



The University of New South Wales

# Professional Studies

1982  
Faculty Handbook

## How to use this Handbook

The information in this book has been divided into **seven parts**.

**General Information** (the lilac coloured pages) lists what you need to know about the University as a whole, introduces some of the services available and notes the most important rules and procedures. You should read this part in its entirety.

For further information about the University and its activities, see the University Calendar.

### **Faculty Information.**

**Undergraduate Study** outlines the courses available in each school in the faculty.

**Graduate Study** is about higher degrees.

**Subject Descriptions** lists each subject offered by the schools in the faculty. The schools are listed numerically.

Information includes:

- Subject number, title and description
- Prerequisite, co-requisite and excluded subjects, where applicable
- Additional information about the subject such as unit values, credit hours, teaching hours per week, sessions when taught

**Financial Assistance to Students** is a list of scholarships and prizes, available at undergraduate and graduate level in the faculty.

**Staff list.**



## Tuition Fees

When the following coloured pages were printed the University did not have complete information about the introduction of tuition fees for some students in 1982.

These coloured pages should not be taken as a definitive statement about fees, except for section 15, Fees, pages 14, 15.

The University's *Enrolment Procedures and Fees Schedule 1982*, as printed in the 1982 Calendar and available as a separate booklet in November 1981, contains more detailed information.

NAW  
3736/44

## General Information

To obtain the maximum benefit from your studies you should make an effort to learn what facilities the University offers, to investigate the best methods of study and to discover as much as possible about the course for which you are enrolled.

This Handbook has been specially designed as a detailed source of reference for you in all matters related to your Faculty. This General Information Section is intended to help you put the Faculty into perspective with the University as a whole, to introduce you to some of the services available to students and to note some of the most important rules and procedures.

For fuller details about some aspects of the University and its activities you might need to consult the University Calendar.

**Note:** All phone numbers below are University extension numbers. If you are outside the University, dial 663 0351 and ask for the extension or dial 662 - and then the extension number. This prefix should only be used when you are certain of the extension that you require. Callers using 662 cannot be transferred to any other number.

## Some people who can help you

If you are experiencing difficulties in adjusting to the requirements of the University you will probably need advice. The best people to talk to on matters relating to progress in studies are your tutors and lecturers. If your problem lies outside this area there are many other people with specialized knowledge and skills who may be able to help you.

The Deputy Registrar (Student Services), Mr Peter O'Brien, and his Administrative Assistant, Mrs Anne Beaumont, are located on the first floor of the Chancellery. They will help those students who need advice and who have problems but who do not seem to be provided for by the other organizations and services mentioned. As well as dealing with general enquiries they are especially concerned with the problems of physically handicapped and disabled students. Enquire at room 148E, phone 2482.

The Assistant Registrar (Admissions and Examinations), Mr Jack Hill, is located on the ground floor of the Chancellery. General enquiries should be directed to 3715. For information regarding examinations, including examination timetables and clash of examinations, contact the Senior Administrative Officer, Mr John Grigg, phone 2143.

The Assistant Registrar (Student Records and Scholarships – Undergraduate and Postgraduate), Mr Graham Mayne is located on the ground floor of the Chancellery. For particular enquiries regarding illness and other matters affecting performance in examinations and assessment, academic statements, graduation ceremonies, prizes, release of examination results and variations to enrolment programs, phone 3711.

The Adviser for Prospective Students, Mrs Fay Lindsay, is located in the Chancellery and is available for personal interview. For an appointment phone 3453.

The Assistant Registrar (Careers and Employment), Mr Jack Foley, is located in the Chancellery. Enquiries should be directed to 3259.

The Off-campus Housing Officer, Mrs Judy Hay, is located in Room 148E in the Chancellery. For assistance in obtaining suitable lodgings phone 3260.

Student Loans enquiries should be directed to Mrs Judy Hay, Room 148E in the Chancellery, phone 3164.

The Student Health Unit is located in Hut E15b at the foot of Basser Steps. The Director is Dr Geoffrey Hansen. For medical aid phone 2679, 2678 or 2677.

The Student Counselling and Research Unit is located at the foot of Basser Steps. For assistance with educational or vocational problems ring 3681 or 3685 for an appointment.

The University Librarian is Mr Allan Horton. Library enquiries should be directed to 2048.

The Chaplaincy Centre is located in Hut E15a at the foot of Basser Steps. For spiritual counselling phone Anglican – 2684; Catholic – 2379; Greek Orthodox – 2683; Lutheran – 2683; Uniting Church – 2685.

The Students' Union is located on the second floor of Stage III of the University Union, where the SU President, Secretary-Treasurer, Education Vice-President, Welfare-Research Officer, and Director of Overseas Students are available to discuss any problems you might have.

**Cashier's Hours** The University Cashier's office is open from 9.30 am to 1.00 pm and from 2.00 pm to 4.30 pm, Monday to Friday. It is open for additional periods at the beginning of Session 1. Consult noticeboards for details.

## Calendar of Dates

### The Academic Year

The academic year is divided into two sessions, each containing 14 weeks for teaching. There is a recess of five weeks between the two sessions and there are short recesses of one week within each of the sessions.

Session 1 commences on the first Monday of March.

## 1982

### Faculties other than Medicine

|                                       |  |
|---------------------------------------|--|
| <b>Session 1</b><br><b>(14 weeks)</b> | 1 March to 9 May<br><i>May Recess:</i> 10 May to 16 May<br>17 May to 13 June<br><i>Midyear Recess:</i> 14 June to 18 July<br>15 June to 30 June  |
| Examinations                          |  |
| <b>Session 2</b><br><b>(14 weeks)</b> | 19 July to 22 August<br><i>August Recess:</i> 23 August to 29 August<br>30 August to 31 October<br><i>Study Recess:</i> 1 November to 7 November |
| Examinations                          | 8 November to 26 November  |

### Faculty of Medicine

|                           |  |
|---------------------------|--|
| First and<br>Second Years | As for other faculties   |
| Third and<br>Fourth Years | Term 1 (10 weeks) 26 January to 4 April<br><br>Term 2 (9 weeks) 13 April to 9 May<br><i>May Recess:</i> 10 May to 16 May<br>17 May to 20 June<br>Term 3 (8 weeks) 28 June to 22 August<br>Term 4 (11 weeks) 30 August to 14 November |
| Fifth Year                | Term 1 (8 weeks) 26 January to 21 March<br>Term 2 (8 weeks) 29 March to 23 May<br>Term 3 (8 weeks) 31 May to 25 July<br>Term 4 (8 weeks) 2 August to 26 September<br>Term 5 (8 weeks) 5 October to 28 November                       |

|                |   |
|----------------|---|
| <b>January</b> |   |
| Friday 1       | New Year's Day – Public Holiday   |
| Monday 4       | Last day for applications for review of results of annual examinations  |
| Friday 8       | Last day for acceptance of applications by Admissions Office for transfer to another undergraduate course within the University |



|                       |  |                         |  |
|-----------------------|--|-------------------------|--|
| <b>February</b>       |  | <b>June</b>             |  |
| Monday 1              | Australia Day – Public Holiday   | Tuesday 1               | Publication of timetable for June/July examinations  |
| Thursday 4            | Enrolment period begins for new undergraduate students and undergraduate students repeating first year   | Sunday 13               | <b>Session 1 ends</b>  |
| Monday 15             | Enrolment period begins for second and later year undergraduate students and graduate students enrolled in formal courses  | Monday 14               | Queen's Birthday – Public Holiday  |
|                       |  | Tuesday 15              | <b>Midyear Recess begins</b>   |
|                       |  | Wednesday 30            | Examinations begin   |
|                       |  |                         | Examinations end   |
| <b>March</b>          |  | <b>July</b>             |  |
| Monday 1              | <b>Session 1 commences</b><br>Last day for undergraduate students who have completed requirements for pass degrees to advise the Registrar they are proceeding to an honours degree or do not wish to take out their degree for any other reason | Monday 12               | Examination results mailed to students   |
|                       |  | Tuesday 13              | Examination results displayed on University noticeboards   |
| Wednesday 10          | List of graduands for April/May ceremonies and of 1981 prize-winners published in <i>The Sydney Morning Herald</i>   | Tuesday 13 to Friday 16 | Students to amend enrolment programs following receipt of June examination results   |
| Friday 12             | Last day for acceptance of enrolment by new undergraduate students (late fee payable thereafter)   | Sunday 18               | <b>Midyear Recess ends</b>   |
| Monday 15             | Last day for notification of correction of details published in the press on 10 March concerning April/May graduation ceremonies   | Monday 19               | <b>Session 2 begins</b>  |
| Friday 26             | Last day for acceptance of enrolment by undergraduate students re-enrolling in second and later years (late fee payable thereafter)  | Thursday 29             | Last day for application for review of June examination results  |
|                       |  | Friday 30               | Foundation Day (no classes held)   |
|                       |  |                         | Last day for students to discontinue without failure subjects which extend over the whole of academic year   |
| <b>April</b>          |  | <b>August</b>           |  |
| Friday 9 to Monday 12 | Easter   | Monday 23               | <b>August Recess begins</b>  |
| Friday 16             | Last day for undergraduate students to discontinue without failure subjects which extend over Session 1 only   | Sunday 29               | <b>August Recess ends</b>  |
| Sunday 25             | Anzac Day  | Tuesday 31              | Last day for undergraduate students who have completed requirements for pass degrees to advise the Registrar they are proceeding to an honours degree or do not wish to take out their degree for any other reason |
| Monday 26             | Public Holiday   |                         |  |
| Tuesday 27            | Confirmation of Enrolment forms despatched to all students   |                         |  |
| <b>May</b>            |  | <b>September</b>        |  |
| Wednesday 5           | Last day for undergraduate students completing requirements for degrees or diplomas at the end of Session 1 to submit <i>Application for Admission to Degree</i> form  | Friday 3                | Last day for undergraduate students to discontinue without failure subjects which extend over Session 2 only   |
|                       | Last day for acceptance of corrected <i>Confirmation of Enrolment</i> forms  | Wednesday 8             | List of graduands for October graduation ceremonies published in <i>The Sydney Morning Herald</i>  |
| Monday 10             | <b>May Recess begins</b>   | Monday 13               | Confirmation of Enrolment form forwarded to all students   |
| Thursday 13           | Publication of provisional timetable for June/July examinations  |                         | Last day for notification of correction of details published in the press on 9 September concerning October graduation ceremonies  |
| Sunday 16             | <b>May Recess ends</b>   | Wednesday 22            | Last day for applications from undergraduate students completing requirements for degrees and diplomas at the end of Session 2 to submit <i>Application for Admission to Degree</i> form                           |
| Friday 21             | Last day for students to advise of examination timetable clashes   | Thursday 30             | Last day for acceptance of corrected <i>Confirmation of Enrolment</i> forms  |
|                       |  |                         | Last day to apply to UCAC for transfer to another tertiary institution in New South Wales  |
|                       |  |                         | Publication of provisional examination timetable   |

**October**

|             |  |
|-------------|--|
| Monday 4    | Eight Hour Day – Public Holiday                                  |
| Friday 8    | Last day for students to advise of examination timetable clashes |
| Thursday 21 | Publication of timetable for examinations                        |
| Sunday 31   | <b>Session 2 ends</b>  |

**November**

|           |                            |
|-----------|----------------------------|
| Monday 1  | <b>Study Recess begins</b> |
| Sunday 7  | <b>Study Recess ends</b>   |
| Monday 8  | Examinations begin         |
| Friday 26 | Examinations end           |

**December**

|             |  |
|-------------|--|
| Monday 13   | Examination results mailed to students   |
| Tuesday 14  | Examination results displayed on University noticeboards   |
| Monday 20   | List of graduands in Medicine for February graduation ceremony published in <i>The Sydney Morning Herald</i> |
| Saturday 25 | Christmas Day – Public Holiday   |
| Sunday 26   | Boxing Day – Public Holiday  |

**Faculty of Medicine**

|                        |  |
|------------------------|--|
| First and Second Years | As for other faculties                       |
| Third and Fourth Years | Term 1 (10 weeks) 24 January to 3 April      |
|                        | Term 2 (9 weeks) 11 April to 15 May          |
|                        | <i>May Recess:</i> 16 May to 22 May          |
|                        | 23 May to 19 June                            |
|                        | Term 3 (9 weeks) 27 June to 28 August        |
|                        | Term 4 (10 weeks) 5 September to 13 November |
| Fifth Year             | Term 1 (8 weeks) 24 January to 20 March      |
|                        | Term 2 (8 weeks) 28 March to 22 May          |
|                        | Term 3 (8 weeks) 30 May to 24 July           |
|                        | Term 4 (8 weeks) 1 August to 25 September    |
|                        | Term 5 (8 weeks) 4 October to 27 November    |

**January**

|           |   |
|-----------|---|
| Monday 3  | Public Holiday  |
| Tuesday 4 | Last day for applications for review of results of <i>annual</i> examinations   |
| Friday 7  | Last day for acceptance of applications by Admissions Office for transfer to another undergraduate course within the University |
| Monday 31 | Australia Day – Public Holiday  |

**February**

|           |   |
|-----------|---|
| Tuesday 8 | Enrolment period begins for new undergraduate students and undergraduate students repeating first year                    |
| Monday 21 | Enrolment period begins for second and later year undergraduate students and students enrolled in formal graduate courses |

**March**

|          |  |
|----------|--|
| Monday 7 | Session 1 begins – all courses except Medicine III, IV and V |
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**April**

|                      |                            |
|----------------------|----------------------------|
| Friday 1 to Monday 4 | Easter – Public Holiday    |
| Monday 25            | Anzac Day – Public Holiday |

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**1983**

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**Faculties other than Medicine**

|                             |  |
|-----------------------------|--|
| <b>Session 1 (14 weeks)</b> | 7 March to 15 May                              |
|                             | <i>May Recess:</i> 16 May to 22 May            |
|                             | 23 May to 19 June                              |
|                             | <i>Midyear Recess:</i> 20 June to 24 July      |
| Examinations                | 21 June to 6 July                              |
| <b>Session 2 (14 weeks)</b> | 25 July to 28 August                           |
|                             | <i>August Recess:</i> 29 August to 4 September |
|                             | 5 September to 6 November                      |
|                             | <i>Study Recess:</i> 7 November to 13 November |
| Examinations                | 14 November to 2 December                      |

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## Organization of the University

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Rapid development has been characteristic of the University of New South Wales since it was first incorporated by an Act of Parliament in 1949, under the name of the New South Wales University of Technology.

In 1981 the University had 18,844 students and over 3,700 staff who worked in more than eighty buildings. These figures include staff and students at Broken Hill (W.S. and L.B. Robinson University College), Duntroon (the Faculty of Military Studies) and Jervis Bay.

### Arms of the University of New South Wales

The arms of the University are reproduced on the front cover of this handbook. The arms were granted by the College of Heralds in London, on 3 March 1952, and the heraldic description is as follows:

'Argent on a Cross Gules a Lion passant guardant between four Mulletts of eight points Or a Chief Sable charged with an open Book proper thereon the word SCIENTIA in letters also Sable.

'The lion and the four stars of the Southern Cross on the Cross of St George have reference to the State of New South Wales which brought the University into being; the open book with SCIENTIA across its page reminds us of its original purpose. Beneath the shield is the motto 'Manu et Mente', which is the motto of the Sydney Technical College, from which the University has developed. The motto is not an integral part of the Grant of Arms and could be changed at will; but it was the opinion of the University Council that the relationship with the parent institution should in some way be recorded.'

### The Council

The chief governing body of the University is the Council which has the responsibility of making all major decisions regarding its policy, conduct and welfare.

The Council consists of 44 members from the State Parliament, industry and commerce, agriculture, the trade unions, professional bodies, the staff, the students and the graduates of the University.

The Council meets six times per year and its members also serve on special committees dealing with, for example, academic matters, finance, buildings and equipment, personnel matters, student affairs and public relations.

The Chairman of the Council is the Chancellor, the Hon. Mr Justice Samuels.

### The Professorial Board

The Professorial Board is one of the two chief academic units within the University and includes all the professors from the various faculties. It deliberates on all questions such as matriculation requirements, the content of courses, the arrangement of syllabuses, the appointment of examiners and the conditions for graduate degrees. Its recommendations on these and similar matters are presented to Council for its consideration and adoption.

### The Faculties/Boards of Study

The Dean, who is also a professor, is the executive head of the Faculty or Board of Study. Members of each Faculty or Board meet regularly to consider matters pertaining to their own areas of study and research, the result of their deliberations being then submitted to the Professorial Board.

The term 'faculty' is used in two distinct senses in the University. Sometimes it is used to refer to the group of schools comprising the faculty, and at others to the deliberative body of academic members of the Schools within the Faculty.

The eleven faculties are Applied Science, Architecture, Arts, Biological Sciences, Commerce, Engineering, Law, Medicine, Military Studies, Professional Studies and Science. In addition, the Board of Studies of the Australian Graduate School of Management (AGSM) and the Board of Studies in General Education fulfil a function similar to that of the faculties. The Board of Studies in Science and Mathematics, which was established to facilitate the joint academic administration of the Science and Mathematics degree course by the Faculties of Biological Sciences and Science, considers and reports to the Professorial Board on all matters relating to studies, lectures and examinations in the science and mathematics degree course.

### The Schools

Once courses of study have been approved they come under the control of the individual schools (eg the School of Chemistry, the School of Mathematics). The head of the school in which you are studying is the person in this academic structure with whom you will be most directly concerned.

## **Executive Officers**

As chief executive officer of the University, the Vice-Chancellor and Principal, Professor Rupert Myers, is charged with managing and supervising the administrative, financial and other activities of the University.

He is assisted in this task by two Pro-Vice-Chancellors, Professor Ray Golding and Professor Rupert Vallentine, together with the Deans and the three heads of the administrative divisions.

## **General Administration**

The administration of general matters within the University comes mainly within the province of the Registrar, Mr Ian Way, the Bursar, Mr Tom Daly, and the Property Manager Mr Peter Koller.

The Registrar's Division is concerned chiefly with academic matters such as the admission of students, and the administration of examinations as well as the various student services (health, employment, amenities, and counselling).

The Bursar's Division is concerned with the financial details of the day-to-day administration and matters to do with staff appointments, promotions, etc.

The Property Division is responsible for the building program and the 'household' services of the University (including electricity, telephones, cleaning, traffic and parking control and maintenance of buildings and grounds).

## **Student Representation on Council and Faculties/Boards**

Three members of the University Council may be students elected by students. All students who are not full-time members of staff are eligible to stand for a two-year term of office. The students who are elected to the Council are eligible for election to the Committees of Council.

Students proceeding to a degree or a graduate diploma may elect members for appointment by the Council to their Faculty/Board. Elections are for a one-year term of office.

### ***Open Faculty/Board Meetings***

If you wish you may attend a faculty/board meeting. You should seek advice at the office of the faculty whose meeting you wish to attend, as the faculties have their own rules for the conduct of open meetings.

## **Award of the University Medal**

The University may award a bronze medal to undergraduate students who have achieved highly distinguished merit on completion of their final year.

## **Identification of Subjects by Numbers**

For information concerning the identifying number of each subject taught in each Faculty as well as the full list of identifying numbers and subjects taught in the University, turn to the first page of the section Subject Descriptions. This list is also published in the Calendar.

## **Textbook Lists**

Textbook lists are no longer published in the Faculty handbooks. Separate lists are issued early in the year and are available at key points on the campus.

Students should allow quite a substantial sum for textbooks. This can vary from \$250 to \$600 per year depending on the course taken. These figures are based on the cost of new books. The Students' Union operates a secondhand bookshop. Information about special equipment costs, accommodation charges and cost of subsistence on excursions, field work, etc. and for hospital residence (medical students) are available from individual schools.

## **Co-operative Bookshop**

Membership is open to all students, on initial payment of a fee of \$10, refundable when membership is terminated. Members receive an annual rebate on purchases of books.

## **General Studies Program**

Almost all undergraduates in faculties other than Arts and Law are required to complete a General Studies program. The Department of General Studies within the Board of Studies in General Education publishes its own Handbook which is available free of charge. All enquiries about General Studies should be made to the General Studies Office, Room G56, Morven Brown Building, phone 3476.

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## Student Services and Activities

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### Accommodation

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#### Residential Colleges

There are seven residential colleges on campus. Each college offers accommodation in a distinctive environment which varies from college to college, as do facilities and fees. A brief description of each college is given below, and further information may be obtained directly from the individual colleges. In addition to basic residence fees, most colleges make minor additional charges for such items as registration fees, caution money or power charges. Intending students should lodge applications before the end of October in the year prior to the one in which they seek admission. Most colleges require a personal interview as part of the application procedure.

##### The Kensington Colleges

The Kensington Colleges comprise Basser College, Goldstein College and Philip Baxter College. They house 450 men and women students, as well as tutorial and administrative staff members. Fees are payable on a session basis. Apply in writing to the Master, Mr K. W. Bromham, PO Box 24, Kensington, NSW 2033.

##### International House

International House accommodates 154 students from Australia and up to thirty other countries. Preference is given to more senior undergraduates and graduate students. Apply in writing to the Warden, Emeritus Professor J. S. Ratcliffe, International House, PO Box 1, Kensington, NSW 2033.

##### New College

New College is an Anglican college and it provides accommodation (with all meals) for 220 graduates and undergraduates, without regard to race, religion, or sex. The College has its own resident tutors, and sponsors a wide range of sporting and social activities. Apply to Dr Stuart Barton Babbage, Master, New College, Anzac Parade, Kensington 2033 (telephone 662 6066).

##### Shalom College

Shalom College is a Jewish residential college. It provides accommodation for 86 men and women students. Non-resident membership is available to students who wish to avail themselves of the Kosher dining room and tutorial facilities. Fees are payable on a session basis. Conferences are catered for, particularly with Kosher requirements. Rates are available on application. Apply in writing to the Master, Dr S. Engelberg, Shalom College, the University of New South Wales, PO Box 1, Kensington, NSW 2033.

##### Warrane College

Warrane is a men's college catering for 200 students of all ages, backgrounds and beliefs. A comprehensive tutorial program is offered along with a wide range of activities, professional orientation, and opportunities to meet members of the University staff informally. Non-resident membership is available to male students who wish to participate in College activities and make use of its facilities. The activities of a spiritual nature conducted at Warrane have been entrusted to the Catholic association Opus Dei. Apply in writing to the Master, Dr J. F. Martins, Warrane College, PO Box 123, Kensington, NSW 2033.

##### Creston Residence

Creston Residence offers accommodation to 25 undergraduate and graduate women students. Activities and tutorials are open to non-resident students. The spiritual activities offered at Creston are entrusted to the Women's Section of Opus Dei. Enquiries: 36 High Street, Randwick 2031. Telephone (02) 398 5693.

### Other Accommodation

#### Off-campus Accommodation

Students requiring other than College accommodation may contact the Housing Officer in the Chancellery, Room 148E for assistance in obtaining suitable accommodation in the way of rooms with cooking facilities, flats, houses, share flats etc. Extensive listings of all varieties of housing are kept up-to-date throughout the year and during vacations. Accommodation in the immediate vicinity of the University is not usually easy to find at short notice, and is expensive.

No appointment is necessary but there may be some delay in February and March. The Housing staff are always happy to discuss any aspect of accommodation.

Special pamphlets on accommodation, lists of estate agents and hints on house-hunting are available on request.

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## Associations, Clubs and Societies

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### The Sports Association

The Sports Association is a student organization within the University which caters for a variety of sports for both men and women. In December 1952 the University Council approved the establishment of the Sports Association, which then consisted of five clubs. As the University has grown the Association has expanded, and it now includes thirty-eight clubs.

The Association office is situated in Hut E15C near the foot of Basser Steps, and can be contacted on extension

2673. The control of the Association is vested in the General Committee which includes delegates from all the clubs.

Membership is compulsory for all registered students, and the annual fee is \$17. Membership is also open to all members of staff and graduates of the University on payment of an annual fee as prescribed in the By-Laws of the Association. All members are invited to take part in any of the activities arranged by the Association, and to make use of the University's sporting and recreational facilities.

The Association is affiliated with the Australian Universities Sports Association (AUSA) which is the controlling body for sport in all Australian universities.

## **School and Faculty Associations**

Many schools and faculties have special clubs with interests in particular subject fields. Enquire at the relevant Faculty or School Office for information.

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## **Australian Armed Services**

The University maintains links with the Royal Australian Navy, the Australian Army Reserve and the Royal Australian Air Force, and opportunities exist for student participation in their activities. See the General Information section of the Faculty Handbooks for details.

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## **Chaplaincy Centre**

### **The University Chapel**

The University provides a small chapel for the use of all faiths. In its temporary housing it is located in Hut E15a near the Chemistry Building. The chapel is available for services of worship by arrangement with the full-time chaplains. At other times it is available for private meditation to all members of the University.

### **Chaplaincy Service**

A Chaplaincy Service is available within the University of New South Wales for the benefit of students and staff.

The Service offers fellowship, personal counselling and guidance, together with leadership in biblical and doctrinal studies and in worship. The Chaplains maintain close liaison with student religious societies.

The chaplains are located in Hut E15a at the foot of Basser steps, which also contains the temporary chapel.

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## **Deputy Registrar (Student Services)**

The Deputy Registrar (Student Services), Mr Peter O'Brien, and his Administrative Assistant, Mrs Anne Beaumont, are located on the first floor of the Chancellery.

They will help those students who have problems and need advice but who do not seem to be provided for by the other organizations and services mentioned. As well as dealing with general enquiries they are especially concerned with the problems of physically handicapped and disabled students.

All enquiries should be made either at room 148E or by telephoning extension 2482 (general enquiries).

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## **Sport and Recreation Section**

The Sport and Recreation Section seeks ways to encourage students and staff to include exercise as an essential part of their daily lives. It does this through Sports Clubs on a competitive basis and by offering physical recreation on a more casual basis to the University community.

The Section serves the Sports Association and its 38 constituent clubs and is responsible for the continuing management of the Physical Education and Recreation Centre at which recreational programs are available for both students and staff.

It makes bookings for use of sporting facilities including tennis courts and playing fields. The section is located in Hut E15c at the foot of Basser Steps. The various services may be contacted by phone on the following extensions: Recreation Program 3271; Grounds Bookings 2235; Sports Association 2673.

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## **Physical Education and Recreation Centre**

The Sport and Recreation Section provides a recreational program for students and staff at the Physical Education and Recreation Centre. The Centre consists of eight squash courts, a main building, and a 50-metre indoor heated swimming pool. The main building has a large gymnasium and practice rooms for fencing, table tennis, judo, weight-lifting, karate and jazz ballet, also a physical fitness testing room. The recreational program includes intramurals, teaching/coaching, camping. The Centre is located on the lower campus adjacent to High Street. The Supervisor at PERC may be contacted on extension 3271.



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## Student Counselling and Research Unit

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The Student Counselling and Research Unit provides counselling services to students, prospective students, parents and other concerned persons.

The unit is located in the huts near the foot of Basser Steps (access from College Road or Engineering Road).

Appointments are offered throughout the academic year and during recesses between 8 am to 5 pm on week days (up to 7 pm on some evenings). A 'walk-in' service for short interviews is available between 9 am and 5 pm. Appointments may be made by phoning extension 3685 or 3681 between 8.30 am and 5.30 pm.

Counsellors offer assistance in planning, decision-making, problem solving, social and emotional development, and dealing with grievances. Group programs on such topics as study, tutorial and examination skills, stress management, communicating, and self-confidence are offered each session. Brochures are available from the receptionist.

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## Careers and Employment Section

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The Careers and Employment Section provides careers advice and assistance in finding employment.

Assistance with careers and permanent employment opportunities includes: the regular mailing of a *Job Vacancy Bulletin* to registered students and graduates, a Library, and a Campus Interview Program in which final year students have the opportunity to speak to employers regarding employment prospects.

Assistance is also provided in obtaining course-related employment during long vacations as required by undergraduates in Engineering and Applied Science.

The Section is located in Undercroft Room LG05 in the Chancellery.

For further information, telephone as follows: careers and employment assistance 3259 or 3630; long vacation industrial training 2086.

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## Student Health Unit

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A student health clinic and first aid centre is situated within the University. The medical service although therapeutic is not intended to replace private or community health services. Thus, where chronic or continuing conditions are revealed or suspected the student may be referred to a private practitioner or to an appropriate hospital. The health service is not responsible for fees incurred in these

instances. The service is confidential and students are encouraged to attend for advice on matters pertaining to health.

The service is available to all enrolled students by appointment, free of charge, between 9 am and 5 pm Mondays to Fridays. For staff members, immunizations are available, and first aid service in the case of injury or illness on the campus.

The centre is located in Hut E15b on the northern side of the campus in College Road at the foot of the Basser Steps.

Appointments may be made by calling at the centre or by telephoning extension 2679, 2678 or 2677 during the above hours.

The Family Planning Association of NSW conducts clinics at the Student Health Unit and at the adjacent Prince of Wales Hospital which are available for both staff and students. Appointments may be made for the Student Health Unit clinic by telephoning 588 2833 or for the Prince of Wales Hospital clinics by telephoning 399 0111.

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## The Students' Union

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The Students' Union was formed in 1952 as an organization, duly recognized by the University Council, to represent the student body and to provide a central organization for the administration of student activities. In the words of its constitution 'The Students' Union is formed for the purpose of advancing the interests of University men and women, facilitating their general scientific and technical education, and fostering a University spirit among them'.

The Students' Union affords a recognized means of communication between the student body and the University administration, and represents its members in all matters affecting their interests. It aims to promote the cultural, educational and recreational life of the University and to encourage a permanent interest among graduates in the life and progress of student activities within the University. The Students' Union also makes representations to government and other bodies outside the University on behalf of its members.

Membership of the Students' Union is compulsory for all registered students of the University and the annual subscription is \$17\* for full-time students and \$13\* for part-time students. All Alumni of the University are eligible for Life Membership.

The Students' Union is governed by a Council consisting in the main of elected student representatives from the various faculties of the University. There are also representatives of the University Council, Life Members, the Staff Association and the Sports Association. The Council is elected annually.

\*These fees are at 1981 levels; they are subject to increase in 1982.

A full-time President, elected each year by popular ballot, directs the entire administration of the Students' Union and its activities, assisted by a Secretary-Treasurer.

Other officers are the Education Vice-President who works towards the implementation of Students' Union education policy; the Welfare-Research Officer concerned with helping students with problems they may encounter in the University; the Electronic Media Officer; and the Director of Overseas Students who deals with specific problems these students may encounter while in Australia.

The activities in which the Students' Union is involved include:

1. A casual employment service.
2. Organization of orientation for new students.
3. Organization of Foundation Day.
4. The University's two child care centres.
5. Publication of the student paper *Tharunka*.
6. A free legal service run by a qualified lawyer employed by the Students' Union Council.
7. SU Record Shop which offers discount records and tapes.
8. The Nuthouse which deals in bulk and health foods.
9. Secondhand Bookshop for cheap texts.
10. CASOC (Clubs and Societies on Campus) which provides money from the SU for affiliated clubs and societies on campus.
11. The sale of electronic calculators and accessories at discount rates.
12. Provision of a bail fund.

The SU office is located on the Second Floor, Stage III, the Union.

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## The University Library

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The University libraries are mostly situated on the upper campus. The library buildings house the Undergraduate Library on Level 3, the Social Sciences and Humanities Library on Level 4, the Physical Sciences Library on Level 7 and the Law Library on Level 8. The Biomedical Library is in the western end of the Mathews Building and is closely associated with libraries in the teaching hospitals of the University.

For details consult Faculty Information in the relevant Faculty Handbook.

There are also library services at other centres:

The Water Reference Library situated at Manly Vale (telephone 948 0261) which is closely associated with the Physical Sciences Library.

The library at the Broken Hill Division in the W.S. and L.B. Robinson University College building (telephone 6022/3/4).

The library at the Royal Military College, Duntroon, ACT, serving the Faculty of Military Studies.

Each library provides reference and lending services to staff and students and each of the libraries on the Kensington campus is open throughout the year during day and evening periods. The exact hours of opening vary during the course of the academic year.

Staff and students normally use a machine-readable identification card to borrow from the University libraries.

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## The University Union

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The University Union provides the facilities students, staff and graduates require in their daily University life and thus an opportunity for them to know and understand one another through associations outside the lecture room, the library and other places of work.

The Union is housed in three buildings near the entrance to the Kensington Campus from Anzac Parade. These are the Roundhouse, the Blockhouse and the Squarehouse. Membership of the Union is compulsory at \$65\* per year for all registered students and is open to all members of staff and graduates of the University.

The control of the Union is vested in the Board of Management whose Chief Executive Officer is the Warden.

The full range of facilities provided by the Union includes a cafeteria service and other dining facilities, a large shopping centre (including clothing shop and delicatessen); cloak room; travel service; banking, pharmaceutical, optometrical and hairdressing facilities; showers; a graduates' lounge; common, games, reading, meeting, music, practice, craft and dark rooms. The Union also has shops on Campus which cater for student needs, including art materials and calculators. Photocopying, sign printing, and stencil cutting services are also available. The Union also sponsors special concerts (including lunchtime concerts) and conducts courses in many facets of the arts including weaving, photography, creative dance and yoga. Full information concerning courses is contained in a booklet obtainable from the Union's program department.

The University Union should not be confused with the Students' Union or Students' Representative Council as it is known in some other universities. This latter body has a representative function and is the instrument whereby student attitudes and opinions are crystallized and presented to the University and the community.

\*This fee is at 1981 level; it is subject to increase in 1982.

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## Financial Assistance to Students

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### Tertiary Education Assistance Scheme

Under this scheme, which is financed by the Commonwealth Government, assistance is available for full-time study in approved courses, to students who are not bonded and who are permanent residents of Australia, subject to a means test on a non-competitive basis. The allowances paid are unlikely to be sufficient, even at the maximum rate, for all the living expenses of a student. Family help and/or incomes from vacation or spare-time work would also be needed.

Students in the following types of university courses are eligible for assistance:

- Undergraduate and graduate bachelor degree courses
- Graduate diplomas
- Approved combined bachelor degree courses
- Master's qualifying courses (one year)

The rates of allowance and conditions for eligibility are set out in a booklet obtainable from the Commonwealth Department of Education.

Tertiary students receiving an allowance, and prospective tertiary students, will be sent application forms in January 1982. Forms will also be available from the Admissions Section or the Careers and Employment Section, or from the Director, Department of Education, 59 Goulburn Street, Sydney, NSW 2000 (telephone 218 8800). Continuing students should submit applications as soon as examination results are available. New students should do so as soon as they are enrolled. All students should apply by 31 March 1982, otherwise benefits will not be paid for the earlier months of the year.

It is most important that students advise the TEAS office if at any time they change or discontinue their study programs, as their eligibility for benefits might be affected.

### Other Financial Assistance

In addition to the Tertiary Education Assistance Scheme financed by the Australian Government the following forms of assistance are available:

1. *Deferment of Payment of Fees* Deferments may be granted for a short period, usually one month, without the imposition of a late fee penalty, provided the deferment is requested prior to the due date for fee payments.
2. *Short Term Cash Loans* Donations from various sources have made funds available for urgent cash loans not exceeding \$100. These loans are normally repayable within one month.
3. Early in 1973 the Commonwealth Government made funds available to the University to provide loans to students in financial difficulty. The loans are to provide for

living allowances and other approved expenses associated with attendance at university. Repayment usually commences after graduation or upon withdrawal from the course. Students are required to enter into a formal agreement with the University to repay the loan. The University is unable to provide from the fund amounts large enough for all or even a major part of the living expenses of a student.

From the same source students who are in extremely difficult financial circumstances may apply for assistance by way of a non-repayable grant. In order to qualify for a grant a student must generally show that the financial difficulty has arisen from exceptional misfortune. Grants are rarely made.

The University has also been the recipient of generous donations from the Arthur T. George Foundation, started by Sir Arthur George and his family, for the endowment of a student loan fund.

In all cases assistance is limited to students with reasonable academic records and whose financial circumstances warrant assistance.

Enquiries about all forms of financial assistance should be made at the office of the Deputy Registrar (Student Services), Room 148E, in the Chancellery.

### Financial Assistance to Aboriginal Students

Financial assistance is available to help Aboriginal students from the Commonwealth Government's Aboriginal Study Grant Scheme. Furthermore, the University may assist Aboriginal students with loans to meet some essential living expenses.

The University has also received a generous bequest from the estate of the late Alice Brooks Gange for the education of Australian aborigines within the University. The University is engaged in consultations with groups and individuals for advice on the most effective ways of using the funds.

All enquiries relating to these matters should be made at the office of the Deputy Registrar (Student Services), Room 148E, in the Chancellery.

### Fund for Physically Handicapped and Disabled Students

The University has a small fund (started by a generous gift from a member of staff who wishes to remain anonymous) available for projects of benefit to handicapped and disabled students. Enquiries should be made at the office of the Deputy Registrar (Student Services), Room 148E, in the Chancellery.

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## Rules and Procedures

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The University, in common with other large organizations, has established rules and procedures which are designed for the benefit of all members of the University. In some

cases there are penalties (eg fines or exclusion from examinations) for non-compliance. Any student, who after reading the rules carefully, requires further information on their application should contact the office of the Admissions Section or the Registrar.

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## General Conduct

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The University has not considered it necessary to formulate a detailed code of rules relating to the general conduct of students. Enrolment as a student of the University, however, involves an undertaking to observe the regulations, by-laws and rules of the University, and to pay due regard to any instructions given by any officer of the University.

### Appeals

Section 5(c) of Chapter III of the By-laws provides that 'Any person affected by a decision of any member of the Professorial Board (other than the Vice-Chancellor) in respect of breach of discipline or misconduct may appeal to the Vice-Chancellor, and in the case of disciplinary action by the Vice-Chancellor, whether on appeal or otherwise, to the Council'.

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## Admission and Enrolment

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The office of the Admissions Section, located in the Chancellery on the upper campus, provides information for students on admission requirements, undergraduate and graduate courses and enrolment procedures. Faculty handbooks and the Calendar may be purchased here. The office of the Admissions Section is open from 9 am to 5 pm Monday to Friday. During enrolment the office is also open for some part of the evening.

The office provides information about special admission, admission with advanced standing and admission on overseas qualifications. The office also receives applications from students who wish to transfer from one course to another, resume their studies after an absence of twelve months or more, or seek any concession in relation to a course in which they are enrolled. It is essential that the closing dates for lodgement of applications are adhered to. For further details see the section on Undergraduate and Graduate Enrolment Procedures and Fees.

Applications for admission to undergraduate courses from students who do not satisfy the requirements for admission (see section on Requirements for Admission) are referred by the Admissions Section to the Admissions Committee of the Professorial Board.

Students seeking to register as higher degree candidates should first consult the Head of the School in which they wish to register. An application is then lodged on a standard form and the Student Records—Postgraduate

Section, after obtaining a recommendation from the Head of School, refers the application to the appropriate Faculty or Board of Studies Higher Degree Committee.

Details of the procedure to be followed by students seeking entry to first year undergraduate degree courses at the University may be obtained from the Admissions Office or the Universities and Colleges Admissions Centre.

An Adviser for Prospective Students, Mrs Fay Lindsay, is located in the Chancellery, and is available for personal interview with those who require additional information about the University.

### First Year Entry

Those seeking entry to first year courses in one or more of twenty-one tertiary institutions in the state including the three universities in the Sydney Metropolitan area (Macquarie University, the University of New South Wales and the University of Sydney) are required to lodge a single application form with the Universities and Colleges Admissions Centre, Challis House, 10 Martin Place, Sydney 2000 (GPO Box 7049, Sydney 2001). On the application form provision is made for applicants to indicate preferences for courses available in any one of the three universities and eighteen other tertiary institutions. Students are notified individually of the result of their applications and provided with information regarding the procedures to be followed in order to accept the offer of a place at this University. Enrolment is completed at the Enrolment Bureau, Unisearch House, 221 Anzac Parade, Kensington.

### Deferment of First Year Enrolment

Students proceeding directly from school to University who have received an offer of a place may request deferment of enrolment for one year and will usually receive permission providing they do not enrol at another tertiary institution in that year.

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## Enrolment Procedures and Fees Schedules 1982

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### 1. Introduction

All students, except those enrolling in graduate research degree courses (see sections 5. and 6. below), must lodge an authorized enrolment form with the Cashier either on the day the enrolling officer signs the form or on the day any required General Studies electives are approved.

All students, except those enrolling in graduate research degree courses and those exempted as set out in section 17. below, should on that day also either pay the required fees or lodge an enrolment voucher or other appropriate authority.

Such vouchers and authorities are generally issued by the NSW Department of Education and the NSW Public

Service. They are not always issued in time and students who expect to receive an enrolment voucher or other appropriate authority but have not done so must pay the fees and arrange a refund later. Such vouchers and authorities are not the responsibility of the University and their late receipt is not to be assumed as automatically exempting a student from the requirements of enrolling and paying fees.

If a student is unable to pay the fees the enrolment form must still be lodged with the Cashier and the student will be issued with a 'nil' receipt. The student is then indebted to the University and must pay the fees by the end of the second week of the session for which enrolment is being effected. Penalties apply if fees are paid after that time (see section 16. below) unless the student has obtained an extension of time in which to pay fees from the office of the Deputy Registrar (Student Services) (Room 148E, the Chancellery). Such an application must be made before the fee is due. Payment may be made through the mail, in which case it is important that the student registration number be given accurately. Cash should not be sent through the mail.

## 2. New Undergraduate Enrolments

Persons who are applying for entry in 1982 must lodge an application for selection with the Universities and Colleges Admissions Centre, GPO Box 7049, Sydney 2001, by 1 October 1981.

Those who are selected will be required to complete enrolment at a specified time before the start of Session 1. Compulsory fees should be paid on the day.

In special circumstances, however, and provided class places are still available, students may be allowed to complete enrolment after the prescribed time.

Application forms and details of the application procedures may be obtained from the office of the Admissions Section.

## 3. Re-enrolment

See also sections 4., 6. and 7. below.

Students who are continuing courses (or returning after approved leave of absence) should enrol through the appropriate school in accordance with the procedures set out in the current *Enrolment Procedures* booklet, available from the Admissions Section and from School offices. Those who have completed part of a course and have been absent without leave need to apply for entry through the Universities and Colleges Admissions Centre, GPO Box 7049, Sydney 2001, by 1 October 1981.

## 4. Restrictions Upon Re-enrolling

Students who in 1981 have infringed the rules governing re-enrolment should not attempt to re-enrol in 1982 but should follow the written instructions they will receive from the Registrar.

## 5. New Research Students

Students enrolling for the first time in graduate research degree courses will receive an enrolment form by post. They have two weeks from the date of offer of registration in which to lodge the enrolment form with the Cashier and pay the appropriate fees. Completion of enrolment after this time will incur a penalty (see section 16. below).

## 6. Re-enrolling Research Students

Students enrolled in purely research degree programs will be re-enrolled each year and sent an account for any fees due, unless they have lodged a thesis or their registration has been cancelled or suspended.

## 7. Submission of Graduate Thesis or Project Report

Graduate students who at the commencement of Session 1 have completed all the work for a degree or diploma except for the submission of the relevant thesis or project report are required to re-enrol by the end of the second week of Session 1. Completion of enrolment after then will incur a penalty (see section 16. below) but students enrolled in purely research degree programs will be re-enrolled automatically (see section 6. above).

Information about possible fees exemption is set out in section 17. (10) below.

## 8. Enrolments by Miscellaneous Students

Enrolments by miscellaneous students are governed by the following rules:

- (1) Enrolment in a particular subject or subjects as a miscellaneous student – ie as a student not proceeding to a degree or diploma – may be permitted provided that in every case the Head of School offering the subject considers that the student will benefit from the enrolment and provided also that accommodation is available and that the enrolment does not prevent a place in that subject being available to a student proceeding to a degree or diploma.
- (2) A student who is under exclusion from any subject in the University may not be permitted to be enrolled as a miscellaneous student in that subject.
- (3) A student who is under exclusion from any course in the University may not be permitted to enrol in any subject which forms a compulsory component of the course from which the student is excluded.
- (4) A student who is subsequently admitted to a course of the University for which any subjects completed as a miscellaneous student form a part may receive standing for those subjects.

## 9. Final Dates for Completion of Enrolment

No enrolments for courses extending over the whole year or for Session 1 only will be accepted from new students after the end of the second week of Session 1 (12 March 1982) except with the express approval of the Deputy Registrar (Student Services) and the Heads of the Schools concerned; no later year enrolments for courses extending over the whole year or for Session 1 only will be accepted after the end of the fourth week of Session 1 (25 March 1982) except with the express approval of the Deputy Registrar (Student Services) and the Heads of the Schools concerned. No enrolments for courses in Session 2 only will be accepted after the end of the second week of Session 2 (30 July 1982) except with the express approval of the Deputy Registrar (Student Services) and the Heads of the Schools concerned.

## 10. University of New South Wales and University Union Membership Card

All students enrolled in degree or diploma courses or as miscellaneous students, except those exempt from fees under provisions of section 17, below, are issued with a University of New South Wales and University Union Membership Card. This card must be carried during attendance at the University and shown on official request.

The number appearing on the front of the card above the student's name is the student registration number used in the University's records. This number should be quoted in all correspondence.

The card must be presented when borrowing from the University libraries, when applying for travel concessions, and when notifying a change of address. It must also be presented when paying fees on re-enrolment each year when it will be made valid for the year and returned. Failure to present the card could result in inconvenience in completing re-enrolment.

Life members of the University Union and those exempt from payment of University Union fees, if enrolled in degree or diploma courses or miscellaneous students use the University's fees receipt in place of the card when applying for travel concessions and when notifying a change of address. The University Library issues a library borrowing card on production of the fees receipt.

A student who loses a card must notify the University Union as soon as possible.

New students are issued with cards on enrolment if eligible.

## 11. Payment of Fees

There are no fees for tuition but other fees and charges are payable. These include those charges raised to finance the expenses incurred in operating activities such as the University Union, the Students' Union, the Sports Association, and the Physical Education and Recreation Centre. Penalty payments are also incurred if a student fails to complete procedures as required. Charges may also be

payable, sometimes in the form of a deposit, for the hiring of kits of equipment in certain subjects. Accommodation charges, costs of subsistence on excursions, field work, etc, and for hospital residence (medical students) are payable in appropriate circumstances.

## 12. Assisted Students

Scholarship holders and sponsored students who have not received an enrolment voucher or appropriate letter of authority from their sponsor at the time when they are enrolling should complete their enrolment by paying their own fees.

A refund of fees will be made when the enrolment voucher or letter of authority is subsequently lodged with the Cashier.

Those unable to pay their own fees in these circumstances can apply to the office of the Deputy Registrar (Student Services) (Room 148E, the Chancellery) for an extension of time in which to pay. Such an application must be made before the fees are due.

## 13. Extension of Time

Any student who is unable to pay fees by the due date may apply to the office of the Deputy Registrar (Student Services) (Room 148E, the Chancellery) for an extension of time, which may be granted in extenuating circumstances. Such applications must be made before the due date.

## 14. Failure to Pay Fees and Other Debts

Any student who fails to pay prescribed fees or charges or is otherwise indebted to the University and who fails either to make a satisfactory settlement of his indebtedness upon receipt of due notice or to receive a special exemption ceases to be entitled to the use of University facilities. Such a student is not permitted to register for a further session, to attend classes or examinations, or to be granted any official credentials. In the case of a student enrolled for Session 1 only or for both Sessions 1 and 2 this disbarment applies if any portion of fees is outstanding after the end of the eighth week of Session 1 (23 April 1982). In the case of a student enrolled for Session 2 only this disbarment applies if any portion of fees is outstanding after the end of the sixth week of Session 2 (27 August 1982).

In special cases the Registrar may grant exemption from the disqualification referred to in the preceding paragraph upon receipt of a written statement setting out all relevant circumstances.

## 15. Fees

### Tuition Fees

As a result of a decision of the Australian Government tuition fees have been re-introduced for some categories of students commencing second or higher degrees in 1982 and subsequent years. Details can be obtained from the office of the Admissions Section, telephone Mr J. Beauchamp on extension 3319.



## University Union Entrance Fee

|  |      |
|--|------|
| Payable on first enrolment   | \$25 |
| Students enrolling for only one session must pay the full University Union entrance fee. |      |

## Student Activities Fees 1982

Student Activities fees are adjusted annually by a system of indexation. All students (with the exceptions set out in section 17, below) are required to pay the following fees if enrolled for a program involving two sessions. Those enrolling for only one session pay one half of the fees due.

|  |       |
|--|-------|
| University Union annual subscription                                 | \$65* |
| Sports Association annual subscription                               | \$17  |
| Students' Union Annual Subscription                                  | \$17* |
| Students enrolling in full-time courses                              |       |
| Students enrolling in part-time courses or as miscellaneous students | \$13* |
| Miscellaneous Fund annual fee  | \$25* |

This fee is used to finance expenses generally of a capital nature relating to student activities and amenities. Funds are allocated for projects recommended by the Student Affairs Committee and approved by the University Council.

## Special Examination Fees

|  |      |
|--|------|
| Examinations conducted in special circumstances for each subject | \$11 |
| Review of examination results for each subject                   | \$11 |

Fees and penalties quoted are current at the time of publication but may be amended by the University Council without notice.

Students who consider themselves eligible for life membership of the University Union, the Sports Association, or the Students' Union, should make enquiries about the matter at the offices of those bodies.

Students often seek exemption from the fees for reasons other than those set out in section 17, below. In this context it is necessary to be aware that the fees charged are a contribution by students towards services and amenities for the University community (both now and in the future) and exemption from them cannot be claimed because a student is unable or unwilling to make use of some of those services or amenities.

In addition to the fees outlined above and depending on the subject being taken, students may be required to make a payment for equipment; money so paid is, in general, refunded if the equipment is returned in satisfactory condition.

## 16. Penalties

|  |      |
|--|------|
| (1) Failure to lodge enrolment form according to enrolment procedure | \$20 |
| (2) Payment of fees after end of second week of session              | \$20 |
| (3) Payment of fees after end of fourth week of session              | \$40 |

Penalties (1) and (2) or (1) and (3) may accumulate.

## 17. Exemptions - Fees

Students often seek exemption from the fees for reasons other than those set out below. It is stressed that the fees charged are a contribution by students towards services and amenities for the University community (both now and in the future) and exemption from them cannot be claimed because a student is unable or unwilling to make use of some of those services or amenities.

(1) Life members of the University Union, the Sports Association, and Students' Union are exempt from the relevant fee or fees†.

(2) Students enrolled in courses classified as *External* are exempt from all Student Activities Fees and the University Union Entrance Fee.

(3) Students enrolled in courses at the W. S. and L. B. Robinson University College and in the Faculty of Military Studies are exempt from the fees in section 15, above but shall pay such other fees and charges as the Council may from time to time determine.

(4) University Union fees and subscriptions may be waived by the Deputy Registrar (Student Services) for students enrolled in graduate courses in which the formal academic requirements are undertaken at a part of the University away from the Kensington campus.

(5) Students who while enrolled at and attending another university (or other tertiary institution as approved by the Vice-Chancellor) in a degree or diploma course are given approval to enrol at the University of New South Wales but only as miscellaneous students for subjects to be credited towards the degrees or diplomas for which they are enrolled elsewhere are exempt from all Student Activities Fees and the University Union Entrance Fee\*\*.

(6) Undergraduate students of a recognized university outside Australia who attend the University of New South

\*These fees are at 1981 levels; they are subject to increase in 1982.

†Students who consider themselves eligible for life membership of the University Union, the Sports Association, or the Students' Union, should make enquiries about the matter at the offices of those bodies, not at the office of the Deputy Registrar (Student Services) or at the Cashier's office.

\*\*Institutions approved are: New South Wales Institute of Technology, Sydney College of Chiropractic and Alexander Mackie College of Advanced Education.

Wales with the permission of the Dean of the appropriate faculty and of the Head of the appropriate school or department to take part as miscellaneous students in an academic program relevant to their regular studies and approved by the authorities of their own institution are exempt from all Student Activities Fees and the University Union Entrance Fee.

(7) Graduate students not in attendance at the University and who are enrolling in a project only other than for the first time, are exempt from all Student Activities Fees.

(8) Graduate students resubmitting a thesis or project only are exempt from all Student Activities Fees.

(9) All Student Activities Fees, for one or more sessions, may be waived by the Deputy Registrar (Student Services) for students who are given formal permission to pursue their studies at another institution for one or more sessions.

(10) Graduate students who have completed all the work for a qualification at the commencement of Session 1, except for the submission of the relevant thesis or project report, may be exempted from the payment of Student Activities Fees by the Deputy Registrar (Student Services) on production of an appropriate statement signed by the relevant Supervisor or Head of School.

(11) Students enrolled in a session or sessions devoted entirely to training or experience away from the campus and its associated laboratories, hospitals, centres, institutes, and field stations are exempt from all Student Activities Fees for that session or sessions.

(12) Students whose registration is cancelled or suspended by the University shall receive refunds of fees paid in accordance with the provisions of section 18. (5) below except that a refund of one half of the fees shall be made if such cancellation or suspension takes place between the end of the fourth week of Session 1 and the end of the fourth week of Session 2.

## **18. Variations in Enrolment (including Withdrawal)**

(1) Students wishing to vary an enrolment program must make application on the form available from the appropriate Course Authority.

(2) Students withdrawing from courses (and see also information about withdrawal from subjects below) are required to notify the Registrar in writing. In some cases such students will be entitled to fee refunds (see below).

(3) Enrolment in additional subjects

Applications for enrolment in additional subjects must be submitted by:

26 March 1982 for Session 1 only and whole year subjects;

13 August 1982 for Session 2 only subjects.

(4) Withdrawal from subjects

Applications to withdraw from subjects may be submitted throughout the year but applications lodged after the following dates will result in students being regarded as having failed the subjects concerned, except in special circumstances:

(a) for one session subjects, the end of the seventh week of that session (16 April or 3 September)

(b) for whole year subjects, the end of the second week of Session 2 (30 July).

(5) Withdrawal from Course – Refunds

Whether or not a student's withdrawal entails academic penalties (covered in item (4) above) there are rules governing possible fee refunds in the case of complete withdrawal from a course, as follows:

(a) If notice of withdrawal from a course is received by the Registrar before the first day of Session 1, a refund of all fees paid will be made

(b) If notice of withdrawal is received on or after the first day of Session 1:

(i) a partial refund of the University Union Entrance Fee will be made on the following bases: any person who has paid the entrance fee in any year and who withdraws from membership of the University Union after the commencement of Session 1 in the same year, or who does not renew his membership in the immediately succeeding year, may on written application to the Warden receive a refund of half the entrance fee paid.

(ii) if the notice of withdrawal is given before the end of the fourth week of Session 1 (26 March 1982) a full refund of other Student Activities Fees paid will be made; if notice is given before the end of the eighth week of Session 1 (23 April 1982) a refund of one half of the other Student Activities Fees paid will be made; thereafter no refund will be made except that provided for in (iii) below.

(iii) if a student's enrolment in any year is for Session 2 only and the student gives notice of withdrawal prior to the end of the fourth week of Session 2 (13 August 1982) a full refund of Student Activities Fees paid (other than the University Union Entrance Fee for which see item (i) above) will be made; if notice is given before the end of the eighth week of Session 2 (10 September 1982) a refund of one half of the other Student Activities Fees paid will be made; thereafter no refund will be made.

(iv) The refunds mentioned in (ii) and (iii) above may be granted by the Deputy Registrar (Student Services) to a student unable to notify the Registrar in writing by the times required provided evidence is supplied that the student had ceased attendance by those times.

(6) Acknowledgements

The Registrar will acknowledge each application for a variation in enrolment (including withdrawals from subjects) as follows:

(a) variations lodged before the Friday of the seventh week of each session (16 April or 3 September) will be incorporated in the *Confirmation of Enrolment Program* notice forwarded to students on 26 April or 13 September as appropriate

(b) variations lodged after those dates will be acknowledged by letter

(c) withdrawals from a course are acknowledged individually whenever they are lodged.

(7) It is emphasized that failure to attend for any assessment procedure, or to lodge any material stipulated as part of an assessment procedure, in any subject in which a student is enrolled will be regarded as failure in that assessment procedure unless written approval to withdraw from the subject without failure has been obtained from the Registrar.

## 19. Exemption – Membership

The Registrar is empowered to grant exemption from membership of any or all of the University Union, the Students' Union and the Sports Association to students who have a genuine conscientious objection to such membership, subject to payment of the prescribed fees to the Miscellaneous Fund.

## Private Overseas Students

Private overseas students should visit the Commonwealth Department of Education immediately on first arrival in Australia. The address is Sydney Plaza Building, 59 Goulburn Street, Sydney.

Private overseas students continuing their studies should confirm their enrolment with the Commonwealth Department of Education as early as possible each year in order to ensure that arrangements for the extension of their temporary entry permits can be made.

All private overseas students must advise the Department if they change their term residential address during the year. Telephone enquiries should be directed to (02) 218 8979, and country students may reverse the charge for the call.

## Leave of Absence

Leave of absence from an undergraduate course of study may be granted to students other than those in the first year of a course. Leave of absence has generally been restricted to one year but in special circumstances two years have been granted.

To apply for such leave of absence, a letter should be submitted to the Registrar immediately following the

release of annual examination results and must include the student's full name, registration number, the course and stage in which enrolled in the previous year and, most important, the reason *why* leave is being sought. The letter advising the result of the application will provide details about how to re-enrol.

Students who withdraw from the first year of their course are *not* granted leave of absence and must again apply for a place through the Universities and Colleges Admissions Centre.

## Course Transfers

*Students wishing to transfer from one course to another must complete and submit an application form, obtainable from the office of the Admissions Section, the Chancellery, by Friday 8 January 1982.*

Students whose applications to transfer are successful, and who are *transferring from one school to another* are required to comply with the enrolment procedure laid down for new students with advanced standing. *Students transferring from one course to another within the same school* are required to attend the appropriate enrolment session for the course to which they have approval to transfer.

Students must present the approval to transfer to the enrolling officer, and those who have not received advice regarding their application to transfer before the date on which they are required to enrol should check with the office of the Admissions Section.

Students should also advise the enrolling officer in the school in which they were enrolled in 1981 of their intention to transfer.

## Admission with Advanced Standing

Any person who makes application to register as a candidate for any degree or other award granted by the University may be admitted to the course of study leading to such degree or award with such standing on the basis of previous attainments as may be determined by the Professional Board provided that:

1. the Board shall not grant such standing under these rules as is inconsistent with the rules governing progression to such degree or award as are operative at the time the application is determined;

2. where a student transfers from another university such student shall not in general be granted standing in this University which is superior to what he has in the University from which he transfers;

3. the standing granted by the Board in the case of any application based on any degree/s or other awards already held by the applicant, shall not be such as will permit the applicant to qualify for the degree or award for which he seeks to register without completing the courses of instruction and passing the examinations in at least those subjects comprising the latter half of the course, save that where such a program of studies would involve the applicant repeating courses of instruction in which the Board deems the applicant to have already qualified, the Board may prescribe an alternative program of studies in lieu thereof;

4. the standing granted by the Board in the case of any application based on partial completion of the requirements for any degree or other award of another institution shall not be such as will permit the applicant to qualify for the degree or award for which he seeks to register by satisfactory completion of a program of study deemed by the Board to be less than that required of a student in full-time attendance in the final year of the course in which the applicant seeks to register;

5. the standing granted by the Board in the case of any application based on the partial completion of the requirements for any degree or other award of the University may be such as to give full credit in the course to which the applicant seeks to transfer for work done in the course from which the student transfers.

Where the identity between the requirements for any award of the University already held and that of any other award of the University is such that the requirements outstanding for the second award are less than half the requirements of that award, then a student who merely completes such outstanding requirements shall not thereby be entitled to receive the second award but shall be entitled to receive a statement over the hand of the Registrar in appropriate terms.

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## Resumption of Courses

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Students who have had a leave of absence for twelve months and wish to resume their course should follow the instructions about re-enrolling given in the letter granting leave of absence. If these instructions are not fully understood or have been lost, students should contact the office of the Admissions Section before November in the year preceding the one in which they wish to resume their course.

If students have not obtained leave of absence from their course and have not been enrolled in the course over the past twelve months or more, they should apply for admission to the course through the Universities and Colleges Admissions Centre before 1 October in the year preceding that in which they wish to resume studies.

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## Examinations

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Examinations are held in June/July and in November/December.

Provisional timetables indicating the dates and times of examinations are posted on the University noticeboards.

Students must advise the Examinations Section (the Chancellery) of any clash in examinations. Final timetables indicating the dates, times, locations, and authorized aids are available for students two weeks before the end of each session.

Misreading of the timetable is not an acceptable excuse for failure to attend an examination.

### Assessment of Course Progress

In the assessment of a student's progress in a course, consideration may be given to work in laboratory and class exercises and to any term or other tests given throughout the year as well as to the results of written examinations.

### Examination Results

#### Grading of Passes

Passes will be graded as follows:

|                         |  |
|-------------------------|--|
| <i>High Distinction</i> | an outstanding performance   |
| <i>Distinction</i>      | a superior performance   |
| <i>Credit</i>           | a good performance   |
| <i>Pass</i>             | an acceptable level of performance   |
| <i>Satisfactory</i>     | satisfactory completion of a subject for which graded passes are not available |

#### Pass Conceded

A pass conceded may be granted to a student whose overall performance warrants consideration in a subject where the mark obtained is slightly below the standard required for a pass.

A pass conceded in a subject will normally allow progression to another subject for which the former subject is a prerequisite. In a particular subject, however, a subject authority may specify that a pass conceded is insufficient to meet a particular subject prerequisite. Such information is recorded in the appropriate faculty handbooks.

#### Availability of Results

Final examination results will be posted to a student's term address, or vacation address if requested. Forms requesting that results be posted to a vacation address are included in the examination timetable and change of address forms are obtainable at the Student Enquiry Counter, the Chancellery. Both forms can be accepted up to Friday 25 June for Session 1 results and Friday 26

November for Session 2 and whole year results. Results are also posted on School noticeboards and in the University Library. Results on noticeboards are listed by *Student Registration Number*.

*No examination results are given by telephone.*

### **Review of Results**

A student may make application to the Registrar for the review of a result. The application form, accompanied by an appropriate fee, must be submitted not later than fifteen working days after the date of issue of the *Notification of Result of Assessment* form.

In reviewing a result, the subject authorities shall ensure that all components of the assessment have been assessed and a mark assigned.

A review of a result is not a detailed reassessment of a student's standard of knowledge and understanding of, and skills in, the subject. It is rather a search for arithmetic error in arriving at the composite mark and for gross and obvious error in assignment of marks in components of the final composite mark.

When a change in grade is recommended, the application fee will be refunded by the Registrar.

### **Special Consideration**

Students who believe that their performance in a subject, either during session or in an examination, has been adversely affected by sickness or any other reason should inform the Registrar and ask for special consideration in the determination of their standing.

Such requests should be made as soon as practicable after the occurrence. Applications made more than seven days after the final examination in a subject will only be considered in exceptional circumstances.

When submitting a request for special consideration students should provide all possible supporting evidence (eg medical certificates) together with their registration number and enrolment details.

### **Physical Disabilities**

Students suffering from a physical disability which puts them at a disadvantage in written examinations should advise Student Records (Ground Floor, the Chancellery) immediately their disability is known. If necessary, special arrangements will be made to meet the student's requirements.

Students who are permanently disabled and need the Examinations Section to make special arrangements for their examinations, should contact Student Records as soon as the final timetable becomes available.

### **Use of Electronic Calculators**

Where the use of electronic calculators has been approved by a faculty or school, examiners may permit their use in examinations. Authorized electronic calculators are battery operated with the minimum operations of addition, subtraction, multiplication and division and are of a type in common use by university students. They are not provided by the University, although some schools may make them available in special circumstances.

### **Examinations Held Away from the Campus**

Except in the case of students enrolled in external courses, examinations will not be permitted away from the campus unless the candidate is engaged on *compulsory industrial training*. Candidates must advise the Officer-in-charge, Examinations Section, immediately the details of the industrial training are known. Special forms for this purpose are available at the Student Enquiry Counter in the north wing of the Chancellery.

### **Arrival at Examinations**

Examination Rooms will be open to students twenty-five minutes before the commencement of the examination. Candidates are requested to be in their places at least fifteen minutes before the commencement to hear announcements. The examination paper will be available for reading ten minutes before commencement.

### **Use of Linguistic Dictionaries**

The answers in all examinations and in all work submitted must be in English unless otherwise directed. Students may apply for permission to use standard linguistic dictionaries in the presentation of written work for assessment. Such applications should be made in writing to the Examinations Section not later than 14 days prior to the need to use the linguistic dictionary.

### **Conduct of Examinations**

Examinations are conducted in accordance with the following rules and procedure:

1. Candidates are required to obey any instruction given by an examination supervisor for the proper conduct of the examination.
2. Candidates are required to be in their places in the examination room not less than fifteen minutes before the time for commencement.
3. No bag, writing paper, blotting paper, manuscript or book, other than a specified aid, is to be brought into the examination room.
4. Candidates shall not be admitted to an examination after thirty minutes from the time of commencement of the examination.
5. Candidates shall not be permitted to leave the examination room before the expiry of thirty minutes from the time the examination commences.

6. Candidates shall not be re-admitted to the examination room after they have left it unless, during the full period of their absence, they have been under approved supervision.

7. Candidates shall not by any improper means obtain, or endeavour to obtain, assistance in their work, give, or endeavour to give, assistance to any other candidate, or commit any breach of good order.

8. All answers must be in English unless otherwise stated. Foreign students who have the written approval of the Registrar may use standard linguistic dictionaries.

9. Smoking is not permitted during the course of examinations.

10. A candidate who commits any infringement of the rules governing examinations is liable to disqualification at the particular examination, to immediate expulsion from the examination room and to such further penalty as may be determined in accordance with the By-Laws.

#### Acknowledgement of Sources

Students are expected to acknowledge the source of ideas and expressions used in submitted work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. Failure to do so may constitute plagiarism, which is subject to a charge of academic misconduct.

#### Further Assessment

In special circumstances further assessment including assessment or further assessment on medical or compassionate grounds may be granted.

Further assessment may be given by the subject authority at his or her discretion at any time prior to the meeting of the relevant faculty assessment committee (normally the fourth week of the Midyear Recess and the second week of December). Further assessment may also be awarded at the faculty assessment committee and students affected may need to be free to undertake that further assessment in the last week in the Mid-year Recess and in the period up to the end of the second week in January; students should consult their subject authority for details of further assessment immediately their results are known.

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### Restrictions upon Students Re-enrolling

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The University Council has adopted the following rules governing re-enrolment with the object of requiring students with a record of failure to show cause why they should be allowed to re-enrol and retain valuable class places.

#### First Year Rule

1. Students enrolled in the first year of any undergraduate course of study in the University shall be required to show cause why they should be allowed to continue the course if they do not pass the minimum number of subjects, units or credits prescribed for this purpose by the relevant faculty or board of studies.

The prescribed minimum for each undergraduate course may be found in **Schedule A\*** below; the schedule may be varied from time to time by the Professorial Board.

#### Repeated Failure Rule

2. Students shall be required to show cause why they should be allowed to repeat a subject which they have failed more than once. Where the subject is prescribed as part of the course they shall also be required to show cause why they should be allowed to continue that course.

#### General Rule

3. (1) Students shall be required to show cause why they should be allowed to repeat a subject they have failed if the assessment committee of the faculty or board of studies so decides on the basis of previous failures in that subject or in a related subject. Where the subject is prescribed as part of the course they shall also be required to show cause why they should be allowed to continue their course.

(2) Students shall be required to show cause why they should be allowed to continue their course if the assessment committee of the faculty or board of studies so decides on the basis of their academic record.

#### The Session-Unit System

4. (1) Students who infringe the provisions of Rules 1. or 2. at the end of Session 1 of any year will be allowed to repeat the subject(s) (if offered) and/or continue the course in Session 2 of that year, subject to the rules of progression in the course.

(2) Such students will be required to *show cause* at the end of the year, except that students who infringe Rule 2. at the end of Session 1, and repeat the subjects in question in Session 2, and pass them, will not be required to *show cause* on account of any such subjects.

#### Exemption from Rules by Faculties

5. (1) A faculty or board of studies examinations committee may, in special circumstances, exempt students from some or all of the provisions of Rules 1. and 2.

(2) Such students will not be required to *show cause* under such provisions and will be notified accordingly by the Registrar.

#### Showing Cause

6. (1) Students wishing to *show cause* must apply for special permission to re-enrol. Application should be made on the form available from the Registrar and must be

\*See Schedule A immediately below.



lodged with the Registrar by the dates published annually by the Registrar. A late application may be accepted at the discretion of the University.

(2) Each application shall be considered by the Admissions and Re-enrolment Committee of the relevant faculty or board of studies which shall determine whether the cause shown is adequate to justify the granting of permission to re-enrol.

## Appeal

7. (1) Students who are excluded by the Admissions and Re-enrolment Committee from a course and/or subject under the provisions of the Rules will have their applications to re-enrol reconsidered automatically by the Re-enrolment Committee of the Professorial Board.

(2) Students whose exclusion is upheld by the Re-enrolment Committee may appeal to an Appeal Committee constituted by Council for this purpose with the following membership:

A Pro-Vice-Chancellor, nominated by the Vice-Chancellor who shall be Chairman.

The Chairman of the Professorial Board, or if its chairman is unable to serve, a member of the Professorial Board, nominated by the Chairman of the Professorial Board, or when the Chairman of the Professorial Board is unable to make a nomination, nominated by the Vice-Chairman.

One of the category of members of the Council elected by the graduates of the University, nominated by the Vice-Chancellor.

The decision of the Committee shall be final.

(3) The notification to students of a decision which has been upheld by the Re-enrolment Committee of the Professorial Board to exclude them from re-enrolling in a course and/or subject shall indicate that they may appeal against that decision to the Appeal Committee. The appeal must be lodged with the Registrar within fourteen days of the date of notification of exclusion; in special circumstances a late appeal may be accepted at the discretion of the Chairman of the Appeal Committee. In lodging such an appeal with the Registrar students should provide a complete statement of all grounds on which the appeal is based.

(4) The Appeal Committee shall determine appeals after consideration of each appellant's academic record, application for special permission to re-enrol, and stated grounds of appeal. In particular circumstances, the Appeal Committee may require students to appear in person.

## Exclusion

8. (1) Students who are required to *show cause* under the provisions of Rules 1. or 3. and either do not attempt to *show cause* or do not receive special permission to re-enrol from the Admissions and Re-enrolment Committee (or the Re-enrolment Committee on appeal) shall be

excluded, for a period not in excess of two years, from re-enrolling in the subjects and courses on account of which they were required to *show cause*. Where the subjects failed are prescribed as part of any other course (or courses) they shall not be allowed to enrol in any such course.

(2) Students required to *show cause* under the provisions of Rule 2. who either do not attempt to *show cause* or do not receive special permission to re-enrol from the Admissions and Re-enrolment Committee (or the Re-enrolment Committee on appeal) shall be excluded, for a period not in excess of two years, from re-enrolling in any subject they have failed twice. Where the subjects failed are prescribed as part of a course they shall also be excluded from that course. Where the subjects failed are prescribed as part of any other course (or courses) they shall not be allowed to enrol in any such course.

## Re-admission after Exclusion

9. (1) Excluded students may apply for re-admission after the period of exclusion has expired.

(2) (a) Applications for re-admission to a course should be made to the Universities and Colleges Admissions Centre before the closing date for normal applications in the year prior to that in which re-admission is sought. Such applications will be considered by the Admissions and Re-enrolment Committee of the relevant faculty or board of studies.

(b) Applications for re-admission to a subject should be made to the Registrar before 30 November in the year prior to that in which re-admission is sought. Such applications will be considered by the relevant subject authority.

(3) Applications should include evidence that the circumstances which were deemed to operate against satisfactory performance at the time of exclusion are no longer operative or are reduced in intensity and/or evidence of action taken (including enrolment in course/s) to improve capacity to resume studies.

(4) Applications for re-admission to a course or subject that are unsuccessful (see 9. (2) (a), (b) respectively) will be reconsidered automatically by the Re-enrolment Committee of the Professorial Board. The decision of the Re-enrolment Committee will be final.

10. Students who fail a subject at the examinations in any year or session and re-enrol in the same course in the following year or session must include in their programs of studies for that year or session the subject which they failed. This requirement will not be applicable if the subject is not offered the following year or session, is not a compulsory component of a particular course, or if there is some other cause which is acceptable to the Professorial Board for not immediately repeating the failed subject.

## Restrictions and Definitions

11. (1) These rules do not apply to students enrolled in programs leading to a higher degree or graduate diploma.

(2) A subject is defined as a unit of instruction identified by a distinctive subject number.

## Schedule A

(See First Year Rule 1, above)

Where the minimum requirement is half the program, this is defined as half the sum of the unit values of all the subjects in the program where the unit value for each subject in a course is defined as follows:

| Faculty/Board of Studies | Minimum Requirement  | Course                                   | Unit Values (UV)   |
|--------------------------|--|--|--|
| Applied Science          | Half the program   | 3000-3220<br>4190-4220                   | One-session subjects: UV 1<br>Two-session subjects: UV 2   |
| Architecture             | Half the program   | 3270, 3330<br><br>3310-3320<br>3360-3380 | Elective subjects: UV 0<br>All other subjects: appropriate UV corresponding to credit points*<br>Elective subjects: UV 0<br>All other subjects: UV equal to the allocated hours* |
| Arts                     | 18 first level credit points                                       | 3400, 3410                               |  |
| Biological Sciences      | 2 subjects (or their Science unit or Arts credit-point equivalent) | 3430                                     |  |
| Commerce                 | Three subjects   | 3490-3595<br>FT in both sessions         |  |
|                          | Two subjects   | 3490-3595<br>PT in either session        |  |
| Engineering              | Half the program   | 3600-3750                                | One-session subjects: UV 1<br>Two-session subjects: UV 2   |
| Law                      | Half the program   | 4710-4790                                | One-session subjects: UV 1<br>Two-session subjects: UV 2   |

| Faculty/Board of Studies | Minimum Requirement | Course                      | Unit Values (UV)  |
|--------------------------|---------------------|-----------------------------|---|
| Medicine                 | Half the program    | 3800                        | 80.010: UV 3<br>80.001: UV 3<br>81.002: UV 6<br>70.001: UV 4<br>General Studies: UV 2 |
| Military Studies         | Half the program    | BA, BSc<br><br>BE           | All subjects: UV 1<br>All subjects: appropriate weighted mark                         |
| Professional Studies     | Half the program    | 4030, 4040<br><br>4060-4080 | All subjects: UV 1<br>One-session subjects: UV 1<br>Two-session subjects: UV 2        |
| Science                  | Half the program    | 3910, 3950                  | All subjects: appropriate UV*   |
| Science and Mathematics  | Half the program    | 3970                        | All subjects: appropriate UV*<br>General Studies: UV 1                                |

## Admission to Degree or Diploma

Students whose current program will enable them to complete all requirements for the degree or diploma, including industrial training where necessary, should lodge with the Registrar the form *Application for Admission to Degree/Diploma* and return it to the Registrar by the second Monday in May for the October ceremonies, and the first Tuesday in October for all other ceremonies. The forms are available from the Student Enquiry Counter in the north wing of the Chancellery.

Students who have indicated on their enrolment form that they are potential graduands are forwarded an application form with their Enrolment Details form in September (or, in the case of students who expect to satisfy requirements at

\*For details see the appropriate Faculty Handbooks.

the end of Session 1, with the form issued in April). Students who do not complete an application form will not graduate; students who do not return their application form by the due date will graduate at a later series of ceremonies.

Students enrolled in courses 3400, 3910 and 3970 who have completed an application form to graduate at the pass level and who then decide to proceed to an honours year should advise the Registrar, in writing before 1 September for those completing requirements at the end of Session 1, or before 28 February for those completing requirements at the end of Session 2.

A list of graduands in Medicine who have applied for their degree is published in *The Sydney Morning Herald* in December.

A list of graduands other than Medicine who have applied for their degree/diploma and who expect to graduate in April/May the following year is published in *The Sydney Morning Herald* on the second Wednesday in September.

A list of graduands other than Medicine who have applied for their degree/diploma and who expect to graduate in April/May the following year is published in *The Sydney Morning Herald* on the second Wednesday in March.

Students who are potential graduands and who wish to notify the Registrar of a change of address should submit an additional form *Final Year Students' Graduation: Change of Address*.

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## Attendance at Classes

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Students are expected to be regular and punctual in attendance at all classes in the subjects in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Registrar.

In the case of illness or of absence for some other unavoidable cause students may be excused by the Registrar for non-attendance at classes for a period of not more than one month or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

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## Absence from Classes

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Explanations of absences from classes, or requests for permission to be absent from forthcoming classes, should be addressed to the Registrar and, where applicable, should be accompanied by a medical certificate. If examinations or other forms of assessment have been missed, this should be stated in the application.

If students attend less than eighty per cent of their possible classes they may be refused final assessment.

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## Student Records

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*Confirmation of Enrolment Program* notices are sent to all students on 26 April and 13 September. It is not necessary to return these forms unless any of the information recorded is incorrect. Amended forms must be returned to the Student Records and Scholarships Office within fourteen days. Amendments notified after the closing date will not be accepted unless exceptional circumstances exist and approval is obtained from the Registrar. Amended forms returned to the Registrar will be acknowledged in writing within fourteen days.

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## Release of Information to Third Parties

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The University treats results of assessment and information it receives from a student as confidential and will not reveal such information to third parties without the permission of the student except at the discretion of senior officers in circumstances considered of benefit to the student and when it is either impossible or impracticable to gain the student's prior permission. This happens rarely. This policy is considered so important that it often involves officers of the University in very difficult situations, for example, when they must refuse to reveal the address of a student to parents or other relatives.

In spite of the policy, all students should be aware that students' addresses are eagerly sought by various commercial agents and that subterfuges of various kinds can be used to obtain them. From time to time, for example, people claiming to be from the University telephone students or their families and ask for information (usually another student's address) which is often given, unsuspectingly. There is evidence that this is a technique used by some commercial agents.

It would be generally helpful if students (and their families and friends) are cautious in revealing information, making it a practice to ask the name, position, and telephone extension of any caller claiming to be from the University and, if suspicious, returning the call to the extension given.

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## Change of Address

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The Student Records and Scholarships Office of the Registrar's Division should be notified as soon as possible of any change of address. Failure to do this could lead to important correspondence (including results of assessment) going astray. The University cannot accept responsibility if official communications fail to reach students who have not given notice of their change of address. *Change of*

Address *Advice Forms* are available at Faculty and School offices and from the Student Enquiry Counter in the north wing of the Chancellery.

All communications from the University will be sent to the Session or Term address except when arrangements are made otherwise in the case of results of assessment (see *Examinations: Availability of Results*, earlier in this section). *Change of Address Advice* forms will be accepted up to Friday 26 November, except for final-year students wishing to change their *Application for Admission for Degree/Diploma* form. Changes to this form will be accepted up to a date four weeks before the student's graduation ceremony.

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## Ownership of Students' Work

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The University reserves the right to retain at its own discretion the original or one copy of any drawings, models, designs, plans and specifications, essays, theses or other work executed by students as part of their courses, or submitted for any award or competition conducted by the University.

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## Notices

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Official University notices are displayed on the notice-boards and students are expected to be acquainted with the notices which concern them. These boards are in the Biological Sciences Building, the Mathews Building, the Chancellery (lower ground floor), Central Lecture Block, Dalton Building (Chemistry), Main Building (Physics and Mining) and in the Western Grounds Area.

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## Parking within the University Grounds

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A limited amount of parking is available on campus. Copies of the University's parking rules may be obtained on application to Room 240, the Chancellery.

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## Academic Dress

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Information about the University's academic dress requirements may be obtained from the Alumni and Ceremonials Section, Room 148E, the Chancellery (phone extension 2998).

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## Further Information

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### Lost Property

All enquiries concerning lost property should be made to the Superintendent on extension 3892 or to the Lost Property Office at the Union.

### The Calendar

Please consult the Calendar for a more detailed account of the information contained in this section.

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## Vice-Chancellor's Official Welcome to New Students

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All students initially enrolling in the University are officially welcomed by the Vice-Chancellor and Principal at the following times:

#### Full-time Students

In the Faculties of Architecture, Arts, Biological Sciences, Commerce, Law:

Thursday 25 February 1982

11 am in the Clancy Auditorium

In the Faculties of Applied Science, Engineering, Medicine, Professional Studies, Science, and the Board of Studies in Science and Mathematics:

Friday 26 February 1982

11 am in the Clancy Auditorium

#### Part-time Students

All courses:

Thursday 25 February 1982

6.30 pm in the Clancy Auditorium

#### Meeting for Parents of New Students

Friday 26 February 1982

7.30 pm in the Clancy Auditorium

# Introduction

The Faculty of Professional Studies is concerned with the teaching and examination of subjects concerned with certain forms of professional training. It consists of the Schools of Education, Health Administration, Librarianship and Social Work.

This handbook provides general information concerning conditions for the award of degrees, course structures and subject descriptions. It is important that students become well acquainted with the information presented here, and if there is any difficulty they should consult the University's Admissions Office (Ground Floor, Chancellery) or their School Office.

**Professor A. A. Hukins**  
Dean

# Faculty Information

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## Who to Contact

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If you require advice about enrolment, degree requirements, progression within courses, or information about subject content, contact the appropriate School:

### School of Education

Senior Administrative Officer  
Jane Wholohan  
(Room 38, Building G2, Western Campus,  
near Parade Theatre entrance)

### School of Health Administration

Administrative Assistant  
Adrian Landa  
(Room LG26, The Chancellery)

### School of Librarianship

Administrative Assistant  
Ray Locke  
(Room 403, Level 4, Mathews Building)

### School of Social Work

Administrative Officer  
Audrey Ferguson  
(Room 45, Building G2, Western Campus,  
near Parade Theatre entrance)

**Important:** As changes may be made to information provided in this handbook, students should frequently consult the noticeboards of the school and the official noticeboards of the University.

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## Faculty of Professional Studies Enrolment Procedures

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All students re-enrolling in 1982 or enrolling in graduate courses should obtain a copy of the free booklet *Enrolment Procedures 1982* available from School Offices and the Admissions Office. This booklet provides detailed information on enrolment procedures and fees, enrolment timetables by faculty and course, enrolment in miscellaneous subjects, locations and hours of Cashiers and late enrolments.

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## Faculty Enrolment Restriction

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No person shall be permitted to enrol as a full-time student in any course in the Faculty of Professional Studies at the same time as he is enrolled for any other diploma or degree in this University or elsewhere, except with the approval of the Head of School concerned.



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## Professional Studies Library Facilities

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Although any of the university libraries may meet specific needs, the staff and students of the Schools of Education, Librarianship and Social Work are served mainly by the Social Sciences and Humanities Library and the Undergraduate Library while those of the School of Health Administration are served mainly by the Biomedical and Undergraduate Libraries.

|  |               |
|--|---------------|
| Social Sciences and Humanities Librarian | Alan Walker   |
| Biomedical Librarian                     | George Franki |
| Law Librarian                            | Rob Brian     |
| Physical Sciences Librarian              | Marian Bate   |
| Undergraduate Librarian                  | Pat Howard    |

## Social Work Students' Association

The Association's primary function is that of a communication channel operating not only among the students themselves but also between students and staff of the School. Through functions and informal gatherings professional aspects of social work, specific grievances and the course itself may be discussed. Students become members of the Association automatically on admission to the School of Social Work, and elect an executive committee which maintains a formal liaison with the School's staff. A regular newsletter, 'News worker', is produced.

Representatives of the Association attend meetings of the Australian Association of Social Workers (NSW Branch) and the Council of Social Services of NSW, while contact with student bodies in other universities is maintained through the Federation of Australian Social Work Students Association. Further details may be obtained from the Social Work students notice board and the Enquiries Office of the School of Social Work.

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## Student Clubs and Societies

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Students have the opportunity of joining a wide range of clubs and societies. Many of these are affiliated with the Students' Union. There are numerous religious, social and cultural clubs and also many sporting clubs which are affiliated with the Sports Association.

Clubs and societies seeking to use the name of the University in their title, or seeking University recognition, must submit their constitutions either to the Students' Union or the Sports Association if they wish to be affiliated with either of these bodies, or to the Registrar for approval by the University Council.

## Education Society

The Education Society aims to give unity to the large number of students studying Education. The Education Society organizes a number of social functions and endeavours, mainly through guest speakers, to acquaint students with educational issues and information relating to the teaching profession.

All students undertaking the DipEd, BADipEd, or BScDipEd automatically become members and the Society is affiliated with CASOC. Annual general meetings are normally held in March.

## Undergraduate Study

# Course Outlines

The Faculty of Professional Studies comprises the Schools of Education, Health Administration, Librarianship and Social Work. Undergraduate courses within the Faculty's responsibility include courses in mathematics education, science education, health administration and social work.

The School of Education also offers Honours programs leading to the award of the above degrees with Honours in Education. For details of these programs see the relevant sections of the Arts, Sciences and Architecture handbooks.

A similar course leading to the award of the degree of BComDipEd has been approved but it is not yet certain whether it will be available in 1982. Interested students should contact the School of Education for further information. Details of these courses may be found in the following handbooks:

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## School of Education

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**Professor of Science Education**  
**Director of Science Teacher Courses and**  
**Head of School**

Professor A. A. Hukins

**Professors of Education**

Professor M. Cooper  
Professor D. J. Drinkwater

**Senior Administrative Officer**  
Jane Wholohan

The School of Education offers undergraduate teacher education courses jointly with several faculties of the University. These are four-year courses in which education subjects are studied and teaching experience is gained in years two, three and four, whilst students are studying subjects required for the degree courses offered by the respective faculties. These courses lead to the award of the following degrees:

BA DipEd, BSc DipEd and BSc(Ind Arts) DipEd.

|                                    |                     |
|------------------------------------|---------------------|
| Architecture Faculty Handbook 1982 | BSc(Ind Arts) DipEd |
| Arts Faculty Handbook 1982         | BA DipEd            |
| Commerce Faculty Handbook 1981     | BCom DipEd          |
| Sciences Faculty Handbook 1982     | BSc DipEd           |

The School of Education also offers:

● a one-year full-time graduate diploma course for graduates, leading to the award of the Diploma in Education (DipEd). See **Graduate Study** later in this handbook.

● graduate study programs leading to the award of the degrees Doctor of Philosophy (PhD), Master of Education awarded at pass and honours levels (MEd), and Master of Educational Administration awarded at pass and honours levels (MEdAdmin). See **Graduate Study** later in this handbook.

## School of Health Administration

### Head of School

Professor G.R. Palmer

### Administrative Assistant

Adrian L. Landa

The School of Health Administration, which was founded in 1956 with a grant from the W.K. Kellogg Foundation, offers both undergraduate and graduate programs. The undergraduate course may be taken on a full-time, part-time, or a part-time (external) basis and leads to the award of the degree of Bachelor of Health Administration. The School also offers one formal course in health administration leading to the award of the degree of Master of Health Planning and another leading to the award of the degree of Master of Health Administration. In addition, the Master's degree course and the degree course of Doctor of Philosophy may be taken following periods of full-time or part-time research in hospital and health service administration.

Health administrators work in settings and roles which vary widely. For this reason the Bachelor of Health Administration degree course is essentially multi-disciplinary, with subjects chosen to impart relevant knowledge, attitudes and skills in a number of areas. There is, however, a compulsory core stream of Management I, Management II and Management III. All students take the same compulsory subjects in the first half of the course; thereafter electives are available to develop in some depth areas of special interest.

The Bachelor degree course has been revised extensively for 1982, and transition arrangements for students who have partially completed the course are outlined below. From 1982 an honours degree course is also available. For details see below under **Honours Degree**.

## Bachelor of Health Administration

### Conditions for the Award of the Degree of Bachelor of Health Administration

1. The degree of Bachelor of Health Administration may be awarded as a Pass Degree or as an Honours Degree. Three classes of Honours are awarded: Class I, Class II in two divisions and Class III.

2. A candidate for the degree of the Bachelor of Health Administration (Pass or Honours) shall:

(1) comply with the requirements for admission;

(2) follow the prescribed course of study in the School of Health Administration and satisfy the examiners in the necessary subjects.

3. A student who is following the prescribed course of study as a Stage I part-time (external) student shall attend the residential school conducted by the School of Health Administration at the beginning of the academic year\*.

4. A student who is in the later stages of the course as an external student shall in each year attend the residential school conducted by the School of Health Administration in the middle of the academic year\*.

5. Students who are enrolled internally but who have been permitted to undertake an additional subject on an external enrolment basis will be required to attend lectures at a residential school in the subject.

6. (1) A student enrolled in the part-time (external) course shall not normally be permitted to enrol in more than three subjects in any one year.

(2) A student enrolled in the full-time course shall not normally be permitted to enrol in more than six subjects in any one year.

### Honours Degree

7. Upon completion of the second year of the full-time course, or the corresponding stage of the part-time (external) course, a student may be granted permission, after making a written application to the Head of the School of Health Administration, to enrol in the honours subjects of the third year.

8. Admission to the final year of the Honours Degree will be restricted to those students who have achieved a high level of academic performance in the subjects which they have completed, including the honours subjects of the third year.

9. Admission to the final year of the Honours Degree normally will be restricted to those who are enrolled as internal students in the year. External students of outstanding merit may be permitted to enrol in the final year of the Honours Degree but their meeting of the requirements for the Honours Degree will be dependent upon the completion of at least one month of full-time attendance at the University.

### 4040

### Health Administration Degree Course

#### — Full-time (Pass)

### Bachelor of Health Administration BHA

| Year 1 |                            | Hours per week |    |
|--------|----------------------------|----------------|----|
|        |                            | S1             | S2 |
| 16.111 | Health Care Systems        | 4              | 0  |
| 16.031 | Management I               | 4              | 0  |
| 16.540 | Health Information Systems | 4              | 0  |

\*Residential schools are currently held in Sydney, Melbourne and Perth (mid-year only). Stage I (external) students living in Western Australia will be permitted to attend the midyear residential school.

|        |  |   |   |
|--------|--|---|---|
| 16.112 | Health and Health Care                 | 0 | 4 |
| 14.013 | Accounting for Health Administration I | 0 | 4 |
| 16.521 | Law I or Law II                        | 0 | 4 |
| 16.400 | Health Service Experience I*           |   |   |

\*One day per week attachments throughout the academic year.

## Year 2

|        |                               |   |   |
|--------|-------------------------------|---|---|
| 16.032 | Management II                 | 4 | 0 |
| 16.601 | Behavioural Science I         | 4 | 0 |
| 16.711 | Quantitative Methods I        | 4 | 0 |
| 16.421 | Health Planning I             | 0 | 4 |
| 16.551 | Health Economics I            | 0 | 4 |
|        | Elective                      | 0 | 4 |
| 16.401 | Health Service Experience II* |   |   |

\*One day per week attachments throughout the academic year.

## Year 3

|        |                |   |   |
|--------|----------------|---|---|
| 16.033 | Management III | 4 | 0 |
|        | Elective       | 4 | 0 |
|        | Elective       | 4 | 0 |
|        | Elective       | 0 | 4 |
|        | Elective       | 0 | 4 |
|        | Elective       | 0 | 4 |

## 4040 Health Administration Degree Course — Part-time (External)

### Bachelor of Health Administration BHA

#### Stage 1

|        |                            |  |  |
|--------|----------------------------|--|--|
| 16.111 | Health Care Systems        |  |  |
| 16.031 | Management I               |  |  |
| 16.540 | Health Information Systems |  |  |

#### Stage 2

|        |  |  |  |
|--------|--|--|--|
| 16.112 | Health and Health Care                 |  |  |
| 16.541 | Accounting for Health Administration I |  |  |
| 16.521 | Law I or Law II                        |  |  |

#### Stage 3

|        |                        |  |  |
|--------|------------------------|--|--|
| 16.032 | Management II          |  |  |
| 16.601 | Behavioural Science I  |  |  |
| 16.711 | Quantitative Methods I |  |  |

## Stage 4

|        |                    |  |  |
|--------|--------------------|--|--|
| 16.421 | Health Planning I  |  |  |
| 16.551 | Health Economics I |  |  |
|        | Elective           |  |  |

## Stage 5

|        |   |  |  |
|--------|---|--|--|
| 16.033 | Management III (can also be taken in Stage 6) |  |  |
|        | Elective                                      |  |  |
|        | Elective                                      |  |  |

## Stage 6

|  |          |  |  |
|--|----------|--|--|
|  | Elective |  |  |
|  | Elective |  |  |
|  | Elective |  |  |

## 4040 Health Administration Degree Course — Full-time (Honours)

### Bachelor of Health Administration BHA

#### Year 1

|        |  | Hours per week |    |
|--------|--|----------------|----|
|        |  | S1             | S2 |
| 16.111 | Health Care Systems                    | 4              | 0  |
| 16.031 | Management I                           | 4              | 0  |
| 16.540 | Health Information Systems             | 4              | 0  |
| 16.112 | Health and Health Care                 | 0              | 4  |
| 14.013 | Accounting for Health Administration I | 0              | 4  |
| 16.521 | Law I or Law II                        | 0              | 4  |
| 16.400 | Health Service Experience I*           |                |    |

\*One day per week attachments throughout the academic year

#### Year 2

|        |                               |   |   |
|--------|-------------------------------|---|---|
| 16.032 | Management II                 | 4 | 0 |
| 16.601 | Behavioural Science I         | 4 | 0 |
| 16.711 | Quantitative Methods I        | 4 | 0 |
| 16.421 | Health Planning I             | 0 | 4 |
| 16.551 | Health Economics I            | 0 | 4 |
|        | Elective                      | 0 | 4 |
| 16.401 | Health Service Experience II* |   |   |

\*One day per week attachments throughout the academic year

#### Year 3

|        |   |   |   |
|--------|---|---|---|
| 16.034 | Management III (Honours)                | 4 | 0 |
|        | Elective                                | 4 | 0 |
|        | Elective                                | 4 | 0 |
| 16.313 | Research & Evaluation Methods (Honours) | 0 | 4 |
|        | Elective                                | 0 | 4 |
|        | Elective                                | 0 | 4 |

#### Year 4

|        |   |   |   |
|--------|---|---|---|
| 16.891 | Advanced Studies in Health Administration A | 4 | 0 |
| 16.892 | Advanced Studies in Health Administration B | 0 | 4 |
| 16.890 | Thesis                                      |   |   |

#### Elective Subjects

Electives are to be chosen by the student in consultation with the Head of the School of Health Administration, from the subjects offered by the School of Health Administration and such other schools as are deemed appropriate. The approval of the relevant Head of School is required to undertake a subject offered by another school.

The electives have been specifically chosen to provide an opportunity for students to develop in some depth their particular vocational interests; eg, three planning electives may be taken. At least two electives must be chosen from advanced level subjects.

The following subjects have been approved as electives in the School of Health Administration:

|        |  |
|--------|--|
| 16.542 | Accounting for Health Administration II* |
| 16.522 | Law II*                                  |
| 16.301 | Political Science                        |
| 16.302 | Social Policy & Administration           |
| 16.303 | Research & Evaluation Methods            |
| 16.304 | Management Skills†                       |
| 16.552 | Health Economics II*††                   |
| 16.306 | Administration of Nursing Services       |
| 16.307 | Special Topic in Health Administration†  |
| 16.308 | Epidemiology for Health Administrators   |
| 16.602 | Behavioural Science II*                  |
| 16.712 | Quantitative Methods II*                 |
| 16.422 | Health Planning 2A*                      |
| 16.423 | Health Planning 2B*                      |
| 16.424 | Health Planning 2C*                      |
| 16.309 | Long term Care Administration**          |
| 16.316 | Current Issues in Nursing*               |
| 16.310 | Personnel Management††                   |

**Note:** Permission from the Head of School must be obtained for any departure from the sequence of courses set out under the full-time and part-time (external) course patterns above.

#### Transition Arrangements

Students who, at the end of 1981, had completed 16.111, 16.011 and 16.112 (or only one or two of these subjects) and no other subjects shall complete the requirements for the Bachelor of Health Administration degree under the new regulations.

Unless they have received exemptions, all other students currently enrolled will be required to complete 18 subjects; twelve of these will be selected from those listed in Schedule A. The remainder will be chosen by each student in consultation with the Head of the School of Health Administration, from the subjects offered by the School of Health Administration and such other schools as are deemed

appropriate. The approval of the relevant Head of School is required to undertake a subject offered by another School.

#### Schedule A

|        |   |
|--------|---|
| 16.111 | Health Care Systems   |
| 16.011 | Health Service Agency Management or 16.031 Management I                   |
| 16.021 | Management I or 16.032 Management II                                      |
| 16.022 | Management II or 16.033 Management III or 16.034 Management III (Honours) |
| 16.112 | Health and Health Care  |
| 16.711 | Quantitative Methods I  |
| 16.501 | Economics (Health Administration) or 16.551 Health Economics I            |
| 16.201 | Law I or 16.521 Law I or 16.520 Law II                                    |
| 16.411 | Health Service Planning I or 16.421 Health Planning I                     |
| 16.601 | Behavioural Science I   |

Two of the following subjects approved by the Head of School:

|        |  |
|--------|--|
| 14.013 | Accounting for Health Administration I or 16.014 Accounting for Health Administration I or 16.541 Accounting for Health Administration I |
| 14.023 | Accounting for Health Administration II or 16.024 Accounting for Health Administration II  |
| 16.540 | Health Information Systems   |

#### Miscellaneous Students

Miscellaneous students enrolled on a part-time (external) basis in subjects of the Bachelor of Health Administration degree course are required to meet all the conditions for the completion of each subject, including attendance at lectures in the subject at one of the residential schools held in the middle of the academic year.

### School of Librarianship

#### Head of School

Professor M. Weinstock

#### Administrative Assistant

Ray Locke

The School of Librarianship offers graduate degree courses only leading to the award of the degree of Doctor of Philosophy

\*Advanced level subjects.

\*\*Offered from 1983.

†Internal students only.

††Internal students only in 1982.

(PhD), Master of Archives Administration (MArchivAdmin) by research, Master of Librarianship (MLib) by research or course work (Information Science or Library Management specializations), the Diploma in Information Management — Archives Administration (DiplM-ArchivAdmin) and the Diploma in Information Management — Librarianship (DiplM-Lib). For full information see **Graduate Study and Conditions for the Award of Higher Degrees** later in this handbook.

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## School of Social Work

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### Head of School

Professor R.J. Lawrence

### Administrative Officer

Audrey Ferguson

At the undergraduate level, the School of Social Work offers a course leading to the award of the degree of Bachelor of Social Work. At the graduate level the School offers courses leading to the award of the degrees of Doctor of Philosophy and the Master of Social Work (MSW) by course work, or by research. For information on these graduate degrees, see **Graduate Study and Conditions for the Award of Higher Degrees** later in this handbook.

## 4030 Social Work Degree Course

### Bachelor of Social Work BSW

Professional social work is a world-wide occupation and discipline concerned with helping individuals, families, groups, organizations, communities, and societies to deal with social problems and to develop more satisfying and equitable social conditions generally.

The BSW degree course is designed to prepare students for the professional practice of social work. It is expected to be undertaken as a four-year full-time program. The Head of School may, however, permit a student who is unable to study full-time to take the course over a longer period not exceeding seven years.

The aim is to produce a social worker who has a sound general foundation for continuing professional learning, and can undertake independent professional practice at a basic level of competence, utilizing relevant knowledge and skills in accordance with the profession's values.

This aim is achieved through developing the student's understanding of:

- normative and factual aspects of the various social systems (political, economic, and social) in which people live. This involves teaching materials which give insights into what values people hold, how they attain them, and competing views of what ought to be the situation;
- the nature and extent of social problems and social conditions for people at different stages of the life cycle and in various socio-economic, psycho-social, biological and geographic circumstances;
- policies and services, and various 'helping' occupations, specifically created and maintained to enhance the well-being of people within their society;
- the development of social work as an organized occupation: its history; its relationship to its society; its relationships to social welfare systems and to other 'helping' occupations; its composition and organization; its various tasks and the knowledge and skills necessary to undertake them; and its new directions for development.

In this first professional qualification, through unitary, multi-method and single method approaches, the student is expected to gain understanding of the main dimensions of contemporary and future social work practice. In the final year, each student concentrates on a major social work method and complements this with a minor elective in some other method or aspect of social work practice. In addition, all students examine issues facing the social work profession.

### Field Education

An integral aspect of the course is organized learning in the field and this is a basic requirement for the professional recognition of the degree. In the field education subjects Social Work Practice IB, Social Work Practice IIB, and Social Work Practice IIIB, a field instructor, usually in a social agency, is responsible for a student learning to apply the principles of professional practice in an actual practice setting. From half-way through second year, a total of 170 seven-hour days are taken up in this way. About half of these days are scheduled during academic recess periods. A student's four field education placements are in more than one type of practice setting. The settings available include medical, psychiatric, community health, local community, family and child welfare, education, services to handicapped groups, services to the aged, services to migrants, income security, and corrective services. Non-governmental social agencies and agencies at all levels of government are utilized.

The widening range of social work tasks and roles means that a variety of people are suited for social work practice. However, all forms of professional social work require interpersonal skills, a disciplined mind, and adherence to the profession's community service ethic, and social work often involves working with people and organizations under stress and in situations where there is conflict.

## Admission to the Course

Students should note that lack of facilities has caused restriction on entry to the course.

## Progression

Except with the permission of the Head of School, a student may not proceed to the next year of the course until the student has fulfilled all the requirements of the previous year.

## Honours

A degree is awarded at honours level for superior performance throughout the course, with greater weight being given to later years. The classes and divisions of honours are: Class I; Class II, Division I; Class II, Division II.

## Year 3

### Hours per week\*\*

|        |                          | S1 | S2 |
|--------|--------------------------|----|----|
| 63.303 | Human Behaviour II       | 3½ | 3½ |
| 63.332 | Research Methods I       | 0  | 3  |
| 63.341 | Social Philosophy II     | 2  | 0  |
| 63.353 | Social Welfare II        | 2  | 4  |
| 63.363 | Social Work Practice IIA | 4  | 4  |
| 63.371 | Social Work Practice IIB | —* |    |

\*3-week block in February + 2 days a week (no recess) for Session 1: 45 days.

## Year 4

|        |                            |    |     |
|--------|----------------------------|----|-----|
| 63.431 | Research Methods II        | 2  | 0   |
| 63.453 | Social Welfare III         | 3  | 3   |
| 63.463 | Social Work Practice IIIA  | 5  | 4   |
| 63.473 | Social Work Practice IIIB  | —* | —** |
| 63.483 | The Social Work Profession | 2  | 2   |
|        | General Studies elective   | 1½ | 1½  |

\*Part 1 8-week block in January and February: 40 days.

\*\*Part 2 3-week block in the Midyear Recess + 2 days a week during Session 2 to end of Week 14: 45 days

## 4030

### Social Work Degree Course — Full-time

#### Bachelor of Social Work BSW

## Year 1

### Hours per week\*\*

|        |   | S1 | S2 |
|--------|---|----|----|
| 12.100 | Psychology I  | 5  | 5  |
| 53.001 | Introduction to Sociology   | 3  | 3  |
| 63.123 | Australian Social Organization<br>and 12 first level credit points<br>approved as counting towards<br>the BA degree | 3  | 3  |

\*\*These are weekly averages for the Session.

## Year 2

|        |                                |    |    |
|--------|--------------------------------|----|----|
| 63.203 | Human Behaviour I              | 3  | 2  |
| 63.213 | Social and Behavioural Science | 2  | 2  |
| 63.242 | Social Philosophy I            | 0  | 2  |
| 63.251 | Social Welfare I               | 2  | 0  |
| 63.263 | Social Work Practice IA        | 4  | 3  |
| 63.272 | Social Work Practice IB        | —* |    |
|        | General Studies elective       | 1½ | 1½ |

\*2-week block in the Midyear Recess + 2 days a week (no recess) for second half of academic year up to and including Week 14: 40 days.

## Graduate Study

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### Graduate Enrolment Procedures

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All students enrolling in graduate courses should obtain a copy of the free booklet *Enrolment Procedures 1982* available from School Offices and the Admissions Office. This booklet provides detailed information on enrolment procedures and fees, enrolment timetables by Faculty and course, enrolment in miscellaneous subjects, locations and hours of Cashiers, and late enrolments.

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### School of Education

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The School of Education offers a one-year full-time course for graduates leading to the award of the Diploma in Education (DipEd) and also programs leading to the award of the degrees of Master of Education (MEd), Master of Educational Administration (MEdAdmin) and Doctor of Philosophy (PhD).

#### 5560 Education Graduate Diploma Course

##### Diploma In Education DipEd

A course leading to the award of the Diploma in Education (DipEd) is available to graduates of the University of New South Wales or other approved universities. The one-year full-time Graduate Diploma Course is designed to give professional training in education to graduate students, but it is also possible for this course to be taken over two years on a part-time basis.

##### Re-enrolment in Diploma In Education

A candidate who fails in half or more of his subjects will not be permitted to re-enrol unless the Higher Degree Committee of the Faculty of Professional Studies grants permission because it considers the circumstances to be exceptional.

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### Graduate Courses

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The Faculty of Professional Studies consists of the Schools of Education, Health Administration, Librarianship and Social Work. Facilities are available in each of these Schools for research degrees leading to doctoral or Master's degrees. In addition the following formal course Master's degrees are offered: Master of Education; Master of Educational Administration; Master of Health Administration; Master of Health Planning; Master of Librarianship; and Master of Social Work. Courses for the award of a graduate diploma are available in education and information management (librarianship or archives administration).



## Subjects

|                                   | Number of<br>hours | Average hours*<br>per week over<br>28 weeks |
|-----------------------------------|--------------------|---|
| <b>58.010 Theory of Education</b> |                    | 4.86  |
| Philosophy of Education           | 30                 |   |
| Educational Psychology            | 31                 |   |
| Sociology of Education            | 31                 |   |
| Selected Studies in Education     | 44                 |   |

### 58.011 Curriculum and Instruction

Students are required to satisfy in the Applied Studies in Teaching Practice component and in each of two method subjects or in one double method subject.

|                                    |      |
|------------------------------------|------|
| <b>Arts, Commerce, Mathematics</b> | 5.79 |
| <b>Science</b>                     | 8.00 |
| <b>Industrial Arts</b>             | 8.75 |

#### Applied Studies in Teaching Practice

|                             |    |
|-----------------------------|----|
| Communication/Microteaching | 10 |
| Language in Learning        | 10 |
| Specific Classroom Problems | 14 |
| Measurement and Evaluation  | 12 |

#### Arts, Commerce, Mathematics Methods

|                             |     |
|-----------------------------|-----|
| English Method — Single     | 58  |
| English Method — Double     | 116 |
| French Method               | 58  |
| Geography Method            | 58  |
| German Method               | 58  |
| Commerce/Economics Method   | 58  |
| History Method              | 58  |
| Library Method              | 58  |
| Mathematics Method — Single | 58  |
| Mathematics Method — Double | 116 |
| Slow Learner Method         | 58  |
| Social Science Method       | 58  |
| Spanish Method              | 58  |

#### Drama Method

|  |    |
|--|----|
| Teaching English as a Second<br>Language | 58 |
|--|----|

#### Science Methods

|  |     |
|--|-----|
| Science Method — Single                | 89  |
| Science Method — Double                | 178 |
| <b>Industrial Arts Method — Double</b> | 199 |

### 58.012 Teaching Practice\*\*

220 7.84

\*The average is made over the total number of weeks of Sessions 1 and 2. The teaching is carried out over 20 weeks because teaching practice occupies 8 weeks.

\*\*The average is made over the total number of weeks of Session 1 and 2. The teaching is carried out over 20 weeks because teaching practice occupies 8 weeks.

## 2990

### Master of Education Course (Honours)

## 8910

### Master of Education Course

#### Master of Education MED

The conditions for the award of the Master of Education degree are set out under **Conditions for the Award of Higher Degrees** later in this handbook. The degree course is designed for educationists who wish to study education at an advanced level and may be awarded at two levels: pass and honours.

The pass degree awarded at pass level is studied either by taking subjects to the value of eight units together with a report on a project, or alternatively by taking subjects to the value of ten units.

Applicants for registration for the degree awarded at honours level are normally required to possess a bachelors degree at honours level in Education and are expected to satisfy in subjects to the value of four units at a suitable standard and to submit a thesis. Alternatively, students without a degree awarded at honours level in Education (or other relevant subject), may apply for registration after completing subjects to the value of eight units at a suitable standard, but this may be varied in exceptional cases. Such students transferring from pass level to honours level registration then complete the degree by means of a thesis.

With the approval of the Higher Degree Committee, students may select subjects up to a value of five units from those offered in the Master of Educational Administration degree course.

### Educational Research Subjects

|  | No. of<br>Units |
|--|-----------------|
| 58.219G Experimental Design and Analysis I                 | 1               |
| 58.220G Experimental Design and Analysis II                | 1               |
| 58.223G Research Design A                                  | 1               |
| 58.224G Research Design B                                  | 1               |
| 58.225G Multivariate Analysis in Educational<br>Research A | 1               |
| 58.226G Multivariate Analysis in Educational<br>Research B | 1               |
| 58.228G Experimental Design and Analysis III               | 1               |
| 58.229G Non-Parametric Design and Analysis                 | 1               |
| 58.230G Evaluation of Educational Programs                 | 1               |
| 58.231G Measurement in Education                           | 1               |

|         | No. of<br>Units |  |   |
|---------|-----------------|--|---|
| 58.232G | 1               | Philosophical Problems in Educational Research   |   |
| 58.233G | 1               | Philosophical Considerations of the Methodology of Social Inquiry in Educational Research        |   |
| 58.234G | 1               | Philosophical Considerations of the Methodology of Psychological Inquiry in Educational Research |   |
| 58.320G |                 | Social Trends and Problems: Implications for Education II  | 1 |
| 58.321G |                 | The Role of Education in Society II  | 1 |
| 58.322G |                 | Migrant Education  | 1 |
| 58.323G |                 | Socialization and Education  | 1 |
| 58.324G |                 | Sociology of Inequality of Educational Opportunity   | 1 |
| 58.325G |                 | Social Interaction in the School and Classroom   | 1 |
| 58.326G |                 | The Family and the School  | 1 |
| 58.327G |                 | Sociology of Knowledge and Curriculum  | 1 |
| 58.328G |                 | Introduction to the Sociology of Education   | 1 |
| 58.329G |                 | Women and Girls in the Educational System I  | 1 |

### Philosophy of Education Subjects

|         |   |  |
|---------|---|--|
| 58.256G | 1 | Moral Education I                                |
| 58.257G | 1 | Moral Education II                               |
| 58.258G | 1 | Philosophy of the Curriculum I                   |
| 58.259G | 1 | Philosophy of the Curriculum II                  |
| 58.264G | 1 | Philosophy of Science and Education              |
| 58.265G | 1 | Philosophy of Literary Education I               |
| 58.266G | 1 | Philosophy of Literary Education II              |
| 58.267G | 1 | Philosophy of History Education I                |
| 58.268G | 1 | Philosophy of History Education II               |
| 58.269G | 1 | Philosophy of Maths Education I                  |
| 58.270G | 1 | Philosophy of Maths Education II                 |
| 58.272G | 1 | Philosophy of Language Education II              |
| 58.273G | 1 | Philosophy of Social Science Education I         |
| 58.274G | 1 | Philosophy of Social Science Education II        |
| 58.275G | 1 | John Dewey and Progressive Education             |
| 58.276G | 1 | Deschooling and Free Schooling                   |
| 58.277G | 1 | The Nature of Intelligence                       |
| 58.278G | 1 | Social Philosophy and Education I                |
| 58.279G | 1 | Social Philosophy and Education II               |
| 58.285G | 1 | Ideology and Education I                         |
| 58.286G | 1 | Ideology and Education II                        |
| 58.287G | 1 | Introduction to the Philosophy of Education      |
| 58.288G | 1 | Marxism and the Study of Education I             |
| 58.289G | 1 | Marxism and the Study of Education II            |
| 58.290G | 1 | The Philosophy of Mind and Educational Theory I  |
| 58.291G | 1 | The Philosophy of Mind and Educational Theory II |
| 58.292G | 1 | The Philosophy of Language Education IA          |
| 58.293G | 1 | The Philosophy of Language Education IB          |
| 58.294G | 1 | Education and Unemployment                       |
| 58.295G | 1 | Sexuality and Education                          |

### Sociology of Education Subjects

|         |   |   |
|---------|---|---|
| 58.305G | 1 | The Role of Education in Society I                        |
| 58.314G | 1 | Applied Sociological Research                             |
| 58.317G | 1 | Sociological Theory with Special Reference to Education A |
| 58.318G | 1 | Sociological Theory with Special Reference to Education B |
| 58.319G | 1 | Social Trends and Problems: Implications for Education I  |

### Science Education Subjects

|         |   |   |
|---------|---|---|
| 58.331G | 1 | The Development of Scientific Concepts      |
| 58.332G | 1 | Evaluation in Science Education             |
| 58.333G | 1 | Primary Science Education                   |
| 58.334G | 1 | The Nature of Science and Science Education |
| 58.335G | 1 | Curriculum Development in Science           |
| 58.336G | 1 | Chemical Education                          |
| 58.337G | 1 | Physics Education                           |
| 58.338G | 1 | Selected Issues in Science Education        |
| 58.339G | 1 | Research in Science Education               |

### Educational Psychology Subjects

|         |   |   |
|---------|---|---|
| 58.360G | 1 | Introduction to Educational Psychology                                |
| 58.361G | 1 | Child Psychology I  |
| 58.362G | 1 | Child Psychology II   |
| 58.364G | 1 | Psychological Bases of Instruction                                    |
| 58.366G | 1 | Historical Studies in Childhood                                       |
| 58.367G | 1 | Contemporary Issues in Educational Psychology                         |
| 58.368G | 1 | Interdisciplinary Research in Psychology and General Studies          |
| 58.371G | 1 | Advanced Developmental Psychology in Educational Behavioural Settings |
| 58.374G | 1 | Social Learning and Education   |
| 58.375G | 1 | Psychophysiology in the Classroom                                     |
| 58.377G | 1 | Personality Development and Counselling Techniques in Education       |
| 58.379G | 1 | Exceptional Children in the Classroom                                 |
| 58.380G | 1 | Exceptional Children — Language Disabilities                          |
| 58.381G | 1 | Advanced Exceptional Children A                                       |
| 58.382G | 1 | Advanced Exceptional Children B                                       |
| 58.385G | 1 | Cognitive Development in Children and Adolescents                     |
| 58.386G | 1 | Applying Experimental Psychology in Education                         |
| 58.387G | 1 | Human Problem Solving   |
| 58.389G | 1 | Talented Children   |
| 58.390G | 1 | The Psychology of Reading   |

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## Miscellaneous Subjects

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|   | No. of<br>Units |
|---|-----------------|
| 58.241G Recurrent Education — Lifelong Learning A | 1               |
| 58.242G Recurrent Education — Lifelong Learning B | 1               |
| 58.383G Computer-Assisted Instruction I           | 1               |
| 58.384G Computer-Assisted Instruction II          | 1               |

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## Project

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|                 |   |
|-----------------|---|
| 58.280G Project | 2 |
|-----------------|---|

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### Note:

1. A one-unit subject is of 2 hours per week for one session. A two-unit subject is of 2 hours per week for two sessions. The project report has the value of two units.

2. Candidates with appropriate Honours degrees may be registered for the degree of Master of Education at honours level at initial enrolment. Their program consists of subjects to the value of four units and a research thesis. (Such candidates will lose Honours registration after completion of these subjects if the standard attained is considered unsatisfactory by the Higher Degree Committee.)

3. Candidates who have the Higher Degree Committee's approval to transfer from the pass level to the honours level in the Master of Education (MEd) degree course after completion of subjects to the value of eight units are reminded of the conditions governing maximum time.

The Master of Educational Administration degree course is intended to contribute to the preparation of individuals for administrative positions in educational institutions and systems, as well as to serve the needs of educational administrators at a variety of other levels.

A feature of the course is a range of electives to build on particular interests developed from core studies or from particular background experiences of individual students.

The degree of Master of Educational Administration may be taken at honours level, and selected students have the opportunity to proceed to the degree of Doctor of Philosophy by research.

Candidates for the degree are normally required to take subjects to the value of twelve units. Honours candidates must attain a suitable standard in course work as well as submitting a thesis.

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## Compulsory Subjects

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| 8 units plus Project   | Unit<br>Value |
|--|---------------|
| 58.501G Educational Administration: Theory and Practice          | 2             |
| 58.502G Communication Theory and Theory of Human Relations       | 1             |
| 58.507G The Essentials of Research in Educational Administration | 1             |
| 58.510G Policy Making in Education                               | 1             |
| 58.511G Resource Management                                      | 2             |
| 58.533G Project  |               |

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## Elective Subjects

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### 2 units to be completed

|   |   |
|---|---|
| 58.522G Change in Education                                   | 1 |
| 58.523G Comparison of Educational Systems                     | 1 |
| 58.524G Economics of Education                                | 1 |
| 58.525G Ethical Issues Relating to Educational Administration | 1 |
| 58.527G Legal Aspects of Educational Administration           | 1 |
| 58.531G Selected Aspects of Educational Administration        | 1 |
| 58.534G Design and Analysis in Experimental Research          | 1 |
| 58.535G Curriculum Management                                 | 1 |

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Subjects from masters courses in other Schools in the University may be included as electives in students' programs with the approval of the Higher Degree Committee.

## 2945

### Master of Educational Administration Course (Honours)

## 8960

### Master of Educational Administration Course

### Master of Educational Administration MEdAdmin

The Conditions for the Award of Master of Educational Administration are set out under **Conditions for the Award of Higher Degrees** later in this handbook.

## School of Health Administration

The School of Hospital Administration was founded in 1956 with a grant from the W.K. Kellogg Foundation primarily to provide graduate education and training in hospital administration. In 1969 the name was changed to School of Health Administration in accordance with its broader objectives in teaching and research. It serves the needs of hospitals and health services throughout Australia but overseas candidates may also be admitted.

The School provides one formal graduate course leading to the award of the degree of Master of Health Planning, and another leading to the award of the degree of Master of Health Administration. In addition, the Master's degree and the degree of Doctor of Philosophy may be awarded following periods of full-time or part-time research in hospital and health service administration.

## Master of Health Administration

The conditions for the award of the degree of Master of Health Administration are set out under **Conditions for the Award of Higher Degrees** later in this handbook.

2960

### Master of Health Administration (By Research)

#### Master of Health Administration MHA

Facilities are available in the School for students to undertake research studies leading to the degree of Master of Health Administration, either as full-time internal students or as part-time students external to the University. Students are required to have a suitable first degree and are normally expected to have considerable experience in their proposed field of study within the health or hospital services. Enquiries should be directed to the Head of School.

8900

### Master of Health Administration\* (By Formal Course Work)

#### Master of Health Administration MHA

The course has been designed to equip students with the basic knowledge required for senior administrative and planning work in hospitals and other health services. Whilst there is some

training in specialized techniques, its prime objective is to introduce basic concepts and to educate students for management in the broadest sense of that term. No previous experience in the health field is required and graduates from any discipline are eligible to apply.

The degree is awarded on the successful completion of the following program, normally taken by full-time study over two years. The course may also be undertaken on a part-time basis; details of the subjects to be taken in each session may be obtained from the School of Health Administration.

#### Year 1

##### Session 1

|   | Hours per week |
|---|----------------|
| 14.940G Accounting & Financial Management A | 3              |
| 16.901G Health Services Statistics I        | 2              |
| 16.904G Australian Health Care System       | 2              |
| 16.941G Epidemiology                        | 2              |
| 30.935G Organizational Behaviour A          | 3              |
|   | <hr/>          |
|   | 12             |

##### Session 2

|  |       |
|--|-------|
| 14.941G Accounting & Financial Management B                                      | 3     |
| 16.902G Health Services Statistics II  | 2     |
| 16.937G Health Services Research & Evaluation                                    | 2     |
| 16.970G Health Services Management I   | 2     |
| A graduate subject offered by the<br>Department of Organizational<br>Behaviour** | 3     |
|  | <hr/> |
|  | 12    |

#### Year 2

##### Session 1

|                                       |       |
|---------------------------------------|-------|
| 16.930G Health Planning I             | 2     |
| 16.933G Health Services Law I         | 2     |
| 16.935G Health Economics I            | 2     |
| 16.971G Health Services Management II | 2     |
| 16.995G Research Project A            | 2     |
| Electives***                          | 3     |
|                                       | <hr/> |
|                                       | 13    |

##### Session 2

|                                    |       |
|------------------------------------|-------|
| 16.936G Physical Planning & Design | 2     |
| 16.939G Health Planning II         | 2     |
| 16.942G Medical Sociology          | 2     |
| 16.996G Research Project B         | 3     |
| Electives***                       | 5     |
|                                    | <hr/> |
|                                    | 14    |

\*Students who have adequate undergraduate preparation in subjects included in the Master of Health Administration program may be exempted by the Head of the School from the relevant subjects, but will normally be required to undertake additional electives making up the same number of contact hours.

\*\*Because places are limited in these subjects, student choice is subject to the approval of the Head of the Department of Organizational Behaviour.

\*\*\*Electives are to be chosen by the student in consultation with the Head of the School of Health Administration from the graduate subjects offered within the University. The approval of the relevant Head of School is required to undertake an elective offered by another school.

## Master of Health Planning

The School of Health Administration offers a Master of Health Planning degree for persons who have been employed in the health field for at least three years and who hold a degree, normally of at least four years' duration.

The course is designed to provide the knowledge and skills required to undertake responsibilities for the planning of health services at the federal, state and regional levels. It is primarily intended for people who expect to hold positions with broad administrative and planning roles in the health services.

The degree is awarded on the successful completion of the following program. The course is normally taken by one year of full-time study, but applications for part-time enrolment will also be considered.

Conditions for the award of the degree of Master of Health Planning are set out under **Conditions for the Award of Higher Degrees** later in this handbook.

**8940**

### Master of Health Planning Course — Full-time

#### Master of Health Planning MHP

##### Session 1

|   | Hours per week |
|---|----------------|
| 16 901G Health Services Statistics I        | 2              |
| 16 904G Australian Health Care System       | 2              |
| 16 930G Health Planning I                   | 2              |
| 16 931G Introduction to Organization Theory | 2              |
| 16 932G Introduction to Behavioural Science | 2              |
| 16 933G Health Services Law I               | 2              |
| 16 935G Health Economics I                  | 2              |
| 16 941G Epidemiology                        | 2              |
|   | <hr/>          |
|   | 16             |

##### Session 2

|                                    |   |
|------------------------------------|---|
| 16 905G Health Services Accounting | 2 |
| 16 938G Seminar in Health Policy   | 2 |
| 16 939G Health Planning II         | 2 |

Students undertake at least two of the following three subjects:

|   |        |
|---|--------|
| 16 902G Health Services Statistics II           | 2      |
| 16 936G Physical Planning and Design            | 2      |
| 16 937G Health Services Research and Evaluation | 2      |
| plus Electives**                                | 6 or 8 |
|   | <hr/>  |
|   | 18     |

#### \*\*Note:

1. Electives are to be chosen by the student in consultation with the Head of the School of Health Administration from the graduate subjects offered within the University. The approval of the relevant Head of School is required to undertake an elective offered by another school.

2. The following elective subjects are offered by the School of Health Administration but not all are necessarily available each year.

|  | Equivalent<br>hours per week |
|--|------------------------------|
| 16 934G Health Services Law II                                     | 2                            |
| 16 940G Medical Care Organization                                  | 2                            |
| 16 942G Medical Sociology  | 2                            |
| 16 943G Interpersonal Communications in Organizations              | 2                            |
| 16 944G Health Economics II  | 2                            |
| 16 945G Workforce Planning   | 2                            |
| 16 946G Health Information Systems                                 | 2                            |
| 16 947G Comparative Health Care Systems                            | 2                            |
| 16 948G Operations Research for Health Planning and Administration | 2                            |
| 16 949G Organizational Analysis in Health Services                 | 2                            |
| 16 950G Computing Techniques for Health Services Research          | 2                            |
| 16 951G Special Topic  | 2                            |
| 16 973G Industrial Relations in the Health Services                | 2                            |
| 16 992G Project  | 2                            |
| 16 993G Project  | 3                            |
| 16 994G Project  | 4                            |

Students may obtain credit of 2, 3 or 4 hours per week by undertaking a research project approved by the Head of School.

## School of Librarianship

The School of Librarianship offers graduate courses leading to the award of the degree of Doctor of Philosophy, Master of Archives Administration (MArchivAdmin) by research, Master of Librarianship (MLib) by research or course work (Information Science or Library Management specialization), the Diploma in Information Management — Archives Administration (DiplM-ArchivAdmin) and the Diploma in Information Management — Librarianship (DiplM-Lib). The conditions for the award of these degrees and diplomas are set out later in this handbook under **Conditions for the Award of Higher Degrees**.

## Master of Archives Administration

The Conditions governing the award of the degree of Master of Archives Administration by research are set out under **Conditions for the Award of Higher Degrees** later in this handbook. As the University's facilities are limited, admission may be competitive.

**2985**

### Master of Archives Administration (By Research)

#### Master of Archives Administration MArchivAdmin

In addition to the thesis which represents 75 percent of the requirements, each candidate must complete the following two subjects to be taken in one year.

|         |  | Hours per session |    |
|---------|--|-------------------|----|
|         |  | S1                | S2 |
| 55.806G | Issues in Archives Theory and Practice | 0                 | 28 |
| 55.808G | Research Methods in Archives           | 42                | 0  |

**8920**

### Master of Librarianship (By Formal Course Work) — Full-time

#### Master of Librarianship MLib

Advanced study in librarianship by formal course work is designed to provide education in broad areas of specialization beyond the basic professional level. The present programs of study provide a course for those who wish to specialize in Library Management and a course for those who wish to specialize in Information Science.

Candidates specializing in Library Management complete a program of study which may be taken on a full-time basis in one year and on a part-time basis over two years.

Candidates specializing in Information Science complete a program of study which may be taken on a part-time basis over two years.

In addition to the formal course work, each candidate is required to submit a report on a project (55.901G) involving individual study and investigation, the requirements of which represent 20 percent of the total course.

There may be occasional field excursions at times to be arranged.

## Master of Librarianship

The conditions governing the award of the degree of Master of Librarianship by research and by formal course work are set out under **Conditions for the Award of Higher Degrees** later in this handbook. As the University's facilities are limited, admission may be competitive.

**2980**

### Master of Librarianship (By Research)

#### Master of Librarianship MLib

In addition to the thesis which represents 75 percent of the requirement, each candidate will complete the following two subjects to be taken in one year.

|         |                                   | Hours per session |    |
|---------|-----------------------------------|-------------------|----|
|         |                                   | S1                | S2 |
| 55.805G | Issues in Librarianship           | 0                 | 28 |
| 55.807G | Research Methods in Librarianship | 42                | 0  |

### Library Management

|         |  | Hours per session |    |
|---------|--|-------------------|----|
|         |  | S1                | S2 |
| 30.935G | Organization Behaviour A*                      | 42                | 0  |
| 30.936G | Organization Behaviour B*                      | 0                 | 42 |
| 55.805G | Issues in Librarianship                        | 0                 | 28 |
| 55.807G | Research Methods in Librarianship              | 42                | 0  |
| 55.811G | Library and Information Services Management I  | 28                | 0  |
| 55.812G | Library and Information Services Management II | 0                 | 28 |
| 55.815G | Economics of Information Systems               | 28                | 0  |
| 55.816G | Information Processing Technology              | 0                 | 28 |
| 55.901G | Project Report Electives†                      | 42                | 42 |

\*These subjects are undertaken within the Master of Commerce degree program.

†Normally students attempt one elective in each session. Electives are to be chosen from subjects offered by the Department of Organizational Behaviour in the Master of Commerce degree program. In choosing electives, the student is to consult with the Head of the School of Librarianship and the Head of the Department of Organizational Behaviour.

It is expected that the following electives are offered in 1982.

#### Session 1

- 30 941G Sociology of the Workforce  
30 942G Sociology of Occupational and Organizational Structure

#### Session 2

- 30 955G Human Potentialities  
30 958G Organizational Communications  
30 960G Technology and Organizations

#### Session 1 or 2

- 30 951G Experiential Learning Groups

A student who wishes to choose as an elective a graduate subject offered by another school or department, is required to obtain the approval of the Head of the School of Librarianship, as well as the approval of the Head of the School in which the other subject is offered.

## 8920

### Master of Librarianship (By Formal Course Work) — Part-time

#### Master of Librarianship MLib

#### Library Management

#### Year 1

|  | Hours per session |    |
|--|-------------------|----|
|  | S1                | S2 |
| 30 935G Organization Behaviour A*                      | 42                | 0  |
| 30 936G Organization Behaviour B*                      | 0                 | 42 |
| 55 811G Library and Information Services Management I  | 28                | 0  |
| 55 812G Library and Information Services Management II | 0                 | 28 |
| Electives†   | 42                | 42 |

\*These subjects are undertaken within the Master of Commerce degree program.

†Normally students attempt one elective in each session. Electives are to be chosen from subjects offered by the Department of Organizational Behaviour in the Master of Commerce degree program. In choosing electives, the student is to consult with the Head of the School of Librarianship and the Head of the Department of Organizational Behaviour.

It is expected that the following electives are offered in 1982:

#### Session 1

- 30 941G Sociology of the Workforce  
30 942G Sociology of Occupational and Organizational Structure

#### Session 2

- 30 955G Human Potentialities  
30 958G Organizational Communications  
30 960G Technology and Organizations

#### Session 1 or 2

- 30 951G Experiential Learning Groups

A student who wishes to choose as an elective a graduate subject offered by another school or department is required to obtain the approval of the Head of the School of Librarianship, as well as the approval of the Head of the School in which the other subject is offered.

#### Year 2

|   |    |    |
|---|----|----|
| 55 805G Issues in Librarianship           | 0  | 28 |
| 58 807G Research Methods in Librarianship | 42 | 0  |
| 55 815G Economics of Information Systems  | 28 | 0  |
| 55 816G Information Processing Technology | 0  | 28 |
| 55 901G Project Report                    |    |    |

## 8920

### Master of Librarianship (By Formal Course Work) — Part-time†

#### Master of Librarianship MLib

#### Information Science

#### Year 1

|   | Hours per session |    |
|---|-------------------|----|
|   | S1                | S2 |
| 6 680G Files and Database Systems*                | 21                | 21 |
| 30 960G Technology and Organizations**            | 0                 | 42 |
| 55 815G Economics of Information Systems          | 28                | 0  |
| 55 816G Information Processing Technology         | 0                 | 28 |
| 55 817G Information Storage and Retrieval Systems | 42                | 14 |

\*This subject is taught by the School of Electrical Engineering and Computer Science.

\*\*This subject is undertaken within the Master of Commerce degree program.

#### Year 2

|  |    |    |
|--|----|----|
| 55 822G Operations Research                        | 0  | 42 |
| 55 818G Issues in Information Science              | 42 | 28 |
| 55 819G Introduction to Telecommunications         | 14 | 0  |
| 55 820G Diffusion and Dissemination of Information | 14 | 0  |
| 55 821G Man-machine communication                  | 14 | 14 |
| 55 901G Project Report                             |    |    |

**Note:** Candidates specializing in Information Science will be required to demonstrate by a date to be specified their ability to write computer programs in a high level language, their

†This program of studies in Information Science may be offered on a full-time basis, by arrangement with the Head of School.

understanding of descriptive statistics and ability to use inferential techniques at least to the level of elementary parametric hypothesis testing, and their understanding of the library as a system.

## Graduate Diploma Courses

The School's two graduate diploma courses both share a compulsory basic common core of nine subjects, collectively called **Information Management**, which then branch into separate specialist strands — **Librarianship** and **Archives Administration** respectively.

### Progression in School's Graduate Diploma Courses

A candidate who fails in half or more of his subjects will not be permitted to re-enrol unless the Higher Degree Committee of the Faculty of Professional Studies grants permission because it considers the circumstances to be exceptional.

**5591**

### Information Management — Librarianship

#### Graduate Diploma Course — Full-time†

#### Diploma in Information Management — Librarianship DiplM-Lib

The graduate diploma course leading to the award of the Diploma in Information Management—Librarianship is designed to provide university graduates with a basic education in librarianship and the opportunity to specialize. The University is unable at this stage to provide facilities for all eligible applicants and admission is, therefore, competitive.

Candidates must hold a degree, other than in librarianship, from the University of New South Wales or other approved University. The course is a one-year full-time program. There is a field work-field trip component in some subjects which is assigned in handouts at the beginning of each session.

The course is made up of 14 compulsory subjects (9 Common Core subjects and 5 Specialist Strand subjects) and 140 hours of electives chosen as follows: at least 28 hours from the Special Topics in each of Strands A and B, and at least 14 hours from the Special Topics in Strand C. The 70 additional hours required may be chosen freely from any of the three strands, A, B or C. Choice of all elective subjects must be approved by the Head of the School of Librarianship. The Special Project may be substituted, upon approval, for 28 hours of electives in any of these strands.

## Compulsory Subjects

### Core

|        |  | Hours per session |    |
|--------|--|-------------------|----|
|        |  | S1                | S2 |
| 55.131 | Data, Records and Files                          | 30                | 0  |
| 55.132 | Information Processing Technology                | 24                | 0  |
| 55.133 | The Information Environment                      | 16                | 0  |
| 55.134 | Description, Classification and Indexing         | 21                | 0  |
| 55.135 | Conservation of Information Media                | 12                | 0  |
| 55.136 | Information Agencies as Organizations            | 0                 | 16 |
| 55.137 | Human Information Processing Behaviour           | 0                 | 16 |
| 55.138 | Quantitative Methods in the Information Sciences | 0                 | 12 |
| 55.139 | Information Retrieval Laboratory                 | 16                | 14 |

### Strand A — Information organization

|        |   |    |    |
|--------|---|----|----|
|        |   | S1 | S2 |
| 55.241 | Bibliography, Bibliographic Organization and Content Analysis | 37 | 0  |

### Strand B — Information sources: collection & use

|        |  |    |   |
|--------|--|----|---|
| 55.357 | Information Sources: Selection, Collection & Use | 54 | 0 |
|--------|--|----|---|

### Strand C — Provision of library services

|        |   |    |    |
|--------|---|----|----|
| 55.441 | Role of Libraries & Librarians            | 12 | 0  |
| 55.442 | Library & Information Services Management | 0  | 21 |

## Elective Subjects (Special Topics)‡

### Strand A — Information organization

|        |  |   |    |
|--------|--|---|----|
| 55.242 | Development of Bibliographic Formats & Standards | 0 | 14 |
| 55.243 | Networks: Cataloguing                            | 0 | 14 |
| 55.244 | Classification Theory                            | 0 | 14 |

†Number of hours of attendance required per week is approximately 19.

‡Not all Special Topics are necessarily available each year.



**Strand A (continued)**

|        |                                | <b>Hours per session</b> |           |
|--------|--------------------------------|--------------------------|-----------|
|        |                                | <b>S1</b>                | <b>S2</b> |
| 55.247 | Catalogue Use and User Studies | 0                        | 14        |
| 55.248 | Indexing Languages & Processes | 0                        | 28        |

**Strand B — Information sources: collection & use**

|        |  |   |    |
|--------|--|---|----|
| 55.343 | Information Needs in Educational Environments                                      | 0 | 28 |
| 55.344 | Information Needs in the Research Environment                                      | 0 | 14 |
| 55.345 | Information Needs in the Community   | 0 | 28 |
| 55.346 | Information Needs in Industry, Business & Government                               | 0 | 14 |
| 55.347 | Information Needs in the Health Science Environment                                | 0 | 14 |
| 55.348 | Literature of the Pure & Applied Sciences  | 0 | 28 |
| 55.349 | Literature of the Social Sciences: Psychology, Sociology, Anthropology & Education | 0 | 14 |
| 55.350 | Literature of the Social Sciences: Political Sciences, Economics & Law             | 0 | 14 |
| 55.351 | Literature of the Arts & Humanities  | 0 | 28 |
| 55.352 | Literature of Law  | 0 | 14 |
| 55.353 | Government Publications  | 0 | 28 |
| 55.354 | Literature of the Health Sciences  | 0 | 14 |
| 55.355 | Young Adult Reading Materials  | 0 | 14 |
| 55.356 | Children's Reading Materials   | 0 | 14 |

**Strand C — Provision of library services**

|        |  |   |    |
|--------|--|---|----|
| 55.443 | Library Promotion & Public Relations         | 0 | 28 |
| 55.444 | Participative Management & Staff Development | 0 | 14 |
| 55.445 | Marketing Information Products               | 0 | 14 |
| 55.446 | Management of Corporate Information          | 0 | 14 |
| 55.447 | Automated Processing Systems                 | 0 | 28 |
| 55.448 | BASIC programming for Information Management | 0 | 14 |
| 55.449 | COBOL programming for Information Management | 0 | 14 |
| 55.450 | Networks: Design and Administration          | 0 | 14 |

**Special Project**

|        |   |                                |  |
|--------|---|--------------------------------|--|
| 55.501 | Special Project (see subject description) | Equivalent to 28 contact hours |  |
|--------|---|--------------------------------|--|

**5601****Information Management****— Archives Administration****Graduate Diploma Course — Full-time†****Diploma in Information Management****— Archives Administration****DiplM-ArchivAdmin**

The Graduate Diploma course leading to the award of the Diploma in Information Management—Archives Administration is designed to provide education in the principles and methods of the administration of archives and manuscripts and of such aspects of current records management as are of special relevance to the administration of archives.

Candidates must hold a degree from the University of New South Wales or any other approved university. It is desirable that candidates have studied history and political science.

Each candidate completes the program of study comprising 16 compulsory subjects, 9 of which are core subjects common to both diplomas offered by the School. The program may be taken as a full-time course in one year or as a part-time course over two years. Both are daytime courses.

In addition to formal course work there may be excursions to relevant institutions.

The University is unable at this stage to provide facilities for all eligible applicants and admission is, therefore, competitive.

|                 |  | <b>Hours per session</b>       |           |
|-----------------|--|--------------------------------|-----------|
|                 |  | <b>S1</b>                      | <b>S2</b> |
| <b>Core</b>     |  |                                |           |
| 55.131          | Data Records and Files                           | 30                             | 0         |
| 55.132          | Information Processing Technology                | 24                             | 0         |
| 55.133          | The Information Environment                      | 16                             | 0         |
| 55.134          | Description, Classification and Indexing         | 30                             | 0         |
| 55.135          | Conservation of Information Media                | 12                             | 0         |
| 55.136          | Information Agencies as Organizations            | 0                              | 16        |
| 55.137          | Human Information Processing Behaviour           | 0                              | 16        |
| 55.138          | Quantitative Methods in the Information Sciences | 0                              | 12        |
| 55.139          | Information Retrieval Laboratory                 | 16                             | 14        |
| <b>Non-Core</b> |  |                                |           |
| 55.641          | Archive Theory & History                         | 28                             | 0         |
| 55.642          | Management of Archives                           | 50                             | 27        |
| 55.643          | Administrative History                           | 28                             | 0         |
| 55.644          | Records Management                               | 0                              | 28        |
| 55.645          | Conservation of Archive Materials                | 0                              | 42        |
| 55.646          | Archives Field Work                              | 50                             | 70        |
| 55.647          | Special Project                                  | Equivalent to 28 contact hours |           |

†Number of hours of attendance required per week is approximately 19

5601

**Information Management  
— Archives Administration  
Graduate Diploma Course — Part-time**

**Diploma in Information Management  
— Archives Administration  
DipIM-ArchivAdmin**

**Stage 1**

| Core   |  | Hours per session |    |
|--------|--|-------------------|----|
|        |  | S1                | S2 |
| 55.135 | Conservation of Information Media                | 12                | 0  |
| 55.136 | Information Agencies as Organizations            | 0                 | 16 |
| 55.137 | Human Information Processing Behaviour           | 0                 | 16 |
| 55.138 | Quantitative Methods in the Information Sciences | 0                 | 12 |
| 55.641 | Archives Theory and History                      | 28                | 0  |

**Non-Core**

|        |                                   |    |    |
|--------|-----------------------------------|----|----|
| 55.642 | Management of Archives            | 50 | 27 |
| 55.643 | Administrative History            | 28 | 0  |
| 55.644 | Records Management                | 0  | 28 |
| 55.645 | Conservation of Archive Materials | 0  | 42 |

**Stage 2**

| Core   |  | Hours per session |    |
|--------|--|-------------------|----|
|        |  | S1                | S2 |
| 55.131 | Data, Records and Files                  | 30                | 0  |
| 55.132 | Information Processing Technology        | 24                | 0  |
| 55.133 | Information Environment                  | 16                | 0  |
| 55.134 | Description, Classification and Indexing | 30                | 0  |
| 55.139 | Information Retrieval Laboratory         | 16                | 14 |

**Non-Core**

|        |                     |                                |    |
|--------|---------------------|--------------------------------|----|
| 55.646 | Archives Field Work | 50                             | 70 |
| 55.647 | Special Project     | Equivalent to 28 contact hours |    |

Research) degree, and the Master of Social Work (by Formal Course Work) degree. The conditions for the award of these degrees are set out later in this handbook under Conditions for the Award of Higher Degrees.

2970

**Master of Social Work (By Research)**

**Master of Social Work  
MSW**

In addition to a thesis, each candidate is required to complete the subjects 63.807G Social Policy Analysis and 63.814G Social Planning, usually in the first year of registration.

8930

**Master of Social Work  
(By Formal Course Work)  
— Part-time**

**Master of Social Work  
MSW**

This course is designed to prepare social workers for professional practice at an advanced level in interpersonal helping, community work, policy development and administration, and education. Each candidate specializes in one of these areas, depending upon her or his educational qualifications and experience. A common basis for advanced social work practice is provided through subjects covering recent developments in the social and behavioural sciences, the analysis of social policy and social planning, research methods, and contemporary social work practice theories.

In the final session of registration, each candidate, working on a part-time basis, undertakes and reports on a project which is related to social work practice.

Classes are scheduled in the evening. The course is normally taken on a part-time basis according to the following program.

Except with the permission of the Head of School, a student may not proceed to the next year of this program until the student has fulfilled all the requirements of the previous year.

**Year 1**

|         |   | Hours per week |    |
|---------|---|----------------|----|
|         |   | S1             | S2 |
| 63.806G | Social and Behavioural Science          | 3              | 0  |
| 63.815G | Social Work                             |                |    |
|         | Research Methods                        | 0              | 3  |
| 63.823G | Advanced Social Work Practice — General | 2              | 2  |

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**School of Social Work**

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The School of Social Work provides opportunities for graduate social work study leading to the award of the research degree of Doctor of Philosophy, the Master of Social Work (by

**Year 2**

|         |  | <b>Hours per week</b> |           |
|---------|--|-----------------------|-----------|
|         |  | <b>S1</b>             | <b>S2</b> |
| 63.807G | Social Policy Analysis                         | 2                     | 0         |
| 63.814G | Social Planning                                | 0                     | 2         |
| 63.824G | Advanced Social<br>Work Practice —<br>Elective | 4                     | 4         |

**Year 3**

|         |         |    |   |
|---------|---------|----|---|
| 63.825G | Project | 12 | 0 |
|---------|---------|----|---|

A candidate may take this program over a shorter period with the approval of the Head of School.

## Graduate Study

# Conditions for the Award of Higher Degrees

## First Degrees

Rules, regulations and conditions for the award of first degrees are set out in the appropriate Faculty Handbooks.

For the list of undergraduate courses and degrees offered see **Disciplines of the University: Faculty Table (Undergraduate Study)** in the Calendar.

## Higher Degrees

The following is the list of higher degrees and graduate diplomas of the University, together with the publication in which the conditions for the award appear.

For the list of graduate degrees by research and course work, arranged in faculty order, see **Disciplines of the University: Table of Courses (by faculty): Graduate Study** in the Calendar.

For the statements Preparations and Submissions of Project Reports and Theses for Higher Degrees and Policy with respect to the Use of Higher Degree Theses see the Calendar.

|                       | Title                             | Abbreviation | Calendar/Handbook             |
|-----------------------|-----------------------------------|--------------|-------------------------------|
| <b>Higher Degrees</b> | Doctor of Science                 | DSc          | Calendar                      |
|                       | Doctor of Letters                 | DLitt        | Calendar                      |
|                       | Doctor of Laws                    | LLD          | Calendar                      |
|                       | Doctor of Medicine                | MD           | Calendar<br>Medicine          |
|                       | Doctor of Philosophy              | PhD          | Calendar and<br>all handbooks |
|                       | Master of Applied Science         | MAppSc       | Applied Science               |
|                       | Master of Architecture            | MArch        | Architecture                  |
|                       | Master of Archives Administration | MArchivAdmin | Professional<br>Studies       |
|                       | Master of Arts                    | MA(Hons)     | Arts                          |
|                       |                                   | MA           | Military Studies<br>Arts      |

| Title  | Abbreviation    | Calendar/Handbook  |
|--|-----------------|--|
| Master of Biomedical Engineering                           | MBiomedE        | Engineering  |
| Master of Building   | MBuild          | Architecture   |
| Master of the Built Environment                            | MBEnv           | Architecture   |
| Master of the Built Environment<br>(Building Conservation) |                 |  |
| Master of Business Administration                          | MBA             | AGSM   |
| Master of Chemistry  | MChem           | Sciences*  |
| Master of Commerce (Honours)                               | MCom(Hons)      | Commerce   |
| Master of Commerce   | MCom            | Commerce   |
| <b>Master of Education</b>                                 | <b>MEd</b>      | <b>Professional Studies</b>  |
| <b>Master of Educational Administration</b>                | <b>MEdAdmin</b> | <b>Professional Studies</b>  |
| Master of Engineering                                      | ME              | Applied Science  |
| Master of Engineering <i>without supervision</i>           |                 | Engineering<br>Military Studies  |
| Master of Engineering Science                              | MEngSc          | Engineering<br>Military Studies  |
| Master of Environmental Studies                            | MEnvStudies     | Applied Science  |
| Master of General Studies                                  | MGenStud        | General Studies  |
| <b>Master of Health Administration</b>                     | <b>MHA</b>      | <b>Professional Studies</b>  |
| Master of Health Personnel Education                       | MHPed           | Calendar†  |
| <b>Master of Health Planning</b>                           | <b>MHP</b>      | <b>Professional Studies</b>  |
| Master of Landscape Architecture                           | MLArch          | Architecture   |
| Master of Laws by Research                                 | LLM             | Law  |
| <b>Master of Librarianship</b>                             | <b>MLib</b>     | <b>Professional Studies</b>  |
| Master of Mathematics                                      | MMath           | Sciences*  |
| Master of Optometry  | MOptom          | Sciences*  |
| Master of Paediatrics                                      | MPaed           | Medicine   |
| Master of Physics  | MPhysics        | Sciences*  |
| Master of Psychology                                       | MPsychol        | Sciences‡  |
| Master of Public Administration                            | MPA             | AGSM   |
| Master of Science  | MSc             | Applied Science  |
| Master of Science <i>without supervision</i>               |                 | Architecture<br>Engineering<br>Medicine<br>Military Studies<br>Sciences* ‡ |
| Master of Science (Acoustics)                              | MSc(Acoustics)  | Architecture   |
| Master of Science and Society                              | MScSoc          | Sciences*  |
| Master of Science (Biotechnology)                          | MSc(Biotech)    | Sciences‡  |
| Master of Science (Building)                               | MSc(Building)   | Architecture   |
| <b>Master of Social Work</b>                               | <b>MSW</b>      | <b>Professional Studies</b>  |
| Master of Statistics                                       | MStats          | Sciences*  |
| Master of Surgery  | MS              | Medicine   |
| Master of Surveying  | MSurv           | Engineering  |
| Master of Surveying <i>without supervision</i>             |                 |  |
| Master of Surveying Science                                | MSurvSc         | Engineering  |
| Master of Town Planning                                    | MTP             | Architecture   |

**Higher Degrees  
(continued)**

| Title                    | Abbreviation      | Calendar/Handbook   |
|--------------------------|-------------------|---|
| <b>Graduate Diplomas</b> | Graduate Diploma  | GradDip   |
|                          |                   | Applied Science<br>Architecture<br>Engineering<br>Sciences† |
|                          |                   | Sciences*   |
|                          |                   | Professional Studies  |
|                          | DipFDA            |   |
|                          | DipEd             |   |
|                          | DipIM-ArchivAdmin |   |
|                          | DipIM-Lib         |   |

\*Faculty of Science.  
†Professional Board.  
‡Faculty of Biological Sciences.

## Doctor of Philosophy

1. The degree of Doctor of Philosophy may be granted by the Council on the recommendation of the Professorial Board to a candidate who has made an original and significant contribution to knowledge and who has satisfied the following requirements:

### Qualifications

2. A candidate for registration for the degree of Doctor of Philosophy shall:

- (1) hold an honours degree from the University of New South Wales; or
- (2) hold an honours degree of equivalent standing from another approved university; or
- (3) if the candidate holds a degree without honours from the University of New South Wales or other approved university, have achieved by subsequent work and study a standard recognized by the Higher Degree Committee of the appropriate Faculty or Board of Studies (hereinafter referred to as the Committee) as equivalent to honours; or
- (4) in exceptional cases, submit such other evidence of general and professional qualifications as may be approved by the Professorial Board on the recommendation of the Committee.

3. When the Committee is not satisfied with the qualifications submitted by a candidate, the Committee may require the candidate, before being permitted to register, to undergo such examination or carry out such work as the Committee may prescribe.

### Registration

4. A candidate for registration for a course of study leading to the degree of Doctor of Philosophy shall apply to the Registrar on the prescribed form at least one calendar month before the commencement of the session in which registration is to begin.

5. Subsequent to registration the candidate shall pursue a program of advanced study and research for at least six academic sessions, save that:

- (1) a candidate fully engaged in advanced study and research for the degree, who before registration was engaged upon research to the satisfaction of the Committee, may be exempted from not more than two academic sessions;

(2) in special circumstances the Committee may grant permission for the candidate to spend not more than one calendar year of the program in advanced study and research at another institution provided that the work can be supervised in a manner satisfactory to the Committee;

(3) in exceptional cases, the Professorial Board on the recommendation of the Committee may grant permission for a candidate to be exempted from not more than two academic sessions.

**6.** A candidate who is fully engaged in research for the degree shall present for examination not later than ten academic sessions from the date of registration. A candidate not fully engaged in research shall present for examination not later than twelve academic sessions from the date of registration. In special cases an extension of these times may be granted by the Committee.

**7.** The candidate shall be fully engaged in advanced study and research, save that:

(1) the Committee may permit a candidate to undertake a limited amount of University teaching or outside work which in its judgement will not interfere with the continuous pursuit of the proposed course of advanced study and research;

(2) a member of the full-time staff of the University may be accepted as a part-time candidate for the degree, in which case the Committee shall prescribe a minimum period for the duration of the program;

(3) in special circumstances, the Committee may, with the concurrence of the Professorial Board, accept as a part-time candidate for the degree a person who is not a member of the full-time staff of the University and is engaged in an occupation which, in its opinion, leaves the candidate substantially free to pursue a program in a school\* of the University. In such a case the Committee shall prescribe for the duration of the program a minimum period which, in its opinion, having regard to the proportion of the time which the candidate is able to devote to the program in the appropriate University school\* is equivalent to the six sessions ordinarily required.

**8.** Every candidate shall pursue a program under the direction of a supervisor appointed by the Committee from the full-time members of the University staff. The work, other than field work, shall be carried out in a school\* of the University save that in special cases the Committee may permit a candidate to conduct the work at other places where special facilities not possessed by the University may be available. Such permission will be granted only if the direction of the work remains wholly under the control of the supervisor.

**9.** Not later than two academic sessions after registration the candidate shall submit the topic of research for approval by the Committee. After the topic has been approved it may not be changed except with the permission of the Committee.

**10.** A candidate may be required by the Committee to attend a formal course of appropriate study.

**11.** On completing the course of study every candidate must submit a thesis which complies with the following requirements:

**Thesis**

(1) the greater proportion of the work described must have been completed subsequent to registration for the PhD degree;

(2) it must be an original and significant contribution to the knowledge of the subject;

(3) it must be written in English except that a candidate in the Faculty of Arts may be required by the Faculty on the recommendation of the supervisor to write the thesis in an appropriate foreign language;

(4) it must reach a satisfactory standard of expression and presentation.

**12.** The thesis must present the candidate's own account of the research. In special cases work done conjointly with other persons may be accepted provided the Committee is satisfied on the candidate's part in the joint research.

\*Or department where a department is not within a School

**13.** Every candidate shall be required to submit with the thesis a short abstract of the thesis comprising not more than 600 words.

The abstract shall indicate:

- (1) the problem investigated;
- (2) the procedures followed;
- (3) the general results obtained;
- (4) the major conclusions reached;

but shall not contain any illustrative matter, such as tables, graphs or charts.

**14.** A candidate may not submit as the main content of the thesis any work or material which has previously been submitted for a university degree or other similar award.

#### **Entry for Examination**

**15.** The candidate shall give in writing two months' notice of intention to submit the thesis.

**16.** Four copies of the thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of higher degree theses. The candidate may also submit any work previously published whether or not such work is related to the thesis.

**17.** It shall be understood that the University retains the four copies of the thesis submitted for examination, and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act 1968, the University may issue the thesis in whole or in part, in photostat or microfilm or other copying medium.

**18.** There shall normally be three examiners of the thesis, appointed by the Professorial Board on the recommendation of the Committee, at least two of whom shall be external to the University.

**19.** At the conclusion of the examination each examiner shall submit to the Committee a concise report on the merits of the thesis and shall recommend to the Committee that:

- (1) The candidate be awarded the degree without further examination; or
- (2) the candidate be awarded the degree without further examination subject to minor corrections as listed being made to the satisfaction of the head of the school\*; or
- (3) the candidate be awarded the degree subject to a further examination on questions posed in the report, performance in this further examination being to the satisfaction of the Committee; or
- (4) the candidate be not awarded the degree but be permitted to resubmit the thesis in a revised form after a further period of study and/or research; or
- (5) the candidate be not awarded the degree and be not permitted to resubmit the thesis.

**20.** If the performance at the further examination recommended under Rule 19. (3) is not to the satisfaction of the Committee, the Committee may permit the candidate to re-present the same thesis and submit to a further oral, practical or written examination within a period specified by them but not exceeding eighteen months.

**21.** The Committee shall, after consideration of the examiners' reports and the reports of any oral or written or practical examination, recommend whether or not the candidate may be admitted to the degree.

#### **Fees**

**22.** A candidate shall be required to pay such fees as may be determined from time to time by the Council.

\*Or department where a department is not within a School.



1. The degree of Master of Archives Administration (by research) may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has demonstrated ability to undertake research by the submission of a thesis embodying the results of an original investigation.

**Master of Archives  
Administration (by  
Research)  
(MArchivAdmin)**

2. (1) An applicant for registration for the degree shall

**Qualifications**

(a) have been admitted to an appropriate degree in the University of New South Wales, or other approved university at a level approved by the Committee;

(b) hold the Diploma in Archives Administration of the University of New South Wales or possess a qualification accepted by the Committee as equivalent; and

(c) have had at least one year's employment or equivalent experience of a kind acceptable to the Committee.

(2) In exceptional cases an applicant may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.

(3) Notwithstanding any other provisions of these conditions the Committee may require an applicant to demonstrate fitness for registration by carrying out such work and sitting for such examinations as the Committee may determine.

(4) In every case before permitting an applicant to register as a candidate the Committee shall be satisfied that adequate supervision and facilities are available.

3. (1) An application to register as a candidate shall be made on the prescribed form which shall be lodged with the Registrar at least one calendar month before the commencement of the session in which the candidate desires to commence registration.

**Registration**

(2) An applicant shall enrol in one of the following categories:

(a) student in full-time attendance at the University,

(b) student in part-time attendance at the University,

(c) student working externally to the University.

In all cases the proposed course of study shall be submitted to the Head of the School of Librarianship for approval.

(3) A candidate shall be required to undertake an original investigation on a topic approved by the Committee. A candidate may also be required to perform other work as may be prescribed by the Committee. The Committee shall determine the maximum period of registration.

(4) The progress of a candidate shall be reviewed annually by the Committee on the recommendation of the Head of the School of Librarianship and as a result of such review the Committee may terminate the candidature.

(5) No candidate shall be considered for the award of the degree until the lapse of three complete sessions in the case of a full-time candidate or four complete sessions in the case of a part-time or external candidate from the date from which registration becomes effective.

(6) Notwithstanding clause 3.(5) above, the Committee may approve remission of up to one session for a full-time candidate or two sessions for a part-time or external candidate.

4. (1) A candidate shall give in writing two month's notice of his intention to submit his thesis and such notice shall be accompanied by the appropriate fee.

**Thesis**

(2) A candidate for the degree shall be required to submit three copies of a thesis embodying the results of the original investigation referred to in 3.(3) above. The thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of higher degree theses.

(3) It shall be understood that the University retains the three copies of the thesis submitted for examination, and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act 1968, the University may issue the thesis in whole or in part, in photostat or microfilm or other copying medium.

(4) For each candidate there shall be at least two examiners appointed by the Committee, one of whom shall be an external examiner.

(5) A candidate may be required to attend for an oral or written examination.

**Recommendation for  
Admission to Degree**

5. Having considered the examiners' reports the Committee shall recommend whether or not the candidate should be admitted to the degree.

**Fees**

6. An approved candidate shall pay such fees as may be determined from time to time by the Council.

**Master of Education  
(MEd)**

1. The degree of Master of Education Pass or Honours may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has satisfactorily completed an approved program of advanced study.

The degree shall be awarded in two grades, namely the Pass degree and the degree with Honours.

There shall be two classes of Honours, namely Class I and Class II.

**Qualifications**

2. (1) An applicant for registration shall:

(a) (i) for the Pass degree have been admitted to a degree in the University of New South Wales or other approved university at a level approved by the Committee.

(ii) for the Honours degree have been admitted to a Bachelor's degree in an approved university by a School or Department of Education, or to a degree of any other School or Department considered appropriate by the Committee, at a standard not below second class Honours.

(b) possess qualifications relevant to the study of Education acceptable to the Committee such as the Diploma in Education, an educational diploma from a college of advanced education or certain undergraduate studies, or

(c) have had at least one year's practical experience in some area relevant to the study of education acceptable to the Committee.

(2) In special circumstances a person may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.

(3) Notwithstanding any other provisions of the conditions for registration, the Committee may require an applicant to demonstrate his fitness for registration for the Pass degree by carrying out such work and passing such examinations as the Committee itself may determine and the Committee may, on the recommendation of the Head of School, require an applicant to demonstrate fitness for registration as a candidate for the Honours degree by carrying out such work and passing such examinations as the Committee may determine.

**Registration**

**3.1** (1) An application to register as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two full calendar months before the commencement of the session in which registration is required.

(2) An approved applicant shall register in one of the following categories:

(a) student in full-time attendance at the University;

(b) student in part-time attendance at the University;

(c) student working externally\* to the University;

(3) A student who does not satisfy the conditions for registration as provided in paragraph 2.(a)(ii) may apply for registration as an Honours candidate on completion of subjects to the value of eight units provided for the pass degree of Master of Education, at a standard approved by the Committee. This condition may be varied in exceptional cases at the discretion of the Committee.

**Pass Degree**

**3.1** (1) The program for the pass degree shall include subjects† in Education to the value of ten units, but in exceptional cases, and at the discretion of the Committee, the number of units required may be reduced by up to four.

(2) Two of the required ten units may be taken by means of a project report.

(3) No student shall be considered for the award of the degree until the lapse of two sessions for a full-time student, or four sessions for a part-time or external student, from the date on which registration becomes effective. A student taking the pass degree course on a full-time basis shall be required to complete it within four sessions, and one taking it part-time or working externally within eight sessions. Variation of these periods shall be granted only with the approval of the Committee.

**3.2** (1) A student satisfying conditions for registration provided in paragraph 2.(a)(ii) shall be required to pass, at a standard approved by the Committee, subjects† to the value of four units provided for the pass degree of Master of Education except that in special circumstances he may be granted exemption from this requirement.

**Honours Degree**

(2) Every candidate for the Honours degree shall submit a thesis embodying the results of an original investigation. He shall not submit as the main content of his thesis any work or material which he has previously submitted for a university degree or other similar award.

(3) No student shall be considered for the award of the degree until the lapse of four sessions for a full-time student, or six sessions for a part-time or external student, from the date on which registration becomes effective. A student taking the Honours degree course on a full-time basis shall be required to complete it within six sessions, and one taking it part-time or working externally within eight sessions from the date on which registration becomes effective. A student transferring to Honours registration by satisfying conditions in paragraph 3.(3) shall be required to complete within eight sessions from the date of original registration. Variation of these periods shall be granted only with the approval of the Committee.

**4.** (1) A candidate for an Honours degree shall be required to submit three copies of the thesis referred to in paragraph 3.2 (2) in a form which complies with the requirements of the University for the preparation and submission of higher degree theses.

**Thesis**

(2) For each candidate submitting a thesis there shall be at least two examiners appointed by the Professorial Board on the recommendation of the Committee, one of whom shall, if possible, be an external examiner.

(3) It shall be understood that the University retains three copies of the thesis submitted for examination and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act, 1968, the University may issue the thesis in whole or in part in photostat or microfilm or other copying medium.

†Subjects offered for the degree of MEd shall be allotted one or two units: one unit for a subject of two hours per week for one session, and two units for a subject two hours per week for two sessions.

\*External registration is possible only after completion of course work requirements and subject to provision of suitable supervision arrangements.

**Recommendation for  
Admission to Degree**

5. Having considered the examiners' reports where appropriate and the candidate's other work in the prescribed course of study, the Committee will recommend whether or not the candidate should be admitted to the degree.

**Fees**

6. An approved candidate shall pay such fees as may be determined from time to time by the Council.

**Master of  
Educational  
Administration  
(MEdAdmin)**

1. The degree of Master of Educational Administration Pass or Honours may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has satisfactorily completed an approved program of advanced study. There shall be two classes of Honours, namely Class I and Class II.

The degree shall be awarded in two grades namely the Pass degree and the degree with Honours.

**Qualifications**

2. (1) An applicant for registration shall:

(a)(i) for the Pass degree have been admitted to a degree of the University of New South Wales or other approved University at a level approved by the Committee.

(ii) for the Honours degree have been admitted to a Bachelor's degree in an approved university by a School or Department considered appropriate by the Committee, at a standard not below Second Class Honours;

(b) have had at least three years' practical experience in some branch of education acceptable to the Committee.

(2) In special circumstances a person may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.

(3) Notwithstanding any other provisions of the conditions for registration, the Committee may require an applicant to demonstrate his fitness for registration for the Pass degree by carrying out such work and passing such examinations as the Committee itself may determine and the Committee may, on the recommendation of the Head of School, require an applicant to demonstrate fitness for registration as a candidate for the Honours degree by carrying out such work and passing such examinations as the Committee may determine.

**Registration and  
Progression**

3. (1) An application to register as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two full calendar months before the first session of the year for which the candidate requires to be registered.

(2) An approved applicant shall register in one of the following categories:

(a) student in full-time attendance at the University;

(b) student in part-time attendance at the University;

(3) A student who does not satisfy the conditions for registration as provided in paragraph 2. (a)(ii) may apply for registration as an honours candidate on completion of subjects to the value of eight units provided for the pass degree of Master of Educational Administration, at a standard approved by the Committee. This condition may be varied in exceptional cases at the discretion of the Committee.

|   |  |
|---|--|
| <p><b>3.1</b> (1) The program for the pass degree shall include subjects<sup>1</sup> to the value of ten units together with a project.</p> <p>(2) No student shall be considered for the award of the degree until the lapse of two sessions for a full-time student, or four sessions for a part-time student, from the date on which registration becomes effective. A student taking the pass course on a full-time basis shall be required to complete it within four sessions and one taking it part-time within eight sessions. Variation of these periods shall be granted only with the approval of the Committee.</p> <p><b>3.2</b> (1) Every candidate for the Honours Degree shall be required to pass, at a standard approved by the Committee, subjects to the value of ten units.</p> <p>(2) Every candidate for the Honours degree shall submit a thesis embodying the results of an original investigation. He shall not submit as the main content of his thesis any work or material which he has previously submitted for a university degree or other similar award.</p> <p>(3) No student shall be considered for the award of the degree until the lapse of four sessions for a full-time student, or six sessions for a part-time student, from the date on which registration becomes effective. A student taking the Honours degree course on a full-time basis shall be required to complete it within six sessions, and one taking it part-time within eight sessions from the date on which registration becomes effective. A student transferring to Honours registration by satisfying conditions in paragraph 3, (3) shall be required to complete within eight sessions from the date of original registration. Variation of these periods shall be granted only with the approval of the Committee.</p> <p><b>4.</b> (1) Every candidate shall provide three copies of any thesis or report submitted in a form which complies with the requirements of the University for the preparation and submission of higher degree theses and project reports.</p> <p>(2) For each candidate submitting a thesis for the Honours degree there shall be at least two examiners appointed by the Professorial Board on the recommendation of the Committee, at least one of whom shall, if possible, be an external examiner.</p> <p>(3) It shall be understood that the University retains three copies of the thesis submitted for examination and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act 1968, the University may issue the thesis or report in whole or in part in photostat or microfilm or other copying medium.</p> <p><b>5.</b> Having considered the examiners' reports where appropriate and the candidate's other work in the prescribed course of study the Committee will recommend whether or not the candidate should be admitted to the degree.</p> <p><b>6.</b> An approved candidate shall pay such fees as may be determined from time to time by the Council.</p> <p><b>1.</b> The degree of Master of Health Administration (by formal course work) may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has satisfactorily completed an approved program of advanced study.</p> <p><b>2.</b> (1) An applicant for registration for the degree shall normally have been admitted to an appropriate degree in the University of New South Wales or other approved university or tertiary institution at a level acceptable to the Committee.</p> <p>(2) In exceptional cases an applicant may be registered as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.</p> | <p><b>Pass Degree</b></p> <p><b>Honours Degree</b></p> <p><b>Thesis</b></p> <p><b>Recommendation for Admission to Degree</b></p> <p><b>Fees</b></p> <p><b>Master of Health Administration (by Formal Course work) (MHA)</b></p> <p><b>Qualifications</b></p> |
|---|--|

(3) Notwithstanding any other provisions of these conditions the Committee may require an applicant to demonstrate fitness for registration by completing a qualifying program or such other tests as may be determined by the Committee.

#### Registration

3. (1) An application to register as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar two months before commencement of the course. The Committee shall determine the date of registration.

(2) A candidate for the degree shall be required to undertake such formal courses of study and pass such examinations as may be prescribed by the Committee.

(3) The progress of a candidate shall be reviewed at least once annually by the Committee and as a result of its review the Committee may terminate candidature or take such other action as it considers appropriate.

(4) Normally a candidate shall not be considered for the award of the degree until the lapse of four sessions in the case of a full-time candidate or eight sessions in the case of a part-time candidate from the date of registration. The maximum period of candidature shall be six academic sessions from the date of registration for a full-time student and ten academic sessions for a part-time student. In special cases an extension of time may be granted by the Committee.

#### Recommendation for Admission to Degree

4. After considering the examiners' reports where appropriate and the candidate's other work in the prescribed course of study the Committee shall recommend whether or not the candidate should be admitted to the degree.

#### Fees

5. An approved candidate shall pay such fees as may be determined from time to time by the Council.

#### Master of Health Administration (by Research) (MHA)

1. The degree of Master of Health Administration (by research) may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has demonstrated ability to undertake research by the submission of a thesis embodying the results of an original investigation or design.

#### Qualifications

2. (1) An applicant for registration for the degree shall hold a degree, normally of four years' full-time duration, from the University of New South Wales or other approved university or tertiary institution at a level acceptable to the Committee.

(2) The Committee may consider applications from graduates of three-year full-time courses in the University of New South Wales or other approved university or tertiary institution, at a standard acceptable to the Committee, who have had at least three years' experience in the health services of a kind which is acceptable to the Committee.

(3) In exceptional cases an applicant may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.

(4) Notwithstanding any other provisions of these conditions the Committee may require an applicant to demonstrate fitness for registration by completing a qualifying program as determined by the Committee.

#### Registration

3. (1) An application to register as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar one month before the commencement of the session in which the candidate desires to commence registration. Where possible the applicant before submitting his application should obtain the approval of the Head of the School of Health Administration for his proposed program of study.

(2) In every case before permitting an applicant to register as a candidate the Committee shall be satisfied that adequate supervision and facilities are available.

(3) The Committee shall determine the date of registration and shall admit an approved applicant to one of the following categories of registration:

- (a) a student in full-time attendance at the University;
- (b) a student in part-time attendance at the University;
- (c) a student working externally to the University.

(4) A candidate shall be required to undertake an original investigation or design under the direction of a supervisor appointed by the Committee. A candidate may also be required to perform other work as may be prescribed by the Committee.

(5) At least once a year, and at any other time that the Committee sees fit, the candidate's supervisor shall present to the Head of School in which the candidate is registered a report on the progress of the candidate. The Committee shall review the report and as a result of its review may cancel registration or take such other action as it considers appropriate.

(6) Unless otherwise recommended by the Committee, no candidate shall be awarded the degree until the lapse of four complete sessions from the date of registration, save that in the case of a candidate who obtained the degree of Bachelor with Honours or who has had previous research experience, this period may be reduced by up to two sessions with the approval of the Committee. A candidate who is fully engaged in research for the degree shall present himself for examination not later than four academic sessions from the date of registration. A candidate not fully engaged in research shall present himself for examination not later than eight academic sessions from the date of his registration. In special cases an extension of these times may be granted by the Committee.

**4. (1)** A candidate shall give in writing to the Registrar two months' notice of his intention to submit his thesis.

**Thesis**

(2) A candidate for the degree shall be required to submit three copies of the thesis embodying the results of the original investigation or design referred to in 3. (4) above. The candidate may also submit with the thesis any work he has published. The thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of higher degree theses.

(3) The thesis must present the candidate's own account of the research. In special cases work done conjointly with other persons may be accepted, provided the Committee is satisfied on the candidate's part in the joint research.

(4) For each candidate there shall be at least two examiners appointed by the Committee one of whom, if possible, shall be external to the University.

(5) It shall be understood that the University retains the three copies of the thesis submitted for examination and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act, 1968, the University may issue the thesis in whole or in part; in photostat, microfilm or other copying medium.

**5.** Having considered the examiners' report the Committee shall recommend whether or not the candidate should be admitted to the degree.

**Recommendation for Admission to Degree**

**6.** An approved candidate shall pay such fees as may be determined from time to time by the Council.

**Fees**

**1.** The degree of Master of Health Planning may be awarded by the council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has satisfactorily completed an approved program of advanced study.

**Master of Health Planning (MHP)**

## **Qualifications**

**2.** An applicant for registration for the degree shall:

- (1) (a) normally be a graduate from an appropriate four-year, full-time undergraduate course in the University of New South Wales or other university or tertiary institution, at a standard acceptable to the Committee.
- (b) have had at least three years' experience in the health services of a kind which is acceptable to the Committee.
- (2) The Committee may consider applications from graduates of three-year, full-time courses in the University of New South Wales or other university or tertiary institution, at a standard acceptable to the Committee, who have satisfactorily completed appropriate graduate or professional studies and have had at least three years' experience in the health services of a kind which is acceptable to the Committee.
- (3) In exceptional cases an applicant may be registered as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.
- (4) Notwithstanding any other provisions of these conditions the Committee may require an applicant to demonstrate fitness for registration by completing a qualifying program as determined by the Committee.

## **Registration**

- 3.** (1) An application to register as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar two months before commencement of the session in which the candidate desires to commence.
- (2) A candidate for the degree shall be required to undertake such formal courses of study and pass such examinations as may be prescribed by the Committee and, where specified, submit a report on such a project or projects as may be required.
- (3) The progress of a candidate shall be reviewed at least once annually by the Committee and as a result of its review the Committee may terminate candidature or take such other action as it considers appropriate.
- (4) Normally a candidate shall not be considered for the award of the degree until the lapse of two sessions in the case of a full-time candidate or four sessions in the case of a part-time candidate from the date of registration. The maximum period of candidature shall be four academic sessions from the date of registration for a full-time student and eight academic sessions for a part-time student. In special cases an extension of time may be granted by the Committee.

## **Recommendation for Admission to Degree**

- 4.** After considering the examiners' reports, where appropriate and the candidate's other work in the prescribed area of study, the Committee shall recommend whether or not the candidate should be admitted to the degree.

## **Fees**

- 5.** An approved candidate shall pay such fees as may be determined from time to time by the Council.

## **Master of Librarianship (by Research) (MLib)**

- 1.** The degree of Master of Librarianship (by research) may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has demonstrated ability to undertake research by the submission of a thesis embodying the results of an original investigation.

## **Qualifications**

**2.** (1) An applicant for registration for the degree shall:

- (a) have been admitted to an appropriate degree in the University of New South Wales or other approved university at a level approved by the Committee;
- (b) hold the Diploma in Librarianship of the University of New South Wales or possess a qualification accepted by the Committee as equivalent; and
- (c) have had at least one year's employment or equivalent experience of a kind acceptable to the Committee.



(2) In exceptional cases an applicant may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.

(3) Notwithstanding any other provisions of these conditions the Committee may require an applicant to demonstrate fitness for registration by carrying out such work and sitting for such examinations as the Committee may determine.

(4) In every case before permitting an applicant to register as a candidate the Committee shall be satisfied that adequate supervision and facilities are available.

**3.** (1) An application to register as a candidate shall be made on the prescribed form which shall be lodged with the Registrar at least one month before the commencement of the session in which the candidate desires to commence registration.

**Registration**

(2) An applicant shall enrol in one of the following categories:

(a) student in full-time attendance at the University;

(b) student in part-time attendance at the University;

(c) student working externally to the University.

In all cases the proposed course of study shall be submitted to the Head of the School of Librarianship for approval.

(3) A candidate shall be required to undertake an original investigation on a topic approved by the Committee. A candidate may also be required to perform other work as may be prescribed by the Committee. The Committee shall determine the maximum period of registration.

(4) The progress of a candidate shall be reviewed annually by the Committee on the recommendation of the Head of the School of Librarianship and as a result of such review the Committee may terminate the candidature.

(5) No candidate shall be considered for the award of the degree until the lapse of three complete sessions in the case of a full-time candidate or four complete sessions in the case of a part-time or external candidate from the date from which registration becomes effective.

(6) Notwithstanding clause **3.**(5) above, the Committee may approve remission of up to one session for a full-time candidate or two sessions for a part-time or external candidate.

**4.** A candidate shall give in writing two month's notice of his intention to submit his thesis and such notice shall be accompanied by the appropriate fee.

**Thesis**

(2) A candidate for the degree shall be required to submit three copies of a thesis embodying the results of the original investigation referred to in **3.**(3) above. The thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of higher degree theses.

(3) It shall be understood that the University retains the three copies of the thesis submitted for examination and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act, 1968, the University may issue the thesis in whole or in part, in photostat or microfilm or other copying medium.

(4) For each candidate there shall be at least two examiners appointed by the Committee, one of whom shall be an external examiner.

(5) A candidate may be required to attend for an oral or written examination.

**5.** Having considered the examiners' reports the Committee shall recommend whether the candidate may be admitted to the degree.

**Recommendation for Admission to Degree**

**6.** An approved candidate shall pay such fees as may be determined from time to time by the Council.

**Fees**

**Master of  
Librarianship (by  
Formal Course work)  
(MLib)**

**Qualifications**

1. The degree of Master of Librarianship (by formal course work) may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has satisfactorily completed an approved program of advanced study.

2. (1) An applicant for registration for the degree shall:

(a) have been admitted to an appropriate degree in the University of New South Wales or other approved university at a level approved by the Committee;

(b) if intending to specialize in Library Administration hold the Diploma in Librarianship of the University of New South Wales or possess a qualification accepted by the Committee as equivalent;

(c) have had at least one year's employment or equivalent experience of a kind acceptable to the Committee; and

(d) if intending to specialize in Information Science, either hold the Diploma in Librarianship of the University of New South Wales or possess a qualification accepted by the Committee as equivalent or have been admitted to a degree with a major in Computer Science in the University of New South Wales or other approved university at a level approved by the Committee.

(2) In exceptional cases an applicant may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.

(3) Notwithstanding any other provisions of these conditions the Committee may require an applicant to demonstrate fitness for registration by carrying out such work and sitting for such examinations as the Committee may determine.

**Registration**

3. (1) An application to register as a candidate shall be made on the prescribed form which shall be lodged with the Registrar at least two months before the commencement of the session in which the candidate desires to commence registration.

(2) A candidate for the degree shall be required to undertake such course of formal study, pass such examinations and submit a report on a project, as prescribed by the Committee.

(3) No candidate shall be considered for the award of the degree until the lapse of two sessions in the case of a full-time candidate or four sessions in the case of a part-time candidate from the date from which registration becomes effective.

(4) The progress of a candidate shall be reviewed annually by the Committee on the recommendation of the Head of the School of Librarianship and as a result of such review the Committee may terminate the candidature.

**Project**

4. (1) A report on a project approved by the Committee may be submitted at the completion of the formal section of the course, but in any case shall be submitted not later than one year after the completion of such course.

(2) The format of the report shall accord with the instructions of the Head of School and shall comply with the requirements of the Committee for the submission of project reports.

(3) The report shall be examined by two examiners appointed by the Committee.

(4) A candidate may be required to attend for an oral or written examination.

**Recommendation for  
Admission to Degree**

5. Having considered the examiners' reports and the candidates other work in the prescribed course of study, the Committee shall recommend whether the candidate may be admitted to the degree.

**Fees**

6. An approved candidate shall pay such fees as may be determined from time to time by the Council.

**Master of  
Social Work (by  
Research)  
(MSW)**

1. The degree of Master of Social Work (by research) may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has demonstrated ability to undertake research by the submission of a thesis embodying the results of an original investigation, and who has completed a prescribed program of advanced study extending over one academic year.

**2. (1) An applicant for registration for the degree shall:**

**Qualifications**

(a) have been admitted to the degree of Bachelor of Social Work at honours standard in the University of New South Wales, or hold equivalent qualifications, or

(b) have been admitted to the degree of bachelor of Social Work in the University of New South Wales at a standard approved by the Committee or hold equivalent qualifications accepted by the Committee; and have had at least one year's professional experience acceptable to the Committee.

(2) In exceptional cases an applicant may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.

(3) Notwithstanding any other provision of these conditions the Committee may require an applicant to demonstrate fitness for registration by carrying out such work and sitting for such examinations as the Committee may determine.

**3. (1) An application to register as a candidate shall be made on the prescribed form which shall be lodged with the Registrar at least one month before the commencement of the session in which the candidate desires to commence registration.**

**Registration**

(2) In every case before permitting an applicant to register as a candidate the Committee shall be satisfied that adequate supervision and facilities are available.

(3) An applicant shall enrol in one of the following categories:

(a) student in full-time attendance at the University;

(b) student in part-time attendance at the University;

(c) student working externally to the University.

In all cases the proposed course of study shall be submitted to the Head of the School of Social Work for approval.

(4) Every candidate for the degree shall be required:

(a) to prepare and submit a thesis on a topic approved by the Committee, embodying the results of an original investigation; and

(b) to carry out a prescribed program of advanced study extending over one year, as approved by the Committee.

(5) The progress of a candidate shall be reviewed annually by the Committee on the recommendation of the Head of the School of Social Work and as a result of such review the Committee may terminate the candidature.

(6) Unless permission to the contrary has been granted, a full-time candidate shall be required to submit his thesis not earlier than three sessions, and not later than four sessions, from the date of registration; a part-time candidate, not earlier than four sessions, and not later than six sessions, from the date of registration.

**4. (1) A candidate shall give in writing two months' notice of his intention to submit his thesis and such notice shall be accompanied by the appropriate fee.**

**Thesis**

(2) A candidate for the degree shall be required to submit three copies of a thesis embodying the results of the original investigation referred to in 3. (4) above. The thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of higher degree theses.

- (3) For each candidate there shall be at least two examiners appointed by the Committee, one of whom shall be an external examiner.
- (4) A candidate may be required to attend for an oral or written examination.
- (5) It shall be understood that the University retains the three copies of the thesis submitted for examination and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act 1968, the University may issue the thesis in whole or in part, in photostat or microfilm or other copying medium.

**Recommendation for Admission to Degree**

5. Having considered the examiners' reports the Committee shall recommend whether the candidate may be admitted to the degree.

**Fees**

6. An approved candidate shall pay such fees as may be determined from time to time by the Council.

**Master of Social Work (by Formal Course work) (MSW)**

1. The degree of Master of Social Work (by formal course) may be awarded by the Council on the recommendation of the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) to a candidate who has satisfactorily completed an approved program of advanced study.

**Qualifications**

2. An applicant for registration for the degree shall:
- (1) (a) have been admitted to the degree of Bachelor of Social Work in the University of New South Wales at a standard approved by the Committee or hold equivalent qualifications accepted by the Committee.
- (b) have had at least one year's professional experience acceptable to the Committee.
- (2) In exceptional cases an applicant may be permitted to register as a candidate for the degree if he submits evidence of such academic and professional attainments as may be approved by the Committee.
- (3) Notwithstanding any other provisions of these conditions the Committee may require an applicant to demonstrate fitness for registration by carrying out such work and sitting for such examinations as the Committee may determine.

**Registration**

3. (1) An application to register as a candidate shall be made on the prescribed form which shall be lodged with the Register at least two months before the commencement of the session in which the candidate desires to commence.
- (2) A candidate for the degree shall be required to undertake such course of formal study and pass such examinations as prescribed by the Committee.
- (3) The progress of a candidate shall be reviewed annually by the Committee on the recommendation of the Head of the School of Social Work as a result of such review the Committee may terminate the candidature.

**Recommendation for Admission to Degree**

4. Having considered the candidate's results in the prescribed course of study, the Committee shall recommend whether the candidate may be admitted to the degree.

**Fees**

5. An approved candidate shall pay such fees as may be determined from time to time by Council.

**Graduate Diploma****Graduate Diplomas  
in the Faculty of  
Professional Studies**

**1.** An application for admission to a graduate diploma course in the Faculty of Professional Studies shall be made on the prescribed form which should be lodged with the Registrar at least two full calendar months before the commencement of the course.

**2.** An applicant for admission to a graduate diploma shall:

(1) have been admitted to an appropriate degree in the University of New South Wales or other approved University at a level approved by the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as 'The Committee');

(2) have other qualifications as may be approved by the Committee.

**3.** Notwithstanding clause **2.** above, the Committee may require an applicant to take such other prerequisite or concurrent studies and/or examinations as it may prescribe.

**4.** Every candidate for a graduate diploma shall be required to undertake the appropriate course of study, to pass any prescribed examinations, and if so laid down in the course, to complete a project or assignment specified by the Head of the School. The format of the report on such project or assignment shall accord with the instructions laid down by the Head of the School.

**5.** To qualify for the award of the graduate diploma a candidate shall:

(1) complete a one-year full-time course within four consecutive sessions, or

(2) complete a two-year part-time course within six consecutive sessions.

**6.** In exceptional cases the appropriate Higher Degree Committee may extend the period in which a candidate must complete his graduate diploma course.

**7.** An approved applicant shall be required to pay the fee for the course in which he desires to register. Fees shall be paid in advance.

# Subject Descriptions

## Identification of Subjects by Numbers

A subject is defined by the Professorial Board as 'a unit of instruction approved by the University as being a discrete part of the requirements for a course offered by the University'.

Each approved subject of the University is identifiable both by number and by name as this is a check against nomination of subject other than the one intended.

Subject numbers are allocated by the Registrar and the system of allocation is based on the following guidelines:

1. The authority offering the subject, normally a School of the University, is indicated by the number before the decimal point.
2. Each subject number is unique and is not used for more than one subject title.
3. Subject numbers which have not been used for some time are not used for new subject titles.
4. Graduate subjects are indicated by a suffix 'G' to a number with three digits after the decimal point. In other subjects three or four digits are used after the decimal point.

Subjects taught are listed in full in the handbook of the Faculty or Board of Studies responsible for the particular course within which the subjects are taken. Subject descriptions are contained in the appropriate section of the Handbooks.

The identifying numerical prefixes for each subject authority are set out on the following page.

**Servicing Subjects** are those taught by a School or Department outside its own Faculty, and are listed at the end of **Undergraduate Study** or **Graduate Study** of the relevant School. Their subject descriptions are published in the handbook of the Faculty in which the subject is taught.

For General Studies subjects see the Board of Studies in General Education Handbook, which is available free of charge.

### Information Key

The following is the key to the information supplied about each subject listed below:

S1 (Session 1); S2 (Session 2); F (Session 1 *plus* Session 2 ie full year); S1 or S2 (Session 1 or Session 2, ie choice of either session); SS (Single Session, ie which session taught not known at time of publication); L (Lecture, followed by hours per week); T (Laboratory/Tutorials, followed by hours per week); W (weeks in which subject is taught).

### HSC Exam Prerequisites

Subjects which require prerequisites for enrolment in terms of the HSC Examination percentile range refer to the **1978 and subsequent Examinations**.

Candidates for enrolment who obtained the HSC in previous years or hold other high school matriculation should check with the appropriate School on what matriculation status is required for admission to a subject.

|    | <b>School, Department etc</b>  | <b>Faculty</b>                        | <b>Page</b> |
|----|--|---------------------------------------|-------------|
|    | *Subjects also offered for courses in this Handbook                      |                                       |             |
| 1  | School of Physics  | Science                               |             |
| 2  | School of Chemistry  | Science                               |             |
| 3  | School of Chemical Engineering   | Applied Science                       |             |
| 4  | School of Metallurgy   | Applied Science                       |             |
| 5  | School of Mechanical and Industrial Engineering                          | Engineering                           |             |
| 6  | School of Electrical Engineering and Computer Science*                   | Engineering                           | 66          |
| 7  | School of Mining Engineering   | Applied Science                       |             |
| 8  | School of Civil Engineering  | Engineering                           |             |
| 9  | School of Wool and Pastoral Sciences                                     | Applied Science                       |             |
| 10 | School of Mathematics  | Science                               |             |
| 11 | School of Architecture   | Architecture                          |             |
| 12 | School of Psychology*  | Biological Sciences                   | 66          |
| 13 | School of Textile Technology   | Applied Science                       |             |
| 14 | School of Accountancy*   | Commerce                              | 66          |
| 15 | School of Economics  | Commerce                              |             |
| 16 | School of Health Administration  | Professional Studies                  | 67          |
| 17 | Biological Sciences  | Biological Sciences                   |             |
| 18 | School of Mechanical and Industrial Engineering (Industrial Engineering) | Engineering                           |             |
| 21 | Department of Industrial Arts  | Architecture                          |             |
| 23 | School of Nuclear Engineering  | Engineering                           |             |
| 25 | School of Applied Geology  | Applied Science                       |             |
| 26 | Department of General Studies  | Board of Studies in General Education |             |
| 27 | School of Geography  | Applied Science                       |             |
| 28 | School of Marketing  | Commerce                              |             |
| 29 | School of Surveying  | Engineering                           |             |
| 30 | Department of Organizational Behaviour*                                  | Commerce                              | 73          |
| 31 | School of Optometry  | Science                               |             |
| 35 | School of Building   | Architecture                          |             |
| 36 | School of Town Planning  | Architecture                          |             |
| 37 | School of Landscape Architecture   | Architecture                          |             |
| 38 | School of Food Technology  | Applied Science                       |             |

|    | <b>School, Department etc</b>                           | <b>Faculty</b>                              | <b>Page</b> |
|----|---|---|-------------|
|    | *Subjects also offered for courses in this Handbook     |   |             |
| 39 | Graduate School of the Built Environment                | Architecture                                |             |
| 40 | Professorial Board                                      |   |             |
| 41 | School of Biochemistry                                  | Biological Sciences                         |             |
| 42 | School of Biotechnology                                 | Biological Sciences                         |             |
| 43 | School of Botany  | Biological Sciences                         |             |
| 44 | School of Microbiology                                  | Biological Sciences                         |             |
| 45 | School of Zoology                                       | Biological Sciences                         |             |
| 46 | Faculty of Applied Science                              | Applied Science                             |             |
| 48 | School of Chemical Engineering and Industrial Chemistry | Applied Science                             |             |
| 50 | School of English                                       | Arts  |             |
| 51 | School of History                                       | Arts  |             |
| 52 | School of Philosophy                                    | Arts  |             |
| 53 | School of Sociology*                                    | Arts  | 74          |
| 54 | School of Political Science                             | Arts  |             |
| 55 | School of Librarianship                                 | Professional Studies                        | 74          |
| 56 | School of French  | Arts  |             |
| 57 | School of Drama   | Arts  |             |
| 58 | School of Education                                     | Professional Studies                        | 79          |
| 59 | School of Russian                                       | Arts  |             |
| 60 | Faculty of Arts   | Arts  |             |
| 62 | School of History and Philosophy of Science             | Arts  |             |
| 63 | School of Social Work                                   | Professional Studies                        | 92          |
| 64 | School of German Studies                                | Arts  |             |
| 65 | School of Spanish and Latin American Studies            | Arts  |             |
| 66 | Subjects Available from Other Universities              |   |             |
| 68 | Board of Studies in Science and Mathematics             | Board of Studies in Science and Mathematics |             |
| 70 | School of Anatomy                                       | Medicine                                    |             |
| 71 | School of Medicine                                      | Medicine                                    |             |
| 72 | School of Pathology                                     | Medicine                                    |             |
| 73 | School of Physiology and Pharmacology                   | Medicine                                    |             |
| 74 | School of Surgery                                       | Medicine                                    |             |
| 75 | School of Obstetrics and Gynaecology                    | Medicine                                    |             |
| 76 | School of Paediatrics                                   | Medicine                                    |             |
| 77 | School of Psychiatry                                    | Medicine                                    |             |
| 79 | School of Community Medicine                            | Medicine                                    |             |
| 80 | Faculty of Medicine                                     | Medicine                                    |             |
| 81 | Medicine/Science/Biological Sciences                    | Medicine                                    |             |
| 85 | Australian Graduate School of Management                | AGSM  |             |
| 90 | Faculty of Law  | Law   |             |
| 97 | Division of Postgraduate Extension Studies              |   |             |

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## School of Electrical Engineering and Computer Science

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### Graduate Study

#### 6.680G Files and Database Systems

File structures, database management systems and file interrogation systems in a text processing or bibliographical environment. Topics include: relations, their mapping and normalization; access methods; data organization; independence, integrity and security; CODASYL databases, relational databases and query languages.

questions of classification, measurement and communication of financial data. Analysis and interpretation of accounting data. Governmental budgeting and accounting systems. Federal-State financial relations and their implications in relation to the financing process of Australian hospitals. Role of state treasuries, health departments and commissions. Introduction to institutional fund accounting. Introductory treatment of management accounting in hospitals and health services institutions.

#### 14.023 Accounting for Health Administration II (Full-time course)

**S2**

Introduction to the fund theory of accounting. The recording of hospital transactions in the various funds and the preparation, analysis and interpretation of historical accounting reports. Internal control, budget and cost analysis in the hospital context.

#### 14.501 Accounting and Financial Management IA

**S1 or S2 LT4½**

*Prerequisites:* nil.

The basic concepts of financial model building and information systems, including the double-entry recording system, the accounting cycle, income measurement and financial reporting, and an introduction to basic elements of taxation and auditing.

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## School of Psychology

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### Undergraduate Study

#### Psychology Level I Unit

##### 12.100 Psychology I

**F L3T2**

*Excluded:* 12.001.

An introduction to the content and methods of psychology as a behavioural science, with emphasis on the biological and social bases of behaviour, relationship to the environment, and individual differences. A training in the methods of psychological enquiry, and in the use of elementary statistical procedures.

#### 14.511 Accounting and Financial Management IB

**S1 or S2 LT4½**

*Prerequisite:* 14.501.

Development of basic concepts introduced in 14.501 Accounting and Financial Management IA, including management accounting and operations research, corporate reporting, business; finance, system design, elementary computer programming and applications.

#### Psychology Level II and Psychology III

Students should consult the Sciences handbook for details.

#### 14.522 Accounting and Financial Management IIA

**S1 or S2 LT4½**

*Prerequisites:* 14.511 plus

HSC Exam  
Percentile Range  
Required  
51-100  
21-100  
1-100

2 unit Mathematics  
or 3 unit Mathematics  
or 4 unit Mathematics

The design, production and use of accounting and other quantitative information in the planning and control of organizations, with particular reference to manufacturing activities and to long-term and short-term decision-making and financial planning.

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## School of Accountancy

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### Undergraduate Study

#### 14.013 Accounting for Health Administration I (Full-time course)

**S1**

Introduction to accounting with particular reference to hospitals and health service institutions. Basic accounting concepts, including

#### 14.542 Accounting and Financial Management IIB

**S1 or S2 LT4½**

*Prerequisites:* 14.511 plus HSC results as for 14.522.

A critical examination of concepts and problems in income measurement, asset valuation and financial reporting for various forms of business undertaking especially corporate organizations, including associated aspects of auditing and taxation and methods of accounting for changing prices.



**14.602 Information Systems IIA****S1 or S2 L2T1***Prerequisites:* 14.511 plus

HSC Exam  
Percentile Range  
Required  
51-100  
21-100  
1-100

2 unit Mathematics  
or 3 unit Mathematics  
or 4 unit Mathematics  
or approved studies in Computer Science

Introduction to information systems in business and commerce, systems design concepts, the theory of modelling, feasibility studies, internal control and auditing. An introduction to programming.

**14.603 Information Systems IIB****S2 L2T1***Prerequisite:* 14.602.

A design of information systems at an advanced level, broad introduction to operations research in business, additional experience with higher level program languages and data manipulation.

**14.613 Business Finance II****S1 or S2 LT3***Prerequisites:* nil.

The essential aspects of financial decision-making in business including: factors influencing capital expenditure decisions; alternative approaches to valuation; factors affecting the formulation of the capital structure; influence of the capital market environment.

measurement Accounting and operations research including budget simulation and decision models. Integrated information systems. Financial reporting and forms of business organization, and financial management.

**14.957G Operations Research for Management I S1L3**

The application of mathematical and statistical techniques to the solving of management problems, with some emphasis on short term forecasting. The structuring of the decision problem, mathematical model construction, mathematical programming, probability and statistical decision theory, inventory and queueing theory. Simulation models and applications with particular reference to models of business organizations.

**Graduate Study****14.940G Accounting and Financial Management A****S1 L2T1***Prerequisites:* nil.

An integrated introduction to management information systems and essentials of accounting. Concepts of information, measurement and communication; the accounting process as an information system; accounting systems and records; financial reporting and interpretation.

**14.941G Accounting and Financial Management B****S2 L2T1***Prerequisite:* 14.940G.

Management information systems including internal reporting and control, concepts and decision analysis, budgetary control, and profit planning, standard costs, responsibility accounting and performance

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**School of Health Administration**

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**Undergraduate Study****16.031 Management I****S1 L4**

Introduction to organizational behaviour and the process of management. Emphasis on the contributions of classical management theory and the human relations/human resources approach. Students introduced to the study of the behaviour of individuals and groups; various management processes, eg leadership, planning, organizing, directing, controlling; organizational objectives; efficiency and effectiveness and the structuring of organizations. Using a variety of learning strategies, students are encouraged to develop analytical and diagnostic skills for identifying problems in organizations and to transfer key concepts to health care organizations in general and their own organization in particular.

The theoretical frameworks and concepts introduced form the foundation for Management II and III.

**16.032 Management II****S1 L4**

Develops the student's understanding of organizational behaviour and management utilizing the insights contributed by systems and contingency theorists and pluralists. Concepts and models from systems theory applied to health care organizations to provide a more dynamic view of organizations and their interaction with their environment. This approach integrated with the concepts and research presented in Management I to document and explain the emergence of contingency theory. Contingency theory explored in detail as it applies to both the design of organizations and choice of more specific managerial strategies, eg leadership, power and communication.

Finally students are introduced to the contributions of pluralist and this approach is compared and contrasted with other paradigms.

- 16.033 Management III** **S1 L4**
- Builds on the theoretical concepts and practice analysis developed in Management I and II. Analyses values, structures, management approaches and relationships within component organizations and programs of the Australian health services and related areas. Areas of study: comprehensive service provision, detailed analysis of individual organizations, departments or programs. Concepts of micro-structure and social analysis. Students are required to use these and other tools in the analysis of practical situations.
- 16.034 Management III (Honours)** **S1 L4**
- Extends the theoretical and practical studies in Management III. Students produce a literature review of a significant aspect of health and hospital services management analysing major conceptual issues and their development.
- 16.111 Health Care Systems** **S1 L4**
- Concepts and principles of health service systems. Organizational structures, health service legislation, finance and health insurance. Institutional, preventative, ambulatory care and community health services. Personnel. Formulation of health policies. Emphasis on the Australian health care system, with some comparisons drawn from other countries.
- 16.112 Health and Health Care** **S2 L4**
- Concepts, descriptions and measurement strategies in individual and community health; the body systems and related physical and psychiatric disorders; major contemporary health problems and their amelioration; diagnostic and treatment practices; terminology; preventive and therapeutic trends.
- 16.301 Political Science** **(External only)**
- The study of politics, with special reference to Australian political institutions and administrative practices. Topics include: concepts and theories of politics; Australian political institutions and the party system; the constitution and intergovernmental financial and legal relations; public administration with special reference to the Commonwealth and New South Wales public services.
- 16.302 Social Policy and Administration** **S1 or S2 L4**
- Introduction to scope and principles of social policy and administration; values and value analysis, models and theories of social policy, problems in policy formulation, implementation, administration and evaluation; contemporary Australian social policy especially health, health insurance, poverty, social security including comparative reference to England; systems of income guarantee, national compensation and national superannuation.
- 16.303 Research and Evaluation Methods** **S1 or S2 L4**
- The need for and special problems of health services research and evaluation; the nature of 'scientific' knowledge; identifying appropriate research areas; reviewing the literature; statements of objectives and
- formulation of hypotheses; research design including quasi-experimental and traditional epidemiological models; sample selection; questionnaire design; problems of measurement; means of acquiring data; analysis of data including coding and computer techniques; methods of presenting findings; reliability of research evidence; research in decision making and policy issues.
- 16.304 Management Skills\*** **S1 or S2 L4**
- Opportunity for students to learn some theory and then to practise the skills of communication, conflict management, problem-solving, and decision-making. Several lecturers are involved in teaching this subject.
- 16.306 Administration of Nursing Services** **S1 or S2 L4**
- Goals, structures, processes and controls of nursing service administration. Nursing theorists introduced as a means of assisting the administrator to clarify the goals of the nursing service department. Structural characteristics such as assignment patterns, patient classification and scheduling systems, the processes utilized by the nurse executive, eg committee leadership and decision-making. Quality assurance methods, eg the nursing audit, performance appraisal, and inservice education as control measures for improving the delivery of nursing care.
- 16.307 Special Topic in Health Administration** **S1 or S2 L4**
- An occasional elective dealing with some aspect of health administration, selected according to current demand and availability of local and visiting lecturers.
- 16.308 Epidemiology for Health Administrators** **S1 or S2 L4**
- The general purposes and content of epidemiological studies. Concepts and strategies of epidemiology. Sources, collection, collation and analysis of epidemiological data. The application of epidemiological methodology and information in the planning, operation and evaluation of health services.
- 16.309 Long Term Care Administration** **S1 or S2 L4**
- Introduction to the more important theories, concepts and practical tools which are applicable to the evaluation, administration and planning of long term care institutions (including chronic, mental and special hospitals and nursing homes) and non-residential agencies and programs. Long term illness and the ageing process from the viewpoint of medical sciences and gerontology, patient assessment and rehabilitation; psychiatric care, geriatric care; social factors and the design of better care environments, financial and economic aspects of long term care, quality measurement and control, administration of long term care facilities, planning and co-ordinating institutions and agencies.
- 16.313 Research and Evaluation Methods (Honours)** **S2 L4**
- An extension of topics in 16.303 stressing the choice of constructive research problems, critical evaluation of the applicable scientific literature and formulation of a research protocol as background to the formal presentation of a thesis in Year IV.

\*Available for internal students only.

**16.316 Current Issues in Nursing S1 or S2 L4**

Designed to assist the administrator in understanding some of the major issues confronting the nursing profession today: nursing manpower, industrial relations, nurse education, and the initiation and utilization of nursing research.

**16.400 Health Service Experience I****16.401 Health Service Experience II**

In order to relate theoretical instruction to practical experience, first and second year full-time students, under the supervision of a member of staff of the School, are attached to a number of health service agencies in the Sydney metropolitan area. Aims to allow students to familiarize themselves with a health agency setting to learn in a practical way the skills and responsibilities needed in the administration of health service agencies and the importance of interpersonal relationships. The attachment program is a compulsory part of the first and second year full-time BHA degree course, although students with general experience in health service agencies may be eligible for exemption with the approval of the Head of School.

**16.421 Health Planning I S2 L4**

Planning concepts, principles and approaches. Processes and procedures of planning. Sources of planning information. Health service planning at the national, regional and local levels. Facilities planning, building and evaluation.

**16.422 Health Planning 2A S1 or S2 L4**

Building design processes and procedures; health facility design and construction; location, layout, space allocation, traffic systems, supply and disposal systems, energy conservation. Construction and contract management, commissioning and equipping, maintenance and renovation; cost control and site supervision; briefing and evaluation techniques.

**16.423 Health Planning 2B S1 or S2 L4**

Environmental psychology and perception; anthropometrics, physiology of comfort and work performance; accident prevention, safety and security; building performance measurement, design in use surveys. Design for particular groups of users: aged, children, handicapped; design for clinical supportive service functions and activities eg inpatient care, surgery, consultation, catering, cleaning, etc.

**16.424 Health Planning 2C S1 or S2 L4**

Techniques and models for planning health services including elementary location theory; definition of catchment areas; measuring population characteristics and needs; formulae for allocation for resources. Prediction, forecasting and operations research techniques. Introduction to use of computers in health service planning.

**16.310 Personnel Management S1 or S2 L4**

Drawing on concepts, theory and research introduced in Management I, II and III, students critically examine the various strategies available to manage human resources in health care organizations. Emphasis on the development of the personnel function in health care organizations, the

role of personnel specialists and the form and functioning of the personnel department. Topics include: manpower planning, recruitment, selection and induction, training and development, career planning, performance appraisal, reward systems and organizational change. Brief reference to the interrelationships between the personnel management and industrial relations functions of organizations.

**16.520 Law IT S2 L4**

This is a compulsory terminating subject for eligible students who have previously studied law subjects at tertiary level in other courses (such as commerce degrees) which did not have a health services law component. Eligible students would enrol in 16.520 instead of enrolling in 16.521. 16.520 briefly revises elementary legal concepts of the kind covered more fully in 16.521, and then deals with selected health law topics of the kind listed in 16.522.

**16.521 Law I S2 L4**

General introduction to law in Australia with some health service applications, designed primarily for students who have not previously studied law subjects at tertiary level. Topics: how to study the discipline of law and commonly experienced student difficulties; theories about the nature of law and interrelationships between law and other social phenomena such as health systems; overview of the world's legal systems; Australia's legal origins and the role of English law in Australia; federalism and the constitutional framework; types of legal rules with emphasis on judge-made rules, the theory of precedent, and legislation.

**16.522 Law II S1 or S2 L4**

An elective subject for students who have passed 16.521 and wish to study further aspects of health services law. Legal areas of special vocational concern for health administration and health planning. Relationships between existing laws and law reform proposals. The precise subject matter may vary from year to year depending partly on students' preferences and career expectations. Health law topics introduced in 16.521 also studied in more depth.

**16.540 Health Information Systems S1 L4**

An introductory subject with a financial and quantitative emphasis, having special reference to the application of measurement techniques to health services data. Elementary statistics for health services management. Information systems relevant to hospital management. Introduction to concepts of accounting, costs and budgeting.

**16.541 Accounting for Health Administration I (External only)**

Introduction to accounting with particular reference to hospitals and health service institutions. Basic accounting concepts, including classification, measurement and communication of financial data. Doctrines and conventions of accounting, analysis and interpretation of accounting data. Governmental budgeting and accounting systems. Federal-State financial relations and their implications in relation to the financing process of Australian hospitals. Role of state treasuries, health departments and commissions.

**16.542 Accounting For Health Administration II (External only)**

The theory and practice of fund accounting. The recording of hospital transactions in the various funds and the preparation, analysis and interpretation of historical accounting reports. Introductory treatment of management accounting in hospitals and health services institutions. Internal control, budget and cost analysis in the hospital context.

**16.551 Health Economics I S2 L4**

An introduction to economic analysis as applied to the conditions and problems confronting Australia, with special reference to the economic aspects of health and medical care. Topics include: the elementary model of how resources are allocated by the price system in Australia, the macro model and economic policy problems of unemployment, inflation, growth and trade, distribution; the economics of the public sector; health and welfare economics; efficient production and distribution of health services, demand and the utilization of services; finance and efficiency, cost benefit analysis and selected policy issues.

**16.552 Health Economics II S1 or S2 L4**

Advanced topics in health economics, covering both macro and micro issues. Analysis of Australia health expenditure, hospital economics; health insurance.

**16.601 Behavioural Science I S1 L4**

Basic concepts of sociology. Introduction to Australian society. Stress on understanding the power relations which shape our political, economic and health sectors. Topics include: sociological theories and perspectives; social institutions such as family, education, work and mass media, and social processes such as sexism and discrimination.

**16.602 Behavioural Science II S1 or S2 L4**

One branch of behavioural science, namely the sociology of health. Social role of medicine in our society, the nature of patient-healer relationships, the hospital as a social system, the processes of becoming a patient, illness as a social role, aspects of social class and status as they affect relationships in the health care system, social consequences of medical diagnosis and labelling, medical politics, and the place in society and in the health system of such special groups as the physically and mentally handicapped, the aged. Social implications of modern medical technology.

**16.711 Quantitative Methods I S1 L4**

Sources of statistical data; errors and pitfalls in the use of statistics. Measures of central tendency, dispersion and skewness. Elementary treatment of probability. Introduction to statistical inference; estimation and hypothesis testing, elements of sampling and sample survey design. Correlation and regression. Index numbers. Time series analysis. Introduction to demography and vital statistics; measures of mortality, fertility and population replacement. Statistics of the Australian health care system including the measurement of morbidity and health service utilization, and statistics for quality assurance, planning and evaluation.

**16.712 Quantitative Methods II S1 or S2 L4**

Operations research methodology and techniques as applied to health services. Typical competition, queuing, inventory, allocation, search and scheduling problems encountered in health care administration. Solution of problems using techniques such as game theory, simulation, linear programming and PERT. Location theory including gravity models. Problems in implementation of operations research studies.

**16.890 Thesis F**

Honours students in their final year are required to prepare a thesis of approximately 15,000 words based on an approved research project. The thesis must be submitted before the final examinations in November.

**16.891 Advanced Studies in Health Administration A S1 L4**

and

**16.892 Advanced Studies in Health Administration B S2 L4**

Advanced seminars for honours students. The range of seminar or reading programs offered in a given year depends on student interests and staff availability. Topics include: current issues in health policy; advances in hospital management; regulation of health services. Students are notified in December of the preceding year of topic availability and must have their program approved by the Head of School prior to Session I.

## Graduate Study

**16.901G Health Services Statistics I S1 L2**

Statistical methods and theory: frequency distributions and their descriptions; an introduction to probability; principles of sampling; estimation and hypothesis testing; statistical decision theory; normal, Poisson and binomial distributions; linear regression; index numbers; time series analysis. Data drawn from the health planning field used to illustrate these methods.

**16.902G Health Services Statistics II S2 L2**

The application of statistical methods to health planning and administration problems and other problems of direct relevance to the health care field. Hospital and health statistics including hospital morbidity statistics; PAS/MAP and other hospital information systems.

**16.904G Australian Health Care System S1 L2**

The historical, demographic and epidemiological background to the provision of health care in Australia. The role of the Australian and State governments, regional organizations and other instrumentalities in the provision of health and hospital services. Health services as one sub-system of a personal services sector, linkages with other sub-systems, eg Education, Social Welfare. Financial and economic aspects of the provision of health care. Problems currently besetting the Australian health care system.

**16.905G Health Services Accounting S2 L2**

Basic theory and concept in relation to hospital and health services accounting. The interrelationships between statistics and accounting, the nature and use of cost data, budget preparation, co-ordination and integration of budgets, accounting for planning and control; cost finding procedures.

**16.930G Health Planning I S1 L2**

The major concepts of health planning, including policy environment; methods; implementation and evaluation of the planning process and of plans. Topics include: planning structures and organization for planning;

determination of goals and objectives; problem identification and analysis; collection, interpretation and assessment of evidence; influences of the spatial and social environment; formulation and evaluation of plans; the adoption and implementation of programs; including advocacy and public relations; program evaluation and the revision of plans.

### **16.931G Introduction to Organization Theory S1 L2**

Critical evaluation of existing organization patterns in the health care field. The major schools of management thought (eg classical, human relations, contingency theory) through an analysis of the work of representative writers. An analysis of leadership, change and conflicting organizations.

### **16.932G Introduction to Behavioural Science S1 L2**

Introduction to the behavioural sciences of psychology and sociology. Study of social institutions, cultures, processes of motivation, learning, development of attitudes. Introduction to gaming and simulation.

### **16.933G Health Services Law I S1 L2**

Reasons for studying law. Law in everyday life and in health services. Introduction to the major legal systems in the world and to interrelationships between law, justice, morality, ethics, religion, political ideology, social organization and economic structure. Types of legal institutions and sources of law including judge-made law and legislation. Comparison between legal and non-legal methods of preventing, investigating and resolving disputes. Obtaining legal advice or assistance. Introductory Australian constitutional law, contract law, tort law, criminal law and administrative law.

### **16.934G Health Services Law II S2 L2**

Legal areas of special vocational concern for health administration and health planning, including administrative law, contract law, criminal law, industrial law and tort law. The precise subject matter will vary from year to year depending partly on students' preferences and career expectations. Possible topics: negligence, consent, confidentiality and privacy, defamation, employer's liability, occupier's liability, insurance, worker's compensation, mental health, occupational health and safety, food drugs packaging and labelling, death issues (certificates, wills, euthanasia, etc), tissue transplantation, family planning, administrative regulation of health personnel and institutions, federalism, international health law, patient rights and responsibilities, meeting procedure.

### **16.935G Health Economics I S1 L2**

The problems and tools of micro-economic analysis as applied to resource allocation, evaluation and planning in health services. Covers: the basic concepts and methods of economic analysis, decision making, supply and demand, pricing and non-pricing methods of allocation, welfare analysis, economic planning of health services, and cost benefit analysis, economics of hospitals, health financing and insurance analysis.

### **16.936G Physical Planning and Design S2 L2**

Planning processes applied to physical and environmental design. Regional, urban and local planning issues. Building design and building project management. Cost planning, network analysis and commissioning. Briefing, design and evaluation methods. Ergonomics and environmental psychology. Applications to health and welfare facilities. Administrative, medical and nursing policy implications.

### **16.937G Health Services Research and Evaluation S1 L2**

Methods and techniques used in research and evaluative studies of the health services. Topics include: the design and administration of research projects; the preparation of research protocols; health survey methods, including data analysis and statistical computer programs; report preparation and presentation, the methodology of evaluation, structure, process and outcome measures of health system performance; integrated statistical systems for evaluative studies. Each student is expected to design a research project. The textbooks are supplemented by a selection of recent articles presenting the results of health services research studies.

### **16.938G Seminar in Health Policy S2 L2**

Contemporary health policy issues including the politics of health care. Seminar topics include: principles of policy formation and analysis; federal-state health responsibilities; the regionalized administration of health services; the role of pressure groups in the health field; ideological issues in health care finance and provision; control of the use of health services; the integration of health and welfare services; quality assurance, peer review and accreditation; the organization of personal health services — specialization, general practice and medical education. No text books prescribed. A reading list of recent journal articles on health policy is available at the beginning of the session.

### **16.939G Health Planning II S2 L2**

Factors determining the planning, provision and integration of community health care, environmental health services, provision for the aged, the physically handicapped and the mentally handicapped; occupational hygiene programs; preventive and screening services, health education. The planning of health centres and their relation to other community health services. The impact of regionalization on community based services. The evaluation of community health programs.

### **16.940G Medical Care Organization S2 L2**

Specific aspects of the organization of medical care. Topics include: the administration and review of clinical work, participation of medical staff in planning and development of facilities and services, the integration of the function of health care personnel in both the administration and delivery of services, and accreditation of hospitals and other health service institutions.

### **16.941G Epidemiology S2 L2**

Principles and methods of epidemiologic investigation of both infectious and non-infectious diseases including descriptive, analytic and experimental epidemiology. The distribution and dynamic behaviour of disease in the population; data collection; collation and analysis; consideration of screening surveys; longitudinal and case-control studies, etc. The uses of epidemiology in planning and evaluation.

### **16.942G Medical Sociology S2 L2**

The relationship between the health system and the social system. Impact of illness on the person, family, social group, industry and the community as a whole. The process of becoming a patient; cultural

attitudes to illness and death. Stigmatization of certain illnesses; practitioner-patient relationships; professionals in the health field. The rights and obligations of consumers of health care; social implications of medical progress.

### **16.943G Interpersonal Communication in Organizations S2 L2**

A theoretical and practical course which aims to increase students' understanding of, and capacity to deal with, communication problems in organizations. The course teaches students to improve their own communication skills by a series of communications exercises, role-plays, simulations and games. Students are able to chart their progress with a check-list developed for the course.

### **16.944G Health Economics II S2 L2**

Builds on the basic analysis of Health Economics I with greater emphasis on planning. Topics include: demand and utilization analysis and prediction, cost-benefit analysis and project evaluation, costs and models of health delivery units, optimum size and location, inflation control, regional planning models and rationalization, financing systems and incentives for efficiency, alternative economics and political economy of health services.

### **16.945G Workforce Planning S2 L2**

Systems approach to workforce planning in the health services. Task analysis as a workforce planning technique, career mobility; supply of health personnel, projection of supply, wastage rates; approaches to measurement of demand for health personnel and projection of demand; changing productivity in the health sector. Workforce planning at the institutional level; demographic and mathematical models. Analysis of recent studies of the Australian health workforce. Current issues in workforce planning such as licensure and regulation, maldistribution of health personnel, role of women in the health sector.

### **16.946G Health Information Systems S2 L2**

Introduction to computers, input/output mechanisms, processing systems. Issues of privacy and confidentiality, systems study and costs of computers. Use of computers in the health system. Positive patient identification, clinical decision-making systems, pathology and investigatory services systems. Administrative systems including payroll, personnel and maintenance systems. Computerization of medical records and use of computers in quality assurance programs. Total health and hospital information systems. Regional community health information systems.

### **16.947G Comparative Health Care Systems S2 L2**

A comparative study of personal, public and hospital health services in US, USSR, Britain and selected Asian, European and Third World countries. The course discusses the respective roles of government and private enterprise, health manpower, organizational structures, financing, regionalization and legislation. Particular attention to the relationship between social-political philosophy and the provision of health services. Methods of determining health needs, forces which inhibit achievement of goals, results of pertinent empirical studies in the international literature, aspects of evaluation including outcome measures and innovative approaches in health delivery.

### **16.948G Operations Research for Health Planning and Administration S2 L2**

Operations research methodology and techniques as applied to health services. Model building and systems approach. Typical operations research problems such as competition, queuing, inventory, allocation, search and scheduling problems as they appear in a health services environment. Techniques associated with these problems such as game theory, simulation, linear programming, PERT and CPM. Testing and sensitivity of solutions. Analysis of actual applications.

### **16.949G Organizational Analysis in Health Services S2 L2**

Intensive investigation of one or more organizations engaged in delivery of health care. Measurement of effectiveness and efficiency. Relevance of studies of business organizations in analysing health care organizations. Identification of organizational attributes and their measurement, data collection and analysis. Studies of satisfaction, centralization, co-ordination, complexity, flexibility, etc. Analysis of organization in terms of contextual, structural and process data, interpretation of organizational functioning and integrative patterns. Field experiment methods in organizational research. Organization development programs and implementing change in organizations.

### **16.950G Computing Techniques for Health Services Research S2 L2**

Introduction to programming, algorithm and data structure design; BASIC programming. Use of computing machinery, punches, readers and terminals. Operating systems, command languages. Statistical and other software packages available for analysis of data including SPSS, BMD, MPOS. Hospital morbidity data collection scheme, Australian Bureau of Statistics health interview survey and other computerized data bases. Application of packages to health service data and their use in the solution of health service problems.

### **16.951G Special Topic in Health Administration or Planning S1 or S2 L2**

An occasional elective dealing with some aspect of health administration or planning, selected according to current demand and availability of local and visiting lecturers.

### **16.952G Health and Health Care S2 L2**

Basic concepts of personal and community health and of normality; taxonomy and descriptive outline of physical and psychiatric disorders; morbidity and mortality, health status change; personal health care preventive and therapeutic trends.

### **16.953G Fieldwork in Health Service Organizations S1 or S2 L2**

Supervised placement in a health service organization. Emphasis on students acquiring knowledge of organization and departmental functioning, day-to-day problems faced by health service managers.

### **16.970G Health Services Management I S2 L2**

The environment of health services in Australia. Interfaces between health and other social services. Operation, structure and management of public sector health services. Organizational analysis of national, state

and regional health service agencies with attention to their functions, roles and interrelationships. Centralization and dispersion of power. Bureaucracy and professionalism in changing patterns of services.

### **16.971G Health Services Management II S1 L2**

Major classifications of hospitals and local health service agencies. Functions, objectives and influences of contextual variables. Inter-organizational relationships with other social and personal health services. Control and accountability. Authority, influence structures and co-ordination. Roles and values. Professions, professionalism and bureaucracy in interaction. Conceptions of effectiveness, efficiency and competence. Relevance of hierarchical and matrix organizations in articulating services. Uses and limitations of organizational analysis in achieving change.

### **16.973G Industrial Relations in the Health Services S2 L2**

Employer-employee relationships within the Australian health services, including trade unionism, wage determination and personnel management in the work place. The development of trade unions and related associations; their structure, objectives and operations. The health unions and associations. Health Commissions and hospitals as employer organizations. The legal framework of wage determination, arbitration and conciliation. The interpretation of selected legislation and awards.

Union management interaction, negotiation, grievance handling and collective bargaining. The nature and resolution of industrial conflict; worker participation, job enrichment, the impact of technological development in the health services.

### **16.992G Project S2**

28 hours.

### **16.993G Project S2**

42 hours.

### **16.994G Project F**

56 hours.

### **16.995G Research Project A S1 L2**

### **16.996G Research Project B S2 L3**

Students in the MHA degree course are required to undertake a research project in the second year of enrolment. Both subjects are assessed on a satisfactory/unsatisfactory basis. On completion of 16.995G, students will have selected a research topic, undertaken a literature review and, where relevant, designed and tested research instruments.

Students further develop their research project in 16.996G and are required to submit a project report at the end of session.

The above electives 16.992G to 16.996G permit students to obtain credit for approved research projects.

## **Department of Organizational Behaviour**

### **Graduate Study**

#### **30.935G Organization Behaviour A S1 L3**

The individual and social factors affecting behaviour in organizations. The broad interdependent social forces shaping contemporary Australian society, and, after society, the individual. The nature of human potential, personality dynamics and motivation. Social trends and discontinuities; changing values and ideologies; theories of personality and socialization; identity, self-esteem and the formation of personality; processes of learning and unlearning; perception and emotion; motivation; personality assessment; aptitude, creativity, job satisfaction and job effectiveness.

#### **30.936G Organization Behaviour B S2 L3**

*Prerequisite:* 30.935G.

Organizations as human systems. Systematic theories of organization, the nature and development of interpersonal processes and skills, psychological processes in communication and their application to communication in organizations; role behaviour in organizations, small group theory and its application to work groups; stress, conflict and change in organizations; employee, management, and organization development.

#### **30.941G Sociology of the Workforce S1 L3**

*Prerequisite (Commerce):* 30.935G or 15.525G or 15.575G. *Co-requisite (other Faculties):* 30.935G.

The changing nature and structure of employment and unemployment in advanced industrial and post-industrial societies. Students may specialize in particular areas of interest within this focus: eg. complex relationship between formal, informal, experiential and recurrent education; vocational counselling, the transitions between education, employment and unemployment; visible and hidden unemployment and underemployment, the impact on employment and occupations of changing technologies, organizations, economic and industrial structures, values, ideologies, industrial relations, power relations and transnational organizations; particularly in relation to disadvantaged groups such as immigrants, women, youth, aged and shift workers, and raised expectations for quality of working life, and industrial democracy.

#### **30.942G Corporate Futures and Social Change S1 L3**

*Prerequisite:* 30.935G.

Relationships between social and cultural change, human resource requirements of organizations and structural adaptation. Organizational units and managerial skills appropriate to changing circumstances and management of uncertainty. Anticipated corporate futures as basis for determining organizational needs. Role of techniques of forecasting and environmental monitoring and planning in selected Australian and overseas corporations. Theory and practice of adaptive design.

**30.951G Experiential Learning Groups S1 or S2 L3**

*Prerequisite:* 30.935G.

Methods of improving interpersonal competence, including the skills of self-understanding and the observation and analysis of interpersonal behaviour; development of skills in listening, communicating, leading, counselling and consulting; class sessions emphasizing experiential learning through feedback, role play, simulation and sensitivity training.

**30.955G Human Potentialities S2 L3**

*Prerequisite:* 30.935G

An introduction to identifying and developing human potentialities, combining systems theory and analytic psychology, with special emphasis on innovative capability. Research methods, theories of personal development; assessment of aptitude and personality; the impact of industrial culture on the realization of human potentialities; the creative person; the individuation process; interviewing and counselling; planning integrated approaches to personal development.

**30.958G Organizational Communications S2 L3**

*Prerequisite:* 30.935G.

The flow of information within the formal organization; systems theory; communication networks within organizations; methodology for studying communication patterns; the communication process and social roles; message exchange between individuals and between organizations. In addition to classwork, students participate in a communication analysis project within an organization.

**30.959G Special Topic In Organization Behaviour S1 or S2 L3**

*Prerequisites:* 30.935G and 30.936G.

Topic, supervisor and method of evaluation to be approved by the Head, Department of Organizational Behaviour.

**30.960G Technology and Organizations S2 L3**

*Prerequisite:* 30.935G or other approved subject.

The impact of technological change on organizations. The origins, nature, rate, industrial distribution and prevailing ideologies of technological innovation, adaptation and diffusion. Their impact on: **1.** major organizational variables such as organizational size and structure; centralization and decentralization of control and power; employment, underemployment and unemployment; and the design of work; **2.** the interests of key groups such as technical specialists (eg engineers), management, general employees, industrial tribunals, unions, and disadvantaged groups such as migrants and women; and **3.** factors affecting the quality of working life such as industrial accidents and occupational health, work satisfaction, formal and informal learning and recurrent education. A range of options in developing and applying future technology such as social and environmental impact studies, technological assessment, alternative technologies, wider disclosure of information on technological change, design of socio-technical systems and alternative ideological bases such as the no-growth society.

**30.965G New Directions in Organization Theory S1 L3**

*Prerequisites:* 30.935G and 30.936G.

Overview of important historical phases in the development of organization theory. Detailed review of major contributions to organization theory in recent years, emphasizing the international character of contributions and recent crosscultural studies in particular. Concentration on three or four emerging issues, in current literature, to be determined each year.

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## School of Sociology

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### Undergraduate Study

**53.001 Introduction to Sociology (Double Unit)**

An introduction to major issues in sociology. Two main themes: culture, society and institutions; and social inequality. Topics: social control, power, sexism, work and leisure, class distinctions. These are treated both factually and theoretically and are considered as they relate to the situation in Australia and in the developing countries.

Assessment: On the basis of performance in essays, written assignments, and tutorial classes.

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## School of Librarianship

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### Graduate Study

**Diploma in Information Management Subjects (Librarianship and Archives Administration strands)****Core subjects****55.131 Data, Records and Files S1 W1-10**

Signs, symbols and codes. Levels of information content. The nature of data and their translation into codes. Varieties of languages. Data



structures and the design of record formats and files. Design of data collection forms. File creation and conversion. File organization. Methods of records and file description.

### **55.132 Information Processing Technology** **S1 W1-8**

A review of the technologies used to make, duplicate, store, manipulate and transfer records. Computing devices, communication systems, microforms and audiovisual media: their evaluation, applications and interrelationships.

### **55.133 The Information Environment** **S1 W1-8**

Objectives, roles and functions of different categories of organizations concerned with the collection, storage and dissemination of information. Variety in funding, staffing, technical systems and organizational structures. Political aspects of information media and technology.

### **55.134 Description, Classification and Indexing** **S1 W1-7**

Description of media as physical objects. Role of classification in learning. The characteristics by which information can be classified. Great taxonomies. Concept of data base. Methods for description and indication of the contents of data files. Controlled and natural language indexing. Information retrieval theory. Performance and evaluation of indexing systems.

### **55.135 Conservation of Information Media** **S1 W11-14**

Identification of the agents causing loss, damage and deterioration to books, papers, films and tapes. Importance of materials standards. Preservation techniques. Diagnosis of damage and identification of cases susceptible to simple remedies. Considerations of storage and security.

### **55.136 Information Agencies as Organizations** **S2 W1-8**

Elements of organization theory. Theories of management and administration. The systems approach. People in organizations. Planning and control. Budgets and budgeting. The nature of information agencies as organizations. Criteria for evaluation of performance of information agencies.

### **55.137 Human Information Processing Behaviour** **S2 W1-8**

Elements of learning theory. Human responses to varying media and message categories. Behaviour of information users. Techniques of survey research. Relationship of media, information channels and user studies to design of information systems. Process of reference and referral. Design, implementation and evaluation of user studies.

### **55.138 Quantitative Methods in the Information Sciences** **S2 W9-14**

The application of relevant techniques of statistics, bibliometric analysis and operations research to problems of information management.

### **55.139 Information Retrieval Laboratory** **S1 W7-14; S2 W8-14**

The development of information retrieval skills by providing opportunity for students to create, merge and use their own machine-readable bibliographic files. They will describe bibliographic information, encode it in machine-readable form; create machine files; merge files to create a union catalogue; produce various output products; and utilize various on-line search techniques on their own and external files.

## **Diploma in Information Management — Librarianship subjects**

### **Strand A — Information Organization**

#### **55.241 Bibliography, Bibliographic Organization and Content Analysis** **S1**

Introduction to bibliography. The elements of description of bibliographic materials and indication of their content. Bibliographic standards. Application of codes and formats (especially MARC) in library cataloguing. Indexing and classification systems. Physical forms of catalogues and indexes. Regional, national and international co-operation in bibliographic organization.

#### **55.242 Development of Bibliographical Formats and Standards** **S2**

International standards for bibliographic control, eg ISBD and UNIMARC. National standards, eg LCMARC, AUSMARC, and variations from MARC II format. Concept of Universal Bibliographic Control (UBC). Work of IFLA and similar organizations in this field.

#### **55.243 Networks: Cataloguing** **S2**

Development of shared and co-operative cataloguing networks, local and overseas, eg OCLC, WLN, CLANN, TECHNLIB, ORACLE, CAVAL. Problems of standardized input formats, outputs (COM catalogues; on-line catalogues). Telecommunication support.

#### **55.244 Classification Theory** **S2**

Nature of classification as a tool for arrangement of library materials. Standard classification schemes, eg LCC; DDC; UDC. Development of faceted classification theory. Numerical taxonomy and cluster analysis.

#### **55.248 Indexing Languages and Processes** **S2**

Nature of indexing languages. Examples of indexing languages: subject authorities, thesauri, etc. Arguments for and against vocabulary control. General criteria for indexing effectiveness.

Theory, pros-and-cons, and 'state-of-the-art' of indexing methods, including computer-assisted and automatic indexing. Future prospects and research needs in these areas.

**55.247 Catalogue Use and User Studies S2**

Factors affecting reader use of library catalogues. History of surveys of catalogue user studies. Research needs in this area. Critical analysis of existing studies.

**Strand B — Information Sources: Collection & Use**

**55.343 Information Needs in Educational Environments S2**

Identification and use of information by teachers, students and administrators in schools, colleges and tertiary institutions. Attention paid to educators' professional development needs, as well as information requirements directly related to teaching programs.

**55.344 Information Needs in the Research Environment S2**

Identification and use of information by researchers in public and private sectors. The role of information systems and information managers in the provision of information services.

**55.345 Information Needs in the Community S2**

The identification of information needs of individual members of the population including need for material to support self-education and recreation. Stress on individuals' needs for information necessary for the conduct of personal and business affairs. The roles of libraries and other information agencies in meeting these needs.

**55.346 Information Needs in Industry, Business and Government S2**

Identification and use of information in industries, businesses and government organizations. The role of information systems and information managers in the provision of information services.

**55.347 Information Needs in the Health Sciences Environment S2**

Identification and use of information by health practitioners. The role of health sciences libraries and librarians in the provision of information.

**55.348 Literature of the Pure and Applied Sciences S2**

Generation, flow and documentation of information in the pure and applied sciences. The structure and characteristics of the literature, with special emphasis on the major information sources in the various subject fields available in print or machine form. The nature, subject content and the practitioners of science as well as the role of the science librarian.

**55.349 Literature of the Social Sciences: Psychology, Sociology, Anthropology and Education S2**

Generation, structure and use of the literature of psychology, sociology, anthropology and education. Control of and access to published and unpublished literature using both published and computerized bibliographical tools.

**55.350 Literature of the Social Sciences: Political Science, Economics, Law S2**

Generation use and structure of the literature of political science, economics and law. Control of and access to the literature using published and computerized bibliographical tools.

**55.351 Literature of the Arts and Humanities S2**

The structure of the literature, with special reference to major reference works in the field. Information and research needs of users at all levels. Important collections in libraries and other sources of publications and information.

**55.352 Literature of Law S2**

Generation and structure of legal information sources including statutes, case law and academic literature. Control of and access to legal information through statutes, law reports and conventional bibliographic tools both published and computerized.

**55.353 Government Publications S2**

Major categories of publications produced by Australian and overseas governments: parliamentary, executive and judicial. Particular attention to Australian government publications — federal and state. Bibliographical control and access to government publications. Publications of selected international organizations.

**55.354 Literature of the Health Sciences S2**

Generation, flow and documentation of information in the health sciences: professional and paraprofessional fields. The structure and characteristics of the literature with special emphasis on the major information sources available in print and machine form. Introduction to and manipulation of the major bioscience machine files: MEDLINE, BIOSIS, CATLINE and SERLINE.

**55.355 Young Adult Reading Materials S2**

The young adult reader. Works of fiction suitable for the young adult reader. Qualitative criteria for the selection of young adult reading materials. Other criteria for the selection of materials. The place of non-fiction materials. Strategies, methods and programs for promoting young adult reading.

**55.356 Children's Reading Materials S2**

The child reader. The development of reading materials for children. Criteria for the reviewing and selection of children's reading materials.

Picture story books; fiction for the child reader, including traditional literature, themes in fiction, controversial materials. Non-fiction and reference materials; audio-visual materials. Strategies, methods and programs for promoting children's reading.

### 55.357 Information Sources: Selection Collection and Use S1

Selection of information sources including development of policies, and criteria for evaluating the sources in different media and for different groups. Aids to selection. Principles of collection development and methods of evaluation.

The book trade — structure and organization. Production, distribution and supply of library materials. Acquisition of materials — methods and problems. Computer applications in acquisition

Generation and use of sources of information: monographs, serials, reports, patents, theses, translations, reference works, official publications, bibliographies, abstracting and indexing services. Generation and use of non-print information sources.

Use of information sources in the reference process. Communication channels. Interviewing. Searching techniques. Referral techniques. User education. Generation, flow and use of information in various disciplines, eg law, life sciences, history. Identification of information needs in these disciplines and for special interest groups, eg migrants, young people.

## Strand C — Provision of Library Services

### 55.441 Role of Libraries and Librarians S1 W1-6

The historical evolution of libraries. Sources of their cultural and legislative authority and responsibility. Their relationship to other information agencies. Library standards. The work of librarians and the profession of librarianship.

### 55.442 Library and Information Services Management S2 W1-7

Library systems analysis. Division of labour and administrative structures in libraries. Work study and job classification in libraries. Management styles and industrial relations in libraries. The financial management of libraries. The effects of modern information processing technology on libraries and library networks. The evaluation of library performance.

### 55.443 Library Promotion and Public Relations S2

Planning and design of publicity and public relations appropriate to libraries. Identification of goals and target audience. Steps in publicity implementation. Measurement of effectiveness of promotional activity. Development of contact with other information-oriented groups such as the media.

### 55.444 Participative Management and Staff Development S2

Impact of different management styles on library organization. Advantages and problems associated with participative management. Approaches; to organization development through staff development programs. Factors contributing to job satisfaction and collegial decision making. Specific staff development programs such as MRAP.

### 55.445 Marketing Information Products S2

The marketing concept. The special nature of information products and services. Information as an industrial good. Market research and market analysis. Market segmentation. Specifications of a marketing program. Market projections and forecasting. New product identification, screening and development. Market testing. Economics of publishing. Pricing strategies. Profit and non-profit sector analyses. Competitive analysis of products and services.

### 55.446 Management of Corporate Information S2

Collection, management, and dissemination of external and internal information needed by an organization. Types of data used for management. Characteristics of information systems developed in organizations. Relationship between formal and informal information systems within organizations of different size and scope. Application of computer technology to information systems.

**Note:** This subject may be furnished on a service basis by either Faculty of Commerce or AGSM, subject to negotiation.

### 55.447 Automated Processing Systems S2

History, analysis and comparison of library automated processing systems, including circulation, serials control, acquisitions, and cataloguing systems. In-house systems. Commercial systems. Interface and integration within total library system.

### 55.448 BASIC Programming for Information Management S2

Introduction to BASIC language on mainframe and microprocessor equipment. Application to text processing.

### 55.449 COBOL Programming for Information Management S2

Introduction to COBOL language on mainframe and microprocessor equipment. Application to text processing.

### 55.450 Networks: Design and Administration S2

Development of activity-centred and equipment-centred library networks. Network management structures at local, state, national and international levels. Resolution of conflicting characteristics of types of libraries. Network governance and organization.

## Special Project

### 55.501 Special Project

S2

*Equivalent to 28 contact hours.*

For the Special Project, students are required to submit a critical state-of-the-art review or essay of approximately 7,000 words, or an equivalent project report on a research topic of their own choice, approved after consultation with School staff. They are required to obtain approval at the first interview with a member of the staff for the choice of a recommended topic or for a topic of their own choice. The School will make available, on request, a list of recommended projects or study areas deemed suitable to the requirements of this subject.

## Diploma in Information Management — Archives Administration subjects

### Non-Core

### 55.641 Archives Theory and History

S1

The nature of records and archives: traditional and modern concepts and terminology. The evolution of archive keeping, archive science and the archive profession. The role of archives in public and corporate administration. Archival theories and concepts: their evolution and implications for the management of archives. Archive and record societies: roles and activities. Publication of archives. Archival ethics. Statutory regulation of archive services. State and national archive services. Historical development, functions and organization. Specialized archive services. National and international archive programs.

### 55.642 Management of Archives

S1 W1-10, 11-14; S2 W6-14

Appraisal of records for archival value. Acquisition, accessioning and deposit of archives. Arrangement and description of archives. Finding media. Archival reference service. Access policy. Management of archival institutions and specialized archive services. Micrographic, computer and other applications of technology to archives management. Identification of factors, such as developments in technology and new trends in legislation, with implications for archival practice and principles.

### 55.643 Administrative History

S1

Administrative history as a key to the arrangement, comprehension and use of archives. Administrative change and context control using administrative analysis techniques. The analysis of recordkeeping systems and practices in Australia and other countries having historical and constitutional connections with the United Kingdom, including the development and role of correspondence registration systems and record registries. The nature, evolution, and interpretation of particular administrative, legal, commercial, and financial records, forms and instruments. Bibliographic and other sources for the exposition of the administrative machinery underlying archives within Australia and other countries having British historical antecedents.

### 55.644 Records Management

S2 W1-7

Principles and historical development of records management. Office procedure and technology. Record system survey techniques. Classification and indexing in current record systems. Disposal of records. Record system design and control. Micrographic, computer and other applications of technology to records management. Relationship of records management to the management of archives.

### 55.645 Conservation of Archive Materials

S2 W1-4

Principles and ethics of conservation. Methods and equipment of conservation work. Storage environments for archives. Diagnosis and remedial treatment of conservation problems. Conservation of non-paper archives. Conservation administration. Conservation policies and programs.

### 55.646 Archives Field Work

F

Candidates are assigned, in groups of two or more, to a program of supervised field work. Such projects take place within an archival agency or an organization approved by the School. The projects consist of a records system survey, the arrangement and description of a suitable group of archives, the conservation treatment of a suitable group of archives, or such other project as may be approved by the School.

### 55.647 Special Project

F

Each candidate enrolled in the Diploma in Information Management — Archives Administration, is required to submit one of the following projects: **1.** compile either manually or on data base, a finding aid to an approved archive or manuscript group, or a component thereof, **2.** undertake a records survey of the records and archives of an approved institution or organization; **3.** such other individual project as may be approved by the School.

## Master of Archives Administration subjects

### 55.806G Issues in Archives Theory and Practice

S2

Contemporary issues in archives theory and practice, including the implications of developments in information processing technology for traditional methods of archive-keeping; the implications for traditional archive concepts and principles of administrative change in organizations; the documentation of administrative change for the control of archives; the nature and form of archival finding media; archival services and information networks.

### 55.808G Research Methods in Archives

S1

The nature of research, and the potential applications of research techniques in archives administration, including analysis of research methodologies used in information studies, and in the historical and social sciences with a substantial archive-oriented research basis; preparation of research proposals and the evaluation of research projects and their results.

## Master of Librarianship subjects

### 55.805G Issues in Librarianship

S2

Contemporary issues in librarianship, including the provision of libraries and information by governments and by private enterprise; automation, information science and libraries; cataloguing, classification and bibliographical control, problems of publication growth and library size; libraries in the social environment.

### 55.807G Research Methods in Librarianship

S1

The nature, necessity and techniques of research in librarianship and contributions of information science; functions and techniques of statistical analysis; preparation of research proposals; state of the art of research in librarianship and the evaluation of research projects.

### 55.811G Library and Information Services Management I

S1

Libraries in the political process. The nature of the library as a bureaucracy. The library as a system. The management of library finance. Work study and position classification in libraries.

### 55.812G Library and Information Services Management II

S2

Siting and planning of libraries. The management of library staff. Administrative structures in libraries. The formation and management of library networks. National and international planning of library and information services.

### 55.815G Economics of Information Systems

S1

Use of surveys, user studies and market research to determine demand. Costing, financial planning, control and forecasting. Cost-benefit analysis. Economics of networks. Economic implications of new technologies.

### 55.816G Information Processing Technology

S2

The application of computer, photographic, micrographic and telecommunication technology to the solution of information problems. Translation of needs into equipment specifications. Advances in information processing technology.

### 55.817G Information Storage and Retrieval Systems

F

Role of thesauri and other indexing language structures. Automated thesaurus design and maintenance. Automatic indexing and classification systems. Concept coordination, use of Boolean operators and search strategy design. Systems analysis, design and costing. Design of user and interactive cueing tutorials. Choice criteria for on-line and batch systems. Testing, analysis and evaluation of systems. Advanced technologies for information storage and retrieval.

### 55.818G Issues in Information Science

F

Contemporary issues in information science; including the role of the information scientist as researcher and as data administrator. Tech-

nology transfer in and through information science. Task group projects designed to allow opportunities for work on information science problems.

### 55.819G Introduction to Telecommunications

S1

The transfer of data to and from computers and the use of such transfers in an environment where principal interest is in the processing of bibliographic information. Some discussion of data transfer not associated with computers. Topics may include: analysis of types of computer dialogue and their associated telecommunications requirements, features of computer operation in on-line systems, introduction to data communication, transmission mode and line configurations, line control procedures, termination equipment, errors and their control, common carrier facilities, planning for an on-line system, cost considerations.

### 55.820G Diffusion and Dissemination of Information

S1

Review of studies of information needs and of the behaviour of scientists, engineers and other professional and social groups as users of information. Technology transfer and the diffusion of innovations and implications for the design of information systems.

### 55.821G Man-machine Communications

F

Includes some discussion of cognition theory and the basic psychological, physiological and technological considerations underlying the requesting, assimilation and presentation of information. The influence of these factors on dialogue with report generating, retrieval and interactive educational systems.

### 55.822G Operations Research

S2

The formulation and application of mathematical and statistical models for the solution of managerial and industrial problems, including mathematical programming, probability and statistical decision theory, simulation, network analysis, inventory and queueing models. Attention to examples arising in library systems practice.

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## School of Education

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### Graduate Study

### Education Graduate Diploma Course

#### 58.010 Theory of Education

S1 L6, S2 T4

Three core sections and an optional section. The core sections consist of studies of the philosophy of education, educational psychology and the sociology of education. In the last section, known as *Selected*

*Studies in Education*, each student studies two topics selected from a number offered. The topics depend on student interest, current issues in educational thought and the interests and expertise of available staff.

Details of the sections of the subject follow

**Educational Psychology:** A general overview of significant aspects of human behaviour in educational settings. Topics: classroom discipline and behaviour modification; individual differences; cognitive growth and intelligence; socialization through the school; the psychology of adolescence; memory, learning theories; behaviour modification, efficient instruction and learning disabilities.

**Philosophy of Education:** Session 1: philosophical questions concerning teaching and learning with particular reference to the various subjects taught in schools. Issues concerning the relationships between school subjects, the connection between knowledge and the development of mind, the value of school subjects in relation to other activities which could compose education and the social and ethical context of education. These issues are followed up in much more detail in *Selected Studies* in Session 2.

Focus in Session 1 is upon logical and epistemological questions which are internal to the various teaching subjects. Students are asked to select their Philosophy of Education group from one of the following:

Philosophical Problems in Mathematics and Education or  
Philosophical Problems in Language and Education or  
Philosophical Problems in Literary Appreciation and Education or  
Philosophical Problems in History and Education or  
Philosophical Problems in Science and Education or  
Philosophical Problems in Social Science and Education or  
Philosophical Problems in Curriculum and Education

**Sociology of Education:** The role of education in Australian society with attention to Australian education systems, inequality and the role of the Department of Education and implications of sociology for educational aims. Adolescent groups, including deviants and cultural deprivation. Social structures in the secondary school and the school in the local community. A study of teacher groups, including role and professionalism.

**Selected Studies in Education:** Session 2: each student selects two education theory options from among a number available. While some deal with the separate disciplines of psychology, sociology and philosophy, others may draw material from more than one. In any particular year, the options offered depend on staff available and, to some extent, on student demand. Topics include: Computer Assisted Instruction, The Talented Child, Learning Disabilities, Social Trends and Problems, Sociology of the School and Classroom, Methodology for Criticism, Ethical Theory and Moral Education, Science and Religion in Education

## 58.011 Curriculum and Instruction

F L6\*

Consists of a core section known as *Applied Studies in Teaching Practice* and a section in which Special Methods of teaching are studied.

**Applied Studies in Teaching Practice:** Four main topics, communication and microteaching, language in learning, specific classroom problems and measurement and evaluation.

**1. Communication and Microteaching:** the practical skills of interaction and teaching in small and large groups. Aims to help students to use the voice effectively — to consider its pitch, volume, pace and tone — and at the same time to consider non-verbal aspects of communication such as eye-contact, gesture and stance. Students have practice, in workshops, in such things as leading a small-group discussion, speaking to a large group, story-telling and reading, questioning and responding to replies. Peer-group micro-teaching is undertaken, also, in an attempt to develop and improve teaching skills.

**2. Language in learning:** aims to make student-teachers aware of (1) the linguistic processes by which their pupils acquire information and understanding, and the implications for the teacher's own use of language, (2) the reading demands of their own subjects and the ways in which pupils can be helped to meet them.

This segment includes: the nature of language, language acquisition and development, language on social contact, language functions, usage, grammar and education and the role of language in learning.

**Specific Classroom Problems:** Topics include: remedial problems and their causes, psychosocial, cognitive and genetic environment, negative reinforcement; diagnostic teaching; diagnosis of learning failures, development in various areas; the use of special procedures in teaching mixed ability classes; the teacher's relationship with 'difficult' children; teacher self-expectations, self-evaluation stress and ambivalences. Resources available to assist the teacher.

Methods of approaching classrooms in which there are children of a variety of ethnic and/or national backgrounds, including Aborigines, immigrants and those whose grasp of the English language is weak.

**4. Measurement and Evaluation:** familiarizes students with procedures used for the systematic measurement and evaluation of school performance.

The content includes: preparing instructional objectives; relating evaluation procedures and instructional objectives; validity, reliability and other desired characteristics of evaluation instruments; constructing and administering classroom tests; using standardized tests; marking and reporting

## Special Methods

### Commerce/Economics Method

Examines Commerce curriculum and methodology as taught to Forms 2 to 4, and Economics as studied in Forms 5 and 6. The New Commerce Syllabus follows the Special Development of Concepts Approach and concentrates on topics that are relevant and meaningful. It also lays a conceptual foundation for the study of Economics in the senior school.

*Note:* A knowledge of bookkeeping is necessary to the study of Commerce Method and tutorials are arranged for those with no previous bookkeeping experience.

### English — Single Method

### English — Double Method

The seminar part of this subject has three constituents. The *curriculum studies* strand deals with the objectives of English teaching as well as the content, range and suitability of work for each form and level. The

\*Varies according to particular Special Methods. See p 35 earlier in this handbook

*method studies* strand examines how these objectives can be implemented in the classroom, with special emphasis on imaginative methods of approach. The *professional skills* strand is a workshop program aimed at developing techniques for exploring and implementing new approaches to English.

It is possible for graduates who have at least two years of English or at least two years of drama accompanied by one year of English in the undergraduate course, to elect to study double English Method. In addition to the single Method course, such students will intensively study specific areas of the English curriculum and participate in practical investigations related to the teaching of English.

## French Method

## German Method

## Spanish Method

These subjects have several aspects. Method discusses audio-visual language teaching including some attention to the history and development of these methods and of linguistics. Practical sessions complement this theory; teaching techniques are considered, material from the audio-visual course utilized and practice teaching problems discussed.

## Geography Method

Lecture-discussions are aimed at interpreting the syllabuses through a variety of approaches, understanding the structuring of individual lessons as part of work units, and examining methods of presentation of material in relation to pupil motivation, classroom management and varying class ability levels.

This is followed by an in-depth treatment of some aspects of Geography teaching through workshops structured around a range of audio-visual materials. Experience is gained in the production of fieldwork units, printed materials, wall charts, black and white and colour 35 mm slides, overhead transparency materials, sound cassettes and multi-media kits.

## History Method

This seminar/workshop covers the nature and value of history, a study of the NSW junior and senior history syllabuses, varieties of lesson activities and teaching techniques, and methods of evaluation. The development of student-centred, enquiry-based learning which encourages the development of skills through creative and imaginative activities is stressed. The program is closely related to practice teaching experiences. Practice is given in the planning of lessons and units of work, and the opportunity is available to prepare resources for use in teaching.

## Library Method

Prepares teachers for the role of School Librarian whose special competence is professional knowledge about the materials of instruction. The newly developing school library is an Educational Resources Centre and includes a wide variety of learning resources which are integrated with school curricula.

Lecture/discussions include: aspects of Educational Media, Library Administration, Children's Literature, Cataloguing and Classification, Selection and Evaluation of Materials and Integration with School Program.

## Mathematics — Single Method

## Mathematics — Double Method

Six main aims: to examine the objectives of teaching mathematics at the secondary level, to consider elementary notions concerning a mathematics curriculum and its construction, to compare the New South Wales secondary mathematics syllabuses with those of other systems, to discuss strategies and methods of teaching mathematics with special reference to the School and Higher School Certificates, to prepare mathematics aids for classroom use and to consider evaluation in all its aspects.

It is possible for graduates whose major subject is science to take Mathematics Method as a single teaching subject in conjunction with Science Method. The program for this subject is devised on an individual basis by consultation.

## Slow Learner Method

*Prerequisite: A major in psychology is required. In special cases the Head of School may exempt a student from this requirement.*

Children designated 'slow learners' may be placed in segregated classes, usually referred to as General Activity Classes, or they may be integrated into ordinary level or modified level classes. An integrated approach to the teaching of language and communication, social sciences and mathematics is adopted, with particular emphasis upon remedial reading. The psychology of the slow learner is treated, with a balance between the theoretical issues and practical classroom techniques involved. With the co-operation of schools, observation and involvement in regular practical class experience is undertaken early in the course.

## Social Science Method

*Prerequisites: 1. 3-year major in History or Geography or Economics (that subject being the major method) plus 2. at least 2 years of university study in one or more of the following: History, Geography, Asian Studies, Economics, Economic History, Government, Political Science, Anthropology, Sociology (the units of a major sequence are not accepted if already used as the basis for selection of the major teaching method). Other social science subjects may be considered appropriate.*

*Social Science/Asian Social Studies or  
Social Science/Ancient History*

Opportunity exists for a limited number of students (provided they have the necessary prerequisites) to do one of the above method combinations. All three courses emphasize the development of effective methods of building knowledge, inquiry skills, attitudes and values about societies — ancient and modern, eastern and western. A feature of each course is the opportunity to prepare and test resource material.

## Science — Single Method

## Science — Double Method

These subjects are designed to build confidence in the use of a wide variety of teaching techniques and procedures. A range of resource materials developed in recent curriculum projects in secondary science

both in Australia and overseas are introduced. An attempt is made to investigate the practical implications for science teaching of topics dealt within 58.010 and 58.011 (core): eg contributions of the learning theorists, curriculum theories, student evaluation and class control.

Owing to the increasing emphasis on integrated science courses in NSW high schools, an attempt is made to offer a diverse range of electives covering aspects of the teaching of the traditional disciplines, physics, chemistry, biology and geology, as well as electives on various themes common to all science teaching, such as quantitative thinking, the philosophy of science, evaluation of science learning and social aspects of Science.

Some sections of the subject are compulsory, eg those designed to introduce the features basic to all science teaching, and certain sections for those students with no tertiary study in the scientific discipline concerned. Students may choose a major component of study from the range of electives offered. A certain minimum number of electives must be completed during each session by students taking Science as a Double Teaching Subject. A smaller number of electives must be completed over the whole year by students taking Science as a Single Teaching Subject. However, all students are encouraged to complete as many electives as time and interest allow.

### **Industrial Arts Method**

The application of principles dealt with in philosophy, psychology and theory of education to the teaching of the Industrial Arts.

An introduction to commonly used Industrial Arts institutional procedures such as the demonstration, the application of audio-visual aids and effective management of Industrial Arts workshops and laboratories. Curriculum developments, using an historical approach leading to a consideration of the philosophy, aims and objectives of current Industrial Arts programs. Other aspects: the planning of facilities, sequencing of course content and programming, and the evaluation of courses and students.

### **Drama Method**

The practical use of drama as an educational medium in the classroom. Aims to prepare teachers as drama specialists in the schools with basic skills in the development of drama programs and give leadership in extending drama as a method across subject areas. Aspects include: structure and control in drama activity; language games; individual and group movement; mime, improvisation and development of scripted drama; role play, simulation games; basic theatre arts; methods of exploring dramatic texts.

### **Teaching English as a Second Language**

Aims to prepare teachers of children whose native language is not English. Topics include: the teaching of language; linguistic problems; grammar and vocabulary; evaluation of available tests; the use of audio-visual aids; bilingual education; relationship between school and parents; 'withdrawal' system compared with systems of integration and team teaching; evaluation and assessment of pupils.

### **58.012 Teaching Practice**

Session 1: 15 days of supervised teaching practice in schools. A second period of 25 days follows later in the year.

## **Master of Education Degree Course**

### **Educational Research subjects**

#### **58.219G Experimental Design and Analysis I**

**S1 or S2 L2**

Methods and principles of research in education. Description of a sample distribution of observations. Standard scores. The normal distribution. Correlation. Comparison of means from two samples. Simple regression analysis. 'Chi-squared' test of independence. Error rates.

#### **58.220G Experimental Design and Analysis II**

**S1 or S2 L2**

*Prerequisite: 58.219G or equivalent.*

Comparison of means from more than two samples. Post hoc comparison procedures. Factorial designs. Repeated measures designs. Statistical control of variables through analysis of covariance. Computer experience.

#### **58.223G Research Design A**

**S1 or S2 L2**

An overview of research procedures for the purpose of understanding the research process with emphasis on quantitative research. Topics include: the relationship between theory and research, the problem of values in research, hypotheses, selection and concept formation, the problem of choice, quantitative or qualitative research, sampling, questionnaire construction, interviewing with questionnaires, exploratory research, problems of measurement, content analysis. Designed specifically for students who wish to understand research problems as well as evaluate research studies in Education.

#### **58.224G Research Design B**

**S1 or S2 L2**

Emphasis on an understanding of qualitative research procedures. Topics include: problems of participant observation, examination of some participant observation studies, the problem of humanistic research, interviewing and data collection in participant observation, language and meaning, ethnomethodology, case study method, the social experiment, choice of type of method to suit the problem.

#### **58.225G Multivariate Analysis in Educational Research A**

**S1 or S2 L2**

Discussion of research designs in which many variables are involved. Multiple correlation and multiple regression analysis. Linear discriminant analysis. Canonical correlation and canonical correlation analysis. Includes a brief review of matrix algebra as an introduction to the statistical methods. Practical experience with computers is provided and outputs from a number of computer program packages are discussed and compared.



**58.226G Multivariate Analysis in Educational Research B** **S1 or S2 L2**

Two topics: factor analysis and multivariate analysis of variance. First topic: common factor analysis, component analysis and image analysis. Second topic: the use of the full-rank model as a method of analysing data in non-orthogonal univariate designs as a prelude to the use of the full-rank multivariate model. Computer experience provided and outputs from a number of packages discussed and compared.

**55.228G Experimental Design and Analysis III** **S1 or S2 L2**

*Prerequisite: 58.220G or equivalent.*

Orthogonal contrasts and polynomial trend analysis. Factorial experiments in which some of the effects are confounded. Latin squares and related designs. Two-way analysis of variance with measures repeated over one or both factors. Analysis of the results of a series of experiments. Path analysis and other related topics.

**55.229G Non-Parametric Design and Analysis** **S1 or S2 L2**

*Prerequisite: 58.219G or equivalent.*

An introduction to non-parametric design and analysis in educational research. Aims for basic understanding of non-parametric analysis as a primary research tool, rather than simply as a second-best adjunct to parametric procedures. Topics include: order statistics, tests based on runs, tests of goodness of fit, rank-order statistics, tests based on randomization methods, the sign test and signed-rank test, linear rank statistics applied to the general two-sample problem, location and scale problems, tests of the equality of  $k$  independent samples, measures of association for bivariate samples, and measures of association in multiple classifications.

Laboratory experience with computers an integral part of the subject.

**58.230G Evaluation of Educational Programs** **S1 or S2 L2**

Prepares students for the evaluation of training programs in educational institutions and systems and in governmental and other agencies. Focus on: the study of contemporary theories and models of evaluation and their interrelations, the synthesis of these theories and models into a comprehensive whole, the methods and tools of evaluation and application, examination of the evaluation process in terms of its functions, states, composition and application, and relationships among evaluation, research and development.

**58.231G Measurement in Education** **S1 or S2 L2**

*Prerequisite: 58.219G or equivalent.*

Following a review of the principles of test construction, topics include: validity and reliability, the construction of true and error scores, the classical test theory model and other weak true-score models, criterion-referenced testing, theory and methods of scaling, the multi-trait multi-method matrix method for validation, the Rasch model and problems related to response-set.

Laboratory experience with computers an integral part of the subject.

**58.232G Philosophical Problems in Educational Research** **S1 or S2 L2**

What is research in education? Definition and assessment. Theory evaluation. Taxonomy and 'the facts'. Problems in educational research concerning such topics as intelligence, concepts, social class, cultural deprivation, prejudice, motivation, socialization, creativity, the curriculum.

**58.233G Philosophical Considerations of the Methodology of Social Inquiry in Educational Research** **S1 or S2 L2**

An examination of the methodology of social inquiry with special reference to education. The relevance of scientific research methods to social inquiry. Topics include: explanation and understanding in natural and social sciences, the critique of positivism, a critical evaluation of phenomenological methods of enquiry, objectivity and neutrality, the nature and development of theories, the theory dependence of observation, theories and concepts, causation and understanding in the social sciences, research in sociology and educational research.

**58.234G Philosophical Considerations of the Methodology of Psychological Inquiry in Educational Research** **S1 or S2 L2**

The methodology of psychology, especially as the latter is applied to education. Topics include: scientific method and the study of man, theory creation, evaluation and development, criticisms of operationalism, falsificationism and anarchism, the place of moral and aesthetic judgement, scientific explanation and the explanation of action, the interpretation of experiments, the politics of educational research.

*Philosophy of Education subjects*

**58.256G Moral Education I** **S1 or S2 L2**

Concept of morality; values and moral values; relationship between educating and valuing. Concepts of heteronomy and autonomy. Kant and links with empirical research of Kohlberg. Dewey's proposals for moral education. Moral education and the forming of dispositions. Claims to moral knowledge. Moral education and rationality; the problem of transcendental justifications; the problem of form and content in rational moral education. Indoctrination; relationship between intention, method and content.

**58.257G Moral Education II****S1 or S2 L2***Prerequisite:* 58.256G.

The question of autonomy in relation to rational moral education: Kant, Peters, Feinberg, Baier etc on autonomy. The concept of neutrality; relevance to moral education. Rights: moral, legal, 'natural' and 'human' rights. Problems of equality and justice in social and educational philosophy. Social contract approaches. Utilitarianism and rule-utilitarianism. Respect for persons: freedom and free schools; problems of justification of freedom.

**58.258G Philosophy of the Curriculum I S1 or S2 L2**

Philosophical considerations relevant to an analysis of such issues as integration of the curriculum, specialized versus liberal education, the 'hidden' curriculum, compulsory curricula, vocational education, the education of the emotions, etc. Analysis of such concepts as rationality, autonomy, equality, freedom, intelligence, creativity, knowledge, self-realization, wants, needs, interests etc, with a view to establishing their significance in curriculum construction.

**58.259G Philosophy of the Curriculum II S1 or S2 L2***Prerequisite:* 58.258G.

Epistemological, logical, psychological and sociological considerations in curriculum construction: issues in traditional epistemology and logic are related to psychological questions concerning, eg mental abilities, behavioural objectives and the concept of mind and to sociological questions concerning knowledge and control and the social context of knowledge. The relevance of such work to current curriculum issues such as the relationship between means and ends in curriculum construction and the nature of the 'hidden curriculum'.

**58.264G Philosophy of Science and Education****S1 or S2 L2**

An advanced and detailed examination of recent debate in philosophy of science, featuring the work of Popper, Lakatos, Kuhn, Feyerabend, Althusser etc. Epistemological issues stressed, how the debate affects the philosophical problem of knowledge and its development. Foundation for examining curricula and classroom practices. Ramifications for philosophical, sociological and psychological studies of education presented.

**58.265G Philosophy of Literary Education I****S1 or S2 L2**

Philosophical and psychological considerations in analysis of the aims and nature of literary education, eg the relevance of literary critical concepts and procedures to the teaching of English in schools; moral concerns in literature and their significance for teachers and children (including the question of censorship and the issue of 'suitable' books for children); the role of 'feeling' and emotion in literary response; the nature of 'empathy' in the context of fiction; creativity; intention; imagination, etc.

**58.266G Philosophy of Literary Education II****S1 or S2 L2***Prerequisite:* 58.265G.

The relationship between education and knowledge. Literature as a form of knowledge. Literary criticism as a form of knowledge. Cognitive and affective objectives in literary education.

**58.267G Philosophy of History Education I****S1 or S2 L2**

Competing theories of the nature of history. Understanding and explaining in history teaching. Facts and objectivity in history. Value judgements in history and history teaching. The point of studying history.

**58.268G Philosophy of History Education II****S1 or S2 L2***Prerequisite:* 58.267G.

Epistemological considerations in history; eg knowledge of past events, concepts of time. Theories of cause and effect in history. Covering law theories in historical explanation. Empathy in historical understanding and history teaching. Comparisons of the roles of the historian and the teacher of history.

**58.269G Philosophy of Mathematics Education I****S1 or S2 L2**

Philosophical considerations of aims, curricula and methods of mathematics teaching, set in the context of the nature of mathematics itself. The 'new' maths, old mathematics and alternatives. The nature of understanding, seeing the point and the development of concepts. Freedom, authoritarianism and the authority of the subject. Change and certainty in mathematics. New possibilities of integrating mathematics with other disciplines. Proofs, refutations and methods of teaching. Mathematics as intellectual discipline and as tool for survival.

**58.270G Philosophy of Mathematics Education II****S1 or S2 L2***Prerequisite:* 58.269G or equivalent.

The foundations of mathematics, theories about learning mathematics, and the construction of curricula. Mathematics as a form of knowledge, as science and as art. The relation between education and knowledge. How much mathematics, what sort, and when.

**58.272G The Philosophy of Language Education II****S1 or S2 L2***Prerequisite:* Either 58.292G or 58.293G or equivalent.

A more advanced subject on language, rationality and objectivity. Issues include: the nature of meaning, radical translation, the holistic view of mind, conceptual analysis and the exposure of ideology, language and social control. The foundation for examining curricula and classroom practices. Additionally, ramifications for philosophical, sociological and psychological studies of education.

**58.273G Philosophy of Social Science  
Education I**

**S1 or S2 L2**

The philosophical foundations of social science and classical debates in this field. Concepts include: law, causality, action, explanation, understanding, theory, observation, etc. Methodological considerations as they bear on the practice of the social sciences: empiricism, rationalism, positivism, behaviourism etc. Ideology in social science leading to curricula development and classroom practices in social sciences.

**58.274G Philosophy of Social Science  
Education II**

**S1 or S2 L2**

*Prerequisite:* 58.273G

An extension of the Session I subject. Its foci depend on student interest and developments in the early course. Possible topics include: a detailed investigation of particular social sciences, such as history, economics, anthropology, geography, etc. with a view to better understanding their theoretical and ideological dimensions; a study of the problems associated with an integrated social science; detailed investigation of values in social science and their justification and implementation; and the bearing of the above subjects on social science teaching and curricula development.

**58.275G John Dewey and Progressive  
Education**

**S1 or S2 L2**

The educational assumptions, principles and theories of John Dewey, and of the progressive education movement he helped to found. A philosophical approach in critical examination of these assumptions, principles and theories. Attempts to apply Progressive principles in schools in England, the United States and Australia both to determine their success from a Progressive point of view and from other viewpoints.

**58.276G Deschooling and Free Schooling**

**S1 or S2 L2**

Current fundamental re-thinking of educational methods and objectives about several different kinds of approach to education and with innovative educational thinkers such as Paulo Freire, Ivan Illich, Paul Goodman, A. S. Neill and others.

**58.277G The Nature of Intelligence**

**S1 or S2 L2**

Theories about intelligence and their relation to educational practice. Alternative concepts of intelligence and philosophical problems of definition, testing and the evaluation of tests. Intelligence and other mental attributes, eg creativity, flair, intellect, imagination, insight. Intelligence and the ethics of educational selection. A philosophical critique of psychological and sociological contributions.

**58.278G Social Philosophy and  
Education I**

**S1 or S2 L2**

An examination of issues in social and political philosophy, and their impact within the closed society of the school. Issues include some of the social principles of democracy, freedom and authority, constraint, the individual and society, justice and equality, punishment, the social contract, society as organism, machine and voluntary organization, individual rights and social ends.

**58.279G Social Philosophy and  
Education II**

**S1 or S2 L2**

*Prerequisite:* 58.278G

At advanced level the social and political philosophy of at least two of the following: Hobbes, Locke, Rousseau, Hume, Voltaire, Mill, Burke, Marx, Mannheim, Marcuse, Rawls, Lucas.

**58.285G Ideology and Education I**

**S1 or S2 L2**

Education, both in the sense of an institutionalized process concerned with socialization (schooling), and in the sense of the transmission of knowledge within a society, is closely interrelated with the issue of ideology. Theories of ideology from Marx to the present; and the promulgation of ideology through institutions, theory and lived experience, with specific emphasis on schooling.

**58.286G Ideology and Education II**

**S1 or S2 L2**

*Prerequisite:* 58.285G or equivalent.

Continues 58.285G at a deeper level, focussing primarily on the process of 'reproduction', and the role of education in that process.

**58.287G Introduction to Philosophy of  
Education**

**S1 or S2 L2**

Educational issues such as concepts of education, educational institutions and authority, knowledge and the curriculum. Both philosophical techniques and the role of philosophy of education.

**58.288G Marxism and the Study of  
Education I**

**S1 or S2 L2**

Marxist research program: its origins, history of development, central tenets. The methodology of historical materialism, the role of the State, the functioning of ideology, and Marxist epistemology with emphasis on the potential insights they provide for the study of education.

**58.289G Marxism and the Study of  
Education II**

**S1 or S2 L2**

*Prerequisite:* 58.288G or equivalent.

An historical materialist analysis of central aspects of the practice and study of education. Issues: the function of schools in society, the role of higher education, assumptions concerning the 'nature of people' in educational theories, epistemological bases underlying school practices and curriculum theories, the politics of education and of knowledge, the value of 'free' schools.

**58.290G The Philosophy of Mind and  
Educational Theory I**

**S1 or S2 L2**

Theories of the nature of the mind, followed by topics including: behaviourism, materialism and dualism, the nature of rationality, minds and machines, rationality and the education of the emotions, freedom

of the will, knowledge of other minds, mental health, self-realization and autonomy as educational goals, the Skinner/Chomsky debate, the explanation of action, the nature of the development of concepts, motivation, happiness, imagination, intention, the development of mind and the development of persons.

**58.291G The Philosophy of Mind and Educational Theory II** **S1 or S2 L2**

*Prerequisite: 58.290G or equivalent.*

Advanced level philosophy of mind of at least two of the following, together with the implications of their views for the concept of a person, the aims of education and the psychology of education: Ryle, Wittgenstein, Fodor, D. Davidson, W. Sellars, Putnam, Hampshire, B.A.O. Williams, Kenny, von Wright.

**58.292G The Philosophy of Language Education IA** **S2 or S2 L2**

Of special interest to teachers of English. Philosophical examination of issues concerning language and teaching, including: the role of language in transmitting culture, values and attitudes; the language of subcultures, the concept of deviance and the morality of enforcing standard usage, grammar and spelling or the ability to express oneself; language as social tool, the nature of meaning; meaning, belief and values; the relation between language and knowledge; language as the arbiter of thoughts; the development of language and the development of persons.

**58.293G The Philosophy of Language Education IB** **S1 or S2 L2**

Of special interest to teachers of second languages. Philosophical examination of issues concerning language and teaching, including: the nature of meaning; meaning and translation; the roles of translation, reading and conversation in learning a language; the possibility of adequate translation; the importance of grammar; depth grammar and surface grammar; the debate between Chomsky and Skinner — transformational grammar and innate ideas or reinforced responses — and the learning of language; language and belief; the Sapir-Whorf hypothesis (that language determines belief); language, rationality and objectivity.

**58.294G Education and Unemployment** **S1 or S2 L2**

Alternative economic theories concerning the reasons for the unemployment crisis in Australia, studies on specific aspects of unemployment — youth and migrant problems in particular; social, political and industrial responses to the crisis; education policies and programs designed to alleviate the effects of unemployment; some philosophical accounts of work and activity which enable the unemployment crisis to be seen in its most broad dimensions.

**58.295G Sexuality and Education** **S1 or S2 L2**

Philosophical, psychological, social, historical and political aspects of human sexuality as they bear upon issues raised in varied school subjects. Teaching methods and resources currently being utilized in Australian schools in courses concerned with sexuality.

**Sociology of Education subjects**

**58.305G The Role of Education in Society I** **S1 or S2 L2**

The social effects educational institutions have evaluating conventional and radical perspectives on, eg the school's selection function, its socialization function, the economic functions of education, the child's experience of school, the history of education, the problem of school reform. Liberal-reform, de-schooling, progressive and other general analyses of the social functions of education considered with special reference to the claim that schools cannot be satisfactorily reformed into democratic and educative institutions while they are required to carry out their present social and economic functions. The concept of education and educational ideals, for the purpose of clarifying thought on the extent to which existing schools and universities are educative. Aspects of social theory related to the role of education in society especially the general consensus and conflict perspectives on society and the significance of values, ideas and ideology.

**58.314G Applied Sociological Research** **S1 or S2 L2**

Introduction to applied research in the sociology of education. Content tailored to the needs of students enrolled in the course and may include: methodology and the logic of sociological enquiry; an evaluation of recent studies of Australian educational systems; how to use the computer in sociological research. Students encouraged to conduct their own research study in an area within the field of sociology of education.

**58.317G Sociological Theory with Special Reference to Education A** **S1 or S2 L2**

The nature of social theory. Some of the underlying concerns of sociology such as social order, social change and social structure. A study of some of the major theorists in sociology. Stresses the contribution and application of sociological theory to the sociology of education.

**58.318G Sociological Theory with Special Reference to Education B** **S1 or S2 L2**

Some of the major theoretical themes in sociological theory. Topics: functionalism, conflict, symbolic interaction, sociology of knowledge. Emphasis on the relevance of these themes to research and analysis in sociology of education.

**58.319G Social Trends and Problems: Implications for Education I** **S1 or S2 L2**

Major social problems and trends evident at the global level in order to evaluate the aims of educational institutions in industrialized countries. Stresses 'limits to growth' themes such as population growth, resource and energy availability, nuclear energy, environmental pollution, the relations between rich and poor nations and the future of capitalism. The focal issue: the possibility that continued commitment to affluence and growth will lead to critical ecological, economic and political problems. The desirability of fundamental social change towards 'alternative' lifestyles and institutions. If such social change implemented then the

aims of education require fundamental revision. Educational systems currently geared to affluence, growth and similar social goals, perhaps they should be focussed on the achievement of self-sufficient, medium-technology, communal ways of life in non-growth and frugal alternative societies.

A number of issues to do with the quality of life including inequality in society, the claimed decline of community, sexual repression, work, leisure and 'the counter culture'. Implications for desirable social and educational change.

### **58.320G Social Trends and Problems: Implications for Education II S1 or S2 L2**

*Prerequisite:* 58.319G.

A more detailed examination of topics dealt with in 58.319G, and the exploration of new aspects of those and related topics. It is primarily a reading and research subject in which students undertake: 1. guided reading at depth in major works and fields dealt with in 58.319G 2. library and other forms of research designed to further the analysis of central issues.

### **58.321G The Role of Education in Society II S1 or S2 L2**

*Prerequisite:* 58.305G or equivalent.

A more detailed examination of topics dealt with in 58.305G, and the exploration of new aspects of those and related topics. It is primarily a reading and research subject in which students undertake: 1. guided reading at depth in major works and fields dealt with in 58.305G, 2. library and other forms of research designed to further the analysis of central issues.

### **58.322G Migrant Education S1 or S2 L2**

Sociology of migration, with particular emphasis on pluralism and education in Australia. Designed to provide educators who are, or may in future, be dealing with migrant children with theoretical insights into migration, and practical approaches to the problems migrants face with regard to schools. Opportunities provided for students to interact with representatives of the ethnic community and people employed by agencies which deal with migrants. Emphasis on the problems inherent in educating children from non-English speaking families.

### **58.323G Socialization and Education S1 or S2 L2**

The ways which schools prepare pupils for their future occupational and social roles. The impact of both the formal and hidden curricula on pupil values and skills. The socialization of teachers in colleges and universities and the influence on teacher attitudes and behaviours of anticipatory socialization and work experience. Critical examination of the outcomes of socialization for pupils and teachers, and the appropriateness of the educational experiences provided by pupils and teachers.

### **58.324G Sociology of Inequality of Educational Opportunity S1 or S2 L2**

Concepts of stratification and educational inequality in society. Specific analysis of: aborigines, women, individuals from rural areas, migrants, the handicapped.

### **58.325G Social Interaction in the School and Classroom S1 or S2 L2**

An examination of the interactionist perspective and its application to studies of the school and classroom. Topics include socialization effects of the school; peer relationships, student and teacher attitudes towards school life; deviance within the school and classroom; the impact of outside groups on school and classroom; the effect of architecture upon interaction.

### **58.326G The Family and the School S1 or S2 L2**

Topics include: the nature of the family, the socialization of children within a family group, language, social class and the family, types of families, characteristics of families, cross cultural study of families, an historical review of family life, the link between home and school.

### **58.327G Sociology of Knowledge and Curriculum S1 or S2 L2**

The determinants of what constitutes knowledge in a society. Curriculum as a reflection of the values of society. The economic and political factors that effect curriculum. Innovation of practice and innovation of curriculum. What is a 'realistic' curriculum for different groups in society and what does 'realistic' imply?

### **58.328G Introduction to the Sociology of Education S1 or S2 L2**

Overview of a number of major topics within the sociology of education prior to later selection of more specialized sociology courses. Topics include: the nature of sociology, inequality of educational opportunity, migrant education, women as an educationally disadvantaged group, socialization, the selection function of education, sociological aspects of alternative and radical education, social trends and problems and the aims of education, the socialization of teachers, the Australian educational systems, sociology of knowledge and the curriculum, sociology of the classroom.

### **58.329G Women and Girls in the Educational System S1 or S2 L2**

Sociological theory and its relevance to the study of women in the educational system. Specific topics: sex role socialization; social expectations; cultural contradictions experienced by women in the educational system; sex stereotypes; occupational outcomes; women teachers. Current trends for change.

## **Science Education subjects**

### **58.331G The Development of Scientific Concepts S1 or S2 L2**

*Prerequisite:* 58.338G or equivalent.

Nature of concepts and conceptual structure in science education; use of interviews to explore the cognitive structure of science students; survey of research into the development, in students, of important concepts in various scientific disciplines; implications of neo-Piagetian developmental models for science education.

**58.332G Evaluation in Science Education S1 or S2 L2**

*Prerequisite: 58.338G or equivalent.*

Aims, objectives and evaluation. Method of assessment for achievement, attitudes, interests, practical work, cognitive preferences. Survey of test instruments. Test construction. Course evaluation principles and examples.

**58.333G Primary Science Education S1 or S2 L2**

*Prerequisite: 58.338G or equivalent.*

Aims of primary science education, the problem of integrating science with other subjects in the primary curriculum and implications of the theories of Piaget, Bruner and Gagne for teaching science in the primary school. Examination of such elementary science curricula as Science-A Process Approach, Science Curriculum Improvement Study and Science 5-13.

**58.334G The Nature of Science and Science Education S1 or S2 L2**

The nature of science and its implications for science education. The inter-relatedness of philosophy of science, history of science, sociology of science and psychology of science. Aspects of scientific methodology, scientific concepts, aims in science and characteristics of scientists. Nature of theories, the propagation and testing of theories, the characteristics of scientific communities, the personalities of scientists, scientific attitudes, the nature of observations, experiments, laws, definitions, explanations and predictions, and the role of 'control' in science. The position of science within society: the effects of society upon science and science upon society; science and technology. The perspectives on science explicit or implicit in science curriculum materials. The effectiveness of the historical case study, the scientific paper, the experiment, and the direct exposition of the nature of science in portraying the scientific enterprise. Experimental studies on the views held by various groups within the domain of science education, on the nature of science.

**58.335G Curriculum Development in Science S1 or S2 L2**

*Prerequisite: 58.338G or equivalent.*

Curriculum theory discussed and used in investigating recent curriculum development projects in science. Factors involved in curriculum planning, such as objectives, content selection, learning experiences, and evaluation; influences involved in providing impetus for change and in implementing new curricula. The recent projects investigated include A S E P., B.S.C.S., C.H.E.M.S., I.S.C.S., P.P., S.C.I.S.P. and Nuffield Foundation Projects.

**58.336G Chemical Education S1 or S2 L2**

The learning and teaching of chemistry at the primary, secondary and tertiary levels with the main emphasis on the secondary level. Special reference to: aims in chemical education, the relationship between chemistry and other scientific and related disciplines, chemistry in integrated studies, the role of chemistry in a total curriculum, current curriculum materials available, recent changes in the chemistry being taught and the methods of teaching being applied, chemical concepts and procedures offering special difficulties in being taught or learnt and recent research into the learning and teaching of chemistry.

**58.337G Physics Education S1 or S2 L2**

Recent innovations in the teaching of physics in schools and universities; Piagetian-based programs; changes in the role of laboratory work; the use of historical materials; physics curriculum projects; the use of computers in physics instruction; physics in integrated subjects.

**58.338G Selected Issues in Science Education S1 L2**

Aims of science education; theories of cognitive development and their relevance for science education; principles of curriculum development. Issues influencing curriculum development in science education; eg science and society, integration of the sciences, the nature of science, and scientific attitudes.

**58.339G Research in Science Education S1 or S2 L2**

*Prerequisite: 58.338G or equivalent.*

National and international studies of science education, research methodology in science education; science education research in Australia; science education research concerned with characteristics of science teachers, pupils, and classrooms; beliefs of pupils and teachers about science, development of scientific concepts and attitudes, science curriculum projects.

**Educational Psychology subjects****58.360G Introduction to Educational Psychology S1 or S2 L2**

Psychological factors influencing the behaviour of teachers and learners. Various aspects of classroom and school organizational procedures with regard to their psychological importance in the teaching/learning process.

**58.361G Child Psychology I S1 or S2 L2**

A theoretical and practical subject offering an understanding of child rearing practices and cognitive, physical, social, interpersonal, emotional and personality development in children. Fundamental assumptions, theories and methodology associated with the concept of development considered as is the importance of all this for the practicing teacher. Assessment includes a case study.

**58.362G Child Psychology II S1 or S2 L2**

*Prerequisite: 58.361G or equivalent.*

An extension of the analyses of development commenced in 58.361G. Major areas: moral and language development, play, fantasy, children's fiction, the media, children's understanding of death, bereavement and

divorce. Adolescent development in detail and some attention to family interactions which involve middle and old age parents. In this second stage of the developmental course students weigh research, methodology and concepts in depth and have sufficient background to complete a research project in one of the areas under study.

### **58.364G Psychological Bases of Instruction S1 or S2 L2**

Those variables which may be manipulated to optimize the instructional process. The instructional principles introduced in other subjects extended and developed to provide a psychological foundation for preplanned instructional sequences. Programmed instruction and computer-assisted learning. A small project in the student's discipline area required.

### **58.366G Historical Studies in Childhood S1 or S2 L2**

*Prerequisite:* 58.361G or equivalent.

Children in the context of historical and social change: attitudes towards children and modes of child rearing throughout the ages. The advent of child and educational psychology and its historical development, changing assumptions, concepts and research methods; its impact upon the schools, family and society.

### **58.367G Contemporary Issues in Educational Psychology S1 or S2 L2**

*Prerequisites:* 58.360G or equivalent plus one other educational psychology subject or equivalent.

Major issues which preoccupy educational psychologists in the world today. Wherever possible, it deals with the Australian contribution to those areas.

### **58.368G Interdisciplinary Research in Psychology and General Studies S1 or S2 L2**

*Prerequisite:* Any of 58.361G, 58.385G, 58.360G, 58.371G, or equivalent.

How psychological research may be applied to the study of literature, children's fiction, history, the arts, politics, propaganda and scientific studies. A dimension with implications for teaching and research. Techniques of content analysis. Choice of areas for study depends on student's interest.

### **58.371G Advanced Developmental Psychology in Educational Behavioural Settings S1 or S2 L2**

*Prerequisite:* 3-year major in Psychology at undergraduate level or equivalent.

Students choose one of three intensive studies. **1. Pre-School and Infant Development:** Major implications for education and further development of environmental and hereditary interactions up to the age of seven years. **2. Development in the Primary School Child:** Major research findings and developmental theories as they affect the primary school child. **3. Adolescents and Youth:** major factors which influence development from the age of entry into secondary school until the acceptance of adult roles in society. Includes: study of students in tertiary institutions and late adolescents in work situations, as well as concentrating on young people of secondary school age.

### **58.374G Social Learning and Education S1 or S2 L2**

*Prerequisite:* 3-year major in Psychology at undergraduate level or equivalent.

The principles of social learning and the implications of the major research findings as they affect educational procedures.

### **58.375G Psychophysiology in the Classroom S1 or S2 L2**

A practical study of human reactions to simple stimuli in the learning and teaching situation. Physiological changes in both learner and teacher under differing conditions of stress and motivation are related to relevant psychological constructs such as attention and perception.

### **58.377G Personality Development and Counselling Techniques in Education S1 or S2 L2**

*Prerequisite:* 3-year major in Psychology at undergraduate level or equivalent.

Clinical methods and counselling procedures suitable to an educational setting. The student may concentrate on children at any of the stages of development: primary school age, secondary school age, tertiary institution.

### **58.379G Exceptional Children in the Classroom S1 or S2 L2**

*Prerequisites:* 58.360G plus 58.361G plus 58.362G or equivalents.

After examining problems involved in the term 'exceptional children' an operative definition for exceptionality in the classroom is established. The study of exceptional children that should give teachers concern range from the genius to the physically, emotionally and mentally impaired.

### **58.380G Exceptional Children — Language Disabilities S1 or S2 L2**

*Prerequisites:* 58.360G plus 58.361G plus 58.362G or equivalents.

The theoretical views of neobehaviourists, psycholinguists and other language theorists, language disorders in children which arise from **1.** environment causes; **2.** neurological and other disorders within the child; and **3.** malfunctioning due to faulty interaction between the child and his environment. Some of the material available for assessing language functioning.

### **58.381G Advanced Exceptional Children A S1 or S2 L2**

*Prerequisites:* 3-year major in Psychology at undergraduate level plus 58.379G and 58.380G.

Within the context of the theoretical study for this course, the student elects to work with and instruct an exceptional child in skill areas for a minimum of 20 hours spread over a period of 10 weeks. A written record of the diagnoses, instructional goals, and progress of the child is kept. Depending on the particular classification of the exceptional child (eg autistic, blind, cerebral palsy, etc) the student undertakes an extensive review of the literature. With this general theoretical background and practical experience gained in working with a child, a report is prepared in which hypotheses would be proposed for future research.

**58.382G Advanced Exceptional Children B****S1 or S2 L2**

*Prerequisites:* 3-year major in Psychology at undergraduate level plus 58.379G and 58.360G.

A student selects a different area of exceptionality from that studied in 58.381G. Practical experience for a minimum of 20 hours spread over 10 weeks is required. Emphasis on tailoring the instruction to the needs and limitations of the exceptional child and to supplying guidance to the parents. In the theoretical area emphasis is placed on the educational and vocational opportunities available for people classified under the exceptional condition being studied, with particular reference to Australia. The final report to take the form of a submission with carefully documented evidence for the recommendations proposed.

**58.385G Cognitive Development in Children and Adolescents****S1 or S2 L2**

The importance of 20th century theories of cognitive development for educational practice. How do psychologists attempt to 'explain' thinking and its development in children? This subject brings together in development sequence the major 20th century theories of cognitive development: the concepts, the assumptions, and models which these theories have utilized, and old concepts in new guises. The utility for education of each of the cognitive theories included.

**58.386G Applying Experimental Psychology in Education****S1 or S2 L2**

Current psychological experimentation in education. Designed to provide students with a sufficiently detailed background to enable them to carry out experimental research in selected areas. These areas reflect contemporary literature and staff interests. Students expected to design and/or execute a small project in collaboration with staff members. This project is intended to be of use in students' subsequent research activities. Students also expected to familiarize themselves with one or more of the texts. Selected research papers discussed throughout the session.

**58.387G Human Problem Solving****S1 or S2 L2**

How human beings think, reason and solve problems. The basics of what is known about human thinking including the major concepts, methods, and research findings which have been produced over the last half century, along with relevant applications.

**58.389G Talented Children****S1 or S2 L2**

Reasons for and problems of identifying children with general or specific talents. Examination of research into identification and education of talented children with the goal of developing an educational program to stimulate an under-achieving pupil.

**58.390G The Psychology of Reading****S1 or S2 L2**

The theoretical concepts underlying the study of reading, and these concepts related to the development of reading skills. The experimental examination of propositions derived from psychological theory, and practical aspects of teaching reading in the light of the empirical evidence.

*Miscellaneous subjects***58.241G Recurrent Education — Lifelong Learning A****S1 or S2 L2**

Examination and analysis of the concept and functions of lifelong learning and recurrent education. The origins of and current interest in lifelong education, in selected countries of Europe, and Australia. Industrial, economic, social and technological changes converging in the lifelong education concept.

**58.242G Recurrent Education — Lifelong Learning B****S1 or S2 L2**

Scope and provisions in recurrent education. The place of adult education in a recurrent education system. The future of universities and colleges of advanced education. Possibilities for lifelong learning through technical and further education — the situation in UK, USA, Australia. Restructuring of compulsory schooling. Financing and responsibility for provision. Client reorientation — need and demand.

**58.383G Computer-Assisted Instruction I****S1 or S2 L2**

An introduction to CAI emphasizing the language BASIC. No background knowledge of computing expected. Students are taught to construct psychologically-sound lessons in an area of their choice using terminals located in the School of Education. Emphasis on educational objectives and associated instructional strategies, lesson logic structure, and the evaluation of lessons both with respect to educational goals and lesson-writing and running costs. The bulk of the subject work is taught by means of CAI. On completion of the subject students are expected to have written both linear and branching programs. (These form the basis of assessment.)

**58.384G Computer-Assisted Instruction II****S1 or S2 L2**

*Prerequisite:* 58.383G or equivalent.

Further theoretical investigations and practical applications of CAI. The use of BASIC is extended and students are introduced to the role of microcomputers in the development of CAI systems. Complex branching programs are constructed and tested by students.

**Master of Educational Administration Degree Course****58.501G Educational Administration: Theory and Practice****F L2**

Theoretical background to administration: theories of administration, systems theory, social aspects of systems; organization theory; role theory; decision theory. Emphasis on behavioural aspects with application to situations in educational administration.

**58.502G Communication Theory and Theory of Human Relations****S1 or S2 L2**

Interpersonal relations in administration: communication theory; small and large groups; influence of individuals, pressure groups, public opinion; communication in decision-making in the context of interactive and rational models.



### 58.507G The Essentials of Research in Educational Administration S1 or S2 L2

Aims to provide the student with sufficient knowledge of research methodology to enable him or her intelligently to read and assess educational research reports. Aspects include: descriptive and inferential research and cover sampling, measurement, design, statistical analysis, statistical probability and interpretation of results. Interpretation of results stressed rather than numerical skill in analysing data.

### 58.509G Education Systems S1 or S2 L2

Systems approaches to organizations. Theoretical perspectives on the role of institutions in society, including the structural-functionalist and conflict models of society. The aims of education. Latent and manifest functions of education in society. Specific functions of education, including socialization, selection and stratification. Characteristics of societies of relevance to education. Inequality. The role of schools in multicultural society. Social change and education. Recent criticisms of educational institutions.

### 58.510G Policy-Making in Education S1 L2

Social, political and economic determinants of policy; educational policy-making in the wider context of social planning. Implementation of policies; policy review and evaluation; planning for change in education. Major issues and techniques in planning. Relationship between politics and planning. The economics of education concerned with planning and allocation of resources. Legal constraints on policy-makers. Emergence of politics of education in USA from situations of political conflict, eg school segregation, demands for community control of schools and for accountability. Pressure groups in Australian education, eg student politics and teachers' unions.

### 58.511G Resource Management F L2

Management of human resources including selection, deployment, development, supervision, and promotion. Management of physical resources such as buildings and equipment including educational technology. Management of teaching resources including the implementation of changes in curriculum. Financial management.

### 58.522G Change in Education S1 or S2 L2

*Prerequisites:* 58.501G and 58.505G

Conditions promoting or facilitating change. Administration of organizational changes. Alternative educational futures in relation to social changes. Innovation in organization and curriculum. International Co-operation in Educational Research and Innovation: CERI (OECD).

### 58.523G Comparison of Educational Systems S1 or S2 L2

Educational systems in other countries such as UK, USA, France and New Zealand; comparisons between and among countries, including Australia; methodological considerations in comparative education. Relations between the institution and the community, eg school and home, school and community; relations between institutions, eg school and university; variety of institutions at different levels, eg variety of school systems, different tertiary institutions; roles of the different institutions in the society concerned.

### 58.524G Economics of Education S1 or S2 L2

Selected aspects of the economics of education concerned with the planning and allocation of educational resources, such as education as consumption and investment — private and social; expenditure on education and returns to education; education and economic growth, economics of educational planning, cost-benefit analysis, budgeting and finance management. The concept and practice of integrated economic and social planning, with illustrations from France and other countries.

### 58.525G Ethical Issues Relating to Educational Administration S1 or S2 L2

Some relevant ethical issues which may arise in educational administration, at both institutional and national levels of policy-making and decision-making: questions such as responsibility, justice, equality, fairness, equity and moral rights as distinct from natural rights and legal rights.

### 58.527G Legal Aspects of Educational Administration S1 or S2 L2

State responsibilities for education: relevant Acts of the New South Wales Parliament such as the *Child Welfare Act 1939-1970*; *Constitution Act 1902*; *Education Act 1961-1973*; *Public Instruction Act 1880-1965*; *Public Instruction (Amendment Act) 1916-1973*. Powers of Minister for Education; the Minister and the courts, functions of the Governor, Powers of the Director-General. Legal constraints on teachers; legal constraints with respect to students. Legal responsibilities of parents, legal cases involving teachers, students and parents. Relevant Acts of the Australian Parliament such as the *States Grants (Schools) Act 1972-1974*; *Immigration (Education) Act 1971-1973*; *Student Assistance Act 1973*.

### 58.531G Selected Aspects of Educational Administration S1 or S2 L2

Opportunity to study under visiting professors or lecturers with special experience and competence in selected aspects of educational administration not offered elsewhere in the course. Topics include: adult education, administration in tertiary educational institutions, history of educational administration in Australia, politics of education.

### 58.533G Project in Educational Administration F

On a topic approved by the Head of School, with appropriate consultation and supervision.

### 58.534G Design and Analysis in Experimental Research S1 or S2 L2

For the student who intends to carry out quantitative research in his project or thesis. Designs usually employed in experimental and quasi-experimental research together with the analysis of data; eg single-sample correlation and regression designs, two-group designs, factorial analysis of variance designs including those with repeated measures, and analysis of covariance. Computer experience provided where appropriate.

**58.535G Curriculum Management S1 or S2 L2**

The nature of the curriculum. Factors influencing curriculum planning including the structure and organization of knowledge, social factors and psychological theories. Aims and objectives. Evaluation. Curriculum development models. Factors influencing innovation and strategies for innovation. School-based curriculum decision-making. The use of curriculum consultants and resource materials for changing the curriculum.

**Servicing Subjects****58.602 Theory of Education I F L1****58.603 Theory of Education II F L1****58.604 Theory of Education III S1 L2 S2 T4****58.612 Teaching Practice I F 10 days****58.613 Teaching Practice II F 10 days****58.614 Teaching Practice III F 20 days****58.622 Industrial Arts Curriculum and Instruction I F L1T2****58.623 Industrial Arts Curriculum and Instruction II F L1T2****58.624 Industrial Arts Curriculum and Instruction III F L2T2****58.632 Science Curriculum and Instruction I F L1-5****58.633 Science Curriculum and Instruction II F L3T2****58.634 Science Curriculum and Instruction III F T4****58.642 Mathematics Curriculum and Instruction I F L1-5****58.643 Mathematics Curriculum and Instruction II F L3****58.644 Mathematics Curriculum and Instruction III F L2****58.652 Arts Curriculum and Instruction I F L1-5****58.653 Arts Curriculum and Instruction II F L3****58.654 Arts Curriculum and Instruction III F L2****58.662 Commerce Curriculum and Instruction I F L1-5****58.693 Advanced Education I F L1****58.694 Advanced Education II S1 L2 S2 L1****58.695 Advanced Education III F L4****58.699 Thesis****School of Social Work****Undergraduate Study**

Except with the permission of the Head of School, a student may not proceed to the next year of the course until the student has fulfilled all the requirements of the previous year.

**63.123 Australian Social Organization F L1T2**

Basic structural characteristics of Australian society which affect the general well-being of the population — demographic, economic, governmental, legal, and cultural. Relevant social institutions; norms, policies, and public documents.

**63.203 Human Behaviour I S1 L2T1, S2 L1T1**

The person through the age cycle: the process of 'normal' growth and development using a multi-disciplinary approach. The maturational phases of the life cycle, beginning with the pre-natal period, proceeding to birth, new-born, infancy, pre-school, childhood, adolescence, young adulthood, middle years, old age, dying and bereavement. The various frames of references — biological, psychological and sociological. Defines and interprets the phases.

**63.213 Social and Behavioural Science — Basic Theory F L1T1**

Theories and concepts in the social and behavioural sciences of particular relevance for social work practice: individual behaviour, families and other groups, organizations, 'communities', and change, stability, and control in social systems.

**63.242 Social Philosophy I S2 L1T1**

A general introduction to moral philosophy especially normative ethics. Beliefs about means and ends in social living. Scope of ethics. Relativism. Ideals of life. Intrinsic and instrumental value. Different ethical theories — deontological and teleological. Free-will. Meta ethics.

**63.251 Social Welfare I S1 L1T1**

Australian social welfare history. An exploration of the rise and development of Australian social welfare institutions and provisions, with particular reference to common social goals and their attainment by the population in general, and by selected population groups.

**63.263 Social Work Practice IA S1 L1T3 S2 L1T2**

Introduction to general themes in social work practice: settings, historical developments, principles and values. Selected unitary frameworks of social work practice. Introduction to theory and skills of effective communication — verbal, non-verbal, and written. The theory and skills of interviewing.

**63.272 Social Work Practice IB**

Under the supervision of a field instructor of the School, usually in a fairly structured social work setting, a student begins to learn to apply the principles of professional practice. Emphasis is on a range of work and learning rather than on depth of experience in particular situations. Aim is to acquire in an actual practice setting, skills and responsibilities in interpersonal relations and social work interventions. The duration of this first field placement is 40 working days (280 hours).

**63.332 Research Methods I S2 L1T2**

General introduction to the characteristics of scientific method, the research process, research terminology, and types of research. Sampling, review of descriptive statistics, hypothesis testing using one or more samples. Introduction to multiple comparison procedures.

**63.341 Social Philosophy II S1 L1T1**

Beliefs about means and ends in a liberal democracy. The state and society; power, authority, sovereignty, political obligation. Challenges and alternatives to liberal democracy. A consideration of different philosophical perspectives on equality and justice, rights and obligations, freedom, human needs, and punishment.

**63.353 Social Welfare II S1 L1T1, S2 L3T1**

Social welfare arrangements in Australia within a broad societal frame of reference which encompasses organized provision for citizens to achieve such common social goals as income security, employment, health, housing, education, recreation, and civil and political rights. The approach is analytic and evaluative. The perspectives of various social theories are used to develop insight into the organized arrangements, their modes of operation and underlying values, intended and unintended effects, factors affecting conservation and change. Issues involved in various policy alternatives. Some comparisons with social welfare arrangements in other societies.

**63.363 Social Work Practice IIA F L2T2**

Building on the general and unitary perspectives provided in Social Work Practice IA, social work practice is analysed through a multi-method framework. The contribution to practice of the major social work methods of social casework, social group work, community work, and social welfare administration. Concepts and selected basic skills relevant to each method. Linkages between unitary and multi-method perspectives.

**63.371 Social Work Practice IIB**

Often as a member of a student unit located in a social work agency and supervised by an instructor of the School, the student has learning experiences which help to develop service skills in social work practice. Emphasis on increasing understanding of and skills in the professional role mainly in direct service situations. The duration of this second field placement is 45 days (315 hours).

**63.431 Research Methods II S1 L1T1**

Various forms of experimental and survey research designs. Forms of data collection and the development of measuring devices. Validity and reliability concepts. Correlation analysis and prediction problems. Introduction to multivariate analysis.

**63.453 Social Welfare III S1 L2T1, S2 L1T2**

Social welfare arrangements in Australia within a broad societal frame of reference which encompasses organized provision for people in particular population categories. These include: dependent children, aged, migrants, aborigines, physically handicapped, mentally ill, mentally retarded, rural families, legal offenders.

Each population category is studied in terms of its access to the common social goals examined in 63.353. The approach is analytic and evaluative, the perspectives of various social theories being used to develop insight into the organized arrangements for the particular population category. Issues involved in various policy alternatives. Some comparisons with social welfare arrangements for a similar population category in other societies.

An overview of Australian social welfare arrangements considered in 63.353 and 63.453 — their characteristic features, and implications for future developments.

**63.463 Social Work Practice IIIA**  
**Major Elective: S1 L/T3, S2 L/T4**  
**Minor Elective: S1 L/T2**

Builds on an understanding of both unitary and multi-method frameworks of social work practice. The gaining of professional competence in the social work methods of social casework, social group work, community work, and social welfare administration. A student chooses one of these methods as a major elective (two sessions), and also chooses one of the minor electives (one session) listed below. Other minor electives may be offered from time to time.

**Electives**

**Social Casework, Major:** The development of basic skills and competence in casework interviewing, assessment, intervention and evaluation; theoretical and philosophical bases underpinning contemporary casework practice; enhancing self awareness and promoting a critical research-oriented attitude towards casework. The relationship of social casework to other social work methods. **Minor:** Within the family developmental cycle, students focus on selected clusters of casework theory and practice concerns, using a variety of learning methods.

**Social Group Work, Major:** Elements in group formation and maintenance, program activities, structuring, diagnosing and dealing with problems in group functioning; various theories/modalities of working with groups; group work with various populations and in various settings. Equal emphasis on theoretical and experiential learning. **Minor:** Basic elements of group formation and maintenance, with a focus on task-oriented groups. More emphasis on theory but some experiential learning.

**Community Work, Major:** Development of an understanding of the role of community work in current social systems; its possible forms and outcomes. Theory, issues, and skills necessary in implementing and maintaining effective community work services. **Minor:** Understanding the place of community work as part of the overall welfare system, emphasizing skills pertinent to work in organizations based on other methods.

**Social Welfare Administration, Major:** Understanding the role of administrator, administrative theory, learning skills relevant for competent administration. **Minor:** Management processes in welfare organizations; understanding the role of administrator; developing skills in working within organizations.

**63.473 Social Work Practice IIIB**

**Part I:** Under the supervision of an instructor of the School, this placement is taken in one of a wide variety of settings, some outside the metropolitan area. In the choice of placement, consideration is given to

ensuring that each student has had a broad range of practice experiences covering the roles, tasks and skills delineated in Social Work Practice I and II. The duration of this placement is 40 days (280 hours).

*Part 2:* Often as a member of a student unit located in a social work agency and supervised by an instructor of the School, the student has further learning experience in the method of social work practice in which the student has elected to concentrate in 63.463. The duration of this fourth and final placement is 45 days (315 hours).

### 63.483 The Social Work Profession F L/T2

The professions in modern industrial societies. The professionalization of social work. The organization of the social work profession in Australia, the USA and Britain, and internationally. Its educational institutions, employing agencies, and professional associations. The size, characteristics, location, objectives, and values of the profession. Current challenges and growing points of professions. Contemporary issues facing the social work profession. Its distribution within social welfare services by professional methods, and geographically; its sex composition; problems of professional organization; international responsibilities; relationships with client and other population groups; relationships with other professions; relationships with other welfare personnel, the profession's priorities.

## Graduate Study

Except with the permission of the Head of School, a student may not proceed to the next year of the designated part-time program until the student has fulfilled all the requirements of the previous year of this program.

### 63.806G Social and Behavioural Science

Recent developments in the social and behavioural sciences that have special relevance to social work practice. Emphasis is on Australian applicability.

### 63.815G Social Work Research Methods

Problem formulation in social work research. Experimental research, survey research, and various sampling techniques. Multivariate research procedures relevant to social work practice. Experience with computers as a tool in the research process.

### 63.823G Advanced Social Work Practice — General F L/T2

An overview and critical analysis of contemporary social work practice theory. Method, multi-method, and unitary approaches to social work practice, the examination of assumptions, ideologies and primary concepts that underpin each orientation. Contemporary issues facing the social work profession in Australia and internationally include: problems of professional identity and organization, interprofessional relationships, social work in welfare bureaucracies, the composition and deployment of the social work workforce in welfare services, relationships with other welfare personnel, and the profession's international responsibilities.

### 63.807G Social Policy Analysis S1 L/T2

A comparative examination of the development of social policy and social administration as a subject area in Britain, Australia, USA and other countries. Boundary problems, characteristic concerns, social policy and economic policy, social policy and the social sciences, the movement towards more systematic analysis and more explicit theory.

### 63.814G Social Planning S2 L/T2

To gain some understanding of the current state of social planning theory; to develop the ability to use social planning theory in the analysis of particular instances of social planning, and to gain some understanding of the substantive content and planning circumstances of a number of recent public documents relevant to social welfare.

### 63.824G Advanced Social Work Practice — Elective F L/T4

One of the following four major elective areas: Interpersonal Helping, Community Work, Policy Development and Administration, Social Work Education. The focus on the development of advanced competence in professional practice. Student numbers determine the offering of each elective.

*Interpersonal Helping:* Existing and emerging social casework and social groupwork theory. Casework and groupwork models in terms of local applicability, practice experience and research. Controversial views about interpersonal helping with reference to strategies of intervention, appropriateness with particular target groups, and contemporary social problems.

*Community Work:* Recent developments in advanced social work practice at the community level. Detailed analysis of community work methods; and development in depth of selected practitioner skills. Implications of various auspices and perspectives for policy and program.

*Policy Development and Administration.* Theory related to organizational processes — communication, decision-making, leadership, efficiency and effectiveness. Organizational goals. Bureaucratic organizations. Relationships to statutory welfare organizations with the political aims of government. Role of Boards in voluntary social welfare organizations; relationship of administrator with Board. Service delivery and evaluation. The theory and practice skills related to the management task — planning, directing, organizing, staffing, controlling. Budgeting and finance in social welfare organizations. Methods of organizational analysis. Organizational change-process and strategies. Relationship of organizations with the environment — public, consumers, the welfare sector co-ordinating bodies and representation.

*Social Work Education:* General principles and educational methods in teaching social work practice. Field education. Different models and approaches. Curriculum planning and design. Issues. Specific practice education for Interpersonal Helping, Community Work, Policy and Administration.

### 63.825G Project

A study project undertaken by each candidate. The project is an original but limited investigation related to social work practice. Each candidate has a project supervisor. Candidates expected to present formally the progress of their projects in work-in-progress seminars. These seminars provide for discussion of projects between candidates and an opportunity to deal collectively with issues and problems encountered.

## Financial Assistance to Students

The scholarships and prizes listed below are available to students whose courses appear in this handbook. Each faculty handbook contains in its **Financial Assistance to Students** Section the scholarships and prizes available within that faculty. The **General Information** section of the Calendar contains a comprehensive list of scholarships and prizes offered throughout the University.

### Scholarships

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#### Undergraduate Scholarships

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As well as the assistance mentioned earlier in this handbook (see **General Information: Financial Assistance to Students**) there are a number of scholarships available to students. What follows is an outline only. Full information may be obtained from the Student Enquiry Counter, located on the Ground Floor of the Chancellery.

Unless otherwise indicated in footnotes, applications for the following scholarships should be made to the Registrar by 14 January each year. Please note that **not** all of these awards are available every year.

| Donor                    | Value    | Year/s of Tenure  | Conditions  |
|--------------------------|----------|---|---|
| <b>General</b>           |          |   |   |
| Bursary Endowment Board* | \$150 pa | Minimum period of approved degree/<br>combined degree<br>course | Merit in HSC and total family income not<br>exceeding \$4000. |

\*Apply to The Secretary, Bursary Endowment Board, PO Box 460, North Sydney 2060 immediately after sitting for HSC.

## Undergraduate Scholarships (continued)

| Donor                  | Value  | Year/s of Tenure   | Conditions  |
|------------------------|--|--|---|
| Sam Cracknell Memorial | Up to \$3000 pa payable in fortnightly instalments | 1 year   | Prior completion of at least 2 years of a degree or diploma course and enrolment in a full-time course during the year of application; academic merit; participation in sport both directly and administratively; and financial need. |
| Girls Realm Guild      | Up to \$1500 pa                                    | 1 year renewable for the duration of the course subject to satisfactory progress and continued demonstration of need | Available only to female students under 35 years of age enrolling in any year of a full-time undergraduate course on the basis of academic merit and financial need.  |

## Graduate Scholarships

Application forms and further information are available from the Student Enquiry Counter, located on the Ground Floor of the Chancellery. Information is available on additional scholarships which may become available from time to time, mainly from funds provided by organizations sponsoring research projects.

### General

|   |   |  |   |
|---|---|--|---|
| University of New South Wales Postgraduate Scholarships | Living allowance of \$4620 pa. Other allowances may also be paid. | 1-2 years for a Masters and 3-4 years for a PhD degree | Applicants must be honours graduates (or equivalent). Applications to Registrar by 31 October (30 November in special circumstances).   |
| Commonwealth Postgraduate Research Awards               |   |  | Applicants must be honours graduates (or equivalent) or scholars who will graduate with honours in current academic year, and who are domiciled in Australia.   |
| Commonwealth Postgraduate Course Awards                 |   | 1-2 years; minimum duration of course                  | Preference is given to applicants with employment experience. Applicants must be graduates or scholars who will graduate in current academic year and who are permanent residents of Australia, and who have not previously held a Commonwealth Postgraduate Award. Applications to Registrar by 30 September (in special circumstances applications will be accepted 30 November). |

## Graduate Scholarships (continued)

| Donor  | Value   | Year/s of Tenure   | Conditions   |
|--|---|--|--|
| <b>General (continued)</b>                                 |   |  |  |
| Australian American Educational Foundation Travel Grant*   |   |  | Applicants must be graduates, senior scholars or post-doctoral Fellows. Applications close 30 September.   |
| Australian Federation of University Women                  | Amount varies depending on award  | Up to 1 year   | Applicants must be female graduates who are members of the Australian Federation of University Women.  |
| The British Council Academic Links and Interchange Scheme† | Cost of travel to UK  |  | Applicants must be either senior or junior academic staff. Preference will be given to activities likely to lead to further collaboration through joint research, publication, and/or teaching programs. Applications may be made at any time and should be submitted to Registrar.  |
| The Caltex Woman Graduate of the Year                      | \$5000 pa for further studies in USA, UK, Northern Europe or in special cases Australia. There are no special allowances for travel or accommodation for married graduates. | 2 years  | Applicants must be female graduates who have completed a University degree or diploma this year and who are Australian citizens or have resided in Australia for at least seven years. Selection is based on scholastic and literary achievements, demonstrable qualities of character, and accomplishments in cultural and/or sporting/recreational activities. |
| Commonwealth Scholarship and Fellowship Plan               | Varies for each country. Generally covers travel, living, tuition fees, books and equipment, approved medical expenses. Marriage allowance may be payable.                  | Usually 2 years, sometimes 3   | Applicants must be graduates who are Commonwealth citizens or British Protected Persons, and who are not older than 35 years of age. Applications close with Registrar by 1 October.   |
| Sam Cracknell Memorial                                     | Up to \$3000 pa   |  | See above under Undergraduate Scholarships, General  |
| The English-Speaking Union (NSW Branch)                    | \$5000  | Applicants must be residents of NSW or ACT. Awarded to young graduates to further their studies outside Australia. |  |

\*Application forms are available from The Secretary, Department of Education, AAEF Travel Grants, PO Box 826, Woden, ACT 2606.

†Application forms available from The British Council, PO Box 88, Edgecliff, NSW 2077

## Graduate Scholarships (continued)

| Donor  | Value  | Year/s of Tenure                          | Conditions  |
|--|--|---|---|
| <b>General (continued)</b>                                 |  |   |   |
| Gowrie Scholarship Trust Fund                              | Maximum \$2000 pa in Australia, and \$2750 if tenable overseas   | 2 years                                   | Applicants must be members of the Forces or children of members of the Forces who were on active service during the 1939-45 War.  |
| Harkness Fellowships of the Commonwealth Fund of New York* | Living and travel allowances, tuition and research expenses, health insurance, book and equipment and other allowances | Between 12 to 21 months                   | Candidates must be either: <b>1.</b> Members of the Australian or a State Public Service or semi-government Authority. <b>2.</b> Staff or graduate students at an Australian university. <b>3.</b> Individuals recommended for nomination by the Local Correspondents. The candidate will usually have an honours degree or equivalent, or an outstanding record of achievement, and be not more than 36 years of age. Applications close July. |
| Frank Knox Memorial Fellowships at Harvard University      | Stipend of \$4000 pa plus tuition fees   | 1, sometimes 2 years                      | Applicants must be British subjects and Australian citizens, who are graduates or near graduates of an Australian University.   |
| Nuffield Foundation Commonwealth Travelling Fellowships†   | Living and travel allowances   | 1 year                                    | Australian citizens usually between 25 and 35 who are graduates preferably with higher degrees and who have at least a year's teaching or research experience at a university. Applications close by February.  |
| The Rhodes Scholarship**                                   | Approximately £4000 stg pa   | 2 years, may be extended for a third year | Unmarried male and female Australian citizens, between the ages 19 and 25 who have been domiciled in Australia at least 5 years and have completed at least 2 years of an approved university course. Applications close in early September each year.  |
| Rothmans Fellowships Award‡                                | \$14000 pa   | 1 year, renewable up to 3 years           | The field of study is unrestricted. Applications close early September each year.   |

## Professional Studies

|   |                 |         |  |
|---|-----------------|---------|--|
| John Metcalfe Scholarship funded by a wide range of subscribers | Up to \$2000 pa | 1 year§ | Applicants must be eligible for admission to, or enrolled in, one of the full-time graduate programs of the School of Librarianship. Applications by 14 January. |
|---|-----------------|---------|--|

\*Application forms must be obtained from the Australian representative of the Fund, Mr L. T. Hinde, Reserve Bank of Australia, Box 3947, GPO, Sydney, NSW 2001. These must be submitted to the Registrar by 24 July.

†Applications to the Secretary, The Nuffield Foundation Australian Advisory Committee, PO Box 783, Canberra City 2601.

\*\*Applications to Mr H. McCredie, Secretary of the NSW Committee, University of Sydney, NSW 2006.

‡Applications to The Secretary, Rothmans University Endowment Fund, University of Sydney, NSW 2006.

§Tenure may be varied in exceptional circumstances.



## Prizes

### Undergraduate University Prizes

Prizes which are not specific to any School are listed under **General**. All other prizes are listed under the Faculty or Schools in which they are awarded.

Information regarding the establishment of new prizes may be obtained from the Examinations Section located on the Ground Floor of the Chancellery.

| Donor/Name of Prize                              | Value \$           | Awarded for   |
|--|--------------------|---|
| <b>General</b>                                   |                    |   |
| Sydney Technical College Union Award             | 50.00<br>and medal | Leadership in the development of student affairs, and academic proficiency throughout the course. |
| University of New South Wales Alumni Association | Statuette          | Achievement for community benefit—students in their final or graduating year.                     |

### School of Health Administration

|   |        |  |
|---|--------|--|
| Australian College of Health Service Administrators | 100.00 | Bachelor of Health Administration degree course  |
| Rupert Fanning Memorial                             | 50.00  | Highest average marks obtained in Health Service Agency Management, Management I and Management II |
| Anthony Suleau                                      | 50.00  | 16.601 Behavioural Science I   |
| Grace Suleau  | 50.00  | 14.023 Accounting for Health Administration  |

### Graduate University Prizes

The following table summarizes the graduate prizes awarded by the University.

#### School of Education

|  |       |   |
|--|-------|---|
| New South Wales Institute for Educational Research | 25.00 | General proficiency in educational research |
|--|-------|---|

#### School of Health Administration

|   |        |  |
|---|--------|--|
| 2/5 Australian General Hospital Association | 150.00 | General proficiency in Master of Health Administration or Master of Health Planning degree courses |
|---|--------|--|

## Staff

*Comprises Schools of Education, Health Administration,  
Librarianship and Social Work.*

### Dean

Professor A. A. Hukins

### Chairman

Professor R. J. Lawrence

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## School of Education

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Professor of Science Education, Director of Science Teacher  
Courses and Head of School

Austin Adolphus Hukins, MSc DipEd Syd., PhD A/ta., FACE

### Professors of Education

Martin Cooper, BSc Manc., MA(Ed) Dal., PhD Ott., DipEd Syd.  
Desmond John Drinkwater, MA Syd., MA PhD Lond., ABPS,  
MAPS, MACE

### Professor of Education

Vacant

### Senior Lecturers

Robert John Barry, BSc N.S.W., BA DipEd PhD Syd., MSc Macq.,  
MAIP, MAPS

Colin Fraser Gauld, BSc DipEd PhD Syd., MAIP

James Harry Gribble, BA PhD Melb., MPhil Lond.

Colman Kevin Harris, BA MEd Syd., PhD N.S.W.

Barry Charles Newman, BA MSc PhD Syd.

Shelley Phillips, BA Melb., PhD Syd.

Shirley Louise Smith, BA PhD Syd.

Robert Thomas Solman, BSc N.S.W., BSc Tas., PhD A.N.U.

John Sweller, BA PhD Adel.

### Lecturers

Richard Martin Bibby, MA BD *Otago*, PhD *Monash*  
Rachel MacDonald Boyd, MA PhD *Otago*  
Patricia Davies, BA *C.U.N.Y.*, MSc *Lond.*  
Michael Robert Matthews, BA BSc MEd DipEd *Syd.*, PhD *N.S.W.*  
Michael Francis Petty, BA *Durh.*, DipEd MEd *Calg.*, PhD *Wis.*  
Frederick Edward Trainer, MA PhD *Syd.*

### Senior Administrative Officer

Jane Wholohan, BA DipEd *Syd.*

### Programmer

Felicia Helen Mitchell, BA *Adel.*

### Staff Detached from the New South Wales Department of Education

### Lecturers

Frank Johnson, BSc MEd *N.S.W.*  
Alan Laughlin, BSc MEd DipEd *Syd.*  
Kathleen Helene Robson, BA DipEd *N.S.W.*  
Philip Steven Tucker, BA DipEd *Syd.*

### Lecturers

Philip William Bates, BCom LLB *N.S.W.*  
Roger Ryerson Collins, BSc *N.S.W.*, PhD *Macq.*  
Sandra Jeanna Kirby, BA *N.E.*, MA *Macq.*, SRN, RPN,  
DipNE *Cumberland C.A.E.*, MCN(NSW)  
Helen Madeleine Lapsley, BA *Auck.*, MEd *Syd.*  
Timothy John Philips, MCom *N.S.W.*, DipEd *Syd.*  
Bronwyn Richardson, BA DipEd *Macq.*, MCom *N.S.W.*

### Tutor

Elizabeth McMaugh, BA *Syd.*, MSc *Lond.*

### Administrative Assistant

Adrian L. Landa, BA *N.S.W.*

### Honorary Associate

Trevor James Wood, MB BS *Meib.*, MHA *N.S.W.*, FRACP,  
FRACMA, FHA

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## School of Librarianship

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### Professor of Librarianship and Head of School

Melvin Weinstock, BSc *Rutgers*, MSc *Drexel*, ALAA

### Associate Professor

Carmel Jane McGuire, BA *Qld.*, MA *A.N.U.*, ALAA

### Senior Lecturers

Jack Richard Nelson, MA *Syd.*, MLib *N.S.W.*, ALAA  
Peter Orlovich, MA DipEd *Syd.*, MLib *N.S.W.*, ALAA

### Lecturers

Michael Robert Middleton, BSc *W.Aust.*,  
MScSoc DipLib GradDip *N.S.W.*, ALAA  
Ann Pederson, BA *Ohio Wesleyan*, MA *Georgia State*,  
SAA, ASA, RMAA  
Ida Catherine Vincent, MA *Camb.*, DipLib *Birm. Poly.*,  
MLib *N.S.W.*, ALA, ALAA  
Patricia Willard, BA *N.E.*, MLib *N.S.W.*, ALAA  
Concepción Shimizu Wilson, BA *Pomona*, MSLS *N.C.*, ALAA

### Tutors

Michael Bruce McLellan, BA *N.S.W.*,  
DipLibSc *Kur-ring-gai C.A.E.*, ALAA  
Hilary Yerbury, BA *Ston.*, MA *A.N.U.*, DipLib *N.S.W.*, ALAA

### Administrative Assistant

Raymond John Locke

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## School of Health Administration

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### Professor and Head of School

George Rupert Palmer, BSc *Meib.*, MEd *Syd.*, PhD *Lond.*, FSS,  
FHA, Hon. FRACMA

### Associate Professor

John Colin Harris Dewdney, BA MD BS *Meib.*, SM *Harv.*,  
DPH *Lond.*, DipFinMangt DipTertEd *N.E.*, FRACMA, FHA,  
MFCM, MACE

### Senior Lecturers

Erica Margaret Bates, BA DipSocStud *Syd.*, PhD *N.S.W.*  
Stephen John Duckett, BEc *A.N.U.*, MHA PhD *N.S.W.*,  
GradDipEd *Darling Downs I.A.E.*, AHA  
Colin Grant, MA *Oxf.*, and *Brun.*, FHA  
John Roger Bancks Green, ARIBA, ARAIA, AADipl  
Graeme Kendle Rawson, BA *N.E.*, MA *Macq.*, PhD *N.S.W.*, AHA

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## School of Social Work

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### Professor of Social Work and Head of School

Robert John Lawrence, BA DipSocSc *Adel.*, MA *Oxt.*, PhD A.N.U.

### Professor of Social Work

Phillip Anthony Vinson, BA DipSocStud *Syd.*,  
MA PhD DipSoc N.S.W.

### Senior Lecturers

June Huntington, BA *Lond.*, PhD N.S.W.

Margaret Teresa Lewis, BSocStud *Qld.*, MSW N.S.W.

### Lecturers

Rosemary Ellen Berreen, BSW N.S.W.

Maisry Elspeth Browne, BA DipSocStud *Syd.*, MSW N.S.W.

Charles Maxwell Ross Cornwell, BA BSocStud *Qld.*

Brian Anthony English, BSW N.S.W.

Damian John Grace, BA PhD N.S.W.

Colin John Marshall, BA MSW DipSocWk DipCrim *Syd.*

Martin Scott Mowbray, BSW N.S.W., MSW *Syd.*

Sandra Regan, BA *Boston S.C.*, MSW EdM N.Y. *State*

Richard John Roberts, BA DipEd N.E., BSocStud *Syd.*

Betsy May Wearing, BA LittB N.E., ASTC

Jennifer Warner Wilson, BA BSocStud *Syd.*

Diane Maree Zulfacar, BA DipSocWk *Syd.*, MSW *Smith*

### Senior Tutor

Elizabeth Aureena Fernandez, MA *Madr.*

### Tutors

Susan Joan Beecher, BA *Macq.*, BSocStud *Syd.*

Jane Rosalie Eales, BA (Social Work) *Witw.*

Robert Charles Mowbray, BSc BSocStud *Syd.*

Brenda Smith, BA *Manc.*, DiplApplSocSt *Lond.*

### Administrative Officer

Audrey Nancy Ferguson, BA DipSocStud *Syd.*



# The University of New South Wales Kensington Campus 1982

## Theatres

Biomedical Theatres E27  
Central Lecture Block E19  
Classroom Block (Western Grounds) H3  
Electrical Engineering Theatre F17  
Keith Burrows Theatre J14  
Main Building Theatre K14  
Mathews Theatres D23  
Parade Theatre E3  
Science Theatre F13  
Sir John Clancy Auditorium C24

## Buildings

Affiliated Residential Colleges  
*New (Anglican)* L6  
*Shalom (Jewish)* N9  
*Warrane (Roman Catholic)* M7  
Applied Science F10  
Architecture H14  
Banks F22  
Barker Street Gatehouse N11  
Basser College C18  
Biological Sciences D26  
Central Store B13  
Chancellery C22  
Chemistry  
Dalton F12  
Robert Heffron E12  
Civil Engineering H20  
Commerce (John Goodsell) F20  
Dalton (Chemistry) F12  
Electrical Engineering G17  
Geography and Surveying K17  
Goldstein College D16  
Golf House A27  
Gymnasium B5  
House at Pooh Corner N8  
International House C6  
John Goodsell (Commerce) F20  
Kanga's House O14  
Kensington Colleges C17  
Basser C18  
Goldstein D16  
Philip Baxter D14  
Main Building K15  
Maintenance Workshop B13

Mathews F23  
Mechanical and  
Industrial Engineering J17  
Medicine (Administration) B27  
Menzies Library E21  
Metallurgy E8  
Morven Brown (Arts) C20  
New College (Anglican) L6  
Newton J12  
Parking Station H25  
Philip Baxter College D14  
Robert Heffron (Chemistry) E12  
Sam Cracknell Pavilion H8  
Shalom College (Jewish) N9  
Sir Robert Webster  
(Textile Technology) G14  
Squash Courts B7  
Swimming Pool B4  
Unisearch House L5  
University Regiment J2  
University Union  
(Roundhouse)—Stage I E8  
University Union  
(Blockhouse)—Stage II G6  
University Union  
(Squarehouse)—Stage III E4  
Wallace Wurth School of Medicine C27  
Warrane College (Roman Catholic) M7  
Wool and Pastoral Sciences B8

## General

Academic Staff Office C22  
Accountancy F20  
Admissions C22  
Adviser for Prospective Students C22  
Alumni and Ceremonials C22  
Anatomy C27  
Applied Geology F10  
Applied Science (Faculty Office) F10  
Architecture  
(including Faculty Office) H14  
Arts (Faculty Office) C20  
Australasian Graduate  
School of Management G27  
Biochemistry D26  
Biological Sciences (Faculty Office) D26  
Biomedical Library F23  
Biotechnology D26  
Bookshop G17

Botany D26  
Building H14  
Careers and Employment C22  
Cashier's Office C22  
Centre for Biomedical Engineering A28  
Centre for Medical Education  
Research and Development C27  
Chaplaincy E15a  
Chemical Engineering and  
Industrial Chemistry F10  
Chemistry E12  
Child Care Centres N8, O14  
Civil Engineering H20  
Closed Circuit Television Centre F20  
Commerce (Faculty Office) F20  
Committee in Postgraduate Medical  
Education B27  
Community Medicine D26  
Computing Services Unit E21  
Drama D9  
Economics F20  
Education G2  
Electrical Engineering and  
Computer Science G17  
Engineering (Faculty Office) K17  
English C20  
Examinations C22  
Fees Office C22  
Food Technology F10  
French C20  
General Staff Office C22  
General Studies C20  
Geography K17  
German Studies C20  
Graduate School of the Built  
Environment H14  
Health Administration C22  
History C20  
History and Philosophy of Science C20  
Industrial Arts C1  
Industrial Engineering J17  
Institute of Languages G14  
Institute of Rural Technology B8b  
Kindergarten (House at Pooh Corner/  
Child Care Centre) N8  
Landscape Architecture H14  
Law (Faculty Office) E21  
Law Library E21  
Librarianship F23  
Library E21

Lost Property F20  
Marketing F20  
Mathematics F23  
Mechanical Engineering J17  
Medicine (Faculty Office) B27  
Metallurgy E8  
Microbiology D26  
Mining Engineering K15  
Music B11b  
National Institute of Dramatic Art C15  
Nuclear Engineering G17  
Off-campus Housing C22  
Optometry J12  
Organizational Behaviour F20  
Pathology C27  
Patrol and Cleaning Services F20  
Philosophy C20  
Physics K15  
Physical Education and  
Recreation Centre (PERC) B5  
Physiology and Pharmacology C27  
Political Science C20  
Postgraduate Extension Studies (Closed  
Circuit Television) F20  
Postgraduate Extension Studies (Radio  
Station and Administration) F23  
Psychology F23  
Public Affairs Unit C22  
Regional Teacher Training Centre C27  
Russian C20  
Science and Mathematics Course  
Office F23  
Social Work G2  
Sociology C20  
Spanish and Latin American Studies C20  
Sport and Recreation E15c  
Student Counselling and Research E15c  
Student Health E15b  
Student Records C22  
Students' Union E4  
Surveying K17  
Teachers' College Liaison Office F15b  
Tertiary Education Research Centre E15d  
Textile Technology G14  
Town Planning K15  
University Archives C22  
University Press A28  
University Union (Blockhouse) G6  
Wool and Pastoral Sciences B8a  
Zoology D26



