



The University of New South Wales

Professional Studies

1983
Faculty Handbook

How to use this Handbook

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

General Information (the India 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.

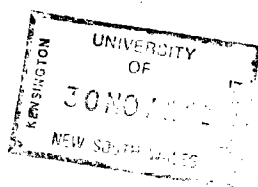
For detailed reference, see the list of **Contents**.



The University of New South Wales

PO Box 1 Kensington NSW Australia 2033 Phone 6630351

Professional Studies



1983
Faculty Handbook

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Subjects, courses and any arrangements for courses including staff allocated, as stated in the Calendar or any Handbook or any other publication, announcement or advice of the University, are an expression of intent only and are not to be taken as a firm offer or undertaking. The University reserves the right to discontinue or vary such subjects, courses, arrangements or staff allocations at any time without notice.

Information in this Handbook has been brought up to date as at 13 September 1982, but may be amended without notice by the University Council.

Contents

General Information	1
Some People Who Can Help You	1
Calendar of Dates	
The Academic Year	2
1983	2
1984	4
Organization of the University	5
Arms of the University/Council/Professional Board/Faculties/Boards of Study/Schools/Executive Officers/Administration/Student Representation/Award of the University Medal/Subject Numbers/Textbook Lists/Co-operative Bookshop/General Studies	
Student Services and Activities	
Accommodation	7
Residential Colleges	7
Other Accommodation	7
Associations, Clubs and Societies	7
The Sports Association	7
School and Faculty Associations	8
Australian Armed Services	8
Chaplaincy Centre	8
Deputy Registrar (Student Services)	8
Sport and Recreation Section	8
Physical Education and Recreation Centre	8
Student Counselling and Research Unit	9
Careers and Employment Section	9
Student Health Unit	9
The Students' Union	9
The University Library	10
The University Union	10
Financial Assistance to Students	11
Tertiary Education Assistance Scheme/Other Financial Assistance/Financial Assistance to Aboriginal Students/Fund for Physically Handicapped and Disabled Students	

Rules and Procedures	12
General Conduct	12
Appeals 12	
Admission and Enrolment	12
First Year Entry/Determent of First Year Enrolment	
Enrolment Procedures and Fees Schedules 1983	
1. Introduction 12, 2. New Undergraduate Enrolments 13, 3. Re-enrolment 13, 4. Restrictions Upon Re-enrolling 13, 5. New Research Students 13, 6. Re-enrolling Research Students 13, 7. Submission of Project Report 13, 8. Enrolments by Miscellaneous Students 13, 9. Final Dates for Completion of Enrolment 14, 10. University and University Union Membership Card 14, 11. Payment of Fees 14, 12. Assisted Students 14, 13. Extension of Time 14, 14. Failure to Pay Fees and Other Debts 14, 15. Fees 15, 16. Penalties 15, 17. Exemptions — Fees 15, 18. Variations in Enrolment (including Withdrawal) 16, 19. Exemption — Membership 16	
Private Overseas Students	17
Leave of Absence	17
Course Transfers	17
Admission with Advanced Standing	17
Resumption of Courses	18
Examinations	18
Assessment 18, Results 18, Availability of Results 18, Review of Results 18, Special Consideration 19, Physical Disabilities 19, Electronic Calculators 19, Examinations Held Away From the Campus 19, Arrival at Examinations 19, Linguistic Dictionaries 19, Conduct of Examinations 19, Acknowledgement of Sources 20, Further Assessment 20	
Restrictions upon Students Re-enrolling	20
Schedule A	22
Admission to Degree or Diploma	22
Attendance at Classes	23
Student Records	23
Release of Information to Third Parties	23
Change of Address	23
Ownership of Students' Work	23
Notices	23
Parking within the University Grounds	24
Academic Dress	24
Further Information	24
Vice-Chancellor's Official Welcome to New Students	24
<hr/> Introduction	25
<hr/> Faculty Information	26
Who to Contact	26
Enrolment Procedures	26
Faculty Enrolment Restriction	26
Professional Studies Library Facilities	27
Student Clubs and Societies	27
<hr/> Undergraduate Study: Course Outlines	28
School of Education	28
School of Health Administration	29
4040 Bachelor of Health Administration BHA	29
School of Librarianship	31
School of Social Work	32
4030 Bachelor of Social Work BSW	32
<hr/> Graduate Study	34
Graduate Enrolment Procedures	34
Graduate Courses	34
School of Education	34
5560 Education Graduate Diploma DipEd	34
2990 Master of Education (Honours) MEd	35
8910 Master of Education MEd	35
2945 Master of Educational Administration (Honours) MEdAdmin	37
8960 Master of Educational Administration MEdAdmin	37

School of Health Administration	38
2960 Master of Health Administration (Research) MHA	38
8900 Master of Health Administration (Formal Course Work) MHA	38
8940 Master of Health Planning MHP	39
8950 Master of Nursing Administration MNA	40
School of Librarianship	40
2985 Master of Archives Administration (Research) MArchivAdmin	41
2980 Master of Librarianship (Research) MLib	41
8920 Master of Librarianship (Formal Course Work) MLib	41
5591 Diploma in Information Management — Librarianship DiplM-Lib	43
5601 Diploma in Information Management — Archives Administration DiplM-ArchivAdmin	44
School of Social Work	45
2970 Master of Social Work (Research) MSW	45
8930 Master of Social Work (Formal Course Work) MSW	45
Graduate Study: Conditions for the Award of Higher Degrees	46
Doctor of Philosophy	48
Master of Archives Administration by Research	51
Master of Education	52
Master of Educational Administration	54
Master of Health Administration by Formal Course Work	55
Master of Health Administration by Research	56
Master of Health Planning	57
Master of Librarianship by Research	58
Master of Librarianship by Formal Course Work	60
Master of Nursing Administration	60
Master of Social Work by Research	61
Master of Social Work by Formal Course Work	63
Graduate Diplomas in the Faculty of Professional Studies	64
Subject Descriptions	65
Identification of Subjects by Numbers	65
School of Electrical Engineering and Computer Science	
Graduate Study	67
School of Psychology	
Undergraduate Study	67
School of Accountancy	
Undergraduate Study	67
Graduate Study	68
School of Health Administration	
Undergraduate Study	68
Graduate Study	71
Department of Organizational Behaviour	
Graduate Study	75
School of Sociology	
Undergraduate Study	76
School of Librarianship	
Graduate Study	76
School of Education	
Graduate Study	81
School of Social Work	
Undergraduate Study	93
Graduate Study	94
Financial Assistance to Students	96
Scholarships	96
Undergraduate	97
Graduate	97
Prizes	100
Undergraduate	100
Graduate	100
Staff	101

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. Alternatively you may dial 662 and then the extension number. This prefix should only be used when you are certain of the extension that you require as 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 personal 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, Director of Overseas Students and a full-time solicitor employed by the Students' Union 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.

1983

Faculties other than Medicine

Session 1 (14 weeks)	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
Session 2 (14 weeks)	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

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	Public Holiday
Monday 3	Last day for applications for review of results of <i>annual</i> examinations
Tuesday 4	Last day for acceptance of applications by Admissions Office for transfer to another undergraduate course within the University
Friday 14	Australia Day – Public Holiday
Monday 31	

February

Thursday 3	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 graduate students enrolled in formal courses
Monday 28	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 the degree for which they have applied for any other reason

March

Monday 7	Session 1 begins – all courses except Medicine III, IV and V
Wednesday 9	List of graduands for April/May ceremonies and 1982 prize-winners published in <i>The Sydney Morning Herald</i>
Monday 14	Last day for notification of correction of details published in <i>The Sydney Morning Herald</i> on 9 March concerning April/May graduation ceremonies
Friday 18	Last day for acceptance of enrolment by new undergraduate students (late fee payable thereafter)
Thursday 31	Last day for acceptance of enrolment by undergraduate students re-enrolling in second and later years (late fee payable thereafter)

April

Friday 1	Good Friday – Public Holiday
Saturday 2	Easter Saturday – Public Holiday
Monday 4	Easter Monday – Public Holiday
Friday 22	Last day for undergraduate students to discontinue without failure subjects which extend over Session 1 only
Monday 25	Anzac Day – Public Holiday

May

Monday 2	<i>Confirmation of Enrolment</i> forms despatched to all students
Wednesday 11	Last day for acceptance of corrected <i>Confirmation of Enrolment</i> forms
Friday 13	Last day for undergraduate students completing requirements for degrees at the end of Session 1 to submit <i>Application for Admission to Degree</i> forms
Monday 16	May Recess begins
Thursday 19	Publication of provisional timetable for June/July examinations
Sunday 22	May Recess ends
Friday 27	Last day for students to advise of examination clashes

June

Tuesday 7	Publication of timetable for June/July examinations
Monday 13	Queen's Birthday Holiday
Sunday 19	Session 1 ends
Monday 20	Midyear Recess begins
Tuesday 21	Examinations begin
July	
Wednesday 6	Examinations end
Monday 18	Examination results mailed to students
Tuesday 19	Examination results displayed on University noticeboards
Tuesday 13 to Friday 22	Students to amend enrolment programs following receipt of June examination results
Sunday 24	Midyear Recess ends
Monday 25	Session 2 begins
	Last day for applications for review of June assessment results

August

Thursday 4	Foundation Day – no classes held
Friday 5	Last day for students to discontinue without failure subjects which extend over the whole academic year
Monday 29	August Recess begins

September

Sunday 4	August Recess ends
Tuesday 6	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 the degree for which they have applied for any other reason
Wednesday 7	List of graduands for October graduation ceremonies published in <i>The Sydney Morning Herald</i>
Friday 9	Last day for undergraduate students to discontinue without failure subjects which extend over Session 2 only
Monday 12	Last day for notification of correction of details published in <i>The Sydney Morning Herald</i> on 7 September concerning October graduation ceremonies
Monday 19	<i>Confirmation of Enrolment</i> forms despatched to all students
Wednesday 28	Last day for acceptance of corrected <i>Confirmation of Enrolment</i> forms
Friday 30	Last day for applications from undergraduate students completing requirements for degrees at the end of Session 2 to submit applications for <i>Application for Admission to Degree</i> forms
	Last day to apply to UCAC for transfer to another tertiary institution in New South Wales

October	
Monday 3	Eight Hour Day – Public Holiday
Thursday 6	Publication of provisional examination timetable
Friday 14	Last day for students to advise of examination timetable clashes
Thursday 27	Publication of examination timetables

November	
Sunday 6	Session 2 ends
Monday 7	Study Recess begins
Sunday 13	Study Recess ends
Monday 14	Examinations begin

December	
Friday 2	Examinations end
Monday 19	Examination results mailed to students List of graduands in Medicine for February graduation ceremony published in <i>The Sydney Morning Herald</i>
Tuesday 20	Examination results displayed on University noticeboards
Sunday 25	Christmas Day
Monday 26	Boxing Day – Public Holiday
Tuesday 27	Public Holiday

Faculty of Medicine

First and Second Years	As for other faculties
Third and Fourth Years	Term 1 (10 weeks) 23 January to 1 April Term 2 (9 weeks) 9 April to 13 May <i>May Recess:</i> 14 May to 20 May 21 May to 17 June Term 3 (9 weeks) 25 June to 26 August <i>August Recess:</i> 27 August to 2 September Term 4 (10 weeks) 3 September to 11 November
Fifth Year	Term 1 (8 weeks) 23 January to 18 March Term 2 (8 weeks) 26 March to 20 May Term 3 (8 weeks) 28 May to 22 July Term 4 (8 weeks) 30 July to 23 September Term 5 (8 weeks) 2 October to 25 November

January

Monday 2	Public Holiday
Monday 16	Last day for applications for review of results of annual examinations
Friday 13	Last day for acceptance of applications by office of the Admissions Section for transfer to another undergraduate course within the University
Monday 30	Australia Day – Public Holiday

February

Monday 20	Enrolment period begins for second and later year undergraduate students and students enrolled in formal courses
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1984

Faculties other than Medicine

Session 1 (14 weeks)	5 March to 13 May <i>May Recess:</i> 14 May to 20 May 21 May to 17 June <i>Midyear Recess:</i> 18 June to 22 July 19 June to 5 July
Examinations	
Session 2 (14 weeks)	23 July to 26 August <i>August Recess:</i> 27 August to 2 September 3 September to 4 November <i>Study Recess:</i> 5 November to 11 November
Examinations	12 November to 30 November

March

Monday 5	Session 1 begins – all courses except Medicine III, IV and V
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April

Friday 20 to Monday 23	Easter – Public Holiday
Wednesday 25	Anzac Day – Public Holiday

Organization of the University

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 1982 the University had 19,016 students and over 3,600 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 Mullets 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 bodies 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 Studies

The dean, who is also a professor, is the executive head of the faculty or board of studies. 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 Michael Birt, 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 Athol Carrington, 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 or board of studies. Elections are for a one-year term of office.

Open Faculty/Board Meetings

If you wish you may attend a faculty or 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 throughout their degree course.

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 not 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.

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.

Student Services and Activities

Accommodation

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, PO Box 24, Kensington, NSW 2033.

International House

International House accommodates 154 male and female students from Australia and up to thirty other countries. Preference is given to more senior undergraduates and graduate students. Eight residents are available to help students. Apply in writing to the Warden, 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 the 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, Shalom College, the University of New South Wales, PO Box 1, Kensington, NSW 2033.

Warrane College

Warrane College provides accommodation for 200 men and is open to students of all ages, backgrounds and beliefs. The College offers a comprehensive tutorial program 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 to make use of its facilities. The general spiritual care of the College has been entrusted to the Catholic association Opus Dei. Enquiries: The Master, Warrane College, PO Box 123, Kensington 2033. Telephone (02) 662 6199.

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.

Associations, Clubs and Societies

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 on the 3rd floor, Squarehouse, E4, lower campus, 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 as set out later, in Rules and Procedures, Enrolment Procedures and Fees Schedules, section 15. **Fees.** 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.

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.

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.

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 those 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).

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 on the 3rd Floor, Squarehouse, E4, lower campus. The various services may be contacted by phone on the following extensions: Recreation Program 3271; Grounds Bookings 2235; Sports Association 2673.

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.

Student Counselling and Research Unit

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.

Careers and Employment Section

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.

Student Health Unit

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.

The Students' Union

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; the annual subscription for full-time and part-time students is set out later, in Rules and Procedures, Enrolment Procedures and Fees Schedules, section 15. **Fees.** 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.

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 noticeboard for casual job vacancies.
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. A video service with access for students to equipment and advice.
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. Provision of a bail fund.

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

The University Library

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.

The University Union

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 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); travel service; banking, pharmaceutical, optometrical and hairdressing facilities; showers; 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.

Financial Assistance to Students

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 1983. Forms are also 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 1983, 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 and has established a committee to advise the Vice-Chancellor in the matter.

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.

Rules and Procedures

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 carefully reading the rules set out in the following pages, requires further information on their application should seek further advice, in the first instance, at the Enquiry Counter in the North Wing of the Chancellery Building.

General Conduct

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'.

Admission and Enrolment

The Student Enquiry Counter, located near the Cashier 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 from the Cashier. The Enquiry Counter is open from 9 am to 5 pm, Monday to Friday. During enrolment it is also open for some part of the evening.

Information may be obtained here about special admission, admission with advanced standing and admission on overseas qualifications. Applications are also received 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 Enrolment Procedures and Fees.

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

Students wishing to enrol as higher degree candidates should first consult the Head of the School in which they wish to study. An application is then lodged on a standard form and the 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 Student Enquiry Counter 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 eighteen 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 fifteen 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.

Deferral of First Year Enrolment

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

Enrolment Procedures and Fees Schedules 1983

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 should pay the student activities 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 the time allowed (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 1983 must lodge an application for selection with the Universities and Colleges Admissions Centre, GPO Box 7049, Sydney 2001, by 1 October 1982.

Those who are selected will be required to complete enrolment at a specified time before the start of Session 1. Compulsory student activities 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 Student Enquiries Counter, Ground Floor, North Wing of the Chancellery Building.

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 Student Enquiries Counter in the Chancellery 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 1982.

4. Restrictions Upon Re-enrolling

Students who in 1982 have infringed the rules governing re-enrolment should not attempt to re-enrol in 1983 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. Completion of enrolment after this time will incur a penalty (see section 16. below).

6. Re-enrolling Research Students

Students undertaking purely research degree programs (course codes 0-2999) will be re-enrolled automatically each year and sent an account for any fees due.

7. Submission of Project Report

Students registered for formal masters degree programs (course codes 8000-9999) 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).

Information about possible student activities 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 (18 March 1983) 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 (1 April 1983) 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 (5 August 1983) 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 University Union 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.

New graduate students should complete an application for a card when they enrol unless they already possess one from previous study at the University. The card can be collected from the second floor of the University Union Blockhouse approximately three weeks after enrolment. The fees receipt may be used as necessary until the card is available.

11. Payment of Fees

The fees and charges which are payable 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

Students who are 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

Students who fail to pay prescribed fees or charges or are otherwise indebted to the University and who fail either to make a satisfactory settlement of indebtedness upon receipt of due notice or to receive a special exemption ceases to be entitled to the use of University facilities. Such students are not permitted to register for a further session, to attend classes or examinations, or to be granted any official credentials. In the case of students 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 (29 April 1983). In the case of students 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 (2 September 1983).

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

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

University Union Entrance Fee

Payable on first enrolment \$28

Students enrolling for only one session must pay the full University Union entrance fee.

Student Activities Fees

All students (with the exceptions set out in section 17. below) are required to pay the following fees if enrolling for a program involving two sessions. Those enrolling for only one session will pay the full University Union Entrance Fee, if applicable, and one half of any other fees due.

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 some or all of the student activities fees for reasons other than those set out in section 17. 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.

Student Activities Fees are adjusted annually by a system of indexation and those set out below are current in 1982 and are therefore subject to an increase in 1983.

University Union annual subscription \$80

Sports Association annual subscription \$17

Students' Union Annual Subscription

Students enrolling in full-time courses \$22

Students enrolling in part-time courses or as miscellaneous students \$17

Miscellaneous Fund annual fee \$28

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

Other Charges

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 student activities fees and the University Union Entrance Fee 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 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.

*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: Australian Film and Television School, New South Wales Institute of Technology, Sydney College of Advanced Education and Sydney College of Chiropractic.

(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:

31 March 1983 for Session 1 only and whole year subjects;

19 August 1983 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 (22 April or 9 September)

(b) for whole year subjects, the end of the second week of Session 2 (5 August).

(5) Withdrawal from Course – Refunds – Student Activities Fees

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

Details of the refunds which may be available may be obtained from the Student Enquiry Counter, the Chancellery.

(6) Acknowledgements

The Student Records and Scholarships Office 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 (22 April or 9 September) will be incorporated in the *Confirmation of Enrolment Program* notice forwarded to students on 2 May or 20 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 Student Records and Scholarships Office.

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.

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 1982 of their intention to transfer.

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 14 January 1983.

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 Professorial 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.

Resumption of Courses

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.

Examinations

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 24 June for Session 1 results and Friday 25 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.

Academic Misconduct

Students are reminded that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct are usually excluded from the University for two years. Because of the circumstances in individual cases the period of exclusion can range from one session to permanent exclusion from the University.

The following are some of the actions which have resulted in students being found guilty of academic misconduct in recent years: use of unauthorized aids in an examination; submitting work for assessment knowing it to be the work of another person; improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination; failing to acknowledge the source of material in an assignment.

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 Midyear 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.

Restrictions upon Students Re-enrolling

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 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.

*See Schedule A immediately below.

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) Students whose applications for re-admission to a course or subject that are unsuccessful (see 9. (2) (a), (b) respectively) will be invited to appeal to 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 4190-4220	One-session subjects: UV 1 Two-session subjects: UV 2
Architecture	Half the program	3270, 3330 3320 3360, 3380	Elective subjects: UV 0 All other subjects: appropriate UV corresponding to credit points* Elective subjects: UV 0 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 Two subjects	3490-3595 FT in both sessions 3490-3595 PT in either session	
Engineering	Half the program	3600-3750	One-session subjects: UV 1 Two-session subjects: UV 2
Law	Half the program	4710-4790	One-session subjects: UV 1 Two-session subjects: UV 2
Medicine	Half the program	3800	80.010: UV 3 81.001: UV 3 81.002: UV 6 70.001: UV 4 General Studies: UV 1
Military Studies	Half the program	BA, BSc BE	All subjects: UV 1 All subjects: appropriate weighted mark*

Faculty/Board of Studies	Minimum Requirement	Course	Unit Values (UV)
Professional Studies	Half the program	4030, 4040 4070-4080	All subjects: UV 1 One-session subjects: UV 1 Two-session subjects: UV 2
Science	Half the program	3910, 3950	All subjects: appropriate UV* General Studies: UV 1
Science and Mathematics	Half the program	3970	All subjects: appropriate UV* 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 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 October 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

*For details see the appropriate Faculty Handbook.

an additional form *Final Year Students' Graduation: Change of Address*.

Attendance at Classes

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.

Absence from Classes

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.

Student Records

Confirmation of Enrolment Program notices are sent to all students on 2 May and 19 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.

Release of Information to Third Parties

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.

Change of Address

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 25 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.

Ownership of Students' Work

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.

Notices

Official University notices are displayed on the noticeboards 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.

Parking within the University Grounds

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.

Academic Dress

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

Further Information

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.

Vice-Chancellor's Official Welcome to New Students

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 3 March 1983
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 4 March 1983
10 am in the Clancy Auditorium

Part-time Students

All courses:

Tuesday 8 March 1983
7.00 pm in the Clancy Auditorium

Meeting for Parents of New Students

Friday 4 March 1983
7.30 pm in the Clancy Auditorium

Introduction

The Faculty of Professional Studies offers undergraduate and graduate diploma courses which provide the initial preparation for students wishing to enter certain professions. It offers higher degree courses for the on-going education of members of those professions. The Faculty consists of the Schools of Education, Health Administration, Librarianship and Social Work.

In addition to general information about the University, this handbook provides, in the pages which follow, information which is specific to the Faculty, its schools, its courses and the subjects within those courses.

The Faculty wishes to ensure that all students have access to appropriate advice. In deciding upon the details of your proposed program you are advised to study the handbook carefully and to consult the contact person listed for the School to seek further information. You are also encouraged to use this contact to seek help with problems which arise during your course.

Professor A. A. Hukins
Dean

Faculty Information

Who to Contact

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.

Faculty of Professional Studies Enrolment Procedures

All students re-enrolling in 1983 or enrolling in graduate courses should obtain a copy of the free booklet *Enrolment Procedures 1983* 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.

Faculty Enrolment Restriction

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.

Professional Studies Library Facilities

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

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.

Student Clubs and Societies

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.

Social Work Students' Association

The Association's primary function is that of a communication channel operating not only among the students themselves but

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 1983. Interested students should contact the School of Education for further information. Details of these courses may be found in the following handbooks:

School of Education

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 1983	BSc(Ind Arts) DipEd
Arts Faculty Handbook 1983	BA DipEd
Commerce Faculty Handbook 1981	BCom DipEd
Sciences Faculty Handbook 1983	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 and the degree 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 was revised extensively in 1981, and transition arrangements for students who have partially completed the course are outlined below. 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:

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

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

16.011	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)
16.111	Health Care Systems
16.112	Health and Health Care
16.201	Law I or 16.521 Law I or 16.520 Law IT
16.411	Health Service Planning I or 16.421 Health Planning I
16.501	Economics (Health Administration) or 16.551 Health Economics I
16.601	Behavioural Science I
16.711	Quantitative Methods 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

† Internal students only

(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.

School of Social Work

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 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, the student gains understanding of the main dimensions of contemporary and future social work practice at the various levels and in the various fields of social work intervention. Features of the course are a problem-solving approach in the first year, and a range of electives on selected aspects of social work in final year.

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, 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 176 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-government social agencies and agencies at all levels of government are utilized. For some students, their third field education placement may be located outside the Sydney metropolitan area.

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

Entry to the course is on a competitive basis. A small number of students may be admitted to Year 2 of the course if they have completed at least four full first year BA degree subjects, or their equivalent, including Sociology and Psychology at a level approved by the Faculty's Admissions Committee. From 1984 these may be permitted to undertake 63.193 Social Work Practice I as a 5-hour per week Session 1 subject in Year 2.

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.

4030

Social Work Degree Course — Full-time

Bachelor of Social Work BSW

Year 1

		Hours per week (weekly averages for the session)	
		S1	S2
12.100	Psychology I	5	5
53.001	Introduction to Sociology	3	3
63.193	Social Work Practice I	3	3
and	12 first level credit points approved as counting towards the BA degree	3	3
	or		
	6 such credit points and 2 General Studies electives		
	or		
	4 General Studies electives		

Year 2

63.203	Human Behaviour I	3	2
63.213	Social and Behavioural Science	2	2
63.221	Australian Social Organization	3	0

		Hpw	
63.242	Social Philosophy I	0	2
63.251	Social Welfare I	2	0
63.282	Social Work Practice — First Placement		*
63.292	Social Work Practice II	0	3
	General Studies electives (two)	4	

*2-week block in the midyear recess + 2 days a week (no recess) to end week 12, Session 2 36 days

Year 3

		Hours per week (weekly averages for the session)	
		S1	S2
63.303	Human Behaviour II	3	3
63.332	Research Methods I	0	3
63.341	Social Philosophy II	2	0
63.353	Social Welfare II	2½	4
63.381	Social Work Practice — Second Placement	*	
63.393	Social Work Practice III	4	4

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

Year 4

		Weeks 4-14	
63.431	Research Methods II	3	0
63.453	Social Welfare III	4	3
63.462	Social Work Organization	0	3
63.481	Social Work Practice — Third Placement	*	
63.482	Social Work Practice — Fourth Placement	**	
63.493	Social Work Practice IV — Selected Studies	5	4

*10 week block, week 1 in January to end week 2, Session 1 50 days

**3-week block in the midyear recess + 2 days a week (no recess) for Session 2, 45 days

Note: The course outlined above is required for students enrolling in 1983 and thereafter. Students who enrolled in the Bachelor of Social Work degree prior to 1983 will undertake the program with the following modifications:

1. For Year 2 students in 1983, 63.263 Social Work Practice IA (see 1982 Handbook) replaces 63.292 Social Work Practice II. General Studies is 2 hours per week in each session; and 63.221 Australian Social Organization has already been completed in Year 1.

2. For Year 3 students in 1983 and 1984, 63.363 Social Work Practice IIA (see 1982 Handbook) replaces 63.393 Social Work Practice III.

3. For Year 4 students in 1983, 63.463 Social Work Practice IIIA (see 1982 Handbook) replaces 63.493 Social Work Practice IV — Selected Studies; and in 1983 and 1984, 63.481 Social Work Practice — Third Placement consists of an 8-week block, from the third week in January to the end of week 2 of Session 1 (45 days).

Graduate Study

Graduate Enrolment Procedures

All students enrolling in graduate courses should obtain a copy of the free booklet *Enrolment Procedures 1983* 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.

Graduate Courses

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 programs 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).

School of Education

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.

Subjects

	Number of hours
58.010 Theory of Education	
Philosophy of Education	30
Educational Psychology	30
Sociology of Education	30
Selected Studies in Education	40

58.011 Curriculum and Instruction

Students are required to satisfy requirements in Microteaching, Classroom Issues and Strategies, and in each of two method subjects or in one double method subject.

● Microteaching	14
● Classroom Issues and Strategies	42
● Special Methods*	
Commerce/Economics Method	50
Drama Method	50
English Method — Single	50
English Method — Double	100
French Method	50
Geography Method	50
German Method	50
History Method	50
Industrial Arts Method — Double	156
Mathematics Method — Single	50
Mathematics Method — Double	100
Science Method — Single	78
Science Method — Double	156
Slow Learner Method	50
Social Science Method	50
Spanish Method	50
	220

58.012 Teaching Practice**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 Head of School, 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 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 Research A	1
58.226G Multivariate Analysis in Educational Research B	1
58.228G Experimental Design and Analysis III	1
58.229G Non-Parametric Design and Analysis	1

*All methods may not be available every year.

	No. of Units
58.230G Evaluation of Educational Programs	1
58.231G Measurement in Education	1
58.232G Philosophical Problems in Educational Research	1

Philosophy of Education Subjects

58.256G Moral Education I	1
58.257G Moral Education II	1
58.258G Philosophy of the Curriculum I	1
58.259G Philosophy of the Curriculum II	1
58.264G Philosophy of Science and Education	1
58.265G Philosophy of Literary Education I	1
58.266G Philosophy of Literary Education II	1
58.267G Philosophy of History Education I	1
58.268G Philosophy of History Education II	1
58.269G Philosophy of Maths Education I	1
58.270G Philosophy of Maths Education II	1
58.272G Philosophy of Language Education II	1
58.273G Philosophy of Social Science Education I	1
58.274G Philosophy of Social Science Education II	1
58.275G John Dewey and Progressive Education	1
58.276G Deschooling and Free Schooling	1
58.277G The Nature of Intelligence	1
58.278G Social Philosophy and Education I	1
58.279G Social Philosophy and Education II	1
58.285G Ideology and Education I	1
58.286G Ideology and Education II	1
58.287G Introduction to the Philosophy of Education	1
58.288G Marxism and the Study of Education I	1
58.289G Marxism and the Study of Education II	1
58.290G Philosophy of Mind and Educational Theory I	1
58.291G Philosophy of Mind and Educational Theory II	1
58.294G Education and Unemployment	1
58.295G Sexuality and Education	1
58.296G Philosophy of Language Education I	1
58.297G Philosophy of Religious Education I	1
58.298G Philosophy of Religious Education II	1

Sociology of Education Subjects

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

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

Science Education Subjects

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

Educational Psychology Subjects

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

Miscellaneous Subjects

	No. of 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

Project

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.

Subjects from other Master's courses offered in the University may be included as electives in students' programs with the approval of the Head of School.

Compulsory Subjects

8 units plus Project	Unit 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
58.509G Education Systems	1
58.510G Policy Making in Education	1
58.511G Resource Management	2
58.533G Project	

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.

Elective Subjects

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

1970**Doctor of Philosophy****Doctor of Philosophy
PhD**

This is a research degree requiring an original and significant contribution to knowledge in an approved subject.

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.

1950**Doctor of Philosophy****Doctor of Philosophy
PhD**

This is a research degree requiring an original and significant contribution to knowledge in an approved subject.

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
16.937G	Health Services Research & Evaluation	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
16.941G	Epidemiology	2
16.970G	Health Services Management I	2
A graduate subject offered by the Department of Organizational Behaviour**		3
		<hr/>
		12

Year 2**Session 1**

	Hours per week
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.

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
16.937G Health Services Research and Evaluation	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
16.941G Epidemiology	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 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	4
16.974G Hospital Organization	2

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 provision 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.

	Equivalent Hours per week
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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.

Master of Nursing Administration

The course leading to the degree of Master of Nursing Administration is intended to contribute to the development of nursing personnel who hold or are preparing to enter senior nursing administrative posts in the health services. The course provides a broad coverage of the field of health administration together with attention to skills and knowledge of particular relevance to the administration of nursing services.

The degree is awarded on the successful completion of the program below. The course is normally taken in one year of full-time study, but applications for part-time enrolment are also considered. Conditions for the award of the degree of Master of Nursing Administration are set out under **Conditions for the Award of Higher Degrees** later in this handbook.

It should be noted that the starting date of this course is yet to be determined.

8950

Master of Nursing Administration Course — Full-time

Master of Nursing Administration MNA

Session 1

	Hours per week
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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
16.933G Health Services Law I	2
16.935G Health Economics I	2
16.961G Nursing Theory and the Goals of Nursing Service	2
16.962G Structures and Controls in Nursing Administration	2
	<hr/> 16

Session 2

16.905G Health Services Accounting	2
16.937G Health Services Research and Evaluation	2
16.938G Seminar in Health Policy	2
16.939G Health Planning II	2
16.963G The Nurse Executive Role	2
plus Electives*	8
	<hr/> 18

***Note:** 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. At least two electives must be chosen from the nursing electives listed below. The approval of the relevant Head of School is required to undertake an elective offered by another school.

The following electives are offered by the School of Health Administration:

- 16.964G Nursing Research
- 16.965G Historical Trends in Nursing
- 16.966G Current Issues in Nursing
- 16.967G Politics, Policies and Power in Nursing

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**.

1990

Doctor of Philosophy

Doctor of Philosophy PhD

This is a research degree requiring an original and significant contribution to knowledge in an approved subject.

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

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

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 project report (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.

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 1983:

Session 1

- 30.941G Sociology of the Workplace
- 30.942G Corporate Future and Social Change
- 30.965G New Directions in Organization Theory

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 1983

Session 1

30 941G Sociology of the Workforce
30 942G Corporate Futures and Social Change
30 965G New Directions in Organization Theory

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 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.

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

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 DipIM-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

		Hours per session	
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

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

Strand B — Information sources: collection & use

55.357	Information Sources: Selection, Collection & Use	54	0
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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
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 the Community	0	28
55.347	Information Needs in Industry, Business & Government	0	14
55.348	Information Needs in the Health Science Environment	0	14
	Literature of the Pure & Applied Sciences	0	28

†Number of hours of attendance required per week is approximately 16

‡Not all Special Topics are necessarily available each year.

Strand B (continued)

		Hours per session	
		S1	S2
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
55.358	Literature of the Social Sciences	0	28

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
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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.

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	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

Non-Core

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	

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.

5601**Information Management****— Archives Administration****Graduate Diploma Course — Part-time****Diploma in Information Management****— Archives Administration****DiplM-ArchivAdmin****Stage 1**

		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

Non-Core

55.641	Archives Theory and History	28	0
55.642	Management of Archives	50	27

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

		Hours per session	
		S1	S2
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	

Stage 2

Core

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	

*Enrolment will be permitted in either Stages 1 or 2. Assessment will be finalized in the stage in which the subject enrolment takes place

School of Social Work

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 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**.

1980

Doctor of Philosophy

Doctor of Philosophy PhD

This is a research degree requiring an original and significant contribution to knowledge in an approved subject.

In addition to a thesis, each candidate is required to complete the subjects 63.741G Social Policy Analysis and 63.742G Social Planning, usually in the first year of registration.

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 63.741G Social Policy Analysis and 63.742G 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 enable social workers to give leadership in professional practice at the different levels and in the various fields of social work intervention. A common basis for advanced 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 addition, candidates focus on selected challenges and opportunities relevant to their particular professional responsibilities.

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
63.713G	Social and Behavioural Science	1½	1½
63.723G	Social Work Research Methods	1½	1½
63.733G	Advanced Social Work Practice I	2	2

Year 2

63.741G	Social Policy Analysis	2	0
63.742G	Social Planning	0	2
63.753G	Advanced Social Work Practice II	4	4

Year 3

63.761G	Project	12	0
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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
Higher Degrees	Doctor of Science	DSc	Calendar
	Doctor of Letters	DLitt	Calendar
	Doctor of Laws	LLD	Calendar
	Doctor of Medicine	MD	Calendar Medicine
	Doctor of Philosophy	PhD	Calendar and all handbooks
	Master of Applied Science	MAppSc	Applied Science
	Master of Architecture	MArch	Architecture
	Master of Archives Administration	MArchivAdmin	Professional Studies
	Master of Arts	MA(Hons)	Arts
		MA	Military Studies 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 (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
Master of Education	MEd	Professional Studies
Master of Educational Administration	MEdAdmin	Professional Studies
Master of Engineering	ME	Applied Science
Master of Engineering <i>without supervision</i>		Engineering Military Studies
Master of Engineering Science	MEngSc	Engineering Military Studies
Master of Environmental Studies	MEnvStudies	Applied Science
Master of General Studies	MGenStud	General Studies
Master of Health Administration	MHA	Professional Studies
Master of Health Personnel Education	MHPed	Calendar†
Master of Health Planning	MHP	Professional Studies
Master of Industrial Design	MID	Architecture
Master of Landscape Architecture	MLArch	Architecture
Master of Laws by Research	LLM	Law
Master of Librarianship	MLib	Professional Studies
Master of Mathematics	MMath	Sciences *
Master of Nursing Administration	MNA	Professional Studies
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 Safety Science	MSafetySc	Engineering
Master of Science	MSc	Applied Science
Master of Science <i>without supervisor</i>		Architecture Engineering Medicine Military Studies 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
Master of Science (Industrial Design)	MSc(IndDes)	Architecture
Master of Science (Psychology)	MSc(Psychol)	Biological Sciences
Master of Social Work	MSW	Professional Studies
Master of Statistics	MStats	Sciences *

**Higher Degrees
(continued)**

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

*Faculty of Science.

†Professorial 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 350 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 standard acceptable to 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 by submitting 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 months' notice of his intention to submit the 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 standard acceptable to 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 by submitting 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 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.

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 commencement of the session in which registration is required.

Registration

(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 acceptable to the Committee. This condition may be varied in exceptional cases at the discretion of the Committee.

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.

Pass Degree

(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 acceptable to the Committee, subjects† to the value of four units provided for the pass degree of Master of Education except that in special circumstances the candidate 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. The candidate shall not submit as the main content of the thesis any work or material 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.

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

†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.

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 standard acceptable to 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 by submitting 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 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 acceptable to the Committee. This condition may be varied in exceptional cases at the discretion of the Committee.

<p>3.1 (1) The program for the pass degree shall include subjects† 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>Pass Degree</p>
<p>3.2 (1) Every candidate for the Honours Degree shall be required to pass, at a standard acceptable to 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. The candidate shall not submit as the main content of the thesis any work or material which the candidate 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>Honours Degree</p>
<p>4. (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>Thesis</p>
<p>5. Having considered 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.</p>	<p>Recommendation for Admission to Degree</p>
<p>6. An approved candidate shall pay such fees as may be determined from time to time by the Council.</p>	<p>Fees</p>
<p>1. 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>Master of Health Administration (by Formal Course Work) (MHA)</p>
<p>2. (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 standard acceptable to the Committee.</p> <p>(2) In exceptional cases an applicant may be registered as a candidate for the degree by submitting evidence of such academic and professional attainments as may be approved by the Committee.</p>	<p>Qualifications</p>

†Subjects offered for the degree of MEdAdmin 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 of two hours per week for two sessions

(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 standard 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 by submitting 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 the application should obtain the approval of the Head of the School of Health Administration for the 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 published work. 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; and
- (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 by submitting 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 standard acceptable to 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 by submitting 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.

(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 months' notice of intention to submit the thesis and such notice shall be accompanied by the appropriate fee.

(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.

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

Registration

Thesis

Recommendation for Admission to Degree

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 standard acceptable to 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 standard acceptable to the Committee.

(2) In exceptional cases an applicant may be permitted to register as a candidate for the degree by submitting 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 project report, 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.

1. The degree of Master of Nursing Administration 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
Nursing
Administration
(MNA)**

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

Qualifications

(a) have been admitted to a degree of the University of New South Wales or other approved tertiary institution at a standard acceptable to the Committee;

(b) be qualified to be registered as a nurse in any Australian State or Territory;

(c) have had at least three years' experience in the health services of a kind which is acceptable to the Committee;

(d) 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.

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

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.

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 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.

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.

**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 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.

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

Qualifications

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

(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 acceptable to 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 by submitting 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.

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 one month before the commencement of the session in which the candidate desires to commence 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 the 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.

Thesis

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

(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.

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

1. The degree of Master of Social Work (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.

Master of Social Work (by Formal Course Work) (MSW)

2. An applicant for registration for the degree shall:

Qualifications

(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 by submitting 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.

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.

Registration

(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 and as a result of such review the Committee may terminate the candidature.

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.

Recommendation for Admission to Degree

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

Fees

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 sessions, or
 - (2) complete a two-year part-time course within six 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 the applicant 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.

School, Department etc Faculty Page			School, Department etc Faculty Page		
*Subjects also offered for courses in this Handbook			*Subjects also offered for courses in this Handbook		
1	School of Physics	Science	41	School of Biochemistry	Biological Sciences
2	School of Chemistry	Science	42	School of Biotechnology	Biological Sciences
3	School of Chemical Engineering	Applied Science	43	School of Botany	Biological Sciences
4	School of Metallurgy	Applied Science	44	School of Microbiology	Biological Sciences
5	School of Mechanical and Industrial Engineering	Engineering	45	School of Zoology	Biological Sciences
6	School of Electrical Engineering and Computer Science*	Engineering	46	Faculty of Applied Science	Applied Science
7	School of Mining Engineering	Applied Science	47	Faculty of Engineering	Engineering
8	School of Civil Engineering	Engineering	48	School of Chemical Engineering and Industrial Chemistry	Applied Science
9	School of Wool and Pastoral Sciences	Applied Science	50	School of English	Arts
10	School of Mathematics	Science	51	School of History	Arts
11	School of Architecture	Architecture	52	School of Philosophy	Arts
12	School of Psychology*	Biological Sciences	53	School of Sociology*	Arts
13	School of Textile Technology	Applied Science	54	School of Political Science	Arts
14	School of Accountancy*	Commerce	55	School of Librarianship	Professional Studies
15	School of Economics	Commerce	56	School of French	Arts
16	School of Health Administration	Professional Studies	57	School of Drama	Arts
17	Biological Sciences	Biological Sciences	58	School of Education	Professional Studies
18	School of Mechanical and Industrial Engineering (Industrial Engineering)	Engineering	59	School of Russian	Arts
21	Department of Industrial Arts	Architecture	60	Faculty of Arts	Arts
23	School of Nuclear Engineering	Engineering	62	School of History and Philosophy of Science	Arts
25	School of Applied Geology	Applied Science	63	School of Social Work	Professional Studies
26	Department of General Studies	Board of Studies in General Education	64	School of German Studies	Arts
27	School of Geography	Applied Science	65	School of Spanish and Latin American Studies	Arts
28	School of Marketing	Commerce	66	Subjects Available from Other Universities	
29	School of Surveying	Engineering	68	Board of Studies in Science and Mathematics	Board of Studies in Science and Mathematics
30	Department of Organizational Behaviour*	Commerce	70	School of Anatomy	Medicine
31	School of Optometry	Science	71	School of Medicine	Medicine
32	Centre for Biomedical Engineering	Engineering	72	School of Pathology	Medicine
35	School of Building	Architecture	73	School of Physiology and Pharmacology	Medicine
36	School of Town Planning	Architecture	74	School of Surgery	Medicine
37	School of Landscape Architecture	Architecture	75	School of Obstetrics and Gynaecology	Medicine
38	School of Food Technology	Applied Science	76	School of Paediatrics	Medicine
39	Graduate School of the Built Environment	Architecture	77	School of Psychiatry	Medicine
40	Professorial Board		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	

School of Electrical Engineering and Computer Science

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.

School of Psychology

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 basic science, with emphasis on the biological and social bases of behaviour, relationship to the environment, and individual differences. Training in the methods of psychological enquiry and in the use of elementary statistical procedures.

Psychology Level II and Psychology III

Students should consult the Sciences handbook for details.

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.

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.

School of Accountancy

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 Computer Information Systems I**S1 or S2 L3**

Prerequisite: 14.511 plus 15.411 or approved studies in Computer Science.

Information systems and the organization and architecture of typical commercial application systems; the systems lifecycle; the systems analysis/design task; tools and techniques of the systems analyst; documentation techniques, internal controls and interfacing with the EDP auditor; file design concepts; logic and computer hardware; commercial computer programming.

14.603 Computer Information Systems 2**S2 L3**

Prerequisite: 14.602.

The systems design task; forms driven, data structure and data flow based design methodologies; top-down structured design; introduction to database management techniques; the systems software environment, graphics; communications networks and software; structured programming; program design; COBOL programming.

14.613 Business Finance II**S1 or S2 L73**

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 L3**

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 L3**

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

School of Health Administration

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 pluralism 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

Includes and 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.

16.310 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

* Available for internal students only.

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.

16.313 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.

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 of resources. Prediction, forecasting and operations research techniques. Introduction to use of computers in health service planning.

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**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 conflict in 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, planning and evaluation 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 health and safety 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, MPQS. 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.

16.961G Nursing Theory and the Goals of Nursing Service S1 L2

Primary objectives are to instruct the student in: the elements of theory construction and model-building; the uses of theories; the major concepts of nursing theorists, such as those of Levine, Roy, Orem and

Rogers, the relationship of nursing, theories to the nursing process and the philosophy and objectives of the nursing service department; and the skill of classifying the elements of nursing theories as a strategy for facilitating further theory development.

16.962G Structure and Controls in Nursing Administration S1 L2

Aim is to highlight the relationship and interdependence of the structural and control aspects of nursing management. The organizational structure of the nursing service department and the problems associated with it, such as staffing, patient assignment patterns and scheduling. Control mechanisms, for example, performance appraisal and quality assurance programs are discussed individually and in terms of the variety of choices available to the nursing administrator.

16.963G The Nurse Executive Role S2 L2

The purpose of this subject is to assist the student in developing executive skills. Students are given instruction in the distinguishing features of first line, middle and executive nurse managers. The difficulties for nurses of executive role adoption and modelling due to the legacy of traditional nurse training schemes. Exercises in confrontation, conflict management and resolution, and decision-making skills.

16.964G Nursing Research S2 L2

Students are expected to undertake a critical analysis of selected research studies in nursing administration, education and service. Developing strategies for utilizing research in practice, and examining the nurse executive's role in facilitating this process.

16.965G Historical Trends in Nursing S2 L2

The history of nursing within the context of health service development. Australian nursing history and comparisons made of events in the UK and North America. Topics: the origin of the requirements for licensure, and the growth and distribution of the nurse population.

16.967G Politics, Policies and Power in Nursing S2 L2

The means by which policy development, implementation and evaluation in nursing takes place. The role of statutory bodies, professional organizations as pressure groups, the effect of the women's movement, and the dominance of the medical profession in nursing policy decision-making.

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.

16.974G Hospital Organization S2 L2

Complements 16.949G Organizational Analysis in Health Services by specific attention to critical features in hospital organization. Relationships and effects of values, goals, organization, power, autonomy and dependency. Approaches to operational analysis of individual components of hospital organization and their aggregation with attention to resource allocation, managerial and clinical information relationships, quality assurance and psycho-social dimensions.

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. *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; eg the complex relationship between formal, informal, experimental 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; raised expectations for quality of working life; industrial democracy.

30.942G Corporate Futures and Social Change S2 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 in scenario-building. Organizational units involved in environmental monitoring and planning in selected Australian and overseas corporations. Theory and practice of adaptive design.

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.

30.960G 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.

School of Sociology

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.

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.

School of Librarianship

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.

55.136 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, biometric 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.

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.

55.351 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.

55.358 Literature of the Social Sciences**S2**

Generation, structure and use of the literature of political science, economics, law, psychology, sociology, anthropology, geography and education. Control of and access to published and unpublished literature using both printed and machine-readable information sources.

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. Technology 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.

55.901G Project Report F

Each student of the Master of Librarianship by formal course work degree is required to submit a project report involving individual study and investigation, the requirements of which represent 20 per cent of the total course.

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 development which influence classroom behaviour. Topics: self-concept, personality development in family and school, peer relationships, emotional and cognitive development. Individual differences of teachers and pupils in both the cognitive and affective domains.

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 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 Language and Education or Literary Appreciation and Education or History and Education or Science and Education or Social Science and Education or Curriculum and Education.

Sociology of Education: Topics include: stratification and inequality, multiculturalism, family and school, sexism in schools and non-sexist education, deviance in the school and classroom, the media and education, the role of education in society with attention to Australian education systems, technological change, work structure change, life-long learning, social trends and implications for education.

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 S1 L2T5½ S2 L2T6

A core section and a special methods section.

1. Core. Communication and Microteaching: Techniques and problems of communication, the development of teaching skills by peer-group microteaching. **Classroom Issues and Strategies:** Classroom strategies relating to concerns such as mixed ability groups, streaming, individualized instruction, children with special needs (eg handicapped, talented, immigrant, aboriginal children), language in learning, discipline and class control. **Assessment and Measurement:** including test planning, standardized tests, marking and reporting, essay-type tests, scaling of test scores, uses and effects of assessment. **Classroom and Community:** including topics such as the primary school, the teacher in the school community, teachers and parents, legal responsibilities and rights, transition, unemployment, leisure, support facilities.

2. Special Methods. Students elect two single method subjects or one double method subject.

Commerce/Economics Method

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.

School of Education

Graduate Study

Education Graduate Diploma Course

58.010 Theory of Education S1 L9, 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*

Note: A knowledge of bookkeeping is necessary to the study of Commerce Method and tutorials are arranged for those with no previous bookkeeping experience.

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.

English Method — Single

English Method — Double

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 *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 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.

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.

Mathematics Method — Single

Mathematics Method — Double

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.

Science Method — Single

Science Method — Double

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 is 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.

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 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 is the opportunity to prepare and test resource material.

58.012 Teaching Practice

Students undertake two blocks of 20 days experience, one in Session 1 and the other in Session 2. Each student is placed in a different high school in each session and works in close association with one or more teachers. In the first block the emphasis is upon a gradual introduction to teaching and in the second it is upon developing teaching competence.

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.

58.228G 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.

58.229G 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.

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'.

58.284G 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:* 58.296G.

Language and knowledge: meaning, belief and values. Language as the arbiter of thoughts, as a social tool. The development of language and the development of persons. The concept of deep structure. The implications of transformational grammar for language teaching. Behaviourist and innatist views of language learning. Chomsky, Skinner and Piaget. Conceptual analysis, the exposure of ideology and the use of language in social control.

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**

This subject examines current fundamental re-thinking of educational methods and objectives about several different kinds of approach to education and considers 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.

58.294G 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.

58.296G Philosophy of Language Education I

Designed for teachers of English and also for teachers of second languages. Issues concerning language and teaching including: the nature of meaning; the role of language in transmitting culture, values and attitudes; the role of grammar — the 'back to basics' movement; the language of subcultures, the concept of deviance and the morality of enforcing standard usage. The roles of translation, of reading and conversation and of formal teaching in language learning. Language and reality — the Sapir-Whorf hypothesis (that language determines belief) and the Davidson hypothesis (that belief determines language). Language across the curriculum. Learning through language.

58.297G Philosophy of Religious Education I

The place of religion in education, and of the nature of religious education. Topics include: religious neutrality, religion and atheism in the school; faith, reason and the aims of education, indoctrination and education; religious experience and religious knowledge; the rationality of religious belief; religion and science; religious education and moral education's commitment and public education.

58.298G Philosophy of Religious Education II

More advanced, developing issues in 58.297G in the light of discussion of the following: religion and values; the justification of religious belief; authority in religion and in education; the nature of religious education; the nature and logic of theological argument.

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 affect 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 Studies in Personality and its Development**S1 or S2 L2**

Prerequisite: Any of 58.361G, 58.385G, 58.360G, 58.371G, or equivalent.

Personality development in family, school and society. Some major theories, including those of Jung, Adler and Horney. Recent research and its application in the area of self concept, self esteem and abnormal personality development. Practical work includes some training in content analysis so that students can apply personality research to the study of literature, history, politics and art. Assessment involves such an exercise.

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 palsied, 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 58.380G.

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

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**58.702 Theory of Education I F L1****58.703 Theory of Education II F L1****58.704 Theory of Education III S1 L2 S2 T4****58.712 Teaching Practice I F 10 days****58.713 Teaching Practice II F 10 days****58.714 Teaching Practice III F 20 days****58.722 Industrial Arts Curriculum and Instruction I F L1T2****58.723 Industrial Arts Curriculum and Instruction II F L1T2****58.724 Industrial Arts Curriculum and Instruction III F L2T2****58.732 Science Curriculum and Instruction I F L1-5****58.733 Science Curriculum and Instruction II F L3T2****58.734 Science Curriculum and Instruction III F T4****58.742 Mathematics Curriculum and Instruction I F L1-5****58.743 Mathematics Curriculum and Instruction II F L3****58.744 Mathematics Curriculum and Instruction III F L2****58.752 Arts Curriculum and Instruction I F L1-5****58.753 Arts Curriculum and Instruction II F L3****58.754 Arts Curriculum and Instruction III F L2****58.762 Commerce Curriculum and Instruction I F L1-5****58.793 Advanced Education I F L1****58.794 Advanced Education II S1 L2 S2 L1****58.795 Advanced Education III F L4****58.799 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.

63.193 Social Work Practice I F T3

An introduction to the basic repertoire of concepts and skills which social workers use in analysing and responding to problems encountered within different levels and types of professional practice. Working in small groups, students attempt to derive these basic concepts and skills before considering their formal treatment in professional literature. This problem-solving mode of education is also used for the purpose of introducing students to the scope and major concerns of the profession and to help them to develop greater self awareness and responsiveness to social concerns.

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. Definitions and interpretations of the phases.

63.211 Australian Social Organization S1 L2T1

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.

63.213 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.

63.292 Social Work Practice II S2 L2T1

An introduction to social work practice theory based upon multi-methods and unitary conceptualizations. Includes consideration of the complementarity of these approaches in defining the parameters of practice, informing decision-making regarding social work interventions, and identifying bodies of practice knowledge and skills which can be used to implement these decisions. General practice issues within this context include ideological underpinnings of practice, sanction, social change and social control.

63.303 Human Behaviour II F L2T1

An interdisciplinary approach to the development of deviant behaviour at various age stages, in individuals, groups and communities — biological, psychological and social deviance. Concepts of disease and pathology; of social problems — definition, incidence, aetiology. Differences and similarities.

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 L2T1/2

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.

63.393 Social Work Practice III

Core processes in social work practice. Using the basis provided by the multi-methods and unitary perspectives in Year 2, this subject is organized around three separate but clearly related themes: working with individuals; working with communities and formal organizations; working with groups. Basic theoretical content is provided to underpin the primary focus on skills development. Emphasis is placed on the generalization of skills to all levels of social work.

63.431 Research Methods II**S1 L1T2 W4-14**

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 L2T2 W4-14, 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.

63.462 Social Work Organization**S2 L2T1**

Who is engaged in social work in Australia? Definitional questions and issues. The number of social workers, their education, their employing agencies, their functions, their age and experience, their sex, their collective organizations, their patterns of affiliation, their distributions — geographically, in different social welfare fields, according to auspice, and across social problems, their international involvements. Comparisons with social work in North America and Britain. Comparisons with selected occupational groups — lawyers, doctors, teachers, etc.

**63.493 Social Work Practice IV —
Selected Studies****S1 T5 W4-14, S2 T4**

A range of options, each of which focuses on a selected aspect of social work practice; for example, practice in a functional social welfare field like health, housing, education, or income security; practice in relation to particular population groups; practice which is specialized according to the levels and types of intervention, such as working with individuals, with groups, with communities, and with organizations; practice under particular government and non-government auspices; practice in new settings, such as in industry; practice addressed to a particular social problem; practice in a particular geographical area; collaborative practice with other professionals; working with other types of welfare personnel; knowledge building and theory development in practice. In any particular year the options offered depend on staff available and the number of students choosing a particular option. These are usually decided by the end of September in the preceding year. Each student selects options worth a total of 8 credit points, normally 4 in each session. Some options have prerequisites; some have co-requisites. Options of different lengths are likely to be available.

Field Education Subjects

Each student undertakes two field education placements during the BSW degree course. The program of placements offers practice learning in a variety of settings. Students are expected to complete a broad range of social work tasks employing skills pertinent to major approaches to practice in both direct and indirect service.

All placements are supervised by a field instructor of the School and some take place in a Student Unit. Field Education staff maintain close liaison with each placement and specific expectations are provided to

assist students and instructors in planning, managing and evaluating placements and student performance.

63.282 Social Work Practice — First Placement

Usually in a structured social work setting students apply their knowledge of professional practice to specific tasks. Emphasis is on a range of tasks and learning rather than on a depth of experience in particular situations. The aim is to develop in an actual practice setting, skills and responsibilities basic to social work intervention. Students practice professional behaviours appropriate to a variety of organizations and settings.

The duration of this placement is 36 working days (252 hours). It commences with a two week block period in the mid-year recess and continues on two days per week to week 12 of Session 2, inclusive. In the latter stages of Session 1, 8 hours of class time are specially scheduled to orient students to their first placement.

63.381 Social Work Practice — Second Placement

Often as a member of a student unit the student experiences learning designed to enhance the capacity to work effectively within organizational structures, to identify and develop professional behaviours and to increase ability to assess situations. Emphasis is on practice in direct service. The duration of this placement is 45 days (315 hours), some of which might be spent in workshops on campus. The placement commences with a three week block during the long vacation and continues for 2 days a week until week 14 of Session 1, inclusive.

63.481 Social Work Practice — Third Placement

This placement is taken in a variety of practice settings, some outside the metropolitan area. In the choice of placement, consideration is given to ensuring that each student has had the opportunity to experience breadth and variety in placement tasks and organizational settings. The student is expected to display increased initiative and competence in social work intervention. The duration of this placement is 50 days (350 hours). The placement is a block one, commencing in week 1 of January and ending in week 2 of Session 1, inclusive.

63.482 Social Work Practice — Fourth Placement

Sometimes as a member of a Student Unit the student has practice learning to increase competence in a variety of social work roles, tasks and settings. In the choice of placement consideration is given to the options undertaken by each student in Social Work Practice IV — Selected Studies. The duration of this placement is 45 days (315 hours). The placement commences with a three week block in the mid-year recess and continues for two days each week until week 14 of Session 2, inclusive.

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.

63.713G Social and Behavioural Science F LT1½

Recent developments in the social and behavioural sciences that have special relevance to social work practice. Emphasis is on Australian applicability.

63.723G Social Work Research Methods F LT1½

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.

63.733G Advanced Social Work Practice I 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.

63.741G 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.

63.742G 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.

63.753G Advanced Social Work Practice II F L/T4

The opportunity to pursue a program of learning which is specifically designed to relate to each person's present and/or projected professional responsibilities. It may include guided reading, group discussions, utilization of audio-visual learning materials, and some selected field learning. The candidate is involved in the design of an appropriate program.

63.761G 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

Undergraduate Scholarships

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
General			
Bursary Endowment Board*	\$150 pa	Minimum period of approved degree/ combined degree course	Merit in HSC and total family income not 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 also available on additional scholarships which may become available from time to time, mainly from funds provided by organizations sponsoring research projects.

The following publications may also be of assistance: *Awards for Postgraduate Study in Australia* and *Awards for Postgraduate Study Overseas*, published by the Graduate Careers Council of Australia, PO Box 28, Parkville, Victoria 3052; *Study Abroad*, published by UNESCO*; *Scholarships Guide for Commonwealth Postgraduate Students*, published by the Association of Commonwealth Universities*.

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).

*Available for reference in the University Library.

Graduate Scholarships (continued)

Donor	Value	Year/s of Tenure	Conditions
General (continued)			
Australian American Educational Foundation Travel Grant (Fulbright)*			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 Caltex Woman Graduate of the Year	\$16000 over 2 years 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. Applications close 30 September.
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 30 September.
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.	
Gowrie Scholarship Trust Fund	\$3500 pa. Under special circumstances this may be increased.	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. Applications close with Registrar by 31 October.

*Application forms are available from The Secretary, Department of Education, AAEF Travel Grants, PO Box 826, Woden, ACT 2606.

Graduate Scholarships (continued)

Donor	Value	Year/s of Tenure	Conditions
General (continued)			
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: 1. Members of the Australian or a State Public Service or semi-government Authority. 2. Staff or graduate students at an Australian university. 3. 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 early August.
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.
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. Applicants must have at least 3 years graduate experience in research. Applications close in July.

Professional Studies

Australian Optometrical Association	\$1500		To enable a Bachelor of Optometry graduate to undertake the Master of Health Education degree course.
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 early August.

† 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
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General

Sydney Technical College Union Award	50.00 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
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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
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Staff

Comprises Schools of Education, Health Administration, Librarianship and Social Work.

Dean

Professor A. A. Hukins

Chairman

Professor M. Cooper

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.

Frederick Edward Trainer, MA PhD Syd.

Senior Administrative Officer

Jane Wholohan, BA DipEd Syd.

Programmer

Felicia Helen Mitchell, BA Adel.

School of Education

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

Austin Adolphus Hukins, MSc DipEd Syd., PhD Alta., 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

Senior Lecturers

Robert John Barry, BSc N.S.W., BA DipEd PhD Syd., MSc Macq., MAIP, MAPsS

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.

Michael Francis Petty, BA Durh., DipEd MEd Calg., PhD Wis.

Shelley Phillips, BA Melb., PhD Syd.

Staff Detached from the New South Wales Department of Education

Lecturers

Patricia Kathleen Farmer, BA DipEd N.S.W., LittB N.E.

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.

Unit for Child Studies

Director

Dr S. Phillips

School of Health Administration

Professor and Head of School

George Rupert Palmer, BSc *Melb.*, MEd *Syd.*, PhD *Lond.*, FSS, FHA, Hon. FRACMA

Associate Professor

John Colin Harris Dewdney, BA MD BS *Melb.*, SM *Harv.*, DPH *Lond.*, DipFinMangt DipTertEd *N.E.*, FRACMA, FHA, MFQM, 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

Lecturers

Philip William Bates, BCom LLB *N.S.W.*
Sandra Jeanna Kirby, BA *N.E.*, MA *Macq.*, DipNEd *N.S.W. Dept. of Health*, FCNA, 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 *Melb.*, MHA *N.S.W.*, FRACP, FRACMA, FHA

Honorary Visiting Fellow

Tom Griffith, MBE, BEC *Syd.*, FHA

School of Librarianship

Professor of Librarianship and Head of School

Melvin Weinstock, BSc *Rutgers*, MSc *Drexel*, ALAA

Associate Professor

Carmel Jane Maguire, BA *Qld.*, MA *A.N.U.*, FLAA

Senior Lecturers

Michael Robert Middleton, BSc *W.Aust.*, MScSoc DipLib GradDip *N.S.W.*, ALAA
Jack Richard Nelson, MA *Syd.*, MLib *N.S.W.*, ALAA

Peter Orlovich, MA DipEd *Syd.*, MLib *N.S.W.*, ALAA

Patricia Willard, BA *N.E.*, MLib *N.S.W.*, ALAA

Lecturers

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
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

Administrative Assistant

Raymond John Locke

School of Social Work

Professor of Social Work and Head of School

Robert John Lawrence, BA DipSocSc *Adel.*, MA *Oxf.*, PhD *A.N.U.*

Professor of Social Work

Philip Anthony Vinson, BA DipSocStud *Syd.*, MA PhD DipSoc *N.S.W.*

Senior Lecturer

Margaret Teresa Lewis, BSocStud *Qld.*, MSW *N.S.W.*

Lecturers

Rosemary Ellen Berreen, BSW *N.S.W.*
Maisy 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.*
Deirdre Thelma James, BA *Syd.*, PhD *Macq.*
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.*, PhD *N.S.W.*, ASTC
Jennifer Warner Wilson, BA BSocStud *Syd.*
Diane Maree Zulfacar, BA DipSocWk *Syd.*, MSW *Smith*

Senior Tutors

Kerry Ann Brettell, BSW *N.S.W.*
Elizabeth Aureena Fernandez, MA *Madr.*

Tutors

Susan Joan Beecher, BA *Macq.*, BSocStud *Syd.*
Robert Charles Mowbray, BSc BSocStud *Syd.*
Brenda Smith, BA *Manc.*, DipApplSocSt *Lond.*

Administrative Officer

Audrey Nancy Ferguson, BA DipSocStud *Syd.*

The University of New South Wales Kensington Campus 1983

Theatres

Biomedical Theatres E27
 Central Lecture Block E19
 Classroom Block (Western Grounds) H3
 Rex Vowels 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 M7
 Applied Science F10
 Architecture H14
 Arts (Morven Brown) C20
 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
 Jo Myers Studio D9
 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 E6
 University Union
 (Blockhouse)—Stage II G6
 University Union
 (Squarehouse)—Stage III E4
 Wallace Wurth School of Medicine C27
 Warrane College 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
 Australian 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
 Centre for Remote Sensing K17
 Chaplains 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 B10
 Economics F20
 Education G2
 Electrical Engineering and
 Computer Science G17
 Energy Research, Development and
 Information Centre B8b
 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
 Japanese Economic and Management
 Studies Centre G14
 Kanga's House O14
 Kindergarten (House at Pooh Corner) 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 E4
 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

