew, Head of Campus (Brisbane) Telephone: +61 7 3010 3801 Fax: +61 7 3010 3883 Email: ucbc@canberra.edu.au

Campus Location

UCBC Building
South Bank Parkland
Brisbane Queensland 4101

The building and facilities of the Brisbane Campus are managed by Dynamic Management Group Pty. Ltd. Dynamic is also responsible for the provision of some services to students. The following charges may apply if individual students chose to use the service offered by Dynamic Management Group:

- Airport reception fee (International Students) $88.00
- Accommodation placement fee (HECS and International Students) $176.00
- Homestay placement fee (HECS and International Students) $198.00
- Supply of computer laptop (HECS and International Students) $50.00 per week
- Welfare and personal counselling (HECS and International Students) $70.00 per hour (First interview free)
- English language and maths support also available. Fees on application

(All charges are inclusive of GST)

All charges are subject to review and confirmation. For more information on theses services please
Telephone: +61 7 3010 3888 or Fax: +61 7 3010 3883

Royal Brisbane International College

As well as the courses being offered by the University of Canberra, it is planned to offer several other courses from the University of Canberra Brisbane Campus building. These courses, which began during 2002, are supported by the Royal Brisbane International College (RBIC), a separate organization associated with the Brisbane-based educational company Dynamic Management Group Pty. Ltd. RBIC offer:

- Pre-University and Diploma courses in the disciplines of business and information technology:
- ELICOS courses under the name of Royal Brisbane International College.
- International Access Program that provides a pathway to postgraduate coursework
- University of Canberra programs for suitably educationally qualified students whose English language proficiency is less than the University of Canberra 6.5 IELTS (academic test) requirement.

Articulation arrangements allow students undertaking the RBIC courses to enter University of Canberra degree courses some with advanced study of up to a year, but applicants must meet all admission requirements of the University of Canberra. For details of RBIC courses please contact:

Royal Brisbane International College
P.O. Box 15 South Bank,
Queensland, 4101, Australia.
Telephone: +61 7 3010 3888
Fax: +61 7 3010 3883
website: www.rbic.qld.edu.au/

Extension Studies

In addition to those students enrolled in formal bachelor degree courses and graduate level studies, a large number of persons attend short courses offered at the University during the year. Short non-award courses are conducted for a variety of occupations such as public administration and human resources management, as well as management courses for local government.

In cooperation with the Australian Agency for International Development (ACED) and the Overseas Student Office of the Commonwealth Department of Education, Training and Youth Affairs, the University enrols a number of international students each year. Most University courses have been approved for offering on a full-fee paying basis to international students.

Professional Development Australia (PDA) has been established by Vice-Chancellor to coordinate the University's commercial training, research and consultancy activities. Enquiries to the Director of the Research Office, telephone (02) 6201 2605.

Equity Programs

The University of Canberra is committed to a policy of equal opportunity in education and employment. The University affirms its continuing opposition to unfair discrimination on any grounds consistent with Commonwealth and ACT legislation. This commitment accords with the maintenance of academic standards, and supports the principle that students are selected and progress on merit. The University will continue to develop procedures and practices to ensure equitable treatment of all students and potential students concerning recruitment, admission and academic progress, as well as University facilities and services.

The University has taken positive action to implement initiatives aimed at increasing access and participation of under-represented or disadvantaged social groups.

Equity programs currently include assistance for students with disabilities; study skills assistance for students from non-English speaking backgrounds; support for indigenous students; alternative admission schemes for adults; and Access Scholarships for students in financial need.

Bequests

Bequests to the University can be made by intending benefactors in the following terms:

> *I give to the University of Canberra, the sum of .....which I direct to be paid free of all duties thereon to the Vice-Chancellor of the University of Canberra and direct that it be applied for the purposes of the University in such manner as the Council of the University may determine.*

If intending benefactors have in mind special conditions or requests, these may be attached as a rider to the form. To avoid hampering the 'real intent' of any such gift it is desirable that any special conditions or requests be expressed in general terms.

Where the bequest is in the form of shares or inscribed stock, provision should be made to permit the University access to a wide range of securities. Bequests to the University are exempt from the payment of both Commonwealth Government and State estate duties.

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For further information on studying at UC contact: admissions@canberra.edu.au
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University of Canberra - Academic Program for 2003

The Academic Program 2003 lists those courses from the Register of Courses for the University of Canberra, which are open to new admissions.

- Newly enrolling students may be admitted to the courses listed in the Academic Program 2003, which lead to awards as indicated by the award abbreviations.
- Any courses listed on the Register of Courses that are not listed in this Program should be closed to new admissions on the Student Information System.
- The information contained in the Academic Program 2003 is correct, as approved at Academic Board Meeting No. 02/5 - 12 August 2002. The University reserves the right to amend the Academic Program 2003 without notice.
- The University reserves the right to amend the fee information for courses without notice.

ADVANCED DIPLOMA COURSES

Course	Course/ Stream Code	Award Abbreviation	Division
Business (Customs)[3 $]		AdvancedDip Bus	M&T
(Canberra Campus)	456AA		
(Off Campus Delivery)	456AB		

BACHELOR DEGREE COURSES [h]

Course	Course/ Stream Code	Award Abbreviation	Division
Accounting	345AA	BCom Acc	M&T
Advertising/Marketing Communication	376AA	BComcn	C&E
Applied Economics	278AA	BAppEc	M&T
Applied Psychology	364AA	BAppPsy	S&D
Applied Psychology (Honours)	355AA	BAppPsy (Hons)	S&D
Applied Science (Honours)	223--	BAppSc (Hons)	S&D
Architecture[7]	389AA	BArch/ or BArch (Hons) [7]	S&D
Arts	429AA	BA	C&E
Banking and Finance	395AA	BCom Bnkg&Fin	M&T
Business Administration		BBusAdmin	M&T
(Bruce Campus)	444AA		
(Off Campus Delivery Brisbane)	444JA		
(Off Campus Delivery Hong Kong)	444HA		
(Off Campus Delivery Malaysia)	444BA		
(Off Campus Delivery Singapore)	444DA		
(Off Campus Delivery Williams Bus College)	444AB		
Coaching Science	365BB	BAppSc	S&D
Commerce (Honours)	655AA	BCom (Hons)	M&T
Communication (Honours)	398AA	BComcn (Hons)	C&E
Community Education Courses	386AF	BCommunity Ed	C&E
Community Education (Honours)	531AA	BCommunity Ed (Hons)	C&E
Computer Engineering [7]		BE CompE/ or BE CompE (Hons) [7]	M&T
(Bruce Campus)	160AA		
(Off Campus Delivery PTPL Malaysia)	160BA		
Early Childhood Teaching (Conversion)	383AA	BEd	C&E
Early Childhood Teaching (with CIT) [7]	446AA	BEd/ or BEd (Hons) [7]	C&E
Electronics and Communications Engineering [7]	258AA	BE Elec&ComcnE/ or BE Elec&ComcnE (Hons) [7]	M&T
English for Professional Purposes	648AA	BA EngProfPurp	C&E
Graphic Design[7]	302AA	BGraphicDes/ or BGraphicDes (Hons) [7]	S&D
Hotel Management	575AA	BHotelMgt	C&E
Human Biology		BAppSc	S&D
(Bruce Campus)	365AE		
(Off Campus Delivery Malaysia)	365BA		
Human Nutrition	365AF	BappSc	S&D
Industrial Design[7]	390AA	BindDes/ or BIndDes (Hons) [7]	S&D
Information	591AA	Bcomcn	C&E
Information Management (Honours)	399AA	BInfMgt (Hons)	C&E
Information Technology		BInfTech	M&T
(Bruce Campus)	322AA		
(Off Campus Delivery Brisbane)	322BB		
(Off Campus Delivery AIT India)	322AB		
(Off Campus Delivery PTPL Malaysia)	322BA		
Interior Design	659AA	BInteriorDes	S&D
Journalism	376AB	Bcomcn	C&E
Landscape Architecture[7]	391AA	BLArch/ or BLArch (Hons) [7]	S&D
Laws (4yr) [7]	349AB	LLB/ or LLB (Hons) [7]	M&T
Management	394AA	BMgt	M&T
Management (Honours)	668AA	BMgt (Hons)	M&T
Management Sciences	393AA	BCom MgtSc	M&T
Media/Multimedia Production	***376AC***	Bcomcn	C&E
Medical Science	660AA	BMedSc	S&D
New Media Production	649AA	BNewMedProd	C&E
Nursing		BNurs	S&D
(Bruce Campus) [84cp]	397AA		
Nursing (Conversion) for overseas qualified nurses [24cp][3 4 5]	633AA		
Nursing [24cp]	tba	BNurs (Hons)	S&D
Physical Sciences	392AA	BSc	M&T
Primary Teaching[7]	383AE	BEd/ or BEd (Hons) [7]	C&E
Primary Conversion	383AB	BEd	C&E
Primary Teaching (Librarianship)	647AA	BEd	C&E
Professional Writing	423AA	BA ProfWrtg	C&E
Public Relations	376AD	BComcn	C&E
Resource and Environmental Science	365BD	BAppSc	S&D
Science	392AB	BSc	S&D/ M&T
Secondary Teaching (Conversion)	385--	BEd	C&E
Secondary Teaching (Design and Technology)[7]	433BF	BEd/ or BEd (Hons) [7]	C&E
Secondary Teaching (Health & Physical Education) [7]	433BN	BEd/ or BEd (Hons) [7]	C&E
Secondary Teaching (Librarianship) [7]	647AB	BEd/ or BEd (Hons) [7]	C&E
Secondary Teaching (Music) [7]	433AC	BEd/ or BEd (Hons) [7]	C&E
Software Engineering (3yr)	560AA	BSoftwareE	M&T
Software Engineering (4yr) [7]	559AA	BE SoftwareE/ or BE SoftwareE (Hons) [7]	M&T
Social Sciences	396AA	BSocSc	M&T
Sports Management,	365AH	BAppSc	S&D
Sports Media	365AJ	BAppSc	S&D
Tourism Management	638AA	BTrsm Mgt	C&E

BACHELOR GRADUATE ENTRY DEGREE COURSES [h]

Course	Course/ Stream Code	Award Abbreviation	Division
Early Childhood Teaching (Graduate Entry)	383AH	BEd	C&E
Laws (Graduate Entry) [7]	349AA	LLB/ or LLB (Hons)[7]	M&T
Primary Teaching (Graduate Entry) [7]	383AG	BEd/ or BEd (Hons)[7]	C&E
Secondary Teaching (Graduate Entry) [7]	435--	BEd/ or BEd (Hons)[7]	C&E

BACHELOR DOUBLE DEGREE COURSES [h] With Laws

Course	Course/ Stream Code	Award Abbreviation	Division
Accounting / Laws[7]	414AA	BComm Acc, and LLB/ or LLB (Hons)[7]	M&T
Advertising/Marketing Communication / Laws[7]	403AD	BComcn, and LLB/ or LLB (Hons)[7]	C&E/ M&T
Applied Economics / Laws[7]	416AA	BAppEc, and LLB/ or LLB (Hons)[7]	M&T
Applied Psychology / Laws[7]	597AA	BAppPsy, and LLB/ or LLB (Hons)[7]	S&D/ M&T
Arts / Laws[7]	401AA	BA, and LLB/ or LLB (Hons)[7]	C&E/ M&T
Banking and Finance / Laws[7]	415AA	BComm Bnkg&Fin, and LLB/ or LLB (Hons)[7]	M&T
Business Administration / Laws[7]	443AA	BBusAdmin, and LLB/ or LLB (Hons)[7]	M&T
Computer Engineering / Laws[7]	409AA	BE CompE/ or BE CompE (Hons)[7], and LLB/ or LLB (Hons)[7]	M&T
Electronics & Communications Engineering[7]/Laws[7]	411AA	BE Elec&ComcnE/ or BE Elec&ComcnE (Hons)[7], and LLB/ or LLB (Hons)[7]	M&T
Human Biology / Laws[7]	594AA	BAppSc, and LLB/ or LLB (Hons)[7]	S&D/ M&T
Information / Laws[7]	592AA	BComcn, and LLB/ or LLB (Hons)[7]	C&E/ M&T
Information Technology / Laws[7]	410AA	BInfTech, and LLB/ or LLB (Hons)[7]	M&T
Journalism / Laws[7]	403AA	BComcn, and LLB/ or LLB (Hons)[7]	C&E/ M&T
Management / Laws[7]	412AA	BMgt, and LLB/ or LLB (Hons)[7]	M&T
Media/Multimedia Production / Laws[7]	403AB	BComcn, and LLB/ or LLB (Hons)[7]	C&E/ M&T
Professional Writing / Laws[7]	474AA	BA ProfWrtg, and LLB/ or LLB (Hons)[7]	C&E/ M&T
Public Relations / Laws[7]	403AC	BComcn, and LLB/ or LLB (Hons)[7]	C&E/ M&T
Science / Laws[7]	402AA	BSc, and LLB/ or LLB (Hons)[7]	S&D/ M&T
Social Sciences / Laws[7]	413AA	BSocSc, and LLB/ or LLB (Hons)[7]	M&T
Sports Management / Laws[7]	473AA	BAppSc, and LLB/ or LLB (Hons)[7]	S&D/ M&T
Sports Media / Laws[7]	473AB	BAppSc, and LLB/ or LLB (Hons)[7]	S&D/ M&T
Tourism Management / Laws[7]	639AA	BTrsm Mgt, and LLB/ or LLB (Hons)[7]	C&E/ M&T

Others

Course	Course/ Stream Code	Award Abbreviation	Division
Accounting / Arts	626AA	BCom Acc, and BA	M&T/ C&E
Accounting / Information Technology	475AA	BCom Acc, and BInfTech	M&T
Applied Economics / Accounting	417AA	BAppEc, and BCom Acc	M&T
Applied Economics / Advertising/Marketing Communication	577AD	BAppEc, and BComcn	M&T/ C&E
Applied Economics/Applied Psychology	610AA	BAppEc, and BAppPsy	M&T/ S&D
Applied Economics/Arts	581AA	BAppEc, and BA	M&T/ C&E
Applied Economics / Banking and Finance	418AA	BAppEc, and BCom Bnkg&Fin	M&T
Applied Economics/Information Technology	582AA	BAppEc, and BInfTech	M&T
Applied Economics / Journalism	577AB	BAppEc, and BComcn	M&T/ C&E
Applied Economics / Management	419AA	BAppEc, and BMgt	M&T
Applied Economics/Management Sciences	580AA	BAppEc, and BCom MgtSc	M&T
Applied Economics / Media/Multimedia Production	577AC	BAppEc, and BComcn	M&T/ C&E
Applied Economics / Public Relations	577AA	BAppEc, and BComcn	M&T/ C&E
Applied Economics / Science	609AA	BAppEc, and BSc	M&T/ S&D
Applied Economics/Social Sciences	420AA	BAppEc, and BSocSc	M&T
Applied Economics / Tourism Management	640AA	BAppEc, and BTrsm Mgt	M&T/ C&E
Applied Psychology / Arts	670AA	BAppPsy, and BA	S&D/ C&E
Arts / Secondary Teaching	671AA	BA, and BEd	C&E
Banking and Finance / Arts	625AA	BCom Bnkg&Fin, and BA	M&T/ C&E
Banking and Finance / Information Technology	476AA	BCom Bnkg&Fin, and BInfTech	M&T
Business Administration / Accounting	452AA	BBusAdmin, and BCom Acc	M&T
Business Administration / Applied Economics	454AA	BBusAdmin, and BAppEc	M&T
Business Administration / Banking and Finance	451AA	BBusAdmin, and BCom Bnkg&Fin	M&T
Business Administration / Information Technology	472AA	BBusAdmin, and BInfTech	M&T
Business Administration / Management	453AA	BBusAdmin, and BMgt	M&T
Coaching Science / Applied Psychology	622AA	BAppSc, and BAppPsy	S&D
Human Biology / Applied Economics	595AA	BAppSc, and BAppEc	S&D/ M&T
Human Biology / Information Technology	601AA	BAppSc, and BInfTech	S&D/ M&T
Human Biology / Journalism	602AA	BAppSc, and BComcn	S&D/ C&E
Information Technology / Information	593AA	BInfTech, and BComcn	C&E
Landscape Architecture / Resource and Environmental Science	623AB	BLArch/ or BLArch (Hons)[7] and B AppSc	S&D
Management / Applied Psychology	621AA	BMgt, and BAppPsy	M&T/ S&D
Management / Information Technology	576AA	BMgt, and BInfTech	M&T
Physical Sciences/Computer Engineering[7]	421AA	BSc, and BE CompE[7]	M&T
Physical Sciences/Electronics & Communications Engineering[7]	422AA	BSc, and BE Elec&ComcnE[7]	M&T
Science / Secondary Teaching	656AA	BSc, and BEd	S&D/ C&E

GRADUATE CERTIFICATE COURSES [$]

Course	Course/ Stream Code	Award Abbreviation	Division
Accountancy	449AA	GradCert Acc	M&T
Applied Science		GradCert AppSc	
(Cultural Heritage Studies)	589AD		S&D
(Human Nutrition)	589AB		S&D
(Medical Diagnostics)	589AC		S&D
(Sports Nutrition)	589AA		S&D
Business Administration		GradCert BusAdmin	M&T
(Bruce Campus)	461AA		
(Intensive Delivery Canberra)	461AB		
Business & Commerce (Customs)[3]		GradCert Bus	M&T
(Canberra)	478AA		
(Off Campus)	478AB		
Cancer Nursing	477AA	GradCert CancerNurs	S&D
Clinical Trials Management[4]	463AA	GradCert ClinicalTrialsMgt	S&D
Community Counselling	485AA	GradCert CommunityCouns	C&E
Community Health Promotion	606AA	GradCert CommunityHealth Promotion[2]	C&E
Good Clinical Practice	658AA	GradCert GCP	S&D
Customs Management	652AA	GradCert Customs Mgt	M&T
Education	319AA	GradCertEd	C&E
Electronic Business	615AA	GradCert ElecBus[2]	M&T
Employment Relations	619AA	GradCert Empl Rel[2]	M&T
English for Professional Purposes[6]	464AA	GradCert EnglishProfComcn	C&E
Enrichment Mathematics[4]	441AA	GradCert Ed	C&E
Environmental Statistics	651AA	GradCert EnviroStats	S&D
Facilities Management	561AA	GradCert FacilitiesMgt	S&D
Financial Planning	598AA	GradCertFinPlan	M&T
Gerontological Nursing	553AA	GradCert GerontologicalNurs	S&D
Higher Education	329AA	GradCert HigherEd	C&E
Information Technology	632AA	GradCert Inf Tech[2]	M&T
Legal Studies	551AA	GradCert LegalSt	M&T
Management		GradCert Mgt	M&T
(Bruce Campus)	424AA		
(External) [4]	424AB		
Marketing		GradCert Mktg	M&T
(Bruce Campus)	460AA		
(Intensive Delivery Canberra)	460AB		
Marketing Communication	554AA	GradCert MktgComcn	C&E
Performance Auditing [3]	620AA	GradCert PerfAud[2]	M&T
Perioperative Nursing	664AA	GradCert PeriopNurs	S&D
Photonic Engineering	627AA	GradCert Photon Eng[2]	M&T
Physics Teaching	657AA	GradCert PhysTeach	C&E
Professional Development Education	482AA	GradCert ProfDevEd	C&E
Professional Studies		GradCert ProfSt	C&E
(Bruce Campus)	498AA		
(Intensive Delivery Canberra)[4]	498CN		
Public Administration		GradCert PubAdmin	M&T
(Bruce Campus)	550AA		
(APS Canberra)[3]	550AB		
Regional & Local Government Management [4]	347AA	GradCert Reg&LocalGovtMgt	M&T
Sports Management	641AA	GradCert SportsMgt[2]	S&D
Teaching English to Speakers of Other Languages	270AA	GradCert TESOL	C&E
Technology-Enhanced Language Learning	494AA	GradCert TechEnhanced Lang Learning	C&E
Urban Management	637AA	GradCert UrbanMgt[2]	S&D

GRADUATE DIPLOMA COURSES Graduate diploma courses - in a new academic, professional or vocational area

Course	Course/ Stream Code	Award Abbreviation	Division
Administration [$]	053AA	GradDip Admin	M&T
Applicable Mathematics [23cp] [$]	162AB	GradDip ApplcMath	M&T
Applied Economics [$]	090AA	GradDip AppEc	M&T
Business Administration [$]		GradDip BusAdmin	M&T
(Bruce Campus)	462AA		
(Intensive Delivery Canberra)	462AB		
(Off Campus Delivery Hong Kong)	462HA		
(Off Campus Delivery ECUST)	462AD		
(Off Campus Delivery HTIT)	462AF		
(Off Campus Delivery Ningbo)	462AE		
Clinical Trials Management[4 $]	571AA	GradDip ClinicalTrialsMgt	S&D
Community Counselling[%]	484AA	GradDip CommunityCouns	C&E
Community Health Promotion [%]	607AA	GradDip CommunityHealth Promotion[2]	C&E
Customs Management[$]	653AA	GradDip Customs Mgt	M&T
Design and Technology [$]		GradDip Des&Tech	S&D
(Architecture)	565AB		
(Landscape Architecture)	565AA		
Education		GradDip Ed	C&E
(Primary - Overseas) [32cp] (Canadian) [5 $]	468AA		
(Secondary Teaching) [32cp] [h]	455--		
Electronics [22cp] [$]	034AB	GradDip Elec	M&T
Electronic Business [$]	635AA	GradDip Elec Bus[2]	M&T
Employment Relations [$]	328AA	GradDip EmplRel	M&T
Facilities Management [$]	562AA	GradDip FacilitiesMgt	S&D
Financial Planning [$]	599AA	GradDip FinPlan[2]	M&T
Higher Education [3 $]	487AA	GradDip HigherEd	C&E
Human Resource Management[6 $]	238AA	GradDip HumanResMgt	M&T
Information Technology [$]	636AA	GradDip Inf Tech[2]	M&T
(Information Systems)	636AB		
(Software Engineering)	636AC		
International Business [$]		GradDip InternationalBus	M&T
(Bruce Campus)	354AA		
(Intensive Delivery Canberra)	354AB		
(Off Campus Delivery Sydney)	354AC		
Languages [$]		GradDip Lang	C&E
(Beginning)	469AA		
(Intermediate)	469AB		
(Continuing)	469AC		
Legal Studies [$]	018AA	GradDip LegSt	M&T
Library & Information Management [%]	163AA	GradDip Lib&InfMgt	C&E
Management Sciences [$]	346AA	GradDip MgtSc	M&T
Marketing [$]	279AA	GradDip Mktg	M&T
Marketing Communication [$]	555AA	GradDip MktgComcn	C&E
Nutrition and Marketing [$]	650AA	Graddip Nut&Mktg	S&D
Professional Accountancy [$]	450AA	GradDip ProfAcc	M&T
Professional Communication (Prof. Writing) [4 %]	231AG	GradDip ProfComcn	C&E
Professional Development Education [$]		GradDip ProfDevEd	C&E
(Intensive Delivery Canberra)	488AA		
Property [$]	644AA	GradDip Property	S&D
Regional & Local Government Management [4 $]	616AA	GradDip Reg&LocalGovtMgt	M&T
Sports Management [$]	642AA	GradDip SportsMgt[2]	S&D
Statistics [22cp] [$]	007AB	GradDip Stat	M&T
Teaching English to Speakers of Other Languages[$]		GradDip TESOL	C&E
(Bruce Campus)	114AA		
(Off Campus Delivery Vietnam)	114AB		
Technology-Enhanced Language Learning [$]	496AA	GradDip TechEnhancedLang Learning	C&E
Urban Management [$]	426AA	GradDip UrbanMgt	S&D

Postgraduate diploma courses - extending skills and knowledge in a professional area previously studied

Course	Course/ Stream Code	Award Abbreviation	Division
Applied Psychology [%]	248AA	GradDip AppPsych	S&D
Applied Science		GradDip AppSc	S&D
(Cultural Heritage Management) [%]	151AB		
(General Science) [%]	151AC		
(Human Nutrition) [%]	588AA		
(Medical Diagnostics) [$]	151AK		
(Nutritional Science) [%]	151AI		
(Pathology Laboratory Management) [$]	151AJ		
(Public Health Nutrition) [%]	151AG		
Critical Care Nursing [$]	357AA	GradDip CriticalCareNurs	S&D
Gerontic Nursing [$]	358AA	GradDip GeronticNurs	S&D
Information Sciences [$]	225AA	GradDip InfSc	M&T
Mental Health Nursing [$]	359AA	GradDip MentalHealthNurs	S&D
Midwifery [$]	360AA	GradDip Midwifery	S&D
Neonatal Nursing [$]	466AA	GradDip NeonatalNurs	S&D
Nursing[h]	181AA	GradDip Nurs	S&D
Oncology Nursing [$]	361AA	GradDip OncologyNurs	S&D
Perioperative Nursing[$]	665AA	GradDip PeriopNurs	S&D
Paediatric & Child Health Nursing [$]	467AA	GradDip Paediatric&Child Health Nurs	S&D
Technological Sciences [%]	224AA	GradDip TechSc	M&T

MASTER DEGREE COURSES By coursework

Course	Course/ Stream Code	Award Abbreviation	Division
Advanced Nursing Practice [36cp][1 $]	634AA	M AdvNursPrac[2]	S&D
Applied Science [%]		MAppSc	S&D
(Cultural Heritage Management)	305AA		
(General Science)	305AB		
Applied Psychology (Sport & Exercise) [$]	628AA	MAppPsych	S&D
Business Administration (Corporate Governance) [$]		MBusAdmin	M&T
(Bruce Campus)	118AB		
(Intensive Delivery Canberra)	118AM		
Business Administration (Electronic Business)[1 $]	118AV	MBusAdmin	M&T
Business Administration (Finance) [$]		MBusAdmin	M&T
(Bruce Campus)	118AD		
(Intensive Delivery Canberra)	118AO		
(Off Campus Delivery Sydney)	118BD		
Business Administration (General Management) [$]		MBusAdmin	M&T
(Bruce Campus)	118AC		
(Intensive Delivery Canberra)	118AN		
(Off Campus Delivery ECUST)	118ED		
(Off Campus Delivery HTIT)	118FD		
(Off Campus Delivery Ningbo)	118DD		
(Off Campus Delivery Hong Kong)	118HB		
Business Administration (Information Systems) [$]		MBusAdmin	M&T
(Bruce Campus)	118AH		
(Intensive Delivery Canberra)	118AS		
(Off Campus Delivery Hong Kong)	118HG		
Business Administration (Information Technology) [$]		MBusAdmin	M&T
(Bruce Campus)	118AG		
(Intensive Delivery Canberra)	118AR		
(Off Campus Delivery Hong Kong)	118HF		
Business Administration (International Business) [$]		MBusAdmin	M&T
(Bruce Campus)	118AE		
(Intensive Delivery Canberra)	118AP		
Business Administration (Knowledge Management) [$]	118AW	MBusAdmin	M&T
Business Administration (Legal Studies) [$]		MBusAdmin	M&T
(Bruce Campus)	118AI		
(Intensive Delivery Canberra)	118AT		
Business Administration (Marketing) [$]		MBusAdmin	M&T
(Bruce Campus)	118AF		
(Intensive Delivery Canberra)	118AQ		
(Off Campus Delivery Hong Kong)	118HE		
Business Administration (Public Sector Management) [$]		MBusAdmin	M&T
(Bruce Campus)	118AJ		
(Intensive Delivery Canberra)	118AU		
Community Education (Counselling) [%]	331AA	MA CommunityEd	C&E
Community Health Promotion (Coursework) [24cp] [%]	605AA	MEd Community Health Promotion	C&E
Counselling Psychology [24cp] [$ 6]	645AA	M Couns Psych[2]	S&D
Critical Care Nursing [36cp] [$]	662AA	M CriticalCareNurs	S&D
Customs Management[$]	654AA	M Customs Mgt	M&T
Design [$]		MDesign	S&D
(Graphic Design)	567AD		
(Landscape Architecture)	567AA		
Education [%]	490AA	MEd	C&E
Educational Leadership [%]		MEd Leadership	C&E
(Bruce Campus)	486AA		
(Off Campus Delivery Hangzhou)	486AB		
Employment Relations [48cp] [$]	326AA	MEmplRel	M&T
Facilities Management[$]	563AA	MFacilitiesMgt	S&D
Human Resource Management [3 $]	448AA	MHumanResMgt	M&T
Information Technology [$]	296AA	MInfTech	M&T
(Off Campus Delivery AIT India)	296AB		
International Business [$]	353AA	MInternationalBus	M&T
International Economic Law (Laws)[$]	614AA	LLM	M&T
(On Campus Delivery Jiangsu)	614AB		
(Off Campus Delivery Jiangsu)	614AC		
(Off Campus Delivery SIFT China)	614AD		
International Economic Law (Legal Studies)[$]	613AA	MLegSt	M&T
(Off Campus Delivery SIFT China)	613AD		
International Finance [$]	459AA	MInternationalFin	M&T
Internet Communication [$]	629AA	MInternetComcn[2]	C&E
Knowledge Management [$]	630AA	MKnowledgeMgt[2]	C&E
Landscape Architecture [$]	568AA	MLArch	S&D
Laws [$]	303AA	LLM	M&T
Legal Studies [$]	618AA	MLegSt	M&T
Library & Information Management [%]	458AA	MLib&InfMgt	C&E
Management Defence Studies Weston Staff and Command College[3 $]	617AA	MMgtDefence St	M&T
Marketing Communication [$]	348AA	MMktgComcn	C&E
Neonatal Nursing [36cp] [$]	666AA	MNeonatalNurs	S&D
New Media[$]	661AA	MNewMedia	C&E
Paediatric and Child Health Nursing [36cp] [$]	667AA	MPaed&ChildHlthNurs	S&D
Perioperative Nursing [36cp] [$]	663AA	MPeriopNurs	S&D
Professional Accountancy [$]		MProfAcc	M&T
(Bruce Campus)	311AA		
(Off Campus Delivery Hong Kong)	311AB		
Public Administration [%]		MPubAdmin	M&T
(Bruce Campus)	133AA		
(Off Campus Delivery Nanjing)	133CA		
Sports Management [$]	643AA	M SportsMgt[2]	S&D
Sports Medicine [$]	280AA	MSportsMed	S&D
Teaching English to Speakers of Other Languages [$]		MA TESOL	C&E
(Bruce Campus) [24cp]	115AA		
(Off Campus Delivery Vietnam) [24cp]	115AB		
(Bruce Campus) [48cp]	612AA		
(Off Campus Delivery Vietnam) [48cp]	612VT		
Tourism Management[1 $]	631AA	M Trsm Mgt[2]	C&E
Urban Management [$]	427AA	MUrbanMgt	S&D

By research [r]

Course	Course/ Stream Code	Award Abbreviation	Division
Administration	049AA	MA Admin	M&T
Applied Science		MAppSc	S&D
(Applied Psychology)	***156AI***		
(Conservation of Cultural Materials)	156AG		
(Cultural Heritage Management)	156AA		
(General Science)	156AB		
(Resource Management)	156AH		
Architecture	192AA	MArch	S&D
Communication	230AA	MA Comcn	C&E
Corporate Law	255AA	MCorpLaw	M&T
Counselling Research	491AA	MEd	C&E
Education (Honours)	481AA	MEd (Hons)	C&E
Employment Relations [48cp][1]	600AA	MEmplRel	M&T
Engineering	178AA	ME	M&T
Environmental Design	158AA	MEnvDes	S&D
Health Promotion (Research) [48cp]	483AA	MEd Health Promotion	C&E
Human Resource Development	497AA	MHumanResDev	C&E
Industrial Design	196AA	MIndDes	S&D
Information & Technological Sciences			M&T
(Master in Applied Science)	233AA	MAppSc Inf&TechSc	
(Master in Arts)	226AA	MA Inf&TechSc	
Information Studies	313AA	MA	C&E
Landscape Architecture	195AA	MLArch	S&D
Nursing	221AB	MNurs	S&D
Sports Studies		MAppSc SportsSt	S&D
(Biomechanics)	191AC		
(Exercise Physiology)	191AC		
(Motor Learning)	191AC		
Sports Studies		MA SportsSt	S&D
(Sports Administration)	144AB		
(Sports Humanities/Media)	144AC		
Technology-Enhanced Language Learning	495AA	MA TechEnhancedLang Learning	C&E
Tourism	327AA	MA Trsm	C&E
Urban & Regional Planning	110AA	MUrb&RegPlan	S&D

DOCTORAL DEGREE COURSES Professional Doctorates By coursework [$]

Course	Course/ Stream Code	Award Abbreviation	Division
Applied Psychology	669AA	DAppPsych	S&D
Information Technology	570AA	DInfTech	M&T

By research [r]

Course	Course/ Stream Code	Award Abbreviation	Division
Business Administration	325AA	DBusAdmin	M&T
Education	352AA	EdD	C&E
Environmental Design	320AA	DEnvDes	S&D
Legal Science	323AA	SJD	M&T
Public Administration	324AA	DPubAdmin	M&T
Urban Management	646AA	DUrbanMgt[2]	S&D

Doctor of Philosophy [r]

Course	Course/ Stream Code	Award Abbreviation	Division
Applied Science	232AA	PhD	S&D
Commerce	244AC	PhD	M&T
Communication	246AA	PhD	C&E
Corporate Law	244AA	PhD	M&T
Economics	244AD	PhD	M&T
Education	208AA	PhD	C&E
Environmental Design	251AA	PhD	S&D
Information Sciences & Engineering	235AA	PhD	M&T
Information Studies	246AA	PhD	C&E
Public Sector Management	244AB	PhD	M&T
Tourism and Leisure Studies	246AA	PhD	C&E

NOTES

1 = Course to be accredited
2 = subject to amendment of *Courses & Awards Statute 1995*
3 = Special admission arrangements apply
4 = Flexible delivery only
5 = International students only
6 = Intended for international students
7 = Students with meritorious performance may be admitted to their award with honours.
h = HECS liable students and fee-paying international students
% = HECS liable students and fee-paying students (Australian and international)
$ = Fee-paying students (Australian and international)
r = RTS students and fee-paying students (Australian and international)
TBA = To Be Advised

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Organisation

- Council
- Committees of Council
- Academic Board

Council

The governing authority of the University is the Council. Its membership comprises the Chancellor; the Deputy Chancellor, the Vice-Chancellor; ten persons appointed by the Chief Minister of the Australian Capital Territory; one person (not being an employee or student of the University) elected by the graduates of the University and of the Canberra College of Advanced Education; three members of the academic staff elected by members of that staff; one member of the general staff elected by members of that staff; two students of the University elected by students of the University to represent undergraduate and postgraduate students; and the person or persons (if any) appointed under the following provision - where the Council considers that it is necessary to appoint one or two extra members of the Council to enable the Council to perform its functions efficiently, the Council may appoint a person or persons as a member or members of the Council.

The Council

Members as at 30 September 2002

Chancellor of the University

Wendy Elizabeth McCarthy, AO, BA, DipEd NE, Hon DUniv S Aust, MAICD - appointed to Council 7 May 1992; appointed as Chancellor 1 January 1996; reappointed 1 January 1998; reappointed from 1 January 2000; reappointed from 1 January 2002; present tenure expires 31 December 2003.

Deputy Chancellor

Michael Anthony Sargent, AM, BE (Hons), PhD Qld, FTS, FIEAust, FIPENZ - appointed to Council 7 April 1997; appointed Deputy Chancellor 12 April 2000; re-appointed from 12 April 2002; present tenure expires 11 April 2003.

Appointed by the Chief Minister of the Australian Capital Territory

Dawn Casey - appointed to Council 12 July 2001, present tenure expires 11 July 2005.

Ilona Fraser - appointed to Council 1 February 1999, present tenure expires 31 January 2003.

Fran Hinton, BA DipEd UNE, FAIM, FAIC - appointed to Council 12 July 2001; present tenure expires 11 July 2005.

Faye Powell, BEc Syd, AFAIM, MCIT - appointed to Council 21 September 2000; present tenure expires on 20 September 2004.

Michael Anthony Rosser, Dip Mgt Serv City of Leicester Poly, BBus NSWIT - appointed to Council 7 April 1997; reappointed 12 July 2001; present tenure expires 11 July 2003.

Anne Lorraine Trimmer, BA, LLB ANU, Barrister & Solicitor ACT, Solicitor NSW - appointed to Council 7 April 1997; reappointed 12 July 2001; present tenure expires 11 July 2003.

Hugh Watson, BA Syd, PGCE Oxf, MEd Canberra CAE, PhD Oregon - appointed to Council 7 April 1997; reappointed 12 July 2001; present tenure expires 11 July 2003.

Sam Wong, AM, Bpharm Vic Coll Pharmacy, GradDip Stat Canberra CAE, DipOH&SM NSCA, MRACI, CCHEM, MSHP, MPS- appointed to Council 11 July 2001; present tenure 12 July 2005.

Elected by the Academic Staff

Ruth Foxwell, BSc (Hons), Melb, MSc Lond, PhD Canberra, FASM - elected to Council 27 September 2002; present tenure expires 26 September 2004.

Dale Kleeman, BSc ANU, GradDip Op Res Canberra CAE, AIAA, - elected to Council 27 September 2000; re-elected to Council 27 September 2002; present tenure expires 26 September 2004.

Felix Stravens, DipMktg, Dip Internat Advt, GradDip Mktg Mgt, GradDip Fin Mgt Singapore, MBA Lond, MMIS, MIAS - elected to Council 27 September 2001; present tenure expires 26 September 2003.

Elected by the General Staff

Alison Langley - elected to Council 27 September 2001; present tenure expires 26 September 2003.

Elected by the Graduates

Yolanda Hanbidge, BEd Canberra CAE, MEd Canberra - elected to Council 27 September 2000; re-elected to Council 27 September 2002; present tenure expires 26 September 2004.

Elected by the Students

Joel Clapham - elected to Council 27 September 2002; present tenure expires 26 September 2003.

Angela Cheung - elected to Council 27 September 2002; present tenure expires 26 September 2003.

Member Ex Officio

Roger Thornton Dean, BA, MA, PhD Camb, DSc, DLitt Brunel.

Committees of Council

Audit Committee
Buildings and Site Committee
Equal Opportunity Committee
Finance Committee
Honorary Degree Committee
Legislation Committee
Student Conduct Committee
Student Conduct Appeals Board
University Promotions Committee

For information on membership and functions of these committees, refer to the Committee Information Site on the University website (UCOnline).

Academic Board

The University Act establishes the Academic Board which, subject to the Statutes, is responsible under the Council for all academic matters relating to the University; and may advise the Council on any matter relating to education, learning or research or the academic work of the University. The Board consists of the following members:

The Vice-Chancellor or his or her nominee; the Chairperson, currently Associate Professor John Rayner; heads of the three academic divisions; heads of "other bodies" including administrative divisions and the Schools of the University, Centre for the Enhancement of Learning, Teaching and Scholarship; the Professors of the University not already members of the Board; one academic staff member of each Faculty Board chosen by resolution of the Faculty Board (under revision); the three elected academic staff members of the Council; two members elected from among their number by the students of the University; the two elected student members of the Council; the person or persons (if any) appointed by the Council after receiving the advice of the Board. The Board has elected Professor R Bartnik as Deputy Chair.

Standing committees of academic board are: Admissions Committee; Education Committee; Research Committee; Scholarships and Prizes Committee; Student Appeals Committee (appointed as required); University Assessment Committee; University Higher Degrees Committee.

Academic Divisions

The University currently offers courses through three Divisions, the Division of Communication and Education; the Division of Management and Technology; and the Division of Science and Design.

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Research Centres

Centre for Advanced Telecommunications and Quantum Electronics Research

This is a cross-disciplinary applied physics and electronic engineering research centre. We undertake R&D in communications science and technologies. Particular interests of CATQER members include quantum communication and measurement, quantum optics, quantum cryptography and optical communications, mesoscopic devices, and wireless and satellite communications. Facilities include on-campus 10 metre and 6.5 meter diameter satellite dishes, and an electromagnetically shielded quantum noise research laboratory. International collaborators include Hamamatsu Photonics KK and the NTT Advanced Technology Corporation of Japan. For further information contact:

Director: Professor Paul Edwards (02) 6201 2515
website: http://www.ise.canberra.edu.au/atrc/

Centre for Australian Regolith Studies

The Centre for Australian Regolith Studies undertakes graduate teaching and research aimed to improved understanding of the Australian landscape and regolith. Research in the Centre is investigating the factors and processes important in regolith and soil formation and application of this knowledge to improved resource management and development.

The goals of the Centre are:

- to extend basic research into regolith related topics;
- to develop and execute research programs of relevance to industry and the community;
- to provide undergraduate, postgraduate and continuing professional education that will allow our students to work effectively with regolithic materials;
- to promote awareness within the community and amongst professionals of the value of understanding the regolith through publication, professional short courses, exchange programs and other means as appropriate.

Research in the Centre is currently focused in the following areas:

- landscape evolution in Australia;
- regolith resources;
- quaternary geology and pedology;
- land degradation and its management;
- regolith aspects of catchment management.

Centre for Labour Market Research

The Centre for labour Market Research was established to encourage the study of labour economics and labour relations and to promote informed public debate about labour market issues. It draws on the work of scholars across Australia, all with national and international reputations. The Centre has been successful in obtaining a number of grants, most recently under the Australian Research Council Strategic Partnerships with Industry - Research and Training (SPIRT) scheme and has undertaken several collaborative research projects with Government Department.

Research of the Centre is currently focused on

- effects of population ageing
- impacts of information technologies
- evaluation of employment schemes
- rural employment
- participation in education
- funding non-government schools

Director: Professor Phil Lewis (02) 6201 2175; fax (02) 6201 2140

Centre for Research in Public Sector Management

The Centre for Research in Public Sector Management was established in July 1990 to provide a focus for research in public sector management within the University. The Centre is based on scholars from the Division with national and international reputations. The members of the Centre bring to the study of public sector management skills from a range of disciplines, including management, political science, public administration and sociology.

The goals of the Centre are to conduct research into issues of importance in public sector management; to develop the provision of professional education and research based degrees in public sector management; and to promote discussion, debate and dissemination of information nationally and internationally on public sector management issues.

The Centre now incorporates the Australian Centre for Regional and Local Government Studies.

The research of the Centre is currently focused on the following areas:

- development management in Asia;
- employment relations;
- local government
- public sector reform;
- public enterprise;
- public policy issues.

Director: Dr Jules Willis (02) 6201 5483/2904; fax (02) 6201 5239

Centre for Tourism Research

The Centre carries out commissioned tourism research for government and industry, with a special emphasis on applied tourism research. Research competencies include:

- field survey work;
- market testing;
- strategic planning;
- visitor perception/satisfaction studies;
- tourism forecasting;
- economic impact studies; and
- visitor profile studies.

The Centre is well known in the Capital Region for the quality and timeliness of its work, and is known internationally for the rigour of its conference papers, and topicality of its published research.

Recent work includes a study of school educational trips to Canberra, a study of disability tourism in the Snowy Mountains and various evaluations for Canberra events, and an accommodation monitor for Thredbo Kosciusko Ltd. In addition the Centre has carried out a segmentation study for the Canberra District Wine Industry show.

Centre researchers have presented papers at the Tourism Council of Australia Annual Conference, and are frequently sought for advice to government agencies and other tourism organisations.

Director: Professor Trevor Mules (02) 6201 5016

Communication and Media Policy Institute

The Communication and Media Policy Institute is a specialist professional unit of the University of Canberra dedicated to policy-relevant research and analysis of communications and media issues and the provision of related consultancy services.

The focus of the Institute's research strategy is on the identification and analysis of factors pivotal to the development of efficient policies for the rapidly evolving communication and media industries. Research projects likely to advance understanding of the determinants of change in those industries and enhance the Institute's capacity to provide consulting services to clients are given a high priority.

While the Institute uses a multidisciplinary methodology in its evaluations, the emphasis of its approach is on applied economic analysis.

The Communication and Media Policy Institute is located within the Division of Communication and Education.

Director: Dr Franco Papandrea (02) 6201 5083, fax (02) 6201 2630 e-mail: franco.papandrea@canberra.edu.au

Cooperative Research Centre for Sustainable Tourism

The University of Canberra joined the CRC Sustainable Tourism in July 1999 and marked its commitment to the project by appointing its first Professor in Tourism who is also the coordinator of the Canberra node. The Canberra Tourism and Events Corporation (CTEC) is the University's partner in the node.

The CRC Sustainable Tourism is a research initiative of the Federal Government. It commenced in 1997, and is established under Corporations Law as a regulated company, with its head office being located at Griffith University on the Gold Coast. Its Charter is to promote, fund and assist practical research on tourism with the intent of improving the environmental, commercial, and social sustainability of tourism. The emphasis is on research which can be shown to have relevance to the tourism industry.

The Canberra node has developed research project proposals in collaboration with CTEC, and the Australian Heritage Commission as partners. These projects attract CRC funding and allow University staff to undertake more fundamental, large scale projects, with sufficient funding to allow the gathering of primary data and undertake significant testing and analysis.

Recent projects include:

- an assessment of Canberra visitor satisfaction;
- an investigation of tourism value of cultural heritage places;
- development of a technique for use at local level to measure the economic impact of special events in mountain regions; and
- development of a framework for involving industry operators in tourism planning - the examination of Australians' perceptions of their National Capital.

Future projects include the development of a generic model for the measurement of visitor satisfaction in Australia. This project has been developed in conjunction with state, territory and National Tourism bodies through their involvement in the Tourism Research Committee.

Director: Professor Trevor Mules (02) 6201 5016.

Division of Science and Design

Research at the University of Canberra is administered though Research Institutes located in each academic Division. Research is focused within these Institutes into themes that allow the distribution of resources to areas of research strength that are nationally and internationally competitive.

Our researchers comprise a broad multidisciplinary team that services the knowledge needs of human health, prosperity and sustainability. We have core areas of research in ecology, environmental and earth sciences, in medical and health sciences, and in built and cultural environment. We welcome enquiries from prospective postgraduates interested in pursuing a research career, and from business, industry, government and community organizations on prospective collaborative initiatives.

Research Institute Director: Associated Professor Arthur Georges, telephone 61 2 6201 5786, fax: 61 2 6201 5305 email: georges@aerg.canberra.edu.au

Built and Cultural Environment

Centre for Developing Cities

The Centre for Developing Cities was established in 1997 to provide a program of activities to meet the capacity build needs of institutions, organizations and communities engaged in the management and development of cities in Australia and the developing countries of Asia. The Centre focuses upon the continuous development of innovative programs of activities dedicated to professional education, training, learning, total quality management, research and development. The Centre also acts as a catalyst and network service provider of information, skills and expertise in areas of urban management to a range of organizations, professions and community interest groups.

Director: Professor Brian Roberts, telephone 61 2 6201 2633, fax 61 2 6201 2342, email: broberts@scides.canberra.edu.au

Design Research and Development Group

The Design Research and Development Group focuses on two main areas of specialisation, namely, collaboration with industrial companies in R&D for new, environmentally sustainable consumer product designs and, secondly, partnering Universities and Polytechnics, especially in Asia, to develop Design Centres and specialised programs in product/industrial design including masters and doctoral level degrees. The group has access to up-to-date Computer Aided Design (CAD) and prototyping and testing facilities to support its R&D activities including access to computer graphics laboratories at the Canberra Institute of Technology under the related National Institute of Design Partnership.

Director: Professor E (Lee) Borollo, telephone (02) 6201 5070, fax (02) 6201 5211, email: livio.borollo@canberra.edu.au

Cultural Heritage Research Centre

The Cultural Heritage Research Centre provides a focus for research into heritage places and buildings, and museums and their collections, utilising the individual and combined talents of Centre staff. A wide range of consultancies are undertaken for Australian and international clients. Research covers such topics as the theoretical, historical and technical research into the development of historic, aesthetic and social values in conservation studies; research into the associative and interpretative value in understanding community interest in historic places and attachment to the past; the establishment of cultural importance through historical research; and the role of archaeological investigation.

Directors: Professors Colin Pearson and Ken Taylor, telephone (02) 6201 2368, fax (02) 6201 5419, email: pearson@scides.canberra.edu.au

Ecology, Earth and Environmental Sciences

Cooperative Research Centre for Freshwater Ecology

The Cooperative Research Centre for Freshwater Ecology is a world-class research centre specialising in river system ecology, river restoration and sustainable river management. Its research portfolio addresses the short and longer term issues facing land and water managers, such as environmental flows, river and wetland rehabilitation, measuring river condition, native fish decline, floodplain and wetland ecology, and conserving aquatic biodiversity.

Director: Professor Gary Jones, telephone: (02) 6201 5167, fax: (02) 6201 5038 email: gjones@enterprise.canberra.edu.au

Cooperative Research Centre for Landscape Environments and Mineral Exploration

The CRC produces inter-disciplinary knowledge of Australia's regolith environments, packages this knowledge in readily useable forms and ensure that it is transferred into practice in the minerals industry and environmental management, and provides for university and technical education in these fields. The CRC runs four inter-related, multi-disciplinary programs that couple investigation of regolith processes with innovative testing of applications in mineral exploration and environmental geoscience.

Contact: Associate Professor Ken McQueen, telephone (02) 6201 2520, fax: (02) 6201 5728, email: kmq@scides.canberra.edu.au

Applied Ecology Research Group

The Applied Ecology Research Group is an interdisciplinary group of academic staff, postdoctoral fellow, postgraduate students and research associates whose goals is to conduct research which contributes to the understanding and improved management of plant and animal species, communities and ecosystems, with particular reference to the impact of human activity. The group provides professional undergraduate, postgraduate and continuing education in biological resource science and management, especially management of vegetation, wildlife, parks and rangelands. It also provides consultancy services to both government and non-government agencies involved in biological resource management.

Director: Associate Professor Arthur Georges, telephone (02) 6201 5786, fax (02) 6201 5305 email: georges@aerg.canberra.edu.au

Medical and Health Sciences

Gadi Research Centre

The Gadi Research Centre aims to conduct innovative research for the development and advancement of scientific knowledge of processes and mechanisms to elucidate human responses to a variety of stimuli. Outcomes of research undertaken in the Gadi Research Centre aim to improve the health and well being of mankind. This is achieved through a variety of research activities ranging from investigations of specialised cellular and biochemical processes to social, lifestyle and nutritional aspects of population groups from local, national and international locations.

Director: Associate Professor Jennelle Kyd, telephone (02) 6201 2160, fax (02) 6201 2461 email: kyd@scides.canberra.edu.au

National Centre for Corporate Law and Policy Research

The National Centre for Corporate Law and Policy Research operates as a centre for research in the areas of corporations law and corporate governance, securities law, taxation law and the law associated with electronic commerce. In addition to research in Australian law in these areas, the Centre maintains a strong specialist focus upon East Asian corporate and commercial law.

The Centre has the following goals:

- to provide a national focus for policy related research into corporate law and policy in Australia and the Asia-Pacific region;
- to foster an interdisciplinary orientation and seek research funding from external sources to support research into corporate law and policy;
- to foster group research projects bringing together staff from a variety of disciplinary backgrounds;
- to contribute to corporate law policy making processes at the highest levels in Australia at both Commonwealth and State levels and in the private sector; a to contribute to the development of research based degrees within the Division of Management and Technology and to make contributions to the development of teaching materials for both undergraduate and postgraduate students; and
- to emphasise, through the practical orientation of its research, the commitment of the University to professional education in disciplines relevant to corporate law and policy.

Centre Contacts: Professor Bryan Horrigan; (02) 6201 5790, e-mail Bryan.Horrigan@canberra.edu.au
Mr Geoffrey Nicol (02) 6201 5798; Mr Neil Andrews (02) 6201 5797.

National Centre for Social and Economic Modelling (NATSEM)

The National Centre for Social and Economic Modelling was established on 1 January 1993. It supports its activities through research grants, commissioned research and longer term contracts for model maintenance and development with the federal departments of Family and Community Services, Health and Aged Care, and Education, Training and Youth Affairs. Policy changes often have to be made without sufficient information about either the current environment or the consequences of change. NATSEM specialises in analysing data and producing models so that decision makers have the best possible quantitative information on which to base their decisions.

NATSEM has an international reputation as a centre of excellence for analysing microdata and constructing microsimulation models. Such data and models commence with the records of real (but unidentifiable) Australians. Analysts typically begins by looking at either the characteristics or the impact of a policy change on an individual household, building up to the bigger picture by looking at many individual cases through the use of large datasets.

In addition to developing models, the Centre has an active research and publications program. Publications are freely available and can be downloaded from the NATSEM website - http://www.natsem.canberra.edu.au

Current research and model development includes:

- the measurement of poverty, inequality and income distribution; health inequalities;
- regional modelling and analysis, of incomes, assets, expenditure and internet usage (the digital divide);
- forecasting of the future characteristics of the population, including income, assets and superannuation;
- modelling of the Pharmaceutical Benefits Scheme;
- development of models based upon administrative data with user-friendly and/or web interfaces to run on Departmental intermeds and intranets;
- development of the regional access channel usage model for Centrelink, including small area forecasts; and
- research into education, health and housing issues.

Director: Professor Ann Harding (02) 6201 2780; fax (02) 6201 2751.

Plasma Instrumentation Laboratory

The Plasma Instrumentation Laboratory was formed in 1992 to carry out research into automatic instrumentation for monitoring and controlling plasmas used in industrial processes.

The Laboratory operates two plasma sources using helicon wave excitation to couple power into the plasma. Current projects include: microprocessor control of Langmuir probes, microwave stripline interferometers and spectroscopic measurements as well as automatic control of the plasma power source and the antenna coupling circuit.

A new project in the Laboratory involves investigating the use of Plasma Antennas for HF-VHF Digital Wireless communications over long distances.

The Laboratory is also a member of the Australian Fusion Research Group collaborating on the H-1 National Plasma Fusion Research Facility at the ANU. The laboratory is developing a multichannel soft x-ray monitoring system that will allow tomographic reconstruction of an image of the plasma core.

Director: Associate Professor Andrew Cheetham: (02) 6201 2196, fax (02) 6201 5041
e-mail: Andrew.Cheetham@canberra.edu.au
website: http://www.ise.canberra.edu.au/pil/

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Division Centres

Division of Communication and Education

LifeLong Learning Network Network

The LifeLong Learning Network, University of Canberra, was established in December 1998 to promote policy research into post-compulsory education and training.

The LifeLong Learning Network aims to: Produce high quality policy research; promote cross-sectoral research activities; provide a hub for information-sharing and dialogue on policy and research; build links between policy makers and researchers in education and training.

Director: Dr Louise Watson, (02) 6201 5357 e-mail: louisew@comedu.canberra.edu.au

Institute for Regional Community Development

The Institute for Regional Community Development was developed to meet the emerging needs for partnership research in regional community development within the ACT and surrounding rural areas of NSW. A social change agenda is evident in the charter of the Institute, as is strength through partnership with rural industries, local government and community groups. The Institute is a permeable structure enabling groups of people to come together for specific projects. Related areas of possible collaboration include Sustainable Tourism, Economics, Civics and Social Capital, Public Policy, Local Government, Communication and Change, Health Promotion and Information Technology. Trans-disciplinary teams are built around specific issues and projects.

Aims The Institute aims through partnerships with regional and community groups and institutions to provide research and professional development which contributes to sustainable social, cultural and economic development.

Postgraduate students are encouraged to work as research associates in the Institute and to develop thesis topics from current projects.

Goals of the Institute o to assist community and regional groups to build sustainable environmental, social, cultural and economic capacity in the region through partnership in research and development; o to develop strategies for change in response to changing environmental, social, cultural and economic contexts; o to identify needs and capacities in local context using processes which respect action learning and collaboration; o to provide opportunities for regional and community leadership through participatory research and professional development; o to build professional networks that contribute to sustainable and cooperative endeavors in communities and in the region.

Director: Associate Professor Barbara Chambers
e-mail: barbc@comedu.canberra.edu.au
web: http:// www.canberra.edu.au/uc/ircd

Division of Management and Technology

Centre for Applied Geometric Analysis and Statistics

Ordinary and partial differential equations provide the mathematical framework for modelling physical processes involving change. Mathematical research in the Centre focuses on differential equations, both on specific problems arising in applications such as modelling planetary and satellite dynamics and GPS; theoretical and numerical studies of gravitational waves and the Einstein equations; sedimentation flow in stream-beds; and on developing techniques for studying the solutions of the equations.

Although the techniques being employed are diverse, ranging from numerical solutions using PCs and/or supercomputers to studying the symmetry properties of the space of all solutions, they share a common emphasis on understanding and exploiting the geometric structures inherent in the equations.

The Statistics Program within the centre carries out theoretical studies in several areas, including mixed models, statistical computation, scoring systems and spline methods. Statistics consulting is also an important part of work of the centre.

Recent projects have included the logistic regression analysis of survey data on the effects of conflicts on large information technology projects, and a study of inventory management for aircraft maintenance and repair.

Director: Professor Robert Bartnik, (02) 6201 2619, fax (02) 6201 2683 e-mail: Robert.Bartnik@canberra.edu.au

Human-Computer Communication Laboratory

The Human-Computer Communication (HCC) Laboratory comprises staff from the Schools of Computing, and Mathematics and Statistics in the Division of Management and Technology, and from the School of Human and Biomedical Sciences in the Division of Science and Design. The Laboratory engages in research in a range of areas of human-computer communication which include the modalities of speech and natural language; typing, pointing and writing; audio, video and audiovisual channels, as well as combinations of such modalities. The research is concerned both with the algorithmic and implementational issues, and with usability and acceptability problems of human-computer communications.

Projects in the Laboratory are centred around speech, audiovisual, typing, pointing and writing based human-computer communication as well as computer supported collabortive work. Current research activity in the Laboratory includes work in automatic speech recognition and speech understanding systems; speaker verification and identification; computer user authentication using speaking, typing, pointing and writing characteristics; audiovisual user authentication; speech synthesis and text-to-speech systems; human-robot communication; usability of human-computer communication systems; digital signal processing; hidden Markov models; artificial neural networks, fuzzy and evolutionary algorithms; artificial intelligence and natural language processing; human-computer dialogue modelling; adaptive logic networks in pattern recognition; computer suppport for collaborative; graphic visualisation and animation; and computer music interfaces.

Director: Professor Michael Wagner (02) 6201 2153 e-mail: miw@hccl.canberra.edu.au

Survey Laboratory

The Survey Laboratory undertakes research and project work associated with the Global Positioning System (GPS), and the levels of phosphorus and other algae-supporting nutrients in fresh water and in raw and treated sewage. These apparently quite different areas are linked by the need for similar analysis tools, high speed numerical computing and the need to work over a wide spatial domain.

GPS projects cover the full spectrum of activities from navigational GPS, for example the best path for taxis and emergency vehicles as a function of traffic conditions, to high precision studies in which surface subsidence and change is correlated with changes in the Antarctic ice mass balance and ocean tide heights. Changes in both of these quantities reflect changes in the global climate which may or may not be accelerating.

Water and phosphorus projects involve the level and availability of phosphorus as a nutrient. Current studies are showing a clear link between laundry habits with detergents utilising phosphorus as the principal softening agent. Advertising and other campaigns advocating non-phosphorus based activity result in lower levels of phosphorus reaching our inland waterways. Studies cover a wide range of conditions from highly controlled trials in a small neighbourhood with phosphorus free detergents to large catchments such as the heavily contaminated Hawkesbury-Nepean system.

The Survey Laboratory is an open environment with strong national and international connections. Nationally, it is in contact with most State and Federal surveying and mapping organisations. Through the CRC for Freshwater Ecology it has strong contacts with the water industry in eastern Australia.

Internationally, the Laboratory has strong connections with several other universities including the Massachusetts Institute of Technology (MIT) and the Institute of Technology, Bandung. The Laboratory acts as a beta test site for MIT's GAMIT GPS package which it supports with workshops and other activities throughout South-East Asia.

Director: Associate Professor Peter Morgan (02) 6201 2557/2417 e-mail: Peter.Morgan@canberra.edu.au

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Other Centres

Canberra Centre for Writing

The Canberra Centre for Writing is a University mandated centre. Its major aims are: o to foster and promote quality writings both nationally and internationally;

- to create an ambience of excellence for students and staff of writing, multi media and theoretical frameworks for readings;
- to provide writing and reading services to the literary community within the ACT and regionally;
- to liaise with other Writing Centres;
- to invite writers, readers and scholars to the Centre.

Director: Associate Professor Satendra Nandan (02) 6201 2007, fax (02) 6201 5300 e-mail: spn@comedu.canberra.edu.au
Deputy: Dr Jennifer Webb
Fellow: Dr Hazel Smith

Centre for the Enhancement of Learning, Teaching and Scholarship (CELTS)

The Centre for the Enhancement of Learning, Teaching and Scholarship (CELTS) provides leadership and support for the enhancement of learning, teaching and scholarship across the university.

CELTS provides advice on policy issues in higher education, conducts research and scholarship in higher education, and provides: · courses, workshops and seminars on a diversity of topics including:

- teaching, assessment and learning;
- evaluating and documenting teaching performance; academic leadership; and preparing applications for teaching development and research grants;
- a consultancy service to individuals, course teams, Schools and Divisions on issues related to teaching, learning and research in higher education;
- access to research literature on teaching, learning and higher education;
- the Student Feedback Service to help academic staff obtain feedback on aspects of their teaching on the subjects they teach;
- opportunities for academic staff to collaborate with Centre staff on research and development projects into aspects of teaching and learning;
- award courses including a Graduate Certificate in Higher Education;
- supervision of research students undertaking research degrees relevant to teaching and learning in higher education; ·
- advice and assistance on the use of educational technology;
- assistance in the design, development and delivery of learning resources in a variety of media (web, print, audio, video, CD) used to support student learning in different teaching modes; and
- support for staff and students in University courses offered in external mode.

Enquiries: (02) 6201 5290

CELTS Fellows

Division of Communication and Education Associate Professor Belle Alderman, Mrs Ann Applebee, Associate Professor Peter Clayton, Dr Carole Kayrooz, Dr Trish Milne, Dr Barbara Pamphilon

Division of Management and Technology Dr Malcolm Brooks, Associate Professor Andrew Cheetham, Ms Penny Collings, Mr John Gilchrist, Dr Muni Perumal, Associate Professor John Rayner

Division of Science and Design Associate Professor George Cho, Professor Eugene Clark, Ms Laurie Grealish, Associate Professor William Maher, Associate Professor Ken McQueen

National Institute for Governance Governance Institute

... empowers stakeholders. How are public, private and community organisations going to ensure in the future that they have the structures and processes which will maximise on their performance and determine clearly the rights, obligations and power of their stakeholders? How are citizens to be assured of a voice? Most importantly, how can public, private and community organisations relate and learn from each other?

The National Institute for Governance, at the University of Canberra was established in 1999 to address these and other governance issues. The Institute aims to promote better governance practices. As a hub in Canberra, it seeks to facilitate a multidisciplinary national network of governance researchers and practitioners, their organisations and professional associations. Taking advantage of advances in communications the Institute's website makes it possible to link researchers across Australia and elsewhere so that they can exchange information quickly and engage more easily in collaborative work.

Of primary concern are governance issues that arise at the interface of the public, private and community sectors. The Institute is coordinating joint governance related activities (publications, conferences, roundtables, research projects), distributing information on new developments in governance and encouraging collaborative consultancies.

The Institute deploys the internationally acknowledged expertise of its governance related research centres at the University of Canberra, including the Centre for Research in Public Sector Management (CRPSM) and the National Centre for Corporate Law and Policy Research (NCLPR).

To join the Institute visit the website at http://governance.canberra.edu.au where members can download papers and search the databases. Membership is free.

National Institute for Governance: (02) 6201 5607, fax: (02) 6210 5608 e-mail: nigov@management.canberra.edu.au

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Affiliated Bodies

Australian Mathematics Trust

Each year approximately half a million entries from Australia and 36 countries overseas flow in to Canberra for the Australian Mathematics Competition, probably the best-know of the many activities undertaken by the Australian Mathematics Trust. The competition is one of the Trust's mathematical enrichment activities. It also runs a range of programs for students, among them the Mathematical Challenge for Young Australians. From these programs is selected the team which represents Australia at the International Mathematics Olympiad each year. Another of its innovative programs is the Australian Mathematics Teacher Enrichment Project, to help teachers to enhance their students' knowledge and understanding. The Trust also conducts workshops, in-school programs, vacation and residential summer schools, and external study programs. In recent years the Trust has also developed a program in Informatics, including the involvement of Australian teams at the International Olympiad in Informatics.

Topics in which the group has published research include gender studies, risk and psychology of answering multiple choice questions with penalties for incorrect responses, profiling gifted students and measuring trends in standards of mathematical achievement over a long period of time.

Executive Director: Professor Peter Taylor (02) 6201 2440 fax (02) 6201 5096 e-mail: pjt@amt.canberra.edu.au
www: http://www.amt.canberra.edu.au

Professor and Executive Director: Peter J. Taylor, *FACE, C Math, FIMA, FTICA BSc, PhD Adel.*
Research Officer: Andrei M Storozhev, *MSc, PhD Moscow*
Manager: Sally A. Bakker
Accountant: Beverley Cook, *BBus Acc C.Sturt*
Information Technology Manager: Bill Pascoe, *BA Canberra*
Information Technology Officers: Sue Paice, *BSc ANU*; Toni Paine, *BSc Qld*; Hugh Sainty, *B AppSc (Computing) UTS, BA (Linguistics) ANU*
Executive Assistant: Clarice E Trevorah McLean, *BEd*
Canberra Publications Officer: Heather Sommariva, *BA (Vis Comm) Sydney Coll Arts*
Finance Officer: Ruth M Ford
Administrative Officers: Richard Bollard, *BA La Trobe* , Janet M Lynch, Jessica R O'Ferrall

University of Canberra College

The University of Canberra College was established to provide students with a pathway to the University of Canberra. The programs offered by the college not only give students the opportunity to qualify for entry to the University, but they also prepare students for tertiary studies.

International Pathway Programs

The UC College Diploma offers direct entry into the second year of specified University of Canberra degree courses. It consists of three semesters of full-time study, spread over one calendar year, and links closely with degree courses offered by the University.

University of Canberra College Diploma	Associated University of Canberra Degree
Diploma in Advertising and Marketing	Bachelor of Communication: Advertising/ Marketing Communication (376AA) Bachelor of Communication: Public Relations (376AD)
Diploma in Business Management	Bachelor of Business Administration (444AA) Diploma in Commerce Bachelor of Commerce in Accounting (354AA) Bachelor of Commerce in Banking and Finance (395AA)
Diploma in Information Technology*	Bachelor of Information Technology (322AA)

* The ACT Accreditation and Registration Council under the principles of the Australian Qualifications Framework (AQF) accredit the Diploma of Information Systems and Technology.

The International Access Program (IAP) has been developed especially for international students who have applied to the University of Canberra for entry into:

1. The Master of International Business or
2. The Master of Business Administration (MBA)

and have attained an IELTS score of 5.5 or 6.0 (note an IELTS score of 6.5 or better will allow direct entry)

The International Access program offers the opportunity to gain credit for 2 subjects in either the MBA or the MIB programs, while students improve their English and adjust to the academic environment.

Domestic Pathway Programs

- UC-START is ideal for recent school leavers as an alternative for entry to the University. Students study two subjects from their chosen UC degree and receive ongoing academic support. Provided they pass both subjects in the same semester, students can apply to enter the University of Canberra.
- UC-CONNECT is specifically designed for recent school leavers. UC-CONNECT improves students skills in writing, tutorial presentations, research techniques, report writing, time management, maths and computing.
- UC-PREP helps mature age students to qualify for admission to the University. The course focuses on the development of personal and study skills including oral presentations, writing and research.

Location: Building 20 Level B Address: UC College C/-University of Canberra ACT 2601 Australia

For more detailed information on the University of Canberra College programs and the subjects taught within these programs refer to the College website at http://www.canberra.edu.au/college

Enquiries:

Telephone +61 (02) 6201 2961;
facsimile +61 (02) 6201 5132;
e-mail: info@ucc.canberra.edu.au
website: http://www.canberra.edu.au/college

Chief Executive Officer: Adrian J Westerman, *BCom Qld, LLB QUT, MBA S Qld, AAUQ, FCPA*
Director of Studies: Glenys London, *BEc, DipEd Syd, Grad Cert Law Technol, Syd*
Program Coordinator: Yvonne J Wisbey, *BAppSc (Maths), GradDip Ed Canberra*

University of Canberra Foundation

The University of Canberra Foundation was established by the University Council to look ahead and ensure that the University is well placed to continue its influence and safeguard it's future. The Founding Patron is Her Excellency, Lady Deane.

The Foundation seeks to identify and cultivate links with former staff, graduates, community benefactors, corporate sponsors and professional associations who might have a philanthropic or other interest in establishing and maintaining links with the University.

Support for the Foundation's programs will be sought through a range of fundraising and partnership activities. We have sent out our first Annual Appeal to our Council, Former Council, Staff and Alumni. We are about to launch our first Capital campaign, and will be promoting a variety of fundraising initiatives. We are focusing on human capital, with more than one half or our fundraising goal earmarked for student scholarships.

The Foundation funds will be managed by the Board of Directors and will be disbursed for University priorities which might include internships, guest lectureships, research projects, capital projects and a scholarship scheme. Foundation funds will not be used for ongoing operational purposes during its establishment phase.

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Bursaries and Scholarships

Lorna May Award

A memorial bursary to the late Lorna May, a graduate of this University, will be awarded annually to a mature-aged woman student who is a single supporting parent undertaking first degree studies.

Further details on the conditions of the award may be obtained from Scholarships and Prizes Office. Applications will be sought by 30 April each year.

Scholarships

A number of scholarships are open to students at the University of Canberra, some of which are supported by industry. The University actively encourages industry to support both postgraduate and undergraduate study, with new awards being advertised as they become available.

Scholarships for Australian Students

A number of scholarships are open to both undergraduate and postgraduate students of the University. Sources of funding include the Commonwealth Government, ACT Government, the University, industry, community organisations, as well as private benefactors. The University actively encourages the development of new scholarships by such organisations and new awards are advertised as they become available.

Scholarship Stipends and Taxation

A number of University scholarships provide a stipend. A stipend is a fortnightly living allowance, which, unlike a salary earned through an employer, may be exempt from income tax.

In order for its scholarships to be exempt from income tax, the University strictly ensures that each award is developed principally for educational purposes only and that the recipient is studying full-time, part-time stipends are taxable. No conditions exist whereby the recipients of a scholarship will be required to either become an employee of the sponsor, or enter into a contract which requires any form of labour or services.

Scholarships for Undergraduate Study

Access Scholarships

The University funds Access scholarships for one year for undergraduate students. The Access scholarships provide a $1,000 cash grant to assist with textbook expenses as well as reimbursement of the Amenities and Services fee. Applicants may be eligible for assistance with child care expenses and places in University Residences. Residents of Canberra, Queanbeyan and the surrounding ACT area including the South Coast. Applicants must be Australian citizens or permanent residents, must have accepted an offer of place or be enrolled in an award course, possess a current low-income card and be a member of one or more of the following equity groups: an Aboriginal or Torres Strait Islander, a person with a disability, impairment or long-term medical condition that may affect study, a person from a non-English speaking background who has lived in Australia for less than ten years, a person who is a single-supporting parent. Applications close on 1 March.

Aspect Computing Scholarship

Funded jointly by Aspect Computing and the University of Canberra. The Aspect Computing Scholarship is valued at $3,000 for one year. Applicants must be enrolled in an undergraduate course leading to the Degree of Bachelor of Information Technology and must be able to meet the eligibility criteria for the Access Scholarships. Selection is based on need and academic merit as determined by the applicant's ability to meet the criteria for an Access Scholarship. As well as GPA or UAI score. Applications close on 1 March.

Australian Touch Association Sports Media Scholarships

The Australian Touch Association provides $1,400 for two scholarships to be awarded to second-year Sports Media students who have achieved high academic merit in the Semester 1 subject Sports Journalism.

Golden Key Honour Society Scholarships

Awarded to student members of the UC Golden Key Chapter with a record of high academic achievement, community service and demonstrated leadership. Valued at $500

St Vincent de Paul Scholarships for Indigenous Students

Indigenous students enrolled in the Bachelor of Education or Bachelor of Community Education are welcome to apply for St Vincent de Paul Scholarships funded jointly by the Society of St Vincent de Paul (Canberra - Goulburn Archdiocese) and the University of Canberra. These scholarships are valued at $2,000 for full-time students and $2,000 for part-time students. Applicants must be Indigenous students who meet the eligibility criteria for Access Scholarships. Applications close on 1 March.

Tumut Shire Council Scholarships

Funded jointly by the Tumut Shire Council and the University of Canberra. Two scholarships valued at $3,000 each are available to undergraduate students who attended secondary school in Tumut, have a home address in the Tumut area and who meet the eligibility requirements for an Access Scholarship. Applications close on 1 March.

National Capital Authority Scholarship in Design for Indigenous Students

Valued at $4,000, this scholarship is jointly funded by the National Capital Authority and the University of Canberra. Applicants must be Indigenous students enrolled full time in either the Bachelor of Landscape Architecture or Bachelor of Applied Science in Environment Design. Applicants must be able to meet the eligibility criteria for an Access Scholarship. Applications close on 1 March.

ACTEV Corporation Scholarship for Professional Communication

A scholarship donated by the ACTEV Corporation is available to students in their first year of the Bachelor of Communication degree majoring in Advertising/Marketing, Public Relations, Journalism or Media. The scholarship is for one year and is valued at $500. Final year Communication students are eligible for the award. Selection is based on academic merit and professional aptitude. There is no closing date for applications as students are automatically considered at the end of their second year studies. Further information is available from the lecturer for Advertising at the University of Canberra, telephone: (02) 6201 2684.

Clare Holland Nursing Scholarship

This scholarship is sponsored by the Clare Holland Nursing Scholarship Trust Fund and is valued at approximately $1,000. The scholarship assists nursing students who have a special interest in Oncology, Palliative Care or Community Nursing. Applications close on 1 March.

Newton Pty Ltd First Year Engineering Scholarship

This scholarship is jointly funded by Newton Pty Ltd and the University's Division of Management and Technology. The scholarship is valued at 75% of the HECS Band 2 fees (approximately $3,000 per annum). Applicants must have been offered a place and intending to study full-time in the Bachelor of Engineering in Electronics and Communications Engineering. Selection is based on academic merit according to the UAI score. No application is necessary.

Sustainable Technologies First Year Engineering Bursary

Funded jointly by Sustainable Technologies Australia and the University's Division of Management and Technology. Awardees must have been offered a place and intending to study full-time in the Bachelor of Engineering in Electronics and Communications Engineering. Selection will be based on academic merit as determined by the UAI score. No application is necessary.

University of Canberra Foundation Scholarship for Leadership

This scholarship is sponsored by the University of Canberra Foundation with contributions from Ansett Airlines, the University Cooperative Bookshop and the Commonwealth Bank. The scholarship is valued at $3,000. Applicants must be Australian citizens or permanent residents and enrolled in an award course. The purpose of the scholarship is to recognise leadership/achievement qualities in the fields of student affairs, cultural affairs, sport or volunteer activities or contributions to the University community. Applications close on 1 July.

HECS Scholarships for Undergraduate Students (HUGS)

Funded by the University, these scholarships are valued at up to $4,000 per annum and are offered to new undergraduate students from the ACT and surrounding region, including the South Coast. Students are considered automatically for the scholarship once they apply for admission to the University through UAC. The HUGS are based on the University Admissions Index (UAI) and are open to students studying any discipline. The scholarships cover the Higher Education Contribution Scheme (HECS) fees for successful students.

University of Canberra Chancellor's Scholarships for Academic Excellence

Sponsored by the University of Canberra, these scholarships are valued at $2,500 each. The scholarships are awarded on an automatic basis to Australian citizens or permanent resident current school leavers who achieve a UAI greater than 95 and who are commencing their first undergraduate degree at UC.

University of Canberra Undergraduate Honours Scholarships

Sponsored by the University of Canberra, these scholarships are valued at $2,500 each. Two scholarships per Division will be awarded on an automatic basis to students who are completing subjects at Honours level or Honours year with high academic achievement.

University of Canberra Smith Family Scholarships

Funded jointly by the University and The Smith Family under The Smith Family's 'Learning for Life' program. The scholarships provide ongoing support and financial assistance to selected Access Scholarship recipients for the second and third years of study.

University of Canberra Batemans Bay Youth Foundation Scholarship

Funded jointly by the University of Canberra and the Batemans Bay Youth Foundation (sponsored by the Rotary Club, Soldiers Club and RSL Sub-Branch of Batemans Bay). The scholarship is available for one year to a needy, new undergraduate student with a home address in the Batemans Bay area.

International House Trust Fund Scholarship

Funded by the University of Canberra.
Subject: Unrestricted.
Value: Exempts recipients from the current annual residential fees of International House, an amount equivalent to approx $3,700.00.
Number awarded: One each year.
Open to: Second and subsequent year University of Canberra students in an undergraduate program who would like to reside at International House. Two awards are available, one for an Australian permanent resident and one for a full-fee paying International student.
Tenure: One year. Closing date: 1 August each year.
Particulars from: Scholarships and Prizes Officer.

The Rotary Club Scholarship for International House Acknowledgment:

Made possible by a generous donation to the University of Canberra by the Belconnen Branch of the Rotary Club of Australia
Subject: Unrestricted.
Value: $1,500.00.
Number awarded: One each year.
Open to: Second and subsequent year University of Canberra students who are Australian citizens or permanent residents and who reside at the University's International House.
Tenure: One year.
Closing date: 1 July each year.
Particulars from: Scholarships and Prizes Officer.

Ginninderra Scholarships for Nursing and Medical Students

Funded by the ACT Department of Health and Community Care. Subject: Nursing and Medicine. Value: Provides a living allowance of up to $25,500 per annum for nursing students and up to $27,700 for medical students.
Number awarded: Up to two each year.
Open to: Nursing students enrolled in undergraduate nursing studies at the University of Canberra or Medical students enrolled at the University of Sydney's Canberra Clinical School.
Tenure: Duration of the course.
Closing date: 15 October for Medicine, 31 March for Nursing.

ACTEV Corporation Scholarship for Professional Communication

Commenced in 1998, this scholarship is funded via a generous donation to the University of Canberra by the ACT Electricity and Water (ACTEW) Corporation.
Subject: Professional Communication.
Value: Provides $5,000.00 for the first year of studies.
Number awarded: One each year.
Open to: Available to a student for the third and final year of their Bachelor of Arts in Communication, who is majoring in Advertising/Marketing, Public Relations, Journalism or Media. Selection will be based on academic merit and professional aptitude.
Tenure: One each year.
Closing date: None; eligible students will be considered automatically at the end of their second year of studies.
Particulars from: Lecturer for Advertising, University of Canberra. (02) 6201 2684.

Country Women's Association (CWA) (Canberra Branch) Scholarship for Nursing

Acknowledgment: Made possible by a generous donation to the University of Canberra by the Canberra Branch of the CWA.
Subject: Nursing Science.
Value: $1,000.00.
Number awarded: One per year.
Open to: Students currently enrolled in the undergraduate course in Nursing at the University of Canberra, and have completed second year. Students enrolled in the third year of the Nursing course are automatically considered.
Tenure: One year.
Closing date: 30 April each year.
Particulars from: Scholarships and Prizes Officer.

University of Canberra Union Sports Scholarship

Acknowledgment: Funded by the UCU
Subject: Elite athletes
Value: Subsidised representative expenses at University Sports events, HECS fees covered at the 'up-front' level for one year, Clothing and Fitness Centre Membership
Number awarded: 2 scholarships
Open to: New undergraduate students
Tenure: One year
Closing date: 31 March each year.

Scholarships for Postgraduate Study

Australian Postgraduate Award (APAs) Scheme

Commonwealth funded.
Subject: Unrestricted.
Value: Provides a stipend of $17,609.00 pa. (2002 rates).
Number awarded: 10 in 2002.
Open to: Postgraduate research students. Honours 1 or equivalent qualifications are mandatory. Tenure: Up to two years for Masters and three years for Doctoral studies.
Closing date: 31 October each year. Particulars from: Scholarships and Prizes Officer.

University of Canberra Postgraduate Research Scholarships for Domestic Students

Sponsored by the University of Canberra. Up to two scholarships per Division will be awarded which provide a 100 percent or 50 percent waiver of the full-fee cost for a course in an area of recognized University research strength.

University of Canberra Postgraduate Research Scholarships

Sponsored by the University of Canberra. Up to five scholarships per Division will be awarded which provide a 100 percent or 50 percent waiver of the full-fee cost for a course in an area of recognized University research strength.

University of Canberra Research Scholarship for Indigenous Students

The University sponsors a scholarship valued at $3,000 plus a 100 percent waiver of the full-fee cost of studies towards the Degree of Master or Doctor of Education courses for an Indigenous postgraduate research student.

Research Training Scheme (RTS).

This Commonwealth funded award replaces the former HECS Exemption Scheme. Available to Doctoral and Masters by research Programs, the RTS provides recipients with an 'entitlement' exemption of the HECS Fees. The duration is up to a maximum of four years full time equivalent study for a Doctorate by research and two years for Masters by research. RTS places are allocated automatically in conjunction with the admissions process.

The W J Weeden Postgraduate Research Scholarship

Acknowledgment: Made possible by a generous donation to the University of Canberra by the W J Weeden family.
Subject: Unrestricted.
Value: $8,000.00 per annum.
Number awarded: One per annum.
Open to: New Doctoral and Masters students at the University of Canberra with the highest prior academic record.
Tenure: Up to 3 years for Doctoral students and 2 years for Masters.
Closing date: 31 October each year.
Particulars from: Scholarships and Prizes Officer.

Centre for Advanced Telecommunications and Quantum Electronics Research (CATQER) Top-Up Scholarships

Funded by the University's Centre for Advanced Telecommunications and Quantum Electronics Research.
Subject: Quantum Electronics, Optoelectronics, Laser Diode Fabrication and Characterisation, Laser Diode Applications.
Value: Topo up a stipend by a maximum of $10,000 per annum payable over the tenure of the APA. Tenure: Up to two years for Masters by Research or three years for Doctoral studies.
Closing date: 31 October.
Particulars from: Scholarships and Prizes Officer.

Wiradjuri Preschool Childcare Centre Postgraduate Scholarship

Funded by the Wiradjuri Preschool Childcare Centre. Subject: Master of Education (Early Childhood) Value: The award covers the HECS fees at the up-front level, exemption from the Amenities and Services fees, book voucher valued at $250.00.
Number Awarded: One per year.
Closing date: 31 October each year.
Open to: Final year Masters of Education students.

National Health Sciences Centre (NHSC) Scholarship in Clinical Trials

Funded by the pharmaceutical firm Eli Lily; this scholarship is available to students undertaking part-time studies in the Graduate Certificate in Clinical Trials Management. It is valued at $4,000.

Industry-funded Scholarships

In addition to University administered scholarships, a number of industry funded awards become available from time to time. These awards can be for a range of disciplines and depend on research grants or other funding which may be available for research conducted in the University's Research Centres.

CRC Freshwater Ecology (FE) Scholarship

Subject: Applied Science, Water Science, Ecology.
Value: Currently $20,300.00 + $4,700.00 p.a.
Tenable at: The CRC for Freshwater Ecology.
Open to: Doctoral students at the University of Canberra who are conducting original research within the area of Freshwater Ecology.
Tenure: Up to three years.
Closing date: 31 November each year.

Cooperative Research Centre (CRC) for Landscape Evolution and Mineral Exploration (LEME) Scholarships

Subject: Geology, Mineral Science, Science. Value: $20,000.00 pa for two years for Masters, or three years for PhD studies. Open to: Masters or PhD students at the University of Canberra. Tenure: Up to two years for Masters and three for PhD studies. Closing date: 31 October each year. Particulars from: Graham Taylor, University of Canberra ACT 2601. Telephone (02) 6201 2091; e-mail: taylor@science.canberra.edu.au or via the Website: http://leme.anu.edu.au/information/ html

Externally Administered Scholarships

Additional scholarships are often brought to the attention of the Scholarships and Prizes Office. Although not directly administered at the University, their availability is advertised in the University's Monitor newspaper. Details of these awards are then retained at Student Administration, for student access. For further information on these and externally administered awards, contact the Scholarships and Prizes Officer, Student Administration, (18214) telephone: (02) 6201 2612
e-mail: scholarships@canberra.edu.au
website: http://www.canberra.edu.au.studminch/scholarship.html

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Prizes

University Medals

University Medals are awarded to graduating students at undergraduate level on the basis of outstanding academic merit only. Recommendations are made by the Pro-Vice Chancellors of the Divisions to the Vice-Chancellor.

The Herbert Burton Medal

The Convocation (graduates of the University of of the former Canberra CAE) awards the Herbert Burton Medal annually to a final-year student who has completed an undergraduate degree course at the University of Canberra with academic merit and who has made a significant contribution as a student inside or outside the University community.

Chancellor's Commendation

The Chancellor's Commendation will be an ad hoc award made by the Chancellor to a graduating student who has not been awarded a University Medal or the Convocation's Herbert Burton Medal. It is an award for achievement in spite of overwhelming difficulties or for achievement of a notable outcome worthy of recognition.

Division of Communication and Education

ACT Writers Centre Encouragement Award is awarded to a text with potential by a writer for young people in the Get Real Project

The Apple/ANUTECH Prize for Desktop Publishing 1 is awarded annually to the best academic student enrolled in the subject Desktop Publishing 1.

The Australian Council for Educational Administration Prize is awarded annually to the most outstanding final year Teacher Education student displaying leadership potential.

The Delta Technology Prize is awarded annually to the best student in Desktop Publishing 2.

The Nancy Lane Prize for academic excellence and professionalism is awarded annually to a student completing the undergraduate Library and Information Studies course.

The ACT Branch of the Australian Library and Information Association offers two annual prizes, one to the best student completing the undergraduate degree course Bachelor of Information Management in Library and Information Studies, and one to a student in the Graduate Diploma course in Library and Information Management, for the best academic performance overall.

The Allen and Unwin Prize for Prose Fiction is awarded annually to the best student undertaking the final semester fiction project in the Professional Writing specialisation of the Bachelor of Communication course.

The Allen and Unwin Prize for Writing for Young People is awarded annually for the best work in Writing for Young People in the Bachelor of Arts in Professional writing or the Graduate Diploma in Professional Communication.

The Australian Association of Special Education (ACT Chapter) Prize is awarded annually to the most outstanding final year undergraduate student who has demonstrated best practice when teaching students with additional needs.

The Australian Federation of University Women (ACT) Prize is awarded annually to the most outstanding female student completing the Bachelor of Education course.

The Bryan R Ward Foundation Prize for Tourism is awarded annually to the student completing the undergraduate degree course in Tourism for the best overall performance.

The Con Kinloff Memorial Prize is awarded annually to the most outstanding student in Chinese.

The Elsie Hope Solly Prize is awarded annually to the best female student who has completed the first year or equivalent of an undergraduate degree course for studies in the subjects Mathematics 1 and 2.

The Drake International Prize is awarded annually to the student with the best academic performance in the second year of the undergraduate Bachelor of Office Management course.

The Freeman New Media Prize is awarded to the best animation by new media students involved in the Get Real Project.

The Kodak (Australasia) Pty Ltd Prize is awarded annually to the most outstanding student in the area of Information and Records Management.

The Wizard Personnel and Office Services Pty Ltd Prize is awarded annually to the most outstanding student completing the subject Office Management 1/2.

The Gordon Burgoyne Memorial Prize for Journalism is awarded annually to the most outstanding student in Journalism for the year. The prize is restricted to students 25 years or younger on January 1 of the year of the award.

The John Balinaves Prize is awarded annually to the student who completes the Graduate Diploma course in Library and Information Management or the undergraduate degree course in Library and Information Studies, with the most outstanding academic performance in Information Retrieval.

The Leanne Harvey Ford Award Prize is offered to a student for excellent achievement in the area of literature for young people.

The Public Relations Institute of Australia Prize is awarded annually to the most outstanding student who has majored in Public Relations in the Bachelor of Communication course.

The Records Management Association of Australia Prize (ACT) is awarded annually to the student with the most outstanding performance in formal studies in Information and Records Management.

The Sanchia Bolton Memorial Fund Prize is awarded annually to the most outstanding student in Japanese Language and Culture who is enrolled in the second year of the undergraduate degree course in Modern Languages.

The Tourism Council Australia Prize is awarded annually to the best graduating student in the undergraduate degree course in Tourism.

The University Co-op Bookshop Prize is awarded to the Best Collaborative Work by a writer for young people in the Get Real Project.

The University Co-op Bookshop Prize is awarded to the Best Visual Text by a writer for young people in the Get Real Project.

The University Co-op Bookshop Prize is awarded annually to the best student enrolled in the undergraduate degree course in Communication, or the postgraduate course in Professional Communication in the subject Freelance Writing.

The Tower Software Prize for Outstanding Performance is awarded annually to the student who achieves the highest result in Electronic Records Management.

The Tower Software Incentive Prize is awarded annually to the student who achieves the second highest result in the undergraduate subject Electronic Records Management.

Division of Management and Technology

The Accenture Prize is awarded annually to the student with the highest score in the final year subject Electronic Engineering project (005261)

The ACT Director of Public Prosecutions Prize for Criminal Law is awarded annually to the best student in Criminal Law who has obtained a High Distinction.

The Allen Allen & Hemsley Prize for Commercial Law is awarded annually to the best Commerce (Accounting)Law double degree student as determined by Grade Point Average.

The Australian Computer Society Prize (Canberra Branch) is awarded annually to the most outstanding student enrolled in the subject Software Technology 1.

The Australian Command Staff College Prize is awarded to the best student in the Master of Defence Studies.

The Bentleys MRI Chartered Accountants Prize is awarded annually to the top student in (004525) Accounting and Finance 3B

The Baker and McKenzie Commercial Law Prize is awarded to the most outstanding Commercial Law student as determined by the Head of School.

The Blake Dawson Waldron Prize for Equity is awarded annually to the best student based on overall assessment in the subject Equity.

The Blake Dawson Waldron Prize for Public Companies Law is awarded annually to the best student based on overall assessment in the subject Public Companies Law.

The CPA Australia First Year Prize is awarded annually to the best first year student in the undergraduate degree course in Accounting.

The CPA Australia Second Year Prize is awarded annually to the best second year student in the undergraduate degree course in Accounting.

The CPA Australia Undergraduate Prize is awarded annually to the best student completing a degree course with an accounting major acceptable for admission to CPA Australia.

The Freehills Prize for Business AdministrationLaw is awarded annually to the best Business AdministrationLaw student as determined by Grade Point Average.

The Freehills Prize for International Trade Law is awarded annually to the best student in the subject International Trade Law.

The Institute of Chartered Accountants Australia Prize is awarded annually to the student with the highest marks in the subject (004538) Ethics, conditional that the student is not making a second attempt at the subject.

The Justice John Kelly Prize for Ethics and Leadership is awarded annually to the most outstanding student in the final year subject Lawyers and Professional Responsibility.

The Malleson Stephen Jaques Prize for Banking and FinanceLaw is awarded annually to the best graduating student in the Commerce (Banking & Finance)Law double degree.

The Malleson Stephen Jaques Prize for Corporate Law is awarded annually to the best Masters in Corporate Law student as judged by the course convener.

The Meyer & Clapham Prize for Excellence in Client Interviewing is awarded annually to the best performance in client interviewing competition as judged by competition organisers.

The Minter Ellison First Year Law Prize is awarded annually to the best first year law student in the subjects Law 1 and Law 2.

The Minter Ellison Prize in Administrative Law is awarded annually to the best student in the subject Administrative Law.

The Minter Ellison Prize in Commercial Law is awarded annually to the best graduating Commerce (Accounting)Law double degree student as determined by total Grade Point Average.

The Minter Ellison Prize in Litigation and Dispute Processing is awarded annually to the student with the best overall performance in the subject Litigation and Dispute Processing.

The Professional Careers Australia (ACT) Accounting, Banking and FinanceLaw Prize is awarded annually to the best student in the Accounting, Banking and FinanceLaw double degree.

The Professional Careers Australia Information TechnologyLaw Prize is awarded annually to the best student in the Information TechnologyLaw double degree.

The Statistical Society of Australia First Year Prize is awarded annually to the student who obtains the best results in the subject Applied Statistics 1.

The Australian Institute of Physics (ACT Branch) Prize is awarded annually to the best student enrolled in the subjects Radio Communications and Optics and Photonics.

The Australian Institute of Management Consultants (ACT Chapter) Prize is awarded annually to the best student completing the subject Strategic Management 6.

The Australian Human Resources Institute Prize is awarded annually to the student for excellence in the study of human resource management.

The Australian Institute of Banking and Finance Prize is awarded annually to the best graduating student in the Bachelor of Commerce in Banking and Finance course.

The Australian Institute of Management (ACT Chapter) Prize is awarded annually to the most outstanding graduating student with the Bachelor of Management degree.

The Australian Local Government Association Prize is awarded annually to the best student in the subject Government at the Local Level.

The Australian Computer Society Prize (Canberra Branch) is awarded annually to the most outstanding student in the subject Software Technology 1.

The Jennifer Cox Memorial Prize is awarded annually to the second year Engineering student who receives the best results in the subjects Electronic Engineering 2A and Computer Technology 2 or Electronic Engineering 2B.

The W E Sansum Medal Prize is awarded annually to the most outstanding graduate in the fourth year of the undergraduate degree course in Electronics and Communication Engineering.

The Economic Society Prize is awarded annually to the best student completing the undergraduate degree course in Applied Economics.

The Elsie Hope Solly Prize is offered to an outstanding student female student who has completed the first year or equivalent of an undergraduate degree course for studies in the subjects Mathematics 1 and 2.

The Aspect Computing Pty Ltd Prize is awarded annually to the best group of students completing the subject Computing Project.

The Deloitte Touche Tohmatsu Prize is awarded annually to the student completing the undergraduate degree course in Accounting, who achieves first place in the subject Advanced Auditing.

The Ernst and Young Prize is awarded annually to the student with the best result in the subject Financial Management 2.

The PricewaterhouseCoopers Prize is awarded annually to the best student in the subject Accounting and Finance 3A.

The Professional Careers Australia (ACT) Prize is awarded annually to the best student completing the course leading to the degree of Bachelor of Commerce in Accounting.

The Gaye Forrester Public Sector Accounting Prize is awarded annually to the best female student completing the undergraduate degree course in Accounting who is acceptable for admission to the Australian Society of Certified Practicing Accountants (ASCPA).

The Gordon Aitchison Prize is offered annually to the student with the best overall results in the subjects Engineering Physics 1A and Electronic Engineering 1.

The Institute of Public Administration Australia (ACT Division) Prize for Public Sector Management is awarded annually to the best student in the subject Public Sector Management.

The Institution of Electrical Engineers Prize is awarded annually to the student who achieves the best overall result in the third year subjects, Signals and Telecommunications and Instrumentation and Control.

The Institution of Electrical and Electronic Engineers Prize is awarded to the student or student group judged to have produced the best poster presentation at the Annual Poster Session held as part of the subjects Electronic Engineering Project and Computer Engineering Project.

The National Tertiary Education Union Prize is awarded annually to the best undergraduate student in the subject Gender and Organisations.

The Mirion Y Bearman Prize is awarded annually to the graduating Bachelor of Information Technology student who achieves the best overall grades in individually assessed final year subjects.

The Statistical Society of Australia (Canberra Branch) Prize is awarded annually to the student completing an undergraduate course who obtains the best results in Statistics subjects.

The Zonta Club (Canberra) Prize is awarded annually to the best female student in the first year of the Bachelor of Engineering in Software Engineering course.

Division of Science and Design

The Parks and Leisure Australia Prize for Conservation and Land Management Studies is awarded annually to the most outstanding student in the final year Conservation and Land Management Studies.

The Australian Society for Microbiology (ACT Branch) Prize is awarded annually to the most outstanding student in Microbiology.

The National Trust of Australia (ACT) Prize is awarded annually to the best final year student in the Cultural Heritage Studies specialisation in the undergraduate degree course in Applied Science.

The Royal Australian Chemical Institute Prize is awarded annually to the most outstanding student in level 5/6 Chemistry.

The Margaret Guy Memorial Prize is awarded annually to the most outstanding student who has completed the undergraduate course in Nursing.

The Royal Australian Institute of Architects John Redmond Prize is awarded annually to the most outstanding student in the first tier of the Architecture course.

The Royal Australian Institute of Architects Prize is awarded annually to the most outstanding student in the second tier of the Architecture course.

The Mapping Sciences Institute of Australia Prize (ACT Division) is awarded annually to the best student enrolled in the subject Geographic Information Systems for outstanding achievement in cartographic excellence.

The ACT Housing Prize is awarded annually to the outstanding student for a project in all areas associated with adaptable housing.

The Alethea Sandow Medal and Prize in Materials Conservation is awarded annually to the outstanding student who has contributed most during the year in the field of Conservation of Cultural Materials.

The Australian Institute for the Conservation of Cultural Materials Prize is awarded annually to the most outstanding student in the undergraduate degree course in Cultural Heritage Studies.

The Australian Institute of Landscape Architects (ACT Group) Prize is awarded to a final year student for outstanding performance in the Landscape Architecture course.

The Australian Institute of Sport Prize is awarded annually to the best final year student in the course leading to the award of Bachelor of Applied Science in Sports Studies, and who has made a significant contribution to sport in the community.

The Australian Psychological Society Prize is awarded annually to the most outstanding student completing the Honours course in Psychology.

The Carole Lomas Award for Design Development Prizes are awarded annually to a second year student and to a third year student who have demonstrated the greatest improvement and growth in their design ability over that year.

The Ergonomics Society of Australia (ACT Branch) Prize is awarded annually to a final year Industrial Design student who has achieved the highest standard with regards to ergonomics in their major project.

The Eric Best Memorial Medal Prize is awarded annually to the student with the best overall performance at undergraduate level in Resource and Environmental Science.

The Glass Connection Prize is awarded annually to the best student in the field of Conservation of Stained Glass.

The Geological Society of Australia Prize is awarded annually to the most outstanding second-year Geology student.

The Australian Institute of Medical Scientists (NSW Branch) Prize is awarded annually to the student demonstrating general excellence in the Bachelor of Applied Science degree specialising in Medical Laboratory Science.

The Roger Johnson Prize in Environmental Design is awarded annually to the best student's performance in an annual one or two day Bachelor Degree course cross-discipline project.

The Royal College of Nursing High Achiever Award Prize is awarded annually to the graduating student with the best overall academic result in the pre-registration undergraduate degree course in Nursing.

The Wide World of Sports (TCN Channel 9 Pty Ltd) Prize is awarded annually to the best graduating student in the Sports Studies (Journalism) Course.

The Australian Graphic Association Prize is awarded annually to the best graduating Graphic Design student with the highest grade point average (or highest Honours level).

The Environment Institute of Australia Prize for Resource and Environmental Science is awarded to the best graduating student completing one of the Bachelor of Applied Science degrees or related double degrees in the Resource and Environmental Science field.

The F O Watts Prize is awarded to the student completing Construction Management and Economics who obtained the highest mark in Construction Management.

The National Capital Authority Prize is awarded to a student who has shown meritorious performance in design as well as clearly demonstrated commitment to the community.

The Robwin and Sons Prize in Building Economics is awarded to the best student in Building Economics.

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University Services and Facilities

Health and Counselling Services

Health Services

The Health Service provides general practitioner consultations plus emergency medical care to all members of the University Community: students (undergraduate and postgraduate), staff (academic and general), families of students, the child care centres and crèche, and other people on campus such as visitors. The aim of the Health Service is to provide a comprehensive range of general practitioner and nursing services which include:

- general practitioner medical consultations
- brochures, pamphlets on many health topics
- treatment of emergencies
- sports medicine and treatment of sports injury
- injuries at work
- contraceptive advice
- pap smears
- morning-after pill
- pregnancy tests
- STD screening
- condoms
- minor surgery (eg removal of skin lesions and suturing)
- immunisations (eg Hepatitis B, Tetanus boosters)
- travel vaccination service
- dressings
- first aid – treatment of minor fractures, cuts and burns
- lung function tests
- hearing tests
- blood tests (eg cholesterol, AIDS, Hepatitis B);
- dietitian
- haemoccult bowel cancer testing
- dental screening service for students.

Counselling Services

The Counselling Service is a place where students can talk in private to professionally trained psychologists about personal problems. These problems may be little niggly ones or large overwhelming ones. Students may come to counselling for help dealing with the stresses of study, or to just get something off their chests. They may want to talk about their families, their partners or how they feel about themselves. They may be struggling with something big like relationship break-ups, depression, traumatic incidents or unusual thoughts. Whatever the issue, a counsellor can help. Students can also be referred to other services for additional help if that is required.

Counsellors also support particular groups of students on campus such as international students and students living on Residences.

General information on using the health and counselling service

Confidentiality and our Privacy Policy:

Health and Counselling provide an ethical and confidential service. The University does not have access to Health and Counselling records. The University of Canberra Health and Counselling Service respects your right to privacy. For information about our Privacy Policy and how it relates to your health/ counselling information please ask our staff.

Payment:

Medical services for Australian Students are bulk billed through Medicare. International students are required to have private health insurance. Nurses and counselling services are free. Rates for non-students and staff will vary according to the situation, duration and which Doctor is seen. Fees also apply for dental screening and dietician services. For further information regarding consultation and service fees, please contact our reception desk staff.

Health Insurance:

It is essential that all students have a Medicare number, or for International Students, a Medibank Private Health Insurance Number. Although most medical services are bulk-billed for students, it is essential to be clear about details of any private health insurance cover. Students not dependent on their parents and earning low incomes may be eligible for a Health Care Card. This card is available through Centrelink.

Location: South end of Building 1, level B
Hours: 9am - 5pm Monday to Friday
Telephone: (02) 6201 2351
Facsimile: (02) 6251 4248

InfoCentre

The Students' Association, in conjunction with the University, operates a student information service. The service aims to answer all student enquiries in an effective and timely manner – providing answers to more general and common queries on the spot, and referring students to the appropriate staff or organisations for more complex queries requiring specialist skills and knowledge.

The InfoCentre provides information on a wide range of community organisations and services as well as specific information and services relating to the University of Canberra:

Directory and referral service – providing information on administrative units, referral to staff members and information on all campus services;

Subject information – timetables for classes, tutorial lists, lists of academics; subject outlines and the results hotline;

Welfare and student rights – students have access to the full range of services provided by the Students' Association who promote and defend student rights;

Accommodation vacancy listing service – information on housing vacancies in Canberra and the surrounding region;

Casual employment service – providing details on casual and part time employment opportunities for students;

Transport – ACTION bus timetables for all local bus routes in Canberra as well as train and coach timetables for those wishing to journey outside the ACT;

Events – providing details of a wide range of University events such as UCU and Club & Society functions, external courses, seminars and presentations.

The InfoCentre is located in the Students' Association office.

Location Building 1, Level B, opposite the Library
Telephone (02) 6201 2000
Facsimile (02) 6251 4248
Website http://sa.canberra.edu.au/help/
email info@sa.canberra.edu.au

Hours during semester
Monday to Thursday 9am to 7pm; Friday 9am to 5pm
Hours during non-semester times
Monday to Friday 9am to 5pm

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Information Services

Audiovisual

Audiovisual equipment services to general teaching rooms include centralised video replay, audio recording, equipment set-up and assistance with operation of audiovisual equipment. These services are located in the Computer Centre, Building 10.
Enquiries: Computer Centre Helpdesk (02) 6201 5500 or
e-mail: helpdesk@cts.canberra.edu.au

Computing and Networking Facilities

The Computer Centre, Building 10, houses most of the University network and computing infrastructure, numerous teaching computer laboratories and the Computer Centre Helpdesk. For access to some laboratories, and after-hours access, students will need to use their current identity card. Staff may also need their staff card for access at certain times.

The Building 10 teaching laboratories contain network connected PC and Macintosh equipment. The lab machines are full multi-media workstations with CD-ROM drives, ZIP drives, large colour screens and access to scanners and colour printers. The lab facilities are open 24 hours per day, seven days a week during semester to authorised students. The University computer facilities, University network and the Internet are available for the purposes of University studies.

All lab machines contain, as a minimum, software for word processing and Internet access. The PCs have Computer Based Training packages installed for self-paced training in most commonly used PC applications.

All students are entitled to an e-mail account that can be obtained from the Computer Centre Helpdesk located on level B in Building 10.

All students are entitled to internet access from the campus although a limit applies.

Limited dial-in facilities are available to students with special needs to allow e-mail and other network access from home.

The Computer Centre Helpdesk provides students with many services including general information technology support, user IT documentation, sales of computer consumables and electronic door access authorisation.
Enquiries related to Computing and Network services should be directed to the Computer Centre Helpdesk on (02) 6201 5500 or via e-mail to helpdesk@cts.canberra.edu.au

University of Canberra Online

University of Canberra Online (UC Online), is a web-based on-line interactive system that provides easy access to a range of information about the University and its people. The UC Online can be accessed from any workstation connected to the University network or to the Internet and via dial-in from home. Information including the University of Canberra Handbook, lecture and tutorial timetables, student services, University policy documents, University facilities, a campus events calendar, lecture notes, maps, user notes, pathfinders and discussion groups can be accessed electronically.

Library

The Library, Building 8, houses essential electronic and print resources to support the course and research needs of students, and provides access to a large number of electronic information databases, both full text and bibliographic.

It also provides areas for individual and group study, photocopying facilities, equipment for use with audio visual resources and networked computers for access to library catalogues, databases and electronic resources. The computers also provide access to software for word processing and Internet access.

General training sessions are offered to students at the beginning of each semester on the use of the online catalogue, electronic databases and the Internet. Subject – specific training is also offered.

The Loans Desk provides long and short term borrowing services for all currently registered students and staff.

The Information Desk provides assistance on using the Library facilities. A wide variety of user documentation and Library information guides are also available.
Enquires can be made at the Library Information Desk, (02) 6201 2282 or
e-mail: info@cts.canberra.edu.au
website: http://www.canberra.edu.au/library

International and Marketing

The role of the Marketing and Business Development Office is, in consultation with Academic Divisions and other UC operational units, to:

- take a lead role in promoting a positive community image of the University within Canberra and region and with UC graduates,
- coordinate the production of corporate publications, such as the UC Handbook and the annual report,
- take a lead role in marketing UC's courses and services within Australia and internationally,
- assist the coordination and development of UC's international activities, including support services for on-shore international students,
- take a lead role in investigating and developing new business opportunities for UC, and to
- provide career and employment support services for UC students.

Specific activities of the Office include the production of the University newspaper, Monitor, publication of the University Handbook, Annual Report and course prospectus, media liaison, support of the University of Canberra Convocation – Alumni and Associates, promotion of the University's educational, consulting and research services, the recruitment of domestic and international students, the provision of support services for international students on campus, the coordination of student exchange and study abroad programs, the facilitation of international linkages and collaborative programs, liaison with the ACT and regional business community, the coordination of University regional development support and the provision of career and employment advice to students.

The Office administers applications for admission to University of Canberra courses and higher degree programs from international students and advises on student visa, travel, pre-departure preparation for study abroad, overseas student health cover, arrival orientation and accommodation issues. It coordinates interaction with partner Universities around the world to facilitate student exchange and study abroad. The University hosts students from over 80 countries.

The Office works closely with career and higher education study advisers in ACT and regional schools, with local government councillors and officials, peak business and regional development bodies, with counterparts in other ACT and NSW education institutions, counterpart international offices in Universities overseas, international student recruitment agents and Australian missions overseas.

For further information (including copies of the University's domestic and international guide) should contact: The International Office, University of Canberra ACT 2601, Australia. Telephone: 612 6201 5342, facsimile: 612 6201 5040
e-mail: iso@adminserver.canberra.edu.au
website: http://www.canberra.edu.au/study/pathways/international/int.htm

Ngunnawal Centre for Aboriginal and Torres Strait Islander Education

Academic leadership and overall responsibility for the Centre rests with the Academic Director. Academic staff develop and teach the Foundation subjects and provide academic support for Aboriginal and Torres Strait Islander students on campus.

All Aboriginal and Torres Strait Islander students seeking admission to the University are interviewed and counselled by the staff of the Centre as to the most appropriate mode of entry into the University. Possible modes of entry include:

a. applicant does not meet admission requirements for their chosen course and so enrols in the Foundation Program;
b. conditional entry into a course supplemented with some subjects from the Foundation Program;
c. direct entry into a degree program.

To help students adjust to the new environment of the University and to ensure that they are adequately prepared to undertake tertiary studies, the Ngunnawal Centre offers the following Foundation Subjects:

003209 Foundation Communication Skills
003213 Foundation Study Skills

Location: 7B6
Academic Director:
Associate Professor Tracey Bunda (02) 6201 5028
Further information: telephone (02) 6201 2998

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Student Support Services

Learning Support Services

These are listed below and details can be obtained by referring to the instructions given.

Academic Support Program

Location: 1B24. Provides support in language and study skills for all students from non-English speaking backgrounds. See entry under Division of Communication and Education.

Communication Learning Resource Centre

Location: 1C33. See entry under Division of Communication and Education.

Curriculum Resources Centre

Location: 5A22. See entry under Division of Communication and Education.

Ngunnawal Centre

Location: 7B6 telephone (02) 6201 2998. See also separate entry, and entry under Personal Support Services.

Nursing Resource Centre

Location: 12C26. See entry under Division of Science and Design.

Science Resource Centre

Location: 3A36. See entry under Division of Science and Design.

Student Resource Centres

Location: 11C45. See entry under Division of Management and Technology.
Location: 6B37. Group study room for students in the Division of Management and Technology.

Students with Disabilities

Location: Academic Skills Program, 1B24, telephone (02) 6201 2205

The University of Canberra is committed to developing the independence of people with disabilities in the wider community through full and equitable participation in higher education. It is in the interest of people with a disability which may affect their studies to contact the Disabilities Liaison Officer. Intending new students should do this before September in the year prior to commencing study. Indication of the nature and extent of a disability prior to enrolling will allow appropriate support services to be considered. All information will remain confidential unless specific permission is given by the student concerned.

Study Skills

Location: Academic Skills Program, 1B24, telephone (02) 6201 2205

The Study Skills program assists students to adjust to study and manage study tasks to achieve the best possible academic outcomes in accordance with their potential. It also teaches specific study skills on a one-to-one or small group basis, presents seminars and workshops targeting particular groups or needs, and provides individual advice on study difficulties or other difficulties which impact on study performance. Hours are 9am to 5pm, Monday to Friday including the semester break.

Personal Support Services

A summary of these services is given below. Further information can be obtained from each service.

Careers Services

Location: 1B200, telephone (02) 6201 5221
Website: http://www.canberra.edu.au/careers

Our aim is to promote the transition from student to professional by facilitating access to career related resources. These include: advertisements for full-time employment, job application evaluations, careers reference library, and employer visits to the Campus. The service is for all students studying at the University. Office hours are 10am to 3pm Monday to Friday. Appointments outside these times can be negotiated with the Career Services Manager.

Chaplaincy

Location: The Chapel, 1C75; Chaplaincy Office: 1C75b, telephone (02) 6201 2052
website: http://www.canberra.edu.au/chaplaincy/

To cater for the spiritual needs of the University community, a co-operative team of Chaplains has been established on campus. The team consists of clergy and pastoral workers drawn from Anglican, Roman Catholic, Uniting Church, Liberal Catholic, Mormon and Theravada Buddhist organisations. There is also a Prayer Room for Moslem worship set up in 1C80. The Christian Chapel is located in 1C75, and there is an office for consultation. The Chaplaincy service is available to all, and does not seek to proselytise nor convert, but to meet spiritual needs as perceived by the client, regardless of faith or tradition. Formal services are arranged for the main religious groups as required or as notified on the Chaplaincy Notice Board. The Catholic team can be found in 1C76, extension 2166, and the Chaplaincy co-ordinator can be contacted in 1C75B extension 2052. Off-campus contact with other denominations and faiths in Canberra is maintained by the co-ordinator.

Child Care

Wiradjuri Pre-School Child Care Centre
Early application is essential, telephone (02) 6201 2087. The centre provides early childhood education and care for 2-5 year olds. See also entry under General Facilities.

Kirinari Early Childhood Centre
Early application is essential, telephone (02) 6201 2951. The centre provides child care for children from six weeks to five years. There are two types of care: permanent (50 weeks per year) and semester (18 weeks). See also entry under General Facilities.

Equity Office

Location: 1D120, telephone (02) 6201 2148

The Equity Office raises awareness about equal opportunity rights and responsibilities and provides independent advice and a safe place for students to seek support and voice their concerns about issues such as sexual harassment.

Health and Counselling Service

Location: 1B124, telephone (02) 6201 2351
See separate entry in this section – University Services and Facilities.

Health Assessment Clinics

Location: School of Nursing 12B14, telephone (02) 6201 5129.

The services provided by qualified staff are free of charge and include eye assessment clinic, skin, hearing and asthma clinics.

International and Marketing: International Office

Location: 1B142, telephone (02) 6201 5342
See separate entry in this section – University Services and Facilities.

Ngunnawal Centre

Location: 7B6, telephone (02) 6201 2998

The Centre provides social, cultural and academic support to all Aboriginal and Torres Strait Islander students on campus and promotes understanding of Aboriginal and Torres Strait Islander issues in the University and the wider community. This is achieved through developing contacts with government departments and private enterprise; by providing opportunities for Aboriginal and Torres Strait Islander students to be involved with matters affecting their social and academic development; and by providing university access for Aboriginal and Torres Strait Islander students to the academic mainstream and assistance to those already in the mainstream.

Student Loans

Location: Financial Services, 1B104A, telephone (02) 6201 2135

The University provides a loans service to those students who need a short term loan for accommodation on campus, books and other education expenses, with terms being determined in the light of individual needs. Appointment times for interviews and application forms are available from the Student Financial Assistance Officer.

Accommodation

The Residential Services Unit is responsible for the provision of accommodation within the on-campus Halls of Residence as well as assisting students to secure off campus accommodation.

Off-Campus Accommodation Office This office assists students to secure apartment rentals; home stays with families and short-term accommodation. Further information can be found by looking at the web site, emailing the office or by telephone. Students are advised to contact the off-campus office as early as possible before arrival to explore options.

University of Canberra Off-Campus Accommodation Office University of Canberra ACT 2601 Web Site - www.canberra.edu.au/accommodation/off-campus
Email - off-campus-accommodation@canberra.edu.au Telephone - 0011 61 2 6206 3518 Facsimile - 0011 61 2 6206 3504

The University Halls of Residence

The Six Halls of Residence offer a unique environment that is home to over 1,000 students. They provide students with the convenience of on-campus living as well as the opportunity to live in a truly vibrant multicultural community.

The University Halls of Residence are situated within easy walking distance of the Belconnen Town Centre and its large range of shops. Public transport provides regular bus services to the University from all suburbs through the Civic, Woden and Belconnen Interchange systems. Information describing each Hall can be found at the following site: www.canberra.edu.au/accommodation/halls but prospective students are advised that the University cannot guarantee each student will be offered their desired accommodation.

Accommodation is offered each semester to new students, continuing students, Australian and International students. A Residential Agreement is required to be entered into each semester, prior to entry into any of the Halls.

The self catered accommodation comprises fully furnished single study-bedrooms. Common kitchen/dining and laundry facilities enabling residents to do their own cooking and laundering. Kitchens and laundries are equipped with basic facilities but residents will need to supply their own bed linen, towels, cutlery, crockery and cooking utensils. Students may take advantage of the Iguana Cafe in The Hub, the Union Refectory or the student meal service for economical, wholesome meals if they prefer not to do their own cooking.

Eligibility for Halls of Residence

To be eligible for a place in one of the Halls of Residence a student must; o be enrolled as full-time students at the University of Canberra for the semester in which accommodation is required; o accept the offer of accommodation accompanied by the accommodation semester fee, room deposit and signed Residential Agreement by the date advised. o accommodation is not normally available to residents of the ACT (Canberra residents may be considered for a place after the needs of all interstate and international students have been addressed).

In some instances students with special circumstances are given preference for accommodation. Students who believe they have special circumstances should set them out in a letter addressed to the Director, University Residences and include it with their application.

Accommodation Tariffs (per semester)

The following tariffs apply for each semester in 2003. $3,018 for College House, $2,112 for International House and $1,856 for all other areas (general accommodation). In addition to the accommodation tariff, the following charges apply each semester; Activities and Equipment Fee $11, Residential Student's Organisation fee $11. Applicants pay a $55 application fee and all new residents pay $200 for the compulsory Residences Orientation Program. All fees are reviewed annually.

There is also a refundable room deposit charge of $250.00, which must be paid in addition to the accommodation semester fee. The Residential Agreement covers a full semester period (19 weeks). Accommodation fees are not refundable. Cancellation fees may apply for cancellation prior to check-in.

The room deposit will only be refunded by application after vacating Residences and in compliance with the administrative requirements detailed in the current Student Residences Booklet.

The accommodation fee for the full semester and room deposit must be paid in advance and the Residential Agreement must be signed before occupancy of a room is allowed. Part payment of accommodation fees is not possible. Australian students are able to access a student loan scheme if prepayment presents difficulties.

Cheques should be made payable to the University of Canberra. Applicants should note that EFTPOS and credit card facilities are available.

Applications - New Residents

To obtain an application form for University residences, either tick the appropriate box on the UAC application form, or if applying to UAC by telephone the question will be "do you wish to have information about on-campus accommodation at one of the institutions listed in table N sent to you?" Yes, Press 1 alternatively you may apply directly to the Residential Services Office. Further information on fees and other details about accommodation is available throughout the year by contacting:

The Residential Services Office University of Canberra ACT 2601 www.canberra.edu.au/accommodation/halls Email: residences@canberra.edu.au
Telephone (02) 6206 3500

Prospective Residents must submit applications for University Halls of Residence early in December to be considered for a place the following year. Students should not wait until an Offer of Place in a course at the University is made.

Offers of on-campus accommodation to new students are made immediately after the Universities Admissions Centre (UAC) offers are made.

Allocation of Rooms - New Residents

Students who have been offered accommodation can secure the room by the payment of the full semester accommodation fee, room deposit charge and by signing the Residential Agreement no later than the closing date specified in the Offer of Room letter.

Every effort will be made to meet room preferences; however, no guarantees can be given that the area preferred will be the area in which accommodation will be offered. Please note that room allocation information cannot be given over the telephone.

Residential Orientation Program (compulsory for all new residents)

A Residential Orientation Program will be held from 9 February to 16 February 2003. Reminder - This is a compulsory program for all new residents. The University's Vice-Chancellor and the Director, Residential Services welcome students to a full program of essential information relating to the wide network of residential support services and activities designed to assist you to acclimatise quickly to life in the Halls.

Late Offers

'Late Offers of Accommodation' are often made. Students who receive a Late Offer should note that rooms will be retained for them only if the full semester accommodation fee has been paid and the Residential Agreement signed by the date shown on the offer letter.

Waiting List - New Students

New students who are not successful in obtaining an offer of accommodation will have their names placed on a waiting list. Students on the waiting list should contact the Residential Services Office to ascertain their position on the waiting list. Many students who were unsuccessful in the main round of offers are successful as a result of cancellations. Students who wish to submit late applications must complete a 'Application for Residential Accommodation' form and lodge it with the Residential Services Office. Late applicants will be placed on the 'waiting list' and must supply a current address and telephone number for contact.

Applications - Returning Residents

Returning students, that is those already living in one of the Halls of Residence and who wish to continue living on campus in the following year, should contact the Residential Services Office in person early in September to complete an application form that must be lodged by the closing date.

University Policy on Smoking

The University has adopted a policy of "no smoking" in all University buildings, including University Residences. Students are advised that a contravention of this policy is in breach of the Student Conduct Rules and in breach of the Residences House Rules as set out in the Student Residences Booklet.

Residential Services Office

The Residential Services Office is open from 9.00am to 4.30pm Monday to Friday, except on University and public holidays. The cashiers hours are 10.00am -3.00pm Mon-Fri. Amended hours apply during non-teaching periods.

Mail for Students

For convenience and security reasons Residents are strongly advised to arrange for a private mailbox with Australia Post. The mailboxes are centrally located within the residential precinct. This service can quickly be arranged at the on campus Post Office.

Services for Residents

The Residences Management Team comprises a wide range of people including the Director of University Residences, Manager, a Residential Counsellor, Residential Services Office staff, Residential Officers, Senior Residents, Academic Assistants, Sports Convenors and Activities Convenors.

The Halls of Residence Management Team

provide guidance, support and pastoral care for residents to help them adapt to the academic, residential and social life of the University.

The University provides a security services for the Halls of Residence and a service to chaperone students from areas such as the Library, Computer Centre and other campus buildings to the Halls in the evenings.

Room Deposit Refunds

During your stay in one of the Halls, deductions from your room deposit may be made to cover unattributed damages

On completion of your stay in one of the Halls, your room and common areas will be checked against an inventory and assessed for cleanliness and damages. If the check is satisfactory a full refund of your room deposit will be provided. If, however, the room and area check shows discrepancies against the inventory or there is damage the amount will be deducted from your room deposit fee.

Please note that room deposit refund requests cannot be processed without first lodging a refund application form. This procedure takes approximately 14 days during semester. However, all end of semester refunds, that is from week 17 onwards, can take longer due to the volume of work.

The Finance Section will issue your refund cheque in Australian currency or as a bank draft in overseas currency. Please note there is no provision for early refunds.

Cancellations

If, after payment of your up-front full semester accommodation fee, you decide to cancel and not move in to Residences, the following applies:

- A $120.00 cancellation charge applies if a student pays for accommodation and then cancels, without moving in.
- As the Orientation Program is compulsory, this is a non-refundable fee.

The accommodation fee is not normally refundable after a student has moved in. (Appeals for a refund for exceptional circumstances must be in writing to the Director, Residential Services.

Accommodation during Vacation Periods

There is provision for students who are returning for the following semester to remain in residences over the vacation periods but conditions apply. As the University takes in conferences groups and undertakes maintenance during these times, students may be required to vacate their room (including all their belongings) and move to designated vacation blocks for the duration of the break.

Storage Facilities

Residential Services offer a limited storage facility free of charge to residential students who will be returning to one of the Halls the following semester. The storage facility is operated by the Facilities Co-ordinator from Monday to Friday and conditions apply. For further information please contact the Residential Services Office.

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General Facilities

Childcare on campus

Kirinari Early Childhood Centre

Kirinari Early Childhood Centre, provides high quality care and education for children of University staff and students of the University of Canberra (UC). Kirinari caters for children brom birth to six years, book early as a waiting list exists.

- Semester care: Seventeen weeks each semester, plus the exam weeks. We offer two sessions per day. Bookings are reallocated according to your timetable.
- Permanent care: Kirinari operates for fifty weeks per year. Designed for working parents, priority is given to UC staff. Centre approved for salary sacrifice for UC staff.

Hours of operation are: 8.00am - 6.00pm.
Childcare assistance is available to qualifying families.

Location: Corner Kirinari Street and University Drive (South)
Email - info@kecc.org.au
Website - http://www.kecc.org.au
Telephone - (02) 6201 2339
Facsimile - (02) 6201 5903

Wiradjuri Pre-school and Child Care Centre

The Centre provides a high quality educational program and care for 38 children aged from 2-5 years. The staffing team consists of the Director, Preschool Teacher, Assistant Teacher, an Administrator and five pre-service teachers from the Bachelor of Education (Early Childhood) program.The centre is an integral part of the BEd course and conducts research on behalf of course lecturers in monitoring the theory and practice in Early Childhood Education. Further information can be obtained by telephoning the Director.

Location: Division of Communication and Education, Building 5 level B, Room 22.
Hours: 8.00am to 5.30pm, Monday to Friday, and closed 4-5 weeks over the Christmas break
Telephone: (02) 6201 2087 or (02) 6201 2494
Fax: (02) 6201 5360
e-mail: careenl@comeduc.canberra.edu.au
website: www.canberra.edu.au/uc/wiradjuri

Mail Services

The public post box on campus is cleared Monday to Friday on University working days throughout the year. It is located in The Hub near the Post Office and is cleared at the times stated on the box. Stamps are sold at the post office. A box for University internal mail, cleared daily on University working days, is located on the concourse near the entrance foyer on level B in Building 1. A box for Student Administration mail only is located at the main entrance to Student Administration on the right hand side wall, level B, Building 1.

Parking

Parking areas for motor cycles and cars, including handicapped persons' vehicles, are located around the campus. A time limit applies in some areas, and other restrictions are in force as indicated. The parking areas are patrolled and those not observing the regulations may be fined under the appropriate traffic and parking ordinances for the Australian Capital Territory.

Telephones

Public Telephones

Telstra provides public telephones at various locations depending on usage. The phones are available at the following locations:

Building 1, Level B Foyer
Building 1, Level B Union Foyer
Building 1, Level A Union Bar
Building 3 Foyer
Building 8 Foyer
Building 10 Foyer
Building 11 Level A
International House
University Village
Arscott House
I - N Student Residences

Unisafe Phones

These are phones provided by the University that can be used to dial internal University numbers, 000 Emergency Services, University Security, NRMA Road Service, ACT taxis and Home Link numbers free of charge. These phones are available at the following locations:

Building 1 at the level C University Entrance
Building 1 on the Concourse outside the Security Office
Building 5 on the north-west Level A entrance
Building 6/7 in the foyer at the north where the two buildings join
Building 9 at the south-west Level B entrance
Building 10 outside the main entrance on Kirinari Street
Building 12 in the foyer
Building 14 in the foyer
The University Village at the Resources Centre near the car park
College House outside the southern entrance
Arscott House outside the courtyard entrance

Telephones in Student Residential Rooms

Residential students have the option to have phones in their rooms. Contact the Residential Services Office for information.

University of Canberra Union (UCU)

A student of the University of Canberra automatically becomes a UCU member on payment of the Services and Amenities Fee. Member categories include staff from the University and life, honorary and associate members. UCU operates under a constitution approved by the University Council and is governed by a Board of elected and exofficio members. The chair is a member of the University Council.

UCU is the community centre of the University and is responsible for the provision of a wide range of services including food and beverage lounges, a theatre and exhibition gallery, general recreational areas, retail shops, sports and recreation centre, ovals, conference and catering facilities, a licensed post office and ticketek outlet. The campus radio station, CUeFM, is supported by UCU.

UCU provides a wide range of services from recreational courses to free accident insurance cover.

It organises a range of social, cultural and sporting activities for its members throughout the year. Activities include dances, concerts, film nights, inter-varsity sports championships, lunchtime performances, debates, market days, theme events, and photographic and art competitions. The Graduation Ball and the Blues and Leadership awards are significant annual events.

There is an excellent variety of clubs and societies affiliated with the UCU ranging from recreational and Division based groups, to highly competitive sporting clubs. A clubhouse with barbecue facilities is located near the playing and training fields at the recreation centre. There are over fifty clubs presently operating and students interested in forming a new club are able to do so if sufficient members support them.

The refectory offers six food outlets serving a variety of food including hot and cold fact food, Middle-eastern foods, Asian food including sushi, and contains a coffee lounge and bakery and a bar with provision for entertainment. Nearby in The Hub are the UCU shop, post office and ticketek outlet, whilst next to this is University bar and theatre, and CUeFM, the campus radio station. The Gallery restaurant UCU Conference Centre and meeting rooms are located above the refectory.

UCU seeks to provide opportunities for members of the campus community to relax, make new friends, extend and broaden their experience and support and facilitate their educational endeavours.

Location: For further information: UCU Access, Building 1, off the Concourse. Telephone: (02) 6201 5350

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Commercial Facilities

Banking Services

The Commonwealth Bank provides full banking services including investment and lending facilities and welcomes enquiries regarding campus loans.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 9.30am to 4.00pm Monday to Thursday, 9.30am to 5.00pm Friday excluding public holidays. An Autobank terminal is available for transactions outside these hours.
Telephone: (02) 6251 1874

Cooperative Bookshop Limited

The University Cooperative Bookshop Limited conducts a shop at the University. Anyone can buy books at the Bookshop without becoming a member of the Cooperative, but members receive discounts. Special discounts off recommended retail prices are announced during the year. Anyone may become a life member of the Cooperative by purchasing a share redeemable at any point after two years.

Approx 9-10% GST was added to all books on 1 July 2000. For students purchasing texts and recommended reading for their courses, a rebate of 8% will be given at point of sale.

Prescribed texts for subjects will be displayed on boards outside the Co-op Bookshop, from the middle of February for Semester 1 and in July for Semester 2. Subjects will be listed in alphabetical order, by Division.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 9.00am to 5.00pm Monday to Friday throughout the year, except public and University holidays, with extended trading hours during the first week of each semester.
Telephone: (02) 6201 2207

Credit Union

The Credit Union of Canberra has served students and staff of the University of Canberra for over twenty years. The Credit Union offers a complete range of financial products and services and places a special emphasis on members' needs. The Credit Union of Canberra has a branch located in the UCU Office and an ATM on the concourse near Union Access.
Location: UCU Office Building 1 B level (off the concourse).
Hours: 9.15am - 2.00pm (excluding public and University holidays).
Telephone: 1300 361 761
Fax: (02) 6215 7171

Campus Pharmacy

Campus Pharmacy provides all pharmaceutical needs – prescriptions, medications, health care items, surgical and sports dressings, cosmetics and beauty aids, perfumes, personal requisites, photographic processing, gifts, soft toys and Australian souvenirs. The pharmacy carries the films and photographic supplies needed for all projects requiring photography.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 9am - 5.30pm Monday - Friday, excluding public and University holidays.
Telephone: (02) 6201 5331
Fax: (02) 6253 1567

Hairdresser

Leonardo's Uni Salon: Professional service in all aspects of hairdressing, catering for women and men.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 9am - 5.30pm Monday and Tuesday; Wednesday, Thursday and Friday, extended hours by appointment, 9am - 12.30pm Saturday, excluding public and University holidays.
Telephone: (02) 6253 3056 or (02) 6201 2097

Travel Service

STA TRAVEL Do you want to get out of Canberra and see the rest of Australia and The World? STA TRAVEL has exclusive discounts for students and can organise everything for your holiday right here at University.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 9am - 5pm Monday - Friday including semester break but not public and University holidays.
Telephone: (02) 6201 2280 or (02) 6251 6505

UCU Shop

The UCU Shop provides a range of goods and services including stationery, drawing equipment, bus tickets, calculators, greeting cards and postcards, audio tapes, computer disks, clothing, and films and also sells second-hand textbooks. Academic dress is also available for purchase or hire.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 8.30am - 5.30pm Monday - Thursday
8.30am - 5pm - Friday excluding public and University holidays.
Telephone: (02) 6201 5003

UCU Post Office

The UCU Post Office is located next to the Commonwealth Bank and offers students and staff full postal services including national and international postage, air mail, express post, stamps and packaging, money orders, and bill payments.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 9am - 5pm Monday - Thursday
9am - 4.30pm - Friday excluding public and University holidays.
Telephone: (02) 6201 2046

UCU Ticketek Outlet

The UCU Ticketek outlet is located in the UCU Post Office. Full ticketek services are available through this outlet, for events Australia Wide.
Location: The Hub, lower ground floor between Buildings 1 and 8.
Hours: 9am - 5pm Monday - Thursday
9am - 4.30pm - Friday excluding public and University holidays.
Telephone: (02) 6201 2046

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