University of the Sunshine Coast

Student Policies and
Services Guide
2002

University of the Sunshine Coast
Queensland, Australia

Campus Map

Athletics Track

Multipurpose Field

UC

Car Park

Work Shed

Pathways to Uni Central and The Village
(Student Accommodation)

(4)

(I)

(D)

(10)

(BR)

(9)

(LIB)

(8)

(SG)

(3)

(CF)

(7)

(2)

(B)

(K)

(6)

Please Remember:
No dogs on campus.
Drive slowly: protect our wildlife.
Care for your campus, don't litter.

Administration Building
Athletics Track

Student
Car Park

N

(IC)

I Park

I Parking
only on designated
car spaces.

**Sippy Downs Drive
to Sunshine Motorway
and Bruce Highway**

**Stringybark Road
to Buderim**

(D) **Arts and Social Sciences**
Faculty of Arts and Social Sciences staff
QANTM
Student Affairs
Student Administration
Student Services
International Office
● 24hr computer lab

(K) **Business**
Faculty of Business staff
Lecture Theatre 1
Lecture Theatre 2
Lecture Theatre 5
● 24hr computer lab

(I) **Science**
Faculty of Science staff
Lecture Theatre 3
Lecture Theatre 4
Co-op Bookshop
Uni Credit Union
● 24hr computer lab

(B) **Administration**
Chancellery
Secretariat
Media & Marketing
Human Resources
Financial Services
Facilities
Foundation
Reprographics
Registry & General Enquiries
Learning Network QLD
U3A

(LIB) **Library**
Art Gallery
Adaptive Technology Centre
Information Services

(IC) **Innovation Centre**
English Language Centre
Business Incubator
Cafe
Auditorium 1,2 & 3
I Parking

SG   **Student Guild**

BR   **Brasserie/Function Hall**

CF   **Cafe La Tin**

UC   **University Club**

Student Parking – (3)(6)(7)(8)(9)(10)

Staff & Visitor Parking – (2)(4)

Enquiries

Cooperative Bookshop
Phone: + 61 7 5430 1205
Open Hours:
Monday to Friday, 9:00am to 5:00pm

Faculty of Arts and Social Sciences
Phone: + 61 7 5430 1259
Open Hours:
Monday to Friday, 8:30am to 4:45pm

Faculty of Business
Phone: + 61 7 5430 1221
Open Hours:
Monday to Friday, 8:30am to 5:00pm

Faculty of Science
Phone: + 61 7 5430 2869
Open Hours:
Monday to Friday, 8:30am to 5:00pm

IT Help Desk
Phone: + 61 7 5430 1237 / x 1237
Open Hours:
Monday to Friday, 10:00am to 2:00pm
Monday to Thursday, 5:00pm to 7:00pm

Library Information Desk
Phone: + 61 7 5430 2803
Open Hours:
Monday to Thursday, 8:00am to 9:00pm
Friday, 8:00am to 5:00pm
Saturday, 12:00noon to 6:00pm
Sunday, 1:00pm to 5:00pm
Closed all public holidays

Security
Phone: + 61 7 5430 1168 / x 1168
Emergencies only: x 1122
Open Hours:
Security operates 24 hours a day, seven days a week

SOLAR Help Desk
Phone: + 61 7 5459 4567 / x 4567
Open Hours:
Monday to Thursday, 9:00am to 5:00pm
Friday, 9:30am to 5:00pm

Student Administration
Phone: + 61 7 5430 2890
Open Hours:
Monday to Thursday, 9:00am to 5:00pm
Wednesday (teaching weeks only), 9:00am to 6:00pm
Friday, 9:30am to 5:00pm

Student Guild
Phone: + 61 7 5430 1272 / + 61 7 5430 2867
Open Hours:
Monday to Friday, 8:00am to 5:00pm

Student Services
Phone: + 61 7 5430 1226
Open Hours:
Monday, Tuesday, Wednesday, Friday, 9:00am to 5:00pm
Thursday 10:00am to 5:00pm

University of the Sunshine Coast (switchboard)
Phone: + 61 7 5430 1234
Open Hours:
Monday to Friday, 8:30am to 5:00pm

University of the Sunshine Coast

Establishment

University of the Sunshine Coast is the first 'greenfield' university to be established in Australia in over 20 years. The concept of a university for the fast growing region of the Sunshine Coast was first proposed in 1973. In 1988-89, Commonwealth support was obtained and a 100 hectare site selected at Sippy Downs. The Sunshine Coast University College Act was passed in Queensland Parliament on 1 July 1994, and in February 1996, Sunshine Coast University College opened its doors to 524 students.

Full university status was obtained on 1 January 1999 under the University of the Sunshine Coast Act 1998. The university college became University of the Sunshine Coast, Australia's youngest independent university, and was granted full membership to the Australian Vice-Chancellor's Committee (AV-CC) in November 2000.

In 2001, the student population numbered just over 3,100. The University is projected to accommodate 15,000 students in 20 years, and will become part of a master-planned township at Sippy Downs.

The University's three faculties of Arts and Social Sciences, Business and Science offer a broad range of undergraduate and honours degrees, and postgraduate programs. The innovative on-line Master of Business Administration and Master of Financial Planning enable students to study from anywhere in the world.

The University's buildings have won awards for their architectural design and innovation. In 1997 the University Library won the prestigious national architecture award, the Sir Zelman Cowen Award for Best Public Building. Stage V of the University, an Information and Communications Technology Resources Building, is due to commence construction in 2002, and will contain Australia's first productive ageing research centre.

In 2001, Queensland's Premier Peter Beattie opened the Innovation Centre, which accommodates a 2,000 seat auditorium, the University's English Language Centre, and business incubator. The incubator provides a data rich environment for technology-based businesses, nurturing their development from small and medium enterprises into successful, long-term business entities.

A Co-op Bookshop, and the offices of University for the Third Age (U3A) and Open Learning are also located on campus.

Mission, Values and Goals

Mission Statement

To be the major catalyst for the academic, cultural and economic advancement of the region through the pursuit of international standards in teaching and research, and by being responsive to students, staff, community and the environment.

Values

The following values underpin the University's everyday operations and its pursuit of its Mission:

*   A commitment to the advancement, dissemination and preservation of knowledge through innovative and effective teaching and research
*   A commitment to foster freedom of inquiry and expression
*   A commitment to the process of lifelong learning
*   A commitment to engage in and respond to the community's intellectual, cultural and economic needs
*   A commitment to adopt consultative processes and ethical behaviour in all activities
*   A commitment to engendering respect among students, staff and Council of the University for their diverse roles and contributions
*   A commitment to fairness, openness, honesty, trust and effective communication as fundamental expectations of students, staff and all associated with the University
*   A commitment to developing the University and its surrounds as an environmentally sensitive exemplar

Goals

1. The University

To build on a set of unique strengths as a modern university pursuing international standards in teaching and research.

2. The Students

To provide equitable and increased opportunity for students to engage in undergraduate and graduate studies, which emphasise knowledge, critical, reflective and creative thinking, ethics, lifelong learning and an entrepreneurial outlook on employment.

3. The Staff

To continue to attract and retain high quality staff who are committed to innovative, responsive and flexible approaches to all facets of the University's operations.

4. The Community

To foster partnerships which advance the academic, cultural and economic profile of the regional community in the context of environmental responsibility.

5. University Management

To develop a work environment characterised by mutual respect and support within a framework of openness and accountability, which is economically and environmentally sustainable.

The Mace

The mace, which has medieval origins, has a symbolic role in the defence of academic freedom. The mace has gradually become the symbol of the formal authority of a university, and is carried by the Yeoman Bedell in formal ceremonies at which the Chancellor is present.

The mace can vary in size and can be made of materials such as gold, silver, copper glass and wood. Some are extremely ornate and those of older universities reflect church origins and academic traditions.

University of the Sunshine Coast's mace is carved from red cedar, felled on the slopes of Buderim in the inter-war years. The University's mace acknowledges tradition, and its more recent institutional origins and contemporary emphases.

The design of the University's mace draws from the three interwoven themes reflected in the institution's logo, mission and ongoing development. These are academic traditions and quality; the regional community; and a significant commitment and sensitivity to the environment.

The mace is normally displayed in a specially constructed cabinet in the Council Room of the University.

University Logo

The University of the Sunshine Coast's logo has three related elements.

The Sunshine Coast region is symbolised by the sun element, the academic focus of the University is seen in the open book shape, and the dynamic abstraction of the radiating points resembles the unique form of the Library - the traditional source of information in a university community. The spliced rectangle on the right is both the land and water of the Coast and hinterland.

Contents

Government Bodies and Senior Staff

Council

The Council is the University's governing body. The University of the Sunshine Coast Act 1998 provides that the Council may do anything necessary to be done for, or in connection with, its functions. Council has powers given to it under the Act and, in particular, may appoint staff, manage and control the University's affairs and property, and manage and control the University's finances.

The Council must act in the way that appears to it to most likely promote the interests of the University. It may delegate its powers under the Act to a member of the Council, a committee of the Council, or to a member of staff.

Composition of Council

Official Members

Chancellor

Vice-Chancellor

Chief Executive of the department or the Chief Executive's Nominee

Chairperson of the Academic Board

President of the Student Guild or the President's Nominee

Appointed Members

8 members appointed by the Governor in Council

Elected Members

3 members of the University's academic staff

1 member of the University's general staff

1 member of the student body (other than a person mentioned above)

2 members of the Convocation (other than persons mentioned above)

Additional Members

Council may appoint two additional members (not members of staff or students)

Council Members

Chancellor

Mr Ian KENNEDY, AO

Chairman and Managing Director, Kilcoy Holdings Limited

Deputy Chancellor

Mr Rod FORRESTER

Managing Director, Forrester Kurts Properties Ltd

Vice-Chancellor

Professor Paul THOMAS, *BSc(Hons), DipEd Wales, MA Lough., PhD Qld.*

Nominee of the Chief Executive of the Department of Education

Mr Rob McALPINE, BA, DipEd Qld.

District Director, Nambour District, Education Queensland

Chairperson of the Academic Board

Professor Paul CLARK, *BSc(Hons), PhD Exe., DipEd(Tert) Monash, FAIP, FIICA*

President, USC Student Guild

Mr Steven DOHERTY

Eight Members Appointed by the Governor in Council

Ms Lyn CHEETHAM, BEd BCAE

Deputy Principal, Nambour State High School

Mr Ken DALTON

Community Development Employment Program, consultant on Aboriginal issues

Mr Tim FAIRFAX, FAICD

Grazier and Company Director

Emeritus Professor R D (Gus) GUTHRIE, AM, FTSE, DSc Lond, DUniv UTS, DUniv Griff.

Principal of a consulting company, former vice-chancellor

Ms Elizabeth JAMESON, BA, LLB (Hons) Qld.

Partner, Deacons Lawyers

Dr Robin KING CULLEN, *BArch Syd, Grad Dip Urb & Reg Plan Qld. UT, PhD Qld.*

Director of Governance and Strategy, Caloundra City Council

Mr Bruce McDIARMID

Solicitor of the Supreme Court of Queensland

There is currently a vacancy in this category of membership

Three Members of the University's Academic Staff

Dr Pam DYER, ASDA AMEB, BA(Hons), GCEnvMan, PhD Qld.

Professor Robert ELLIOT, BA NSW, DipEd Melb., MA La Trobe, PhD Qld.

Dr Peter SLADE, BBusSt, MBS, PhD Massey

One Member of the University's Full-time General Staff

Ms Kerry MARTIN, BA, DipEd Qld.

One Member of the Student Body

Mr Jarrod BLEIJIE

Two Members of the Convocation

N/A

Two Additional Members

Father John DOBSON

Priest of the Catholic Parish of Caloundra

Mr Rod FORRESTER

Managing Director, Forrester Kurts Properties Ltd

NB: The Council's current term ends on June 30, 2002.

Committees

University committees that include students as part of their membership are:

- Council
- Academic Board
- Research Management Committee
- Learning and Teaching Management Committee
- Student Equity Committee (a representative of the Student Guild Board)
- Information Technology Advisory Committee
- University Environment Advisory Committee
- Vice-Chancellor's Advisory Committee (President of the Student Guild)

The University encourages student representation on the above committees.

Students interested in finding out more about these committees should contact the Senior Committees Officer on + 61 7 5430 1102.

University Staff

Chancellery

Professor Paul Thomas
Vice-Chancellor

Professor Paul Clark
Deputy Vice-Chancellor

Office of the Vice-Chancellor: Management Staff

Mr Mark Bradley
Manager, Facilities

Ms Sharon Hall
Executive Officer to the Vice-Chancellor

Miss Margaret Henson
Senior Committees Officer

Mr Roscoe King
Manager, Events & Catering

Mr Colin Lambert
Director, Finance

Mr Andrew Pentland
Executive Officer, University Foundation

Mrs Margaret Thursby
Manager, Media and Marketing

Office of the Deputy Vice-Chancellor: Management Staff

Ms Sue Carlos
Director, Student Affairs

Ms Erin Thomas
Manager, English Language Centre

Ms Heather Gordon
Executive Director, Information Services

Mr Donald Maconachie
Executive Officer, Teaching, Learning and Research

Mr Mark Nugent
Manager, Human Resources

Mr Barry Mahoney
Manager, Information Technology Services

Mr Alan Marchant
Manager, Reprographics

Ms Pamela Smith
Acting Manager, Student Administration

Mr Terry McGree
Manager, Student Services

Office of the Deputy Vice-Chancellor: Full-Time Academic Staff by Faculty
Faculty of Arts & Social Sciences

Professor Robert Elliot
Dean, Faculty of Arts & Social Sciences

Dr Lucinda Aberdeen
Lecturer

Ms Hurriyet Babacan
Senior Lecturer

Ms Barbara Bolt
Lecturer

Dr Karen Brooks
Lecturer

Ms Lisa Chandler
Lecturer

Mr Gary Crew
Lecturer

Dr Pam Dyer
Senior Lecturer

Dr Elizabeth Eddy
Lecturer

Dr Lynette Finch
Senior Lecturer

Dr Sonya Glavac
Lecturer

Mr Narayan Gopalkrishnan
Lecturer

Mr Stephen Hooper
Lecturer

Ms Francesca Laura
Lecturer

Ms Debbie Livingston
Lecturer

Dr Tara Magdalinski
Senior Lecturer

Mr Philip Mahnken
Lecturer

Dr Julie Matthews
Lecturer

Dr Chris McConville
Senior Lecturer

Dr Ivan Molloy
Senior Lecturer

Ms Lesley Roberts
Lecturer

Dr Joanne Scott
Lecturer

Ms Bronwyn Stevens
Lecturer

Mr Samuel Todd
Senior Lecturer

Ms Margaret Turner
Lecturer

Dr Ian White
Senior Lecturer

Adjunct Appointments

Dr Kurt Brereton
Adjunct Professor

Professor Geoffrey Caban
Adjunct Professor

Professor Robert Doyle
Adjunct Professor

Professor Rom Harre
Adjunct Professor

Professor Dale Jamieson
Adjunct Professor

Professor Sohail Inyatullah
Adjunct Professor

Faculty of Business

Professor Deborah Ralston
Dean, Faculty of Business

Mr Paul Corcoran
Teaching & Research Fellow

Dr Justin Debuse
Lecturer

Ms Susan Douglas
Teaching & Research Fellow

Dr Jillian Dunn
Lecturer

Dr Barbara Geno
Lecturer

Dr Debra Harker
Senior Lecturer

Dr Michael Harker
Associate Professor

Professor Andy Hede
Professor

Mr Gary Hoy
Associate Lecturer

Mr Greg Laing
Lecturer

Dr Christopher Lambert
Associate Professor

Dr Meredith Lawley
Senior Lecturer

Mrs Jeannie Ledington
Lecturer

Dr Paul Ledington
Senior Lecturer

Ms Margaret Lennox
Associate Lecturer

Ms Gayle Mayes
Teaching & Research Fellow

Mr Peter Mitchelson
Lecturer

Ms Rae Norris
Lecturer

Mr David Park
Senior Lecturer

Ms Maria Raciti
Associate Lecturer

Dr Harold Richins
Associate Professor

Dr James Routledge
Lecturer

Dr Bishnu Sharma
Lecturer

Dr Peter Slade
Senior Lecturer

Ms Tracey Smith
Associate Lecturer

Mr Anthony Stiller
Lecturer

Mr Michael Trimarchi
Lecturer

Mr Gregory Trotman
Lecturer

Ms Jeanette Van Akkeren
Lecturer

Dr Thea Vinnicombe
Lecturer

Mrs April Wright
Lecturer

Adjunct Appointments

Dr James Clark
Adjunct Professor

Professor Peter Graham
Adjunct Professor

Emeritus Professor Rod Jensen
Adjunct Professor

Professor Alex Maggs
Adjunct Professor

Faculty of Science

Professor Rodney Simpson
Dean, Faculty of Science

Dr Peter Brooks
Lecturer

Dr Brendan Burkett
Lecturer

Dr Fiona Burnell
Lecturer

Dr Ken Chan
Lecturer

Ms Wendy Chesworth
Associate Lecturer

Dr Peter Duncan
Lecturer

Dr Mark Holmes
Senior Lecturer

Ms Helen Ison
Teaching & Research Fellow

Dr Mohammad Katouli
Senior Lecturer

Ms Ipek Kurtboke
Associate Lecturer

Dr Graham Mackay
Lecturer

Dr David McKay
Lecturer

Dr Donald Meyers
Lecturer

Dr Rabi Misra
Lecturer

Ms Dianna Mudie
Teaching & Research Fellow

Dr Anne Neller
Lecturer

Dr Ron Neller
Senior Lecturer

Ms Lily O'Hara
Lecturer

Dr Ann Parkinson
Lecturer

Dr Mike Pass
Associate Professor

Dr Peter Pollard
Associate Lecturer

Dr Thomas Schlacher
Senior Lecturer

Dr Alison Shapcott
Lecturer

Dr Helen Wallace
Senior Lecturer

Dr Jeffrey Ward
Lecturer

Adjunct Appointments

Mr Philip Aldridge
Adjunct Scientist

Dr Allan Hahn
Adjunct Professor

Dr Russell Haines
Adjunct Professor

Emeritus Professor Trevor Heath
Adjunct Professor

Professor Ian Lowe
Adjunct Professor

Dr John Madden
Adjunct Associate Professor

Mr Mark McKean
Adjunct Scientist

Dr Leslie Newman
Adjunct Scientist

Dr Jennifer Ovenden
Adjunct Scientist

Dr Monika Schlacher-Hoenlinger
Adjunct Scientist

Associate Professor Peter Waterman
Adjunct Professor

Student Services and Facilities

Information Services Branch

On behalf of the Information Services staff, welcome to University of the Sunshine Coast.

The Information Services Branch includes the resources and expertise provided by Information Technology Services, Library, Registry and Reprographics. A short summary of the hours and some services are included below but for more detailed and up-to-date information, please go to the student intranet http://intranet.usc.edu.au/student on a regular basis.

Heather Gordon
Executive Director, Information Services

Information Technology Services

Information Technology Services (IT Services) provide all computing, telecommunications (data and voice), and audio-visual services to the University community. This is a brief outline of the variety of IT services provided to students.

Student Guide

Become familiar with the Student Guide to IT Services, available from the student intranet at http://intranet.usc.edu.au/student. The guide includes information on the location of computer laboratories, including the types of labs, hours and access. Other information in the Student Guide includes: support and network services, student intranet, email, discussion groups, Internet access and remote access. A print copy of the guide is provided to students undertaking the Information and Technology core courses, and to those attending the Introduction to the Network tutorial. Copies may also be printed from the student intranet.

ITS Help Desk

An online help desk is available from the student intranet at http://intranet.usc.edu.au/helpdesk/. Check here first for information and self help available from the Frequently Asked Questions (FAQ), Information Sheets, Quick Links, Student Guide and Interactive Training. The face-to-face IT Help Desk is located at the Library Loans Desk.

Hours of operation during semester:
Monday to Friday 10am - 2pm
Monday to Thursday 5pm - 7pm

The Help Desk can also be contacted via email at helpdesk@usc.edu.au.

Introduction to the Network Tutorials

New and returning students can attend an Introduction to the Network tutorial offered during the first weeks of each semester, and learn in a hands-on environment how to log into the University's network to access a variety of services including:

*   tutorial and lecture notes available from the student intranet;
*   email and Internet access;
*   printing facilities;
*   network disk storage; and
*   remote access.

Regulations regarding the use of information technology are also covered.

Computer Laboratories

Thirteen computer laboratories with more than 238 workstations are located throughout the campus. They are heavily used during the day for timetabled classes but are available at other times and after hours. Most laboratories provide students with 24 hours access via the student ID card. The use of the laboratories is for academic purposes only and the playing of games and other recreational pursuits is prohibited.

Online Training

An interactive, computer-based training module is available for students wanting to learn how to use MS Office software including Word, Excel and PowerPoint. Instructions for accessing the training modules are available from the Online Help Desk on the student intranet.

Printing

Networked printing services are available across campus. The printers are "user pays" and require the use of a copy card. Cards are available for sale through a vending machine in the Library.

Student Intranet

An intranet at http://intranet.usc.edu.au/student has been established providing all students with access to a variety of information and communications services. Information on this service is available from the Student Guide to IT Services.

Email

Each student is provided with a free email account to communicate with other students, staff and over the Internet.

Internet Quota System

The University provides Internet access to students for purposes directly associated with their academic studies. An Internet quota system has been developed to ensure that all students have reasonable access to this valuable resource. More information, including a FAQ, is available from the student intranet at http://intranet.usc.edu.au/student/quota/default.asp.

Discussion Groups

Discussion groups are available to post and discuss information on a wide variety of topics, both academic and social. General and special interest newsgroups are included such as items for sale, clubs and societies. Students can subscribe to a variety of newsgroups to read and post messages to fellow students.

Lecture Notes and Support Information

Various areas of the University providing support to students have placed documentation, information and resources on the student intranet, including lecture and tutorial notes, library access, University policies, newsletters, information from Student Services, Student Administration and the Student Guild.

Remote Access

Many services are available from off-campus to students with their own computer and access to the Internet. This includes email, lecture notes, a personal home directory, the student intranet, library resources and discussion groups.

Audiovisual Equipment

A pool of audiovisual equipment may be available for use by students. Equipment must be booked by a lecturer or tutor. Equipment includes OHPs, LCD Projectors (for PowerPoint Presentations) and TV/Video units.

Acceptable Use

Students should ensure that their behaviour is in accordance with the University's Student Conduct and Discipline Statute and that they comply with the University policies on Acceptable Use of Information Technology Resources and Electronic Mail. The Statute and policies are available from the Student Handbook and online from the student intranet. Failure to abide by the policies may mean the denial of services.

Library

Students, staff, and the community use the award-winning Library which integrates library, audio-visual and information technology services.

Five hundred reader seating spaces are provided throughout the building, including individual study carrels, and group study rooms and tables, most of which can accommodate laptop computers. Other facilities include special collections, a reserve room, an adaptive technologies centre, an Indigenous Room for Aboriginal and Torres Strait Islander students, a computer laboratory, a copying and scanning centre and an art gallery.

Hours of operation during semester:
Monday to Thursday 8am - 9pm
Friday 8am - 5pm
Saturday 12noon - 6pm
Sunday 1pm - 5pm
Closed all public holidays

For more information contact the Information Desk via email at infodesk@usc.edu.au or telephone + 61 7 5430 2803.

Library's Home Page

Many of the Library's services, including remote access to the Library catalogue and to electronic databases, are available from the Library's home page via the University's web site at http://www.usc.edu.au/library and the student intranet. The FAQ (Frequently Asked Questions) section on the Library home page is recommended as the first place for information about the Library, including open hours.

Library Card and Access

The University student ID card is also the University Library card. Once issued with a University student ID card, students may borrow from the University Library.

Information Literacy and Online Training

The Library offers a variety of information and research skills tutorials throughout semester. More information is posted on the Library's home page and on the notice board in the Library building. An online Library catalogue tutorial is also available from the student intranet.

Student Guides to the Library

Two student guides, one for undergraduate students and the other for postgraduate students, are available at http://www.usc.edu.au/library/images/stuguide.pdf. The guides include information on the Library's hours, loan periods, information and reference services, tutorials, remote access, location maps, and so on. Copies of the guides may be printed from the Library's home page on either the University's web site or the student intranet.

Print and Electronic Collections

The Library supports the university's teaching, research and scholarship activities. Most library materials can be located using the online catalogue, both on campus and remotely through the Library's home page. Students have access to a wide variety of electronic information, including databases with more than 10,500 full-text journal titles, and to select Internet sites via on-site workstations and remotely through the Library's home page.

Copies of texts and recommended readings listed on course outlines, tapes of lectures, TV and radio programs are held in the Reserve Collection. Electronic reserve services are also available for some courses from the student intranet. Materials not held by the University Library may be available through interlibrary loan and document delivery services, and by accessing other libraries through reciprocal borrowing arrangements.

Information Services

Librarians are available at the Information Desk to answer general enquiries, and to provide expert assistance in finding information and using the Library's collections.

Copying and Scanning Centre

Text and image scanning, binding, laminating, colour and black and white photocopying, transparencies, zip drive hire and network printing are all fee-based services available in the Library. The photocopiers and network printers require the use of a copy card, which is available for purchase from a vending machine in the photocopying room adjacent to the Reserve Collection in the Library.

Adaptive Technologies Centre

Computers, software, scanner and other equipment and services are available for people with disabilities. For more information about the Adaptive Technologies Centre, contact the Information Desk.

Acceptable Use

Conditions and examples of acceptable use are posted in the Library building and are included in the student guides to the Library. Students should ensure that their behaviour is in accordance with the University's Student Conduct and Discipline Statute and the posted Acceptable Use of the Library conditions. Failure to abide by the policies may mean the denial of services.

Student Affairs

Student Affairs includes Student Administration, International Office (full fee paying award courses, study abroad, student exchange administration and support), Student Services (Counselling, Careers, Learning Skills, Indigenous and disability services and management of the Peer Adviser and Student Mentor programs which are funded by the Student Guild). Student Affairs also has responsibility for student equity matters.

Student Administration

Location:
Building D - Arts & Social Sciences, Ground Floor
Telephone:+61 7 5430 2890
Facsimile:+61 7 5430 2882
Email:Studentadministration@usc.edu.au

Student Administration is one of the central enquiry areas for students of the University and provides assistance in the following services:

Enrolment

Student Administration can assist students with all functions relating to enrolment including:

- Changes to course enrolment
- Re-enrolment
- Leave of absence
- Internal program transfers
- Credit transfer
- Courses on offer
- Advice regarding cut-off dates
- Confirmations of enrolment

SOLAR

Students can enrol and manage their personal details online using SOLAR (Student Online Access and Registration). SOLAR can be viewed at http://solar.usc.edu.au. Students are provided with a login in their letter of offer which gives them access to SOLAR. Assistance is available by ringing or emailing Student Administration.

HECS and Fees

All enquiries regarding the Higher Education Contribution Scheme (HECS) and fees can be directed to Student Administration, including:

- HECS/fees liability
- Options for HECS payment
- Due dates

Postgraduate Education Loans Scheme (PELS)

PELS is an interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). PELS enables eligible students to obtain a loan from the Commonwealth Government to pay all or part of their tuition fees incurred from 2002 onwards. It is available for both commencing and continuing students. The Commonwealth pays the amount of the loan directly to the student's institution. Students repay their loan through the taxation system once their income reaches the minimum threshold for compulsory repayment.

PELS is administered under the Higher Education Funding Act 1988 by the Department of Education, Science and Training (DEST), the Australian Taxation Office, and higher education institutions.

Further information about PELS can be obtained by contacting DEST by email: hecs@dest.gov.au, phoning the HECS Enquiry Line 1800 020 108 or at the website: http://www.hecs.gov.au/pels.htm. Application forms may be obtained from Student Administration.

Examinations and Results

Student Administration coordinates activities associated with centrally scheduled end of semester examinations, and releases final results to students each semester. Official statements of academic record may also be requested at Student Administration.

Graduation

Each semester, Student Administration identifies those students who are eligible to graduate, and advises students accordingly. A graduation ceremony is held each year, usually in April, where all eligible students are presented with their degree.

Regular Advice

Student Administration regularly sends advice to students via mail or email, regarding changes to policy, deadlines and important dates. Students are encouraged to read their email regularly and maintain their address details with Student Administration to ensure all written advice is received.

Student Administration is committed to providing a quality service which responds to the needs of students. Office hours are 9:00am to 5:00pm (Monday, Tuesday and Thursday); 9:00am to 6:00pm (Wednesday) (teaching weeks only) and 9:30am to 5:00pm (Friday).

International Office

Location:
International Office, Building D - Arts & Social Sciences, Ground Floor
Telephone:+ 61 7 5430 1156
Facsimile:+ 61 7 5430 2882
International undergraduate and postgraduate award programs
Email: International@usc.edu.au
Study Abroad and Exchange
Email: abroad@usc.edu.au

The International Office is responsible for admission and support of overseas undergraduate and postgraduate award students, overseas study abroad students and inbound and outbound exchange students.

The International Office is the information hub for international students who wish to apply for entry to programs or to source information on programs, courses, enrolment, fees, and procedures for gaining entry. Staff offer ongoing support throughout the student's studies. Further information on programs is available by emailing the International Office.

Pre-departure Services

The International Office staff provide pre-departure assistance including:

- processing application for entry
- arranging Overseas Student Health Cover
- issuing confirmation of enrolment for visa purposes
- providing Pre-Departure Guides to students who have been offered a place, which contain information on visa and passport matters, accommodation options, what to bring, Australian currency, banking, useful web sites and more

On Arrival Services

The International Office offers on arrival services to new students including:

- arranging airport pick-up and transfer to accommodation
- finding initial temporary accommodation
- providing a Welcome Pack containing local maps, bus timetables, student discount vouchers, and other useful information about living on the Sunshine Coast

Orientation Program

Upon arrival students attend the International Student Orientation program which addresses essential academic and University matters such as finalising enrolment, campus tours, timetabling and other academic issues. It also includes social activities such as a shopping trip, welcome lunch and welcome dinner.

Ongoing Support Services

The International Office staff provide ongoing support throughout the student's stay with the University and is the place to seek advice, information and direction about any issues that may concern you whether they are personal, academic or administrative. Regular activities, get-togethers and functions are also arranged which provide opportunities to get to know staff and other students.

Study Abroad

Study Abroad is an opportunity for overseas students to earn credit towards their home degree while living and studying in Australia. International students can join the study abroad program for one or two semesters, or for a four-week intensive 'Australian focussed' Summer Abroad program, and at the same time provides an

opportunity get to know a different culture and make long lasting Australian friendships.

Internships in selected fields are available to students undertaking semester-long programs, however, arrangements will need to be made well in advance, as these opportunities are limited.

International Exchange

University of the Sunshine Coast students are encouraged to take up opportunities to study overseas in the International exchange student program. The University is developing links with other higher education institutions and currently has formal agreements in place in England, Finland, Canada, France and the United States. For students at the institutions listed below, exchange opportunities exist to come to the University of the Sunshine Coast and they should contact the relevant authorities within their institution. To find out more about these institutions and the courses available, visit their websites:

- University of Lincoln (UK) at www.lincoln.ac.uk
- Jyvaskyla Polytechnic (Finland) at www.jypoly.fi
- State University of New York - Cortland (USA) at www.cortland.edu
- Francis Marion University (USA) at www.fmarion.edu
- New Mexico State University (USA) at www.nmsu.edu
- University of North Dakota (USA) at www.und.edu
- University of Northern British Columbia (Canada) at www.unbc.ca
- INSEEC Graduate School of Business (France) at www.inseec-france.com

University of the Sunshine Coast students are also eligible to apply for the Queensland Government South Carolina Tourism Exchange program.

Students undertaking language courses at University of the Sunshine Coast may also apply for the following:

INT280 In-Country Indonesian Studies

(Offered Sem 1 & 2, 2002)

(Prerequisite: INT100 plus INT111 plus INT210 plus INT211 or equivalent)

This intensive language and culture course is undertaken at the Universita Gadjah Mada in Yogyakarta, in Indonesia. These students of Indonesian language and culture gain formal instruction alongside intensive first-hand experience in the language, community and culture of Indonesia. Class contact time in Indonesia is the same as on campus at University of the Sunshine Coast, but there are considerable other cultural/intercultural and life experience benefits. Quota applies.

For more information contact: Mr Phillip Mahnken, phone: + 61 7 5430 1254.

INT281 In-Country Indonesian Studies

(Offered Sem 1 & 2, 2002)

(Prerequisite: INT100 plus INT111 plus INT210 plus INT211 or equivalent)

This intensive Indonesian language and culture course is the second of two courses which can be undertaken at the Universita Gadjah Mada in Yogyakarta, Indonesia. Students gain formal instruction alongside intensive first-hand experience in the language, community and culture of Indonesia. Class contact time in Indonesia is the same as on campus at University of the Sunshine Coast, but there are considerable other cultural/intercultural and life experience benefits. Quota applies.

For more information contact: Mr Phillip Mahnken, phone: + 61 7 5430 1254.

INT290 In-Country Japanese Studies A

(Offered Sem 1 & 2, 2002)

(Prerequisite: INT120 plus INT121 or equivalent)

This intensive language and culture course is hosted by the Himeji Dokkyo and the Nagoya University of Foreign Studies. Class contact time is the same as on campus at University of the Sunshine Coast, but the cultural/intercultural and life experience benefits include a fluency and familiarity with Japanese culture. The course allows students of Japanese language and culture to gain formal instruction alongside intensive first-hand experience in the language, community and cultures of Japan. Quota applies.

For more information contact: Mr Phillip Mahnken, phone: + 61 7 5430 1254.

INT291 In-Country Japanese Studies B

(Offered Sem 1 & 2, 2002)

(Prerequisite: INT120 plus INT121 or equivalent)

Hosted by the Himeji Dokkyo and the Nagoya University of Foreign Studies, this is the second of two intensive Japanese language and culture courses. The course allows students of Japanese language and culture to gain formal instruction alongside intensive first-hand experience in the speech, community and cultures of Japan. Class contact time is the same as on campus at University of the Sunshine Coast, but the cultural/intercultural and life experience benefits include a fluency and familiarity with Japanese culture. Quota applies.

For more information contact: Mr Phillip Mahnken, phone: + 61 7 5430 1254.

An exchange agreement is being developed with Italy's Università degli Studi di Urbino for two Italian language students for one semester. For more information contact: Ms Francesca Laura, phone: + 61 7 5430 1185.

All exchange agreements are based on waiver of tuition fees by the host institution. Other costs such as university fees (eg General Services Fee), airfares, accommodation, meals, personal expenses, books, transportation, and so on are the student's responsibility. A HECS liability is incurred for the period of the exchange.

Courses taken at the overseas institution will count towards the student's program at University of the Sunshine Coast.

Information about minimum eligibility requirements and application procedures is available from the Study Abroad Officer in the International Office.

Student Services

Location: Building D - Arts & Social Sciences, Ground Floor
Telephone: +61 7 5430 1226
Facsimile: +61 7 5430 2883
Email: studentservices@usc.edu.au

Student Services provides a number of support services to students currently enrolled at University of the Sunshine Coast. The services are listed below.

The Student Services Office hours are between 9:00am and 5:00pm, Monday, Tuesday, Wednesday and Friday and from 10:00am to 5:00pm on Thursday.

Careers and Employment Services

A Careers Area has been established to provide a range of self-help and online support services to maximise and promote the career development and employment opportunities of current students and graduates.

The Careers Officer will be available to current USC students and graduates for consultations during drop-in time (noon to 1:00pm) every day throughout the year in DG 49. This will involve the provision of quick and timely careers related advice and assistance in using the online and print resources.

Career Information On-line

'Careerhub' (on-line, computer accessed information service) will be the central point for the dissemination of careers and employment related information. 'Careerhub' is located in the Careers Area and can provide students and graduates with:

- current graduate, vacation and part-time employment vacancies
- upcoming career seminars, employer visits and events
- career-related articles, handouts and links
- graduate destination information

Students will need to register on-line to obtain access to 'Careerhub'. To obtain a fact sheet outlining the 'Careerhub' registration process visit Student Services.

Careers Area

Students are encouraged to visit the Careers Area located in Building D, Ground Floor, Room 49 (Arts and Social Sciences Building). The area includes:

- computer kiosks for assistance in accessing Careerhub
- handouts covering a range of career-related issues
- industry and occupational publications
- folders containing job samples (by program)
- information on graduate destinations, professional associations, overseas employment and postgraduate study

Counselling Services

Student Services provides a free, voluntary and confidential counselling service for students and staff of the University. Counsellors are qualified psychologists and are registered with the Psychologists Board of Queensland.

Counselling sessions are for fifty minutes and are normally by appointment.

Drop-In time between the hours of noon and 1:00pm exists for students to visit without an appointment for short consultations with staff. These appointments are for a maximum of 15 minutes. A short wait may result at particular times during the semester.

Counsellors provide assistance for individuals across a range of emotional and psychological issues including:

- grief and bereavement issues
- adjustment to university life (eg, experiencing difficulty in coping with personal/emotional problems)
- study-related issues (eg, feeling overwhelmed by the demands of tertiary study)
- anxiety, stress, and depression
- relationship difficulties
- coping with home sickness and loneliness
- crisis management
- post-trauma recovery

Disability Services

Support services are available for students with a temporary or permanent disability. Students may access the Disability Services Officer on a drop-in basis from Monday to Thursday.

Prospective students may contact the Disability Services Officer on + 61 7 5430 1224 to discuss their specific support needs taking into account the nature of their disability and their academic aspirations.

The Disability Services Officer will assess the needs of commencing students with a disability who indicate that they require support and provide or arrange for the following services:

- liaison with Faculty staff
- guidance and advice in cases of direct or indirect discrimination
- provision of note takers, signers or readers
- assistive technology access, training and support
- alternative print sources
- referral to other services (counselling, learning skills support etc)
- variations to assessment and special examinations
- equipment loans

Adaptive Technologies Centre

Computers, software, scanner and other equipment and services are available for people with disabilities. For more information about the Adaptive Technologies Centre, contact the Information Desk.

Indigenous Student Access, Support and Community Liaison

Indigenous student access and support, liaison with the local Indigenous community and coordination of the Aboriginal Tutorial Assistance Scheme (ATAS) which provides extra tuition by qualified tutors for indigenous students, is the responsibility of the Indigenous Officer. An Indigenous Centre is available for use by students and is equipped for both relaxation and study. The Indigenous Officer can be contacted on + 61 7 5459 4439 or through Student Services on + 61 7 5430 1226 and is available on a drop-in basis Monday to Friday during office hours.

Language and Learning Services

The Learning Skills Officer offers a range of services to assist students to become more effective learners. Individual and group sessions are available on various topics. These may include:

- effective reading
- assignment writing
- exam preparation
- referencing
- critical thinking
- grammar and punctuation basics
- group work
- oral presentations

Academic Skills Workshops run throughout the year. A semester schedule of workshops is available from Student Services.

Students will normally make an appointment to access learning services staff although a drop-in time between noon and 1:00pm is available each day of the week for 15-minute consultations.

English as a second language skills assistance (for resident and international students of non-English speaking backgrounds) is available and may be accessed through Student Services.

Peer Adviser Program

The Peer Adviser Program is funded by the Student Guild and is managed by Student Services. Peer Advisers are advanced level students from various fields of study, trained to assist fellow students with:

- getting started - where to start with essays, reports, assignments, etc
- writing skills such as developing an argument, structuring an essay and the use of relevant supporting evidence
- time management skills
- general study skills
- referencing
- expression and grammar

Appointments for a 45-minute free session with a Peer Adviser can be made by contacting Student Services and a drop- in time between noon and 1:00pm is available each day of the week for 15-minute consultations.

Special Arrangement Examinations

Applications for special arrangements may be made to Student Services Counsellors or the Disability Services Officer, should a student require variation to the length or location of an exam or the equipment provided in an exam due to temporary or permanent disability or a personal crisis. Students who meet the Commonwealth definition of non-English speaking background may have a standard extra 15 minutes per hour of exam and may be able to take a bilingual dictionary into an exam.

Student Equity

The University is committed to encouraging access to, and successful completion of, University courses by those groups identified by the Commonwealth Department of Employment, Science and Training (DEST) as having lower than average access, participation or completion rates. These groups include:

- People with disabilities
- People whose first language is other than English
- People from rural or isolated locations
- People with low family incomes
- Women entering programs where participation has traditionally been low - such as some science or information technology programs

Programs such as bridging and enabling courses, cultural diversity programs and disability support are offered to address identified equity issues. Information about equity programs may be obtained from Student Services on + 61 7 5430 1226.

Student Loan Scheme

The Student Loan Scheme provides short term financial assistance to help students meet some of the costs involved in studying at university. This could include bond assistance, purchase of text books or study materials. The Loan Scheme is not available for payment of HECS or Library fines.

Emergency Loans will be:

- up to AUD$50 in cash (with the approval of Finance)
- available after a minimum of 24 hours
- interest free for three months

Other Loans:

- up to AUD$500 maximum and cheque(s) will be made out to the third party: for example - the Bookshop, Bond Authority, etc.
- require up to seven working days for approval and processing
- accrue interest at market rate after three months of loan activation

Only students who have permanent Australian residency status are eligible to apply. All loans must be repaid by the end of Study Week in each semester. Criteria for assessment information and loan application forms can be collected from Student Services.

Student Mentor Program

The Student Mentor Program is funded by the Student Guild and managed by Student Services. The aim of the Mentor Program is to provide a friendly and supportive environment that assists new students to adjust to University by linking them with experienced students. Mentors assist students by answering general questions about the University, referring them to the appropriate support services on campus and by providing information about Student Services, Student Administration and the Library facilities.

The Mentor Program is conducted over a number of weeks and begins with a tour of campus, followed by opportunities to meet other students in the program. Benefits of the program include opportunities to develop a network of friends and acquaintances on campus and meet people with whom to discuss lectures, tutorials, assignments and Faculty expectations.

Variations to Assessment

Applications for extensions to assignments, special examinations or special consideration (where a student believes an illness or personal crisis may have affected their performance in a course and wishes to have this taken into consideration in their final grade) will normally be made to the faculty.

If the reason for seeking a variation to assessment is of a confidential nature, the student may contact Student Services counselling staff who can recommend a variation to the Faculty. If the reason relates to a disability, the student may see the Disability Services Officer who can recommend a variation to the Faculty.

Accommodation Register

The Off-Campus Accommodation Register is a free service provided by Student Services. The Register provides a resource for students and staff who are seeking accommodation in the local area.

The University does not act as an agent for either the accommodation seeker or provider, and does not screen individual listings in the register. It is the responsibility of the accommodation seeker to contact the provider and determine the suitability of the accommodation for their individual needs. The University accepts no responsibility for any accommodation arrangements made as a result of the use of information contained in the register. The listings in the register are updated at regular intervals to keep the register as current as possible.

Car Pooling

Students who have their own transport to university may like to reduce their travelling expenses by car pooling with other students living in their area. Similarly, students without transport may wish to organise a lift with another student and contribute to the weekly petrol costs. Interested students can add their name to the Car Pooling List located in the reception area of Student Services. Students are required to use the contact details provided to negotiate their own car-pooling arrangements.

Student Guild

General Services Fee*

All students are required to pay the General Services Fee (GSF) per semester. The fees, less a $AUD15 pa access levy and a 5% administrative fee charged by the University, are transferred to the Student Guild to provide services and amenities to the students. Payment of the GSF automatically entitles students to membership of the Student Guild.

The Student Guild is a separate (statutory incorporated) entity to the University, and is coordinated by the Board of Directors, all of whom are students of the University elected by their peers.

Services in 2002

- Full funding of the Student Mentor Program
- GP service on campus three days per week
- Full funding of the Peer Adviser program
- Free accident insurance
- Legal referrals
- Emergency accommodation referrals
- Emergency loans
- Free student diary
- Establishment of the Capital Works program
- Advocacy and representation on campus
- Access to intervarsity sporting competitions
- Resource centre (information and referrals)
- Guild shop including second-hand text books

- Discount cards
- Email bulletins
- Cheap tea, coffee and hot chocolate
- Fax/printing/scanning services
- Representation with national bodies eg National Union of Students (NUS)
- Sponsored entertainment nights around the Coast
- Clubs and societies

Where to Find USC Student Guild

The Student Guild is located in the demountable building (with the sail awning in the front), across from the library and next to the beach volleyball court. Office hours are 8:00am to 5:00pm, Monday to Friday.

Conscientious Objection

There is provision in the Guild's Constitution for Conscientious Objection to membership of the Student Guild. If a student's religious, ethical or other beliefs conflict with Guild membership, that person can apply in writing to the Board of Directors at the Student Guild for exemption. The student then forfeits all rights as a member of the Guild. Please note: payment of the GSF is still required, however it will be redirected to University administration.

- Please refer to Fees for further information on GSF.

Facilities

The Facilities office oversees the physical facilities of the University, including buildings and grounds, roads, parking, first aid, sports facilities, security, maintenance, hire of facilities and the academic timetable. For further information please contact Facilities on + 61 7 5430 1195.

Lecture Theatres

There are five air-conditioned lecture theatres on campus, with a seating capacity ranging from 45 - 300. All lecture theatres are outfitted with ultra modern sound and audio visual equipment.

Tutorial Rooms

The University has 22 tutorial rooms that can accommodate between 16 and 50 people. All are equipped with Overhead Projectors, screens and white boards. Most have TV/VCR.

Computer Laboratories

There are 11 computer laboratories with a seating capacity ranging from 18 - 25, all of which are equipped with up-to-date technology including Internet access. Dedicated MacIntosh laboratories are available for computer-based art and design students.

Science Laboratories

The two Science Laboratories accommodate up to 45 people each and are fitted with up-to-date equipment, including advanced sports testing equipment.

Events and Catering

Events and Catering service a wide range of functions on campus. Together the Brasserie and Function Hall can accommodate between 300 - 500 people, depending on the type of function required. For smaller functions, the rooms can be hired as separate venues.

The new Innovation Centre Auditorium has a 2,000 seat capacity, making it ideal for all types of events and functions. Bookings can be made through Events and Catering on + 61 7 5430 1195.

The Athletics Track

The athletics track is IAAF (International Amateur Athletic Federation) approved, with international standard synthetic running surface, provisions for disabled events and AIS (Australian Institute of Sport) approved hammer throw cage. The complex also includes provisions for pole vault, javelin, long and triple jump, hammer throw and steeple chase. The athletics track is home to University of the Sunshine Coast Athletics Club.

Multi-purpose Playing Field

The multi-purpose playing field is used for soccer, touch football, rugby league, rugby union and other special events. The multi-purpose playing field is home to the University Barbarians Rugby Union team.

University Club

The University Club is an informal social venue, which is home to a number of University social and sporting clubs. Sports testing is also housed in this facility with room available for small functions, circuit training and teaching space.

Innovation Centre

The University's Innovation Centre contains a 2,000 seat auditorium, café, English Language Centre and Business Incubator.

Food

Food is available for purchase from several areas on campus. The Brasserie (located in the Science Building, Building I) has hot and cold food and drinks, with indoor and outdoor eating areas. Café La Tin (located next to Student Guild) and Detroits (located in the Innovation Centre) sell fast food, snacks and refreshments. Student Guild also has a selection of food and drinks available, and there are a variety of vending machines located around the campus.

University Gallery and Art Collection

University of the Sunshine Coast Gallery hosts a range of exhibitions throughout the academic year. The exhibitions encompass a variety of media, such as digital art, painting, drawing, graphic design, illustration and installation, by a range of artists which may include nationally and internationally renowned artists, regional practitioners and displays by University art and design students. Associated with the exhibitions there are various activities including educational talks, workshops and exhibition openings.

Staff, students and members of the public are welcome to view the free exhibitions.

The University is also establishing a collection of contemporary Australian art. Many of these works can be viewed on the walls of the Library and within buildings throughout the University campus. For further information and exhibition program view the Gallery page on the University website or contact the Gallery Curator on + 61 7 5430 1259 or by email: lchandle@usc.edu.au.

Other Facilities

A Co-op Bookshop, and offices for University for the Third Age (U3A) and Open Learning are also on campus.

Foundation

The Foundation has been established to assist the University in its growth and development. An important role of the Foundation is to build strong relationships with the community, invite support to priority areas, and report on the progress of this support and its impact on the University's development.

In seeking support for priority areas the Foundation works closely with the community. "The Friends of the University" is a program that allows those interested in the community to learn more about the University and how they can help with the development of areas such as scholarships for students, teaching and research programs, the art gallery program, campus enhancement activities, library resources, etc.

All funds raised by the Foundation are dedicated to the University's development as an institution of national and international standing and its pursuit of excellence in teaching, research and scholarship.

Monetary or others gifts to the University are generally allowable for deductions for Australian income tax purposes. Donors should, however, seek independent advice from their legal and/or taxation adviser.

Those interested in learning more about the Foundation and becoming involved with the growth of the University, can contact the Foundation on:

Executive Officer, University Foundation
Reply Paid Permit No. 63469
University of the Sunshine Coast
MAROOCHYDORE DC QLD 4558
Phone: + 61 7 5459 4418
Fax: + 61 7 5459 4403
Email: foundation@usc.edu.au

Alumni

The word 'alumni' refers to a group of past students and graduates from a school or university. Graduates of University of the Sunshine Coast automatically become members of the University's Alumni. There is no cost and they are entitled to a number of benefits.

The first graduation ceremony at the University was held in 1999. There are now over 750 graduates who make up the alumni of the University.

The Foundation is responsible for coordinating the University's Alumni Relations Program. The Foundation maintains links with graduates to update them on the activities of the University and allow them to maintain their links to the University as well as each other.

Alumni, their family and friends are welcome to visit the campus, receive the quarterly newsletter, Community, as well as take part in other University activities.

For further information please contact:

Executive Officer, University Foundation
Reply Paid Permit No. 63469
University of the Sunshine Coast
MAROOCHYDORE DC QLD 4558
Phone: + 61 7 5459 4418
Fax: + 61 7 5459 4403
Email: foundation@usc.edu.au
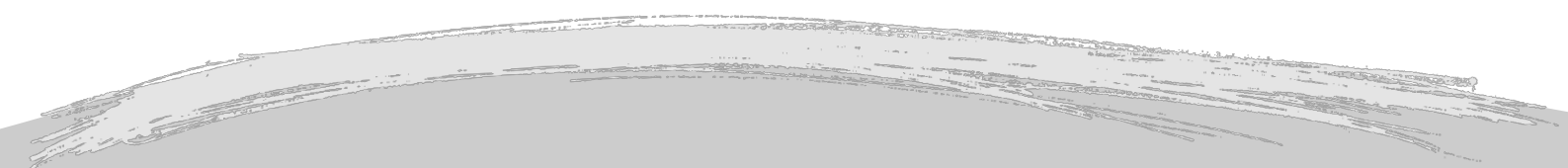
Scholarships, Bursaries and Prizes

Through the generous contribution of individual donors and community groups, the University has a range of student awards which are available based on academic merit and/or financial need.

Undergraduate

Australian Federation of University Women - QLD., INC. (AFUWQ) - Sunshine Coast Branch Bursaries

"AFUW is the voice of graduate women promoting the advancement of women worldwide and their equality of opportunity, through initiatives in education, friendship and peace."

Three bursaries valued at AUD$500 each are available, and are awarded by the AFUW to assist with education expenses. Closing date for applications is 5:00pm Friday, 1 March 2002.

Catherine King Bursary

Established in 2001 by University of the Sunshine Coast in memory of Catherine King, a second year Business student. The bursary is available to a student entering first year at the University from the Gympie region.

There is one bursary valued at AUD$1,000 (non-renewable). Closing date for applications is 5:00pm Friday, 8 February 2002.

Phoenix Award for Tertiary Achievement

The Phoenix Award for Tertiary Achievement is made to a student who entered the University as a mature-aged student to study an undergraduate program, and has shown a tenacity of purpose in completing their program whilst making a contribution to the overall life of the University or its wider community. The award is presented at the Graduation Ceremony.

The value of the Award is AUD$1,000. Closing date for applications is 5:00pm Friday, 1 March 2002.

Maroochy Shire Achievers Foundation Scholarship

This scholarship is available for the first year of enrolment only and is awarded on the basis of academic merit and participation in a designated equity group to a resident of the Maroochy Shire with at least two years' continuous residence.

HECS fees are paid for the first year (continuation into Semester 2 is subject to satisfactory progress in Semester 1). Closing date for applications is 5:00pm Friday, 8 February 2002.

U3A: Merit-based Second Year Equity Scholarships

University of the Third Age (U3A) has allocated Merit-based Second Year Equity Scholarships to University of the Sunshine Coast for 2002. Scholarships are to be awarded to students in each of the three Faculties for a period of one year.

Three scholarships of AUD$750 each (non-renewable) are available to one student from each faculty. Closing date for applications is 5:00pm Friday, 8 February 2002.

Zonta of Nambour Study Bursary

Zonta International is a worldwide service organisation of female executives in business and the professions working to improve the legal, political, economic, health, educational and professional status of women.

The purpose of this bursary is to offer encouragement and financial assistance to women over 25 returning to study after a break who live in the Maroochy Shire. There are two bursaries, one of AUD$500 and one of AUD$300 (non-renewable). Closing date for application is 5:00pm Thursday, 21 February 2002.

Zonta Club of Noosa: Women in Science Bursary

One of Zonta International's initiatives specifically focuses upon working toward a sustainable environment. In keeping with this initiative, the Zonta Club of Noosa's "Women in Science" Bursary is awarded annually to a woman over 21 or living independently from her parents, studying Science at University of the Sunshine Coast and preferably a resident of the Noosa Shire.

The recipient must have successfully completed at least her first year of study and receive her main source of income from Austudy or equivalent or a Centrelink pension or be prevented from continuing study due to financial hardship.

The bursary is valued at AUD$1,000 (non-renewable), and is paid in two instalments. The closing date is 5:00pm Monday, 4 February 2002.

Postgraduate

Rotary Scholarship

The Rotary Scholarship program is supported by Rotary clubs of the Sunshine Coast region. They are awarded to one postgraduate student in each of the Faculty of Arts and Social Sciences, Business, and Science. The Scholarship will be made available annually to the most meritorious students who have completed their undergraduate degree at the University and who enrol in postgraduate studies at the Masters Degree or Doctoral levels.

The scholarships are valued at AUD$1,000 each.

For further information or an application form for Undergraduate or Postgraduate Awards, please contact Student Services, Building D - Arts & Social Sciences, Ground Floor, Telephone: +61 7 5430 1226, Facsimile: +61 7 5430 2883, Email: studentservices@usc.edu.au.

Faculty of Business

A number of prizes are awarded on the basis of academic merit to students of the Faculty of Business. Information on these prizes can be obtained from the Faculty.

Barbacan Prize - Financial Plan Development, Consulting and Negotiation

To the student who obtains highest mark in Financial Plan Development, Consulting and Negotiation. Valued at AUD$400.

Barbacan Prize - Taxation Planning & Estate Planning

To the student who obtains highest mark in Taxation Planning & Estate Planning. Valued at AUD$200.

Barbacan Prize - Superannuation and Retirement Planning

To the student who obtains highest mark in Superannuation and Retirement Planning. Valued at AUD$200.

IMC Prize

To a part-time student who successfully completes the first year of a business degree and attains highest performance overall. Valued at AUD$200.

Judy Henzell Bursary

To a first year undergraduate student studying a Bachelor of Business degree who has performed well in first semester and demonstrates financial need. Preference will be given to full-time students living in the Caloundra City area. Valued at AUD$500.

Kimball Wood Prize

To the student who obtains highest mark in Business Law and Ethics course. Valued at AUD$400.

Love & Partners Introductory Accounting Prize

To the student who obtains highest mark in Introductory Accounting course. Valued at AUD$500.

Mary Barrett Scholarship in Business

Established in 2001 by Dr Mary Barrett, a former staff member at the University. The Scholarship will be awarded to a student of the University of the Sunshine Coast on the basis that the recipient:

- Is enrolled full-time in a business degree,
- Has successfully completed at least the first year of an undergraduate program in the Faculty of Business,
- Receives as his or her main source of income in the form of Austudy or equivalent, or another Centrelink pension, or may be prevented from continuing study due to financial hardship,
- Has a high grade point average in the first year of an undergraduate business program, and
- Demonstrates leadership through academic, extra-curricular or community activities or some combination of these.

Value of the scholarship is AUD$1,000 (non-renewable). Applications close 5:00pm Friday, 1 March, 2002.

Rod and Jan Forrester Scholarship

The scholarship is offered annually to a Year 12 graduate from a secondary school in the shires of Maroochy, Noosa or the City of Caloundra who enters an undergraduate program in the Faculty of Business. The scholarship will be awarded on the basis of high academic standard and financial need.

The value of the scholarship is AUD$3,500 (non-renewable).

Taxation Institute of Australia Prize

To the student who obtains highest mark in Taxation Law and Practice. Valued at AUD$200 plus one year subscription to the Institute's journal.

Tim and Gina Fairfax Scholarship in Regional Development

The scholarship is offered to a full-time candidate for the award of the degree of Doctor of Philosophy in the Faculty of Business, with research interests in Regional Development.

The value of the scholarship is AUD$20,000 per annum, and may be renewed to a maximum of three years, subject to satisfactory progress.

War Widows Guild Prize for Business

For a second year student enrolled in the Bachelor of Business, a resident of Maroochy Shire, aged up to 25 years (for year ending 31 December) and who attains the highest results. An AUD$500 open order is available from the Co-Op Book Shop.

For further information on the Faculty of Business Student Awards, please contact Robin Menzel, Faculty Administrator, Faculty of Business (Building K, first floor). Telephone: + 61 7 5430 1250; Facsimile: + 61 7 5430 1231 or email: rmenzel@usc.edu.au.

For an application form for the Faculty of Business Student Awards, please contact Student Services, Building D - Arts & Social Sciences, Ground Floor, Telephone: +61 7 5430 1226, Facsimile: +61 7 5430 2883, Email: studentservices@usc.edu.au.

Graduation Awards for Academic Merit

Chancellor's Medal

1. The Chancellor's Medal will be awarded to the student in a degree who has made the most distinguished contribution to University life in all its facets:

    1.1   Academic performance;

    1.2   University governance;

    1.3   Community service; and

    1.4   Student welfare.

2. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University and completed the qualification within the minimum time for completion.

3. Nominations for the Chancellor's Medal may be made by any member of the University community, other than the student concerned, and forwarded to the Director, Student Affairs.

4. The recipients of the Chancellor's Medal will be determined on behalf of the University Council by a panel consisting of: the Chancellor (Chair); the Vice-Chancellor; the Deputy Vice-Chancellor and the elected student member of Council. If in any year the elected student member of Council is unable to participate in the work of the panel, the Chancellor and Vice-Chancellor will appoint another student as a replacement.

5. A notation shall be made stating the award of the Chancellor's Medal on the recipient's statement of academic record.

6. The panel reserves the right not to award the Chancellor's Medal in any year. In any year when the Chancellor's Medal is not awarded the panel will advise Council accordingly.

7. The Chancellor's Medal will normally be awarded at a Graduation Ceremony.

University Medal

1. One University Medal will be awarded in each Faculty to a graduating student in a Bachelor's degree in recognition of academic excellence.

2. For the purposes of the award of the University Medal, "academic excellence" means the achievement of the highest Grade Point Average in the Faculty (see attachment on Calculation of Grade Point Average).

3. Where two or more people achieve the same highest Grade Point Average the recommending panel shall devise a means of identifying the most meritorious student to receive the University Medal.

4. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University and completed the degree within the minimum time for completion.

5. Where a student is enrolled in a combined degree they shall be, if their academic record merits, considered for the award of a University Medal in both faculties but may only be awarded one University Medal.

6. Nominations for a University Medal shall be made by the relevant Boards of Examiners and forwarded to the Director, Student Affairs in order of priority.

7. The recipients of University Medals will be determined on behalf of the University Council by a panel consisting of: the Vice-Chancellor (Chair); an external member of Council (appointed by Council); and the Deputy Vice-Chancellor.

8. A notation shall be made stating the award of a University Medal on the recipient's statement of academic record.

9. The panel reserves the right not to award any or all of the University Medals in any year. In any year when a University Medal is not awarded, the panel will advise the University Council accordingly.

10. The University Medals will normally be awarded at a Graduation Ceremony.

Distinguished Academic Record

1. A Distinguished Academic Record may be awarded to any student enrolled in an undergraduate award program, other than an Honours program, in recognition of academic excellence.

2. For the purposes of the award of a Distinguished Academic Record, "academic excellence" means the achievement of a Grade Point Average of 6.5 or better (see attachment on Calculation of Grade Point Average).

3. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University.

4. For those students who have been granted advanced standing on the basis of previous studies, their performance in those previous studies will not be taken into account in determining the award of a Distinguished Academic Record.

5. The award of a Distinguished Academic Record will be made by the relevant Dean in accordance with this policy and will be advised to the Director, Student Affairs.

6. A notation shall be made stating the award of a Distinguished Academic Record will be included on the recipient's statement of academic record.

7. The award of a Distinguished Academic Record will be notified to the Academic Board as soon as is practicable.

8. A Distinguished Academic Record will be acknowledged at a Graduation Ceremony.

Dean's Commendation

1. A Dean's Commendation may be awarded to any student enrolled in an undergraduate award program, other than an Honours program, in recognition of academic excellence.

2. For the purposes of the award of a Dean's Commendation, "academic excellence" means the achievement of a Grade Point Average of 6.0 or more and less than 6.5 (see attachment on Calculation of Grade Point Average).

3. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University.

4. For those students who have been granted advanced standing on the basis of previous studies, their performance in those previous studies will not be taken into account in determining the award of a Dean's Commendation.

5. The award of a Dean's Commendation will be made by the relevant Dean in accordance with this Policy and will be advised to the Director, Student Affairs.

6. A notation stating the award of a Dean's Commendation shall be included on the recipient's statement of academic record.

7. The award of a Dean's Commendation will be notified to the Academic Board as soon as is practicable.

8. A Dean's Commendation will be acknowledged at a Graduation Ceremony.

Policy for the Award of Dean's Commendation for Masters Degrees by Coursework

1. A Dean's Commendation may be awarded to any student enrolled in a Masters degree by coursework program in recognition of academic excellence.

2. For the purposes of the award of a Dean's Commendation for a Masters Degree by Coursework, "academic excellence" means the achievement of a Grade Point Average of 6.0 or better (see attachment on Calculation of Grade Point Average).

3. To be eligible for consideration the student must have undertaken at least two-thirds of their program of study at the University.

4. For those students who have been granted advanced standing on the basis of previous studies, their performance in those previous studies will not be taken into account in determining the award of a Dean's Commendation for a Masters Degree by Coursework.

5. The award of a Dean's Commendation for a Masters Degree by Coursework will be made by the relevant Dean in accordance with this Policy and will be advised to the Director, Student Affairs.

6. A notation stating the award of a Dean's Commendation for a Masters Degree by Coursework shall be included on the recipient's statement of academic record.

7. The award of a Dean's Commendation for a Masters Degree by Coursework will be notified to the Academic Board as soon as is practicable.

8. A Dean's Commendation for a Masters Degree by Coursework will be acknowledged at a Graduation Ceremony.

Calculation of Grade Point Average

A student's program Grade Point Average (GPA) shall be calculated by the summing up of the Grade Point for each course in which the student is enrolled, other than a course in which a Pass Ungraded or Fail are the only grades available, and then dividing the sum by the total number of courses attempted.

The following conversion from grades and grading notations shall apply for the purposes of calculating the program Grade Point Average:

High Distinction (HD)	7
Distinction (DN)	6
Credit (CR)	5
Pass (PS)	4
Fail (FL)	0
Fail - Absent (FA)	0
Withdrawn - Fail (WF)	0

The following grade and grading notations shall not be included in the calculations:

Pass Ungraded (PU)

Withdrawn Without Penalty (WN)

Incomplete (IN)

Grade Pending (GP)

Special Examination (SE)

Supplementary Examination (SU)

Not Examined (NE)

Result Withheld (RW)

Exemption (EX)

Student Policies and Rules

Preliminary Rules

1. These Rules may be cited as the University of the Sunshine Coast Academic Rules.

2. These Rules are divided as follows:
   PRELIMINARY
   ADMISSION RULES
   ENROLMENT RULES
   ASSESSMENT RULES
   PROGRESSION RULES
   UNSATISFACTORY ACADEMIC PERFORMANCE AND EXCLUSION RULES

3. In these Rules, except insofar as the context or subject matter otherwise indicates or requires:

   "Academic year" means two semesters or three sessions

   "Dean" means the Dean responsible for the relevant program of study and includes a person acting, for the time being, in the position "Semester" may be taken to mean session where appropriate.

4. These Rules apply to undergraduate, honours and postgraduate coursework programs of the University only.

Admission Rules
Undergraduate Admission

1. Applicants may be considered for admission to undergraduate programs under one or more of the following categories:

   1.1 Year 12 Qualifications

   1.1.1 Applicants who have completed Queensland Year 12 and either qualified for an Overall Position (from 1992) or a Tertiary Entrance Score (prior to 1992).

   1.1.2 Applicants who have completed Queensland Year 12 but did not qualify for an Overall Position or Tertiary Entrance Score.

   1.1.3 Applicants who have completed External Senior, obtaining results in 5 subjects (or 4 subjects if 21 years or older on or before 31 December of the year in which the last relevant result was obtained).

   1.1.4 Applicants who have obtained results in one, two or three External Senior subjects and are aged 21 or over by 31 December of the year in which the last relevant results were obtained.

   1.1.5 Applicants who have completed an interstate Australian Year 12 qualification or overseas qualification comparable to completion of Queensland Year 12.

   1.2 Bridging Studies

   1.2.1 Applicants who have completed or partially completed the Certificate of Adult Tertiary Preparation with results in a minimum of two subjects.

   1.2.2 Applicants who have completed or partially completed other approved Bridging programs.

   1.3 Tertiary Study
   Applicants who have completed or partially completed recognised tertiary study at an approved institution.

   1.4 Alternative Entry qualifications

   1.4.1 Applicants who possess professional qualifications.

   1.4.2 Applicants who can demonstrate paid vocational experience.

   1.4.3 Applicants who submit a personal competencies statement based on life experience and which addresses specific criteria.

   1.4.4 Applicants who obtain results in the Special Tertiary Admissions Test.

2. Supplementary Admission Schemes

   Applicants allocated an Overall Position (OP) or rank based on qualifications considered in Section 1 may be eligible for further consideration of their application under one of the following schemes. These schemes may add one or more additional OPs or ranks to an OP or rank allocated for qualifications under Section 1.

   2.1 Special Consideration
   One or more additional OPs or ranks may be granted to applicants who provide a documented request for special consideration which substantiates at least a significant impact on prior educational outcomes.

2.2 Regional Preference Scheme
An addition of one OP or 2 ranks shall apply to applicants who:
- are currently undertaking full-time study; and
- reside in, or attend a school in, the Sunshine Coast region (bounded by the local government areas of Caboolture, Kilcoy, Caloundra, Maroochy, Noosa and Cooloola); and
- apply to University of the Sunshine Coast through QTAC.

3. Additional Admission Requirements

3.1 Applicants considered for admission under Section 1 must also satisfy other requirements, if any, specified in the rules of individual programs, except at the discretion of the relevant Dean.

3.2 English Proficiency
In order to be considered for admission, applicants whose first language is other than English must demonstrate a level of English proficiency deemed sufficient to successfully undertake the relevant program.

4. Appeals
Applicants may lodge a formal appeal to have the outcome of their application reviewed.

Appeals shall be submitted in writing to the Director, Student Affairs and must state the grounds for the appeal and be submitted no later than two weeks from the date of the final QTAC offer round.

5. Special Admission
In exceptional circumstances applicants who do not otherwise qualify for admission, but who are able to demonstrate other relevant qualifications or experience considered by the Dean to demonstrate an ability to successfully undertake the program may be considered for admission under this category.

Requests for special admission must be fully documented and shall be submitted in writing to the Director, Student Affairs in addition to submitting an application through QTAC.

Admission to non-award programs

6. Applications for admission to non-award programs shall be submitted in such form as the Deputy Vice-Chancellor may determine.

6.1 Admission as a Cross-Institution Student
Applicants undertaking an award program at another Commonwealth-funded tertiary institution may be considered for admission to individual courses subject to the following:
- approval being obtained from the home institution; and
- applicants satisfying any prerequisites for the specified course(s); and
- availability of places for the specified course(s).

6.2 Admission as a Visiting Student
Applicants may undertake individual courses for professional or personal development as a visiting

student. Visiting students receive normal instruction, assessment and examination results in such courses but are not registered to undertake an award program.

Applicants may be considered for admission to individual courses based on qualifications presented with an application, subject to:
- educational background or other relevant experience considered by the Dean as being suitable for the specified course(s); and
- availability of places for the specified course(s); and
- applicants whose first language is other than English demonstrating a level of English proficiency deemed sufficient to successfully undertake the specified course(s).

6.3 Admission as a Study Abroad Student
Applicants undertaking an award program at an overseas institution may be considered for admission as a Study Abroad student, subject to:
- approval being obtained from the home institution;
- applicants satisfying the minimum entry requirements;
- applicants satisfying any prerequisites for the specified courses;
- applicants enrolling on a full time basis; and
- applicants whose first language is other than English demonstrating a level of English proficiency deemed sufficient to successfully undertake the program.

Postgraduate Admission

7. Applicants will be considered for admission to postgraduate programs under one of the following categories:

7.1 Standard Entry

Applicants who meet the requirements specified in the program rules will be considered for admission under this category.

7.2 Special Admission

In exceptional circumstances applicants who do not meet the requirements specified in the program rules but who are able to demonstrate other relevant qualifications and / or professional experience may be considered for admission under this category.

Admission With Advanced Standing

8. Admission with advanced standing may be granted in recognition of prior academic work or other work identified as being of equal depth and academic rigour.

9. Application for advanced standing should be made to the Director, Student Affairs prior to enrolment but applications at other times may be considered.

10. For programs the duration of which is two years of equivalent full-time study or greater, credit may be granted to a maximum of two-thirds of the total units required for completion of the specified program at University of the Sunshine Coast.

11. For programs the duration of which is less than two years of equivalent full-time study, credit may be granted to a maximum of one half of the total units required for completion of the specified program at University of the Sunshine Coast.

12. As a general rule advanced standing will not be given for studies completed more than ten years prior to an application for advanced standing. However, where the relevant Dean judges that studies completed more than ten years prior

to an application for advanced standing are still relevant to the program for which advanced standing is being sought, then the Dean may waive the general rule.

13. The amount of prior advanced standing accepted must be confirmed by the student no later than the census date of the student's second semester of full-time enrolment or its equivalent for part-time students.

Enrolment Rules

1. A person shall be deemed to be an enrolled student following:

    1.1 an offer of admission;

    1.2 completion by the person of an appropriate enrolment form;

    1.3 authorised registration in courses;

    1.4 payment of required program fees; and

    1.5 entry of the person's name on the Roll of Students.

2. Enrolment shall be held at a time and place specified by the Deputy Vice-Chancellor.

3. A person who enrols or re-enrols after the date specified shall pay a late enrolment fee unless the late fee is waived by the Deputy Vice-Chancellor.

4. Only in exceptional circumstances, as determined by the Academic Board, may a person enrol or re-enrol more than three (3) weeks after the commencement of the semester.

5. A person shall remain an enrolled student until the date specified by the Deputy Vice-Chancellor for re-enrolment unless the person completes, withdraws from, is precluded from, or is deemed to have abandoned study in their program of study.

6. An enrolled student's enrolment shall be cancelled if the qualifications or other information on which the student's admission was based cannot be supported by documentary or other evidence when such evidence is requested.

7. A student, having met the requirements for an award of the University, shall not be permitted to enrol in the same award or any named variant of that award.

Assessment Rules
Methods of Assessment

1. The methods of assessment in a course shall be approved by the Academic Board and shall be consistent with the aims and objectives of the program in which the course is located.

2. The method, pattern and proportion of assessment for each course shall be communicated to each student in writing by the examiner for the course as part of the course outline within the first week of teaching of that course.

Grades of Results

3. The results achieved by a student in each course shall be graded as one of the following:

HIGH DISTINCTION	(HD)
DISTINCTION	(DN)
CREDIT	(CR)
PASS	(PS)
PASS UNGRADED	(PU)
FAIL	(FL)

4. Grades shall be awarded on the following basis:

    4.1 HIGH DISTINCTION - where a student achieves an exceptionally high level of performance and / or competence plus the production of original work and demonstrated awareness of all significant elements of the course.

    4.2 DISTINCTION - where a student achieves a high level of performance and / or competence plus the production of original work and demonstrated awareness of all significant elements of the course.

    4.3 CREDIT - where a student achieves a level of performance and / or competence substantially above the minimum requirements of the course.

    4.4 PASS - where a student achieves a level of performance and / or competence which satisfies the minimum requirements of the course.

    4.5 PASS UNGRADED - where a student has satisfied the minimum requirements of the course but it is not appropriate to differentiate between levels of satisfactory performance and / or competence.

    4.6 FAIL - where a student has not satisfied the minimum requirements of the course.

Grading Notations

5. There shall be the following grading notations:

WITHDRAWN WITHOUT PENALTY	(WN)
WITHDRAWN - FAIL	(WF)
FAIL - ABSENT	(FA)
INCOMPLETE	(IN)
GRADE PENDING	(GP)
SPECIAL EXAMINATION	(SE)
SUPPLEMENTARY EXAMINATION	(SU)

NOT EXAMINED	(NE)
RESULT WITHHELD	(RW)
EXEMPTION	(EX)

6. Grading notations shall be used in the following circumstances:

6.1 WITHDRAWN WITHOUT PENALTY - where a student has withdrawn from the course within the permitted time or on determination of the Dean.

6.2 WITHDRAWN-FAIL - where a student withdraws from the course after the permitted time and has not satisfied the minimum requirements of the course.

6.3 FAIL - ABSENT - used internally only, where a student has not attempted the required assessment for a course and is therefore deemed to have abandoned the course.

6.4 INCOMPLETE - where a student has been given an extension of time on compassionate or academic grounds by the relevant assessor.

6.5 GRADE PENDING - where it is not possible for a grade to be given to a student as a result of exceptional administrative circumstances on the part of the University.

6.6 SPECIAL EXAMINATION - where a student has been awarded a Special Examination on compassionate or medical grounds by the relevant assessor.

6.7 SUPPLEMENTARY EXAMINATION - where a student has marginally failed to meet the minimum requirements of the course and has shown, through results obtained in other pieces of assessment, a sufficient level of performance and/or competence to warrant setting additional assessment. The subsequent grade of result awarded after completion of a supplementary examination cannot exceed that of 'Pass'.

6.8 NOT EXAMINED - where the course extends over more than one semester and no grade has been assigned to the student during the current assessment period.

6.9 RESULT WITHHELD - where the student has outstanding fees or charges administered by the University or outstanding fees collected by the University on behalf of the Student Guild or is subject to disciplinary proceedings and the results achieved by the student are withheld pending resolution.

6.10 EXEMPTION - where the student has undertaken prior academic work which is at least equivalent in content and rigour to the course and an exemption has been approved in accordance with University policy.

7. For the purposes of Section 6 the permitted time is:

7.1 by 31 March in the case of first semester or year long courses;

7.2 by 31 August in the case of second semester courses;

7.3 by the fourth week of the third semester in the case of third semester courses; or

7.4 in the case of block release programs, having completed 20% of the prescribed course of study as specified in the approved program documentation, unless extended by the Dean by reason of exceptional circumstances.

Finalisation of Results

8. Courses which have been assigned an 'Incomplete' or 'Special Examination' or 'Supplementary Examination' or 'Grade Pending' notation are to be resolved no later than the end of the first week of the following semester otherwise they shall be converted to 'Fail'. The Academic Board may, on the recommendation of the Dean that exceptional circumstances exist, grant a specified extension of time for the finalisation of an outstanding result.

9. For students undertaking approved studies at institutions outside Australia, the relevant Dean may grant a specified extension of time for the finalisation of outstanding results and shall advise the Director, Student Affairs accordingly.

Examiners

10. Except as provided in Section 11 an examiner shall be nominated by the Vice-Chancellor for each course offered.

11. For the purposes of any research component of postgraduate programs, the committee responsible for the administration of postgraduate research students shall be the examiner.

12. In addition to any responsibilities imposed by these Rules examiners shall be responsible for:

12.1 the certification of results as correct for that particular course;

12.2 the transmission of results to the relevant Board of Examiners; and

12.3 such other matters as directed by the Academic Board or the relevant Board of Examiners.

Board of Examiners

13. A Board of Examiners shall be constituted for each program of study.

14. Each Board of Examiners shall be chaired by the relevant Dean and shall include all examiners who are responsible for a course within that program of study.

15. The Board of Examiners shall:

15.1 meet at the conclusion of each assessment period;

15.2 review and certify results lodged in each course for that assessment period;

15.3 determine the academic status of each student registered in the award;

15.4 in exceptional circumstances, and following consultation with the relevant examiner, vary the result initially lodged for the course;

15.5 recommend to the Academic Board the students who have satisfied the requirements for an award; and

15.6 advise the Director, Student Affairs of the outcome of its deliberations.

Publication

16. On receipt of the certified results the Director, Student Affairs shall release personal results to each student in a form and at a time determined by the Director, Student Affairs.

17. A course grade shall not be conveyed to a student except in writing by the Director, Student Affairs.

Appeals

18. A student may appeal to the Dean for a re-mark of an examination paper or any other component of the total assessment of a course.

19. Appeals shall be in writing, must state the grounds supporting the appeal, and be in such form as the Director, Student Affairs may determine. Applications must be submitted no later than 10 working days following the release of the relevant result.

20. Except with the permission of the relevant Dean, or as approved in outlines, students may not submit an item of work more than once for assessment.

Conferral of Awards

21. The Academic Board shall determine those students who are eligible for admission to and conferral of an award of the institution.

22. An award will not be conferred where a student has outstanding fees or charges administered by the University or outstanding fees collected by the University on behalf of the Student Guild, outstanding or overdue library items, outstanding university equipment or is subject to disciplinary proceedings.

Progression Rules
Normal Progression

1. Under normal progression a full-time student shall undertake 48 units of course work per semester as detailed in the schedule of the specific program.

2. Under normal progression a part-time student shall undertake 24 units of course work per semester as detailed in the schedule of the specific program.

3. Undergraduate students will be required to attempt all Core Courses in their first year of study or its equivalent for part-time students.

Variation of Normal Progression

4. Subject to section 5 below, permission to vary the normal pattern of progression may be granted at the discretion of the Dean.

5. A student will not be permitted to undertake course work that exceeds that for normal progression by more than one-quarter in any semester other than with the approval of the Academic Board.

Variation of Program Requirements

6. In exceptional circumstances the Dean may grant minor variation from the requirements of an accredited degree program where such variation will not compromise the academic integrity of the program.

Maximum Time for Completion

7. Unless program rules specify otherwise, students must complete the requirements for an undergraduate degree including a combined degree within a period not greater than 10 years. Periods of leave of absence shall be counted for the purposes of calculating the maximum time for completion.

8. Maximum completion times for Masters by Coursework and subsidiary programs are:

   (i) for Masters by Coursework, 6 academic years or 12 semesters. No more than 6 semesters of leave, and no more than 2 semesters of consecutive leave, may be taken;

   (ii) for Graduate Diplomas, 4 academic years or 8 semesters. No more than 4 semesters of leave, and no more than 2 semesters of consecutive leave, may be taken;

   (iii) for Graduate Certificates, 2 academic years or 4 semesters. No more than 2 semesters of leave may be taken.

   Periods of leave of absence will not be counted as part of the maximum completion time.

9. For an honours program that is normally 1 year of full-time study the maximum completion time is 2 years. Periods of leave of absence shall be counted for the purposes of calculating the maximum time for completion.

Failure

10. A student who has successfully completed more than one half of the courses undertaken in a given semester may progress to the next semester.

11. A student who fails one half or more of the courses undertaken in a given semester shall be placed on probation on the grounds of unsatisfactory academic performance in accordance with the Unsatisfactory Academic Performance and Exclusion Rules.

12. A student who fails a required course shall repeat the course when it next becomes available (and for Core Courses, within the first two years of study for full-time students or four years for part-time students) or, with the approval of the Dean, substitute another course for the failed course in accordance with the schedule of the specific program.

13. A student shall not be permitted to enrol for a course if the student has already failed that course three times unless it is a required course for the program and the student is otherwise directed.

Leave of Absence

14. Leave of absence may be granted where a student, owing to the force of circumstances, is required or finds it necessary to absent himself or herself from the program of study.

15. Leave of absence may be granted for periods of up to one academic year on the approval of the Dean. Periods of leave greater than one academic year may be granted by the Dean in exceptional and unforeseen circumstances.

16. Leave of absence will not be granted by the Dean in the first semester of the first year of a program of study, other than in exceptional and unforeseen circumstances.

17. Where leave of absence is granted after the dates specified in Assessment Rule 7, the student's results will show "Withdrawn - Fail" except where the Director, Student Affairs, on advice from the Dean, is satisfied that the circumstances merit otherwise.

18. Leave of absence will not be granted if the effect is to extend the duration of study past the maximum time available for completion.

19. A request for leave of absence must be submitted in the appropriate form to the Director, Student Affairs and shall have effect from the date of approval.

Withdrawal

20. Notification of withdrawal from a program or a course must be submitted in the appropriate form to the Director, Student Affairs and shall have effect from the date of receipt.

21. A student withdrawing from a program shall be considered as also withdrawing from all courses in which the student is registered in connection with the program.

22. A student withdrawing from all courses shall be considered as also withdrawing from the program in which the student is registered in connection with those courses.

23. A student may withdraw without failure from any or all courses by the dates specified in Assessment Rule 7.

24. A student withdrawing from any or all courses after the dates specified in Assessment Rule 7 shall be graded as "Withdrawn - Fail" in any course for which the student has not satisfied the minimum requirements except where the Director, Student Affairs, on advice from the Dean, is satisfied that the circumstances merit otherwise.

Unsatisfactory Academic Performance and Exclusion Rules

1. Probation: Students are expected to maintain a satisfactory level of performance in their studies. A student will be placed on probation on the grounds of unsatisfactory academic performance at the end of a semester if:

    1.1 the student fails for the second time a course that is required for the program in which the student is enrolled; or

    1.2 the student fails one half or more of the courses undertaken during that semester; or

    1.3 the student has not successfully completed all Core Courses by the end of second year (or equivalent position for part-time students) where applicable.

2. A student who is placed on probation will be advised accordingly in writing.

3. A student who is placed on probation is required to discuss their progress with their Program Advisor and to seek assistance to address their academic progression. Sources of assistance include Student Services, or the academic staff responsible for the program in which the student is enrolled.

4. Students on probationary enrolment are required to enrol as the Program Advisor directs. Students placed on probationary enrolment at any time during an academic year will remain on probationary enrolment for one full academic year.

5. Where a student successfully applies for leave of absence during a period of probation, the probationary period will be extended to cover the leave of absence.

6. Exclusion: A student will be excluded on the following grounds:

    6.1 if the student fails for the third time a course that is required for the program in which the student is enrolled; or

    6.2 if at the end of a period of probationary enrolment the student's academic performance remains unsatisfactory in terms of either Rules 1.2 or 1.3; or

    6.3 if the student fails to satisfy the requirements for a program within the maximum completion time permitted.

7. An exclusion under Rule 6 shall normally be for a period of one (1) academic year.

8. A period of exclusion shall commence from the end of the assessment period in which exclusion was imposed.

9. A student who has been excluded from a program shall be so advised in writing, and advised of their right of appeal. This advice shall be forwarded to the student's last known mailing address.

10. A person who has been excluded from a program shall be ineligible for admission to any award program during the period of exclusion. A person who has been excluded from a program shall be ineligible for admission to any non-award program during the period of exclusion except at the discretion of the Dean of the Faculty responsible for the award program.

11. A student who has been excluded from a program may apply for re-admission following the period of exclusion and shall not be entitled to any special priority.

12. Appeals: A student may appeal against exclusion. Appeals must be received within 10 working days of receipt of the notice of exclusion.

13. A student's appeal against exclusion must be in writing, must provide the reasons why they should not be excluded, and must include any appropriate documentary evidence. Evidence should attest to attempts made by the student to address the issue(s) which had previously impeded their performance such as lack of motivation, personal relationship or health problems, language or learning difficulties or financial hardship.

14. The Academic Board shall establish an Exclusion Appeals Committee to consider student appeals against exclusion under section 6 of these Rules.

15. The Exclusion Appeals Committee shall comprise:

    (a) A member of the Academic Board appointed by the Academic Board (Chairperson);

    (b) A member of the academic staff nominated by the Chairperson of the Academic Board;

    (c) A member of the general staff nominated by the Chairperson of the Academic Board from expressions of interest received;

    (d) The Manager, Student Services (ex officio).

16. Any member of an Exclusion Appeals Committee who was directly involved in any assessment under appeal must disclose this to the Committee and must abstain from voting in that student's case.

17. In the event that a member of the Exclusion Appeals Committee is unavailable to attend an exclusion appeal hearing, the Chairperson of the Academic Board may appoint another person to act as a member of the Committee.

18. The Exclusion Appeals Committee may call for such reports or interview such persons, including the student, as it deems necessary and shall, except as otherwise required by these Rules, determine its own procedures.

19. If invited to attend an exclusion appeal hearing, the student may be assisted or represented by a student colleague or a member of staff nominated by the student.

20. The Exclusion Appeals Committee shall determine whether a student's exclusion under Rule 6 will be upheld.

21. The Exclusion Appeals Committee shall determine any variation to these Rules in individual cases.

22. The Exclusion Appeals Committee shall report the outcomes of its deliberations to the next meeting of the Academic Board.

23. The Director, Student Affairs shall advise the student of the outcome of the student's appeal in writing. This advice will be forwarded to the student's last known mailing address.

Academic Dress Rules

Council Members and Officers of the University

Chancellor

Black pure wool gown with appropriate gold trimmings and a black velvet bonnet with gold cord tassel.

Vice-Chancellor

Black pure wool gown with appropriate silver trimmings and a black velvet bonnet with silver cord tassel.

Council Members

The academic dress appropriate to her or his degree or a black cloth gown in the style of the master's gown of the University of Cambridge with facings in Rifle Green (B.C.C. 27) and a black velvet bonnet with a cord tassel in Rifle Green (B.C.C. 27).

Yeoman Bedell

A black cloth gown in the style of the master's gown of the University of Cambridge with appropriate black ornaments and with facings in Rifle Green (B.C.C. 27) and a black cloth trencher cap with black tassel.

Honorary Awards

Doctor of the University

A silk gown in Rifle Green (B.C.C. 27) in the style of the doctor's gown of the University of Cambridge, a black velvet bonnet with a cord tassel in Rifle Green (B.C.C. 27) and a cloth Cambridge hood in Rifle Green (B.C.C. 27) fully-lined with silk.

Fellow of the University

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a full-length silk stole in Rifle Green (B.C.C. 27).

Other Awards Made Eundem Gradum or Honoris Causa

The academic dress normally associated with the academic award.

Academic Awards

Faculty Colours

For the purposes of academic dress the Faculty colours will be:

Arts and Social Sciences - Royal Blue (B.C.C. 197)

Business - Academic Green (B.C.C. 203)

Science - New Gold (B.C.C. 53)

Diplomates (Undergraduate)

A black cloth gown in the style of the bachelor's gown of the University of Cambridge and a full-length black cloth stole edged to a depth of 2.5 centimetres in silk in Rifle Green (B.C.C. 27).

Bachelor Degrees

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood lined with silk to a depth of 15 centimetres in the colour of the Faculty.

Combined Bachelor Degrees

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood lined with silk to a depth of 15 centimetres on the right side in the colour of the first-named Faculty and lined with silk to a depth of 15 centimetres on the left side in the colour of the second-named Faculty.

Bachelor (Honours) Degrees

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood lined with silk to a depth of 15 centimetres in the colour of the Faculty with a 2 centimetre strip in Black (B.C.C. 220) commencing 3 centimetres from the edge.

Graduate Certificates

A black cloth gown in the style of the bachelor's gown of the University of Cambridge and a black cloth trencher cap.

Graduate Diplomas

A black cloth gown in the style of the bachelor's gown of the University of Cambridge, a black cloth trencher cap and a full-length black cloth stole edged to a depth of 2.5 centimetres in the colour of the Faculty.

Master Degrees (Coursework Awards)

A black cloth gown in the style of the master's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood fully-lined with silk in the colour of the Faculty with a 2-centimetre strip in Black (B.C.C. 220) commencing 3 centimetres from the edge.

Master Degrees (Research Awards)

A black cloth gown in the style of the master's gown of the University of Cambridge, a black cloth trencher cap and a black cloth Oxford burgon-style hood fully-lined with silk in the colour of the Faculty.

Doctor of Business Administration

A black cloth gown in the style of the doctor's gown of the University of Cambridge, facings and sleeves in Academic Green (B.C.C. 203), a black velvet bonnet with a black cord tassel and a black cloth Cambridge hood fully-lined with silk in Academic Green (B.C.C. 203).

Doctor of Philosophy

A black cloth gown in the style of the doctor's gown of the University of Cambridge facings and sleeve linings in New Red (B.C.C. 38), a black velvet bonnet with a red cord tassel and a black cloth Cambridge hood fully-lined with silk in New Red (B.C.C. 38).

Student Conduct and Discipline Statute

Division 1: Preliminary

1. This Statute may be cited as the"Student Conduct and Discipline Statute".

2. This Statute is divided as follows:

   DIVISION 1   PRELIMINARY

   DIVISION 2   MEANING OF MISCONDUCT

   DIVISION 3   MISCONDUCT DEALT WITH SUMMARILY

   DIVISION 4   MISCONDUCT DEALT WITH BY THE VICE-CHANCELLOR

   DIVISION 5   STUDENT DISCIPLINARY APPEALS

   DIVISION 6   COURSES OF ACTION

   DIVISION 7   EXPULSION FROM THE UNIVERSITY

3. In this Statute, except insofar as the context or subject matter otherwise indicates or requires:

   "Act" means the University of the Sunshine Coast Act, 1998, as amended;

   "Dean" means the Dean responsible for the relevant program of study and includes a person acting, for the time being, in the position;

   "misconduct" has the meaning given by section 5;

   "Statute" means any statute made under the Act;

   "student" means a student who was enrolled and registered in a program of the University at the time of the alleged mis conduct;

   "University premises" includes buildings, grounds and vehicles which are under the control and management of the University and which are used for, or in connection with, the purposes of the University;

   "Vice-Chancellor" means the Vice-Chancellor of the University and includes a person acting, for the time being, in the position.

4. References in this Statute to the giving of a notice or other document to a person are references to its being -

   (a)   either served on him or her in person; or

   (b)   posted to him or her by registered post addressed to the last address known to the University as the student's place of residence, and references to the date on which notice is given shall be the date on which notice is served on the student or three (3) business days after the notice is posted to the student.

Division 2: Meaning of Misconduct

5. (1) In this Statute" misconduct" means conduct on the part of a student which unreasonably -

   (a) impairs the freedom of other persons to pursue their studies, researches, duties or lawful activities in, or to participate in the life of, the University;

   (b) disrupts the due processes of the University; or

   (c) causes damage to University property, or is otherwise detrimental to the proper order or good conduct of the University or is adverse to its academic standing or reputation.

   (2) Without limiting the generality of clause (1), a student is guilty of misconduct if the student -

   (a) wilfully disrupts or obstructs any teaching or research activity, examination, official meeting, ceremony or other proceeding of the University;

   (b) wilfully obstructs, or attempts to obstruct or deter a member of the staff of the University in the performance of that member's duties;

   (c) wilfully interferes with the freedom of movement within the University of any staff, students, guests or visitors;

   (d) wilfully interferes with the freedom of speech within the University of any staff or students or of any speakers with a legitimate invitation to speak;

   (e) wilfully, recklessly or negligently engages in conduct which results in or involves injury to any person or loss or destruction of, damage to or interference with any premises, facilities or property;

   (f) enters a part of the University premises -

      (i) to which entry is prohibited;

      (ii) to which entry is permitted only with authority; or

      (iii) remains on a part of the University premises referred to in paragraph(i) or(ii), without authority, where the student knows, or ought reasonably to know, that entry to that area is prohibited or is permitted only with authority, as the case may be;

   (g) unlawfully assaults, or attempts to assault, a person on University premises;

   (h) wilfully damages or wrongfully deals with property of the University or property of a person within University premises;

   (i) cheats, acts dishonestly or unfairly or assists another person to cheat or act dishonestly or unfairly, or attempts to do so, at or in connection with an examination, test, assignment, dissertation, thesis or other means of academic assessment conducted by or on behalf of the University;

   (j) in an attempt to gain academic credit, plagiarises the work of another;

   (k) without lawful authority, obtains access to or alters or attempts to gain access to or to alter, a document or record, kept by the University, whether kept in hard copy, electronic or other form;

   (l) knowingly makes a false representation with respect to a matter which relates to the student as a student;

   (m) without lawful authority, discloses to a person information relating to the University or its affairs which is of a confidential nature and which the student knows, or ought reasonably to know, to be confidential;

   (n) fails to comply with a reasonable direction given by a member of staff of the University who has, prior to giving the direction, identified himself or herself to the student as a member of staff;

   (o) fails to disclose his or her name and address or to produce evidence of identity where required to do so by an officer of the University who -

      (i) is making, in the course of duty, an enquiry or investigation to which the identity of the student is relevant; or

      (ii) needs to know the student's identity for the purposes of a report to be made to a superior officer;

   (p) contravenes or fails to comply with a provision of a Statute or rule of the University;

   (q) fails to comply with or observe a requirement, suspension or exclusion imposed on the student under this Statute, or a penalty(other than a fine) imposed under another Statute or rule relating to the University.

   (3) For the purposes of clause 5(2)(k), a person plagiarises the work of another if that person presents the thoughts or words of the other as being his or her own, and the word for word reproduction of a written passage of more than insignificant length, or the paraphrasing of such a passage, is evidence of plagiarism unless the source of the material is acknowledged in the work.

Division 3: Misconduct Dealt with Summarily

6. (1) Where misconduct is committed by a student in, or in connection with, an activity held within the University, whether a teaching or research activity, examination, official meeting, ceremony or other proceeding, the person with responsibility for that activity, whether or not that person is a member of staff of the University , may exclude the student from the activity being conducted for the duration of that activity.

   (2) A member of staff of the University with responsibility for the operation or management of a facility of the University, including the Library, may exclude a student from access to or use of that facility for a period not exceeding seven(7) days for misconduct arising out of the use of that facility by the student.

(3) A member of staff who excludes a student under clause 6(2) shall, as soon as possible, report the misconduct and the subsequent exclusion to the Deputy Vice-Chancellor in writing.

(4) Where a staff member identifies a student as having plagiarised the work of another, and that student has attempted to obtain academic credit for that work, the staff member shall report the plagiarism to the Dean who may do one or more of the following:

    (a) reprimand the student;

    (b) set additional academic work for assessment;

    (c) cause a 'Fail' grade to be awarded to any work associated with the plagiarism;

    (d) cause a 'Fail' grade to be awarded for the course in which the plagiarism was attempted; or

    (e) exclude the student from the course in which the plagiarism was attempted.

(5) A Dean who takes action against a student under clause 6(4) shall, as soon as possible, report the matter to the Vice-Chancellor in writing.

Division 4: Misconduct Dealt with by the Vice-Chancellor

7. Where misconduct is known by a member of staff or a student, or is suspected by a member of staff or a student on reasonable grounds to have been committed, by a student on University premises -

    (a) the member of staff(if not the Vice-Chancellor) or the student shall report the misconduct in writing to the Vice-Chancellor who shall make such enquiries into the alleged misconduct as the Vice-Chancellor thinks necessary; or

    (b) if the Vice-Chancellor - make such enquiries into the alleged misconduct as the Vice-Chancellor thinks necessary.

8. (1) The Vice-Chancellor may or, where requested to do so by the student alleged to have committed the misconduct, shall appoint a committee consisting of at least three(3) members to assist in enquiries under clause 7.

    (2) At least one(1) of the members of the committee referred to in clause 8(1) shall be a student.

9. (1) The Vice-Chancellor, or the committee appointed by the Vice-Chancellor under clause 8(1), as part of the enquiries conducted under clause 7 -

    (a) shall give the student alleged to have committed the misconduct full opportunity to explain the conduct;

    (b) may interview any other person the Vice-Chancellor or the committee, as the case may be, feels may be able to assist with the enquiries; and

    (c) shall provide the student alleged to have committed the misconduct with the opportunity to respond to any information gathered as part of enquiries conducted under clause 7.

(2) The opportunity to respond in clause 9(1)(c) shall include the opportunity to -

    (a) either in person or by his or her representative, call and examine witnesses, and to cross-examine other witnesses; and

    (b) submit, call for and / or examine documents, correspondence, written statements and other papers relevant to the alleged misconduct.

(3) The Vice-Chancellor may, if the Vice-Chancellor deems it necessary for the management and good government of the University, suspend the student alleged to have committed the misconduct for a period not exceeding seven(7) days or until the completion of the enquiries, whichever is the earlier.

10. (1) At the conclusion of the enquiries under clause 7, with or without the assistance of a committee and on the basis of the findings, the Vice-Chancellor shall take one or more of the courses of action listed in clause 16.

    (2) The Vice-Chancellor shall, within seven(7) days of taking action under clause 10(1) in respect of a student, notify that student in writing of the decision to take that action.

    (3) Where any action is taken under clause 10(1) the Vice-Chancellor shall report in writing to the Council at its next meeting detailing the reported misconduct, the enquiries made, the findings following investigation and the course or courses of action taken.

Division 5: Student Disciplinary Appeals

11. (1) A student affected by a decision of the Vice-Chancellor may appeal to the Student Disciplinary Appeals Committee against that decision or the severity of the disciplinary action taken or both the decision and the severity of the disciplinary action taken.

    (2) An appeal from a student under clause 11(1) shall be in writing, state the grounds for the appeal and be lodged with the Deputy Vice-Chancellor within fourteen(14) days after having received notification of that decision.

12. (1) The Council shall, at its first meeting each year, appoint a Student Disciplinary Appeals Committee.

    (2) A Student Disciplinary Appeals Committee shall consist of -

    (a) a Chairperson, who may or may not be a member of the Council;

    (b) a student of the University;

(c) a member of the Council, not being an official member.

(3) If a member of the Student Disciplinary Appeals Committee is involved in any matter the subject of an appeal to the Student Disciplinary Appeals Committee, that member shall not participate in the appeal as a member of the Student Disciplinary Appeals Committee.

(4) The Council may appoint a substitute member to take the place of any person excluded from participation under clause 12(3) or to fill a casual vacancy.

(5) The Chairperson and members of the Student Disciplinary Appeals Committee shall continue in office until the appointments of the next Student Disciplinary Appeals Committee, except that a Student Disciplinary Appeals Committee shall continue in office to conclude the hearing of any appeal and to give its decision notwithstanding the appointment of a new Student Disciplinary Appeals Committee.

(6) The minute secretary to Council shall act as secretary to the Appeals Committee.

13. An appeal shall be by way of a re-hearing.

14. (1) A Student Disciplinary Appeals Committee shall commence hearing an appeal not later than 28 days after the date on which the student lodges the notice of appeal.

(2) The Secretary to the Student Disciplinary Appeals Committee shall give each of the parties to the appeal not less than seven(7) days notice of the date, time and place of the hearing and the notice given to the student shall notify him or her of the provisions of clause 15.

(3) The decisions of the Student Disciplinary Appeals Committee shall be decided by a simple majority.

(4) Where, after the hearing of an appeal has begun, a member of a Student Disciplinary Appeals Committee is unable to be present for the duration of the hearing, the Chairperson shall advise the Council and a new Student Disciplinary Appeals Committee will be constituted.

(5) Where a new Student Disciplinary Appeals Committee is appointed under clause 14(4) it shall commence hearing the appeal no later than 28 days after the date on which it is appointed and shall give each of the parties to the appeal not less than seven(7) days notice of the date, time and place of the hearing.

(6) The powers of a Student Disciplinary Appeals Committee on an appeal are, as may be appropriate to the nature of the appeal, to -
(a) confirm or set aside a finding of the Vice-Chancellor; and / or
(b) confirm or set aside or vary a penalty imposed or recommended by the Vice-Chancellor.

(7) The Student Disciplinary Appeals Committee shall give written notice of its decision in respect of an appeal to the parties to the appeal within seven(7) days of that decision.

(8) Where the Student Disciplinary Appeals Committee has substituted for another course of action or confirmed a course of action that a recommendation be forwarded to the Council that a student be expelled from the University, all rights and privileges of that student as such shall be suspended until the Council gives effect to the recommendation or determines not to do so.

15. (1) The procedure of a Student Disciplinary Appeals Committee, including the order in which evidence may be called and the order in which addresses should be heard, shall be at the discretion of the Committee.

(2) A student shall be entitled to be represented before a Student Disciplinary Appeals Committee by a member of staff or by a student or by an employee of the Sunshine Coast University Student Guild.

(3) The University shall be entitled to be represented before a Student Disciplinary Appeals Committee by a member of staff of the University.

(4) During a hearing by a Student Disciplinary Appeals Committee -
(a) the student shall be entitled -
(i) subject to clause 15(6), to be present with his or her representative throughout the hearing, except when the Chairperson and members wish to confer privately among themselves or to consider their decision; and
(ii) either in person or by his or her representative to call and examine witnesses, to cross-examine other witnesses and to address the Student Disciplinary Appeals Committee;
(iii) to submit, to call for and / or to examine documents, correspondence, written statements and other papers relevant to the appeal; and
(b) the University 's representative may -
(i) call and examine witnesses, cross-examine other witnesses and address the Student Disciplinary Appeals Committee; and
(ii) submit, call for and / or examine documents, correspondence, written statements and other papers relevant to the appeal.

(5) Hearings of a Student Disciplinary Appeals Committee shall be in private.

(6) A Student Disciplinary Appeals Committee shall have full authority to keep order at its hearings and may order the removal, for unruly conduct, of a person, including the student in respect of whom the hearing is taking place or the student's representative.

(7) Where a student fails to appear at a hearing of which notice has been given in accordance with this Statute, a Student Disciplinary Appeals Committee may, at its discretion, proceed with the hearing in the student's absence or adjourn the hearing.

Division 6: Courses of Action

16. The Vice-Chancellor or a Student Disciplinary Appeals Committee shall, in relation to the student alleged to have committed the misconduct, take one or more of the following courses of action -

(a) where the allegation of misconduct is not supported by the evidence, dismiss the allegation;

(b) take no further action;

(c) caution the student;

(d) reprimand the student;

(e) require the student to attend counselling sessions for a specified period;

(f) fine the student an amount not exceeding 10 penalty units;

(g) require the student to undertake community service for a period not exceeding one hundred(100) hours;

(h) require the student to make restitution to the University or to a person for property lost, damaged or destroyed due, in whole or in part, to the conduct of the student;

(i) suspend the student from any or all teaching activities for a specified period not exceeding twenty-eight(28) days;

(j) exclude the student from the use of any or all University facilities, including the Library, for a specified period not exceeding twenty-eight(28) days;

(k) exclude the student from University premises or a specified part or parts of University premises for a specified period not exceeding twenty-eight(28) days;

(l) where the misconduct arose in connection with the assessment of the student in a course, reduce the assessment of performance of the student and substitute a lower grade;

(m) where the misconduct arose in connection with the assessment of the student in a course, cancel the assessment of the student and substitute a"Fail" grade;

(n) recommend to the Council that a degree or other award be withheld from the student;

(o) recommend to the Council that the student be expelled from the University.

Division 7: Expulsion from the University

17. A student who has been expelled from the University shall not be re-enrolled as a student except with the permission of the Council.

Student Grievance Procedure
Related Policies:

Student Grievance Policy
Student Conduct and Discipline Policy
Sexual and Gender-based Harassment Policy
Racial Discrimination and Harassment Policy

Council has approved the following definitions for the purposes of the Student Grievance Policy and the Procedure set out below.

Definitions

'Advocate': the person who supports the student complainant and acts on their behalf according to their wishes. The advocate may be a friend, family member or Student Guild representative but shall not include a legal practitioner. Staff of the University will not act as advocates for students.

'Appeal': a formal request for reconsideration of a decision under this policy and procedure, to the Student Grievance Appeals Committee.

'Complainant/s': the person or persons who make a complaint.

'Formal Complaint': a written and signed complaint describing the grievance by a student which is referred by that student, a staff member or the Student Guild, to the Deputy Vice-Chancellor.

'Grievance' means a complaint arising from:

• Academic programs (content or structure)

• Delivery of a course or whole program

• Alleged action by a University staff member or another student that, in the aggrieved student's opinion, is prejudicial to his or her welfare as a student.

• Administrative action or inaction, policy, procedure or decision

• Research degree supervision matters not provided for under the Rules for Higher Degrees by Research and Professional Doctorates.

This Procedure does not apply to grievances arising under the following Academic Rules: Admission Rules, Enrolment Rules, Assessment Rules, Progression Rules, Unsatisfactory Academic Performance and Exclusion Rules and the Rules for Higher Degrees by Research and Professional Doctorates. Separate procedures exist for allegations involving sexual harassment or racial discrimination.

'Informal Complaint': a verbal complaint describing the grievance to any staff member or Student Guild representative in which a student complainant may or may not wish to be identified.

'Investigating Officer' shall be a senior member of staff appointed by the Deputy Vice-Chancellor to investigate a formal complaint.

'Mediator': the person who assists the parties named in the complaint to resolve the grievance. The mediator remains neutral and makes no assessment of the facts or rights and wrongs of a case. A number of staff suitable to act as mediators shall be identified by the Deans of Faculties and managers of Administrative Units and shall receive training in mediation skills if required.

'Natural Justice': the 'fair hearing' rule and the 'no bias' rule: all parties must be given the opportunity to present their case, be fully informed about allegations and decisions made and have the right of representation by another person. A decision-maker in relation to the grievance should have no personal interest in the matter and should be unbiased in their decisions.

'Respondent/s': the person or persons against whom the complaint is made.

'Responsible Officer': the Dean, Course or Program Coordinator, Cost Centre Manager or Supervisor of an area.

'Victimisation': imposing unjust penalties or taking unjust detrimental action against a person.

Procedure

1. Informal procedure

    1.1 A student may make an informal complaint to any staff member of the University or representative of the Student Guild (should a staff member not wish to receive a complaint they will refer the student to a Responsible Officer in the area).

    1.2 The staff member or member of the Student Guild will refer the complaint to the Responsible Officer of the area concerned. The Responsible Officer will attempt to seek a resolution to the matter and feedback will be provided to the student complainant or the Student Guild within a reasonable period of time.

    1.3 If the matter is not resolved or requires more intensive intervention, the Responsible Officer may nominate a staff member (who has no involvement in the complaint) to act as a mediator. The mediator will assist the student complainant and the area or person against whom the complaint is directed, to reach a mutually satisfactory outcome.

    1.4 If the student is satisfied with the results of the informal procedure, the mediator will close the case with a written report to the Responsible Officer who will treat the report as confidential and keep it on file in the Cost Centre.

    1.5 If the student is not satisfied with the results of the informal procedure he or she may make a formal complaint in accordance with the following formal procedure.

    1.6 A student complainant may be accompanied by an advocate at any stage of the informal procedure.

2. Formal procedure

    2.1 A student may make a formal complaint if the student is dissatisfied with the results of the informal procedure.

    2.2 The formal complaint must be in writing, identify the complainant and the respondent/s and provide details of the nature of the complaint. The complaint will be referred to the Deputy Vice-Chancellor by the student complainant, the Guild, a staff member or a Responsible Officer. The Deputy Vice-Chancellor will appoint a senior member of staff who has had no involvement in the informal process, to investigate the complaint. The Investigating Officer will be appointed within 10 working days after receiving the formal complaint. The Director, Student Affairs or his/her nominee will assist the Deputy Vice-Chancellor and the Investigating Officer by administering the formal process.

    2.3 Should a formal complaint be made before the informal procedure is followed, the Deputy Vice-Chancellor may refer the complaint to a Responsible Officer in the relevant area to try to resolve the matter informally if possible.

    2.4 The investigator must interview the complainant and respondent/s and any other parties relevant to the complaint as soon as reasonably possible and provide a written report to the Deputy Vice-Chancellor including a recommendation on measures to be taken to resolve the grievance. The student complainant may be accompanied by an advocate during the interview.

    2.5 The Deputy Vice-Chancellor will inform the student complainant in writing of his/her decision in relation to the resolution of the grievance.

3. Student Grievance Appeals Committee

    3.1 If the student is dissatisfied with the outcome of the formal complaint they may appeal to a Student Grievance Appeals Committee consisting of an external member, a staff member nominated by the Vice-Chancellor and a representative of the Student Guild nominated by the Board. The members of the Committee shall be approved at the first meeting of Council in each year. The Director, Student Affairs or her/his nominee will act as Secretary to the Student Grievance Appeals Committee.

    3.2 No member of the Student Grievance Appeals Committee will have had any previous involvement in the informal or formal procedure in relation to the complaint. The Vice-Chancellor shall nominate an alternate in the case where an external member or staff member has had prior involvement in the procedure. The Student Guild shall nominate an alternate where their representative has had prior involvement in the procedure.

    3.3 The Student Grievance Appeals Committee will:

    • Consider all material relating to the grievance

    • Interview such parties as are relevant to the grievance (a student complainant may be accompanied by an Advocate at any such interview)

    • Determine a resolution to the complaint and advise the Vice-Chancellor in writing, and

- Make such other recommendations to the Vice-Chancellor in relation to the grievance including any remedies to be applied as it wishes.

3.4 The Vice-Chancellor will consider any recommendation of the Student Grievance Appeals Committee and take such action as is appropriate.

The University of the Sunshine Coast provides an indemnity to any staff or external member who undertakes a role for or on behalf of the University in relation to the operation of this procedure. The University accepts full and sole responsibility for all claims including the cost of defending or settling cases where, in the opinion of the Vice-Chancellor, an officer or external member has diligently and conscientiously endeavoured to carry out the duties of a role delegated under the Student Grievance Policy and this procedure.

Guidelines on Confidentiality of Student Records

The University is required to have on record a variety of factual information about students, both for internal use in connection with its academic programs and for the compilation of statistical reports to meet the requirements of external bodies such as the Department of Education, Training and Youth Affairs.

The Director, Student Affairs is the official custodian of such records and is responsible to the Vice-Chancellor for their proper maintenance and control.

Information required by outside bodies is normally of a statistical nature and does not identify individual students, eg, admission and enrolment statistics, OP Score distributions, age distributions, patterns of origin by school or residential district, full-time / part-time ratios, attrition rates, etc. However, information held about individual students may include details of a personal nature which students may quite reasonably expect the University to maintain as confidential except for legitimate internal purposes - eg, age, address, telephone number, title, medical information, references, etc.

The University has no need for and will not maintain records relating to the religious or political affiliations and activities of students except insofar as such information may be voluntarily included in correspondence from the student or in references supplied by persons at the student's request.

The University accepts that general principles of confidentiality and privacy should apply to the use or availability of its records on individual students. These imply that the University will not normally make available externally particular information on a student without specific authorisation by that student, unless it is legally required to do so. Exceptions to this policy will be restricted to situations in which the release of information is judged to be in the clear interest of the student, eg, provision of a telephone number or address to a hospital when a relative has been involved in an accident.

Information from a student's personal files will be available internally to faculties and individual staff members on the basis of a demonstrated need in connection with the academic program. Its release from the Student Administration office must be authorised by the Director, Student Affairs acting within the spirit and intent of this policy, on the understanding that staff members using the information will also adhere to its intent.

In addition to being provided at regular intervals with information on academic performance, students are entitled to have access to their personal files which will contain forms, correspondence, results statements and any other items relating to each student. Access will be available only at Student Administration and the student will be under supervision while perusing the file. The file may not be removed from the office. No student may have access to another student's personal file, or to information from such a file or computer record.

It is the responsibility of the Director, Student Affairs to provide a student with copies of his or her official University statement of academic record on request for use at the student's discretion, eg, in connection with job applications or applications for admission to another educational institution, or to forward an academic record when authorised in writing by the student to do so. Should another institution to which a student is seeking admission formally request a copy of the student's academic record, its transmission will be assumed to be authorised by the student. Official University statements of academic record may only be provided to other individuals, employers or agencies outside the University upon the written authorisation or request of the student, addressed to the Director, Student Affairs.

Fees

Higher Education Contribution Scheme (HECS)

The Higher Education Contribution Scheme, commonly referred to as HECS, is an Australian Government scheme whereby higher education students contribute to the cost of their education. All students enrolled in undergraduate programs at the University (except international full fee paying students) are liable to pay fees under HECS.

Most students can choose either to pay their HECS liability upfront (with a 25% discount) or to defer repayment of their HECS liability until their taxable income reaches a certain level. Students who are New Zealand citizens (and not also Australian citizens) and some Australian permanent residents are required to pay their HECS fees upfront without the 25% discount.

A student's HECS liability is calculated on a semester basis according to the number of courses (or equivalent) being undertaken that semester. Each course is classified into one of three bands (or groups) and the amount of HECS payable for that course depends on which band the course is classified.

In general, Arts courses are classified into Band 1, while Business and Science courses are classified into Band 2. In 2002, HECS

liability will amount to approximately AUD$449 per course in the Faculty of Arts and Social Sciences, and approximately AUD$640 per course in the Faculties of Business and Science.

Further information about HECS can be obtained from the HECS Enquiry Line 1800 020 108 or at http:\\www.hecs.gov.au.

General Services Fee

All students at the University are required to pay a General Services Fee (GSF) of AUD$105.00 (full-time) or AUD$52.50 (part-time) per semester. This money is paid to the Student Guild and is used by the Guild to provide services and amenities to students. Payment of the GSF automatically makes the student a member of the Student Guild.

Application for Refund of General Services Fee

If a student changes their courses which results in their status for the semester changing from full time to part time, takes a leave of absence, or withdraws from the University they may be entitled to a refund of the General Services Fee. The student will need to fill out a form which is available from the Student Guild, Finance or Student Administration.

NB: GSF refund applications will only be accepted within one month after the census date for the applicable semester. However, if a student believes that circumstances warrant special consideration, the student should address the Student Guild Board in writing and the letter will be tabled for discussion.

Degree Policies and Rules

Rules Governing Undergraduate Honours Degrees

Application of Rules

1. (1) These Rules shall apply to undergraduate honours degrees at the University of the Sunshine Coast.

   (2) These Rules shall not apply to degrees conferred honoris causa or ad eundum gradum.

Interpretation

2. In these rules, unless the context or subject matter otherwise indicates or requires -

   "**Dean**" means the Dean of the faculty in which the candidate is carrying out the program of study and research;

   "**degree**" means the undergraduate honours degree for which a person is, or proposes to be, a candidate;

   "**Director, Student Affairs**" means the Director, Student Affairs of the University and includes a person acting, for the time being, in the position;

   "**Faculty**" means the Faculty in which a candidate is carrying out the program of study and research;

   "**course**" means any part of the program for which a result may be recorded, other than a thesis;

   "**supervisor**" means the person appointed by the Dean, or where more than one such person is appointed, the person to whom is assigned the responsibility as principal supervisor;

   "**thesis**" means a thesis as defined by Rule 9.

The Degree

3. (1) The undergraduate honours degree shall be a graded degree awarded for a significant contribution achieved through a program of advanced study and research to any branch of learning of concern to the Faculty in which the candidate is enrolled.

   (2) The grades of the degree shall be: Class 1; Class 2, Division 1; Class 2, Division 2; and Class 3.

   (3) Class 1 will correspond to a High Distinction grade; Class 2, Division 1 will correspond to a Distinction grade; Class 2, Division 2 will correspond to a Credit grade; and Class 3 will correspond to a Pass grade.

   (4) To qualify for admission to the degree a candidate shall enrol and satisfy the requirements prescribed in these Rules.

Admission to Candidature

4. (1) An applicant for admission to candidature for the degree shall -

   (a) have satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised institution or its equivalent; and

   (b) have demonstrated a high level of achievement in the intended area of study.

   (2) An applicant shall not be admitted to candidature unless adequate supervision and resources are available. Whether these are available shall be determined by the Dean.

Enrolment

5. (1) A person shall be deemed to be an enrolled student following:

   (a) an offer of admission;

   (b) Completion of appropriate enrolment documentation;

   (c) payment of all appropriate fees and charges.

   (2) The Dean shall determine the enrolment of a candidate as either full-time or part-time.

Concurrent Enrolment

6. Except with the permission of the Dean, a candidate for the degree shall not be concurrently enrolled as a candidate for any other degree or award, whether of this or another tertiary institution.

Program of Study and Research

7. (1) A candidate shall enrol and complete to the satisfaction of the Academic Board a program of advanced study and research ("the program"). The research shall be embodied in a thesis; but such other work as may be approved by the Dean may also be submitted and considered in conjunction with this thesis.

(2) The program shall be carried out under the direction of a supervisor or supervisors appointed by the Dean.

(3) A candidate shall be required to carry out the program in the University, except as otherwise permitted by the Dean.

Thesis Topic

8. A candidate shall submit the topic of the thesis for approval by the Dean not later than six (6) months after admission to candidature. After the thesis topic has been approved it may be changed only with the further approval of the Dean.

Thesis

9. A thesis submitted for a degree shall embody the result of an investigation or design or other research undertaken by the candidate, and shall comply with the following requirements, namely -

(1) A thesis -

(a) shall be written in English or in another language approved by the Dean at the time of admission to candidature;

(b) shall be accompanied by an abstract of approximately 300 words describing its content; and

(c) shall be typed, bound or presented in the manner prescribed by the Dean and, for the copy lodged under Rule 14(2), by the University Librarian.

(2) A thesis -

(a) must consist of a candidate's own account of the research undertaken by the candidate the greater part of which must have been completed subsequent to admission to candidature for the degree. Work done conjointly with other persons may be accepted provided the Dean is satisfied on the candidate's part in the joint research; and

(b) must not contain as its main content any work or material which has previously been submitted for a University degree or other similar qualification unless the Dean otherwise permits.

Progress

10. (1) The candidate and the supervisor shall normally submit progress reports each semester to the Dean for presentation to the Board of Examiners.

(2) For the purpose of assessing a candidate's progress, the supervisor may submit reports to the Dean at any time on the candidate's progress.

(3) The Dean, after considering any reports and other evidence of unsatisfactory progress may recommend the termination or the placing of conditions on the continuation of the candidature.

(4) Before exercising the power referred to in sub-Clause(3), the Dean shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching a decision.

Examinations

11. Examinations in courses shall be conducted in accordance with the University's Assessment Rules.

Submission of Thesis for Examination

12. (1) A candidate shall submit to the Director, Student Affairs four copies of the thesis together with -

(a) a certificate signed by the candidate that the thesis complies with Rule 9(2); and

(b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis.

(2) The supervisor shall provide a report advising that the candidate has completed the program in the University, under the direction of the supervisor.

Examination of Thesis

13. (1) The Dean shall appoint at least one internal and one external examiner.

(2) The Dean shall consider the reports of examiners and any other recommendations and shall -

(a) recommend to the Board of Examiners that the candidate be admitted to the degree subject to any condition that the Dean may impose; or

(b) recommend to the Board of Examiners that the candidate not be admitted to the degree, and that the candidature be terminated; or

(c) such other action as is deemed appropriate.

(3) The candidate must have completed any courses required for the degree before the thesis is submitted.

Availability of Thesis

14. (1) The University shall be entitled to retain the submitted copies of the thesis.

(2) An electronic copy of the thesis of a candidate satisfying the requirements for the degree shall be deposited in the University Library. The electronic form of the thesis shall conform to electronic publishing standards and formats specified by the University Librarian.

(3) The copy of the thesis deposited in the University Library may be made available for loan.

(4) The Library may supply in any medium, a copy of the thesis upon request to any person or library in accordance with the Copyright Act.

Leave of Absence

15. (1) Upon request in writing by a candidate the Dean may grant to that candidate leave of absence from the program. Such leave shall be taken into account in calculating the period for completion.

    (2) On return from leave of absence, the candidate must enrol prior to submission of the thesis.

Withdrawal

16. A candidate may withdraw from the program of study by informing the Director, Student Affairs in writing and the withdrawal shall take effect from the date of receipt of such notification.

Relaxing Provision

17. In order to provide for exceptional circumstances arising in a particular case, the Academic Board, on the recommendation of the Dean, may relax any provision of these Rules.

Rules for Higher Degrees by Research and Professional Doctorates

1. Application of Rules

    1.1 These Rules shall apply to the degrees listed in Schedule A to these Rules.

    1.2 These Rules shall not apply to an honorary degree.

2. Definitions

    In these Rules:

    "Candidate" means a person as defined in Rule 4.2.4 of these Rules.

    "Candidature" means that period of time in which a person is a candidate for a degree listed in Schedule A to these Rules.

    "Committee" means the Graduate Studies Sub-committee of the Research Management Committee.

    "Confirmed candidature" means that period of a person's candidature, approved by the Committee, following a period of Provisional Candidature and a period of Probationary Candidature in a degree listed in Schedule A to these Rules.

    "Dean" means the Dean of the faculty in which the candidate is carrying out the program of study and research.

    "Degree" means the degree listed in Schedule A for which a person is, or proposes to be, a candidate.

    "Faculty" means the faculty in which a candidate is carrying out the program of study and research.

    "Probationary candidature" means that period of a person's candidature following a period of Provisional Candidature

and prior to any period of Confirmed Candidature in a degree listed in Schedule A to these Rules.

"Professional doctorate" means a degree of Doctor other than the Doctor of Philosophy and the Doctor of Letters.

"Program" means the approved study and research to be undertaken by the candidate during candidature.

"Provisional candidature" means that period of a person's candidature which commences once the person has become a candidate and prior to any period of Probationary Candidature in a degree listed in Schedule A to these Rules.

"Research Plan" means a detailed proposal for the study and research to be undertaken by a candidate, including an explication of the subject matter of the research, a literature review, the methodology to be used, supervisory arrangements and time lines for completion.

"Student Administration" means the University entity with responsibility for officially enrolling a candidate.

"Supervisor" means the person or persons appointed by the Dean or the Committee to be the principal supervisor/s of the candidate.

"Thesis" means a thesis as defined by Rule 8.1.

3. The Degree

    3.1 A doctoral degree as listed in Schedule A of these Rules shall be awarded for an original and significant contribution of merit achieved through a program of advanced study and research in a scholarly branch of learning or in a professional branch of learning.

    3.2 A degree of Master as listed in Schedule A of these Rules shall be awarded for a significant contribution of merit achieved through a program of advanced study and research in a scholarly branch of learning.

    3.3 To qualify for admission to a degree listed in Schedule A to these Rules a candidate shall enrol and satisfy the requirements for the appropriate degree as prescribed in these Rules and in Schedule B to these Rules.

    3.4 To qualify for award of a degree listed in Schedule A to these Rules a candidate shall enrol and satisfy the requirements for the appropriate degree as prescribed in these Rules and in Schedule B to these Rules.

4. Admission and enrolment

    4.1 Admission requirements

    4.1.1 Admission requirements for each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

    4.2 Provisional candidature

    4.2.1 An applicant for admission to a degree listed in Schedule A shall apply in the first instance to the

faculty in which the applicant proposes to carry out the research plan.

4.2.2 The applicant's eligibility for admission and enrolment shall be assessed within the faculty on the basis of information given by the applicant in a standard application form, in a brief outline of the intended area of research and in transcripts of previous studies.

4.2.3 If the Dean of the relevant faculty determines that the applicant is eligible for admission and that adequate resources are available for adequately supervising and supporting the applicant, the applicant shall be admitted and enrolled on a provisional basis by Student Administration subject to Rule 4.2.4 below.

4.2.4 A person shall be deemed to be an enrolled candidate following acceptance of an offer of admission to, completion of the required enrolment documentation for, and payment of any fees and charges pertaining at the time to, a degree listed in Schedule A of these Rules.

4.2.5 A candidate's enrolment in the degree shall commence from the date on which the requirements of Rule 4.2.4 were met and the enrolment shall constitute provisional candidature in the degree.

4.2.6 Within eight weeks from the date on which a full-time candidate, and within 16 weeks from the date on which a part-time candidate, was admitted to provisional candidature, the candidate, in consultation with the potential supervisor nominated by the Dean, shall develop and prepare a brief written outline of the intended research.

4.2.7 By no later than eight weeks from the date on which a full-time candidate, and by no later than 16 weeks from the date on which a part-time candidate, was admitted to provisional candidature, the Dean shall forward to the Committee:

(a) the candidate's written outline of the intended research; and

(b) the name/s of the candidate's supervisor/s; and

(c) a statement that access to the requisite resources is available to support the research; and

(d) a recommendation as to whether the candidate should be accepted for probationary candidature.

4.3 Probationary candidature

4.3.1 An enrolled full-time candidate who is authorised by the Committee to continue to probationary candidature shall, within six calendar months from the date on which the candidate was admitted to provisional candidature, apply to the Committee through the Dean for confirmation of candidature.

4.3.2 An enrolled part-time candidate who is authorised by the Committee to continue to probationary candidature shall,

within 12 calendar months from the date on which the candidate was admitted to provisional candidature, apply to the Committee through the Dean for confirmation of candidature.

4.3.3 In applying for confirmation of candidature, the candidate shall present full details of a research proposal including -

(a) an explication of the research issue or problem or question or hypothesis; and

(b) a comprehensive literature review; and

(c) details of the proposed methodology; and

(d) a bibliography; and

(e) proposed timelines for completion of various stages of the research and thesis; and

(f) the names of the supervisor/s; and

(g) documentary evidence of ethics approvals where applicable.

4.3.4 The Dean may require a probationary candidate to make a presentation on the detailed research proposal in a seminar before allowing the candidate to make application for confirmation of candidature.

4.3.5 In forwarding the candidate's application for confirmation of candidature, the Dean shall make a written recommendation to the Committee, giving reasons, as to whether:

(a) the candidate's enrolment should be confirmed; or

(b) the candidate should be required to continue enrolment as a probationary candidate for a specified period of time up to a maximum of a further six calendar months in the case of a full-time candidate or 12 calendar months in the case of a part-time candidate; or

(c) the candidate's enrolment should be terminated.

4.3.6 Before exercising the power referred to in 4.3.5 (c) above, the Dean shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching a decision.

4.3.7 The Committee shall assess the candidate's application for confirmation of candidature taking account of the recommendation of the Dean and determine whether:

(a) the candidate's enrolment should be confirmed; or

(b) the candidate should be required to continue enrolment as a probationary candidate for a specified period of time up to a maximum of a further six calendar months in the case of a full-time candidate or 12 calendar months in the case of a part-time candidate; or

(c) the candidate's enrolment should be terminated.

4.3.8 Before exercising the power referred to in 4.3.7 (c) above, the Committee shall give the candidate an opportunity to make representations orally or in writing and shall take

such representations into account before reaching its decision.

4.3.9 A candidate shall not be permitted to continue enrolment as a probationary candidate beyond a total of 12 calendar months in the case of a full-time candidate or beyond a total of 24 calendar months in the case of a part-time candidate.

4.4 Confirmed candidature

4.4.1 If the Committee approves a probationary candidate's application for confirmation of candidature the candidate will be accepted as a confirmed candidate in the degree.

5. Concurrent enrolment

5.1 Except with the permission of the Committee, a candidate for a degree listed in Schedule A to these Rules shall not be concurrently enrolled in any other degree or award of this or any other higher education institution.

6. Study and Research Program

6.1 A candidate shall enrol and complete to the satisfaction of the Committee an advanced study and research program. The research shall be embodied in a thesis; and, in the case of professional doctorates listed in Schedule A to these Rules, such other work as may be approved by the Dean may also be submitted and considered in conjunction with the thesis.

6.2 The research program shall be carried out under the direction of a supervisor or supervisors appointed by the Dean or Committee. At least one of those supervisors must be a member of the staff of the University.

6.3 A candidate shall be required to carry out the research program in the University, except as otherwise permitted by the Committee.

7. Thesis Topic and Research Plan

7.1 After admission to candidature, a probationary candidate shall submit the topic of the thesis and the research plan for approval by the Committee not later than six calendar months in the case of a probationary candidate enrolled full-time and not later than 12 calendar months in the case of a probationary candidate enrolled part-time.

7.2 After the thesis topic and research plan have been approved they may be changed only with the approval of the Committee on the recommendation of the Dean.

8. Thesis

8.1 A thesis submitted for examination for the degree shall embody the result of an original investigation or design or other original research undertaken by the candidate, and shall comply with the following requirements, namely -

(a) A thesis -
(i) shall be written in English; and

(ii) shall be accompanied by an abstract of approximately 300 words describing its content; and

(iii) shall be typed, bound or presented in the manner prescribed by the Committee.

(b) A thesis -
(i) must consist of a candidate's own account of the research undertaken by the candidate, the greater part of which must have been completed subsequent to admission to candidature for the degree. Work done conjointly with other persons may be accepted provided the Committee is satisfied of the candidate's part in the joint research; and

(ii) must not contain as its main content any work or material which has previously been submitted for a University degree or other similar qualification unless the Committee otherwise permits.

9. Progress

9.1 After each six months of enrolment as a confirmed candidate, the candidate, the supervisor and the Dean shall submit progress reports to the Committee for assessment.

9.2 For the purpose of assessing a candidate's progress, the supervisor and the Dean may submit to the Committee reports at any time on the candidate's progress.

9.3 The Committee, after considering any reports and other evidence of unsatisfactory progress may terminate or place conditions on the continuation of the candidature.

9.4 Before exercising the power referred to in 9.3 above, the Committee shall give the candidate an opportunity to make representations orally or in writing and shall take such representations into account before reaching its decision.

10. Time Requirements

10.1 Time Requirements for each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

11. Submission of Thesis for Examination

11.1 A candidate shall give to the Director, Student Affairs not less than eight weeks written notice of intention to submit the thesis for examination.

11.2 A candidate shall submit to the Director, Student Affairs four copies of the thesis together with -

(a) a certificate signed by the candidate that the thesis complies with Rule 8.1(b); and

(b) if the candidate so desires, any documents or work published by the candidate bearing on the subject of the thesis.

(c) The supervisor shall provide a report -

    (i) advising that the candidate has completed the research program in the University, under the direction of the supervisor; and

    (ii) confirming that the thesis is of sufficient merit to warrant examination.

(d) In the event that the supervisor does not provide the report required under sub-Rule (c) within two weeks following submission, or that such report is unfavourable, a candidate may make a request in writing to the Committee that the thesis nevertheless be accepted for examination. The Committee shall seek -

    (i) the comments of the supervisor on the thesis; and

    (ii) such other information as the Committee may require; and shall determine whether the thesis will be accepted for examination.

12. Examination of Thesis

12.1 The Committee shall appoint three examiners of whom at least two shall not be members of the staff of the University and none shall be a supervisor of the candidate.

12.2 The Committee shall consider the reports of examiners and any other recommendations and shall -

    (a) (i) recommend to the Academic Board that the candidate be admitted to the degree; or

        (ii) recommend that the candidate be admitted to the degree, subject to any minor correction to the thesis; or

    (b) permit the candidate to amend and resubmit the thesis; or

    (c) require the candidate to undertake further written, oral or practical examinations; or

    (d) recommend that the candidate not be admitted to the degree, and that the candidature be terminated; or

    (e) take such other action as is deemed appropriate.

12.3 A candidate will be permitted to amend and resubmit a thesis for examination once only.

12.4 A candidate permitted to revise and resubmit a thesis shall re-enrol as a candidate for the degree. The revised thesis shall be submitted within a period of 12 months from the date on which the candidate is advised of the result of the first examination, or at a time determined by the Committee. In the case where minor amendments only are required, the candidate shall be considered to be enrolled. Where a re-write or substantial revision is required, the candidate shall be required to re-enrol and remain enrolled until subsequent submission of the revised thesis for examination.

13. Availability of Thesis

13.1 The University shall retain a copy of the thesis.

13.2 A further copy of the thesis of a candidate satisfying the requirements for the degree shall be retained by the supervisor of the candidate.

13.3 An electronic copy of the thesis of a candidate satisfying the requirements for the degree shall be deposited in the University Library and shall be bound by the Library.

13.4 The copy of the thesis deposited in the University Library shall be available to any person for consultation or copying unless, on the application of the candidate concerned, the Committee determines that it shall not be made available without the written consent of the author for a period which shall not exceed one year.

13.5 Subject to any determination by the Committee under Rule 13.4, the Library may supply in any medium, a copy of the thesis upon request to any person or library.

14. Transfer of Candidature

14.1 Rules governing transfer of candidature from or to each degree listed in Schedule A to these Rules are stipulated in Schedule B to these Rules.

15. Suspension

15.1 Upon request in writing by a candidate the Committee may grant to that candidate suspension from candidature. A period of suspension shall not be taken into account in calculating the time requirements for the degree as stipulated in Schedule B.

15.2 On return from a period of suspension, the candidate must enrol prior to submission of the thesis.

16. Withdrawal

16.1 A candidate may withdraw from candidature by informing the Director, Student Affairs in writing and the withdrawal shall take effect from the date of receipt of such notification.

17. Relaxing Provision

17.1 In order to provide for exceptional circumstances arising in a particular case, the Academic Board, on the recommendation of the Research Management Committee, may relax any provision of these Rules.

SCHEDULE A - Degrees to which the Rules for Higher Degrees by Research and Professional Doctorates Apply

- Doctor of Business Administration
- Doctor of Philosophy
- Master of Arts by research
- Master of Business by research
- Master of Science by research

SCHEDULE B – Additional Rules Pertaining to Specified Degrees to which the Rules for Higher Degrees by Research and Professional Doctorates Apply

Schedule B1: Doctor of Philosophy

1. Admission to candidature

   1.1 The Committee may admit as a candidate an applicant who has:

      (a) satisfied all of the requirements for admission to the degree of Master by research or the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I honours in this University or other recognised higher education institution; or

      (b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least second class Division I honours as may be approved by the Committee; or

      (c) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Committee; and

      (d) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

   1.2 An applicant shall not be admitted to candidature unless adequate supervision and resources are available within the faculty and University. Whether these are available shall be determined by the Committee after considering advice from the Dean.

2. Time Requirements

   2.1 The thesis shall be completed and submitted for examination in not less than two years of full-time and four years of part-time enrolment from the time of admission to confirmed candidature and not more than four years of full-time or eight years of part-time enrolment, except with the permission of the Committee.

3. Transfer of Candidature

   3.1 A candidate for a Master degree by research in this University may be permitted to transfer candidature to the degree of Doctor of Philosophy under such terms and conditions as the Committee shall determine.

   3.2 Except with the permission of the Committee, a candidate who transfers from a Master by research degree into the Doctor of Philosophy shall be deemed to have commenced candidature in the Doctor of Philosophy from the time of admission to candidature to the Master degree by research.

Schedule B2: Doctor of Business Administration

1. The Degree

   1.1 Candidature for the Doctor of Business Administration involves a candidate in completing successfully a total of 144 credit units, comprising 48 credit units in the course Problem Definition Report and a doctoral thesis of 96 credit units.

   1.2 Satisfactory completion of the course Problem Definition Report or approved equivalent is a prerequisite for enrolment in the doctoral thesis.

2. Admission to candidature

   2.1 The Committee may admit as a candidate an applicant who has:

      (a) a Master of Business Administration, Master of Business or an equivalent degree from this University or a recognised institution; and

      (b) completed a course in research methodology at honours or masters level from this University or a recognised institution; and

      (c) completed a research thesis or report at honours or masters level, with a minimum assessment grade of Credit or equivalent, at this or another recognised institution; and

      (d) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English;

      OR

      (e) qualifications and research knowledge and experience deemed by the Committee to be equivalent to 2.1 (a) and 2.1 (b) and 2.1 (c) above; and

      (f) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English; and

      (g) at least five years of relevant work experience in a professional field relevant to the degree, preferably at managerial level; and

      (h) the demonstrated capacity to contribute to innovative professional practice in the professional field.

3. Time Requirements

   3.1 The thesis shall be completed and submitted for examination in not less than 18 months of full-time and three years of part-time enrolment from the time of admission to confirmed candidature and not more than four years of full-time or eight years of part-time enrolment, except with the permission of the Committee.

4. Examination of Thesis

   4.1 The candidate must have completed satisfactorily any required courses for the degree before the thesis is submitted.

5. Transfer of Candidature

5.1 A candidate for a Doctor of Philosophy or other approved doctoral degree by research in the University may be permitted to transfer candidature to the degree of Doctor of Business Administration under such terms and conditions as the Committee shall determine.

5.2 Except with the permission of the Committee, a candidate who transfers from an approved doctoral degree by research into the Doctor of Business Administration shall be deemed to have commenced candidature in the Doctor of Business Administration from the time of admission to candidature to the doctoral degree by research.

Schedule B3:

Master of Arts by research

Master of Business by research

Master of Science by research

1. Admission to candidature

1.1 The Committee may admit as a candidate an applicant who has:

(a) satisfied all of the requirements for admission to the degree of Bachelor (Honours) with first class honours or Bachelor (Honours) with second class Division I or II honours in this University or other recognised higher education institution; or

(b) satisfied all of the requirements for admission to the degree of Bachelor in this University or other recognised higher education institution and achieved by subsequent work and study a standard equivalent to at least Bachelor (Honours) with second class Division II honours as may be approved by the Committee; or

(c) in exceptional cases, submitted such other evidence of general and professional qualifications as may be approved by the Committee; and

(d) demonstrated sufficient command of English to complete satisfactorily the proposed course of study and to prepare a thesis in English.

2. Time Requirements

2.1 The thesis shall be completed and submitted for examination in not less than 12 months of full-time and two years of part-time enrolment from the time of admission to confirmed candidature and not more than two years of full-time or four years of part-time enrolment, except with the permission of the Committee.

3. Examinations

3.1 Examinations in courses within the program shall be conducted in accordance with the University's Assessment Rules and any further provisions determined by the Committee.

4. Examination of Thesis

4.1 The candidate must have completed satisfactorily any required courses for the degree before the thesis is submitted.

5. Transfer of Candidature

5.1 A candidate for a Master degree by research in the University may be permitted to transfer candidature to the degree of Doctor of Philosophy under such terms and conditions as the Committee shall determine.

5.2 Except with the permission of the Committee, a candidate who transfers to the Doctor of Philosophy from a program leading to the award of a Master degree by research shall be deemed to have commenced candidature in the doctorate from the time of admission to candidature in the Master by research program.

Guidelines for Higher Degrees by Research and Professional Doctorates

These Guidelines are intended to provide guidance and an outline of the steps, stages and responsibilities involved for those undertaking or supervising or providing administrative support for candidature in a higher degree by research or a professional doctorate at the University.

The Guidelines should be read in conjunction with "Rules for Higher Degrees by Research and Professional Doctorates" which are available in the University Handbook and via the Student and Staff Drives and intranets in Policies/Academic.

They relate specifically to applications for candidature received from 1 July 2001 and candidature which began from 1 July 2001.

These Guidelines will also apply to candidates who commenced enrolment before 1 July 2001 except where any conflict of the Guidelines with the Rules governing candidature at the time of the candidate's admission could cause detriment to the candidate.

Introduction

What is a Higher Degree by Research or a Professional Doctorate?

Higher degrees by research and professional doctorates have two purposes: to train a candidate in advanced research skills and to enable a candidate to prepare a substantial piece of research work which represents a significant contribution to a particular field of study or professional area.

Research higher degrees are Master or Doctoral level programs of advanced study and research in a scholarly area in which the major component is the satisfactory completion of an advanced research project, culminating in a significant piece of scholarly writing (a thesis, dissertation or exegesis).

Professional doctorates are programs of advanced research and study involving a major advanced-level applied research project within the professional field, presented in the form of a thesis, dissertation or exegesis, together with a minor component of advanced level coursework.

A distinction is made between what is expected for a thesis submitted for a Master or a Doctoral degree. This is well stated in advice given to research higher degree candidates at the University of Cambridge, though it must be remembered that there are likely differences between different disciplines.

Doctoral Degree

"Before recommending the award of the PhD Degree, the Examiners shall satisfy themselves that the dissertation is clearly written, that it takes due account of previously published (thesis) work on the subject and that it represents a significant contribution to learning, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory or the revision of old ideas."

Master Degree

"Before recommending the award of a Master degree, the Examiners shall satisfy themselves that the dissertation is clearly written, that it takes due account of previously published (thesis) work on the subject and that it represents a useful contribution to learning."

The training role is summarised in a statement by the (UK) Committee of Vice-Chancellors and Principals ("Postgraduate Training and Research" January 1985) in which it is indicated that a successful Doctoral program should:

"give students a training which makes them capable subsequently of assuming the role of independent scholars and research workers at the highest level, capable of planning and carrying to completion a well conceived program of research directed towards a given objective, without the necessity of supervision from more experienced people. The ideal is to develop and bring to fruition the quality of originality."

For a Master program, one would expect a similar but less demanding statement.

It is important to keep these aims in mind while reading these guidelines.

Context for the Guidelines

The successful conclusion of a research higher degree (Master or Doctoral, including a professional doctorate, e.g. Doctor of Business Administration) is the result of sustained intellectual activity by the candidate, under the principal supervision of a member of academic staff, and within a faculty which provides appropriate resources and support to the candidate. There is a complex interaction involving many people and positions in the University during a student's period of candidature.

This document provides a guide for the most usual situations and matters.

There could be individual circumstances in which it might be appropriate to depart from or vary these guidelines and the approval of the Deputy Vice-Chancellor would be required before departing from these guidelines.

The guidelines are arranged to follow roughly the progression from making an application to admission to the award of the degree. At each stage, the responsibilities of a candidate; a supervisor; a Dean; the Graduate Studies Sub-committee; the Director, Student Affairs; the Deputy Vice-Chancellor and relevant areas of University administration are outlined.

Overall Responsibility

Overall responsibility for the administration and conduct of higher degrees by research, professional doctorates and candidature rests with the Deputy Vice-Chancellor.

Applicant's/Candidate's File

A file on each applicant/candidate will be established and maintained by Student Administration. It will contain original documentation and/or copies of all official correspondence and associated papers relating to an applicant's or candidate's standing within the University as an applicant or candidate for a higher degree by research or professional doctorate.

Applications and Initial Admission to Candidature in a Higher Degree by Research or a Professional Doctorate

Advertising Areas of Candidature

The University should advertise only those areas in which it is willing to accept, and able to support, candidates at either a Master or Doctoral level. In advertising these areas, Deans of faculties accept a responsibility to ensure that reasonable resources are, or will be, available to support a candidate in successfully completing the program.

Admission Requirements

- The admission requirements for each higher degree by research and professional doctorate are given in the Schedule for each program within the "Rules for Higher Degrees by Research and Professional Doctorates".

- An applicant for entry is expected to be able to demonstrate that the admission requirements have been met.

Applications for Admission
Making an application

- Applications for admission should be made on the appropriate form approved by the Deputy Vice-Chancellor and available from Student Administration.

- An applicant need only outline the intended area of specialisation at this stage. Details of the research topic for the final thesis are not required until actual candidature.

- The completed application form should be submitted by the applicant to Student Administration.

- Any application which is received initially by a faculty must be forwarded to Student Administration as soon as it is received.

- This is to ensure that the application is complete and that any necessary additional information or documentation has been obtained.

Processing an application when it is first received

- Student Administration will liaise with the International Office when an application is from an international applicant.

- Student Administration will check that the application is complete in all details and, if necessary, obtain any necessary additional information or documentation such as statements of equivalence for overseas applicants, confirmation of appropriate standards of English proficiency and statements of periods of previous enrolment (for higher degree by research candidates transferring from other institutions).

- Student Administration will allocate an application/student number for the application, record the applicant's details, create an applicant's/candidate's file and place all documentation relating to the application and any subsequent candidature on that file.

- Student Administration will forward a copy of the completed application and any accompanying documentation to the co-ordinator of research training in the relevant faculty.

Considering an Application at Faculty Level
Faculty Co-ordinator of Research Training

- The co-ordinator of research training in the relevant faculty will arrange for initial assessment of the applicant's eligibility and suitability for admission. The assessment will be based on the written information provided in or with the application form, must include an assessment of the human resources available for adequate and appropriate supervision and of the other resources available/necessary for support of candidature; any confidentiality and/or commercial agreements that may need to be entered into with any sponsors of the candidate's general area of research or other parties; and, if appropriate, should include the names of a proposed supervisor/s.

- In making an assessment, a faculty's co-ordinator of research training may request and consider any additional information provided either orally or in writing by an applicant. The co-ordinator should ensure that, wherever possible, there is dialogue and consultation with an applicant to clarify any matters. A file note or record of conversation should be made of any discussions with an applicant and should be attached to the application form for future reference.

- The faculty co-ordinator of research training should also discuss with the applicant and with appropriately qualified academic staff the possibilities for supervision within the area of research proposed by the applicant.

- The faculty's co-ordinator of research training will forward the application, together with the initial written assessment and any preliminary contractual documentation, to the Dean of the relevant faculty.

Confidentiality and/or Commercial Agreements

- Where confidentiality or commercial agreements may need to be entered into, before forwarding the application to the Dean of the relevant faculty, the faculty co-ordinator for research training will consult the Executive Officer: Learning, Teaching and Research who will arrange for preparation of preliminary contractual documentation between the parties.

Dean of Faculty

- The Dean of the relevant faculty will review the initial assessment of the applicant's eligibility and, where the initial assessment includes a recommendation to admit the applicant, discuss with the applicant and the proposed supervisor the resources needed to pursue the proposed research (e.g. library, computing, laboratory, technical assistance) and any special requirements of the project such as confidentiality or commercial agreements, access to equipment or support from external sources.

- The Dean of the relevant faculty will consult the applicant and appropriate members of the academic staff before nominating a supervisor or supervisors for a prospective candidate.

Considerations for a Dean in Appointing an Initial Supervisor

- The Dean of the relevant faculty must nominate a supervisor or supervisors and determine who is to be the principal supervisor of the candidate. The Dean of the relevant faculty must ensure that a nominated supervisor is aware of the responsibilities of a supervisor and has agreed to accept these responsibilities with respect to the candidate. (See later Section, Supervisor's Responsibilities to Candidate.)

- A candidate's principal (or sole) supervisor must be a member of the academic staff of the faculty in which the candidate is enrolled.

- The principal supervisor will normally have a doctoral higher degree by research or professional doctorate or at least a degree at the same level as that being undertaken by the candidate and in the same broad field, a sound research record, be an active researcher and have previous supervisory experience. If any of these requirements are not met, a co-supervisor or consultant supervisor must be appointed.

- Co-supervisors may be appointed from among other members of academic staff, clinical lecturers or other staff of the University, as approved by the Dean of the relevant faculty. Where the candidate is conducting research in a precinct outside the University, or under other circumstances approved by the Dean of the relevant faculty and Graduate Studies Sub-committee, a Consultant supervisor who is not a member of staff of this University may also be appointed.

- A panel of supervisors may be appointed, particularly in cases where the proposed research is interdisciplinary. In such cases, one member of the panel who is a member of a relevant area of study will be designated as the principal supervisor. The principal supervisor will be responsible for the co-ordination of

supervision of the candidate, and must hold regular and frequent meetings with the candidate, other supervisors or panel.

- In nominating any supervisor, the Dean of the relevant faculty will take into account the number and progress of other candidates under the same supervisor, the experience of the supervisor and the plans of the potential supervisor in respect of leave, teaching or administrative commitments.

Dean's Recommendation on the Application

- The Dean of the relevant faculty will then decide to admit or not admit the applicant to Stage One: Provisional Candidature. [A Dean cannot admit an applicant to Stage Two: Probationary Candidature or Stage Three: Confirmed Candidature. Only the Graduate Studies Sub-committee, or a person or persons acting with specific delegated authority from the Sub-committee, can admit an applicant to one of these two Stages of candidature. If the Dean wishes to recommend to the Graduate Studies Sub-committee that an applicant be admitted at Stage Two: Probationary Candidature or Stage Three: Confirmed Candidature then documentary evidence must be provided to the Sub-committee to support that recommendation. See also Section 4 - Enrolment/Candidature Stages.]

- In admitting or recommending an applicant, the Dean of the relevant faculty is giving an undertaking that resources are, or will be made available for continued supervision and support of the candidate and that the resources and services for the candidate as specified in the appended Statement on Basic Infrastructural Resources and Services for Higher Degree by Research Candidates will be provided.

- Additional support to a candidate (e.g. a grant to assist a candidate to attend conferences, administrative assistance in preparation of manuscripts for publication) will depend on the level of resources available in the faculty for all of its members.

- The Dean of the relevant faculty will arrange for the Executive Officer: Learning, Teaching and Research to finalise any confidentiality or commercial agreements relating to the application and will append to the application a copy of any final signed agreement in a sealed envelope clearly marked "Confidential agreement - Not to be opened without written permission of Deputy Vice-Chancellor".

- The Dean of the relevant faculty will advise Student Administration, using the appropriate form approved by the Deputy Vice-Chancellor, of the decision or recommendation made on the application and provide any relevant information which should include:
  - (a) that the applicant is appropriately qualified to enter the program
  - (b) that, within the proposed area of specialisation, there is scope for research work, which is appropriate for the relevant degree both in its depth and duration
  - (c) any condition which should be placed on admission of an applicant, such as pre- or co-enrolment in prescribed

courses or the mastery of specific skills. This may include initial enrolment in a Master program with the intent of upgrading to a Doctoral program if performance is satisfactory

- (d) a broad indication of the program of advanced study and research to be undertaken
- (e) the candidate's proposed enrolment mode (full-time or part-time)
- (f) advice of a proposed starting date, as agreed with the applicant
- (g) the proposed supervisor/s appointed by the Dean
- (h) that adequate facilities and resources are available for support of the candidate and successful completion of the degree
- (i) the applicant's fee-paying category
- (j) in the case of a candidate who is transferring from another higher degree by research program or professional doctorate, the stage of candidature (Provisional, Probationary or Confirmed) in which the candidate should be enrolled. (See Section 4, Enrolment/Candidature Stages.)
- (k) whether a confidentiality or commercial agreement applies to the candidate's research.

- If admission to a program is dependent on the award of a grant either from within the University or from external sources, the Dean of the relevant faculty must advise the applicant, potential supervisor, Student Administration and Deputy Vice-Chancellor of this.

Periods of Previous Enrolment Counting Towards Candidature

- If an applicant has previously been enrolled in a research higher degree or professional doctorate at another institution, the Deputy Vice-Chancellor, on the advice of Student Administration, will determine any period of prior enrolment to be counted towards the period of time to complete the candidature at this University.

Admission to Candidature

- As indicated previously, a Dean of a faculty can decide to admit or not admit an applicant to Stage One: Provisional Candidature. [A Dean cannot admit an applicant to Stage Two: Probationary Candidature or Stage Three: Confirmed Candidature. Only the Graduate Studies Sub-committee, or a person or persons acting with specific delegated authority from the Sub-committee, can admit an applicant to one of these two Stages of candidature. If a Dean wishes to recommend to the Graduate Studies Sub-committee that an applicant be admitted at Stage Two: Probationary Candidature or Stage Three: Confirmed Candidature then documentary evidence must be provided to the Sub-committee, through Student Administration, to support that recommendation. See also Section 4 - Enrolment/Candidature Stages.]

- Student Administration will enter on the applicant's/candidate's file and records, the decision and date of the decision by the Dean of the relevant Faculty to admit/not admit the applicant; and, if admitted, enter details of the candidature forwarded by the Dean of the relevant faculty and any period of prior enrolment counting towards candidature.

- If the Dean has recommended admission at either Stage Two: Probationary Candidature or Stage Three: Confirmed Candidature, Student Administration will enter on the applicant's/candidate's file and records, the recommendation made and the date of the recommendation and forward copies of the Dean's recommendation and supporting documentation to the Graduate Studies Sub-committee.

- The Director, Student Affairs will officially advise the applicant of the outcome of the application regardless of whether the decision was made by a Dean of a Faculty or by the Graduate Studies Sub-committee.

- In all documentation provided to the applicant in relation to admission to candidature and initial enrolment, the Director, Student Affairs will ensure that there is a clear statement of the stage of candidature in which the candidate will enrol initially. (Also see Section 4 below, Enrolment/Candidature Stages.)

- For each applicant admitted to Stage One: Provisional Candidature, the documentation to be provided to the applicant must include the information that, subject to an appropriate research project, appropriate supervision arrangements and an adequate resource base for the candidature being defined to the satisfaction of the Graduate Studies Sub-committee, the candidate would normally then be admitted to Stage Two: Probationary Candidature; however, if the Graduate Studies Sub-committee determined that these matters had not been satisfactorily addressed then the candidature and enrolment normally would be terminated.

- As soon as practicable after an applicant has been admitted to Stage One: Provisional Candidature by the Dean of the relevant faculty, Student Administration will advise the proposed supervisor/s, the co-ordinator of research training in the relevant faculty, the Office of the Deputy Vice-Chancellor and the Graduate Studies Sub-committee of the admission, including details of the candidate's name and contact details, application/student number, program of enrolment (e.g. PhD), faculty of enrolment, broad area of research, name of initial supervisor/s, mode of attendance (full-time or part-time), fee-category and proposed commencement date.

- For each applicant admitted to Stage Two: Probationary Candidature, the documentation to be provided to the applicant must include the information that, subject to making satisfactory progress as a probationary candidate, as determined by the Graduate Studies Sub-committee, the candidate would normally then be admitted to Stage Three: Confirmed Candidature; however, if the Graduate Studies Sub-committee determined that the candidate had not made

satisfactory progress then the candidature and enrolment normally would be terminated.

- For each applicant admitted to Stage Three: Confirmed Candidature, the documentation to be provided to the applicant must include the information that continued candidature is dependent on satisfactory progress being made and that if the candidate does not make satisfactory progress then the candidature and enrolment normally would be terminated.

- The documentation for an applicant who is effectively transferring from enrolment in another higher degree by research or professional doctorate must include a statement of the amount of time of enrolment in the previous program/s which is to be counted towards completion of the program to which the applicant is being admitted.

Enrolment/Candidature Stages

Initial Enrolment

- Student Administration will arrange for enrolment in Stage One: Provisional Candidature of an applicant granted admission by a Dean or for enrolment in Stage Two: Probationary Candidature or Stage Three: Confirmed Candidature of an applicant granted admission to one of these two Stages by the Graduate Studies Sub-committee. (See later for a description of Provisional, Probationary and Confirmed candidature.)

- Following completion of initial enrolment, Student Administration will advise the initial supervisor/s, Dean of the relevant faculty, Deputy Vice-Chancellor and Graduate Studies Sub-committee of the actual commencement date of the candidate, stage of candidature, attendance mode (full-time or part-time), fee-category and the date on which the candidate's Provisional/Probationary Candidature (where applicable) is due to conclude.

Form of Attendance (full-time or part-time)

- Enrolment should be full-time if the program to be followed will be the main activity of the candidate. It is assumed that full-time candidates will devote at least normal working hours to their work in the program of advanced study and research.

- Full-time candidates may undertake part-time employment to supplement or provide income but the employment must not detract from the candidate's ability to make satisfactory progress in full-time candidature.

- Candidates who have permanent employment involving more than an average of 20 hours a week are advised to enrol in the program on a part-time basis.

- The Director, Student Affairs, in consultation with the relevant Dean, is responsible for ensuring that the candidate is correctly enrolled on a full-time or part-time basis.

- In any case of dispute concerning a decision made by the Director, Student Affairs about the form of attendance of a candidate, the matter will be referred to the Graduate Studies Sub-committee for consideration.

Stages of Candidature

Enrolment as a candidate for a research higher degree or a professional doctorate involves three separate and sequential stages of candidature and enrolment. The nature of candidature is different in each stage and there are different expectations and requirements in each stage as outlined below.

Stage One: Provisional Candidature

- Normally, a candidate is initially enrolled in Stage One: Provisional Candidature unless the candidate has transferred from another higher degree by research or a professional doctorate and has been admitted to Stage Two: Probationary Candidature or Stage Three: Confirmed Candidature.

- Student Administration will detail on a candidate's file and records the commencement date in Stage One: Provisional Candidature and the anticipated completion date of Stage One: Provisional Candidature, depending on form of attendance.

- Full-time provisional candidates will have eight weeks from the date of first enrolment in which to develop and prepare, in consultation with their supervisor/s, a written outline of their intended research. This should indicate, in general terms, what is to be researched, why it is to be researched and an early indication of how it is proposed to undertake that research.

- Part-time provisional candidates will have 16 weeks from the date of first enrolment in which to develop and prepare, in consultation with their supervisor/s, a written outline of their intended research. This should indicate, in general terms, what is to be researched, why it is to be researched and an early indication of how it is proposed to undertake that research.

- Student Administration will give the candidate, supervisor/s, the co-ordinator of research training and the Dean of the relevant faculty four weeks' notice of the due date for submission of the candidate's written outline of the intended research.

- The principal supervisor of a provisional candidate is responsible for ensuring that the candidate understands the demands of, and expectations for, undertaking the program; is trained in appropriate methods for identifying a research area/issue; introduced to appropriate research skills; and supported in identifying and preparing an outline of an intended area of research.

- The co-ordinator of research training and the Dean of the relevant faculty are responsible for arranging access by the candidate to University and other resources and facilities needed to support the candidate, e.g. work space, computer and communications access.

- The Dean of the relevant faculty is responsible for forwarding to Student Administration, by the due date, the candidate's written outline together with the Dean's advice about whether the candidate should be accepted to the next stage of candidature, the name/s of the candidate's supervisor/s and a statement about the resources available to support the research. The Dean's written advice will include signed agreement by the nominated supervisor/s.

- Student Administration will enter receipt of the candidate's outline and Dean's statement on the candidate's file and records and forward a copy to the Graduate Studies Sub-committee.

- The outline of intended research will be considered by the Graduate Studies Sub-committee alongside the Dean's advice about whether the candidate should be accepted to the next stage of candidature (Stage Two: Probationary Candidature), the names and credentials of the candidate's supervisors and a statement about the resources available to support the research.

- The Graduate Studies Sub-committee may then either authorise the candidate to continue to Stage Two: Probationary Candidature or resolve that the candidature be terminated. If the Sub-committee resolves that the enrolment is to be terminated it must document its reasons for terminating the candidature.

- In exceptional circumstances only, the Graduate Studies Sub-committee may determine to extend a period of provisional candidature and must document its reasons for making this decision.

- Student Administration will record details of the Graduate Studies Sub-committee's decision on the candidate's file and records, including the dates of completion of Stage One: Provisional Candidature, or termination of candidature or start and end dates of any extension of provisional candidature.

- If approval is given for a candidate to progress to Stage Two: Probationary Candidature, Student Administration will advise the candidate, the candidate's supervisor/s and the co-ordinator of research training and the Dean of the relevant faculty of the Graduate Studies Sub-committee's decision.

- In cases where the Graduate Studies Sub-committee has determined to extend provisional candidature or terminate candidature, the Director, Student Affairs will officially advise the candidate, the candidate's supervisor/s and the co-ordinator of research training and the Dean of the relevant faculty of the decision and include the reasons given by the Sub-committee for the decision. In the event of any extension of provisional candidature, the candidate will be advised in writing that no additional extension of provisional candidature may be granted.

Stage Two: Probationary Candidature

- A candidate who satisfactorily completes Stage One: Provisional Candidature is authorised to progress to Stage Two: Probationary Candidature.

- Student Administration will record on the candidate's file and records the commencement date and anticipated completion date of the period of probationary candidature.

- Full-time probationary candidates will have six months, and part-time candidates will have 12 months, from the date on which the candidate was admitted to Stage One: Provisional Candidature to develop and prepare, in consultation with the candidate's supervisor, full details of a research proposal including:
    - (a) an explication of the research issue or problem or question or hypothesis
    - (b) a comprehensive literature review
    - (c) details of the proposed methodology
    - (d) a bibliography
    - (e) proposed timelines for completion of various stages of the research and thesis
    - (f) the names of the supervisor/s
    - (g) documentary evidence of ethics approvals where applicable (See Section 9, Ethics Approval).
- The candidate is responsible for submitting the research proposal, together with a request to be admitted to Stage Three: Confirmed Candidature, to the Graduate Studies Sub-committee, through the Dean of the relevant faculty.
- The candidate is responsible for consulting widely within the area of study in order to arrive at a suitable choice of topic for research. Wider consultation may be necessary in the case of interdisciplinary programs. The description of the thesis topic must be completed during the probationary candidature.
- The supervisor is responsible for providing regular and frequent guidance and support to the candidate in preparing the research proposal and meeting the time requirements for completion of the research proposal.
- The Dean of the relevant faculty may require the candidate to make a presentation on the research proposal in a seminar before allowing the candidate to make application for confirmation of candidature.
- If a Dean believes that that there might be a case to recommend termination of candidature, the Dean must advise the candidate of this in writing, give the candidate the opportunity to make a representation orally or in writing on why the candidature should not be terminated, and take the candidate's representation into account before making any recommendation to the Graduate Studies Sub-committee.
- The Dean of the relevant faculty is responsible for forwarding the research proposal and application to be admitted to Stage Three: Confirmed Candidature to the Graduate Studies Sub-committee, through Student Administration.
- In forwarding the research proposal and application, the Dean of the relevant faculty will include a recommendation, with reasons, to admit the candidate to Stage Three: Confirmed Candidature or extend enrolment in Stage Two: Probationary Candidature for a specified period or terminate the candidature.
- Student Administration will enter details of the candidate's

research proposal and application and the Dean's recommendation on the candidate's file and records and forward a copy of the documentation to the Graduate Studies Sub-committee.

- The research proposal and Dean's recommendation will be considered by the Graduate Studies Sub-committee which may then confirm the candidature or extend the probationary candidature. If the Graduate Studies Sub-committee believes that that there might be a case to recommend termination of candidature, the Sub-committee will advise the candidate of this, give the candidate the opportunity to make a representation orally or in writing on why the candidature should not be terminated, and take the candidate's representation into account before reaching any decision. If the Sub-committee decides that the probationary candidature is to be extended or terminated it must document the reasons for this decision.
- Student Administration will record details of the Graduate Studies Sub-committee's decision on the candidate's file and records, including the dates of completion of Stage Two: Probationary Candidature or termination of candidature or start and end dates of any extension of probationary candidature.
- If approval is given for a candidate to progress to Stage Three: Confirmed Candidature, Student Administration will advise the candidate, the candidate's supervisor/s and the co-ordinator of research training and the Dean of the relevant faculty of the Graduate Studies Sub-committee's decision.
- In cases where the Graduate Studies Sub-committee has determined to extend probationary candidature or terminate candidature, the Director, Student Affairs will officially advise the candidate, the candidate's supervisor/s and the co-ordinator of research training and the Dean of the relevant faculty of the decision and include the reasons given by the Sub-committee for the decision. In the event of any extension of probationary candidature, the candidate will be advised in writing that provisional candidature cannot be extended beyond 12 months for a full-time candidate or 24 months for a part-time candidate.

Stage Three: Confirmed Candidature

- If the Sub-committee is satisfied with a full research proposal then the candidate is admitted to Stage Three: Confirmed Candidature.
- During this period of candidature the candidate and supervisor are responsible for ensuring that the candidate makes good progress with the research and thesis with a view to completing the thesis in minimum time.

Variation of Form of Attendance (full-time or part-time)

- If a candidate wishes to transfer from full-time to part-time enrolment, or vice versa, an application must be made, using the form approved by the Deputy Vice-Chancellor and available from Student Administration. The form will include a section in

which the applicant must indicate proposed new dates for submitting either the full research proposal or the Thesis.

- A candidate must not assume that a request for variation of attendance mode will be granted since there are many issues to be considered in an application.

- The Graduate Studies Sub-committee will consider an application for variation of mode of attendance and, in making a decision, will take into account the candidate's reasons for seeking a variation, progress made by the candidate, the candidate's personal circumstances, and any implications arising from the "Rules for Higher Degrees by Research and Professional Doctorates" and the Commonwealth of Australia's Research Training Scheme.

- The Graduate Studies Sub-committee will advise Student Administration of any change to a candidate's enrolment status.

- The Director, Student Affairs will officially advise the candidate, the supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of any approved change to a candidate's enrolment status, the effective date of that change and the revised date by which the candidate is expected to submit either the Research Plan (full research proposal) or Thesis and Student Administration will enter details of any variation of enrolment status on the candidate's file and records.

Suspension of Candidature/Enrolment

- If a candidate wishes to suspend candidature/enrolment for a period, an application must be made, using the form approved by the Deputy Vice-Chancellor and available from Student Administration. The form will include a section in which the applicant must indicate proposed new dates for submitting either the Research Plan (full research proposal) or the Thesis.

- Candidates and supervisors should note that during any period of suspension all entitlements that a candidate would normally have as an enrolled candidate at the University cease, including supervision by staff and access to and use of University space, facilities and services.

- Candidates who intend to make application for suspension of candidature should ensure that suitable arrangements are made to ensure the storage and security of any research data, including electronic data, during any periods of suspension granted.

- Periods of suspension from candidature do not count towards time taken to complete a stage of candidature or the program and are not taken into account in calculating the maximum period of candidature.

- A candidate must not assume that a request for suspension from candidature will be granted since there are many issues to be considered in an application.

- The Graduate Studies Sub-committee will consider an application for suspension of candidature and, in making a decision, will take into account the candidate's reasons for seeking the suspension, progress made by the candidate, the candidate's personal circumstances and any implications arising from the "Rules for Higher Degrees by Research and Professional Doctorates" and the Commonwealth of Australia's Research Training Scheme.

- The Graduate Studies Sub-committee will advise Student Administration of any change to a candidate's enrolment status.

- The Director, Student Affairs will officially advise the candidate, supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of any approved change to a candidate's enrolment status, the commencement and concluding dates for any period of suspension granted and the revised date by which the candidate is expected to submit either the Research Plan (full research proposal) or Thesis.

- Student Administration will record details of any period of suspension granted and effect the necessary changes to the candidate's enrolment status.

Concurrent enrolment

- A candidate for a higher degree by research or professional doctorate cannot be enrolled concurrently as a candidate in any other degree program at this or any other tertiary institution, unless this is approved by the Graduate Studies Sub-committee.

- If concurrent enrolment is approved, the supervisor, co-ordinator of research training and the Dean of the relevant faculty and the Graduate Studies Sub-committee must have a clear understanding of the extent of the work being done by the candidate for both programs in which the candidate is enrolled.

- A Doctoral candidate may be permitted, however, to undertake a period of study at another tertiary institution if the proposed studies are a necessary and integral part of the candidate's research program. In such cases, access of the candidate to facilities at the other institution and supervision within that institution, must be arranged through the supervisor and be approved in advance by the Dean of the relevant faculty and the Graduate Studies Sub-committee.

- The Director, Student Affairs will officially advise the candidate, supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of the decision made by the Graduate Studies Sub-committee, and Student Administration will effect any change of enrolment and enter appropriate details in the candidate's file and records.

Transfer of Candidature

Transfer from Master Degree by Research to Doctor of Philosophy

- A candidate for a Master degree by research in this University who wishes to apply for approval to transfer to candidature for a Doctor of Philosophy should obtain the appropriate form,

approved by the Deputy Vice-Chancellor, from Student Administration and submit the completed form to Student Administration.

- Student Administration will forward a copy of the completed form to the candidate's supervisor and Dean of the relevant faculty and seek their recommendation on the application.

- The supervisor and Dean of the relevant faculty will forward a joint written recommendation to Student Administration on the application.

- Student Administration will forward a copy of the application and recommendations to the Graduate Studies Sub-committee for consideration.

- A candidate who transfers from a Master by research program to the Doctor of Philosophy will be deemed to have commenced candidature in the Doctor of Philosophy from the time of admission to candidature in the Master by research program.

- A candidate who transfers from a Master by research program to the Doctor of Philosophy may be required by the Graduate Studies Sub-committee to complete a revised research proposal.

- The Director, Student Affairs will officially advise the candidate, supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of the decision made by the Graduate Studies Sub-committee.

- Student Administration will effect any change of enrolment and enter appropriate details in the candidate's file and records.

Transfer from Doctor of Philosophy to Doctor of Business Administration

- A candidate for the Doctor of Philosophy in this University who wishes to apply for approval to transfer to candidature for a Doctor of Business Administration should obtain the appropriate form, approved by the Deputy Vice-Chancellor, from Student Administration and submit the completed form to Student Administration.

- Student Administration will forward a copy of the completed form to the candidate's supervisor and the Dean of the relevant faculty and seek their recommendation on the application.

- The supervisor and Dean of the relevant faculty will forward a joint written recommendation to Student Administration on the application.

- Student Administration will forward a copy of the application and recommendations to the Graduate Studies Sub-committee for consideration.

- A candidate who receives approval to transfer from the Doctor of Philosophy to the Doctor of Business Administration program will be deemed to have commenced candidature in the Doctor of Business Administration from the time of admission to candidature in the Doctor of Philosophy program.

- Student Administration will advise the candidate, supervisor/s and Dean of the relevant faculty of the decision made by the

Graduate Studies Sub-committee, effect any change of enrolment and enter appropriate details in the candidate's file and records.

- The Director, Student Affairs will officially advise the candidate, supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of the decision made by the Graduate Studies Sub-committee.

- Student Administration will effect any change of enrolment and enter appropriate details in the candidate's file and records.

Transfer from Doctor of Philosophy to Master degree by research

- A candidate for the Doctor of Philosophy in this University who wishes to apply for approval to transfer to candidature for a Master degree by research should obtain the appropriate form, approved by the Deputy Vice-Chancellor, from Student Administration and submit the completed form to Student Administration.

- Student Administration will forward a copy of the completed form to the candidate's supervisor and the Dean of the relevant faculty and seek their recommendation on the application.

- The supervisor and Dean of the relevant faculty will forward a joint written recommendation to Student Administration on the application.

- Student Administration will forward a copy of the application and recommendations to the Graduate Studies Sub-committee for consideration.

- A candidate who receives approval to transfer from the Doctor of Philosophy to a Master by research program will be deemed to have commenced candidature in the Master by research program from the time of admission to candidature in the Doctor of Philosophy program.

- Student Administration will advise the candidate, supervisor/s and Dean of the relevant faculty of the decision made by the Graduate Studies Sub-committee, effect any change of enrolment and enter appropriate details in the candidate's file and records.

- The Director, Student Affairs will officially advise the candidate, supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of the decision made by the Graduate Studies Sub-committee.

- Student Administration will effect any change of enrolment and enter appropriate details in the candidate's file and records.

Candidate's Responsibility to the Supervisor

Note: This section should be read in conjunction with the separate document, "Responsibilities of Supervisors and Candidates for Higher Degrees by Research".

- The nature of a candidate's supervision may vary according to different fields of research and disciplines; however, the following general principles apply:

- The candidate should:

    (a) discuss with the supervisor the type of guidance and comment the candidate would find most helpful

    (b) negotiate a schedule of meetings with the supervisor and maintain that schedule

    (c) accept the responsibility for raising with the supervisor any problems or difficulties, including, for example, issues related to meeting the requirements of provisional and probationary candidature, progress with the research and thesis, and supervision

    (d) maintain the progress of the work as required for provisional and probationary candidature and as documented in the Research Plan (full research proposal) approved by the Graduate Studies Sub-committee (The Research Plan may be amended as the work progresses but this must be reported to the Graduate Studies Sub-committee in Progress Reports.)

    (e) present written material (reports, drafts and outlines) by submission dates and in sufficient time for the supervisor to consider, comment on, and discuss the work with the candidate before that work proceeds further and in order that the supervisor has sufficient lead time for preparation of the six monthly supervisor's progress report

    (f) consult the supervisor in deciding when the thesis is ready for submission.

Supervisor's Responsibility to the Candidate

Note: This section should be read in conjunction with the separate document, "Responsibilities of Supervisors and Candidates for Higher Degrees by Research".

- The nature of supervision may vary according to different fields of research and disciplines; however, the following general principles apply:

- The supervisor should:

    (a) give guidance about the nature of the research, the expected standard of performance, work requirements and completion times for provisional and probationary candidature, and advice on the planning of the research program, sources of information, attendance at programs where appropriate and any techniques in which the candidate needs to become proficient

    (b) maintain regular and frequent contact with the candidate, according to an agreed timetable

    (c) be accessible to the candidate, within reason, at other times

    (d) give detailed advice on the timing of various stages of the Research Plan (full research proposal)

    (e) ensure that progress of the candidate is sufficiently well monitored through such means as submission of written material, the giving of seminars and the presentation of papers at appropriate meetings. In particular, the supervisor may arrange for the candidate to present and define the Research Plan (full research proposal) to the faculty of enrolment or other forum

    (f) constructively criticise the work of the candidate, ensuring such criticism is available to the candidate in reasonable time after submission or presentation of the work

    (g) ensure the candidate is made quickly aware of any perceived inadequacies in the work as it proceeds, and discuss with the candidate ways in which those inadequacies may be addressed

    (h) maintain an up-to-date and comprehensive file on the candidate's work and progress for purposes of monitoring and guiding the candidate's work and providing timely feedback

    (i) where appropriate, advise the candidate of the requirements for ethics approval of research involving humans and animals and guide and supervise the candidate's preparation of applications for ethics approval

    (j) inform the candidate of, and encourage attendance at, any induction or research training programs available (for example, library and research skills.)

    (k) when the thesis is nearly ready for examination, consult the Dean of the relevant faculty concerning possible examiners for the thesis in order that the Dean may make appropriate recommendations to the Graduate Studies Sub-committee for appointment of examiners.

Change of Supervisor

- A candidate or supervisor may make a written request, through the Dean of the relevant faculty, to the Graduate Studies Sub-committee for a change of supervisor. If the Dean of the relevant faculty is the supervisor and the request is from a candidate, the candidate may choose to forward the request to the Deputy Vice-Chancellor.

- It is strongly recommended that, before making a formal request, the candidate or supervisor discuss the matter in the first instance with the Dean of the relevant faculty or, if the Dean is the supervisor, with the Deputy Vice-Chancellor or the Deputy Vice-Chancellor's nominee on the matter.

- A Dean of a faculty may make a written request to the Graduate Studies Sub-committee to change the supervisor of a candidate's research work and thesis, giving reasons for the request. Where possible and practicable, a Dean must first discuss the matter with the candidate, the current and proposed supervisor/s and advise them of the intention to request a change of supervisor before submitting the request.

- In cases where the Dean of the relevant faculty is the supervisor of the candidate, the Deputy Vice-Chancellor may

make a request to the Graduate Studies Sub-committee to change the supervisor of a candidate's research work and thesis, giving reasons for the request. Normally, the Deputy Vice-Chancellor, or the Deputy Vice-Chancellor's nominee on the matter, would first discuss the matter with the candidate and the supervisor and advise them of the intention to request a change of supervisor before submitting the request.

- Requests for a change of supervisor should be based on reasonable grounds, such as personality clash, change of direction of the research project, change in workload or workplace of the supervisor, foreseen extended illness of a supervisor.

- The Dean of the relevant faculty (or Deputy Vice-chancellor) will forward the request, together with a recommendation on the request and, where appropriate, the name/s of the proposed replacement supervisor/s, to Student Administration who will enter details of the request on the candidate's file and records and forward a copy of the request and recommendation to Graduate Studies Sub-committee for consideration.

- Student Administration will enter on the candidate's file and records the decision/s made by the Graduate Studies Sub-committee and formally advise the candidate, original supervisor, any replacement supervisor and co-ordinator of research training and the Dean of the relevant faculty of the decision/s.

Dean's Responsibilities in Relation to Candidate

- The Dean of the relevant faculty must maintain an overseer role, ensuring that the candidate's progress is satisfactory, that the supervisor is providing adequate training, support and guidance to the candidate, that appropriate resources are available to the candidate and that the candidate is reasonably informed regarding the resources and facilities available as a candidate within and, where appropriate beyond, the faculty.

- The Dean of the relevant faculty or the Dean's delegate (usually the faculty's co-ordinator of research training) will be responsible for ensuring that six monthly progress reports are prepared by each of the candidate and the supervisor; that any problems indicated in either report are addressed and, where possible resolved; and monitoring the candidate's overall performance and progress to ensure that the candidate is being adequately assisted within the faculty to meet the requirements of provisional and probationary candidature and complete the thesis with minimum delay.

- If the Dean of the relevant faculty is the candidate's supervisor, responsibility for overseeing the candidature and supervision should be undertaken by the co-ordinator of research training within the faculty.

Ethics Approval for Candidate's Research

- It is both a national and a University requirement that research projects which involve humans or animals receive ethics approval before the research commences.

- Under the requirements for ethics approval of research, a student or candidate cannot be the principal researcher for research projects requiring ethics approval and cannot be responsible for the overall ethical conduct of that research. For ethics approval, the principal supervisor is regarded as the principal researcher and has the responsibility for the ethical conduct of the candidate's research.

- Nonetheless, as part of the research training of a candidate, the candidate is responsible for preparing and drafting applications and associated documentation for ethics approval.

- The supervisor is responsible for ensuring that the candidate is aware of and understands the relevant ethics requirements; for providing training, guidance and support to the candidate in preparing an application for ethics approval; and for ensuring that the final application is as well presented as possible so as to avoid any unnecessary delay in ethics approval.

- In general, applications for ethics approval should not be submitted by the candidate's supervisor to an ethics committee until the Graduate Studies Sub-committee has approved the research proposal submitted for progression from Stage Two: Probational Candidature to Stage Three: Confirmed Candidature.

- Research projects that involve the use of recombinant DNA, biologically hazardous materials, chemically hazardous materials, carcinogens, teratogens, radioisotopes, ionising radiation and non-ionising radiation, or which involve other recognisable hazards must be given clearance by the University Safety Officer and might need to be referred to the University's Institutional Biosafety Committee. These clearances should be arranged by the candidate through the supervisor.

Reports on Progress

- Candidates, supervisors and Deans of the relevant faculties are required to make six monthly progress reports on a candidate's progress and the different requirements for each are outlined below.

- As indicated below, Student Administration will be responsible for forwarding copies of the completed reports to the Graduate Studies Sub-committee. Student Administration should forward the Sub-committee copies of progress reports on a candidate as a set comprising all three completed reports - candidate, supervisor, Dean of the relevant faculty.

Candidate's Progress Reports

- By 30 April and 31 October in each year of confirmed candidature, a progress report from each confirmed candidate must be submitted to the Graduate Studies Sub-committee,

through Student Administration, using the reporting form approved by the Deputy Vice-Chancellor.

• By no later than six weeks before the due date for Progress Reports, Student Administration will forward to a confirmed candidate the progress reporting form and advice of the due date for return of the completed form.

• The candidate will be expected to report on:

   (a) the extent of progress in terms of the approved Research Plan (full research proposal)

   (b) the extent of interaction with the supervisor, in terms of the agreed program of consultation

   (c) any factors which are affecting the progress of work adversely or otherwise

   (d) anticipated completion date, and any reasons for change of that anticipated date from previous predictions in earlier reports.

• Student Administration will file the original report and enter the date of receipt on the candidate's file and records and forward a copy to the Dean of the relevant faculty and, subsequently, to the Graduate Studies Sub-committee.

• Where the Dean of the relevant faculty is the candidate's supervisor, a copy of the candidate's progress report should be forwarded to the Deputy Vice-Chancellor, instead of the Dean.

Supervisor's Progress Reports

• By 30 April and 31 October in each year of a confirmed candidate's enrolment, the candidate's principal supervisor must submit a report on the candidate's progress to the Graduate Studies Sub-committee, through the Dean of the relevant faculty, using the reporting form approved by the Deputy Vice-Chancellor.

• By no later than six weeks before the due date for Progress Reports, Student Administration will forward to a supervisor of a confirmed candidate the supervisor's progress reporting form and advice that the completed form should be submitted to the Dean of the relevant faculty within four weeks. A copy of the advice will be forwarded to the Dean of the relevant faculty.

• The supervisor will be expected to report on:

   (a) the extent of progress in terms of the approved Research Plan (full research proposal)

   (b) the extent of interaction with the candidate, in terms of the agreed program of consultation

   (c) any factors which are affecting the progress of the work adversely or otherwise

   (d) anticipated completion date, and any reason for change of that anticipated date from previous predictions in earlier reports

• The supervisor will ensure that the candidate has had an opportunity to read and discuss the supervisor's comments before submitting the report to the Dean of the relevant faculty.

• Where the Dean of the relevant faculty is the candidate's supervisor, the supervisor's progress report should be forwarded to the Deputy Vice-Chancellor.

• A supervisor may choose to submit additional progress reports on a candidate at any other time with a view to assisting the Graduate Studies Sub-committee in assessing a candidate's progress.

Dean's Progress Reports

• By 30 April and 31 October in each year of a confirmed candidate's enrolment, a Dean must submit a Dean's progress report on each candidate in the faculty to the Graduate Studies Sub-committee, through Student Administration, using the reporting form approved by the Deputy Vice-Chancellor, except where a Dean is a candidate's supervisor.

• By no later than six weeks before the due date for Progress Reports, Student Administration will forward to the relevant Dean of faculty or the Deputy Vice-Chancellor (if a Dean is the particular candidate's supervisor) a progress reporting form for each confirmed candidate enrolled in the relevant faculty and advice of the due date for return of the completed form, together with advice that the supervisor's progress report is to be forwarded at the same time.

• Student Administration will also forward to the Dean of the relevant faculty, or the Deputy Vice-Chancellor if the Dean is the supervisor of a candidate in the faculty, a copy of the candidate's progress report as soon as practicable after it is received.

• The Dean of the relevant faculty, or Deputy Vice-Chancellor or person nominated to act as the Dean of the relevant faculty for the purpose of preparing a Dean's Progress Report on a candidate, will be expected to comment in general terms on the candidate's progress and likely completion date, and may include comment on the relationship between the candidate and supervisor, resource issues or other matters of relevance and any recommendations.

• The Dean of the relevant faculty should consider the progress reports submitted by each candidate and supervisor, discuss these with the candidate and supervisor and advise the candidate and supervisor of any recommendations that the Dean intends to make to the Graduate Studies Sub-committee concerning the candidature.

• The Dean of the relevant faculty, or Deputy Vice-Chancellor or person nominated to act as the Dean of the relevant faculty for the purpose of preparing a Dean's Progress Report on a candidate, should not disclose to a supervisor or candidate any exact adverse comment made about supervision or a supervisor or a candidate in the progress reports made by a candidate or supervisor. Instead, discretion should be exercised and any concerns raised about candidature or supervision should be discussed in a general way with the candidate and supervisor with a view to identifying ways to overcome any perceived difficulties and making any recommendations to the Graduate Studies Sub-committee.

- The Dean should then complete the Dean's progress report.

- Where the Dean of the relevant faculty is a candidate's supervisor, the Deputy Vice-Chancellor or a person nominated to act as the Dean of the relevant faculty for the purpose of preparing a Dean's Progress Report on that candidate, will complete the progress report after having read and considered the separate progress reports from the candidate and the supervisor.

- The Dean of the relevant faculty, or Deputy Vice-Chancellor or person nominated to act as the Dean of the relevant faculty for the purpose of preparing a Dean's Progress Report on a candidate, will forward the Dean's report and recommendations, together with the supervisor's report, to Student Administration.

- Student Administration will file the original Dean's and supervisor's progress reports and enter the date of receipt on the candidate's file and records and forward a complete set of three progress reports on the candidate to the Graduate Studies Sub-committee.

Graduate Studies Sub-committee's Consideration of Progress Reports

- The Graduate Studies Sub-committee will assess the information in the progress reports and may make specific comments or recommendations to the Dean of the relevant faculty, the supervisor and the candidate on matters relating to progress.

- If the candidate's progress is considered to be unsatisfactory, the Committee may require the candidate, supervisor and Dean of the relevant faculty to meet and determine a plan of action to remedy the situation.

- A further report on progress may then be called after a reasonable period, and if problems have not been resolved, the Sub-committee may impose conditions on continued candidature or if it believes that that there might be a case to recommend termination of candidature, the Sub-committee will advise the candidate of this in writing, give the candidate the opportunity to make a representation orally or in writing on why the candidature should not be terminated, and take the candidate's representation into account before reaching any decision. If the Sub-committee decides that conditions are to be placed on continued candidature or that the candidature is to be terminated it must document the reasons for this decision.

- The Director, Student Affairs will officially advise the candidate, supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of the decision made by the Graduate Studies Sub-committee.

- Student Administration will effect any change of enrolment and enter appropriate details in the candidate's file and records.

Unsatisfactory Progress

- From time to time, cases of unsatisfactory progress may arise.

- A candidate may not be satisfied with his or her progress and this dissatisfaction must be made known, in the first instance, to the supervisor and then to the Dean of the relevant faculty or, if the Dean is the supervisor, to the co-ordinator of research training in the faculty.

- A supervisor who is not satisfied with the progress of a candidate should first advise the candidate in writing of the cause of the dissatisfaction and if no improvement is obvious within a reasonable time (two [2] months is suggested) should notify the Dean of the relevant faculty in writing, with a copy of the notice to the candidate. If the Dean is the supervisor, the Dean should notify the co-ordinator of research training in the faculty.

- If subsequent consultation and advice does not result in progress towards resolution of the issue, the Dean of the relevant faculty (or, if the Dean is the supervisor, the co-ordinator of research training in the relevant faculty) must advise the Graduate Studies Sub-committee of the problem, through the Deputy Vice-Chancellor, with copies to the supervisor and the candidate. The Dean of the relevant faculty (or, if the Dean is the supervisor, the co-ordinator of research training in the relevant faculty) must also forward to the Sub-committee sufficient documentation from the supervisor and Dean/co-ordinator of research training of the relevant faculty to demonstrate that a case for possible unsatisfactory progress exists.

- If there is no progress towards resolution of the issue, again within reasonable time, the Graduate Studies Sub-committee may, after consultation with the Dean/co-ordinator of research training of the relevant faculty, impose certain conditions on the candidate or if it believes that that there might be a case to recommend termination of candidature, the Sub-committee will advise the candidate of this, give the candidate the opportunity to make a representation orally or in writing on why the candidature should not be terminated, and take the candidate's representation into account before reaching any decision.

- The Committee will review all the information available, including written or oral presentations from the candidate, the supervisor and the Dean/co-ordinator of research training of the relevant faculty and make a decision on the matter.

- If the Sub-committee decides that conditions are to be placed on continued candidature or that the candidature is to be terminated it must document the reasons for this decision.

- The Director, Student Affairs will officially advise the candidate, supervisor/s and co-ordinator of research training and the Dean of the relevant faculty of the decision made by the Graduate Studies Sub-committee.

- Student Administration will effect any change of enrolment and enter appropriate details in the candidate's file and records.

Appeal Against Termination of Candidature

Policy and procedures for appeal against termination of candidature are currently in preparation and will be included in these guidelines as soon as they are approved.

The Thesis: Preparation, Submission, Examination, Copyright and Intellectual Property

Notice of Intention to Submit Thesis

- It is the candidate's responsibility to notify the supervisor and the Director, Student Affairs in writing of intent to submit the thesis, at least two months before the anticipated submission date.

Appointment of Examiners

- On receiving advice of intent to submit a thesis, the supervisor and Dean of the relevant faculty should consult to recommend names for the appointment of examiners for the thesis. Where the Dean is the supervisor, the Dean should consult the co-ordinator of research training in the faculty for this purpose.

- The candidate may advise the supervisor and the Dean of the relevant faculty of names of persons who might not be appropriate examiners and who, preferably, should not be appointed, and the Dean of the relevant faculty will take this advice into account when recommending examiners to the Graduate Studies Sub-committee.

- The Dean of the relevant faculty will advise the Sub-committee of a candidate's objections to any person recommended by the Dean of the relevant faculty for appointment as an examiner.

- The supervisor and/or the Dean of the relevant faculty should determine the availability of persons recommended for appointment as examiners, before recommending their appointment.

- The Dean of the relevant faculty will then advise the Graduate Studies Sub-committee in writing, through Student Administration, of the following information in making a recommendation for appointment of thesis examiners:

  (a) Student number of candidate

  (b) Program in which candidate is enrolled

  (a) Name of faculty

  (b) Names of Supervisor/s

  (c) Title of thesis

  (d) Abstract or overview of the thesis

  (e) For each recommended examiner:

      (i) Title and full name

      (ii) Current position title (if any)

      (iii) Current organisation (if any)

      (iv) Mail address

(v) Telephone contact number (business hours)

(vi) Facsimile contact number

(vii) E-mail address

(viii) Qualifications including awarding institutions and year of award

(ix) Summary of academic employment history in reverse chronological order including position titles, organisations, years of employment, outline of expertise/responsibilities relevant to the thesis

(x) List of five (5) relevant publications by the proposed examiner

(xi) Where relevant, summary of non-academic employment history in reverse chronological order including position titles, organisations, years of employment, outline of expertise/responsibilities relevant to the thesis

(xii) Where relevant, listing of professional organisation memberships, fellowships, affiliations, adjunct positions etc

(xiii) Paragraph summarising the appropriateness of the examiner for the particular thesis

(xiv) A statement that, to the best of the supervisor's knowledge, the recommended examiner is not related to or does not know the candidate in a capacity that it is likely to call into question the objectivity of the examiner.

- The Graduate Studies Sub-committee will assess the suitability of the examiners recommended by the supervisor and the Dean of the relevant faculty and when it is satisfied that recommended examiners are suitable it will appoint three examiners for a thesis, two of whom must be external to the University and none of whom can be a supervisor of the candidate. The Dean of the faculty concerned will not normally be appointed as an examiner for the submitted thesis.

- Student Administration will contact each appointed examiner, seek the agreement of the appointed examiners to act as examiners and advise the examiners of the requirements in examining the thesis.

- The name of any examiner appointed will not be released to the candidate until the examination process is complete and the candidate is notified of the result of the examination and only if an examiner agrees to release of his or her name to the candidate.

- Normally, the examiner's reports will not be released to the candidate or supervisor until the examination process is complete and only if an examiner agrees to this release. However, in cases where the Graduate Studies Sub-committee decides that a thesis should be amended or corrected or

rewritten as recommended by any examiners, the reports from the examiners concerned will be made available to the candidate and the supervisor for that purpose and the name of the examiner will be withheld until the examination process is complete.

Preparation of the Thesis

Note: The thesis must meet the requirements detailed in Rules 8 and 11 of the Rules for Higher Degrees by Research and Professional Doctorates and it is essential that candidates and supervisors refer to, and follow, those requirements.

- The submitted thesis should indicate that the candidate has satisfied the aims of the particular program. Responsibility for the general organisation and composition of the thesis rests with the candidate, who must discuss it with, and note the comments of, the supervisor. The supervisor must see the thesis in final form and content prior to submission.

- In general:
  - the thesis must be written in English
  - the thesis should be of a form consistent with the normal publication requirements of the discipline. This will require that references be correct and cited in a consistent and accepted manner
  - errors in spelling or of a typographical or syntactical nature should not occur.

Acceptability of Thesis

- The supervisor is required to submit to the Graduate Studies Sub-committee a statement concerning the acceptability of the thesis for examination. This statement is to accompany the thesis at submission and will include an attestation that:

  (a) the thesis is the candidate's own work, taking into account normal candidate-supervisor relations; and

  (b) any work done in collaboration with other researchers, or carried out in other institutions, has been acknowledged within the thesis and in the candidate's certification of authenticity and/or collaboration (see later in this document); and

  (c) no part of the work has been examined for credit towards any other award; and

  (d) the thesis is worthy of examination in relation to its academic content, structure and layout; and

  (e) the thesis adheres to the conventions of written English.

Attestation that the Thesis Warrants Examination

- If a supervisor does not attest that a thesis is acceptable for examination, the Graduate Studies Sub-committee will decide whether or not to have it sent for examination after giving the candidate the opportunity to request that the thesis be sent for examination notwithstanding the lack of the supervisor's statement, and that no part of the work has been examined for credit towards any other award.

Certification of Authenticity and/or Collaboration

- The thesis, when submitted by the candidate, must contain a statement by the candidate, and endorsed by the supervisor, indicating that the contents of the thesis relate to the candidate's own work, taking into account normal candidate-supervisor relations.

- If any of the work has been done in collaboration with other researchers, or carried out in other institutions, this should be clearly indicated in this statement. It is recognised that collaboration is not necessarily a disadvantage to successful submission of the thesis in satisfaction of the candidate's program.

Dispatch of Thesis for Examination

- Following receipt of certification that a thesis warrants examination (or a decision by the Graduate Studies Sub-committee that a thesis warrants examination) the Director, Student Affairs will forward copies of the thesis and other relevant information to the appointed examiners as soon as possible (within 10 working days) after submission of the thesis, again providing advice to the each examiner of the University's requirements for examination of the thesis.

- Refer to sub-section, Examination and consideration of examiners' reports, below.

Public Access to a Thesis

- The thesis and its public availability are a necessary part of the higher degree by research process, and normal library access should be allowed unless there are significant reasons for not making the thesis available. The University wishes to encourage collaborative and contract research with private or public organisations outside the University and accepts that in order to do so, it may, in exceptional cases, be necessary to restrict access to some theses for a short period of time following submission. (This would normally be for no more than 12 months in order, for example, to allow for a fully protected patent.)

- The candidate or supervisor may make application to the Graduate Studies Sub-committee for approval of restriction of access for a limited period, generally not exceeding 12 months.

Examination and Consideration of Examiners' Reports

- Examiners will be requested to submit a report, within two months of receiving a thesis, on the suitability of the thesis in fulfilling the requirements of the degree for which the candidate is enrolled.

- The Director, Student Affairs will contact any examiner not meeting this deadline, to determine if there is any problem, which is delaying the examination, and requesting a final report within one further month. If no report is forthcoming after that time, the candidate will be informed of the delay and the Graduate Studies Sub-committee will consider the advisability of nominating a substitute examiner.

- Examiners will be requested to report on the content and form of the thesis in detail. They will be specifically requested to make a recommendation under one of the following categories:

  (a) recommend admission to the appropriate degree without further work on the thesis

  (b) recommend admission to the appropriate degree, and invite the candidate to make corrections or amendments to the thesis

  (c) recommend admission to the appropriate degree subject to correction or supplementation of the thesis to the satisfaction of the Dean of the relevant faculty and the supervisor/s

  (d) recommend revision of the thesis along certain lines and resubmission of the thesis within twelve months to the same panel of examiners as long as they are still available. The amendments recommended may include:

    (i) rewriting of designated parts or the whole of the thesis

    (ii) the inclusion of the results of additional work to be done by the candidate

    (iii) satisfactory completion of an oral or written examination on the subject matter related to the thesis

    (iv) any other amendment recommended by the examiners

  (e) recommend failure of the candidate and non-award of the degree for which the candidate was enrolled. In the case of making this recommendation for a thesis for a Doctor of Philosophy, the examiners may make a further recommendation that the thesis meets the requirements for the candidate to be awarded a higher degree by research at Master level.

- The Graduate Studies Sub-committee will consider the reports of the appointed examiners and will make a decision which may include any of the options suggested by the examiners.

- In the event of a re-examination where there has to be a change to the examining panel, the new examiners will only be informed that the thesis is being submitted for re-examination. Neither the names of the previous examiners nor the content of their reports will be released to the new examiners unless some form of adjudication procedure becomes necessary.

- In some circumstances, the Graduate Studies Sub-committee may recommend an adjudication procedure, perhaps involving the appointment of an additional examiner, as arbiter, in order to resolve conflict in the recommendations of individual examiners.

- The Graduate Studies Sub-committee must eventually resolve to recommend to the Academic Board that the candidate either be admitted to the degree or not or, in the case of a candidate for a Doctor of Philosophy, to a specified higher degree by research at Master level.

- Student Administration will enter on the candidate's file and records the details relating to recommendation/s made by the Graduate Studies Sub-committee, and any subsequent actions, with respect to the examination of the thesis.

- Normally, Student Administration will advise the candidate, supervisor and co-ordinator of research training and the Dean of the relevant faculty of the Graduate Studies Sub-committee's recommendation concerning the result of examination of the thesis as soon as practicable after the recommendation has been made.

- The Academic Board will consider the Sub-committee's recommendation and decide whether to admit the candidate to the award or, in the case of a candidate for a Doctor of Philosophy, to a specified higher degree by research at Master level.

- As soon as possible after the Academic Board's decision on whether to admit the candidate to the award has been made, the Director, Student Affairs will formally advise the candidate, supervisor and co-ordinator of research training and the Dean of the relevant faculty of the decision and also advise the thesis examiners of the final outcome.

- Student Administration will enter the date of admission/non-admission to the award on the candidate's file and records and provide the candidate's principal supervisor with a copy of the final thesis.

Library Copy of Thesis

- The candidate is required to provide the University Library with an electronic copy of the final thesis and should liaise with the supervisor in arranging for this.

- Conferral of the degree is contingent upon the Library receiving an electronic copy of the final thesis.

- The Library will print and bind a hard copy of the thesis, catalogue the thesis and display the bound copy in its collection.

Copyright for the Thesis

- The copyright for the thesis remains with the candidate.

- The University, however, is of the view that important contributions to knowledge are effective only when suitably available for reference and consideration. The University therefore reserves the right to allow free access to the copy of the thesis retained by the Library, subject to the short-term restrictions arising from possible commercial application of the work described in the thesis. In some cases, all or part of the thesis might have to be further restricted because of the nature of the material. Consultation or reference to that copy will be under the normal academic custom relating to research, that is, anyone wishing to reproduce or otherwise use the contents of

the thesis will do so only with the permission of the author and in circumstances where full recognition is given to the work of the author.

Intellectual Property Rights

Candidates and supervisors should refer to the current Policy on Intellectual Property approved by the University Council for all matters relating to intellectual property rights.

Use of Formal Title of Doctor

A candidate for the award of Doctor of Philosophy or Doctor of Business Administration will be entitled to use the title of "Dr" from the time that the Academic Board admits the candidate to the award. The award will be formally conferred on the candidate in person or in absentia at an award conferring ceremony of the University or by special resolution of the Council of the University of the Sunshine Coast.

[Approved, subject to review by March 2002: Deputy Vice-Chancellor, 5 September 2001. Amended and approved by Deputy Vice-Chancellor 14 December 2001.]

Appendix 1: Glossary of Terms

"Candidate" means a person enrolled for a degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates.

"Candidature" means that period of time in which a person is a candidate for a degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates.

"Confirmed candidature" means that period of a person's candidature, approved by the Graduate Studies Sub-committee, following a period of Provisional Candidature and a period of Probationary Candidature in a degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates.

"Degree" means the degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates for which a person is, or proposes to be, a candidate.

"Enrolled" means that a person has been made an offer of admission to a degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates; and has been admitted to candidature; and has paid any required current program fees; and has his or her name entered on the University's Roll of Students; and is not currently on a period of suspension from candidature; and has not withdrawn as an enrolled student or had his or her candidature terminated by the Graduate Studies Sub-committee or submitted the thesis for award of the degree for which the person was a candidate.

"Exegesis" means a critical explanation of a text, where the text is normally an art work or in non-written form.

"Faculty" means the faculty in which a candidate is carrying out the program of study and research for a degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates.

"Faculty co-ordinator of research training" means the person nominated by the Dean of a faculty to be responsible for co-ordinating and overviewing research training for candidates for a higher degree by research or professional doctorate within that faculty.

"Probationary candidature" means that period of a person's candidature following a period of Provisional Candidature and prior to any period of Confirmed Candidature in a degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates.

"Professional doctorate" means a degree of Doctor other than the Doctor of Philosophy and the Doctor of Letters.

"Program" means the approved study and research to be undertaken by the candidate during candidature.

"Provisional candidature" means that period of a person's candidature which commences once the person has become a candidate and prior to any period of Probationary Candidature in a degree listed in Schedule A to the Rules for Higher Degrees by Research and Professional Doctorates.

"Research Plan" means a detailed proposal for the study and research to be undertaken by a candidate, including an explication of the subject matter of the research, a literature review, the methodology to be used, supervisory arrangements and time lines for completion.

"Student Administration" means the University entity with responsibility for officially enrolling a candidate.

"Supervisor" means the person or persons appointed by the Dean or Graduate Studies Sub-committee to be the principal supervisor/s of a candidate.

"Thesis" means a written dissertation which embodies the result of an original investigation or design or other original research undertaken by a candidate during candidature, and which is written in English; accompanied by an abstract of approximately 300 words describing its content; and is typed, bound or presented in the manner required as appropriate for the thesis. A thesis must not contain as its main content any work or material for which an award was previously conferred by any higher education institution.

Appendix 2: Statement on Basic Infrastructural Resources and Services for Higher Degree by Research Candidates

The following is a list of basic infrastructural resources and services available to all higher degree by research candidates enrolled and undertaking research at the University of the Sunshine Coast.

Access to Study/Research Space

Each candidate is entitled to be provided with the following by the Faculty in which he/she is enrolled:

- A secure study/research work space, separate from any common teaching spaces such as laboratories or preparation rooms
- For candidates undertaking scientific research, access to bench/laboratory/preparation space for pre-approved study/research work including space for secure storage of research items, as approved by the Dean of the Faculty of Science.

Access to Basic Equipment and Facilities

Each candidate is entitled to be provided with the following by the Faculty in which he/she is enrolled or by the University as appropriate:

- A desk, preferably with lockable drawers, and a chair
- At least two drawers in a lockable filing cabinet
- At least one metre of shelving or at least 1.5 square metres of built storage space
- Shared access (with one or a small number of other candidate/s or with one or a small number of staff) to a dedicated desktop

computer with standard desktop applications and any special software applications, subject to University policies and availability within the University

- For candidates with confirmed special needs, access to the University's adaptive technology centre and/or modified computer and adaptive technology desktop applications, depending on availability within the University
- Access to Faculty-based and centralised photocopying facilities for research and study purposes, subject to any limitations on cost-free copying which might be set from time to time by the Faculty or Library or University
- Basic stationery/study supplies for study/research purposes, for example paper, pens, computer discs, with limitations on amounts as determined by the Faculty
- Access to a telephone with STD access for research-related calls, with limitations on calls as determined from time to time by the Faculty and University policy
- Access to University vehicles for pre-approved field work and research, subject to availability.

Access to Information Technology Facilities and Services

Each candidate is entitled to be provided with the following by the University:

- An individual e-mail account
- Access to the University network, including internet access for research purposes, remote access via the student intranet and 100 Mb of storage space
- Access to computer printing facilities located within the Faculty and Reprographics
- Access to computer scanning and CD burning facilities within the Faculty and Information Services, subject to copyright legislation
- Access to IT help desk and IT training/tutorials, depending on availability
- For candidates with confirmed special needs, access to support in use of adaptive technologies
- Other information technology services as documented in the IT Services Student Handbook.

Access to Library Facilities and Services

Each candidate is entitled to be provided with the following by the University:

- Access to a maximum of 100 individual interlibrary loans or on-line document deliveries per year, subject to availability
- On-line access to the Library catalogue and University-owned databases
- On-line access to a maximum of 50 searches of commercial fee-based databases per year, subject to availability

- Access to reciprocal borrowing from other university libraries in Australia, subject to agreements entered into by the University (fees may apply in some instances)
- Access to Library training/tutorials and reference assistance, depending on availability
- Other library services as documented in the Postgraduate Guide to the Library.

Other

Depending on the availability of financial resources within the Faculty at the time, a candidate may be eligible to apply for financial support for attendance or preparation of material or papers for presentation of research findings at conferences.

[Appendix approved, subject to review by March 2002: Deputy Vice-Chancellor,30 August 2001. Amended and approved by Deputy Vice-Chancellor 14 December 2001.]

Campus Policies and Rules

University Health and Safety Policy

The University of the Sunshine Coast is committed to the prevention of illness or injury due to work carried out by any student, member of staff or any other person on campus or any workplace over which the University has jurisdiction on campus. All students, staff, contractors, suppliers and visitors are therefore bound by this commitment. Everyone on campus of the University of the Sunshine Coast has an obligation to ensure that all work under their care or control is carried out in a safe and efficient manner.

The University requires workplace health and safety to be an integral part of every University of the Sunshine Coast operation. The safety of students, staff, the public, contractors and all other employees is the responsibility of everyone on campus and is to be demonstrated at all times.

The University neither expects nor requires its students, employees, suppliers or contractors to attempt anything that would be likely to cause them harm.

Land, Traffic and Parking Rules
Preliminary

1. These rules shall apply -
   (a) within the boundaries of the University premises, and to every part of the University premises; and
   (b) to every person who is at any time on the University premises.
2. These Rules are divided as follows:
   PRELIMINARY
   LAND RULES
   PARKING RULES
   TRAFFIC RULES
   PENALTIES
3. In these Rules, except insofar as the context or subject matter otherwise indicates or requires:
   "Act" means the University of the Sunshine Coast Act, 1998;
   "authorised person" means an authorised person within the meaning of the Act;

"security officer" means a security officer within the meaning of the Act;

"staff" has a collective meaning for both academic and general members;

"Statute" means any statute made under the Act;

"student" means a student who was enrolled and registered in a program of the University at the time of the alleged misconduct;

"University premises" includes buildings, grounds and vehicles which are under the control and management of the University and which are used for, or in connection with, the purposes of the University;

"Vice-Chancellor" means the Vice-Chancellor of the University and includes a person acting, for the time being, in the position.

4. The Vice-Chancellor may nominate an officer to exercise any or all of the Vice-Chancellor's authorities and functions under these Rules other than the authority to make regulations under these Rules.

Land Rules

5. The Vice-Chancellor may authorise the erection, installation, placing, or display on the campus of such signs, signals, marks, notices, structures and devices as the Vice-Chancellor considers necessary or desirable for the purpose of -
   (a) regulating or controlling traffic on the premises, including the parking of vehicles, and the regulation and control of vehicles picking up or setting down passengers or loading or unloading goods;
   (b) regulating or controlling any other activity on the premises.
6. The University shall not be liable for any loss or damage suffered or caused to any person or vehicle (or its accessories or contents) while travelling, standing or parked on the University premises.
7. The Vice-Chancellor may declare any part of the University premises closed to all persons or to any person or to any class of persons for such period as the Vice-Chancellor thinks fit.

8. Subject to the Act and this Statute it is an offence for a person

(a) to be on the site in contravention of a declaration by the Vice-Chancellor under this, or any other, Statute;

(b) to contravene or fail to comply with a requirement of an authorised person or a security officer or a direction by an authorised person or security officer under the Act;

(c) except where authorised by the Vice-Chancellor -

(i) to bring or keep or cause to be brought or kept or consumed any intoxicating liquor on the site;

(ii) to remove, alter, deface, damage, or otherwise interfere with a control device, building, or other thing on the site;

(iii) to have in possession, carry, or discharge any fire-arm;

(iv) to have in possession, set off, or throw any firework;

(v) to kindle or make any fire, except in a fireplace provided; or

(vi) to throw or discharge any stone or other missile;

(d) except in relation to the posting of notices on noticeboards provided for the purpose, or the distribution of matter in the course of lawful and customary University or student activities -

(i) to post, stick, or otherwise affix to any part of the site, or give out or distribute any placard, handbill, notice, advertisement, or other written, printed, stencilled, or graphic matter; or

(ii) to write, draw, print, or paint on or deface any part of the site;

(e) except where authorised by the Vice-Chancellor -

(i) to sell, expose, or offer for sale, lease, or hire, or solicit orders for the purchase, lease or hire, or solicit orders for the purchase, lease, or hire, of any goods, wares, or merchandise, or any other article or thing; or

(ii) to organise, arrange, advertise, manage, or control any fete, picnic, concert, display (including displays of film or television), or performance to be left on the site;

(f) to smoke in a designated non-smoking area;

(g) to throw, deposit, or leave on the site any rubbish, refuse, paper, bottles, or litter of any kind, except in a receptacle provided for the purpose;

(h) to use any insulting, abusive, threatening, profane, indecent, or obscene language or to behave in a riotous, violent, disorderly, indecent, obscene, offensive, threatening, or insulting manner on the premises;

(j) except where incidental to the lawful and customary activities of the University, students, or staff, or where authorised by the Vice-Chancellor, to organise, arrange, advertise, manage, or control any meeting, conference, discussion, speech, preaching, or ceremony on the site;

(k) to obstruct -

(i) any member of the staff of the University or member of the police force in the discharge of their duty; or

(ii) any person in the exercise and enjoyment of any lawful activity while lawfully on the site;

(m) except in the course of the person's duty or where authorised by the Vice-Chancellor -

(i) to cut, break, deface, pick, remove, destroy, or injure any tree, shrub, plant, or flower;

(ii) to remove, damage, or interfere with any stake or label on or near any tree, shrub, plant, or flower; or

(n) except as an aid for a disabled person or in the course of the person's duty or in connection with a program of study or for the purpose of consulting a member of the staff, to bring or cause to remain on the premises any mammal, bird, reptile, fish or insect;

(p) to disturb, frighten, shoot at or throw missiles at any bird, fish, or other animal on the site or otherwise attempt to capture, or kill any bird, fish, or other animal on the premises; or

(q) to bet or offer to accept a bet or to play cards for money or to engage in any form of gambling on the premises.

Parking Rules

9. (1) Subject to these Rules, it is an offence for a driver or person in charge of a vehicle -

(a) to contravene or fail to comply with a prohibition or requirement indicated by a control device;

(b) without prejudice to the generality of paragraph(a) -

(i) to park the vehicle in any area in which parking bays are marked or otherwise indicated otherwise than wholly within a bay; or

(ii) in the case of a motor cycle, motor scooter or bicycle, to park it in a space which, notwithstanding that it is marked or otherwise indicated as a parking bay, is of a size appropriate for the parking of a 4-wheel vehicle;

(c) to park the vehicle so as to obstruct other vehicles;

(d) to park the vehicle on roads;

(e) to park the vehicle in a parking area for which the person has no authorisation.

(2) A person's act or omission does not constitute an offence under clause 9(1) if the act or omission was directed or authorised by an authorised person or security officer appointed under the Act.

(3) This clause does not apply to the entry and use on the campus of an emergency vehicle.

10. The Vice-Chancellor may determine the conditions under which vehicles are brought onto and parked on the premises.

Traffic Rules

11. (1) Subject to these Rules, it is an offence for a driver or person in charge of a vehicle -

(a) on joining a roadway from a parking area, to fail to give way to vehicles using the roadway;

(b) to drive or take the vehicle onto any recreation area, nature strip, garden, lawn, footpath or other part of the site which is not constructed for use by vehicles;

(c) to drive the vehicle at a speed exceeding 20 km/hour or, on any part of the site with respect to which a lower limit is indicated by a control device, that limit;

(d) to drive the vehicle negligently or recklessly, or in a manner dangerous to other users of the site, or without due care and consideration for other users;

(e) to drive the vehicle so as to cause excessive noise; or

(f) to abandon the vehicle on the site.

(2) A person's act or omission does not constitute an offence under clause 11(1) if the act or omission was directed or authorised by an authorised person or security officer appointed under the Act.

(3) This clause does not apply to the entry and use on the campus of an emergency vehicle.

12. Except as otherwise provided in these Rules, the normal rules and regulations under the Queensland traffic legislation shall apply to the vehicles on campus.

Penalties

13. In addition to any penalties to which a person may otherwise be liable, the penalty for a breach of-

(a) the land rules shall be a maximum of ten penalty units;

(b) the parking rules shall be a maximum of five penalty units;

(c) the traffic rules shall be a maximum of five penalty units,

as prescribed by the Vice-Chancellor in regulation made pursuant to these Rules.

Policy on Smoking

Smoking is prohibited in all buildings operated by the University of the Sunshine Coast and within three metres of any such building, in any signed non-smoking area and within any vehicle.

This policy extends to special purpose vehicles as well as University general vehicles.

For the purposes of this policy, a building is defined as a fixed structure roofed with wholly or partially enclosed walls.

Lost and Found Property Policy

Overview

The Lost and Found Property Policy provides for the handling, retention and disposal of found property at University of the Sunshine Coast. Lost Property is defined as items including cash/valuables that have been reported to the University as lost/stolen on University property. Found Property is defined as items including cash/valuables that have been found on University property and reported to the University. Claimed Property is defined as items of found property which have been claimed by either the owner or the finder. It is the role of the Registry Office to administer the procedures for lost and found property.

Policy

1. Lost Property

1.1 All enquiries concerning property lost on campus are to be directed to the Registry Office.

1.2 Details of all lost property are to be recorded in a Lost Property Register.

2. Stolen Property

2.1 Property considered to be stolen is to be reported to Security in the first instance.

2.2 Security is to report any stolen items to the Registry Office.

3. Found Property

3.1 Found property is to be sent to the Registry Office.

3.2 All items of found property are to be recorded in the Lost and Found Property Register.

4. Claimed Property

4.1 Found property being claimed is to be recorded in the Claimed Property Register.

5. Retention & Disposal of Found Property

5.1 Found property is to be retained within the Registry Office for the specified period pertaining to the requirements of the Lost and Found Property Procedures detailed in Item 5.7 Table 1.

5.2 Disposal action for found property in the first instance provides for the right of the finder to claim property before the nominated disposal action listed in the Lost and Found Property Procedures Item 5.7 Table 1.

Equal Opportunity

University of the Sunshine Coast is committed to a policy of equal opportunity and freedom from all forms of discrimination in accord with legislation and as determined by Council. The policy is issued on the basis that it is fair and just and contributes to the fulfilment of the University's Mission and Goals.

In fulfilling this commitment the University aims to:

- promote the development of a University culture supportive of equal opportunity principles

- ensure that all of its management and educational policies and practices reflect and respect the social and cultural diversity contained within the University and the community it serves

- ensure that the appointment and advancement of staff and admission and progression of students within the University are determined on the basis of merit

- provide equal employment and educational opportunities within the University and identify and remove barriers to participation and progression in employment and education

- eliminate unlawful discrimination against staff and students on grounds which are unlawful

- comply with State and Federal legislation on discrimination and equal opportunity and binding international human rights instruments.

The Vice-Chancellor, with the support of Executive and managers, is responsible for the implementation of this policy, assisted by the Director, Student Affairs and the Manager, Human Resources. The University expects all staff, students and members of the University community to act in accordance with this policy.

Policy on Racial Discrimination and Harassment

Policy Statement

University of the Sunshine Coast recognises the right of all students and staff to work and/or study in an environment free from all proscribed forms of discrimination and harassment, including racial discrimination and harassment.

University of the Sunshine Coast has adopted a policy on Equal Opportunity to reflect its commitment to equal opportunity and freedom from all forms of discrimination in education and employment, as determined by legislation or by Council.

University of the Sunshine Coast is committed to protecting the rights of both students and staff to achieve their full potential in an environment which values cultural diversity and is free from racial discrimination or harassment. As such it aims to provide an environment in which positive actions are taken to:

- affirm and value cultural identity;

- give due recognition to the history and experiences of the indigenous peoples of Australia, particularly through the provision of information on Aboriginal and Torres Strait Islander culture and society in the curricula of courses within discipline areas where such information is relevant;

- give due recognition to its culturally diverse community through the provision of information on diverse cultures and societies in the curricula of courses within discipline areas where such information is relevant;

- develop cross-cultural awareness and the active participation of staff and students in establishing a climate, within all University activities, conducive to the elimination of racial discrimination and harassment;

- inform students and staff of their right to make complaints on the basis of racial discrimination and harassment, and to ensure complaints are dealt with promptly, seriously, fairly and effectively;

- alert staff, students and organisational units to their responsibilities in regard to racial discrimination and harassment and encourage them to take an active role in opposing racial discrimination and harassment;

- ensure supervisors are aware of their accountability for maintaining proper standards of conduct within their areas of responsibility; and

- ensure all policies and practices of the University and its organisational units take account of the aim to eliminate racial discrimination and harassment.

University of the Sunshine Coast acknowledges its responsibility to ensure that staff, students and members of the University community are made aware of what constitutes unacceptable behaviour within the University and that all managers and supervisors are aware of their responsibility for ensuring the maintenance of proper standards of conduct within the University.

University of the Sunshine Coast recognises its responsibility to deal with racial discrimination and harassment and to take prompt and effective action to deal with complaints and to do everything in its power to ensure that all people involved in a complaint, including the complainant, the person complained about (the respondent) and witnesses, are treated fairly by the University and are not victimised in any way.

It also recognises the responsibility of managers to take a pro-active role in dealing with any manifestations of discrimination or harassment in accordance with this policy.

What is racial discrimination and harassment?

Any distinction, exclusion, restriction or preference within University of the Sunshine Coast's study and work environment based upon race, colour, national or ethnic origin, descent, migrant status, ancestry, or nationality amounts to racial discrimination. Discrimination on the grounds of religion may in some circumstances constitute racial discrimination.

The University may, however, develop Affirmative Action Programs for specific groups of people. Affirmative Action Programs include strategies to provide increased opportunities for identified groups of people and to remove barriers to participation and progression in employment and education which are, as a result of historical or existing disadvantage, harassment and discrimination. Affirmative Action Programs are therefore not included in a definition of racial discrimination and harassment.

Discrimination may be both direct and indirect. An example of direct racial discrimination would be denigrating the racial background of a student in a lecture. An example of indirect racial discrimination could be when examination timetables do not provide reasonable alternatives for clashes with religious holidays.

Discrimination includes discrimination on the basis of actual attributes (such as appearance, racial background or accent) and also includes discrimination on the basis of imputed or presumed attributes, such as unsubstantiated assumptions about a person's racial background.

Harassment is a form of discrimination. It is offensive social behaviour. The University recognises that the work or study environment may be adversely affected by racial harassment in staff/student or employer/employee relationships and between peers (student/student or employee/employee), and it will not tolerate such behaviour. Similarly, the University will not tolerate harassment by or of staff or students with respect to any other person whilst engaged in University-related activities.

Behaviour that is regarded by some as harmless, trivial, or a joke may to others constitute racial harassment, when it is personally offensive, humiliating or distressing to the recipient.

When used in this policy, the term "racially-based" means based upon attributes which may include race, colour, national or ethnic origin, descent, migrant status, ancestry and nationality.

Racial discrimination and harassment may consist of a variety of behaviours and actions including, but not limited to the following examples:

- racially-based discrimination and harassment in access to services, education, or employment opportunities;
- offensive racially-based comments, made in the course of lectures and class meetings or interview;
- racially-based derogatory name calling, insults and offensive jokes;
- written racially-based offensive comments by staff or students;
- racially-based offensive comment in telephone or electronic mail or other computer system communications;
- racially-based offensive graffiti;
- distribution of racially-based offensive material;
- making racially-based offensive comment eg, on clothing and badges;
- using University facilities to recruit students or staff to organisations or groups which advocate racial discrimination or harassment;
- advocating racial or religious hatred or inciting unlawful racial discrimination.

Policy on Sexual and Gender-based Harassment

Policy Statement

Harassment is a form of discrimination. It is offensive social behaviour which occurs particularly in staff/student or employer/employee relationships where there is a relationship of power and/or authority of one person over another.

The University recognises however, that the work or study environment may also be adversely affected by sexual or gender-based harassment by peers (student/student and employee/employee) and will not tolerate such behaviour. Similarly, the University will not tolerate harassment of staff by students nor harassment by staff or students or visitors or members of the public whilst engaged in University activities.

Behaviour that is regarded as harmless, trivial or a joke may constitute sexual or gender-based harassment, where personally offensive, humiliating or distressing to the recipient.

Sexual Harassment

Sexual harassment is any form of offensive sexual attention that is uninvited and unwelcomed. It can be a single incident or a persistent pattern of unwelcomed behaviour and it should be noted that the distress can be the same whether the conduct is intentional or unintentional. Although a majority of complaints of sexual harassment come from women, sexual harassment can range from subtle behaviour to explicit demands for sexual activity or even criminal assault and includes the following:

- inappropriate remarks with sexual connotations
- smutty jokes
- the display of offensive material
- stares and leers, or offensive hand or body gestures
- inappropriate posturing
- comments and questions about another person's sexual conduct and/or private relationships
- requests for sexual favours
- offensive written, telephone or electronic mail or other computer system communications
- unnecessary close physical proximity including persistently following a person
- unwelcome physical contact such as brushing against or touching a person
- actual molestation
- sexual assault.

Gender-based Harassment

Gender-based harassment is any conduct that is unwelcome because it denigrates a person on the basis if their gender. It can be a single incident or a persistent pattern of unwanted behaviour and constitutes unlawful discrimination if it can be shown that the

person being harassed is being treated unfavourably on the basis of her or his sex. The term covers a range of behaviour which in its context amounts to harassment including:

- denigrating comments regarding a person's gender
- the display of written or pictorial material which denigrates a person's gender
- negative behaviours, eg, bullying, intimidation or excluding related to gender of the recipient
- expressing stereotyping, that is assumptions based on gender about an individual's gender, group behaviour, values, culture or ability.

Policy Concerning Children on Campus

Purpose and Description

University of the Sunshine Coast is committed to the principle of equal opportunity for staff and students, and promotes a work and study environment that respects work, study and family responsibilities.

The University holds in high regard the safety of all children (any person under the age of (16) sixteen years), who may from time to time be present on or in University property. To this end, due regard must be shown at all times by all staff, students and visitors for the safety of children when they are on the University campus.

Responsibility

All staff, students and visitors who bring, or allow, children onto University premises must ensure that they are in the control and care of an adult and accompanied by an adult at all times. All adults failing to comply may be asked by authorised officers of the University, including Security personnel, supervisors and lecturers to remove the child/children from the campus. The authorised officer shall file a report of the request and reasons for the request to the Vice-Chancellor. The Vice-Chancellor will act in accordance with the University Act, statutes, policies and procedures.

The University recognises that students from nearby schools may be on campus, through their own initiative, using University resources and facilities that are available to the public, eg, the Library, playing fields and athletics track. Such students found to be causing a disturbance or considered to be a safety risk may be asked by authorised officers of the University to leave the campus. The authorised officer shall file a report of the request and reasons for the request to the Vice-Chancellor, who will act in accordance with the University Act and statutes and will also notify the relevant school principal if necessary.

Implementation

Students and staff are reminded that their access to University resources and facilities arises out of a contract and that, as a result, the University should not be used as an alternative to other child care facilities during working or study hours.

However, the University recognises that, as a last option, parents/carers may need to bring their children into work and study environments during emergencies. In such circumstances, the student or staff member is responsible for ensuring that adequate childcare arrangements have been made to ensure that the safety of that child is guaranteed, and moreover, the work performance of the staff member/student, or other staff members/students, is not impacted upon.

The University has introduced the following provisions to assist parents/carers bringing children onto campus:

- Permission to bring children into work or study environments is at the discretion of supervisors or lecturers. Such requests will be viewed with empathy, although the supervisor or lecturer must give consideration to the level of risk and disruption to other students and staff associated with the child's presence in the workplace or learning environment.[1]
- There are some areas of the University where children may not be permitted because of potentially serious health risks to children. Such places include, but are not limited to, laboratories (science and computer), workshops and places where farm/grounds equipment is in use.
- Under no circumstances may a child/children enter laboratories, workshops, or any place of work where any form of experiment is conducted, except for formally organised visits by school children, when it will be the responsibility of the Dean of Faculty to ensure that adequate supervision is provided by University staff.
- Parents/carers must ensure the safety of their children and supervise them at all times. Children are not allowed to use resources provided for legitimate University purposes including telecommunications and computer systems and associate services such as email, and the Internet.
- Staff and students are required to contact the appropriate supervisor and/or lecturer if children are left unattended and are causing serious disruptions.
- Children who are ill (particularly if due to an infection) are not permitted in work or study environments.

References

Code of Conduct for Officers and Employees of University of the Sunshine Coast
Student Conduct and Discipline Draft Statute
Acceptable Use of Information Technology Resources

1 For example, an office environment may not necessarily be safe for a young child because of the potential risks due to electrical appliances, heating and cutting devices, heavy objects (eg VDUs, sharp edges, solvents and other chemicals).

Library

Policy on the Acceptable Use of Information Technology Resources

Introduction

Information technology has the ability to improve instructional systems, information systems, and communications services for staff and students in support of the University's academic programs and administrative services. The University's strategic plan and operational plans direct how computing equipment, networks, systems and software (hereinafter referred to as information technology resources) shall be employed. Staff and students (hereinafter referred to as clients) as users of information technology resources are expected to exercise responsibility; use resources ethically; respect the rights and privacy of others; and operate within the laws of the State and Commonwealth, and the statutes, rules and policies of the University.

Each member of staff is provided with convenient access to a computer workstation networked to a wide variety of electronically based services available on campus, and other services accessible across the Internet. Similarly, students are provided with computer laboratories that deliver educational services. The University authorises staff and students to access information technology resources depending upon their need. The University reserves the right to withdraw access to any client with a previous history of offence or where evidence suggests that the client has violated University statutes, rules, and policies or the law.

This policy has been created so that the University's clients, as users of information technology resources, have an understanding of the University's commitment as well as their own responsibilities, duties, and obligations.

Policy Statement

The University provides information technology resources consistent with the mission and goals of the University. Specifically, services are provided for legitimate University purposes, including approved teaching, research and administrative functions.

Free and open usage

The University's information technology environment is dynamic, characterised by openness, creativity and free sharing of information, to the greater benefit of universities generally. This policy shall respect this environment and inhibit these characteristics only when necessary to protect the essential interests of the University.

Authorised usage

The University shall determine who has access to available information technology resources. Staff may be authorised to access resources required to perform their duties. Students may be authorised to access services for academic purposes relating to

their course of study at the University. Persons other than staff and students may be provided access to use information technology resources under special circumstances subject to appropriate authorisation and indemnities.

Clients are responsible for their own accounts and are permitted to access only those resources for which they have been authorised. No client may use any other client's authorisation to access any system nor allow any other person to use his or her authorisation to access any system.

The University may withdraw access from any client who abuses privileges assigned to them.

Management of services

The University accepts responsibility for the maintenance of its information technology resources to standards of acceptable reliability and security; and for the provision of instructional materials and training courses to enable all staff and students to use these resources efficiently. However, those responsibilities must be managed within finite resources. The University may limit services and non-essential use where this impacts on costs or standards of performance; or implement operational procedures to encourage a rational use of resources.

Standard office computing environment

A standard suite of office applications software is adopted and provides benefits to the University community in the form of improved communications, training materials, and technical support services for clients with workstation connections to the campus network.

Information privacy

The University recognises the right to privacy of client files and communications. However, the University reserves the right to access files when necessary for the maintenance and security of information systems. Authorised personnel may examine files and directories where it is necessary to determine the ownership or recipient of lost or misdirected files, and also where the University has information or evidence that:

- system integrity is threatened
- security is compromised
- an activity has a detrimental impact on the quality of service to other clients
- the system is being used for purposes which are prohibited under University policies
- the system is being used for unlawful purposes.

The University can not protect individuals against the existence or receipt of materials that they may find offensive. However the University may initiate appropriate action against the originator of the material if they have violated University policies or the law.

Disciplinary action

Breaches of this policy shall be treated as misconduct and are dealt with under relevant University statutes, rules, and policies including the Code of Conduct, and the Student Conduct and Discipline Statute. The University reserves the right to restrict access by an individual to information technology resources when faced with evidence of a breach of University policies or law. Breaches that violate state or Commonwealth law shall be reported to the appropriate authorities.

Network integrity

The campus computer network is a key element of the electronic based services that support the academic programs and administrative operations. Hardware is connected to the network only in accordance with the University's building and telecommunications standards.

Any form of unauthorised experimentation with the campus network is prohibited, eg, unauthorised installation of hardware or network software; physical interference with hardware, network connections, or cabling, etc.

Use of University property

The University's information technology resources, as with other University resources, shall be used only for legitimate University purposes.

Staff should limit the use the University's information technology resources for incidental purposes.

Students should limit the use the University's information technology resources to purposes that directly relate to their studies.

Expression of personal views

During electronic correspondence or discussion, it must be recognised that personal views may be misconstrued to be representative of the University's position. Where the client does not have authority such correspondence must remove any such ambiguity.

Responsibility with regard to Australian laws, University policies and contracts between the University and external agencies

The University has obligations relating to intellectual property, copyright, sexual and gender-based harassment, and racial discrimination and harassment as defined by law, and in its own policies. The University expects that clients of its information technology resources shall exercise their responsibilities in these areas.

Clients should familiarise themselves with University statutes, rules, and policies including, but not limited to, the Code of Conduct, the Student Conduct and Discipline Statute, all harassment policies, and the Intellectual Property policy.

Clients must not use the University's information technology resources to act fraudulently in any way, eg, falsely attributing the source of any material to another person.

The University has certain contractual and licensing obligations relating to the use of its information technology resources that constrain the way facilities may be used. Where there is any doubt, clients should familiarise themselves with any constraints detailed in the licence agreement. If in doubt, clients shall seek advice from the Manager, Information Technology Services.

Defamation, harassment and other abusive behaviour

No client shall, under any circumstances, use the University's information technology resources for the purpose of defaming or slandering any individual or organisation. Information technology resources shall not be used in any way such that a reasonable individual may consider it to be harassing, abusive or obscene behaviour.

Illicit Material

No client shall, under any circumstances, use the University's information technology resources to access, transfer, or store illicit material. Resources shall be used only for legitimate University purposes for which they are provided.

Security

The primary means of security for the University's information technology resources is through the allocation of individual computer accounts and access passwords. It is every client's responsibility to ensure that:
- passwords are selected carefully and not shared with other persons
- computer workstations are kept physically secure, eg, staff offices shall be secured when unoccupied, computer laboratory security measures shall not be circumvented
- computer accounts are not shared with other persons.

No client shall, under any circumstances, take any action that would or might lead to circumventing or compromising security of any of the University's information technology resources.

Interference with other clients

No client shall, under any circumstances, take any action to deny or impair access to, or effective use of, any information technology resource by any other authorised client, eg, unauthorised moving of equipment; unauthorised interference with network connections or configurations, unauthorised installation or use of software on shared computers or other networked facilities, etc. The promulgation of software viruses or similar contaminant software is expressly forbidden.

Electronic communications

Facilities for electronic communications (such as electronic mail, bulletin boards, list servers and news) are provided for general use consistent with this and other University policies. Clients are responsible for the use of their account and the electronic messages that are sent from their account. Clients shall familiarise

themselves with the University's policies, regulations, and procedures associated with the use of electronic communications.

Knowledge of breach of policy

Any breaches of this policy, by any individual, should be brought to the attention of the Information Technology Services staff.

Acknowledgments

The information contained in this policy has been derived from a variety of sources including the policies of other higher education institutions.

Electronic Mail Policy

Introduction

The University recognises that electronic mail has the potential to improve communications between staff, students and external organisations. As a very efficient and convenient communication tool, it can be a means of intellectual, cultural, and social growth, but it can also be a means of harassment and destructiveness. Problems can also arise when electronic mail is used carelessly. Unlike face-to-face or telephone conversations, electronic mail messages lack the visual and contextual cues, such as facial expression or tone of voice, which may modify what is actually said. Messages should be worded with this in mind to avoid miscommunication. The University encourages the use of electronic mail to share information, to improve communication, and to exchange ideas.

Policy Statement

University electronic mail services are University facilities and should be used only for legitimate University purposes including teaching, research, and scholarship. This policy endeavours to recognise the benefits of this service while providing guidelines for appropriate use. While specifically directed towards the use of electronic mail, much of this policy equally pertains to other electronic communication.

Authorisation to use electronic mail services

Each staff member and student (client) may be authorised to use an electronic mail account on one of the University's computer systems. The University reserves the right to withdraw the service from any client who abuses this service.

A standard environment for electronic mail

A standard operating environment for electronic mail is adopted across the University to allow optimum conditions for the convenient transmission of information. This environment is managed by Information Technology Services and standards are periodically reviewed to ensure the ongoing needs of the University are met. Clients using alternative environments may not be supported.

Electronic mail directories

A directory of staff and student electronic mail addresses are maintained to allow convenient addressing of mail between on campus clients.

Confidentiality

Due to limitations in electronic mail systems generally, electronic mail cannot be kept confidential with absolute certainty and can be readily redistributed. Therefore, clients should not use electronic mail for transmitting confidential information and should scrutinise the authenticity of received mail.

Representation

Clients must be aware that the correspondence and discussion into which they enter when using the University network and the Internet may be construed to be representative of the University's position.

Where the client is expressing their personal view, such correspondence should imply or clearly state that the opinion expressed is that of the writer, and not necessarily that of the University, eg, The views expressed herein are personal and may not be representative of University of the Sunshine Coast.

Unless individual clients formally identify themselves and their position within the University, their views will not be taken to be those of the University.

Broadcast messages

Public electronic mail groups have been established to allow for convenient distribution of communication to the University community. The use of these groups is for the purpose of official University activities only. Electronic mail messages may only be broadcast to large numbers of registered clients under the circumstances where the:

- message is an official notification of the University relevant to the majority of addressees,
- sender and other persons form a group with a common interest for the dissemination of relevant electronic communications, or
- message is for the purposes of maintaining the effective operations of the electronic mail service.

Local newsgroups have been established to provide a suitable option for broadcasting messages. Electronic mail services may not be used for personal business or personal gain, except as permitted by other University policies. Clients may only post personal advertising material, eg, personal items for sale such as cars, computers, etc, using newsgroups that have been established for this purpose. The sending of chain letters is expressly prohibited.

Commercial advertising or sponsorship is not permitted except where such activity is clearly related to, or supports the mission of the University, and is permitted by other University policies.

Records Management

Management of the University's records must effectively support the decision making processes employed within the University and external statutory requirements. Consequently, all significant electronic mail communications should be electronically filed or filed in hard copy form in approved University record keeping systems.

Electronic records are subject to the statutory requirements of the Libraries and Archives Act 1988. The retention and disposal of electronic documents will be subject to the provisions of the University's Retention and Disposal Schedule.

Associated policies and regulations

Clients are expected to observe the laws of the State and the Commonwealth, and the statutes, rules and policies of the University including, but not limited to, the Code of Conduct, Student Conduct and Discipline Statute, Acceptable Use of Information Technology Resources Policy, and harassment policies that may be applicable within the context of providing and using electronic mail services.

Activities considered to violate University policy with respect to the use of electronic mail include, but are not limited to, the following:

- the sending of messages which a reasonable individual would consider to be defaming, harassing or otherwise abusive or obscene
- making unauthorised broadcasts or other mass mailing or the sending of chain letters
- violating intellectual property or copyright laws
- committing a fraudulent act, forging messages or any other misrepresentation
- violation of confidentiality by accessing, intercepting or disclosing messages that you are not authorised to access
- promulgating software viruses or similar contaminant software
- taking any action that would or might lead to denial or impairment of access to, or effective use of, any information technology resource, eg, spamming or otherwise flooding the mail system with junk mail
- taking any action that would or might lead to circumventing or compromising security of any of the University's information technology resources
- sharing of accounts or making known your password
- use for commercial gain or other than incidental private use
- the use of electronic mail to violate any other University policy or regulation
- the use of electronic mail to violate any State or Commonwealth law.

Discipline

The corrective action for any violation of this policy will depend upon the nature of the offence. Information Technology Services administrative staff will determine an offence as either minor or major. Minor violations will normally be dealt with by the Information Technology Services staff and will result in an information email message being sent to the offender. For continuing or more serious violations, any client may have his/her electronic mail account terminated or suspended for breach of any of the terms of this policy or related policies as determined by the Code of Conduct and the Student Conduct and Discipline Statute. The University reserves the right to take whatever action may be warranted in accordance with the laws of the State and the Commonwealth, and the statutes, rules and policies of the University.

Academic Calender 2002
Semester 1

Week Commencing	Academic Week	Comments
18 February		Semester 1 Orientation
25 February	Week 1	Semester 1 Lectures Commence Session 1 (Postgraduate Coursework students) Commences
4 March	Week 2	
11 March	Week 3	
18 March	Week 4	
25 March	Week 5	Census Date 31 March Good Friday 29 March
1 April	Break	Intra-Semester Break Easter Monday 1 April
8 April	Week 6	
15 April	Week 7	Graduation Ceremony 19 April
22 April	Week 8	Anzac Day 25 April
29 April	Week 9	
6 May	Week 10	Labour Day 6 May
13 May	Week 11	
20 May	Week 12	
27 May	Week 13	Semester 1 Lectures Cease
3 June	Study	Study Period Session 1 (Postgraduate Coursework students) Ends 9 June
10 June	Exams Wk 1	Examinations Queen's Birthday 10 June Nambour Show Holiday 14 June
17 June	Exams Wk 2	Examinations
24 June	Exams Wk 3	Examinations Session 2 (Postgraduate Coursework students) Commences
1 July	Break	Inter-Semester Break
8 July	Break	Inter-Semester Break
15 July	Break	Inter-Semester Break
22 July	Break	Inter-Semester Break Semester 2 Orientation

Academic Calender 2002
Semester 2

Week Commencing	Academic Week	Comments
29 July	Week 1	Semester 2 Lectures Commence
5 August	Week 2	Open Day 11 August
12 August	Week 3	
19 August	Week 4	
26 August	Week 5	Census Date 31 August
2 September	Week 6	
9 September	Week 7	
16 September	Week 8	
23 September	Break	Intra-Semester Break
30 September	Break	Intra-Semester Break
		Session 2 (Postgraduate Coursework students) Ends 6 October
7 October	Week 9	
14 October	Week 10	
21 October	Week 11	Session 3 (Postgraduate Coursework students) Commences
28 October	Week 12	
4 November	Week 13	Semester 2 Lectures Cease
11 November	Study	Study Period
18 November	Exams Wk 1	Examinations
25 November	Exams Wk 2	Examinations
2 December	Exams Wk 3	Examinations
9 December		Semester Break Commences
3 February		Session 3 (Postgraduate Coursework students) Ends 9 February

University of the Sunshine Coast

Enrolment Enquiries

Student Administration
(Arts and Social Sciences Building - D, ground floor)
University of the Sunshine Coast
Maroochydore DC Qld 4558
Phone: 07 5430 2890
Fax: 07 5430 2882
Email: StudentAdministration@usc.edu.au