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The University of New South Wales

# Professional Studies

1986  
Faculty Handbook

# How to use this Handbook

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

**General Information** (pages 1-24) 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.

**Undergraduate Study: 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 credit value, class contact or teaching hours per week, sessions when taught

**Graduate Study** is about higher degrees.

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

Information included is as for **Undergraduate Study: Subject Descriptions**, above.

## **Conditions for the Award of Higher Degrees.**

**Scholarships and Prizes** available at undergraduate and graduate level in the faculty

**Staff** list.

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

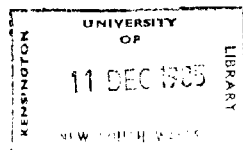


The University of New South Wales

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# Professional Studies

1986  
Faculty Handbook



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New South Wales is:**

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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 9 September 1985, but may be amended without notice by the University Council.

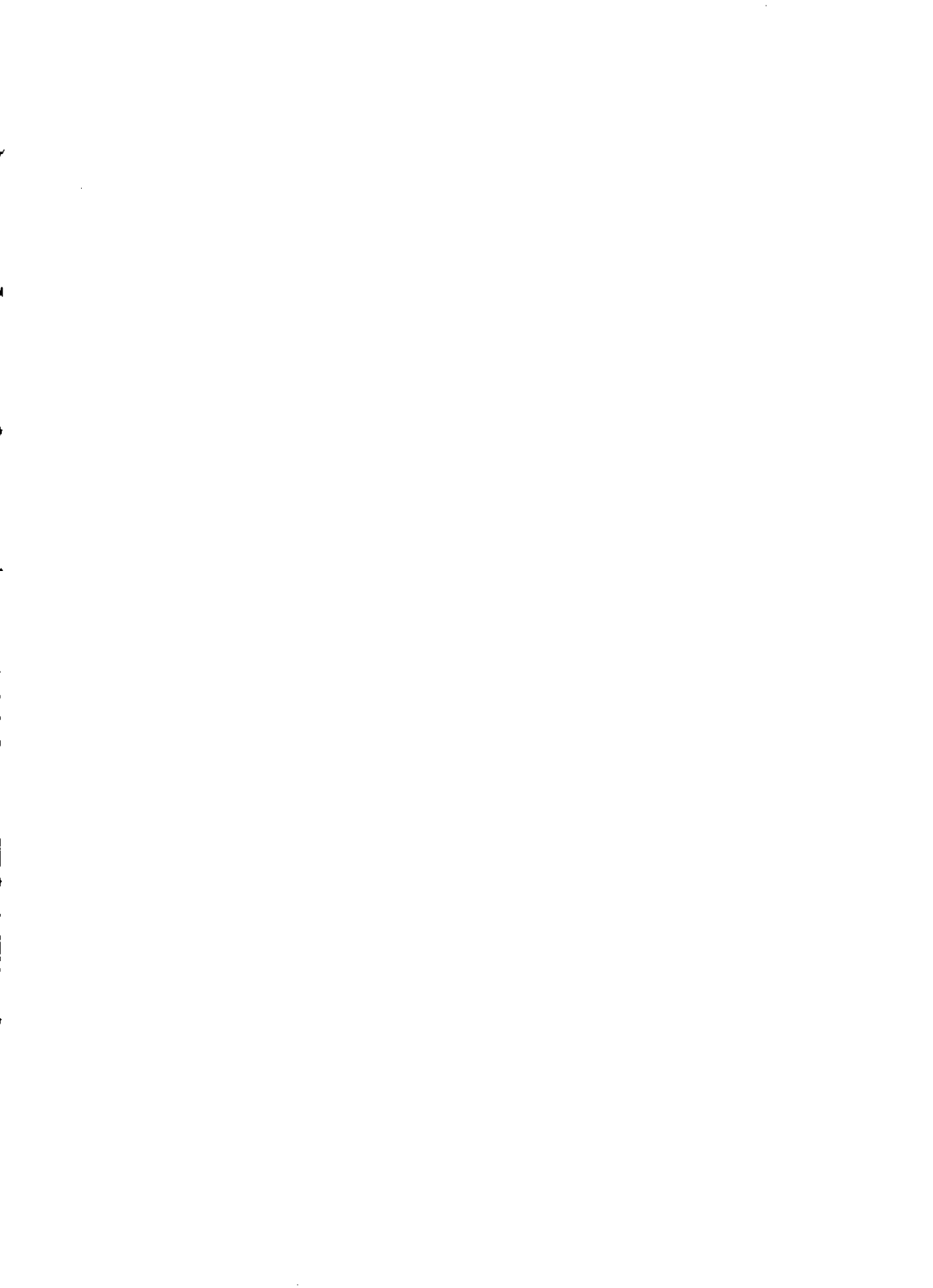
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# General Information

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 697 2222 and ask for the extension. Alternatively you may dial 697 and then the extension number. This prefix should only be used when you are certain of the extension that you require as callers using 697 cannot be transferred to any other number.

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## Some people who can help you

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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 **Student Services** staff, located on the ground floor of the Chancellery, 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 the staff is especially concerned with the problems of overseas, Aboriginal, and physically handicapped and disabled students. Enquire at Room G19, phone 3114.

The **Senior Assistant Registrar (Student Administration)**, Ms Judith Tonkin, is located on the ground floor of the Chancellery. For particular enquiries regarding illness and other matters affecting performance in examinations and assessment, graduation ceremonies, release of examination results and variations to enrolment programs, phone 3102 or 3097.

The **Senior Administrative Officer (Admissions)**, Mr John Beauchamp, is located on the ground floor of the Chancellery. General inquiries should be directed to 3095.

The Senior Administrative Officer (Examinations), Mr John Grigg, is located on the ground floor of the Chancellery. Enquiries regarding examinations, including examination timetables and clash of examinations should be directed to 3088.

The Adviser for Prospective Students, Mrs Fay Lindsay, is located with the Careers and Employment Section and is available for personal interview. For an appointment phone the University switchboard.

The Careers and Employment Section is located in Hut E15c at the foot of Basser Steps. Enquiries should be directed to 3122.

The Off-campus Housing Service is located in Room G19 in the Chancellery. For assistance in obtaining suitable accommodation phone 3116.

Student Loans enquiries should be directed to Room G19 in the Chancellery, phone 3115.

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 5427, 5426 or 5425.

The Student Counselling and Research Unit is located at the foot of Basser Steps. Dr Pat Cleary is the Head of the Unit. For assistance with educational or vocational problems ring 5418 or 5422 for an appointment.

The University Librarian is Mr Allan Horton. Library enquiries should be directed to 2686.

The Chaplaincy Centre is located in Hut E15a at the foot of Basser Steps.

The Students' Union has two offices on campus. One is located at the back of the Library Lawn (between the Chancellery and the Morven Brown Building), where the SU President, Education Vice President, Education Officer, Clubs and Societies Secretary and Postgraduate Officer are available to discuss student problems. The other is on the second floor of the Squarehouse, where the Secretary/Treasurer, Women's Officer, Overseas Student Director, the full-time Solicitor, *Tharunka* and *Campuswide* provide information and student services.

**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.

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## Calendar of Dates

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### The Academic Year

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The academic year is divided into two sessions, each containing 14 weeks for teaching. There is a recess of six 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.

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### 1986

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#### Faculties other than Medicine and University College/Australian Defence Force Academy

**Session 1** 3 March to 11 May  
(14 weeks) *May Recess: 12 May to 18 May*  
19 May to 15 June  
*Study Recess: 16 June to 22 June*  
*Midyear Recess: 23 June to 27 July*

Examinations

23 June to 9 July

**Session 2** 28 July to 24 August  
(14 weeks) *August Recess: 25 August to 31 August*  
1 September to 9 November  
*Study Recess: 10 November to 16 November*

Examinations

17 November to 5 December

#### Faculty of Medicine

First and Second Years As for other faculties

Third and Fourth Years

Term 1 (10 weeks)	20 January to 30 March
Term 2 (9 weeks)	7 April to 11 May
<i>May Recess:</i>	<i>12 May to 18 May</i>
Term 3 (9 weeks)	19 May to 15 June
	23 June to 24 August
<i>August Recess:</i>	<i>25 August to 31 August</i>
Term 4 (10 weeks)	1 September to 9 November

Fifth Year

Term 1 (8 weeks)	20 January to 16 March
Term 2 (8 weeks)	24 March to 18 May
Term 3 (8 weeks)	26 May to 20 July
Term 4 (8 weeks)	28 July to 21 September
Term 5 (8 weeks)	29 September to 23 November

**Australian Graduate School of Management**

Term 1 (10 weeks) 3 March to 9 May  
 Term 2 (10 weeks) 2 June to 8 August  
 Term 3 (10 weeks) 1 September to  
 7 November

Tuesday 25

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

**University College/Australian Defence Force Academy**

Session 1  
 (14 weeks) 3 March to 3 May  
*May Recess: 4 May to 18 May*  
 19 May to 20 June  
*Midyear Recess: 21 June to 13 July*

Examinations 23 June to 13 July

Session 2  
 (13 weeks) 14 July to 22 August  
*August Recess: 23 August to 7 September*  
 8 September to 24 October

Examinations 25 October to 15 November

**March**

Monday 3

**Session 1 begins** — all courses except Medicine III, IV and V

Wednesday 5

List of graduands for April/May ceremonies and 1984 prizewinners published in *The Sydney Morning Herald*

Monday 10

Last day for notification of correction of details published in *The Sydney Morning Herald* on 6 March concerning April/May graduation ceremonies

Friday 14

Last day for acceptance of enrolment by new undergraduate students (late fee payable thereafter)

Thursday 27

Last day for acceptance of enrolment by undergraduate students re-enrolling in second and later years (late fee payable thereafter)

Friday 28

Good Friday — Public Holiday

Saturday 29

Easter Saturday — Public Holiday

Monday 31

Easter Monday — Public Holiday

**April**

Friday 18

Last day for undergraduate students to discontinue without failure subjects which extend over Session 1 only

Friday 25

Anzac Day — Public Holiday

Wednesday 30

*Confirmation of Enrolment* forms despatched to all students

**May**

Friday 9

Last day for acceptance of corrected *Confirmation of Enrolment* forms

Monday 12

**May Recess begins**

Wednesday 14

Last day for undergraduate students completing requirements for degrees at the end of Session 1 to submit *Application for Admission to Degree* forms

Thursday 15

Publication of provisional timetable for June/July examinations

**January**

Wednesday 1 Public Holiday — New Year's Day

Monday 6 List of graduands in Medicine for February Graduation Ceremony published in *The Sydney Morning Herald*

Friday 10 Last day for acceptance of applications by office of the Admissions Section for transfer to another undergraduate course within the University

Monday 13 Last day for applications for review of results of assessment

Monday 27 Public Holiday — Australia Day

**February**

Monday 3 Enrolment period begins for second and later year undergraduate students and graduate students enrolled in formal courses

Tuesday 4 Enrolment period begins for new undergraduate students and undergraduate students repeating first year

Sunday 18	<b>May Recess ends</b>	Monday 8	Last day for notification of correction of details published in <i>The Sydney Morning Herald</i> on 3 September concerning October graduation ceremonies
Friday 23	Last day for students to advise of examination clashes	Friday 19	Last day for undergraduate students to discontinue without failure subjects which extend over Session 2 only
<b>June</b>		Monday 29	<i>Confirmation of Enrolment</i> forms despatched to all students
Tuesday 3	Publication of timetable for June/July examinations	Tuesday 30	Last day to apply to UCAC for transfer to another tertiary institution in New South Wales
Monday 9	Queen's Birthday — Public Holiday		
Sunday 15	<b>Session 1 ends</b>		
Monday 16	<b>Study Recess begins</b>	<b>October</b>	
Sunday 22	<b>Study Recess ends</b>	Wednesday 8	Last day for acceptance of corrected <i>Confirmation of Enrolment</i> forms
Monday 23	<b>Midyear Recess begins</b> Examinations begin	Thursday 9	Publication of provisional examination timetable
<b>July</b>		Friday 10	Last day for applications from undergraduate students completing requirements for degrees at the end of Session 2 to submit applications for <i>Admission to Degree</i> forms
Wednesday 9	Examinations end	Monday 6	Eight Hour Day — Public Holiday
Monday 21	Assessment results mailed to students	Friday 17	Last day for students to advise of examination timetable clashes
Tuesday 22	Assessment results displayed on University noticeboards <i>To Friday 25 July:</i> Students to amend enrolment programs following receipt of June examination results	Thursday 30	Publication of timetable for November examinations.
Sunday 27	<b>Midyear Recess ends</b>		
Monday 28	<b>Session 2 begins</b>	<b>November</b>	
<b>August</b>		Sunday 9	<b>Session 2 ends</b>
Friday 8	Last day for students to discontinue without failure subjects which extend over the whole academic year	Monday 10	<b>Study Recess begins</b>
Monday 25	<b>August Recess begins</b>	Sunday 16	<b>Study Recess ends</b>
Tuesday 26	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	Monday 17	Examinations begin
Sunday 31	<b>August Recess ends</b>	<b>December</b>	
<b>September</b>		Friday 5	Examinations end
Wednesday 3	List of graduands for October graduation ceremonies published in <i>The Sydney Morning Herald</i>	Monday 22	Assessment results mailed to students
		Tuesday 23	Assessment results displayed on University noticeboards
		Thursday 25	Christmas Day — Public Holiday
		Friday 26	Boxing Day — Public Holiday

1987

**Faculties other than Medicine and University College/Australian Defence Force Academy**

**Session 1**  
(14 weeks) 2 March to 10 May  
*May Recess: 11 May to 17 May*  
18 May to 14 June  
*Study Recess: 15 June to 21 June*  
*Midyear Recess: 22 June to 26 July*

Examinations 22 June to 8 July

**Session 2**  
(14 weeks) 27 July to 23 August  
*August Recess: 24 August to 30 August*  
31 August to 8 November  
*Study Recess: 9 November to 15 November*

Examinations 16 November to 4 December

**Faculty of Medicine**

First and Second Years As for other faculties

Third and Fourth Years Term 1 (10 weeks) 19 January to 29 March  
Term 2 (9 weeks) 6 April to 10 May  
*May Recess: 11 May to 17 May*  
18 May to 14 June  
Term 3 (9 weeks) 22 June to 23 August  
*August Recess: 24 August to 30 August*  
Term 4 (10 weeks) 31 August to 8 November

Fifth Year Term 1 (8 weeks) 19 January to 15 March  
Term 2 (8 weeks) 23 March to 17 May  
Term 3 (8 weeks) 25 May to 19 July  
Term 4 (8 weeks) 27 July to 20 September  
Term 5 (8 weeks) 28 September to 22 November

**Australian Graduate School of Management**

Term 1 (10 weeks) 2 March to 8 May  
Term 2 (10 weeks) 1 June to 7 August  
Term 3 (10 weeks) 31 August to 6 November

**University College/Australian Defence Force Academy**

Session 1 2 March to 3 May  
(14 weeks) *May Recess: 4 May to 17 May*  
18 May to 19 June  
*Midyear Recess: 20 June to 12 July*

Examinations 22 June to 10 July

Session 2 13 July to 23 August  
(13 weeks) *August Recess: 24 August to 6 September*  
7 September to 23 October

Examinations 26 October to 13 November

**January**

Thursday 1

Public Holiday (New Year)

Monday 5

List of graduands in Medicine for February Graduation Ceremony published in *The Sydney Morning Herald*

Friday 9

Last day for acceptance of applications by office of the Admissions Section for transfer to another undergraduate course within the University

Monday 12

Last day for applications for review of results of annual examinations

Monday 26

Australia Day — Public Holiday

**February**

Monday 16

Enrolment period begins for second and later year undergraduate students and graduate students enrolled in formal courses

**March**

Monday 2

Session 1 begins — all courses except Medicine III, IV and V

Friday 17 to Monday 20

Easter — Public Holiday

**April**

Saturday 25

Anzac Day — Public Holiday

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## Organization of the University

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The University of New South Wales was first incorporated by an Act of Parliament in 1949, under the name of the New South Wales University of Technology.

In 1985 the University had 18,350 students and over 3,600 staff who worked in more than eighty buildings.

### 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', ('with Hand and Mind') 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 University Colours

The colours of the University are black and gold.

### 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 29 members including parliamentary and ex officio members, members elected by the staff, students and graduates of the University and some appointed by the Minister for Education.

The Council meets at least five 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, non-professorial Heads of Schools and Chairmen of Faculty, and several ex-officio and appointed members. 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 matters of major policy are presented to Council for its consideration and adoption.

### The Faculties/Boards of Studies

The executive head of a faculty or board of studies is the dean, with the exception of the Australian Graduate School of Management, where the executive head is the director. Members of each faculty or board meet regularly to consider matters pertaining to their own areas of teaching 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 ten faculties are Applied Science, Architecture, Arts, Biological Sciences, Commerce, Engineering, Law, Medicine, Professional Studies and Science. In addition, the Board of Studies of the Australian Graduate School of Management (AGSM), the Board of Studies in General Education and the Academic Board of the University College, Australian Defence Force Academy 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

Subjects come under the control of the individual schools (eg the School of Chemistry, the School of Accountancy). 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 three Pro-Vice-Chancellors, together with the Deans and the two heads of the administrative divisions.

### General Administration

The administrative work of the University is divided between the Deputy Principal (Administration) who is responsible for registrarial, property and staffing matters and the Deputy Principal (Planning and Information) who is responsible for planning information and analysis, finance and the provision of computing services.



### **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.

### **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 issued early in the year and are available from School and Faculty offices for re-enrolling students and from the Unisearch House Enrolment Centre for first year students.

### **Textbook Costs and Course-Related Costs**

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) is available from individual schools.

### **Co-operative Bookshop**

Membership is open to all members of the community, on initial payment of a fee of \$12, refundable after 2 years.

### **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 2436.

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## **Student Services and Activities**

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### **Accommodation**

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#### **Residential Colleges**

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

#### **The Kensington Colleges**

The Kensington Colleges comprise Basser College, Goldstein College and Philip Baxter College. They house 416 men and women students, as well as tutorial and administrative staff members. Some aspects of traditional College life are maintained in an atmosphere which emphasises co-operation and mutual respect. 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. Generally about 25 disciplines are represented. College life is multicultural and multidisciplinary. Eight tutors 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 a Senior Resident Academic Fellow, who sponsors a wide range of activities and encourages inter-disciplinary discussion. 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 avoid 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 190 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 those 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 Opus Dei, a personal prelature of the Catholic Church. 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 seek assistance in Room G19, the Chancellery, in obtaining suitable accommodation in the way of rooms with cooking facilities, flats, houses, share flats, etc. Extensive listings of all varieties of housing are kept up-to-date throughout the year and during vacations. Accommodation in the immediate vicinity of the University is not usually easy to find at short notice, and is expensive.

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

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

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### **Associations, Clubs and Societies**

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#### **The Sports Association**

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

The Association office is situated on the 3rd floor, Squarehouse, E4, lower campus, and can be contacted on extension 4880. 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 a fee as prescribed in the By-laws of the Association. All members are invited to take part in any of the activities arranged by the Association, and to make use of the University's sporting and recreational facilities.

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

### **School and Faculty Associations**

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

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### **Australian Armed Services**

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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.

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### **Chaplaincy Centre**

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#### **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 and biblical and doctrinal studies and in worship. The chaplains maintain close liaison with student religious societies.

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

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## Student Services

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The Student Services staff, located on the ground floor of the Chancellery, 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 and with off-campus housing and student loan matters, they are especially concerned with the problems of physically handicapped and disabled students, overseas students, and aboriginal students.

All enquiries should be made either at Room G19 or by telephoning 697 3111.

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## Sport and Recreation Section

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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 thirty-seven 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. This section is located on the 3rd Floor, Squarehouse, E4, lower campus. The various services may be contacted by telephoning Recreation Program 697 4884; Grounds Bookings 697 4878; Tennis Bookings 697 4877; Sports Association 697 4880.

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## Physical Education and Recreation Centre

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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, seven tennis 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. A new three-storey 'Link Building' will be completed by mid-1986 between the gymnasium and squash courts. It provides three additional training rooms on the upper floors and administrative and control functions at ground floor level. The recreational program includes intramurals, teaching/coaching, camps. The Centre is located on the lower campus adjacent to High Street. The Supervisor at PERC may be contacted by telephoning 697 4884.

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## Student Counselling and Research Unit

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

Together with the Careers and Employment Section, 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 telephoning 697 5418 between 8.30 am and 5.30 pm.

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

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## Careers and Employment Section

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

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

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

Together with the Student Counselling and Research Unit, this section is located in the huts near the foot of Basser Steps (access from College Road or Engineering Road).

For further information, telephone 697 5470.

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## Student Health Unit

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

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

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

Appointments may be made by calling at the centre or by telephoning 697 5425, 697 5426 or 697 5427 during the above hours.

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

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## The Students' Union

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

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

Membership of the Students' Union is compulsory for all registered students of the University; the annual subscription for full-time and part-time students is set out later, in **Rules and Procedures, Enrolment and Procedures and Fees Schedules, section 15. Fees.** Only those persons who were enrolled as Life Members prior to January 1 1985, shall retain such 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 in May-June.

The Students' Union has three full-time officers who are elected each year by popular ballot. They are the President, who is mainly the political figure-head of the Union; the Secretary/Treasurer, who organizes the smooth operation of the SU offices, keeps the membership rolls up to date, and oversees the financial operations; and the Women's Officer who represents women on campus and formulates, maintains

and co-ordinates the Students' Union policy on women's affairs.

Other officers are the Education Vice-President, who works towards the implementation of Students' Union education policy; the Education Officer concerned with helping students with problems relating to TEAS, Show-Cause and other matters relevant to their courses; the Vice-President who ensures the efficient running of CASOC; 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. Publication of the Student Paper *Tharunka*.
2. Production of the student video program *Campuswide*.
3. A free legal service run by a qualified lawyer employed by the Students' Union Council.
4. The Secondhand Bookshop for cheap texts.
5. A child care centre, *House at Pooh Corner*.
6. CASOC (Clubs and Societies on Campus) which provides money from the SU for affiliated clubs and societies on campus.
7. A video service with access for students to equipment and advice.
8. A noticeboard for casual job vacancies.
9. Organization of orientation for new students.

The SU has two offices on campus. One is located at the back of the Library Lawn (between the Chancellery and the Morven Brown Building), where the SU President, Education Vice-President, Education Officer, Clubs and Societies Secretary and Postgraduate Officer are available to discuss student problems. The other is on the Second Floor of the Squarehouse (above the bar) at the bottom end of campus, where the Secretary/Treasurer, Women's Officer, Overseas Student Director, the full-time Solicitor, *Tharunka* and *Campuswide* provide information and student services.

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## The University Library

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The University libraries are mostly situated on the upper campus. The library buildings house the Social Sciences and Humanities Library on Level 4, the Physical Sciences Library on Level 7 and the Law Library on Level 8. The undergraduate collection is on Levels 3 and 4. 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 Australian Defence Force Academy, 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 the day and evening periods. The exact hours of opening vary during the course of the academic year. For recorded hours of opening telephone 697 2687.

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

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## The University Union

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The University Union provides the amenities which students, staff and graduates require in their daily University life and thus facilitates their knowing and understanding one another through associations outside the lecture room, the library and other places of work.

The Union is housed in a range of buildings across the campus, principal among which are the Roundhouse, the Blockhouse and the Squarehouse located near the Anzac Parade entrance to the University. 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 Union operates a licensed Bar and twelve Food Service points on the campus, providing services ranging from take-away snacks and cafeteria-type meals to an à la carte restaurant operation.

Shops run directly by the Union are the Logo Shop (University-crested gifts, mementos and clothing), two newsagency/stationery shops, one stationery shop specializing in architecture requisites and an ice cream/confectionery shop. Other facilities operating within buildings occupied by the Union are banks, a credit union agency, hairdressers and a beauty salon, barber, delicatessen, casual clothing shop, pharmacy, dentist, optical dispensing and travel services.

Showers, meeting, games, music practice, reading, craft and dark rooms are provided as well as a Student Resource Area where photocopying, screen printing, stencil cutting and typewriter services and equipment hire are available.

The Union's cultural activities program encompasses creative leisure classes, lunch hour concerts and films, market days and exhibitions.

Further information on Union programs, activities and services is provided in the Annual Union Handbook and in the Creative Leisure Classes and Activities brochures published each session.

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## Financial Assistance to Students

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### Tertiary Education Assistance Scheme

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

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. The Commonwealth Government** has 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. 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.

Students who are in extremely difficult financial circumstances may apply for assistance by way of a 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 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 Student Services, Room G19, 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, Aboriginal students may apply for loans from the Student Loan Funds.

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. Under the terms of this Bequest the Vice-Chancellor approved the establishment of a Centre for Aboriginal Students. This Centre, which began operating in 1985, provides support for Aboriginal students who are enrolled in the University and who wish to use the Centre and its resources. The Centre has a Resident Supervisor.

All enquiries relating to these matters should be made at the office of Student Services, Room G19, the Chancellery.

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## **Rules and Procedures**

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The University, in common with other large organizations, has established rules and procedures which are designed for the benefit of all members of the University. In some cases there are penalties (eg fines or exclusion from examinations) for non-compliance. Any student who, after 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.

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## **General Conduct**

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

### **Appeals**

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

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## **Admission and Enrolment**

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The 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 1 pm and 2 pm to 5 pm, Monday to Friday. During enrolment it is also open on some evenings.

Information may be obtained here about admission to first year undergraduate courses, 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.

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.

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**.

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.

An Adviser for Prospective Students, Mrs Fay Lindsay, is located in the huts near the foot of Basser Steps (access from Engineering Road), and is available for personal interview with those who require additional information about the University.

### **First Year Entry**

Those seeking entry to first year courses in one or more of twenty-two tertiary institutions in the State including all universities are required to lodge a single application form with the Universities and Colleges Admissions Centre (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 seven universities and the other tertiary institutions. Students are notified individually of the result of their applications and provided with information



regarding the procedures to be followed in order to accept the offer of a place at this university. Enrolment is completed at the Enrolment Bureau, Unisearch House, 221 Anzac Parade, Kensington.

### Deferment of First Year Enrolment

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

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## Enrolment Procedures and Fees Schedules 1986

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### 1. Introduction

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

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

Such vouchers and authorities are generally issued by the NSW Department of Education and the NSW Public Service. They are not always issued in time and students who expect to receive an enrolment voucher or other appropriate authority but have not done so 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 (see section 13. below) in which to pay fees from the Student Enquiry Counter, 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 number be given accurately. Cash should not be sent through the mail.

### 2. New Undergraduate Enrolments

Persons who are applying for entry in 1986 must lodge an application for selection with the Universities and Colleges Admissions Centre, GPO Box 7049, Sydney 2001, by 1 October 1985.

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 Enquiry Counter in the Chancellery and from School offices. Undergraduate students 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 1985.

### 4. Restrictions Upon Re-enrolling

Students who in 1985 have infringed the rules governing re-enrolment should not attempt to re-enrol in 1986 but should follow the written instructions they will receive from the Registrar in December 1985.

### 5. New Research Students

Students enrolling for the first time in graduate research degree courses will be advised by letter concerning the method of enrolment. Enrolment other than in accordance with the procedure set out in this letter will incur a penalty (see section 16. below).

### 6. Re-enrolling Research Students

Students undertaking research degree courses (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 courses (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 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 enrol as a miscellaneous student in that subject.

(3) A student who is under exclusion from any course in the University may not 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.

(5) There are quota restrictions on the number of students allowed to enrol as miscellaneous, irrespective of whether they have approval from the Head of School. Applicants with written Head of School approval may be permitted to enrol providing there are places available in the quotas.

(6) As a general rule the University does not permit miscellaneous students to enrol in first year undergraduate subjects. Enquiries concerning eligibility for enrolment may be made at the Student Enquiry Counter, the Chancellery (telephone 697 3095).

## 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 (14 March 1986) except with the express approval of the Registrar 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 (28 March 1986) except with the express approval of the Registrar 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 (8 August 1986) except with the express approval of the Registrar and the Heads of the Schools concerned.

## 10. Student Card — Conditions of Issue

All students enrolled in degree or diploma courses or as miscellaneous students are issued with a University of New South Wales Student Card. All students are issued with cards on their initial enrolment.

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

(1) The card must be carried at the University and shown on request. It must be presented when borrowing from the University libraries, when using Library facilities and when applying for concessions.

(2) The card is not transferable.

(3) The student to whom the card has been issued must notify the Circulation Department of the Library of its loss or theft. Failure to do so may result in the cardholder being held responsible for items issued on the card after its loss or theft.

(4) The card is valid only for the period of enrolment as indicated on the receipt issued by the Cashier at enrolment each year.

(5) The cardholder accepts responsibility for all Library books issued on his/her card and agrees to return books by the due date.

(6) If the card is damaged or becomes otherwise unusable, it is the cardholder's responsibility to seek replacement.

(7) The card always remains the property of the University and must be returned to it when the holder leaves the University.

## 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 pay their own fees and a refund 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 for an extension of time (see section 13, below) 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 for an extension of time, which may be granted in extenuating circumstances. Such applications must be made, in writing, before the due date and lodged at the student Enquiry Counter, the Chancellery.

## 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 cease to be entitled to the use of University facilities. Such students are not permitted to enrol 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 (25 April 1986). 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 (5 September 1986).

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 \$40

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 have been approved for 1986.

University Union annual subscription \$115

Sports Association annual subscription \$25

### Students' Union Annual Subscription

Students enrolling in full-time courses \$34

Students enrolling in part-time courses or as miscellaneous students \$28

Miscellaneous Fund annual fee \$40

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 \$20

Review of examination results for each subject \$20

### 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.

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.

(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 University College (Australian Defence Force Academy) 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 Registrar 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.

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

(6) Undergraduate students of a recognized university outside Australia who attend the University of New South Wales with the permission of the head of the appropriate school or department to take part as miscellaneous students in an academic program relevant to their regular studies and approved by the authorities of their own institution are exempt from all Student Activities Fees and the University Union Entrance Fee.

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

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

(9) All Student Activities Fees, for one or more sessions, may be waived by the Registrar 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, except for the submission of the relevant thesis or project report, may be exempted from the payment of Student Activities Fees by the Registrar 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 *Variation of Enrolment* form available from the appropriate Course Authority and the Student Enquiry Counter.

(2) Students withdrawing from courses (and see also information about withdrawal from subjects below) are required to notify the Registrar in writing or complete the withdrawal form available from the Student Enquiry Counter. In some cases such students will be entitled to fee refunds (see (5) below).

### (3) Enrolment in additional subjects

Applications for enrolment in additional subjects must be submitted by:

28 March 1986 for Session 1 only and whole year subjects;  
22 August 1986 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 (18 April or 19 September).

(b) for whole year subjects, the end of the second week of Session 2 (8 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 Student Activities Fees refunds in the case of complete withdrawal from a course as follows:

(a) If notice of withdrawal from a course is received before the first day of Session 1, a refund of all Student Activities Fees paid will be made.

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

(c) If the notice of withdrawal is given before the end of the fourth week of Session 1 (28 March 1986) a full refund of Student Activities Fees paid will be made; if notice is given before the end of the seventh week of Session 1 (18 April 1986) a refund of three-quarters of the Student Activities Fees paid will be made; if notice is given before the beginning of Session 2 (28 July 1986) a refund of one-half of the Student Activities Fees paid will be made; if notice is given before the end of the seventh week of Session 2 (19 September 1986) a refund of one-quarter of Student Activities Fees paid will be made; thereafter no refund will be made except that provided for in (d) below.

(d) If a student's enrolment in any year is for one session only and the student gives notice of withdrawal prior to the end of the fourth week of that session (28 March or 22 August 1986) a full refund of Student Activities Fees paid will be made; if notice is given before the end of the seventh week of that session (18 April or 19 September 1986) a refund of one-half of the Student Activities Fees paid will be made; thereafter no refund will be made.

(e) The refunds mentioned in (c) and (d) above may be granted by the Registrar to a student unable to notify the Registrar in writing by the times required provided evidence is supplied that the student has ceased attendance by those times.

## 6) Acknowledgements

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

(a) variations lodged before the Friday of the seventh week of each session (18 April or 19 September) will be incorporated in the *Confirmation of Enrolment Program* notice forwarded to students on 29 April or 30 September as appropriate.

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

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

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

## 19. Exemption – Membership

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

## 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.

Higher degree and graduate diploma candidates may apply for suspension of enrolment under similar conditions.

## Undergraduate Course Transfers

*Students wishing to transfer from one course to another must complete and submit an application form, obtainable from the Student Enquiry Counter, the Chancellery, by Friday 10 January 1986.*

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 1985 of their intention to transfer.

## Admission with Advanced Standing

Any persons who make 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 students transfer from another university such students shall not in general be granted standing in this University which is superior to what they have in the University from which they transfer;

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 applicants, shall not be such as will permit them to qualify for the degree or award for which they seek to register without completing the courses of instruction and passing the examinations in at least those subjects comprising the later half of the course, save that where such a program of studies would involve them repeating courses of instruction in which the Board deems them 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 applicants to qualify for the degree or award for which they seek to register by satisfactory completion of a program of study deemed by the Board to be less than that required of students in full-time attendance in the final year of the course in which the applicants seek 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 applicants

seek to transfer for work done in the course from which they transfer.

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, students who merely complete such outstanding requirements shall not thereby be entitled to receive the second award but shall be entitled to receive a statement over the hand of the Registrar in appropriate terms.

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## Resumption of Courses

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

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

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## Examinations

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

### Timetables

Provisional timetables indicating the dates and times of examinations are posted on the University noticeboards in May and October. Students must advise the Examinations Section (the Chancellery) of any clash in examinations.

Final timetables indicating the dates, times, locations, and authorized materials 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 any 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 are 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 provided that the overall performance is considered to warrant such a concession. A pass conceded in a subject will allow progression to another subject for which the former subject is a prerequisite.

### Pass Terminating

A pass terminating may be granted provided that the overall performance is considered to warrant such a concession. A pass terminating does not allow progression to another subject for which the former subject is a prerequisite.

### 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 and change of address forms are obtainable at the Student Enquiry Counter, the Chancellery. Forms can be accepted up to Friday 4 July for Session 1 results and Friday 5 December 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 and in any event no more than seven days after the final examination in a subject.

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 the Examinations Section (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 to make special arrangements for their examinations, should contact the Examinations Section as soon as the final timetable becomes available.

### Use of Computers and Electronic Calculators

The use of computers or electronic calculators may be permitted in examinations conducted within the University. Computers and electronic calculators which are authorized by the University for this purpose must be *hand-held, internally powered, and silent*. Computers are distinguished from electronic calculators for this purpose by the existence of a full alphabetic keyboard on them. Computers are not permitted in examinations for which an electronic calculator has been specified. When an electronic calculator is permitted in an examination, any programmable memory on it must be cleared prior to entering an examination room.

The University does not provide computers or electronic calculators of the kind described in this rule for use in examinations although some schools may make them available in special circumstances.

### Examinations Held Away from the Campus

Except in the case of students enrolled on 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.

### Reading the Examination Paper

The examination paper will be available for reading ten minutes before the instruction is given to commence writing.

### 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 Officer-in-charge, 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: taking unauthorized materials into 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.

## Writing in Examinations

Candidates are permitted to take pens, pencils and erasers into the examination room but are advised that all answers must be written in ink. Except where expressly required, pencils may be used only for drawing, sketching or graphical work.

## 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.

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## Restrictions upon Student Re-enrolling

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

### First Year Rule

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

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

### Repeated Failure Rule

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

## General Rule

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

## 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 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 a student's program.

Faculty/Board of Studies	Minimum Requirement	Course	Unit Values (UV)
Applied Science	Half the program	3000-3220	One-session subjects: UV 1 Two-session subjects: UV 2
			All other subjects: appropriate UV corresponding to credit points*
Architecture	Half the program	3270, 3275, 3330	Elective subjects: UV 0
			All other subjects: appropriate UV corresponding to credit points*
		3320	All subjects: UV equal to the allocated hours*
		3360, 3380	Elective subjects: UV 0
			All other subjects: UV equal to the allocated hours*
Arts	18 Level I credit points	3400-3420	

\*For details see the appropriate Faculty Handbook.

Faculty/Board of Studies	Minimum Requirement	Course	Unit Values (UV)
Biological Sciences	4 units	3430	Science subjects: appropriate UV* Arts subjects: 6 credit points = UV 1 12 credit points = UV 2
Commerce	Three subjects	3490-3595 FT in both sessions	
	Two subjects	3490-3595 PT in either session	
Engineering	Half the program including Physics I or Mathematics I	3610-3612, 3660-3662, 3680-3682, 3700-3702	5 061: UV 0 One-session subjects: UV 1 Two-session subjects: UV 2
	Half the program including Statics or Mathematics I	3620, 3730	All subjects: UV equal to the allocated hours*
	Half the program including Physics I or Mathematics I	3640, 3720-3725	One-session subjects: UV 1 Two-session subjects: UV 2
	Half the program	3740, 3760	One-session subjects: UV 1 Two-session subjects: UV 2
Law	Half the program	4710-4790	One-session subjects: UV 1 90.741: UV 0 All other 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 One General Studies elective: UV 1
Professional Studies	Half the program	4030, 4040	All subjects: UV 1
		4070-4080	All subjects: appropriate UV* One General Studies elective: UV 1
Science	Half the program	3910, 3950	All subjects: appropriate UV* One General Studies elective: UV 1
Science and Mathematics	2 units	3970	All subjects: appropriate UV*

\*For details see the appropriate Faculty Handbook.

Faculty/Board of Studies	Minimum Requirement	Course	Unit Values (UV)
University College (Australian Defence Force Academy)	Half the program	BA, BSc	One General Studies elective: UV 1 All subjects: UV 1
		BE	All subjects: appropriate weighted mark*

## 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 second Friday 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 *Confirmation of Enrolment Program* notice 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 January.

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 first 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 first Wednesday in March.

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

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## Attendance at Classes

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

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

### 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.

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## Student Records

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*Confirmation of Enrolment Program* notices are sent to all students on 28 April and 29 September. It is not necessary to return these forms unless any of the information recorded is incorrect. If amendments need to be made, students should contact the appropriate course office.

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## Release of Information to Third Parties

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

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

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

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## Change of Address

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The Student Records and Scholarships Office of the Department of the Registrar 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 5 December, except for final-year students wishing to change their *Application for Admission for Degree/Diploma* form. Changes to this form will be accepted up to a date four weeks before the student's graduation ceremony.

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## Ownership of Students' Work

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

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## Notices

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Official University notices are displayed on the 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.

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## **Parking within the University Grounds**

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

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## **Academic Dress**

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Information about the University's academic dress requirements may be obtained from the Ceremonials Section, Room LG2, the Chancellery (phone extension 3112).

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## **Further Information**

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### **Lost Property**

All enquiries concerning lost property should be made to the Superintendent (Patrol and Cleaning Services) on extension 3460 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.

# 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

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### Some People Who Can Help You

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

#### School of Education

Senior Administrative Officer  
Jane Wholohan  
(Room 3B, Building G2, Western Campus,  
near Parade Theatre entrance)

#### School of Health Administration

Administrative Assistant  
Adrian Landa  
(Room LG29B, The Chancellery)

#### School of Librarianship

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

#### School of Social Work

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

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

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### Faculty of Professional Studies Enrolment Procedures

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All students re-enrolling in 1986 or enrolling in graduate courses should obtain a copy of the free booklet *Enrolment Procedures 1986* available from School Offices and the Admissions Office. This booklet provides detailed information on enrolment procedures and fees, enrolment timetables by faculty and course, enrolment in miscellaneous subjects, locations and hours of Cashiers and late enrolments.

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### Faculty Enrolment Restriction

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

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### Professional Studies Library Facilities

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Although any of the university libraries may meet specific needs, the staff and students of the Schools of Education, Librarianship and Social Work are served mainly by the



Social Sciences and Humanities Library and the undergraduate collection while those of the School of Health Administration are served mainly by the Biomedical Library and undergraduate collection.

Social Sciences and Humanities Librarian

Pat Howard

Biomedical Librarian

Vacant

Law Librarian

Rob Brian

Physical Sciences Librarian

Marian Bate

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 Australian Social Welfare Students' Collective. Further details may be obtained from the Social Work students noticeboard 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 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 also between students and staff of the School. Through functions and informal gatherings professional aspects of social work, specific grievances and the course itself are discussed. Students are represented on the Education Committee which has responsibility for educational planning within the School and on the School Committee which advises the Head of School. Students become members of the Association automatically on admission to the School of Social Work, and elect a collective which maintains a formal liaison with the School's staff. A regular newsletter, 'News worker', is produced.

**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.

A similar course leading to the award of the degree of BCom DipEd has been approved but it will not be available in 1986. Interested students should contact the School of Education for further information.

Details of these courses may be found in the following handbooks:

Arts Faculty Handbook 1986	BA DipEd
Commerce Faculty Handbook 1981	BCom DipEd
Sciences Faculty Handbook 1986	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.

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### School of Education

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

Professor A. A. Hukins

**Professors of Education**

Professor M. Cooper  
Professor D. J. Drinkwater

**Senior Administrative Officer**

Jane Whoiohan

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 2, 3 and 4, while students are studying subjects required for the degree courses offered by the respective faculties. These courses lead to the award of the degrees of BA DipEd and BSc DipEd.

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 and Sciences handbooks.

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### School of Health Administration

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**Head of School**

Professor G. R. Palmer

**Administrative Assistant**

Adrian L. Landa

The School of Health Administration 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. The degree of Master of Nursing Administration has recently been introduced for registered nurses with approved tertiary qualifications. 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 1, Management 2 and Management 3. 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. A degree course at Honours level is also available, the main objectives of which are to assist the student in achieving a deeper understanding of a subject or topic germane to the field of health administration, and competence in research and writing skills. Conditions for the award of the degree at Honours level are listed below.

## 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 1, Class 2 in two divisions and Class 3.

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 and who is taking at least two subjects of Stage I shall attend the residential school conducted by the School of Health Administration at the beginning of the academic year. Residential schools are currently held in Sydney, Melbourne and Perth (midyear only). Stage I (external) students living in Western Australia will be permitted to attend the midyear residential school only. A Stage I student shall also attend the residential school conducted in the middle 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. Residential schools are currently held in Sydney, Melbourne and Perth (midyear only).

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. A student who has completed the second year of the full-time course, or the corresponding stage of the part-time (external) course, normally with grades of Credit or better in all subjects, may make a written application to the Head of School of Health Administration to enrol in the Honours subjects of the third year. These subjects are: 16.034 Management 3 (Honours) and 16.313 Research and Evaluation Methods (Honours).

8. A student who then achieves a high level of academic performance in the third year Honours subjects will normally be admitted to the final year of the Honours degree course. External students, who have demonstrated outstanding achievement throughout the Pass course, may be permitted to enrol in the final year of the Honours course even though they are unable to attend on a full-time internal basis during the final year.

9. The content of the Honours year subjects, 16.890 Thesis, 16.891 Advanced Studies in Health Administration A, and 16.892 Advanced Studies in Health Administration B, should be planned in collaboration with the student's thesis supervisor.

10. Normally, full-time internal students will be expected to complete the Honours year requirements in one academic year, terminating with the submission of the thesis. External students will be required to complete at least one month of full-time attendance at the University during the two years of Honours enrolment in order to complete satisfactorily Honours course requirements. The timing of University attendance is arranged with the student's thesis supervisor.

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

### Bachelor of Health Administration† BHA

Year 1		Hours per week	
		S1	S2
16.540	Health Information Systems		
		4	0
16.111	Health Care Systems	4	0
16.031	Management 1	4	0
16.541	Accounting for Health Administration 1	0	4
16.112	Health and Health Care	0	4

		Hours per week	
		S1	S2
16.521	Law 1 or 16.520 Law 1T	0	4
16.400	Health Service Experience 1*		

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

**Year 2**

16.032	Management 2	4	0
16.611	Sociology and Health 1	4	0
16.711	Quantitative Methods 1	4	0
16.421	Health Planning 1	0	4
16.551	Health Economics 1	0	4
	Elective	0	4
16.401	Health Service Experience 2*		

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

**Year 3**

16.033	Management 3	4	0
	Elective	4	0
	Elective	4	0
	Elective	0	4
	Elective	0	4
	Elective	0	4

†Certain subjects in the BHA (internal) course are not necessarily offered every year. Students should check with the School to ascertain which subjects are to be offered in a particular year.

**4040****Health Administration Degree Course — Part-time (External)****Bachelor of Health Administration BHA****Stage 1**

16.111	Health Care Systems
16.031	Management 1
16.540	Health Information Systems

**Stage 2**

16.112	Health and Health Care
16.541	Accounting for Health Administration I
16.521	Law 1 or 16.520 Law 1T

**Stage 3**

16.032	Management 2
16.611	Sociology and Health 1
16.711	Quantitative Methods 1

**Stage 4**

16.421	Health Planning 1
16.551	Health Economics 1
	Elective

**Stage 5**

16.033	Management 3 (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
16.540	Health Information Systems	4	0
16.111	Health Care Systems	4	0
16.031	Management 1	4	0
16.541	Accounting for Health Administration 1	0	4
16.112	Health and Health Care	0	4
16.521	Law 1 or 16.520 Law 1T	0	4
16.400	Health Service Experience 1*		

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

**Year 2**

16.032	Management 2	4	0
16.611	Sociology and Health 1	4	0
16.711	Quantitative Methods 1	4	0
16.421	Health Planning 1	0	4
16.551	Health Economics 1	0	4
	Elective	0	4
16.401	Health Service Experience 2*		

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

**Year 3**

16.034	Management 3 (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		

†Certain subjects in the BHA (internal) course are not necessarily offered every year. Students should check with the School to ascertain which subjects are to be offered in a particular year.

**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 or institutions as are deemed appropriate. The approval of the relevant Head of School is required to undertake a subject offered by another school or institution.

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; not all subjects are necessarily available each year:

- 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 Human Resource Management
- 16.311 Computer Techniques for Health Service 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 2\*
- 16.542 Accounting for Health Administration 2\*
- 16.552 Health Economics 2\*
- 16.612 Sociology and Health 2\*
- 16.712 Quantitative Methods 2\*

\*Advanced level subjects.

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

### 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.

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## School of Librarianship

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### Head of School

Associate Professor C. Maguire

### Administrative Assistant

Ray Locke

The School of Librarianship offers graduate degree courses only leading to the award of the degree of Doctor of Philosophy (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 (DipIM-ArchivAdmin) and the Diploma in Information Management — Librarianship (DipIM-Lib). For full information see *Graduate Study and Conditions for the Award of Higher Degrees* later in this handbook.

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## School of Social Work

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### Head of School

Professor T. Vinson

### Administrative Officer

Vacant

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, Master of Social Work (MSW) by course work or by research, and the Master of Welfare Policy (MWP) by course work. 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 the first 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 Year 2, 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 Year 1 BA degree course subjects, or their equivalent, including Sociology and Psychology at a level approved by the Faculty's Admissions Committee. These students may be permitted to undertake 63.193 Social Work Practice 1 as a 5-hour per week Session 1 subject in Year 2.

### Progression

Except with the permission of the Head of School, students may not proceed to the next year of the course until they have 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 1; Class 2, Division 1; Class 2, Division 2.

### 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 1	5	5
53.001	Introduction to Sociology	3	3
63.193	Social Work Practice 1 and 12 Level I credit points approved as counting towards the BA degree or	3	3
		4	4
	6 such credit points and 1 General Studies elective or		
	2 General Studies electives		
<b>Year 2</b>			
63.203	Human Behaviour 1	3	2
63.213	Social and Behavioural Science 2	2	2
63.242	Social Philosophy 1	0	2
63.253	Social Welfare 1	2	2
63.282	Social Work Practice — First Placement		*
63.293	Social Work Practice 2	2	2
	2 General Studies half electives	4	
	*2-week block in the midyear recess + 2 days a week (no recess) to end week 12, Session 2: 36 days.		
<b>Year 3</b>			
63.303	Human Behaviour 2	3	3
63.332	Research Methods 1	0	3
63.341	Social Philosophy 2	2	0
63.353	Social Welfare 2	2½	4
63.381	Social Work Practice — Second Placement		*
63.393	Social Work Practice 3	4	4
	*3-week block in February + 2 days a week (no recess) for Session 1: 45 days.		
<b>Year 4</b>			
		<b>Weeks 4-14</b>	
63.431	Research Methods 2	3	0
63.453	Social Welfare 3	4	3
63.481	Social Work Practice — Third Placement		*
63.482	Social Work Practice — Fourth Placement		**
63.493	Social Work Practice 4 — 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.		

## Undergraduate Study

# Subject Descriptions

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## Identification of Subjects by Number

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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 previously been used 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 in 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. Their subject descriptions are

published in the handbook of the faculty which originates the subject and are also published in the handbook of the Faculty in which the subject is taught.

The following pages contain descriptions for most of the subjects offered for the courses described in this book, the exception being the General Studies subjects. For General Studies subjects see the **General Studies Handbook** which is available free of charge.

### 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.

### Information Key

The following is the key to the information which may be supplied about each subject:

- 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, but which session taught is not known at time of publication)
- CCH class contact hours
- L (Lecture, followed by hours per week)
- T (Laboratory/Tutorial, followed by hours per week)
- hpw (hours per week)
- C (Credit or Credit units)
- CR (Credit Level)
- DN (Distinction)
- W (weeks of session)

School, Department etc	Faculty	Page
*Subjects also offered for courses in this handbook		
1 School of Physics	Science	
2 School of Chemistry	Science	
4 School of Metallurgy	Applied Science	
5 School of Mechanical and Industrial Engineering	Engineering	
6 School of Electrical Engineering and Computer Science	Engineering	
7 School of Mining Engineering	Applied Science	
8 School of Civil Engineering	Engineering	
9 School of Wool and Pastoral Sciences	Applied Science	
10 School of Mathematics	Science	
11 School of Architecture	Architecture	
12 School of Psychology*	Biological Sciences	35
13 School of Textile Technology	Applied Science	
14 School of Accountancy	Commerce	
15 School of Economics	Commerce	
16 School of Health Administration	Professional Studies	35
17 Biological Sciences	Biological Sciences	
18 School of Mechanical and Industrial Engineering (Industrial Engineering)	Engineering	
21 Department of Industrial Arts	Architecture	
23 School of Nuclear Engineering	Engineering	
25 School of Applied Geology	Applied Science	
26 Department of General Studies	Board of Studies in General Education	
27 School of Geography	Applied Science	
28 School of Marketing	Commerce	
29 School of Surveying	Engineering	
30 Department of Organizational Behaviour	Commerce	
31 School of Optometry	Science	
32 Centre for Biomedical Engineering	Engineering	
35 School of Building	Architecture	
36 School of Town Planning	Architecture	
37 School of Landscape Architecture	Architecture	
38 School of Food Science and Technology	Applied Science	
39 Graduate School of the Built Environment	Architecture	
40 Professorial Board		
41 School of Biochemistry	Biological Sciences	
42 School of Biotechnology	Biological Sciences	
43 School of Botany	Biological Sciences	

School, Department etc	Faculty	Page
*Subjects also offered for courses in this handbook		
44 School of Microbiology	Biological Sciences	
45 School of Zoology	Biological Sciences	
46 Faculty of Applied Science	Applied Science	
47 Faculty of Engineering	Engineering	
48 School of Chemical Engineering and Industrial Chemistry	Applied Science	
50 School of English	Arts	
51 School of History	Arts	
52 School of Philosophy	Arts	
53 School of Sociology*	Arts	38
54 School of Political Science	Arts	
55 School of Librarianship	Professional Studies	
56 School of French	Arts	
57 School of Theatre Studies	Arts	
58 School of Education	Professional Studies	38
59 Department of Russian	Arts	
60 Faculty of Arts	Arts	
61 Department of Music	Arts	
62 School of History and Philosophy of Science	Arts	
63 School of Social Work	Professional Studies	40
64 School of German Studies	Arts	
65 School of Spanish and Latin American Studies	Arts	
66 Subjects Available from Other Universities		
67 Faculty of Science	Science	
68 Board of Studies in Science and Mathematics	Board of Studies in Science and Mathematics	
70 School of Anatomy	Medicine	
71 School of Medicine	Medicine	
72 School of Pathology	Medicine	
73 School of Physiology and Pharmacology	Medicine	
74 School of Surgery	Medicine	
75 School of Obstetrics and Gynaecology	Medicine	
76 School of Paediatrics	Medicine	
77 School of Psychiatry	Medicine	
78 School of Medical Education	Medicine	
79 School of Community Medicine	Medicine	
80 Faculty of Medicine	Medicine	
81 Medicine/Science/Biological Sciences	Medicine	
85 Australian Graduate School of Management	AGSM	
90 Faculty of Law	Law	
97 Division of Postgraduate Extension Studies		



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## Psychology

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### Psychology Level I Unit

#### 12.100 Psychology 1

F L3T2

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 Level III

Consult the Combined Sciences Handbook for details.

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## Health Administration

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#### 16.031 Management 1

S1 L4

Individual and group behaviour in work organizations. Various management processes: group dynamics, motivation, leadership, power, conflict and communication. Using a variety of learning strategies, students are encouraged to develop analytical, diagnostic and practical skills for identifying problems in organizations, and to transfer key concepts to health care organizations in general and their own organization in particular.

#### 16.032 Management 2

S1 L4

*Prerequisite:* 16.031.

Emphasis on analytical skills. Develops the student's understanding of organization theory and its application to management. Theories covered include systems, contingency, administrative, action and resource dependency, the pluralist perspective. Level of analysis is at organizational level rather than micro-perspective of Management 1.

Assessment of the evolving role of computer systems in health care, the management of computing systems and the use of computers in decision support.

#### 16.033 Management 3

S1 L4

*Prerequisites:* 16.031, 16.032.

Builds on the theoretical concepts and practice analysis developed in 16.031/16.032 Management 1 and 2. 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; roles of the manager; professional developments; 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 3 (Honours)

S1 L4

*Prerequisites:* 16.031, 16.032.

Includes and extends the theoretical and practical studies in Management 3. 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

The system of organizations, institutions, services and financial arrangements which constitute the Australian health care system. Constitutional, legal and economic environment in which the system operates, including the Federal structure of government. Main characteristics of public and private hospitals, nursing homes and other institutions, including funding arrangements and relationships with government. Community health and other non-institutional services and their objectives. The financing of health services, Commonwealth-State financial arrangements and the health insurance program. The health work force, with emphasis on the medical and nursing components. Comparisons of the Australian health care system with those of other countries.

#### 16.112 Health and Health Care

S2 L4

Definitions of health and disease, basic epidemiological concepts; medical terminology; body systems, classification of disease; disease causation. Protection and promotion of health with emphasis on contemporary risk factors; diagnosis; treatment practices. Evaluation of health and health care; health status indicators; preventive and therapeutic trends; research strategies.

#### 16.301 Political Science

S1 or S2 L4

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

The 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 and the role of the health service administrator, health insurance, poverty, social security; systems of income guarantee, national compensation and national superannuation.

**16.303 Research and Evaluation Methods** **S1 or S2 L4**

*Prerequisites:* 16.540, 16.711.

The need for and special problems of health services research and evaluation; the nature of 'scientific' knowledge; distinction between research and evaluation; identifying appropriate research areas; reviewing the literature; statements of objectives and formulation of hypotheses; experimental and quasi-experimental designs; non-experimental models including epidemiological approaches; sample selection; means of acquiring data emphasizing questionnaire design and problems of measurement; introduction to analysis of data including coding and computer techniques; methods of presenting findings; reliability of research evidence; research ethics; research and decision-making; policy issues.

**16.304 Management Skills** **S1 or S2 L4**

Available for internal students only.

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**

Content is organized in terms of the material suggested by the standards for the Nursing Division of Hospitals compiled by the Royal Australian Nursing Federation. Major foci are the goals, structures, processes and control mechanisms common to nursing service departments.

**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 topics 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 Human Resource Management** **S1 or S2 L4**

Drawing on concepts, theory and research introduced in Management 1, 2 and 3, students critically examine the various strategies available to manage human resources in health care organizations. Demonstration of the need to integrate these strategies amongst line management and not to view them simply as the specialist's domain. Topics include: human resource planning, industrial relations, training and development, EEO, occupational health and safety, and organization development. Students are encouraged to participate in a research project.

**16.311 Computing Techniques for Health Service Management** **S1 or S2 L4**

*Prerequisite:* 16.711.

BASIC programming and principles of operation of commercial software, including database management systems, wordprocessors and spreadsheets. Application of software to, and development of, programming skills for health service management. Introduction to MINITAB and specific examples of database construction and interfacing of staff and computing systems. Concepts of decision support and role of personal computing in providing this to health service professionals, including mathematical modelling and simulation techniques.

**16.313 Research and Evaluation Methods (Honours)** **S2 L4**

*Prerequisites:* 16.540, 16.711.

An extension of topics in 16.303 stressing the choice of constructive research problems, critical evaluation of the literature and formulation of a research protocol as background to the formal presentation of a thesis in Year 4.

**16.316 Current Issues in Nursing** **S1 or S2 L4**

Controversial aspects of the nursing profession of particular interest to nursing and health administrators. Content updated regularly. Current topics include: nursing education, unionism vs professionalism, political action in nursing, factors affecting the nurse's participation in the workforce.

**16.400 Health Service Experience 1**

**16.401 Health Service Experience 2**

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 1** **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***Prerequisite:* 16.421.

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***Prerequisite:* 16.421.

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 and supportive service functions and activities eg, inpatient care, surgery, consultation, catering, cleaning, etc.

**16.424 Health Planning 2C****S1 or S2 L4***Prerequisite:* 16.421.

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 1T****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 Law 1T instead of enrolling in 16.521 Law 1. 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 covered in 16.522 Law 2.

**16.521 Law 1****S2 L4**

General introduction to law in Australia with health service applications, designed 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; the role of law in health administration and health planning; 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; access to legal advice; aspects of the law of torts, contracts, criminal law, administrative law; the coroner.

**16.522 Law 2****S1 L4***Prerequisite:* 16.521.

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 student's preferences and career expectation. 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 with an introduction to the uses of computing in health care. Information systems relevant to hospital management. Introduction to concepts of accounting, costs and budgeting.

**16.541 Accounting for Health Administration 1****S2 L4***Prerequisite:* 16.540.

Introduction to accounting with particular reference to hospitals and health services 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. An introduction to the theory and practice of hospital fund accounting. 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 2****S1 or S2 L4***Prerequisites:* 16.540, 16.541.

An overview of hospital management and financing. The theory and practice of hospital and government fund accounting. The preparation, analysis and interpretation of accounting records, cash and accrual accounting systems. Capital budgeting techniques. Introductory treatment of management accounting in hospitals and health service institutions. Internal control, hospital budget preparation and utilization, cost analysis in the hospital context. The changing face of accounting developments and alternatives.

**16.551 Health Economics 1****S2 L4***Prerequisite:* 16.540.

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 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 2****S1 or S2 L4***Prerequisites:* 16.540, 16.551.

Advanced topics in health economics, covering both macro and micro issues. Analysis of Australian health expenditure; hospital economics; health insurance.

**16.611 Sociology and Health 1****S1 L4**

The role of the health administrator in a multicultural society. Consensus, conflict and symbolic interactionism theories. Health effects of inequality according to social class, occupation, gender, ethnic origin and age group. Ethics of resource allocation.

**16.612 Sociology and Health 2**

**S2 L4**

*Prerequisite:* 16.611.

Extension of 16.611 Sociology and Health 1. Social and political dimension of health policy and health care. The modern problems of chronic illness, disability and prolonged dying. Social correlates of diseases. Social impact of modern medical technology. Social roles and relationships of health professionals. Politics of health and consumerism in health. Some examples of issues in health and illness, eg stress, occupational health, health promotion.

**16.711 Quantitative Methods 1**

**S1 L4**

*Prerequisite:* 16.540.

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 2**

**S1 or S2 L4**

*Prerequisites:* 16.540, 16.711.

Mathematical, statistical, systems science and problem solving techniques for application in health service management. Emphasis is on flexibility of approach to problems and acquisition of understanding of behaviour of relevant systems from the quantitative analyses of models. Computer based investigation of models, mathematical programming, queuing, inventory theory, typical competition, replacement, control theory and model formulation are considered and some advanced statistical techniques explained.

**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 1.

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## Sociology

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**53.001 Introduction to Sociology**

**F L2T1 C12**

An introduction to a critical and reflexive sociology by examination of contemporary Australian society. *Major topics include:* Thinking about Australian society; political economy of Australian society; social movements, social philosophies and State responses; and culture and resistance. *Specific topics:* the analysis of every day life; social class; gender; political party formation; popular culture; media moral panics. Provides a sound basis for further studies in the social sciences.

*Assessment:* On the basis of performance in essays, written assignments, and tutorial classes.

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## Education

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### Servicing Subjects

These are subjects taught within courses offered by other faculties.

For further information regarding the following subjects see the Arts and Combined Sciences handbooks.

**58.702 Theory of Education 1**

**S2 L1½**

*Educational Psychology:* includes learning, cognition, individual differences and cognitive development; detailed classroom applications; experimental demonstration of phenomena where possible.

**58.703 Theory of Education 2**

**F L2½**

*Prerequisite:* 58.702.

*Educational Psychology:* extension of the introductory studies of learning, cognition, individual differences and cognitive development with concentration upon child development; classroom applications emphasized and phenomena experimentally demonstrated where possible. *Philosophy of Education:* exploration of philosophical questions concerning teaching and learning with particular reference to the various subjects taught in schools; issues concerning the relationships between school subjects, a 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. Focus on logical and epistemological questions which are internal to the various teaching subjects. Students are assigned to one of the following Philosophy of Education groups: Philosophical Issues in: Mathematics and Education; Literary Appreciation and Education; History and Education; Science and Education; Curriculum and Education; Language and Education; Social Sciences and Education; Industrial Arts Education. *Sociology of Education:* includes socialization, the family, the role of education in society, inequality of educational opportunity, multi-cultural education.

**58.704 Theory of Education 3****F L3***Prerequisite:* 58.703.

*Sociology of Education:* Includes sociology of the school and classroom, deviance, knowledge and the curriculum, sexism, in schools, social trends and problems and their implications for education, technology work and lifelong learning. *Selected Studies in Education:* two education theory options to be selected from among a number available; some deal with the separate disciplines of philosophy, psychology, sociology, others may draw from more than one. In any given year the options offered depend on the staff available and on student demand. *Topics may include the following:* 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.

**58.712 Teaching Practice 1****F 10 days**

A gradual introduction to teaching in the school situation.

**58.713 Teaching Practice 2****F 15 days**

*Prerequisites:* 58.712, 58.722 or 58.732 or 58.742 or 58.752 or 58.762. *Co-requisites:* 58.723 or 58.733 or 58.743 or 58.753 or 58.763.

Extensive opportunities for students to develop teaching competence; each student is placed in a high school for 15 days and works in close association with a teacher.

**58.714 Teaching Practice 3****F 15 days**

*Prerequisites:* 58.713, 58.723 or 58.733 or 58.743 or 58.753. *Co-requisites:* 58.724 or 58.734 or 58.744 or 58.754 or 58.764.

Provision for further opportunities for students to develop teaching competence; each student is placed in a high school for 15 days and works in close association with a teacher.

**58.732 Science Curriculum and Instruction 1****S1 L2T1 S2 L1***Prerequisites:* 1.001 or 1.011; 2.121, 2.131. *Co-requisite:* 58.702.

Lesson planning, management in the science classroom, laboratory safety, legal aspects; introduction to audiovisual aids, demonstrations and practical work. *Communication and Microteaching:* techniques and problems of communication, development of teaching skills by peer-group microteaching. *Classroom Issues and Strategies:* topics include mixed ability groups, streaming, individual instruction, children with special needs (eg handicapped, talented, immigrant, Aboriginal children), language in learning, discipline and class control.

**58.733 Science Curriculum and Instruction 2****S1 T4 S2 L1T4***Prerequisites:* 17.031, 17.041, 25.110, 25.120; 58.702, 58.732. *Co-requisite:* 58.703.

Methods of teaching and problems in learning science, the roles of teacher demonstrations and pupil practical work, preparation and use of audiovisual aids, the teaching of selected topics in biology, chemistry, geology and physics. Further development of teaching skills by peer-group microteaching may be undertaken. *Classroom Issues and Strategies:* aspects relating to classroom and community including the primary school, the teacher in the school community, teachers and parents, legal responsibilities and rights, transition, unemployment, leisure, support facilities.

**58.734 Science Curriculum and Instruction 3****S1 L1T4 S2 T3***Prerequisites:* 58.703, 58.713, 58.733.

Examination of NSW secondary school science syllabuses, investigation of curriculum material suitable for use in teaching secondary school science, development of teaching resources, the professional development of the science teacher, the teaching of biology, chemistry, geology and physics. *Classroom Issues and Strategies:* aspects relating to assessment and measurement including test planning, standardized tests, marking and reporting, essay-type tests, scaling of test scores, uses and effects of assessment.

**58.742 Mathematics Curriculum and Instruction 1****S1 L3 S2 L1***Prerequisites:* 10.001 or 10.011. *Co-requisite:* 58.702.

Introduction to the application of educational studies to the teaching of the Mathematics curriculum in high schools, lesson planning and classroom management. *Communication and Microteaching:* techniques and problems of communication, development of teaching skills by peer-group microteaching. *Classroom Issues and Strategies:* includes mixed ability groups, streaming, individual instruction, children with special needs (eg handicapped, talented, immigrant, Aboriginal children), language in learning, discipline and class control.

**58.743 Mathematics Curriculum and Instruction 2****S1 L2 S2 L3***Prerequisites:* 58.702, 58.742. *Co-requisite:* 58.703.

A continuation of the application of educational studies to the teaching of the Mathematics curriculum in secondary schools; lesson preparation and presentation, classroom organization and management, introduction to special mathematics courses being used in secondary schools, eg elective and slow learner courses, preparation for 58.713 Teaching Practice 2. Further development of teaching skills by peer-group microteaching may be undertaken. *Classroom Issues and Strategies:* aspects relating to classroom and community including the primary school, the teacher in the school community, teachers and parents, legal responsibilities and rights, transition, unemployment, leisure, support facilities.

**58.744 Mathematics Curriculum and Instruction 3****S1 L3 S2 L2***Prerequisites:* 58.703, 58.713, 58.743.

The teaching of senior secondary school mathematics syllabuses, curriculum development projects in mathematics and their application in NSW, critical analysis of learning problems of school students, investigation of practical remedies for such problems. The subject is designed to complement 58.714 Teaching Practice 3, taken together these subjects provide a wide set of experiences which equip potential teachers to fit successfully into the NSW teaching environment. *Classroom Issues and Strategies:* aspects relating to assessment and measurement including test planning, standardized tests, marking and reporting, essay-type tests, scaling of test scores, uses and effects of assessment.

**58.752 Arts Curriculum and Instruction 1 F L3**

*Prerequisite: a Year 1 subject in the Faculty of Arts in the area of the student's teaching subject, eg English 1A, History 1A. Co-requisite: 58.702.*

Introduction to the application of educational studies to the teaching of Arts subjects in secondary schools, lesson planning and classroom management. Special attention given to the subject which will be taught in Teaching Practice 1. *Communication and Microteaching:* techniques and problems of communication, development of teaching skills by peer-group microteaching. *Classroom Issues and Strategies:* includes mixed ability groups, streaming, individual instruction, children with special needs (eg handicapped, talented, immigrant, Aboriginal children), language in learning, discipline and class control.

**58.753 Arts Curriculum and Instruction 2 F L3**

*Prerequisites: 58.702 and 58.752. Co-requisite: 58.703.*

Continued work in the application of educational studies to the teaching of Arts subjects in secondary schools, including planning sequences of lessons, use and development of audio-visual media, the implementation of syllabuses. Special attention given to the subject taught in Teaching Practice 2. *Classroom Issues and Strategies:* aspects relating to classroom and community including the primary school, the teacher in the school community, teachers and parents, legal responsibilities and rights, transition, unemployment, leisure, support facilities.

**58.754 Arts Curriculum and Instruction 3 F L3**

*Prerequisites: 58.703, 58.713, 58.753.*

Advanced work on the application of educational studies to the teaching of Arts subjects in secondary schools, two such subjects being selected by each student; development of teaching skills which are specific to the teaching subjects being studied; elaboration of some of the current educational issues which have implications for classroom practice. *Classroom Issues and Strategies:* aspects relating to assessment and measurement including test planning, standardized tests, marking and reporting, essay-type tests, scaling of test scores, uses and effects of assessment.

**58.793 Advanced Education 1 F 1CCH**

Students study one of the following segments: *Philosophy of Education segment:* some connected issues in social and political philosophy, and their implications for educational theory and practice. Includes: freedom, compulsion and the aims of education; neutrality of education systems, schools, teachers and courses; and justice and equality. *Educational Psychology segment:* introduction to selected aspects of on-going research activities in educational psychology. The area is selected following discussions with staff members. *Sociology of Education segment:* more detailed and extensive examination of central topics studied in the pass strand. Consideration of selected issues to do with social theory, the nature of the sociological enterprise and sociological methods.

**58.794 Advanced Education 2 F 1CCH**

Each student engages in twenty-eight hours of supervised study appropriate to his or her proposed research, as approved by the Head of School.

**58.795 Advanced Education 3 F 4CCH**

Enrolment is subject to approval by the Head of School.

In their full-time Honours year, all students enrol in four twenty-eight-hour units of study appropriate to their research, as approved by the Head of School.

**58.799 Thesis F**

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**Social Work**

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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 1 F T3**

An introduction to the basic repertoire of concepts and skills which social workers use in analyzing 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 1 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.

**63.213 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 society.

**63.242 Social Philosophy 1 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. Free-will. Meta ethics.

**63.253 Social Welfare 1****F L1T1**

Introduction to the basic structural characteristics of Australian society — demographic, politico-legal and economic — their history and development, as the context in which social welfare as an institution is located. Concepts of social welfare with particular reference to the general history and development of provisions to meet major social goals. Demographic groups are selected to illustrate the origins of disadvantaged and limited access to social goals especially in Australian society.

**63.293 Social Work Practice 2****F T2**

Consolidation and development of practice skills introduced in Social Work Practice 1 including effective verbal and written communication skills, interviewing techniques, meeting procedures, basic data collection methods, and the basic processes of small groups. Introduction to social work practice theory, including consideration of complementary and conflicting approaches.

**63.303 Human Behaviour 2****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 1****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 2****S1 L1T1**

A consideration of different philosophical perspectives on equality and justice, rights and obligations, freedom, human needs, and punishment.

**63.353 Social Welfare 2****S1 L2T½ S2 L3T1**

Social welfare arrangements in Australia including: income security, employment and unemployment programs, family policy, health, housing, education, recreation and legal rights. Various social theories are used to examine the origins, intentions and consequences of the existing arrangements and to evaluate the potential for change. The nature of the existing policy-making process and alternatives to it.

**63.393 Social Work Practice 3****F L2T2**

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. Workshops on legal issues in conjunction with this subject.

**63.431 Research Methods 2****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 3****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, intellectually disabled, legal offenders. Each population category is studied in terms of its access to the common social goals examined in 63.353 Social Welfare 2. 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 Social Welfare 2 and 63.453 Social Welfare 3 — their characteristic features, and implications for future developments.

**63.493 Social Work Practice 4 —  
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**

Each student undertakes four 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.

**63.292 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.

### **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 4 — 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

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## Graduate Enrolment Procedures

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All students enrolling in graduate courses should obtain copies of the free booklets *Enrolment Procedures 1986* and *Information for Graduate Students* available from School Offices and the Admissions Office. This booklet provides detailed information on enrolment procedures and fees, enrolment timetables by Faculty and course, enrolment in miscellaneous subjects, locations and hours of Cashiers, and late enrolments.

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## Graduate Courses

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The Faculty of Professional Studies consists of the Schools of Education, Health Administration, Librarianship and Social Work. Facilities are available in each of these Schools for research 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 Nursing Administration; Master of Librarianship; Master of Social Work and Master of Welfare Policy. Courses for the award of a graduate diploma are available in education and information management (librarianship or archives administration).

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## School of Education

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

### 5560 Education Graduate Diploma Course

#### Diploma in Education DipEd

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

#### Re-enrolment in Diploma in Education

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

**Subjects**

	<b>Number of hours</b>
<b>58.010 Theory of Education</b>	
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

**Note:** All methods may not be available every year.

Commerce/Economics Method	50
English Method	50
French Method	50
Geography Method	50
German Method	50
History Method	50
Mathematics Method — Single	50
Mathematics Method — Double	100
Science Method — Single	78
Science Method — Double	156
Social Science Method	50
Spanish Method	50

<b>58.012 Teaching Practice</b>	220
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**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 degree awarded at Pass level is studied 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 the 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**

	<b>No. of Units</b>
58.219G Experimental Design and Analysis 1	1
58.220G Experimental Design and Analysis 2	1
58.223G Introduction to the Research Process	1
58.224G Qualitative Research Procedures	1
58.225G Multivariate Analysis using the Linear Model	1
58.226G Factor Analysis and Multivariate Analysis of Variances	1
58.230G Evaluation of Educational Programs	1
58.231G Measurement in Education	1
58.232G Philosophical Problems in Educational Research	1
58.233G Quantitative Methods Associated with Categorical Variables	1
58.234G Quantitative Methods Associated with Ranked Observations	1
58.235G Researching Educational Practice	1
58.244G Adult Learning	1

**Philosophy of Education Subjects**

58.256G Moral Education 1	1
58.257G Moral Education 2	1
58.258G Philosophy of the Curriculum 1	1
58.259G Philosophy of the Curriculum 2	1
58.264G Philosophy of Science and Education	1
58.265G Philosophy of Literary Education 1	1
58.266G Philosophy of Literary Education 2	1
58.267G Philosophy of History Education 1	1
58.268G Philosophy of History Education 2	1
58.269G Philosophy of Maths Education 1	1
58.270G Philosophy of Maths Education 2	1
58.272G Philosophy of Language Education 2	1
58.273G Philosophy of Social Science Education 1	1
58.274G Philosophy of Social Science Education 2	1
58.275G John Dewey and Progressive Education	1
58.277G The Nature of Intelligence	1
58.278G Social Philosophy and Education 1	1

58.279G	Social Philosophy and Education 2	1
58.285G	Ideology and Education 1	1
58.286G	Ideology and Education 2	1
58.287G	Introduction to the Philosophy of Education	1
58.288G	Marxism and the Study of Education A	1
58.289G	Marxism and the Study of Education B	1
58.294G	Education and Unemployment	1
58.295G	Sexuality and Education	1
58.296G	Philosophy of Language Education 1	1
58.297G	Philosophy of Religious Education 1	1
58.298G	Philosophy of Religious Education 2	1
58.299G	Radical Education Since the Sixties	1
58.260G	The Ideal Person in Education and Politics	1

### Sociology of Education Subjects

58.305G	The Role of Education in Society 1	1
58.314G	Applying Sociological Research to Educational Problems	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 1	1
58.320G	Social Trends and Problems: Implications for Education 2	1
58.321G	The Role of Education in Society 2	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	Knowledge, Curriculum and Socially Disadvantaged Groups	1
58.329G	Women and Girls in the Educational System	1
58.410G	Social and Educational Ideals	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
58.336G	Chemical Education	1
58.337G	Physics Education	1
58.338G	Selected Issues in Science Education	1
58.339G	Research in Science Education	1
58.340G	Education in the Physical Sciences	1

### Educational Psychology Subjects

58.360G	Current Theory and Research in Educational Psychology	1
58.361G	Child Growth and Development 1	1
58.362G	Child Growth and Development 2	1
58.364G	Psychological Bases of Instruction	1
58.367G	Contemporary Issues in Educational Psychology	1
58.374G	Parents, Television and Teachers: a Social Learning Theory of 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
58.386G	Applying Experimental Psychology in Education	1
58.387G	Human Problem Solving	1
58.389G	Talented Children	1
58.390G	The Psychology of Reading	1
58.391G	Problem Solving in Mathematics and Mathematically-Based Subjects	1
58.392G	Psychology of Sports in Education	1

### Miscellaneous Subjects

58.241G	Recurrent Education — Lifelong Learning A	1
58.242G	Recurrent Education — Lifelong Learning B	1
58.280G	Project	2
58.383G	Computer-Assisted Instruction 1	1
58.384G	Computer-Assisted Instruction 2	1
58.243G	Research on the Learning and Teaching of Mathematics	1

#### 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.

### 2945 Master of Educational Administration Course (Honours)

### 8960 Master of Educational Administration Course

### Master of Educational Administration MEdAdmin

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

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		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

## Elective Subjects

### 4 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
58.533G	Project	2
58.534G	Design and Analysis in Experimental Research	1
58.535G	Curriculum Management	1
58.536G	Administrative Uses of the Computer in Education	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 three formal graduate courses leading to the award of the degrees of Master of Health Planning, Master of Health Administration and Master of Nursing 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, part-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 Service Statistics 1	2
16.904G Australian Health Care System	2
16.937G Health Services Research & Evaluation	2
30.935G Organization Behaviour A	3
	12

\*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.

#### Session 2

14.941G Accounting & Financial Management B	3
16.902G Health Services Statistics 2	2
16.941G Epidemiology	2
16.970G Health Services Management 1	2
A graduate subject in Organizational Behaviour offered by the Faculty of Commerce**	
	3
	12

\*\*Because places are limited in these subjects, student choice is subject to the approval of the Faculty of Commerce.

#### Year 2

##### Session 1

	Hours per week
16.930G Health Planning 1	2
16.933G Health Services Law 1	2
16.935G Health Economics 1	2
16.971G Health Services Management 2	2
16.981G Health and Society 1	2
16.995G Research Project A	2
Electives***	2
	14

##### Session 2

16.936G Physical Planning & Design	2
16.939G Health Planning 2	2
16.996G Research Project B	3
Electives***	6
	13

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

## Master of Health Planning

The School of Health Administration offers a Master of Health Planning degree course 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.

## 8940 Master of Health Planning Course — Full-time

### Master of Health Planning MHP

Session 1		Hours per week
16.901G	Health Services Statistics 1	2
16.904G	Australian Health Care System	2
16.930G	Health Planning 1	2
16.931G	Introduction to Organization Behaviour	2
16.981G	Health and Society 1	2
16.933G	Health Services Law 1	2
16.935G	Health Economics 1	2
16.937G	Health Services Research and Evaluation	2
		16

Session 2		Hours per week
16.905G	Health Services Accounting	2
16.938G	Seminar in Health Policy	2
16.939G	Health Planning 2	2

Students undertake at least two of the following three subjects:

16.902G	Health Services Statistics 2	2
16.936G	Physical Planning and Design	2
16.941G	Epidemiology	2
	<i>plus Electives*</i>	6 or 8
		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 2	2
16.940G	Medical Care Organization	2
16.982G	Health and Society 2	2
16.943G	Interpersonal Communications in Organizations	2
16.944G	Health Economics 2	2
16.945G	Workforce Planning	2
16.946G	Health Information Systems	2
16.947G	Comparative Health Care Systems	2
16.948G	Operations Research for Health Planning and Administration	2
16.949G	Organizational Analysis in Health Services	2
16.950G	Computing Techniques for Health Services Research	2
16.951G	Special Topic	2
16.973G	Industrial Relations in the Health Services	2
16.974G	Hospital Organization	2
16.992G	Project	2
16.993G	Project	3
16.994G	Project	4

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

## 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.

## 8950 Master of Nursing Administration Course — Full-time

### Master of Nursing Administration MNA

Session 1		Hours per week
16.901G	Health Services Statistics 1	2
16.904G	Australian Health Care System	2
16.930G	Health Planning 1	2
16.931G	Introduction to Organization Behaviour	2
16.933G	Health Services Law 1	2
16.935G	Health Economics 1	2
16.937G	Health Services Research and Evaluation	2
16.961G	Nursing Theory and the Goals of Nursing Service	2
16.962G	Structures and Controls in Nursing Administration	2
		18

Session 2		Hours per week
16.905G	Health Services Accounting	2
16.938G	Seminar in Health Policy	2
16.939G	Health Planning 2	2
16.963G	The Nurse Executive Role	2
	<i>plus Electives*</i>	8
		16

\*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

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## School of Librarianship

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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 1	28	0

## Professional Studies

55.812G	Library and Information Services Management 2	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.

†Students may choose as electives graduate subjects offered by another school or department. Normally one elective is attempted in each session. Approval for enrolment must be obtained from the Head of the School of Librarianship as well as the Head of the School in which the other subjects are offered.

By arrangement with the Faculty of Commerce, students will be permitted to enrol in the subjects listed below, after consultation with Associate Professor G.W. Ford.

### Session 1

30.965G New Directions in Organization Theory

### Session 2

30.942G Organization and Society  
 30.955G Human Potentialities  
 30.958G Organizational Communications  
 30.960G Technological Change and Organizational Participation

## 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 1	28	0
55.812G	Library and Information Services Management 2	0	28
	Electives†	42	42

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

†Students may choose as electives, graduate subjects offered by another school or department. Normally one elective is attempted in each session. Approval for enrolment must be obtained from the Head of the School of Librarianship as well as the Head of the School in which the other subjects are offered.

By arrangement with the Faculty of Commerce, students will be permitted to enrol in the subjects listed below, after consultation with Associate Professor G.W. Ford.

### Session 1

30.965G New Directions in Organization Theory

### Session 2

30.942G Organization and Society  
 30.955G Human Potentialities  
 30.958G Organizational Communications  
 30.960G Technological Change and Organizational Participation

### Year 2

55.805G	Issues in Librarianship	0	28
55.807G	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

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

Year 1		Hours per session	
		S1	S2
55.823G	Files and Database Systems	21	21
30.960G	Technological Change and Organizational Participation*	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 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 three subjects, collectively called **Information Management**, which then branch into separate specialist strands — **Librarianship** and **Archives Administration** respectively.

### Progression in the 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

#### Diploma in Information Management

##### — Librarianship

##### — 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 7 compulsory subjects (3 Common Core subjects and 4 Librarianship Core subjects) and 112 hours of electives. 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.

## Compulsory Subjects

		Hours per session	
		S1	S2
<b>Common Core</b>			
55.400	Information Storage and Retrieval	63	14
55.401	Information Technology and Media	42	0
55.402	The Information Environment	28	28
<b>Librarianship Core</b>			
55.503	Bibliographic Organization	54	0
55.504	Information Sources: Selection, Collection and Use	54	0
55.505	Role of Libraries and Librarians	12	0
55.506	Library and Information Services Management	0	21

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

## Electives‡

		Hours per session	
		S1	S2
55.507	Indexing Languages and Processes	0	28
55.508	Information Needs in Educational Environments	0	28
55.509	Information Needs in the Community	0	28
55.510	Information Needs in Industry, Business and Government	0	28
55.511	Health Sciences: Literature	0	28
55.512	Information Needs and Services Literature of Pure and Applied Sciences	0	28
55.513	Literature of the Arts and Humanities	0	28
55.514	Law: Literature, Information Needs and Services	0	28
55.515	Government Publications	0	28
55.516	Children's and Young Adults' Materials	0	28
55.517	Literature of the Social Sciences	0	28
55.518	Marketing and Promotion of Information Services	0	28
55.519	Staff Management and Staff Development in Libraries	0	28
55.520	Automated Processing Systems	0	28
55.521	Computer Programming for Bibliographic Systems	0	28
55.522	Library Networks	0	28
55.523	Special Project	Equivalent to 28 hours	
55.644	Records Management	0	28

### 5601

#### Diploma in Information Management

##### — Archives Administration

##### — Full-time†

#### Diploma in Information Management

##### — Archives Administration

##### DIPIM-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.

Each candidate completes the program of study comprising 10 compulsory subjects, 3 of which are core subjects common to both diplomas offered by the School. The program

‡Not all electives are necessarily available each year.

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

may be taken as a full-time course in one year or as a part-time course over two years. Both are daytime courses.

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

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

		Hours per session	
		S1	S2
55.400	Information Storage and Retrieval	63	14
55.401	Information Technology and Media	42	0
55.402	The Information Environment	28	28

**Archives Core**

55.641	Archive Theory and 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  
Diploma in Information Management  
— Archives Administration  
— Part-time**

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

**Stage 1**

		Hours per session	
		S1	S2
55.401	Information Technology and Media	42	0
55.402	The Information Environment	28	28

**Archives Core**

55.641	Archives Theory and 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	

\*Enrolment is permitted in either Stage 1 or 2. Assessment is finalized in the stage in which the subject enrolment takes place.

**Stage 2**

**Common Core**

55.400	Information Storage and Retrieval	63	14
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**Archives Core**

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

\*Enrolment is permitted in either Stage 1 or 2. Assessment is finalized in the stage in which the subject enrolment takes place.

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**School of Social Work**

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The School of Social Work provides opportunities for graduate social work study leading to the award of the research degree of Doctor of Philosophy, the Master of Social Work (by Research) degree, and the Master of Social Work (by Formal Course Work) degree. The School also offers the Master of Welfare Policy (by Formal Course Work) degree for non-social work graduates.

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 either 63.742G Social Planning or 63.724G Social Work Research Methods A or 63.725G Social Work Research Methods B, 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 either 63.742G Social Planning or 63.724G Social Work Research Methods A or 63.725G Social Work Research Methods B, 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 on one day per week from 2 pm to 8 pm. The course is normally taken on a part-time basis according to the following program.

Year 1		Hours per week	
		S1	S2
63.713G	Social and Behavioural Science	1½	1½
63.724G	Social Work Research Methods A	0	1½
63.725G	Social Work Research Methods B	1½	0
63.733G	Advanced Social Work Practice 1	2	2
<b>Year 2</b>			
63.741G	Social Policy Analysis	2	0
63.742G	Social Planning	0	2
63.753G	Advanced Social Work Practice 2	4	4
<b>Year 3</b>			
63.761G	Project	12	0

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

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.

**8935**  
**Master of Welfare Policy**  
**(By Formal Course Work)**  
**Part-Time**

**Master of Welfare Policy**  
**MWP**

The course is designed for persons who have been employed in the welfare field for at least one year, who hold a degree other than a social work degree, and who wish to acquire the basic knowledge to equip themselves for positions in the welfare field requiring policy and planning skills.

The degree is awarded after the successful completion of the following two year part-time program, with a project in the area of a student's special interest in the first session of a third year. With the approval of the Head of School the program may be taken over a shorter period.

Year 1		Hours per week	
		S1	S2
63.724G	Social Research Methods A	0	1½
63.725G	Social Work Research Methods B	1½	0
63.741G	Social Policy Analysis	2	0
63.742G	Social Planning	0	2
	Electives*	3	3
<b>Year 2</b>			
63.743G	Applied Policy and Social Action	2	2
	Electives*	3	3
<b>Year 3</b>			
63.761G	Project†		

\*Note: Electives are chosen by students from among the graduate subjects of the University, in consultation with the Head of School of Social Work and with the permission of the Heads of the Schools offering the subjects.

†The School estimates that students need to spend 12 hours per week on the project. Further details are available from the School.

Graduate Study

# Subject Descriptions

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## Identification of Subjects by Number

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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 previously been used 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 in 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. Their subject descriptions are

published in the handbook of the faculty which originates the subject and are also published in the handbook of the Faculty in which the subject is taught.

The following pages contain descriptions for most of the subjects offered for the courses described in this book, the exception being the General Studies subjects. For General Studies subjects see the **General Studies Handbook** which is available free of charge.

### 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.

### Information Key

The following is the key to the information which may be supplied about each subject:

- 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, but which session taught is not known at time of publication)
- CCH class contact hours
- L (Lecture, followed by hours per week)
- T (Laboratory/Tutorial, followed by hours per week)
- hpw (hours per week)
- C (Credit or Credit units)
- CR (Credit Level)
- DN (Distinction)
- W (weeks of session)

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		44 School of Microbiology	Biological Sciences	
2 School of Chemistry	Science		45 School of Zoology	Biological Sciences	
4 School of Metallurgy	Applied Science		46 Faculty of Applied Science	Applied Science	
5 School of Mechanical and Industrial Engineering	Engineering		47 Faculty of Engineering	Engineering	
6 School of Electrical Engineering and Computer Science	Engineering		48 School of Chemical Engineering and Industrial Chemistry	Applied Science	
7 School of Mining Engineering	Applied Science		50 School of English	Arts	
8 School of Civil Engineering	Engineering		51 School of History	Arts	
9 School of Wool and Pastoral Sciences	Applied Science		52 School of Philosophy	Arts	
10 School of Mathematics	Science		53 School of Sociology	Arts	
11 School of Architecture	Architecture		54 School of Political Science	Arts	
12 School of Psychology	Biological Sciences		55 School of Librarianship	Professional Studies	60
13 School of Textile Technology	Applied Science		56 School of French	Arts	
14 School of Accountancy*	Commerce	56	57 School of Theatre Studies	Arts	
15 School of Economics	Commerce		58 School of Education	Professional Studies	64
16 School of Health Administration	Professional Studies	56	59 Department of Russian	Arts	
17 Biological Sciences	Biological Sciences		60 Faculty of Arts	Arts	
18 School of Mechanical and Industrial Engineering (Industrial Engineering)	Engineering		61 Department of Music	Arts	
21 Department of Industrial Arts	Architecture		62 School of History and Philosophy of Science	Arts	
23 School of Nuclear Engineering	Engineering		63 School of Social Work	Professional Studies	75
25 School of Applied Geology	Applied Science		64 School of German Studies	Arts	
26 Department of General Studies	Board of Studies in General Education		65 School of Spanish and Latin American Studies	Arts	
27 School of Geography	Applied Science		66 Subjects Available from Other Universities		
28 School of Marketing	Commerce		67 Faculty of Science	Science	
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	59	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 Professional Board			78 School of Medical Education	Medicine	
41 School of Biochemistry	Biological Sciences		79 School of Community Medicine	Medicine	
42 School of Biotechnology	Biological Sciences		80 Faculty of Medicine	Medicine	
43 School of Botany	Biological Sciences		81 Medicine/Science/Biological Sciences	Medicine	
			85 Australian Graduate School of Management	AGSM	
			90 Faculty of Law	Law	
			97 Division of Postgraduate Extension Studies		

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## Accountancy

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### 14.940G Accounting and Financial Management A S1 L2T1

*Prerequisite:* Nil.

An introduction to financial accounting and reporting for companies. Financial information systems design; internal controls. Traditional and alternative concepts and measures. Thinking about accounting.

### 14.941G Accounting and Financial Management B S2 L2T1

*Prerequisite:* 14.940G.

Techniques of financial analysis, and the design and operation of financial advisory systems which are associated with managerial choice. *Topics include:* individual and managerial choice — formalizing the choice process; corporate and financial modelling; product mix decisions — cost and demand estimation, cost-volume-profit analysis, linear and goal programming; scheduling decisions — inventory models; project evaluation, including network analysis and capital budgeting; management accounting systems as decision support systems.

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## Health Administration

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### 16.901G Health Services Statistics 1 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 2 S2 L2

*Prerequisite:* 16.901G.

The application of statistical methods to health planning and administration problems, and other problems of direct relevance to the health care field. Demography, including measures of mortality, fertility and population replacement; population projections. Statistics of morbidity, disability and health status, including the use of sample surveys for establishing the prevalence of disease: the Australian Health Survey; the International Classification of Diseases. The measurement of the utilization of health services, including international comparisons of hospital bed usage. Statistics for utilization review; hospital discharge data, the analysis of length of stay, including the use of diagnosis related groups. The statistical evaluation of hospital performance; management information systems.

### 16.904G Australian Health Care System S1 L2

Definitions of health and the health care system. The constitutional and economic environment in which the Australian health care system functions. The roles of the Commonwealth, State governments and the private sector in the provision of health services. The characteristics of public and private hospitals and nursing homes, including financial arrangements, relationships with government and major policy issues. The community health program; preventative and health promotion issues in the provision of health services. The Australian health insurance program, including its recent history and future developments. Expenditure and financing of health services including Commonwealth — State funding arrangements. The health workforce. Current policy issues associated with the Australian health care system.

### 16.905G Health Services Accounting S2 L2

Basic accounting theory with particular reference to hospitals and health service institutions, including accounting classification, measurement and reporting procedures. Cash and accrual accounting systems, hospital fund accounting in theory and practice. The formulation and use of operational and capital budgeting; the nature and use of cost data; accounting for planning and control, cost analysis and reporting formats.

### 16.930G Health Planning 1 S1 L2

The major concepts of health planning, including policy environment; planning techniques; implementation and evaluation of the planning process and of plans. Topics include: planning structures and organization for planning; determination of priorities, goals and objectives; problem identification and analysis; collection, interpretation and assessment of evidence; formulation and evaluation of plans; getting plans adopted and implemented; program evaluation and plan revision.

### 16.931G Introduction to Organization Behaviour S1 L2

Aims to encourage students to develop a greater understanding and analysis of behaviour in health organizations. Micro-level theories are covered from various organisational perspectives: psychology, sociology, political science, and anthropology. Topics include: values and attitudes; motivation, communication, leadership and power; group dynamics and conflict; organisational culture and decision-making. A major component is an experiential learning exercise.

### 16.933G Health Services Law 1 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 2 S2 L2

*Prerequisite:* 16.933G.

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. Topics may include: 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 1 S1 L2

Economic analysis as applied to resource allocation, planning and evaluation in health services. Topics: the basic concepts and methods of economic analysis, economics of the public sector, decision making, supply and demand, pricing and non-pricing methods of allocation, welfare analysis, economic planning of health services, cost benefit analysis and cost effectiveness, economics of hospitals, financing of the health care system, and economic impact of health insurance.

### 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

Special problems of health services research and evaluation; distinction between research and evaluation; identifying research areas; reviewing the literature; statements of objectives and formulation of hypotheses; experimental and quasi-experimental designs; non-experimental models including epidemiological approaches; sample selection; means of acquiring data emphasizing questionnaire design and problems of measurement; introduction to analysis of data; methods of presenting findings; reliability of research evidence; research ethics; research and decision-making; policy issues.

### 16.938G Seminar in Health Policy S2 L2

*Prerequisite:* 16.904G

Contemporary health policy issues including the politics of health care; principles of policy formation and analysis. Seminar topics on specific policy issues are determined after discussion with members of the class. Past topics have included: health care technology and its evaluation; occupational health and safety; government control of private medical practice; hospital cost containment; the impact of Medicare; Commonwealth/State financial relationships; quality assurance and utilization review; the regionalized administration of health services.

### 16.939G Health Planning 2 S2 L2

*Prerequisite:* 16.930G.

The application of health planning concepts and techniques to the formulation and evaluation of plans for the provision of community-based and institutional health services.

### 16.940G Medical Care Organization S2 L2

*Prerequisite:* 16.931G.

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 communicable and non-communicable 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, operation and evaluation of health services.

### 16.943G Interpersonal Communication in Organizations S2 L2

A theoretical and practical subject which aims to increase students' understanding of, and capacity to deal with, communication problems in organizations. 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 2 S2 L2

*Prerequisite:* 16.935G.

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

*Prerequisites:* 16.930G, 16.935G.

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**

*Prerequisite:* 16.904G.

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**

*Prerequisite:* 16.901G.

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**

*Prerequisite:* 16.931G.

Students conduct an analysis of one health organization according to a specific organizational theory perspective (eg systems, contingency, administrative, action). The level of analysis is at the organizational level, and students are instructed in measurement, data collection and analysis of organizational attributes. This exercise forms a backdrop to discussions of key organizational issues relating to centralization, complexity, uncertainty, and resource dependency etc.

**16.950G Computing Techniques for Health Services Research S2 L2**

*Prerequisite:* 16.901G.

Introduction to, and practice of, transferable skills for the utilization of personal computers in the workplace. The nature of tasks performed in statistical computing. The nature of computing systems, data bases and programming languages. Use of SPSS and MINITAB. Introduction to NAG, IMSL and other advanced computing packages. BASIC and FORTRAN programming for 'one off' applications and interfacing packages. Largely conducted at terminals.

**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**

Definitions of health and disease; basic epidemiological concepts; medical terminology; body systems; classification of disease; disease causation. Protection and promotion of health with emphasis on contemporary risk factors; diagnosis; treatment practices. Evaluation of health and health care; health status indicators; preventive and therapeutic trends; research strategies. 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 Organization S1 or S2 L2**

Supervised placement in 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**

Analysis of extant nursing theories for the purpose of synthesizing coherent statements of philosophy of nursing services.

**16.962G Structure and Controls in Nursing Administration S1 L2**

Content is organized according to the Standards for Nursing Division of the Royal Australian Nursing Federation. The relationship and interdependence of the structural and control aspects of nursing management. Topics include: staffing, patient classification systems, assignment patterns, quality assurance, performance appraisal. Discussion of issues associated with topics; practical application of skills.

**16.963G The Nurse Executive Role S2 L2**

The interdependent and collaborative aspects of health executive roles with particular emphasis on the nurse executive role. Concepts examined include: responsibility, authority, accountability. Professional development aspects, such as networking and mentoring, are integrated throughout the subject.

**16.964G Nursing Research S2 L2**

*Prerequisites:* 16.901G, 16.937G or equivalents.

Topics include: critical analysis of research studies, writing a research protocol, the nursing administrator's role in developing strategies for utilizing research in practice.

**16.965G Historical Trends in Nursing S2 L2**

Major focus on the history of nursing in Australia, but comparative analyses are made of trends in the UK and North America.

**16.966G Current Issues in Nursing S2 L2**

This subject's content changes regularly as issues within the nursing profession dictate. Distinguished from the undergraduate subject 16.316 Current Issues in Nursing by its emphasis on policy making.



**16.967G Politics, Policies and Power  
In Nursing****S2 L2**

The political participation of nurses in Australia with comparative analyses of other countries from which data is available. Consideration of strategies for political action.

**16.970G Health Services Management 1****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 2****S1 L2**

*Prerequisite:* 16.970G.

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**

*Prerequisites:* 16.904G, 16.931G.

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.

**16.981G Health and Society 1****S1 L2**

Impact of social inequality on health. Consensus, conflict and symbolic interaction theories. Role of health professionals in a multicultural society with changing problems of work and leisure. Social inequality associated with ethnic origin, social class, gender and age.

**16.982G Health and Society 2****S2 L2**

*Prerequisite:* 16.981G.

Social and political dimension of health care. Problems of chronic illness, disability and prolonged dying. Social correlates of diseases. Impact of modern medical technology. Professional roles and relationships. Special health problems, eg stress, occupational health.

**16.992G Project****S2**

28 hours.

**16.993G Project****S2**

42 hours.

**16.994G Project****F**

56 hours.

**16.995G Research Project A****S1 or S2 L2****16.996G Research Project B****S1 or 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 Research Project A, 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.

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## Organizational Behaviour

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Due to uncertainties in staffing, it is not possible for the Faculty of Commerce to give an assurance that all subjects in Organizational Behaviour listed in the handbook will be offered in future years.

**30.935G Organization Behaviour A****S1 L3**

Organizations are examined as open systems exhibiting a variety of structural patterns within an external, economic, social, political and technological environment which is uncertain and rapidly changing. Against this background the subject lays the foundations for gaining insight into human behaviour in organizations.

**30.936G Organization Behaviour B S2 L3***Prerequisite: 30.935G.*

The objectives of this subject are: to continue, in greater depth and detail, the study of organizations begun in 30.935G Organizational Behaviour A; to explore, in particular, interaction between organizations and their environments; to examine strategies and techniques for achieving planned organizational change, including behavioural change.

**30.942G Organization and Society S2 L3***Prerequisite: 30.935G.*

The relationships between major socio-cultural institutions and the structure, control and management of private and public organizations; the way changes in those institutions affect organizations and their ways of working. Topics include: Property rights, job control and production functions; forms of ownership and employee participation; special interest groups, governmental regulation and organizational control; affirmative action and equal employment opportunity; minority groups and organizations; the concept of corporate social responsibility; managing the external relations of organizations.

**30.955G Human Potentialities S2 L3***Prerequisite: 30.935G.*

The objectives of the subject are: to investigate the nature and range of human potentialities — intellectual, emotional and physical — in the context of emerging post-industrial society; to develop basic skills in identifying and realising human potentialities; to provide a framework which enables each participant to formulate and experiment with strategies for personal development which are attuned to his or her own individual capacities, motivations and opportunities.

**30.958G Organizational Communications S2 L3***Prerequisite: 30.935G.*

Communication is both an end and a means to an end for members of complex organizations. As an end, the patterned inputting, processing and outputting of information is the network of interdependent relationships that we come to call an organization. Thus communication is organizing. As a means to an end, communication suggests the ways — the meanings, the rules, the procedures — that govern the interaction of organizational members exchanging messages in service of such outcomes as decision making, innovation, etc. Organizational communication therefore is the study of the flow of messages in an information network as well as the uses made of those messages by network participants for the overall attainment of organizational goals.

**30.960G Technological Change and Organizational Participation S2 L3***Prerequisite: 30.935G or other approved subject.*

The complex relationships between technological change and organizational participation in societies using advanced technology with particular reference to Australia, California, Japan, Germany and the Nordic nations. Key issues include: the relationship between technological change and sociotechnical systems, skill formation, organizational learning, industrial relations, humanization of work, organizational equity, participation, and power.

**30.965G New Directions in Organization Theory S1 L3***Prerequisites: 30.935G and 30.936G.*

Review of contemporary issues in Organization Theory in recent years, emphasizing the international character of contributions and recent crosscultural studies in particular. Concentration on three or four emerging issues, in current literature, to be determined each year.

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## Librarianship

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**Diploma in Information Management — Librarianship****Diploma in Information Management — Archives Administration***Common core subjects***55.400 Information Storage and Retrieval S1, S2 W8-14**

Basic principles, concepts and activities involved in information storage and retrieval — theory and practice. Interrelationships of files, records and data elements. Methods of description of media as physical objects. Content analysis of records through application of indexing and classification principles. Data structures and the design of data collection forms, record formats, and files. Application of description, coding, classification and indexing techniques for storage and retrieval of data and records from files. Applications of the general principles of computer-based systems for description, content analysis, storage and retrieval of information in computer laboratories through practical database creation for various records, production of indexes to these records and information retrieval on both student-created files and commercially-produced databases.

**55.401 Information Technology and Media S1**

A review of the technologies used to record, manipulate, communicate, duplicate, and store information: their development, characteristics, operation, and interrelationships. Present and future applications and uses for libraries and archives. Impact and issues of technology in the workplace and society. Conservation programs for information agencies. Standards for production, use, and storage of information media. Identification of agents causing damage and deterioration of information media. Disaster precautions and salvage. Techniques for preservation of paper-based information media, including simple repairs.

**55.402 The Information Environment F**

Nature and diversity of the agencies which provide and manage information in contemporary society, and the place of libraries and archives among them. Environmental and organizational factors

which influence the characteristics of information agencies and the methods which they adopt to meet the needs of their clientele. Factors which influence people's behaviour in recording, seeking, selecting and using information. Internal structure and operations of information agencies as organizations. Management principles and techniques which promote effectiveness in information agencies. Techniques used in analysing information-related behaviour and in measuring the effectiveness of information agencies. Research into human, environmental and organizational aspects of information flow, and its utilization in the design of more effective information agencies and systems.

## Diploma in Information Management — Librarianship

### *Librarianship core subjects*

#### **55.503 Bibliographic Organization S1**

Introduction to bibliography. 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.

#### **55.504 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.

#### **55.505 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.

#### **55.506 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.

### *Librarianship electives*

#### **55.507 Indexing Languages and Processes S2**

Nature of indexing languages. Examples of indexing languages: subject authorities, thesauri, etc. Arguments for and against vocabulary control. General criteria for indexing effectiveness. Theory, pros-and-cons, and 'state-of-the-art' of indexing methods, including computer-assisted and automatic indexing. Future prospects and research needs in these areas.

#### **55.508 Information Needs in Educational Environments S2**

Information needs of teachers, researchers, students, and administrators in schools, colleges and universities. Information services to meet these needs. Administrative, structural and other factors affecting the delivery of information in educational environments.

#### **55.509 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.

#### **55.510 Information Needs in Industry, Business and Government S2**

The bureaucratic environment and its organization. Implications of position level and function in the hierarchy for information-gathering behaviour. Bibliographic, statistical and administrative files and their control. The role and responsibility of designers and managers of information systems. Access, confidentiality, and responsiveness. Current and inactive records control and management.

#### **55.511 Health Sciences: Literature, Information Needs and Services S2**

Identification of information needs of health sciences practitioners. The role of health sciences libraries and librarians in the provision of information. Generation, flow and documentation of information in the professional and allied fields of health sciences. The structure and characteristics of the health sciences literature, with special emphasis on the major information sources available in print and machine form. Manipulation of major biomedical machine files, such as MEDLINE, CATLINE, BIOSIS and EXCERPTA MEDICA.

#### **55.512 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.

**55.513 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.

**55.514 Law: Literature, Information Needs and Services** **S2**

Identification of information needs of individuals and institutions in the legal profession. Characteristics of information flow and role of libraries and other information agencies in the process. Generation and structure of legal information sources, including statutes, case law and academic literature. Control of, and access to legal information through law reports and other printed and machine-readable bibliographic aids.

**55.515 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. Publications of selected international organizations. Machine-readable records made available by government agencies. Bibliographical control and access to government publications.

**55.516 Children's and Young Adults' Materials** **S2**

The child and young adult reader. Criteria for selecting materials suitable for children and young adults, including picture story books, fiction, non-fiction, reference and non-book materials. Strategies, programs and methods for promoting reading.

**55.517 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.

**55.518 Marketing and Promotion of Information Services** **S2**

The marketing concept. The special nature of information products and services. Market research and analysis. Specifications of a marketing program. New product development, testing and pricing. Planning design and implementation of publicity and public relations. Measurement of effectiveness of promotional activity. Development of contact with other information-oriented groups, such as the media.

**55.519 Staff Management and Staff Development in Libraries** **S2**

An introduction to those aspects of the management, supervision and development of staff which are likely to be of particular relevance in the first few years of a professional career. Beginning librarians' role in effective management and decision-making. Structures and strategies which facilitate participation in management and decision-making. Librarians' responsibilities for their own and others' continuing education and professional development. Librarians' responsibilities for the supervision of para-professional and non-professional staff. Legal, social and economic factors which influence staff management and staff development.

**55.520 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. Integrated systems. Interfaces with networks.

**55.521 Computer Programming for Bibliographic Systems** **S2**

Introduction to programming principles and practice, with emphasis on text-processing capabilities of languages. Applications and procedures on mainframe and microcomputers.

**55.522 Library Networks** **S2**

Analysis of development and characteristics of Australian library-based networks such as ABN, CLANN and ASCIS, and comparison with other networks such as OCLC, RLIN and BLCMP Practice in the use of software and procedures used in these networks. The role of standardization in network support. Network governance and organization at local and national levels.

**55.523 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.

**55.644 Records Management** **S2 W1-7**

Offered as a Librarianship elective and an Archives core subject. See description under Diploma in Information Management — Archives Administration.

**Diploma in Information Management— Archives Administration**

**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 a 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****55.806G Issues in Archives Theory and Practice****S2**

Contemporary issues in archives theory and practice including the implication 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****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 1****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 2****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 co-ordination, 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 practice.

**55.823G Files and Database Systems F**

File structures, database management systems and file interrogation systems in a text processing or bibliographical environment. *Topics:* relations, their mapping and normalization; access methods; data organization; independence, integrity and security; CODASYL databases, relational databases and query languages.

**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.

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## Education

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

### English Method

The seminar part of this subject has three constituents. The *curriculum studies* strand deals with the objectives of English teaching as well as the content, range and suitability of work for each form and level. The *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.

### 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.

### 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.

### 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****58.219G Experimental Design and Analysis 1****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, independent or related. Simple regression analysis. Comparison of means from two or more independent samples. Error rates and power. Introduction to computer package programs.

**58.220G Experimental Design and Analysis 2****S1 or S2 L2***Prerequisite: 58.219G or equivalent.*

*A priori* and *post hoc* comparison procedures. Orthogonal contrasts and polynomial trend analysis. Factorial designs. Two-way analysis of variance designs with measures repeated over one or both variables. Statistical control of variables through analysis of covariance. Extended experience with the analysis of data by means of computer.

**58.223G Introduction to the Research Process****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 Qualitative Research Procedures****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 using the Linear Model****S1 or S2 L2***Prerequisite: 58.219G or equivalent.*

Research design and data analysis involving many variables in one or more linear composites. Techniques include multiple, partial and canonical correlation; multiple regression analysis, multiple discriminant analysis and canonical correlation analysis. Rotation of discriminant functions. Application of each technique to educational research. Use of package computer programs.

**58.226G Factor Analysis and Multivariate Analysis of Variance****S1 or S2 L2***Prerequisite: 58.219G or equivalent*

The extraction and rotation of common factors by graphical and analytic means. Component analysis. The use of factor analysis in determining or confirming the hypothetical constructs underlying a

set of variables. Factor analysis as a tool in the construction of educational and psychological tests. The extension of factorial analysis-or-variance designs to include many dependent variables. Analysis of data in non-orthogonal designs, both univariate and multivariate. *Post hoc* procedures, using Wilks, Roy Pillai and Lawley-Hotelling intervals. Application of factor analysis and multivariate analysis of variance to educational research problems. Use of package computer programs.

**58.230G Evaluation of Educational Programs****S1 or S2 L2***Prerequisite: 58.219G or equivalent.*

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.*

Principles of test construction reviewed. 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. Examination of standardized educational and psychological tests.

**58.232G Philosophical Problems in Educational Research****S1 or S2 L2**

What is research in education? Definition and assessment. Theory evaluation. Taxonomy and 'the facts'. Problems in educational research concerning such topics as intelligence, concepts, social class, cultural deprivation, prejudice, motivation, socialization, creativity, the curriculum.

**58.233G Quantitative Methods Associated with Categorical Variables****S1 or S2 L2**

The components of nonparametric methods involving frequencies and proportions. Binomial probability distributions; the Cox-Stuart tests, sign test. Hypergeometric distributions; Fisher's exact test and modifications, the median tests. Tests of homogeneity of proportions and associated *a priori* and *post hoc* analysis. Indices of association between categorically-measured variables: phi coefficient, Goodman's index, contingency coefficient. Multinomial probabilities and Pearson's chi-squared; tests of goodness-of-fit and tests of independence. Nonparametric tests of first and second order interaction in multiple 2x2 tables. Tests for change: Bowker, McNemar-Bowker and Cochran tests.

**58.234G Quantitative Methods Associated with Ranked Observations****S1 or S2 L2**

Correlation of ordinally measured variables: Spearman's formula and Kendall's index. Kendall's coefficient of concordance. Theory underlying correction for tied observations, methods of randomization, construction of discrete distributions and significance testing. Tests using independent samples: Mann-Whitney, normal-scores and Krus-



kal-Wallis tests; Katz-McSweeney test for multivariate designs. Tests for related samples: Wilcoxon matched-pairs test; normal-scores version and extension to many-sample designs. *Post hoc* and *a priori* analysis where appropriate, including tests for polynomial trend. Hodges-Lehmann, multiple-Wilcoxon and normal-scores tests for blocked designs. Friedman's test for ranking across occasions; *post hoc* and normal-scores procedures. Rank analysis of covariance: Quade's test for one or many dependent or concomitant variables.

**58.235G Researching Educational Practices** **S1 or S2 L2**

Ways of conducting small scale research and evaluation studies within the classroom situation for those who wish to research their own educational practices either alone or with colleagues. There is a balance between theory and practice, and the content includes: conceptualizing small scale research, the self-critical educational community, cooperative inquiry, action research and evaluation, research and professional development, the interpretative and critical educational research traditions, qualitative and quantitative approaches, facilitating classroom research, processes of self-appraisal.

**58.244G Adult Learning** **S1 or S2 L2**

The ways in which adults learn, whether these be the same or different from the ways in which children learn, and the implications of this for those who assist adults to learn. For those with an interest in professional development, inservice training, adult students and any aspect of the conduct of continuing education. Contents include: andragogy versus pedagogy, principles of adult learning, basic processes in facilitating adult learning, stages of adult development, learners' needs and how to take account of them, learning cycles and the development of groups.

*Philosophy of Education*

**58.256G Moral Education 1** **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 2** **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 1** **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 2** **S1 or S2 L2**

*Prerequisite:* 58.258G.

Epistemological, logical, psychological and sociological considerations in curriculum construction. Issues in traditional epistemology and logic are related to psychological questions concerning, eg mental abilities, behavioural objectives and the concept of mind and to sociological questions concerning knowledge and control and the social context of knowledge. The relevance of such work to current curriculum issues such as the relationship between means and ends in curriculum construction and the nature of the 'hidden curriculum'.

**58.264G Philosophy of Science and Education** **S1 or S2 L2**

Through a detailed analysis and commentary on the central texts of Galileo, chiefly his *Dialogue Concerning the Two Chief World Systems*, various important issues in the history and philosophy of science are elucidated: the continuity of science, the role of mathematics in descriptions of the world, the interaction between metaphysics and science, the relationship between evidence and theory, rationality.

**58.265G Philosophy of Literary Education 1** **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 2** **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 1** **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 2****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 1****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 2****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 2****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 1****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 2****S1 or S2 L2***Prerequisite:* 58.273G.

An extension of the Session 1 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.

**58.277G 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 1****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 2****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 1****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 2****S1 or S2 L2***Prerequisite: 58.285G or equivalent.*

Continues 58.285G at a deeper level, focusing 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 A****S1 or S2 L2**

The texts of Marx and Engels, and the understanding of them in their intellectual, political and economic climate to enable central Marxist themes concerning knowledge, the State, ideology, labour theory, history to be seen in their original form. How these core ideas relate to on-going issues in educational practice and theory.

**58.289G Marxism and the Study of Education B****S1 or S2 L2**

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.

**58.294G 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 1****S1 or S2 L2**

Designed for teachers of English and also for teachers of second language. 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 1****S1 or S2 L2**

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 2****S1 or S2 L2**

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.

**58.299G Radical Education Since the Sixties****S1 or S2 L2**

The literature of the radical education movement since 1960, concentrating specifically on the emerging themes, the rapid changes in developments, and the change in focus from polemical tracts towards a growing concern with underlying philosophical and methodological issues. Detailed philosophical examination of those later issues.

**58.260G The Ideal Person in Education and Politics****S1 or S2 L2**

Competing notions of the ideal person, such as the rational individual, the person in community, the contented man, the child of God. Each ideal informs a political theory and implies an educational curriculum. Each ideal also presupposes a philosophy of mind. The ideals are evaluated on the basis of these connections.

**Sociology of Education****58.305G The Role of Education in Society 1****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 Applying Sociological Research to Educational Problems** 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 1** 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 2** 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 2** 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 Knowledge, Curriculum and Socially Disadvantaged Groups** 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?

**58.329G 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 expectation; cultural contradictions experienced by women in the educational system; sex stereotypes; occupational outcomes; women teachers. Current trends for change.

**58.410G Social and Educational Ideals S1 or S2 L2**

Several theoretical positions on the nature of the good society, human ideals and the ideal nature of education will be examined in order to draw implications for the aims of education. Special attention is given to implications deriving from the critical evaluation of current social and educational problems. Topics and individuals that may be considered include self-actualisation, democracy, anarchism, socialism, communism, liberalism, Dewey, Illich, Marx, Marcuse, work, play, alienation, moral autonomy, existentialism, community, affluence vs self-sufficiency, general education, intellectual curiosity and intrinsic interest in learning.

**Science Education****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.

**58.336G Chemical Education S1 or S2 L2**

*May not be taken in a program containing 58.340G Education in the Physical Sciences.*

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**

*May not be taken in a program containing 58.340G Education in the Physical Sciences.*

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 or S2 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.

**58.340G Education in the Physical Sciences S1 or S2 L2**

*May not be taken in a program containing 58.336G and/or 58.337G.*

The learning and teaching of the physical sciences (physics and chemistry) at the primary, secondary and tertiary levels with reference to recent developments and research, concepts and skills with special difficulties, learning theories, laboratory work and demonstrations, curriculum materials, computers, language, and integrated science.

**Educational Psychology****58.360G Current Theory and Research  
in 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 Growth and  
Development 1 S1 or S2 L2**

An introduction to research which has led to the development of major theories about Child Development. Emphasis on the contributions these theories have made to child rearing and education.

**58.362G Child Growth and  
Development 2 S1 or S2 L2**

*Prerequisite:* 58.361G or equivalent.

An in-depth analysis of development commenced in 58.361G. Major areas: moral and language development, the formation of attitudes and anxieties and comparative studies of child rearing and adolescent development in contrasting cultures.

**58.364G Psychological Bases of  
Instruction S1 or S2 L2**

Consideration of those variables which may be manipulated to optimise the instructional process, with the aim of providing a firm foundation for pre-planned instructional sequences. The student is required to apply these principles in the evaluation of computer software packages. Practical report.

**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.

**58.374G Parents, Television and Teachers:  
A Social Learning Theory of  
Education S1 or S2 L2**

*Prerequisite:* 3-year major in Psychology at undergraduate level or equivalent.

The major determinants of social education among children as they affect the educative process. Focus on the concept of *modelling* in relation to the development of moral values, aggression, sexuality and attitudes to educational progress.

**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**

A child is classified as exceptional if he/she requires special facilities or instructional programs to learn satisfactorily in mainstream classes. In depth studies are made of specific handicapping conditions. Assessment includes the development of a program to hold such a child in a normal classroom.

**58.380G Exceptional Children —  
Language Disabilities S1 or S2 L2**

Causes of language disabilities and training in identifying children with milder forms of language problems. The importance of environmental factors on the language functioning of such children; hypotheses about further development in communication skills.

**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 diagnosis, 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.

**58.386G 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.

**58.391G Problem Solving in Mathematics and Mathematically Based Subjects** S1 or S2 L2

Factors which affect mathematical problem solving skill. The differing strategies employed by novice and expert problem solvers, the consequences of the strategies normally employed by novices on the acquisition of expertise, techniques designed to hasten the development of appropriate problem solving expertise, and effects of skill in one domain on problem solving ability in another are studied in detail.

**58.392G Psychology of Sports in Education** S1 or S2 L2

The role, both real and ideal, of sport and related physical activities in educational programs. Emphasis on the psychological effects of various practices, interactions with out-of-school influences such as community professional sport, and the importance of analysing and catering for individual differences in a complex area of increasing societal importance. Critical examination of developmental rates, ranges and limitations.

*Miscellaneous***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.

**58.280G Project**

On a topic approved by the Head of School, with appropriate consultation and supervision.

**58.383G Computer-Assisted Instruction 1** 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 2** 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.

**58.243G Research on the Learning and Teaching of Mathematics** S1 or S2 L2

A study of recent and current research in Mathematics Education, including problems in the areas of arithmetic, algebra, geometry, representation, computers and mathematics learning, teaching and the training of teachers. Emphasis is placed on experimental designs and methodologies as well as on findings and underpinning resulting theory. Students are encouraged to engage in research of their own.

## 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 or S2 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

Issues related to change in education, including analysis of social conditions which promote change; alternative education futures; innovation in curriculum; and organizational problems. Discussion of relevant issues of interest to group members, and a study of some of the literature, form the basis of this subject.

### 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**

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.

**58.536G Administrative Uses of the Computer in Education** S1 or S2 L2

1. Students learn the programming language BASIC for use on microcomputers. 2. Discussion of the use of a microcomputer in resource monitoring and planning, compilation and standardization of marks, and general administration. Students are taught to write their own programs and are also introduced to relevant package programs which are evaluated. No previous knowledge of computers is required.

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## Social Work

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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 L/T1½

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

**63.724G Social Work Research Methods A** S2 L/T1½

The research process and its application to knowledge building, theory testing and evaluation in social work and welfare settings. Quantitative and qualitative methods. The problem of values in research. The political context of research activity.

**63.725G Social Work Research Methods B** S1 L/T1½

Quantitative research methods using mainframe and micro computer program packages to give students experience in statistical manipulation of data; introduction to a range of multivariate techniques appropriate to social work research.

**63.733G Advanced Social Work Practice 1** F L/T2

An overview and critical analysis of contemporary social work practice theory. 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.

**63.743G Applied Policy and Social Action** F L/T2

Methods of intervening in political, organizational and community life. Political and social action theories. Welfare strategies and tactics. Social change through use of existing institutions (eg the law). Tools of social action, including the media.

**63.753G Advanced Social Work Practice 2** 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. An original but limited investigation related to social work practice. Each candidate has a project supervisor.

## 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 (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 *Preparation and Submission of Project Reports and Theses for Higher Degrees and Policy with respect to the Use of Higher Degree Theses* see the Calendar.

Title	Abbreviation	Calendar/Handbook
<b>Higher Degrees</b> Doctor of Science	DSc	Calendar
Doctor of Letters	DLitt	Calendar
Doctor of Laws	LLD	Calendar
Doctor of Medicine	MD	Calendar Medicine
Doctor of Philosophy	PhD	Calendar and all handbooks
Master of Applied Science	MAppSc	Applied Science
Master of Architectural Design	MArchDes	Architecture
Master of Architecture	MArch	Architecture
Master of Archives Administration	MArchivAdmin	Professional Studies

Title	Abbreviation	Calendar/Handbook
Master of Arts	MA	Arts Military Studies
Master of Biomedical Engineering	MBiomedE	Engineering
Master of Building	MBuild	Architecture
Master of the Built Environment	MBEv	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 Engineering Military Studies
Master of Engineering <i>without supervision</i>		
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	Medicine
Master of Health Planning	MHP	Professional Studies
Master of Industrial Design	MID	Architecture
Master of Landscape Architecture	MLArch	Architecture
Master of Laws	LLM	Law
Master of Librarianship	MLib	Professional Studies
Master of Mathematics	MMath	Sciences*
Master of Music	MMus	Arts
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 Safety Science	MSafetySc	Engineering
Master of Science	MSc	Applied Science Architecture Engineering Medicine Military Studies Sciences*§
Master of Science <i>without supervision</i>		
Master of Science (Acoustics)	MSc(Acoustics)	Architecture

**Higher Degrees  
(continued)**

Title	Abbreviation	Calendar/Handbook
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)	Sciences§
Master of Science and Society	MScSoc	Sciences*
Master of Social Work	MSW	Professional Studies
Master of Statistics	MStats	Sciences*
Master of Surgery	MS	Medicine
Master of Surveying	MSurv	Engineering
Master of Surveying <i>without supervision</i>		
Master of Surveying Science	MSurvSc	Engineering
Master of Town Planning	MTP	Architecture
Master of Welfare Policy	MWP	Professional Studies

**Graduate Diplomas**

Graduate Diploma	GradDip	Applied Science Architecture Engineering Sciences*§ Sciences* Professional Studies
	DipFDA DipEd DipIM-ArchivAdmin DipIM-Lib	

\*Faculty of Science.  
§Faculty of Biological Sciences.

**Higher Degrees**

**Doctor of Philosophy (PhD)**

1. The degree of Doctor of Philosophy may be awarded by the Council on the recommendation of the Higher Degree Committee of the appropriate faculty or board (hereinafter referred to as the Committee) to a candidate who has made an original and significant contribution to knowledge.

**Qualifications**

2. (1) A candidate for the degree shall have been awarded an appropriate degree of Bachelor with Honours from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee.
- (2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.
- (3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment as a candidate for the degree.

**Enrolment and Progression**

3. (1) An application to enrol as a candidate for the degree 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 enrolment is to begin.
- (2) In every case, before permitting a candidate to enrol, the head of the school\* in which the candidate intends to enrol shall be satisfied that adequate supervision and facilities are available.

(3) An approved candidate shall be enrolled in one of the following categories:

- (a) full-time attendance at the University;
- (b) part-time attendance at the University;

(4) A full-time candidate shall be fully engaged in advanced study and research except that the candidate may undertake not more than five hours per week or a total of 240 hours per year on work which is not related to the advanced study and research.

(5) Before permitting a part-time candidate to enrol, the Committee shall be satisfied that the candidate can devote at least 20 hours each week to advanced study and research for the degree which (subject to (8)) shall include regular attendance at the school\* on an average of at least one day per week for 48 weeks each year.

(6) A candidate shall be required to undertake an original investigation on an approved topic. The candidate may also be required to undergo such assessment and perform such other work as may be prescribed by the Committee.

(7) The work shall be carried out under the direction of a supervisor appointed from the full-time academic members of the University staff.

(8) The work, other than field work, shall be carried out in a school\* of the University except that the Committee:

- (a) may permit a candidate to spend not more than one calendar year of the program in advanced study and research at another institution provided the work can be supervised in a manner satisfactory to the Committee;

- (b) may permit a candidate to conduct the work at other places where special facilities not possessed by the University may be available provided the direction of the work remains wholly under the control of the supervisor;

- (c) may permit a full-time candidate, who has been enrolled as a full-time candidate for at least six academic sessions, who has completed the research work and who is writing the thesis, to transfer to part-time candidature provided the candidate devotes at least 20 hours each week to work for the degree and maintains adequate contact with the supervisor.

(9) The progress of a candidate shall be reviewed annually by the Committee following a report by the candidate, the supervisor and the head of the school\* in which the candidate is enrolled and as a result of such review the Committee may cancel enrolment or take such other action as it considers appropriate.

(10) No candidate shall be awarded the degree until the lapse of six academic sessions from the date of enrolment in the case of a full-time candidate or eight academic sessions in the case of a part-time candidate. In the case of a candidate who has had previous research experience the committee may approve remission of up to two sessions for a full-time candidate and four sessions for a part-time candidate.

(11) A full-time candidate for the degree shall present for examination not later than ten academic sessions from the date of enrolment. A part-time candidate for the degree shall present for examination not later than twelve academic sessions from the date of enrolment. In special cases an extension of these times may be granted by the Committee.

4. (1) On completing the program of study a candidate shall submit a thesis embodying the results of the investigation.

Thesis

(2) The candidate shall give in writing to the Registrar two months notice of intention to submit the thesis.

(3) The thesis shall comply with the following requirements:

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

- (b) the greater proportion of the work described must have been completed subsequent to enrolment for the degree;

- (c) it must be written in English except that a candidate in the Faculty of Arts may be required by the Committee to write a thesis in an appropriate foreign language;

- (d) it must reach a satisfactory standard of expression and presentation;

- (e) it must consist of an account of the candidate's own research but in special cases work done conjointly with other persons may be accepted provided the Committee is satisfied about the extent of the candidate's part in the joint research.

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

(4) The 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 but may submit any work previously published whether or not such work is related to the thesis.

(5) 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 theses for higher degrees.

(6) 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 photostal or microfilm or other copying medium.

**Examination**

5. (1) There shall be not fewer than 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.

(2) At the conclusion of the examination each examiner shall submit to the Committee a concise report on the thesis and shall recommend to the Committee that:

- (a) the candidate be awarded the degree without further examination; or
- (b) 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
- (c) 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
- (d) 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
- (e) the candidate be not awarded the degree and be not permitted to resubmit the thesis.

(3) If the performance at the further examination recommended under (2)(c) above is not to the satisfaction of the Committee, the Committee may permit the candidate to re-present the same thesis and submit to further examination as determined by the Committee within a period specified by it but not exceeding eighteen months.

(4) The Committee shall, after consideration of the examiners' reports and the results of any further examination, recommend whether or not the candidate may be awarded the degree. If it is decided that the candidate be not awarded the degree the Committee shall determine whether or not the candidate be permitted to resubmit the thesis after a further period of study and/or research.

**Fees**

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

**Master of Archives Administration (MArchivAdmin)**

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.

**Qualifications**

2. (1) A candidate for the degree shall:
- (a) have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee; and
  - (b) have been awarded a Graduate Diploma in archives administration from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee; 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 who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

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

(3) When the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant, before being permitted to enrol, to undergo such examination or carry out such work as the Committee may prescribe.

3. (1) An application to enrol as a candidate for the degree 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 enrolment is to begin.

Enrolment and Progression

(2) In every case, before permitting a candidate to enrol, the Head of the School of Librarianship (hereinafter referred to as the head of the school) shall be satisfied that adequate supervision and facilities are available.

(3) An approved candidate shall be enrolled in one of the following categories:

(a) full-time attendance at the University;

(b) part-time attendance at the University;

(c) external — not in regular attendance at the University and using research facilities external to the University.

(4) A candidate shall be required to undertake an original investigation on an approved topic and undertake such formal subjects and pass such assessment as prescribed. The candidate is also required to undergo such examination and perform such other work as is prescribed by the Committee.

(5) The work shall be carried out under the direction of a supervisor appointed from the full-time members of the University staff.

(6) The progress of a candidate shall be reviewed annually by the Committee following a report by the candidate, the supervisor and the head of the school and as a result of such review the Committee may cancel enrolment or take such other action as it considers appropriate.

(7) No candidate shall be granted the degree until the lapse of three academic sessions in the case of a full-time candidate or four academic sessions in the case of a part-time or external candidate from the date of enrolment. In the case of a candidate who has been awarded the degree of Bachelor with Honours or who has had previous research experience the Committee may approve remission of up to one session for a full-time candidate and two sessions for a part-time or external candidate.

(8) A full-time candidate for the degree shall present for examination not later than six academic sessions from the date of enrolment. A part-time or external candidate for the degree shall present for examination not later than ten academic sessions from the date of enrolment. In special cases an extension of these times may be granted by the Committee.

4. (1) On completing the program of study a candidate shall submit a thesis embodying the results of the original investigation.

Thesis

(2) The candidate shall give in writing two months notice of intention to submit the thesis.

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

(4) The candidate may also submit any work previously published whether or not such work is related to the thesis.

(5) Three 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.

(6) 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. (1) There shall be not fewer than two examiners of the thesis, appointed by the Professorial Board on the recommendation of the Committee, at least one of whom shall be external to the University unless the Committee is satisfied that this is not practicable.

Examination

(2) 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:

(a) the candidate be awarded the degree without further examination; or

(b) 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

- (c) 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
  - (d) 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
  - (e) the candidate be not awarded the degree and be not permitted to resubmit the thesis.
- (3) If the performance at the further examination recommended under (2)(c) above 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 it but not exceeding eighteen months.
- (4) The Committee shall, after consideration of the examiners' reports, the results in the prescribed course of study, and the results of any further examination, recommend whether or not the candidate may be awarded the degree. If it is decided that the candidate be not awarded the degree the Committee shall determine whether or not the candidate may resubmit the thesis after a further period of study and/or research.

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

**Master of Education  
(MEd) at Honours Level**

1. The degree of Master of Education at Honours level 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 a program of advanced study and demonstrated ability to undertake research by the submission of a thesis embodying the results of an original investigation.

**Qualifications**

2. (1) A candidate for the degree shall:

(a)(i) have been awarded a degree of Bachelor with Honours in education from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee or

(ii) have completed at least eight of the units prescribed for the degree at Pass level at a standard acceptable to the Committee, and

(b)(i) have been awarded a Graduate Diploma in education from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee or

(ii) have had at least one year's practical experience in an area relevant to the study of education of a kind acceptable to the Committee.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

(4) An applicant who had been awarded the degree at Pass level at a standard acceptable to the Committee may be permitted to enrol for the degree. Credit will be given for all units passed for the degree at Pass level.

**Enrolment and  
Progression**

3. (1) An application to enrol as a candidate for the degree 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 enrolment is to begin.

(2) In every case, before permitting a candidate to enrol, the Head of the School of Education (hereinafter referred to as the head of the school) shall be satisfied that adequate supervision and facilities are available.

(3) An approved candidate shall be enrolled in one of the following categories:

(a) full-time attendance at the University;

(b) part-time attendance at the University;

(c) external — not in regular attendance at the University and using research facilities external to the University.



(4) A candidate shall be required to undertake an original investigation on an approved topic and shall pass, at a standard acceptable to the Committee, subjects to the value of four units provided for the degree at Pass level except that in special circumstances the candidate may be granted exemption from this requirement. The candidate may also be required to undergo such assessment and perform such other work as may be prescribed by the Committee.

(5) The work on the original investigation shall be carried out under the direction of a supervisor appointed from the full-time academic members of the University staff.

(6) The progress of a candidate shall be reviewed annually by the Committee following a report by the candidate, the supervisor and the head of the school and as a result of such review the Committee may cancel enrolment or take such other action as it considers appropriate.

(7) No candidate shall be awarded the degree until the lapse of four academic sessions from the date of enrolment in the case of a full-time candidate or six academic sessions in the case of a part-time or external candidate.

(8) A full-time candidate for the degree shall present for examination not later than six academic sessions from the date of enrolment. A part-time or external candidate admitted under 2. (1)(a)(i) shall present for examination not later than eight academic sessions from the date of enrolment. A candidate admitted under 2. (1)(a)(ii) shall present for examination not later than eight sessions from the date of enrolment for the degree at Pass level. In special cases an extension of these times may be granted by the Committee.

4. (1) On completing the program of study a candidate shall submit a thesis embodying the results of the investigation.

Thesis

(2) The candidate shall give in writing to the Registrar two months notice of intention to submit the thesis.

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

(4) The candidate may also submit any work previously published whether or not such work is related to the thesis.

(5) Three copies of the thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of theses for higher degrees.

(6) 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. (1) There shall be not fewer than two examiners of the thesis, appointed by the Professorial Board on the recommendation of the Committee, at least one of whom shall be external to the University unless the Committee is satisfied that this is not practicable.

Examination

(2) At the conclusion of the examination each examiner shall submit to the Committee a concise report on the thesis and shall recommend to the Committee that:

(a) the candidate be awarded the degree with Honours without further examination; or

(b) the candidate be awarded the degree with Honours without further examination subject to minor corrections as listed being made to the satisfaction of the head of the school; or

(c) the candidate be awarded the degree with Honours subject to a further examination on questions posed in the report, performance in this further examination being to the satisfaction of the Committee; or

(d) 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

(e) the candidate be not awarded the degree and be not permitted to resubmit the thesis.

(3) If the performance at the further examination recommended under (2)(c) above is not to the satisfaction of the Committee, the Committee may permit the candidate to re-present the same thesis and submit to further examination as determined by the Committee within a period specified by it but not exceeding eighteen months.

(4) The Committee shall, after consideration of the examiners' reports and the results of any further examination or prescribed course of study, recommend whether or not the candidate may be awarded the degree. If it is decided that the candidate be not awarded the degree the Committee shall determine whether or not the candidate may resubmit the thesis after a further period of study and/or research.

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

**Master of Education  
(MEd) at Pass Level**

**Qualifications**

1. The degree of Master of Education at pass level may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.

2. (1) A candidate for the degree shall:

(a) have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee), and

(b)(i) have been awarded a Graduate Diploma in education from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee or

(ii) have had at least one year's practical experience in an area relevant to the study of education of a kind acceptable to the Committee.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

**Enrolment and  
Progression**

3. (1) An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.

(2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.

(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 cancel enrolment or take such other action as it considers appropriate.

(4) No candidate shall be awarded the degree until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or four sessions in the case of a part-time candidate. A part-time candidate who has been granted exemption from three or a maximum of four of the units for the degree may complete the degree in three sessions. The maximum period of candidature shall be four academic sessions from the date of enrolment for a full-time candidate and eight sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.

**Fees** 4. A candidate shall pay such fees as may be determined from time to time by the Council.

**Master of Educational  
Administration  
(MEAdmin) at Honours  
Level**

**Qualifications**

1. The degree of Master of Educational Administration at Honours level 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 a program of advanced study and demonstrated ability to undertake research by the submission of a thesis embodying the results of an original investigation.

2. (1) A candidate for the degree shall:

(a)(i) have been awarded an appropriate degree of Bachelor with Honours from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee or

(ii) have completed at least eight of the units prescribed for the degree at Pass level at a standard acceptable to the Committee, and

(b) have had at least three years practical experience in an area of education of a kind acceptable to the Committee.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

(4) An applicant who has been awarded the degree at Pass level at a standard acceptable to the Committee may be permitted to enrol for the degree. Credit will be given for all units passed for the degree at Pass level.

3. (1) An application to enrol as a candidate for the degree 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 enrolment is to begin.

Enrolment and Progression

(2) In every case, before permitting a candidate to enrol, the Head of the School of Education (hereinafter referred to as the head of the school) shall be satisfied that adequate supervision and facilities are available.

(3) An approved candidate shall be enrolled in one of the following categories:

(a) full-time attendance at the University;

(b) part-time attendance at the University;

(c) external — not in regular attendance at the University and using research facilities external to the University.

(4) A candidate shall be required to undertake an original investigation on an approved topic and shall pass, at a standard acceptable to the Committee, subjects to the value of four units provided for the degree at Pass level except that in special circumstances the candidate may be granted exemption from this requirement. The candidate may also be required to undergo such assessment and perform such other work as may be prescribed by the Committee.

(5) The work on the original investigation shall be carried out under the direction of a supervisor appointed from the full-time academic members of the University staff.

(6) The progress of a candidate shall be reviewed annually by the Committee following a report by the candidate, the supervisor and the head of the school and as a result of such review the Committee may cancel enrolment or take such other action as it considers appropriate.

(7) No candidate shall be awarded the degree until the lapse of four academic sessions from the date of enrolment in the case of a full-time candidate or six academic sessions in the case of a part-time or external candidate.

(8) A full-time candidate for the degree shall present for examination not later than six academic sessions from the date of enrolment. A part-time or external candidate admitted under 2. (1)(a)(i) shall present for examination not later than eight academic sessions from the date of enrolment. A candidate admitted under 2. (1)(a)(ii) shall present for examination not later than eight sessions from the date of enrolment for the degree at pass level. In special cases an extension of these times may be granted by the Committee.

4. (1) On completing the program of study a candidate shall submit a thesis embodying the results of the investigation.

Thesis

(2) The candidate shall give in writing to the Registrar two months notice of intention to submit the thesis.

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

(4) The candidate may also submit any work previously published whether or not such work is related to the thesis.

(5) Three copies of the thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of theses for higher degrees.

(6) 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.

**Examination**

5. (1) There shall be not fewer than two examiners of the thesis, appointed by the Professorial Board on the recommendation of the Committee, at least one of whom shall be external to the University unless the Committee is satisfied that this is not practicable.
- (2) At the conclusion of the examination each examiner shall submit to the Committee a concise report on the thesis and shall recommend to the Committee that:
- (a) the candidate be awarded the degree with Honours without further examination; or
  - (b) the candidate be awarded the degree with Honours without further examination subject to minor corrections as listed being made to the satisfaction of the head of the school; or
  - (c) the candidate be awarded the degree with Honours subject to a further examination on questions posed in the report, performance in this further examination being to the satisfaction of the Committee; or
  - (d) 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
  - (e) the candidate be not awarded the degree and be not permitted to resubmit the thesis.
- (3) If the performance at the further examination recommended under (2)(c) above is not to the satisfaction of the Committee, the Committee may permit the candidate to re-present the same thesis and submit to further examination as determined by the Committee within a period specified by it but not exceeding eighteen months.
- (4) The Committee shall, after consideration of the examiners' reports and the results of any further examination or prescribed course of study, recommend whether or not the candidate may be awarded the degree. If it is decided that the candidate be not awarded the degree the Committee shall determine whether or not the candidate may resubmit the thesis after a further period of study and/or research.

**Fees**

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

**Master of Educational Administration (MEdAdmin) at Pass Level**

**Qualifications**

1. The degree of Master of Educational Administration at Pass level may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.
2. (1) A candidate for the degree shall:
- (a) have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee), and
  - (b) have had at least three years practical experience in an area of education of a kind acceptable to the Committee.
- (2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.
- (3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

**Enrolment and Progression**

3. (1) An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.
- (2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.
- (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 cancel enrolment or take such other action as it considers appropriate.
- (4) No candidate shall be awarded the degree until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or four sessions in the case of a part-time candidate. A part-time candidate who has been granted exemption from three or a

maximum of four of the units for the degree may complete the degree in three sessions. The maximum period of candidature shall be four academic sessions from the date of enrolment for a full-time candidate and eight sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.

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

Fees

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.

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

2. (1) A candidate for the degree shall:

Qualifications

(a) have been awarded an appropriate degree of Bachelor of four full-time years duration (or the part-time equivalent) from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee, or

(b)(i) have been awarded an appropriate degree of Bachelor of three full-time years duration (or the part-time equivalent) from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee and

(ii) have had at least three years experience in the health services of a kind acceptable to the Committee.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) When the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant, before being permitted to enrol, to undergo such examination or carry out such work as the Committee may prescribe.

3. (1) An application to enrol as a candidate for the degree 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 enrolment is to begin.

Enrolment and Progression

(2) In every case, before permitting a candidate to enrol, the Head of the School of Health Administration (hereinafter referred to as the head of the school) shall be satisfied that adequate supervision and facilities are available.

(3) An approved candidate shall be enrolled in one of the following categories:

(a) full-time attendance at the University;

(b) part-time attendance at the University;

(c) external — not in regular attendance at the University and using research facilities external to the University.

(4) A candidate shall be required to undertake an original investigation or design on an approved topic. The candidate may also be required to undergo such examination and perform such other work as may be prescribed by the Committee.

(5) The work shall be carried out under the direction of a supervisor appointed from the full-time members of the University staff.

(6) The progress of a candidate shall be reviewed annually by the Committee following a report by the candidate, the supervisor and the head of the school and as a result of such review the Committee may cancel enrolment or take such other action as it considers appropriate.

(7) No candidate shall be granted the degree until the lapse of three academic sessions in the case of a full-time candidate or four academic sessions in the case of a part-time or external candidate from the date of enrolment. In the case of a candidate who has been awarded the degree of Bachelor with Honours or who has had previous research experience the Committee may approve remission of up to one session for a full-time candidate and two sessions for a part-time or external candidate.

(8) A full-time candidate for the degree shall present for examination not later than six academic sessions from the date of enrolment. A part-time or external candidate for the degree shall present for examination not later than ten academic sessions from the date of enrolment. In special cases an extension of these times may be granted by the Committee.

**Thesis**

4. (1) On completing the program of study a candidate shall submit a thesis embodying the results of the original investigation or design.

(2) The candidate shall give in writing two months notice of intention to submit the thesis.

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

(4) The candidate may also submit any work previously published whether or not such work is related to the thesis.

(5) Three 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.

(6) 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.

**Examination**

5. (1) There shall be not fewer than two examiners of the thesis, appointed by the Professorial Board on the recommendation of the Committee, at least one of whom shall be external to the University unless the Committee is satisfied that this is not practicable.

(2) 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:

(a) the candidate be awarded the degree without further examination; or

(b) 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

(c) 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

(d) 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

(e) the candidate be not awarded the degree and be not permitted to resubmit the thesis.

(3) If the performance at the further examination recommended under (2)(c) above 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 it but not exceeding eighteen months.

(4) 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 awarded the degree. If it is decided that the candidate be not awarded the degree the Committee shall determine whether or not the candidate may resubmit the thesis after a further period of study and/or research.

**Fees**

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

**Master of Health  
Administration (MHA) by  
Formal Course Work**

**Qualifications**

1. The degree of Master of Health Administration by formal course work may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.

2. (1) A candidate for the degree shall have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee).

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

**3. (1)** An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.

**Enrolment and Progression**

(2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.

(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 cancel enrolment or take such other action as it considers appropriate.

(4) No candidate shall be awarded the degree until the lapse of four academic sessions from the date of enrolment in the case of a full-time candidate or eight sessions in the case of a part-time candidate. The maximum period of candidature shall be six academic sessions from the date of enrolment for a full-time candidate and ten sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.

**4.** A 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 by formal course work may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.

**Master of Health Planning (MHP)**

**2. (1)** A candidate for the degree shall:

**Qualifications**

(a)(i) have been awarded an appropriate degree of Bachelor of four full-time years duration (or the part-time equivalent) from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee) and

(ii) have had at least three years experience in the health services of a kind acceptable to the Committee, or

(b)(i) have been awarded an appropriate degree of Bachelor of three full-time years duration (or the part-time equivalent) from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee and

(ii) *either* have undertaken appropriate postgraduate or professional studies at a level acceptable to the Committee *or* have had at least three years experience in the health services of a kind acceptable to the Committee.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

**3. (1)** An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.

**Enrolment and Progression**

(2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.

(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 cancel enrolment or take such other action as it considers appropriate.

(4) No candidate shall be awarded the degree until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or four sessions in the case of a part-time candidate. The maximum period of candidature shall be four academic sessions from the

date of enrolment for a full-time candidate and eight sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.

**Fees**

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

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

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) A candidate for the degree shall:

(a) have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee, and

(b) have been awarded a Graduate Diploma in librarianship from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee, 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 who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) When the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant, before being permitted to enrol, to undergo such examination or carry out such work as the Committee may prescribe.

**Enrolment and  
Progression**

3. (1) An application to enrol as a candidate for the degree 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 enrolment is to begin.

(2) In every case, before permitting a candidate to enrol, the Head of the School of Librarianship (hereinafter referred to as the head of the school) shall be satisfied that adequate supervision and facilities are available.

(3) An approved candidate shall be enrolled in one of the following categories:

(a) full-time attendance at the University;

(b) part-time attendance at the University;

(c) external — not in regular attendance at the University and using research facilities external to the University.

(4) A candidate shall be required to undertake an original investigation on an approved topic. The candidate may also be required to undergo such examination and perform such other work as may be prescribed by the Committee.

(5) The work shall be carried out under the direction of a supervisor appointed from the full-time members of the University staff.

(6) The progress of a candidate shall be reviewed annually by the Committee following a report by the candidate, the supervisor and the head of the school and as a result of such review the Committee may cancel enrolment or take such other action as it considers appropriate.

(7) No candidate shall be granted the degree until the lapse of three academic sessions in the case of a full-time candidate or four academic sessions in the case of a part-time or external candidate from the date of enrolment. In the case of a candidate who has been awarded the degree of Bachelor with Honours or who has had previous research experience the Committee may approve remission of up to one session for a full-time candidate and two sessions for a part-time or external candidate.

(8) A full-time candidate for the degree shall present for examination not later than six academic sessions from the date of enrolment. A part-time or external candidate for the degree shall present for examination not later than ten academic sessions from the date of enrolment. In special cases an extension of these times may be granted by the Committee.



4. (1) On completing the program of study a candidate shall submit a thesis embodying the results of the original investigation. **Thesis**

(2) The candidate shall give in writing two months notice of intention to submit the thesis.

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

(4) The candidate may also submit any work previously published whether or not such work is related to the thesis.

(5) Three 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.

(6) 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. (1) There shall be not fewer than two examiners of the thesis, appointed by the Professorial Board on the recommendation of the Committee, at least one of whom shall be external to the University unless the Committee is satisfied that this is not practicable. **Examination**

(2) 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:

(a) the candidate be awarded the degree without further examination; or

(b) 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

(c) 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

(d) 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

(e) the candidate be not awarded the degree and be not permitted to resubmit the thesis.

(3) If the performance at the further examination recommended under (2)(c) above 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 it but not exceeding eighteen months.

(4) 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 awarded the degree. If it is decided that the candidate be not awarded the degree the Committee shall determine whether or not the candidate may resubmit the thesis after a further period of study and/or research.

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

1. The degree of Master of Librarianship by formal course work may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.

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

2. (1) A candidate for the degree shall

**Qualifications**

(a) have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee), and

(b) have been awarded a Graduate Diploma in librarianship from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee or, if intending to specialise in information science, the degree of Bachelor awarded shall have had a major in computer science at a level acceptable to the Committee, 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 who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

**Enrolment and Progression**

**3.** (1) An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.

(2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.

(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 cancel enrolment or take such other action as it considers appropriate.

(4) No candidate shall be awarded the degree until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or four sessions in the case of a part-time candidate. The maximum period of candidature shall be four academic sessions from the date of enrolment for a full-time candidate and eight sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.

**Project Report**

**4.** (1) A candidate shall also be required to undertake a project on an approved topic.

(2) The work shall be carried out under the direction of a supervisor appointed from the full-time academic members of the University staff.

(3) The candidate shall give in writing to the Registrar two months notice of intention to submit a report on the project.

(4) Three copies of the project report shall be presented in a form which complies with the requirements of the University for the preparation and submission of project reports for higher degrees.

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

**Examination**

**5.** (1) There shall be not fewer than two examiners of the project report, appointed by the Professorial Board on the recommendation of the Committee.

(2) At the conclusion of the examination each examiner shall submit to the Committee a concise report on the project report and shall recommend to the Committee that:

(a) the project report be noted as satisfactory; or

(b) the project report be noted as satisfactory subject to minor corrections being made to the satisfaction of the head of the school; or

(c) the project report be noted as unsatisfactory but that the candidate be permitted to resubmit it in a revised form after a further period of study and/or research; or

(d) the project report be noted as unsatisfactory and that the candidate be not permitted to resubmit it.

(3) The Committee shall, after considering the examiners' reports and the candidate's results of assessment in the prescribed formal subjects, recommend whether or not the candidate may be awarded the degree. If it is decided that the project report is unsatisfactory the Committee shall determine whether or not the candidate may resubmit it after a further period of study and/or research.

**Fees**

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

1. The degree of Master of Nursing Administration by formal course work may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.

**Master of Nursing Administration (MNA)**

2. (1) A candidate for the degree shall:

Qualifications

(a) have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee), and

(b) have had at least three years experience in the health services of a kind acceptable to the Committee, and

(c) be qualified for registration as a nurse in any Australian State or Territory.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

3. (1) An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.

Enrolment and Progression

(2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.

(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 cancel enrolment or take such other action as it considers appropriate.

(4) No candidate shall be awarded the degree until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or four sessions in the case of a part-time candidate. The maximum period of candidature shall be four academic sessions from the date of enrolment for a full-time candidate and eight sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.

4. A 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.

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

2. (1) A candidate for the degree shall:

Qualifications

(a) have been awarded the degree of Bachelor of Social Work with Honours from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee, or

(b)(i) have been awarded the degree of Bachelor of Social Work from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Committee and

(ii) have had at least one year's professional experience of a kind acceptable to the Committee.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

**Enrolment and Progression**

3. (1) An application to enrol as a candidate for the degree 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 enrolment is to begin.
- (2) In every case, before permitting a candidate to enrol, the Head of the School of Social Work (hereinafter referred to as the head of the school) shall be satisfied that adequate supervision and facilities are available.
- (3) An approved candidate shall be enrolled in one of the following categories:
  - (a) full-time attendance at the University;
  - (b) part-time attendance at the University;
  - (c) external — not in regular attendance at the University and using research facilities external to the University.
- (4) A candidate shall be required to undertake an original investigation on an approved topic and undertake such formal subjects and pass such assessment as prescribed. The candidate is also required to undergo such assessment and perform such other work as is prescribed by the Committee.
- (5) The work shall be carried out under the direction of a supervisor appointed from the full-time academic members of the University staff.
- (6) The progress of a candidate shall be reviewed annually by the Committee following a report by the candidate, the supervisor and the head of the school and as a result of such review the Committee may cancel enrolment or take such other action as it considers appropriate.
- (7) No candidate shall be awarded the degree until the lapse of three academic sessions from the date of enrolment in the case of a full-time candidate or four academic sessions in the case of a part-time or external candidate.
- (8) A full-time candidate for the degree shall present for examination not later than four academic sessions from the date of enrolment. A part-time or external candidate for the degree shall present for examination not later than six academic sessions from the date of enrolment. In special cases an extension of these times may be granted by the Committee.

**Thesis**

4. (1) On completing the program of study a candidate shall submit a thesis embodying the results of the investigation.
- (2) The candidate shall give in writing to the Registrar two months notice of intention to submit the thesis.
- (3) The thesis shall present an account of the candidate's own research. In special cases work done conjointly with other persons may be accepted, provided the Committee is satisfied about the extent of the candidate's part in the joint research.
- (4) The candidate may also submit any work previously published whether or not such work is related to the thesis.
- (5) Three copies of the thesis shall be presented in a form which complies with the requirements of the University for the preparation and submission of theses for higher degrees.
- (6) 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.

**Examination**

5. (1) There shall be not fewer than two examiners of the thesis, appointed by the Professorial Board on the recommendation of the Committee, at least one of whom shall be external to the University unless the Committee is satisfied that this is not practicable.
- (2) At the conclusion of the examination each examiner shall submit to the Committee a concise report on the thesis and shall recommend to the Committee that:
  - (a) the candidate be awarded the degree without further examination; or
  - (b) 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
  - (c) 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
  - (d) 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
  - (e) the candidate be not awarded the degree and be not permitted to resubmit the thesis.

(3) If the performance at the further examination recommended under (2)(c) above is not to the satisfaction of the Committee, the Committee may permit the candidate to re-present the same thesis and submit to further examination as determined by the Committee within a period specified by it but not exceeding eighteen months.

(4) The Committee shall, after consideration of the examiners' reports, the results in the prescribed course of study, and the results of any further examination, recommend whether or not the candidate may be awarded the degree. If it is decided that the candidate be not awarded the degree the Committee shall determine whether or not the candidate may resubmit the thesis after a further period of study and/or research.

6. A 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 to a candidate who has satisfactorily completed a program of advanced study.

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

2. (1) A candidate for the degree shall:

Qualifications

(a) have been awarded the degree of Bachelor of Social Work from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee), and

(b) have had at least one year's professional experience of a kind acceptable to the Committee.

(2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.

(3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.

3. (1) An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.

Enrolment and Progression

(2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.

(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 cancel enrolment or take such other action as it considers appropriate.

(4) No candidate shall be awarded the degree until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or three sessions in the case of a part-time candidate. The maximum period of candidature shall be four academic sessions from the date of enrolment for a full-time candidate and six sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.

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

Fees

1. The degree of Master of Welfare Policy by formal course work may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.

**Master of Welfare Policy (MWP)**

2. (1) A candidate for the degree shall:

Qualifications

(a) have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the Faculty of Professional Studies (hereinafter referred to as the Committee), and

(b) have had at least one year's professional experience of a kind acceptable to the Committee.

- (2) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications as may be approved by the Committee may be permitted to enrol for the degree.
- (3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.
- Enrolment and Progression**
- 3.** (1) An application to enrol as a candidate for the degree shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.
- (2) A candidate for the degree shall be required to undertake such formal subjects and pass such assessment as prescribed.
- (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 cancel enrolment or take such other action as it considers appropriate.
- (4) No candidate shall be awarded the degree until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or three sessions in the case of a part-time candidate. The maximum period of candidature shall be four academic sessions from the date of enrolment for a full-time candidate and six sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.
- Fees**
- 4.** A candidate shall pay such fees as may be determined from time to time by the Council.

## Graduate Diploma

- Graduate Diploma (GradDip)**
- 1.** A Graduate Diploma may be awarded by the Council to a candidate who has satisfactorily completed a program of advanced study.
- Qualifications**
- 2.** (1) A candidate for the diploma shall have been awarded an appropriate degree of Bachelor from the University of New South Wales or a qualification considered equivalent from another university or tertiary institution at a level acceptable to the Higher Degree Committee of the appropriate faculty (hereinafter referred to as the Committee).
- (2) An applicant who submits evidence of such other academic or professional attainments as may be approved by the Committee may be permitted to enrol for the diploma.
- (3) If the Committee is not satisfied with the qualifications submitted by an applicant the Committee may require the applicant to undergo such assessment or carry out such work as the Committee may prescribe, before permitting enrolment.
- Enrolment and Progression**
- 3.** (1) An application to enrol as a candidate for the diploma shall be made on the prescribed form which shall be lodged with the Registrar at least two calendar months before the commencement of the session in which enrolment is to begin.
- (2) A candidate for the diploma shall be required to undertake such formal subjects and pass such assessment as prescribed.
- (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 cancel enrolment or take such other action as it considers appropriate.
- (4) No candidate shall be awarded the diploma until the lapse of two academic sessions from the date of enrolment in the case of a full-time candidate or four sessions in the case of a part-time candidate. The maximum period of candidature shall be four academic sessions from the date of enrolment for a full-time candidate and six sessions for a part-time candidate. In special cases an extension of these times may be granted by the Committee.
- Fees**
- 4.** A candidate shall pay such fees as may be determined from time to time by the Council.

# Scholarships and Prizes

The scholarships and prizes listed below are available to students whose courses are listed in this handbook. Each faculty handbook contains in its Scholarships and Prizes section the scholarships and prizes available within that faculty. The **General Information** section of the Calendar contains a comprehensive list of scholarships and prizes offered throughout the University.

## Scholarships

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### Undergraduate Scholarships

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Listed below is an outline only of a number of scholarships available to students. Full information may be obtained from Room G20, located on the Ground Floor of the Chancellery.

Unless otherwise indicated in footnotes, applications for the following scholarships should be made to the Registrar by 14 January each year. Please note that not all of these awards are available every year.

Donor	Value	Year/s of Tenure	Conditions
<b>General</b>			
Bursary Endowment Board*	\$200 pa	Minimum period of approved degree/combined degree course	Merit in HSC and total family income not exceeding \$6000.
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.

\*Apply to The Secretary, Bursary Endowment Board, PO Box 460, North Sydney 2060, immediately after sitting for HSC.

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**Undergraduate Scholarships (continued)**


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Donor	Value	Year/s of Tenure	Conditions
<b>General (continued)</b>			
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 who are permanent residents of Australia enrolling in any year of a full-time undergraduate course on the basis of academic merit and financial need.
W. S. and L. B. Robinson*	Up to \$3800 pa	1 year renewable for the duration of the course subject to satisfactory progress	Available only to students who have completed their schooling in Broken Hill or whose parents reside in Broken Hill; for a course related to the mining industry. Includes courses in mining engineering, geology, electrical and mechanical engineering, metallurgical process engineering, chemical engineering and science.
Universities Credit Union	\$500 pa	1 year with the possibility of renewal	Prior completion of at least 1 year of any undergraduate degree course. Eligibility limited to members of the Universities Credit Union Ltd of more than one year's standing or members of the family of such members.

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**Graduate Scholarships**


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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: **1.** *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; **2.** *Study Abroad*, published by UNESCO\*\*; **3.** *Scholarships Guide for Commonwealth Postgraduate Students*, published by the Association of Commonwealth Universities\*\*.

\*Applications close 30 September each year.

\*\*Available for reference in the University Library.



## Graduate Scholarships (continued)

Donor	Value	Years of Tenure	Conditions
<b>General</b>			
University of New South Wales Postgraduate Scholarships	Living allowance of \$6500 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 Dean of relevant Faculty.
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. Applications to Registrar by 31 October.
Commonwealth Postgraduate Course Awards	Living allowance of \$7616 pa. Other allowances may also be paid.	1-2 years; minimum duration of course	Applicants must be graduates or scholars who will graduate in current academic year, and who have not previously held a Commonwealth Post-graduate Award. Preference is given to applicants with employment experience. Applications to Registrar by 30 September.
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 Scholarships	Six State awards of \$5000 each	1 year	Applicants must be female graduates who will 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 late September.
	One National award valued at \$20,000 pa for study at an approved overseas institution.	2 years	
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 Australian citizens and who are not older than 35 years of age. Applications close with Registrar in September or October each year.
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. Applications close mid-April.
Frank Knox Memorial Fellowships at Harvard University	Stipend of US\$6000 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. Applications close with the Registrar mid-October.

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

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**Graduate Scholarships (continued)**


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Donor	Value	Year/s of Tenure	Conditions
<b>General (continued)</b>			
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.
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 for travel and study in the USA	12 to 21 months	Candidates must be: <b>1.</b> Either members of the Commonwealth or a State Public Service or semi-government Authority. <b>2.</b> Either staff or graduate students at an Australian university. <b>3.</b> Individuals recommended for nomination by the Local Correspondents. The candidate will usually have an honours degree or equivalent, or an outstanding record of achievement, and be not more than 36 years of age. Applications close 31 August.
The Rhodes Scholarship**	Approximately £3600 stg pa	2 years, may be extended for a third year	Unmarried male and female Australian citizens aged between 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 mid-September each year.
Rothmans Fellowships Award†	\$20000 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.
Sam Cracknell Memorial	Up to \$3000 pa		See above under Undergraduate Scholarships, <i>General</i>

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**Professional Studies**

Australian Optometrical Association	\$1500		To enable a Bachelor of Optometry graduate to undertake the Master of Health Administration degree course. Applications close 1 December.
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 close 14 January.

\*Application forms must be obtained from the Australian representative of the Fund, Mr J. T. Larkin, Department of Trade, Edmund Barton Building, Kings Avenue, Barton, ACT 2600. These must be submitted to the Registrar by 15 August.

\*\*Applications to the Honorary 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

The following table summarizes the undergraduate prizes awarded in this Faculty by the University. Prizes which are not specific to any School are listed under General.

Information regarding the establishment of new prizes may be obtained from the Examinations Section located on the Ground Floor of the Chancellery.

Donor/Name of Prize	Value \$	Awarded for
<b>General</b>		
Sydney Technical College Union Award	150.00 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 aggregate mark obtained in 16.031 Management 1, 16.032 Management 2, 16.033 Management 3, and 16.034 Management 3 (Honours)
Anthony Suleau	50.00	16.611 Sociology and Health 1
Grace Suleau	50.00	16.541 Accounting for Health Administration 1

### Graduate University Prizes

Donor/Name of Prize	Value \$	Awarded for
<b>School of Health Administration</b>		
2/5 Australian General Hospital Association	150.00	General proficiency in Master of Health Administration or Master of Health Planning degree courses

## Staff

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

### Dean

Professor A. A. Hukins

### Chairman

Professor M. Cooper

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## School of Education

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

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

### Professors of Education

\*Martin Cooper, BSc *Manc.*, MA(Ed) *Dal.*, PhD *Ott.*, DipEd *Syd.*

Desmond John Drinkwater, MA *Syd.*, MA PhD *Land.*, ABPS, MAPS, MACE

### Associate Professors

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

Shirley Louise Smith, BA PhD *Syd.*

\*Conjoint appointment with the Australian Graduate School of Management.

### Senior Lecturers

Rachel MacDonald Boyd, MA PhD *Otago*

Colin Fraser Gauld, BSc PhD DipEd *Syd.*, MAIP

James Harry Gribble, BA PhD *Melb.*, MPhil *Land.*

Colman Kevin Harris, BA MEd *Syd.*, PhD *N.S.W.*

Barry Charles Newman, BA MSc PhD *Syd.*

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

Robert Thomas Soliman, BSc *N.S.W.*, BSc *Tas.*, PhD *A.N.U.*

John Sweller, BA PhD *Adel.*

### Lecturers

Richard Martin Bibby, MA BD *Otago*, PhD *Monash*

Michael Robert Matthews, BSc MA MEd DipEd *Syd.*, PhD *N.S.W.*

Frederick Edward Trainer, MA PhD *Syd.*

### Senior Administrative Officer

Jane Wholohan, BA DipEd *Syd.*

Staff Detached from the New South Wales Department of Education

### Lecturers

Stephanie Ingster, BA DipEd *Syd.*

Rosemary Margaret Kearney, BA DipEd *N.S.W.*

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## School of Health Administration

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### Professor and Head of School

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

**Professor**

Vacant

**Associate Professors**

Erica Margaret Bates, BA DipSocStud *Syd.*, PhD *N.S.W.*  
 John Colin Harris Dewdney, BA MD BS *Melb.*, SM *Harv.*, DPH *Lon.*,  
 DipFinMangt DipTertEd *N.E.*, FRACMA, FHA, FFCM, MACE

**Senior Lecturers**

Pieter Jacob Degeling, BA *Qld.*  
 Colin Grant, MA *Oxf. and Brun.*, FHA  
 John Roger Bancks Green, PhD *N.S.W.*, ARIBA, ARAIA, AADipl  
 Helen Madeleine Lapsley, BA *Auck.*, MEC *Syd.*, AHA  
 Graeme Kendle Rawson, BA *N.E.*, MA *Macq.*, PhD *N.S.W.*, MACE,  
 AHA

**Lecturers**

Christopher Wilson Aisbett, BSc *N.S.W.*  
 Philip William Bates, BCom LLB *N.S.W.*, AHA  
 Lloyd Christopher Biram, BCom MBA *N.S.W.*  
 Ann Brewer, BA *Macq.*, MCom *N.S.W.*  
 Patricia Davies, BA *C.U.N.Y.*, MSc *Lon.*  
 Marjorie Cuthbert, BA *N.cle.(N.S.W.)*, MHA *N.S.W.*, RN, RM,  
 MCN(NSW)  
 Timothy John Philips, MCom *N.S.W.*, DipEd *Syd.*

**Administrative Assistant**

Adrian L. Landa, BA *N.S.W.*

**Honorary Associate**

Trevor James Wood, MB BS *Melb.*, MHA *N.S.W.*, FRACP, FRACMA,  
 FHA

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## School of Librarianship

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**Associate Professor and Head of School**

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

**Professor of Librarianship**

Vacant

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

**Lecturers**

Ann Pederson, BA *Ohio Wesleyan*, MA *Georgia State*

Ida Catherine Vincent, MA *Camb.*, DipLib *Birm.Poly.*,  
 MLib PhD *N.S.W.*, ALA, ALAA  
 Concepción Shimizu Wilson, BA *Pomona*, MSLS *N.C.*, MLib *N.S.W.*,  
 ALAA

**Tutor**

Brenda Maltick, BA *Qld.*, DipIM-Lib *N.S.W.*, ALAA

**Administrative Assistant**

Raymond John Locke

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## School of Social Work

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**Professor of Social Work and Head of School**

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

**Professor of Social Work**

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

**Senior Lecturers**

Maisy Elspeth Browne, BA DipSocStud *Syd.*, MSW *N.S.W.*  
 Martin Scott Mowbray, BSW *N.S.W.*, MSS *Syd.*  
 Keith Edward Windschuttle, BA *Syd.*, MA *Macq.*

**Lecturers**

Rosemary Ellen Berreen, BSW *N.S.W.*  
 Susan Margaret Burgoyne, BA *N.E.*, DipSocWk *Syd.*  
 Brian Anthony English, BSW *N.S.W.*  
 Damian John Grace, BA PhD *N.S.W.*  
 Deirdre Thelma James, BA *Syd.*, PhD *Macq.*  
 Sandra Lee Regan, BA *Boston S.C.*, MSW EdM *N.Y. State*,  
 PhD *Rutgers*  
 Richard John Roberts, BA DipEd *N.E.*, BSocStud *Syd.*  
 Katina Tsapepas, BA *LaT.*, BSW *Monash*  
 Betsy May Wearing, BA LitIB *N.E.*, PhD *N.S.W.*, ASTC  
 Jennifer Warner Wilson, BA BSocStud *Syd.*, MSW *N.S.W.*  
 Diane Maree Zuillacar, BA DipSocWk *Syd.*, MSW *Smith*

**Senior Tutors**

Susan Joan Beecher, BA *Macq.*, BSocStud *Syd.*  
 Elizabeth Aureena Fernandez, MA *Madr.*  
 Suzanne Franklin, BSW *N.S.W.*  
 Irene O'Connell, BSW *N.S.W.*  
 Brenda Smith, BA *Manc.*, DiplApplSocSt *Lon.*

# The University of New South Wales Kensington Campus 1986

## 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 (Office)  
*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  
NIDA D2  
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 Wurrh School of Medicine C27  
Warrane College M7  
Wool and Pastoral Sciences B8

## General

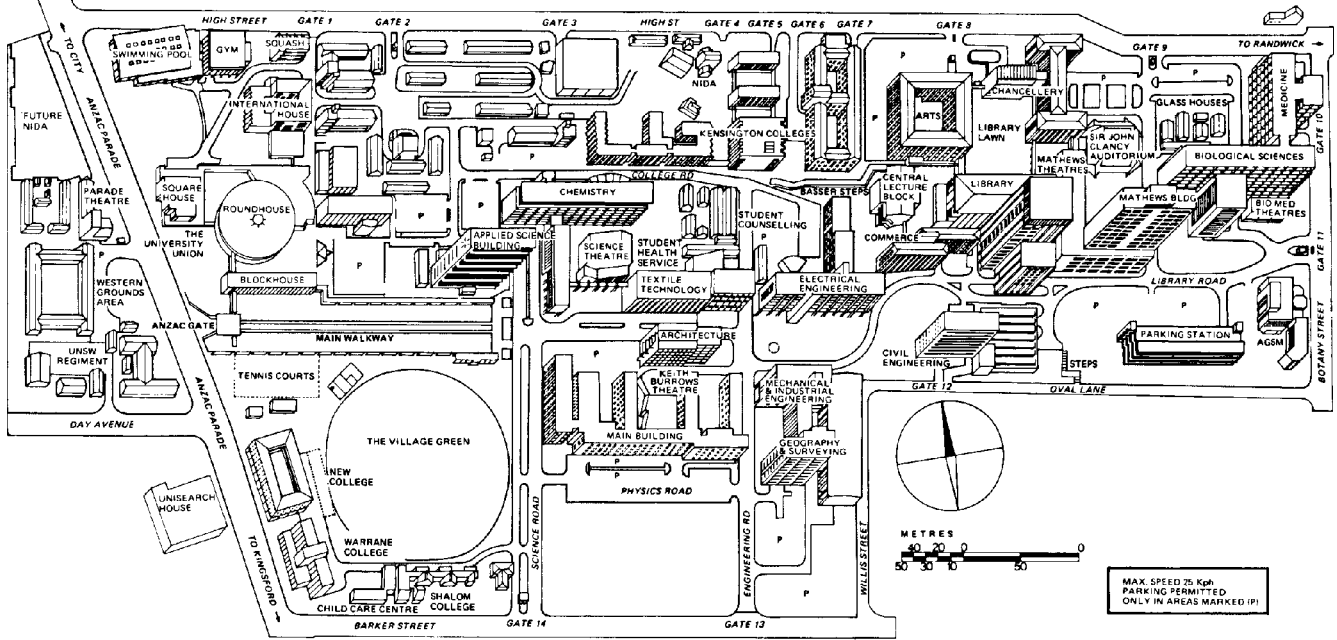
Academic Staff Office C22  
Accountancy F20  
Admissions C22  
Adviser for Prospective Students F15  
Alumni and Ceremonials C22  
Anatomy C27  
Applied Geology F10  
Applied Science (Faculty Office) F10  
Architecture (including Faculty Office) H14  
Arts (Faculty Office) C20  
Audio Visual Unit F20  
Australian Graduate School of Management G27  
Biochemistry D26  
Biological Sciences (Faculty Office) D26

Biomedical Library F23  
Biotechnology D26  
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Botany D26  
Building H14  
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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  
Commerce (Faculty Office) F20  
Committee in Postgraduate Medical Education B27  
Community Medicine D26  
Computing Services Unit F21  
Continuing Education Support Unit F23  
Economics F20  
Education G2  
Education Testing Centre E15d  
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 Science and 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 H14  
Industrial Engineering J17  
Institute of Rural Technology B8b  
Japanese Economic Management Studies Centre G14  
Kanga's House O14

Kindergarten (House at Pooh Corner) N8  
Landscape Architecture K15  
Law (Faculty Office) F21  
Law Library F21  
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 D2  
Nuclear Engineering J17  
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  
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 F15  
Student Health F15  
Student Records C22  
Students' Union E4 and C21  
Surveying K17  
Tertiary Education Research Centre E15d  
Textile Technology G14  
Theatre Studies B10  
Town Planning K15  
University Archives C22  
University Press A28  
University Union (Blockhouse) G6  
Wool and Pastoral Sciences B8a  
Zoology D26

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CHILD CARE CENTRE

This Handbook has been specifically designed as a source of reference for you and will prove useful for consultation throughout the year.

For fuller details about the University — its organization, staff membership, description of disciplines, scholarships, prizes, and so on, you should consult the Calendar.

The Calendar and Handbooks also contain a summary list of higher degrees as well as the conditions for their award applicable to each volume.

For detailed information about courses, subjects and requirements of a particular faculty you should consult the relevant Faculty Handbook.

Separate Handbooks are published for the Faculties of Applied Science, Architecture, Arts, Commerce, Engineering, Law, Medicine, Professional Studies, Science (including Biological Sciences) and the Board of Studies in Science and Mathematics), the Australian Graduate School of Management (AGSM) and the Board of Studies in General Education.

The Calendar and Handbooks are available from the Cashier's Office.

The Calendar costs \$5.00 (plus postage \$1.20, interstate \$1.55).

The Handbooks vary in cost: Applied Science, Architecture, Arts, Commerce, Engineering, Professional Studies, and Sciences are \$3.00. Postage is \$1.20 in each case (\$1.55 interstate). Law, Medicine and AGSM are \$2.00. Postage is 80 cents in each case (90 cents interstate).

A set of books is \$32.00. Postage is \$2.50 (\$6.00 interstate).

The General Studies Handbook is free. Postage is 80 cents (90 cents interstate).