



UTS:CALENDAR 2004

DISCLAIMER

This publication contains information which was current at 23 January 2004. Changes in circumstances after this date may impact upon the accuracy or currency of the information. The University takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice. Readers are responsible for verifying information which pertains to them by contacting the University.

The *UTS: Calendar 2004* should be read in conjunction with the 2004 faculty/institute handbooks.

FURTHER INFORMATION

University of Technology, Sydney
PO Box 123
Broadway NSW 2007 Australia
telephone +61 2 9514 2000
email info.office@uts.edu.au
www.uts.edu.au

EQUAL OPPORTUNITY

It is the policy of UTS to provide equal opportunity for all persons regardless of race; colour; descent; national or ethnic origin; ethno-religious background; sex; marital status; pregnancy; potential pregnancy; carer's responsibilities; disability; age; homosexuality; transgender status; political conviction; and religious belief.

FREE SPEECH

The University supports the right to freedom of speech and the rights of its members to contribute to the diversity of views presented in our society.

NON-DISCRIMINATORY LANGUAGE

UTS has adopted the use of non-discriminatory language as a key strategy in providing equal opportunity for all staff and students. Guidelines for the use of non-discriminatory language have been developed and all members of the University community are encouraged to use them.

ACCESS UTS ON THE WEB

www.uts.edu.au

Faculty handbooks and UTS: Calendar

www.uts.edu.au/div/publications/

UTS Rules, Policies and Procedures

www.uts.edu.au/div/publications/policies/

EDITORIAL AND PRODUCTION

Publications

Governance Support Unit

Registrar's Division

COVER

Design by Emery Vincent Design

Production by UTS Marketing and Communication Unit

COPYRIGHT STATEMENT

© All rights reserved. No part of this publication may be reproduced in any form by any process, electronic or otherwise, without the prior written permission of the University of Technology, Sydney, except as permitted by the *Copyright Act 1968*.



TABLE OF CONTENTS

New in 2004	4
Introduction to UTS	5
UTS contacts and locations	8
Maps	9
Calendar of dates	14
Chapter	
1. Principal Officers, Council and Committees	19
2. Student information and services	37
3. General information	65
4. International activities	77
5. Faculties, centres and institutes	87
6. Courses available in 2004	117
7. Donations, endowments, prizes and scholarships	145
8. Staff of UTS	179
9. Act	247
10. By-law	269
11. Rules	285
12. Standing Orders	369
13. Faculty management	379
14. Selected policies and guidelines	385
Index	433

A more detailed list of contents appears at the beginning of each chapter.

NEW IN 2004

Some restructuring of the Calendar has occurred, including some chapter renumbering.

Introduction

- Reorganised, semester dates 2005 added

Chapter 1 – Officers, Council and Committees

- Revised UTS organization structure chart
- UTS committee structure chart added
- Executive committees revised

Chapter 2 – Information and services for students

This chapter has been re-organised to concentrate on services and information particularly relevant to students

Chapter 3 – General information

New chapter for 2004, includes information on organisations associated with UTS: accessUTS Pty Ltd, Insearch Ltd

Chapter 5 – Faculties, centres and institutes

New category added – Other academic units:

- ELSSA Centre
- Jumbunna Indigenous House of Learning

New CERCS Centre:

- Complex Systems Research Centre

Chapter 8 – Staff of UTS

This chapter has been relocated and restructured to reflect the University's 2004 reporting structure.

Chapter 11 – Rules

New:

- 1.3 Application of these Rules

Amended:

- 1.2 Interpretation
- 2.1 Registration and enrolment
- 2.11 Leave of absence
- 2.25 Appeal against assessment grades
- 2.28 Recognition of Prior Learning
- 2.31 Subject requirements

- 3.1 Undergraduate award students

- 3.4 Masters' Candidates

- 3.5 Doctoral degree students

Rules relating to student discipline and appeals for students

- G3 Rules relating to the Academic Board

Chapter 12 – Standing Orders

- Minor amendment to Council Standing Orders

Chapter 13 – Faculty management

- Faculty Boards: duties and powers amended

Chapter 14 – Selected policies and guidelines

Polices published in full, new or amended in 2003

- Intellectual property
- Recognition of prior learning
- Student discipline and appeal guidelines on determining an appropriate penalty for instances of misconduct
- Language standards required for admission

Notes on policies, amended or added:

- Table of results and grades
- Parking – relocated to chapter 2
- Reporting fraud corruption, maladministration and serious and substantial waste
- Research ethics and safety at UTS
- Staff grievances at UTS

Policies or notes omitted:

- HREC policy and guidelines omitted and replaced by note on research ethics and safety at UTS
- Web publishing

New section added: Compliance with statutory and regulatory obligations

- Anti-discrimination Act
- Child protection legislation (relocated)
- Copyright Act
- Freedom of Information Act (relocated)
- Privacy and personal Information Protection Act
- State records Act
- UTS disability action plan

INTRODUCTION TO UTS

The University of Technology, Sydney is committed to freedom of inquiry, equality of opportunity, the pursuit of excellence in teaching, research and scholarship, and interaction with the professions.

UTS was originally established as the New South Wales Institute of Technology in 1965. In 1988 it attained university status and was joined by the School of Design of the Sydney College of the Arts.

The University resulted from amalgamations brought about by the restructuring of the higher education sector in the late 1980s, and in January 1990 the Kuring-gai College of Advanced Education, the Institute of Technical and Adult Teacher Education of the Sydney College of Advanced Education and the 'old' UTS formed the new University of Technology, Sydney.

Object and functions of the University

The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

The functions of the University are stipulated in Chapter 9 of this Calendar (section 6, *University of Technology, Sydney, Act No 69*).

Location

UTS is a multicampus university spread over three locations in the Sydney metropolitan area. The City campus incorporates buildings at a number of locations close to the Central railway station. The St Leonards campus is close to the St Leonards railway station, seven kilometres north of the city. The Kuring-gai campus is in a bushland setting on Eton Road, Lindfield, 15 kilometres north of the city.

Courses

UTS offers undergraduate courses (Bachelor's degrees at Pass and Honours standards) and postgraduate courses (including Graduate Certificates, Graduate Diplomas, Masters' by coursework, Masters' by thesis and Doctoral degrees). These courses are of a standard that enables graduates to undertake full professional practice in their chosen field.

Detailed information about the courses offered by the University is published in the faculty/institute handbooks. The handbooks are also available online at:

www.uts.edu.au/div/publications

Student profile

With a total enrolment of approximately 27,000 students, UTS is one of the largest universities in Australia. UTS places a strong emphasis on workplace experience, incorporating the latest industry practice and professional standards into its curriculum. To achieve this, UTS has entered into partnership with a range of industry bodies, corporations and government authorities, and this has helped it to achieve one of the highest rates of employment for graduates in New South Wales.

Equity and diversity

UTS is committed to promoting access, equity, diversity and social justice for both students and staff. It is University policy to provide equal opportunity for all people, regardless of race, colour, descent, national or ethnic origin, ethno-religious background; sex; marital status, pregnancy; potential pregnancy; carers' responsibilities, disability, age; homosexuality; transgender status; political conviction; and religious belief. A range of programs and services helps to ensure that the University's staff and student communities reflect the diversity of the wider community. The Equity & Diversity Unit coordinates a range of strategies and programs to support students and staff from diverse backgrounds.

International profile

The progressive internationalisation of UTS enables the University to continue to provide a more relevant curriculum and a greater understanding of international issues for its students and staff. Students are encouraged to gain international exposure and experience as part of their degree program. UTS faculties run programs and teach courses overseas. International students from overseas study in all parts of the University.

The Institute for International Studies offers a series of undergraduate programs in collaboration with the faculties that combine a Bachelor of Arts in International Studies with a professional specialisation. The Institute has

established In-country Study programs in different countries across the world to support the Bachelor of Arts in International Studies.

Students have the opportunity to go on exchange as part of their program at UTS. They may spend one or two semesters studying at an overseas university and receive credit towards their UTS degrees.

UTS welcomes students from overseas. There are international students from over 70 countries in all faculties and on all campuses. The University is fully committed to internationalisation in all aspects of its operation.

Academic structure

UTS undertakes its teaching and research programs principally through the following academic structure:

- Faculty of Business
- Faculty of Design, Architecture and Building
- Faculty of Education
- Faculty of Engineering
- Faculty of Humanities and Social Sciences
- Faculty of Information Technology
- Faculty of Law
- Faculty of Nursing, Midwifery and Health
- Faculty of Science.

The academic structure also includes the Institute for International Studies, the Institute for Interactive Media and Learning, the Institute for Sustainable Futures and the University Graduate School.

The University also has a wide range of research and development centres, many of which are multidisciplinary in nature. These are described in chapter 5 of this Calendar.

Research and Development

The University established four major University Research Institutes in 2002 focusing on:

- nanotechnology
- biotechnology
- information and communication technologies
- water and environmental resource management.

In addition, it has reviewed its research strengths and has established eight Key University Research Centres in:

- built infrastructure
- corporate governance
- culture and communication
- health economics
- health technologies
- innovative collaborations and alliances
- quantitative finance
- organisational, vocational and adult learning.

Mission Statement

The University of Technology, Sydney is an Australian university with an international focus. It provides higher education to enhance professional practice to serve the community at large and to enable students to reach their full personal and career potential.

The University contributes to the advancement and integration of knowledge, professional skills and technology, and their intelligent, sustainable and enterprising application for the benefit of humanity.

Guiding principles

UTS will be guided by a strong commitment to:

- excellence in the achievement of its mission
- intellectual independence and sound ethical practice
- close collaboration with the professions, business, industry, government and the wider community
- equitable access to education
- indigenous cultures and the process of reconciliation
- international perspectives and the richness of cultural and social diversity
- sustainability – ecological, social and economic
- fairness and transparency
- critical commentary on public issues.

The University's Strategic Plans

In 2001, the Council of the University endorsed *Setting the Pace: Strategic Directions for the Next Decade* which articulates a vision for UTS. It is supported by four key strategic plans for the period 2001–2004, which define objectives and strategies for UTS to fulfil its vision. The title *Setting the Pace* reflects the University's reputation for progressiveness and its aspiration to take a leading role in practice-based education and collaborative research.

The four key strategic plans are concerned with:

- leadership in practice-based education
- leadership in collaborative research and education
- enriching the student experience, and
- developing an enterprising culture.

The four plans are interdependent and share a unity of purpose. Each plan is led by a nominated sponsor who coordinates implementation and ensures appropriate consultation across the University.

The key strategic plans set priorities for innovation and quality enhancement that enable a deliberate and measurable progress toward the University described in *Setting the Pace*. Each plan incorporates a number of core tracking measures that are monitored on an annual basis to assess the University's performance relative to past trends and national averages. The University's performance against specified targets is also regularly reviewed.

The strategic plans are implemented in association with the University's Indigenous Education Strategy and Equity Plan which emphasise the continuing commitment to enhanced access and participation for under-represented groups.

During 2004 the University will develop strategic plans for the next triennium.

For further information, visit the Planning website at:

www.planning.uts.edu.au

UTS emblem and logo

The emblem embodies three main components. The most prominent feature is the anchor drawn from the coat of arms of the City of Sydney where the largest campus of UTS is located. It reinforces the University's traditional close links with government, commerce and industry within the city.

The base of the anchor also forms one of the spirals of the double helix in the representation of the DNA molecule, the basic building block of life itself. The symbol, therefore, reflects the innovative, technological character of the University.

The wave motif at the base complements the other elements in the design, and underlies the maritime position of the City of Sydney.

This contemporary design is contained in a heraldic shield which provides a sense of continuity with tradition for institutions of higher learning through the ages.

The emblem (in teal blue PMS 321) can be used singly, or in association with the stylised 'UTS' acronym to form the UTS logo.

Applications to use the UTS emblem and logo should be directed to the Registrar.

UTS CONTACTS AND LOCATIONS

University of Technology, Sydney

telephone (02) 9514 2000
international +61 2 9514 2000
fax (02) 9514 1551
email info.office@uts.edu.au
www.uts.edu.au

Postal addresses

PO Box 123
Broadway NSW 2007
Australia

See page 38 for general student and faculty contact information.

City campus

Broadway

- CB01, Tower, Building 1
15 Broadway, Broadway
- CB02, Building 2
15 Broadway, Broadway
- CB03, Bon Marche, Building 3
755 Harris Street, Broadway
- CB04, Building 4
745 Harris and 95 Thomas Streets
- CB06, Peter Johnson Building
Building 6
702–730 Harris Street, Broadway
- CB08, The Terraces
9–13 Broadway, Broadway
- CB10, Building 10
235 Jones Street, Broadway

Haymarket

- CM05A–CM05D, Building 5
1–59 Quay Street, Haymarket

Blackfriars

- CC01–CC07
2–14 Blackfriars Street, Chippendale

Harris Street

- CH01, Mary Anne House
645 Harris Street, Ultimo

McKee Street

- CK01, Magic Pudding Child Care
1 McKee Street, Ultimo

Quay Street

- CQ01
10 Quay Street, Haymarket
- CQ02, Prince Centre
8 Quay Street, Haymarket

Student housing

- CA01, Geegal
82–84 Ivy Street, Chippendale
- CA02, Bulga Ngurra
23–27 Mountain Street, Ultimo
- CA03, Gumal Ngurang
161 Broadway, Ultimo

Institute for Sustainable Futures

- Suite 213
National Innovation Centre
Australian Technology Park
Corner Garden, Cornwallis and
Boundary Streets
Eveleigh NSW 2015
telephone (02) 9209 4350
fax (02) 9209 4351

Kuring-gai campus

- KG01–KG08
Eton Rd, Lindfield
- KG05
UTS Northshore Conference Centre

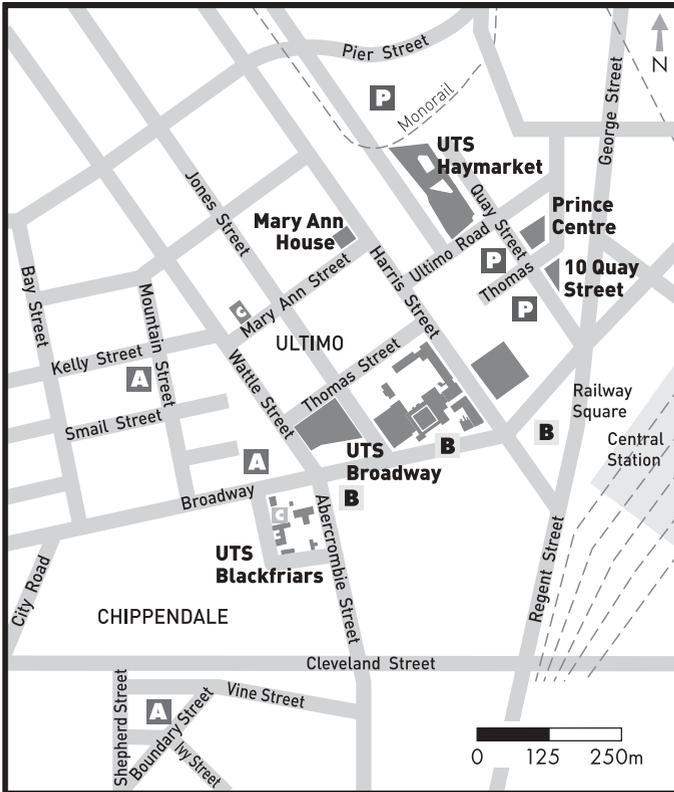
St Leonards campus

- SL01, Dunbar Building
Corner Pacific Highway and
Westbourne Street, Gore Hill
- SH52, Clinical Studies Building
SH51, Centenary Lecture Theatre
SH11A, West Wing
Royal North Shore Hospital
Reserve Road, St Leonards
- SH44, Gore Hill Research Centre
SH44A, Biology Annexe
Royal North Shore Hospital
Westbourne St, St Leonards

Yarrawood conference and research centre

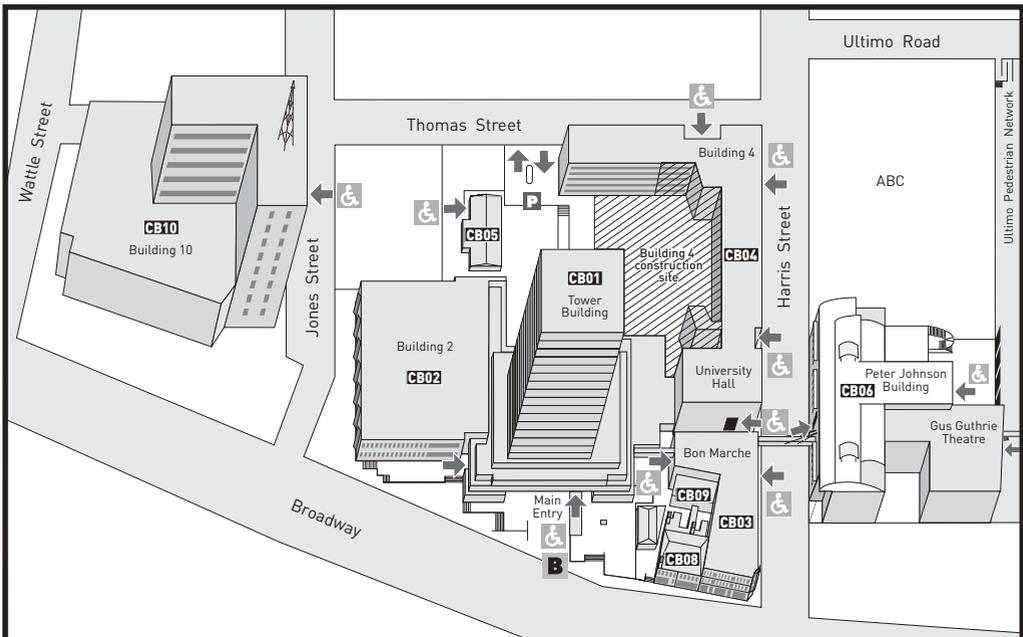
- YW01–15
689 Springwood Road
Yarramundi NSW 2753

City campus



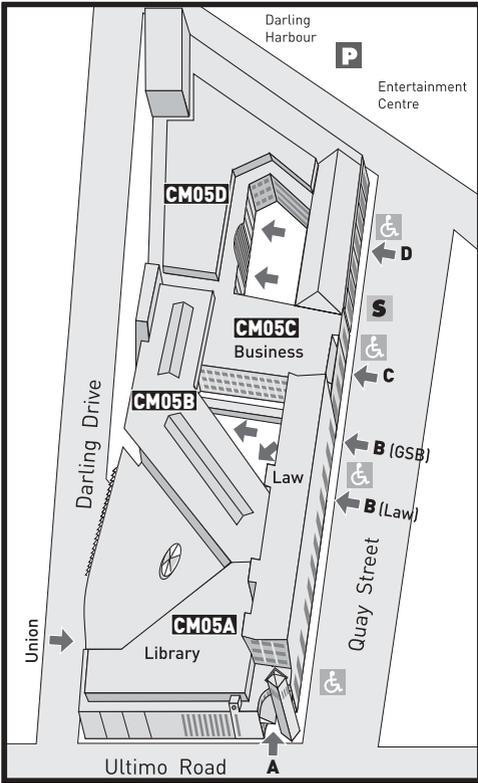
KEY	
	Entry / Exit
	Disabled access
B	Main bus stop
S	UTS shuttle bus
P	Parking
C	Child care
A	Student accommodation
CB01	Building numbers

Broadway

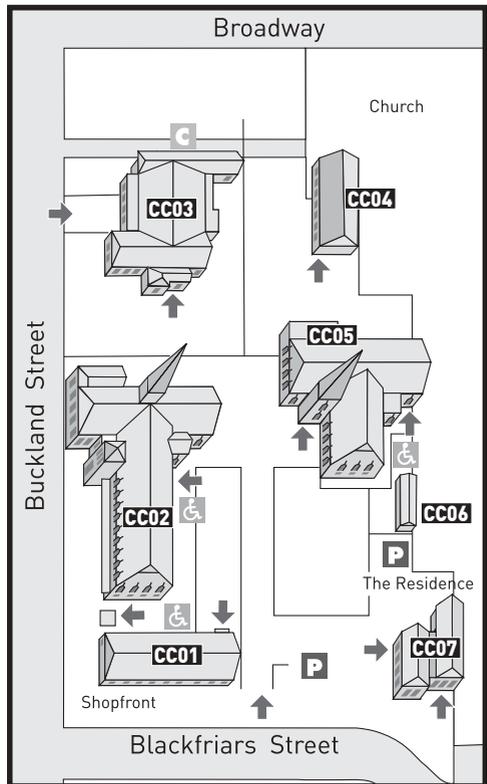


Note: During construction entrances to Building 4 may be temporarily relocated.

Haymarket



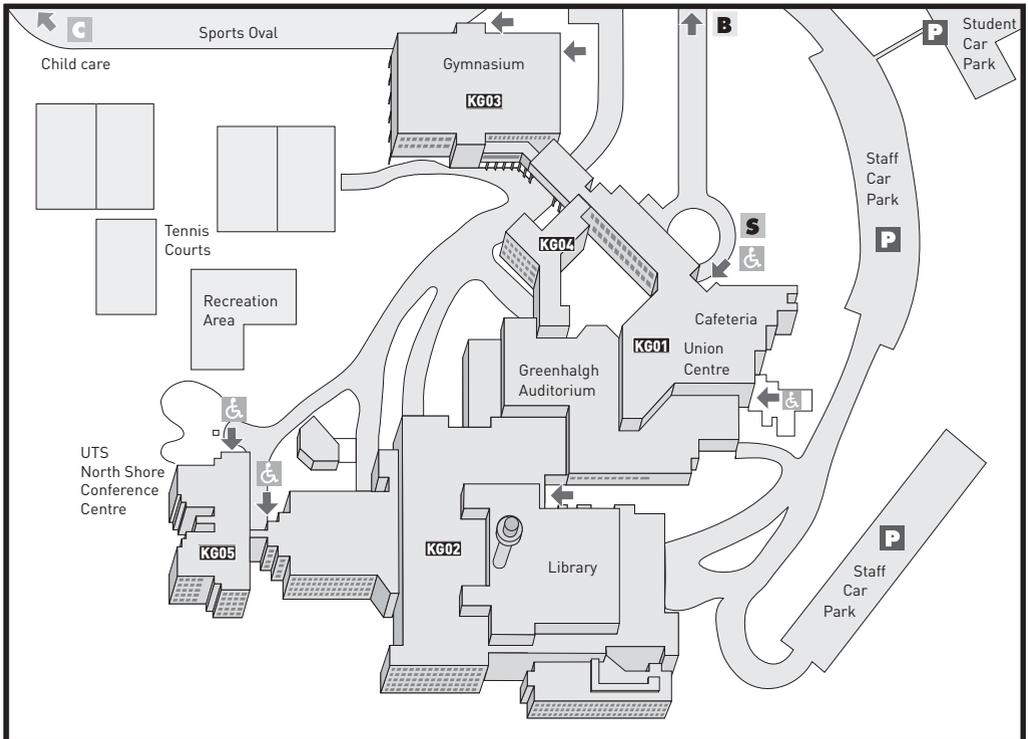
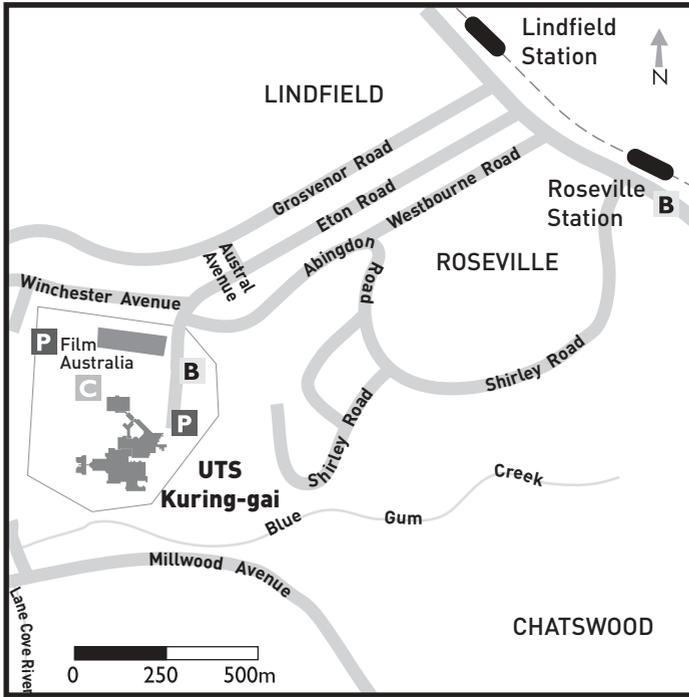
Blackfriars



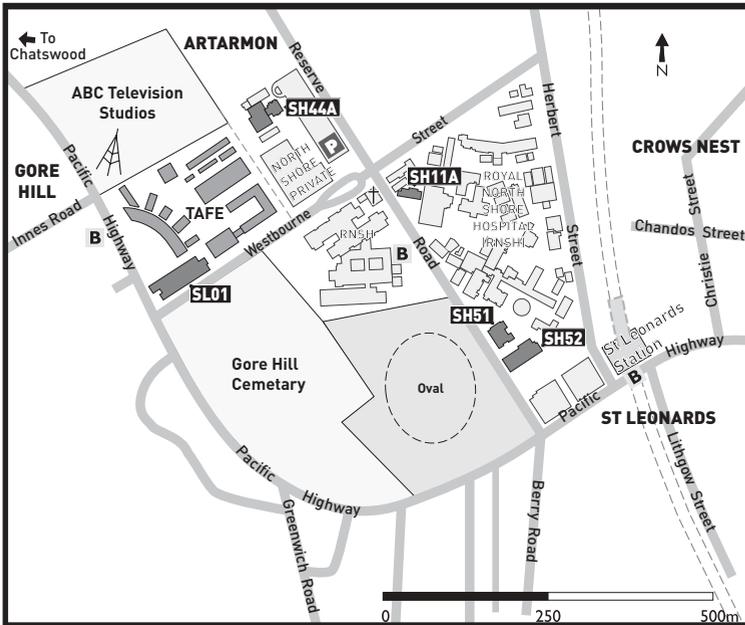
KEY

- ➔ Entry / Exit
- ♿ Disabled access
- B** Main bus stop
- S** UTS shuttle bus
- P** Parking
- C** Child care
- A** Student accommodation
- CB01** Building numbers

Kuring-gai campus



St Leonards campus

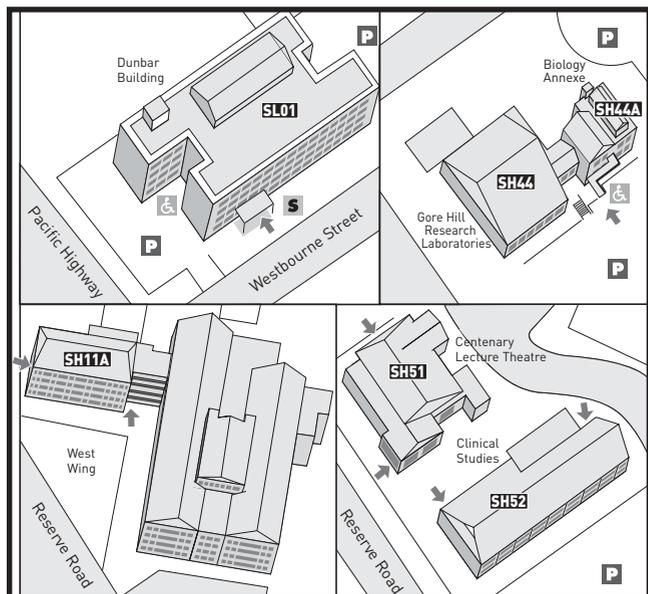


KEY TO MAP

Building colours indicate:
 ■ UTS buildings □ Hospital & other buildings ■ TAFE buildings

UTS building numbers indicate:
 SH44A Biology Annexe SH52 Clinical Studies SL01 Dunbar
 SH51 Centenary Lecture Theatre SH11A West Wing

Other symbols indicate:
 B Bus stop † Chapel P Parking



CALENDAR OF DATES

Autumn Semester, 2004

January

- 1 New Year's Day – public holiday
- 2 Summer session classes recommence (to 6 February)
- 5 Closing date for change of preference (main round undergraduate) to the Universities Admissions Centre (UAC), by mail or in person. Closing date (midnight) for change of preference (main round undergraduate) UAC Infoline and website (www.uac.edu.au)
- 5 Provisional examination timetable available for Summer session
- 5 UTS Advisory Day
- 8 Supplementary examinations for Spring 2003
- 9 Last day to submit appeal against exclusion from Spring 2003
- 16 Closing date for applications for non-award and cross-institutional enrolment in Autumn semester 2004
- 19 E-release of main round of undergraduate offers to UAC applicants via UAC website
- 19–30 Enrolment of new main round UAC undergraduate students
- 22 Due date for payment of Autumn semester 2004 fees for continuing international students
- 23 Closing date for change of preference to Universities Admissions Centre (UAC) for late round undergraduate offers
- 23 Final examination timetable for Summer session available
- 26 Australia Day – public holiday
- 26 Public school holidays end (commenced 22 December 2003)
- 29 Closing date for applications for Postgraduate Coursework Equity Scholarships for Autumn semester 2004
- 30 Third round closing date for postgraduate coursework applications for Autumn semester 2004

February

- 2 E-release of late round of UAC undergraduate offers via UAC website
- 2–27 Enrolment of new undergraduate, postgraduate and international students
- 3 Closing date for undergraduate change of preference to UAC for final round offers
- 3 Final closing date for undergraduate UAC applications (\$100 late fee)
- 6 Last day to lodge a Stage 2 appeal against assessment grade for Spring semester 2003
- 6 Summer session ends for subjects with formal exams (commenced 1 December 2003)
- 7 E-release of final round undergraduate UAC offers via UAC website
- 9–13 Formal examinations for Summer session
- 13 Vice-Chancellor's Committee
- 16 Council**
- 16–27 Orientation of new international students
- 18 Academic Board**
- 19 Due date for payment of student service fees for Autumn semester 2004
- 19 Sydney Educational Broadcasting Limited (2SER)
- 20 Faculty Board in Law
- 20 Faculty Board in Information Technology
- 23 Faculty Board in Engineering
- 23 Faculty Board in Nursing, Midwifery and Health
- 23–27 Orientation week for new students
- 24 Faculty Board in Science
- 25 Board of Studies in Aboriginal Education
- 25 Faculty Board in Education
- 25 Release of results for Summer session
- 25 Union 'O' Day – Clubs and activities day
- 26 Faculty Board in Humanities and Social Sciences
- 27 Faculty Board in Business

Note: for updated committee dates see UTS: Meeting Dates Schedule 2004 at:

www.gsu.uts.edu.au/secretariat/papers/2004meetingdates.doc

March

- 1 Autumn semester classes commence
- 3 **Council**
- 4 Due date for payment of postgraduate course fees for Autumn semester 2004
- 5 Vice-Chancellor's Committee
- 9 University Graduate School Board
- 12 Last day to enrol in a course or add subjects for Autumn semester 2004¹
- 12 Last day to lodge a Stage 2 appeal against assessment grade for Summer session
- 15 Applications open for Thesis Completion Equity Grants
- 15 Applications open for Vice-Chancellor's Postgraduate Research Student Conference Fund (for conferences July–December)
- 19 Faculty Board in Design, Architecture and Building
- 23 Board of Studies of the Institute for International Studies
- 26 Faculty Board in Business
- 26 Last day to pay upfront or partial HECS for Autumn semester 2004
- 31 **Academic Board**
- 31 HECS/PELS census date
- 31 Last day to withdraw from a course or subject without financial penalty¹

April

- 2 Vice-Chancellor's Committee
- 2 Faculty Board in Information Technology
- 5 Faculty Board in Nursing, Midwifery and Health
- 8 Last day to withdraw from a course or subject without academic penalty¹
- 9 Good Friday – public holiday
- 9–26 Public school holidays
- 12 Easter Monday – public holiday
- 12–16 Vice-Chancellors' Week (non-teaching)
- 14–15 Graduation ceremonies (Kuring-gai campus)
- 19 **Council**
- 19 Faculty Board in Engineering
- 20 University Graduate School Board
- 20 Faculty Board in Science

- 22 Sydney Educational Broadcasting Limited (2SER) and AGM
- 23 Faculty Board in Design, Architecture and Building
- 26 ANZAC Day – public holiday (note 25 April is a Sunday)
- 27 Closing date for applications for Thesis Completion Equity Grants
- 28 Board of Studies in Aboriginal Education
- 28 Faculty Board in Education
- 29 Faculty Board in Humanities and Social Sciences
- 30 Faculty Board in Law

May

- 3 Applications open for undergraduate (direct application) courses, where applicable, and postgraduate courses for Spring semester 2004
- 3–14 Graduation ceremonies (City campus)
- 7 Provisional examination timetable for Autumn semester available
- 7 Vice-Chancellor's Committee
- 14 Faculty Board in Information Technology (reserve)
- 17 **Council**
- 21 Closing date for applications for Vice-Chancellor's Postgraduate Research Student Conference Fund (for conferences July–December)
- 26 **Academic Board**
- 28 Faculty Board in Business
- 28 Final examination timetable available
- 28 First round closing date for postgraduate coursework applications for Spring semester 2004
- 31 Closing date for postgraduate research degree applications for Spring semester 2004
- 31 Faculty Board in Engineering
- 31 Faculty Board in Nursing, Midwifery and Health (reserve)

June

- 1 University Graduate School Board
- 1 Board of Studies of the Institute for International Studies
- 4 Vice-Chancellor's Committee
- 4 Faculty Board in Design, Architecture and Building (extraordinary)
- 9 Board of Studies in Aboriginal Education
- 11 Last teaching day of Autumn semester
- 12 Formal examinations for Autumn semester commence (to 2 July)
- 14 Queen's Birthday – public holiday
- 15 Closing date for applications for admission to courses from international students
- 18 Faculty Board in Information Technology
- 21 Council**
- 23 Due date for payment of Spring semester 2004 tuition fees for continuing international students
- 23 Faculty Board in Education
- 24 Sydney Educational Broadcasting Limited (2SER)
- 25 Faculty Board in Business
- 28 Closing date for applications for Postgraduate Coursework Equity Scholarships for Spring semester 2004
- 28 Faculty Board in Nursing, Midwifery and Health
- 30 Academic Board**
- 30 Closing date for application for internal course transfer for Spring semester 2004
- 30 Closing date for applications for non-award and cross-institutional enrolment in Spring semester 2004
- 30 Closing date for undergraduate applications by direct application for Spring semester 2004
- 30 Second round closing date for postgraduate coursework applications for Spring semester 2004

Spring Semester, 2004

July

- 2 Autumn semester formal examinations end (commenced 12 June)
- 2 Vice-Chancellor's Committee
- 5–9 Vice-Chancellors' Week (non-teaching)
- 5–16 Public school holidays
- 6 Faculty Board in Science
- 12–16 Formal alternative examination period for Autumn semester students
- 21 Due date for payment of student service fees for Spring semester 2004
- 21 Release of Autumn semester examination results
- 21–30 Enrolment of new students for Spring semester 2004
- 23 Faculty Board in Law
- 23 Faculty Board in Business
- 23 Formal supplementary examinations for Autumn semester students
- 26–30 Orientation of new international students
- 27 University Graduate School Board

August

- 2 Applications available for postgraduate research scholarships for Autumn semester 2005
- 2 Applications available for undergraduate and postgraduate courses for Autumn semester 2005
- 2 Spring semester classes commence
- 4 Board of Studies in Aboriginal Education
- 5 Due date for payment of postgraduate course fees for Spring semester 2004
- 5 Faculty Board in Humanities and Social Sciences
- 6 Last day to lodge a Stage 2 appeal against assessment grade for Autumn semester 2004
- 6 Vice-Chancellor's Committee
- 9 Faculty Board in Engineering
- 10 Board of Studies of the Institute for International Studies
- 13 Faculty Board in Design, Architecture and Building
- 13 Last day to enrol in a course or add subjects for Spring semester 2004¹

- 16 Applications open for Thesis Completion Equity Grants
- 16 Council**
- 19 Sydney Educational Broadcasting Limited (2SER)
- 20 Faculty Board in Information Technology
- 23 Faculty Board in Nursing, Midwifery and Health
- 24 Faculty Board in Science
- 25 Academic Board**
- 26 Last day to pay upfront or partial HECS for Spring semester 2004
- 27 Faculty Board in Business
- 28 UTS Information Day
- 30 Applications open for UTS Academic Internships
- 30 Applications open for Vice-Chancellor's Postgraduate Research Student Conference Fund (for conferences January–June 2005)
- 31 Closing date for International Postgraduate Research Scholarships (IPRS)
- 31 HECS/PELS census date
- 31 Last day to withdraw from a course or subject without financial penalty¹

September

- 3 Vice-Chancellor's Committee
- 6 Faculty Board in Engineering
- 8 Faculty Board in Education
- 10 Faculty Board in Design, Architecture and Building
- 10 Last day to withdraw from a course or subject without academic penalty¹
- 14 University Graduate School Board
- 17 Faculty Board in Business
- 20 Council**
- 22 Board of Studies in Aboriginal Education
- 27 Closing date for applications for Thesis Completion Equity Grants
- 27 Public school holidays commence (to 8 October)
- 27 Vice-Chancellors' Week (non-teaching) commences (to 1 October)
- 27–30 Graduation ceremonies (City campus)
- 29 Academic Board (reserve)**

October

- 1 Closing date for postgraduate coursework applications for Summer session 2004/5 and non-award and cross-institutional applications for Summer session 2004/5
- 1 Vice-Chancellor's Committee
- 1 Vice-Chancellors' Week (non-teaching) ends (commenced 27 September)
- 4 Labour Day – public holiday
- 5 Faculty Board in Science
- 7 Faculty Board in Humanities and Social Sciences
- 8 Faculty Board in Information Technology
- 8 Provisional examination timetable for Spring semester available
- 8 Public school holidays end (commenced 27 September)
- 11 Closing date for applications for UTS Academic Internships
- 11 Closing date for applications for Vice-Chancellor's Postgraduate Research Student Conference Fund (for conferences January–June 2005)
- 11 Faculty Board in Nursing, Midwifery and Health
- 12 University Graduate School Board (reserve)
- 15 Faculty Board in Business
- 18 Council**
- 21 Sydney Educational Broadcasting Limited (2SER)
- 22 Faculty Board in Law
- 27 Academic Board**
- 29 Closing date for applications for Postgraduate Coursework Equity Scholarships for Summer session 2004/5
- 29 Closing date for Australian Postgraduate Awards, the RL Werner and University Doctoral scholarships
- 29 Final examination timetable available
- 29 First round closing date for postgraduate coursework applications for Autumn semester 2005
- 29 First round closing date for postgraduate research degree applications for Autumn semester 2005

18 Introduction

November

- 5 Vice-Chancellor's Committee
- 9 Board of Studies of the Institute for International Studies
- 10 Faculty Board in Education
- 12 Faculty Board in Design, Architecture and Building (extraordinary)
- 12 Last teaching day of Spring semester
- 13 Formal examinations for Spring semester commence (to 3 December)
- 17 Board of Studies in Aboriginal Education
- 18 Faculty Board in Humanities and Social Sciences
- 19 Faculty Board in Business
- 19 Faculty Board in Information Technology
- 22 Faculty Board in Engineering
- 23 University Graduate School Board
- 26 Second round closing date for postgraduate coursework applications for Autumn semester 2005
- 29 Faculty Board in Nursing, Midwifery and Health
- 30 Closing date for internal course transfers for Autumn semester 2005

December

- 1 **Academic Board**
- 3 Formal examinations for Spring semester end (commenced 13 November)
- 3 Vice-Chancellor's Committee
- 6 Summer session commences (to 4 February 2005)
- 9 University Graduate School Board
- 9 Sydney Educational Broadcasting Limited (2SER)
- 10 Closing date for undergraduate courses offered by direct application
- 10 Faculty Board in Business
- 13 **Council**
- 13–17 Formal alternative examination period for Spring semester students
- 14 Faculty Board in Science
- 15 Closing date for application for admission to courses from international students
- 22 Public school holidays commence (to 27 January 2005)
- 22 Release of Spring semester examination results

- 25 Christmas Day – public holiday
 - 26 Boxing Day – public holiday
-

Footnote:

1. HECS/PELS/Postgraduate course fees will apply after the HECS census dates (31 March and 31 August). Contact the relevant Faculty Office for further information about enrolment and withdrawal deadlines for flexible delivery subjects.

Semester dates for 2005

February

- 4 Summer session ends for subjects with formal exams (commenced 6 December 2004)
- 7–11 Formal examinations for Summer session
- 28 Autumn semester classes commence

March

- 25 Good Friday public holiday
- 25 Vice-Chancellors' Week (non-teaching) commences (to 1 April)

April

- 1 Vice-Chancellors' Week (non-teaching) ends (commenced 25 March)

June

- 10 Last teaching day of Autumn semester
- 11 Formal examinations for Autumn semester commence (to 1 July)

July

- 1 Formal examinations for Autumn semester end (commenced 11 June)
- 4–8 Vice-Chancellors' Week (non-teaching)

August

- 1 Spring semester classes commence

September

- 26–30 Vice-Chancellors' Week (non-teaching)

November

- 11 Last teaching day of Spring semester
- 12 Formal examinations for Spring semester commence (to 2 December)

December

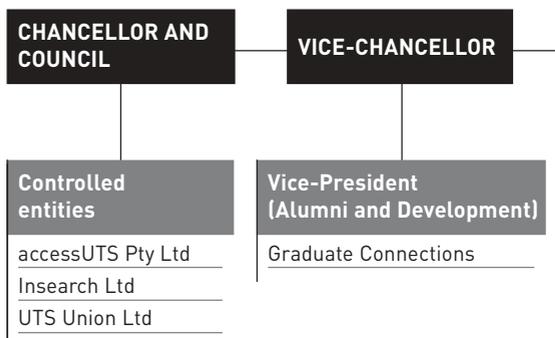
- 2 Formal examinations for Spring semester end (commenced 12 November)



1. PRINCIPAL OFFICERS, COUNCIL AND COMMITTEES

UTS organisational structure	20
UTS committee structure	21
Visitor to the University	22
Principal Officers of the University	22
Deans	22
The Council of the University	23
Committees of Council	24
Academic Board	27
Committees of Academic Board	29
Executive committees	32
Boards of controlled and other entities associated with UTS	33
University Honours	34

UTS ORGANISATIONAL STRUCTURE



- Deputy Vice-Chancellor and Vice-President**
 - Faculties
 - Institute for International Studies
 - Jumbunna Indigenous House of Learning
 - Equity and Diversity Unit
 - Planning and Quality Unit
- Pro-Vice-Chancellor and Vice-President (International)**
 - International Office
 - Offshore UTS
- Pro-Vice-Chancellor and Vice-President (Research)**
 - Institute for Sustainable Futures
 - Research and Commercialisation Office
 - University Graduate School
 - University Research Institutes:
 - Biotechnology of Infectious Diseases
 - Information and Communication Technologies
 - Nanoscale Technology
 - Water and Environmental Resource Management
- Pro-Vice-Chancellor and Vice-President (Teaching & Learning)**
 - Institute for Interactive Media and Learning
 - University Library
 - English Language Study Skills (ELSSA) Centre
 - Student Ombud
 - UTS Shopfront
- Chief Financial Officer**
 - Financial Services Unit
 - Facilities Management Unit
 - Commercial Services
- Registrar**
 - Governance Support Unit
 - Student Administration Unit
 - Student Services Unit
 - UTS Legal Services
 - Internal Audit Unit
- Executive Director (Organisational Support)**
 - Information Technology Division
 - Human Resources Unit
 - Marketing and Communication Unit

Note: This structure is expected to be implemented by March 2004.

UTS COMMITTEE STRUCTURE



VISITOR TO THE UNIVERSITY

Her Excellency Professor M R Bashir, AO,
MBBS (Syd), FRANZP

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor

The Hon Sir Gerard Brennan, AC, KBE, BA
LLB (Qld), HonLLD (Trin Coll, Dublin),
HonLLD (Qld), HonLLD (ANU), HonLLD
(Melb), HonLLD (UTS), Hon DLitt (CQU),
HonDUniv (Griff)

Deputy Chancellor

Ken J Rennie, FCA

Pro-Chancellors

Dr Valerie Levy, BA (Columbia), MA
(Pennsylvania), PhD (Claremont)
Warwick Watkins, MNatRes (UNE),
ISMP:AMP (Harvard)

Vice-Chancellor and President

Professor Ross Milbourne, BCom, MCom
(UNSW), PhD (Calif), FASSA

Deputy Vice-Chancellor and Vice-President

Professor Peter J Booth, BEc (Syd),
GradDipEd (Syd Teach Coll), MEc (UNE),
PhD (Griff), FCPA

Pro-Vice-Chancellor and Vice-President (International)

To be appointed

Pro-Vice-Chancellor and Vice-President (Research)

Professor Lesley Johnson, BA (Syd), MEd
(Qld), PhD (Monash) FAICD (until March
2004)

Pro-Vice-Chancellor and Vice-President (Teaching and Learning)

Professor Richard Johnstone, BAA (N'cle),
PhD (Camb)

Chief Financial Officer

K McCarthy, BCom (UNSW), ICAA

Registrar

J M FitzGerald, LLB(Hons) (Melb), LLM,
PhD (Northwestern)

Executive Director and Vice-President (University Enterprises) (until May 2004)

Emeritus Professor R W Robertson, MA
(UVic), FRAIPR, FATRI

Executive Director (Organisational Support)

To be appointed

DEANS

Business

Professor Rob Lynch, DipPhysEd (W'gong
TC), BEd(Hons), MEd (UWA), PhD (Ill)

Design, Architecture and Building

Professor Desley Luscombe, BSc NSW,
BArch NSW, MArch NSW, PhD NSW

Education

Professor Andrew Gonczy, MA, MEd(Hons)
(Syd), PhD (UTS)

Engineering

Professor Archie Johnston, BSc(Hons), PhD
(Heriot-Watt), FIEAust, CPEng, MICE

Humanities and Social Sciences

Professor Joyce Kirk, BA, DipEd (Syd),
MLitt (UNE), MA (Lib) (CCA), MIIInfSc,
FALIA, ARMA

Information Technology

Professor Tharam Dillon, BE Monash, PhD
Monash, FIEAust

Law

Professor David Barker, LLB (Lond), MPhil
(Kent), LLM(Hons) (Cantab), DipLG (Kent),
GradDipLegPrac (UTS), FCIS, MCIArb,
FAIM, FIMgt, MACE, Solicitor of the
Supreme Court of NSW and the High Court
of Australia

Nursing, Midwifery and Health

Professor Jill F White, RN, RGON (NZ),
CM, AssocDipNed (Cumb), BEd (SCAE),
MEd (Syd), FRCNA, FCN (NSW), FCN
(Aotearoa)

Science

Professor John Rice, BSc NSW, PhD NSW

University Graduate School

Professor M C Tennant, BA(Hons), DipEd
(Syd), PhD (Macq)

Director, Institute for International Studies

Professor David Goodman, BA (Manc),
DipEcon (Peking), PhD (Lond)

THE COUNCIL OF THE UNIVERSITY

Council, as the governing body of the University, is responsible for ensuring that the University achieves its statutory objective which is the promotion of scholarship and academic excellence.

As constituted under section 9(1) of the Act.

Chancellor

The Hon Sir Gerard Brennan, AC, KBE, BA LLB (Qld), HonLLD (Trin Coll, Dublin), HonLLD (Qld), HonLLD (ANU), HonLLD (Melb), HonLLD (UTS), HonDLitt (CQU), HonDUniv (Griff)
(24 November 1998 to 31 July 2006)

Deputy Chancellor

Kenneth J Rennie, FCA; Executive Consultant, Ernst & Young
(9 December 2002 to 8 December 2004)

Pro-Chancellors

Dr Valerie Levy, BA (Columbia), MA (Pennsylvania), PhD (Claremont); Member, Ethics Committee, Royal Prince Alfred Hospital; Member, NSW Legal Profession Advisory Council
(12 December 2002 to 11 December 2004)

Warwick Watkins, MNatRes (UNE), IAMP:AMP (Harvard); Director General, Department of Lands, Surveyor General of NSW and Registrar General of NSW
(6 August 2003 to 11 December 2004)

Six members appointed by the Minister

Professor Larissa Behrendt, LLB, BJuris (UNSW), LLM, SJD (Harvard); Director, Jumbunna Indigenous House of Learning, University of Technology, Sydney
(1 November 2002 to 31 October 2006)

Dianne Leckie, BBus (KCAE), MEcon (Macq), FCPA, MAICD
(7 February 2002 to 31 October 2002 and 1 November 2002 to 31 October 2006)

Kenneth J Rennie, FCA; Executive Consultant, Ernst & Young
(1 November 1998 to 31 October 2002 and 1 November 2002 to 31 October 2006)

The Hon Ian F Sheppard, AO, QC, LLB (Syd), HonMA (KCAE); Retired Judge of Supreme Court of New South Wales and the Federal Court of Australia; part-time Judge and Arbitrator including Judge of the Fiji Court of Appeal

(1 November 1994 to 31 October 1998, 1 November 1998 to 31 October 2002, and 1 November 2002 to 31 October 2006)

Warwick Watkins, MNatRes (UNE); ISMP:AMP (Harvard); Director General, Department of Lands, Surveyor General of NSW and Registrar General of NSW;
(1 November 2002 to 31 October 2006)

Dr Katherine Woodthorpe, BSc (Hons) (UMIST, UK), PhD (Leicester, UK), FAICD, Consultant in Commercialisation of Technology; Chairman, Cooperative Research Centre for Antarctic Climate and Ecosystems

(1 December 2003 to 31 October 2006)

Parliamentary members

One member of the Legislative Council of New South Wales

The Hon Tony Burke, BA, LLB (Syd); MLC
(from 7 May 2003)

One member of the Legislative Assembly of New South Wales

Anthony (Tony) Stewart, BA (UNSW), DipEd (Syd Teach Coll); MP, Member for Bankstown
(from 19 June 1996)

Official members

Vice-Chancellor and President

Professor Ross Milbourne, BCom, MCom (UNSW), PhD (Calif), FASSA

Chair of Academic Board

Professor Tony Baker, BSc(Hons), PhD (UNSW), FRACI, Professor of Chemistry, Faculty of Science, University of Technology, Sydney

(first elected 14 March 2003 to 31 October 2003, re-elected 1 November 2003 to 31 October 2005)

Elected members

Two members elected by and from the academic staff

Associate Professor Di Brown, RN, BAppSc (UC), GradDipHEd (UNSW), PhD (UWS), MCN (NSW), MRCNA, MNSWCN, AFACHSE; Associate Dean (Teaching and Learning), Faculty of Nursing, Midwifery and Health, University of Technology, Sydney
(9 April 1999 to 31 October 2000, 1 November 2000 to 31 October 2002, and 1 November 2002 to 31 October 2004)

Patrick L Healy, BE (NUI), DIC, MSc (Lond), MBA (UNSW), MIEAust, MAIPM, MAIB; Senior Lecturer, Faculty of Design, Architecture and Building, University of Technology, Sydney
(1 November 1994 to 31 October 1996, 1 November 1996 to 31 October 1998, 1 November 1998 to 31 October 2000, 1 November 2000 to 31 October 2002, and 1 November 2002 to 31 October 2004)

One member elected by and from the non-academic staff

Anne Robinson, DipOT(COT), AccOT; GradDipAdmin (KCAE); MBus(EmpRels) (UTS); Workers' Compensation and Return to Work Coordinator, Environment, Health and Safety Branch, Human Resources Unit, University of Technology, Sydney
(1 November 2002 to 31 October 2004)

One member elected by and from the undergraduate students

Garth Williams, enrolled Bachelor of Arts in Communication (Social Inquiry), Bachelor of Laws, University of Technology, Sydney
(28 March 2002 to 31 October 2002 and 1 November 2002 to 31 October 2004)

One member elected by and from the postgraduate students

Nirav D Parekh, enrolled Master of Business Administration in Professional Accounting, University of Technology, Sydney
(1 November 2002 to 31 October 2004)

Four members elected by and from Convocation
Emeritus Professor Steve Bakoss, BE (Syd), MS (Calif), MEngSc, PhD (UNSW), FIEAust; Honorary member of the Council, Budapest University of Technology and Economics
(1 November 2002 to 31 October 2006)

Colin E Grady, GradDipFin (KCAE), MBA (NSWIT), FCPA, CA (NZ), FAIM, AFAIM, MICM, JP; President, UTS Alumni Association; Trustee of the UTS Law Foundation; Director, Grenfell Securities Limited; Director, Midland Securities Limited

(1 November 2002 to 31 October 2006)

Margo Humphreys, MDR (UTS); Member of the Unit for Dispute Resolution (UTS), MAICD, Dispute Resolution Consultant
(1 November 2002 to 31 October 2006)

Dr Valerie Levy, BA (Columbia), MA (Pennsylvania), PhD (Claremont); Member, Ethics Committee, Royal Prince Alfred Hospital; Member, NSW Legal Profession Advisory Council
(1 November 1998 to 31 October 2002 and 1 November 2002 to 31 October 2006)

Additional member appointed by Council

Megan Cornelius AM, BA (Syd), FAICD, FAIM, FACS; Harvard Leadership Program, Australian Institute of Company Directors Diploma; Chairman and CEO, Expertise Australia Group; Managing Director, Expertise Technology Pty Ltd; Fellow of UTS; Australia's Woman Leader to APEC; Member of the Advisory Board of UTS Key University Research Centre for Innovative Collaborations, Alliances and Networks
(14 April 2003 to 31 October 2006)

Secretary to Council

Dr Jeff FitzGerald, LLB(Hons) (Melb), LLM, PhD (Northwestern)

COMMITTEES OF COUNCIL

Audit and Review Committee

Vice-Chancellor and President
Professor R D Milbourne

Chair – an external member, who may be a member of Council, but not of the Finance Committee, appointed for expertise
W Watkins

Deputy Chair – an external member of Council who is not a member of the Finance Committee, appointed by Council
To be advised

Two external members of the Finance Committee, whether a member of Council or not, appointed by Council
The Hon I F Sheppard, AO
B French

An external member, who is not a member of Council or Finance Committee, appointed for expertise by Council on the recommendation of the Audit and Review Committee

W Rock

Commercial Activities Committee

An external member of Council (Chair)

D Leckie

Three members external to the University (who may also be members of Council), with particular skills and experience in relevant commercial activities, appointed by Council

K J Rennie

W Watkins

Dr K Woodthorpe

Vice-Chancellor and President

Professor R D Milbourne

Equity Reference Group

An external member of Council (Chair)

Dr V Levy

Deputy Vice-Chancellor (Academic)

Professor P Booth

Director, Equity and Diversity Unit

A M Payne

Equity and Diversity Coordinator

K Wilson

Director, Human Resources Unit or nominee

J Gilmore

Director, Student Services or nominee

M Flood

Director, Jumbunna Indigenous House of Learning

Professor L Behrendt

Chair, Women's Forum

Dr P Farrar

Staff representative of equity target group: women

L Shoemark

Staff representative of equity target group: Australian Indigenous people

J Tranter

Staff representative of equity target group: people of NESB

H Scheeres

Staff representative of equity target group: people with disabilities

L Vidoni

Staff representative of equity target group: gay and lesbian people

Dr P Caldwell

President, NTEU UTS Branch or nominee

D Freeder

Chair, CPSU UTS Branch or nominee

D Cobley-Finch

Student representative of equity target group: women

To be advised

Student representative of equity target group: Australian Indigenous people

To be advised

Student representative of equity target group: people of NESB

To be advised

Student representative of equity target group: people with disabilities

To be advised

Student representative of equity target group: gay and lesbian people

To be advised

President, Students' Association or nominee

R Doran

President, UTS Union or nominee

V Gour

Finance Committee

Six external members of Council (to include the Chair and Deputy Chair)

K J Rennie (Chair)

D Leckie (Deputy Chair)

Emeritus Professor S Bakoss

C Grady

M Humphreys

The Hon I F Sheppard, AO

Vice-Chancellor and President

Professor R D Milbourne

Deputy Vice-Chancellor and Vice-President

Professor P Booth

Chief Financial Officer

K McCarthy

Three persons external to the University appointed by Council for their expertise

Dr A J Green

B French

To be advised

One academic staff member of Council

P L Healy

The non-academic staff member of Council
A Robinson

A student member of Council
G Williams

Governance Committee

An external member of Council (Chair)
The Hon I F Sheppard, AO

Vice-Chancellor and President
Professor R D Milbourne

Deputy Vice-Chancellor and Vice-President
Professor P Booth

Two external members of Council
Professor L Behrendt
M Humphreys

*Two persons with appropriate expertise
appointed by Council*
G Ireland
R Shapiro

One academic staff member of Council
P L Healy

One non-academic staff member of Council
A Robinson

One student member of Council
G Williams

Registrar
Dr J M FitzGerald

University Solicitor
To be advised

*One member of the academic staff of the Faculty
of Law*
C Ying

Honorary Awards Committee

Chancellor (Chair)
The Hon Sir F G Brennan, AC, KBE

Deputy Chancellor
K J Rennie

Vice-Chancellor and President
Professor R D Milbourne

*Deputy Vice-Chancellor or a Pro-Vice-
Chancellor*
Professor R Johnstone

Three external members of Council
Professor L Behrendt
Dr V Levy
W Watkins

One academic staff member of Council
Associate Professor D Brown

Chair, Academic Board
Professor A Baker

Registrar
Dr J M FitzGerald

Student Matters Committee

An external member of Council (Chair)
To be advised

*Pro-Vice-Chancellor and Vice-President
(Teaching and Learning) or nominee*
Professor R Johnstone (Acting Chair)

Student members of Council
N D Parekh
G Williams

President, Students' Association or nominee
R Doran

*Overseas Students Officer of the Students'
Association*
To be advised

President, UTS Union or nominee
V Gour

Student representative of UTS Union clubs
To be advised

*A UTS student elected by and from the UTS
students resident in University accommodation*
L Hibbert-Wells

*Deputy Vice-Chancellor and Vice-President or
nominee*
Professor P Booth

Registrar or nominee
Dr J M FitzGerald

Director, Student Services or nominee
C Hepperlin

A Dean nominated by the Deans
D Barker

*An Associate Dean (Teaching and Learning)
nominated by the Associate Deans (Teaching
and Learning), not from the same faculty as the
nominated Dean*
To be advised

ACADEMIC BOARD

Academic Board is a major committee of Council with the mandate to advise Council on all academic matters. Academic Board has been delegated power to determine academic matters within the University including the introduction, review and accreditation of award programs and eligibility for admission requirements.

Chair

Professor A Baker

Deputy Chair

A Byrne

Deputy Chair

Professor D S G Goodman

Deputy Chair

Professor D Slade

Deputy Chair

Professor A Mowbray

Ex officio members

Vice-Chancellor and President

Professor R D Milbourne

Deputy Vice-Chancellor and Vice-President

Professor P Booth

Pro-Vice-Chancellor and Vice-President

(Research)

Professor L Johnson (until March 2004)

Pro-Vice-Chancellor and Vice-President

(Teaching and Learning)

Professor R Johnstone

Dean, University Graduate School

Professor M C Tennant

Director, Institute for Sustainable Futures

(Acting)

Professor S White

University Librarian

A Byrne

Director, Jumbunna Indigenous House of Learning

Professor L Behrendt

Director, Information Technology Division

A Dwyer

Director, Institute for Interactive Media and Learning

Professor S Alexander

Director, Institute for International Studies

Professor D S Goodman

Director, Student Services

C Hepperlin

Director, Student Administration

T Seabrook

Registrar

Dr J M FitzGerald

President of the Students' Association

R Doran

Director, Research, Law

K Bubna-Litic

Director, Research, Nursing, Midwifery and Health

Associate Professor J Stein-Parbury

Chief Financial Officer

K McCarthy

Executive Director and Vice-President

(University Enterprises) (until May 2004)

Emeritus Professor R W Robertson

Deans of faculties

Dean, Business

Professor R Lynch

Dean, Design, Architecture and Building

Professor D Luscombe

Dean, Education

Professor A P Gonczi

Dean, Engineering

Professor A Johnston

Dean, Humanities and Social Sciences

Professor J Kirk

Dean, Information Technology

Professor T Dillon

Dean, Law

Professor D Barker

Dean, Nursing, Midwifery and Health

Professor J F White

Dean, Science

Professor J Rice

Associate Deans

Associate Dean, Curriculum and Quality

Enhancement, Business

Associate Professor G W Ticehurst

Associate Dean, Research and Development,

Business

Professor I Palmer

Associate Dean, Teaching and Learning, Design, Architecture and Building

T Laurence

Associate Dean, Research, Design, Architecture and Building

Associate Professor S Harfield

Associate Dean, Research, Education

Professor D J Boud

Associate Dean, Teaching and Learning, Education

Professor D Slade

Associate Dean, Teaching and Learning, Engineering

Professor D B Lowe

Associate Dean, International and Enterprise Development, Engineering

Associate Professor T A Anderson

Associate Dean, Research and Development, Engineering

Professor H Nguyen

Associate Dean, Teaching and Learning, Humanities and Social Sciences

Associate Professor G Walker

Associate Dean, Education, Information Technology

Associate Professor D N Wilson

Associate Dean, Research, Policy and Planning, Information Technology

Associate Professor T Hintz

Associate Dean, Law

Professor A S Mowbray

Associate Dean, Teaching and Learning, Nursing, Midwifery and Health

Associate Professor D Brown

Associate Dean, Coursework Programs, Science

Associate Professor R T Buckney

Associate Dean, Research and Development, Science

Professor A R Craig

Heads of school

Faculty of Business

School of Accounting

Professor Z Matolcsy

School of Finance and Economics

Associate Professor C Terry

School of Leisure, Sport and Tourism Studies

Dr B Hayllar

School of Management

Dr A Ross-Smith

School of Marketing

Professor K Miller

Graduate School of Business

Associate Professor B Hunt

Elected members

Three members of the academic staff elected from each faculty with at least one of these members to be a professor

Business

Professor J Hall

Associate Professor T Taylor

Dr S Topple

Design, Architecture and Building

Professor G Caban

P Healy

D Thompson

Education

L Morgan

H Scheeres

Professor D Slade

Engineering

Dr R McLaughlin

Professor S Vigneswaran

Dr N Zhang

Humanities and Social Sciences

J Houghton

Professor L Jacka

Dr P Ashton

Information Technology

Professor J Edwards (from August 2004)

Professor J Hughes (until July 2004)

Dr D Zowghi

Vacant

Law

Professor M Adams

Associate Professor G Monahan

B Olliffe

Nursing, Midwifery and Health

Dr R Gallagher

M Kelly

Professor E White

Science

Professor A Baker

Associate Professor A Ray

Professor A Simpson

One member of the academic staff elected by and from the Institute for International Studies

Dr C Feng

Elected student members*Business*

M Nguyen

Design, Architecture and Building

To be advised

Education

To be advised

Engineering

A Poonia

Humanities and Social Sciences

C Pettigrew

Information Technology

To be advised

Law

E Rawlinson

Nursing, Midwifery and Health

T Stephens

Science

To be advised

Two postgraduate students elected by all postgraduate students of the University (not from the same faculty), at least one of whom is a research degree student

D Maclurcan

S D'Souza

Secretary to the Academic Board

Dr J M FitzGerald

COMMITTEES OF ACADEMIC BOARD

Following elections in November 2003 some positions on the Committees of Academic Board have not been finalised.

Executive Committee*Chair, Academic Board*

Professor A Baker

Deputy Chairs, Academic Board

A Byrne

Professor D Goodman

Professor D Slade

Professor A Mowbray

Registrar

Dr J M FitzGerald

Clerk to Academic Board

D Petersen

Academic Administration Committee*Deputy Chair, Academic Board*

Professor D Goodman

Dean, University Graduate School, or nominee

Professor M C Tennant

Two academic nominees of Academic Board (not necessarily members of Academic Board)

Associate Professor G Walker

Professor A Mowbray

Director, Student Administration Unit

T Seabrook

One Associate Dean with responsibility for teaching and learning nominated by the Pro-Vice-Chancellor (Teaching and Learning)

Vacant

One Faculty Manager/Administrator nominated by the Registrar

G Goodwin-Moore

One elected undergraduate member of Academic Board nominated by the Chair, Academic Board

T Stephens

One elected postgraduate member of Academic Board nominated by the Chair, Academic Board

Vacant

Appeals Committees of Academic Board

There are four Appeals Committees of Academic Board:

Coursework Students' Appeals Committee*Deputy Chair (Academic Board)*

To be advised

Alternate Chair

Associate Professor G Monahan

Postgraduate Research Students' Appeals Committee*Chair*

To be advised

Professional Experience Appeals Committee*Chair*

A Byrne

Appeals Committee (Non-disclosure)

Chair

To be advised

Please refer to Rules 3.7–3.11.2 for details of the composition and terms of reference of these committees.

Courses Accreditation Committee

A Deputy Chair, Academic Board (Chair)

Professor A Mowbray

Three academic staff members elected by Academic Board, not necessarily members of Academic Board, taking account of discipline, gender and geographic location

Associate Professor G Riordan

Dr S Teo

Dr D Zowghi

One undergraduate student elected by Academic Board, not necessarily a member of Academic Board

R Doran

One postgraduate coursework student elected by Academic Board, not necessarily a member of Academic Board

Vacant

One member of the Faculty Course Accreditation Procedures Network, nominated by members of the Network

M Sharp

Coopted members

J Baker

Associate Professor T Taylor

Dr S Beecham

Director, ELSSA

A Barthel

Teaching and Learning Committee

A Deputy Chair, Academic Board (Chair)

Professor D Slade

One Associate Dean, Teaching and Learning or equivalent elected by Academic Board

T Laurence

Two members of academic staff elected by Academic Board, taking account of discipline, gender and geographic location

Associate Professor D Brown

Professor D Lowe

One academic staff member of the Courses Accreditation Committee, nominated by the Chair, Courses Accreditation Committee

To be advised

Pro-Vice-Chancellor and Vice-President (Teaching and Learning)

Professor R Johnstone

Director, Planning and Quality

Professor G Scott

Two students, one undergraduate and one graduate coursework, elected by student members of Academic Board

R Doran (undergraduate)

M Sparks (postgraduate)

Director, Institute for Interactive Media and Learning or nominee

Professor S Alexander

Director, ELSSA

A Barthel

Director, Jumbunna Indigenous House of Learning, or nominee

Professor M Nakata

University Librarian or nominee

A Byrne

Coopted members

Professor R Wickert

Professor J Kirk

J McKenzie

University Graduate School Board

Dean, University Graduate School (Chair)

Professor M C Tennant

Alternate Dean, University Graduate School (Deputy Chair)

Professor A R Craig

Pro-Vice-Chancellor and Vice-president (Research)

Professor L Johnson (until April 2004)

One nominee from each Faculty Board

Business

Professor I Palmer

Design, Architecture and Building

Associate Professor S Harfield

Education

Professor D Boud

Engineering

Professor H Nguyen

Humanities and Social Sciences

Dr P Ashton

Information Technology

Dr C Zhang

Law

Dr S Palassis

Nursing, Midwifery and Health

Associate Professor J Stein-Parbury

Science

Professor A R Craig

Director, Institute for Sustainable Futures or nominee

Dr C Mitchell

Two research degree students elected by Academic Board, not necessarily members of Academic Board

S D'Souza

M McDonald

Director, Institute for Interactive Media and Learning or nominee

J McKenzie

University Graduate School Manager

N Muckle

A member of Academic Board, nominated by the Chair, Academic Board, taking into account gender balance

To be appointed

University Librarian or nominee

A Byrne

Director, Institute for International Studies or Nominee

Dr B Leigh

Board of Studies for Aboriginal Education

Director, Jumbunna Indigenous House of Learning (Chair)

Professor L Behrendt

Deputy Chair, Academic Board

A Byrne

An external member of Council

Hon I F Sheppard, AO

One Indigenous Australian student elected by and from the Indigenous Australian student body of UTS

To be advised

One Indigenous Australian student elected by and from the Indigenous Australian student block on campus when the Board of Studies meets

To be advised

One representative of the Aboriginal Education Consultative Group

To be advised

Two members of the academic staff nominated by the Academic Board, not necessarily members of the Academic Board

T Libesman

Dr B Al-Ani

One member of the Indigenous Australian community

To be advised

One Indigenous Australian academic staff member appointed by the Director, Jumbunna, in consultation with the relevant Dean, from each of three faculties with significant Indigenous Australian academic staff representation as designated by the Director, Jumbunna

S Grant

K Vaughan

S Pearce

A Phillips

One of the Indigenous Australian academic staff members from the Jumbunna Indigenous House of Learning, appointed by the Director, Jumbunna, in consultation with the Indigenous Australian academic staff members of Jumbunna

H Norman

One Indigenous Australian staff member from the Equity and Diversity Unit

J Tranter

Aboriginal Students' Officer (Students' Association)

J Saulo

University Librarian or nominee

C Langeveldt

Board of Studies of the Institute for International Studies

Chair

Associate Professor D Wilson

Director, Institute for International Studies

Professor D Goodman

Deputy Director, Institute for International Studies

L Shoemark

Academic Administrator, Institute for International Studies

C Mula

Director of International Programs

A Bannikoff

Director, ELSSA

A Barthel

University Librarian or nominee

P Leuzinger

One nominee of each Faculty Board

Business

I McDonnell

Design, Architecture and Building

Professor P Burgess

Education

J Buchanan

Engineering

Associate Professor T Anderson

Humanities and Social Sciences

J Pendleton

Information Technology

Associate Professor D Wilson

Law

Professor P Griffith

Nursing, Midwifery and Health

N Frazer

Science

Professor A Baker

Three staff members (full-time or fractional-time) elected by and from staff of the Institute for International Studies, one of whom must be an academic staff member

M Gavron

Dr B Leigh

Dr M Pratt

Three student members elected by and from students enrolled in an International Studies degree course, one of whom must be a postgraduate student

A Lauman

R O'Donoghue

Vacant

Pro-Vice-Chancellor and Vice-President (Teaching and Learning)

Professor R Johnstone

Executive Director and Vice-President (University Enterprises) (until April 2004)

Professor R W Robertson

Pro-Vice-Chancellor and Vice-President (International)

To be appointed

Executive Director (Organisational Support)

To be appointed

Registrar

Dr J M FitzGerald

Chair of Academic Board

Professor A Baker

Deans of faculties

Dean, Business

Professor R Lynch

Dean, Design, Architecture and Building

Professor D Luscombe

Dean, Education

Professor A Gonczi

Dean, Engineering

Professor A Johnston

Dean, Humanities and Social Sciences

Professor J Kirk

Dean, Information Technology

Professor T Dillon

Dean, Law

Professor D Barker

Dean, Nursing, Midwifery and Health

Professor J F White

Dean, Science

Professor J Rice

Dean, University Graduate School

Professor M C Tennant

University Librarian

A Byrne

Director, Planning and Quality

Professor G Scott

Director, Information Technology Division

A Dwyer

Director, Marketing and Communication

J Willoughby

Director, Institute for International Studies

Professor D S Goodman

EXECUTIVE COMMITTEES

Vice-Chancellor's Committee

Vice-Chancellor

Professor R D Milbourne

Deputy Vice-Chancellor and Vice-President

Professor P Booth

Chief Financial Officer

K McCarthy

Pro-Vice-Chancellor and Vice-President (Research)

Professor L Johnson (until March 2004)

Executive Committees

The nature, structure and terms of reference of committees which previously reported to the Vice-Chancellor or the Vice-Chancellor's Committee are currently under review.

BOARDS OF CONTROLLED AND OTHER ENTITIES ASSOCIATED WITH UTS

accessUTS Board of Directors

Chair

Professor P Booth

Members

Emeritus Professor R W Robertson
Professor A Johnston

Secretary

Mr R Allsep

Insearch Limited Board

Chair

R J Hill

Managing Director

M L Laurence

Members

Dr D V Clark
Professor A Moon
K J Rennie
Professor R W Robertson
Dr K L Woodthorpe
W H Wright

Secretary

R E Allsep

Sydney Educational Broadcasting Limited Board of Directors

Chair

Professor R Johnstone

Alternate Chair

Professor J Loxton

Managing Director

P Shine

Company Secretary

J Tyler

Company Directors

E Aroney
I Coombe
Dr J Potts

UTS Child Care Inc Board

Nominees of the University

D Bock
P Fox
P Keyzer
K Wilson

Nominee of the UTS Union

S Kouatoulas

Nominee of the Students' Association

B O'Connor

Nominees from each child care service

Kids Campus Children's Centre (Kuring-gai)

F Evans (Treasurer)
H Johnston (Chair)

Blackfriars Children's Centre (City)

E Koubouzis
K McKellar
G Prosser

Magic Pudding Child Care Centre (City)

N Crowley (Secretary)

One nominee from the ABC

D Smith

UTS Union Ltd

All Directors appointed by UTS Council

Board of Directors

Chair

Dr J Johnston

Treasurer

D Pacey

Chief Executive Officer

M Georgeson

External non-student or staff representative

Kate Prior

Staff Directors

L Abrams
P Parkhill

Student Directors

V Gour, President
J Delaney, Vice-President
P Bryant
M Day
R Johnston
S Koutoulas
F McMahan

Note: The President and Vice-President positions are elected by the Board from the seven Student Directors.

UNIVERSITY HONOURS

Emeritus Professors of the University

R L Werner, AM, MSc, PhD (UNSW), DUniv (UTS), ASTC, FRACI (1988)
 C D Field, BSc (R'dg), MSc (Lond), PhD (WI), FInstPMIBiol (1988)
 R Parsons, AM, BA (Syd), PhD (Macq), FCN (NSW) (1989)
 N C Stephenson, MSc (Syd), PhD, DSc (UNSW), FRACI (1989)
 T M Sabine, DSc (Melb), FAIP (1991)
 G R Sutton, BE, MEngSc (UNSW), PhD (CUA), MAAS (1991)
 R J Breakspere, PhD (Exeter), FRSC, CChem, FRACI (1993)
 G W Bartholomew, BSc, LLB (Lond), LLM (Tas) DSU (Paris), of Grays Inn and the Supreme Court of NSW (1993)
 K A Faulkes, ME, PhD (UNSW), MS (Ill), FIEAust (1994)
 B S Thornton, PhD (UNSW), DSc (Syd), CPhys, CPEng, FInstP, FBSC, FACS, FRAeS, FIEAust (1994)
 G R Kress, BA (N'cle), DipGenLing (Lond), DLitt (N'cle), DUniv (UTS) (1995)
 A Pattison, MSc, PhD (Stan), DUniv (UTS), ASTC, FIE Aust (1995)
 D J Fraser, BEc (Syd), MCom (UNSW), FCA, ACIS, FAIM (1995)
 R D Guthrie, AM, DSc, PhD (Lond), DUniv (Griff), DUniv (UTS), Hon LLD (Humber), FTSE, FRSC, FRACI, FAIM (1996)
 J Unsworth, BSc (Wales), MSc (UMIST), PhD (Macq), CChem, CPhys, FAIP, FPRI, SMIEEE (1996)
 N D Quarry, AM, BArch (Melb), MArch (Rice), LFRAIA (1996)
 A G Shannon, AM, BSc, DipEd (Syd), MA, PhD, MLitt (UNE), CMath, FCP, FIMA, FACE, FAustMS (1997)
 J Lumby, DipNEd (Armidale), BA (UNE), MHPEd (UNSW), PhD (Deakin), RN, ICN, FRCNA, FCN (NSW), MINA (1998)
 C E Deer, BA, MTCP, DipEd (Syd), PhD (Macq), FACE (1999)
 D E Flint, AM, LLM (Syd), BSc (Ecs) (Lond), DSU (Paris), Solicitor of the Supreme Courts of NSW and England (1999)
 P J Parr, MSc, PhD (Belf), FIEAust, CPEng (1999)
 R W Robertson, MA(UVic), FRAIPR, FATRI (2000)
 V S Ramsden, BE, MEngSc(Melb), PhD (Aston) (2000)
 E C Leitch, MSc(Auck), PhD(UNE), FGS (2000)

M Browne, BA, DipPsych(NUI), MLib(UNSW), PhD(Macq), FALLIA, MIIInfSc (2001)
 B C Low, BSc, BEd (Q'ld), PhD (UNSW) (2001)
 S L Bakoss, BE (Syd), MEngSc (UNSW), MS (Calif), PhD (UNSW), FIEAust, CPEng, MASCE (2001)
 R J McDonald, BSc (Hons), PhD (ANU) (2001)
 A J D Blake, AM, BEd, MSc (Melb), PhD (Purdue, Indiana) (2002)
 K W Yates, BSc, BE, PhD (Syd), FIEAust, CPEng, SMIREE, SMIEE (2002)
 W R Belcher, BE, MEngSc (Qld), PhD (Lond), DIC, FIEAust, CPEng, MIEE (2003)
 L Johnson, BA (Syd), MEd (Qld), PhD (Monash), FAICD (2003)
 M J Knight, BSc, PhD (Melb), FGS, MIE (Aust), MAIMM (2003)

Fellows of the University

B Finn, AO (1989)
 P Fritz, AM, Diploma in Technology (Science), BAppSc, Diploma in Technology (Commerce) (1989)
 K J Kirby, AO (1989)
 K W Knight, AM, MEc (Syd), PhD (Q'ld), ALAA, FRAIPA, FSAG (1989)
 Sir Laurence Street, AC, KCMG, LLB (1990)
 M Trask, AM, BA (UNE), MLib (UNSW), FLAA (1991)
 G Ireland, LLB (Syd) (1992)
 S Kerkyasharian, AM (1995)
 A J McRitchie, BA (Melb), FIDA (1995)
 H Tsang, OAM (1995)
 J J Allen, BA, LLB, LLM (1997)
 The Hon P J Baldwin, BA, BEE, MP (1998)
 M Cornelius, BA (Syd), FAICD, FACS, FAIM (1998)
 D McNeill, BE (Hons) (UNSW) (1998)
 D Murray, BBus (NSWIT), MBA (Macq), FCPA, FAIB (1998)
 J Green, BSc (Hons) (UWA), PhD (LaT) (1998)
 M B Fay, BA, MEd (Syd) (2000)
 P R Porter, BA, MA (UNSW) (2000)
 D A Taylor (2000)
 Khoo Soo Peng, FCA, RA(M), CPA (2000)

Honorary Doctor of Engineering

G F Craig AM, OBE, ASTC, CPEng, FIEAust, FRAPI, LGE, LGTCP (1995)
 J G Nutt, AM, BE(Q'ld), PhD(Manchester), Hon DSc(Macq), Hon FIE(Aust), FIStructE(UK), MICE(UK), FTSE, FRSA (2001)

Honorary Doctor of Laws

Rt Hon Lord G Slynn of Hadley, LLB, MA (Cantab) (1991)
 J H Wootten, QC, BA, LLB (Syd) (1993)
 P J O'Shane, AM, LLB (UNSW), LLM (Syd) (1993)
 Sir Laurence Street, AC, KCMG, KS&J, LLB (Hons) (Syd), Hon LLD (Macq & Syd), FCI Arb (UK), HonFIA (Aust), Hon DEC (UNE) (1998)
 The Hon Sir Gerard Brennan, AC, KBE, BALLB (Q'ld), Hon LLD (Trin Coll, Dublin), Hon LLD (Q'ld), Hon LLD (ANU), Hon LLD (Melb), Hon DLitt (CQU), Hon DUniv (Griff) (1998)
 Nelson Mandela (2000)
 The Hon Sir William Deane, AC, KBE, BA, LLB (Syd), DipIntLaw (The Hague), Hon LLD (Syd), Hon LLD (Griffith), Hon LLD (Notre Dame), Hon LLD (Trin Coll, Dublin), Hon DUniv (Sthn Cross), Hon DUniv (ACU), Hon DUniv (QUT), Hon DUniv (UWS), Hon DrSacTheol (Melb Coll Divinity) (2002)
 The Rt Hon J M Fraser, AC, CH, MA (Oxon), Hon LLD (Sth Carolina), Hon DUniv (Deakin) (2002)

Honorary Doctor of Letters

H Seidler, AC, OBE, MArch (1991)
 The Hon B O Jones, MA, LLB (Melb), DSc (Macq), FRSA, MP (1993)
 I Moses, DiplSozWirt (Erlangen-Nurnberg), MA, PhD (Q'ld), GradDipTert Ed (DDIAE) (1993)
 The Hon J N Button, BA, LLB, Hon DBus (RMIT) (1995)
 The Hon E G Whitlam, AC, QC, BA, LLB, Hon DLitt (Syd) (W'gong) (LaT), Hon LLD (Philippines) (1995)
 Aung San Suu Kyi, AC, BA, MA (Oxon) (1997)
 Pradit Chareonthaitawee BSc, MD, DA, FFARCS, DRCS (1997)
 M Dodson, LLB, BJuris (Monash) (1998)
 Sir Ronald Wilson, AC, KBE, CMG, QC, LLB (UWA), LLM (Penn) (1998)
 His Excellency Dr Árpád Göncz, DLaws (Pázmány Péter University of Arts and Sciences) (1999)
 W M Horton, AM, BA (Syd), Hon DLitt (LaTrobe), FALIA (2000)
 G M Murcutt, AO, LFRAIA, HonFAIA, HonFRIBA, HonFRAIC, HonFSAFA, HonDSc (UNSW) (2003)

Honorary Doctor of Science

P C Doherty, AC, BVSc, MVSc (Q'ld), PhD (Edin), Hon DVSc (Q'ld), Hon DSc (ANU), Hon DSc (Edin), Hon DSc (Tufts), Hon DSc (Warsaw), Hon DSc (La Trobe), Hon DSc (Lond), Hon DSc (UAB), Hon DSc (NCSU), Hon DSc (Guelph), Hon DSc (Penn), Hon DSc (Michigan State), Hon DSc (Illinois), Hon DMSc (Rhodes), Hon DPh (Kyorin), FAA, FRS, FRACP (2003)

Honorary Doctor of the University

R L Werner, AM, MSc, PhD (UNSW), ASTC, FRACI (1988)
 G R Kress, BA (N'cle), DipGenLing (Lond), DLitt (N'cle) (1992)
 J Hirschhorn, DipIng, DrTechSc (Vienna), FIEAust (1993)
 E S Swinbourne, AM, ASTC, BSc (Hons), PhD, FRACI (1994)
 J H Kaye AO, BComm (Q'ld), MBE, MA, MSc (Soc) (UNSW), FSTC (1995)
 A Curthoys BA, DipEd (Syd), PhD (Macq) (1995)
 M D Burchett BSc, PhD (Syd), DipEd (UNE), FAIH, MAIBiol, (1996)
 A Pattison MSc, PhD (Stan), ASTC, FIE Aust (1996)
 R D Guthrie, AM, DSc, PhD (Lond), DUniv (Griff), Hon LLD (Humber), FTSE, FRSC, FRACI, FAIM (1996)
 B S Thornton, PhD (UNSW), DSc (Syd), CPhys, CPEng, FInstP, FBCS, FACS, FRAeS, FIEAust (1997)
 D V Clark, AM, BSc (Hons) (Syd), PhD (UNSW), FRACI, FTS, FSCAE (1999)
 R N Johnson, AO, BArch, HonDArch (Syd), LFRAIA, RIBA, HonFRAIC, HonFAIA, (1999)
 D H Lance, BEc (Syd) (1999)
 P J Parr, MSc, PhD (Belf), FIEAust, CPEng (1999)
 B C Low, BSc, BEd(Q'ld), PhD(UNSW) (2001)
 R Kemmis, BA (Hons)(UNE), MA (Essex) (2002)
 M Trask, AM, BA (UNE), MLib (UNSW), FLAA (2002)
 A J D Blake, AM, BEd, MSc (Melb), PhD (Purdue, Indiana) (2003)

Honorary Master of Arts

The Hon I F Sheppard, AO, QC, HonMA (KCAE) (1989)

Honorary Master of the University

A Berglund, BA (Syd), LTCL MACE (1993)

E Eder, BEc (Syd) (1993)

S Young, MA (Syd) (1993)

D G Peake, BA (Syd), MLib (UNSW) FLAA
(1994)

M Waterhouse, BA (Hons) (Melb), MSc
(Psych) (UNSW), MAPsS (1996)

M Hourihan, BA (Hons), MLitt (UNE),
DipEd (Syd) (1996)

Sirinun Krisnachinda, BA (Ohio), MA
(Oregon) (1997)

Pusadee Sinseubpol, BEd (Prasarnmit), MEd
(Kasetsart) (1997)

Note: The qualifications shown are those advised at the time of conferral, unless advised later.



2. STUDENT INFORMATION AND SERVICES

Student administration information	38
Student Administration Unit	38
Student Info & Admin Centre	38
Faculty student offices	38
Application requirements	39
Eligibility for admission	40
Cross-institutional and non-award study	40
Educational access and assistance schemes ..	40
Enrolment	41
Deferment	42
Payment of fees and charges	42
Postgraduate course fees	42
Refund of fees	42
Student service fees and charges	42
Admission with advanced standing, subject exemption, credit transfer or recognised prior learning	44
Academic attendance and progression	44
Awards and graduation	45
University Graduate School	45
Advice to students on UTS rules and policies ..	46
Services for students	48
The University Library	48
Information Technology Division – IT Services @ UTS	50
Student Services	51
Support for student learning	52
Child care	55
Equity and diversity at UTS	56
Students with disabilities	57
Parking at UTS	57
Student Ombud	58
UTS Union Ltd	58
Students' Association	60
Financial assistance	61

STUDENT ADMINISTRATION INFORMATION

Student Administration Unit

The Student Administration Unit is responsible for the administrative processes associated with the admission, enrolment, assessment and progression of all undergraduate, non-award, cross-institutional and overseas exchange students; the preparation for graduation of all students; the enrolment and assessment of all coursework postgraduate students; and administration of student-related fees and charges. It is also responsible for collecting and distributing a wide range of information for prospective and enrolled students and promoting the University to students generally. The Student Administration Unit administers the Rules relating specifically to the student body of UTS.

The Rules for students cover all areas of undergraduate, postgraduate and non-award study, including admission, registration and enrolment, fees and charges, student identification cards, academic conduct, attendance and study requirements, examinations, progression, student discipline and appeals, exclusion, leave of absence, internal course transfer, readmission, graduation and awards.

These Rules are published in Chapter 11 of this Calendar and online at:

www.uts.edu.au/div/publications/policies/rules

Student Info & Admin Centre

The Student Info & Admin Centre, at City and Kuring-gai campuses, is the principal area of contact between students, the public and the central administration, and provides information and assistance about all student administrative matters.

The Student Info & Admin Centre is located in the foyer of the Tower Building, Broadway, City campus and at Level 6, Kuring-gai campus.

Details of academic and administrative matters are also available in the following publications:

- *UTS: Careers and Courses Guide*
- *UTS: Calendar* and faculty/institute handbooks
- *UAC Guide*.

Information about the University's assessment policies, procedures and guidelines is given in the *Coursework Assessment Policy and Procedures Manual*, which is made widely available to staff of the University and is available online at:

www.uts.edu.au/div/publications/policies/select/assess

Inquiries

City campus

CB01.4 (Foyer, Tower Building)

Kuring-gai campus

KG01.6 (Level 6, main building)

Postal address

Student Info & Admin Centre
University of Technology, Sydney
PO Box 123
Broadway NSW 2007
telephone (02) 9514 1222
fax (02) 9514 1200

General inquiries

email info.office@uts.edu.au

International students

International Office
CB01.3 (Level 3, Tower Building)
City campus
email international@uts.edu.au
www.uts.edu.au
www.sau.uts.edu.au

Faculty student offices

Business

Undergraduate inquiries

CM05C.1
City campus, Haymarket
telephone (02) 9514 3500
KG01.5
Kuring-gai campus
telephone (02) 9514 5355
email undergraduate.business@uts.edu.au
www.business.uts.edu.au

Postgraduate inquiries

CM05B.5
City campus, Haymarket
telephone (02) 9514 3660
email graduate.business@uts.edu.au

Design, Architecture and Building

CB06.5
 City campus
 telephone (02) 9514 8913
 email dab.info@uts.edu.au
 www.dab.uts.edu.au

Education

CB10.05.430
 City campus
 telephone (02) 9514 3900
 email education@uts.edu.au
 www.education.uts.edu.au
 KG02.3.33
 Kuring-gai campus
 telephone (02) 9514 5621
 email taught.office@uts.edu.au

Engineering

CB02.7
 City campus
 telephone (02) 9514 2666
 email upo@eng.uts.edu.au
 www.eng.uts.edu.au

Humanities and Social Sciences**Faculty Student Centre**

CB03.2
 City campus
 telephone (02) 9514 2300
 email hss.studentcentre@uts.edu.au
 www.hss.uts.edu.au

Faculty Research Office

CB02.7
 City campus
 telephone (02) 9514 1959
 email research.degrees.hss@uts.edu.au

Information Technology**Faculty Student Centre**

CB10.3.510
 City campus
 telephone (02) 9514 1803
 email info@it.uts.edu.au
 http://it.uts.edu.au

Law

CM05B.3.03
 City campus, Haymarket
 telephone (02) 9514 3444
 email info@law.uts.edu.au
 www.law.uts.edu.au

Nursing, Midwifery and Health

KG05.3.97
 Kuring-gai campus
 telephone (02) 9514 5201 or (02) 9514 5202
 email nmh@uts.edu.au
 www.nmh.uts.edu.au

Science

CB04.3.07
 City campus
 SL01.2.01
 St Leonards campus
 telephone (02) 9514 1756
 email information@science.uts.edu.au
 www.science.uts.edu.au

Note: During 2004/05, UTS will be refurbishing Building 4, City campus. This may affect the location of the Faculty of Science student inquiry desk.

Institute for International Studies

CQ01.G
 City campus
 telephone (02) 9514 1574
 email iisinfo@uts.edu.au
 www.iis.uts.edu.au

University Graduate School

CB10.6
 City campus
 telephone (02) 9514 1588
 email ugs@uts.edu.au
 www.gradschool.uts.edu.au

Application requirements

Most undergraduate and postgraduate applications are processed through the Universities Admissions Centre (UAC). UAC guides, including application forms, are available from participating newsagents and from UAC and the UAC website (www.uac.edu.au). On-time applications close in the last week of September each year.

Applications for direct entry may be obtained from the Student Info & Admin Centre during the main application period, from August to October, for admissions in the following year. Closing dates and application requirements vary for UTS courses, and applicants are encouraged to inquire early.

Applications for postgraduate research programs must be lodged with the University. Details are available on the following UTS website: www.gradschool.uts.edu.au

International fee-paying applicants must apply through the International Office (IO). Specific information may be found in the International Profile chapter (Chapter 3 in this Calendar) and the IO website:

www.uts.edu.au/international/applying/index.html

Formerly enrolled UTS students seeking re-admission should lodge a new application during the application period. Currently enrolled UTS students who wish to transfer to another UTS course must complete an Internal Course Transfer Application, available from the Student Info & Admin Centre or the following Student Administration forms website:

www.sau.uts.edu.au/forms

Eligibility for admission

To be eligible for admission to a course at UTS all applicants must satisfy the Rules relating to undergraduate or postgraduate admission, and be selected in competition with other eligible applicants for that course. Admission may be based on the quota of places available in each course and the number and quality of eligible applicants applying for each course.

All students are expected to be proficient in English comprehension and expression. Where the major part of an applicant's previous education was not in English, the applicant may be requested to complete an English test. If requested, they must achieve an overall minimum score of 6.5 (7.0 for teacher education courses and all courses offered by the Faculty of Humanities and Social Sciences) in the IELTS (International English Language Testing System) test (see Language Standards Required for Admission in Chapter 14 of this Calendar).

Special admission schemes are available for Aboriginal and Torres Strait Islander applicants and applicants with high academic potential whose education has been disadvantaged by circumstances beyond their control. Information about these schemes may be found in the Educational access and assistance schemes in this chapter.

Note: Students in Teacher Education and Nursing, Midwifery and Health who are required to complete clinical or teaching placements must undergo criminal records checks before placements (see NSW Child Protection in Chapter 14).

Cross-institutional and non-award study

Cross-institutional study

Students who are currently enrolled at other tertiary institutions may apply to study individual subjects at UTS for credit at their home institution. Approval of both UTS and their home institution is required.

Non-award study

Non-award study is available to students who wish to enrol in single subjects not as part of an award program. Non-award study is also available to students to complete extra subjects at the conclusion of their degree. Full subject fees apply, and prospective applicants should be familiar with the subject area. This mode of study is not available to international fee-paying students.

Availability of places for cross-institutional and non-award students is determined after the enrolment of UTS award students. Some cross-institutional and non-award students may also apply for Summer and Winter sessions.

Closing dates apply and further details on cross-institutional and non-award study are available from the Student Info & Admin Centre and on the website:

www.sau.uts.edu.au/admissions/non_award.html

Educational access and assistance schemes

inpUTS Educational Access Scheme

The inpUTS Educational Access Scheme is designed to assist UTS undergraduate applicants who have academic potential and whose education has been disadvantaged over a substantial period of time by circumstances beyond their control. Such disadvantages may include:

- disrupted schooling
- severe family disruption
- excessive family responsibilities
- English language difficulty
- attending a disadvantaged or rural/isolated school
- financial hardship
- adverse study conditions
- personal illness or disability.

Educational Access Scheme application forms are available from July each year at ACT and

NSW high schools, TAFE colleges and the UTS Student Info & Admin Centre. Applicants must provide their applications, with relevant documentation, to the University Admissions Centre (UAC) by the end of September. Applicants are then assessed for eligibility.

Student service fees are waived for inpUTS students with demonstrated severe financial disadvantage in the first semester of the first year of their enrolment.

Inquiries

For further information on this scheme or on student equity and access matters, contact:

Equity and Diversity Unit
CB01.17.22, City campus
telephone (02) 9514 1084
fax (02) 9514 1883

www.equity.uts.edu.au/students/inputs.html

Admission scheme for Aboriginal and Torres Strait Islander students

Jumbunna Indigenous House of Learning Student Support Unit (Jumbunna IHL) offers access and participation programs for Aboriginal and Torres Strait Islander people studying at UTS.

Prospective Australian Indigenous applicants who are considering tertiary education are encouraged to apply.

Jumbunna IHL assesses all applications to determine if supplementary studies are required to provide ongoing academic and cultural support.

Inquiries

For further information regarding Jumbunna IHL and the Admission Scheme for Aboriginal and Torres Strait Islander students contact Jumbunna on telephone 1800 064 312.

Special admissions

The following special admission schemes are also available to eligible students:

- Special Needs – Educational Disadvantage
- Special Admission – Refugees
- Special Admission – Elite Athletes and/or Performers.

Inquiries

For further information on special admission schemes, see the alternative entry to UTS website at:

www.uts.edu.au/study/alternative.html

Enrolment

New students receive offers of enrolment by post. Each successful applicant must enrol as indicated in the information enclosed with the offer, or contact UTS to make alternative arrangements. The information enclosed with the offer includes enrolment dates, student service fees and charges, postgraduate course fees, the Higher Education Contribution Scheme (HECS), admission with advanced standing or with subject exemption (recognition of prior learning), and deferment.

The main enrolment period each year for new students is from late January to mid-February. A shorter enrolment period in July follows any mid-year offers and also caters for students returning from leave.

Continuing students are required to re-enrol annually. These students are now able to enrol through their faculty during Spring semester. Information about enrolment, subject registration and available electives is made available to all continuing students in September/October. Continuing students who cannot enrol on the specified date may authorise another person to enrol them on their behalf. Students who have not enrolled by the specified date may be required to attend a formal enrolment session in the Great Hall and may also be required to pay a late enrolment fee. Continuing students who enrol in subjects in September/October for the following year will need to check, after the release of examination results, that subject prerequisites have been satisfied and if necessary adjust their program accordingly.

Continuing students become formally enrolled, and incur fees and charges, upon selection of subjects for the relevant year and by signing the declaration on their enrolment form (either in person or by an authorised proxy). Students must apply for a leave of absence or formally withdraw from the course if they decide not to study for that semester.

Student service fee statements are sent to continuing students in early January and are payable in full by the due date advertised. After this date late fees apply.

Students should be aware that it is their responsibility to ensure:

- that their personal details are correct and the University informed of any changes as they occur
- that their enrolment details are correct and that their subject choices can be credited toward the award in which enrolled.

Deferment

With the exception of two courses (Bachelor of Accounting and Bachelor of Information Technology) admission to all undergraduate courses can be deferred on request. Deferred enrolment is approved for up to one year, however, a deferred place will lapse if the student enrolls in an undergraduate or postgraduate degree, diploma or associate diploma course during the period of approved deferment.

All students must reapply as directed upon completion of their approved deferment period.

Deferment of enrolment in postgraduate courses at UTS is not permitted.

Payment of fees and charges

The payment of fees and charges is covered by Rules 2.2.1 to 2.2.14 (see chapter 11, Rules, in this Calendar). Registered students who have not paid all due fees and charges by the published final date for payment, and who have not obtained an extension of time to pay fees and charges, will have their examination results withheld and will not be permitted to graduate. Students may also have enrolment in their course cancelled. Students will have their enrolment in all subjects cancelled immediately and no grades will be issued. Students may apply for reinstatement for the current teaching period within two weeks of the termination, at a cost of \$250. Otherwise they must apply for readmission to the University or through the Universities Admission Centre (UAC). Readmission is not automatic.

International and postgraduate students must pay all course fees by the required date to ensure continued enrolment. A late payment fee of \$100 will be levied if course fee accounts remain outstanding for a period greater than two weeks after the due date for payment.

Further information about fees is available on the following website:

www.sau.uts.edu.au/fees

Postgraduate course fees

Postgraduate students, unless enrolled under an approved scholarship or HECS exempt program, will be required to pay postgraduate course fees. Course fee and PELS information is available during each application period.

Refund of fees

Course and student service fees and charges

Fees and charges may be refunded or cancelled only in special circumstances. Students who formally withdraw completely from their Study Packages, or take leave of absence, and who apply before the HECS census date in each semester, may be eligible for a refund of all or part of any tuition fees and student service fees already paid for that semester. Variation of study programs or other actions requested after the census date in each semester will not be allowed without forfeit of related fees already paid. These are not normally refunded.

International students

Refunds for international students are determined as follows:

- 100% refusal of visa, withdrawal of offer by UTS, serious illness, misadventure, compassionate grounds (official documentation is required in all cases)
- 90% student withdraws before official enrolment date
- 60% student withdraws after official enrolment date but before HECS census date.

Refunds are not granted if a student withdraws after the HECS census date.

Note: The University is currently reviewing its Refunds Policy.

Student service fees and charges

Student service fees is the term used to identify a number of charges that are made for a range of student services and student organisation memberships. The charges are itemised on a service fee statement.

Student service fee components¹ (per semester)

UTS Union Fee	\$132.00
Students' Association Fee	\$38.00
Student Accommodation Levy	\$32.50
Student Identification Card Charge ²	\$7.50

¹ Charges have been adjusted to reflect the University's liability for Goods and Services Tax (GST).

² This charge does not apply to students enrolled on a HECS-liable basis.

Variations and exemptions

In certain circumstances, students may not be required to pay all or part of one or more of the different components within the student service fee.

International students

For international students the student service fee is included as part of the total course tuition fee. International students are not required to pay an additional student service fee.

Non-award students

Students enrolled as non-award in single subjects are not required to pay the service fee.

Summer and Winter session enrolment

Students who are continuing in a course and enrolled in a Summer or a Winter session will not be charged additional service fees. (Summer session tuition and Summer session administration fees are charged separately).

Limited 'on-campus' attendance

Students who are required to attend on-campus sessions for no more than four weeks in a semester are required to pay 25 per cent of the UTS Union Fee for that semester (e.g. students enrolled in Block Release courses).

Off-campus students

Students who do not attend a UTS campus are not required to pay the UTS Union Fee or Student Accommodation Levy. This applies to students enrolled in courses taught outside Australia, certain work-based learning courses, courses taught by distance mode and students enrolled in research programs by distance mode.

Industrial training

Students who are **only** enrolled in an Industrial Training subject in a particular semester are not required to pay the UTS Union Fee for that semester.

Leave of absence

Students who have been granted leave of absence for the whole academic year are not required to pay any service fees for that year. Students who have been granted leave of absence for one semester only are not required to pay the Service Fees for that semester.

Cross-institutional enrolment

Students who are enrolled at UTS as cross-institutional students are not required to pay the Students' Association Fee, Student Accommodation Levy or UTS Union Fee as long as proof is provided that they have paid service fees and charges to their home institution of more than \$100.00 for a semester.

Concurrent enrolment at UTS

Students who are concurrently enrolled at UTS in more than one course are required to pay service fees in relation to one enrolment only and, in the case where the service fees for those enrolments differ, are required to pay the higher amount.

Union life members and long term members

Students who hold life membership of the Union are not required to pay the UTS Union Fee. To claim this exemption students are required to present their life membership card. Students who have paid the equivalent of seven full annual Union Fees to the UTS Union (and/or equivalent bodies at antecedent institutions) are not required to pay the UTS Union Fee. To claim this exemption students are required to present evidence of seven years payments.

UTS permanent staff members

Students who are permanent staff of UTS are not required to pay the UTS Union Fee as the University pays these fees on behalf of staff. To claim this exemption students are required to present their current UTS Staff Identification Card.

inpUTS admissions

Students who have been admitted to the University via the inpUTS Educational Access Scheme who have demonstrated financial disadvantage may have service fees waived in the first semester of their enrolment.

Applying for exemption

To apply for service fee exemption students must complete the application form available from the Student Info & Admin Centre or from the website:

www.sau.uts.edu.au/forms

Exemptions cannot be backdated, applications must be lodged on or before the submission dates: Autumn semester 31 March, Spring semester 31 August.

Admission with advanced standing, subject exemption, credit transfer or recognised prior learning

Applicants who receive an offer of enrolment from UTS and have previously completed appropriate subjects at recognised tertiary education institutions or Australian technical colleges may apply for subject exemptions in their offered UTS course. UTS also recognises that credit may be awarded to other forms of recognised prior learning (RPL) in cases where work experience, life experience or courses undertaken outside the university or TAFE systems are related to assessable components of a UTS course. In some cases, offers with recognised credit transfer will be made. Admission with advanced standing, subject exemption, or credit transfer, may be approved by a faculty, subject to Rules 2.28.1 to 2.28.4. The Recognition of Prior Learning Policy adopted by UTS is published in Chapter 14 of this Calendar.

Academic attendance and progression

Course and subject variation

Students wishing to add or delete subjects must apply on the appropriate form available from faculty offices, and the Student Info & Admin Centre, City or Kuring-gai campus. Specific dates apply (see Calendar of Dates 2004 in this Calendar) and students are reminded that HECS or postgraduate course fees still apply after the HECS census dates of 31 March for Autumn semester and 31 August for Spring semester.

Academic transcripts will indicate a Fail result against subjects in cases where students have not withdrawn by the due date.

Formal examinations and results

Formal examinations are held at the end of each teaching period. The provisional examination timetable and other information on examinations is published on the UTS Student Administration Unit website at:

www.sau.uts.edu.au/exams_ass/index.html

The provisional examination timetable is published for two weeks from the end of week 10 in each semester and mid-January for the Summer session. Students who have more than one examination scheduled at the same time or have scheduling difficulties with these

provisional timetables (for example, three examinations scheduled within 24 hours) must notify the Student Info & Admin Centre immediately.

The final examination timetable showing dates, times and location is published on the website for two weeks before the beginning of the examination period.

Students who have a physical disability or who have difficulties with English are required to submit an application for special conditions with supporting documentation (medical certificates or counsellor's assessment) at least one month before the beginning of formal examinations (Rule 2.15.1). If applications are approved by the faculty academic liaison officers, students are informed of the special conditions under which they will sit their examinations (extra time, dictionaries, separate rooms, etc.).

Students who believe that their performance during an examination or other assessment task is affected by illness or other circumstances beyond their control, either on the day of the examination or during the semester, may request that these circumstances be taken into account in their assessment. Requests for special consideration are forwarded to the student's faculty. The student is informed of the outcome by the time results are released.

Students who, through illness or other circumstances beyond their control, are unable to attend an examination must submit the appropriate form to the Student Info & Admin Centre no later than three working days after the date of the examination (Rule 2.19.2). They must be available for a rescheduled examination which will be held approximately two to three weeks after the formal examination period finishes.

Forms are available on the website:

www.sau.uts.edu.au/forms

Semester results are available in late July and late December each year. Summer session results are available from late February. Results can be obtained via the Interactive Voice Response (IVR) system by contacting:

telephone 1300 656 887

or from the UTS exam results website at:

www.exams.uts.edu.au

Supplementary examinations may be awarded to 'borderline students', if the assessment pattern for the subject has a final examination component. Formal supplementary examinations are held on the date indicated in the Examination Guide sent to all students and

displayed above the examination timetable and results lists. Students must make themselves available on that date.

Formal examination inquiries or concerns regarding results must be sent in writing to the Registrar. Initial inquiries may be made in person at the Student Info & Admin Centre, City or Kuring-gai campus.

All students are advised to carefully read Rules 2.4, 2.5 and 2.15 to 2.23 to understand the regulations concerning examinations.

Appeals against assessment grades

Students may lodge an appeal against their assessment grade at the Student Info & Admin Centre, City or Kuring-gai campus. Appeals that have met the specified criteria are considered by the relevant Faculty Assessment Appeals Committee.

Undergraduate progression, probation and exclusion

Students will be excluded from their course if they do not make satisfactory academic progress. The duration of the period of exclusion is two semesters. Students may appeal against exclusions based on unsatisfactory progress. Requirements for satisfactory progression, the basis upon which students can be placed on probation or excluded, and the appeals process are given in Rules 3.1.13 to 3.1.19.

Readmission after exclusion

Undergraduate students can reapply to the course from which they were excluded following the specified period of exclusion. Readmission is not automatic, and students must compete with other eligible applicants for that course during the given admission period. Where students are readmitted to the previous course, they will be reinstated to the progression category that applied before exclusion.

Postgraduate discontinuation of registration

Students at the Graduate Diploma, Master's or Doctoral level may have their registration discontinued if they fail to complete all prescribed work within a given period of time or if the specific faculty board is dissatisfied with the student's progress.

Full details and the appeal regulations are given in Rules 3.2, 3.3, 3.4 and 3.5.

Readmission after discontinuation of registration

Students can reapply to a course following discontinuation after a specified period. Readmission is not automatic, and they must compete with other eligible applicants for that course during the given admission period. If the application for readmission is successful, a maximum number of teaching periods for completion is nominated by the University.

Awards and graduation

Students indicate on their enrolment form whether they expect to qualify for an award of the University at the end of the current semester or year. Information about graduation is then normally sent to eligible graduands at least six weeks before the ceremony. Graduation ceremonies are conducted during a specified period in April/May and September/October each year (see Calendar of Dates in this Calendar).

University Graduate School

The role of the University Graduate School is to promote innovation and excellence in research education

It does so through developing and maintaining a university-wide approach to quality assurance in research education in the context of the broader UTS research environment and through developing and implementing a research training agenda in conjunction with the faculties and the UTS Research Management Committee.

The University Graduate School provides:

- information about research education at UTS for prospective students
- information and education programs for research students and supervisors
- policies and procedures for managing research degree candidatures
- a scholarships and support program.

The Dean, University Graduate School, chairs the University Graduate School Board, a committee of the Academic Board. Two other committees assist the University Graduate School Board. They are the Research Students' Committee and the Research Students' Advisory Committee.

Inquiries

University Graduate School
CB10.6, City campus
phone (02) 9514 1336
fax (02) 9514 1588
email ugs@uts.edu.au
www.gradschool.uts.edu.au

Advice to students on UTS rules and policies

UTS is committed to providing an education that will enable students to reach their full intellectual, personal and career potential, and to offering a wide range of support programs and services that optimise students' academic success and employability.

This goal can only be met if all students honour their responsibilities to their studies and respect the rights of other students and staff. All students should read and be familiar with the following information.

What students need to know

The rules and policies of the University have been written to provide guidance on what is required of all students.

These rules and policies impact on how students can act and how others can act towards them. To get the most out of their time at UTS, it is essential for all students to keep this in mind.

Useful principles

All students are responsible for their actions while attending UTS. Students should know the rules that affect them and seek advice if in doubt. As a guideline, all students need to:

- respect each student's freedom to learn
- respect other's beliefs and values
- learn how to present their work without plagiarising (i.e. unacknowledged copying, paraphrasing or summarising)
- not misuse UTS computers or equipment
- take care of library books and other UTS property and equipment.

Rules relating to students

All students should read and understand the following rules:

- Rules Relating to Students
- Rules Relating to Discipline and Appeals for Students
- University Library Rules

These and other rules are published in chapter 11 of this Calendar and online at:

www.uts.edu.au/div/publications/policies/rules/contents.html

Key information sources

There are other online sources available for rules and policies information:

- UTS faculty handbooks at:
www.uts.edu.au/div/publications/index.html
- UTS website at:
www.uts.edu.au

Breaching the rules

Some of the consequences of breaching UTS rules include:

- disciplinary action
- zero (fail) grades for assignments or subjects
- suspension from class, library, labs, etc.
- permanent or temporary exclusion or suspension from the University.

Policies to assist

The following policies will assist you (published in chapter 14):

- Advice to Students on Good Academic Practice
- Guidelines on Student Discipline and Appeals
and
- Acceptable Use of IT Facilities.

These and other policies are available online at:

www.uts.edu.au/div/publications/policies/select/contents.html

Advice for students

Students can obtain advice on rules and policies from many sources, including:

- faculty student information offices
- Student Info & Admin Centre, telephone (02) 9514 1222
- Student Discipline and Appeals team, telephone (02) 9514 7882
- Counselling Service, telephone (02) 9514 1177
- Students' Association, telephone (02) 9514 1155.

Using student ID

Students are responsible for their student identification (ID) and computer log-in. Student ID should not be lent to anyone and especially it must not be lent for:

- borrowing UTS library material
- using UTS computers
- access to UTS educational or recreational and sporting facilities
- student concession benefits.

Students must not share computer password with anyone else.

If a student lends their ID card or allows anyone else to use their computer log-in and something is done wrongly using the borrowed ID or log-in, both parties will face UTS disciplinary penalties.

Using UTS property

While studying at UTS, students are using UTS property. This includes:

- library books and material
- computing equipment
- laboratory equipment and tools
- chairs, desks and projectors.

Serious negligence or intentional damage or misuse of this equipment will result in UTS disciplinary penalties.

Seeking special treatment

In certain circumstances special consideration may be sought, for example where illness or misadventure has affected a student's studies.

However, students must not seek special treatment, favouritism or advantage in a way that breaches UTS rules. For example, students must not:

- offer gifts, benefits or money to UTS staff, or
- threaten, harass or intimidate any member of the UTS community.

Submitting academic work

All students must respect other people's work and avoid plagiarism.

Plagiarism occurs when a student copies other people's work. This includes unreferenced copying, paraphrasing or summarising from any source, for example any document, audiovisual material, computer-based material or artistic piece. Plagiarism is cheating.

If using other people's work in assignments, students must make sure it is not shown as their work by giving a clear reference to the work and its author. This includes work done by fellow students, published and unpublished material, computer data, etc.

The faculties can advise their students on guidelines for preparation of assignments. Further information on referencing is available at:

www.bell.uts.edu.au/referencing/index.html

Students will face UTS disciplinary penalties if they plagiarise from any source or cheat in any other way.

Policies particularly relevant to students

- Acceptable Use of Information Technology Facilities
- Advice to Students on Good Academic Practice
- Assessment Procedures
- Disclosure of Assessment Results
- Environmental Health and Safety Policy
- IT Security Policy
- Policy for Handling Student Complaints
- Policy on Privacy of Student Records
- Policy on the Prevention of Harassment
- UTS Email Policy
- UTS Staff Code of Conduct

Some of these policies or notes about them are published in Chapter 14 in this Calendar and these and other policies can be accessed online at:

<http://www.uts.edu.au/div/publications/policies/index.html>

Useful online addresses

Environmental Health & Safety Unit
www.hru.uts.edu.au/ehs

Equity & Diversity Unit
www.equity.uts.edu.au

Information Technology Division
www.itd.uts.edu.au

Rules, Policies and Procedures
www.uts.edu.au/div/publications/policies/index.html

Student Administration Unit
www.sau.uts.edu.au

Student Help Web

www.studenthelp.uts.edu.au

Student Services Unit

www.uts.edu.au/div/ssu

UTS Calendar

www.uts.edu.au/div/publications/cal

UTS Handbooks

www.uts.edu.au/div/publications

UTS Students' Association

www.sa.uts.edu.au/

UTS Union

www.utsunion.uts.edu.au/index.php

UTS Webmail

webmail.uts.edu.au

UTS website

www.uts.edu.au

SERVICES FOR STUDENTS

The University Library

The University Library supports the teaching, learning and research needs of the staff and students of the University of Technology, Sydney.

The Library provides a high-quality, client-centred service relevant to the information resource needs of the UTS community, is innovative in its use of resources and technology and is a vibrant and dynamic organisation. It aims to empower users to become information literate, independent and self-sufficient.

Services are provided to the UTS community in three campus libraries, at other key locations around the campus as well as to remote users.

The University Library's online information system provides access to and information about the Library's services and resources. Its website is at:

www.lib.uts.edu.au

Inquiries

Alex Byrne

University Librarian

telephone (02) 9514 3332

email alex.byrne@uts.edu.au

Services

Library services

Library services include assistance with information retrieval and evaluation using electronic and printed sources, email and online (chat) reference services, telephone inquiry services, loans, reservations, inter-campus document delivery, inter-library loans from Australian and international sources, remote access to restricted Library resources, reciprocal borrowing with other institutions and printing and photocopying.

The Library's reference services are offered within the University Library, at key campus locations and online.

The University Library's Information Skills program is designed to develop the UTS community's information and research skills and includes training in database and Internet searching, and bibliographic management software.

Training is conducted in the campus libraries and online:

Catalyst

www.lib.uts.edu.au/catalyst/

Web tutorial

www.lib.uts.edu.au/tutorial/index.html

Webmail tutorial

www.uts.edu.au/email/training/webmail/index.html

Information services team

The University Library has a strong commitment to providing a quality information service through a team of Information Services Librarians who, in partnership with academic staff, assist students in achieving their educational and informational objectives.

Inquiries

General

Pamela Leuzinger

Director (Library Client Services)

telephone (02) 9514 3336

email pamela.leuzinger@uts.edu.au

Information Services

Sally Scholfield

Information Services Manager

telephone (02) 9514 3423

email sally.scholfield@uts.edu.au

Daphne Freeder

Business Librarian

telephone (02) 9514 3342

email daphne.freeder@uts.edu.au

Kim Hodgman
Design, Architecture and Building Librarian
telephone (02) 9514 3726
email kim.hodgman@uts.edu.au

Christian Langeveldt
Education Librarian
telephone (02) 9514 3397
email christian.langeveldt@uts.edu.au

Janet Chelliah
Engineering Librarian
telephone (02) 9514 3311
email janet.chelliah@uts.edu.au

Chris Van Eijk
Humanities and Social Sciences Librarian
telephone (02) 9514 3728
email chris.vaneijk@uts.edu.au

Patrick Tooth
Information Technology Librarian
telephone (02) 9514 3318
email patrick.tooth@uts.edu.au

Wei Cai
International Librarian (all faculties)
telephone (02) 9514 3724
email wei.cai@uts.edu.au

Billie Vlies
Law Librarian
telephone (02) 9514 3341
email billie.vlies@uts.edu.au

Lee Evans
Nursing, Midwifery and Health Librarian
telephone (02) 9514 5427
email lee.evans@uts.edu.au

Steven Byrnes
Science Librarian (Acting)
telephone (02) 9514 3316
email steven.byrnes@uts.edu.au

Resources

The University Library houses over 600,000 books, journals and audiovisual items.

Through its online information system (www.lib.uts.edu.au) and Supersearch information gateway, the University Library provides access to an extensive range of full-text and citation databases. Among the information resources it incorporates are:

- the University Library's online catalogue
- bibliographic and citation databases
- more than 24,800 full-text journals
- image databases
- UTS exam papers, lecture notes and prescribed reading

- links to other Australian and overseas library catalogues
- links to a wealth of information resources available on the Internet including over 5000 electronic book titles.

These resources can be accessed through public access machines in the Library, through machines connected to the UTS network, and from remote locations via the Internet.

Inquiries

Fides Lawton
Director (Library Resources Unit)
telephone (02) 9514 3335
email fides.lawton@uts.edu.au

Public program

The Markets Forum is a public program of innovative and challenging presentations organised by the Library primarily for the staff and students of the University. The Library also welcomes members of the public.

www.lib.uts.edu.au/mkts_forum/

Campus libraries

General information for staff and students regarding the Library can be obtained from the campus libraries and in electronic format via the Library's website at:

www.lib.uts.edu.au

City Campus Library (Blake Library)

The City Campus Library is located on the corner of Quay Street and Ultimo Road, Haymarket. It is open 85 hours per week during semester and for slightly reduced hours during semester breaks. The Library collects and provides electronic access to material in a wide range of subject areas including architecture, building, business, computing science, design, education, engineering, humanities, information studies, law, mathematics, medical science, physical sciences, social sciences and traditional Chinese medicine.

The International Cultural and News Centre (ICNC)

The University's International Cultural and News Centre (ICNC) is housed in the City Campus Library. The ICNC is a comfortable space designed to help students keep in touch with overseas news and practise their language skills. The ICNC's collection consists of overseas newspapers and magazines in a number of languages, cultural books and travel guides. The ICNC's website provides

Internet access to international newspapers and magazines, language resources, travel guides and other relevant, interesting sites.

www.lib.uts.edu.au/finding/collection/icnc

Gore Hill Library

The Gore Hill Library is located on the corner of the Pacific Highway and Westbourne Street, St Leonards. It is open 63 hours per week during semester and from 9 a.m. to 5 p.m., Monday to Friday during semester breaks. This Library's collections are principally in the areas of biological, biomedical and environmental sciences, and horticulture.

Kuring-gai Campus Library (George Muir Library)

The Kuring-gai Campus Library is located on Eton Road, Lindfield. It is open 80 hours per week during semester and weekdays during semester breaks. The primary subject collecting areas are business, education, leisure and tourism, nursing, midwifery and health and a curriculum collection associated with education studies.

Inquiries

For all campus libraries, loans, renewals and hours of opening telephone (02) 9514 3666. Opening hours are also posted in the libraries and on the website.

Information Technology Division – IT Services @ UTS

The Information Technology Division (ITD) provides a comprehensive range of facilities and services to meet the major computing and communication requirements of academic and administrative areas of the University.

Services

ITD provides the following services:

- computing resources and consulting to academic staff, support staff and students, both centrally and in computing laboratories located at various campuses
- provision and support of systems to meet the administrative needs of the University
- design, implementation and performance of data and voice telecommunication networks, including the University connection to the Internet
- support of desktop computing technology for academic and administrative staff

- management and provision of desktop computing education programs and facilities for staff
- operation of a help desk for user inquiries and problems
- operation of support centres for academic and student assistance
- initiating and assisting in the introduction of new technology to UTS
- purchasing of computing equipment and software
- provision and support of systems to meet the flexible learning needs of students
- audio visual classroom and event services
- printing services, incorporating the Digital Image Centre, providing comprehensive general, online, on-demand digital imaging, large format, colour printing, and a high volume photocopying service
- webmail and website hosting services.

General access computer laboratories

UTS provides general access computer laboratories for UTS Students on all campuses: City, Kuring-gai and St Leonards. Students can choose from Apple Macintosh, Windows NT PCs or Sun Unix Labs. The labs provided are for UTS coursework only. For information on these general access computer laboratories and their locations see the ITD website at:

www.itd.uts.edu.au/itd.php?section=labs

IT Support Centres

The IT Support Centres are the first point of contact for staff and students with computing problems or inquiries about the UTS general access computing facilities.

IT Support Centres are staffed by customer support officers who understand the computing needs of students and staff. Customer support officers are available to assist with problems relating to any of the UTS general access computing facilities or UTS lab access and email accounts.

Inquiries

IT Support Centre
CB02.4.12, City campus
telephone (02) 9514 2222
email itsc@uts.edu.au or
itd.feedback@uts.edu.au
www.itd.uts.edu.au

Student Services

Student Services staff are employed by the University to cater for students' health, counselling, housing, financial assistance and career development needs. Student Services staff also assist in the development of learning skills and provision for students with special needs. All interviews are strictly confidential.

Careers Service

The UTS Careers Service offers career counselling and assistance in finding permanent and casual employment. It conducts workshops on a broad range of topics, and coordinates the annual Graduate Recruitment Program. For further details visit the Careers Service website at:

www.uts.edu.au/div/cas

Counselling

Counsellors are available at the City and Kuring-gai campuses. They can assist students with a wide range of personal, relationship, psychological, study and administrative difficulties. Group programs addressing a range of issues are conducted throughout the year.

International student counselling

International student counsellors can help students from overseas with personal, practical and administrative problems.

Learning skills counselling

Learning skills counsellors help students to understand how they can best learn. Advice is given on time management, writing assignments, reading effectively and preparing for exams. As well as individual consultations, workshops are held during both semesters.

Financial assistance

Financial assistance officers assist with personal financial matters. Central to their work are tasks which include administration of the Student Loan Fund, financial counselling, and advising students on Youth Allowance/Austudy and Centrelink claims and appeals. Information on the Youth Allowance is also available from the Financial Assistance Service. For more information see the section Financial Assistance in this chapter.

Health

The Health Service is available at the City and Kuring-gai campuses. This medical practice offers a bulk billing service to students and

staff. The Health Service provides a general practice with emphasis on health education and promotion.

Housing

The University Housing Service provides a range of accommodation services for UTS students and visiting staff. Housing staff can assist students to locate short or long-term accommodation in the private rental market via an online listings database.

The International Housing Officer may assist international students with temporary accommodation for their arrival in Sydney.

The University Housing Service also manages three UTS student residences that are all within convenient locations to the City campus buildings. They include accommodation for people with disabilities.

The Housing Service website can also make short or long term hotel bookings online for students, staff and visitors to UTS. A wide range of hotel venues are offered including backpacker style accommodation and serviced apartments.

For more information see:

www.housing.uts.edu.au

Orientation

Orientation 2004 is a program of activities for new students which is held before lectures start. It includes official welcomes, campus tours, peer networking, Study Success lectures, workshops and entertainment. Programs are available for new students on enrolment.

For more information see:

www.orientation.uts.edu.au

Peer Network Program

The Peer Network is a group of experienced UTS students who understand the challenges that new students face. The Network is designed to connect both current and new students during the International Student Orientation Program, and Local Student Orientation through a variety of events. For students interested in being a peer networker, see the website at:

www.uts.edu.au/div/ssu/peernetwork/

Special Needs Service

The Special Needs Service works with other University staff to ensure appropriate support is available for students with disabilities and

students admitted through the inpUTS Educational Access Scheme. Students with disabilities are encouraged to contact the service. The Service can also provide information and advice to prospective students with disabilities.

Academic Liaison Officers (ALOs)

Each Faculty has one or more Academic Liaison Officers, who are members of academic staff and provide the following services:

- providing an academic contact for students with disabilities and illnesses
- deciding what adjustments will be made for students with disabilities and illnesses in consultation with individual students and their lecturers. Students are encouraged to contact the Special Needs Service as well as their ALO.
- approving extra time and use of dictionaries in exams for students of non-English speaking backgrounds who have language difficulties (students need a recommendation from the English Language Study Skills Assistance Centre (ELSSA) before they lodge their applications with their ALO)
- being an academic contact for students who experience difficulties in their studies because of family commitments (e.g. they are primary carers for small children or family members with a disability or ongoing illness).

For the current list of Academic Liaison Officers see the website at:

www.uts.edu.au/div/ssu/alo.html

Chaplaincy

The Chaplaincy is coordinated through Student Services. Visiting Chaplains and Worship Rooms are available to students. Chaplains represent different Christian denominations as well as Buddhism, Judaism, Baha'i and Islam.

Inquiries

www.uts.edu.au/div/ssu

City campus

Careers Service

CB01.3, City campus
telephone (02) 9514 1471
fax (02) 9514 1474
email careers@uts.edu.au
www.uts.edu.au/div/cas

Counselling, Financial Assistance, Special Needs

CB01.6, City campus
telephone (02) 9514 1177
fax (02) 9514 1172
TTY (02) 9514 1164

Health Service

CB01.6, City campus
telephone (02) 9514 1166
fax (02) 9514 1172

Housing Service

CB08.1, City campus
telephone (02) 9514 1529
fax (02) 9514 1527
email housing.service@uts.edu.au
www.uts.edu.au/div/ssu/housing.html

Listing Service

telephone (02) 9514 1509

University Student Residences

telephone (02) 9514 1199

Chaplaincy

telephone (02) 9514 2523

Kuring-gai campus

Counselling, Health, Financial Assistance, Special Needs, Careers, Housing

KG01.5, Kuring-gai campus
telephone (02) 9514 5342
fax (02) 9514 5537

Support for student learning

BELL Program

The BELL Program is a university-wide initiative which aims to help students to develop skills and capabilities that will assist them not only with the challenges of study but later in the workplace.

The BELL Program is available via its website. The website operates on two levels: firstly as an information resource, providing students with details of workshops and classes offered across the University; and secondly as a learning resource, offering self-paced online tutorials in areas such as accessing information, using computers, assignment writing, working in teams and basic project management. Existing modules are being updated and enhanced, and new modules are being planned and developed, so that the BELL Program continues to offer new opportunities and learning experiences.

Inquiries

BELL Program
 City Campus Library
 telephone (02) 9514 3310
 fax (02) 9514 3331
 email bell@mail.lib.uts.edu.au
 www.bell.uts.edu.au

English Language Study Skills Assistance (ELSSA) Centre

ELSSA, the UTS centre for academic and professional English, provides free programs to UTS students and staff. These include Summer and Winter vacation programs as well as semester programs, non-credit classes, and elective subjects for credit. The Centre runs day and evening courses for both undergraduate and postgraduate students on academic English, writing, speaking, seminar presentation and communication for employment.

The ELSSA Centre also offers an Advanced Diploma in Australian Language and Culture for international and exchange students. The ELSSA Centre collaborates with the University Graduate School and faculties in offering workshops and consultations for research students

Students with special needs can form small groups and the ELSSA Centre will organise classes for them.

Students enrolled at the Centre may make an appointment for an individual consultation with a lecturer at the Centre to discuss strategies on how to develop their academic work. Brochures with further details of ELSSA programs are available at school/faculty offices and at the Centre.

The ELSSA Centre also collaborates with staff in faculties to foster interest in, and knowledge of, literacy and learning through research, intellectual contributions and staff development. The ELSSA Centre values quality, diversity, internationalisation and flexibility as it serves the wider academic and professional communities.

Inquiries

ELSSA Centre
 CB01.18.22, City campus
 telephone (02) 9514 2327
 fax (02) 9514 2321
 or

ELSSA Centre
 KG02.5.22 (above the main library)
 Kuring-gai campus
 telephone (02) 9514 5160
 fax (02) 9514 5524
 email elssa.centre@uts.edu.au
 www.elssa.uts.edu.au

Jumbunna Indigenous House of Learning – Student Support Unit

Jumbunna was launched as the ‘Indigenous House of Learning’ in 2001. Jumbunna was established in 1987 as an Aboriginal student support centre and has since grown to become one of the most successful academic, research and support centres in Australia with approximately 360 Indigenous undergraduate and postgraduate students studying throughout UTS. Jumbunna’s role within UTS is to contribute to Australia’s educational and social development by making UTS staff and students alert to Indigenous Australian cultures, experiences and associated issues. Jumbunna is committed to improving the quality of teaching and research at UTS by facilitating active links with the Indigenous community and other higher education institutions and professionals with a particular emphasis on Australia’s growth as a multicultural nation.

Jumbunna IHL has a wide-ranging, long-term agenda that includes:

- involving Indigenous Australians in institutional decision-making and consultative structures, academic policy development and curriculum, and strengthening partnerships between Jumbunna and UTS faculties, schools and centers
- broadening the awareness and acceptance of Indigenous Australian cultures, achievements, contributions, and contemporary issues by developing appropriate teaching subjects and awards
- broadening economic, social and political opportunities for Indigenous Australians, in particular expanding employment and income opportunities
- enhancing the teaching and coordination of postgraduate studies in Indigenous Studies
- the provision of consultancy services to community, government and the private sector
- improving accessibility, retention and graduation rates of Indigenous Australians who study at UTS.

Inquiries

Jumbunna Indigenous House of Learning
CB01.17, City campus
telephone (02) 9514 1902 or
toll free 1800 064 312
fax (02) 9514 1894
www.jumbunna.uts.edu.au

Mathematics and ICT Study Centre

The Mathematics and ICT Study Centre coordinates mathematics, statistics and basic computing assistance across the University and offers many services to help students from all faculties. The Centre is equipped with computing and audiovisual equipment for use by students. Staff can assist students with common computing packages such as word-processing, spreadsheets, presentation managers, Mathematica, Minitab and SPSS. The Centre provides a free service for UTS students.

Location

The Centre is located at CB01.16.15, City campus and KG02.2.51, Kuring-gai campus.

Opening hours

At the City campus, the Centre is open every weekday. At the Kuring-gai campus, the Centre is open three days per week. Students can use the Centre at either campus. A detailed program with opening hours and details of staff expertise is available at the Centre and on the website.

Subjects and workshops

The Centre runs subjects to assist with particular courses, for example, Mathematics for Nursing, and workshops such as Examination Preparation for Business. Details are available at the Centre. If there is sufficient need, subjects can be tailored to meet the needs of particular groups. Many bridging and support subjects are programmed on weekends. These have been extremely popular.

Bridging courses in mathematics, statistics and computing

Short bridging courses, free for UTS students, are run in February and July. The courses cover the mathematical or statistical content students will need for their degree program. A course designed for students entering Nursing is run in October and February. Computing for beginners is also available.

Peer tutoring

Third- and fourth-year students assist first-year students on a voluntary basis during semester. This gives all students involved in this process an opportunity to learn.

Research and curriculum development

Centre staff are active in education research and the development of resources, particularly video. The Centre is a member of the Bridging Mathematics Network and several international academics visit the Centre each year.

Inquiries

City campus

Leigh Wood, Director (on leave Autumn semester 2004)
telephone (02) 9514 2268
fax (02) 9514 2248
email leigh.wood@uts.edu.au

Narelle Smith (Autumn semester 2004)
telephone (02) 9514 2239
email narelle.smith@uts.edu.au

Kuring-gai campus

Judyth Hayne, Jane Ewing
telephone (02) 9514 5186
email judith.hayne@uts.edu.au,
jane.ewing@uts.edu.au
www.science.uts.edu.au/msc

Physics Learning Centre

The Applied Physics Department operates a drop-in Physics Learning Centre at CB01.11, City campus. Academic staff members are available at convenient times during the week to assist students with any problems they have associated with their first-year physics studies. In addition to the fixed schedule for personal tutorial assistance, there is a computer laboratory adjoining the Physics Learning Centre in which assistance can be obtained whenever the Physics Laboratory Office is open (normally 9.00 a.m. – 6.00 p.m., Monday to Friday). There are also computer-aided learning programs and simulated textbook problems available for study by all first-year physics students.

Inquiries

Walter Kalceff
telephone (02) 9514 2191
fax (02) 9514 2219
email walter.kalceff@uts.edu.au

Chemistry Learning Resources Centre

The Chemistry Learning Resources Centre assists students in undergraduate courses in the faculties of Science; Nursing, Midwifery and Health; Engineering and Business.

Inquiries

CB04.4.477

City campus

Rosemary Ward

telephone (02) 9514 1729

fax (02) 9514 1460x

email rosemary.ward@uts.edu.au

Note: During 2004/05 UTS will be refurbishing Building 4, City campus. This may affect the location of the Chemistry Learning Resources Centre.

Child care

UTS Child Care Inc (UTSCC) is an incorporated association that coordinates the operation of all child care services at UTS. The Board of UTSCC comprises representatives of the University, the UTS Union, the Students' Association and parent users of the centres. The Board keeps under review the needs of all campuses for a variety of child care services. It sets operational policies to ensure that child care services are of a high quality and meet the needs of members of the University community.

Each child care centre is managed by a Director. All parents are invited to become involved in the centre's management through the centre's parent committee or to stand for election to the Board.

Most operating costs (75 per cent) are met by child care fees, with the balance from UTS, the Students' Association, UTS Union, and some funds from direct State Government funding. Some subsidies are available from the Commonwealth Government to assist families with child care fees.

Access to child care facilities is open to all staff and students under 'Priority of Access' guidelines. Priority is given to working and studying parents. Occasional weekend care can be provided (by prior arrangement) when the University hosts conferences and seminars.

City campus

Magic Pudding Child Care Centre is located at the corner of Mary Ann and McKee Streets, Ultimo, and provides 61 day care places for babies to five-year-olds, from 8.00 a.m. to

6.30 p.m., 51 weeks per year. There are also 15 evening care places for babies to 10-year-olds, from 8.00 a.m. to 9.30 p.m., if demand exists, Monday to Friday during semester periods only. Enrolment is available on a full-time, regular part-time, evening only, semester only or emergency basis. Some occasional care may be available during the December to February period.

Blackfriars Children's Centre is located on Buckland Street, Chippendale, about five minutes from the Tower Building, and provides 50 day care places for babies to five-year-olds, from 8.00 a.m. to 6.30 p.m., 51 weeks per year. Enrolment is available on a full-time, regular part-time, semester only or on an emergency basis. Some occasional care may be available during the December to February period.

Kuring-gai campus

Kids' Campus Children's Centre is situated next to the oval on campus, and provides 68 day care places for babies to five-year-olds, from 8.00 a.m. to 6.30 p.m., 51 weeks per year. There may also be 10 evening care places for babies to 12-year-olds, until 10.00 p.m., Monday to Thursday during semester periods only. Enrolment is available on a full-time, regular part-time, evening only, semester only or emergency basis. Some occasional care may be available during the December to February period.

Graduation and enrolment

Free child care facilities are available at UTS during graduation ceremonies and during some enrolment periods.

Inquiries

City campus

Magic Pudding Child Care Centre
Cnr Mary Ann and McKee Streets, Ultimo
telephone (02) 8289 8400

Blackfriars Children's Centre
Buckland Street, Chippendale
telephone (02) 9514 2960

Kuring-gai campus

Kid's Campus Children's Centre
Eton Road, Lindfield
telephone (02) 9514 5105

Equity and diversity at UTS

UTS is committed to ensuring that all students and staff have equitable access to education and employment opportunities, are treated fairly, and can work and study in an environment free of harassment. University policy aims to prevent discrimination on the grounds of race; colour; descent; national or ethnic origin; ethno-religious background; sex; marital status; pregnancy; potential pregnancy; carers' responsibilities; disability; age; homosexuality; transgender status; political conviction; and religious belief. The UTS Council integrates equity and affirmative action principles within all the University's decisions and operations.

The Director of Equal Opportunity and Affirmative Action at UTS is the Deputy Vice-Chancellor and Vice-President. The Equity & Diversity Unit supports the day-to-day implementation of equal opportunity by supporting programs that aim to ensure that the diverse nature of Australian society is reflected in all aspects of employment and education at UTS. It does this by assisting in the development, implementation and monitoring of policies, programs and activities which have an impact upon the achievement of equity outcomes.

The Equity and Diversity Unit aims to:

- promote equity values to all members of the University community
- enable equal opportunity principles to underpin all University policies and practices
- assist the University in meeting statutory obligations and other government requirements
- assist in the elimination of direct and indirect discrimination
- assist, advise and encourage the implementation of affirmative action strategies
- work collaboratively with faculties and divisions on local level equity projects and strategies
- provide specialist advice on policies and practices which have equal opportunity implications for staff and students
- advise and assist UTS students and staff who have an equity-related complaint
- advise UTS managers or supervisors about appropriate equity-related grievance-handling processes.

Students

The UTS Equity Plan outlines strategies and commits resources to achieve an increase in the participation and graduation rates of previously disadvantaged groups within the UTS catchment area. The Plan includes strategies for:

- people with disabilities
- people from language backgrounds other than English
- women in non-traditional areas and post-graduate study
- people from socioeconomically disadvantaged backgrounds
- rural and isolated students.

Aboriginal and Torres Strait Islander students are included in a separate strategic plan coordinated by the UTS Jumbunna Indigenous House of Learning.

Staff

UTS is committed to providing an equitable work environment for all staff, and to improving the employment opportunities and experiences of women, Indigenous Australians, people with a first language other than English and people with disabilities within UTS. EEO principles are embedded in all employment activities such as recruitment, promotions, job reclassification, provision of research funding and access to staff development and training opportunities. The University's success in these matters is reflected each year in our reports to the Office of the Director of Equal Opportunity in Public Employment (ODEOPE) and Equal Opportunity for Women in the Workplace Agency (EOWA). From these reports, equity plans are developed to enable the University to focus on areas which require improvement.

Aboriginal and Torres Strait Islander people

Wingara, the UTS Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy, was officially launched in 1996. Wingara (an Eora word meaning 'to think') aims to increase permanent employment opportunities for Aboriginal or Torres Strait Islander people in a wide range of occupations and levels, in both academic and general staff classifications, across all UTS campuses. It also provides training and development opportunities to support continuing employment. The UTS Reconciliation Statement reflects the University's strong commitment to providing an education and employment environment

which includes Indigenous Australian perspectives and experiences. Further information is available from the Equity and Diversity Unit. The Wingara Strategy and the Reconciliation Statement are published in chapter 14 of this Calendar.

People with disabilities

The UTS Disability Action Plan (DAP) reflects the University's commitment to eliminating discrimination against people with disabilities in all areas of University life, including employment, teaching and learning and access to technology and the physical environment. The DAP was adopted in 1997 in accordance with the *Disability Discrimination Act*. Currently UTS provides a wide range of services and support for staff and students with disabilities such as Auslan interpreters, scribes, work placement opportunities, and parking.

People with a language background other than English

The University has developed an Ethnic Affairs Priorities Statement (available from the Equity and Diversity Unit) outlining its commitment to key strategies which specifically focus on support for and celebration of the racial-ethnic diversity of its community. Diversity is valued for its potential to benefit UTS through enhanced understandings, improvements in teaching practices, better provision of service to our culturally diverse student body and staff, and increased international competitiveness.

Women

Issues facing women at UTS are addressed in the University's equity planning and are given a high priority throughout the University. Currently UTS is working on a range of projects including: establishment of a comprehensive and structured career development program for women staff; development strategies to improve the representation of women in non-traditional areas of employment; and establishment of effective networks and strategies for female academic researchers.

Grievances

The Equity and Diversity Unit provides confidential equity-related grievance advice to both students and staff who feel they may have been discriminated against or harassed on the grounds of sex (including pregnancy); sexual preference; transgender status; race; colour; ethnic or ethno-religious background; descent or national identity; marital status;

carers' responsibilities; disability; age; political conviction; or religious belief.

You can get advice and support from the Equity and Diversity Unit on UTS policy and processes, legislative requirements, and other related matters.

Inquiries

Equity and Diversity Unit
CB01.17.22, City campus
telephone (02) 9514 1084
fax (02) 9514 1883
www.equity.uts.edu.au

Students with disabilities

Workplace learning and fieldwork requirements

Students should be aware that some courses at UTS require them to undertake fieldwork and/or workplace learning as a prerequisite to satisfactory completion of the course.

UTS is committed to making education accessible to people with disabilities, and will accommodate the needs of students with disabilities to the greatest extent possible in arrangements for fieldwork and workplace learning.

Students with a disability that may affect their ability to complete the fieldwork and/or workplace learning component of your course should discuss this prior to enrolment with the Special Needs Coordinator, who will make a referral to the relevant Academic Liaison Officer or other suitable person within the relevant faculty.

Special Needs Coordinator
Marie Flood
telephone (02) 9514 1183
fax (02) 9514 1172
email marie.flood@uts.edu.au

Parking at UTS

The University's parking policy applies to all staff, students and visitors. Applications for staff parking, spaces are considered by the relevant local parking committee. Any government taxes payable are borne by the individual.

A specified number of parking spaces are reserved on each campus for the allocation of parking permits in accordance with the policy. Space is also reserved for authorised visitor parking. Parking fees on the City campus are \$30 per month (staff only); at the Kuring-gai

campus the rate is \$60 per annum for staff. At Kuring-gai after 2.00 p.m. the charge is \$1 per evening. Rates are currently under review.

Penalties for parking offences are \$66 for drivers who park contrary to signs or who fail to observe the directions of an authorised officer. Fines are linked to the Self-Enforcing Infringement Notice Scheme (SEINS) operated by the NSW Police Service Infringement Processing Bureau.

Students with disabilities requiring parking should contact Student Services on (02) 9514 1177.

The Policy on Parking at UTS is published online at:

www.uts.edu.au/div/publications/policies/select/parking.html

Student Ombud

Enrolled or registered students with a complaint against decisions of University staff may seek assistance from the Student Ombud's office.

The Terms of Reference for the Student Ombud's office are printed, in full, in Chapter 14 of this Calendar.

Students who believe that they have been dealt with improperly by University staff and wish to make a formal complaint may consult the Student Ombud who will deal with the matter in accordance with the Terms of Reference.

All matters are treated in the strictest confidence and in accordance with proper processes.

Staff

Bronwyn Oliffe
Student Ombud and Senior Lecturer
Faculty of Law

Keith Crews
Assistant Student Ombud and Associate Professor, Civil Engineering
Faculty of Engineering

Dr John Twyford
Assistant Student Ombud and Senior Lecturer, Project Management and Economics
Faculty of Design Architecture and Building

Andrew Lynch
Assistant Student Ombud and Senior Lecturer
Faculty of Law

Jenny Murphy
Administration

Inquiries

Student Ombud's office
CB02.4.02, City campus
telephone (02) 9514 2575
fax (02) 9514 2771
email ombuds@uts.edu.au
www.uts.edu.au/oth/ombuds

UTS Union Ltd

The UTS Union is the community centre for the University. It provides food and drink services, lounges and recreational areas, comprehensive social and cultural programs, sports facilities and programs, stationery shops, resource centres and a newsagency.

Management

The Union is controlled by a Board of 13 persons consisting of seven students, two staff representatives, three Council appointees and the CEO. Annual elections are usually held in September and all students and staff are eligible to stand for a position on the Board. The Union employs a staff of about 200, headed by the CEO.

Fees

All students pay semester fees, a part of which is allocated to the Union.

Fee exemptions

Students who have paid seven annual fees or equivalent to the Union are currently entitled to exemption from that part of semester fees which is allocated to the Union. For further information, please contact the Union Office (not the University).

Catering services

The Union operates food services on all campuses. Licensed bars are provided at Broadway, Haymarket and Kuring-gai.

Functions Catering Service

The Functions Catering Service can cater for lunches, buffets, dances, dinners, weddings, etc. Most of these are held in The Gallery Function Centre on Level 6 of the Tower Building (CB01.6), or at Kuring-gai. There are special discount rates for student and other Union groups.

Union shops

There are Union shops at Broadway, Haymarket and Kuring-gai with a wide range of items to help meet course requirements, including calculators, stationery and technical drawing equipment. The Union shop at Broadway also carries a range of University clothing, pen-nants and memorabilia.

Activities

The Union Activities Department arranges the social and cultural programs at UTS. These include dances, concerts, films, barbecues, creative leisure courses, art exhibitions, plays and lunchtime speakers. Faculty clubs and societies, and hobby and social clubs (the Activities Clubs) receive financial and other support from the Activities Department. The Activities Officers are located in the Activities Centre in the Broadway Union Centre. The Activities Officer at Kuring-gai is located in the Union Office, telephone (02) 9514 5012.

Publications

The Union produces the weekly *Student Life*, a comprehensive annual diary that is free to all students and staff, and many other publications.

Sport

Facilities

The Union Fitness Centre at Broadway is currently being refurbished and when finished in mid-2004 will contain an extensive range of fitness equipment, a weights area, aerobics spaces, change rooms with lockers and showers, a sports office and sports clinic. The Fitness Centre is located on the lower ground floor of Building 4, extending into the quad-angle, telephone (02) 9514 2444. To contact the Sports Department at the Kuring-gai campus, telephone (02) 9514 5012.

Fitness classes and programs

The Union runs daily fitness classes at Broadway.

UTS Sydney Boys High Stadium

This jointly operated facility is available to Sydney High School on school days until 5.00 p.m. and to the Union every evening and on weekends. It contains two full-size basketball courts and is also marked and equipped for volleyball, badminton, netball and fencing. Contact the Sports Office for further information on telephone (02) 9514 2444.

Intervarsities and interfaculty

The Union sponsors teams competing in state and national intervarsity meetings and organises numerous interfaculty competitions within the University throughout the year.

Clubs and societies

There are over 30 sporting clubs affiliated with the Union. They receive financial support from the Union and new members are most welcome. For further information, contact the Union Sports Office on telephone (02) 9514 1454.

UTS Rowing Club

Formed after a merger between Haberfield Rowing Club and the Union, the UTS Rowing Club caters for beginners through to elite rowers. The Club is located in Dobroyd Parade, Haberfield, less than 15 minutes by car from the City campus. For further information, telephone the Club on (02) 9797 9523.

Resource centres

The resource centres at Broadway, Haymarket and Kuring-gai provide photocopying, laser printing, binding, laminating and access to fax machines.

For further information:

City campus, Broadway
telephone (02) 9514 1453

City campus, Haymarket
telephone (02) 9514 3369

Kuring-gai campus
telephone (02) 9514 5009

Financial assistance and grants

The Union provides financial assistance to the UTS child care centres, the Community Law and Research Centre and Graduate Connections. The Union also offers sports scholarships and a wide range of grants for sporting, social and cultural purposes. For further information, contact the Union Office in the Tower Building, Broadway.

Inquiries

For activities and general information contact the Union Receptionist at the Broadway Union Centre, City campus or the Union Office at the Kuring-gai campus. For other information, contact the Union Office on level 6 of the Tower Building, City campus (CB01.6). For all sporting inquiries contact the Sports Office in

the Union Sports Centre at Broadway on telephone (02) 9514 2444.

City campus, Broadway
telephone (02) 9514 1444

City campus, Haymarket
telephone (02) 9514 3369

Kuring-gai campus
telephone (02) 9514 5011

www.uts.edu.au/students/studentlife.html

Students' Association

The UTS Students' Association (SA) is run by students for all students who study at UTS. The SA works to represent the needs and interests of students while at this University. All students are entitled to stand for election of the SA and to vote in the annual elections. The organisation is run by the SRC (Student Representative Council), which meets monthly and is elected on an annual basis, and all students automatically become members upon payment of student service fees, \$32.72 of which goes to the Students' Association.

The SA offers students various services, including academic representation and advocacy, research and general service provision. Professional staff can give confidential advice to students who may wish to appeal against assessment grades, University exclusion, charges of misconduct, or other academic problems. Students who may have problems or complaints about their lecturers or courses can receive advice about the most suitable action to take, and the SA Education Officers can help to explain the processes and workings of the bureaucracy from an independent perspective. The SA researches important issues in the tertiary sector, to keep abreast of issues affecting students. The SA also offers other services such as a peer tutoring service and a second-hand bookshop where students can buy and sell used textbooks. This service can be accessed online at:

<http://2bb.uts.edu.au>.

At a University level, the SA represents and supports students on various University committees. This enables the SA to keep track of all policy and practical changes within the University, including faculty and course structures, allowing students to be properly informed, and ensuring they enjoy the best possible conditions. The SA also has input into any major changes that may occur at course, faculty or administrative level. The SA's

political role is to defend and extend educational standards and conditions for students both within UTS, and the tertiary sector as a whole. Campus committees deal with campus-specific issues – this has proved to be the most effective and equitable means of ensuring that students from all campuses are adequately represented. At this level, campus conveners carry out the directions of the campus committees, which are also elected annually.

Much of the lobbying occurs at committee level, but the SA also runs and supports a number of specialised collective groups which deal with particular issues that may be current. These collectives organise awareness-raising campaigns, hold forums, produce publications, run activist workshops and organise actions. This level of group support also extends to the group of clubs that are resourced by the SA. It provides office and administrative support for them, as well as meeting spaces, funding and general resources. These clubs differ from the social clubs affiliated with the UTS Union, in that they tend to have a more political, ethno-cultural or religious focus.

The SA maintains close links with student organisations from other universities through cross-campus activist networks and the National Union of Students (NUS). All students at UTS are members of NUS.

Services and locations

The main office of the Students' Association is located at CB01.3, City campus, near the bar and cafeteria, telephone (02) 9514 1155, fax (02) 9514 1157, website www.sa.uts.edu.au

The Haymarket campus committee room is located at CM05.B.107, telephone (02) 9514 3236.

The St Leonards campus committee room is located on the ground floor of the Clinical Studies Building and is used by the Northern Campus Committee, telephone (02) 9514 4350. A photocopying service is available.

The Kuring-gai campus committee room is located at KG02.4.01, telephone (02) 9514 5237.

The Students' Association second hand bookshop is located opposite the SA Office at CB01.3, City campus, telephone (02) 9514 7788.

FINANCIAL ASSISTANCE

Higher Education Contribution Scheme (HECS) charges

The government department responsible for HECS is the Department of Education, Science and Training (DEST).

HECS is payable each teaching period as a proportion of the standard annual charges set by the Commonwealth Government. The amount due will vary according to the number of credit points undertaken, the HECS band of each of the subjects and the payment method nominated.

In 2004, the HECS charge for a full-time student undertaking a standard program of study and subject to non-differential HECS, is \$2,830 for a full year. For students subject to differential HECS, the amounts are \$3,768, \$5,367 and \$6,283 for a full year, according to the contents of the courses and the bands to which a student's subjects belong. These amounts increase slightly each year in line with the Consumer Price Index (CPI).

Most students have a choice in the way to pay HECS:

- pay all of HECS up front and receive a 25 per cent discount
- defer all payment until income reaches a certain level
- pay at least \$500 of the HECS liability, receive a pro rata discount and defer the remainder.

New Zealand citizens who are not also Australian citizens, and who commenced a course of study on or after 1 January 1996 are required to pay 100 per cent HECS up front by the census date without discount. These students do not have access to the deferred HECS system. Some Permanent Residents may also be required to pay in this way.

All new students and students transferring courses are required to complete a Payment Options Declaration form on which they should declare their tax file number. Before signing this form, students are required to read the booklet *HECS Information*. Copies of the booklet are available at enrolment and from the Student Info & Admin Centre, City and Kuring-gai campuses.

Commonwealth legislation sets strict conditions for HECS over which the University has no control. HECS charges are based on the subjects in which students are enrolled on the

HECS census date. It is important for students to realise that any reduction in their academic workload after the census date for a particular semester, e.g. by withdrawal or substitution of a subject with a lower credit-point value, will not reduce their HECS liability.

UTS sets its own dates for finalising HECS payment arrangements each semester, however, no payments may be accepted after the census date and tax file numbers must have been lodged by that date if any payment is to be deferred. If students fail to comply with these regulations, the University is obliged to terminate their enrolment.

For Autumn semester, the HECS census date is 31 March, and for Spring semester, 31 August. HECS census dates for other teaching periods can be obtained from the Student Info & Admin Centres.

Inquiries

DEST

telephone 1800 020 108

www.hecs.gov.au

or

UTS Student Info & Admin Centre

telephone (02) 9514 1222

fax (02) 9514 1200

Postgraduate Education Loans Scheme (PELS)

PELS is an interest-free loan facility for eligible students enrolled in fee-paying postgraduate non-research courses.

PELS enables eligible students to obtain a loan from the Commonwealth Government to pay all or part of their tuition fees. The Scheme is available to both continuing and commencing eligible students.

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

Eligible students are able to borrow up to the amount of their tuition fees for each semester for the duration of their nominated postgraduate course.

Students, including students transferring between courses, are required to complete a Loan Request Form by the census date for each course in which they are enrolled, requesting the Commonwealth to pay their tuition fees to UTS and declaring that they are eligible for

PELS and are aware of their obligations to repay the loan under the Scheme when their income reaches a certain amount. Students also have to provide a tax file number (TFN) to UTS. Students must advise the University of any change in their circumstances that might affect their eligibility for PELs.

Detailed information, including eligibility requirements, can be found in the brochure *PELS Your Questions Answered*, available from the Student Info & Admin Centre. The brochure is also available online at:

www.hecs.gov.au/pels.htm

Inquiries

DEST

telephone 1800 020 108

or

UTS Student Info & Admin Centre

telephone (02) 9514 1222

fax (02) 9514 1200

Youth Allowance/Austudy

Youth Allowance provides financial help on an income and assets-tested basis to students who are 16 years of age or over, and enrolled in a full-time tertiary program of study. Austudy is available to full-time tertiary students aged 25 or over.

At UTS, students should have a HECS liability greater than .375 in the relevant semester. There are some exceptions to this, including students with a disability and single supporting parents.

Application forms and guides can be collected from the Student Services Unit office at either the City or Kuring-gai campus.

Applicants are advised to make a copy of their completed application form and lodge it as soon as possible. Applications can be lodged at any Centrelink office.

Where to get help?

The financial assistance officers located in the UTS Student Services Unit at the City and Kuring-gai campuses are pleased to help students with any problems or queries in relation to Austudy or the Youth Allowance.

Inquiries

To make an appointment, contact:

City campus

telephone (02) 9514 1177

or

Kuring-gai campus
telephone (02) 9514 5342

Abstudy

Abstudy assists Aboriginal and Torres Strait Islander tertiary students by providing income support and other assistance tailored to their needs.

The basic rates of assistance are similar to Austudy, with additional assistance available to part-time students, pensioners and those over 21 years of age.

Aboriginal and Torres Strait Islander students may also be eligible for the Supplement which gives Abstudy students the option of borrowing money to help cover their living expenses while studying. Abstudy payments are subject to income testing, but are not subject to assets testing.

Students should contact their local Centrelink office for information regarding Abstudy.

UTS Student Loan Fund

The Student Loan Fund provides interest-free loans to students enrolled at UTS. Students who have financial needs which they cannot meet from any other source may apply for a Student Loan. To receive a Student Loan, applicants must demonstrate a genuine need to borrow money to further their academic career. Normally the maximum amount applicants may borrow is \$500 but in exceptional circumstances a greater amount may be borrowed.

The University does not lend money for course-related fees (enrolment charges, course fees or HECS). Loans are not usually available for computer and vehicle purchases. All Student Loan applications are confidential.

Students who are on low incomes and have a particular need to access UTS resources from home because of a disability or illness, or because of carers' responsibilities or remoteness from Sydney, may be eligible to borrow from the Student Loan Fund.

Inquiries

To borrow from the Student Loan Fund students need to make an appointment with a Financial Assistance Officer in the Student Services Unit by contacting:

City campus

telephone (02) 9514 1177

or

Kuring-gai campus
telephone (02) 9514 5342

Postgraduate assistance

Information regarding postgraduate scholarships and awards is included in Chapter 7 of this Calendar, and can also be obtained from the University Graduate School, CB10.6, City campus or their website:

www.gradschool.uts.edu.au

3. GENERAL INFORMATION

Academic dress	66
Alumni and Graduate Connections	67
The Australian Technology Network	68
Environment, health, safety and security	68
Facilities hire and visitor accommodation	69
Radio 2SER (107.3 FM)	70
Research and Commercialisation Office	71
Student participation in University governance	71
UTS Archives – Records Management Services	72
UTS building ID system	72
UTS Gallery and Art Collection	72
UTS Shopfront	73
UTS and sustainability	74
Associated organisations	74
accessUTS Pty Limited	74
Insearch Ltd	74
Commercial activities on Campus	76
The Co-op Bookshop	76

ACADEMIC DRESS

Graduates of the University are entitled to wear academic dress appropriate to the level of award obtained.

All diplomates and graduates to the level of Master wear black gowns in the traditional Cambridge style.

Diplomates are denoted by a tucked sash of faculty colour on the outside, lined with cream and finished with a tassel of faculty colour.

Graduates to the level of Master wear a hood that wraps around the shoulders with tucked ends invisibly fastened at centre front.

Bachelors are denoted by a hood of black, with a border and lining of the faculty colour which continues through to tucked ends invisibly fastened at centre front and a single black stripe.

Graduate Diplomates are denoted by a hood of black, with a border of the faculty colour which continues through to tucked ends invisibly fastened at centre front, lined with cream and a single black stripe.

Masters are denoted by a hood of black, with a border of the faculty colour which continues through to tucked ends invisibly fastened at centre front, lined with cream and two black stripes.

The faculty colours are:

Business

Eau de Nil, PMS 5483

Design, Architecture and Building

Chartreuse, PMS 457

Education

Jade, PMS 327

Engineering

Scarlet, PMS 186

Humanities and Social Sciences

Uluru, PMS 1675

Law

Amethyst, PMS 2735

Information Technology

Electric Blue, PMS 3015

Nursing, Midwifery and Health

Fuchsia, PMS 247

Science

Wattle Yellow, PMS 123

Holders of diplomas, degrees and graduate diplomas wear a black trencher cap (mortar board).

The style of the University's doctoral and festal gowns is based upon the original unique design of the New South Wales Institute of Technology gowns rather than the Cambridge style. Each has its own distinct colour and trim as indicated above.

The PhD gown is red with white satin facings on the front, finishing in a square collar at the back. It is worn with a black velvet soft bonnet with gold cord and tassel.

The Higher Doctorate gown is red with gold silk facings and collar. It is worn with a black velvet soft bonnet with gold cord and tassel.

Honorary Masters wear a red hood with two ultramarine blue stripes over a Cambridge style Master's gown. It is worn with a black mortar board.

The Honorary Doctorate gown is red with ultramarine blue satin facings and collar. It is worn with a black velvet soft bonnet with gold cord and tassel.

The gown worn by Fellows of the University is navy blue, with white satin facings and square collar with a piped edge of ultramarine blue.

The Chancellor, Deputy-Chancellor, Vice-Chancellor and Pro-Chancellors wear black gowns with facings and collar of ultramarine blue satin and differing grades of gold and silver braid and Sydney wattle embroidery in gold and silver with black velvet mortar boards decorated with gold or silver braid and tassel.

The members of the University Council wear black festal gowns, with ivory satin facings and collar embroidered with Sydney wattle in two shades of teal (PMS 321).

Academic dress worn at University graduation ceremonies and other formal events was designed by staff of the Faculty of Design, Architecture and Building.

Inquiries

Graduations

Governance Support Unit

CB01.4A

City campus

telephone (02) 9514 1329

fax (02) 9514 1232

email graduations.gsu@uts.edu.au

www.gsu.uts.edu.au/graduations

ALUMNI AND GRADUATE CONNECTIONS

The Graduate Connections Unit aims to build links with the UTS alumni community including graduates and former students of UTS and antecedent institutions, former staff members and other supporters of the institution through Graduate Connections and Community Connections.

Graduate Connections

Alumni membership provides services and ongoing support to all alumni through the provision of services, information and news as well as encouraging life long links and participation in University life. A number of alumni events are held throughout the year, both locally and internationally.

Stay Connected alumni magazine highlights the achievements of graduates and key initiatives at UTS. It is distributed to over 45,000 members of the UTS alumni community and the email newsletter *e-Connect* is distributed to over 15,000 registered members of Graduate Connections.

Membership is free and offers the following benefits:

- *Stay Connected* alumni magazine and *e-Connect* newsletter
- UTS email forwarding account
- access to University Library services
- access to UTS Union services and facilities
- computer hardware at education prices through UTS IT Purchasing
- information about new initiatives within the University community
- discounted short course programs
- membership of Graduate Networks
- opportunities to attend University events.

Graduate Networks

Graduate Networks have been formed to foster links between graduates and the University. These groups provide opportunities for social and professional networking, allowing those involved to meet with others from their faculty / discipline area, with similar interests, who live in the same region or who work in the same industry.

- Business Network
- Greek Network
- E-Learning Network
- Hong Kong Alumni Chapter
- Indonesian Alumni
- Leisure Sport & Tourism Network
- Malaysian Alumni Chapter
- Melbourne Network
- Project Management Network
- Singapore Alumni Chapter

Community Connections

UTS links with the broader Alumni community includes former staff and other committed supporters of the institution such as Convocation, the Friends of UTS and the Kuring-gai Staff Network. These groups are acknowledged as important and continuing members of the UTS community.

Kuring-gai Staff Network

The Kuring-gai Staff Network has developed from the strong commitment of former staff members to stay in touch with colleagues and their professional lives at the Kuring-gai campus of UTS (previously Kuring-gai College of Advanced Education). Members of this group engage in a range of social and cultural activities throughout the year.

Convocation

All graduates of UTS are automatically members of Convocation, a formal body of the University. Convocation's role is to elect four of its members to Council, the governing body of the University. Elections are held every fourth year and occasionally as vacancies arise. If you wish to participate in these elections, your name must be registered on the Roll of Convocation. Please contact the Graduate Connections office.

Inquiries

Graduate Connections Unit
PO Box 123
Broadway NSW 2007
telephone (02) 9514 8036
fax (02) 9514 8033
email graduate.connections@uts.edu.au
www.graduateconnections.uts.edu.au

THE AUSTRALIAN TECHNOLOGY NETWORK

The Australian Technology Network (ATN) is a union between five leading Australian universities, who share a heritage of working with industry and a united vision for the future. These universities are:

- University of Technology, Sydney
- Curtin University of Technology
- Royal Melbourne Institute of Technology
- Queensland Institute of Technology
- University of South Australia.

Together, these universities teach more than 135,000 students or 20 per cent of the Australian university system – including 25,000 postgraduate and 16,000 international students. What distinguishes ATN universities is the way they use their links with industry and the latest technology to provide professional courses for tomorrow's leaders.

Advanced entry to ATN courses

One of the benefits that the ATN provides to its students is a flexible course transfer system. The ATN Vice-Chancellors have agreed to develop a system of transfers for students in related courses across the ATN universities. This system provides for block credit for previous study at an ATN university and for automatic admission to a related course in another ATN university. Inquiries regarding 'related courses' should be directed to the Student Information Centre/Office of the ATN member. Students who are considering transfer to another capital city are encouraged to ask for details from that office.

Inquiries

Student Info & Admin Centre
telephone (02) 9514 1222
www.atn.edu.au

ENVIRONMENT, HEALTH, SAFETY AND SECURITY

The University is committed to providing a safe and healthy workplace for students, staff and visitors and adopting a socially responsible approach towards protecting and sustaining the environment. Staff and students must take reasonable care of themselves and others, cooperate with action taken to protect health and safety and not willfully place at risk the health, safety or wellbeing of others.

Emergency procedures

To report emergencies to Security dial '6' or freecall 1800 249 559 (24 hrs).

Let the Security Officer know:

- the nature of the problem (e.g. fire, medical emergency, assault)
- the location of the emergency
- your name and the telephone extension you are calling from.

See the Emergency Procedures Poster in your work/study area for details on evacuation.

Hazards and risks

If you see a hazard or condition that presents a risk to your health and safety, report it to a staff member or Security Officer so that something can be done to fix it.

To report a serious hazard please contact Security immediately by dialing '6' or freecall 1800 249 599 (24 hrs).

Safe work practices

Always follow safe work practices as provided by your lecturer or a technical staff member. This includes wearing any personal protective equipment required (e.g. gloves, safety glasses, protective mask). Ask for help if you are unsure about how to use a piece of equipment or undertake a task, particularly before carrying out new or unfamiliar work.

First aid

There are a number of First Aid Officers in every building on each UTS campus. See the First Aid Poster in your work/study area for their name, location and phone number. Security Officers also have first aid training. If there is no First Aid Officer about, contact

Security by dialing '6' from any internal telephone or freecall 1800 249 599 (24 hours). Medical attention is also available from the Health Service at Broadway, City campus and Kuring-gai campus (see 2.6 Student Services for locations and contact details).

Accident/incident reporting

If you are involved in an accident or incident, report it to a staff member or Security Officer and then complete a UTS Accident/Incident Report Form (available from your Faculty Office or Security). If the accident is serious, call Security immediately by dialing '6' from any internal telephone or freecall 1800 249 599 (24 hrs).

Smoking

Smoking is not permitted inside any building on any campus of the University, nor in any University vehicle. Please dispose of cigarette butts in the bins provided. This ban is legally enforceable.

Campus shuttle bus

The University operates a number of shuttle bus services. Timetables are available from the Security Office on your campus.

Lost and found

The Security Office on your campus is the first point of call to check for lost property or to hand in found items. Items are kept for three months and if unclaimed become the property of the person who found the item.

Security systems

All buildings are accessible by a Personal Identification Number (PIN) and are protected by an electronic intrusion detection system and a close circuit TV network. You can obtain a PIN from your Faculty Office.

Bicycle storage

Bicycle racks are located outside major buildings and are often covered by a security camera.

Recycling

UTS has facilities for recycling paper, glass, cardboard and aluminium. Please reduce, reuse and recycle.

Inquiries

Environment, Health and Safety
telephone (02) 9514 1326, (02) 9514 1063 or (02) 9514 1062
email ehs.branch@uts.edu.au
www.ehs.uts.edu.au

Security

Broadway
telephone (02) 9514 1192
email security.general@uts.edu.au

Kuring-gai
telephone (02) 9514 5551
email security.kuring-gai@uts.edu.au

Dunbar
telephone (02) 9514 4004
email security.dunbar@uts.edu.au

Haymarket
telephone (02) 9514 3399
email security.haymarket@uts.edu.au

FACILITIES HIRE AND VISITOR ACCOMMODATION

The University has a wide variety of facilities that are available for hire by external clients, faculties and other internal groups for purposes such as conferences, seminars and meetings.

Facilities are available at both the City and Kuring-gai campuses.

	<i>Seating capacity</i>
City campus	
Great Hall	Up to 900
Tower Building, Broadway	
University Hall	420
Building 4, Harris St	
Guthrie Theatre	330
Peter Johnson Building	
Building 6, Harris St	
Tiered lecture theatres	40–250
Seminar/tutorial rooms	10–80
	<i>Seating capacity</i>
Kuring-gai campus	
North Shore Conference Centre	Up to 160
Greenhalgh Auditorium	926
Large lecture theatre	210
Small lecture theatre	100
Seminar/tutorial rooms	20–80

North Shore Conference Centre

Kuring-gai campus, Eton Road, Lindfield

Inquiries

Facilities Hire Coordinator
telephone (02) 9514 7483
fax (02) 9514 2828
email facilities.hire@uts.edu.au
North Shore Conference Centre
telephone (02) 9514 5719
fax (02) 9514 5711
email uts.nsc@uts.edu.au

UTS Gallery

The UTS Gallery is available for functions and special events.
Level 4, Peter Johnson Building
702 Harris Street, Ultimo

Inquiries

UTS Gallery
telephone (02) 9514 1284
fax (02) 9514 1228
email uts.gallery@uts.edu.au

Visitor accommodation

The University Housing Service can assist UTS staff with booking accommodation for visiting academics, visiting staff and conference guests.

Inquiries

University Housing Service
9 Broadway, City campus
telephone (02) 9514 1509
fax (02) 9514 1527
email housing.services@uts.edu.au

Related services

- Audiovisual equipment
- Instructional Technology Services
- Catering

RADIO 2SER (107.3 FM)

UTS, in conjunction with Macquarie University, operates Sydney Educational Broadcasting Ltd (Radio 2SER-FM), an independent and non-commercial radio station.

2SER-FM had its origins in the burgeoning community broadcasting movement of the early 1970s when it was proposed that an educational station, based on a consortium of Sydney universities, be established. 2SER has been broadcasting metro-wide and reaching as far as the Blue Mountains and Wollongong since October 1, 1979.

Both UTS and Macquarie University contribute an annual grant to 2SER, and the station also relies heavily upon revenue raised through programming, sponsorship, fund-raising events and membership.

In addition to a small team of paid staff, around 250 volunteers (including UTS staff and students) are involved in producing and presenting around 100 shows per week. 2SER features many exceptional music, arts and current affairs programs, as well as around 25 hours per week of community programming over 10 different languages (over the weekends).

2SER's core values are: commitment to social justice; life-long learning; independence in the media; and radio as a creative medium.

2SER provides free training courses for its volunteers which cover broadcasting law and standards, equipment operation, interviewing techniques and script writing. Students are welcome to visit the studios on Level 26 of the Tower Building on Broadway.

For more information about 2SER-FM telephone during office hours or tune in to 2SER 107.3FM. Streaming is also available via the web at www.2ser.com.

Inquiries

CB01.26, City campus
telephone (02) 9514 9514
fax (02) 9514 9599
email info@2ser.com
www.2ser.com

RESEARCH AND COMMERCIALISATION OFFICE

The Research and Commercialisation (R&C) Office is responsible for ensuring that the University develops its research potential, and, to that end, provides a broad range of services to help ensure the research goals of the University and its staff are achieved.

In 2003 The R&C Office underwent a process of refocussing to reflect the recognition of the importance of research and commercialisation at UTS. As a matter of priority, the R&C Office is building links inside and outside the University, both nationally and globally.

Three teams operate under the Director. These are:

- Commercialisation
- Grants
- Policy.

The Commercialisation Team deals with the areas of contracts, technology development, patents, intellectual property, and relationships with industry partners. Its role is to encourage the optimisation of commercial opportunities and build links between researchers and industry.

The Grants Team is responsible for promotion, development and administration of internal and external granting schemes, financial administration of funding, and managing data reporting requirements. Its role is to encourage and support academics in applying for various funding opportunities.

The Policy Team supports the Research Management Committee, the Human Research Ethics Committee, the Animal Care and Ethics Committee and the Biosafety Committee. It provides strategic advice to the R&C Office, and policy advice to the University, monitoring issues and trends in the national and international research policy agenda.

Inquiries

Research and Commercialisation Office
University of Technology, Sydney
CB01.7, City campus
telephone (02) 9513 1256
email research.office@uts.edu.au
www.uts.edu.au/research/rndoffice/index.html

STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE

There are a number of avenues open to students to participate in the governance of the University. The following are examples of how this can be done formally through the University's main decision-making bodies.

Council

There are two elected student members of Council, each with a two-year term of office. One is a postgraduate student and the other an undergraduate student. The following existing Council committees contain at least one student member: Governance, Finance, Student Matters and Equity Reference Group.

Council has been scheduled to meet eight times in 2004. Most of its committees meet approximately six times each year.

Academic Board

The Academic Board is the principal advisory body to Council on all academic matters. Its membership includes the President of the Students' Association, an elected student member from each of the faculties and two postgraduate students of the University. Student membership on the Academic Board is for a two-year term. The current term is due to expire on 31 October 2005.

The Board has established a number of Standing Committees, including the Appeals Committees, Courses Accreditation Committee, Executive Committee, Board of Studies for Aboriginal Education, Teaching and Learning Committee, Board of Studies of the Institute for International Studies and the University Graduate School Board. Each of these includes student representation either by the President of the Students' Association in an ex officio capacity, or by other students elected by the Academic Board. The Academic Board is scheduled to meet six times in 2004.

Faculty boards

Each of the nine faculties has a faculty board charged with advising the Academic Board and the Dean and other senior staff of the faculty on matters pertaining to the educational work of the faculty. The membership of faculty boards varies, but all include at least four students, at least one of whom is a postgraduate student, for a one-year term of office.

Faculty boards must meet at least twice a semester.

The Institute for International Studies has a Board of Studies which includes three elected student members, one of whom must be a postgraduate student.

Inquiries

Matthew Noble
Governance Support Unit
CB01.4A.01, City campus
telephone (02) 9514 1249
fax (02) 9514 1232

UTS ARCHIVES – RECORDS MANAGEMENT SERVICES

The UTS Archives is a repository of historical records of the University. The holdings include records of the New South Wales Institute of Technology, the Kuring-gai College of Advanced Education and its predecessors – the Balmain Teachers College and the William Balmain College; the Institute of Technical and Adult Teacher Education of the Sydney College of Advanced Education; and the School of Design of the Sydney College of the Arts. Papers of some individuals closely associated with these bodies are also held.

Taken as a whole, the holdings reflect the development of technological and vocational higher education in New South Wales and Australia during the last few decades. Types of records held include photographs, official publications, files, committee records and ephemera such as posters. Records Management Services staff provide advice on storage, preservation and disposal of the University's records as well as reference and retrieval services. The resources of the Archives are available for use by UTS staff and students. Members of the public who wish to access the UTS Archives should apply to the coordinator, Records Management Services.

Inquiries

Deborah Edwards
Governance Support Unit
CB01.4A, City campus
telephone (02) 9514 1245
fax (02) 9514 1295
email deborah.edwards@uts.edu.au
www.gsu.uts.edu.au/records.html

UTS BUILDING ID SYSTEM

The UTS building identification system is a four-character code, comprising two letters describing a geographic location and two numerals that use existing building numbers. Office locations appear as BuildingID.Floor No.Room No.

The geographic locations are:

- CB City campus, Broadway (including Harris and Jones Streets)
- CC City campus, Blackfriars, Chippendale
- CM City campus, Haymarket
- CQ City campus, 10 Quay Street, Haymarket
- KG Kuring-gai campus
- SL St Leonards campus

UTS GALLERY AND ART COLLECTION

The UTS Gallery is a dedicated public gallery located on Level 4, Peter Johnson Building, City campus, 702 Harris Street, Ultimo. The Gallery presents regularly changing exhibitions of art and design from local, interstate and international sources. The Gallery also showcases the work of students and staff as well as special project exhibitions drawn from the UTS Art Collection. A public program of lunchtime lectures, seminars, workshops and special events accompanies many exhibitions.

The UTS Art Collection comprises a diverse range of paintings, prints, photographs and sculptures primarily by Australian artists of the mid to late 20th century. The Collection was formed from the holdings of several institutions which amalgamated to form UTS.

The fundamental role of the Art Collection is to give the University community and visiting public the opportunity to view, appreciate and interact with quality artworks that make a significant contribution to the educational mission, cultural life and amenity of the University. The Collection is displayed throughout the University complex and, from time to time, selected works are exhibited in the UTS Gallery.

The principal collecting areas are art and technology, formal portraits and works that consolidate and extend the existing collection. The UTS Art Collection accepts donations and

gifts under the Cultural Gifts Program (formerly the Taxation Incentives for the Arts Scheme).

The UTS Gallery
CB06.4, City campus
702 Harris Street, Ultimo

Gallery hours

Noon – 6.00 p.m., Tuesday to Friday

Inquiries

Tania Creighton, Curator (Acting)
telephone (02) 9514 1284
fax (02) 9514 1228
email uts.gallery@uts.edu.au
www.utsgallery.uts.edu.au

UTS SHOPFRONT

UTS Shopfront is a University-wide program that acts as a gateway for community access to the University. It links disadvantaged and under-resourced community groups to university skills, resources and expertise.

UTS Shopfront's vision is to maintain and further advance the principles of flexible learning through developing collaborative research, teaching and learning activities based on a culture of equity, diversity, social responsibility and mutual respect.

UTS Shopfront will consolidate partnerships with disadvantaged and under-resourced community groups with a view to fostering self-determination, skill transfer and an educational program that will produce university graduates with a knowledge of socially responsible professional practice.

UTS Shopfront provides a practical and innovative model that enables students to enrich their learning experience through participation in broader communities. Linkages between the University and external communities facilitates community development and interaction.

Community-based projects are carried out by students through their subjects under the supervision of academics. UTS Shopfront has a broad skills base with access to all nine UTS faculties. These are: Business; Design, Architecture and Building; Education; Engineering; Humanities and Social Sciences; Law; Information Technology; Nursing, Midwifery and Health; and Science.

Since its inception in 1996, the Shopfront has completed 260 successful projects across seven faculties involving 750 students and 50 academic staff. Its core activity is a series of community-initiated projects utilising the skills, expertise and knowledge of the University. Stringent processes and procedures, including training and evaluation, are designed to ensure satisfactory outcomes for students, academics and the community.

Management

Dr Paul Ashton, Director
Dr Glen Searle, Alternate Director
Pauline O'Loughlin, Program Manager
Lisa Andersen, Information Manager

Inquiries

UTS Shopfront
CC01, City campus
telephone (02) 9514 2903
fax (02) 9514 2911
email pauline.oloughlin@uts.edu.au
www.shopfront.uts.edu.au

UTS AND SUSTAINABILITY

Sustainability research at UTS is cross-disciplinary research for the development of economic, social, political and technological solutions to enhance the environment, human wellbeing and social equity, now and in the future.

UTS seeks innovative sustainable solutions to real-world problems, in close collaboration with the professions, business, industry, government and the wider community.

The University's research profile extends from traditional areas of research, such as physical, biological and engineering sciences, to contemporary fields including social inquiry, design, leisure and tourism, nursing, adult learning, local government and nanotechnology.

www.sustainability.uts.edu.au/research/index.html

Institute for Sustainable Futures

The Institute for Sustainable Futures (ISF) is a flagship research organisation that works with industry, government and the community on applied research, consulting and training projects. The Institute works in an interdisciplinary way in a range of areas including sus-

tainable urban design and construction, greenhouse response strategies, environmentally sustainable transport, economics of resource efficiency, sustainability in planning and policy development, and sustainable water and waste minimisation strategies.

For further information on the Institute, see chapter 5 in this Calendar.

Inquiries

Institute for Sustainable Futures
National Innovation Centre
Australian Technology Park, Sydney
PO Box 123
Broadway 2007
telephone (02) 9209 4350
fax (02) 9209 4351
email isf@uts.edu.au
www.isf.uts.edu.au

ASSOCIATED ORGANISATIONS

accessUTS Pty Limited

accessUTS Pty Limited is a wholly owned UTS company that manages university consulting, providing professional consulting services to business, industry and government. It offers expert opinion to the legal and insurance industries, technical consulting and testing services, professional consulting and training services. It draws on the extensive and diverse expertise of both UTS staff and external commercial entities.

accessUTS prides itself on its customer service, endeavouring to deliver products and services in a timely, efficient and friendly manner. The accessUTS team offers:

- well-considered matching of expertise to meet client requirements
- project management that ensures that client and consultant expectations are identified and agreed, and milestones and deliverables are met
- preparation of fee proposals and assistance with tenders
- contract administration
- financial administration and professional accounting services to manage client accounts and supplier payments
- professional indemnity and public liability insurance cover.

accessUTS is committed to growing university consulting, and to this end, actively promotes and markets the business and consultant expertise through a range of media and contacts with clients and potential clients to develop business opportunities.

Inquiries

Jann Hill
Chief Executive Officer
CB01.7.13
City campus
telephone (02) 9514 1432
fax (02) 9514 1433
email jann.hill@uts.edu.au

Postal address

accessUTS Pty Limited
PO Box 123
Broadway NSW 2007
www.accessuts.uts.edu.au

Insearch Ltd

The mission of Insearch is to maximise benefits to UTS by providing education services which are of the highest quality, innovative and relevant to the needs of its Australian and international clients.

Insearch is a company of the University of Technology, Sydney (UTS) and is recognised as being one of the most successful university enterprises in Australia. Its business is the provision of education services in Australia and overseas, most particularly pathway programs in English, business, information technology, communication, design and other disciplines by which students can articulate into degree courses at UTS. Insearch also operates in China, Indonesia, Thailand and Vietnam.

Insearch is a leading participant in Australia's international education industry, a sector, which, perhaps more than any other, affirms and propagates the vision of a clever and creative Australia, creates goodwill, and enriches Australia's engagement with the Asian region and beyond, an engagement which will have long-lasting benefits for Australia's future security and prosperity.

Insearch's achievements were acknowledged when the company won the 2003 Australian Export Award for Education, together with the Premier's NSW Exporter of the Year Award for Education, which the company won for the second consecutive year.

Contributions to UTS

Insearch contributes to UTS in several significant ways. These include:

- The annual donation (\$5 million from the 2002 financial year)
- Provision of PhD scholarships, post-doctoral fellowships and other scholarships
- Full support to the library for use by Insearch students
- Recruitment, education and preparation of large numbers of international students
- Collaboration in and support for UTS's international marketing activities
- Support for the UTS Insearch Technology Development Seed Fund and other projects of the UTS Research and Development Office.
- Benefits to UTS and UTS academic staff totalled \$14.24 million in 2002.

Corporate and strategic activities

Insearch is a dynamic company competing in a volatile international environment while operating within Australia's highly regulated education exports sector.

As such, the company is alert to its many corporate responsibilities and to the need to be sophisticated in its planning and responsive and innovative in its approach to products and markets.

Insearch has a comprehensive planning and review cycle which comprises strategic and business planning, business continuity and risk management, business opportunity assessment, corporate and regulatory compliance and corporate policies and procedures development while ensuring transparency and good governance through an annual internal audit.

In February 2003, the UTS Council endorsed Insearch's position in relation to the University's responsibilities for 'controlled entities', reflecting recognition of Insearch's focus on implementing best practice policies and procedures that will ensure its continuing success and protection of its reputation and that of UTS.

Academic pathways

Insearch's teaching institution, Insearch UTS, offers a comprehensive range of programs. These include:

- English
 - UTS direct entry English
- IELTS preparation

- Academic English
- General English
- High school preparation
- Diploma programs in
 - business studies
 - business and commerce
 - communication
 - information technology
 - design
- Foundation studies certificate courses for science, engineering, nursing, mathematics, construction, architecture and design
- Study tours, combining English courses with specialist studies in multimedia, information technology, management and many other fields
- English language teacher training programs.

All Insearch academic programs are designed by the appropriate faculties at UTS and approved and recognised by the Insearch Academic Board and the UTS Academic Board.

As the UTS provider of innovative language and academic pathways to university studies, Insearch is the leading institution of its type in Australia. Currently there are about 2,270 full-time students at Insearch (1,570 in academic courses, 700 in English courses) of whom 90 per cent are international students. Several hundred students are regularly enrolled in Insearch's part-time English courses.

Insearch and UTS jointly manage IELTS Sydney, one of the world's largest IELTS testing centres, while Insearch offers IELTS preparation courses and produces the well-known *Prepare for IELTS* texts.

For information about Insearch's international activities see chapter 4.

Inquiries

Insearch Limited
 Level 2, 187 Thomas Street
 Sydney NSW 2000 Australia
 PO Box K1085
 Haymarket NSW 1240 Australia
 telephone +61 2 9218 8600
 fax +61 2 9514 2109
www.insearch.edu.au
 CRICOS Provider code 008591

COMMERCIAL ACTIVITIES ON CAMPUS

There are a number of commercial activities on campus. These include cafes, newsagents, a pharmacy, services such as a hairdresser and physiotherapy clinic, ATM machines (City and Kuring-gai) and commercial parking.

The Co-op Bookshop

The Co-op Bookshop endeavours to supply textbooks for all the University's timetabled courses. It also caters for the broader needs of staff and students by stocking a range of general titles, calculators and the latest computer software. The Co-op Bookshop also offers generous discounts on books to customers who become members.

Through its extensive and up-to-date online service, the Co-op Bookshop gives customers access to a database of over 1 million titles through the World Wide Web. Any title, provided it is in print, can be ordered by email, fax, telephone or in person at our Broadway and Kuring-gai shops.

Visit the Co-op's website at:

www.coop-bookshop.com.au

The Co-op Bookshop has branches at the City campus on the corner of Broadway and Harris Street, and at the Kuring-gai campus in Building 2, level 5. At the start of each semester, the Bookshop also usually sets up a temporary branch at Haymarket.

Inquiries

City campus

telephone (02) 9212 3078

fax (02) 9212 6303

email uts@coop-bookshop.com.au

Kuring-gai campus

telephone (02) 9514 5318

fax (02) 9415 6553

email kuringai@coop-bookshop.com.au

4. INTERNATIONAL ACTIVITIES

Institute for International Studies	78
The International Studies Program	78
Language and culture teaching	78
Research and community role	78
International Exchange Student Scheme	78
Scholarships available	79
International Office	79
International students	79
Study abroad	79
IELTS test	79
Admission requirements	79
Memoranda of Understanding	79
Faculty of Business	80
Faculty of Design, Architecture and Building ..	80
Faculty of Education	81
Faculty of Engineering	81
Faculty of Humanities and Social Sciences	82
Faculty of Information Technology	82
Faculty of Law	83
Faculty of Nursing, Midwifery and Health	83
Faculty of Science	84
Insearch Ltd	84

INSTITUTE FOR INTERNATIONAL STUDIES

The Institute for International Studies is concerned with the study of comparative social change and cultural diversity. The Institute is both a teaching and a research institution. It teaches an undergraduate International Studies program, offers a Master's degree by coursework and also admits research students in the fields of social, political, economic and cultural change in contemporary East Asia, South-East Asia, the Americas, and Europe.

International Studies Program

The combined degree program in International Studies at UTS is designed to produce graduates who are primarily trained in a professional or practical discipline, but who also have a substantial knowledge and appreciation of a non-English-speaking culture.

At undergraduate level combined degrees have been established in collaboration with the faculties and these are listed in the Courses chapter in this Calendar.

Combined degree programs are available with all faculties. In addition to their professional degree program, students who undertake the combined degree program follow an International Studies major that concentrates on a specific country or region. Students learn about its language and culture, study its contemporary society and spend two semesters studying there. In the Master's degree by coursework program students spend one semester overseas. In the International Studies program, students study one of the following countries or majors: Canada (Quebec), Chile, China, France, Germany, Indonesia, Italy, Japan, Latino USA, Malaysia, Mexico, Spain, Switzerland and Thailand.

There are two other majors available that permit students to pursue programs of study about and in additional countries. The Heritage major permits students with significant prior knowledge of a particular language and culture to continue their study in countries such as Croatia, Greece, Hong Kong, Korea, Poland, Russia, Taiwan, the Philippines, Vietnam and others.

The Independent Study major is available where a language is taught in Sydney and a program of In-country Study can be arranged. International students may access the Bachelor of Arts in International Studies provided that

the country they choose as their major is able to grant them a visa to study there. This needs to be determined prior to commencing subjects within the International Studies degree. If a visa cannot be granted, then it will not be possible to undertake the chosen major.

The Institute for International Studies also accepts research students for higher degrees and offers a Graduate Diploma and Master's program in International Studies by coursework.

Language and culture teaching

An important responsibility of the Institute is language teaching, other than English, to all UTS students. The Institute offers language and culture programs in Chinese, French, German, Italian, Japanese and Spanish. Arrangements can also be made for students to study languages at other universities in Sydney.

Research and community role

The Institute is developing a significant research profile on political, economic, cultural and social change in the contemporary societies of all its specialist countries and cultures. The Institute also admits research students in these areas.

The Institute has a business and government advisory service. The aim is to use the Institute as a forum where the expertise of UTS staff in international matters is brought to the attention of the wider community.

International Exchange Student Scheme

UTS encourages its students to develop an international perspective on their courses and careers. As part of their studies, students have the opportunity to spend one or two semesters studying at an overseas partner university and receive credit towards their UTS degrees. To enable this to happen, UTS has established formal links with a large number of universities around the world. UTS is expanding its partnerships with universities – particularly where students can learn in English, so that more students can experience an exchange program. Some of these exchange opportunities are in countries where English is not the first language but where university level teaching in English is available. These countries include Austria, Denmark, Finland, France, Malaysia, Mexico, the Netherlands and Sweden.

Scholarships available

UTS supports student participation in the International Exchange Student Scheme through the provision of a number of \$1,000 scholarships each semester as a contribution to the costs of going on exchange. While on exchange, students do not pay tuition fees in the overseas university. They pay their usual HECS fees or, if they are international students at UTS, their Australian tuition fees.

Further information and application forms for the Exchange Scheme and scholarships can be obtained from the Institute for International Studies or downloaded from the Exchange web site www.iis.uts.edu.au/iexchange/

Inquiries

Institute for International Studies
(CQ01) 10 Quay Street, Sydney NSW 2007
telephone +61 2 9514 1574
fax +61 2 9514 1578
email iisinfo@uts.edu.au
www.iis.uts.edu.au

INTERNATIONAL OFFICE

International students

UTS welcomes international students to all its faculties and campuses. The International Office is the focal point for all inquiries and provides advice and assistance with visa renewal, health cover, enrolment/re-enrolment, course advice, application procedures, scholarships and referrals to other University services.

The International Office maintains constant contact with various government organisations, such as the Australian Trade Commission (AUSTRADE), the Department of Education, Science and Training (DEST), the Department of Immigration and Multicultural Affairs and Indigenous Affairs (DIMIA), AusAID (Australian Agency for International Development) and Medicare/Medibank Private.

Together with Student Services, the International Office provides a comprehensive Orientation and Preparation program for all new international students. The program is designed to help students adjust to their new environment and give them a head.

The University, through the Student Services Unit, provides health, counselling and welfare services for all its enrolled students. Inter-

national students may face additional problems not usually encountered by local students and there is an International Student Counsellor to assist students with personal, practical and academic advice.

A student initiative, the International Students' Association (ISA), provides guidance, friendship and tutorial assistance to first-year international students.

Study abroad

Students currently enrolled in degree programs at overseas universities may apply to study at UTS for one or two semesters. They may have the subjects studied here credited to their programs at their home universities.

IELTS test

The International Office is the main Sydney test centre for the IELTS test. This is an international test of English proficiency which is available in over 100 centres worldwide. It is a preferred test for entry to Australian universities. The IELTS test gives an accurate indication of a student's ability in the four fundamental English skills: reading, writing, speaking and listening. Tests are held at least two or three times a month and results are mailed to students within 21 days.

Admission requirements

International students need to satisfy the normal UTS entry requirements and be proficient in English.

Inquiries

For details on courses, study abroad, IELTS testing, fees and application procedures contact:

International Office
CB01.3, City campus
(PO Box 123,
Broadway, NSW 2007, Australia)
telephone +61 2 9514 1531
fax +61 2 9514 1530
email international@uts.edu.au
www.uts.edu.au/international

Memoranda of Understanding

UTS encourages international interaction with overseas students, academics and education providers who wish to benefit from the University's distinctive academic research approach.

To manage these strategic international relationships a Policy and Procedures Manual has been developed for support.

Inquiries

For more information on a range of the UTS memoranda of understanding contact:

Coordinator, International Student Relations
International Office
telephone +61 2 9514 1539
fax +61 2 9514 1824
email maureen.mcmahon@uts.edu.au

FACULTY OF BUSINESS

The Faculty of Business recognises the need for a global orientation to teaching and research, evidenced by:

- a high-standing relationship with Taylor's College, Kuala Lumpur moving toward full localisation of the Bachelor of Business degree program offered there
- a Singapore MBA program offering the Master of Business in Finance or International Business with the option of extension to the Master of Business Administration
- Thailand Master's programs with the Master of Business in Marketing and the Master of Management in Tourism Management
- the first Master of Business Administration program in Australia taught in Mandarin
- an integrated Australian–French double degree program for Bachelor of Business students that includes two years of In-country Study at Reims Management School and a work placement in France
- an MBA offered in conjunction with the Universitas Trisakti in Jakarta, Indonesia
- a wide range of exchange arrangements with universities around the world including Austria, Canada, Denmark, Germany, Korea, Malaysia, the Netherlands, Sweden, the UK and the USA
- the Beijing–Sydney Institute of Sport Management – a collaboration between the Faculty of Business, Capital College of Physical Education, the Beijing Sport Municipality, and Insearch China, delivering sport management education in the lead up to the 2008 Beijing Olympics

- a Master of Management in Sport Management (Mandarin), delivered in collaboration with Tsinghua University, Beijing, and
- developing arrangements for a closer relationship with Shanghai University.

Inquiries

Office of the Dean, Faculty of Business
CM05B.5, City campus
telephone (02) 9514 3502
fax (02) 9514 3512
email faculty.business@uts.edu.au
www.business.uts.edu.au

FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

The Faculty of Design, Architecture and Building takes pride in its extensive links with industries and educational institutions in Australia and overseas. We recognise the importance of international collaboration and offer advanced standing in a number of our courses to graduates from the following highly regarded educational institutions:

- City University of Hong Kong
- Institut Teknologi Pertamina
- Universiti Teknologi Malaysia
- Federal Institut Teknologi
- Institut Teknologi Mara
- Kolej Tunku Abdul Rahman
- Taylor's College
- Singapore Polytechnic
- Ngee Ann Polytechnic
- Universiti Tun Abdul Razak
- IBMEC Singapore, and
- Temasek Polytechnic.

Applicants from other institutions may also gain advanced standing. This is assessed on a case-by-case basis.

In addition, the Faculty offers some of our courses in offshore mode and the postgraduate courses in Facility Management are available over the Internet .

Inquiries

Office of the Dean, Faculty of Design,
Architecture and Building
CB06.5, City campus
telephone (02) 9514 8711
fax (02) 9514 8966
email dab.info@uts.edu.au
www.dab.uts.edu.au

FACULTY OF EDUCATION

The Faculty of Education is distinguished by its global operations and commitment to internationalisation. Locally, the Faculty's international student numbers are steadily growing in a diverse range of programs, particularly at postgraduate level. Undergraduate students can focus their degree toward internationalisation through a combined International Studies degree. The Faculty also offers a Master of Education in Adult Learning and Global Change which runs simultaneously on four continents enabling local students to study in a virtual classroom with students from other countries.

Offshore, a wider range of UTS education programs is offered through the Faculty's existing international partnerships including the Doctor of Education in Hong Kong and secondary teacher training programs in Vietnam. English language teaching programs are offered in Japan and further language programs are under development for China and Taiwan. New international relationships are being built in China, Singapore and Vietnam.

The Faculty of Education has the following relationships with international institutions:

Institute of Education at University of London

The Faculty has a memorandum of understanding with the Institute of Education, whereby subjects in the Master of Arts degrees in TESOL, Language and Literacy and Applied Linguistics are mutually recognised by both institutions.

Hanoi University of Education (Vietnam)

Through a partnership with Hanoi University, the Faculty offers two Master of Education degrees in Vietnam. Further courses are under development for offer in Vietnam in the areas of secondary and tertiary teacher training.

Hong Kong Management Association (HKMA)

The Faculty is in partnership with HKMA, jointly offering the Master of Arts in Training and Human Resource Development offshore in Hong Kong. This course is taught in both English and Modern Standard Chinese.

Yunnan Normal University, China

The Faculty is offering the Master of Education in Adult Education to senior members of University staff in Yunnan, as part of a developing relationship between the two institutions.

Australia-Japan Foundation

The Master of Arts in English Language Teaching is currently offered in flexible learning mode to secondary school teachers of English in Japan, in conjunction with Curtin University.

Inquiries

Office of the Dean, Faculty of Education
CB10.5.110, City campus
KG02.3, Kuring-gai campus
telephone (02) 9514 3808
fax (02) 9514 3933
email linda.knight@uts.edu.au
www.education.uts.edu.au

FACULTY OF ENGINEERING

Engineering is an international profession, and international interactions are essential to the development and professional currency of any engineering faculty. UTS Engineering has vigorous international partnerships in all its areas of activity, and works to build relationships with international as well as Australian leaders in practice-based education and research.

In all its educational programs, the Faculty seeks to emphasise the international dimension of engineering and of professional development and practice. Through the Bachelor of Engineering, Bachelor of Arts in International Studies, Diploma in Engineering Practice combined degree, engineering students are required to spend one year overseas gaining valuable educational and cultural experience. Many others take advantage of student exchange programs. Research students and Faculty staff are similarly encouraged to develop international partnerships and to gain international experience in the

course of research projects or development leave. The Faculty has many staff with strong international backgrounds and regularly welcomes international visitors from overseas universities and engineering organisations.

The Faculty has over 750 international students. These include students enrolled in off-shore undergraduate and postgraduate programs in Hong Kong and Singapore. Since 2001, Chinese language postgraduate programs have been offered in China, Hong Kong and Taiwan, together with an expanded range of undergraduate offerings.

Inquiries

Office of the Dean, Faculty of Engineering
CB02.7, City campus
telephone (02) 9514 2596
fax (02) 9514 2695
email dayle.english@uts.edu.au
www.eng.uts.edu.au

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The Faculty of Humanities and Social Sciences has a strong international focus in its courses and research. Its student body is diverse, with increasing interest from all parts of the world. The main features of Faculty internationalisation are:

- internationalisation of the curriculum: identifying issues in content, student learning styles, course materials, and staff development
- student exchanges: regularly extending the range of universities to which Faculty students can apply, and from which the Faculty draws applications
- Study Abroad programs: the development of study packages for international students, as well as continuing participation in Study Abroad marketing in Europe and the Americas
- staff exchanges where staff have opportunities to teach and research in different environments
- active staff involvement on the editorial boards of relevant international journals
- development of the capacity to supervise research students using different communication strategies such as site visits by

supervisors, email and online learning approaches, and

- exploration of opportunities for providing award and short courses in Modern Standard Chinese.

The Faculty also has advanced standing packages with the following international institutions to facilitate Diploma to Degree transfers:

- **Ngee Ann Polytechnic, Singapore**
Diplomas in Mass Communication; and Film, Sound and Video
- **Temasek Polytechnic, Singapore**
Diplomas in Information Studies; and Library Studies
- **Singapore Polytechnic**
Diploma in Media and Communication
- **College of Higher Vocational Studies, City University of Hong Kong**
Associate of Arts in English for Professional Communication; Associate of Social Science in Public Administration and Management, or in Community Services Management, or in Social Work
- **School of Creative Media, City University of Hong Kong**
Associate of Arts in Media Technology
- **Universiti Sains Malaysia (with Taylor's College)**
Diploma in Communication

Inquiries

Faculty of Humanities and Social Sciences
CB03.2, City campus
telephone (02) 9514 2300
fax (02) 9514 2296
email hss.studentcentre@uts.edu.au
www.hss.uts.edu.au

FACULTY OF INFORMATION TECHNOLOGY

Over the last five years the Faculty of Information Technology has seen a dramatic increase in the number of international students entering its programs at undergraduate and particularly postgraduate level. The increased demand on the international market for the Graduate Diploma in Information Technology program led to the creation of the Master of Information Technology and in 2003 the Graduate Diploma in Professional IT.

Additionally, the Faculty has articulation arrangements for international students studying approved programs with Insearch UTS and offers an IT major to business students from Taylor's College in Kuala Lumpur. These arrangements were extended with the implementation of the combined degree of Bachelor of Business, Bachelor of Computing in 2003. This program is offered both offshore with Taylor's College and locally.

UTS, through the Institute of Information and Communication Technologies, is the first university in the Asia Pacific to join the Alcatel Global Research Partner Program. The partnership will involve work on intelligent networks and network management.

The Faculty's Centre for Object Technology Applications and Research (COTAR) is a partner to an EU project called the OOSPICE (Object-oriented SPICE) Project that will develop a software process assessment model for object-oriented, component-based software development.

Inquiries

Office of the Dean, Faculty of Information Technology
CB10.3.573, City campus
telephone (02) 9514 1803
fax (02) 9514 1807
email info@it.uts.edu.au
www.it.uts.edu.au

FACULTY OF LAW

The Faculty is experiencing steady growth in its undergraduate and postgraduate law courses with students from around the world. Since 1996 it has developed a national reputation for Intellectual Property Law with a special emphasis on professional development of Indonesian legal, judicial, customs and police service officers through AusAID initiatives. There are now more than 300 graduates of this program and it will progress in the coming triennium.

Faculty contacts with China have expanded recently to include short courses in International Trade Law, WTO impacts, Financial and Banking Law, Criminology and Corrective Services. An innovative Master of Laws course produced its first graduates in 2000 from a partnership with the Shanghai Justice Bureau and requests are under consideration

to offer the course in major cities and provinces in coming years. This will be a major impetus to off-campus delivery methods in web and real time. formats which will have positive effects on the UTS law teaching and learning experience at home and abroad.

Inquiries

Law Information Office
CM05B.303, City campus
telephone (02) 9514 3444
fax (02) 9514 3400
email info@law.uts.edu.au
www.law.uts.edu.au

FACULTY OF NURSING, MIDWIFERY AND HEALTH

The Faculty of Nursing, Midwifery and Health has a growing internationalisation portfolio.

In terms of international students, the Faculty has experienced steady growth in numbers over the last few years, however, this is from a relatively small base. The Faculty currently has 41 international students enrolled at the undergraduate and postgraduate levels. Most students are undertaking either a Bachelor of Nursing program that leads to Registration status, or postgraduate programs that cover the areas of clinical practice, professional studies, midwifery and health services. Some students are undertaking research degrees available in the areas of nursing and midwifery. The Faculty draws its international students predominantly from South-East Asia, and is also focusing on Scandinavia, UK and North America.

The Faculty is currently involved in two sister school projects in two provinces in Indonesia, funded through the World Bank. These projects involve working with newly created Health Polytechnics, with a focus on their nursing and midwifery programs. The Faculty is also involved with the Binawan Institute of Health Sciences in Jakarta, Indonesia providing consultancy services for a nine-month period commencing January 2004. The faculty and AusHealth International recently signed a contract with the Hiranandani Group in Mumbai, India for the provision of services for technical assistance in the development of a 100-bed hospital in Mumbai.

The Centre for Family Health and Midwifery is actively involved in a number of research,

consultancy and aid projects in South-East Asia and the South Pacific. The Centre for Health Services Management is undertaking collaborative research with colleagues from Canada and the United States. A major research focus is nursing workforce issues such as skillmix, turnover and nurses' career paths.

Inquiries

Student Office
Faculty of Nursing, Midwifery and Health
KG05.3, Kuring-gai campus
telephone (02) 9514 5021
fax (02) 9514 5513
email nmh@uts.edu.au
www.nmh.uts.edu.au

FACULTY OF SCIENCE

The Faculty of Science has been working with Thailand's Office of the Rajabhat Institutes Council (ORIC) and the 41 Rajabhat Institutes (the former teacher colleges) since 1993. In 2000, the Faculty introduced its Doctor of Technology program into Thailand, which continued during 2003.

This involves a structured program of research management, followed by completion of research projects in Thailand relevant to the local work situation of the Thai participants.

During 2003, the staff of the Faculty taught large groups of Rajabhat Institute academics at Rajabhat Institute Pibulsongkram in the World Bank funded programs Teaching Physics and Teaching Chemistry. A selected group of Rajabhat Institute staff in each program then spent 6 weeks at UTS, working on the development of practical exercises for undergraduate students. The UTS based program raised the cultural awareness and broadened the teaching experience of Faculty of Science academic staff through conducting these courses and mixing with the overseas participants. Through such programs as the DTech and short courses for overseas academics, the Faculty aims to enhance the experience for its overseas students by better understanding their needs. The students in turn develop a more curiosity-driven approach to Science.

Discussions have commenced with Aston University, Birmingham, England on a student exchange scheme. Aston University shares many experiences with UTS and is committed to workplace training and work placements

for undergraduates. Aston is situated in a major English city that has vibrant arts and sports activities. The Faculty is negotiating with Traditional Chinese Medicine Universities in China to establish joint programs and student exchanges in Traditional Chinese Medicine (TCM). Other opportunities in China are also being actively pursued particularly in relation to nanotechnology, forensic science and science management. The Faculty is also establishing a student exchange program in TCM with Wonkwang University and Dong-eui University, Korea.

During 2003, the Faculty hosted a visit by senior Thai University academics from the quality agency for Thai universities. The visiting group was made up of senior academics at the level of Vice-President/Dean who were informed about governance and quality assurance systems at UTS. The visit included presentations by senior UTS staff that included explanation of the student feedback systems used at UTS.

Inquiries

Professor Anthony Baker
Director International
Faculty of Science
CB04.3, City campus
telephone (02) 9514 1764
fax (02) 9514 1460
email tony.baker@uts.edu.au
www.science.uts.edu.au

INSEARCH LTD

China

Insearch China

In 2000 Insearch established Insearch (Shanghai) Limited, trading in Australia as Insearch China, a wholly-owned corporate entity based in Shanghai.

Insearch China's role is to enter into partnerships with Chinese institutions, source appropriate programs from Insearch, UTS and other Australian institutions and to facilitate the delivery of these programs according to the requirements of its Chinese and Australian partners. In 2003, Insearch assisted the UTS Faculty of Business to secure an agreement with Tsinghua University in Beijing for the delivery of a UTS masters degree in sports management.

Insearch and UTS are partners in the Beijing Sydney Institute for Sports Management which provides training and related services for organisations and individuals involved in the Beijing Olympics.

Insearch China also actively recruits students for Insearch and UTS through agreements with licenced education agents. As well, the company provides project management, consulting expertise and training to the government and corporate sectors in China, and operates study tours for Chinese government personnel to Australia, North America and Europe.

Sydney Institute of Language and Commerce

Insearch operates the Sydney Institute of Language and Commerce (SILC) in partnership with Shanghai University. Established in 1994, SILC was the first such partnership institution between Australia and China and is still considered a benchmark for foreign-Chinese collaboration in the field of education in China.

Currently about 2,500 students are at SILC studying diplomas in English and business that will prepare them for employment in foreign and joint-venture businesses in China, or further studies at UTS or elsewhere in Australia and overseas. In late 2003 the UTS Bachelor of Business degree will be launched at Shanghai University.

Vietnam

Projects

In partnership with the UTS Faculty of Education, Insearch is actively seeking opportunities for externally-funded project work in education and training. Insearch has entered into agreements with Hanoi University of Education and a number of other institutions in Vietnam and elsewhere to pursue these opportunities and assist in the delivery of programs.

Australian Centres for Education and Training

In partnership with IDP Education Australia, Insearch has established centres in Hanoi and Ho Chi Minh City. Known as Australian Centres for Education and Training (ACET), these centres offer IELTS preparation and a range of other English language programs including academic English and courses for corporate and government clients.

Indonesia

Through Yayasan Insearch, Insearch operates the Australia Centre Medan (ACM) in North Sumatra. The ACM provides English courses for adults, children and corporate and government clients, as well as Indonesian language and culture courses, operates an IDP Education Australia centre for the counselling and recruitment of students for Australian institutions including Insearch and UTS, runs IELTS tests and is available to be used on a consultancy basis for project work and new business development in Indonesia. The ACM also provides consular services for the Australian government.

Thailand

In northern Thailand, Insearch operates the Australia Centre Chiang Mai (ACCM). The ACCM provides English courses for adults, children and corporate and government clients, as well as Thai language and culture courses, runs IELTS tests and operates an IDP Education Australian centre for the counselling and recruitment of students for Australian institutions including Insearch and UTS. The ACCM is also available to be used on a consultancy basis for project work and new business development in Thailand.

Inquiries

Insearch Limited

Level 2, 187 Thomas Street
Sydney NSW 2000 Australia
PO Box K1085
Haymarket NSW 1240 Australia
telephone +61 2 9218 8600
fax +61 2 9514 2109
www.insearch.edu.au
CRICOS provider code 008591

Insearch (Shanghai) Limited (Insearch China)

Managing Director – Jonathan Yan
telephone 86 21 6279 8868
fax 86 21 6279 8869
email china@insearch.edu.au

Sydney Institute of Language and Commerce (SILC), Shanghai University

Executive Associate Dean – Sally Gong
Associate Dean (English) – Hans Klar
Associate Dean (Academic Programs) – Darren Paproski
telephone 86 21 5633 3082
fax 86 21 5633 3132
email shanghai@insearch.edu.au

Australia Centre Chiang Mai, Thailand

Manager – Andrew Coyle
telephone 66 53 810 552
fax 66 53 810 554
email chiangmai@insearch.edu.au

Australia Centre Medan, Indonesia

Manager and Honorary Consul for Australia – Mick Stevens
telephone 62 61 415 7810
fax 62 61 415 6820
email medan@insearch.edu.au

Australian Centre for Education and Training, Hanoi

Director of Studies – Adrian Kelly
telephone 84 4 934 9391
fax 84 4 934 2954
email hanoi@insearch.edu.au

Australian Centre for Education and Training, Ho Chi Minh City

Director of Studies – Jan Butler
telephone 84 8 933 0102
fax 84 8 933 0108
email hcmc@insearch.edu.au



5.

FACULTIES, CENTRES AND INSTITUTES

Faculties	88	Cooperative Research Centre for Satellite Systems	103
Faculty of Business	88	Cooperative Research Centre for Sustainable Tourism (CRC Tourism)	103
Faculty of Design, Architecture and Building	88	Cooperative Research Centre for Technology Enabled Capital Markets	104
Faculty of Education	88	Centres of Enterprise, Research and/or Community Service	104
Faculty of Engineering	89	The Australasian Legal Information Institute (AustLII)	105
Faculty of Humanities and Social Sciences	90	The Australian Centre for Cooperative Research and Development	105
Faculty of Information Technology	90	Australian Centre for Event Management	105
Faculty of Law	91	Australian Centre for Independent Journalism	105
Faculty of Nursing, Midwifery and Health	91	Australian Centre for Public Communication	106
Faculty of Science	92	Australian Centre for Public History	106
Other academic units	93	Centre for Australian Community Organisations and Management	107
English Language Study Skills Assistance (ELSSA) Centre	93	Centre for e-Business and Knowledge Management	107
Jumbunna Indigenous House of Learning	93	Centre for Ecotoxicology	108
Institutes	94	Centre for Electrical Machines and Power Electronics	108
Institute for Interactive Media and Learning (IML)	94	Centre for Family Health and Midwifery	109
Institute for Sustainable Futures	94	Centre for Forensic Science	109
University Research Institutes	95	Centre for Health Services Management	109
Institute for the Biotechnology of Infectious Diseases	95	Centre for Language and Literacy	110
Institute for Information and Communication Technologies	95	Centre for Local Government	110
Institute for Nanoscale Technology	96	Centre for Object Technology Applications and Research	111
Institute for Water and Environmental Resource Management	97	Centre for Popular Education	111
Key University Research Centres	98	Centre for Research and Education in the Arts	111
Centre for Health Economics Research and Evaluation (CHERE)	98	Centre for Research on Provincial China	112
Key University Research Centre for Built Infrastructure Research	98	Complex Systems Research Centre	112
Key University Research Centre for Corporate Governance	99	National Centre for Groundwater Management	113
Key University Research Centre for Cultural Studies – Trans/forming Cultures	100	UTS Community Law and Legal Research Centre	113
Key University Research Centre for Health Technologies	100	UTS Training and Development Services	114
Key University Research Centre for Innovative Collaborations, Alliances and Networks (ICAN Research)	101	Other organisations	114
Key University Research Centre for Organisational, Vocational and Adult Learning (OVAL Research)	101	Australian Technology Park Innovations Pty Ltd (ATPi)	114
Key University Research Centre: Quantitative Finance Research Centre	102	APACE Village First Electrification Group	115
Cooperative Research Centres	102		
Cooperative Research Centre for Enterprise Distributed Systems Technology (DSTC Pty Ltd)	102		

FACULTIES

Faculty of Business

The Faculty of Business aims to be recognised as one of the leading business schools / faculties in the Pacific Rim, based on an active learning philosophy, committed to scholarship, quality and flexibility with specific aims to be:

- a leading provider of business education in the Pacific Rim
- seen as an academic institution with excellent industry links
- a leader in product development and delivery through leading-edge technology.

The Faculty's guiding research aim is the undertaking of high quality research in business and related disciplines with specific aims to:

- achieve and/or consolidate an international reputation in specific areas of research concentration
- develop a lively and innovative research culture across the Faculty
- consolidate existing and establish new links and collaborative research programs with industry, business, community, cultural, and other public sector organisations
- attract high quality research students and provide them with a high quality research environment.

Inquiries

Office of the Dean
Faculty of Business
CM05B.5, City campus
telephone (02) 9514 3505
fax (02) 9514 3513
email faculty.business@uts.edu.au
www.business.uts.edu.au

Faculty of Design, Architecture and Building

The Faculty of Design, Architecture and Building is committed to providing an environment which encourages a high sense of purpose, superior performance and a vision for national leadership in the areas of design, architecture, building and property education. The Faculty aims to provide opportunities for education, training and research in accordance with international best practice and highest standards of management.

The Faculty has individual expertise and can offer supervision in a number of areas. Specific research strengths include project management, the economics of the built environment, construction innovation and built infrastructure, property studies, architecture and design theory, sustainable development and urban planning.

To develop a cutting-edge research culture, the Faculty enhances knowledge, innovation and excellence in the industries, and our research has achieved an impressive national and international profile.

Inquiries

Office of the Dean
Faculty of Design, Architecture and Building
CB06.5, City campus
telephone (02) 9514 8711
fax (02) 9514 8966
email dab.info@uts.edu.au
www.dab.uts.edu.au

Faculty of Education

The Faculty of Education is unique in Australia because it covers the professional development of educational practitioners across the broadest educational range – from primary education through to adult workplace teaching and learning. The Faculty's courses provide a rich program combining theory and practice with unique opportunities to discover more about learning in a variety of contexts – in specialist schools, community organisations, corporations, and in learning organisations in Australia and overseas.

The Faculty of Education is committed to:

- lifelong learning
- connecting academic scholarship and research with practice
- encouraging service and leadership in the community
- developing students' capacity for both autonomous and group learning
- promoting education as a vehicle for social justice.

The research effort is also directed at the full spectrum of educational provision, and it is characterised by an interest in learning wherever it may occur: in the community, the workplace, schools, universities, colleges, and in family life. The explicit aims of research in the Faculty are:

- to focus research and development in the fields of adult teaching and learning; vocational education and training; language, literacy and numeracy in education; educational change; science and technology education; and community education
- to conduct research of social benefit and importance, addressing, in particular, the needs of industry, business, government, the professions, cultural organisations and the community
- to be involved in contributing to, leading, and extending the public agenda on matters of international, national and local significance
- to undertake research, wherever possible, by forming strategic partnerships locally, nationally, and internationally with business and industry, government, professional bodies, community organisations, cultural organisations as well as other universities and research organisations.

The Faculty has research strengths in adult and vocational education, educational leadership, language discourse and policy, popular education and education and the arts.

The Faculty has research strengths in educational leadership, adult and vocational education, language discourse and policy, popular education and education and the arts.

Inquiries

Office of the Dean
 Faculty of Education
 CB10.5.110, City campus
 KG02.3, Kuring-gai campus
 telephone (02) 9514 3808
 fax (02) 9514 3933
 email linda.knight@uts.edu.au
 www.education.uts.edu.au

Faculty of Engineering

The mission of the Faculty of Engineering is to be the Australian leader, and among the world leaders, in practice-based engineering education and research. The Faculty’s researchers are world-class and recognised leaders in their fields, responsible for delivering new, better and more cost-effective solutions to complex engineering challenges.

The Faculty of Engineering has a lively and cutting-edge research culture, driving advances in engineering technology, practice and education. The Faculty’s research is

needs-driven and collaborative and we work with many companies in business partnerships.

The Faculty restructured its research and enterprise into four new interdisciplinary groups in 2002. These groups are:

- Information and Communication
- Infrastructure and the Environment
- Management, Policy and Practice
- Mechatronics and Intelligent Systems.

In addition, the Faculty has a number of Key University Research Strengths and supports several centres which provide research in engineering and related fields. These include:

- University Research Institute for Information and Communication Technologies
- University Research Institute for Water and Environmental Resource Management
- University Research Institute for Nanoscale Technology
- Key University Research Centre for Built Infrastructure
- Key University Research Centre for Health Technologies
- Centre for Electrical Machines and Power Electronics
- Centre for Local Government
- National Centre for Groundwater Management
- Cooperative Research Centre for Satellite Systems
- University Research Group for Intelligent Mechatronic and Energy Systems

Inquiries

Office of the Dean
 Faculty of Engineering
 CB02.7, City campus
 telephone (02) 9514 2596
 fax (02) 9514 2695
 email dayle.english@uts.edu.au
 www.eng.uts.edu.au

Faculty of Humanities and Social Sciences

The Faculty of Humanities and Social Sciences has a national and international reputation for dynamic, innovative and interdisciplinary academic programs in communication, media, information and social science; a distinction gained through its long-standing commitment to providing the highest quality education and training, and its encouragement of advanced scholarship and research.

The Faculty aims to provide rigorous professional and disciplinary education relevant to the media, communication and information industries in a critical context, which enables graduates to understand the social, cultural and economic environment in which these industries and professions operate.

The Faculty places a high value on creativity and problem solving; the development of research skills; convergences between fields of practice; social advocacy and community service; and contribution to public debates concerning relevant social and political issues.

Supporting a lively research culture, the Faculty is committed to the creation of knowledge and excellence in the humanities and social sciences. Faculty research strengths include cultural studies, creative writing, public history, journalism, sound and image studies, communication and information studies, social theory, social policy research, and Trans/forming Cultures – a Key University Research Centre, which explores the ways ‘narratives of the local’ are undergoing transformation in a global context.

There are three centres associated with the Faculty, which are dedicated to professional excellence and scholarly research in the fields of journalism, public history and public communication. These include:

- Australian Centre for Independent Journalism
- Australian Centre for Public History
- Australian Centre for Public Communication.

Inquiries

Faculty of Humanities and Social Sciences
CB03.2, City campus
telephone (02) 9514 2300
fax (02) 9514 2296
email hss.studentcentre@uts.edu.au
www.hss.uts.edu.au

Faculty of Information Technology

The Faculty of Information Technology has a firm and ongoing commitment to the importance of lifelong learning in the IT professions. The Faculty’s collaborative industry links ensure that our programs are practically oriented as well as theoretically sound.

The Faculty’s industry partners play a key role in helping to shape and advise on many of the Faculty’s programs. Some programs are developed to provide leading-edge expertise in areas of emerging IT importance while others are developed in direct response to expressed industry needs.

The Faculty offers programs at Bachelor level that are unique in their industry-linked nature. These include Bachelor’s degrees in Information Technology and Computing with a strong practical focus and industrial training components which set UTS apart from other universities.

A stable of postgraduate programs are available, offering IT professionals the opportunity update their skills in a variety of streams, such as data mining, e-Business technology, human-computer interaction, interactive multimedia, internetworking and software engineering. The IT management program provides a unique opportunity for management education to those with substantial experience in the IT industry. The Faculty also plans to offer a Master of Science in Advanced Computing for 2005.

The Faculty has considerable experience developing and delivering specialised short courses in response to industry needs and requests from individual corporate clients.

The Faculty has a strong commitment to develop its research profile and has been very successful in terms of attracting increased research funding from the Australian Research Council and in the enrolment of record numbers of PhD students. The Faculty is an active participant in two Cooperative Research Centres: the CRC for Enterprise Distributive Systems; and the CRC for Technology Enabled Capital Markets.

The Faculty has a strong research profile in a number of fields such as intelligent systems, software engineering, computer networks and internet-based systems. In addition, these play a central role in the Faculty’s participation in the Institute for Information and Communication Technologies and the Computer Vision and Image Processing Group.

The following specific purpose research laboratories are also supported by the Faculty:

- access grid node
- collaborative systems
- creativity and cognition studios
- graphics
- internetworking

Inquiries

Office of the Dean
Faculty of Information Technology
CB10.3.573, City campus
telephone (02) 9514 1803
fax (02) 9514 1807
email info@it.uts.edu.au
www.it.uts.edu.au

Faculty of Law

The academic aims of the Faculty are to:

- offer law courses with a strong professional core and relevance to practice
- emphasise the development of professional skills complementing substantive law offerings
- accommodate the needs of mature age students, particularly those in employment.

The Faculty's research aims are:

- the advancement of knowledge in the field of law and legal education
- the fostering of an environment that promotes excellence in academic research and the pursuit of excellence in legal research
- the conduct of legal research of the highest order that has direct relevance to the needs of the legal profession, government agencies and the general community
- the conduct of research of social and scholarly importance
- the conduct of research that emphasises innovation and excellence in practice.

Research strengths

Research strengths of the Faculty are:

- corporate governance
- international law
- constitutional law
- international commercial law
- intellectual property law.

Inquiries

Law Information Office
CM05B.303, City campus
telephone (02) 9514 3444
fax (02) 9514 3400
email info@law.uts.edu.au
www.law.uts.edu.au

Faculty of Nursing, Midwifery and Health

The Faculty of Nursing, Midwifery and Health has approximately 1,200 students enrolled in undergraduate, postgraduate and research courses, and is located mainly at the Kuring-gai campus at Lindfield on Sydney's North Shore. However, undergraduate students are based at two campuses – Kuring-gai campus and City campus.

The Faculty provides higher education aimed at enhancing professional practice, and contributing to the creation, application and extension of knowledge for the enhancement of the health of local and international communities. The Faculty is student focused in its processes, and values exemplary teaching and clinical practice within a learning environment that is culturally inclusive and supportive. The Faculty is committed to collaboration with the professions, health care providers, government and the wider community in the provision of health-related scholarship, research, continuing professional education and consultancy.

The Faculty offers a Bachelor of Nursing (BN) program that prepares graduates for registration in NSW. The Faculty also offers a combined Bachelor of Nursing, Bachelor of Arts in International Studies degree with the Institute for International Studies. The Faculty has a strong reputation for the clinical nature of its studies. It provides a comprehensive range of postgraduate courses that accommodate the needs of nursing and related professions. The graduate courses cover the areas of clinical practice, professional studies, midwifery and health-related studies. The Faculty has a strong and developing research profile. Its research areas include acute care nursing, critical care nursing, aged and extended care nursing, child and adolescent nursing, mental health nursing, corrections health nursing, health services management, family health and midwifery and health economics research and evaluation.

Inquiries

Student Office
 Faculty of Nursing, Midwifery and Health
 KG05.3, Kuring-gai campus
 telephone (02) 9514 5202
 fax (02) 9514 5513
 email nmh@uts.edu.au
 www.nmh.uts.edu.au

Faculty of Science

The Faculty of Science is committed to providing the highest quality graduate and post-graduate education and training to meet the needs of industry and science; and to engage in research and allied professional scientific activities to bring economic and social benefits to the Australian and international community. The Faculty has established a sound tradition of providing quality teaching, research and consultancy. The courses are highly respected for their relevance, skills and research training, and for their professional focus, and graduates are renowned for their work readiness and adaptability and are highly regarded by employers.

The Faculty has a well-developed research culture, and is proud of its history in teaching and researching innovative science. It has a strong record of research and development, essential to the strength of both undergraduate and postgraduate programs. The research courses focus on applied and practical research to bring about benefits to industry and the community. The Faculty has strong links with industry, which supports our research objectives. The Faculty wins a substantial part of the competitive grants awarded to the University, dispersed across a wide range of expertise including the following UTS Research Institutes, Key University Research Strengths and Faculty Research Strengths.

The Faculty's participates in the following UTS Research Institutes:

- Institute for Biotechnology of Infectious Diseases
- Institute for Nanoscale Technology
- Institute for Water and Environmental Resource Management.

The Faculty's Key University Research Centres are:

- Key University Research Centre for Health Technologies
- Key University Research Centre for Quantitative Finance Research

Centres:

- Centre for Ecotoxicology
- Centre for Forensic Science.

The Faculty hosts the ARC Centre of Excellence for Ultrahigh-bandwidth Devices for Optical Systems (CUDOS). This Centre is a joint venture between five University partners with nodes in Sydney, Canberra and Melbourne. The Centre will undertake world-class fundamental research in: non-linear photonics, positioning the Centre in the top five groups in the world, and leading to new generation, ultra-fast photonic devices built upon world class research; social benefits of improved access and linkage to telecommunications; new photonic companies, built on a portfolio of CUDOS IP and strong links to the centre; and the skills necessary to sustain a vibrant industry, produced by state-of-the-art undergraduate education and training programs, and professional research and engineering skills developed through involvement in CUDOS research activities.

Designated University Research Groups are:

- forensic science
- photonic crystal technology.

Other Faculty research strengths are:

- ecotoxicology
- experimental design and data analysis
- applied physics including image processing and analysis
- applied chemistry
- mathematics and statistics
- computational number theory
- wave theory
- scheduling theory
- numerical integration
- gene therapy
- immunology
- microbiology
- psycho-oncology
- marine Studies
- horticulture
- medical and biomedical science
- neurotoxins
- traditional Chinese medicine.

Additionally, the Faculty has a large number of research centres and units dedicated to furthering knowledge and finding solutions to scientific problems.

Inquiries

Office of the Associate Dean (Research and Development)
 Faculty of Science
 City campus
 telephone (02) 9514 1749
 fax (02) 9514 1656
 email science.research@uts.edu.au
 www.science.uts.edu.au/research/index.html

OTHER ACADEMIC UNITS

English Language Study Skills Assistance (ELSSA) Centre

ELSSA, the UTS centre for academic and professional English is an academic support unit. The Centre was set up in 1989 by the then School of Humanities. The Centre provides free academic language development programs to students who complete their degree in English.

The main aim of the ELSSA Centre is to enhance teaching and learning at UTS through a focus on academic literacy, which involves reading, writing, listening, speaking, critical thinking and cultural knowledge. The Centre achieves this aim by:

- collaborating with faculties to integrate the development of students’ academic literacy in their areas of study
- teaching custom-designed programs to meet the specific requirements and changing needs of undergraduate and postgraduate UTS students and staff
- fostering interest in, and knowledge of, literacy and learning through research and development, valuing quality, diversity, internationalisation and flexibility as it serves the wider academic and professional communities, and
- organising and/or facilitating activities and events aimed at promoting the internationalisation of the curriculum.

Current research and development projects of the Centre include overall responsibility for monitoring language related educational issues across UTS, postgraduate supervision development with the University Graduate School, faculty-based development and evaluation of integrated academic and professional literacy programs.

The Centre also offers the Advanced Diploma in Australian Language and Culture to exchange and Study Abroad students.

Inquiries

Alex Barthel, Director and Senior Lecturer
 CB01.18, City campus
 telephone (02) 9514 2327
 fax (02) 9514 2321
 email alex.barthel@uts.edu.au
 www.elssa.uts.edu.au

Jumbunna Indigenous House of Learning

Jumbunna was launched as the Indigenous House of Learning in 2001. Jumbunna was established in 1987 as an Aboriginal student support centre and has since grown to become one of the most successful academic, research and support centres in Australia with approximately 360 Indigenous undergraduate and post-graduate students studying throughout UTS.

The Academic Development Unit is committed to the UTS objectives to provide quality Indigenous studies courses for all students. The Unit develops and offers cross-disciplinary subjects to students from diverse disciplines to enable study of Indigenous issues and the more complex dimensions of cross-cultural relations in Australia. The Unit also undertakes research in curriculum, pedagogical, and on-line learning areas to support the professional development of Indigenous Studies programs and staff who teach in these areas.

Jumbunna’s Research Unit was established in January 2002 as a result of being awarded funding by the Australian Research Council for three projects being undertaken in collaboration with other research centres. The research Unit is striving to become the leading research body focused on issues that support the advancement of Indigenous peoples and communities in Australia. Every effort is made to ensure that Jumbunna’s work, once completed, is made available in a useful and accessible format, to a diverse and increasing audience.

Building on its achievements the Research Unit will continue to:

- seek to attract indigenous scholars and promote the Unit as an attractive intellectual environment for students at the Master’s and Doctoral levels
- disseminate information and ideas arising out of the Unit’s high-quality research to a diverse and increasing audience

- support the advancement of Indigenous peoples and communities by contributing to the discourse and the development of viable and effective solutions
- inform the development of policy by and for Indigenous peoples.

Inquiries

Professor Larissa Behrendt
Director
Jumbunna Indigenous House of Learning
CB01.17.
telephone (02) 9514 1902
fax (02) 9514 1894
email jumbunna@uts.edu.au

INSTITUTES

Institute for Interactive Media and Learning (IML)

The Institute for Interactive Media and Learning (IML) works in three major areas: enhancement of teaching and learning through work with faculties and individual academic staff; development and maintenance of the UTS website; and teaching postgraduate courses in interactive multimedia and e-learning.

In 2003, IML's work in teaching and learning focused on improving assessment practices, including provision of feedback to students as well as prevention and detection of plagiarism. A second area of focus has been on enhancing students' experience of groupwork. IML has also continued to lead developments in e-learning across the University, and offers the Graduate Certificate in Higher Education Teaching and Learning as well as the program for new academic staff. Academic staff of IML undertake research in areas which support the work of the Institute and the University.

The Director of the Unit is the leader of the University Research Group in e-learning. This cross-faculty group is working towards theorising e-Learning in the higher education sector.

Major web development projects undertaken during 2003 include a new timetables website, an events calendar facility and new websites for Human Resources, the International Office and the Facilities Management Unit.

Inquiries

Professor Shirley Alexander, Professor of Learning Technologies and Director
CB01.27, City campus
telephone (02) 9514 1669
fax (02) 9514 1666
email shirley.alexander@uts.edu.au
www.iml.uts.edu.au

Institute for Sustainable Futures

The Institute for Sustainable Futures was established in late 1996 and commenced operations at its offices at the Australian Technology Park in March 1997. The Institute brings together expertise from many disciplines to work with industry, government and the community to create change towards sustainable futures through programs of research, training and organisational change. Its conception of sustainability encompasses ecological, economic and social aspects, and recognises the value judgments inherent in each of these aspects.

Its objectives include promoting scholarship and research, fostering public debate, undertaking applied research and improving the quality of life in ecologically and socially responsible ways. Its staff and research students work on applied, transdisciplinary sustainability problems.

A major project for the Institute in 2003 followed the appointment of the Institute's Director, Professor Stuart White, to the Expert Panel on Environmental Flows for the Hawkesbury-Nepean River. Several research studies were undertaken:

- Providing water for the future: a whole of catchment analysis to manage bulk water supply and demand in the catchment in order to improve and sustain river health while sustaining a growing population and river-reliant communities
- Social, economic, cultural and heritage monitoring of environmental flows: the social, economic and cultural impacts of introducing environmental flows in the Hawkesbury-Nepean
- Institutional arrangements for river analysis: analysis of arrangements required to provide and protect environmental flows in the Hawkesbury-Nepean
- Potential for irrigated agriculture demand management: the potential for irrigated water efficiency and the institutional arrangements required to change current

practices in terms of legislation, financial incentives, government support and education, and communication requirements.

Inquiries

Professor Stuart White, Director
 Institute for Sustainable Futures
 University of Technology, Sydney
 National Innovation Centre
 Australian Technology Park
 Redfern NSW 2016
 telephone (02) 9209 4350
 fax (02) 9209 4351
 email isf@uts.edu.au
www.isf.uts.edu.au

UNIVERSITY RESEARCH INSTITUTES

Institute for the Biotechnology of Infectious Diseases

The Institute for the Biotechnology of Infectious Diseases (IBID) is a unique research institute in the Australian landscape. Its mission is to deliver the highest quality scientific research product on the biology of infectious disease, improving diagnosis and control in humans and livestock. Its current focus is on diseases caused by parasites.

IBID develops and uses cutting-edge technologies in genomics, proteomics, gene expression and metabolic profiling, and parasitology to make fundamental discoveries on the molecular basis for how parasites:

- recognise hosts and establish infection
- grow and reproduce
- adapt to changes in their environment.

This fundamental, pure science is an outstanding vehicle for research training but also provides the building blocks for formulating new molecular targets for control and detection of parasites.

IBID is home to an exceptional array of experts dedicated to solving important research and technology issues in the field of infectious disease in Australia and overseas. IBID researchers have a unique record of delivering innovative, practical solutions to real problems through an integration of basic, strategic and applied research programs. Collaborative research is a feature of IBID; it has formed significant strategic partnerships locally, nationally

and internationally with business and industry, government, professional bodies, community organisations, and other universities and research institutes. Partnership and investment opportunities exist at all stages of research, from pure basic, to strategic, to applied. Opportunities also exist in IBID for research students to enhance their skills and refine their expertise in a unique and highly professional and stimulating environment.

Inquiries

Professor Michael Wallach
 Director, Institute for the Biotechnology of Infectious Diseases
 Westbourne Street
 Gore Hill NSW 2065
 telephone (02) 9514 4082
 fax (02) 9514 4026
 email michael.wallach@uts.edu.au
www.science.uts.edu.au/ibid

Institute for Information and Communication Technologies

The Institute for Information and Communication Technologies undertakes broad-based research in information and communication technologies (ICT). It builds on substantial existing research strengths within UTS by focusing on themes that align with national priorities and projects that have demonstrated industrial potential.

Its objective is to contribute to the solution of real-world problems, whether through participating in the evolution of new technologies or contributing innovation. The research programs are directed by the needs of a networked world and knowledge-based society. The Institute looks to the market to identify research opportunities and priorities.

The Institute aims at providing a vibrant research environment for training the outstanding young applied scientists that the ICT industry needs to become a global player. It builds on its linkages with industry to facilitate collaborative research projects and the creation of subsequent commercial opportunities.

The research program currently focuses around three broad themes:

- communications and networks
- intelligent agents and data mining
- socio-technical change.

Within these themes, groups are working in such areas as:

- communications services (which includes everything from network protocols to network management)
- tele-collaboration
- programmable service architectures, protocols and control mechanisms for supporting quality of service of applications across the Internet
- e-intelligence research focusing on data mining and multi-agent systems
- smart negotiation systems
- e-service evaluation and online group decision support systems.

A growing number of these areas receive support from industry.

The Institute supports emerging research groups (as associates of the Institute), primarily from within and across the Faculties of Engineering and Information Technology. It also has a close involvement with university initiatives in new media and digital culture, and in learning and interactive media.

In addition to supporting research through the appointment of research staff to projects, the Institute is eager to attract high quality research students to work on Institute programs. To this end, it provides PhD scholarships, and supports research students through research training opportunities, 'master class' sessions and seminars. It has an active visitor program, sponsors creative workshops identifying new research opportunities and seeks opportunities to engage with external organisations in research activities within its areas of interest.

Inquiries

Professor John Hughes
 CB01.22.21b, City campus
 telephone (02) 9514 2390
 email john.hughes@uts.edu.au
 ict.uts.edu.au

Institute for Nanoscale Technology

The Institute for Nanoscale Technology provides an exciting new research focus for the future of nanotechnology research at UTS, building on existing capabilities and expertise. Nanotechnology is only just beginning to impact our society, being currently at much

the same level as computer chips were in the early 1970s, but over the next 10 to 15 years it will have a profound effect.

The Institute has two major research programs: applying nanotechnology to the areas of energy efficient nano-materials and devices, and to biomedical nano-materials and devices.

Energy Efficiency

The Energy Efficiency program is aimed at using nanotechnology to enhance our ability to make materials primarily useful for inclusion in building materials – and which have their properties tuned so that the buildings we construct may be as energy efficient as possible.

A wide variety of materials are used in housing – paints, ceramics, metals, textiles, polymers, composites, clays, silicates – all of which can be modified by designing the material structure at the nanometer level.

In 2002, the Institute began an undertaking between UTS and the CSIRO to design ultra energy efficient houses using nanotechnology called 'The Nanohouse' (website address below).

At UTS, the energy efficiency nanotechnology research program is focused on:

- glazing – controlling the optical properties of glass to pass only desired frequencies of light, blocking out unwanted heat (infra red) or damaging radiation (ultra violet)
- light conducting polymers – designing polymeric composite materials to carry light further, or to shed light along the length of a fibre (to act like a polymer 'neon light')
- novel paint – producing dark coloured paints which do not get hot, and light coloured paints that do not produce glare, achieved by the inclusion of nano-particulate materials in the paint mixture.

Biomedicine

The Biomedicine program is aimed at using our ability to engineer biomolecular structures such as membranes to create useful biomedical tools such as:

- artificial cells – lipid bilayers form micelles and cells spontaneously under the right conditions
- targeted in vivo drug delivery systems – another use for artificial cells is as capsules with engineered surfaces that keep

them invisible to the immune system while allowing the recognition of a target in the body

- neural interfaces – bridging the gap between solid state devices and the human nervous system.

UTS is offering exciting new undergraduate courses in Nanotechnology and Nanotechnology Innovation.

Inquiries

Carl Masens, Liaison Officer
 CB01.16.17, City campus
 telephone (02) 9514 2188
 fax (02) 9514 7553
 email nano@uts.edu.au

Energy Efficiency program
 Professor Geoff Smith
 email geoff.smith@uts.edu.au

The Nanohouse
www.nano.uts.edu.au/nanohouse.html

Biomedicine program
 Associate Professor Don Martin
 email don.martin@uts.edu.au
www.nano.uts.edu.au

Institute for Water and Environmental Resource Management

The Institute for Water and Environmental Resource Management (IWERM) is a transdisciplinary Institute for collaborative research and consultancy within the field of environmental resource management. Both biotic and abiotic components of the landscape, and their interactions, are encompassed.

The Institute is engaged in research and consultancies in the following key areas:

- groundwater, vegetation and salinity interactions
- plant and animal ecology
- groundwater modelling
- ecotoxicology
- water resource management in rural and urban landscapes
- wastewater engineering.

IWERM is engaged in research aimed at improving our understanding of, and management options for, water and ecosystem resource management. In addition, IWERM provides transdisciplinary capabilities to

consultancies for industry and government agencies.

Collaborative teams underpin the Institute’s activities. Research teams of ecotoxicologists interact with groundwater modellers. Teams of ecologists and ecophysiologicalists pursue collaborative research projects with hydrologists. This allows us to tackle real-world problems in environmental science and resource management.

Closely coupled with our research strengths is our commitment to industry-relevant research. For examples of this, visit the Institute’s website (listed under Inquiries).

The research institutes of UTS provide a unique opportunity for the assembly of the critical mass of expertise required to tackle key research issues within environmental and resource management. IWERM is committed to contributing to the resolution of the conflict that arises between consumptive use, sustainable yield, resource mining and conservation of environmental resources in the landscape.

The following PhD and MSc programs are linked with IWERM and are indicative of IWERM’s current activities:

- tree water use, salinity and groundwater-vegetation interactions
- impacts of salinity on biodiversity
- ecotoxicological studies of endocrine disrupting compounds from sewage treatment plants
- ecotoxicological studies of urban stormwater run-off
- groundwater modelling
- modelling optimum groundwater allocations
- rehabilitation of hazardous waste landfills
- contaminant transfer
- wastewater treatment using a floating medium flocculator/filter system
- grey water use
- sustainable yield of aquifers.

Inquiries

Director
 Professor Derek Eamus
 SL01.2.03A, St Leonards campus
 email derek.eamus@uts.edu.au

Deputy Director
 Professor Michael Knight
 CB01.17.15, City campus
 email groundwater.management@uts.edu.au

Vegetation/Water/Salinity Program

Professor Derek Eamus
email derek.eamus@uts.edu.au

Ecotoxicology Program

Associate Professor Richard Lim
email richard.lim@uts.edu.au

Groundwater Program

Professor Michael Knight
email groundwater.management@uts.edu.au

Wastewater Engineering Program

Professor Vigi Vigneswaran
email s.vigneswaran@uts.edu.au
www.iwerm.uts.edu.au

KEY UNIVERSITY RESEARCH CENTRES

Centre for Health Economics Research and Evaluation (CHERE)

The Centre for Health Economics Research and Evaluation (CHERE) was established in 1991. CHERE is a centre of excellence in health economics and health services research. It is a joint Centre of the UTS faculties of Business, and Nursing, Midwifery and Health, in collaboration with the Central Sydney Area Health Service. It was established as a UTS centre in February 2002. The Centre aims to contribute to the development and application of health economics and health services research through research, teaching and policy support.

CHERE's research program encompasses both the theory and application of health economics. The main theoretical research theme pursues valuing benefits, including understanding what individuals value from health and health care, how such values should be measured, and exploring the social values attached to these benefits. The applied research focuses on economics and the appraisal of new programs or new ways of delivering and/or funding services.

CHERE provides opportunities for post-graduate research in health economics and health services research and policy and undertakes teaching coursework in the faculties of Business, and Nursing, Midwifery and Health.

Involvement in policy development and analysis is an important activity and ensures CHERE's research is relevant. As well as undertaking commissions from government and

participating in high-level policy committees, many CHERE members are well known for their media commentaries.

Inquiries

Professor Jane Hall, Director
CM05D.2, City campus
telephone (02) 9514 4719
fax (02) 9514 4730
email jane.hall@chere.uts.edu.au
www.chere.uts.edu.au/

Key University Research Centre for Built Infrastructure Research

Mission

To develop, at UTS, Australia's leading Centre for Built Infrastructure Research by:

- linking researchers from the faculties of Engineering, Science, and Design, Architecture and Building to form a multi-disciplinary team with a comprehensive range of expertise and research facilities to tackle projects of national importance
- undertaking collaborative research and development projects with industry and forming collaborative partnerships with leading Australian and international research organisations
- expanding the opportunities for UTS researchers to participate in leading-edge research related to new technologies and management practices aimed at developing and sustaining built infrastructure assets
- fostering the development of young UTS researchers and higher degree candidates by raising their research competencies and their commitment to research excellence.

Objectives of the Centre

The main objective of the Centre is to become a centre of excellence, capable of responding to evolving needs of industry and the community in a discipline area with major impact on the nation's economy and welfare. In addition to raising the profile of built infrastructure research at UTS, the Centre aims to become first choice provider of research and development services to industry.

Enhancing the interdisciplinary research culture

The current and proposed research projects to be undertaken by the Centre show that both

fundamental and needs-driven research, related to infrastructure issues, rely on multi-disciplinary approaches. One of the guiding principles that underpins the work of this Centre is that high quality research which targets substantive issues must incorporate the relevant breadth of intellectual competencies and research experience. Furthermore, as experimental and laboratory-based investigations play a pivotal role in infrastructure-related research, it is essential to have access to research facilities which mirror the multi-disciplinary nature of such work. This Centre enables the researchers to have access to a comprehensive network of complementary laboratory and research facilities. Many of these facilities have unique features which are second to none, not only in Australia but also in the Asia-Pacific region. Major research projects which have been undertaken include:

- Recycled construction and demolition materials for use in roadworks and other Local Government activities: funded by the NSW Government
- Development of cost-effective assessment techniques to facilitate the management of Local Government bridge assets: funded by a grant of the Department of Transport and Regional Services
- New technologies for the use of recycled brick as a construction material: funded by a grant of the Inner Sydney Waste Board
- Use of advanced fibre composite materials in the construction industry – a scoping study: undertaken in collaboration with the Construction Industry Institute of Australia
- New admixture to enhance the properties of high-performance concretes: undertaken in collaboration with industry.
- Vibration and motion control of buildings using active, passive and semi-active devices including active mass drivers, stiffness dampers, base isolators and liquid column vibration absorbers: funded by the Australian Research Council.

Executive

Professor Bijan Samali, Director
Associate Professor Keith Crews, Deputy Director
Associate Professor Abhi Ray
Associate Professor Steve Harfield

Inquiries

Professor Bijan Samali, Director
Centre for Built Infrastructure Research
UTS Annexe, Bay 10
Australian Technology Park
Eveleigh NSW 2015
telephone (02) 9209 4388
fax (02) 9209 4389
email bijan.samali@uts.edu.au

Key University Research Centre for Corporate Governance

The Key University Research Centre for Corporate Governance brings together researchers from accounting, finance, management and legal backgrounds to provide a comprehensive, interdisciplinary approach to one of the most critical problems faced by organisations in both the private and public sector. Corporate governance is the system by which corporations are directed and controlled. The corporate governance structure and processes specify the distribution of rights and responsibilities among different participants in the corporation, such as the board, managers, shareholders and other stakeholders. The aim is to align as nearly as possible the interests of individuals, corporations and society.

The key issues examined by the Centre include financial aspects of corporate governance, directors' duties and the role of the board, corporate governance and performance measurement, comparative corporate governance across countries and regions, and corporate governance and legal, regulatory and ethical accountability.

The Centre is engaged in major research projects with industrial and professional partners, teaching and curriculum development, academic publications and conferences, and is also dedicated to policy development and legal reform. The Centre is also involved in professional consultancy, the provision of short courses, and in the improvement of practice. The Centre has good international links with other research bodies examining the reform of corporate governance worldwide.

Inquiries

Professor Thomas Clarke, Director
Centre for Corporate Governance
School of Management
Faculty of Business
email t.clarke@uts.edu.au

Professor Michael Adams, Assistant
Director
Centre for Corporate Governance
Faculty of Law
telephone (02) 9514 5418
fax (02) 9514 5175
email michael.adams@uts.edu.au
www.ccg.uts.edu.au

Key University Research Centre for Cultural Studies – Trans/forming Cultures

The Trans / forming Cultures Centre supports academic research work across five main collaborative areas: cultural history; transnational cultural studies; culture and communications; international activism; and environment and place. Initiated by a group of researchers in the Faculty of Humanities and Social Sciences in 1997 as a Key University Research Strength, its establishment in 2002 as a Centre has increased its scope as a research enterprise with an international outlook, and links both within and external to the University. The Centre also aims to target postgraduate students working in these areas to build the profile and focus of research activity.

Activities of the Centre include a monthly seminar series, visiting international scholars, intensive postgraduate summer schools, conferences and publications.

The Director of the Centre is Professor Stephanie Donald.

Members of the Centre from the Faculty of Humanities and Social Sciences are:

Associate Professor Paula Hamilton
Professor Andrew Jakubowicz
Associate Professor Heather Goodall
Professor Stephen Muecke
Dr Devleena Ghosh
Dr Paul Ashton
Dr James Goodman
Professor Liz Jacka
Dr Tony Mitchell

Inquiries

Professor Stephanie Donald, Director
Trans / forming Cultures
CB02.7.0.016, City campus
email transforming.cultures@uts.edu.au
www.transforming.cultures.uts.edu.au

Key University Research Centre for Health Technologies

Continued advances in health care and quality of life in the future will come from new knowledge and innovative scientific/ technological breakthroughs and the Centre's research team has an extensive national and international reputation in the field of health technologies. The team brings together complementary interdisciplinary research skills unique in Australia in the development of novel devices and intelligent systems for health technology applications.

Based on several significant devices which have been developed by the core members (the Mind Switch, the Non-Invasive Hypoglycaemia Monitor), and numerous novel systems (micro-wave ablation of atrial fibrillation of cancer lesions, predictive test for retinal damage, liver-directed gene therapy, assistive technology for severely disabled people, early detection of driver fatigue, early detection of breast cancer, and fusion of tomology images), an ambitious program has been developed to enhance our capacity to deal with major illnesses in terms of effective prediction, diagnosis and rehabilitation. The focus of the group is on the study of health and disease processes, and the development of new devices and advanced techniques for the prediction/diagnosis and rehabilitation of lifestyle diseases such as cardiovascular disease, diabetes mellitus, neurological disorder and cancer.

Inquiries

Professor Hung Nguyen, Co-Director
Faculty of Engineering
CB02.5.11B, City campus
telephone (02) 9514 2451
fax (02) 9514 2633
email hung.nguyen@uts.edu.au
Professor Ashley Craig, Co-Director
Faculty of Science
CB08.205, City campus
telephone (02) 9514 1358
fax (02) 9514 1359
email ashley.craig@uts.edu.au
www.eng.uts.edu.au/~htn/health.html

Key University Research Centre for Innovative Collaborations, Alliances and Networks (ICAN Research)

ICAN Research, is a unique multi-disciplinary research centre – it offers the highest quality applied research on how different organisations arrange to deliver products and services by working together on projects.

The Centre's expertise supports research in the disciplines of applied psychology, decision support systems, health, information technology, marketing, management, organisation theory, public administration and strategy. ICAN is able to draw widely on the expertise of its researchers to create insights into the theory and practice of all innovative collaborations, alliances and networks.

The Centre's research initiatives are funded by the UTS Research Office and the Faculty of Business, as well as by other competitive ARC grants and strategic research partnerships secured by the research team.

ICAN has created an environment within which both ARC and seed-funded research projects can flourish and its commitment to funding scholarships for PhD, Doctoral and Honours students has had an excellent record in attracting and supporting high quality postgraduate research students.

In order to build intellectual capital, and as a KURC, the scope of the research conducted ranges from applied and basic research to seed-funded projects – its applied research projects are conducted in collaboration with industry, community and professional partners, as well as other research Centres. The focus of ICAN's research has been strategically mapped around four key research areas:

- **Innovation:** innovation projects rarely work out according to the technical scenario because they are inherently social and organisational as well and collaboration is a key process for effective performance
- **Sustainability:** sustainability is an increasingly strategic objective for Australian businesses, governments and communities, yet sustainability often involves reconciling either paradoxical demand from stakeholders or managing the politics of access to scarce resources
- **Governance:** many different issues are relevant to various types and hybrid forms of collaboration and each one has associated

governance characteristics and therefore governance arrangements are key facilitators in delivering innovative solutions

- **Markets:** increasingly, Australian firms have to collaborate in a rapidly evolving, highly competitive and often global economy and consequently such collaborations generate unique issues of alignment in the external and internal relationships of business organisations.

The Centre disseminates the outcomes of its research through local and international publications, conference, workshops and seminar presentations involving academics and practitioners and opportunities exist for basic research on conceptual issues as well as strategic, applied and action research pursued in partnership with organisations (whether short or long-term) into specific collaborations, alliance and network issues.

Inquiries

ICAN Research
 telephone (02) 9514-3925
 fax (02) 9524-3312
 email ican@uts.edu.au

Professor Stewart R Clegg, Director
 CM05C01A, City Campus
 telephone (02) 9514-3934
 fax (02) 9524-3312
 email stewart.clegg@uts.edu.au

Associate Professor Louise Young,
 Co-Director
 CM05C01A, City Campus
 telephone (02) 9514-3538
 fax (02) 9524-3312
 email louise.young@uts.edu.au
www.ican.uts.edu.au

Key University Research Centre for Organisational, Vocational and Adult Learning (OVAL Research)

OVAL Research was established in 2002 as an amalgamation of two successful research groups, the Research Centre for Vocational Education and Training (RCVET) and a UTS research strength, Research in Adult and Vocational Learning (RAVL).

OVAL Research works closely with similar centres around the world to develop a robust collaborative global network of researchers. OVAL Research is committed to an innovative research agenda examining changes in knowledge, learning and work.

Key areas of research and development include:

- the organisational implications of workplaces becoming sites of knowledge production and exchange
- the relationship between productivity and learning at work
- the new models of learning and work produced within a context of shifting institutional, organisational and disciplinary boundaries
- new kinds of relationships and structures between organisations and educational institutions
- management of knowledge production and transmission processes
- how contemporary organisational learning and knowledge management practices contribute to the shape of work and worker identities in a knowledge economy.

Inquiries

Dr Clive Chappell and Dr Nicky Solomon
Co-Directors
CB10.5.550, City campus
telephone (02) 9514 3700
fax (02) 9514 3737
email oval@uts.edu.au
www.oval.uts.edu.au

Key University Research Centre: Quantitative Finance Research Centre

The mission of the Centre is to coordinate and develop a major program of research in quantitative finance and to work collaboratively with industry on issues to address problems in financial risk management and asset pricing in order to enhance UTS's international research reputation. The Centre has excellent international links, an active seminar program, an active visitor program, publishes a discussion paper series, and sponsors the annual Quantitative Methods in Finance Conference. The Centre attracts high quality doctoral students and is developing the Master of Quantitative Finance to be one of the premier degrees in finance in the Australasian and Asian regions. Members of the Centre include UTS faculty and research students, research associates from other Australian and international universities and industry research associates.

Inquiries

Professor A D Hall, Director
CM05D.3.57 City campus
telephone (02) 9514 7777
fax (02) 9514 7722
email qfrc@uts.edu.au
www.business.uts.edu.au/qfrc/index.html

COOPERATIVE RESEARCH CENTRES

Cooperative Research Centre for Enterprise Distributed Systems Technology (DSTC Pty Ltd)

DSTC Pty Ltd was first established in 1992 and funded for seven years under the Australian Government's Cooperative Research Centres program. In 1999, DSTC Pty Ltd was awarded another seven years funding. The Centre's mission is to build the information technology infrastructure required to support business activities and social interactions within and among the distributed enterprises and communities of the future.

DSTC is a joint venture consisting of five universities and a number of research and commercial organisations. These include:

- Core Participants: Boeing Australia Limited, CITEC, CiTR, CSIRO, DSTO, Fujitsu Australia Limited, Griffith University, Leaders IT, Mincom Limited, Monash University, Queensland Government, Queensland University of Technology, Sun Microsystems Australia Pty Ltd, Telstra Corporation Limited, The University of Queensland, University of Technology, Sydney
- Alliance Participants: IBM, Microsoft, SAP, Technology One, OMG, SAP, SEAQ, Suncorp Metway, The Open Group, W3C, Webmethods, Wedgetail Communications, Wotif.com

DSTC Pty Ltd has offices in Sydney, Brisbane, Melbourne and Canberra and its research program consists of research projects across the following research domains:

- enterprise modelling
- organisational policies and security
- knowledge and resource management
- enterprise processes and work practice support

- component system engineering.

DSTC has a strong commitment to the commercialisation of research outcomes that will improve the efficiency and competitiveness of Australian organisations. This has been achieved through:

- joint venture
- licensing of software and intellectual property
- developing spin-off companies.

The consulting services provided by DSTC include:

- enterprise information management
- systems architecture and design
- requirements management
- procurement support
- review services
- independent verification and validation
- risk management and security assessment
- technology assessment
- software development
- contract research
- training.

Inquiries

Dr Tim Mansfield
Senior Research Scientist, DSTC
CB10.05.210, City campus
telephone (02) 9514 2044
fax (02) 9514 1807
email enquiries@dstc.uts.edu.au
www.dstc.edu.au

Cooperative Research Centre for Satellite Systems

The Cooperative Research Centre for Satellite Systems (CRCSS) was established in 1997 to design and build robust and innovative satellite systems, and has a budget of \$60 million over seven years, including contributions from research and industry participants. Participants in the CRCSS include UTS, the CSIRO, University of South Australia, La Trobe University, Queensland University of Technology, University of Newcastle, Auspace Limited, VIPAC Scientists and Engineers Pty Ltd, Curtin University of Technology, the Defence Science and Technology Organisation and D-Space Ltd.

As a core member of the CRCSS, UTS is represented on the management board for the program. UTS is part of the telecommunications group of the CRCSS with the specific role to design and develop Ka band fast spatial and frequency tracking microwave earth stations to be used with the Australian-designed satellite, FedSat. FedSat will be a low-cost micro-satellite, conducting telecommunication, space physics, remote sensing and engineering experiments. The Ka band is a new commercial band in the higher end of microwave spectrum being utilised by a number of low earth orbit satellite business ventures for global direct satellite access to the Internet and Internet-based services. The Ka band is 30 Gigahertz for the uplink from earth to the satellite and 20 Gigahertz from the satellite to the earth station. The two frequencies are used to separate received signals from transmitted signals. Using the Ka band requires the development of new communication techniques, and sub-systems.

Inquiries

Associate Professor Sam Reisenfeld
Director, UTS CRCSS Program
CB01.23.15, City campus
telephone (02) 9514 2448
fax (02) 9514 2435
email sam.reisenfeld@uts.edu.au

Cooperative Research Centre for Sustainable Tourism (CRC Tourism)

UTS is a partner in the national Cooperative Research Centre for Sustainable Tourism, known as CRC Tourism. Launched in 1997, CRC Tourism involves sixteen universities in six States and two Territories and a similar number of tourism industry partners. The industry partners in New South Wales are the NSW National Parks and Wildlife Service and Tourism NSW. The purpose of the CRC is to 'deliver strategic knowledge and products to business, community and government to enhance the environmental, economic and social sustainability of tourism'.

UTS has been involved in seven CRC Tourism projects (listed below). A number of new projects will commence in 2004.

- Tourism Indicators project – conducted in collaboration with the NSW National Parks and Wildlife Service and Griffith and Southern Cross Universities, to develop a visitor monitoring framework for

natural areas, based on key indicators of visitor use and satisfaction.

- Ecotourism accreditation study – a review of research on the effects of tourism companies' green credentials on consumer demand.
- Urban tourism scoping study – a review of research in the field of urban tourism to establish a research agenda.
- Urban tourism precincts study – involving surveys of the use and functioning of areas of cities devoted primarily to tourism.
- Australian gateway cities and regional tourism study – a study of the relationship between 'gateway' cities and regional tourism for overseas visitors.
- Urban parks and tourism scholarship – a PhD scholarship to study the role of parks in tourism, jointly sponsored with the Sydney Urban Parks Education and Research Group.
- Monitoring community attitudes towards National Parks – a study of local community and tourism industry attitudes towards National Parks in NSW.

Inquiries

Tony Griffin
email tony.griffin@uts.edu.au

David Archer
email david.archer@uts.edu.au

Cooperative Research Centre for Sustainable Tourism
KG04.6.02, Kuring-gai campus
telephone (02) 9514 5145
fax (02) 9514 5195

www.crctourism.com.au

Cooperative Research Centre for Technology Enabled Capital Markets

The CRC for Technology Enabled Capital Markets (CMCRC) is designed to directly assist the development of Australia's capital markets, and therefore Australia's financial centre aspirations, by providing:

- Technology solutions to serve as the backbone infrastructure for capital markets – local, regional and global. The initial focus of the CRC is on developing interoperability among Australian systems/markets (in particular program trading,

real-time risk management, market surveillance and compliance) and eventually, once the appropriate business model is determined, developing secure and scalable solutions to provide the infrastructure for global capital markets (expanding into the areas of trading, clearing and settlement and registry).

- Technology in context: research into the interaction between technology and four other key elements of capital markets – regulation, information, financial instruments and participants. For instance, technology solutions must be developed with market participants in mind. They must be flexible enough to cater for major regulatory differences across marketplaces.
- Human capital development programs capable of sustaining financial market innovation. There is a widely held view that Australia is falling behind other countries in educational investment in IT. The CRC seeks to help resolve this problem especially in the intersection of finance and IT, an area specifically identified by the Australian Centre for Global Finance as one requiring urgent attention.

Inquiries

Professor Donald J Stokes,
Deputy Chief Executive Officer
Capital Markets CRC Ltd
Level 2, 9 Castlereagh Street
Sydney NSW 2000
telephone (02) 9233 7999
fax (02) 9236 9177
email donald.stokes@uts.edu.au

CENTRES OF ENTERPRISE, RESEARCH AND/OR COMMUNITY SERVICE

The policy for Establishment and Management of UTS Centres of Enterprise, Research and/or Community Service (CERCS) is available online at:

www.uts.edu.au/div/publications/policies/select/cercs.html

The Australasian Legal Information Institute (AustLII)

The Australasian Legal Information Institute provides free access to Australian legal material to anyone who has access to the Internet. AustLII operates one of the world's largest publicly accessible databases of legal materials on the World Wide Web. AustLII aims to make available all public legal information: primary legal materials (legislation and decisions of courts and tribunals); and secondary materials that are (or ought to be) in the public domain or able to be licensed free of charge.

AustLII is jointly operated by the Faculties of Law at UTS and the University of New South Wales. It was established by funding from DEET and the two host universities, and also receives funding from the Australian Research Council, the Law Foundation of NSW, the Australian Business Chamber, the Council for Aboriginal Reconciliation, Department of Foreign Affairs and Trade, Asian Development Bank and other bodies.

For information concerning the Institute, contact:

Philip Chung
Executive Director, AustLII
Haymarket, City campus
telephone (02) 9514 3175
www.austlii.edu.au

The Australian Centre for Cooperative Research and Development

The Australian Centre for Cooperative Research and Development (ACCORD) is a joint venture between UTS and Charles Sturt University, initiated and supported by the New South Wales government.

ACCORD undertakes research into cooperatives, mutuals and the wider social economy and into the possibilities of mutuality and cooperation as bases for organising.

ACCORD publicises the findings of this research and advises cooperatives, mutuals and governments.

ACCORD operates from the Bathurst campus of Charles Sturt University and the Kuring-gai campus of UTS.

Inquiries

Judith Johnston, Co-Director
KG01.4.20, Kuring-gai campus
telephone (02) 9514 5755
fax (02) 9514 5144
email judith.johnston@uts.edu.au
www.accord.org.au

Australian Centre for Event Management

The mission of the Australian Centre for Event Management (ACEM) is to develop and support industry best practice in event management, and to maximise the economic, social and cultural benefits that flow to the Australian community through the conduct of events. Its core activities include curriculum development of event courses, the delivery of continuing education programs for the event industry, and research and consultancy services associated with the planning, conduct and evaluation of events. ACEM publishes and distributes resources associated with the management of events, and maintains a resource centre housing documentation and research in this area. Through its activities, ACEM seeks to position Australia as a centre of excellence in the broad area of event management.

Inquiries

Rob Harris, Director
KG01.6.77, Kuring-gai campus
telephone (02) 9514 5496
fax (02) 9514 5195
email rob.harris@uts.edu.au
www.acem.uts.edu.au

Australian Centre for Independent Journalism

The Australian Centre for Independent Journalism's goal is to stimulate the production of high quality journalism, especially investigative journalism; to conduct and support research into journalism and the media; to contribute to scholarly debate and research about journalism; and to promote community discussion about the relationship of journalism to political, social and cultural democracy.

Activities of the Centre include the publication of investigative journalism; provision of resources and reference services; continuing education for practising journalists and research in journalism and contributions to debates on areas of concern to journalists.

Members of the Centre, which was established in 1990, include staff and students of UTS, working journalists and others interested in the media across Australia.

Major projects include the online magazine, Reportage; the George Munster Journalism Forums and the annual George Munster Award for Independent Journalism; the annual Public Right to Know conference and other occasional seminars and publications.

Inquiries

Associate Professor Chris Nash, Director
CB03.5.05, City campus
telephone (02) 9514 2312
fax (02) 9281 2976
email chris.nash@uts.edu.au

Fran Molloy, Manager
CB03.5.06, City campus
telephone (02) 9514 2295
fax (02) 9281 2976
email fran.molloy@uts.edu.au
www.acij.uts.edu.au

Australian Centre for Public Communication

The Australian Centre for Public Communication is located within the Faculty of Humanities and Social Sciences. The goal of the Centre is to contribute to research and stimulate debate about public communication in Australia and internationally. It facilitates ethical practice in the public communication industry in Australia.

The Centre aims to enhance the standard of professional practice and contribute to the creation, application and extension of knowledge about public communication for the benefit of society. It provides a reference point at UTS for expertise, consultation and opinion on issues and policy for public communication, particularly public relations and advertising. The Centre provides opportunities for productive relationships with the professions and their representatives in industry and the community, promoting excellence in research, scholarship, education and innovation.

Primary activities of the Australian Centre for Public Communication include undertaking research projects, contributing to the profile of UTS as a leader in the education of public communication professionals in Australia, extending links with overseas scholars and institutions in public communication and related

areas, developing and delivering quality short courses in advertising, public relations and related areas, providing an identity for industry liaison and partnerships (particularly work experience, internship programs and job opportunities for students and graduates) and encouraging debate and discussion through seminars, publications and short courses.

Inquiries

Rebecca Harris, Mai Hansford and Jannet Pendleton, Co-Directors
CB02.7, City campus
telephone (02) 9514 2299
email acpc@uts.edu.au
www.acpc.uts.edu.au

Australian Centre for Public History

The Australian Centre for Public History was established in 1998 as a Centre of UTS. The Centre seeks to promote the practice and understanding of public history in both the academy and the community. It is also linked to the postgraduate Public History Program in the Faculty of Humanities and Social Sciences.

The objectives of the Centre are to: provide a variety of bodies in educational, community and professional sectors with a gateway to public history expertise and resources at UTS; facilitate innovative and flexible teaching; foster international exchanges of both staff and students; facilitate international and related endeavours; publicly demonstrate the integral link between public history skills and knowledge at UTS and in the broader community; and foster and undertake research in the area of public history and to carry out appropriate consultancies to support these objectives.

In terms of the latter, the Centre has recently completed a history of the Australian Heritage Commission and a history of the Department of Agriculture, Forestry and Fisheries – Australia. Centre members are currently writing a history of Sutherland Shire.

Activities of the Centre include maintaining and developing national and international public history networks, public history conferences and seminars; and working with community groups. The Centre also works closely with the Professional Historians Association NSW Inc in the editing and production of the Association's annual journal, *Public History Review*.

Inquiries

Dr Paul Ashton and Dr Paula Hamilton,
Co-Directors
CB03.5.40, City campus
telephone (02) 9514 1944
fax (02) 9514 2332
email public.history@uts.edu.au
www.publichistory.uts.edu.au

Centre for Australian Community Organisations and Management

The Centre for Australian Community Organisations and Management (CACOM) is the first Centre in an Australian university to focus attention on community or private non-profit organisations and their management.

Academic staff associated with the Centre engage in research into community organisations, their management and the associated phenomena of philanthropy and volunteering, and community capacity building.

The Centre contributes to knowledge of and about community organisations and their management by publishing the results of research, through a Working Paper series and by organising seminars, conferences, etc. CACOM operates from the University's Kuring-gai campus.

Inquiries

Associate Professor Jenny Onyx, Director
KG04.5.10, Kuring-gai campus
telephone (02) 9514 5246
fax (02) 9514 5583
email jenny.onyx@uts.edu.au
Di Pratt, Administrator
telephone (02) 9514 5104
fax (02) 9514 5583
email cacom@uts.edu.au

Centre for e-Business and Knowledge Management

The Centre for e-Business and Knowledge Management (eK Centre) is a state-of-the-art information and e-business demonstration laboratory. It provides a high-tech environment for studying and simulating e-business scenarios and real-time information management in the digital age.

Launched in 2000 by UTS, the Faculty of Business and cooperate partners IBM, Reuters and SAP, the eK Centre is equipped with leading-edge IBM computer hardware and modern e-business software applications from

SAP including a number of data warehouse applications and business intelligence software with strategic links to Reuters international information services and financial markets information.

The Centre focuses on providing high quality research, consulting and training in e-business, knowledge management, ERP systems, information integration and real-time information management.

Facilities available at the Centre include a demonstration dealing room with real time market data feeds, access to the Internet, facilities for mini-video conferencing, video and TV presentation.

Research

The eK Centre offers an interdisciplinary approach, which is essential for dealing with the complex challenges involved in managing the digital age. The Centre has the potential to facilitate professional research studies on the topics of current interest to those operating in the finance industry and e-business, and innovation in management in this digital age with high industry relevance.

Within the Faculty of Business, the eK Centre draws on experienced researchers in accounting, business information systems, finance, management and marketing with research interests in the Centre's key areas of:

- e-business
- knowledge management
- ERP systems
- information integration and real-time management
- electronic financial trading
- customer relationship management.

Inquiries

Robert Lal, Information Technology
Manager
Faculty of Business
telephone (02) 9514 3532
fax (02) 9514 3682
email robert.lal@uts.edu.au
www.business.uts.edu.au/ekcentre/
index.html

Centre for Ecotoxicology

The Centre for Ecotoxicology is a joint venture between UTS and the NSW Environment Protection Authority (EPA). The Centre was set up in 1985, with the aims of promoting education, research, consultancy and information transfer in the science of ecotoxicology. Ecotoxicology is the study of the pathways, transformations, fate and impacts of chemicals, mixtures and disturbances to physical conditions in the environment, and in particular on living species and ecosystems. The study involves the necessary meeting point of the chemical and biological sciences.

The Centre has facilities for toxicological testing and chemical analysis, and carries out basic and applied research in ecotoxicology. Projects range from laboratory tests, such as bioassays, to field monitoring, baseline and impact studies, all of which are designed to provide the information to underpin the development of appropriate Australian environmental quality guidelines. The Centre also provides a venue for postgraduate coursework and research students, for visiting scientists, and for workshop and conference activities. EPA and UTS staff collaborate in the teaching, postgraduate supervision and research of the Centre.

Research work involves consultation with industry and government in identifying areas in which investigation is needed on the impact of chemicals on native flora and fauna under Australian climatic and other environmental conditions. A foundation of scientific knowledge is required in order to ensure the development of appropriate environmental quality guidelines for this continent.

Inquiries

Associate Professor Rod Buckney, Director
Faculty of Science
SL01, St Leonards campus
telephone (02) 9514 4044
fax (02) 9514 4079
email rod.buckney@uts.edu.au

Dr John Chapman, EPA Co-Director
telephone (02) 9995 5531
email chapmanj@epa.nsw.gov.au
www.science.uts.edu.au/centres/ecotox/index.html

Centre for Electrical Machines and Power Electronics

The mission of the Centre is to benefit humanity through the application of electrical machines, power electronics, and related expertise in high quality research and significant industrial projects.

The Centre:

- is a team of highly qualified experts with international and local experience
- has strong links with Australian government research organisations such as the CSIRO
- works in all areas of product development from research and design to prototype construction and testing
- provides expertise in electromagnetics, magnetic materials, power electronics, control electronics, electrical engineering, fluid dynamics, vibration, and mechanical engineering
- combines industrially sponsored contract research and long-term postgraduate strategic research supported by research grants.

Recent projects include:

- development of low-cost, high-performance motor drives for electrical appliances using new soft magnetic composite (SMC) materials, ARC Linkage and Waterco Ltd
- 3D magnetic property testing and modelling, ARC Large Grant
- design and control of sensorless, brushless, linear permanent magnet motors for fluid pumping, ARC Linkage and SES Ltd
- high efficiency low cost low noise variable speed compressor drive for refrigeration and air conditioning systems, ARC Linkage and Heatcraft Ltd
- 20kW direct drive PM wind turbine generator, ACRE and Westwind Ltd
- mobile fuel cell system, ACRE and UTS
- PM motor for marine drive systems, Solar Sailor Holdings Ltd
- rotatory blood pump, VentriAssist Ltd

Inquiries

Dr Jianguo Zhu, Director
CB01.24.28, City campus
telephone (02) 9514 2318
email joe@eng.uts.edu.au

Centre for Family Health and Midwifery

The Centre for Family Health and Midwifery was established in July 2000. It is a result of collaboration by the Faculty of Nursing Midwifery and Health and the health industry. In particular, affiliations are in place with South East Health, the Division of Women's and Children's Health at St George Hospital, child and family health nurses in a number of regions and the John Hunter Hospital, Newcastle. The Centre has strong remote area Aboriginal and international links, particularly in Indonesia, and has colleagues in China and in Samoa.

The Centre builds on an established record of research, teaching and technical advice, and consultancy. It also recognises the scope and standing of the foundation work undertaken by the Family Health Research Unit and the National Health and Medical Research Council Centre for Clinical Excellence, Midwifery Practice and Research Centre, which were based at St George Hospital, Sydney. There are nine staff and 25 students attached to the Centre. Their details and those of the centres affiliated can be found on the website.

Inquiries

Professor Lesley Barclay, Director
CB08, City campus
telephone (02) 9514 2977
fax (02) 9514 1678
email lesley.barclay@uts.edu.au
www.familyhealth.uts.edu.au

Centre for Forensic Science

The Centre promotes forensic science as a multidisciplinary methodology applied within a scientific, legal and political structure. It consists of UTS core and associate members from the Faculties of Science, Law, Engineering and IT, as well as industry partners.

The Centre aims for the provision of high quality education, enhancement of professional practice and the integration of high calibre research and independent services for the benefit of the community at large.

The Centre capitalises on the well-established UTS forensic programs and organises short courses and professional seminars for law enforcement agencies, forensic organisations and practitioners, insurance companies, legal firms and various research institutes.

Research programs are in the areas of fingerprints, questioned documents, trace evidence, fire investigation and analysis, illicit drugs, toxicology, DNA profiling, materials and engineering, statistics and data handling, and artificial neural network applied to forensic classification.

The Centre also offers an independent investigative and consulting service through the UTS commercial company, accessUTS Pty Limited.

Inquiries

Associate Professor Claude Roux
Director, Centre for Forensic Science
University of Technology, Sydney
PO Box 123
Broadway NSW 2007
telephone (02) 9514 17 18
fax (02) 9514 14 60
email claudio.roux@uts.edu.au
www.forensics.edu.au

Centre for Health Services Management

The Centre for Health Services Management is a collaborative Centre between the faculties of Nursing, Midwifery and Health, and Business, and the health industry. It provides a platform for integration between the partners and creates opportunities for the professional growth and development of a wide variety of staff employed in the health service sector. Staff in the Centre work with colleagues from a diverse range of countries on a variety of teaching and research projects. The Centre provides research expertise, consultation and education in the areas of nursing, health services and information management. Teaching and research activities in which the Centre is involved may focus on such aspects as:

- the services provided by the health sector and the ways in which institutions provide these services (for example, the impact of patient transfers on length of stay, models of care)
- the workforce and labour trends (casualisation, cultural diversity, skillmix)
- the context in which health services are delivered (resource allocation, organisational culture and structures)
- the outcomes of service provision.

Inquiries

Professor Christine Duffield, Director
KG05.2.15, Kuring-gai campus
telephone (02) 9514 5729
fax (02) 9514 5049
email christine.duffield@uts.edu.au
www.chsm.uts.edu.au

Centre for Language and Literacy

The Centre for Language and Literacy was established in 1990 and is located in the Faculty of Education.

The Centre provides a focus for the research, curriculum development and professional development activities of staff whose major professional interests lie in the areas of language, literacy and numeracy education. Within the context of the University and Faculty Research Strategies, the Centre fosters a research culture by providing support for the ongoing development of research skills, assistance with research projects and dissemination of research outcomes. It also acts as a forum for professional and community contact through provision of policy advice and through sponsoring conferences, seminars and occasional workshops.

Major activities of the Centre include:

- hosting of Association Internationale de Linguistique Appliquée (AILA) Scientific Commission on Discourse Analysis (convenor Diana Slade)
- hosting of Language in Education monthly seminar series (contact Renata Atkin)
- hosting of MA Language and Literacy, MA Applied Linguistics and MA TESOL conference
- hosting of visiting academics
- publication of the journal *Literacy and Numeracy Studies: An International Journal in the Education and Training of Adults* (editors Rosie Wickert and Hermine Scheeres)
- publication of research reports series examples: *Teamwork, discourses and literacy* (Stephen Black), *Worth the while* (Jenny McGuirk and Rosie Wickert), *Postgraduate studies, Postgraduate pedagogy* (editors A Lee and B Green)
- support for ongoing research in the following areas: literacy and policy; writing in academic contexts; study and analysis of spoken language; debates about literacy; knowledge about language and

metalinguistic awareness; second language development; discourses of workplaces; intention in spoken language; scaffolding language and learning; and numeracy education.

Inquiries

Liam Morgan, Co-Director
CB10.5.460, City campus
telephone (02) 9514 3067
fax (02) 9514 3939
email liam.morgan@uts.edu.au

Dr Chris Nesbitt, Co-Director
CB10.5.460, City campus
telephone (02) 9514 3067
fax (02) 9514 3939
email chris.nesbitt@uts.edu.au

or

Nicole Stanton, Administrative Assistant
CB10.5.539, City campus
telephone (02) 9514 3853
email cll.education@uts.edu.au

www.education.uts.edu.au/centres/cll

Centre for Local Government

The objective of the Centre is to support the advancement of Australian local government through continuing professional education and training, research and specialist consulting services. The Centre works collaboratively with local government associations, professional institutes and State and Commonwealth departments.

The Centre is a major provider of continuing professional education for local government in New South Wales. Education and training programs are offered throughout the State and have a strong emphasis on workplace learning and high quality, up-to-date content. In addition, the Centre regularly undertakes applied research, training programs and consultancies for all spheres of government, individual councils and regional groups of councils, across a wide range of activities. Significant contributions are made to the international development of local government through professional education courses and joint programs with partner organisations in the Asia-Pacific, South Africa and elsewhere.

The Centre offers a Graduate Diploma and Graduate Certificate in Local Government Management which are delivered largely in flexible, workplace-based modules. Students can progress to a Master's degree in Business, Management or Engineering.

Inquiries

Associate Professor Graham Sansom,
 Director
 CB01.17.13, City campus
 telephone (02) 9514 1659
 fax (02) 9514 2274
 email clg@uts.edu.au
www.clg.uts.edu.au

Centre for Object Technology Applications and Research

Established in 1994, the Centre for Object Technology Applications and Research (COTAR) provides a focal point for the software industry using, or considering using, the software development techniques of object technology, component-based development and agent technology. COTAR aims to promote and conduct research in software engineering and information systems using these leading-edge computing paradigms, as well as to provide high quality professional development education.

COTAR provides a research training environment for postgraduate research students and a focal point for collaborative work with industry. It aims to collect, collate and disseminate to industry the growing body of knowledge on the theoretical and practical aspects of object, component and agent technology and its use in application-domain, industrial software development; thus assisting companies in their transition to object and agent technology.

Inquiries

Professor Brian Henderson-Sellers, Director
 CB10.4.570, City campus
 telephone (02) 9514 1687
 fax (02) 9514 4535
 email brian.henderson-sellers@uts.edu.au
www.cotar.uts.edu.au

Centre for Popular Education

The Centre for Popular Education at UTS undertakes research, consulting and teaching activities that are concerned with education and community capacity building. In particular, the Centre is intent on studying and supporting educational practice that serves the interests of people who are marginalised, and/or are engaged in advocacy, social action or community development activities. Centre members research and teach in a range of arenas, including schools, health promotion,

youth work/education, arts and cultural development, international and community development, adult and community education, basic education, social movements and unions.

The Centre has six major research program areas. They are:

- community leadership
- community cultural development
- pedagogy and politics of working with young people
- health education and community development
- learning and action for the environment
- education and advocacy (current work with consumer groups, and refugee advocacy groups).

Inquiries

Rick Flowers, Director
 CB10.5.507, City campus
 telephone (02) 9514 3813
 fax (02) 9514 3030
 email rick.flowers@uts.edu.au

Daniel Ng, Manager
 CB10.5.508, City campus
 telephone (02) 9514 3843
 fax (02) 9514 3030
 email daniel.ng@uts.edu.au
www.cpe.uts.edu.au

Centre for Research and Education in the Arts

The Centre for Research and Education in the Arts (CREA) seeks to enhance the profile and professional practice of the arts – drama, dance, visual arts, design and literature – within the life of the University and the community it serves. It was established to provide the University and the community with a body which has as its prime commitment the promotion of excellence with respect to practice, education and research at both professional and student levels.

The Centre is committed to principles of lifelong learning and is active in many programs for both adults and children. It brings thousands of people to UTS each year, attracting international scholars and artists. Activities of the Centre include establishment of the UTS Drama Company, the UTS Youth Theatre Company, the Creative Samoa program (an International Study program), the Creative HSC Program for senior high school students,

and many CREA Productions programs for primary school students and their teachers.

CREA has a growing international research profile with a number of PhD students in creative arts and related areas. One particular area of interest is research methodologies in the arts. Through the Faculty of Education, CREA delivers postgraduate programs in Music Therapy and the Creative Arts. The Music Therapy program is now available to international students. The Master of Education in Creative Arts offers specialisms in Children's Literature and Literacy, Children's Art and Youth Performance Studies. Graduate Certificates in Creative Arts are also offered in these specialisms. Students may choose to specialise in one area or choose subjects from across all three areas.

CREA has a publication arm, CREA Publications. The Journal of the Centre, CREArTA, has an international editorial board and an interdisciplinary focus.

Inquiries

Associate Professor Rosemary Johnston,
Director
KG02.4.66, Kuring-gai campus
telephone (02) 9514 5402
fax (02) 9514 5556
email rosemary.ross.johnston@uts.edu.au
www.crea.uts.edu.au

Centre for Research on Provincial China

The Centre is a joint initiative between the University of New South Wales and UTS. It is entirely self funding, and the scope of its activities reflect the level of external funding secured.

The Centre for Research on Provincial China undertakes academic research and provides professional consultancy services on the social, political, and economic climate in Provincial China. The Centre's focus is on local developments and trends in China's 31 provinces and Hong Kong, rather than being overly Beijing-centred or too policy-oriented. The Centre's existence reflects the growing realisation that China is a continental nation composed of a broad variety of provincial units, each with its own cultural and political background. The ramifications for Australian business and trade with the People's Republic of China are crucial.

In conjunction with the Centre's research and business advisory role, it maintains a substantial publishing program, including the academic journal *Provincial China* (published by Routledge, London); a series of provincial economic handbooks; and a series of edited volumes based on annual research workshops.

The Centre for Research on Provincial China maintains close links with the Institute for International Studies.

Inquiries

Professor David Goodman
Institute for International Studies
10 Quay Street, Haymarket
telephone (02) 9514 1575
fax (02) 9514 1578
email david.goodman@uts.edu.au
www.iis.uts.edu.au/research/crpc.html/

Complex Systems Research Centre

The Complex Systems Research Centre (CSRC) was founded in early 2003 at the UTS School of Marketing. The Centre was created to study the characteristics, interaction and emergent behaviour of the components that make up Complex Systems. Systems that are complex and adaptive comprise many nonlinear units that interact locally with each other so as to produce emergent behavior of the system as a whole. Examples include organizations, biological and ecological systems, many information technology and communication systems, marketing systems and economies.

The CSRC provides a multi-disciplinary focal point at UTS for different disciplines interested in complexity research, and outside the University for research, education and consulting in the area of complex systems.

The primary focus of the CSRC researchers is Train of Thought analysis, a discovery approach to the analysis of emergent patterns in the data representations of complex systems.

CSRC has a number of key research areas of interest. Current projects include:

- **Patterns of negotiation:** this project treats negotiation as a complex system.
- **Semantic Networks:** mining of key concepts in knowledge management systems including the Web.
- **Data Integrity:** the same approach to discovering emergent patterns is used to determine data quality.

Inquiries

Dr John Galloway, or Suresh Sood
Co-Directors
CM05D.2.08, City Campus
telephone (02) 9514 3270
www.business.uts.edu.au/csrc

National Centre for Groundwater Management

The National Centre for Groundwater Management is a joint enterprise between the UTS faculties of Science, and Engineering, with the general aims of researching groundwater problems of strategic national importance; coordinating and developing postgraduate and continuing education programs; and liaising with industry.

The Centre was established with the support of the Commonwealth Government through the Land and Water Research Development Corporation (now Land and Water Australia) as a national centre for research, consultancy and training in groundwater and environmental applications.

The Centre offers two courses as a collaborative effort between the faculties of Science, and Engineering: the Master of Science in Hydrogeology and Groundwater Management and the Graduate Diploma in Hydrogeology and Groundwater Management.

The Centre offers Master's degrees by coursework (ME, MSc) and Graduate Diplomas in the faculties of Engineering and Science, as well as Master's degrees by research (ME, MSc) in Hydrogeology and Groundwater Management and Doctorates. There is also a one-semester graduate course (non-award) available. There are flexible arrangements for each program: part time, full time, and delivery in convenient short blocks of time. These courses are also available in distance-learning mode.

Inquiries

Dr Noel Merrick, Acting Director
CB01.17.15, City campus
telephone (02) 9514 1984
fax (02) 9514 1985
email groundwater.management@uts.edu.au
<http://groundwater.ncgm.uts.edu.au/ncgm>

UTS Community Law and Legal Research Centre

The UTS Community Law and Legal Research Centre was opened in May 1996. The Centre is a part of the Faculty of Law and is under the direction of Robyn Pettit and a management committee.

The Centre has two vital functions – the provision of a free legal service to UTS staff and students and alumni, (The Union Legal Service); and community legal research, law reform and policy. The Centre relies on the assistance of law students who volunteer three hours each per week.

The Legal Service provides advice, representation and referral in a broad range of matters. The legal service aims to develop effective ways of informing the community of their legal rights and responsibilities. It adopts a multidisciplinary approach which recognises that many conflicts require a broader response than strict traditional legal remedies. Appointments are held at the Centre's office in the Tower Building, Broadway, City campus (CB01.3.15).

The legal research function of the Centre provides community access to research and academic capabilities of the UTS Law Faculty. It provides metropolitan community organisations with much-needed legal research expertise in order to respond to the impact of particular laws and policies on their communities. The Centre offers an elective law subject – Community Legal Research, which allows students to undertake research which addresses legal issues for the community. The Centre provides students with an understanding of the impact of law on particular communities, the dynamics of law reform, community consultations and the impact of politics on the legal system.

Inquiries

Vicki Sentas
CC01, Blackfriars, City campus
telephone (02) 9514 2914
fax (02) 9514 2919
email utsclc@law.uts.edu.au
www.law.uts.edu.au/~utsclc

UTS Training and Development Services

UTS Training and Development Services is recognised as one of Australia's leading providers of training and consultancy services in the fields of human resource development and vocational education and training.

The Centre's focus is on the provision of consultancy and training services designed to provide individuals and organisations with the capabilities to achieve peak performance in today's dynamic business environment.

Qualifications offered by the Centre include:

Certificate IV in Assessment Workplace Training BSZ40198

Programs include:

- Train the Trainer: Workplace Training
- Professional Facilitation of Learning
- Developing Workplace Training Programs
- Workplace Assessment
- Reviewing Training.

Diploma of Business (Frontline Management) BSB51001

Programs include:

- Leadership, Personal and Professional Development
- Establishing and Facilitating Workplace Relationships and Teams
- Planning and Operational Management
- Managing Customer Service and Continuous Improvement
- Managing Change and Innovation
- Developing a Workplace Learning Environment
- Workplace Safety.

Diploma of e-Learning BSB51301

Programs include:

- Developing Workplace Training Programs
- Becoming an e-Trainer
- Designing a Multimedia e-Learning Solution 1
- Designing a Multimedia e-Learning Solution 2
- Designing a Multimedia e-Learning Solution 3
- Implementing e-Learning.

The Centre offers all these qualifications on a year-round public course calendar or alternatively all courses can be customised to meet specific organisation or individual needs. Where appropriate, articulation arrangements exist between these qualifications and undergraduate courses within the Faculty of Education.

The centre is also a market leader in specialised vocational education and training consultancy services.

Areas of speciality include:

- development of competency standards
- training needs analyses
- preparation of learner resources including manuals, handbooks and videos
- development of training modules
- training evaluations
- assessment tool development
- auditing of assessment systems.

Inquiries

Mr Gary Bennett, Director

telephone (02) 9514 3888

fax (02) 9514 3811

email gary.bennett@uts.edu.au

www.tds.uts.edu.au

OTHER ORGANISATIONS

Australian Technology Park Innovations Pty Ltd (ATPi)

ATP Innovations (ATPi) is a vibrant, world-class technology business accelerator that nurtures and supports start-up businesses in the biotechnology, ICT and electronics sectors. The convergence of these technologies is critical in creating new technology businesses and ATPi focuses on enhancing these synergies. ATPi's shareholders are: University of Technology, Sydney, University of Sydney, University of New South Wales and Australian National University. ATPi has a strong strategic focus on working with its shareholders to drive commercialisation of intellectual property created in their institutions. ATPi also supports start-up ventures emanating from the private sector.

ATPi has developed and refined an integrated suite of business development programs. bizStart is designed to turn a business idea into a realistic business plan and bizConnect

provides a broad range of commercialisation services. Both programs are underpinned by bizNetClub, which enhances business knowledge through access to learning networks and outreach programs.

ATPi's commercialisation process and business support services are based on a simple maturity model that leads to:

- the creation of a realistic business plan
- the market validation of the products or processes
- the securing initial business deals
- business expansion
- successful graduation from ATPi's programs.

Since 2002, ATPi, in partnership with the NSW State Government's BioFirst Biotechnology Program has focused on establishing a biotechnology precinct capable of accommodating and supporting start-up companies in state-of-the-art laboratory facilities. The facilities have been designed to incorporate flexible tenancy arrangements and provide a core infrastructure that enables companies to set up their operations as quickly as possible. The precinct can house companies requiring wet lab facilities as well as those working in the biomedical devices, biomaterials and bioinformatics arenas. Business development of these companies is provided through our core business develop programs.

Inquiries

Dr Mark Bradley, CEO
 Australian Technology Park
 Innovations Pty Ltd
 Suite 145, NIC Building
 Eveleigh NSW 1430
 telephone (02) 9209 4444
 fax (02) 9319 3874
 email m.bradley@atp-innovations.com.au
 www.atp.com.au/atpiv/index.cfm

APACE Village First Electrification Group

APACE Village First Electrification Group (VFEG) is a group of UTS, community and Indigenous professionals that assists rural communities in the Asia-Pacific region to implement low-impact, environmentally responsible technology. It develops and manages village-based renewable energy projects.

Centred in Sydney, the Solomon Islands, Vanuatu, Papua New Guinea and Bougainville, the group works in partnership with Indigenous communities on long-term projects and is the devolved outcome of the previous Australian non-government organisation known as Appropriate Technology for Community and Environment, Inc., or APACE. It coordinates environmentally sustainable micro-hydroelectric power schemes in rural villages. These projects are designed to enable village people to control their own futures; emphasis is put on information, training and awareness as core components.

The Group acts to promote and undertake research into environmental solutions, and to promote consultation and cooperation between statutory and other bodies in all matters affecting energy poverty as well as to develop informed public opinion on these matters.

Inquiries

Adjunct Professor Paul Bryce
 CB02.2.207, City campus
 telephone (02) 9514 2547
 fax (02) 9514 2611
 email apace@uts.edu.au



6. COURSES AVAILABLE IN 2004

Faculty of Business	118
Faculty of Design, Architecture and Building	121
Faculty of Education	123
Faculty of Engineering	126
Faculty of Humanities and Social Sciences ...	129
Faculty of Information Technology	131
Faculty of Law	133
Faculty of Nursing, Midwifery and Health	135
Faculty of Science	137
Institute for International Studies	141
Cross-faculty courses	142

When citing the University of Technology, Sydney, as the awarding institution, graduates should use the abbreviation, UTS.

For full information on courses offered, see the 2004 faculty/institute handbook or the UTS:Courses website at:

www.uts.edu.au/study/courses.html

Short courses: professional development programs are available in most Faculties. For information on short courses or continuing professional education visit the UTS:Short Courses website at:

www.shortcourses.uts.edu.au

FACULTY AND COURSE

DEGREE/DIPLOMA

ABBREVIATION

TESTAMUR TITLE

FACULTY OF BUSINESS

Undergraduate courses

Honours Bachelor's degrees

Accounting	Bachelor of Accounting (Honours)	BAcc(Hons)	Bachelor of Accounting (Honours)
Business	Bachelor of Business (Honours)	BBus(Hons)	Bachelor of Business (Honours)
Human Movement Studies	Bachelor of Arts (Honours)	BA(Hons)	Bachelor of Arts (Honours) in Human Movement Studies
Leisure Management	Bachelor of Management in Leisure (Honours)	BM(Hons)	Bachelor of Management in Leisure (Honours)
Tourism Management	Bachelor of Management in Tourism (Honours)	BM(Hons)	Bachelor of Management in Tourism (Honours)

Bachelor's degrees

Accounting	Bachelor of Accounting	BAcc	Bachelor of Accounting
Business	Bachelor of Business	BBus	Bachelor of Business
Business and International Studies	Bachelor of Business Bachelor of Arts	BBus BA	Bachelor of Business Bachelor of Arts in International Studies
Human Movement Studies	Bachelor of Arts	BA	Bachelor of Arts in Human Movement Studies
Human Movement Studies and International Studies	Bachelor of Arts	BA	Bachelor of Arts in Human Movement Studies and in International Studies
International Business Studies	Bachelor of Arts	BA	Bachelor of Arts in International Business Studies
Leisure Management	Bachelor of Management in Leisure	BM	Bachelor of Management in Leisure
Leisure Management and International Studies	Bachelor of Management Bachelor of Arts	BM BA	Bachelor of Management in Leisure Bachelor of Arts in International Studies
Sport and Exercise Management	Bachelor of Arts	BA	Bachelor of Arts in Sport and Exercise Management
Sport and Exercise Management and International Studies	Bachelor of Arts	BA	Bachelor of Arts in Sport and Exercise Management and in International Studies
Tourism and Hospitality	Bachelor of Management	BM	Bachelor of Management in Tourism and Hospitality
Tourism Management	Bachelor of Management	BM	Bachelor of Management in Tourism
Tourism Management and International Studies	Bachelor of Management Bachelor of Arts	BM BA	Bachelor of Management in Tourism Bachelor of Arts in International Studies

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Postgraduate courses			
Master's degrees by thesis			
Arts Management/Leisure Studies/ Sports Studies/Tourism Studies	Master of Arts	MA	Master of Arts
Accounting/Finance and Economics/ Management/Marketing	Master of Business	MBus	Master of Business
Master's degrees by coursework			
Accounting	Master of Business	MBus	Master of Business in Accounting
Accounting and Finance	Master of Business	MBus	Master of Business in Accounting and Finance
Arts Management	Master of Management	MM	Master of Management in Arts Management
Business	Master of Business	MBus	Master of Business
Business Administration	Master of Business Administration	MBA	Master of Business Administration
Community Management	Master of Management	MM	Master of Management in Community Management
E-Business	Master of Business	MBus	Master of Business in E-Business
Event Management	Master of Management	MM	Master of Management in Event Management
Executive Business Administration	Executive Master of Business	MBA	Executive Master of Business Administration
Finance	Master of Business	MBus	Master of Business in Finance
Financial Services	Master of Business in Financial Services	MBus	Master of Business in Financial Services
International Marketing	Master of Business	MBus	Master of Business in International Marketing
Leisure Management	Master of Management	MM	Master of Management in Leisure Management
Management	Master of Management	MM	Master of Management
Marketing	Master of Business	MBus	Master of Business in Marketing
Quantitative Finance	Master of Quantitative Finance	MQF	Master of Quantitative Finance
Sport Management	Master of Management	MM	Master of Management in Sport Management
Tourism Management	Master of Management	MM	Master of Management in Tourism Management

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Graduate Diplomas			
Accounting and Finance	Graduate Diploma in Accounting and Finance	GradDipAccFin	Graduate Diploma in Accounting and Finance
Arts Management	Graduate Diploma in Arts Management	GradDipArtsM	Graduate Diploma in Arts Management
Business	Graduate Diploma in Business	GradDipBus	Graduate Diploma in Business
Business Administration	Graduate Diploma in Business Administration	GradDipBusAdmin	Graduate Diploma in Business Administration
Community Management	Graduate Diploma in Community Management	GradDipCmntyM	Graduate Diploma in Community Management
E-Business	Graduate Diploma in E-Business	GradDipEBus	Graduate Diploma in E-Business
Event Management	Graduate Diploma in Event Management	GradDipEvtM	Graduate Diploma in Event Management
Finance	Graduate Diploma in Finance	GradDipFin	Graduate Diploma in Finance
Financial Planning	Graduate Diploma in Financial Planning	GradDipFinPlan	Graduate Diploma in Financial Planning
Insurance	Graduate Diploma in Insurance	GradDipIns	Graduate Diploma in Insurance
Insurance Investigation	Graduate Diploma in Insurance Investigation	GradDipInsInv	Graduate Diploma in Insurance Investigation
Leisure Management	Graduate Diploma in Leisure Management	GradDipLeisM	Graduate Diploma in Leisure Management
Management	Graduate Diploma in Management	GradDipM	Graduate Diploma in Management
Marketing	Graduate Diploma in Marketing	GradDipMktg	Graduate Diploma in Marketing
Quantitative Finance	Graduate Diploma in Quantitative Finance	GradDipQF	Graduate Diploma in Quantitative Finance
Sport Management	Graduate Diploma in Sport Management	GradDipSportM	Graduate Diploma in Sport Management
Tourism Management	Graduate Diploma in Tourism Management	GradDipTourismM	Graduate Diploma in Tourism Management

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *UTS: Business Handbook 2004* for details.

FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

Undergraduate courses

Honours Bachelor degree

Architecture	Bachelor of Arts (Honours)	BA(Hons)	Bachelor of Arts (Honours) in Architecture
Architecture	Bachelor of Architecture (Honours)	BArch(Hons)	Bachelor of Architecture (Honours)
Construction	Bachelor of Construction (Honours)	BCons(Hons)	Bachelor of Construction (Honours)

Bachelor's degrees

Architecture	Bachelor of Arts	BA	Bachelor of Arts in Architecture
Architecture	Bachelor of Architecture	BArch	Bachelor of Architecture
Construction	Bachelor of Construction	BCons	Bachelor of Construction
Construction and International Studies	Bachelor of Construction Bachelor of Arts in International Studies	BCons BA	Bachelor of Construction Bachelor of Arts in International Studies
Design	Bachelor of Design	BDesign	
<ul style="list-style-type: none"> • Fashion and Textile Design • Industrial Design • Interior Design • Visual Communication 			<ul style="list-style-type: none"> Bachelor of Design in Fashion and Textile Design Bachelor of Design in Industrial Design Bachelor of Design in Interior Design Bachelor of Design in Visual Communication
Design and International Studies	Bachelor of Design Bachelor of Arts	BDesign BA	<ul style="list-style-type: none"> Bachelor of Design Bachelor of Arts in International Studies Bachelor of Design in Fashion and Textile Design Bachelor of Arts in International Studies Bachelor of Design in Industrial Design Bachelor of Arts in International Studies Bachelor of Design in Interior Design Bachelor of Arts in International Studies Bachelor of Design in Visual Communication Bachelor of Arts in International Studies
Property Economics	Bachelor of Property Economics	BPropEc	Bachelor of Property Economics
Property Economics and International Studies	Bachelor of Property Economics Bachelor of Arts	BPropEc BA	<ul style="list-style-type: none"> Bachelor of Property Economics Bachelor of Arts in International Studies

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Postgraduate courses			
Doctorate			
Architecture	Doctor of Architecture	DArch	Doctor of Architecture
Facility Management	Doctor of Facility Management	DFM	Doctor of Facility Management
Project Management	Doctor of Project Management	DPM	Doctor of Project Management
Master's degrees by thesis			
Architecture	Master of Architecture	MArch	Master of Architecture
Building Studies	Master of Applied Science	MAppSc	Master of Applied Science
Design	Master of Design	MDesign	Master of Design
Master's degrees by coursework			
Architecture	Master of Architecture	MArch	Master of Architecture
Design	Master of Design	MDesign	Master of Design
Facility Management	Master of Facility Management	MFM	Master of Facility Management
Planning	Master of Planning	MPlan	Master of Planning
Project Management	Master of Project Management	MPM	Master of Project Management
Property Development	Master of Property Development	MPropDev	Master of Property Development
Graduate Diplomas			
Building Surveying and Assessment	Graduate Diploma in Building Surveying and Assessment	GradDipBuild SurvAssess	Graduate Diploma in Building Surveying and Assessment
Design	Graduate Diploma in Design	GradDipDesign	Graduate Diploma in Design
Facility Management	Graduate Diploma in Facility Management	GradDipFM	Graduate Diploma in Facility Management
Planning	Graduate Diploma in Planning	GradDipPlan	Graduate Diploma in Planning
Project Management	Graduate Diploma in Project Management	GradDipPM	Graduate Diploma in Project Management
Urban Estate Management	Graduate Diploma in Urban Estate Management	GradDipUEstM	Graduate Diploma in Urban Estate Management

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *UTS: Design, Architecture and Building Handbook 2004* for details.

FACULTY OF EDUCATION

Undergraduate courses

Honours Bachelor's degrees

Adult Education	Bachelor of Education (Honours)	BEd(Hons)	Bachelor of Education (Honours) in Adult Education
Education	Bachelor of Education (Honours)	BEd(Hons)	Bachelor of Education (Honours)
Primary Education	Bachelor of Education (Honours)	BEd(Hons)	Bachelor of Education (Honours) in Primary Education
Special Education	Bachelor of Education (Honours)	BEd(Hons)	Bachelor of Education (Honours) in Special Education
Organisational Learning	Bachelor of Arts (Honours)	BA(Hons)	Bachelor of Arts (Honours) in Organisational Learning

Bachelor's degrees

Adult Education	Bachelor of Education	BEd	Bachelor of Education in Adult Education
Adult Education and International Studies	Bachelor of Education Bachelor of Arts	BEd BA	Bachelor of Education in Adult Education Bachelor of Arts in International Studies
Education and International Studies	Bachelor of Education Bachelor of Arts	BEd BA	Bachelor of Education Bachelor of Arts in International Studies
Organisational Learning	Bachelor of Arts	BA	Bachelor of Arts in Organisational Learning
Organisational Learning and International Studies	Bachelor of Arts	BA	Bachelor of Arts in Organisational Learning and in International Studies
Primary Education	Bachelor of Education	BEd	Bachelor of Education in Primary Education
Special Education	Bachelor of Education	BEd	Bachelor of Education in Special Education

Postgraduate courses

Doctorate

Education	Doctor of Education	EdD	Doctor of Education
-----------	---------------------	-----	---------------------

Honours Master's degree by thesis

Education	Master of Education (Honours)	MEd(Hons)	Master of Education (Honours)
-----------	-------------------------------	-----------	-------------------------------

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Master's degrees by coursework			
Adult Education	Master of Education	MEd	Master of Education in Adult Education
Adult Learning and Global Change	Master of Education	MEd	Master of Education in Adult Learning and Global Change
Applied Linguistics	Master of Arts	MA	Master of Arts in Applied Linguistics
Creative Arts	Master of Education	MEd	Master of Education in Creative Arts
Education	Master of Education	MEd	Master of Education
e-Learning	Master of Arts	MA	Master of Arts in e-Learning
e-Learning	Master of Science	MSc	Master of Science in e-Learning
English Language Teaching	Master of Arts	MA	Master of Arts in English Language Teaching
Higher and Professional Education	Master of Education	MEd	Master of Education in Higher and Professional Education
Indigenous Social Policy	Master of Arts	MA	Master of Arts in Indigenous Social Policy
Language and Literacy	Master of Arts	MA	Master of Arts in Language and Literacy
Lifelong Learning	Master of Arts	MA	Master of Arts in Lifelong Learning
Professional Practice Education	Master of Professional Practice	MEd	Master of Professional Practice in in Education
Teaching English to Speakers of Other Languages (TESOL)	Master of Arts	MA	Master of Arts in Teaching English to Speakers of Other Languages
Training and Human Resource Development	Master of Arts	MA	Master of Arts in Training and Human Resource Development
Vocational Education and Training	Master of Vocational Education and Training	MVET	Master of Vocational Education and Training
Graduate Diplomas			
e-Learning	Graduate Diploma in e-Learning	GradDipE-Learning	Graduate Diploma in e-Learning
Education	Graduate Diploma in Education	GradDipEd	Graduate Diploma in Education
Languages Teaching	Graduate Diploma in Languages Teaching	GradDipLangTeach	Graduate Diploma in Languages Teaching
Language Teaching in TESOL	Graduate Diploma in Language Teaching in TESOL	GradDipLangTeach TESOL	Graduate Diploma in Language Teaching in TESOL

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Literacy and Numeracy	Graduate Diploma in Literacy and Numeracy Education	GradDipEd	Graduate Diploma in Literacy and Numeracy Education
Music Therapy	Graduate Diploma in Music Therapy	GradDipMusTh	Graduate Diploma in Music Therapy
Special Education	Graduate Diploma in Special Education	GradDipSpecEd	Graduate Diploma in Special Education
Teaching English to Speakers of Other Languages (TESOL)	Graduate Diploma in Teaching English to Speakers of Other Languages	GradDipTESOL	Graduate Diploma in TESOL
Vocational Education and Training	Graduate Diploma in Vocational Education and Training	GradDipVocEd & Training	Graduate Diploma in Vocational Education and Training

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *UTS: Education Handbook 2004* for details.

FACULTY AND COURSE

DEGREE/DIPLOMA

ABBREVIATION

TESTAMUR TITLE

FACULTY OF ENGINEERING

Undergraduate courses

Bachelor's degrees

Engineering	Bachelor of Engineering	BE	Bachelor of Engineering
Engineering	Bachelor of Engineering Diploma in Engineering Practice	BE DipEngPrac	Bachelor of Engineering Diploma in Engineering Practice Bachelor of Engineering in Civil Engineering Diploma in Engineering Practice Bachelor of Engineering in Civil and Environmental Engineering Diploma in Engineering Practice Bachelor of Engineering in Computer Systems Engineering Diploma in Engineering Practice Bachelor of Engineering in Construction Engineering Diploma in Engineering Practice Bachelor of Engineering in Electrical Engineering Diploma in Engineering Practice Bachelor of Engineering in Mechanical Engineering Diploma in Engineering Practice Bachelor of Engineering in Mechanical and Mechatronic Engineering Diploma in Engineering Practice Bachelor of Engineering in Software Engineering, Diploma in Engineering Practice Bachelor of Engineering in Telecommunications Engineering Diploma in Engineering Practice
<ul style="list-style-type: none"> • Civil Engineering • Civil and Environmental Engineering • Computer Systems Engineering • Construction Engineering • Electrical Engineering • Mechanical Engineering • Mechanical and Mechatronic Engineering • Software Engineering • Telecommunications Engineering 			
Engineering and International Studies	Bachelor of Engineering Bachelor of Arts Diploma in Engineering Practice	BE BA DipEngPrac	Bachelor of Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice Bachelor of Engineering in Civil Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Civil Engineering and International Studies 			

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
<ul style="list-style-type: none"> • Civil and Environmental Engineering and International Studies 			Bachelor of Engineering in Civil and Environmental Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Computer Systems Engineering and International Studies 			Bachelor of Engineering in Computer Systems Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Construction Engineering and International Studies 			Bachelor of Engineering in Construction Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Electrical Engineering and International Studies 			Bachelor of Engineering in Electrical Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Mechanical Engineering and International Studies 			Bachelor of Engineering in Mechanical Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Mechanical and Mechatronic Engineering and International Studies 			Bachelor of Engineering in Mechanical and Mechatronic Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Software Engineering and International Studies 			Bachelor of Engineering in Software Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
<ul style="list-style-type: none"> • Telecommunications Engineering and International Studies 			Bachelor of Engineering in Telecommunications Engineering Bachelor of Arts in International Studies Diploma in Engineering Practice
Engineering Innovation	Bachelor of Engineering Science in Engineering Innovation	BEngSc	Bachelor of Engineering Science in Engineering Innovation
Engineering Science	Bachelor of Engineering Science	BEngSc	Bachelor of Engineering Science
<ul style="list-style-type: none"> • Aerospace Operations • Civil Engineering • Civil and Environmental Engineering 			Bachelor of Engineering Science in Aerospace Operations Bachelor of Engineering Science in Civil Engineering Bachelor of Engineering Science in Civil and Environmental Engineering
<ul style="list-style-type: none"> • Computer Systems Engineering 			Bachelor of Engineering Science in Computer Systems Engineering

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
<ul style="list-style-type: none"> • Electrical Engineering • Mechanical Engineering • Software Engineering • Telecommunications Engineering 			Bachelor of Engineering Science in Electrical Engineering Bachelor of Engineering Science in Mechanical Engineering Bachelor of Engineering Science in Software Engineering Bachelor of Engineering Science in Telecommunications Engineering
Postgraduate courses			
Honours Master's degree			
Engineering Studies	Master of Engineering Studies (Honours)	MESTud(Hons)	Master of Engineering Studies (Honours)
Master's degree by thesis			
Engineering	Master of Engineering	ME	Master of Engineering
Master's degrees by coursework			
Engineering	Master of Engineering	ME	Master of Engineering
Engineering Management	Master of Engineering Management	MEM	Master of Engineering Management
Engineering Studies	Master of Engineering Studies	MESTud	Master of Engineering Studies
Environmental Engineering	Master of Environmental Engineering Management	MEEM	Master of Environmental Engineering Management Management
Groundwater Management	Master of Engineering	ME	Master of Engineering in Groundwater Management
Graduate Diplomas			
Groundwater Management	Graduate Diploma in Engineering	GradDipE	Graduate Diploma in Engineering in Groundwater Management

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *UTS: Engineering Handbook 2004* for details.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Undergraduate courses

Honours Bachelor's degrees

Communication	Bachelor of Arts (Honours)	BA(Hons)	Bachelor of Arts (Honours) in Communication
---------------	----------------------------	----------	---

Bachelor's degrees

Communication	Bachelor of Arts	BA	Bachelor of Arts in Communication
---------------	------------------	----	-----------------------------------

- Information Management
- Journalism
- Media Arts and Production
- Public Communication
- Social Inquiry
- Writing and Contemporary Cultures

Communication and International Studies	Bachelor of Arts	BA	Bachelor of Arts in Communication and in International Studies
---	------------------	----	--

International Cultures	Bachelor of Arts	BA	Bachelor of Arts in International Cultures
------------------------	------------------	----	--

Postgraduate courses

Doctorate

Creative Arts	Doctor of Creative Arts	DCA	Doctor of Creative Arts
---------------	-------------------------	-----	-------------------------

Master's degrees by thesis

Humanities & Social Sciences	Master of Arts	MA	Master of Arts
------------------------------	----------------	----	----------------

Writing	Master of Arts	MA	Master of Arts in Writing
---------	----------------	----	---------------------------

Master's degrees by coursework

Communication Management	Master of Arts	MA	Master of Arts in Communication Management
--------------------------	----------------	----	--

Cultural Studies	Master of Arts	MA	Master of Arts in Cultural Studies
------------------	----------------	----	------------------------------------

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Information and Knowledge Management	Master of Arts	MA	Master of Arts in Information and Knowledge Management
International Studies	Master of Arts	MA	Master of Arts in International Studies
Journalism	Master of Arts	MA	Master of Arts in Journalism
Media Arts and Production	Master of Media Arts and Production	MMAP	Master of Media Arts and Production
Professional Writing	Master of Arts	MA	Master of Arts in Professional Writing
Public History	Master of Arts	MA	Master of Arts in Public History
Social Inquiry	Master of Arts	MA	Master of Arts in Social Inquiry

Graduate Diplomas

Communication Management	Graduate Diploma in Communication Management	GradDipCommM	Graduate Diploma in Communication Management
Cultural Studies	Graduate Diploma in Cultural Studies	GradDipCulturalStud	Graduate Diploma in Cultural Studies
Information Management	Graduate Diploma in Information Management	GradDipInfM	Graduate Diploma in Information Management
International Studies	Graduate Diploma in International Studies	GradDipIntStud	Graduate Diploma in International Studies
Journalism	Graduate Diploma in Journalism	GradDipJournalism	Graduate Diploma in Journalism
Knowledge Management	Graduate Diploma in Knowledge Management	GradDipKM	Graduate Diploma in Knowledge Management
Media Arts and Production	Graduate Diploma in Media Arts and Production	GradDipMAP	Graduate Diploma in Media Arts and Production
Public History	Graduate Diploma in Public History	GradDipPubHist	Graduate Diploma in Public History
Social Inquiry	Graduate Diploma in Social Inquiry	GradDipSocInq	Graduate Diploma in Social Inquiry
Writing	Graduate Diploma in Writing	GradDipWriting	Graduate Diploma in Writing

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *UTS: Humanities and Social Sciences Handbook 2004* for details.

FACULTY OF INFORMATION TECHNOLOGY

Undergraduate courses

Honours Bachelor's degree

Information Technology	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Information Technology
------------------------	-------------------------------	-----------	---

Bachelor's degrees

Information Technology	Bachelor of Information Technology	BInfTech	Bachelor of Information Technology
Information Technology	Bachelor of Science	BSc	Bachelor of Science in Information Technology
Information Technology	Bachelor of Science Diploma of Information Technology Professional Practice	BSc DipInfTechProfPrac	Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice
Information Technology Innovation	Bachelor of Science	BSc	Bachelor of Science in Information Technology Innovation
Information Technology and International Studies	Bachelor of Science Diploma of Information Technology Professional Practice Bachelor of Arts	BSc DipInfTechProfPrac BA	Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice Bachelor of Arts in International Studies

Postgraduate courses

Master's degree by thesis

Computing Sciences	Master of Science	MSc	Master of Science
--------------------	-------------------	-----	-------------------

Master's degrees by coursework

Computing	Master of Science	MSc	Master of Science in Computing
e-Business Technology	Master of Science	MSc	Master of Science in e-Business Technology
Information Technology	Master of Information Technology	MInfTech	Master of Information Technology
Internetworking	Master of Science	MSc	Master of Science in Internetworking
Interactive Multimedia	Master of Interactive Multimedia	MIMM	Master of Interactive Multimedia

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Graduate Diplomas			
e-Business Technology	Graduate Diploma in e-Business Technology	GradDipeBusTech	Graduate Diploma in e-Business Technology
Information Technology	Graduate Diploma in Information Technology	GradDipInfTech	Graduate Diploma in Information Technology
Information Technology	Graduate Diploma in Professional Information Technology	GradDipProfInfTech	Graduate Diploma in Professional Information Technology
Internetworking	Graduate Diploma in Internetworking	GradDip Internetworking	Graduate Diploma in Internetworking
Interactive Multimedia	Graduate Diploma in Interactive Multimedia	GradDipIMM	Graduate Diploma in Interactive Multimedia

The Faculty also offers a range of Graduate Certificates. Refer to the *UITS: Information Technology Handbook 2004* for details.

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
FACULTY OF LAW			
Undergraduate courses			
Bachelor's degrees			
Australian Indigenous Studies	Bachelor of Laws	LLB	Bachelor of Laws in Australian Indigenous Studies
Law	Bachelor of Laws	LLB	Bachelor of Laws
Law and International Studies	Bachelor of Laws Bachelor of Arts in International Studies	LLB BA	Bachelor of Laws Bachelor of Arts in International Studies
Postgraduate courses			
Doctorate			
Law	Doctor of Juridical Science	SJD	Doctor of Juridical Science
Master's degree by thesis			
Law	Master of Laws	LLM	Master of Laws
Master's degrees by coursework			
Dispute Resolution	Master of Dispute Resolution	MDR	Master of Dispute Resolution
Financial Services Law	Master of Financial Services Law	MFSL	Master of Financial Services Law
International Trade Law	Master of International Trade Law	MITL	Master of International Trade Law
Industrial Property	Master of Industrial Property	MIP	Master of Industrial Property
Law	Master of Laws	LLM	Master of Laws
Law and Legal Practice	Master of Law and Legal Practice	MLLP	Master of Law and Legal Practice
Legal Studies	Master of Legal Studies	MLS	Master of Legal Studies
Taxation Law	Master of Taxation Law	MTax	Master of Taxation Law
Graduate Diplomas			
Australian Law	Graduate Diploma in Australian Law	GradDipAustLaw	Graduate Diploma in Australian Law
Financial Services Law	Graduate Diploma in Financial Services Law	GradDipFinServLaw	Graduate Diploma in Financial Services Law

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Information Technology Law	Graduate Diploma in Information Technology Law	GradDipInfTechLaw	Graduate Diploma in Information Technology Law
Law	Graduate Diploma in Law	GradDipLaw	Graduate Diploma in Law
Legal Practice	Graduate Diploma in Legal Practice	GradDipLegP	Graduate Diploma in Legal Practice
Legal Studies	Graduate Diploma in Legal Studies	GradDipLegStud	Graduate Diploma in Legal Studies

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *UTS: Law Handbook 2004* for details.

FACULTY AND COURSE

DEGREE/DIPLOMA

ABBREVIATION

TESTAMUR TITLE

FACULTY OF NURSING, MIDWIFERY AND HEALTH

Undergraduate courses

Honours Bachelor's degree

Nursing	Bachelor of Nursing (Honours)	BN(Hons)	Bachelor of Nursing (Honours)
---------	-------------------------------	----------	-------------------------------

Bachelor's degrees

Nursing	Bachelor of Nursing	BN	Bachelor of Nursing
Nursing and International Studies	Bachelor of Nursing Bachelor of Arts	BN BA	Bachelor of Nursing Bachelor of Arts in International Studies

Postgraduate courses

Doctorate

Midwifery	Doctor of Midwifery	DMid	Doctor of Midwifery
Nursing	Doctor of Nursing	DNurs	Doctor of Nursing

Master's degree by thesis

Nursing	Master of Nursing (Honours)	MN(Hons)	Master of Nursing
Midwifery	Master of Midwifery (Honours)	MMid(Hons)	Master of Midwifery

Master's degrees by coursework

Clinical Practice	Master of Nursing in Clinical Practice	MN	Master of Nursing in Clinical Practice
Health	Master of Health	MH	Master of Health
Health Services Management	Master of Health Services Management	MHSM	Master of Health Services Management
Midwifery	Master of Midwifery	MMid	Master of Midwifery
Professional Studies	Master of Nursing	MN	Master of Nursing in Professional Studies

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Graduate Diplomas			
Health	Graduate Diploma in Health	GradDipH	Graduate Diploma in Health
Health Services Management	Graduate Diploma in Health Services Management	GradDipHSM	Graduate Diploma in Health Services Management
Nursing	Graduate Diploma in Nursing	GradDipN	Graduate Diploma in Nursing
Nursing Management	Graduate Diploma in Nursing Management	GradDipN	Graduate Diploma in Nursing Management

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *LITS: Nursing, Midwifery and Health Handbook 2004* for details.

FACULTY OF SCIENCE

Undergraduate courses

Honours Bachelor's degrees

Biological and Biomedical Science Science	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Biological and Biomedical
Biomedical Science	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Biomedical Science
Biotechnology	Bachelor of Biotechnology (Honours)	BBiotech(Hons)	Bachelor of Biotechnology (Honours)
Chemistry	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Applied Chemistry
Environmental Science	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Environmental Science
Forensic Science	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Applied Chemistry – Forensic Science
Geoscience	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Geoscience
Mathematics	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Mathematics
Medical Science	Bachelor of Medical Science (Honours)	BMedSc(Hons)	Bachelor of Medical Science (Honours)
Physics	Bachelor of Science (Honours)	BSc(Hons)	Bachelor of Science (Honours) in Applied Physics

Bachelor's degrees

Biomedical Science	Bachelor of Science	BSc	Bachelor of Science in Biomedical Science
Biotechnology	Bachelor of Biotechnology	BBiotech	Bachelor of Biotechnology
Biotechnology Innovation	Bachelor of Biotechnology	BBiotech	Bachelor of Biotechnology Innovation
Biotechnology and International Studies	Bachelor of Biotechnology Bachelor of Arts	BBiotech BA	Bachelor of Biotechnology Bachelor of Arts in International Studies
Chemistry	Bachelor of Science	BSc	Bachelor of Science in Applied Chemistry
Environmental Biology	Bachelor of Science	BSc	Bachelor of Science in Environmental Biology
Forensic Biology	Bachelor of Science	BSc	Bachelor of Science in Biomedical Science in Forensic Biology

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Mathematics	Bachelor of Science	BSc	Bachelor of Science in Mathematics
Mathematics and Computing	Bachelor of Mathematics and Computing Diploma of Information Technology Practice	BMathComp DipInfTechProfPrac	Bachelor of Mathematics and Computing Diploma of Information Technology Professional Practice
Mathematics and Finance and International Studies	Bachelor of Mathematics and Finance Bachelor of Arts	BMathFin BA	Bachelor of Mathematics and Finance Bachelor of Arts in International Studies
Mathematics and International Studies	Bachelor of Science Bachelor of Arts	BSc BA	Bachelor of Science in Mathematics Bachelor of Arts in International Studies
Medical Science	Bachelor of Medical Science	BMedSc	Bachelor of Medical Science
Medical Science and International Studies	Bachelor of Medical Science Bachelor of Arts	BMedSc BA	Bachelor of Medical Science Bachelor of Arts in International Studies
Nanotechnology	Bachelor of Science	BSc	Bachelor of Science in Nanotechnology
Nanotechnology Innovation	Bachelor of Science	BSc	Bachelor of Science in Nanotechnology Innovation
Physics	Bachelor of Science	BSc	Bachelor of Science in Applied Physics
Science	Bachelor of Science	BSc	Bachelor of Science
Science and Education	Bachelor of Science Graduate Diploma in Education	BSc GradDipEd	Bachelor of Science Graduate Diploma in Education
Science and International Studies	Bachelor of Science Bachelor of Arts	BSc BA	Bachelor of Science Bachelor of Arts in International Studies
Scientific Practice ¹	Diploma in Scientific Practice	DipScPrac	Diploma in Scientific Practice
Traditional Chinese Medicine	Bachelor of Health Science	BHlthSc	Bachelor of Health Science in Traditional Chinese Medicine
Traditional Chinese Medicine	Bachelor of Health Science	BHlthSc BA	Bachelor of Health Science in Traditional Chinese Medicine Bachelor of Arts in International Studies
Urban Ecology	Bachelor of Science in Urban Ecology	BSc	Bachelor of Science in Urban Ecology

¹ Offered to students enrolled in Bachelor of Science, Bachelor of Biotechnology or Bachelor of Medical Science.

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Postgraduate courses			
Doctorate			
Technology in Science	Doctor of Technology in Science	DTech	Doctor of Technology in Science
Mathematics	Doctor of Philosophy in Mathematics	PhD	Doctor of Philosophy
Hydrogeology and Groundwater Management	Doctor of Philosophy in Hydrogeology and Groundwater Management	PhD	Doctor of Philosophy
Science	Doctor of Philosophy in Science	PhD	Doctor of Philosophy
Master's degrees by thesis			
Science/Mathematics/Hydrogeology and Groundwater Management	Master of Science	MSc	Master of Science
Honours Master's degree			
Occupational Health and Safety Management	Master of Occupational Health and Safety Management (Honours)	MOHSM(Hons)	Master of Occupational Health and Safety Management (Honours)
Master's degrees by coursework			
Ecology and Groundwater Studies	Master of Science	MSc	Master of Science in Ecology and Groundwater Studies
Hydrogeology and Groundwater Management	Master of Science	MSc	Master of Science in Hydrogeology and Groundwater Management
Occupational Health and Safety Management	Master of Occupational Health and Safety Management	MOHSM	Master of Occupational Health and Safety Management
Occupational Health and Safety (Honours) Management	Master of Occupational Health and Safety Management (Honours)	MOHSM(Hons)	Master of Occupational Health and Safety Management (Honours)
Science Management	Master of Science Management	MScM	Master of Science Management
Traditional Chinese Medicine	Master of Health Science	MHIthSc	Master of Health Science in Traditional Chinese Medicine

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Graduate Diplomas			
Applicable Mathematics	Graduate Diploma in Applicable Mathematics	GradDipApplic Math	Graduate Diploma in Applicable Mathematics
Ecology and Groundwater Studies	Graduate Diploma in Ecology and Groundwater Studies	GradDipEGS	Graduate Diploma in Ecology and Groundwater Studies
Hydrogeology and Groundwater Management	Graduate Diploma in Hydrogeology and Groundwater Management	GradDipHGM	Graduate Diploma in Hydrogeology and Groundwater Management
Mathematics and Finance	Graduate Diploma in Mathematics and Finance	GradDipMathFin	Graduate Diploma in Mathematics and Finance
Operations Research	Graduate Diploma in Operations Research	GradDipOR	Graduate Diploma in Operations Research
Science Management	Graduate Diploma in Science Management	GradDipScM	Graduate Diploma in Science Management
Statistics	Graduate Diploma in Statistics	GradDipStats	Graduate Diploma in Statistics

For combined courses see Cross-faculty courses list in this chapter. The Faculty also offers a range of Graduate Certificates. Refer to the *UTS: Science Handbook 2004* for details.

FACULTY AND COURSE

DEGREE/DIPLOMA

ABBREVIATION

TESTAMUR TITLE

INSTITUTE FOR INTERNATIONAL STUDIES

For degrees combined with International Studies, refer to course listings by faculty.

Postgraduate degrees

Doctorate

China Studies	Doctor of Philosophy	PhD	Doctor of Philosophy
International Studies	Doctor of Philosophy	PhD	Doctor of Philosophy

Master's degree by thesis

China Studies	Master of Arts	MA	Master of Arts
International Studies	Master of Arts	MA	Master of Arts

Master's degrees by coursework

International Studies	Master of Arts	MA	Master of Arts
-----------------------	----------------	----	----------------

Graduate Diplomas

International Studies	Graduate Diploma in International Studies	GradDipIntStud	Graduate Diploma in International Studies
-----------------------	---	----------------	---

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
CROSS-FACULTY COURSES			
Undergraduate courses			
Honours Bachelor's degree			
Mathematics and Finance	Bachelor of Mathematics and Finance (Honours)	BMathFin(Hons)	Bachelor of Mathematics and Finance (Honours)
Bachelor's degrees			
Adult Education and Community Management (Aboriginal and Torres Strait Islander Program)	Bachelor of Arts	BA	Bachelor of Arts in Adult Education and Community Management
Biotechnology and Business	Bachelor of Biotechnology Bachelor of Business	BBiotech BBus	Bachelor of Biotechnology Bachelor of Business
Biotechnology and Law	Bachelor of Biotechnology Bachelor of Laws	BBiotech LLB	Bachelor of Biotechnology Bachelor of Laws
Business and Computing	Bachelor of Business Bachelor of Computing	BBus BComp	Bachelor of Business Bachelor of Computing
Business and Law	Bachelor of Business Bachelor of Laws	BBus LLB	Bachelor of Business Bachelor of Laws
Communication and Law	Bachelor of Arts Bachelor of Laws	BA LLB	Bachelor of Arts in Communication Bachelor of Laws
<ul style="list-style-type: none"> • Information Management • Journalism • Media Arts and Production • Public Communication • Social Inquiry • Writing and Contemporary Cultures 			
Engineering and Biotechnology	Bachelor of Engineering Bachelor of Biotechnology	BE BBiotech	Bachelor of Engineering Bachelor of Biotechnology
Engineering and Biotechnology	Bachelor of Engineering Bachelor of Biotechnology Diploma in Engineering Practice	BE BBiotech DipEngPrac	Bachelor of Engineering Bachelor of Biotechnology Diploma in Engineering Practice

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Engineering and Business	Bachelor of Engineering Bachelor of Business	BE BBus	Bachelor of Engineering Bachelor of Business
Engineering and Business	Bachelor of Engineering Bachelor of Business Diploma in Engineering Practice	BE BBus DipEngPrac	Bachelor of Engineering Bachelor of Business Diploma in Engineering Practice
Engineering and Medical Science	Bachelor of Engineering Bachelor of Medical Science	BE BMedSc	Bachelor of Engineering Bachelor of Medical Science
Engineering and Medical Science	Bachelor of Engineering Bachelor of Medical Science Diploma in Engineering Practice	BE BMedSc DipEngPrac	Bachelor of Engineering Bachelor of Medical Science Diploma in Engineering Practice
Engineering and Science	Bachelor of Engineering Bachelor of Science	BE BSc	Bachelor of Engineering Bachelor of Science
Engineering and Science	Bachelor of Engineering Bachelor of Science Diploma in Engineering Practice	BE BSc DipEngPrac	Bachelor of Engineering Bachelor of Science Diploma in Engineering Practice
Engineering Science and Law	Bachelor of Engineering Science Bachelor of Laws	BEngSc LLB	Bachelor of Engineering Science Bachelor of Laws
Human Movement Studies and Education	Bachelor of Arts Graduate Diploma in Education	BA GradDipEd	Bachelor of Arts in Human Movement Studies Graduate Diploma in Education
Information Technology and Law	Bachelor of Science Diploma of Information Technology Professional Practice Bachelor of Laws	BSc DipInfTechProfPrac LLB	Bachelor of Science in Information Technology Diploma of Information Technology Professional Practice Bachelor of Laws
Mathematics and Computing	Bachelor of Mathematics and Computing Diploma of Information Technology	BMathComp DipInfTechProfPrac	Bachelor of Mathematics and Computing Diploma of Information Technology Professional Practice
Mathematics and Finance	Bachelor of Mathematics and Finance	BMathFin	Bachelor of Mathematics and Finance
Mathematics and Finance and International Studies	Bachelor of Mathematics and Finance Bachelor of Arts	BMathFin BA	Bachelor of Mathematics and Finance Bachelor of Arts in International Studies
Medical Science and Business	Bachelor of Medical Science Bachelor of Business	BMedSc BBus	Bachelor of Medical Science Bachelor of Business

FACULTY AND COURSE	DEGREE/DIPLOMA	ABBREVIATION	TESTAMUR TITLE
Medical Science and Law	Bachelor of Medical Science Bachelor of Laws	BMedSc LLB	Bachelor of Medical Science Bachelor of Laws
Science and Business	Bachelor of Science Bachelor of Business	BSc BBus	Bachelor of Science Bachelor of Business
Science and Law	Bachelor of Science Bachelor of Laws	BSc LLB	Bachelor of Science Bachelor of Laws

Postgraduate courses

Master's degrees by coursework

Engineering Management	Master of Engineering Management	MEM	Master of Engineering Management
Information Technology Management	Master of Business	MBus	Master of Business in Information Technology Management

Graduate Diplomas

Information Technology Management	Graduate Diploma in Information Technology Management	GradDipInfTechM	Graduate Diploma in Information Technology Management
Mathematics and Finance	Graduate Diploma in Mathematics and Finance	GradDipMathFin	Graduate Diploma in Mathematics and Finance

For cross-faculty Graduate Certificates, refer to the relevant faculty handbook.

All faculties offer a Doctor of Philosophy program, abbreviated as PhD.



7. DONATIONS, ENDOWMENTS PRIZES AND SCHOLARSHIPS

Bequests and Donations to the University	146
Endowments, Prizes and scholarships	146
Faculty of Business	149
Faculty of Design, Architecture and Building	154
Faculty of Education	158
Faculty of Engineering	159
Faculty of Humanities and Social Sciences ...	164
Faculty of Information Technology	166
Faculty of Law	168
Faculty of Nursing, Midwifery and Health	170
Faculty of Science	171

BEQUESTS AND DONATIONS TO THE UNIVERSITY

The University welcomes assistance in the development of its educational responsibilities and in its involvement in community life. Bequests and donations are gratefully received and acknowledged according to the wishes of the benefactor.

A bequest to the University can be made by intending benefactors as set out below:

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

Intending benefactors should clearly indicate any special conditions or requests. However, to avoid hampering the 'real intent' of any such gift, it is desirable that any special conditions or requests be expressed in general terms.

Where the bequest is in the form of shares or inscribed stock, appropriate provisions should be made to ensure future University access to the securities.

Taxation

The University of Technology, Sydney is a registered organisation under section 78 of the *Income Tax Assessment Act 1936*. Donations of \$2 or more by private individuals or organisations are allowable deductions for income tax purposes.

Estate duty

Bequests to the University are exempt from the payment of both Commonwealth Government and State estate duties.

Inquiries

Catherine Lees
Manager
UTS Connections
telephone (02) 9514 8034
fax (02) 9514 8033
email catherine.lees@uts.edu.au

Cultural Gifts Program

The University accepts donations and gifts under the Cultural Gifts Program (formerly the Taxation Incentives for the Arts Scheme).

Inquiries

Tania Creighton, Curator (Acting)
UTS Gallery
telephone (02) 9514 1284
fax (02) 9514 1228
email Tania.Creighton@uts.edu.au

Acceptance of new prizes

The University's policy and procedures for the administration of prizes, including guidelines for acceptance of new prizes, is available on the Rules and Policies website at:

www.uts.edu.au/div/publications/policies/select/prizes.html

ENDOWMENTS, PRIZES AND SCHOLARSHIPS

Prizes and scholarships are awarded each year to students in the University for meritorious work. These are made available through the generosity of private individuals and public organisations. They are offered each semester, annually or biennially. In rare instances, a prize or scholarship will be offered only when funds permit. Most prizes and scholarships are offered subject to the provision that they will be awarded only when a student has attained a mark or level of achievement considered by the faculty board concerned to be sufficiently high. In addition to these official University prizes and scholarships, it should be noted a number of scholarships and prizes are available from external sources. Information about these scholarships and prizes appears from time to time on official noticeboards.

General awards

Awards in this category are available to students in all faculties or those nominated.

Francis E Feledy Memorial Prize

This award was established by the staff of the British Motor Corporation as a memorial to the late Francis E Feledy for his work as an architect and engineer with that company. The award was first made available in 1966 through the then Department of Technical Education. In 1974, the then Institute became the Trustee of the fund. At the discretion of the Trustee, the prize is awarded annually to

an outstanding part-time student entering his/her final year in each of the Faculties of Engineering; Science; and Design, Architecture and Building. Each prize is valued at \$600.

inpUTS Financial Assistance Grants

inpUTS Financial Assistance Grants are allocated to commencing inpUTS students who demonstrate severe financial disadvantage. The grants provide funding to assist with the costs of commencing at university, e.g. textbooks. Information about the inpUTS Financial Assistance Grants and an application form are sent to all commencing inpUTS students in January each year.

The inpUTS Financial Assistance Grants are funded through the financial support of the Friends of UTS, the UTS Graduate Connections, the UTS Union, UTS Students' Association, the Equity and Diversity Unit, and all faculties of UTS.

Inquiries

Equity and Diversity Unit
telephone (02) 9514 1084

www.equity.uts.edu.au/students/soali.html

Jumbunna Indigenous House of Learning – Indigenous Australian Undergraduate Scholarships

Jumbunna Indigenous House of Learning offers six undergraduate scholarships of \$500 each to Aboriginal and Torres Strait Islander students studying at UTS.

For further information contact Jumbunna IHL on (02) 9514 1902.

Postgraduate awards

Awards in this category are available to students in all faculties.

Australian Postgraduate Awards (APA)

The Commonwealth Government offers a limited number of awards to support postgraduate research study at Australian universities each year. While these scholarships are intended to assist full-time students, part-time awards may be available to applicants who can demonstrate that they are unable to study full time due to a medical condition or primary carer responsibilities. Such reasons do not include the desire to continue full-time employment.

Australian Postgraduate Awards are available to students enrolling in a Doctorate or a Master's degree by research, provided they meet the University's eligibility criteria. Applicants should meet the following criteria: have completed four years of tertiary study with a high level of achievement, for example, First Class Honours or equivalent; be Australian citizens or have permanent resident status at the closing date for applications. Applications open in September and close at the end of October in the year prior to that in which the applicant intends to commence study.

Application forms for the above may be obtained from:

University Graduate School
CB10.6, City campus

or their website:

www.gradschool.uts.edu.au

The Chancellor's Award

The Chancellor, in conjunction with a University-wide Committee including the Dean of the University Graduate School, the Pro-Vice-Chancellor (Research), and the Chair of the Academic Board, will each year award one outstanding postgraduate PhD candidate the Chancellor's Award.

This is a highly esteemed award, which was first conferred in 1999. The basis of award is the quality of PhD thesis as determined by examiners' reports. The award consists of a medal and cash component of \$1,000.

The Clare Burton Scholarship

The Clare Burton Scholarship provides funds to support postgraduate research into gender equity. The scholarship was established by the five ATN universities (Curtin, QUT, RMIT, SAust and UTS) to honour and continue the work of Dr Clare Burton, a pioneering Australian researcher, into aspects of gender equity. A scholarship of \$10,000 is available annually to a student enrolled, or intending to enrol, in an ATN university, in a postgraduate coursework or research degree where the major piece of work is focused on gender equity. Applications usually open in October and close at the end of November. Application forms and closing dates may be obtained from the University Graduate School website:

www.gradschool.uts.edu.au

Commonwealth Scholarship and Fellowship Plan Awards

These awards are intended for postgraduate study or research, and are normally tenable in the United Kingdom, Canada, Hong Kong, India, Jamaica, Malaysia, Malta, Nigeria, Sri Lanka, and Trinidad and Tobago. The list of participating countries is subject to review each year. Applicants are advised to check with the University Graduate School or IDP Education Australia, the administering body, before proceeding with their application.

Applications from UTS graduates must be made on the prescribed form, available from the IDP website:

www.idp.com/scholarships

Information on closing dates may be obtained from the University Graduate School or their website:

www.gradschool.uts.edu.au

Postgraduate Coursework Equity Scholarships

As part of its Equity Strategy, the University offers a limited number of Postgraduate Coursework Equity Scholarships to local students undertaking postgraduate coursework programs who are experiencing financial hardship. The scholarships allow students to complete their courses as HECS students with a choice of upfront, partial upfront or deferred payment options. Persons who have received offers of fee-paying places or students who have completed part of their courses as fee-paying students are eligible to apply for a Postgraduate Coursework Equity Scholarship. The scholarships are not transferable to another course unless it is an articulated course such as a Graduate Certificate or Graduate Diploma leading to a Master's degree. The scholarship is normally available only in the course for which it is initially offered and for the minimum number of credit points needed to complete requirements for the award.

Application forms are available from faculty offices and the Student Info & Admin Centres, City campus and Kuring-gai campus. Applications close late October for Summer session, late January for Autumn semester and late June for Spring semester.

University Research Scholarships

The University offers the UTS Doctoral Research Scholarship and the R L Werner Postgraduate Scholarship to applicants of the highest academic calibre, for full-time postgraduate research at UTS. Applicants must be Australian citizens or have permanent resident status. Applications open in September and close at the end of October in the year before the applicant intends to commence study. The conditions match those for the APA.

Application forms for either of the above may be obtained from:

University Graduate School
CB10.6, City campus

or their website:

www.gradschool.uts.edu.au

Jumbunna – Lindsay Croft Postgraduate Award

This award was established by Jumbunna in 1996. It is awarded to an Aboriginal or Torres Strait Islander student enrolled in a Master's or Doctorate program at UTS. The award holder will receive \$1,250 per semester for two years. The closing date for applications is 1 March 2004.

For further information contact Jumbunna IHL on (02) 9514 1902.

Jumbunna Indigenous House of Learning – Dr Bob Morgan Australian Indigenous International Student / Staff Exchange

This award was established by Jumbunna in 1997. It was established to provide Aboriginal or Torres Strait Islander students opportunities to study and learn from the experiences of indigenous peoples overseas. The award holder will receive up to \$4,000 to assist with travel and establishment costs at the host institution.

For further information contact Jumbunna IHL on (02) 9514 1902.

International Postgraduate Research Scholarships

A very small number of Australian Government scholarships under the International Postgraduate Research Scholarship (IPRS) Program are available to International Students to study either a PhD or Master's Degree by Research at UTS.

Applications close at the end of August in the year prior to that in which the applicant intends to commence study.

Applications are open to citizens of all overseas countries (excluding New Zealand), who are commencing full-time study for a higher degree by research.

Scholarships are awarded on the basis of academic merit and research capacity. The applicant's intended area of study must be in an area of research concentration of the institution.

Scholarship benefits

The scholarship covers only the tuition fees set by the University of Technology, Sydney and is payable for each year of the course. The duration of the scholarship is normally limited to three years for students enrolled in PhD degree programs and two years for students enrolled in Master's Degree programs by Research.

Holder of IPRS are not permitted to receive concurrent assistance under Australian Government scholarship programs (for example, the Australian Development Scholarship Scheme) or under programs to which the Australian Government makes a substantial financial contribution (such as the Fulbright Program).

Applications are available from:

Coordinator, Sponsored Students
UTS International Office
PO Box 123
Broadway NSW 2007
Australia

FACULTY OF BUSINESS

Undergraduate prizes

ACNielsen Australia Award for Marketing Research

This prize was established in 1992. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Introductory Marketing Research. The prize is a cash award of \$350.

Association of Chartered Certified Accountants Prize

This prize was established in 1999. It is awarded to the best graduating student in the Master of Business in Accounting. The prize is a cash award of \$500.

Australian Human Resources Institute Prize

This prize was established in 1995. It is awarded to the student enrolled in the Bachelor of Business who obtains the highest aggregate mark in the subject Strategic Human Resource Management. The prize is one year's free membership of the Australian Human Resources Institute.

Australian Institute of Banking and Finance Prize

This prize was established in 1986. It is awarded to the best graduating student enrolled in the Bachelor of Business – Banking major (or sub-major). The prize is a cash award of \$250.

ANZ Institute of Insurance and Finance (ANZIIF) Fellowship Prize

This prize was established in 1989. It is awarded to the student who obtains the highest aggregate mark in the Executive Certificate in Insurance or the Graduate Certificate in Insurance. The prize is a cash award of \$500.

BOC Prize in Finance

This prize was established in 1984 by the former CIG Limited. It is awarded to the best graduating student enrolled in the Bachelor of Business – Finance major. The prize is a cash award of \$250.

Bowl Australia Prize in Leisure Management

This prize was established in 1996. It is awarded to the student enrolled in the Bachelor of Management in Leisure who obtains the highest aggregate mark in the subject Leisure Services Management. The prize is a cash award of \$500.

Butterworths Prize in Business Law and Ethics

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Business Law and Ethics. The prize consists of a six-month online subscription to the value of \$495.

Butterworths Prize in Company Law

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Company Law. The prize consists of a six-month online subscription to the value of \$495.

Butterworths Prize in Taxation Law

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Taxation Law. The prize consists of a six-month online subscription to the value of \$495.

CPA Australia Prize – Best Graduating Student

This prize was established in 1971. It is awarded to the best graduating student enrolled in the Bachelor of Accounting or Bachelor of Business – Accounting major. The prize is a cash award of \$500 plus two years' free membership of CPA Australia.

CPA Australia Prize in Accounting for Business

This prize was established in 1971. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark in the subject Accounting for Business. The prize is a cash award of \$500.

CPA Australia Prize in Cost Management Systems

This prize was established in 1971. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark in the subject Cost Management Systems. The prize is a cash award of \$500.

Hays Accountancy Personnel Prize

This prize was established in 1989. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark in the subject International Accounting. The prize is a cash award of \$250.

Human Kinetics Australia Prize

This prize was established in 1997. It is awarded to the student enrolled in the Bachelor of Arts in Human Movement Studies who obtains the highest aggregate mark in all first-year subjects. The prize is a voucher to the value of \$250.

Industrial Relations Society of NSW Prize

This prize was established in 1986. It is awarded to the student enrolled in the Bachelor of Business who obtains the highest aggregate mark in the subject Managing Employment Conditions. The prize is a cash award of \$250.

Insearch UTS Prize in Electronic Business for International Students

This prize was established in 1997. It is awarded to the best international student graduating in the Bachelor of Business – Electronic Business major. The prize is a cash award of \$450.

Insearch UTS Prize in International Business for International Students

This prize was established in 1997. It is awarded to the best international student graduating in the Bachelor of Business – International Business major. The prize is a cash award of \$450.

Insearch UTS Prize

This prize was established in 1997. It is awarded to the best international student graduating in the Bachelor of Business in any major other than Electronic Business or International Business. The prize is a cash award of \$450.

Insurance Australia Group Limited Prize

This prize was established in 1989. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who achieves the highest aggregate mark for the subject Accounting Standards and Regulations. The prize is a cash award of \$500.

KPMG Prize in Accounting for Business Combinations

This prize was established in 1982 and was re-established in its present form in 1992. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Accounting for Business Combinations. The prize is a cash award of \$500.

KPMG Prize in Computer-based Accounting

This prize was established in 1982 and was re-established in its present form in 1992. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Computer-based Accounting. The prize is a cash award of \$400.

Michael McGrath Prize for Finance and Economics

This prize was established in 1995. It is awarded to a student who has completed two-thirds of the Bachelor of Business degree and achieved a minimum of Credit average in at least four subjects offered by the School of Finance and Economics. The student must demonstrate a high degree of interpersonal skills and a strong concern for the welfare of other people. The prize is a cash award of \$750.

Minister's Award for Tourism and Hospitality Studies

This prize was established in 1990. It is awarded to the student who has completed the equivalent of the first year of full-time study in either the Bachelor of Management in Tourism or the Graduate Diploma in Tourism Management and who is considered to have achieved the best overall academic performance in that year and demonstrates capabilities and personal qualities required to make a significant contribution to the tourism industry. The prize is a cash award of \$1,500.

Pearson Education Australia Prize

This prize was established in 1980. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who achieves the highest aggregate mark in the subject Corporate Reporting: Professional and Conceptual Issues. The prize consists of a book voucher to the value of \$250.

Philips Electronics Australia Prize

This prize was established in 1987. It is awarded to the student enrolled in the Bachelor of Business who achieves the highest aggregate mark for the subject Marketing Fundamentals. The prize is a cash award of \$300.

PricewaterhouseCoopers Prize for Advanced Taxation Law

This prize was established in 1982. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Advanced Taxation Law. The prize is a cash award of \$400.

PricewaterhouseCoopers Prize for Assurance Services and Audit

This prize was established in 1982. It is awarded to the student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the subject Assurance Services and Audit. The prize is a cash award of \$400.

Robert Half Australia Prize in Accounting and Finance

This prize was established in 2000. It is awarded to the graduating student enrolled in the Bachelor of Business or the Bachelor of Accounting who obtains the highest aggregate mark for the Accounting major and Finance major combined. The prize is a cash award of \$500.

School of Accounting Prize

This prize was established in 2002 by the School of Accounting. It is awarded to the student enrolled in the Graduate Conversion Course in Accounting who achieves the best overall performance in six core subjects. The prize is a cash award of up to \$500.

School of Leisure, Sport and Tourism Alumni Prize

This prize was established in 2001. It is awarded to the best Faculty of Business student in all undergraduate and postgraduate courses taught by the School of Leisure, Sport and Tourism. The prize is a cash award of \$500.

Sydney Futures Exchange Prize

This prize was established in 1990. It is awarded to the student enrolled in the Bachelor of Business who obtains the highest aggregate mark in the subject Investment Analysis. The prize is a cash award of \$500.

Sydney Swans Prize in Sport Management

This prize was established in 1997. It is awarded to the student enrolled in a Faculty of Business undergraduate degree who obtains the highest aggregate mark for the subject Sport Management. The prize is a cash award of \$250.

Postgraduate prizes

Bowl Australia Graduate Prize in Leisure Management

This prize was established in 1996. It is awarded to the postgraduate student who obtains the highest aggregate mark in the subject Leisure Management. The prize is a cash award of \$500.

Dr David Darby Memorial Prize

The Dr David Darby Memorial Prize was inaugurated in 2000 to commemorate David who was a Senior Lecturer in the School of Marketing and passed away unexpectedly in 1999. David was an energetic and committed educator who ensured that the subjects he coordinated combined academic excellence with business experience. His subjects reflected his philosophy on the emphasis of a variety/multiple teaching stimuli in teaching methods and assessment approaches. In the research area, David had a high profile and focused on marketing strategy, services marketing, quality as a strategic dimension and health care delivery. David obtained a number of large research grants and published widely. In addition, David contributed strongly to the overall work of the School, Faculty and University. He willingly undertook leadership roles, served on various committees and initiated promotional activities, which achieved a number of important objectives for the School, Faculty and University. David's outstanding contribution, intelligence, diligence, fairness, loyalty and strong commitment to excellence is sadly missed.

To honour David's memory and as testimony to the high regard in which he was held by his colleagues, this memorial prize was established to acknowledge his contribution to the

School, the Faculty and UTS. The prize of \$1,000 cash will be awarded to a student enrolled in either the Graduate Certificate in Marketing, Graduate Diploma in Marketing or the Master of Business in Marketing who obtains the highest aggregate mark in the subject Marketing Management.

Graduate Management Association of Australia Prize

This prize was established in 1989. It is awarded to the best graduating student in the Master of Business Administration. The prize is a cash award of \$500.

Reckitt Benckiser Graduate Prize

This prize was established in 1985. It is awarded to the postgraduate student who obtains the highest aggregate mark in the subject Advanced Marketing Management. The prize is a cash award of \$300.

Thomas Kewley, OAM, Memorial Prize

This prize is a University Memorial Prize in honour of Tom Kewley, an academic and Kuring-gai Fellow. It is awarded to the postgraduate student who obtains the highest aggregate mark for the Research Project in Community or Public Sector Management. The prize is a cash award of \$1,000.

Zonta Prize for the Woman MBA Graduate of the Year

This prize was established in 1992. It is awarded to the most outstanding woman graduate in the Master of Business Administration. The prize is a cash award of \$500.

Scholarships

Inquiries about all postgraduate scholarships should be directed to:

University Graduate School
CB10.6, City campus
telephone (02) 9514 1336.

The latest information regarding postgraduate scholarships is also available at:

www.gradschool.uts.edu.au

Inquiries about Honours scholarships should be directed to the appropriate School office.

Inquiries about undergraduate scholarships should be directed to the Student Liaison Unit, telephone (02) 9514 3500.

Undergraduate scholarships***Accounting Honours Scholarships***

The School of Accounting offers a limited number of scholarships to students for study in the Honours sequence within the School of Accounting. Each scholarship is tenable for one year and has a cash value of \$5,000.

Bachelor of Accounting Scholarships

The School of Accounting offers a cooperative education scholarship course for students who have the potential to become future business leaders. Between 25 and 35 full scholarship places are offered in the course each year, which is intended for recent school leavers. Each scholarship is tenable for two-and-a-half years and has a cash value of \$11,500 per annum. For comprehensive further information on this course, visit the Bachelor of Accounting website at:

www.bus.uts.edu.au/acct/bacc/

Bowl Australia Honours Scholarship in Leisure Management

This scholarship was established in 1996. It is awarded to the best graduating student entering the Honours program in Leisure Management. The scholarship is a cash award of \$1,500.

The Corporate Express Australia Limited Scholarship

This scholarship was established in 2001. It is to provide assistance to a student experiencing financial difficulties to continue full-time study in the Bachelor of Business degree. The applicant must: be an Australian citizen or have been granted permanent residency at the time of application; be currently enrolled in the Bachelor of Business degree; not have undertaken previous university study; and be able to demonstrate financial disadvantage at the time of application. The scholarship is awarded to the student who has provided evidence of financial disadvantage, with the highest weighted average mark for their first semester of study in the Bachelor of Business. The scholarship is paid in two instalments of \$1,500. The period of tenure is for 12 months and is subject to satisfactory progress through the degree.

Faculty of Business Exchange Program Scholarships

The Faculty may offer up to 10 scholarships to students (either undergraduate or postgraduate) to assist with costs incurred while on a Faculty approved exchange program. Each scholarship is tenable for one semester and has a cash value of \$1,000.

Faculty of Business Honours Scholarships

These scholarships were established in 1993. The Faculty may award up to six scholarships to students studying full-time in the Honours program within the Faculty. Each scholarship has a cash value of \$5,000.

Postgraduate scholarships***CRG Scholarships***

Up to four scholarships are offered to students, both full time and part time, researching collaborative issues in the Schools of Accounting, Management or Marketing. Each scholarship has a cash value of \$5,000 for the equivalent of one year of full-time study.

Faculty of Business Exchange Program Scholarships

The Faculty may offer up to 10 scholarships to students (either undergraduate or postgraduate) to assist with costs incurred while on a Faculty approved exchange program. Each scholarship is tenable for one semester and has a cash value of \$1,000.

Faculty of Business PhD Scholarships

The Faculty of Business offers two full-time PhD scholarships for study in any one of the Faculty's five discipline-based Schools – Accounting; Finance and Economics; Leisure, Sport and Tourism; Management; or Marketing. Each scholarship has a cash value of \$18,000 per year, tax-free, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty. These scholarships are tenured for periods of three years.

Hawker De Havilland PhD Scholarship

This scholarship is sponsored by Hawker De Havilland Limited to enable a highly qualified doctoral candidate to conduct innovative and cutting-edge management research in the general field of Enterprise Modelling using Knowledge Engineering. The scholarship has a cash value of \$20,000 per year, tax-free, and is tenable for up to three years.

Industry-supported PhD Scholarships

From time to time, the Faculty is able to offer scholarships made available through the generosity of individual companies for full-time doctoral studies. At present, Hawker De Havilland and SAP Australia Pty Ltd support doctoral studies in management research.

Insearch Doctoral Award

As a result of the generous support of Insearch Limited, the Faculty of Business is able to offer a full-time PhD scholarship for study in any one of the Faculty's five discipline-based Schools – Accounting; Finance and Economics; Leisure, Sport and Tourism; Management; or Marketing. The scholarship has a cash value of \$18,000 per year, tax-free, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

PhD Scholarships in Accounting

The School of Accounting offers two PhD scholarships to candidates in the areas of market-based accounting research and/or positive accounting theory. The scholarship has a cash value of \$25,000 per year, tax-free, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

PhD Scholarships in Finance and Economics

The School of Finance and Economics offers two PhD scholarships to candidates to work in areas within the interests of the School. Each scholarship has a cash value of \$18,000 per year, tax-free, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty. These scholarships are tenured for a period of three years.

Research Student Research Fund

The Faculty of Business offers limited funding to enrolled research students for expenses incurred in relation to their study. Applications for these grants are invited twice per year and guidelines are distributed at the time.

SAP Doctoral Scholarship

This scholarship is sponsored by SAP Australia to enable a highly qualified doctoral candidate to conduct innovative and cutting-edge management research in the general field of Business Process Re-engineering using SAP R/3 software. The scholarship has a cash value of \$20,000 per year, tax-free, and is tenable for up to three years.

Inquiries

For further information on prizes and scholarships administered by the Faculty of Business contact:

Marketing Services
Faculty of Business
telephone (02) 9514 3553

FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

Jack Greenland Travelling Scholarship

This annual award commenced in 2002 and is aimed at encouraging students to explore the area of environmentally sustainable development within the broad discipline areas of design, architecture, property and building. The scholarship is open to students enrolled in any undergraduate course in the Faculty of Design, Architecture and Building and is judged on submitted portfolios of work covering the final two years of the applicants' course. The central ideas of the portfolio are to be related to 'environmentally sustainable development'.

The scholarship is decided by a panel of judges containing at least one UTS senior academic external to the Faculty, and the successful applicant is awarded with funds of up to \$2,500 for a return economy flight to an international destination of their choice.

Design

The ABL Fashion and Textile Award

This award was instigated by Australian Business Limited (ABL) in 2003 to support new graduates of the Bachelor of Design in Fashion and Textile Design. This award has a value of \$10,000 and will be awarded to a final year student who has a winning combination of academic achievement, innovative design skills and business sense. The winner will receive invaluable support setting up their own small business practice when they leave university.

The Carl Nielsen Professional Development Award

This annual award aims to assist recent graduates in Industrial Design at UTS to visit leading overseas industrial design groups and manufacturing companies noted for their

commitment to high standards of product design. It is granted to the applicant judged as the most capable of taking advantage of the opportunities it may provide to advance his or her future professional standing as an industrial designer in Australia.

Written applications from graduates of the previous five years are accepted up to March 31; application information may be obtained from the Faculty Office or the Faculty's website. An amount of \$2,000 will subsequently be available for collection from the Faculty on presentation of a final travel schedule and copies of correspondence confirming invitations and arrangements for visits to nominated design groups/companies.

Insearch UTS Doctoral Award

As a result of the generous support of Insearch UTS, the Faculty of Design, Architecture and Building is able to offer a full-time PhD scholarship to undertake research in the area of design.

The scholarship has a cash value of \$18,000 per year, is tax free, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

The award cannot be held in conjunction with an APA or UTS Doctoral Scholarship.

Woods Bagot Scholarship in Interior Design

This scholarship is awarded to a student enrolled in Year 3 of the Bachelor of Design in Interior Design, who has completed all requirements for Year 1 and 2 and has demonstrated academic excellence and the ability to recognise the relationship between academic studies and the needs of the profession. The scholarship is tenable for two years and has a cash value of \$2,000.

Architecture

Year prizes

For those Architecture prizes that are awarded to a student obtaining the highest weighted average mark in a particular year, the following condition will apply: the weighted average mark is calculated on the basis of all the core (compulsory) subjects undertaken for a particular year and completed in the academic year for which the prize is to be awarded. To be eligible, students must have completed a minimum of four of the core (compulsory)

subjects for that year during the academic year for which they are to be considered.

Alexander and Lloyd Australia Design Prize

Alexander and Lloyd Pty Ltd, Architects, continue to support the efforts of the Faculty and to provide incentives to students with this award. It is awarded annually to the student obtaining the highest weighted average mark in Year 2 of the Architecture course. The prize is a cash award of \$250.

Board of Architects Prize

The Board of Architects of NSW awards an annual prize of \$500 to the graduating student in Architecture who, in the opinion of the students in the Year 5 class, has contributed most to the work and progress of the class as a whole.

The Board of Architects Year Prizes

A prize is awarded to the student in each of the first three years who, in the opinion of the Faculty, shows outstanding achievement in the Bachelor of Arts in Architecture. The prizes are cash awards of \$250.

The Edward Alexander Memorial Prize

This prize was established to honour the late Edward Alexander who was a graduate of the East Sydney Architecture School and contributed a great deal to the school's life and scholarship. It is awarded to the student enrolled in Year 1 of the Architecture course who attains the highest weighted average mark in the subjects 11211 Architectural Design – Thinking, Making and Inhabiting, and 11215 Architectural Design – Design Basics. The prize consists of a high quality architectural publication with an RAIA book voucher to the value of \$250.

J J Greenland Prize for Excellence in the Field of Energy Conservation in Buildings

This prize is funded from the proceeds of the sale of *Foundations of Architectural Science*, written by Dr Jack Greenland, a former member of the School of Architecture. The prize is awarded to a student enrolled in the Architecture course who demonstrates excellence in the field of energy efficient design in 11263 Integrated Environmental Design. It consists of an RAIA book voucher to the value of \$300.

The New South Wales Chapter of the Royal Australian Institute of Architects Prizes

The New South Wales Chapter of the Royal Australian Institute of Architects (RAIA) awards a prize and, in addition, administers as Trustee, two Memorial Prizes which are awarded to students in Architecture. (These prizes are currently under review and subject to change in 2004.)

****The RAIA NSW Chapter Prize***

This prize is awarded annually to the graduating student in Architecture with the highest weighted average mark over Years 4 and 5.

****A W Anderson Memorial Prize***

The late A W Anderson was active in forming the RAIA and was twice President of the New South Wales Chapter. This prize is awarded for the highest weighted average mark in the subjects 11222 Critical Thinking and Contemporary Architecture and 11235 Architecture and Urban Projects.

****W A Nelson Memorial Prize***

This prize is awarded for the highest mark in the subject 11264 Architectural Design – Design Dissertation.

Tony Van Oene/Concrete Masonry Association of Australia Memorial Prize

This prize was established in 1992 from a donation received from the Concrete Masonry Association of Australia and the estate of Tony Van Oene, a former student of the School of Architecture. The prize is awarded to a student enrolled in the Architecture course who achieves the highest weighted average mark in 11251 Architectural Design – Urban Architecture, 11254 Architectural Design – Complex and Public Buildings and 11261 Architectural Design – Thematic Design. It consists of an RAIA book voucher to a value of \$360.

William Edmund Kemp Memorial Prize

A fund was established to perpetuate the memory of Mr William Edmund Kemp and his services as an architect with the Department of Education, in connection with Architecture and Technical Education in New South Wales. Mr Kemp designed the original buildings and workshops of Sydney Technical College at Ultimo and the Museum of Applied Arts and Sciences. The prize is awarded

annually to the student who gains the highest weighted average mark in Year 3 of the Architecture course. The fund provides a medal and a cash prize of \$300.

Building

Archibald Howie Memorial Prize

The late Sir Archibald Howie provided a fund for a prize to encourage and promote interest in studies in the Construction Management course. The prize may be awarded by the Trustees to a student who obtains the best results in the full final-year program of the Construction Management degree course, either part time or full time. The prize has a cash value of \$250 and will be awarded for the last time in 2004.

The Australian Institute of Building, NSW Chapter Medal

This award was established in 1987. It is presented to the graduating student from the Construction Management degree course who achieves the highest weighted average mark. The prize consists of a certificate and inscribed medal.

Australian Institute of Construction Estimators Prize

This prize is awarded to the Construction Economics student who achieves the highest weighted average mark in the subjects in the second half of the undergraduate course. The prize has a cash value of \$250.

The Australian Institute of Quantity Surveyors (NSW Chapter) Prize

The New South Wales Chapter of the Australian Institute of Quantity Surveyors (AIQS) offers a prize each year for the student who obtains, upon graduation, the highest weighted average mark for the Construction Economics course. The award comprises a sum of \$500 plus one year's associate membership of the AIQS, including the entrance fee, where the recipient is eligible.

Grosvenor Australia Properties Prize in Project Management

This prize is awarded to the student in the second year cohort who, in the opinion of the students in the second year of the Project Management Program, has contributed most to the progress of the cohort as a whole. The prize has a cash value of \$500.

The RICS Construction Prize

This prize is awarded to the student who obtains the highest weighted average mark in their first year of the Construction course. The prize has a cash value of \$300.

Rider Hunt High Achievement Award

Rider Hunt of Sydney offers an annual award for the Construction Economics student who has the highest weighted average mark in the undergraduate course, subject to that student having a satisfactory performance in the year for which the award is given. The weighted average mark is calculated in the same manner as that used in the consideration of Honours. The award has a cash value of \$500.

Property**AMP Land Economists Prize**

This prize is awarded to a full-time student enrolled in the degree course in Property Economics who obtains the highest weighted average mark on completion of the subjects in Year 2 of the full-time program. This prize has a cash value of \$500.

Australian Property Institute Gold Medal

This prize was established in 1991 by the Australian Institute of Valuers and Land Economists. It is awarded to the student enrolled in the Property Economics degree course who completes the degree with the best aggregate mark in Valuation subjects. The prize takes the form of a certificate, a gold medal and a cash award of \$300.

Australian Property Institute Year Prizes

These prizes were established in 1991 by the Australian Institute of Valuers and Land Economists. The prizes are awarded to six students enrolled in the Property Economics degree course who performed best in the six years of the course as described by the part-time program. The six prizes each have a cash value of \$300.

Grosvenor Australia Properties Prize in Urban Estate Management

This prize is awarded to the student in the second year cohort who, in the opinion of the students in the second year of the Urban Estate Management Program, has contributed most to the progress of the cohort as a whole. The prize has a cash value of \$500.

The Landcom Planning Prize

This prize is awarded annually to the student producing the best Graduate Project in the Master of Planning course. The prize has a cash value of \$500.

Property Council of Australia Scholarship

This scholarship was established in 1991 by the Building Owners and Managers Association. It is awarded to a student in the Property Economics degree course who has demonstrated exceptional achievement during the first half of the course and is recognised as having potential for making a contribution to the Australian property industry. The scholarship comprises a certificate and cash award of \$2,000, paid in two instalments, and a certificate.

Real Estate Institute of New South Wales Prize

This prize was established in 1989. It is awarded to the best graduating student from the Property Economics degree course (based on the graduating weighted average mark). The prize has a cash value of \$1,000.

The RICS Property Economics Prize

This prize is awarded to the student who obtains the highest weighted average mark in their first year of the Property Economics course. The prize has a cash value of \$300.

Inquiries

For further information on prizes and scholarships administered by the Faculty of Design, Architecture and Building, contact:

N Singh
 Assessment and Progression Officer
 Faculty of Design, Architecture and Building
 telephone (02) 9514 8022
 fax (02) 9514 8804
 email dab.info@uts.edu.au
www.dab.uts.edu.au

FACULTY OF EDUCATION

The AITD Award

The Australian Institute for Training and Development (AITD) is a national professional association of people interested in the field of human resource development. AITD seeks to promote excellence in this field through conferences, workshops and the dissemination of information. As part of its interest in professional development, AITD has donated two prizes to the Faculty of Education.

The first AITD award is given to the student who is judged to have presented the best thesis project of the Bachelor of Education (Honours) in Adult Education.

The second AITD award is open to all final-year students enrolled in the Bachelor of Education in Adult Education in the major of human resource development who apply to be considered for the award. The award is given to the student who is judged to have made the most significant contribution to the human resource development field of Adult Education as part of their studies.

The Gwen Muir Memorial Prize for Special Education

This prize was established in 1993 in memory of the late Gwen Muir, a teacher who had a lifelong commitment to the education of students with special needs. The prize was donated by Margaret Zell, a daughter of George Muir, a former Principal of the Kuring-gai College of Advanced Education, to reward excellence in the field of special education. The cash prize of \$250 is awarded annually to a student from either the Bachelor of Education in Special Education (C10207) or the Graduate Diploma in Special Education (C07099) who has the most distinguished academic record and who has demonstrated excellence in the practicum.

The Kevin Dawes Prize

This prize may be awarded annually to the most outstanding student in the Science elective strand and the two subjects in the Science Education sequence in the Bachelor of Education in Primary Education. If there is no Science elective strand offered, then the prize is awarded to the student with the highest combined mark in the two subjects in the Science Education sequence in the Bachelor

of Education in Primary Education. The first award was made in 1995. The annual cash value of the prize is \$250.

The Phillips Prize

The Phillips Prize is awarded to the graduand with the most outstanding academic and professional record in the vocational education field of practice in the Bachelor of Education in Adult Education. This prize commemorates the distinguished contribution made by Donald Phillips to the development of technical teacher education in New South Wales – as a teacher, technical college principal, Assistant Director of the Department of Technical and Further Education, and as a member of the First Council of Sydney Teachers' College. The first award was made in 1981 to a graduand of the Diploma of Teaching program. The annual cash value of the prize is \$250.

The Sydney Mechanics' School of Arts Award

This award was established in 1990 from a donation of \$15,000 from the Sydney Mechanics' School of Arts. It is available to graduates of the Bachelor of Education in Adult Education who demonstrate superior achievement in academic studies and adult education practice. The annual cash value of the award is \$1,000. The award winner also receives a medallion.

Keith Foster Fellowship

The Keith Foster Fellowship was established in 1992 to provide a University work and research placement for practitioners who are active in adult or vocational education. During their time at UTS, Fellows are expected to undertake a project of benefit both to UTS and their employer. In general, the Fellowship is from one to six months in duration.

Keith Foster retired from UTS in 1991 as an Associate Professor. The Fellowship commemorates his academic work and extensive contribution to developing the field of adult education at UTS and its predecessors.

University Medal

The University Medal is awarded to the most outstanding undergraduate First Class Honours Thesis in an Honours program.

Inquiries

For further information on prizes and fellowships administered by the Faculty of Education contact the Faculty at:

telephone (02) 9514 3808

fax (02) 9514 3933

email Linda.Knight@uts.edu.au

www.education.uts.edu.au

FACULTY OF ENGINEERING

Endowments

James N Kirby Chair of Manufacturing Engineering

In 1983, the James N Kirby Foundation commenced a series of donations to the Faculty of Engineering Development Fund towards the establishment of a Chair in an area relating to manufacturing industry. The capital fund to support the Chair was built up over some 12 years and is now expected to be capable of providing a substantial annual contribution in perpetuity.

Through the Foundation's generosity, the Council of UTS was able to establish the James N Kirby Chair of Manufacturing Engineering in 1988. The inaugural professor, Dr Frank Swinkels, was appointed in 1989 and took up duty in 1990. Dr Swinkels had previously been Director of the University's Centre for Industrial Technology.

Prizes

Aim Products Prize

This award was established in 2000 by donations from Aim Products Australia Pty Ltd.

The prize is awarded each semester to the student with the best performance in each of the following subjects: 48210 Engineering for Sustainability; 48510 Introduction to Electrical Engineering; 48520 Electronics and Circuits; and 48441 Introductory Digital Systems. The prize consists of a cash award of \$250.

Association of Consulting Structural Engineers (ACSE) Design Award (subject to final confirmation by ACSE and the Faculty Board in Engineering)

The award comprises work experience in three different overseas structural consulting firms over a six-week period with airfares paid and \$6,000 living expenses provided. The

selected student, upon return, will be required to submit a 1,000 word report to ACSE describing his or her experiences. The student will be selected from a group of students nominated by six universities in NSW. The nominee will be a final year student selected for his or her outstanding structural engineering design project. The project must be undertaken in the year in which the award is made and the nominated student must be intending to practise as a structural engineer after graduation.

Australian Industry Group John Heine Memorial Prizes¹

These prizes were formerly known as the MTIA John Heine Memorial Prizes and have been re-named because the Metal Trades Industry Association of Australia merged with the Australian Chamber of Manufacturers in 1998 to form the Australian Industry Group.

The MTIA established the John Heine Memorial Foundation in 1950 in memory of John Heine who did much to advance the cause of the metal trades industry. In 1971 the Foundation decided to give support and encouragement to students by awarding prizes annually to outstanding students in the undergraduate Mechanical Engineering major of the Bachelor of Engineering, Diploma in Engineering Practice, at the end of their first year at UTS, on the basis of the aggregate mark in all subjects studied in their second semester. The Foundation continues to offer these prizes through the Australian Industry Group. The prizes are in the form of cash awards to help students cover costs for books and equipment for use in connection with their early years of study at UTS. Currently, prizes are awarded to students in their first three years of study. There are nine prizes and each is a cash award of \$400.

¹ This prize is currently under review.

L H Baker Medal¹

This prize was established in 1977 to perpetuate the memory of the late L H Baker, former Head of the School of Mechanical Engineering, who died in 1976. It consists of a medal and may be awarded annually to a student who, over the calendar year, has completed four subjects in the Mechanical Engineering field of practice and achieved the highest aggregate mark; the student must have been working full time during the entire year.

¹ To be phased out after 2004.

Eldred G Bishop Prize

This prize was established in 1974 to commemorate the leadership of Eldred George Bishop in improving the standard and quality of manufacturing engineering in Sydney. It is awarded to a student who is an Australian citizen, generally entering his or her final year of studies towards the Bachelor of Engineering degree. Selection is by invitation initially, followed by written application and an interview. No candidate may be considered for the prize more than once. The prize consists of a commemorative trophy and a cash award of \$1,650.

Trevor Buchner Design Prize¹

This prize was established in 1988 from a Trust Fund set up in recognition of the contribution and distinguished service of Trevor Buchner, the first academic member of staff of the School of Civil Engineering. The prize is awarded annually to the student enrolled in the Civil, Civil and Environmental or Construction Engineering major, who achieves the highest aggregate mark, at the first attempt, in the subject 48349 Structural Analysis. The prize has a cash value of \$200.

¹ This prize is currently under review.

Electric Energy Society of Australia

Since 1976 the Electric Energy Society of Australia has offered encouragement, by way of an annual cash award of \$200, to Electrical Engineering students. The purpose of the prize is to attract the interest of students in pursuing a course which enables them to become engineers in the electric power distribution industry. The prize is awarded to a sandwich pattern or part-time student who achieves best performance in the subject 48550 Electrical Energy Technology.

Energy Australia Prize in Power Engineering

This prize was established in 1986 and is awarded annually to the student who completes the requirements of the Electrical Engineering degree course and who obtains the highest weighted average mark after completion of the Electrical Engineering degree and Energy Technology sub-major. The cash value of the prize is \$250 and is subject to periodic review for the purpose of maintaining its real value.

The George J Haggarty Civil Engineering Prize¹

In 1981 the George J Haggarty Student Endowment Fund was established to commemorate the significant contribution made by the Foundation Head, School of Civil Engineering, to engineering education. From the Fund, the George J Haggarty Civil Engineering Prize is awarded annually to a student in the Civil, Civil and Environmental or Construction Engineering major who, at his or her first attempt, achieves the highest aggregate in the subject 48331 Mechanics of Solids. The prize is a cash award of \$200.

¹ This prize is currently under review.

The IEAust MEM Prize

This prize was established in 1992 by the Institution of Engineers, Australia. The prize may be awarded in respect of each academic year but is not awarded if no candidate reaches a level acceptable to the Faculty Board in Engineering. The recipient of the prize shall satisfy the following conditions: (i) he or she must have been a registered student in the Master of Engineering Management degree, and (ii) he or she must have achieved the highest aggregate marks of students fulfilling the requirements to graduate. The prize is a cash award of \$250.

The Institute of Instrumentation and Control, Australia Prize

This prize was established in 1992 by the Institute of Instrumentation and Control, Australia. The prize may be awarded each academic year but is not awarded unless a candidate reaches a level acceptable to the Faculty Board in Engineering. The prize is awarded to Mechanical Engineering and Electrical Engineering students.

The recipient of the prize in Mechanical Engineering shall satisfy the following conditions: (i) he or she must have been a registered student in the Mechanical Engineering degree course during the year for which the award is made, and (ii) he or she must have achieved the best performance in the subject 48660 Dynamics and Control.

The recipient of the prize in Electrical Engineering shall satisfy the following conditions: (i) he or she must have been an enrolled student in the Electrical Engineering or Computer Systems Engineering major during the year for which the award is made, and (ii) he

or she must have achieved the best performance in the subject 48560 Analogue and Digital Control.

Each prize is a cash award of \$250.

The Institute of Public Works Engineering Australia — NSW Division Medal

This prize was established in 1975. It is awarded annually to the student, in either part-time study or sandwich mode, with the best overall academic performance in the Civil or Civil and Environmental Engineering degree course and who is employed by a Local Government Authority at the time of completing the course. The recipient must have been employed by a Local Government Authority for at least three semesters during the period of his or her course. The award comprises \$500 cash and a medal.

Institution of Electrical Engineers Prize

This prize is offered by the Institution of Electrical Engineers (IEE) in the United Kingdom to institutions in which the degree programs have been mutually accredited by the IEAust and the IEE. It was established at UTS in 1991. The prize may be awarded in respect of each academic year but is not awarded if no candidate reaches a level acceptable to the Faculty Board in Engineering. The prize is awarded to a graduating Electrical Engineering student on the basis of outstanding performance in the final-year project. The prize consists of a certificate, a cash award of \$250 and two years' free membership of the Institution of Electrical Engineers.

Institution of Electrical Engineers E C Parkinson Prize

The Sydney section of the Institution of Manufacturing Engineers donated a sum of money in 1964 to be used to establish a prize for the purpose of perpetuating the memory of the late E C Parkinson, a distinguished production engineer and, for many years, a senior executive of the AWA Company. Since 1970 the prize has been awarded to a student of the University. The prize is awarded annually to a graduating student with a Mechanical Engineering major, on the basis of the highest aggregate mark in the subjects studied in the student's last semester. Only students who undertake 18 credit points or more in their last semester are eligible. The prize is a certificate and a book allowance of \$150.

Iplex Pipelines Award

This award was established in 1983 as the Hardie's Pipeline Systems Award. In 1998 it was re-named the Iplex Pipelines Award. It is awarded annually to the student in the Civil, Civil and Environmental or Construction Engineering major who obtains the highest aggregate in the Capstone Project subject approved by Iplex Pipelines. The prize consists of a cash award of \$250 and a prestigious trophy.

Jack Kaganer Prize¹

This prize was established in 1991 by donations from the family and friends of the late Jack Kaganer to commemorate his long and distinguished service to what was then the School of Civil Engineering of NSWIT. Jack Kaganer was the second member of staff to join the School of Civil Engineering and played an important role in its development until his retirement at the end of 1984. The prize is awarded annually to a student registered in either the Civil, Civil and Environmental or Construction Engineering major during the year in which the award is made, and who achieves, at his or her first attempt, the highest aggregate in the subject 48359 Structural Design 1. The prize is a cash award of \$250.

¹ This prize is currently under review.

C R Kennedy Prize

This prize was established in 1986 as the Leica Instruments Prize. In 2000 it was re-named the C R Kennedy Prize and is awarded to the student who obtains the highest mark in the Surveying Practical Test. If the Practical Test is not conducted in either semester of the year for which the award is made, the prize is awarded to the student who has obtained the highest aggregate mark in the subject 48320 Surveying. The prize is an instrument chosen by the company.

MSC Software Australia Prize¹

This prize was established in 2002 (formerly the Compumod Prize established in 1987). The prize is awarded to the student who has shown outstanding performance in the area of computer-aided engineering (CAE). The successful candidate should attain the highest aggregate in the subjects 48331 Mechanics of Solids and 48641 Fluid Mechanics, plus either 49325 Computer-aided Mechanical

Design or 49312 Advanced Flow Modelling plus a Capstone Project based on the use of advanced CAE software in simulation analysis, thus demonstrating his or her competence in fundamental engineering mechanics and a capacity to successfully apply CAE methods. The prize has a total value of \$1,300 composed of a cash award of \$300 and a voucher for \$1,000 of MSC Software Australia CAE training.

¹ This prize is currently under review.

Pioneer Concrete (Stage 5) Prize

This prize was established in 1987 by Pioneer Concrete (NSW) Pty Ltd. It is awarded annually to the student enrolled in the Civil, Civil and Environmental or Construction Engineering major who achieves, at his or her first attempt, the highest aggregate in the subject 48352 Construction Materials. The prize has a cash value of \$500.

RS Components Pty Ltd Prize

This prize was established in 1996 by RS Components Pty Ltd, an organisation which firmly believes in the principles of a strong technical education. The prize is awarded to a final-year student in Electrical Engineering who has achieved the highest level of academic excellence or who has conducted the best final-year project. The prize consists of an instrument or a combination of instruments to the value of \$500, and a commemorative certificate from the company.

Society of Manufacturing Engineers (Stage 8) Prize¹

The Society of Manufacturing Engineers has supported this prize since the early 1970s. It is awarded annually to the student enrolled in the Mechanical Engineering or Manufacturing Engineering degree course who obtains the highest mark in the subject 48012 Capstone Project (12cp) for a thesis on a manufacturing engineering topic. The prize is a cash award of \$250 together with one year's free membership of the Society and a framed certificate.

¹ This prize is currently under review.

Richard Whitfeld Prize for Industrial Experience

This prize was established in 1992 by the Computer Systems Engineering Forum. In 1997 it was re-named in honour of the late

Richard Whitfeld, an eminent figure in the computer industry and an active contributor to the work of the Faculty.

The prize may be awarded each academic year but is not awarded if no candidate reaches a level acceptable to the Faculty Board in Engineering. The recipient shall satisfy the following conditions: (i) he or she must have been an enrolled student in the Computer Systems Engineering major during the entire calendar year for which the award is made, and (ii) he or she must have the highest mark in the subject 48142 Engineering Practice Review 2.

In selecting the prize winner, account is taken of industrial experience log books, reports, submissions from employers and any other relevant material. The criteria include appropriateness of experience, engineering excellence, technical ability, communication skills, quality of report and degree of innovation shown during the work experience. The prize is in the form of a certificate and a cash award of \$500.

Dean's Capstone Presentation Award and Alan Chappel Engineering Innovation Prize

These prizes are awarded to the student who gives the best oral presentation from a group of candidates chosen from each of the Capstone Project majors and to the student whose work is judged as the most significant engineering innovation from the Capstone Projects respectively. Each engineering major selects and nominates one candidate who has achieved at least a Distinction for their Capstone Student presentation in their individual major. The selected students are required to give an additional 15-minute presentation at the IAN/Dean's Capstone Presentation Award event, attended by industry representatives and UTS staff. The prizes are judged by a panel of independent non-academics. The Dean's prize consists of an engraved plaque, Dean's Prize Certificate and \$500 cash; the Alan Chappel Engineering Innovation prize consists of a Certificate and \$500 cash.

Scholarships

Engineering Cooperative Scholarship Program

Availability

Engineering Cooperative Scholarships are awarded in 2004 to students who are successful candidates at the 2003 NSW Higher School Certificate examinations (or equivalent) and who are either Australian citizens or permanent Australian residents. Awards are made only to men and women who satisfy the requirements for admission to the Bachelor of Engineering, Diploma in Engineering Practice.

Scholarships are not normally available for combined or double degree programs except for the Engineering and International Studies Cooperative Scholarship (see below).

Sponsors

The scholarships are derived from gifts made to the University by industry sponsors who are engaged in a variety of engineering endeavours. A tax free stipend of \$10,000 per annum is provided to students whose performance in their undergraduate studies is satisfactory under the conditions of award of the Engineering Cooperative Scholarships Program.

In 2004, the Faculty acknowledges the commitment and generous sponsorship of the Engineering Cooperative Scholarship Program by the following organisations and donors:

ADI Limited
 Alcatel Australia Limited
 BAE Systems Australia Pty Ltd
 Barclay Mowlem Construction Ltd
 Bishop Innovation Ltd
 CISCO Systems Australia Pty Ltd
 Email Metering
 Insearch Limited
 Institute for International Studies
 Institute of Public Works Engineers Australia Ltd
 Keycorp Ltd
 Linden Little Memorial
 NDC
 Raytheon Australia Pty Ltd
 Rail Infrastructure Corporation
 Robert Bird & Partners Ltd
 Sydney Water
 TransGrid

Duration and payments

The scholarships are designed to provide students with financial support at the start of their course. Most scholarships operate only during the first academic year of each scholar's course; however, the Linden Little Scholarship is for two years.

An initial payment of 10 per cent of the total annual stipend is made at the time of enrolment. Subsequent payments are scheduled at the end of Autumn and Spring semesters subject to satisfactory performance (credit average).

Engineering internship opportunities

During their second academic year, scholars may be given the opportunity to undertake one period of work experience with the sponsor of their scholarship.

Personal requirements

Scholars are selected jointly by the University and scholarship sponsors on the basis of a combination of academic achievements and personal attributes relevant to a career in professional engineering, such as an interest in engineering, communications skills, leadership and creativity.

Academic requirements

Competition for scholarships is strong and a UAI that is approximately in the order of high 90s is required for success. It is also a requirement that the professional engineering interests of each scholar be in the field of activity of the sponsor of the scholarship.

Applications and interviews

Application forms are available from high school careers advisers in August each year. The closing date is the last Thursday in September. Applicants who are short-listed are required to attend an interview. Interviews are generally held on the last Tuesday in November. Interviews cannot be re-scheduled.

Conditions of award

Conditions of award applying to individual scholarships are consistent with this information, and are advised when the offer is made.

The Engineering and International Studies Cooperative Scholarship

The Engineering and International Studies Cooperative Scholarship was established in 2002. The scholarship is awarded on merit to a high-achieving current school leaver commencing studies in the Bachelor of Engineering, Bachelor of Arts in International Studies, Diploma in Engineering Practice. Merit-ranking of applicants should be in accordance with the University's selection criteria for entry to cooperative scholarships. Applicants should be either Australian citizens or permanent residents. The value of the scholarship is \$10,000 for the year, subject to satisfactory progress.

The Linden Little Memorial Scholarship

The Linden Little Memorial Scholarship was established in 2001. The scholarship is awarded on merit to a high achieving current school leaver from among applicants recognised by UTS as disadvantaged. Merit-ranking of applicants should be in accordance with the University's selection criteria for entry to cooperative scholarships. Applicants should either be Australian citizens or permanent residents. Disadvantage is established with reference to the University's indicators of socioeconomic, physical or educational hardship. Educational hardship may apply to applicants from country schools. The value of the scholarship is \$10,000 and will be awarded to a commencing student for a period of two years, subject to satisfactory progress.

The George J Haggarty Civil Engineering Scholarship

This scholarship was established in 1981 from funds made available from the George J Haggarty Student Endowment Fund. The George J Haggarty Civil Engineering Scholarship is aimed primarily at country-based students who are about to start a sandwich course. Preference is given to country students wishing to enter the area of Local Government engineering who have little other opportunity of alternative study programs or venues. The scholarship is offered occasionally as funds permit and is between \$1,000 and \$1,200.

Inquiries

For further information on endowments, prizes and scholarships administered by the Faculty of Engineering, contact the Undergraduate and Postgraduate Office (CB02.7.100) on telephone (02) 9514 2666.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Advertising Federation of Australia Prize in Advertising

This prize is made available by the Advertising Federation of Australia to a graduating student of the Bachelor of Arts in Communication (Public Communication) or its combined degrees with Law or International Studies. It is awarded to the student who has achieved the highest aggregate academic grades in the four advertising subjects studied in the degree. The award is a suitably inscribed certificate and a cash prize.

Australian Library and Information Association (ALIA) Award

This prize is made available by the Australian Library and Information Association to students in the Faculty's Information and Knowledge Management program area. The prize is a suitably inscribed certificate and a subscription to the Australian Library and Information Association.

Campaign Brief Creative Prize in Advertising

This prize is made available by the Publication *Campaign Brief* to a graduating student of the Bachelor of Arts in Communication (Public Communication) or its combined degrees with Law or International Studies. It is awarded to the student who has achieved the highest aggregate academic grade for the combination of print advertisement, story board and radio script assignments which form part of the assessment for three of the advertising subjects studied in the degree. The award is a suitably inscribed certificate and a cash prize.

Margaret Trask Medal

This prize is made in honour of the late Margaret Trask, founder of the School of Library and Information Studies at the former Kuring-gai College of Advanced Education. The prize is awarded to the highest ranked student from the Bachelor of Applied Science in Information Studies or the Bachelor of Arts in Communication (Information) or the Bachelor of Arts in Communication (Information Management) on the basis of academic achievement. The award is a medal with a suitably inscribed certificate and a cash prize of \$250.

Outstanding Student Awards

These prizes are awarded to students from the undergraduate and postgraduate coursework programs of the Faculty who have been ranked outstanding on their academic achievement across all graded subjects. The prize is a suitably inscribed certificate.

Richard Braddock Memorial Prize

This prize is in memory of the late Professor Richard Braddock, a visiting Fulbright Senior Scholar, who died in tragic circumstances in September 1974. The prize is awarded to the highest ranked Outstanding Student Award recipient from a Bachelor of Arts in Communication course. The award is a suitably inscribed certificate and a cash prize.

Sir Asher Joel Prize in Public Relations

This prize has been made available by a donation from Sir Asher Joel. The prize is awarded to an undergraduate student from the Faculty of Humanities and Social Sciences who has demonstrated an outstanding level of academic achievement in all public relations subjects studied. The award is a suitably inscribed certificate and a cash prize.

The Dame Mary Gilmore Memorial Prize

This prize has been made available by The Lyceum Club to commemorate the achievements of Dame Mary Gilmore in journalism. The prize is awarded to the graduating student of the Bachelor of Arts in Communication (Journalism) or Bachelor of Arts (Honours) in Communication or the Master of Arts in Journalism who is ranked highest according to a set of criteria established by The Lyceum Club and UTS. The award is a suitably inscribed certificate and a cash prize. The recipient of the award will be invited to attend a function of The Lyceum Club to talk about his or her plans and aspirations in the field of journalism.

The One Umbrella Group Prizes for Achievement in Knowledge Management Studies

These three awards have been made available to students in the Information and Knowledge Management program area by The One Umbrella Group to encourage the contribution of students to the future of Knowledge Management. The awards consist of suitably inscribed certificates and cash prizes.

Wanda Jamrozik Prize

This award has been made available by the parents of Wanda Jamrozik, Ruth Errey and Adam Jamrozik, in memory of their daughter who was a noted Sydney journalist. The prize is awarded for the best thesis or project in the areas of journalism, media studies and related fields in social science and the humanities which exemplifies human values in the media, especially in relation to ethnic, racial and multicultural issues, both in Australia and internationally. The award is a suitably inscribed certificate and a cash prize.

Zenith Information Management Employment Agency Prize for Achievement in Professional Studies

This award has been made available by Zenith Management Services Group Pty Ltd to encourage excellence in workplace learning for a graduating student of the Bachelor of Applied Science in Information Studies or the Bachelor of Arts in Communication (Information) or the Bachelor of Arts in Communication (Information Management). The prize is awarded to the highest ranked student on the basis of assessment of the student's project in the final professional studies subject and on the basis of an interview by Zenith Management Services. The award is a suitably inscribed certificate and a cash prize.

Inquiries

For further information on scholarships and prizes administered by the Faculty of Humanities and Social Sciences, contact:

Office of the Dean

Faculty of Humanities and Social Sciences
CB02.7

telephone (02) 9514 2704

fax (02) 9514 2711

email info@hss.uts.edu.au

FACULTY OF INFORMATION TECHNOLOGY

Altiris Operations Management Prize

The Altiris Operations Management Prize was established in 2002. The prize is awarded to the student who is enrolled in either the Bachelor of Science in Information Technology, or Bachelor of Science in Information Technology, Diploma of Information Technology Professional Practice and who obtains the highest aggregate mark in the subject 31097 IT Operations Management. The prize is a cash award of \$600.

ASX Ltd Scholarship

Established in 2001, the ASX Ltd Scholarship is awarded to a registered full-time HECS student in the Bachelor of Science in Information Technology. To be eligible for the award, students must have a weighted average mark which places them among the top 20 full-time students at the end of the first year of the course. Final selection for this scholarship is determined at an interview with staff from the Australian Stock Exchange. Each scholarship has a total value of \$10,000 and is awarded as two disbursements of \$5,000 each at the commencement of the student's second and fourth years.

CSC Australia Prize for Communications

Since 1971, Computer Sciences Corporation Australia Pty Ltd has made available an award in the interests of furthering education and knowledge in the field of telecommunications. The prize is awarded to a student enrolled in the Bachelor of Science in Information Technology who achieves the best combined performance in the two core networking subjects, 31467 Networking 1 and 31471 Networking 2. The prize is a cash award of \$750.

DSTC Thesis Prize

Established in 2003, the DSTC Thesis Prize is awarded to a registered student in either the Master of Science in Computing Science (Thesis) or the Bachelor of Science (Honours) in Information Technology. To be eligible for the award students must have completed all requirements of the course such as to enable graduation and be judged to have submitted the best thesis contributing to the area of enterprise distributed computing in the aca-

demical year for which the award is made. The recipient of the award will be nominated by the Program Leaders Associate Dean (Education) and the Research Director of DSTC Pty Ltd. The prize is a cash award of \$500.

Equant Prize for Academic Excellence

Established in 1996, this prize is awarded annually to the student enrolled in the Bachelor of Science in Information Technology who achieves the best overall performance in the final year of the degree and who has completed the course within the minimum time. The prize is a cash award of \$1,000.

Gilbert & Tobin Essay Prizes for Strategic IT Contract Management

The Gilbert & Tobin prizes were established in 1998 and are awarded to two students enrolled in the Information Technology Management program who, in the year for which the awards are made, have written the Best Research Essay and the Highly Commended Research Essay respectively in the subject 32704 Strategic IT Contract Management. The prizes are cash awards of \$1,000 and \$500 respectively.

Insearch Doctoral Award

As a result of the generous support of Insearch UTS, the Faculty of Information Technology is able to offer a full-time PhD scholarship for study in any area of information technology. The scholarship has a cash value of \$18,000 per year, tax free, and may be supplemented by a limited amount of teaching and/or research assistant activity within the Faculty.

Insearch Prize for General Proficiency in the Faculty of Information Technology

This prize, established in 1999, is awarded to the graduating student each year who, having entered the Faculty after completing the Diploma in Information Technology at Insearch UTS, has gained the highest weighted average mark of such students over all subjects studied in the Bachelor of Science in Information Technology. The prize is a cash award of \$500.

Insearch Prize

This prize was established in 1998. It is awarded to the most outstanding international student graduating in the Bachelor of Science in Information Technology. The prize is a cash award of \$450.

Oracle Database Prize

Established in 1994, the Oracle Database prize is awarded to a Bachelor of Science in Information Technology student who achieves the highest mark in the subject 31474 Database Fundamentals. The prize is a cash award of \$400.

Skillsearch Software Development Case Study Prize

This prize was established in 1999 by Skillsearch Computing Pty Ltd. It is awarded annually to the members of the group of students in the Bachelor of Science in Information Technology who achieve the highest mark in the project in the subject 31476 Systems Development Project. The prize has a shared cash value of \$2,000.

Software Quality Association (NSW) Prize for Software Quality Assurance

This prize was established in 1997 by the Software Quality Association (NSW). It is awarded annually to the Bachelor of Science in Information Technology or the Bachelor of Information Technology student who achieves the highest mark in the subject 31093 Quality Assurance and Process Improvement. The prize has a cash value of \$400.

Solution 6 Information Technology Planning and Design Prize

Established in 1985 by Computer Automated Business Systems Pty Ltd (CABS), now a part of the Solution 6 Group, this prize is awarded annually to the group of final-year students, enrolled in either the Bachelor of Science in Information Technology or the Bachelor of Information Technology, who obtain the highest mark in the subject 31480 Strategic Information Technology Planning Project. The cash award of \$1,000 is shared among all students in the group.

Unisys Networkers Conference Award

This prize was established in 2002 and is awarded to the student enrolled in the Master of Science in Internetworking who achieves the highest weighted average mark after successfully completing four subjects that comprise the second year of the part-time program, or second semester of the full-time program. The prize is a cash award of \$4,000.

Unisys Scholarship

This tuition scholarship, established in 2002 by Unisys, may be awarded to an able, needy, part-time student enrolled in the Master of Science in Internetworking. The recipient must be an Australian citizen and must remain a part-time student and on normal progression throughout their degree. The scholarship has a total value of \$5,000 and is awarded as two disbursements of \$2,500 in each semester of study during the second year of the program.

Unisys Women in Internetworking Prize

This prize was established in 2002 and is awarded to the female student enrolled in the Master of Science in Internetworking who achieves the highest mark in the subject 32521 WANs and VLANs. The prize is a cash award of \$1,400.

Westpac Information Systems Award

This prize was established in 1987 by the Westpac Banking Corporation. It is awarded annually to the full-time Bachelor of Science in Information Technology student who develops the best IT strategic plan based on his or her industrial training experience. The prize has a cash value of \$1,000.

Inquiries

For further information on prizes and scholarships administered by the Faculty of Information Technology, contact:

Faculty Student Centre
Faculty of Information Technology
telephone (02) 9514 1803
fax (02) 9514 1807
email info@it.uts.edu.au

FACULTY OF LAW

Abbott Tout Prize

This prize was established in 1987. The prize is awarded annually to the student who obtains the highest mark in the undergraduate subject Local Government Law. The prize has a cash value of \$100.

Alumni Foundation Scholarship

The scholarship is available to an undergraduate Law student primarily on the basis of demonstrated need and academic merit. The Trustees may award more than one scholarship in an academic year. Full details are available from the Faculty of Law. The value of the scholarship is \$400.

Arraj Lawyers Prize

This prize is awarded to an undergraduate student for the best performance in Environmental Law. The prize has a cash value of \$250.

Butterworths Book Prizes

These book vouchers are awarded for the best performance in the subjects Legal Process and History and Business Law and Ethics.

CCH Book Prize for Taxation Law

This prize is awarded to the student who attains the highest mark in the postgraduate subjects International Taxation Law 1 or International Taxation Law 2.

Davies Collison Cave Prize for Trade Marks Law

This prize was established in 1996. It is awarded annually to the student who obtains the highest mark in the postgraduate subject Trade Marks Law. The prize has a cash value of \$250.

The Dean's Special Prize

This prize was established by the Dean of the Faculty in 1989 to formally acknowledge a major individual contribution by a student in terms of time and effort to the general work of the Faculty and, in particular, to student and staff relations. The prize has a cash value of \$200.

Dibbs Barker Gosling Lawyers Prize

This prize was established in 2002. It is awarded annually to the student who achieves

the best performance in the undergraduate subject Patents Trade Marks and Related Rights. The prize has a cash value of \$500.

Ebsworth and Ebsworth Prize

This prize was established in 1989. It is awarded annually to the student who obtains the highest mark in the undergraduate subject Law of Insurance. The prize has a cash value of \$200.

Eric Dreikurs Scholarship

This scholarship is valued at \$400. Full details are available from the Faculty of Law.

Gross Prize in Family Law

This prize was established in 1979, the International Year of the Child, by a student in the Bachelor of Laws degree to promote the rights and protection of children, especially the unborn, as well as particular provisions for the treatment of children by the State. The prize is awarded each semester to the student who obtains the highest mark in the undergraduate subject Family Law and is designed to develop a keen appreciation of the unique nature and social significance of Family Law among the staff and students of the Faculty of Law. The cash value of the prize is \$100.

Gross Prize in Human Rights

This prize was established in 1980 by a student in the Bachelor of Laws degree to stimulate interest in the legal aspects of Human Rights. The prize may be awarded each semester to the student who obtains the highest mark in the undergraduate subject Human Rights. The prize consists of a cash award of \$100.

Harmers Workplace Lawyers Award in Industrial Law

This prize was established in 1998 and is awarded to the student in their final or penultimate year of study who achieves the best performance in the undergraduate subject Industrial Law. The prize will be awarded annually and has a cash value of \$500.

Harmers Workplace Lawyers Award in Labour Law

This prize was established in 1998 and is awarded to the student in his or her final or penultimate year of study who achieves the best performance in the undergraduate subject Labour Law. The prize will be awarded annually and has a cash value of \$500.

Henningham and Ellis-Jones Prize

This prize was established in 1994 by the firm of Henningham and Ellis-Jones and is awarded annually to the student who obtains the highest mark in the subject Administrative Law. The prize has a cash value of \$250.

Inner West Law Society Prize for Litigation

This prize was established in 1998 and is awarded annually to a student enrolled in the Practical Legal Training Program who attains the highest mark in the subject Litigation. The prize has a cash value of \$150.

Inner West Law Society Prize for Professional Conduct

This prize was established in 1998 and is awarded annually to a student enrolled in the Practical Legal Training Program who attains the highest combined mark in the subject Professional Conduct 1 and Professional Conduct 2. The prize has a cash value of \$150.

Karen Morton Memorial Prize

This prize was established in 1986 by students enrolled in the Faculty of Law in memory of fellow student, Karen Morton, who completed the requirements for the award of Bachelor of Laws and who died before being admitted to the degree. The prize is awarded annually to the student who obtains the highest mark in the undergraduate subject Industrial and Intellectual Property, an area of the law in which the student excelled. The cash value of the prize is \$100.

Law Society of NSW Prize

The prize was established in 1983 by the Law Society of New South Wales. The prize is awarded each semester to the student who obtains the highest mark in the subject Real Property, a subject which examines the law relating to real property in New South Wales. The cash value of the prize is \$250.

Nea Goodman Prize

This prize is awarded to the student who achieves the highest aggregate mark across all subjects attempted on completion of the Master of Law and Legal Practice course. Full details are available from the Faculty of Law. The value of the prize is \$250.

Needs Chan and Monahan Prize for Commercial and Estate Practice

This prize was established in 1998 and is awarded annually to a student enrolled in the Practical Legal Training Program who attains the highest mark in the subject Commercial and Estate Practice. The prize has a cash value of \$150.

Needs Chan and Monahan Prize for Property Transactions

This prize was established in 1998 and is awarded annually to a student enrolled in the Practical Legal Training Program who attains the highest mark in the subject Property Transactions. The prize has a cash value of \$150.

NSW Bar Association Prize

This prize is awarded to a student for the best performance in Practice & Procedure. The prize has a cash value of \$250.

NSW Bar Association Prize

This prize is awarded to a student for the best performance in Law of Evidence. The prize has a cash value of \$250.

NSW Bar Association Prize for Advocacy

This prize is awarded to a student for the highest mark in Advocacy. The prize has a cash value of \$250.

NSW Bar Association Prize (Legal Ethics)

This prize is awarded to a student for the best performance in Professional Conduct 2. The prize has a cash value of \$250.

NSW Office of the Manufacturing Workers' Union Prize for Industrial and Labour Law

This prize is awarded to the best undergraduate Honours project in Industrial and Labour Law. The prize has a cash value of \$200.

Roger Shaw Memorial Prize

This prize was established in 1997 from money raised by staff and students of the Law Faculty in memory of Roger Shaw who was the Law Liaison Librarian for many years prior to his death. It is awarded each semester to the student who attains the highest mark in Legal Research. The prize has a cash value of \$200.

Veronica Pike Prize

This prize was established in 1988 by the Women Lawyers' Association of New South Wales Inc in recognition of the career of Veronica Pike and her services at the Bar. The prize is awarded annually to a female student who obtains the highest mark in the subject Law of Evidence, a subject essential to a good barrister. The prize has a cash value of \$100.

Inquiries

For further information on the prizes and scholarships available to students in the Faculty of Law, contact:

Law Information Office
CM05B.303, City campus
telephone (02) 9514 3444
fax (02) 9514 3400
email info@law.uts.edu.au
www.law.uts.edu.au

FACULTY OF NURSING, MIDWIFERY AND HEALTH

Aboriginal or Torres Strait Islander Postgraduate Scholarship

The Faculty of Nursing, Midwifery and Health awards a scholarship annually to an Aboriginal or Torres Strait Islander post-graduate student. The recipient has either their HECS or course fees met for the third year of a Master's program in the Faculty. The scholarship is awarded on the basis of academic merit.

Recipients are either:

- enrolled in any three-year Master's program in the Faculty of Nursing, Midwifery and Health (the scholarship is awarded for one year and is made available in the final year of their program and the recipient has their HECS met by the Faculty), or
- enrolled in any Master's Conversion program in the Faculty of Nursing, Midwifery and Health (the scholarship is awarded for one year and the recipient has their course fees paid by the Faculty).

Faculty of Nursing, Midwifery and Health HECS Scholarships

The Faculty of Nursing, Midwifery and Health awards two HECS Scholarships annually to full-time students in the Bachelor of

Nursing or Bachelor of Nursing, Bachelor of Arts in International Studies programs. The scholarships are awarded to:

- the most outstanding student who commences the Bachelor of Nursing or Bachelor of Nursing, Bachelor of Arts in International Studies with the highest UAI score (the scholarship is awarded for one year and is made available in the final year of the program), and
- the highest academic performance by a student in the first year of study in the Bachelor of Nursing or Bachelor of Nursing, Bachelor of Arts in International Studies programs. It is awarded to the student with the highest cumulative weighted average mark after the first year of study (the scholarship is awarded for one year and is made available in the final year of the program).

Scholarship recipients are presented with inscribed certificates and have their HECS for the final year of their program met by the Faculty.

Anne Caradus Memorial Prize

This prize was established in 1997. It is awarded to a student who has demonstrated a consistently high level of clinical education based on the scores attained in the Graduate Certificate in Perioperative Nursing offered in collaboration with Northern Sydney Health, and has demonstrated outstanding clinical performance across the years of the course. The prize consists of a suitably inscribed certificate, an overview of the life of Anne Caradus and a cash award of \$250.

B Peter Fielden Prize

Established in 1999, the Department of Anaesthesia and Pain Management at the Royal North Shore Hospital awards a prize for outstanding achievement to a graduate from the Graduate Certificate in Anaesthetics and Recovery Room Nursing. The prize is in the name of (the late) B Peter Fielden, a former Anaesthetist at Royal North Shore Hospital, and consists of a suitably inscribed certificate and a cash award of \$250.

Gretel Joy Wolfgang Memorial Prize for Clinical Excellence

This prize was established in 1987 by the family of the late Gretel Joy Wolfgang who had been enrolled in the Diploma of Health Science (Nursing) course. The prize is

awarded to a student enrolled in the Bachelor of Nursing program who graduates with the highest degree of clinical excellence. Clinical excellence is determined as a consistently high level in clinical education based on scores attained in the three Practice Development subjects. The prize is in the form of a suitably inscribed certificate, including an overview of the life of Gretel Wolfgang, together with a cash award of \$200.

Royal College of Nursing, Australia High Achiever Award

The Royal College of Nursing created the High Achiever Award in 1993. The award is presented annually to a graduating nursing student of a pre-registration course from each School of Nursing Australia-wide. The award consists of a certificate and one year's free membership to the Royal College of Nursing, Australia. The award gives the recipient full privileges to membership products and services for a year.

The 2/5 Australian General Hospital Prize

This prize was established in 1996. It is awarded to a student in a postgraduate course who has been the most outstanding student in the subject 92790 Evidence-based Practice for the year in which the award is made. The most outstanding student in the subject is determined through consistent contribution and the attainment of the highest overall mark. The prize consists of a suitably inscribed certificate, a brief history of the 2/5 Australian General Hospital and a cash award of \$250.

The Royal North Shore Hospital (RNSH) Prizes

This undergraduate prize was established in 1986. It is awarded annually to the nursing student who completes the requirements for the Bachelor of Nursing program and obtains the highest cumulative weighted average mark in all subjects. The prize consists of a suitably inscribed certificate, together with a cash award of \$150.

The RNSH also awards a \$200 prize, established in 1999, for subjects which are run as part of the Clinical Accreditation Program (CAP). Prizes are awarded to one graduate from each major, with the exception of those eligible for other prizes. Majors eligible for other prizes include Anaesthetics and Recovery Room Nursing and Perioperative Nursing which are eligible for the B Peter Fielden

and Anne Caradus Memorial Prizes, respectively.

The prizes are awarded to candidates who achieve the highest academic and clinical achievements. Selection is based on both their coursework results and achievement in the Clinical Accreditation Program as assessed by the RNSH.

Yakult Student Award

This prize was established in 1996. It is awarded to the student who has completed the Bachelor of Nursing (Honours) program and is deemed to have submitted the best Honours research dissertation in the year for which the award is made. The prize consists of a suitably inscribed certificate and a cash award of \$250.

Inquiries

For further information on prizes and scholarships administered by the Faculty of Nursing, Midwifery and Health, contact the Faculty Student Office on telephone (02) 9514 5021 or (02) 9514 5202.

FACULTY OF SCIENCE

Dean's Merit List for Academic Excellence

The Faculty wishes to formally recognise outstanding performance by its students through the awarding of prizes, medals and the grading of degrees. The Dean's Merit List endeavours to formally acknowledge outstanding academic achievement throughout a student's course of study. The Faculty publishes a list of students who have been placed on the Dean's Merit List. Each student also receives a certificate to this effect. To be listed, a student usually needs to undertake a normal load, achieve an average mark for the year of 85 per cent or above and be recommended by the relevant Examination Review Committee in December each year.

3M Australia Prize

This prize, established in 2002, is awarded annually to the student who obtains the highest aggregate mark in the subject 65410 Chemical Safety and Legislation. The prize is in the form of a suitably worded certificate together with a cash prize of \$250

Australasian Association of Clinical Biochemists (NSW/ACT Branch) Prize

This prize was established in 1995 by the NSW/ACT Branch of the Australasian Association of Clinical Biochemists, initially for students in a postgraduate course. It is now offered annually to the student in an undergraduate course in the Faculty of Science who has gained the highest weighted average mark in the subjects 91313 Biochemistry 1, 91320 Biochemistry 2, 91326 Analytical Biochemistry, 91344 Medical and Diagnostic Biochemistry and 91345 Biochemistry, Genes and Disease, provided that the weighted average mark is not less than 70 per cent. The prize consists of a suitably inscribed plaque, a cash award of \$200 and one year's membership of the Australasian Association of Clinical Biochemists.

Australian Acupuncture and Chinese Medicine Association Prize

This prize is awarded to the graduating student from the Bachelor of Health Science in Traditional Chinese Medicine course who obtains the highest weighted average mark for all subjects in the course. The prize is in the form of a suitably worded certificate, together with a book allowance to the value of \$250, plus one year's complimentary membership of the Australian Acupuncture Association Limited.

Australian Ceramic Society Award

The Australian Ceramic Society Award was established in 1986 and is awarded annually to the student enrolled in the Materials Science degree course who, when undertaking a research project in the area of ceramics, obtains the highest average mark in Stages 1, 2, 3 and 4. The cash value of the award is \$400.

Australian Institute of Medical Scientists' Prize in Clinical Bacteriology

This prize was established in 1983 by the New South Wales Branch of the Australian Institute of Medical Laboratory Scientists. It is offered annually to students enrolled in the Biomedical Science course who take the AIMS Accredited Program of Study and is awarded to the student who obtains the highest mark in the subject 91338 Clinical Bacteriology. The prize consists of a cash award of \$250 and a one-year subscription to Path Report.

Australian Institute of Medical Scientists' Prize in Haematology

This prize was established in 1983 by the New South Wales Branch of the Australian Institute of Medical Laboratory Scientists. It is offered annually to students enrolled in the Biomedical Science course who take the AIMS Accredited Program of Study and is awarded to the student who obtains the highest mark in the subject 91358 Haematology 2. The prize consists of a cash award of \$250 and a one-year subscription to Path Report.

Australian Institute of Physics Prize

The NSW Branch of the Australian Institute of Physics has made available an annual award to the student who achieves the best mark in Bachelor of Science (Honours) in Applied Physics. The prize is a cash award of \$250 plus one year's free membership of the Australian Institute of Physics.

Australian Society for Parasitology Prize

This prize was established in 2001 and is awarded to the student enrolled in an undergraduate degree at the University who achieves the highest mark for the subject 91352 Parasitology, provided that the grade obtained is not lower than Distinction. The prize is in the form of a suitably worded certificate and a cash award of \$400.

Biotechnology Prize

This prize was established in 2000 by Dr Ian Stevenson, former Course Director of the Biotechnology degree, and is awarded annually to the graduating student from the Biotechnology degree courses offered by the University who achieves the highest weighted average mark in 91314 General Microbiology, 91330 Epidemiology and Public Health Microbiology and 91369 Biobusiness and Environmental Biotechnology, provided that the weighted average mark is at Distinction level or higher. The prize consists of a suitably worded certificate and a cash award of \$250.

Cathay Herbal Laboratories Prize

This prize is awarded annually to the graduating student from the Bachelor of Health Science in Traditional Chinese Medicine course who obtains the highest aggregate mark in the final-year clinical subjects. The prize is in the form of a suitably worded certificate, together with Cathay Herbal Laboratories products such as textbooks,

acupuncture supplies, herbal medicines and educational services, to the value of \$1,000.

Chemistry Department Prize

This prize was established in 1986. It is awarded annually to the student enrolled in the Applied Chemistry degree course who, having completed Stage 2 of the course, obtains the best performance in the Stage 2 chemistry subjects. The prize is valued at \$250.

China Books Prize

This prize was established in late 2002 and is awarded to the student who achieves the highest weighted average mark in all TCM subjects up to the end of the second year. The prize is a voucher for the purchase of books to the value of \$250.

CIBA Specialty Chemicals – Industrial Training Scholarship

The purpose of this scholarship is to allow students currently undertaking the Diploma of Scientific Practice to obtain full-time training at CIBA Specialty Chemicals for up to 12 months. The scholarship is valued at \$20,000 and is available from time to time.

Colin Field Prize

This prize was established in 1989 by Emeritus Professor Colin Field, former Dean of the Faculty of Life Sciences and Head of the School of Biological and Biomedical Sciences. The prize is awarded annually to the Biomedical Science, Environmental Biology or Biotechnology student who obtains the highest overall average mark from all subjects undertaken in Stages 1 and 2. The prize has a cash value of \$250.

CSL (Commonwealth Serum Laboratories) Prize

This prize was established in 1990. It is awarded to the graduating student from the Faculty of Science who attains the highest aggregate mark in the subject 91129 Transfusion Science, with a mark at Distinction level or higher. The prize has a cash value of \$250.

CSL Essay Prize for Transfusion Science

This prize was established in 2002 and is awarded to students enrolled in any science course who obtain the highest weighted average mark for the essay component on completion of the subject 91129 Transfusion Science. The prize is an inscribed certificate

plus \$500 to cover expenses for attending the annual National Immunohaematology Continuing Education (NICE) meeting held in Albury.

Department of Land and Water Conservation Prize

This prize was first established as the Department of Water Resources Prize in 1990. It is awarded annually to the student enrolled in the Biological and Biomedical Sciences courses who obtains the highest average mark in the subjects 91121 Aquatic Ecology, 91119 Terrestrial Ecosystems, and 91120 Mapping and Remote Sensing, provided that the average mark is at Distinction level or higher. The prize has a cash value of \$250.

DFC Thompson Memorial Prize

This prize is awarded annually to the student who, upon completion of Stage 5 in the Applied Chemistry degree course, obtains the highest weighted average mark for subjects in Stages 3, 4 and 5 of the course. The prize consists of a suitably worded certificate, together with a cash prize of \$1,000.

Environmental Biology Prize

This prize was established anonymously in 1984. The prize has a cash value of \$250 and is awarded to the student enrolled in the Bachelor of Science in Environmental Biology who obtains the highest average mark in Stages 3 to 6 of the degree course.

Foseco Prize in Materials Science

This prize was established in 1982 by Foseco Pty Ltd as an incentive to students engaged in studies in the field of Materials Science. The prize is offered annually to students enrolled in the Materials Science degree course and is awarded to the student who achieves the highest aggregate mark in the subject 67407 Physical Properties of Materials. The prize consists of a cash award of \$500.

Foundation for Australian Resources Prizes

The Foundation for Australian Resources is an independent nonprofit organisation whose nominated beneficiary is the Faculty of Science. The Foundation has made available a prize valued at \$250, for the best graduating student from the Bachelor of Science (Honours) in Mathematics degree.

Hampson Sugerman Macquarie Prize in Biomedical Science

This prize was established in 1984 by Macquarie Pathology Services Pty Ltd. It is awarded annually to the student who obtains the highest weighted average mark in Stages 3–6 of the degree course leading to the award of Bachelor of Science in Biomedical Science. The prize includes a cash award of \$375 and a medal.

Hampson Sugerman Macquarie Prize in Pathology

This prize was established in 1982 by Dr David Sugerman. The prize is awarded annually to the student enrolled in the Biomedical Science degree course who obtains the highest aggregate in the subjects 91354 Anatomical Pathology, 91351 Immunology 1 and 91355 Haematology 1, provided that the student reaching the highest aggregate has an average mark of not less than a Credit. The prize consists of a cash award of \$375 and a medal.

Hatrick-Jotun Prize

This prize (formerly the Hatrick Fiberfil Prize in Design and Materials Selection) was re-established in 1986. It is awarded to the student in the Materials Science degree course who achieves the best performance in the subject 67608 Composites. The prize has a cash value of \$250.

Hatrick Reichhold Prize in Polymer Technology

This prize was established in 1984 by A C Hatrick Chemicals Pty Ltd as an incentive to students studying in the field of polymers and resin technology. The prize is awarded to the student who achieves the best performance in the subject 67409 Polymer Technology. The cash value of the prize is \$250.

Helio Supply Co. Prize

This prize is awarded to the graduating student from the Bachelor of Health Science in Traditional Chinese Medicine course who obtains the highest weighted average mark for Traditional Chinese Medicine subjects in the final year. The prize is in the form of a suitably worded certificate, together with a cash prize of \$250 and a \$250 credit account with Helio Supply Co.

The Institute of Materials Engineering Australasia Prize

This prize, established in 1983, is offered annually to students in the Materials Science degree course and is awarded to the student who achieves the highest mark in the subject 67304 Physical Metallurgy. The prize consists of a cash award of \$200 and one year's membership of the Institute of Materials Engineering Australasia.

Leonard J Lawler Prize

This prize is presented by the Australian Institute of Medical Scientists (AIMS) in dedication to the past services of Leonard J Lawler to the New South Wales Branch of the AIMS. Over a long period, Mr Lawler has shown great interest in the education of clinical chemists. The prize has been awarded annually since 1976. It is awarded to the student enrolled in the Biomedical Science course who attains the best aggregate in the subjects 91344 Medical and Diagnostic Biochemistry and 91345 Biochemistry, Genes and Disease. The prize consists of a cash award of \$250 and a one year's subscription to *Path Report*.

Loctite Australia Prize in Adhesion Science

This prize was established in 1983. It is awarded annually to the student enrolled in the Materials Science degree course who achieves the best performance in the subject 67508 Surface Processes. The prize has a cash value of \$1,000.

M Y Ali Prize in Cytopathology

This prize (previously known as M Y Ali Prize in Diagnostic Cytology) was established in 1978 by Dr M Y Ali, former Associate Head of the School of Life Sciences at NSWIT, who was responsible for the introduction and initial development of studies in diagnostic cytology. It is awarded annually to the student enrolled in the Biomedical Science degree course who achieves the highest mark in the subjects 91130 Cytopathology Part A and 91131 Cytopathology Part B, provided that the mark is not less than a Credit. The prize consists of a cash award of \$200 and a suitably worded certificate.

New South Wales Police Service Prize

This prize was established in 1997 by the New South Wales Police Service Education and Training Command. It is awarded to the student enrolled in the Bachelor of Science

(Honours) in Applied Chemistry – Forensic Science who obtains the highest weighted average mark for the forensic examination of physical evidence subjects. The prize consists of a suitably worded certificate together with a cash award of \$500.

Pasminco Prize in Extractive Metallurgy

This prize was established in 1990. It is awarded to the student enrolled in one of the Physical Sciences courses who obtains the highest aggregate mark in the subject 65062 Extractive Metallurgy/Metallurgical Chemistry. The prize has a cash value of \$250.

Pfizer Achievement Award

This prize was established in 1997 by Pfizer Pty Ltd. It is awarded to the student enrolled in either the Applied Chemistry degree course or the Bachelor of Science (Honours) in Applied Chemistry – Forensic Science course who achieves the highest mark in the subject 65508 Organic Chemistry 2 (Structure, Elucidation and Synthesis), provided that the grade obtained is not lower than a Distinction. The prize has a cash value of \$1,000.

Physics Staff Prize

This prize was established in 1985. It is awarded each year to the student in the Applied Physics degree course who obtains the highest average mark in Stages 1–4 of the course. The prize has a cash value of \$250.

RACI Industrial Chemistry Group Prize for Environmental Chemistry

This prize, established in 2001, is awarded to the student enrolled in an undergraduate degree at the University who achieves the highest mark for the subject 65621 Environmental Chemistry, provided that the grade obtained is not lower than a Distinction. The prize is in the form of a suitably worded certificate and a cash award of \$500.

RACI Undergraduate Prize for Academic Excellence in Analytical Chemistry

This annual prize, established in 2003, is awarded to the student studying for either a Bachelor of Science, Bachelor of Science in Applied Chemistry, or Bachelor of Science (Honours) in Applied Chemistry – Forensic Science degree, who has completed the subject 65606 Analytical Chemistry 3 in the year for which the award is made, and who has achieved the highest aggregate in the subjects

65306 Analytical Chemistry 1, 65409 Analytical Chemistry 2 and 65606 Analytical Chemistry 3. The prize has a cash value of \$250.

R F G MacMillan Award

This prize was established in 1991. It is awarded to a Materials Science degree student for participation and involvement in Materials Science activities beyond the normal academic requirements. The prize has a cash value of \$500.

Robert K Murphy Research Fund

To perpetuate the name of Dr R K Murphy, who was for 25 years Lecturer-in-Charge of the Chemistry Department and subsequently Principal of Sydney Technical College, the Sydney Technical College Science Association sponsored a fund to be known as the Robert K Murphy Research Fund, to which a number of chemical industries also subscribed. The income from the fund has been applied to set up the following prizes and a scholarship:

1. Robert K Murphy Prize

This prize is awarded annually to the student in the Applied Chemistry degree course who entered the course on completion of the Chemistry Certificate of the TAFE Commission and who achieves the best overall performance in the Applied Chemistry degree. The prize has a cash value of \$250.

2. Robert K Murphy Research Prize

This prize is awarded annually to the student in the Applied Chemistry degree course who submits the best original chemistry project. The prize has a cash value of \$250.

3. Robert K Murphy Research Scholarship

This scholarship is awarded annually to the student in the Applied Chemistry degree course who satisfies the Trustees that such a scholarship is warranted to assist the student in research, investigation or advanced study. The prize has a cash value of \$250.

Roche Award for Excellence in Pharmacology

This prize, established in late 2002, is awarded to the student with the highest mark in 91707 Pharmacology 1. The prize is a suitably inscribed certificate plus \$300.

Safety Institute of Australia Ratcliffe Prize

Awarded for the best aggregate result of the Master of Occupational Health and Safety Management course. This prize has a cash value of \$250.

Sam Huxham Memorial Prize

This prize was established in 1994 in memory of Samuel Hugh Huxham, who joined the NSW Institute of Technology in 1971 and was Head of the Statistics and Operations Research Unit at the time of his death in May 1994. It is awarded each year for the best performance in the Statistics major by a student who completed the Bachelor of Science in Mathematics degree in the preceding year. The prize has a cash value of \$250.

Schering Plough Prize

This prize was established in 1990. It is awarded to the student enrolled in an Advanced Chemistry project in the Applied Chemistry course who presents the best project seminar (in terms of both technical merit and presentation). The prize has a cash value of \$250.

St Joe Mineral Deposits Prize

St Joe Australia Pty Ltd established this prize in 1984. The prize is awarded to the student who obtains the highest mark in the subject 66408 Earth Resources. The prize has a cash value of \$50.

Stanton Coalstad Prize

This prize is awarded annually to the student who obtains the highest mark in the subject 67101 Introduction to Materials at his or her first attempt. The prize is valued at \$500 and comprises a cash award and a book voucher.

Sun Ten Prize

Newly established in 2003, this prize is awarded annually to the student who obtains the highest weighted average mark in all Chinese herbal medicine related subjects within the Bachelor of Health Sciences in Traditional Chinese Medicine. The prize consists of Sun Ten products to the value of \$250.

Surface Coatings Association of Australia (SCAA) Memorial Trust Prize

This prize was established in 2002 and is awarded to students enrolled in any stage of an undergraduate or Honours science course

in any subject in science on coatings, polymers, pigments or corrosion who obtain the highest weighted average mark for a project report, substantial essay, a paper or conference/workshop presentation. The prize is an inscribed certificate together with a cash award of \$1,000.

Sydney Environmental and Soil Laboratory Prize in Urban Horticulture

This prize is awarded to the graduating student from the Bachelor of Science in Environmental and Urban Horticulture course who obtains the highest weighted average mark in Stages 3–6 of the course, at Credit level or above. The prize is in the form of a suitably worded certificate, together with a cash prize of \$300.

Western Mining Corporation Prize

This prize was established in 1986. It is awarded annually to the student enrolled in the Bachelor of Science in Earth and Environmental Science course who obtains the highest average mark of all students undertaking the Field Project in the year for which the award is made. The successful student will preferably demonstrate an interest in metaliferous exploration geology. The prize has a cash value of \$200.

Western Mining Corporation Junior Studies Prize

This is a cash prize of \$150 awarded annually to the student who has shown the most significant improvement in the quality of academic work at the completion of Stage 4 in the Materials Science degree course. The prize was awarded for the first time in 1979.

Western Mining Corporation Senior Studies Prize

This is a cash prize of \$150 awarded annually, subject to a suitable recipient being nominated by the Head of the Department of Chemistry, Materials and Forensic Science, for distinguished performance in the final year (Stages 5 and 6) of the Materials Science degree course. The prize was awarded for the first time in 1979.

Workcover Authority Prize

Awarded for the highest aggregate mark in the first year of study in the Master of Occupational Health and Safety Management course, this prize is in the form of a suitably worded certificate, together with a cash prize of \$500.

Yakult Student Award in Biotechnology

This prize was established in 1996. It is awarded to the graduating student in the Biotechnology degree courses offered by the University who obtains the highest weighted average mark for the specialist biotechnology subjects 91368 Bioreactors and Bioprocessing and 91369 Biobusiness and Environmental Biotechnology, provided that the average mark is at Credit level or higher. The prize is valued at \$250.

Inquiries

For further information on prizes and scholarships administered by the Faculty of Science contact:

telephone (02) 9514 1756.



8. STAFF OF UTS

UTS Executive	180	Division of the Pro-Vice-Chancellor [Teaching and Learning]	230
Deans	180	Office of the Pro-Vice-Chancellor [Teaching and Learning]	230
Faculties		Institute for Interactive Media and Learning	230
Business	181	English Language Study Skills Assistance (ELSSA) Centre	231
Design, Architecture & Building	190	Student Ombud	231
Education	193	University Library	231
Engineering	197	UTS Shopfront	234
Humanities & Social Sciences	201	Division of the Chief Financial Officer	234
Information Technology	203	Office of the Chief Financial Officer	234
Law	207	Facilities Management Unit	234
Nursing, Midwifery & Health	209	Financial Services Unit	236
Science	215	Registrar's Division	237
Division of the Vice-Chancellor and President	223	Office of the Registrar	237
Office of the Vice-Chancellor and President ..	223	UTS Legal Services	237
Office of the Vice-President (Alumni and Development)	223	Governance Support Unit	237
Office of the Executive Director and Vice-President (University Enterprises) (until May 2004)	223	Internal Audit Unit	238
Graduate Connections Unit	223	Student Administration Unit	238
Division of the Deputy Vice-Chancellor and Vice-President	224	Student Services Unit	240
Office of the Deputy Vice-Chancellor and Vice-President	224	Division of the Executive Director (Organisational Support)	241
Faculties	as above	Office of the Executive Director (Organisational Support)	241
Institute for International Studies	224	Building Capability Project	241
Equity and Diversity Unit	225	Human Resources Unit	241
Jumbunna Indigenous House of Learning	225	Information Technology Division	242
Planning and Quality Unit	226	Marketing and Communication Unit	245
Division of the Pro-Vice-Chancellor and Vice-President (International)	226	Associated organisations	246
Office of the Pro-Vice-Chancellor and Vice-President (International)	226	accessUTS Pty Ltd	246
International Office	226	Insearch Ltd	246
Division of the Pro-Vice-Chancellor (Research)	227	UTS Union Ltd	246
Office of the Pro-Vice-Chancellor (Research)	227		
Institute for Sustainable Futures	227		
Research and Commercialisation Office	228		
University Graduate School	228		
University Research Institutes	228		
Institute for the Biotechnology of Infectious Diseases	228		
Institute for Information and Communication Technologies	229		
Institute for Nanoscale Technology	229		
Institute for Water and Environmental Resource Management	229		

Note: this structure is expected to be fully implemented by May 2004.

UTS EXECUTIVE

Vice-Chancellor and President

Professor Ross Milbourne, BCom, MCom (UNSW), PhD (Calif), FASSA

Deputy Vice-Chancellor and Vice-President

Professor Peter J Booth, BEc (Syd), GradDipEd (Syd Teach Coll), MEc (UNE), PhD (Griff), FCPA

Pro-Vice-Chancellor and Vice-President (International)

To be appointed

Pro-Vice-Chancellor and Vice-President (Research)

Professor Lesley Johnson, BA (Syd), MEd (Qld), PhD (Monash), FAICD (until March 2004)

Pro-Vice-Chancellor and Vice-President (Teaching and Learning)

Professor Richard Johnstone, BAA (N'cle), PhD (Camb)

Chief Financial Officer

K McCarthy, BCom (UNSW), ICAA

Registrar

J M FitzGerald, LLB(Hons) (Melb), LLM, PhD (Northwestern)

Executive Director and Vice-President

(University Enterprises) (until May 2004)

Emeritus Professor R W (Bob) Robertson, MA (UVic), FRAIPR, FATRI

Executive Director (Organisational Support)

To be appointed

DEANS

Business

Professor Rob Lynch, DipPhysEd (W'gong TC), BEd(Hons), MEd (UWA), PhD (Ill)

Design, Architecture and Building

Professor Desley Luscombe, BSc NSW, BArch NSW, MArch NSW, PhD NSW

Education

Professor Andrew Gonczi, MA, MEd(Hons) (Syd), PhD (UTS)

Engineering

Professor Archie Johnston, BSc(Hons), PhD (Heriot-Watt), FIEAust, CPEng, MICE

Humanities and Social Sciences

Professor Joyce Kirk, BA, DipEd (Syd), MLitt (UNE), MA (Lib) (CCA), MIInfSc, FALIA, ARMA

Information Technology

Professor Tharam Dillon, BE Monash, PhD Monash, FIEAust

Law

Professor David Barker, LLB (Lond), MPhil (Kent), LLM(Hons) (Cantab), DipLG (Kent), GradDipLegPrac (UTS), FCIS, MCIArb, FAIM, FIMgt, MACE, Solicitor of the Supreme Court of NSW and the High Court of Australia

Nursing, Midwifery and Health

Professor Jill F White, RN, RGON (NZ), CM, AssocDipNED (Cumb), BEd (SCAE), MEd (Syd), FRCNA, FCN (NSW), FCN (Aotearoa)

Science

Professor John Rice, BSc NSW, PhD NSW

University Graduate School

Professor M C Tennant, BA(Hons), DipEd (Syd), PhD (Macq)

Director, Institute for International Studies

Professor David Goodman, BA (Mane), DipEcon (Peking), PhD (Lond)

FACULTY OF BUSINESS

Dean and Professor

R Lynch, DipPhysEd (W'gong TC),
BEd(Hons), MEd (WAust), PhD (Ill)

Dean's Unit

Executive Assistant to Dean

S Harris

Associate Dean, Curriculum and Quality Enhancement

G W Ticehurst, BSc (UNSW), DipEd, MEd (Syd), MSc, PhD (Macq)

Executive Assistant to Associate Dean, Curriculum and Quality Enhancement

Vacant

Associate Dean, Research and Development

I Palmer, BA(Hons) (ANU), PhD (Monash)

Research Manager

T Tambiah, BA (Davidson College, USA),
MA(Hons) (Macq)

Director of Studies (Kuala Lumpur)

P Meyer, MA, MEd (Syd), Cert ATESOL (ACL)

Office Manager

Vacant

Administrative Assistant

S Dunn

Executive Director, Faculty Administration

W Paterson, BA(Hons) (Syd), MEd (Admin) (UNSW)

Executive Officer

G Nath, MMktgComm (UC)

Marketing and Communication Manager

M Francis, BBus (UTS)

Marketing Project Officer

B Gomez, BSc, DipSciPrac (UTS)

Web Manager

P Della-Vedova, BEd (Art) (SCAE), DipArt (Ed) (NAS)

Finance and Resources Manager

D Jocson, BBus (UTS), CPA, CISA

Communication Manager, eKCentre

B Greiss, BA (Macq)

Information and Intelligence Analyst

Vacant

Facilities Manager

P Sztelma, BCA (W'gong)

Facilities Coordinator

J Rodgers, BBus (La Trobe)

Facilities Assistants

K Deeming

H Li

Adjunct Professors

P Apps

S Birch, BA(Hons) (Sheffield), MSc (Bath),
DPhil (York, UK)

L Brown, BEc(Hons) (Tas), PhD (UNSW)

A D Castagna, BCom, MBA, PhD (UNSW),
FCPA, CA

E Dangar, BA (Syd)

D Fiebig, BCom(Hons), MCom(Hons)
(UNSW), PhD (Sth Calif)

K Foley, BCom(Hons), MCom (UNSW), PhD
(ANU)

J Galloway, BA (UNE), MA, PhD (Michigan
St)

W Hogan, BA (Auck), PhD (ANU),
DSc(Hons) (N'cle)

S Hollway, AO, BA(Hons) (Syd)

J Hutchison, BCom (Melb), ASA

D H Lance, OAM, BEc (Syd), HonDUniv
(UTS)

A Maynard

D Steinberg, BA (Toledo), MA (Western
Ontario), PhD (Harvard)

Student Liaison Unit

Student Liaison Manager

C Stephens, BA (UNE), Graduate Certificate
in Higher Education (Griffith)

Haymarket Student Office

Senior Administrative Officer

H Kusuma

Student Liaison Officer

Vacant

Course Promotions Officer

S Anderson

Student Advisers

X Alabasinis, BEd (Macq)

A Djunaidi

M Levingston, BCom (W'gong)

N Phoumirath, BA (Syd)

Kuring-gai Student Office

Senior Administrative Officer

K Larsen, BA (UNSW)

Faculty Graduation Officer

P Rooney

Faculty Timetable Officer

K Seeto, BBus (UTS)

Student Advisers

R Aher

S Lins

Graduate School of Business Student Office

Senior Administrative Officer

A Martin

Graduate Student Officer

R Lum, BBA (CQU)

Student Services Officer

J Moyle, MAppLing (TESOL) (Macq)

Graduate Advisers

A Arango

R Browning

L Liggieri, BA (Syd), MBA (UTS)

D Lowe

Business Computing Services Unit

IT Manager

R Lal, GradDip Applied Computing (USP),
MBA (UTS), ITPA, MACS, MAPESMA

Systems Administrator

N Amalan, BEng (Lond), MCP, MCSE, CNE

P Hung, BSc (UNSW),

GradCertInternetworking (UTS), MCSE,

CNA

Acting Systems Administrator

D Choo, CNA, CCNA, MCSE

Computing Support Officers

M Fung, DipEng (Hong Kong), MCSE

R Lozada, DipIT (TAFE), MCSE, CCNA

D Mirkutumov, BSc (Georgia), CNA

Vacant

Administrative Assistant

Vacant

Help Desk Officer

B Cowan, BA (Southern Cross)

Project Development

Director

S Quick, BAppSc (VUT), BEd (Monash), MA
(WOnt), PhD (Ohio State)

Office Manager

M Yeung, BA (Syd)

Work-based Learning

Manager, Learning Programs

J Gustavs, BA, DipEd, MEd (Syd), MEd

(W'gong)

Graduate School of Business

Head of School and Associate Professor

B Hunt, BEc, MAgSc (Adel), PhD (ANU)

Executive Officer

J Tomkinson

Special Projects Officer

D Horwood

Offshore Program Coordinator (Acting)

P Eaton

MBA(MI) Program

Director

Vacant

Senior Student and Academic Services Officer

M Lin, BA (Tamkang), MCom (UNSW)

Student and Academic Services Officer

M Zhou, BMathFin, MBus (UTS)

Course Directors

Postgraduate Course Director – Accounting

G Pazmandy, BBus (NSWIT), MBus (UTS),

CPA

Postgraduate Course Director – Arts

Management

C Burton, BA (Syd), GradDipLib,

GradDipGalMgt, MA Admin (UNSW)

Postgraduate Course Director – Business

Administration (MBA)

Head, Graduate School of Business

Postgraduate Course Director – Business

Operations Management

F Soliman, BE (Syd), MEngSc, PhD (UNSW),

MIEAust, MACS, AIArbA, AFCHSE, MSSA,

MASOR, AIMM, MRAIPA

Postgraduate Course Director – E-Business

Head, Graduate School of Business

Postgraduate Course Director – Employment

Relations

K Spooner, BCom, MCom(Hons) (UNSW)

Postgraduate Course Director – Finance

R Trayler, BBus (NSWIT), MAppFin (Macq)

Postgraduate Course Director – Insurance/

Financial Services

H Morris, MAdmin (KCAE), MAIRM

Postgraduate Course Director – Leisure Management

C Burton, BA (Syd), GradDipLib, GradDipGalMgt, MA Admin (UNSW)

Postgraduate Course Director – Management

M Abraham, BEng, MEngSc, MBA (UNSW)

Postgraduate Course Director – Marketing

B Perrott, BCom, MBA, PhD (UNSW)

Postgraduate Course Director – Tourism Management

C Burton, BA (Syd), GradDipLib, GradDipGalMgt, MA Admin (UNSW)

Postgraduate Course Director – Community Management

J Green, DipTeach (SCOVAG), BEd (Melb), MA (Macq)

Postgraduate Course Director – Quantitative Finance

C Chiarella, MSc (Syd), MCom(Hons), PhD (UNSW)

Teaching Faculty*Distinguished Professor*

D Dunphy, BA(Hons), MEd(Hons) (Syd), PhD (Harvard)

Visiting Professor in E-Business

S Burdon, BSc (City, UK), MBA (Cran), FAIM, FAMI, FAICD, FIEA

Professors of Accounting

Z Matolcsy, BA (Macq), PhD (UNSW), FCPA, CA, ASIA

D Stokes, BCom(Hons), MCom (N'cle), PhD (UNSW), CA, FCPA

T Malmi, MSc, LicSc, DSc (Helsinki)

Professor of Economics

J Collins, BEc(Hons), MEc (Syd), PhD (W'gong)

Professors of Finance

C Chiarella, BSc(Hons), MSc (Syd), MCom(Hons), PhD (UNSW)

A Hall, BEc(Hons) (Adel), MEc (ANU), PhD (Lond)

Professor of Leisure, Sport and Tourism

R Lynch, DipPhysEd (W'gong TC), BEd(Hons), MEd (WAust), PhD (Ill)

Professors of Management

T Clarke, BSocSc (Birm), MA, PhD (Warw)

S Clegg, BSc(Hons) (Aston), PhD (Brad), FASSA, DMANZAM

M Lyons, BA(Hons) (UNSW), PhD (ANU)

S Mukhi, BE, MBA, PhD (UNSW), MIEAust, FAIM

I Palmer, BA(Hons) (ANU), PhD (Monash)

Professors of Marketing

J Louviere, BA (USL), MA (Nebraska), CertUrbanTransportationPlanning, PhD (Iowa)

K Miller, BCom (UNSW), MBA, PhD (Ohio State), MMRSA, FAMI

Professor of Quantitative Finance

E Platen, MMath, PhD (Dresden), Habilitation (AcadSc Berlin)

Associate Professors

N Barrett, BCom, MCom, PhD (UNSW), MAIEx, MMRSA

R Bird, MEd (Monash), Emeritus Prof (ANU), FCPA

B Hunt, BEc, MAgSc (Adel), PhD (ANU)

R Kane, BSc (Union College), MSc (Penn State), GradDipEd (WAIT), AFAHRI

J Onyx, MA (Well), PhD (Macq)

L Perry, MCom, DipEd, PhD (UNSW)

G Pratt, DipTech, BBus (NSWIT), DipEd (Syd Teach Coll), MEc, MIntS (Syd), PhD (Nebraska), AFAIM, FAIPA, MIMDA

T Taylor, BA (Rec) (Alberta), MUrbPlan (Macq), PhD (UNSW)

C Terry, BCom (UNSW), MEc (Syd), MAppFin (Macq), DPA (NYU)

S Thosar, BCom (Bombay), MBA

(Jamshedpur), PhD (Bloomington)

G W Ticehurst, BSc (UNSW), DipEd, MEd (Syd), MSc, PhD (Macq)

K Toohey, DipPE (Syd Teach Coll), MA (CSULB), PhD (Penn State)

A J Veal, BA(Hons) (Econ) (Brist)

S Wearing, Ord 4 Cert, BTP, MTP (UNSW), PhD (Csturt)

P Wilson, BA(Hons) (UNSW), PhD (W'gong)

L Young, BCom, MCom, PhD (UNSW)

Senior Lecturers

M Abraham, BEng, MEngSc, MBA (UNSW)

C Bajada, BEc(Hons) (Macq), PhD (UNSW)

N Barnwell, BCom (UNSW), MBA (NSWIT), PhD (UTS), AMIMarE

H Bendall, BA(Hons), PhD (UNSW)

D Brown, MBus (UTS)

W Bui, MCom (WAust)

C Burton, BA (Syd), GradDipLib, GradDipGalMgt, MA Admin (UNSW)

G Callender, BBus (NSWIT), DipEd (Syd Teach Coll), MCom (UNSW), CPA, AFAIM, FAIPMM

A Chew, BA(Hons) (Sheff), MSc (LSE), PhD (UNSW), FCA (England & Wales)

J Crawford, BSc(Hons), MEngSc (Syd), PhD (UNSW), MAPS

- J Culvenor, BBus (BCAE), MAcc (UNE), CPA
 C Currie, BEc(Hons) (Syd), MCom(Hons) (UNSW), PhD (Syd)
 S Darcy, BA (Leisure Studies) (KCAE), MEnvPlan (Macq)
 D Davis, BSc(Hons) (Aston), MSc (Brad), PhD (UTS), MIEAust, CEng, MIMechE, MIMgt
 N El-Hassan, BEc(Hons) (Syd)
 B Farrell, MBA (Syd), DipLaw (BAB), DipEd (Syd Teach Coll), PhD (UTS), FCPA
 R Gordon, GradDipEd (UTS), MBA (Macq)
 A Griffin, BA (Geog), GradDipUrbStud (Macq), GradDipTourismMan (KCAE)
 S Gudergan, MBAEc (RWTH Aachen)
 R Harris, AssDipTravel&Tourism (STC), DipTeach (N'cle), BA (Geog) (Macq), GradDipMktg (CSturt), MBus (Mktg) (UTS)
 B Hayllar, TeachCert (N'cle), BA (UNE), MA (RecEd) (Iowa), PhD (UTS)
 T He, BSc (Ningxia), MSc (Hebei), PhD (Flin), PhD (UTS)
 A Hermens, MBA (Macq), FAIM, AFAMI
 A Hingorani, BPharm (Bom), MBA (Syr), PhD (Drexel)
 J Johnston, BA, MLitt, MPubPol (UNE), PhD (Syd)
 P Jonson, BA(Hons), LLB (Syd), GradDipLeisureStudies (KCAE), PhD (UTS)
 S Lim, BBus (NSWIT), MEc (Macq), PhD (UTS), CPA
 G Menzies, BEc(Hons) (UNE), DPhil (Oxford)
 A Murphy, BAppSc (Human Movement)(Hons), PhD (Southern Cross)
 G Pazmandy, BBus (NSWIT), MBus (UTS), CPA
 S Pearce, AssDipAdultEd (Aboriginal), BEc (Adult Ed), MEd (Adult Ed) (UTS)
 M Peat, BEc, MEc(Hons) (Syd)
 B Perrott, BCom, MBA, PhD (UNSW)
 S Quick, BAppSc (VUT), BEc (Monash), MA (WOnt), PhD (Ohio State)
 R Ravinder, AssDipTravel & Tourism (STC), BSc (Phys), MA (Pol&PubAdmin) (Madras), PGDipMan (Calcutta), MCom (Marketing) (UNSW)
 A Ross-Smith, BA (UNSW), MA, PhD (Macq)
 E Schlogl, DipVw, PhD (Bonn), MBFS
 A Simos, BCom(Hons) (UNSW), MEc (Syd), DipSIA
 F Soliman, BE (Syd), MEngSc, PhD (UNSW), MIEAust, MACS, AIArbA, AFCHSE, MSSA, MASOR, AIMM, MRAIPA
 K Spooner, BCom, MCom(Hons) (UNSW)
 L Stear, BEc (Syd), GradDipEd (Syd Teach Coll)
 S Teo, BEc, GradDipBus(AccInfSys) (Monash), GradDipJapanese (Prof) (SUT), MBA IntBus (Monash), PhD (QUT), AAIBF (Snr), AFAHRI
 S Toppie, DipTech (Comm), BBus (NSWIT), MCom(Hons) (UNSW), PhD (Syd), FCPA, CA
 R Trayler, BBus (NSWIT), MAppFin (Macq)
 J Tyler, MCom (UNSW), ACA
 J Vescio, BEd (PhysEd), BA (Psych) (Amst), MEd (Syd)
 D Waller, BA (Syd), MCom (UNSW), PhD (N'cle)
 K Wang, BA, MA (PUC), PhD (W'gong)
 P Wells, MCom (Auck), PhD (Syd), ASA, ACA (NZ)
 B Wieder, BBus, MBus, PhD (WU Vienna)
- Lecturers*
 R Bower, BEc (PE) (KCAE), MSc (Syd)
 A Bridges, MEc (UNE), MA (Macq), FCPA
 D Bubna-Litic, BPsych (WAust), MCom(Hons) (UNSW), MAPS
 A Chong, BBA, MBA (Korea), MEc (Ohio State)
 K Chan, MCom(Hons) (UNSW), ASA
 R Connor, BA (Qld), MLitt (UNE), MSc (Econ) (Lond)
 A Coutts, BSc App (HMS-ExMan) (Qld), MHMSc (CQU)
 B Dalton, BA (ANU), MA (Yonsei), DPhil (Oxon)
 R Degabriele, BCom(Hons), MCom (UNSW)
 P Docherty, MEc(Hons), PhD (Syd)
 I Douglas, MBA (UTS), GradCertEdStud (Syd)
 A Errington, BA (Syd), MBA, GradCertHed (UNSW)
 F Giacobbe, MBus (UTS)
 H Gillam, BA, DipEd (Qld), BBus (NSWIT), MBus (UTS), CPA
 J Green, DipTeach (SCOVAG), BEc (Melb), MA (Macq), Graduate Certificate in Higher Education (UTS)
 T Hutcheson, BEc(Hons) (Syd), MCom(Hons) (UNSW)
 L Ievleva, BA(Hons) (Carl), MSc (Ott), PhD (Florida State), MAPS, Certified Consultant AAASP
 R Jenkins, BSc (Tech) (UNSW), PhD (UWS)
 G Lowe, BSc, MCom (UNSW), DipEd (Syd Teach Coll), CPA
 I McDonnell, GradDipTourismM, MA (Tourism), MHed (UNSW)
 I McGregor, BA(Hons) (Strathclyde), MSc (London Business School)
 H Morris, MAdmin (KCAE), MAIRM
 L Moysa, BBus (NSWIT), MCom (UNSW), FCPA

W O'Connor, BA(Hons) (UNSW),
MEc(Hons) (ANU), GradDipComp (Macq)
J Petty, BCom(Hons) (UNSW), MBus (UTS),
FCPA, AADM
F Portelli, MCom (UNSW), FCPA, FCA
N Rahman, BA (Hamilton College New York)
K Redfern, BBus(Hons), Graduate Certificate
in Higher Education (UTS), AAIM
P Sivabalan, BBus(Hons) (UTS)
J Small, BA(Hons) (UNSW), MSc
(EnvPsych) (Sur), GradDipUrbanStudies
(Macq), GradDipTourismM (UTS)
G Ta, BA (Sing), MEc (Syd)
S Tibbles, BSc, MBA (UNSW)
S Walker, BSc (Maths), MAppSc (UTS)
N Wilkins
A Wright, BEcon (Syd), BBus(Hons) (UTS)

Associate Lecturers

D Bond, BBus(Hons) (UTS)
R Lim, MFin (WAust), BCom (Murdoch),
CPA
H Tse, BBus, GradDipEd, MBA (UTS)
J Williamson, BBus (UTS)
A Wong, BBus(Hons) (UTS)

Fractional Lecturer

D Cotton, BBus (KCAE), BBus(Hons) (UTS)

School of Accounting

Head of School and Professor of Accounting

Z Matolcsy, BA (Macq), PhD (UNSW),
FCPA, CA, ASIA

Professors of Accounting

D Stokes, BCom(Hons), MCom (N'cle), PhD
(UNSW), CA, FCPA
T Malmi, MSc, LicSc, DSc (Helsinki)

Senior Lecturers

D Brown, MBus (UTS)
A Chew, BA(Hons) (Sheff), MSc (LSE), PhD
(UNSW), FCA (England & Wales)
J Culvenor, BBus (BCAE), MAcc (UNE),
CPA
B Farrell, MBA (Syd), DipLaw (BAB), DipEd
(Syd Teach Coll), PhD (UTS), FCPA
S Lim, BBus (NSWIT), MEc (Macq), PhD
(UTS), CPA
G Pazmandy, BBus (NSWIT), MBus (UTS),
CPA
S Topple, DipTech (Comm), BBus (NSWIT),
MCom(Hons) (UNSW), PhD (Syd), FCPA,
CA
J Tyler, MCom (UNSW), ACA
P Wells, MCom (Auck), PhD (Syd), ASA,
ACA (NZ)
B Wieder, BBus, MBus, PhD (WU Vienna)

Lecturers

A Bridges, MEc (UNE), MA (Macq), FCPA
K Chan, MCom(Hons) (UNSW), ASA
F Giacobbe, MBus (UTS)
H Gillam, BA, DipEd (Qld), BBus (NSWIT),
MBus (UTS), CPA
G Lowe, BSc, MCom (UNSW), DipEd (Syd
Teach Coll), CPA
L Moysa, BBus (NSWIT), MCom (UNSW),
FCPA
J Petty, BCom(Hons) (UNSW), MBus (UTS),
FCPA, AADM
F Portelli, MCom (UNSW), FCPA, FCA
P Sivabalan, BBus(Hons) (UTS)
A Wright, BEcon (Syd), BBus(Hons) (UTS)

Associate Lecturers

D Bond, BBus(Hons) (UTS)
A Wong, BBus(Hons) (UTS)

Senior Research Assistant

M-L Ossimitz, BBus, MBus (WV Vienna)

Administration support

School Administrator

J Dousha

Administrative, Secretarial and Technical Assistants

J Evans, BA (VA)
P Fernandez
E Khuu, BCM (Lincoln), MSc(Hons) (Cant),
MMC (Monash)
W Southwell

Office of Cooperative Education

Manager

G Prosser, BCom, LLB (UNSW), MEd (UTS)

Director, External Relations

A W Sietsma, BCom (NSW), MEc (Syd),
FCPA

Administrative Assistant

C Alberts, BA (SAF)

School of Finance and Economics

Head of School and Associate Professor

C Terry, BCom (UNSW), MEc (Syd),
MAppFin (Macq), DPA (NYU)

Professor of Economics

J Collins, BEc(Hons), MEc (Syd), PhD
(W'gong)

Professors of Finance

C Chiarella, BSc(Hons), MSc (Syd),
MCom(Hons), PhD (UNSW)
A Hall, BEc(Hons) (Adel), MEc (ANU), PhD
(Lond)

Professor of Quantitative Finance

E Platen, MMath, PhD (Dresden),
Habilitation (AcadSc Berlin)

Associate Professors

R Bird, MEc (Monash), Emeritus Prof
(ANU), FCPA
B Hunt, BEc, MAgSc (Adel), PhD (ANU)
L Perry, MCom, DipEd, PhD (UNSW)
S Thosar, BCom (Bombay), MBA
(Jamshedpur), PhD (Bloomington)
P Wilson, BA(Hons) (UNSW), PhD
(W'gong)

Adjunct Professors

W Hogan, BA (Auck), PhD (ANU),
DSc(Hons) (N'cle)

Senior Lecturers

C Bajada, BEc(Hons) (Macq), PhD (UNSW)
H Bendall, BA(Hons), PhD (UNSW)
W Bui, MCom (WAust)
C Currie, BEc(Hons) (Syd), MCom(Hons)
(UNSW), PhD (Syd)
N El-Hassan, BEc(Hons) (Syd)
T He, BSc (Ningxia), MSc (Hebei), PhD
(Flin), PhD (UTS)
G Menzies, BEc(Hons) (UNE), DPhil (Oxford)
M Peat, BEc, MEc(Hons) (Syd)
E Schlogl, DipVw, PhD (Bonn), MBFS
A Simos, BCom(Hons) (UNSW), MEc (Syd),
DipSIA
R Trayler, BBus (NSWIT), MAppFin (Macq)

Lecturers

K Chan, MCom(Hons) (UNSW)
A Chong, BBA, MBA (Korea), MEc (Ohio
State)
R Degabriele, BCom(Hons), MCom (UNSW)
P Docherty, MEc(Hons), PhD (Syd)
T Hutcheson, BEc(Hons) (Syd),
MCom(Hons) (UNSW)
H Morris, MAdmin (KCAE), MAIRM
W O'Connor, BA(Hons) (UNSW),
MEc(Hons) (ANU), GradDipComp (Macq)
N Rahman, BA (Hamilton College New York)
G Ta, BA (Sing), MEc (Syd)
S Walker, BSc (Maths), MAppSc (UTS)
N Wilkins

Associate Lecturers

H Tse, BBus, GradDipEd, MBA (UTS)
J Williamson, BBus (UTS)
R Lim, MFin (WAust), BCom (Murdoch),
CPA

Fractional Lecturer

D Cotton, BBus (KCAE), BBus(Hons) (UTS)

Research Fellow

V Kazakov

Administration support

School Administrator

C Fawcett

Administrative, Secretarial and Technical

Assistants

J Buckley, BA (UNSW)
L Dias
D Ford, BAppSc (SAust)
R Hungerford, BAppSc Geology(Hons) (UTS)
A Kellick
E Resciniti
A Schnauffer

**School of Leisure, Sport and
Tourism**

Head of School and Senior Lecturer

B Hayllar, TeachCert (N'cle), BA (UNE), MA
(RecEd) (Iowa), PhD (UTS)

Professor of Leisure, Sport and Tourism

R Lynch, DipPhysEd (W'gong TC),
BEc(Hons), MEd (WAust), PhD (Ill)

Associate Professors

T Taylor, BA (Rec) (Alberta), MUrbPlan
(Macq), PhD (UNSW)
K Toohey, DipPE (Syd Teach Coll), MA
(CSULB), PhD (Penn State)
A J Veal, BA(Hons) (Econ) (Brist)
S Wearing, Ord 4 Cert, BTP, MTP (UNSW),
PhD (CSturt)

Adjunct Professor

S Holloway, AO, BA(Hons) (Syd)
J Hutchison, BCom (Melb), ASA

Senior Lecturers

C Burton, BA (Syd), GradDipLib,
GradDipGalMgt, MA Admin (UNSW)
S Darcy, BA (Leisure Studies) (KCAE),
MEnvPlan (Macq)
A Griffin, BA (Geog), GradDipUrbStud
(Macq), GradDipTourismMan (KCAE)
R Harris, AssDipTravel&Tourism (STC),
DipTeach (N'cle), BA (Geog) (Macq),
GradDipMktg (CSturt), MBus (Mktg) (UTS)
P Jonson, BA(Hons), LLB (Syd),
GradDipLeisureStudies (KCAE), PhD (UTS)
A Murphy, BAppSc (Human Movement)
(Hons), PhD (Southern Cross)
S Quick, BAppSc (VUT), BEc (Monash), MA
(WOnt), PhD (Ohio State)
R Ravinder, AssDipTravel & Tourism (STC),
BSc (Phys), MA (Pol&PubAdmin) (Madras),
PGDipMan (Calcutta), MCom (Marketing)
(UNSW)

L Stear, BEc (Syd), GradDipEd (Syd Teach Coll)
 J Vescio, BEd (PhysEd), BA (Psych) (Amst), MEd (Syd)

Lecturers

R Bower, BEd (PE) (KCAE), MSc (Syd)
 A Coutts, BSc App (HMS-ExMan) (Qld), MHMSc (CQU)
 L Ievleva, BA(Hons) (Carl), MSc (Ott), PhD (Florida State), MAPS, Certified Consultant AAASP
 I McDonnell, GradDipTourismM, MA (Tourism), MHEd (UNSW)
 J Small, BA(Hons) (UNSW), MSc (EnvPsych) (Sur), GradDipUrbanStudies (Macq), GradDipTourismM (UTS)

Administration support

Administrative and Technical Support

J Allen, BA (UNSW), GradDipArt (CAI)
 D Archer, BCom, BSocSc(Hons) (N'cle)
 D Bear
 K Gamage, BSc (UTS)
 T Hardy, BA Mgt (SAust)
 P Oweis
 S Tan
 S Upton

School of Management

Head of School and Senior Lecturer

A Ross-Smith, BA (UNSW), MA, PhD (Macq)

Distinguished Professor

D Dunphy, BA(Hons) (Syd), MEd(Hons) (Syd), PhD (Harvard)

Professors of Management

T Clarke, BSocSc (Birm), MA, PhD (Warw)
 S Clegg, BSc(Hons) (Aston), PhD (Brad), FASSA, DMANZAM
 M Lyons, BA(Hons) (UNSW), PhD (ANU)
 S Mukhi, BE, MBA, PhD (UNSW), MIEAust, FAIM
 I Palmer, BA(Hons) (ANU), PhD (Monash)

Visiting Professor in E-Business

S Burdon, BSc (City, UK), MBA (Cran), FAIM, FAMI, FAICD, FIEA

Associate Professors

R Kane, BSc (Union College), MSc (Penn State), GradDipEd (WAIT), AFAHRI
 J Onyx, MA (Well), PhD (Macq)
 G Pratt, DipTech, BBus (NSWIT), DipEd (Syd Teach Coll), MEc, MIntS (Syd), PhD (Nebraska), AFAIM, FAIPA, MIMDA
 G W Ticehurst, BSc (UNSW), DipEd, MEd (Syd), MSc, PhD (Macq)

Adjunct Professor

K Foley, BCom(Hons), MCom (UNSW), PhD (ANU)

Senior Lecturers

M Abraham, BEng, MEngSc, MBA (UNSW)
 N Barnwell, BCom (UNSW), MBA (NSWIT), PhD (UTS), AMIMarE
 G Callender, BBus (NSWIT), DipEd (Syd Teach Coll), MCom (UNSW), CPA, AFAIM, FAIPMM
 J Crawford, BSc(Hons), MEngSc (Syd), PhD (UNSW), MAPS
 D Davis, BSc(Hons) (Aston), MSc (Brad), PhD (UTS), MIEAust, CEng, MIMechE, MIMgt
 R Gordon, GradDipEd (UTS), MBA (Macq)
 A Hermens, MBA (Macq), FAIM, AFAMI
 J Johnston, BA, MLitt, MPubPol (UNE), PhD (Syd)
 S Pearce, AssDipAdultEd (Aboriginal), BEd (Adult Ed), MEd (Adult Ed) (UTS)
 F Soliman, BE (Syd), MEngSc, PhD (UNSW), MIEAust, MACS, AIArbA, AFCHSE, MSSA, MASOR, AIMM, MRAIPA
 K Spooner, BCom, MCom(Hons) (UNSW)
 S Teo, BEc, GradDipBus(AccInfSys) (Monash), GradDipJapanese (Prof) (SUT), MBA IntBus (Monash), PhD (QUT), AAIBF (Snr), AFAHRI
 K Wang, BA, MA (PUC), PhD (W'gong)

Lecturers

D Bubna-Litic, BPsych (WAust), MCom(Hons) (UNSW), MAPS
 R Connor, BA (Qld), MLitt (UNE), MSc (Econ) (Lond)
 B Dalton, BA (ANU), MA (Yonsei), DPhil (Oxon)
 I Douglas, MBA (UTS), GradCertEdStudies (Syd)
 A Errington, BA (Syd), MBA, GradCertHED (UNSW)
 J Green, DipTeach (SCOVAG), BEd (Melb), MA (Macq), Graduate Certificate in Higher Education (UTS)
 R Jenkins, BSc (Tech) (UNSW), PhD (UWS)
 I McGregor, BA(Hons) (Strathclyde), MSc (London Business School)
 K Redfern, BBus(Hons), Graduate Certificate in Higher Education (UTS), AAAM
 S Tibbles, BSc, MBA (UNSW)

Honorary Associates

E Baker, BA (NYU), BSc(Hons), PhD (Lond)
 T Fisher, BE(Hons), MA, MBA (Syd), MAppSc (NSWIT), DPhil (Oxf), FCPA
 T Rura-Polley, BA (Psych) (Gießen), MS (Mgt), PhD (UW-Madison)

Administration support

School Administrator

S Ng, B Eng (Syd), MAppSc (UNSW), MBA (UTS)

Administrative, Secretarial and Technical Assistants

P Agius, MRN (N'cle), GradDipLeisM (UTS)

G Breach

S Chia

S Chopra, BA, LLB(Hons) (UTS)

D James

C Lester, BA (IMB)

K Levi

J Tomkins

School of Marketing

Head of School and Professor of Marketing

K Miller, BCom (UNSW), MBA, PhD (Ohio State), MMRSA, FAMI

Professor

J Louviere, BA (USL), MA (Nebraska), CertUrbanTransportationPlanning, PhD (Iowa)

Associate Professors

N Barrett, BCom, MCom, PhD (UNSW),

MAIEx, MMRSA

R Fletcher, MA (Syd), MCom (UNSW), PhD (UTS), MAIEx

L Young, BCom, MCom, PhD (UNSW)

Adjunct Professors

L Brown, BEc(Hons) (Tas), PhD (UNSW)

E Dangar, BA (Syd)

J Galloway, BA (UNE), MA, PhD (Michigan St)

D Steinberg, BA (Toledo), MA (Western Ontario), PhD (Harvard)

Senior Lecturers

S Gudergan, MBAEc (RWTH Aachen)

A Hingorani, BPharm (Bom), MBA (Syr), PhD (Drexel)

B Perrott, BCom, MBA, PhD (UNSW)

D Waller, BA (Syd), MCom (UNSW), PhD (N'cle)

Lecturers

K Daniel, BBusStud (Hospitality) (FIT), MCom (UNSW), PhD (UTS)

S Denize, BCom(Hons), MCom (Otago)

L Freeman, MAME (Lanc)

F Garlin, BBus(Hons) (UTS)

B Jonmundsson, DipTechMgt (NSWIT), GradDipFinMgt (UNE), MBus (Mktg),

MBus (Thesis) (UTS)

D Low, MBA (Syd)

G Massey, BCom, MCom (W'gong)

H Pattinson, BCom, MCom (UNSW), AAMI

G Taberner, BA (UNE), MA (Syd), MA

(Macq), FRMIA, MACE

P Wang, BSc (Harbin), MBA (UIBE), PhD

(Arkansas)

Administration support

School Administrator

A Podzuns

Administrative Assistant

Vacant

Australian Centre for Event Management

Director

J Allen, BA (UNSW), GradDipArt (CAI)

Centre for Australian Community Organisations and Management

Director

J Onyx, MA (Well), PhD (Macq)

Cooperative Research Centre for Sustainable Tourism

Director

A Griffin, BA (Geog), GradDipUrbStud

(Macq), GradDipTourismMan (KCAE)

Australian Centre for Cooperative Research and Development

Co-Director

M Lyons, BA(Hons) (UNSW), PhD (ANU)

Centre for Health Economics Research and Evaluation (CHERE)

(Joint centre with the Faculty of Nursing, Midwifery and Health)

Director and Professor

J Hall, BA (Econ) (Macq), PhD (Syd)

Deputy Director and Senior Lecturer

M Haas, BPhy (Qld), MPH, PhD (Syd)

R Viney, BEc(Hons), MEc (Tas)

Adjunct Professors

P Apps, B Arch (UNSW), MEd (Yale), PhD (Cambridge)

S Birch, BA(Hons) (Sheffield), MSc (Bath), DPhil (York, UK)

D Fiebig, BCom(Hons), MCom(Hons) (UNSW), PhD (Sth Calif)

A Maynard, BA(Hons) (Newcastle upon Tyne), B Phil (York, UK), HonDSc (Aberdeen)

Senior Lecturer

E Savage, BSc (Arch) (Hons) (Syd), MSc (Econ) (LSE)

Lecturer

M King, BSc (Hons) (Syd),
DradDipMedStats, PhD (N'cle)

Research Associates

D Doiron BA (Uof Moncton, Canada), MEd (UBC), PhD (UBC)

G Jones BSc(Arch) (Hons) (Syd), MSc (Econ) (LSE)

M Smith BEc(Hons) (Monash), PhD (Monash)

D Wright BEc(Hons) (Adel), MEd (Monash), PhD (UBC)

Research and project staff

R Anderson, BA (Oxford), MA (Econ) (Manc), MSc (Lond), PhD (Wales)

M Chaplin, BAppSc (Syd)

P Kenny, BA, MPH (Syd)

H Risebro, BSc, MSc (York, UK)

B Servis, GradDipNursing (ACU)

E Warren, MEd (Sheffield, UK)

S Zapart, BPsych(Hons) (Griffith)

Administrative Staff

M Carfrae

L Chinchin

M Holland

L Justic

C Kinsella

G Togle

Centre for Corporate Governance

Director and Professor

T Clarke, BSocSc (Birm), MA, PhD (Warw)

Centre for Innovative Collaborative Alliances and Networks

Director and Professor

S Clegg, BSc(Hons) (Aston), PhD (Brad), FASSA, DMANZAM

Centre for Quantitative Finance Research

Director and Professor

A Hall, BEc(Hons) (Adel), MEd (ANU), PhD (Lond)

Centre for the Study of Choice

Director and Professor

J Louviere, BA (USL), MA (Nebraska), CertUrbanTransportationPlanning, PhD (Iowa)

Complex Systems Research Centre

Director and Adjunct Professor

J Galloway, BA (UNE), MA, PhD (Michigan St)

CRC in Technology Enabled Capital Markets

Deputy Chief Executive Officer and Professor

D Stokes, BCom(Hons), MCom (N'cle), PhD (UNSW), CA, FCPA

FACULTY OF DESIGN, ARCHITECTURE AND BUILDING

Dean and Professor

D Luscombe, BScArch (UNSW),
BArch(Hons) (UNSW), MArch (UNSW),
FRAIA

Associate Dean, Research

Associate Professor A Karantonis, BEc
(UNE), MCom (UNSW), FAPI

Associate Dean, Teaching and Learning

T Laurence, BSc (Arch), BArch (UNSW),
FDIA

Office of the Dean

Receptionist

N Maarbani

Executive Assistant, Teaching and Learning

D Yelavic

Executive Assistant

Vacant

Faculty Office

Faculty Manager

B Glover BA (USyd), DipFinMangt (UNE)

Executive Assistant

L Fuller, JP

Financial Services Manager

S Looi, MNIA

Financial Assistant

A Darcy, JP, DipHRM (SIT), DipBus (OM)
(SWIT)

Purchasing and Accounts Assistant

C K H Teo

Services Clerk

P T Lim

Student Administration Manager

S A Hewson, JP

Assessment and Progression Officer

N Singh

Senior Student Advisers

J Nicholls

T Perera

Student Advisers

M Arigho

E Dunston

A Newbold

Timetable and Facilities Coordinator

R Wilson, JP

Marketing and Communications Manager

(acting)

J A Kirkaldy, BA(Hons) (Sheff)

Publications and Promotions Officer

Vacant

Faculty technical resources

Manager, Building Laboratory

G J Moor, StructEngCert (STC)

Technical Officer, Textiles

P P Inwood, CertTypDipTextDes (Wgtn
Poly), GradDipDesign (UTS)

Technical Officer, Fashion

M Ratovic

Workshop Managers, Industrial Design

J Dennison, BDesign (Industrial Design)
(UTS)

S Lie, BDesign (Industrial Design) (UTS)

Manager, Resource Centre

J Slater, BA (Monash), GradDipLib (UNSW)

Technical Officer, Design Computing Laboratory

R Murphy

Technical Officer, Photography

D Schama

Technical Officer, Moving Image Production

C Girault

Production Manager, Postgraduate Design

P Hill, BA (UTS)

Building Services Officer

M Crocker

Editorial Assistant, Australian Construction

Law Newsletter

S Beech, BA (Visual) (ANU), GradDipArt
(N'cle)

UTS Gallery

University Curator (Acting)

T Creighton, BA (N'cle),

GradDipGalleryManagement (UNSW),

Certificate in Production Design (AFTRS)

University Gallery Administrator, Assistant

Curator

T D'cruz-Noble, BA (Fine Art) (Chelsea
School of Art)

Program assistants*Architecture*

K Stanton

Construction

C Wood-Roe

Fashion and Textile Design / Industrial Design

E Murphy

Interior Design

K Kidd

Interdisciplinary Studies Unit

S Colman

Project Management

M Nayve, BSIE (DLSU)

Property Studies

A Woodland

*Visual Communication*M J Schlögl, BE, GradDipEcon (UNI, Lima),
MM (UWS)**Heads of Department***Architecture*Associate Professor X Ruan, BArch, MArch
(SEU, Nanjing), PhD (VUW, NZ), RAIA,
SAH, SAHANZ*Design*

D Tomkin, DipDesign (RMIT), MDes (RCA)

*Project Management*K Heathcote, BE(Hons), MEngSc, MCom
(UNSW), GradDipEd (SCAE), PhD (UTS),
MIEAust, MAIB*Property Studies*

Vacant

Course Coordinators*Design Postgraduate*M J Hill, CertGroupwork (SAIT),
GradDipMedia (AFTRS), MA (Research)
(UTS), ASIFA, IASPM, AAANZ*Construction*R Best, BSc (Arch) (Syd), BAppSc(Hons),
MAppSc (Thesis) (UTS), AAIQS, MRICS*Property Economics*P Waxman, BA(Hons), DipEd (SUNY),
DipEc (Stock), MBA (Wash), PhD (UTS),
ASA*Planning*M Gillen, BA(Hons) (Sheff), DipSurv (CEM),
PhD (Trent), PGCUTL (Northumbria), MPIA*Project Management*D Bajaj, BE (MIT), MConstMgt (UNSW),
PhD (UTS), MIEAust PEng, MAACE, MAIB*Urban Estate Management and Property
Development*H Antoniades, MRE (UNSW), Diploma in
Accountancy (MCES)**Professors***Professor of Architecture*P Burgess, BArch(Hons) (N'cle), MS (Arch)
(Columbia), MPhil (Lond), ARAIA*Professor of Building Studies*D Lenard, BAppSc(Hons), MAppSc
(NSWIT), PhD (N'cle), FAIQS, FAIB, ICECA*Professor of Design Studies*G Caban, BA, MEd (Syd), DipEd (Syd Teach
Coll), GradDipCommunication (NSWIT),
MDIA (ED), AADM**Associate Professors**A Karantonis, BEc (UNE), MCom (UNSW),
FAPIX Ruan, BArch, MArch (SEU, Nanjing), PhD
(VUW, NZ), RAIA, SAH, SAHANZ

D Tomkin, DipDesign (RMIT), MDes (RCA)

Adjunct ProfessorsK Brereton, Dip Art (Alexander Mackie
CAE), PhD (UTS)A Boddy, MAppSc (QUT), BArch (Melb)
T Cooke-Davies, BA(Hons) (Nottingham),
PhD (Leeds), FAPM, FIMgtM Fiedler, MCom (Melb), PhD (Q'ld),
DipFP, FCPA, FCIS, FCIM, FAII, FSIA

T Golsby-Smith, BA (Syd), PhD (UWS)

J Greenland, BSc(App) (Q'ld), MBdgSc, PhD
(Syd)

E Grosz, BA(Hons), PhD (Syd)

F Hartman, BSc (Brighton), MSc, PhD
(Loughborough University of Technology)E Hoffman, BSc (Brooklyn College), MA,
MSc, PhD (Columbia)M Huemann, MSc (Social Economics), PhD
(WU-Wien)C R Johnson, BArch (Syd), MBEnv (UTS),
MArch (UNSW), LFRAIAT Kennie, BSc, MAppSci, MBA, PhD, FRICS,
MIPD, CMCJ Mant, BA, LLB, Diploma Town and
Country Planning (Syd)

P Morris, BSc, MSc, PhD (UMIST)

J Pinto, BA, BSc (Maryland), MBA, PhD
(Pittsburgh)

I Price, BSc (UNE), PhD (Cambridge), FGS, MInst Pet
 K Richardson, BSc(Hons) (Nottingham), MSc (Cranfield), PhD (Southampton)
 J Thomas, BSc (Victoria), MBA (British Columbia), PhD (Alberta)
 R Turner, BE (Auck), MA, MSc, DPhil (Oxon), CEng, CMath, FIEMechE, FAPM, MIMA, MInstD
 J Wilson, DipAD Postgraduate (Edin), GradCertHighEd (UTS), MHED (UNSW)
 K Yeo, BEng (Singapore), MBA (Strathclyde), MSc, PhD (UMIST)

Senior Lecturers

D Bajaj, BE (MIT), MConstMgt (UNSW), PhD (UTS), MAIPM, MIEAust PEng, MAACE, MAIB
 R Best, BSc (Arch) (Syd), BAppSc(Hons), MAppSc (Thesis) (UTS), AAIQS, MRICS
 J A Broadbent, BSc, PhD (R'dg), GradDipEnvStudies (Macq), AADM, MDIAJ
 L Crawford, BArch(Hons) (Syd), MTCP (Syd), GradDipHRM (MCAE), AdipC (HMC), DBA (Brunel), FRAIA, AAPI (Econ), MAIPM, MAPM
 G de Valence, BEc(Hons) (Syd), MAIB
 M Gillen, BA(Hons) (Sheff), DipSurv (CEM), PhD (Trent), PGCUTL (Northumbria), MPIA
 J Gothe, DipGraphicDesign (NAS), BA (Syd), ASTC
 W Granwal, BE(Hons), ME (Auck), MIPENZ, FIEAust, RPEQ
 R V Hayes, BArch (Syd), MEnvStudies (Macq)
 P L Healy, BE (NUI), DIC, MSc (Lond), MBA (UNSW), MIEAust, MAIPM
 M J Hill, CertGroupwork (SAIT), GradDipMedia (AFTRS), MA (Research) (UTS), ASIFA, IASPM, AAANZ
 V Horridge, MDes (RCA), FGI
 J W Kesteven, BA(Hons) (UTS)
 T Laurence, BSc (Arch), BArch (UNSW), FDIA
 K Remington, BArch, GradDipEd (Melb), PhD (UNSW), MSAHANZ, MIAB, RAIA, MAIPM
 G H Searle, BA(Hons) (Adel), PhD (Macq), MRAPI, MIAG
 N Shooter, BAppSc(Hons) (NSWIT), AIMM, FAIB
 G Small, JP, BSurv, MCom (UNSW), PhD (UTS)
 P V Smith, BAppSc(Hons) (NSWIT), MAppSc (UTS), FAIQS ICECA, MRICS, MAIB, MFMA, MAACE

D B Springett, BSc (Arch), BArch (UNSW), RAIA, AIArbA
 D G Thompson, DipAD (Preston), CertEd (Hatfield), MCSD Chartered Designer (UK)
 R Trembath, MDesign (UTS), MDIA, AADM
 J Twyford, DipLaw, AIArb (Aust), SJD (UTS)
 G Verghese, BTech (Ryerson), MA (Man Poly), ARIDO, IDC, IIDA
 P Waxman, BA(Hons), DipEd (SUNY), DipEc (Stock), MBA (Wash), PhD (UTS), ASA
 S T K West, BBuild, MAppSc (UNSW), GradDipAdultEd (SCAE), MEIA, MAIB

Lecturers

H Antoniades, MRE (UNSW), Diploma in Accountancy (MCES)
 C Bowman, BA(Hons) (LCA), MA (RCA)
 P J Cantrill, BSc (Arch), BArch (Syd)
 A Caro, BArch (NSWIT), MBEnv (UTS), RAIA
 P H Clarke, BBuild (UNSW), GradDipEd (Tech) (SCAE), GradDipEdStuds (Computer Ed) (UTS)
 A Clifton Cunningham, BDesign, GradCertHighEd (UTS), Dip Marketing Management (SIT)
 K DeRay, BA (Macq), MVA (Syd)
 G Ding, DipQS BSc (Belf), MSc (Salf), MRICS, AAIQS
 J Doerfler, BA (Hartford), MArch (Syracuse)
 H Gilbert, BEd (Syd), BAppSc(Hons), MPlan (UTS), GAPI, PIA
 A Gwilt, BA(Hons) Fashion (Central St Martins)
 E N Hagen, MDes (RCA)
 V Kokotovich, BSc (Purdue), MEd (Maryland), MA (Purdue)
 C Lockhart, BA (Industrial Design) (SCA), GradCertHighEd (UTS), MDIA
 V Mangioni, MCom (UWS), BEd(AdultEd) (UTS), GradDip(LandEc) (UWS)
 S McLaughlin, BSc(Arch)(Hons), PhD (Syd)
 D McManus, BA (Curtin)
 L McWhinnie, BA(Hons) (Middx)
 M Miller, DipAD(Hons) (Birm), MDes (RCA), GradCertHighEd (UTS)
 J Muir, BArch (UNSW)
 K Orr, BArch(Hons) (UTS)
 J G Phillips, BA(Hons) (Syd), PhD (Lond)
 M Roxburgh, BA Vis Arts (UNSW), MA (UWS)
 S Sherringham, BA (Interior Design) (SCA)
 S Stewart, BScArch, BArch(Hons), PhD (Syd)

M Stiles, BSc (Arch), BArch (Syd)
 K Sweetapple, BDesign (UTS)
 P Thalís, BScArch, BArch(Hons) (Syd),
 CEAA (Urban Architecture) (Paris–
 Belleville)
 L Thomas, BArch (Bangalore), MArch
 (Research) (UNSW)
 M Titmarsh, BAVisArts (UNSW), LLB (Qld),
 MA (Syd)
 C Tonkinwise, BA(Hons), PhD (Syd)
 C Wang, BEng, MEng (Hunan), PhD (Syd)
 N Williams, BDesign (UTS)

Associate Lecturer

N Stead, BArch(Hons) (SAust)

UTS Design Studio

L Barnum, BA Communications / Arts
 Admin (UCLA)

FACULTY OF EDUCATION

Dean and Professor

A Gonczi, MA, MEd(Hons) (Syd), PhD
 (UTS)

Associate Dean, Research and Development

L Yates, BA(Hons), DipEd, MA(Hons)
 (Melb), MEd (Bristol), PhD (LTU)

Associate Dean, Teaching and Learning

G P Riordan, BEd (UNSW), MEd (CCE),
 PhD (Alta)

Academic staff

Professor of Adult Education

D J Boud, BSc(Hons), PhD (Sur), CPhys,
 FSRHE, FRSA, MIStP

Professors of Education

P J Hager, BSc(Hons), BA(Hons), PhD (Syd),
 DipEd (Tech) (Syd Teach Coll)
 L I Brady, MA, MEd, DipEd (Syd), PhD
 (Macq), FTCL, FACE

Professor of Teacher Education

L Yates, BA(Hons), DipEd, MA(Hons),
 (Melb), MEd (Bristol), PhD (LTU)

Professors of Language in Education

A Pennycook, BA (Leeds), MEd (TESL)
 (McG), PhD (Tor)
 D Slade, BA (Adel), GradDipEd (SAust),
 MA (Lond), PhD (Syd)

Adjunct Professor in Adult Education

G Woodburne, PSM, MA (Syd)

Adjunct Professors in Research

R Usher, BA(Hons), MA (Oxf), PhD (S'ton)
 J C Walker, BA, DipEd, MEd, PhD (Syd)

Adjunct Professors in Vocational Education

J Byrne, BA (Syd), DipEd (SCAE), MA (Syd)
 G Ramsey, BSc, DipEd (Adel), PhD (Ohio)
 K Schofield, BA, DipEd, MEd (Syd)
 R Sweet, BA (Syd)

Emeritus Professor

C E Deer, BA, MTCP, DipEd (Syd), PhD
 (Macq), FACE

Associate Professors

J A Athanasou, BA (UNSW), LittB (UNE),
 MA (Syd), PhD (UNE), DipEd (Armidale
 CAE), MAPsS
 P Aubusson, BA, DipEd, MA (Macq), PhD
 (UTS)
 C S Chappell, BSc (Brist), MEd (UNSW),
 GradCertSE (Lond), PhD (UTS)
 P Gibbons, BA (Wales), MA (Penn), MA
 (Syd), CertTESL (Lond), PhD (UTS)

J Hammond, BA, MA (AppLing), PhD, DipEd (Syd)

R R Johnston, BA, DipEd (Syd), MA, PhD (Macq)

A Lee, BA(Hons), MEd (Tas), PhD (Murdoch)

R K J Morris, BA, MLitt (UNE), MEd (Syd), PhD (Minn), TeachCert (Syd Teach Coll), GradDipAdultEd (SCAE), AMACEA

R T Pithers, MA(Hons), PhD, DipEd (Syd), MAPsS

B Poston-Anderson, BA (Carthage), MA (Rhetoric and Public Address), MA (LibSc), PhD (Iowa), MA (Medieval Studies) (Macq), ALAA

G P Riordan, BEd (UNSW), MEd (CCE), PhD (Alta)

L R Schaverien, BEd(Hons) (Syd), MA (Educ) (Lond), PhD (UTS)

N Solomon, MA (Syd), DipEd (Syd Teach Coll), PhD (UTS)

R Wickert, BSc (Aston), GradDipAdultEd (SCAE), GradCertFE (Lond), PhD (UTS)

Senior Lecturers

A K Bamford, BEd (Armidale CAE), MEdCA (UNSW), DipTeach (KCAE), PhD (UTS)

G J Barnsley, BSc, PhD, DipEd (UNSW), MLitt (UNE), MACE

R M Brill, BEd, GradDipEdStudies (KCAE), MEd (Syd), DipSpecEd (AMCAE), TeachCert (Armidale Teach Coll)

K Collier, BA (Open), MA (Sus), DipTeach (Lond), AGSM (Guild)

I R Cornford, BA(Hons), PhD (Syd), DipEd (Syd Teach Coll)

R Flowers, BA (Lond), MA (Freiburg), GradDipAdultEd (UTS)

K M Forster, BA, DipEd (Melb), BEd, PhD (Monash), MEd (Harv)

J M Griffin, BA, DipEd (Macq), DipSpecEd (Mitchell CAE), GradDipCommM, PhD (UTS)

A M Holland, BSc(Hons) (UNSW), BA, MEd(Hons), PhD (W'gong), DipEd (SCAE), DipEd (Comp) (SAustCAE)

V Jakupc, BEd (Adel CAE), MEd(Hons) (James Cook), PhD (F U Hagen), DipTeach (Syd Teach Coll)

S M Knights, BA (York), MSc (Edin), GradDipEmpRels (NSWIT)

A Lee, BA(Hons), MEd (Tas), PhD (Murd)

L Ljungdahl, BA(Hons), PhD (UNSW), MA (C'dia), MLS (McG), MA(Hons) (Syd), DipEd (Syd Teach Coll), DipLib (Lond), GradDipEdStudESL (W'gong), RSA, CertTEFL, GradDipIntStudies

P March, BA, MLitt (UNE), MA(Hons) (Syd), LTCL, FESB, FRSA, MACE

L A Morgan, MA, MPhil, EdD, DipEd (Syd)

P M Russell, BA (UNE), MEd (Syd), DipTeach (Tech) (Syd Teach Coll)

S Saunders, BA (UNE), MEd (UTS)

S D Saunders, MA(Hons) (UNSW), PhD (Syd), GradDipAdultEd (SCAE)

H Scheeres, MA (Syd), DipEd (Syd Teach Coll), GradDipTESOL (SCAE)

S Schuck, BA (Witw), TTHD (JCE), BA(Hons) (SAf), GradDipEdComputer Studies (CSturt), PhD (UTS)

J Stephenson, BSc (ANU), Dip Ed (Syd), SKTC, Grad Dip (Sp Ed) (UWS), PhD (UWS)

Lecturers

L Beckett, DipPE, CertHEd (W'gong Teach Coll), PhD (Deakin)

J Buchanan, BA, DipEd (Syd), MEd (UWS), GradCertTESOL (UNE), GradCertHETL (UTS)

P DeVries BA(Hons) (Qld), GradDipTeach (KCAE), MEd, PhD (Griff), LTCL

R Faire, BSc(Hons), PhD (Macq), MA (Ohio State University), GradDipMusTher (UTS)

D Hayes, BSc (Syd), DipEd (N'cle), MA (Macq), PhD (N'cle)

R Johnston, BA DipEd (Syd), MA (Macq)

M Kearney, BSc, MEd (Syd), GradDipEd (SCAE), PhD (Curtis)

S Kelly, MEd (Deakin), GradDipReadingEd (Adel), GradDipTESOL (SCAE)

E E Leigh, BA, DipEd (Syd), MEd (UNSW), GDE (HAC)

J Newman, BA (UWS)

C Nesbitt, BA(Hons), PhD (Syd)

J H Sampson, BA (ANU), DipContEd (UNE)

A K Scully, BEd (CCA), MEd (Syd), DipTeach (KCAE)

K Vaughan, BA (Com), MEd (UTS)

B Watts, BSocSc (UWS), MEd (UTS)

J Widin, BA, DipEd (UNSW), GradDipAdEd (ITATE), MEd (AdEd), MA (TESOL) (UTS)

K Yasukawa, BA(Hons), PhD (Macq)

Senior Research Fellows

G Hawke, BA (Syd)

C Rhodes BSc (Econ), Hons (UWIST), MEd, EdD (UTS)

Administrative staff

Faculty Manager

H D McCuaig, BA (UWS)

Manager, Executive Services

M K Sharp BArTh(Hons) (UNSW)

Manager, Student Services

S Scholtz

Manager, General Services

A J Atkin, BSc (Urban Horticulture) (UTS),
AssocDipEnvControl (MitchellCAE),
BioTechCert (Sydney TAFE)

Research Support Officer

M M McGrath, BA, DipEd (NUI), MA
(Macq)

*Team Leader, Student Services (Kuring-gai
Campus)*

P M K Yip, DipTeach (HK), AssocDipBus
(TAFE), BBus, MBA (UTS)

Senior Student Advisers

S Boxall, BSSc(Rec & Tour) (NU)
R Cheng, BSocSc (HKU), MA Management
(PCL Ldn)
B Garcia
A Hartnupp, BA (UWS)
J Lam, BSc(Hons), DipEd (HKU)
J Muys, BA (UNSW)

Student Advisers

J Cook, BA, MA, DipEd (Syd), AssocDip
(TAFE)
K Gardiner
M A Trench, BA (Macq), DipEd (UTS)
S Vos
W Wickham

*Administrative Officers (Aboriginal and Torres
Strait Islander Education)*

G McGregor, MEd (UTS)

Administrative Support Officers

P Compagnucci

Executive Assistants

V K Culkin
L Knight, BA (ANU), GradDipInf (UTS)
R A McLellan
M Walsh, BSocWk(Hons) (UNSW),
GradDipTheol

Flexible Learning Support Coordinator

S Burton

Flexible Learning Support Officer

P R Weinrauch

Marketing Services Coordinator

C Fullagar, BA (N'cle)

Technical Officer, Art and Craft Education

P D Williams

Technical Officer, Science and Maths Education

S H Scourfield-Evans

Technical Support Officer

Vacant

Study Skills Unit*Coordinator*

S Kelly, MEd (Deakin), GradDipReadingEd
(Adel), GradDipTESOL (SCAE)

**Centre for Training and Development
Services***Director*

G Bennett, BComm(Hons), MEd (Nott)

Business Development Manager

A Hallard, MEd (Syd), BTeach (UTS),
DipTAS CertIV AWT, Dip FashTech

Principal Consultant – Projects

R Stilin

Program Development

Natasha Djuk

Centre Coordinator

S Pawluk

Customer Liaison Officer

C Williams

Centre for Language and Literacy*Directors*

L A Morgan, MA, MPhil, EdD, DipEd (Syd)
C Nesbitt, BA(Hons), PhD (Syd)

Centre members

P Gibbons, BA (Wales), MA (Penn), MA
(Syd), CertTESL (Lond), PhD (UTS)
J Hammond, BA, MA (AppLing), PhD,
DipEd (Syd)
A Lee, BA(Hons), MEd (Tas), PhD (Murd)
A Pennycook, BA (Leeds), MEd (TESOL)
(MCG), PhD (Tor)
H Scheeres, MA (Syd), DipEd (Syd Teach
Coll), GradDipTESOL (SCAE)
D Slade, BA (Adel), GradDipEd (SAust),
MA (Lond), PhD (Syd)
R Wickert, BSc (Aston), GradDipAdultEd
(SCAE), GradCertFE (Lond), PhD (UTS)
J Widin, BA, DipEd (UNSW), GradDipAdEd
(ITATE), MEd (AdEd), MA (TESOL) (UTS)
K Yasukawa, BA(Hons), PhD (Macq)

Administrative Assistant

N Stanton, BA (Syd)

**OVAL Research (The Australian Centre for
Organisational, Vocational and Adult
Learning)***Co-Directors*

C S Chappell, BSc (Brist), MEd (UNSW),
GradCertSE (Lond), PhD (UTS)
N Solomon, MA (Syd), DipEd (Syd Teach
Coll), PhD (UTS)

Alternate Director

G Hawke, BA (Syd)

Senior Research Fellows

G Hawke, BA (Syd)

C Rhodes, BSc (Econ), BSc(Hons) (UWIST),
MEd, EdD (UTS)

Members

A Gonczi, MA, MEd(Hons) (Syd), PhD (UTS)

D J Boud, BSc(Hons), PhD (Sur), CPhys,
FSRHE, FRSA, MistP

P J Hager, BSc(Hons), BA(Hons), PhD (Syd),
DipEd (Tech) (Syd Teach Coll)

H Scheeres, MA (Syd), DipEd (Syd Teach
Coll), GradDipTESOL (SCAE)

L Yates, BA(Hons), DipEd, MA(Hons),
(Melb), MEd (Bristol), PhD (LTU)

M Tennant, BA(Hons), DipEd (Syd), PhD
(Macq)

Centre Manager

M Egg, BEd, GradCertM (UTS)

Financial Administrator

J Groves, BEc(Hons) (Syd)

Project Officer

B Melville, BEd, DipTeach, MEd (UTS)

Researchers

C Williams, BA, MA (UNSW),

GradDipAdultEd (UTS), PhD (UWS)

D Rooney, BEd(Hons) (UTS)

Research Student

K Harman, BA (Newcastle), GradDip (VUT)

Administrative Officer

S Yates

Centre for Popular Education

Director

R Flowers, BA (Lond), MA (Freiburg),

GradDipAdultEd (UTS)

Alternate Director

D Hayes, BSc (Syd), DipEd (N'cle), MA
(Macq), PhD (N'cle)

Senior Research Fellows

S M Knights, BA (York), MSc (Edin),

GradDipEmpRels (NSWIT)

E Johnston, MA (Well), GradCertEd (Leic),
PhD (UTS)

M S Newman, BA (Syd), PhD (UTS)

J H Sampson, BA (ANU), DipContEd (UNE)

K Yasukawa, BA(Hons), PhD (Macq)

Research Fellow / Associate Lecturer

C McEwen, DEA (Sorbonne, Paris V), MSc
(City Uni), MEd (UTS)

Centre Manager

D Ng, BArch (Oregon)

Project Manager

S Anderson

Project Consultant

S Angel

Centre for Research and Education in the Arts

Director and Associate Professor

R R Johnston, BA, DipEd (Syd), MA, PhD
(Macq), MACE

Creative Scholar and Associate Professor

B Poston-Anderson, BA (Carthage), MA
(Rhetoric and Public Address), MA (Lib Sc),
PhD (Iowa), MA (Medieval Studies) (Macq),
ALIA

Associate Directors

A K Bamford, BEd (Armidale CAE), Med
CA (UNSW), DipTeach (KCAE), PhD (UTS)

J Lloyd, BMusEd (NSWSCM), MMus
(UNSW), TeachCert (Syd)

P March, MLitt (UNE), MA(Hons) (Syd),
LTCL, FESB, FRSA, MACE

Senior Research Fellows

G J Barnsley, BSc, PhD, DipEd (UNSW),
MLitt (UNE), MACE

J Buchanan, BA, DipEd (Syd), MEd (UWS),
GradCertTESOL (UNE), GradCertHETL
(UTS)

K Collier, BA (Open), MA (Sus), DipTeach
(Lond), AGSM (Guild)

P DeVries BA(Hons) (Qld), GradDipTeach
(KCAE), MEd, PhD (Griff), LTCL

C Evans

R Faire, BSc(Hons), PhD (Macq), MA (Ohio
State University), GradDipMusTher (UTS)

L Ljungdahl, BA(Hons), PhD (UNSW), MA
(C'dia), MLS (McG), MA(Hons) (Syd),

DipEd (Syd Teach Coll), DipLib (Lond),
GradDipEdStudESL (W'gong), RSA,

CertTEFL, GradDipIntStudies

Research Officer

R Kelman, BSc, DipEd (Syd), MA (UTS)

FACULTY OF ENGINEERING

Dean of Engineering and Professor

A Johnston, BSc(Hons), PhD (Heriot-Watt), FIEAust, CPEng, MICE

Associate Dean, Teaching and Learning and Associate Professor

D B Lowe, BE, PhD (UTS)

Associate Dean, International and Enterprise Development and Associate Professor

T A Anderson, BEng (UNSW), MEngSci (Syd)

Associate Dean, Research and Development

H T Nguyen, AM, BE(Hons), ME, PhD (N'cle), FIEAust, CPEng, SMIEEE

Faculty Manager

S Meiras, BSc (Syd), MEd(Hons) (UTS)

Director, Industry Partnering Unit

P Jenkins, BSc(Hons) (Coventry)

Director, International Engineering Program

P Maloney, BA (Macq), MA (Syd)

Director, Women in Engineering Program

B Holland, BA (Syd), GradDipComm (NSWIT), MScSoc (UNSW)

Director, Strategic Development

Professor W R Belcher, BE, MEngSc (Qld), PhD (Lond), DIC, FIEAust, CPEng, MIEE

Adjunct Professors

S L Bakoss, BE (Syd), MEngSc (UNSW), MS (Calif), PhD (UNSW), FIEAust, CPEng, MASCE

A Chappel, BE, DipT&RP (Melb), FIEAust
J Nutt, BE (Qld), PhD (Manc), HonDSc (Macq), Hon FIEAust, FIStructrE (UK), MICE (UK), KTSE, FRSA

M Sargent, BE(Hons), PhD (Qld)
V Ireland, BE (UNSW), BA, MEngSc, PhD (Syd), FAIB, MIEAust

S F Johnston, BE, ME (UNSW), FIEAust, CPEng

J A Reizes, BE, ME, PhD (UNSW), FIEAust, CPEng

A C Wightley, BE, ME (UTS)

Administration

Faculty Manager and Group Head

S Meiras, BSc (Syd), MEd(Hons) (UTS)

Manager, International and Enterprise Development Office

B Buckenmaier, BA (UTS)

Manager, Undergraduate and Postgraduate Office

S Tanuwijaya

Finance Manager

J Chea, BBus (NTU), MBA (USQ), CPA (Aust)

Marketing Projects Manager

B Kynaston, MA(Hons) (UOA)

Administrative Officers

L Dixon (National Centre for Groundwater Management)

C Collet (Centre for Local Government)

N Saad (Centre for Local Government)

A Van Eeuwen

Ms Lyndal Parker, BSc(Macq), DipIT(Sw Dev) (Learning and Design Centres)

Janet Sowman

Research Administration Officer

R Hamilton, DipIntDec (Syd Tech)

Office Manager, National Centre for Groundwater Management

H P Xu

Project Leader Internships

S Burrows, BSc (Macq)

Industry Partnering Unit Officer

C Archibald

Student Administration Officers

C Cahill BAFA, MAA (UNSW)

S Lay BBus (NTU, Taiwan)

G Wightman

Outreach Information Officer

T Lambourne, Dip Health Science (Ultimo TAFE)

Executive Assistant to the Dean

D English, BHSc (UNE), Dip Nut (ACNT), DRM (NSWSTM), Dip Couns (AIPC)

Executive Assistant, Associate Dean, Teaching and Learning

R L Tay

Executive Assistant to Associate Dean, Research and Development

G Lye

Executive Assistant to Associate Dean, International and Enterprise Development

E Tu

Administrative Assistants

S Ali

J Georgi

J Pope

Secretary (PT)

J Chetcuti

Technical

Technical Services and Assets Manager, Group

Head and Director MEFC

L Weber

IT Systems Manager

W S McKendrick, BSc(Hons) (N'cle)

Office Systems Support Manager

R Corran, BE (UTS)

Faculty Laboratory Manager

A Gracey

Web and Applications Manager

M De la Villefromoy

Network Manager

P M Yardley

Senior IT Support Consultant

P M Chatfield

IT Support Consultant

L Brincat

Manager and Senior Engineer Electrical Laboratories

R S Nicholson, BE (NSWIT)

Manager Environmental Laboratory

H H Ngo, BSc, MSc (Nat Taiwan), PhD (UTS), MIAWQ, MAAW

Manager Mechanical Laboratories

C E Evans

Manager Research Laboratories

R B Clout

Manager Workshops

R C Moore

Scientific Officer

C M Chapman, BSc (UTS)

Senior Project Engineer

M Benitez, BE (UTS), MIEAust, CPEng, MIPENZ

Engineers

W M Holliday, BE (UNSW)

S Shoon, BSc, MSCl (Nat Taiwan)

M Low, BE (W'gong)

Senior Technical Officers

G Bayley

G W Evans

W Firth

J S Gibson

P T Gimes

S Gordon

S A Graham

D Hooper

H A Myers

St J Parmigiani, BE (UTS)

R Smith

L S Stonard

R J Turnell

Technical Officer

W House

Information and Communication

Acting Group Head and Professor

J M Hughes, BSc (Syd), MIEEE, FACS, MBCS

Professor

R M Braun, BSc(Hons) (Brighton), MSc (Eng), PhD (Cape Town), SMIEEE

Associate Professor and Associate Dean

Teaching and Learning

D B Lowe, BE, PhD (UTS)

Associate Professor and Director Software

Engineering Unit

J R M Leaney, BE, ME (UNSW), SMIREE

Associate Professors

C E Peterson, BSc, BE, PhD (Syd), FIEA

S Reisenfeld, BScEng (Ill), MSc, PhD

(UCLA), SMIEEE

C Scott, BE(Hons), PhD (UTS)

Senior Lecturer and Director Undergraduate

Programs

T A Aubrey, BE, PhD (UTS), MIEEE

Senior Lecturers

J Agbinya, Cert IV in Work Place

Assessment and Training (MBEC), Dip

Digital Technologies (Ampex), BSc (Ife),

MSc (Strathclyde), PhD (La Trobe)

Z Chaczko, MSc (Wroclaw), GradDipEng,

DipElecEng (UTS)

J Harnett, BA(Hons) (Macq), DipTeach (Tas), PhD (Syd)

V Ramaswamy, BE, MTech, PhD (Madras)

J Reekie, BE, PhD (UTS)

A M Sanagavarapu, BTech (SVU), ME, PhD (IIT Kharagpur)

K Sandrasegaran, BSc(Hons) (Zimbabwe),

MSc (Essex), PhD (McGill)

Lecturer and Educational Developer

K Yasukawa, BA(Hons), PhD (Macq)

Lecturers

M J Evans, BE, PhD (UTS), CEng, MIEE, MIEEE

A Kadi, BE, ME (UTS)

X Kong, BE, MA (Buna), PhD (Syd)

L Loke, BE(Hons), BSc (Syd)

B Moulton, BSc, MA (Syd)

S Murray, BE (N'cle), MEngSci (UNSW)

Infrastructure and the Environment*Group Head and Professor*

B Samali, BS, MS, DSc (GWU), MIEAust, CPEng, MASCE, MIABSE

Professor

S Vigneswaran, BSc (SLanka), MSc (AIT), DrIng (Montpellier II), DSc (Inst Nat Polytechnique, Toulouse)

Associate Professor

K I Crews, BE (UNSW), ME (UTS), AIWSc, MIEAust, CPEng (Director, Timber Engineering Studies)

Program Head and Senior Lecturer

E A Brady, BSurv, MSurvSc, GradDipHigherEd (UNSW), MISAust

Director, Postgraduate Coursework and Senior Lecturer

P Hazelton, BSc (Syd), DipEd (UNE), PhD (UNSW), CPSS

Director, Research Program and Senior Lecturer

P Hagare, BSc (Andhra), MSc (Hyderabad), MTech (IIT), PhD (UTS)

Senior Lecturers

S C Beecham, BSc, PhD (Manc)
 K J Halstead, BE(Hons) (NSWIT), ME(Hons) (W'gong), LGE, LGT&CP, MIEAust, CPEng
 R Karim, BSc (B'desh Engineer), MSc (MEastTU), PhD (Birm), MICE, CEng, MIEAust, CPEng, MAAEE
 J Li, BSc (Eng), MSc, PhD
 R G McLaughlan, BSc (Melb), GradDipCivEng, MAppSc, PhD (UNSW), Graduate Certificate in Higher Education (UTS)
 R Sri Ravindrarajah, BSc (Eng) (SLanka), PhD (Sheff)
 G J Ring, BE, PhD (Syd)
 A Saleh, DipIng, DrIng (RWTH Aachen)

Lecturers

K L Lai, BE, PhD (UNSW)
 S T Smith, BE, PhD (UNSW)
 C Wilkinson, BSc, BE, BA (Syd), MIEAust, CPEng

Research Fellow

D S Klimesh, BSc, PhD (UTS)

Management, Policy and Practice*Associate Professor*

H T McGregor, BS (Drexel), MA (Macq), PhD (UTS)

Professor of Electrical Engineering

W R Belcher, BE, MEngSc (Qld), PhD (Lond), DIC, FIEAust, FIBEE, CPEng, MIEE

Associate Professor and Associate Dean, International and Enterprise Development
 T A Anderson, BEng (UNSW), MEngSci (Syd)

Director, International Engineering Program
 P Maloney, BA (Macq), MA (Syd)

Director, Industry Partnering Unit
 P Jenkins, BSc(Hons) (Coventry)

Associate Professors

P Bryce, BSc, PhD (UNSW), FIREE, MSSRE
 D Sharma, BScEng (Punjab), MEng, DEng (AIT), MIEAust, CPEng

Senior Lecturer and Group Head

R K Bagia, BE (UNSW), MEngSc (Syd), MBA (Deakin), MIEEE

Senior Lecturers

H Akpolat, BE, ME, PhD (TU Berlin)
 J L Irish, BSc, BE, ME (UNSW), GradCertArts (Env Pol), FAII, MIEAust, CPEng
 P G Lewis, BSc (Tech) (UNSW)
 G M Marks, BE (NSWIT), MA(Hons) (Macq)

Lecturer and Director, Women in Engineering Program

B Holland, BA (Syd), GradDipComm (NSWIT), MScSoc (UNSW)

Lecturers

C P Killen, BSME (Virginia), MEM (UTS)
 B Jacobs, BSc (GenSc), MEd (Syd)
 A N Mears, BE(Hons), ME (N'cle), PhD (UTS)
 B D Moulton, BSc, MA (Syd), AARE, IEEE

Mechatronics and Intelligent Systems*Group Head and Professor of Electrical Engineering*

H T Nguyen AM, BE(Hons), ME, PhD (N'cle), FIEAust, CPEng, SMIEEE

Professor and Kirby Chair in Mechanical and Mechatronic Engineering

G Dissanayake, BSc (Eng) (Peradeniya), MSc, PhD (Birm)

Associate Professor and Program Head

G Hong, BE, ME (Huazhong UST), PhD (Cambridge), MASME, MSAE

Associate Professor

J G Zhu, BE (JIT, China), MSc (SUT, China), PhD (UTS), MIEE

Senior Lecturer and Program Head

A A Al-Jumaily, BSc, MSc (UOT), PhD (UTM)

Senior Lecturers

N C Carmody, BE, MEngSc (UNSW)
D B Eager, BE(Hons) (NSWIT), PhD
(UNSW), FIEAust, CPEng, MAAS, MASME,
MIIAV
K K Fung, BSc (HK), MSc (Lond), PhD,
GradCertDisRes (Syd), MIEE
Q Ha, BE (Ho Chi Minh), PhD (Tas)
B P Huynh, BE, MEngSc, PhD (Syd), MASME
A N F Mack, BSc, BE, MEngSc, PhD (Syd),
SMAIAA
J Madadnia, BE (Sharief), MSc (Lond), DIC,
PhD (Liv), MIEAust, CPEng, MIMech, CEng
B S Rodanski, MSc, PhD (Wroclaw), MIEEE
N Zhang, BE (Northeastern), ME (Shanghai
Jiao Tong), PhD (Tokyo)

Senior Lecturer/Senior Research Fellow

P A Watterson, BSc(Hons) (Monash), PhD
(Cantab)

Lecturer and Program Head

V McKain, BSc, BH MS (Ed) (Qld), MS
(Penn State), BE (QUT), Graduate Certificate
in Higher Education (UTS)

Lecturers

T A Brown, BE, ME (UTS), GradIEAust,
PEng, GradIM
W J Dartnall, AIT MechEng, BSc (Maths &
Comp) (Curtin), MIEAust, CPEng, MACE,
MAIRAH
R Jarman, BE, Graduate Certificate in
Higher Education (UTS)
D Liu, PhD (Wuhan UT), MIEAust
B A León de la Barra, BE (Universidad
Tecnica Federico Santa María, Chile), PhD
(N'cle), SMIEEE
F C O Sticher, PhD (Syd)

Associate Lecturer

P McLean, BE (UTS)

Postdoctoral Fellow

A Martinez-Coll

Centre for Local Government

The University Centre is linked to the
faculties of Engineering; Business; and
Design, Architecture and Building.

Director and Associate Professor

G Sansom, BA(Hons) (Oxon), MTCP (Syd),
FRAPI

Associate Professor

M Paddon MA (Cantab) MA (Essex)

Manager Program

R Mellor, MPS (UNSW)

Administrative Officers

N Saad
C Collett

**National Centre for Groundwater
Management**

In conjunction with the Faculty of Science

*Director and Professor of Groundwater
Management*

To be advised

Senior Lecturer and Deputy Director

N P Merrick, MSc (Syd), GradDipDataProc
(NSWIT), PhD (UTS)

Senior Lecturers

W A Milne-Home, BSc (Leicester), MSc
(Lond), PhD (Alta), CertEngGCH (UNSW)
B F Kelly, BSc (Hons) UNSW, PhD (UNSW)

Office Manager

P Xu

Principal Scientist

D Yates, BAppSc(Hons) (UNSW),
GradDipEnvStud (Macq)

Administrative Officer

L Dixon

Research Assistant

R Last

FACULTY OF HUMANITIES AND SOCIAL SCIENCE

Academic staff

Dean and Professor of Information Studies

Professor J Kirk, BA, DipEd (Syd),
MLitt (UNE), MA (Lib) (CCA), MIIInfSc,
FALIA, ARMA

*Associate Dean (Teaching and Learning) and
Associate Professor*

G Walker, BA, DipEd (UNSW),
GradDipCommM, MAdmin (KCAE), PhD
(UNSW), FPRIA

Professor of Communication Studies

E Jacka, BSc, BA (Auck), PhD (Syd), FAHA

Professor of Cultural Studies

S Muecke, BA (Monash), M ès L (Paris),
PhD (WAust), FAHA

Professor of Sociology

A Jakubowicz, BA (Syd), PhD (UNSW)

Associate Professors

P Ashton, BA(Hons), DipEd, PhD (Macq),
PHA

W Bacon, BA (Melb), LLB (UNSW)

H Goodall, BA, PhD (Syd)

P Hamilton, BA, PhD (UNSW)

G Leahy, BA(Hons) (Syd), DipDirect &
Cinematography (AFTRS), MFA (UNSW)

C Nash, BA(Hons) (Syd)

Senior Lecturers

S Burgess, BA (Cantab), Dip (NZLibSc),
MLib (UNSW)

A Chandler, DPT (CSturt CAE),

DipArtTVDir (AFTRS), MA (Macq), MAP

E Cox, AO, BA(Hons) (UNSW)

J Dale, BA (Macq), MA, DCA (UTS)

D Ghosh, BA(Hons) (Delhi), MA (Jadavpur),
PhD (Syd)

S Gibson, BA, DipEd (Syd), BEd (La Trobe),
MFA (UNSW)

P Gillen, BA(Hons) (Syd), PhD (Macq)

J Goodman, BSc (LSE), MA (M'sx), PhD
(OpenU)

K Gordan, BA, DipTeach (Auck),
GDipTESOL (SCAE), MA (Syd)

S Halbwirth, BA, DipEd (Macq),

GradDipLibSc (KCAE)

M Hansford, BA (UNE), MAppSc (UTS)

R Harris, BA(Hons) (Syd)

M Harrison, MA(Hons) (Cantab)

M Henninger, BA (Syd), GradDipIM, MLib
(UNSW)

M Heyward, BA (UTS), MFA (UNSW)

J Houghton, BA (Syd), GradDipLibSc
(KCAE), MA (Macq)

K Lee, MA (UTS)

D McKnight, BA, DipEd, PhD (Syd)

T Mitchell, BA, MA (Auck), PhD (Brist)

N Neumark, BA (Chicago), PhD (Syd)

P O'Donnell, BA(Hons) (Melb), MA (Comm)
(UIA Mexico City)

N Sanders, MA (Auck), AM (Harv)

K Schlunke, BA(Hons)(Melb), MA, PhD
(UWS)

U Stroh, MA (Communication) (UCHE
South Africa)

S Symons, MA (Macq)

Lecturers

D Adelaide, BA(Hons), MA(Hons), PhD
(Syd)

T Anderson, BA(Hons) (Penn), MA (Lanc),
MA (UTS)

E Aroney, BA (UTS)

J Arvanitakis

V Bamford, CertAdv, Advanced CertPR
(TAFE), GradCertHETL, MA (UTS)

A Blackwell, BA (Hons) (NUI)

C Caines, BCA (UoW), GDip (ANU), MA
(AFTRS)

P Caldwell, BA (Syd), PhD (Camb)

J Carr, BA(Hons), PhD (N'cle)

C Cole, BA, GradDipEd, MLitt (UNE),
DipWriting&Ed (RMIT), DCA (UTS)

C Conlon, GradDipElecIm (Imaging)
(Dundee), MA (UTS)

S Eisenhuth, BA (UNE), DipEd (Syd), MA
(UNSW)

G Ferris

L Hobgood-Brown, BFA (SMU Texas), MA
(Macq)

S Joseph, MA (UTS)

O Khoo

L McCarthy, BA(Hons), MA, PhD (UNSW)

K McCauley, BA(Hons), MA (Adel), PhD
(UNSW)

M Nash, MFA (UNSW)

M Olsson, BA (Syd), MA (UTS)

S O'Neill, BA (AFTRS)

J Pendleton, BBus, MAppSc (UTS), MAppSc
(SocEc) (UWS), DipEd (ITATE)

C Robinson, BA(Hons)(UTAS), PhD (UNSW)

R Spence-Stone, MBA (Ashridge)

A Taylor, BA (Monash), BA (AFTRS)

V Watson, BA (Melb), BLitt(Hons)(Deakin),
PhD (Syd)

Administrative staff

Faculty Manager

G Blondé, BA (Macq), MAppSc (CommMgt)
(UTS)

202 Staff of UTS

Management Information and Services Manager
C Bradshaw, BBus, GradDipOHS (UTS)

Enterprise Development Manager
D Sidebottom, BA(Hons) (Hudd)

Marketing and Communications Manager
D Millar, BA (UTS)

Short Courses Administrator
C Martin, BA (Flin), GradDipArts (Adel)

Faculty Administrative Assistant
C Vath

Research Manager
C Carter

Research Degrees Administrator
Vacant

Manager, Faculty Student Centre
A Heath

Senior Student Administration Officers
R Frisina, BA (LibSc) (KCAE)
J Kahawai
R Black

Student Administration Officers
R Bow
J Slater, BA (Griff)
S Trang

Executive Assistant to Dean
E Silcock

*Executive Assistant to Associate Dean
(Teaching and Learning)*
J Hargrave

Coordinator, Academic Administration Services
E Limbrick, BA (UNSW), GradDipEd
(MitchellCAE), GCertPersonnelMgt (SIE
TAFE)

Administrative Officers
M Andersen
S Rotunno

Administrative Assistants
G Evans
M Iacono
I O'Farrell

Clerical Assistant
M Ashley

Production Support Coordinators
S Etter, BA (UTS)
J Hurley, AssocDipJazzStudies (NSWCons),
BA (UTS), Digidesign Certified Instructor
(Music & Post)
M Murch, DipTV, A/Dip Instructional
Multimedia (TAFE)

Production Support Officers
T Anastas, BA (VisArts) (SCAE)
J Cobb, BA (UTS)
C Collins
A Davies
D Grant, BA (Melb), GradDipJourn (James
Cook)
M Jones
G O'Reilly
R Young, BEd (TESOL) (Syd)

Equipment Services Manager
D Mazin, BA (UNSW)

Equipment Store Supervisor
J Fox

Equipment Store Assistants
J Dennis
L Richards
J Tham
D Weavell, BContMusic (Audio Prod) (SCU)

Faculty Computing Manager
A Martin, BA (Syd), MA (ANU)

Faculty Web Coordinator
F Fery, BDM (Rouen)

Computing Support Officers
J Davidson
P Grosvenor
S Prowse

Research appointments

Adjunct Professors
G Adams, BA (Syd), MS (Col)
K Brereton, DipArt (AMCAE), PhD (UTS)
A Lloyd-James, PSM
P Manning, BA (Syd)
M Morris, BA(Hons) (Syd), MesL
(Vincennes), PhD (UTS), FAHA
D Schmidmaier, BA (Syd), MLib, HonDLitt
(UNSW)

ARC Research Fellow
J Marshall
M Thomas, BA(Hons) (Syd), PhD (UTS)
C Vasseleu, BA(Hons), MDSc (Syd),
GradDipComm (UTS), PhD (Syd)

Honorary Research Fellows
G Cowlshaw, BA(Hons), PhD (Syd)
S Lawson, BA(Hons) (Syd)

Honorary Research Associate
S Edwards, BA (UCLA), MA (Econ) (MSU),
MLS (USC)
P McCarthy, BA (N'cle), PhD (UTS)
R Reed, BA(Hons), PhD (Monash)
L Shannon

Australian Centre for Independent Journalism

Director

C Nash, BA(Hons) (Syd)

Manager

F Molloy, BA (Syd), GCertComm (CSU), MA (UTS)

Administrative Assistant

Vacant

Australian Centre for Public Communication

Co-Directors

M Hansford, BA (UNE), MAppSc (UTS)

R Harris, BA(Hons) (Syd)

J Pendleton, BBus, MAppSc (UTS), DipEd (ITATE)

Administration Coordinator

E Blunden

Australian Centre for Public History

Co-Directors

P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

P Hamilton, BA, PhD (UNSW)

Research Assistant

Vacant

Researcher

Vacant

Key University Research Centre for Cultural Studies – Trans/forming Cultures

Director

Associate Professor S H Donald, BA(Hons) (Oxford), MA (Southampton), PhD (Sussex)

Members

P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

D Ghosh, BA(Hons) (Delhi), MA (Jadavpur), PhD (Syd)

H Goodall, BA, PhD (Syd)

J Goodman, BSc (LSE), MA (M'sx), PhD (OpenU)

P Hamilton, BA, PhD (UNSW)

A Jakubowicz, BA (Syd), PhD (UNSW)

T Mitchell, BA, MA (Auck), PhD (Brist)

S Muecke, BA (Monash), M ès L (Paris), PhD (WAust), FAHA

Research Assistants

K Glastonbury, BA(Hons) (Syd)

FACULTY OF INFORMATION TECHNOLOGY

Faculty Office

Dean and Professor

T S Dillon, BE, PhD (Monash), FIEEE, FIEAust, FACS, FSARS

Associate Dean (Education) and Associate Professor

D N Wilson, BSc(Hons), MSc (UTS), CEng, MBCS, FACS, MACM, MQSA

Associate Dean (Research, Policy and Planning) and Professor

T B Hintz, BSc(EE) (Texas), MSc(EE), DSc(EE) (N Mexico State), MACS, MACM, MIEEE

Executive Assistant to the Dean

L de Stefanis

Executive Assistant to the Associate Deans

S J Thorndike

Faculty Manager

G C Goodwin-Moore, BSc(Hons) (Lond)

Technical Services Manager

P D Gale, BScEng (Aero) (UNSW), MAHS, FWCAE

Marketing and External Liaison Manager

J H Donovan, BA (UNSW), MA (UTS)

Research Officer

V Morrissey, BarTh (COFA, UNSW)

Finance Officer

Vacant

Administrative Assistant

T Ashworth

Faculty Student Centre

Student Liaison Manager

S D Clarke, BA, MA (Syd)

Graduate and Professional Programs Manager

A Waugh, BA, MAppPsych (Macq), GradCertAppSc (Psychology of Coaching) (Syd)

Undergraduate Programs Manager

I Chu, BA (UTS)

Industry Liaison Officer

D A Saunders

Partnership Programs Officer

J E Lui

Timetable and Facilities Officer
C L Hodgson, BA (Tor)

Postgraduate Liaison Officer
Vacant

Undergraduate Liaison Officer
P Gabriel, BA, DipEd (Macq)

Liaison Officers
W Kusuma
K Neville, BA (La Trobe)
L F Ware

Administrative Assistant
V Maynes, BA (Macq)

Information Assistants
N M Kilkeary
C E Murray, BBus (UWS)
E Tamtomo, BEc (UWS), MBA, GradDipIT (UTS)

Adjunct Professor
D E Avison, BSc (Leicester), MSc (Polytechnic of North London), PhD (Aston)
L Constantine, SB (MIT)

Honorary Associates
B Corbitt
J J Hammond, BA, DipTchg (NZ), MScSoc (UNSW), FACS, MBCS, MACE
Dr D Herbison-Evans, BA(Hons), MA, DPhil (Oxon), Dip (Dance Ed) (Sydney Dance Development Centre)
B Howarth, BSc (UNSW), MEng (N'cle), PhD (UC Berkeley), SMIEEE, MACS
G Keller, GradDipCompSc, PhD (TU Berlin)
G Mooney, BMath (W'gong), MBus (UTS)
S Paine
B J Searle
T Smillie
E Tsui, BSc(Hons) (Syd), MBA (USQ), PhD (Deakin)
L van Eckert

Technical Services

Systems Manager
S B Gowing, BSc (UTS)

Network and Development Manager
G Redwood, BE(Hons) (NSWIT)

User Services Manager
S W Isley, BSc (W'gong)

Systems Programmers
B J Kuit
W L Lim, (BE (Hons), UWA)
W Pranata, BSc (UTS)

Trainee Systems Administrator
L Dobe

Senior Information Systems Developer
M R Lynch, BA, LLB (Macq)

Information Systems Developer
E Chow, BSc (Melb)
G Healy

Trainee Information Systems Developer
C L Ho

Senior Technical Services Officer
B Power, E&C Cert (TAFE)

Technical Officers
M Power
M Sharafutdinov, BSc (Tashkent University), MSc (Academy of Sciences, Moscow)

Technical Services Officers
A Altman, Cert EE (Polytechnic Institute, Odessa)
L W Yee

Trainee Technical Services Officers
L E Pattalis
O Trinh

Technical Assistant
A Tonitto, DipIT (TAFE)

Trainee Technical Officer
J Mansfield

Department of Computer Systems

Head of Department and Senior Lecturer
A J Simmonds, BSc(Hons) (Leeds), MSc (Aston), PhD (Sheff), CCAI, CEng MIEE

Associate Professors
D B Hoang, BE(Hons) (WAust), ME, PhD (N'cle)
M Piccardi, MEng, PhD (Bologna)
S Simoff, BScEE(Hons), MScEE, PhD (Moscow Power Engineering Institute)

Senior Lecturers
W Brookes, BInfTech(Hons), PhD (Qld)
J Colville, MSc (Melb), MBCS, MACS, CEng
V Gay, BCompSc(Hons), PhD, DipResearch (Paris), MCompSc (Amiens)
X He, BSc (Xiamen), MSc (Fuzhan), MSc (Flin), PhD (UTS), MIEEE, MACS
M-L Huang, BEComp (East China), GradDipBusComp, MComp (UWS Nepean), PhD (N'cle)
C W Johnson, MAppSc (NSWIT), MComp (Macq), MRACI, CChem, MACS
E Lawrence, BA (Qld), GradDipComComp (QUT), MBIT (USQ), DTech (Deakin), MACS, CCNA, CCAI

T Robertson, BA(Hons) (Syd),
GradDipDataProc (UTS), MCogSc (UNSW),
PhD (UTS)
R J Steele, BSc(Hons) (Adel), PhD (Flin)
U Szewcow, BSc, DipNAAC (Syd), MEngSc
(UNSW), MIEEE, CCAI

Lecturers

K Felix Navarro, BSc(Hons) (UIA Mexico),
CCAI
T Jan, BE(Hons) (WAust), MIEEE
P Nanda, BEng (Shivaji), MEng(W'gong),
MIEEE
J Pike, BSc(Hons) (Syd), MIEEE
A Solomon, BSc(Hons), PhD (Syd)
H V Tu, BSc, BE (Montreal), ME(Hons)
(W'gong), MCSEE, MACS

Associate Lecturers

M Lubonski, BSc CompSc, MA CompSc
(Poznan)
Q Wu, BEng, MEng (China)

Administrative Officer

I Nataatmadja, BScDentistry (Trisakti), MBA
(UTS)

Department of Information Systems

Head of Department and Senior Lecturer

J Underwood, BSc(Hons) (UNSW),
GradDipRecPlan, GradDipAdmin (CCAIE),
PhD (W'gong)

Professors

E Edmonds, BSc (Leicester), PhD
(Nottingham), FBCS, FIEE
I T Hawryszkiewicz, BE(Hons), ME (Adel),
PhD (MIT), MACM

Associate Professor

K A Dovey, BSc (UCT), BA(Hons) (Natal),
MA (Oregon), PhD (UTS)

Senior Lecturers

R P Bebbington, BSc (Tech), MEngSc, MCom
(UNSW), MACS
R J Kay, BAppSc(Hons), PhD (UWS)
B Wong, BSc (Syd), MCom, PhD (UNSW),
CQA, MACS, AIMM, JP

Lecturers

J Brennan, DipCompSc (Kent), MSc
(CompSc) (Chemnitz-Zwickau)
B R Campbell, BInfoTech(Hons) (W'gong),
MSc(Hons) (Macq)
D Chandran, BSc (Madras), MLISc
(Mysore), GradDip IT (UTS), PhD (Madurai)
G Culjak, BAppSc, MScMed (Syd),
GradDip IT (UTS)

L E Dyson, BSc(Hons), PhD (Syd), CELTA
(RSA Cambridge), GradDip (ABE),
GradDipIT (UTS)
J El-Den, BScCompEng, MScCompEng
(METU, Ankara)
C S Johnson, BAppSc(Hons) (CompSc)
(NSWIT), MPhil (Brun)
K S Kang, BSc (DU), GradDipComp (Tas),
GradDipIT (QUT), MIT (SUT)
R Leveaux, DipTech, BAppSc (NSWIT),
MAppSc (UTS)
K McDonald, BA (UNSW)
P Nicholls, BSc, BCom (UNSW), MA (Syd)
A Sixsmith, ADipDP (Mitchell CAE), MBus
(UTS)

Associate Lecturer

B B Chua, BSc(Hons) (UWS), MSc(Hons)
(UCD)
M Er, BBuild (UNSW), GradDipIT (UTS)
A J Johnston, BA(Hons) (Melb), GradDipIT
(UTS)

Administrative Officer

T Kevin

Department of Software Engineering

Head of Department

Vacant

Professors

J K Debenham, MA, MSc (Dub), PhD (Syd)
J J Edwards, BSc(Hons), MSc, PhD (Syd),
FACS, MASOR
B Henderson-Sellers, BSc(Hons) (Lond),
MSc (Reading), PhD (Leic), DSc (Lond),
ARCS, FACS, FIEAust, FIMA
J M Hughes, BSc (Syd), MIEEE, FACS,
MBCS
M A Williams, BSc, GradDipCompSc, MSc
(UNE), PhD (Syd)
C Zhang, BSc (Fudan), MSc (Jilin), PhD
(Qld), DSc (Deakin), MAAAI, SMIEEE

Associate Professors

C B Jay, BSc(Hons) (Syd), PhD (McG)
J R M Leaney, BE, ME (UNSW), SMIREE
D Zowghi, BSc(Hons) (Essex), MSc, PhD
(Macq)

Senior Lecturers

J Feuerlicht, BSc, DIC, PhD (Lond)
P Kennedy, BSc(Hons) (CompSc), PhD (UTS)
R Lister, BSc(Hons), PhD (Syd)
J Lu, BSc, MSc (Comp Edu) (Hebei), MS
(Comp App) (BIT), PhD (Curtin)
Y Pisan, BSc (Comp), PhD, (Northwestern),
Grad Cert Edn Studies (Macq)

R Raban, MEng (Warsaw), MACM
R Rist, BSc(Hons) (Psych), BSc (ComSc)
(UNSW), GradDip (CCA), MSc, MPhil,
PhD (Yale), MIEEE
K G Suffern, BSc(Hons), MSc (Monash), MSc
(Corn), PhD (Syd), MACS

Lecturers

B Al-Ani, BSc, MSc (Baghdad), DipEd
(CSturt), PhD (UTS)
L Benkovich, BSc (UTS)
G J Lingard, BSc(Hons), MSc (UNE)
H Lu, BE, ME (HUT, China), PhD (UTS)
J R Prior, BTech (PET)

Associate Lecturers

M L Goyal, PhD (UNSW)
S Madhisetty, MInfTech (Griffith)
S Paryani, BSc, MComp (UWS)
L Robles Florez, BSystemsEng (Universidad
del Norte)

Administrative Officer

A Goldwater, BA (Design) (UWS)

Teaching and Learning

A Litchfield, BA, MEd (UTS)

Research staff

ARC Doctoral Fellow

G Zhang, PhD (Curtin)

Postdoctoral Research Fellows

C Gonzalez Perez, BSc(Hons) (University of
Santiago de Compostela), MSc (School of
Industrial Organization, Spain), DipComp
(Open University UK), PhD (University of
Santiago de Compostela)
A Karol, BSc (Hons) (H.P University, India),
GradDipSpacePhysics, MAppFinance, PhD
(N'cle)

S Sinnappan, PhD (N'cle)

G-Q Zhang

S Zhang, BSc (GXTU), MSc, PhD (CIAE),
PhD (Deakin)

Senior Research Associate

A Z Lin, BSc (AnHui University, China),
MSc (Northwest Polytechnic University,
China)

Research Associate

M Serour

Research Assistants

N Yusop, BCom, GradDip (Business),
MCom (Curtin), GKHS
D Zhang, BEngSc (Guangdong Institute of
Technology), MEngSc, PhD (Qld)

Indigenous Academic Officer

S Grant, BE, (UTS)

IPIT Project Manager

Vacant

CRC for Enterprise Distributed Systems Technology (DSTC)

Senior Research Scientists

T Mansfield, BA(Hons), PhD (Qld)

A Wood

Research Scientists

L Cole, BSc(Hons) (UTS)

D Xue, BS (Comp App) (Shanxi), MS (TIM)

FACULTY OF LAW

Dean and Professor

D Barker, LLB (Lond), MPhil (Kent), LLM(Hons) (Cantab), DipLG (Kent), GradDipLegPrac (UTS), FCIS, MCIArb, FAIM, FCIM, FACE, FAICD, Solicitor of the Supreme Court of NSW and the High Court of Australia

Associate Professor and Associate Dean

A S Mowbray, BSc, LLB (UNSW), MSc (UTS), MACS, SMIEEE, AFAIM, MACE, Solicitor of the Supreme Court of NSW and ACT

Professors

M A Adams, BA(Hons), LLM (Lond), FCIS, MACE

L Behrendt, BJuris LLB (UNSW), LLM SJD (Harvard)

S K N Blay, LLB(Hons) (Ghana), LLM (ANU), PhD (Tas)

Associate Professors

K Cutbush-Sabine, Dr Jur (Zur), LLM(Hons) (Lond), MInstAM (UK)

P B C Griffith, LLB, BJur (Monash), LLM (Lond)

P Keyzer, BA(Hons), LLB(Hons), GradDipLegPrac (UTS), LLM (Syd), Barrister and Solicitor of the High Court of Australia, Solicitor of the Supreme Court of NSW

G Monahan, BA (Macq), LLB (Syd), LLM (UNSW), GradCertHighEd (UTS), Solicitor of the Supreme Court of NSW and the High Court of Australia, Notary Public (Director, Undergraduate Program)

A Stuhmcke, BA, LLB(Hons) (Macq), MJur(Hons) (Syd), Solicitor of the Supreme Court of NSW

R J Watt, BCom, DipLib (UNSW), LLB (Syd), LLM(Hons) (UTS), Solicitor of the Supreme Court of NSW (Law Collection Consultant, International Exchange Director)

Senior Lecturers

K Bubna-Litic, BJuris, LLB (WAust), LLM (Syd), Barrister and Solicitor of the Supreme Court of Western Australia (Director, Research)

S Carr-Gregg, BCom, LLB (UNSW), LLM (UTS), Solicitor of the Supreme Court of NSW

T Chiu, BSocSc(Hons) (Chinese HK), LLB (UNSW), GradDipLegPrac, PhD (UTS), Solicitor of the Supreme Court of NSW and the High Court of Australia, Solicitor and Barrister of the Supreme Court of ACT, Mediator CCPIT, Henan, China, Public Notary of NSW

J A Cooper, BEc, DipEd (Syd), LLB (UNSW), LLM (Syd), MHed (UNSW), Solicitor of the Supreme Court of NSW and Attorney of the New York Bar

P Crofts, BEc, LLB(Hons), LLM (Syd), MPhil (Cantab)

I Dobinson, BA, LLB (UNSW), LLM (Syd), DD (ULC), Solicitor of the Supreme Court of NSW

I D Ellis-Jones, BA, LLB (Syd), LLM (UTS), DD(ULC), MASA, Solicitor of the Supreme Court of NSW and the High Court of Australia

K Edwards, BA, LLB(Hons) (ANU), GradDipLegalPrac (UTS), LLM (Yale), Legal Practitioner of the Supreme Court of NSW, Barrister of the High Court of Australia

J Felemegas, BA, LLB, LLM (Syd), PhD (Nott) A Lynch, LLB(Hons), LLM (QUT) (Academic Liaison Officer)

D M Meltz, LLM (Syd), SJD (UTS), Solicitor of the Supreme Court of NSW

G A Moore, BA, LLM (Syd), Barrister of the Supreme Courts of NSW and ACT and the High Court of Australia

B M Olliffe, BA(Hons), LLB (Syd), LLM (UTS), Solicitor of the Supreme Court of NSW

S F Smith, BA, MHA (UNSW), LLM, SJD (Syd), Solicitor of the Supreme Court of NSW

W J Taggart, RFD, BA, LLB, LLM (Syd), Solicitor of the Supreme Court of NSW and the High Court of Australia

L A Taylor, BA, LLB(Hons), LLM (Qld), GradCertHed (UNSW), LLM (Bond), (Director, Cross-disciplinary Program)

P Underwood, BA, LLM (Syd), Solicitor of the Supreme Court of NSW

C Ying, BA (Manit), LLM (Lond), Barrister at Law of Lincoln's Inn and the Supreme Court of NSW

Lecturers

J Burn, BA, DipIM (UNSW), MA (Syd), LLB (UNSW), GradDipLegPract (UTS)

B Childs, LLB (UNSW), Solicitor of the Supreme Court of NSW and the High Court of Australia

P Edmundson, BJuris LLB (UNSW)

A Genovese, BA(Hons), LLB (Adelaide), PhD (UTS)

K C Gould, BA, DipEd (Macq), LLB(Hons) (UTS), LLM (UNSW)

S Hunter-Taylor, BEc, LLB (Macq), GradCertHighEd (UTS), MED (UTS), Solicitor of the Supreme Court of NSW and the High Court of Australia

J A H Lancaster, BA, LLB(Hons) (Macq), MBioeth, GradCertHighEd, GradDipLegPrac (UTS), RGN (NSW and UK), Solicitor of the Supreme Court of NSW
 M Langford, BA, LLB (Macq), LLM (Syd), GradCertHighEd (UTS), Solicitor of the Supreme Court of NSW
 T Libesman, BA, LLB (Macq)
 E H Palassis, BJur, LLB (WAust), SJD (Syd) (Director, Postgraduate Program)
 R Pettit, BA, LLB (Macq), LLM (Syd), GradCertHighEd (UTS), Solicitor of the Supreme Court of NSW and the High Court of Australia
 M A K Scott, BA, DipEd, LLB (UNSW), GradDipLegPrac, LLM (UTS), Solicitor and Barrister of the Supreme Court of NSW and the High Court of Australia
 P Stewart, LLB, LLM (Syd), Solicitor of the Supreme Court of NSW and the High Court of Australia
 P M Whitehead, BA LLB (UNSW), LLM (Lond), Solicitor of the Supreme Court of NSW and the High Court of Australia

Associate Lecturers

A Krone, BA, LLB(Hons) (Macq)
 WH Siow, LLB(Hons) (Auck)

Clinical Practitioners

L Greentree, BA, LLB (Syd), Solicitor and Barrister of the Supreme Court of NSW and the High Court of Australia
 D Hipsley, LLB (UTS), Barrister of the Supreme Courts of NSW and ACT and the High Court of Australia (Director, Practical Legal Training Program)
 J Hussain, BA, LLB (Syd), DipEd (UNE), Dip Shariah Law Practice, MCL (IIU), Solicitor of the Supreme Court of NSW
 P Lothian, BA(Hons) (Syd), LLM(Hons) (UTS), DipLaw (LPAB), Solicitor of the Supreme Court of NSW and the High Court of Australia

Visiting Professor

The Hon R Fox AC, QC, LLB (Syd)

Adjunct Professors

I Bailey, BArch (N'cle), DipLaw (BAB)
 B French, LLB (Syd)
 The Hon J Hannaford, LLB (ANU)
 T Nyman, LLB (Syd)
 The Hon A Rogers, QC, LLB(Hons) (Syd)
 The Hon J Shaw BA, LLB (Syd), QC
 E Solomon LLB(Hons) (Syd), LLM (Harvard)
 H Sorensen, LLB (Otago), LLM(Hons) (Well), PhD (Melb)
 R Vermeesch, LLM (Syd)

Administrative staff

Faculty Manager

E G Marsh, BA (Open), MM (UTS)

Assistant Faculty Managers

P Holt, BA (Auck)
 R Jones

Executive Assistants

M Bajjada BA (AdmStudies)(Monash)
 C Wong

Administrative Officer

R Giles, BBus(Hons) (SCU)

Administrative Assistants

V Cooper
 N Grierson
 V John
 J Lindsay, BA LLB (ANU)
 N Lemaire
 K Mackay, BA (UNE)
 D Margaritis
 A Mukhopadhyay, BA, MA, MPhil (India)
 J Rheinberger

Computer Systems Coordinators

A Boyd, BCompSc (W'gong)
 C Booker, BCompSc (UTS)

Visual Communications Officer

T Barnes

Student Liaison

S Quan, BA (Macq)
 C Richardson

Australasian Legal Information Institute

Co-Director and Professor

A S Mowbray, BSc, LLB (UNSW), MSc (UTS), MACS, SMIEEE, AFAIM, MACE, Solicitor of the Supreme Courts of NSW and ACT

Executive Director

P T H Chung, BEc(Hons), LLB (Syd)

Systems Administrator

J Olatunji, BEng(Hons) (Nigeria), MICT (W'gong)

Project Officers

M Davis, BA(Hons) (Flin)
 T Hasuike, LLB (Venezuela)
 J Kwok, BSc LLB (UTS)
 A Wittforth, BSc, BA, LLB(Hons) (Syd)

Administrator

C Quigley

Centre for Community Law and Legal Research

Director

R Pettit, BA, LLB (Macq), LLM (Syd), GradCertHighEd (UTS), Solicitor of the Supreme Court of NSW and the High Court of Australia

Solicitor

S Dowson, BA (UNE), LLB (W'gong), Solicitor of the Supreme Court of NSW and the High Court of Australia

Coordinator

L Boon-Kuo, LLB(Hons) (UTS), Solicitor of the Supreme Court of NSW and the High Court of Australia

Research Coordinator

Vacant

Volunteer Coordinator/Community Liaison

L Buchanan, BA(Hons), LLB (Syd)

FACULTY OF NURSING, MIDWIFERY AND HEALTH

Dean and Professor, Nursing and Midwifery

J F White, RN, RGON (NZ), CM, AssocDipNed (Cumb), BEd (SCAE), MEd (Syd), FRCNA, FCN (NSW)

Associate Dean (Teaching and Learning) and Associate Professor

D Brown, RN, BAppSc (Canberra), GradDipHEd (UNSW), PhD (UWS), MCN (NSW), MRCNA, AFACHSE

Director of Research and Professor of Mental Health Nursing

E White, PhD (Manc), MSc (SocPol) (Cran), MSc (SocRes), PGCEA (Surrey), RMN (Camb), DipCPN (Lond), RNT (Surrey), MNZCMHN

Professor of Acute Care Nursing

J M Donoghue, RN, CM, BA(Hons) (Macq), DipNed (UNSW), PhD (Syd), INDEN (Australian Committee Member)

Professor of Aged and Extended Care Nursing

L Chenoweth, RN, GradCertTeachLearn, DipRec, BA (UTS), MA(Hons) (Syd), MA (Adult Ed) (UTS), PhD (Syd), FRCNA

Associate Professor of Cancer Nursing

V Lane, RN, GradCertOncology (Manchester), BA(Hons) (Macq), PhD (Syd), FCN (NSW), MCNSA, MCOSA

The David Coe Professor of Child and Adolescent Nursing

J Crisp, RN, BA(Hons), PhD (Macq), FCN (NSW), Conjoint Professor, Faculty of Medicine, UNSW

Professor of Nursing in Corrections Health

M Chiarella, RN, CM, DipNed (Armidale), LLB(Hons) (CNAA), PhD (UNSW), FCN (NSW), FRCNA

Acting Associate Professor of Nursing in Corrections Health

D L Waters, RN, RGON (NZ), BA (Macq), MPH (Syd), FCN (NSW)

Professor of Critical Care Nursing

S McKinley, RN, BAppSc (Lincoln), PhD (La Trobe)

Professor of Family Health and Midwifery and Director, Centre for Family Health and Midwifery

L Barclay, RN, CM, BA (ANU), MEd (Canberra), FRCNA, PhD (Flin)

Professor of Nursing and Health Services Management, and Director, Centre for Health Services Management

C M Duffield, RN, BSCN (WOnt), DipNEd (Armidale), MHP, PhD (UNSW), FAICD, FCHSE, FRCNA

Professor of Mental Health Nursing

J Stein-Parbury, RN, BSN, MEd (Pittsburgh), PhD (Adel), FRCNA

Associate Professor of Midwifery Practice Development

S Tracey, RGON (NZ) CM, AdvDipN/Mid (NZ), BNurs (NZ), MA (UK), DMid (UTS)

Senior Lecturers

J Baker, RN, DipNEd (Cumb), DipTeach (Nurs), BEd (Nurs) (Armidale), MAppSc (Nurs), PhD (Syd), FRCNA

C Briggs, RN, CM, DipCHNsg (Cumb), BA, MA (Macq), FRCNA

P D Farrar, RN, BA (UNE), DipNEd (Cumb), MA (Macq), PhD (UTS)

R Gallagher, RN, BA (Macq), MN, PhD (UTS)

L Lock, RN, CM, BA (Macq), DipNEd (UNSW), PhD (UTS), MRCNA, MACMI

S D Pelletier, RN, BScN (Tor), DipEd (Nursing) (SCAE), BEdSt (Qld), MScSoc (UNSW), MCN (NSW), FRCNA, Deputy Director Centre for Health Services

Management

R Sorensen, BSocStud (Syd), MBA (Canberra), PhD (Public Sector Mgt HSM) (UNSW)

S Van Vorst, RN, BAppSc (SCAE), MN (UTS), MANZCMHN

C D Waters, RN, BSc(Hons), PhD (Syd), MCN (NSW)

Lecturers

R Baldwin, RN, DipNAdmin (Syd), BHAdmin (UNSW), MBA (UNSW), FCHSE

E Ben-Sefer, RN, BS (Boston), MN (UWS), MCN, PhD (Macq)

M Carey, BA(Hons) (Macq), MA (La Trobe), PhD (Qld)

S Dean, RN, BA (RCAE), GradDipAdultEd (UNE), MA (UNSW), GradDipAppSc (SCAE), MCN (NSW)

N D Frazer, RN, BA (ANU), BA(Hons) (Macq), MA (N'cle), FANZCMHN

C Garman, RN, CM, BA (Macq), MPH (Syd), MRCCN

J Gray, CM, RN, BHlthSc (RMIEHE), MNurs (Flinders), GradDipWomensSt (Deakin), GradCertChild&FamilyHlth, MACMI

J Green, RN, CM, DipAppSc (Nurs), BHSC (Nurs), MN (NEd) (Syd), MBioethics (UTS)

K J Kellehear, RN, BA (Macq), MHPED (UNSW), FANZCMHN, FCN (NSW), FRCNA

M Kelly, RN, ICU Cert, BSc (Macq), MN (UTS)

K Kilstoff, RN, BA, DipEd, MA (Macq), FCN (NSW)

A Phillips, RN CertEmergency, MAdEd (UTS)

S Rochester, RN, BA (Macq), MA (Syd)

F Rogan, RN, CM, BAppScN (Curtin), AssocDipNEd (CCHS), MAComN (Syd), MCN (NSW)

A Wyllie, RN, CM, BA (UNE), MHPED (UNSW), MBioethics (UTS), MCN (NSW)

Expert Clinicians Seconded to the Faculty

T Buckley, RN, BSc(Hons), CertICU (Greenwich), MN (UTS)

L Hamlin, RN, BN (UTS), MN(NEd) (Syd), FCN (NSW), FRCNA, OT Cert, IC Cert

N Leap, RM MSc (UK)

Directors of Studies

Undergraduate

S Van Vorst, RN, BAppSc (SCAE), MN (UTS), MANZCMHN

Clinical

C Garman, RN, CM, BA (Macq), MPH (Syd), MRCCN

Health

L Lock, RN, CM, BA (Macq), DipNEd (UNSW), PhD (UTS), MRCNA, MACMI

Professional

J Baker, RN, DipNEd (Cumb), DipTeach (Nurs), BEd (Nurs) (Armidale), MAppSc (Nurs) (Syd), PhD (Syd), FRCNA

Research

E White, PhD (Manc), MSc (SocPol) (Cran), MSc (SocRes), PGCEA (Surrey), RMN (Camb), DipCPN (Lond), RNT (Surrey), MNZCMHN

Administrative staff

Faculty Manager

A R Heywood, BA DipEd (Macq), GradDipMgt (UWS), MBA (UTS), ATEMM

Business Development Manager

Vacant

Marketing and Communications Officer

C Cooksley, BA (UNE)

Computer Support Officer (ITD)

P Dunlop

Faculty Web Coordinator
F Fery, BDM (Rouen)

Student and Course Support

Team Leader, Student and Course Support
V Nolan, BSc(Hons) (UNSW)

Student Officers

K Burnett
R Dillon, RN, DipAppSc(Nursing),
BA(Administration) (CCAIE)
M Kwong
J Lanning, DipTeach (PE) (ACPE)

Student Advisers

J Forbes
J Freshwater
Vacant

Research and Graduation Officer

J Funnell, BAppSc (UTS)

Technical Officer

S Martin, EN

Administrative Services

*Executive Officer and Team Leader,
Administrative Services*
M Stephens

Executive Assistant to Associate Dean

L Davies

Committee and Project Officer

D Yuille, BA (CCAIE)

Administrative Assistants

C Cannane
C Iglesias
R Willis

Acute Care Nursing Professorial Unit

Professor of Acute Care Nursing
J M Donoghue, RN, CM, BA(Hons) (Macq),
DipNEd (UNSW), PhD (Syd)

Area Health Service Clinical/Research Staff

S Mitten-Lewis, BA(Hons) (UWI)
N Blay, RN, MPH (UNSW)
G Melbourne, RN, DipCriticalCare (Syd)
J Bothe, RN, BA, MEd (Monash)

**Aged and Extended Care Nursing
Professorial Unit**

Professor of Aged and Extended Care Nursing
L Chenoweth, RN, Grad Cert Teach Learn,
DipRec, BA (UTS), MA(Hons) (Syd), MA
(Adult Ed) (UTS), PhD (Syd), FRCNA

Research Staff

Y H Jeon, RN, DN (K-J H Coll Korea), B HSc
(UN), MN (UN), PhD (UN)
J Sheriff, RN, CM, DNEd (UNSW), BAppSc
(AN) (Syd), MHP Ed (Syd), PhD (Syd)

**Corrections Health Nursing Professorial
Unit**

Professor of Nursing in Corrections Health
M Chiarella, RN, CM, DipNEd (UNE),
LLB(Hons) (CNAIA), PhD (UNSW), FCN
(NSW), FRCNA (on leave until March 2004)

Acting Associate Professor of Nursing in

Corrections Health (until March 2004)
D L Waters, RN, RGON (NZ), BA (Macq),
MPH (Syd), FCN (NSW)

Research Staff

J Smailes

Critical Care Nursing Professorial Unit

Professor of Critical Care Nursing
S McKinley, RN, BAppSc (Lincoln), PhD (La
Trobe)

Research Staff

A Marshall, RN, ICCert, BN, MN,
GradCertEdStudies (Higher Ed)
K Luker
C Madronio, BAppSci(ExSS),
DipHSc(Podiatry)

Secretary

D Henderson

**David Coe Clinical Chair of Child &
Adolescent Nursing - Practice
Development Unit**

Professor

J Crisp RN, BA (Hons) (Macq), PhD (Macq),
FCN (NSW)

Research Staff

Vacant

Administrative Staff

A Bruce, BA (W'gong)

Mental Health Nursing Professorial Unit

Professor of Mental Health Nursing
J Stein-Parbury, RN, BSN, MEd (Pittsburgh),
PhD (Adel), FRCNA (for 2004)

Midwifery Practice Development Unit

Associate Professor

S Tracy, RGON (NZ), CM, AdvDipN/Mid (NZ), MA (UK), DMid

**Westmead Hospital Cancer Nursing
Professorial Unit**

Associate Professor

V Lane, RN, GradCertOncology (Manchester), BA(Hons) (Macq), PhD (Syd), FCN (NSW), MCNSA, MCOSA

Centre for Health Services Management

Director and Professor of Nursing and Health Services Management

C M Duffield, RN, BSCN (WOnt), DipNEd (UNE), MHP, PhD (UNSW), FAICD, FCHSE, FRCNA

Deputy Directors

S D Pelletier, RN, BScN (Tor), DipEd (Nursing) (SCAE), BEdSt (Qld), MSciSoc (UNSW), MCN (NSW)

J Johnston, BA, MLitt, MPubPol (UNE), PhD (Syd)

Research staff

M Roche, RN, MHSc (CSU), BHSc (Syd), CertMHN, DipASc (SCAE), MANZCMHN
N Li, BM (Bethune, China), MIPH (Syd)

Centre for Health Services Management

Honorary Appointments

D Brown, RN, GradDipNMgt (UTS)

S Callender, BBus (NSWIT), MCom (UNSW), DipEd (STC)

M Casacelli

C Conn, RN, RM, (Syd)

L Cowan

S Davis, RN, CM, GradDip Health Informatics (Monash)

W Dickinson, RN GradDipNMgt (UTS)

J Etchell, RN, MN

C Godfrey, RN, MN (UTS)

J Gordon, RN, MHP (UNSW) BAdminNsg

D Goswell, RN, EdNursing

J Green

A Hodge

A Kerr

M Kearin, RN, BHScMgt (CSU)

J Ludher, RN, RM, MN (UTS)

H Merkenhof, RN, CM, DCNS (Ger), BHM (UNE)

J Murdoch, RN, CM, DCNS (Ger), BHM (UNE)

J O'Connell, RN, MN, A&ECert, MCN, NMW

K Olesen, RN, GradDipPSM, MN (ProfStudies) (UTS)

J Smith

A Thornton, RN, RM (UTS)

L Woodhart, RN, CM, BHLthSc (SCU), MN (UTS)

Centre for Family Health and Midwifery

Director and Professor

L Barclay, RN, CM, BN(ANU), MEd (Canberra), FRCNA, PhD (Flin)

Research and Project Staff

J Byford, RN, CM, BA(Hons) PhD, Senior Research Fellow

S Kildea, RN, CM, BN(Hons), Research Midwife

S Kruske, RN, CM, BN(Hons), Research Midwife

A Sheehan, RN, CM, BN, MN, Senior Research Midwife

R Worgan, RN, CM, MCN, IBCLC, Project Manager & Clinical Fellow

A Neil BSc, MIntSocDev, Project Manager

Administrative Staff

P Nair, BCom, Executive Assistant

K McEvoy, Administrative Assistant

**Centre for Acute Nursing Intervention
Research into Psychosocial Mediators of
Patient Outcomes (CANI)**

Designated Group Leader

S McKinley, RN, PhD

Core Group Members

L Aitken, RN, PhD

J Crisp, RN, PhD

J Donoghue, RN, PhD

R Gallagher, RN, PhD

J Stein-Parbury, RN, PhD

Other Group Members

T Buckley, RN, BSc(Hons), CertICU (Greenwich), MN (UTS)

L Dean, RN, BN

R Elliott, RN, BN(Hons)

M Kelly, RN, ICUCert, BSc (Macq), MN (UTS)

A Wyllie, RN, CM, BA, MPH

R Rosina, RN, MN

A Senner, RN, MN

Research and Project Staff

N Blay, RN, BHA

B Gordon, RN, MN

Centre for Health Economics Research and Evaluation (CHERE)

(Joint centre with the Faculty of Business)

Director and Professor

J Hall, BA (Econ) (Macq), PhD (Syd)

Deputy Director and Senior Lecturer

M Haas, BPhy (Qld), MPH, PhD (Syd)

R Viney, BEc(Hons), MEd (Tas)

Adjunct Professors

P Apps, B Arch (UNSW), MEd (Yale), PhD (Cambridge)

S Birch, BA(Hons) (Sheffield), MSc (Bath), DPhil (York, UK)

D Fiebig, BCom(Hons), MCom(Hons) (UNSW), PhD (SthCalif)

A Maynard, BA(Hons) (Newcastle upon Tyne), BPhil (York, UK), HonDSc (Aberdeen)

Senior Lecturer

E Savage, BSc (Arch) (Hons) (Syd), MSc (Econ) (LSE)

Lecturer

M King, BSc (Hons) (Syd),

DradDipMedStats, PhD (N'cle)

Research Associates

D Doiron BA (U of Moncton, Canada), MEd (UBC), PhD (UBC)

G Jones BSc(Hons) (Arch) (Syd), MSc (Econ) (LSE)

M Smith BEc(Hons) (Monash), PhD (Monash)

D Wright BEc(Hons) (Adel), MEd (Monash), PhD (UBC)

Research and project staff

R Anderson, BA (Oxford), MA (Econ)

(Manc), MSc (Lond), PhD (Wales)

M Chaplin, BAppSc (Syd)

P Kenny, BA, MPH (Syd)

H Risebro, BSc, MSc (York, UK)

B Servis, GradDipNursing (ACU)

E Warren, MEd (Sheffield, UK)

S Zapart, BPsych(Hons) (Griffith)

Administrative Staff

M Carfrae

L Chinchin

M Holland

L Justic

C Kinsella

G Togle

Faculty Honorary Appointments*Emeritus Professors*

R Parsons, RN, RM, BA(Hons) (Syd), PhD (Macq), FCN (NSW), FCNA, FINA

J Lumby, RN, MHPEd (UNSW), BA (NE), DipNEd (Armidale), PhD (Deakin), RCNA, FCN (NSW), MTNA

Adjunct Professors

K Baker, RN, CM, DNE, BHA, MEDA

J Becker, RN, BA (UNE), GradCert (Monash)

J Beutel, RN, GradDip (UTS), MBA (UTS)

R Creegan, RN, RM, RPN, DipNAdmin, BAdmin (UNE)

D Diers, RN, BSN (Denver), MSN (Yale), FAAN

J Duke, RN, CM, BSocSc(Hons) (Syd),

DipLRL (Syd), MA(Hons) (Syd)

J Meppem RN, RM, BHA (UNSW), COTM,

FCN (NSW), FINE (NSW & ACT),

MNSWMA (Hon)

C Moss, RN, BAppSc (PIT), GradDip Ed Admin (HIAE), MSc Nsg Admin

(Edinburgh)

S Nagy, RN, PhD, FCN (NSW), FRCNA

L O'Brien-Pallas, RN, BSc (Toronto), MScN

(Toronto), PhD (Toronto)

P Stowers, RN, CM, DipAdvStu (Nurs)

D Thoms, BA (UNSW), MA (UNSW),

GradCert Bioethics (UTS)

Clinical Professors

H Gibb, RN, BA(Hons) (Adel), PhD (Psych) (Melb)

S Hanson, RN, BAppSc (Syd), MSc (Flin)

Senior Clinical Fellows

J Alford, RN, BEd, MEd (UTS)

I Anderson, RN, BA (Macq), GradCert

BioEthics (Macq), GradDip HR (Macq)

P Brodie, CM, RN, BHlthSc (Nsg) (UWS),

MN (UTS), DipCompNursing (NZ)

N Brown, RN, MN (UTS), MCN (NSW)

H Bullock, RN, RM, BHSc, MN, MCN (NSW)

R Donnellan, RN, MOHSM (UTS)

H Eccles, RN, BA HlthScAdmin (UNSW),

GradDipTeacherEd (UNE)

M English, RN, MN (UTS), MCN (NSW)

P Grant, RN, GradCertPaeds (NSW College)

L Hamlin, RN, BN (UTS), MN (NED) (Syd),

FCN (NSW), FRCNA

J Hardy, RN BHSc (Nursing) (Wagga), MN (UTS)

G Harris, RN

A Harvey, RN, BN, GradCertPaeds (NSWCON)

C Homer, RN, CM, MN, PhD (UTS)

K Johnston, RN, GradCertPaeds, MN
Clinical Prac (UTS)
L Maurice, RN, CM, GradCertHaem/BMT,
MN (UTS)
M Morritt, RN, CM, GradCertPaed/
Palliative Care, MN (UWS), MCN (NSW)
V Noble, RN, BA(Hons) (UNY), CM
S O'Sullivan, RN, RGS, DNE, BA (Soc)
(UNE)
S Petty, RN, GradDipNursingAdmin (UTS)
R Rosina, RN, MN (UTS)
A Senner, BSc (Boston) MS (UCSF)
E Shi, RN, MBBS(Hons) (UNSW), MS
(UNSW), FRACS Gen Surgery, MA (UNSW),
FRACS Paeds
M Sparks, RN, BSc (UNSW),
GradDipAppSc (Nursing) (UNSW), MSc
(Woll)
J Studdert, BN, GradDip (Syd)
A Thomsen, RN, GradDip (ACU), MA
(UWS)
S Wales, RN, GradDip (UTS)
I Wilson, RN, MN (UTS)
L Wood, RN, GDipNsg (Syd), MN (UTS)

Clinical Fellows

J Aston, RN
J Barr, BSc (Nursing), MA
T Buckley, RN, BSc(Hons), MN (UTS)
L Dean, RN, DipHlthSc (Nsg), BN,
GDipNsg (Syd)
T Farrell, DipAppSc (Nursing), CM,
GradDip, MN (UTS)
K Galway, RN, GradCert Paeds (NSW
College of Nursing)
S Melville, RN
J Mernick, RN, GradDipNsg (Syd)
E O'Brien, RN, BHlthSc (UNSW),
GradDipNeuro (UTS)
M Walsh, BN, BSc Biomedical (UTS) MA
Clinical Prac (UTS)
R Worgan, RN, CM

Senior Research Fellows

A Adams, RN, BA, MA, PhD, DipNEd,
CertPaedN FCN (NSW), FRCNA
P Bell, RN, CM, BA (W'gong), DipNEd
(Cumb), FCN (NSW)
M Cooke, RN, CM, BA(Hons), PhD (Syd)
C Fowler, RN, CM, DipEd (College
Advanced Ed), BEd (Adult Ed) (UTS), PhD
(UTS)
C Murphy, RN, BAppSc (Syd), MA Public
Health (UNSW), PhD (UNSW)
L Page, RN, RM, BA, BSc, MA (Edinburgh)
I Stein, BA, DipNursEd, BHS, MA, PhD
J Svensson, RN, RM, BAppSc, MA (UNSW)
K Walker, RN, PhD, MCN (NSW)

K Wheeler, RN, RM, BSc(Hons), DipAppSc,
PhD

Research Fellows

G Fairbrother, RN, BA Comm (UWS), MA
Public Health (Syd)
J Fenwick, RN, CM, BN, MN
B Gordon, RN, CM, MN, MCN (NSW)
M Harrod, BA(Hons) (Cornell)
GradDipArts (Syd)
Y Jeon, RN, BHealthScience, MN, PhD
T Kendrick, RN, BN(Hons) (UTS), MN
(UTS), FCN, FRCNA
A Sheehan, RN, CM, BN (UTS), MN (UTS)

Associate Fellows

L Barker-Allner, RN, GradDipAppSc (Syd),
GradCert A Ed (UTS), MN (Syd)
F Burless, RN, CM, GradDip (UTS)
A Fagan, BN, RN, GradDipNeuro (UTS)
P Leese, BN, RN, GradCertCriticalCare
(UTS)
S Minton, RN, BAppScNg (Cumb), GradDip
(Operating Suite) (UTS)
J O'Brien, BN, RN, GradDip Peri (ECU)
K Pile, BN, RN, GradDip (UTS)
M Ward, RN
C Young, RN, BN, GradDipClinicalPrac
(UTS)

FACULTY OF SCIENCE

Dean [until 27.2.2004] and Professor of Physics
A R Moon, BSc, PhD (Melb), FAIP

Dean and Professor [from 28.2.2004]
J Rice, BSc, PhD (UNSW)

*Associate Dean (Research and Development)
and Professor of Behavioural Science*
A R Craig, BSc(Hons), PhD (UNSW),
HonDoct (SWU), MAPS, BMCP, Honorary
Clinical Psychologist, Psychiatry, RNSH

*Associate Dean (Teaching and Learning) and
Associate Professor*
R T Buckney, BSc(Hons), PhD (Tas),
MAIBiol

*Director International and Professor of
Chemistry*
A T Baker, BSc(Hons), PhD (UNSW), FRACI

Executive Administrative Assistant to the Dean
C A Crane

*Executive Administrative Assistant to the
Associate Dean (Teaching and Learning)*
Vacant

*Executive Administrative Assistant to the
Associate Dean (Research and Development)*
L Bantermalis

Faculty Manager
J W Smit, BSc, DipEd (UNSW)

Student Administrative Officers
B J Kitto, BA (Macq)
E P Pathmanathan
D A R Tudge, Dip HRM (TAFE)

Research & Development Co-ordinator
R D Seneviratne

Science Communications Manager
M Mulcahy BSc(Hons) (Tas),
GradDipScComm (ANU)

Marketing Officer
Vacant

Office Co-ordinator
Vacant

Administrative Assistants
J M Langridge
K L Stern

Emeritus Professors
J Unsworth, BSc (Wales), MSc (UMIST), PhD
(Macq), CChem, CPhys, FAIP, FPRI, SMIEEE
E C Leitch, MSc(Hons) (Auck), PhD (UNE),
FGS

T M Sabine, BSc (Melb), FAIP
B Thornton, AM, PhD, DSc, FTSE, FInstP,
FBCS, FACS, FInstEng(Aust), FRACS

Microstructural Analysis Unit

Director and Associate Professor
M Phillips, BSc (UNSW), PhD (UTS)

Adjunct Professor
C Nockolds, BSc(Hons) (UWA), PhD (UTS),
DPhil (Oxon)

Honorary Associate
E Goldys, BSc, PhD (Warsaw)

Professional Officers
M Berkhan, BAppSc (UTS)
R Wuhrer, BAppSc(Hons), MAppSc, PhD
(UTS)

Research Fellow
H Zareie, BSc (NED Univ Pakistan), MSc,
PhD (Metu Univ Turkey)

Scientific Officer
K E McBean, BAppSc(Hons) (Tas)

Faculty Technical Staff

Faculty Technical Manager
D Edwards, E&C Cert (North Sydney
Technical College)

Deputy Faculty Technical Manager
R W Peters, DipTech (MechEng), BE (NSWIT)

Services/Stores Officer (St Leonards)
E Soliman

Faculty Information Technology Staff

Faculty Information Technology Manager
P Hayes

*Deputy Faculty Information Technology
Manager*
J Tang, BSc(CompSc) (UTS)

Systems Administrator
C M Kinnane

Information Technology Support Officers
M T Smith, BAppSc (Physics) (UTS)
M Grinter

Science Workshop

Manager
C Lidster

Technical Officer
P J Fanos

Apprentice
C Carr

Electronics Workshop

Electronics Workshop Manager (City)

A Wong

Electronics Workshop Manager (St Leonards)

J J Stafford

Department of Applied Physics

Head of Department and Senior Lecturer

G R Anstis, BSc (Monash), PhD (Adel), MAIP

Professor of Applied Physics

G B Smith, BSc(Hons) (UNE), PhD (Monash), PhD (honoris causa) (Uppsala), FAIP

Professor of Physics

A R Moon, BSc, PhD (Melb), FAIP

Associate Professors

L Kirkup, BSc (Sheff), MSc (Lond), PhD (Paisley), MInstP, CPhys, MAIP

K McGuffie, BSc (Edin), PhD (Liv), MAIP, GAICD

Adjunct Professor

E Hazel, BA, BSc(Hons), MSc (Qld), PhD (UNSW)

P F Logan, MSc(Syd), PhD (ANU), GradDipEdStud (ACAE), MInstP

Senior Lecturers

M Braun, BSc (Melb), MAppSc (QIT), PhD (Flin), MACPSEM, MIEEEE, MIPEM

S Hogg, OAM, BSc (WAust), MAppSc (NSWIT), MAIP

W Kalceff, BSc (Syd), PhD (UNSW), DipEd (Syd Teach Coll), Graduate Certificate in Higher Education (UTS), MAIP

Lecturers

A Dowd, BSc (UNSW), PhD (ANU)

J Schulte, MSc (Darmstadt), DSc (Oldenburg)

C Ton That, BSc, PhD (UTS)

Postdoctoral Fellow

N Armstrong, BAppSc(Hons), PhD (UTS)

Emeritus Professor

TM Sabine, DSc (Melb) FAIP

Honorary Associates

E P A Sullivan, MSc, PhD (Syd), MAIP

R L S Woolcott, BSc, PhD (Syd), MAIP

Research Associate

J Franklin, BSc (ANU)

Department Administrative Assistant

L Foley

Senior Technical Officers

G McCredie

G Stockton, BAppSc (NSWIT), DipEd (KCAE), MSc (UTS)

Technical Coordinator

N Maharaj, BEd (UNE), DipEd (USP – Fiji)

Technical Officer

R Henry

Laboratory Cleaner

C Withycombe

Institute for Nanoscale Technology

Director

M Cortie, BSc (Eng), MEng (Pret), PhD (Wlts)

Associate Director

M Ford, BSc(Hons), PhD (Soton)

Liaison Officer

C Masens, BSc (UTS)

Researchers

DK Martin, BOptom(Hons), MBiomedE, PhD (UNSW)

M Phillips, BSc (UNSW), PhD (UTS)

G B Smith, BSc(Hons) (UNE), PhD (Monash), PhD (honoris causa) (Uppsala)

Department of Cell and Molecular Biology

Head of Department and Associate Professor

APiper, BSc(Hons) (Monash), DPhil (Oxf)

Professor of Immunology

R L Raison, BSc (Syd), PhD (Monash), FAIBiol

Professor of Molecular Biology

J T Ellis, BSc(Hons) (Reading), PhD (Liv)

Professor of Biochemistry

A M Simpson, BSc(Hons), PhD (Syd)

Associate Professors

K W Broady, BSc(Hons), PhD (UNSW), MASM

N C Smith, BSc(Hons), PhD (ANU)

Senior Lecturers

M W Davey, BSc (Qld), PhD (ANU)

A M George, MSc, PhD (Syd)

T Szyndra, MSc, PhD (Melb), MASEP,

MANZFSS, MHistotech Group NSW

N B Woodland, BSc (NE), MSc (UTS)

Lecturers

P Hansen, BSc(Hons), PhD (UNSW)
 N Nassif, BSc(Hons), PhD (UNSW)
 B A O'Brien, BSc(Hons), PhD (QUT)
 R Shepherd, BSc(Hons) (Liv), MSc (Lond),
 PhD (CNAA)

Associate Lecturer

S J Walsh, BSc(Hons) (Qld)

Department Administrative Assistant

M Leung

Laboratory Managers

W Booth, BSc (Qld), MAppSc (QUT), PhD
 (Syd)
 J Phillips, BSc (UNSW), MASM, MAIBiol

Senior Technical Officer

J Khoury, BAppSc (NSWIT), MASM,
 MAIBiol

Technical Officers

J Cameron, BiolCert (Syd Tech Coll)
 T Flanagan, PathTechCert (TAFE)
 M Johnson, BAppSc (UTS)
 E Pacinelli, BMedSc(Hons), PhD (Syd)
 M Padula, BSc(Hons) (Macq)
 C Soilemezis, BSc (Syd)
 V Taylor-Perkins, BioTechPathCert (TAFE)
 C Tsaconas, BSc (UNSW)
 Z Winiarski, BSc, MSc (Jagiellonian
 University, Karakow), MAppSc (UTS)

Laboratory Cleaner

N Levy

Research Staff

S Belli, BSc(Hons), PhD (Monash)
 N Boulter, BSc(Hons) (N'cle), DPhil (York),
 PGCTLHE (Open University)
 C Coulthard, BSc(Hons) (QUT)
 H Fernandez, BSc(Hons) (UNSW)
 P Jones, BSc, PhD (UTS)
 M Katrib BSc(Hons) (UNSW)
 S Minnes, BAppSc (Biotech)
 S Nicholls, BBiotech(Hons)
 B Ren, MD, PhD (Japan)
 K Roebrock, Degree in Veterinary Medicine
 Med Vet, (School of Veterinary Medicine at
 Hanover, Germany)
 I Sotirchos, BSc(Hons) (UTS)
 C Tao, BSc (China), MSc (Syd)
 M Villavedra, BSc (Chemistry),
 Pharmaceutical Chemist, PhD (Chemistry),
 (Uruguay)
 C Weir, BAppSc (UTS), PhD (Macquarie)
 D Witcombe, BAppSc(Biotech), PhD (UTS)

Adjunct Professors

L Burnett, BSc (Med)(Hons), MB BS(Hons),
 PhD (Syd)
 R A Davey, BSc, PhD (ANU)
 R L P Flower, BSc, DipEd, MSc (UWA), PhD
 (Murdoch)
 J Isbister, BSc (Med)(Hons), MB BS(Hons)
 (UNSW), FRACP, FRCPA
 M Meerkin, BSc (Melb), MB BS (Monash),
 FRCPA, FAACB, FACB
 T Sweeney, BSc Agr, MSc Agr, PhD (Syd)

Honorary Senior Research Fellows

R Dunn, BSc(Hons) (Cape Town), MSc
 (Natal), PhD (UTS)
 L F Gibson, BSc(Hons) (Edin), PhD (Melb),
 FASM, MAIBiol

Molecular Genetics Unit*Head of Unit and Associate Professor*

A A Piper, BSc(Hons) (Monash), DPhil (Oxf)

Professor

A M Simpson, BSc(Hons), PhD (Syd)

Senior Lecturers

M W Davey, BSc, PhD (ANU)
 A M George, MSc, PhD (Syd)

Lecturers

N Nassif, BSc(Hons), PhD (UNSW)
 B A O'Brien, BSc(Hons), PhD (QUT)

Associate Lecturer

S J Walsh, BSc(Hons) (Qld)

Research Associate

B Ren, MD, PhD (Japan)

Postdoctoral Fellow

P Jones, BSc, PhD (UTS)

Insearch Fellow

C Tao, BSc (China), MSc (Syd)

Technical Officer

E Pacinelli, BMedSc(Hons), PhD (Syd)

Health Psychology Unit*Director*

A D Kidman, BSc (Syd), MSc (UNSW), PhD
 (Hawaii), MAPS, FACT

Administrative Assistants

J Sutton, BA, DipEd (Syd)
 D Shepherd BA-Psych (Mac)
 V Usher
 D Page

Senior Clinical Psychologist

S Edelman, BEc (Monash), DipEd, MA
 Psych (Syd), PhD (UTS)

Clinical Psychologist

L Remond, BA(Hons), MPsyCh (Syd)

Psychologist (Intern)

R Sommer, BSc(PsyCh)(Hons) (QUT)

Research Officer

J Lemon, AAS, BSc(Hons), PhD (UNSW)

Institute for the Biotechnology of Infectious Diseases

Director and Professor

M Wallach, BSc (Univ of Mich) PhD
(Hebrew University, Israel)

Deputy Director and University Reader

N Smith, BSc(Hons) (ANU) PhD (ANU)

Professor

J P Dalton, BSc PhD (DUC) FBSP FISP

Executive Assistant to Director, IBID

S Sequeira

Senior Research Fellow

N Beebe, BSc, DipClinBiochem (Griffith),
PhD (UQ)

Research Fellows, IBID

S Belli, BSc(Hons), PhD (Monash)
N Boulter, BSc(Hons) (N'cle), DPhil (York),
PGCTLHE (Open University)
W A Relf, BAppSc (QUT) PhD (Syd)

Research Fellows, Department of Cell and Molecular Biology

Kevin Broady, BSc(Hons), PhD (UNSW),
MASM
M Davey, BSc (Qld), PhD (ANU)
R Raison, BSc (Syd), PhD (Monash), FAIBiol

Research Assistants

C Coulthard, BSc(Hons) (QUT)
H Fernandez, BSc(Hons) (UNSW)
S Minns, BAppSc (Biotech) (UTS)
S Nicollas, BBiotech(Hons) (W'gong)
I Sotirchos, BMedSc(Hons) (UTS)

Laboratory Managers

M Johnson, BAppSc (UTS)
M Padula, BSc(Hons) (Macq)

Postdoctoral Fellows

M Katrib, BSc(Hons) (UNSW)
K Miller, BSc(Hons), PhD (ANU)
M Ponniah, BSc (Qld), MSc (EnvMan), PhD
(Griffith)
M Villavedra, BSc (Chemistry),
Pharmaceutic Chemist, PhD (Chemistry),
(Uruguay)
C Weir, BAppSc (UTS), PhD (Macquarie)
D Witcombe, BAppSc(Biotech), PhD (UTS)

Adjunct Professors

T Sweeney, BSc Agr, MSc Agr, PhD (Syd)
G Vesey, PhD (Macq)

PhD Students

Y Lei, BMedSc, Master in Microbiology and
Immunology (Hian University)
K Mai, BSc(Hons) (UTS)
R Panwar, BSc(Hons) (UNSW)

Honours Students

S Avdic, BSc (UTS)
S Flowers, BMedSc (UTS)
K McCarthy, BSc (UTS)
A Rose, BSc (UTS)
D Sinclair, BSc (UTS)
R Walker, BSc (UTS)

**Department of Chemistry,
Materials and Forensic Science**

Head of Department and Associate Professor

M Dawson, BPharm, PhD (Syd), CChem,
MRACI, MPS

Director International and Professor of Chemistry

A T Baker, BSc(Hons), PhD (UNSW), FRACI

Emeritus Professor

J Unsworth, BSc (Wales), MSc (UMIST), PhD
(Macq), CChem, CPhys, FAIP, FPRI,
SMIEEE

Associate Professors

B Ben-Nissan, BSc (ITU), MSc, PhD
(UNSW), MIMMA
A S Ray, BSc(Hons), MSc (Calc), PhD
(UNSW), MIMMA
C Roux, BSc, PhD (Lausanne), MFSS, MIAI

Senior Lecturers

C Conn, BSc, PhD (Melb)
L A Evans, BAppSc(Hons) (NSWIT), PhD
(Murdoch), CChem, MRACI
G L Heness, BAppSc (NSWIT), MAppSc
(UTS), PhD (Syd), Graduate Certificate in
Higher Education (UTS)
J R Kalman, BSc, PhD (Syd), CChem,
MRACI
M Mulholland, BSc, PhD (UNSW)
H Patney, MSc(Hons) (Punjab), PhD (Flin),
CChem, MRACI
B T Reedy, BSc(Hons), PhD (Syd), MRACI,
CChem
M G Stevens, MSc, PhD (Syd), CChem,
FRACI
B Stuart, BSc(Hons), MSc (Syd), PhD (Lond),
DIC, CChem, MRSC, MRACI

P Thomas, BSc(Hons), PhD (Lond), DIC,
MRACI, CChem
R Ward, BSc (Syd), DipEd (CSturt), MEd
(Syd), CChem MRACI
W Y Yeung, BSc (Eng), PhD (HK), MIMMA,
FRMS, MIM (UK), CPEng, CEng (UK)

Lecturers

P Doble, BAppSc(Hons) (UTS), PhD (Tas)
P J Maynard, BSc(Hons), PhD (Syd)

Adjunct Professors

R W Jones, BSc, DipEd (Melb), PhD
(Cantab), CChem, MRACI
A Samarin, DipCivEng, BCE, MEngSc, PhD,
FIEAust, CPEng
J Robertson, BscAgricBotany(Hons), PhD
(Glas), FAIM

Honorary Associates

J Brandi
J P Byrne, BSc, PhD (Syd), CChem, MRACI
Z Fadziruddin bin Zainuddin
A Lear
R J Sleet, MSc, PhD (Syd), CChem, FRACI

Department Administrative Assistant

E Koirala, DipNetEng (Meadowbank TAFE)

Technical Manager

A Rubel, BSc, MSc (MechEng) (Idaho)

Scientific Officers

J P Guerbois, DipBuildMatSc (CNAM, Paris)
J Keegan, DipTech (Sc), BAppSc (NSWIT)
L H Xiao, PhD (HK)
R Shimmon, MSc (Baghdad)
T Kelly, BSc(Hons)

Senior Technical Officers

M Daraphet
G Grindrod, PathTechCert (STC),
AdvCertHort, AssDipAppSc (Ryde TAFE),
MAIH

Technical Officers

D Cohen, DipTech (Sc) (NSWIT)
A Harris, BAppSc (UTS)
M Lake, BSc(Hons), PhD (Syd), MAIP

Laboratory Manager

A Barnes, MechEngCert, Inst&ControlCert
(S&C)

Laboratory Cleaner

N Djordjevic

Department of Environmental Sciences

Head of Department and Associate Professor

C G Skilbeck, BSc(Hons), PhD (Syd), MAIG

Professor of Environmental Sciences

D Eamus, BSc(Hons) (Sussex), PhD (Wales)

Associate Professors

D Booth, BSc(Hons) (Syd), MSc (Queens),
PhD (Oregon State)
K R Brown, BSc, PhD (UNSW), MAIBiol
R T Buckney, BSc(Hons), PhD (Tas),
MAIBiol
R Lim, MSc (Mal), PhD (Wat), MAIBiol
P Ralph, BAppSc (NSWIT), MAIBiol, PhD
(UTS)

Senior Lecturers

G Caprarello, MSc, PhD, DipEngGeol
(Rome)
L F De Filippis, BSc(Hons), PhD (La Trobe),
MAIH
K A Johnson, MScAgr (Krakow), PhD (UTS),
MAIBiol, MASHS, MISHS, MIPTCS,
MAIAST
U Munro, DipBiol (Frankfurt), PhD (UNE)
A Pulkownik, BSc, MSc (Syd), PhD (UTS)
J Tarran, BSc(Hons), DipEd, PhD (UNSW),
MAIH, MPLA, MISA

Lecturers

B B Dent, BSc (UNSW), GradDipEd (KCAE),
MSc (UTS), PhD (UTS), MIAH
B Kelaher, BSc, PhD (Syd)
B R Murray, BSc(Hons) (Sydney University),
PhD (Macquarie)
M B Peach, BA (UNSW), BSc, PhD (Syd)
J Renwick, BAppSc (BiomedSc) (NSWIT)
F Torpy, AssocDipApplSc (Food
Technology), BSc(Hons), PhD (UTS)

Emeritus Professor

E C Leitch, MSc(Hons) (Auck), PhD (UNE),
FGS

Adjunct Professors

M D Burchett, BSc, PhD (Syd), DipEd
(UNE), MAIBiol, FAIH
J Chapman, BSc(Hons) (UNSW), PhD (Syd),
DipEnvStud (Macq), MAIBiol
D Cheng, BSc(Hons), TTC, PhD (Tas),
MASL, MAMSA, MFBA, MAIBiol
H Heijnis, BSc, MSc (Vrije), PhD
(Groningen), MRNGMA, MAQA
B Marshall, BSc (Lond), PhD (Brist),
GradDipMgt (CIAE), ARCS, FGS, MAIMM,
MAIG

Honorary Associates

J Beardall
L Gunthorpe
S R Sangameshwar, MSc (Mys), MSc, PhD
(Sask), FGSI, MAIMM, MAIG, FGAC
S Schofield

Department Administrative Assistant

M Paterson

Laboratory Manager

N Richardson, MSc(Hons) (UTS),
BiolHigherCert (STC)

Senior Technical Officers

L M Callan, BAppSc(Hons) (NSWIT), MSc
(UTS)
S Fenech, BAppSc (NSWIT)
P Jones, TechCertBiol (SydTech), BAppSc,
MEd (UTS)

Technical Officers

G Armstrong, BSc (UTS)
J Easton, BAppSc (NSWIT), CertSciPhotog,
MSc (UTS)
M Elith, BSc (UTS)
R Hungerford, BAppSc(Hons) (NSWIT)
C Wojak, BiolTechCert (STC), BSc (UTS)
T Ye

Centre for Ecotoxicology

Joint UTS–Environment Protection
Authority (EPA)

Co-Directors

J Chapman, BSc(Hons) (UNSW), PhD (Syd),
DipEnvStud (Macq), MAIBiol, MASE,
MSETAC
R T Buckney, BSc(Hons), PhD (Tas),
MAIBiol

Principal Research Ecotoxicologist

R V Hyne, BSc (WAust), MSc, PhD (N'cle),
MASE

Senior Research Ecotoxicologist

M Warne, BSc(Hons) (N'cle), PhD (Griff),
MSETAC, MASE

Ecotoxicologists

M Julli, BAppSc (NSWIT), MAppSc (UTS),
MASE
F Pablo, BSc, MSc (Phils), PhD (UWSN)
R Patra, BSc(Hons), MSc (Dhaka), MSc
(Monash), PhD (UTS)
R Sunderam, BSc(Hons) (SLanka), MAppSc
(UTS), MASE

Associate Professors

D Booth, BSc(Hons) (Syd), MSc (Queens),
PhD (Oregon State)

R T Buckney, BSc(Hons), PhD (Tas),
MAIBiol

M Dawson, BPharm, PhD (Syd), CChem,
MRACI, MPS

R Lim, MSc (Mal), PhD (Wat), MAIBiol

P F Miller, MSc, PhD (Man), DipTertiaryEd
(UNE), MAIBiol

G M Nicholson, BSc(Hons), PhD (Syd)

A A Piper, BSc(Hons) (Monash), DPhil (Oxf)

P Ralph, BAppSc (NSWIT), MAIBiol, PhD
(UTS)

Senior Lecturers

M Mulholland, BSc, PhD (UNSW)

A Pulkownik, BSc, MSc (Syd), PhD (UTS)

Administrative Officer

N Indorato

Laboratory Manager

M Julli

Senior Technical Officer

P Jones, TechCertBiol (STC), BAppSc, MEd
(UTS)

Research Assistant

F Aistrop
S Gale

**Institute for Water and Environmental
Resource Management**

Director of IWERM

D Eamus, BSc(Hons) (Sussex), PhD (Wales)

Deputy Director of IWERM

M J Knight, BSc, PhD (Melb), FGS,
MIEAust, MAIMM

Executive Assistant to Director, IWERM

Vacant

*Administrative Officers, IWERM and Centre
for Groundwater Management*

L Dixon

P Xu

Research Fellow

G Hose

Postdoctoral Fellows

L De Silva

C Macinnis

Centre Members / Researchers

S C Beecham, BSc, PhD (Manch)

D Booth, BSc(Hons) (Syd), MSc (Queens),
PhD (Oregon State)

R Lim

N P Merrick, BSc, MSc (Syd)

W A Milne-Home, BSc (Leic), MSc (Lond),
PhD (Alta), CertEngGCH (UNSW)

B R Murray, BSc(Hons) (Syd), PhD (Macq)
 P Ralph, BAppSc (NSWIT), MAIBiol, PhD (UTS)
 S Vigneswaran, BSc (SLanka), MSc (AIT),
 DrIng (Montpellier II), DSc (Inst Nat Polytechnique, Toulouse)
 I Yunusa, BSc (ABU) MSc (ABU) PhD (UWA)

Associate Staff

M D Burchett, BSc, PhD (Syd), DipEd (UNE), MAIBiol, FAIH
 B B Dent, BSc (UNSW), GradDipEd (KCAE), MSc (UTS), PhD (UTS), MIAH
 P Hazelton, BSc (Syd), DipEd (UNE), PhD (UNSW), CPSS
 P Hagare, BSc (Andhra), MSc (Hyderabad), MTech (IIT), PhD (UTS)
 H Hao Ngo, BSc, MSc (Nat Taiwan), PhD (UTS), MIAWQ, MAAW
 J L Irish, BSc, BE, ME (UNSW), GradCertArts (Env Pol), FAII, MIEAust, CPEng
 A Pulkownik, BSc, MSc (Syd), PhD (UTS)
 D Sharma, BScEng (Punjab), MEng, Deng (AIT), MIEAust, CPEng

National Centre for Groundwater Management

(in conjunction with the Faculty of Engineering)

Professor of Groundwater Management and Centre Director

M J Knight, BSc, PhD (Melb), FGS, MIEAust, MAIMM

Senior Lecturer and Deputy Director

N P Merrick, BSc, MSc (Syd), GradDipDataProc (NSWIT), PhD (UTS)

Senior Lecturers

B Kelly, PhD (UNSW), BSc(Hons) UNSW
 W A Milne-Home, BSc (Leicester), MSc (Lond), PhD (Alta), CertEngGCH (UNSW)

Office Manager

P Xu

Principal Scientist

D Yates, BAppSc(Hons) (UNSW), GradDipEnvStud (Macq)

Administrative Officer

L Dixon

Research Assistant

R Last, BSc BAsianStudies (Thai)

Department of Health Sciences

Head of Department and Associate Professor

P F Miller, MSc, PhD (Man), DipTertiaryEd (UNE), MAIBiol

Professor of Behavioural Science

A R Craig, BSc(Hons), Hon Doc (SWU), PhD (UNSW), MAPS, BMCP, Honorary Clinical Psychologist, Psychiatry, RNSH

Associate Professors

L K Holley, BAppSc (DDIAE), MAppSc (Medical Physics) (QIT), PhD (Macq), DipLaw (BAB), MAIP, MACPSEM, MIEEE, MAIHLE

D K Martin, BOptom(Hons), MBiomedE, PhD (UNSW)

G M Nicholson, BSc(Hons), PhD (Syd), MIST

Senior Lecturers

D M Cobbin, MSc, PhD (Syd), PhD (Macq), Tech Cert (William Balmain TC), MAPsS

X Qu, BMed, MMed (Beijing University of TCM), PhD (Syd)

C Zaslowski, BAppSc (Phy), MHIthScEd (Syd), PracDipAc (ACA), CertAdvAc (GCTCM), DipChHerb (ACOM)

J R Wyndham, MSc, MPH DipEd (Syd), Graduate Certificate in Higher Education (UTS), MAIBiol, MPH A

Lecturers

W Cochran, BA, DipTchg, DipTCM, CertAcu

M Garvey, BA (Syd), PracDipAc (ACA), CertAdvAc (NCTCM), DipChMass (NC), DipSwedMass (SydCChiro), MLitt (UNE), MACAc

S K L Lal, BSc (Syd), MAppSc (UTS), PhD (UTS), GCHE (UTS)

Y Lin, MBBS (China), PhD (UNSW)

P Meier, BA (ANU), BSc ACU (ACA), DipAppSc ACU (ANU), DBM (NCC), AdvCert ACU (GUTCM)

S Valenzuela, BSc, PhD (UNSW)

D van Reyk, BAppSc (UTS), PhD (Syd)

S Walsh, BHlthSc (Acupuncture) (UTS), CertChMass (SCTCM)

S Wen, BMed, MMed (GUTCM)

C X Yang, DipAppSc (Biochem)

(Swinburne), CertAdvAc (GCTCM),

PracDipAc (ACA), MSc (UNSW), MACAc

Department Administrative Assistant

D Massey

Administrative Officer

R Hayes, AdvCertPblcAdmn (Syd Tech),
Cert III Infotech

Administrative Assistant (TCM)

R Leung, BA (Manitoba, Canada) (TCM)

Laboratory Manager

B Peters, BAppSc (NSWIT), Cert Urban Pest
Control (Syd Tech), MAIBiol

Clinic Managers

H Yao, BTCM, MTCM, PhD TCM (Nanjung
University of TCM, China)

C L Zhou, BTCM (Guanqxi College of
TCM), MHlthSc (TCM) (UTS)

Technical Officers

P J Lawrence, DipAppSc (SIT)
J Mann, BAppSc (Acu), AdvCertAcu
(GCTCM), CertAcu&Moxi (Shanghai),
PostGradCertCHM (Chinaherb)

M Stasos, BSc (UNSW)

C Zappia, BAppSc (UTS)

A Khalife, BMedSci(Hons) (UTS)

Technical Assistant

Vacant

Senior Research Officer

P McIssac, GAPS

Department of Mathematical Sciences

Head of Department and Senior Lecturer

G H Smith, MSc (Rand), PhD (UNSW),
DipGeoscience (Macq)

Professor of Applied Mathematics

L C Botten, BSc(Hons), PhD (Tas), FAIP,
FAustMS, MACS, MOSA

Professor of Probability

A Novikov, DSc (Steklov, Moscow)

Professor of Quantitative Finance

E Platen, MSc, PhD (Dresden)

Emeritus Professor

B Thornton, AM, PhD, DSc, FTSE, FInstP,
FBCS, FACS, FInstEng(Aust), FRAeS

Associate Professor

D J Street, BSc(Hons) (Qld), PhD (Syd),
FTICA

Senior Lecturers

T N Langtry, BA(Hons) (UNSW), MAppSc
(NSWIT), PhD (UNSW), MACS

B J Moore, MSc (Syd), PhD (Cantab)

P Petocz, BA(Hons), PhD (UNSW), DipEd
(Tech) (SCAE)

L N Wood, BSc(Hons) (UNSW), DipEd
(Tech) (SCAE), MA (Macq)

Y Zinder, MSc (Gorky), PhD (AcadSc,
USSR), MASOR

Lecturers

M Coupland, BSc, DipEd, MEd (Syd)

B S T Choy, BSc (Leeds), MPhil (Hong
Kong), PhD (London)

M Craddock, BSc, PhD (UNSW)

L Groen, BSc, DipEd (Syd), MAppSc (UTS),
MCom(Hons) (UNSW), PhD (UTS)

E Lidums, BSc(Hons), MSc (Syd)

P J Neame, BSc(Hons) (UWA), PhD (Melb)

N F Smith, BEc(Hons) (Syd)

R M Sorli, BSc(Hons) (Syd), MAppSc
(NSWIT), MACS

Adjunct Professors

G Cohen, MSc (Syd), PhD (UNSW)

G J McLelland, BSc, PhD (Syd)

Administrative Assistant

J Watson

ARC Centre of Excellence for Ultrahigh- bandwidth Devices for Optical Systems (CUDOS)

*Program Leader – Computational Modelling
Program*

L C Botten, BSc(Hons), PhD (Tas), FAIP,
FAustMS, MACS, MOSA

Senior Lecturers

T N Langtry, BA(Hons) (UNSW), MAppSc
(NSWIT), PhD (UNSW), MACS

G H Smith, MSc (Rand), PhD (UNSW),
DipGeoscience (Macq)

Senior Research Fellows

A A Asatryan, MSc (Hons) (Yerevan), PhD
(Acad Sc USSR)

A H Norton, BSc (Hons) (Sydney), PhD
(UNSW)

Research Fellows

K Dossou, MSc(Benin), MSc (Laval), PhD
(Laval)

N A Nicorovici, MSc, PhD (Bucharest)

DIVISION OF THE VICE- CHANCELLOR AND PRESIDENT

Office of the Vice-Chancellor and President

Vice-Chancellor and President
Professor R D Milbourne, MCom(Hons)
(UNSW), PhD (Calif), FASSA

Personal Assistant
F Lee

Secretary
H Rowbotham

Executive Assistant
V Sissons, BA (UNE)

Executive Officer
H M Juillerat, BEc, LLB (Qld)

Executive Support
G Almagro

Caterer
L Hoad

Office of the Vice-President (Alumni and Development)

Vice-President (Alumni and Development)
To be appointed

Office of the Executive Director and Vice-President (University Enterprises) (until May 2004)

*Executive Director and Vice-President
(University Enterprises) (until May 2004)*
Emeritus Professor R W Robertson, MA
(UVic), FRAIPR, FATRI

Executive Officer and Administrator
D Coustley

Executive Officer
S Joseph

Project Development Manager
T Chuah, BA (Macq), AFAIM

Graduate Connections Unit

Manager
C Lees, BBus (UTS)

Alumni Project Officer
S Bale, BA (Com) (UTS)

Alumni Communication Officer
T Waite, BACom(Hons)

Database Officer
Vacant

DIVISION OF THE DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT

Office of the Deputy Vice-Chancellor and Vice-President

Deputy Vice-Chancellor and Vice-President
Professor P Booth, BEc (Syd), GradDipEd (Syd Teach Coll), MEc (UNE), PhD (Griff), FCPA

Director, Academic Policy and Projects
Professor R Wickert, BSc(Hons) (Aston), Graduate Certificate in Change Management (AGSM), GradDipAdultEd (SCAE), GradCertFE (Lond), PhD (UTS)

Executive Assistant
A Yeung

Note: The faculties report to the Deputy Vice-Chancellor and Vice-President

Institute for International Studies

Director and Professor of International Studies
D Goodman, BA (Manc), DipEcon (Peking), PhD (Lond), FASSA

Deputy Director
L Shoemark, BA(Hons), DipEd, DipLabRlns&Law (Syd)

Head of Asia-Pacific Studies and Senior Lecturer in South-East Asian Studies
B Leigh, BA(Hons), PhD (Syd)

Head of European Studies and Senior Lecturer in French Studies
M Pratt, BA(Hons) (Glas), DPhil (Oxf), Cert Hort Therapy (Coventry)

Senior Lecturer in Languages Other Than English
J Teague, BA(Hons) (N Lond and Nice), MEd (Manc)

Senior Lecturer in Chinese Studies
F Chongyi, BA, MA (Zhongshan), PhD (Nankai)

Lecturer in China Studies
E Jeffreys, BA(Hons) (Adel), PhD (Melb)

Lecturer in Chinese Language and Culture
Y Guo, BA (Shanghai Foreign Languages Institute), MA (Shanghai International Studies University), PhD (Tas)

Associate Lecturer in Chinese Language and Culture

J Yang, BA, BA, MA, MA (Yunnan), PhD (Syd)

Lecturer in French Studies

J McCormack, BA, PhD (Lough)

Associate Lecturers in French Language and Culture

A Chazal, BA (Geneva)

A Giovanangeli, BA(Hons) (UNSW), MA (Sorbonne), DESS (Sorbonne Nouvelle)

Lecturer in German Studies

Y Lu, BA (Beijing), MA, PhD (Regensburg)

Associate Lecturer in German Studies

A Beattie, BA(Hons) (Syd)

Associate Lecturer in German Language and Culture

S Oguro, BA, MA (UNSW)

Lecturers in Italian Studies

M Mikula, BA, MA (Zagreb), MA (Wash), PhD (Syd)

I Vanni, BA (Siena), PhD (UNSW)

Associate Lecturer in Italian Language and Culture

G de Vincenti, BA (Bari)

Senior Lecturer in Japanese Studies

K Morita, BA, MA (Kobe, Jyogakuin), PhD (Hull)

Lecturer in Japanese Studies

K Barclay, BA (Adel), MAIR (ANU), PhD (UTS)

Associate Lecturer in Japanese Studies

E Otsuji, BA (Tokyo Joshi Daigaku), MA (Macq)

Senior Lecturer in Latin American Studies

J Browitt, BA(Hons) (Spanish) (La Trobe), MA (Columbia), MA, PhD (Monash)

Lecturer in Latin American Studies

M Heller, BA(Hons) (Portsmouth), MPhil, DPhil (Sussex)

Lecturer in Spanish Language and Culture

M Wyndham, BA(Hons) (History), PhD (ANU)

Senior Lecturer in Spanish Studies

P Allatson, BA (ANU), DipVisArts (CSA), GradDipArts (Visual), BA(Hons), PhD (UNSW)

Associate Lecturer in Spanish Studies

A Hadzelek, MA (Warsaw), MA (Pittsburgh)

Associate Lecturer in Spanish Language and Culture

E Sheldon, BAdminSc, DipEd (Peru),
DipModLangTeaching, MA (Syd)

Exchange Students' Coordinator

L Spindler, BAEd, MAEd (Macq), Teachers
Certificate (Syd Teach Coll – Jones Medal)

Academic Administrator

C Mula, BA, DipEd (Macq)

Office Manager

M Gavran

Travel Manager

S Margon, BA, DipEd (Syd), MEd (AdEd)
(UTS)

Exchange Officers

D Pryor, BMatE (UNSW), PGDipEnvStud
(Macq)

M Rumble, BSc(Hons) (UNSW),
GradDipScCom (ANU) (on leave 2004)

L Treacy, BSocSc (CSturt)

Student Administrators

K Cormie, BArch(Hons) (UNSW)

M Prince, BA, MA (Syd), MCogSc (UNSW)

M Wong-Borgefjord, BBus (ACU),
MEd&Work (Macq)

Executive Assistants

D Hewson

M Griffiths, BEc (SocSc) (Syd)

Research and Records Officer

W Peake, BA (Syd), AssocDipLibPrac (SIT)

Travel Assistant

J Illingsworth

Support Systems Officer

M Bascuñan, BCom (Santiago)

Equity and Diversity Unit*Director*

A M Payne, BA(Hons) (Syd), MA (UTS)

Deputy Director

R Thompson, BA (Canberra)

Equity and Diversity Coordinators

J Tranter, DipTeach, GradDipEd (UTS)

K Wilson, MEdStud (Qld)

Equity and Diversity Officers

L Lo, BSc (Clinical Psychology)

L Williams

Equity and Diversity Project Officers

S Andreadis, BA, LLB

Administrative Assistant

C Moar

Jumbunna Indigenous House of Learning*Director and Professor*

L Behrendt, LLB, BJuris (UNSW), LLM, SJD
(Harvard)

Indigenous Student Support Services*Director*

M Edwards, BSocSci, Grad Dip Counselling
(CSturt)

Academic and Cultural Activities Officers

K Canning, BA Comm (UTS)

J Stewart-McLeod BEd (Primary) (W'gong)

Recruitment and Assessment Officer

L Mason

ATAS Coordinators

M Chin, BA (LaTrobe), MEd (UTS)

D Williams

Faculty and Academic Services Officer

L Moffatt

Academic Development Unit*Director and Professor*

M Nakata, BEd(Hons), PhD (JCU)

Lecturers

C Evans, BEd (Art) (UNSW)

H Norman, BA (Syd)

S Kenny, BA (Performing Arts) (UniSA),
GradDipEd (Secondary) (UniSA)

Research Assistant/Administrative Support

V Nakata, DipTeach (Primary) (DDIAE),
BEd (JCU), GradDipInformationStudies
(UniSA)

Research Unit*Director*

J Field

Research Fellows

M Davis, BA LLB (Q'ld), GDLP, LLM (ANU)

R Quiggin, BA (Syd), LLB (UNSW)

J De Santolo, LLB

R McCausland, BA(Hons), MA
(International Social Development)

Publications Coordinator

R Behrendt

Information Technology Program*Indigenous Academic Officer*

S Grant

Project Manager

J Selfe

Administration Unit

Business Manager

Z Davis, BBus (UTS)

Executive & Marketing Coordinator

S Oliver, BA (Com) (UTS)

Office Manager

J Munro

Administrative Assistant

L Berwick

Planning and Quality Unit

Director

Professor G R Scott, BA, DipEd (Syd), Med, EdD (Tor), FACE

Manager Strategic Planning & Review

Vacant

Manager Strategic Intelligence

R C Peutherer, BA (Hons) (Syd)

Operations Manager

A Goarin, BA (Syd)

Reporting & Statistics Coordinator, Planning and Quality Unit

A McCann, BA (Maths), GradDip (Acc) (CCAIE)

Successful Graduates Project Coordinator

J Vescio, BEd (PhysEd), BA (Psych) (Amst), MEd (Syd)

Coordinator International Quality Assurance

S King, BA (UNSW), DipEd(UNSW), DipTESOL (Syd CAE), MA (Syd)

QM Review & Development Officer (0.5)

F Ruzicka, BA (Syd)

Business Intelligence Applications Developer

K Wing Cheng, BSc (CompSc) (UTS)

PA to the Director

V M Malcolm, BA (Auck)

Administrative Officer (0.5)

Vacant

Institutional Research Coordinator

Vacant

DIVISION OF THE PRO-VICE-CHANCELLOR AND VICE-PRESIDENT (INTERNATIONAL)

Office of the Pro-Vice-Chancellor and Vice-President (International)

Pro-Vice-Chancellor and Vice-President (International)

To be appointed

International Office

Director

A Bannikoff, BA, DipEd (Qld)

Manager, International Marketing

D Meehan, BA, DipEd (UNE), MEd (UNSW)

Office Administrator

D Laws, BA (BehavSc) (Macq)

International Relations Administrative Assistant

L King

Manager International Education Projects

K Osborn, Cert TEFLA (ICE), BA, MA (Asian Studies) (Monash)

International Education Projects Support Officer

R Amedilla, BBus (Marketing) (CQU)

Manager, International Recruitment

D McDonald

International Recruitment Officer

T Tran, BBus (UTS)

Promotions Officer

J Abayasekera

International Marketing Officer

C Bendall, BAppSc (EnvBio) (UTS)

e-Marketing Officer

Vacant

Manager, International Operations

E Grose, BEc (SocSc) (Syd), MA (UTS)

Coordinator, International Admissions

N Ekanayake, BA (Economics) (USP), Graduate Certificate (UTS)

Senior International Admissions Officers

V Joseph, BA(Hons) (UNSW)
Vacant (2)

International Admissions Officers

C D'Silva, BSc (Stats) (BU), MBus,
GradDipIT (UTS)
C Duncan
Vacant

Coordinator, Study Abroad and Offshore

K Doyle, BArch (UNSW)

International Admissions Assistant (Offshore)

C Wang

Information Officer

V Sokhal, BSc (PU Chandigarh), GradDip in
Hotel Mgt & Hotel Operations, GradDipIT
(UTS)

International Admissions Assistants

C Dunne
E Postlep, BBus (UTS)
L Smith
H The, BEcon (Ukrida), GradDipIT (UTS),
MSc (UTS)

International Liaison Support Officer

L Pablo, BSc FLCDD (UP), Graduate
Certificate in Early Childhood (Macq)

International Student Liaison Officer

F Board, BA(Hons) (Macq)

International Student Liaison Assistant

T Von Harten, BA (Welfare & Sociology)
(CQU)

Coordinator, International Relations

M McMahon

International Client Services Officer

A Plume, BA (Nihon Tokyo),
GradDipLangTeach (UTS)

IELTS Officer

L Smith

IELTS Finance and Customer Support

R Rijadi, BBus (UTS)

DIVISION OF THE PRO-VICE- CHANCELLOR (RESEARCH)

Office of the Pro-Vice-Chancellor (Research)

Pro-Vice-Chancellor (Research)

Professor L Johnson, BA (Syd), MEd (Qld),
PhD (Monash) FAICD (until March 2004)

Executive Assistant

C Archer, BMusEd (N'cle)

Institute for Sustainable Futures

Director

S White, BSc(Hons) (WAust), PhD (Syd)

Principal Research Fellow

C Mitchell, BE (Qld), PhD (UNSW)

Adjunct Professor

P Bryce, BSc, PhD (PhD) FIEA, CPEng

Senior Research Fellow

H Cheney, BA(Hons) (La Trobe), MA (Melb)

Honorary Research Fellows

C Mason, BA(Hons) (Macq), MEnvStudies,
PhD (UNSW)

J Robinson, BSc(Hons) (Waterloo), MES
(York), PhD (Michigan)

*Management and Information Systems**Coordinator*

J Ellis, BSc (BioSci & EnvStudies) (Macq)

People Planning Policy Coordinator

V Chanan, BSc (Goa) (India), MSc (EnvMgt)
(UWS)

Information Technology Coordinator

Z Looney

Research and Publications Coordinator

A Hobson, BA (Murdoch), Graduate
Certificate in Bioethics (UTS)

Communications and Management Coordinator

L Hall, BA (UNE)

Principal Research Consultant

T Berry, BA(Hons) (Camb)

Senior Research Consultants

N Lansbury, BEnvSc(Hons), BA

C McGee, BArch (Syd)

N Nheu, BSc(Hons) (Psych), LLB

K Tarlo, BA(Hons) (Qld), M Science &
Society (UNSW)

A Turner, BEng(Hons) (Sur), MSc & DIC
(Imperial College, London), CEng, MICE

S Woodcock, BSc (EnvSci) (Murdoch)

Research Fellows

S Fane, BSc(Hons) (UNSW)

J Willetts, BScBD(Hons) (Chem), PhD

Research Consultants

K Beatty, BE(Hons) (Civil)

S Campbell, BE(Hons) (Civil & Environmental), BA(Hons) (Int Studies), DipEngPrac (UTS)

D Cordell, BE (Environmental) (UNSW)

M Jha, BE (Civil), ME (EnvEng) (Bombay)

C Reardon, BAppSci Env Design (CCAIE)

C Riedy, BE (Environmental) (UNSW)

L Vecellio, BA (Syd)

S Waters, BSc(Hons), M Journalism (W'gong)

Institute Assistant

S Cronan, BAppSc (EnvMgt&Tourism) (UWS)

Research and Commercialisation Office

Directorate

Director

S Wellink, BSc (Macq), BA (UNE), FAICD

Administrative Assistant

Vacant

Finance Manager

A Maurice

Research and Development Communications Manager

K Austin-Bird, BBus (UTS)

Commercialisation Team

Commercialisation Leader

S Dyer, PhD (Macq)

Industry Liaison Manager

G Ryan, BEng (Auck)

Research Contracts and Development Manager

J O'Shannassy, LLB, BBus, Grad Dip VET (UTS), BSc (UNSW)

Commercialisation Projects Officers

C Eaton

D Fenwick, BA (UNSW), LLB (UTS), GradDipLegP (UTS)

Grants Team

Executive Manager, Grants

M Berlage, BA, DipEd, GradCertMgt, MEd (Adult Ed) (UTS)

Grants Officers

J Stockler, BAppSc (Inf) (KCAE), MInfStud (Tor)

H Thomson, BA (English)(Hons) (Macq)

Administrative Assistant (Acting)

D Burgess, BA (SocSci) (Massey)

Policy Team

Executive Manager, Policy

J Francis, BA, GradDipUrbanStd, GradDipEnvStd (Macq)

Research Ethics Manager

S Davis, BA (CommStud) (SACAE), MA (UNSW)

Research Data Manager

S McWhirter, BTech(Hons) (Optom) (Macq)

Research Ethics Officer

L Abrams BSc, MScM (UTS)

University Graduate School

Dean and Professor of Adult Education

M C Tennant, BA(Hons), DipEd (Syd), PhD (Macq)

Executive Assistant to the Dean (Acting)

M Joulian, DipBookEd&Publ (Macleay)

School Manager

N Muckle, BA (UNE), DipIM (UNSW)

Postgraduate Scholarships/Promotions Manager

A Gorman-Murray, BA (Hons) (UNSW)

Admissions and Progressions Coordinator

I Jarosiewicz, BFA (Studio) (UNSW)

MTeach(Hons) (Syd)

Admissions and Progressions Assistant

P Skinner, BA (Syd), MA (UTS), GradDipEd (Syd), Graduate Certificate in Writing (UTS), DipBookEd&Publ (Macleay)

Postgraduate Studies Assistant

L Wherby BA (Visual Arts) (UNSW)

University Research Institutes

Institute for the Biotechnology of Infectious Diseases

Director

Professor M Wallach, BSc (Uni of Mich) PhD (Hebrew University, Israel)

Deputy Director and University Reader

N Smith, BSc(Hons), PhD (ANU)

Professor

J P Dalton, BSc, PhD (DUC) FBSP FISP

Executive Assistant to Director

S Sequeira

Senior Research Fellow

N Beebe, BSc, DipClinBiochem (Griffith),
PhD (Qld)

Research Fellows

S Belli, BSc(Hons), PhD (Monash)
N Boulter, BSc(Hons) (N'cle), DPhil (York),
PGCTLHE (Open University)
W A Relf, BAppSc (QUT), PhD (Syd)

Senior Research Fellow

M Davey, BSc (Qld), PhD (ANU)

*Research Fellows, Department of Cell and
Molecular Biology*

Associate Professor K Broady, BSc(Hons),
PhD (UNSW), MASM
Professor R Raison, BSc (Syd), PhD
(Monash), FAIBiol

Research Assistants

C Coulthard, BSc(Hons) (QUT)
H Fernandez, BSc(Hons) (UNSW)
S Minns, BAppSc (Biotech) (UTS)
S Nicollas, BBiotech(Hons) (W'gong)
I Sotirchos, BMedSc(Hons) (UTS)

Laboratory Managers

M Johnson, BAppSc (UTS)
M Padula, BSc(Hons) (Macq)

Postdoctoral Fellows

M Katrib, BSc(Hons) (UNSW)
K Miller, BSc(Hons), PhD (ANU)
M Ponniah, BSc (UQ) MSc (Env Man) PhD
(Griffith)
M Villavedra, BSc (Chemistry),
Pharmaceutic Chemist, PhD (Chemistry),
(Uruguay)
C Weir, BAppSc (UTS), PhD (Macq)
D Witcombe, BAppSc(Biotech), PhD (UTS)

Adjunct Professors

T Sweeney, BSc Agr, MSc Agr, PhD (Syd)
G Vesey, PhD (Macq)

**Institute for Information and
Communication Technologies***Director*

Professor J M Hughes, BSc Syd

Institute for Nanoscale Technology*Director*

Professor M Cortie, BSc (Eng), MEng (Pret),
PhD (Wlts)

Associate Director

M Ford, BSc(Hons), PhD (Soton)

Liaison Officer

C Masens, BSc (UTS)

Researchers

DK Martin, BOptom(Hons), MBiomedE,
PhD (UNSW)
M Phillips, BSc (UNSW), PhD (UTS)
G B Smith, BSc(Hons) (UNE), PhD
(Monash), HonPhD (Uppsala)

**Institute for Water and Environmental
Resource Management***Director*

Professor D Eamus, BSc(Hons) (Sussex),
PhD (Wales)

Deputy Director

Professor M J Knight, BSc, PhD (Melb), FGS

Executive Assistant to Director

S Sequeira

*Administrative Officers, IWERM and Centre
for Groundwater Management*

L Dixon
P Xu

Senior Research Fellow

I Yunusa, BSc(Hons), MSC (ABU, Nigeria),
PhD (WAust)

Research Fellows

G Hose, BSc (Hons), PhD (UTS)
C MacInnis-Ng, BS(Hons), PhD (UTS)

Postdoctoral Fellow

L deSilva, BSc(Hons) (Perideniya, Sri
Lanka), PhD (Lancs)

Centre Members / Researchers

S C Beecham, BSc, PhD (Manch)
D Booth, BSc(Hons) (Syd), MSc (Queens),
PhD (Oregon State)
R Lim, MSc (Mal), PhD (Wat), MAIBiol
N P Merrick, BSc, MSc (Syd)
W A Milne-Home, BSc (Leic), MSc (Lond),
PhD (Alta), CertEngGCH (UNSW)
B R Murray, BSc(Hons) (Syd), PhD (Macq)
P Ralph, BAppSc (NSWIT), MAIBiol, PhD
(UTS)
S Vigneswaran, BSc (SLanka), MSc (AIT),
DrIng (Montpellier II), DSc (Inst Nat
Polytechnique, Toulouse)

Associate Staff

M D Burchett, BSc, PhD (Syd), DipEd
(UNE), MAIBiol, FAIH

B B Dent, BSc (UNSW), GradDipEd (KCAE), MSc (UTS), PhD (UTS), MIAH
P Hazelton, BSc (Syd), DipEd (UNE), PhD (UNSW), CPSS
P Hagare, BSc (Andhra), MSc (Hyderabad), MTech (IIT), PhD (UTS)
H Hao Ngo, BSc, MSc (Nat Taiwan), PhD (UTS), MIAWQ, MAAW
J L Irish, BSc, BE, ME (UNSW), GradCertArts (Env Pol), FAIL, MIEAust, CPEng
A Pulkownik, BSc, MSc (Syd), PhD (UTS)
D Sharma, BScEng (Punjab), MEng, Deng (AIT), MIEAust, CPEng

DIVISION OF THE PRO-VICE-CHANCELLOR (TEACHING AND LEARNING)

Office of the Pro-Vice-Chancellor (Teaching and Learning)

Pro-Vice-Chancellor (Teaching and Learning)
Professor R Johnstone, BA (N'cle), PhD (Camb)

Executive Assistant
C J Douglas

Institute for Interactive Media and Learning

Director and Professor of Learning Technologies
S Alexander, BSc, MappStats (Macq), GradDipEd (SCAE)

Administrative Officer
B Sinclair

Web Manager
Kate Gilroy, BA(Hons) (UNSW), GradDipComm (UTS)

Administrative Assistant
E Mirabella

Senior Lecturers
L Leung, BA (UWS), MA (IoE Lond), PhD (UEL) (P/T)
J McKenzie, BSc(Hons) (Syd), GradDipEd (KCAE), BA(Hons) (Macq)

Lecturers
T Golja, BEd, MEd (Syd)
S Housego, BSc (UTS), MEd(Hons)
P Kandlbinder, BEd (SCAE), MEd (UTS)

IT Support
L Wong

New Media Designer
A François, BAVA (UNSW), GradDip Film and Television (SIT)

Project Managers
E Howson, BA(Hons) (UWS)
A Traucki, BSc (Macq), GradDipFilm&TV (UNSW)

Website Designers
D Boud, BA (Media & Communications) (UNSW)
A Soendjaja, BA (Comm) (Canberra), GradDipDesign, MDes (UTS)

Writer/Editor
A Conlon, BSc (UNSW)

Multimedia Course Advisor

G Matthews, BBus MIM

Information Officer

Vacant

*Web Developer*S Bryant, BFA (Monash), MArt (UNSW),
GradDipEIM (UTS)*Database Developer*

R Trowsdale

Trainee Programmers

S Diwakar

L Joehana

L Lukito, BComp, DipInfTechProfPrac

M Mei

J Preston

S W Son

C Tran

Research Assistant

A Morgan

**English Language Study Skills
Assistance (ELSSA) Centre***Director and Senior Lecturer*

A Barthel, BEd, MA (Caen), DipTEFL (Paris)

Senior Lecturers

T Morley-Warner, BA, DipEd (Syd),

GradDipEd (KCAE), MA (UTS)

C Nelson, BA, MA TESL (Washington), PhD

AppLing (Macq)

R Forman, BA Hons (Exe), MA AppLing

(Syd), GradDip ABE (UTS), GradDipEd

(SCAE)

Lecturers

R Appleby, BSc (Syd), MA LangLit (UTS),

GradDip Ed (STC), Cert TEFLA (UCLES)

E Craven, DEd (Syd), MA(AppLing) (Syd),

DipMigTea (Armidale CAE), DipEd (Syd),

BA (ANU)

T Dovey, MA (Oregon), BA (Uni South

Africa), PhD (Melb), CertTESOL, Dip

Physiotherapy

C Ellwood, BA (Syd), MEd (Adult) (UTS),

DipEd (STC), Graduate Certificate in TESOL

R Forman, BA Hons (Exe), MA AppLing

(Syd), GradDip ABE (UTS), GradDipEd

(SCAE)

N Griffiths, BA(Hons) (Southampton), MA

(Lond), DipTEFLA

K Hunter, MA AppLing (Macq), PGDip

Multicultural Education (Lond), Teaching

Diploma (W'gong)

B Lasserre, BA, DipEd (Syd), MA AppLing /

TESOL, Maitrise (Poitiers)

D Nixon, MA TESOL (Syd), GradDip

TESOL (SCAE), BA (Adel)

C San Miguel, BA(Hons) (Lanc), MA

(Macq), PGCertEd (Exe), DipAdult TESOL

(ACL)

Office Manager

D Mountain

Student Administrator

S Oh

Administrative Assistants

S Oh

M Kittle

R Wills

Student Ombud*Student Ombud*

B Oliffe, BA(Hons), LLB (Syd), LLM (UTS),

Solicitor of the Supreme Court of NSW

Assistant Student Ombuds

K Crews, BE(Hons) (UNSW), ME, PhD

(UTS), AIWSc, MIEAust, MIABSE, CPEng

J W Twyford, DipLaw (SAB), SJD (UTS)

A Lynch, LLB(Hons), LLM (QUT)

Administration Manager

J Murphy, BA (UTS)

University Library*University Librarian*

A Byrne, BE (Elec) (Syd), GDipLib,

GDipAdvLib (CCA), MA (Canberra),

FALIA, FAIM

Executive Assistant

B Chua

Library Business Manager

L O'Reilly, BA (Macq), GradDipLibSc

(KCAE)

BELL Program Manager

Vacant

*Enterprise Development Manager (joint
appointment with Faculty of Humanities &
Social Sciences)*

D Sidebottom, BA(Hons) Music (Hudd)

Client Services Unit*Director (Library Client Services Unit)*

P Leuzinger, BA(Hons) (Monash), DipLib

(UNSW), DipJuris (Syd), GradCert (Mgmt)

(UTS), AALIA

Communication Manager (Acting)

L Prichard, BA(Hons) (Syd)

Communication Officer

L Prichard, BA(Hons) (Syd)

Information Services Department

Information Services Manager

S Scholfield, BA (Macq), DipLib (UNSW), AALIA

Information Services Librarians

Humanities and Social Sciences Librarian

C Van Eijk, BA(Hons) (Syd), LibCert (STC)

Design, Architecture and Building Librarian

K Hodgman, BA (Tas), GradDipIM-Lib (UNSW)

Engineering Librarian

J Chelliah, BA, MA (Auckland), Cert in Adult Teaching (Auckland Inst of Tech), DipLibrarianship (Wellington), AALIA

Science Librarian, (Acting)

S Byrnes, BSc, GradDipIM-Lib (UNSW)

Information Technology Librarian

P Tooth, BSc(Hons) (Syd), PhD (Cantab), GradDipAppSc (Lib&InfMgt) (CSturt)

Education Librarian

C Langeveldt, BA, GradDipSocSc (UNE)

Business Librarian

D Freeder, BA (LibSc) (KCAE), MBus (Marketing) (UTS)

Law Librarian

B Vlies, BA (LibInfSc) (CSturt)

International Librarian

W Cai, BA (NJU), MIM (UNSW), DipAmerStud (Leuven)

Information Services Librarians

A M Dwyer, BA (Qld), GradDipInfoSt (QUT)

B Goldsmith, BA(Hons) (Macq), GradDipInfoMgmt (UNSW)

G Luchetti, BA, DipLib (UNSW)

J Mueller, BA, DipIM (UNSW)

Information Services Staff

K Bowker, BA (SCAE), GradDip (Visual Arts) (UNSW), AssocDipArts (Library Practice) (TAFE)

Lending Services Department

Lending Services Manager

E Marnane, BA, DipEd (Qld), GradDipEd (TLib) (QUT), AALIA

Loans Desk Coordinator (City campus)

M Wielgosz, BA (SocSci) (UTS), AssocDipArts (Library Practice) (TAFE), GradDipInfoMgmt (CSturt)

Shelving Coordinator

M Christopher, AssocDipArts (LibraryPractice) (TAFE)

Digital Resources Register and Reserve Coordinator

S Fardouly, BSc (Syd), GradDipAppSci (Information) (KCAE), MAppSc (UTS)

Digital Resources Register Supervisor

M Mann, AssocDipArts (Library Practice) (TAFE)

Closed Reserve Supervisor

D Chandrasena, BSc (Colombo), AssDipArts (Library Practice) (TAFE)

Lending Services Staff

W Adi

J Austen, AssocDipArts (Library Practice) (TAFE)

S Brenton, BA (Library&InfoSt) (Canberra)
E Christopher

J Eikemo

A Ensor

A Ferberg

M Foroozesh, AssocDipArts (LibraryPractice) (TAFE)

J Healey, DipLibInfoSt (TAFE)

S Highland, AssDipArts (Library Practice) (TAFE)

J Jaskulska

Z Khan, GradDipLib (UNSW)

M Kosta, BA (UNSW), DipLibInfoSt (TAFE)

B Laing, BA (English & History) (Flin), GradDipInfoSt (SAust)

D Litting, BA (Communications) (Macq), GradDipInfoSt (UTS)

S Ma, DipLibInfoSt (TAFE)

V Pinuela, ALIATech

S Ponniahpillai, BAppSc (Information) (UTS)

V Spain, AssDipArts (Library Practice) (TAFE)

A Stigliano

G Timings

P Trenergy

Kuring-gai Campus Library

Kuring-gai Library Manager, Information Services Librarian (Nursing, Midwifery and Health)

L Evans, BAppSc (Agric) (UWS), GradDip (Information) (UTS), MAppSc (Library & Information Management) (CSturt)

Information Services Librarians

J Van Balen, BA (LibSc) (KCAE), LMusA (AMEB)
 J Edwards, BA(Hons) (Sussex), DipLib (UNSW)
 P Morris, BA (Macq), GradDipLibSc (KCAE), GradDipLocAppHis (UNE), AALIA
 J Todd, BA DipEd (Macq), GradDipInfoSt (UTS)

Information Services Staff

G Karsai

Loans Desk Coordinator (Kuring-gai campus) (Acting)

E Safaei, AssDipArts (Library Practice) (TAFE)

Lending Services Supervisor, (Kuring-gai campus) (Acting)

J Partridge, DipLibInfoSt (TAFE)

Lending Services Staff

J Burke, Trained Nurse(RNSH), CertMid (HDH), DNEduc (RCN)
 E Colman, BA (Macq), GradDipInfoSt (UTS)
 E Kwan, DipLibInfoSvc (TAFE)
 M Jefferson, BA (UNE)
 P Jones
 A Livanos, BA (Macq), Dip EH
 B Potts
 F Su

Gore Hill Library*Gore Hill Library Manager*

Y Aim, BAppSc (Information) (UTS)
 R Wood, BAppSc (Information) (UTS)

Library Resources Unit*Director (Library Resources Unit)*

F Lawton, BLS (UP), MLib (UNSW), PostGradDipManagement (Macq)

Monographs Department*Manager, Monographs Department*

C Scott, BA (Syd), DipLib (CCA)E)

Team Leaders

M Bazin, BA(Hons) (Syd), DipLib (UNSW)
 S Gates, BA (UNSW), GradDipLib (Riverina CAE)

Librarians

I Dewar, BA (LIS)
 B Linn, BA (Hons) (Syd), MLibScience (McGill Uni, Montreal)
 P Rubner, BA (Syd), GradDipComm (NSWIT), DipArts (Studies in Religion) (Syd)

Monographs Department Staff

T Dimitrova, BA (Moscow State Uni), MA (Inst of Art Studies, Sofia), DipLibInfoSt (TAFE)
 H Humphries, BA (Syd), DipLib (UNSW), AALIA
 A McKeown, AssocDipArts (LibraryPractice) (TAFE)
 R Natoli, AssocDipArts (Library Practice) (TAFE)
 J Peng, ME(Hons) (UW), DipInformation (TAFE)
 C Smythe, DipLibInfoSt (TAFE)
 H So, AssocDipArts (Library Practice) (TAFE)
 M Soo, BA (CSturt), AALIA
 Y Wong, AssocDipArts (Library Practice) (TAFE)
 S Yaghoobi, AssocDipArts (LibraryPractice) (TAFE), BA (EnglishTranslation) (Azad Uni)
 H Yuen, AssocDipArts (Library Practice) (TAFE)
 V Xu, AssocDipArts (Library Practice) (TAFE)

Serials & Interlending Department*Serials & Interlending Manager*

A Flynn, BSc (Macq), MBA (UTS), AALIA

Team Leaders

A Gadallah, BEc (Cairo), GradDipAppSc (Information) (UTS)
 G Maclaine, BAppSc (Information) (UTS), AssocDipArts (Library Practice) (TAFE)

Librarians

H Jones, BA (UWS), MInfoMgmt (Librarianship) (UNSW)
 J A Marshall, BA (Com) (UTS)

Serials & Interlending Department Staff

G Hampshire, AssocDipArts (Library Practice) (TAFE)
 V Hean, AssocDipArts (Library Practice) (TAFE)
 B Jones, BA (Tas), DipLibInfoSt (TAFE)
 G Nguyen-Ngoc, AssocDipArts (Library Practice) (TAFE)
 L Thompson, BA (Macq)
 N Thorpe, MA (Hons) (Aberd), PostGradDip (Info Studies) (Robert Gordons Uni, Aberd)
 C Tian, M Com (Info and Library Management) (UNSW)
 T Tith, MA (Applied Linguistics) (Macq)
 F Whitbourn, BA (Syd), Teacher Librarian Cert (Melb State College), Dip in Teaching (Teachers College Sydney)
 B Wilkie, BA (Qld), GradDip (Knowledge Mgmt) (UTS)

Library IT Team

Library IT Manager

M Jevtic, BSc (Computing) (UTS), BSc (El Eng) (Belgrade, YU)

Web Developer

R Buggy, BA (Computing) (Macq), MCSE, MACS

Web Editor

M Redden

Systems Developer

S Elbourne

Server Administrator

H Acopian, Dip IT, MCP, AACIS

Library IT Officers

Q Alkozai, DipIT (SIT)

R Davio, Level 11 Cert in IT (TAFE)

J Zhang, MComp (UWS)

Corporate Services Team

Human Resources & Admin Services Manager

L Almeida, BA(Hons), Cert IV Assemnt & Workplace Trng, GradDipBusAdmin (UTS)

Executive Assistants

E Alba, BA (Communication) (UP)

D Garven, BSc (Arch) (UNSW)

N Schimana, MPhil (Uni of Vienna)

V Vanderlanh-Smith, Cert IV Assemnt & Workplace Trng, Advd Dip in International Business

M Tsang

UTS Shopfront

Director

P Ashton, BA(Hons), DipEd, PhD (Macq), PHA

Alternate Director

G H Searle, BA(Hons), (Adel), PhD (Macq), MRAPI, MIAG

Program Manager

P O'Loughlin, BA (SocSc) (UTS)

Information Manager

L Andersen, BA (Qld)

DIVISION OF THE CHIEF FINANCIAL OFFICER

Office of the Chief Financial Officer

Chief Financial Officer

K McCarthy, BCom (UNSW), ICAA

Administration Officer

L Mott

Facilities Management Unit

Director

B Gregg, BE, MEngSc, PhD, MBA (Melb), MIE (Aust), MAIPM, FAIM

PA to Director

T Turner

Asset Development Manager

G Inberg

Quality Manager

I Martinus

Manager, Major Projects Branch

W Blunt, BSc (Arch), BArch, MBEnv (UNSW), Chartered Architect, MAIPM

Project Directors

R Chandrasena, DipArch (RMIT), Chartered Architect

B Fisher, BArch, BConstMgt (N'cle), AssocDipAppSc (TAFE)

Acting Manager, Planning and Design Review Branch

C Gunton, DipArch MA (Urban Design) RAlA

Senior Architect

G Moore, BArch(UNSW), Chartered Architect

Timetabling Coordinator

V Gopinath

Timetabling Officer

W Holtby

Manager, Accommodation and Refurbishment Branch

G Rabbitt, BArch, MUDD (UNSW)

Senior Architect

H Chandra BSc (BE), MSc (Arch) (USL), Chartered Architect

Architects

A G Farrugia, BSc (Arch), BArch (UNSW)
 J Sim, BArch (N'cle) M Phil (Syd),
 AdvCertRealEstate(TAFE), AAIPM,
 Chartered Architect

Professional Officer

M M Podolec, BSc (Arch) (UNSW), BSc
 (Urban Horticulture) (UTS)

Senior Mechanical Engineer

N Faysal, BE (Mech) (AUB), MIEAust,
 CPEng

CADD Manager

B Hutchinson

Facilities Information Manager

Vacant

Analyst Programmer/Database Administrator

S Ivanovski

Manager, Property Branch

D L White, JP

Property Officer

C McHugh

Manager, Building Services Branch

J Kraefft, BE (Mech) (Syd), GradDipPM
 (UTS), MIE (Aust), MAIRAH

Energy Management Engineer

E Liyanage, CPEng (Aust), GradDipEng
 (Monash), DOT Class 1 (UK), Graduate
 Certificate in Education (Tas)

Administration

M A Claridge

Administrative Assistant

A Mediavilla

Building Services Supervisors

R Natkunarajah, BSc(Hons), EngDip in E&E
 S Sandrabose, MIE Aust, CPEng
 R Bracken
 S Wood

Cleaning Services Supervisor

P Callaghan

Building Services Officers

R Chatterton
 M A Crocker
 G Binggeli
 W Briggs
 M Kenning
 F W Logan
 D Porter
 P Shaw
 S Tyrrell

Horticulturalist

N Aparra

Gardeners

N Aparra
 M Callaghan
 R Preston
 A Mahon

Tradespersons

J Carlin
 J B Bushnell
 M Sprajcer
 J F Stahl
 W White

Manager, Administration and Financial Services Branch

J Anderson, JP

Receptionists/Word Processor Operators

L Martin
 G Chapman

Administration Officers

S D Narayan
 M Walkowsky

Accounts Officers

S Ng, BA (Economics) (York, Can)
 A Kristani BA (UCSW) MBA (UTS) PGDip
 (Actg) (Macq)

Facilities Hire Coordinator

Y Lai MCom (UNSW)

Marketing and Events Coordinator

M Shafer

Manager Central Services Branch

B Davies, AssocDipAdultEd (UTS)
 B Crocker

Transport Supervisor

W L Evans

Mail Supervisor

S Logue

Administration

B Bachoe

Central Services Officers - City campus

I Broadbent
 A Browne
 N Cannon
 M Caicedo
 G Moore
 A Malone
 R Jarden

Central Services Officers - Kuring-gai campus

H Bayley

J Lyons

S Wood

Manager Security Services Branch

S Wallace

Security Systems Manager

G A Grant

Operations Manager

G Karanastasis

Administration Coordinator

G Linn

Supervisors

J Finn

J Parkhill

E Petrov

Security Officers – City campus

J Caraig

J R Hoadley

Security Officers – Kuring-gai campus

S Horne

A McDermott

Security Officer – St Leonards campus

R Benson

Financial Services Unit

Director

A North, MBus, CPA

PAs to Director

A McCowan

S McArthur

Receptionist

J E Roach

Financial Accounting

Finance Manager

D Bock, BBus, (UTS), CPA

Financial Accountant

S Vella, BBus, CPA

Assistant Financial Accountants

H Singh

L Baynes

N Bell

Treasury

Treasury Accountant (Acting)

J Fell

Student Fees Administrator

A Monaghan

Accounts Receivable Supervisor (Acting)

A Tan

Bank Reconciliation Officer

Vacant

Accounts Receivable Assistant

R Yanto

Purchasing Officer

R Mackenzie

Management Accounting

Senior Management Accountant

B Thomson, BBS CA

Management Accounting Supervisor

A McDermott

Management Accountant Officer

J Taufiq, MCom, (UNSW)

Assistant Management Accountant

P O'Regan, BBS, ACCA

Management Accounting Officer

D Latimer

Assistant Management Accounting Officer

K Satchithanandha

Research and Special Funds Accounting Officer

W Camphin, BA (Syd)

Accounting Officer, Research and Special Funds

E Sebastian, BSBA

FMIS Systems Administrator

P A Ward

Accounts Payable

Accounts Payable Supervisor

S Roberts

Accounts Payable Personnel

P Daraphet

M Fanous, BCom, (Accounting) (Cairo)

B Yao

Payroll

Payroll Manager

C Watson

Payroll Supervisor (Acting)

L Henriques

Superannuation Officer

P Champion

Assistant Superannuation Officer

R Brewer

Payroll Officers

K Cochran
 F Wilson
 G Lobb
 M Holt
 D Thwaites
 J Robertson

Taxation and Insurance

Project Manager, Taxation and Insurance

G Laker, BLegS (Macq), MTax (UWS), MBA (UNE), FCPA, FTIA

Taxation and Insurance Officer

S Sharma, BArch, GradDipIT

REGISTRAR'S DIVISION

Office of the Registrar

Registrar

Dr J M FitzGerald, LLB(Hons) (Melb), LLM, PhD (Northwestern)

Executive Assistant

J Charlston

Administrative Officer

L Mott

UTS Legal Services

Solicitor and Director

J Hartigan, BA LLB (Syd)

Assistant Solicitor

Vacant

Legal Manager

Vacant

Governance Support Unit

Director

D M S Pacey, JP, BBus, GradCertMgt (CSturt)

Deputy Director

M Poepjes, BA (Pol&Gov), MBA (ECU)

Senior Governance Advisor

S Garland, BA, DipEd, LLB (Syd), GradDipEmpRel (NSWIT), GradDipMgtSt (MCAE)

Executive Assistant

A Christofides

Supervisor, Administrative Services

C L Chiu

Administrative Services Assistant

R Kanhai

Secretariat

Coordinator, Secretariat

M A Noble, BA (Com), MA (UTS)

Senior Administrative Officers

P Ashworth, BAppSc (BioMed), MA (UTS)

A de Bie, BA (Melb)

A Mak, BA (HK)

J McGarry, BA(Hons) (ANU),

GradDipAppHist (UTS), MA (Syd)

Senior Administrative Officer and Clerk to Council

M Connolly, BEc (SocSc), GradDipJur, MIntS (Syd), GradDipInf (UTS)

Senior Administrative Officer and Clerk to Academic Board

D Petersen, BA(Hons), MA (JCU)

Administrative Officers

L Barton, BA (Melb), GradDipSecStud (RMIT)

P Luscombe, BBus, ALGA (MCAE), Acting Electoral Officer

Student Discipline and Appeals Services

Coordinator, Student Discipline and Appeals
M Costelloe, BA (Syd)

Senior Student Discipline and Appeals Advisor
I Rex, BA(Hons) (Macq)

Student Discipline and Appeals Administrative Officer

C Farmer, BA (UC)

Records Management Services

Coordinator, Records Management Services

D Edwards, BA (W'gong), GradDipIM (Archives Admin) (UNSW)

Senior Records Officers

S E Woolley, AssocDipBus (Records and Information Systems) (TAFE)

I Triffitt, BAppSc (Information) (UTS)

S Baker, BAppSc (Information) GradDipKM (UTS)

Records Officers

J Matts, BA (Syd), GradDipIM (Archives Admin) (UNSW)

D A Tremaine, AssocDip of Library Practice (SydTechColl), Certificate in Managing Historical Documents, Certificate in Local History (UNSW)

Graduation and Ceremonial

Coordinator, Graduation and Ceremonial

G E Peters, BSc (Central Connecticut State College), GradDipLibSc (KCAE)

Ceremonial Officers

L Mattoni

T Ward, BA(UWS)

J N Woodruff, BA (Journalism) (USQ),

MAppSc (UTS)

Publications

Coordinator, Publications

M H Mackenzie

Editor

A Leddy, BA(Hons) (W'gong)

Publications Officers

K Hopperdietzel, BA (Com) (UWS),

GradCertEditPubl (UTS)

L Jabbour, BA (UWA), BJourn (Murdoch)

J McGirr

Internal Audit Unit

Director

B R Munns, BBus (CSturt), MTM, MCom (Syd), CISA

Leader, Integrity Systems

S J Dimech, BA, BSS(Hons) (UWS), MCrim (Syd), DipFraud (UWS)

Senior Auditor

R A Connor, DipBusStud(Acctng) CA, CPA, AAIM, AAICD, MISACA

Leader, Internal Audit

P J Navratil, DipComm (Acctng) UTS, BA (UNE), GradDipVocEd&Training (UTS), CPA

Student Administration Unit

Director

T Seabrook, BA (UNSW), MA (Syd), MED (Admin)(Hons) (UNSW)

Personal Assistant to the Director

S Morrison

Review and Policy Development Officer

J M Trethewey, BAppSc (CCA), DipEd (UNSW)

Student Appeals and Investigations Officer

S A Robinson, BA (Macq)

Deputy Director (Enrolment Record Management)

D Quin, BTP (UNSW), MTP (UNSW), MBA (UTS)

Manager, Records/Examinations

K Warrington, BBus (HRM) (CSturt)

Team Leader, Examinations

S O'Connor

Team Leader, Progression

M Katsifis, BA(Hons), GradDip(Secondary)Ed (Syd)

Team Leader, Records

G Van Wingerden

Team Members Examinations/Records

G D Ardill
 D Beech, BSc (UTS)
 F Bolonia, BEdu (Phil)
 C Gordon
 C Jackson
 A Magick
 M Ramal
 S Saysana
 N Shenouda, BSc, DipEd (AinShams), BTh
 (EvTheolSem)

Manager, Fees (Acting)

J Arranz

Fees Officer

J Gabriel

Team Members, Fees

M Coull
 S A Dodds
 D Kwan, BMathFin (UTS)
 S Lin, BA (Syd)
 J Meadows-Walter

Deputy Director (Student Connections)

L Maher, BEd, GradDip (Deakin)

Manager, Admissions

P Liu, BEc LLB (Macq), MEd (UTS)

Manager, Graduations

B C Watts, BA (Macq)

Team Leader, Admissions

P M McNamara, BA (UTS)

Team Members Admissions and Graduation

J J Clover
 C Fernandez
 P Lennox
 P Reakes
 D Saysana
 P Winton, BA (Macq), GradDipLibandInfoSc
 (CSturt)
 R You, BA (China), MEd (Syd)

Manager, Enrolments

F James, BA, BSc (UNSW)

Team Leader, Enrolments

V Retsinas, BA (UWS)

Manager, Student Info & Admin Centre

N Abraham

Team Leader, Student Info & Admin Centre

K Arkapaw, BSc(Hons) (UNSW)

*Team Members Student Info & Admin Centres
(Broadway and Kuring-gai campuses)*

G Cahill
 M Davaa, BBus (Mongolia)
 L M Davies
 K Donald
 B James
 L Kong
 I Kwok, BMgt (USA)
 S Michael, BBus (CSturt)
 A Nataatmadja, BEc (Tarumanagara), MBus
 (UTS)
 S L Sim, BEc (UNSW)

Deputy Director (CASS Systems Manager)

Vacant

Project Administrator

G Irwin

Manager, Systems and Security

Vacant

Team Members Systems and Security

M Brookes BSc (Hons) (RHBNC-London)
 R Ko

Manager, Management Reporting

M G Rothery, MA (Information) (UTS)

Team Members Management Reporting

P Antony
 G Buchan
 D Ho

Manager, Training and Support

S Wilkinson BA(Hons) (Bus) (Huddersfield),
 GradIPD (Manchester)

Team Members Training and Support

M Hollebecq
 J Stojanovska, BE (Syd)

*Manager, Business Process Analysis and
Implementation*

N Atherton, BA (Syd), DipIM (UNSW)

*Team Members Business Process Analysis and
Implementation*

L Aitkin, BSW (UNSW), BA (UNE)
 S J T Carew, BSc (UNSW)
 J Dawlings
 C Dixon BBus (Monash), PNA, AIMM
 L Drew
 L Ho
 N Hutchison
 S Williams

Student Services Unit

Director Student Services

C Hepperlin, BSc(Hons) (UNSW),
MClinPsych (Macq), MBA (Syd), MAPsS

Careers Service

Manager

M J McKenzie, BA, MEd (UNSW)

Careers Counsellors

J J Doherty, BA, DipEd (Syd),
GradDipCareersGuidance (Lond), MA (Sur)
M V Wright, BEd, GradDipEd (Careers)
(Deakin)

Resource Librarian

K A Cavanaugh, BA (UNSW)

Administrative Assistants

S Edmonds
A M Sharp

Counselling Service

Head, Counselling Service

B Smout, BA(Hons) (Macq), MAPsS

Counsellors

M Biasatti, BSW(Hons) (UNSW), MAASW
J Bull, BA (BehavSc), GradDipPsych (Qld),
MA (Psych), PsyD, MA (Theology) (Fuller),
MAPsS
D J Copley-Finch, BA (UNSW)
S Doctor, MSc (Leic), DipClinPsych (BPS)
J Mander-Jones, BA(Hons) (UNSW), MA
(Applied Psych) (Macq), MAPsS
D L O'Brien, BA Dip Ed (UNE), MA (Psych),
MEd (Macq), MAPsS
J S Piechocki, BSc(Hons) (UNSW), MA
(Macq), MAPsS
F G Robertson, BA (Macq), MA (Psych)
(Syd), MAPsS
S Schock, BA(Hons) (SAust), MA
(ClinPsych) (Rhodes), DclinPsych (Lond),
MAPsS

Health Service

Medical Practitioner Contractors

Dr B Chaugule, MB BS (UNSW), FRACGP
Dr J Gottlieb, MB BS (UNSW), FRACGP
Dr A Ling, MB BS (UNSW), FRACGP
Dr A Lord, MB BS (UNSW), FRACGP
Dr L Osen, MB ChB (Sheff), FRACGP
Dr R Thambyah, MB BS, BSc (Med)
(UNSW), FRACGP

Registered Nurse

B Hamer, BN (UTS), RN

Housing Service

Manager (Acting)

C Hayward

Housing Officers

J Ansell
C Lien

Administrative Assistant

E Rouchon

Special Needs and Financial Assistance Service

Manager and Special Needs Coordinator

M C Flood, BA (Communication) (NSWIT)

Special Needs Administrator

D E Toman, BSW (Ill)

Financial Assistance Officer

Vacant

Special Needs and Financial Assistance Officer

L Penny, BA (UTS)

Student Services Administrative staff

City campus

L Head
W Chang, BA Japanese (UNSW)
H Nguyen

Kuring-gai campus

R Marin-Guzman

DIVISION OF THE EXECUTIVE DIRECTOR (ORGANISATIONAL SUPPORT)

Office of the Executive Director (Organisational Support)

Executive Director (Organisational Support)
To be appointed

Building Capability Project

Director
S Tiffin, BA(Hons), PhD (UNSW), AHRI

Human Resources Unit

Director
J Gilmore, BA(Hons) (Syd), MComm
EmpRel (UWS)

Administration Manager
P Spencer, BComm (IndRel) (UNSW)

Personnel Services Branch

Manager, Personnel Services
A Pannunzio

Team Leader, Personnel Services
S Halliday, GradDipEmpRels (UTS)

Acting Team Leader, Personnel Services
A Leadbitter, BSCAg (Syd)

Personnel Services staff
D Branche, BA (Hons), (MIPD) (UK)

I Clarke, BBus (ACU)

B Conley

A Hart

S Heiner, Dip HR (TAFE), BEd (UTS)

K Scotton, DipHR (TAFE)

R Turner, DipHRM (TAFE)

HR Administration Assistant
K Haberecht, BA (W'gong)

Employee Relations Branch

Manager, Employee Relations
P R Fox, BEc (Syd), GradDipEmpRels, MBA
(UTS)

Senior Human Resources Consultant
T Whitters, GradDipPMIR (NSWIT),
GradCertMgtPsysc (CSU)

Human Resources Consultant
A Reader BSc(Hons) (Leeds), MHRM
Coaching (Syd)

Human Resources Project Officer
W Bate

Senior Employee Relations Officer
N Crowley, BBus, MBusEmpRel (UTS)

Employee Relations Officer
L Carroli, BBus (QUT)

Senior Remuneration Officer
G Charnley, BBus(Distinction) (USQ)

Salary Packaging Administrator
V Stark, BA (UNE), DipHRM (TAFE)

Fleet Administrator
G Elrick

Staff Development and Training Branch

Manager, Staff Development
S Lord, BA, DipEd, MA (Hons) (UNSW),
MDR (UTS), AIMM

Organisation Development Consultant
T Anderson, BA (UNSW), MEd (UNE),
GradCertE-Learning (UTS), MAITD, AIMM

Learning and Development Facilitator
H Sim, BA (Macq), MEd (UTS)

Administrative Coordinator
R Gilzean, BA(Hons) (Com) (UTS)

Secretary
J Miles-Brown

Administrative Assistant
D Hua

Policy and Planning Branch

Policy and Planning Manager
B Bosman, BA(Hons) (Monash), MBA
(NSWIT)

Policy and Planning Coordinators
V Alexander, BA (Syd), GradDip e-Learning
(UTS)
V Thomas

*Human Resources Information Coordinator (on
secondment)*
L Wines, BA (VisArts) (SCA),
GradDipAdmin (UTS)

Applications Support Specialist
M D Grinter

Administrative Assistant
M Ancheta

Environment, Health and Safety Branch

Manager, Environment, Health and Safety
S Kirk, BSc (UNSW), GradDipOT (Syd)

Environment, Health and Safety Technical Coordinator

D Lloyd-Jones, BSc(Hons) (UTS),
AssDipChem (TAFE), GradCertInfTech (UTS)

Environment, Health and Safety Coordinator
J Barry, BA Comm (UTS), MPH(OH) (Syd),
GradCertAdultEd (UTS), Certificate IV in
Assessment and Workplace Training,
Registered Nurse

Environment, Health and Safety Management Systems Coordinator
C Lee, BComm (UWS)

Workers' Compensation and Return to Work Coordinator

A Robinson, DipOT (COT), AccOT,
GradDipAdmin (KCAE)

Workers' Compensation Officer
D Grady

Administrative Assistant
M Ancheta

Information Technology Division

Director
A Dwyer, BBus (CSturt)

Executive Assistant
M Ho

Knowledge Administrator
J Greenfield, BA (Flin), GradCertHRM (SIT),
GradCertComm (SIT)

ITD Finance and Administration

Manager
M Green, BA(Hons) (Business Studies)
(Greenwich), MBA (Wales)

Financial Coordinator
H Reed

IT Purchasing Finance and Administration Coordinator
M Luu

Network Financial Coordinator
E Espinola

Administrative Assistants
C Burrows
H Ho

Switchboard Coordinator (Acting)
A O'Harae

Switchboard Operators
G Drysdale
P Ekerick
L Wales

Enterprise Systems Strategy

Enterprise Systems Strategy Manager
S Travers, BA (Syd)

Senior Business Analysts
K Newcombe, BSc DipEd (UNSW)
A Bingham, BSc GradDipDataProc MACS
G Wall
Vacant

IT Plans and Programs

Manager
P Demou, BS (Dela), MS (George
Washington)

Senior IT Programs Consultant
I Waters, BSc, DipNAAC (Syd), DipBAdmin
(Macq), MSc (NSWIT),
AssDipTravel&Tourism (SIT)

Communications Facilities Planner
G Alford, RCDD

Communications Systems Planner
C Wilkins, DipCommsEng, AIPM, PMI

IT Project Manager
D Amanaki, Higher National Dip (Eng)
(Cables & Wireless Telecommunications
College UK)
L Osvat, BElect (Romania) RegPM (AIPM
Aust)
D Rosenthal, BBus (QUT)

IT Purchasing

Manager
P M Regattieri, BBus (NSWIT)

Purchasing Consultant
P Botros
Vacant

Purchasing Officer
R Jolliffe

Student Representative
D Delian

Technical Services

Manager
P James

Technical Implementation Manager
S Donovan, BE ME (Man) MIEEE (UTS)

IT Security Manager

D Morrison

Server Management Coordinator

J Mitchell, BAppSc (NSWIT), DipEd (STC)

Server Administrators

R Burridge, BSc(Hons) (CompSci) (Covent Uni UK)

S Chung, CompSys Eng (UTS)

D Crellin, CompSci (UTS)

T de Hesselle

P A Dorrian, Dip Prog Tech

N Mohanan, ElecEng (City Uni, London UK)

E Sathithanandha, National Dip Technology (SLanka)

W Shek, Bmath, HonBCommerce (Canada)

CNE

D Symonds

M Trivedi, BE (Electronics) (Baroda)

Network Manager

C Laughton

Network Consultant

T Bayfield

Senior Data Network Administrator

P Bahas, AdvDipTelecommsEng (Syd)

J Short

Network Administrators

P Das, National Certificate in Technology (Electrical and Electronic Engineering) (SLanka)

T Ralph, AssDipElecEng (QUT)

M Thakur

Vacant

Information Systems Manager

E Latif, BSc (CompSc) (Alexandria), MACS

Business Analysts

J Boorman, BA, MACommerce (Syd)

J Smith, BAppSc (CompSc) (UTS)

Flexible Learning Coordinator

C Frankland, BA (Cant)

Flexible Learning Administrator

H Jones, BFA (Cant)

Flexible Learning Technical Consultant

S Harrison

Senior Database Administrators

P Clarke

K Lam, BSc (Syd Uni)

Database Administrator

G Ishenko, DipAppliedMaths (Moscow)

Applications Project Manager

P Player

Analyst Programmers

V Bansal

T Mezups, BSc (Syd)

S Dean, BSc (CompSci) (Well)

T-L Yuen, BSc (CompSc) (UTS)

Education Consultants

V Bromfield, AssDipAdEd (UTS), Certificate

Photography (TAFE)

M Rodoreda, BEd Adult Ed (UTS)

Education Coordinator

B Yerushalmy, BABehavSc (Macq),

DipBAdmin (Technicon)

User Services*Manager*

C Cahill, GradDipInformationSystems (CSturt)

IT Support Centre Managers

K Jacinto, BAComm(Info) (UTS)

T Jones, BInfTech (CQU)

Senior Customer Support Officers

S Bacchal

S Bowditch, Dip IT (Business Systems) (TAFE)

T Bui

L Flores

B Hammond, BAppSc (NSWIT), MACS

B Mak

M Perez, Dip IT (TAFE)

P Pham

M Rangaswami, BSc, Bed

Customer Support Officers

R Cavanna

H Drysdale

S Drysdale

S Dymet

A Fakorede

M Genge

D Ho

Z Illingworth

P Leder

R Ma

R Morales

M Pattie

A Rees

A Strange

J Yasmineh

Customer Support Engineers

D Brazil, BcInfSys (ACU) CNE, MCSE

G Lamb, MCSE, CNE

D McNally, MCSE, CNE, CCNA

P Yu, MAInfSc (UNSW), MCSE, CNE

Internal Partnerships Manager

K Ellenor

244 Staff of UTS

Client Web Services Manager

F Fery

Web Developer

H Janson

DAB Faculty Computer Manager

T Esamie, BSc (Syd)

Senior Microcomputer Support Officers, Faculty of Design, Architecture and Building

J Brown

H Tan

Faculty Computing Manager, Faculty of Education

C Tait, BE (Mech)

Senior Microcomputer Support Officers, Faculty of Education

H Guan

K Fung

Faculty Computing Manager, Faculty of Humanities and Social Sciences

A Martin

Senior Microcomputer Support Officers, Faculty of Humanities and Social Sciences

J Davidson

P Grosvenor

S Prowse

Faculty Support, Faculty of Nursing, Midwifery and Health

P Dunlop

FMU Information Technology Support Officer

Vacant

UE, SA, RO, EA, Jumbunna, ELSSA Support Manager

C Meintjes

Senior Micro-Computing Support Officers

G Harvey

S Tann

Registrar's Division Support Manager

D Espina

Senior Microcomputing Support Consultant, Registrar's Division

O Samson

Printing Services

Manager

R P E Mascarenhas, MBA, GradDipOpsMgt (UTS)

Assistant Manager

C Sorrenti

Network and Digital Services Supervisor

D Sandford

Production Coordinators

M O'Halloran

K Slater

Customer Services Officer

S Kumar

Digital Print Operators

R Cherrian

I Ford

H Kwok

M Magro

R Norgate

R Wind

Bindery Assistant

P Singh

Kuring-gai Digital Print Operator

E L Reynolds

KGI Customer Services Assistant

P Gibson-Lane

Audiovisual Services Unit

Manager

R Collins

Administrative Coordinator

V Tibbertsma, BA(Hons) (UTS)

Administrative Officer

Vacant

Producer

M Gale

Program Manager, Services

K Grattan, BA (La Trobe), GradDipComm, MA (Journalism), MEd (UTS)

Campus Manager, Broadway

D Coleman

Campus Manager, Haymarket

R Bell

Campus Manager, Kuring-gai/St Leonards

D Moore

AVS Coordinators

R Forster

C Girault

P Mawby

S Wade, MCA, GradDipCom (UTS), BA (Mus), AdvCertFilm & TVProd

P Harding

R Ostradicky

K Paisley BBus (Marketing), BA

(Communications) (CSturt), GradDipDesign (UTS)

AVS Service Officers

W Hagness
 J Ratcliffe
 D Connelly
 L Barrera

Photographer

S Borsellino, CertPhoto (QCA), BACine
 (AFTRS)

Program Manager, Resources

R Piper

Project Managers

K Barnes
 J Holmes

Computer Systems Coordinator

S Shah, DipIT, MCSE

Design and Development Officer

Vacant

Technical Manager

A Ebonia, Ass-IEAust BSECE (MITPhil)

Technical Officers

L Fitzgerald
 J Neirotti
 K Ng
 R Oliveira (Projects)
 A Tadros, BE (Elec) (NSWIT)

Marketing and Communication Unit

Director

J Willoughby, LLB(Hons) (Cantab)

Office Manager

H A Morrissey

Administrative Assistant

P Butler

Marketing*Manager, Marketing Services*

J Kuster, BCom (Marketing) (Bond)

Corporate Communications Officer

To be appointed

Student Recruitment Manager

T Sikes, BA (Syd), GradDipComm (UTS)

Development Officer

W Benze, Dipl-Kaufmann (Hamburg)

Public Relations Officer

F Morgan, BarTH (UNSW), MA Journalism
 (UTS)

Media Communication*Manager, Media Communication*

R Button, BA (Qld), BBusComm (QUT)

Media Officer

T Clinton, BA (USQ), BMus (N'cle), MMus
 (Syd)

Internal Communication*Manager, Internal Communication*

M Amin, BBus (Marketing) (UTS), MA
 (Professional Writing) (UTS)

Internal Communication Producer

To be appointed

Internal Communication Coordinator

To be appointed

Communication Officer

S McInerney, JP, BA (Communication)
 (NSWIT)

Photographer

S Evans

Visual Communication*Manager, Brand Development*

K Foley, BA (VisArts) (SCA)

Design Manager, Corporate Identity

To be appointed

Senior Graphic Designer

S Roshan, DipSIAD (UK)

Graphic Designer

H Ngo, BDesign (UTS)

Production Coordinator

To be appointed

Publishing Officer

To be appointed

ASSOCIATED ORGANISATIONS

accessUTS Pty Ltd

Board of Directors

Professor P Booth, BEc (Syd), GradDipEd (Syd Teach Coll), MEc (UNE), PhD (Griff), FCPA

Emeritus Professor R W Robertson, MA (UVic), FRAIPR, FATRI

Professor Archie Johnston, BSc(Hons), PhD (Heriot-Watt), FIEAust, CPEng, MICE

Company Secretary

R Allsep

Chief Executive Officer

J Hill

Project Coordinator

L Nyamwasa

Contract Specialist

J Kehlet

Project Support Officer

C Harrison

Administration Officer

M Handley

Insearch Ltd

Managing Director

M Laurence

Company Secretary

R Allsep

Chief Financial Officer

P Neilson, BCom, CPA

Academic Director

R Reilly, BEc (Syd), MA (Sussex)

Group General Manager, Education

J Hannan, BA(Hons) (ANU), DipEd (Canberra), DipTESOL (Canberra), Cert Teacher RSA Training (IH)

General Manager, Marketing

A Murphy, BA(Hons) (Syd)

General Manager, IT

D White

Manager, Corporate Strategy and Projects

D Samuels

General Manager, Human Resources Manager
S Purandare, BCS (UPune),
GDipManagement (UPune), MLL(UPune)

Registrar

R Litster

UTS Union Ltd

Secretary Manager

M Georgeson, BA, LLB (Syd)

Executive Secretary

L Fawcett

Finance & Operations Manager

S Yein Chow, PNIA

Personnel Manager

S Norman, BA (UWS), CMAHRI

Director of Sport

N Robinson, MA (Syd)

Director of Programs

D Redden

Catering Manager

R Singe

Bar Operations Manager

R Doran

Retail Manager

D Johnson

Functions Manager

P Mackay-Smith

Senior Gym Supervisor

J Ferreira, BSc (W'gong)

Publications and Promotions Officer

W Faust, BA (UNE)



9. UNIVERSITY OF TECHNOLOGY, SYDNEY, ACT 1989 NO 69

Part 1 — Preliminary	249
Part 2 — Constitution and functions of the University	249
Part 3 — The Council, authorities and officers of the University	250
Part 4 — Functions of Council	253
Division 1 — General	253
Division 2 — Property	254
Division 3 — Commercial activities	255
Part 5 — General	257
Schedule 1 — Provisions relating to members and procedure of the Council	259
Schedule 2 — Investment	261
Schedule 3 — Savings and transitional provisions	263
Part 1 — Interim Council	263
Part 2 — Savings	264
Part 3 — Provisions consequent on enactment of <i>Universities Legislation Amendment (Financial and Other Powers) Act 2001</i>	265
Notes	265
Table of Acts	266
Table of amendments	267

An Act with respect to the constitution and functions of the University of Technology, Sydney; to repeal the *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987*; and for other purposes.

This Act is subject to Crown copyright and is reproduced with permission of the Crown.

University of Technology, Sydney, Act 1989 No 69

The Legislature of New South Wales enacts:

PART 1 PRELIMINARY

1 Name of Act

This Act may be cited as the University of Technology, Sydney, Act 1989.

2 Commencement

This Act commences on a day or days to be appointed by proclamation.

3 Definitions

(1) In this Act:

commercial functions of the University means the commercial functions described in section 6 (3) (a),

Council means the Council of the University,

University means the University of Technology, Sydney, established by this Act.

(2) In this Act, a reference to a graduate of the University is a reference to a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded:

- (a) by the University,
- (b) by or on behalf of any former institution that has, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, or
- (c) by any predecessor of any such institution.

(3) In this Act:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

PART 2 CONSTITUTION AND FUNCTIONS OF THE UNIVERSITY

4 Establishment of University

A University, consisting of:

- (a) a Council,
- (b) Convocation,
- (c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and
- (d) the graduates and students of the University,

is established by this Act.

5 Incorporation of University

The University is a body corporate under the name of the University of Technology, Sydney.

6 Object and functions of University

- (1) The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.
- (2) The University has the following principal functions for the promotion of its object:
 - (a) the provision of facilities for education and research of university standard,
 - (b) the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry,
 - (c) the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community,
 - (d) the participation in public discourse,
 - (e) the conferring of degrees, including those of Bachelor, Master and Doctor, and the awarding of diplomas, certificates and other awards,

- (f) the provision of teaching and learning that engage with advanced knowledge and inquiry,
 - (g) the development of governance, procedural rules, admission policies, financial arrangements and quality assurance processes that are underpinned by the values and goals referred to in the functions set out in this subsection, and that are sufficient to ensure the integrity of the University's academic programs.
- (3) The University has other functions as follows:
- (a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University's benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others,
 - (b) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community,
 - (c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University,
 - (d) the University has such other functions as are conferred or imposed on it by or under this or any other Act.
- (4) The functions of the University may be exercised within or outside the State, including outside Australia.

7 Facilities for students, staff and others

The University may, for the purposes of or in connection with the exercise of its functions, provide such facilities for its students and staff and other members of the university community as the University considers desirable.

PART 3 THE COUNCIL, AUTHORITIES AND OFFICERS OF THE UNIVERSITY

8 The Council

- (1) There shall be a Council of the University.
- (2) The Council is the governing authority of the University and has the functions conferred or imposed on it by or under this or any other Act.

9 Constitution of Council

- (1) The Council shall consist of:
 - (a) parliamentary members,
 - (b) official members,
 - (c) appointed members, and
 - (d) elected members.
- (2) The parliamentary members comprise:
 - (a) one Member of the Legislative Council elected by that Council:
 - (i) as soon as practicable after the commencement of this section and thereafter as soon as practicable after each periodic Council election within the meaning of section 3 of the *Constitution Act 1902*, or
 - (ii) if there is a casual vacancy in the office of that member of the Council, as soon as practicable after that office becomes vacant, and
 - (b) one Member of the Legislative Assembly elected by that Assembly:
 - (i) as soon as practicable after the commencement of this section and thereafter as soon as practicable after each general election of Members of the Legislative Assembly, or
 - (ii) if there is a casual vacancy in the office of that member of the Council, as soon as practicable after that office becomes vacant.
- (3) The official members comprise:
 - (a) the Chancellor (if the Chancellor is not otherwise a member of the Council), and
 - (b) the Vice-Chancellor, and

- (c) the person for the time being holding the office of:
 - (i) presiding member of the Academic Board (if that person is not the Vice-Chancellor), or
 - (ii) deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor).
 - (4) The appointed members comprise 6 persons appointed by the Minister from, as far as practicable, the following categories:
 - (a) persons experienced in the field of education,
 - (b) persons experienced in technology, industry, business, human services or industrial relations,
 - (c) persons who are practising, or have practised, a profession,
 - (c1) persons who, in the opinion of the Minister, are likely to contribute to the cultural diversity of the University,
 - (d) persons having such other qualifications and experience as the Minister thinks appropriate.
 - (5) The elected members comprise:
 - (a) 2 persons:
 - (i) who are members of the academic staff of the University,
 - (ii) who have such qualifications as may be prescribed by the by-laws, and
 - (iii) who are elected by members of the academic staff of the University in the manner prescribed by the by-laws,
 - (b) one person:
 - (i) who is a member of the non-academic staff of the University,
 - (ii) who has such qualifications as may be prescribed by the by-laws, and
 - (iii) who is elected by members of the non-academic staff of the University in the manner prescribed by the by-laws,
 - (c) one person:
 - (i) who is an undergraduate student of the University but who is not a member of the academic or non-academic staff of the University,
 - (ii) who has such qualifications as may be prescribed by the by-laws, and
 - (iii) who is elected by the undergraduate students of the University in the manner prescribed by the by-laws.
 - (c1) one person:
 - (i) who is a postgraduate student of the University but who is not a member of the academic or non-academic staff of the University,
 - (ii) who has such qualifications as may be prescribed by the by-laws, and
 - (iii) who is elected by the postgraduate students of the University in the manner prescribed by the by-laws,
 - (d) 4 persons (at least one of whom is a graduate of the University):
 - (i) who are members of Convocation (but who are not members of the academic or non-academic staff of the University having the qualifications referred to in paragraphs (a) (ii) or (b) (ii) or students of the University having the qualifications referred to in paragraph (c) (ii) or (c1) (ii),
 - (ii) who have such qualifications as may be prescribed by the by-laws, and
 - (iii) who are elected by members of the Convocation in the manner prescribed by the by-laws.
 - (6) The Council may appoint any other person to be a member of the Council and the person, on being appointed, shall be taken to be an appointed member of the Council in addition to the members appointed under subsection (4).
 - (7) No more than one person may hold office at any one time as an appointed member under subsection (6).
 - (8) Schedule 1 has effect in relation to the members and procedure of the Council.
- 10 Chancellor**
- (1) The Council shall:
 - (a) at its first meeting or as soon as practicable thereafter, and
 - (b) whenever a vacancy in the office of Chancellor occurs,
 elect a person (whether or not a member of the Council) to be Chancellor of the University.

- (2) The Chancellor, unless he or she sooner resigns as Chancellor or ceases to be a member of the Council, holds office for such period (not exceeding 4 years), and on such conditions, as may be prescribed by the by-laws.
- (3) The Chancellor has the functions conferred or imposed on the Chancellor by or under this or any other Act.

11 Deputy Chancellor

- (1) The Council shall:
 - (a) at its first meeting or as soon as practicable thereafter, and
 - (b) whenever a vacancy in the office of Deputy Chancellor occurs, elect one of its members to be Deputy Chancellor of the University.
- (2) The Deputy Chancellor, unless he or she sooner resigns as Deputy Chancellor or ceases to be a member of the Council, holds office for 2 years from the date of his or her election and on such conditions as may be prescribed by the by-laws.
- (3) In the absence of the Chancellor, or during a vacancy in the office of Chancellor or during the inability of the Chancellor to act, the Deputy Chancellor has all the functions of the Chancellor.

12 Vice-Chancellor

- (1) The Council shall, whenever a vacancy in the office of Vice-Chancellor occurs, appoint a person, whether a member of the Council or not, to be Vice-Chancellor of the University.
- (2) The Vice-Chancellor holds office for such period, and on such conditions, as the Council determines.
- (3) The Vice-Chancellor is the chief executive officer of the University and has such functions as are conferred or imposed on the Vice-Chancellor by or under this or any other Act.

13 Visitor

- (1) The Governor is the Visitor of the University but has ceremonial functions only.
- (2) Accordingly, the Visitor has no functions or jurisdiction with respect to the resolution of disputes or any other matter concerning the affairs of the University (other than a matter involving the exercise of ceremonial functions only).

14 Convocation

- (1) Convocation shall consist of:
 - (a) the members and past members of the Council,
 - (b) the graduates of the University,
 - (c) the professors and full-time members of the academic staff of the University and such other members or classes of members of the staff of the University as the by-laws may prescribe, and
 - (d) such graduates of other universities, or other persons, as are, in accordance with the by-laws, admitted as members of Convocation.
- (2) The first meeting of Convocation shall be convened by the Vice-Chancellor.
- (3) Subject to the by-laws, meetings of Convocation shall be convened and the business at the meetings shall be as determined by Convocation.
- (4) A quorum at any meeting of Convocation shall be such number of members as may be prescribed by the by-laws.
- (5) Convocation has such functions as may be prescribed by the by-laws.
- (6) The Council may establish a Standing Committee and such other committees of Convocation as it considers necessary.

15 Academic Board

- (1) There shall be an Academic Board of the University consisting of:
 - (a) the Vice-Chancellor, and
 - (b) such other persons as the Council may, in accordance with the by-laws, determine.
- (2) Subject to subsection (1), the constitution and functions of the Academic Board shall be as prescribed by the by-laws.

PART 4 FUNCTIONS OF COUNCIL

Division 1 General

16 Functions of Council

(1A) The Council:

- (a) acts for and on behalf of the University in the exercise of the University's functions, and
- (b) has the control and management of the affairs and concerns of the University, and
- (c) may act in all matters concerning the University in such manner as appears to the Council to be best calculated to promote the object and interests of the University.

(1) Without limiting the functions of the Council under subsection (1A), the Council may, for and on behalf of the University in the exercise of the University's functions:

- (a) provide such courses, and confer such degrees and award such diplomas and other certificates, as it thinks fit,
- (b) appoint and terminate the appointment of academic and other staff of the University,
- (c) (repealed)
- (d) borrow money within such limits, to such extent and on such conditions as to security or otherwise as the Governor on the recommendation of the Treasurer may approve,
- (e) invest any funds belonging to or vested in the University,
- (f) promote, establish or participate in (whether by means of debt, equity, contribution of assets or by other means) partnerships, trusts, companies and other incorporated bodies, or joint ventures (whether or not incorporated),
- (g) (repealed)
- (h) establish and maintain branches and colleges of the University, within the University and elsewhere,
- (i) make loans and grants to students, and
- (j) impose fees, charges and fines.

- (2) The functions of the Council under this section shall be exercised subject to the by-laws.
- (3) Schedule 2 has effect in relation to the investment of funds by the Council.

16A Controlled entities

- (1) The Council must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under this Act to exercise or engage in, except to the extent that the Council is permitted to do so by the Minister under this section.
- (2) The Minister may, by order in writing, permit the Council to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in subsection (1). Permission may be given in respect of a specified function or activity or functions or activities of a specified class.
- (3) The Governor may make regulations providing that subsection (1) does not apply to functions or activities of a specified class.
- (4) This section does not itself confer power on a controlled entity to engage in any activity.
- (5) This section does not affect any obligations imposed on a controlled entity by or under any Act or law, other than an obligation imposed on the controlled entity by the Council at its discretion.
- (6) In this section:

controlled entity means a person, group of persons or body of which the University or Council has control within the meaning of a standard referred to in section 39 (1A) or 45A (1A) of the *Public Finance and Audit Act 1983*.

17 Delegation by Council

The Council may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to any member or committee of the Council or to any authority or officer of the University or to any other person or body prescribed by the by-laws.

17A Operation of certain Acts

Nothing in this Act limits or otherwise affects the operation of the *Ombudsman Act 1974*, the

Public Finance and Audit Act 1983 or the *Annual Reports (Statutory Bodies) Act 1984* to or in respect of the University or the Council.

17B Recommendations of Ombudsman or Auditor-General

The Council must include in each annual report of the Council as part of the report of its operations a report as to any action taken by the Council during the period to which the report relates to implement any recommendation made in a report of the Ombudsman or the Auditor-General concerning the Council or the University:

- (a) whether or not the recommendation relates to a referral by the Minister under section 21E, and
- (b) whether or not the recommendation relates to a University commercial activity (as defined in section 21A).

Division 2 Property

18 Powers of Council relating to property

- (1) The Council:
 - (a) may acquire by gift, bequest or devise any property for the purposes of this Act and may agree to carry out the conditions of any such gift, bequest or devise, and
 - (b) has the control and management of all property at any time vested in or acquired by the University and may, subject to this section, dispose of property in the name and on behalf of the University.
- (2) The Council shall not, except with the approval of the Minister, alienate, mortgage, charge or demise any lands of the University.
- (3) Notwithstanding subsection (2), the Council may, without the approval of the Minister, lease any lands of the University if:
 - (a) the term of the lease does not exceed 21 years, and
 - (b) the Council is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.
- (4) In the case of a lease of any lands of the University, or any renewal of the lease,

to a residential college affiliated with the University, the lease:

- (a) shall be for a term not exceeding 99 years, and
 - (b) shall be at a nominal rent, and
 - (c) shall contain a condition that the lease shall not be assigned and such other conditions as the Council thinks fit.
- (5) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, bequest or devise to which the University has agreed.

19 Powers of Council over certain property vested in Crown

- (1) Where any property used for the conduct of the University is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the Council has the control and management of that property and is responsible for its maintenance.
- (2) Nothing in subsection (1) enables the Council to alienate, mortgage, charge or demise any land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).
- (3) Notwithstanding subsection (2), the Council may (on behalf of the Crown or a Minister of the Crown) lease land of which it has, pursuant to this section, the control and management.
- (4) Such a lease:
 - (a) shall be for a term not exceeding 21 years, and
 - (b) shall contain a condition that the lease shall not be assigned and such other conditions as the Council thinks fit.
- (5) The Council is, in the exercise of its functions under this section, subject to the control and direction of the Minister.

20 Acquisition of land

- (1) The Minister may, for the purposes of this Act, acquire land (including an interest in land) by agreement or by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.
- (2) The Minister may do so only if the University:

- (a) applies to the Minister for acquisition of the land, and
 - (b) makes provision to the satisfaction of the Minister for the payment of the purchase price or of compensation for compulsory acquisition (together with all necessary charges and expenses incidental to the acquisition).
- (3) For the purposes of the *Public Works Act 1912*, any acquisition of land under this section is taken to be for an authorised work and the Minister is, in relation to that authorised work, taken to be the Constructing Authority.
- (4) Sections 34, 35, 36 and 37 of the *Public Works Act 1912* do not apply in respect of works constructed under this section.

21 Grant or transfer of certain land to University

- (1) If land on which the University is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the land may:
 - (a) if it is vested in the Crown – be transferred to the University subject to such trusts, conditions, covenants, provisions, exceptions and reservations as the Minister for Natural Resources thinks fit, or
 - (b) if it is vested in a Minister of the Crown – be conveyed or transferred to the University for such estate, and subject to such trusts and rights of way or other easements, as the Minister in whom the land is vested thinks fit.
- (2) A conveyance, transfer or other instrument executed for the purposes of this section:
 - (a) is not liable to stamp duty under the *Stamp Duties Act 1920*, and
 - (b) may be registered under any Act without fee.

Division 3 Commercial activities

21A Definitions

In this Division:

the Guidelines means the guidelines approved for the time being under section 21B.

University commercial activity means:

- (a) any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University, and
- (b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the Guidelines to be a University commercial activity.

21B Guidelines for commercial activities

- (1) The Minister on the advice of the Treasurer may approve Guidelines requiring specified processes and procedures to be followed in connection with University commercial activities.
- (2) The Council may submit proposals for the Guidelines to the Minister for approval.
- (3) Without limitation, the Guidelines may contain provision for or with respect to the following in connection with University commercial activities:
 - (a) requiring feasibility and due diligence assessment,
 - (b) requiring the identification of appropriate governance and administrative arrangements (including as to legal structures and audit requirements),
 - (c) requiring the undertaking of risk assessment and risk management measures,
 - (d) regulating and imposing requirements concerning the delegation by the Council of any of its functions under this Act in connection with University commercial activities,
 - (e) declaring a specified activity to be a University commercial activity for the purposes of paragraph (b) of the definition of that expression in section 21A,
 - (f) establishing a protocol regarding the rights and responsibilities of members of the Council in relation to commercialisation, with a view to avoiding real or apparent conflicts of interest.
- (4) The Council must ensure that the Guidelines are complied with.

- (5) The Minister's power to approve Guidelines is not limited by any proposals for Guidelines submitted by the Council or any failure by the Council to submit proposals for the Guidelines.
- (6) Guidelines are approved by the Minister by giving notice in writing to the Council of the approved Guidelines. The power of the Minister on the advice of the Treasurer to approve Guidelines under this section includes the power to amend or rescind and replace the Guidelines from time to time.

21C Register of commercial activities

- (1) The Council is to maintain a Register of University commercial activities and is to enter and keep in the Register the following details of each of those activities:
 - (a) a description of the activity,
 - (b) details of all parties who participate in the activity,
 - (c) details of any appointment by or on behalf of the University to relevant boards or other governing bodies,
 - (d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with the Guidelines,
 - (e) such other details as the Guidelines may require.
- (2) The Guidelines may make provision for the following:
 - (a) exempting specified activities or activities of a specified class from all or specified requirements of this section,
 - (b) altering the details to be included in the Register in respect of specified activities or activities of a specified class,
 - (c) enabling related activities to be treated as a single activity for the purposes of the Register.
- (3) The Council must comply with any request by the Minister to provide the Minister with a copy of the Register or any extract from the Register.

21D Reports to Minister on commercial activities

- (1) The Minister may request a report from the Council as to University commercial activities or as to any particular University commercial activity or aspect of a University commercial activity.
- (2) The Council must provide a report to the Minister in accordance with the Minister's request.

21E Referral of matters to Ombudsman or Auditor-General

The Minister may refer a University commercial activity or any aspect of a University commercial activity (whether or not the subject of a report by the Council to the Minister):

- (a) to the Auditor-General for investigation and report to the Minister, or
- (b) as a complaint to the Ombudsman that may be investigated by the Ombudsman as a complaint under the *Ombudsman Act 1974*.

PART 5 GENERAL

22 Advance by Treasurer

The Treasurer may, with the approval of the Governor, advance to the Council money for the temporary accommodation of the University on such terms and conditions in relation to repayment and interest as may be agreed upon.

22A Stamp duty exemption

- (1) Unless the Treasurer otherwise directs in a particular case, neither the University nor the Council is liable to duty under the *Duties Act 1997*, in respect of anything done by the University or Council for the purposes of the borrowing of money or the investment of funds of the University under this Act.
- (2) The Treasurer may direct in writing that any other specified person is not liable to duty under the *Duties Act 1997* in respect of anything done for the purposes of the borrowing of money or the investment of funds of the University under this Act, and the direction has effect accordingly.

23 Financial year

The financial year of the University is:

- (a) if no period is prescribed as referred to in paragraph (b) – the year commencing on 1 January, or
- (b) the period prescribed by the by-laws for the purposes of this section.

24 No religious test or political discrimination

A person shall not, because of his or her religious or political affiliations, views or beliefs, be denied admission as a student of the University or be ineligible to hold office in, to graduate from or to enjoy any benefit, advantage or privilege of the University.

25 Exemption from membership of body corporate or Convocation

A student or graduate of the University or a member of staff of the University is entitled to be exempted by the Council, on grounds of conscience, from membership of the body corporate of the University or of Convocation, or both.

26 Re-appointment or re-election

Nothing in this Act prevents any person from being re-appointed or re-elected to any office under this Act if the person is eligible and otherwise qualified to hold that office.

27 Seal of University

The seal of the University shall be kept in such custody as the Council may direct and shall only be affixed to a document pursuant to a resolution of the Council.

28 By-laws

- (1) The Council may make by-laws, not inconsistent with this Act, for or with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to:
 - (a) the management, good government and discipline of the University,
 - (b) the method of election of members of the Council (other than the parliamentary members) who are to be elected,
 - (c) the manner and time of convening, holding and adjourning the meetings of the Council or Academic Board,
 - (d) the manner of voting (including postal voting or voting by proxy) at meetings of the Council or Academic Board,
 - (e) the functions of the presiding member of the Council or Academic Board,
 - (f) the conduct and record of business of the Council or Academic Board,
 - (g) the appointment of committees of the Council or Academic Board,
 - (h) the quorum and functions of committees of the Council or Academic Board,
 - (i) the resignation of members of the Council, the Chancellor, the Deputy Chancellor or the Vice-Chancellor,
 - (j) the tenure of office, stipend and functions of the Vice-Chancellor,
 - (k) the designation of members of staff of the University as academic staff, non-academic staff, full-time staff, part-time staff or otherwise,

- (l) the number, stipend, manner of appointment and dismissal of officers and employees of the University,
 - (m) admission to, enrolment in and exclusion from courses of studies,
 - (n) the payment of such fees and charges, including fines, as the Council considers necessary, including fees and charges to be paid in respect of:
 - (i) entrance to the University,
 - (ii) tuition,
 - (iii) lectures and classes,
 - (iv) examinations,
 - (v) residence,
 - (vi) the conferring of degrees and the awarding of diplomas and other certificates,
 - (vii) the provision of amenities and services, whether or not of an academic nature, and
 - (viii) an organisation of students or of students and other persons,
 - (o) the exemption from, or deferment of, payment of fees and charges, including fines,
 - (p) without limiting the operation of paragraphs (n) and (o), the imposition and payment of penalties for parking and traffic infringements,
 - (q) the courses of lectures or studies for, the assessments for and the granting of degrees, diplomas, certificates and honours and the attendance of candidates for degrees, diplomas, certificates and honours,
 - (r) the assessments for, and the granting of, fellowships, scholarships, exhibitions, bursaries and prizes,
 - (s) the admission of students and former students of other universities and institutions of higher education to any status within the University or the granting to graduates of such universities or institutions, or to other persons, of degrees or diplomas without examination,
 - (t) the establishment and conduct of places of accommodation for students (including residential colleges and halls of residence within the University) and the affiliation of residential colleges,
 - (u) the affiliation with the University of any educational or research establishment,
 - (v) the creation of faculties, schools, departments, centres or other entities within the University,
 - (w) the provision of schemes of superannuation for the officers and employees of the University,
 - (x) the form and use of academic costume,
 - (y) the form and use of an emblem of the University or of any body within or associated with the University,
 - (z) the use of the seal of the University, and
 - (aa) the making, publication and inspection of rules.
- (2) A by-law has no effect unless it has been approved by the Governor.

29 Rules

- (1) The by-laws may empower any authority (including the Council) or officer of the University to make rules (not inconsistent with this Act or the by-laws) for or with respect to any or all of the matters for or with respect to which by-laws may be made, except the matters referred to in sections 3 (2), 9 (5), 10 (2), 14 (1), 16 (1) (d) and (e), 23 and 28 (1) (b) and (k) and clauses 1 (d) and (e) and 3 of Schedule 1.
- (2) A rule:
- (a) has the same force and effect as a by-law, and
 - (b) may, from time to time, be amended or repealed by the Council (whether or not the Council is empowered to make such a rule), or by the authority or officer of the University for the time being empowered to make such a rule, and
 - (c) takes effect on the day on which it is published or on such later day as may be specified in the rule, and
 - (d) must indicate the authority or officer who made the rule and that it is made under this section.
- (3) In the event of an inconsistency between a by-law and a rule, the by-law prevails to the extent of the inconsistency.

- (4) The fact that a provision of this Act specifically provides for a matter to be the subject of by-laws (without mention of rules) does not prevent the matter from being the subject of rules made in accordance with this section.

30 Recovery of charges, fees and other money

Any charge, fee or money due to the University under this Act may be recovered as a debt in any court of competent jurisdiction.

31 Repeal etc.

- (1) The *University of Technology, Sydney Act 1987* and the *University of Technology, Sydney (Miscellaneous Provisions) Act 1987* are repealed.
- (2) The Council of the University of Technology, Sydney, as constituted immediately before the repeal of the *University of Technology, Sydney Act 1987*, is dissolved.
- (3) The persons holding office as members of the Council, Chancellor and Deputy Chancellor immediately before the repeal of the *University of Technology, Sydney Act 1987* cease to hold office as such on that repeal.

32 Savings and transitional provisions

Schedule 3 has effect.

SCHEDULE 1 PROVISIONS RELATING TO MEMBERS AND PROCEDURE OF THE COUNCIL

(Section 9)

1 Term of office

Subject to this Act, a member of the Council holds office:

- (a) in the case of a parliamentary member, until a Member of the House of Parliament that elected the member is elected as a replacement,
- (b) in the case of an official member, while the member holds the office by virtue of which he or she is a member,
- (c) in the case of an appointed member, for such term (not exceeding 4 years) as may be specified in the member's instrument of appointment,
- (d) in the case of an elected member referred to in section 9 (5) (a), (b), (c) or (c1), for such term (not exceeding 2 years) as may be prescribed by the by-laws, and
- (e) in the case of an elected member referred to in section 9 (5) (d), for such term (not exceeding 4 years) as may be prescribed by the by-laws.

2 Vacation of office

The office of a member of the Council becomes vacant if the member:

- (a) dies,
- (b) declines to act,
- (c) resigns the office by writing under his or her hand addressed:
 - (i) in the case of the parliamentary member who is a Member of the Legislative Council, to the President of the Legislative Council,
 - (ii) in the case of the parliamentary member who is a Member of the Legislative Assembly, to the Speaker of the Legislative Assembly,
 - (iii) in the case of an appointed member (other than a member appointed by the Council under section 9 (6)), to the Minister,

- (iv) in the case of an elected member or a member appointed by the Council under section 9 (6), to the Vice-Chancellor,
- (d) in the case of an appointed or elected member, becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes any assignment of his or her remuneration for their benefit,
- (e) in the case of an appointed or elected member, becomes a temporary patient within the meaning of the *Mental Health Act 1958*, a forensic patient within the meaning of the *Mental Health Act 1983* or a protected person within the meaning of the *Protected Estates Act 1983*,
- (f) is convicted in New South Wales of an offence that is punishable by penal servitude or imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable,
- (g) in the case of an appointed or elected member, is absent from 3 consecutive meetings of the Council of which reasonable notice has been given to the member personally or in the ordinary course of post, and is not, within 6 weeks after the last of those meetings, excused by the Council for his or her absence,
- (h) in the case of the parliamentary member elected by the Legislative Council:
 - (i) ceases to be a Member of that Council otherwise than by reason of section 22b (1) (c) of the *Constitution Act 1902*, or
 - (ii) ceases to be a Member of that Council by reason of section 22b (1) (c) of that Act and does not become a candidate at the next periodic Council election within the meaning of section 3 of that Act, or, as the case may be, becomes a candidate but is not elected,
- (i) in the case of the parliamentary member elected by the Legislative Assembly:
 - (i) ceases to be a Member of that Assembly otherwise than by reason of its dissolution or its expiration by effluxion of time, or
 - (ii) ceases to be a Member of that Assembly by reason of its dissolution or its expiration by effluxion of time and does not become a candidate at the next general election of Members of that Assembly or, as the case may be, becomes a candidate but is not elected,
- (j) in the case of an elected member, ceases to be qualified for election,
- (k) in the case of an appointed member (other than a member appointed by the Council under section 9 (6)), is removed from office by the Minister, or
- (l) in the case of a member appointed to the Council under section 9 (6), is removed from office by the Council.

3 Filling of vacancy in office of member

- (1) If the office of an appointed or elected member of the Council becomes vacant, a person shall, subject to this Act and the by-laws, be appointed or elected to fill the vacancy.
- (2) The by-laws may provide that, in such circumstances (other than expiration of term of office) as may be prescribed, a person shall be appointed or elected in such manner as may be prescribed instead of in the manner provided for by this Act.

4 Committees of the Council

- (1) The Council may establish committees to assist it in connection with the exercise of any of its functions.
- (2) It does not matter that any or all of the members of a committee are not members of the Council.
- (3) The procedure for the calling of meetings of a committee and for the conduct of business at those meetings shall be as determined by the Council or (subject to any determination of the Council) by the committee.

5 Liability of Council members and others

No matter or thing done or omitted to be done by:

- (a) the University, the Council or a member of the Council, or
- (b) any person acting under the direction of the University or the Council,

shall, if the matter or thing was done or omitted to be done in good faith for the purpose of executing this or any other Act, subject a member of the Council or a person so acting personally to any action, liability, claim or demand.

6 General procedure

The procedure for the calling of meetings of the Council and for the conduct of business at those meetings shall, subject to this Act and the by-laws, be as determined by the Council.

7 Presiding member

- (1) The Chancellor shall preside at all meetings of the Council at which the Chancellor is present.
- (2) At any meeting of the Council at which the Chancellor is not present, the Deputy Chancellor shall preside and, in the absence of both the Chancellor and the Deputy Chancellor, a member elected by and from the members present shall preside.
- (3) Except as provided by subclause (4), at the meetings of a committee constituted by the Council a member appointed by the Council (or, if no member is so appointed, elected by and from the members present) shall preside.
- (4) At any meeting of a committee constituted by the Council at which the Chancellor is present, the Chancellor is entitled, if he or she so desires, to preside at that meeting.

8 Quorum

At any meeting of the Council, a majority of the total number of members for the time being of the Council constitutes a quorum.

9 Voting

A decision supported by a majority of the votes cast at a meeting of the Council at which a quorum is present is the decision of the Council.

SCHEDULE 2 INVESTMENT

(Section 16)

1 Definition of 'funds'

For the purposes of this Schedule, the funds of the University include funds under the control of the University and real property, securities or other property comprising an investment.

2 Investment powers

- (1) The Council may invest the funds of the University in any manner approved by the Minister from time to time by order in writing with the concurrence of the Treasurer.
- (2) The Minister is to maintain a Register of approvals in force under this clause. The Register is to be open to inspection by any person on payment of such fee as the Minister may require.
- (3) A certificate issued by the Minister certifying as to an approval in force under this clause is evidence of the matter certified.

2A Funds managers

- (1) The Council may, with the written approval of the Treasurer and in accordance with that approval, engage an approved funds manager to act in relation to the management of the funds of the University.
- (2) An approved funds manager is a person designated as an approved funds manager for the University in the Treasurer's approval.
- (3) The Treasurer's approval may be given only on the recommendation of the Minister and may be given subject to terms and conditions.
- (4) An approved funds manager may on behalf of the Council, subject to any terms and conditions of the Treasurer's approval, invest funds of the University in any investment in which the funds manager is authorised to invest its own funds or other funds.
- (5) The terms and conditions of an approval under subclause (4) are to restrict the investment powers of an approved funds manager in connection with the University to the investments in which the funds of the University may be invested under clause 2.

3 Investment common funds

- (1) The Council may establish one or more investment common funds.
- (2) The Council may from time to time, without liability for breach of trust, bring into or withdraw from any such investment common fund the whole or any part of trust funds or other funds of the University.
- (3) Subject to subclause (4), the Council must periodically distribute the income of each investment common fund among the funds participating in the common fund, having regard to the extent of the participation of each fund in the common fund during the relevant accounting period.
- (4) The Council may, if it considers it expedient to do so, from time to time add some portion of the income of an investment common fund to the capital of the common fund or use some portion of the income to establish or augment a fund or funds as a provision against capital depreciation or reduction of income.
- (5) If an investment is brought into an investment common fund:
 - (a) the University is to be taken to hold that investment on behalf of and for the benefit of the common fund instead of the participating trust fund or other fund, and
 - (b) that participating fund is to be taken to have contributed to the common fund an amount of money equivalent to the value attributed to the investment by the Council at the time it is brought into the common fund, and
 - (c) on the withdrawal of that participating fund from the common fund, the amount of money to be withdrawn is to be the amount equivalent to the value attributed by the Council to the equity in the common fund of that participating fund at the time of withdrawal.
- (6) The inclusion of an investment common fund of trust funds does not affect any trust to which those trust funds (or money attributed to them) are subject.
- (7) On the withdrawal of trust funds from an investment common fund, the funds (or money attributed to them) continue to be subject to the trust.

4 Terms of trust to prevail

In respect of the trust funds of the University:

- (a) the investment powers of the Council, and
- (b) the power of the Council to bring the trust funds into an investment common fund,

are subject to any express direction in or express condition of the trust.

SCHEDULE 3 SAVINGS AND TRANSITIONAL PROVISIONS

(Section 32)

Part 1 Interim Council

1 Interim Council of the University¹

- (1) Pending the commencement of section 9, the Council shall consist of:
 - (a) the Chancellor (if the Chancellor is not otherwise a member of the Council),
 - (b) the Vice-Chancellor,
 - (c) the person for the time being holding the office of:
 - (i) presiding member of the Academic Board (if that person is not the Vice-Chancellor), or
 - (ii) deputy presiding member of the Academic Board (if the presiding member is the Vice-Chancellor),
 - (d) the person who held office immediately before the commencement of this clause as the Principal of the Kuring-gai College of Advanced Education, and
 - (e) not more than 16 persons appointed by the Minister.
- (2) The members of the Council shall, subject to this Act, hold office until the Council is duly constituted under section 9.
- (3) If a Council is duly constituted under section 9 before the expiration of 2 years from the commencement of this clause, the person referred to in subclause (1) (d) shall, until the expiration of that period, be taken to be an official member of the Council so constituted.
- (4) The first meeting of the Council shall be convened by the first Vice-Chancellor who shall preside at all meetings of the Council until a Chancellor is elected.
- (5) The Council shall make all necessary by-laws and take all necessary steps to ensure, as far as possible, that a Council is duly constituted under section 9 so as to take office within 12 months after the commencement of this clause or within such extended time as is specified in a proclamation at any time during that period of 12 months.

- (6) The provisions of this Act (except clause 1 of Schedule 1) applicable to the Council or the members of the Council apply to the Council as constituted in accordance with this clause or the members holding office under this clause.
- (7) Nothing in this Act prevents the Council from being constituted in accordance with this clause before the commencement of section 4 and, if the Council is so constituted, it may exercise its functions (as far as is practicable) even though the University has not yet been established under this Act.

2 Chancellor

- (1) The Council constituted under this Part shall:
 - (a) at its first meeting or as soon as practicable thereafter, and
 - (b) whenever a vacancy in the office of Chancellor occurs,
 elect a person (whether or not a member of the Council) to be Chancellor of the University.
- (1A) The Chancellor elected under this clause does not assume office before the commencement of section 4 otherwise than for the purpose of exercising his or her functions as a member of the Council.
- (2) The Chancellor elected under this clause shall, subject to this Act, hold office until a Chancellor is duly elected under section 10.
- (3) Section 10 (1) and (2) do not apply to or in respect of the Chancellor elected under this clause.

3 Deputy Chancellor

- (1) The Council constituted under this Act shall:
 - (a) at its first meeting or as soon as practicable thereafter, and
 - (b) whenever a vacancy in the office of Deputy Chancellor occurs,
 elect one of its members to be Deputy Chancellor of the University.
- (1A) The Deputy Chancellor elected under this clause does not assume office before the commencement of section 4.
- (2) The Deputy Chancellor elected under this clause shall, subject to this Act, hold office until a Deputy Chancellor is duly elected under section 11.

¹ See Gazette No. 109 of 31.8.1990, p7846

- (3) Section 11 (1) and (2) do not apply to or in respect of the Deputy Chancellor elected under this clause.

4 First Vice-Chancellor

- (1) The first Vice-Chancellor shall be the person who, immediately before the commencement of this clause, held office as the Vice-Chancellor of the University of Technology, Sydney.
- (2) The first Vice-Chancellor shall be taken to have been appointed for the residue of his or her term of office as Vice-Chancellor immediately before that commencement.
- (3) Section 12 (2) does not apply to or in respect of the first Vice-Chancellor.

Part 2 Savings

5 University a continuation of the old University

The University is a continuation of, and the same legal entity as, the University of Technology, Sydney, established by the *University of Technology, Sydney, Act 1987*.

6 Convocation

- (1) Convocation includes:
- past members of the governing body of any of the former institutions that have, pursuant to this Act or to the *Higher Education (Amalgamation) Act 1989* or otherwise, become a part of the University, and
 - graduates of any of those institutions.
- (2) In this clause, a reference to a former institution includes a reference to any predecessor of the institution.

7 Saving of delegations

Any delegation made or taken to have been made by the Council of the University of Technology, Sydney under the *University of Technology, Sydney, Act 1987* shall be taken to be a delegation under this Act by the Council.

8 Existing investments

Nothing in this Act affects the validity of any investment made on behalf of the University before the commencement of Schedule 2.

8A Conduct of elections etc.

- (1) For the purpose only of enabling the Council to be duly constituted on or after the commencement of section 9, elections

may be conducted and appointments made before that commencement as if:

- the whole of this Act, and
- sections 16 and 24 of the *Higher Education (Amalgamation) Act 1989*,

were in force.

- (2) A member who is elected or appointed to the Council under this clause does not assume office before the commencement of section 9.

8B Control and direction

The governing bodies of:

- the University of Technology, Sydney, established under the *University of Technology, Sydney, Act 1987*,
- the Kuring-gai College of Advanced Education, and
- the Institute of Technical and Adult Teacher Education,

are subject to the control and direction of the Council pending the dissolution of those bodies.

9 By-laws

Any by-laws in force immediately before the commencement of this clause under the *University of Technology, Sydney, Act 1987*:

- continue in force as if they had been made by the Council, and
- may be amended and revoked accordingly.

10 Validation relating to elections

Any act, matter or thing done in relation to the conduct of elections referred to in Chapter 3 of the *University of Technology, Sydney, By-law 1990* before the commencement of that By-law that would have been validly done if that By-law were then in force, is validated.

11 Visitor

- (1) Section 13 (2) extends to disputes and other matters arising before the commencement of this clause.
- (2) However, if an inquiry by or at the direction of the Visitor into a dispute or other matter has commenced or been completed before the commencement of this clause, the dispute or other matter is to be dealt with and determined as if the *University Legislation (Amendment) Act 1994* had not been enacted.

12 Effect of the *University Legislation (Amendment) Act 1994* on existing by-laws and rules

- (1) Any by-law made or taken to have been made under this Act and in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the by-law was made.
- (2) Any rule in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the *University Legislation (Amendment) Act 1994*, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the rule was made.

Part 3 Provisions consequent on enactment of *Universities Legislation Amendment (Financial and Other Powers) Act 2001*

13 Investment powers

Until an order is made under clause 2 of Schedule 2 (as substituted by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001*), approval is taken to have been given by order under that clause to the investment by the Council of any funds of the University in any manner that the Council was authorised to invest those funds immediately before the Council ceased to be an authority for the purposes of Part 3 (Investment) of the *Public Authorities (Financial Arrangements) Act 1987*.

14 Validation

Any act or omission occurring before the substitution of section 6 by the *Universities Legislation Amendment (Financial and Other Powers) Act 2001* that would have been valid had that section as so substituted been in force from the commencement of that section as originally enacted is (to the extent of any invalidity) taken to be, and always to have been, valid.

NOTES

The following abbreviations are used in the tables of Acts and amendments:

Am	amended
cl	clause
cll	clauses
Div	Division
GG	Government Gazette
Ins	inserted
No	number
P	page
PP	pages
Rep	repealed
Sch	Schedule
Sec	section
Secs	sections
Subdiv	Subdivision
Subst	substituted

TABLE OF ACTS

University of Technology, Sydney, Act 1989 No 69. Assented to 23.5.1989. Date of commencement, Part 2, secs 9–13, 2325 and 31 and cll 5–7 and 9 of Sch 3 excepted, 1.9.1989, sec 2 and GG No 92 of 1.9.1989, p6368; date of commencement of Part 2, secs 10–13, 23–25 and 31 and cll 5–7, 8A, 8B and 9 of Sch 3, 1.1.1990, sec 2 and GG No 124 of 22.12.1989, p11036, date of commencement of sec 9, 1.11.1990, sec 2 and GG No 133 of 26.10.1990, p9427. This Act has been amended as follows:

- | | | |
|------|--------|--|
| 1989 | No 130 | <i>Miscellaneous Acts (Higher Education) Repeal and Amendment Act 1989</i> . Assented to 30.8.1989.
Date of commencement of the provisions of Sch 2 relating to the <i>University of Technology, Sydney, Act 1989</i> , assent, sec 2 (1). |
| | No 179 | <i>Universities Legislation (Investment) Amendment Act 1989</i> . Assented to 14.12.1989.
Date of commencement, assent, sec 2. |
| | No 226 | <i>Statute Law (Miscellaneous Provisions) Act (No 3) 1989</i> . Assented to 21.12.1989.
Date of commencement of the provision of Sch 2 relating to the <i>University of Technology, Sydney, Act 1989</i> , assent, sec 2. |
| 1990 | No 108 | <i>Statute Law (Miscellaneous Provisions) Act (No 2) 1990</i> . Assented to 13.12.1990.
Date of commencement of the provision of Sch 1 relating to the <i>University of Technology, Sydney, Act 1989</i> , assent, sec 2. |
| 1992 | No 57 | <i>Statute Law (Miscellaneous Provisions) Act (No 2) 1992</i> . Assented to 8.10.1992.
Date of commencement of the provision of Sch 2 relating to the <i>University of Technology, Sydney, Act 1989</i> , assent, Sch 2. |
| 1994 | No 16 | <i>University Legislation (Amendment) Act 1994</i> . Assented to 10.5.1994.
Date of commencement of item (1) of the provisions of Sch 1 relating to the <i>University of Technology, Sydney, Act 1989</i> and so much of item (5) of those provisions as inserts cl 11 of Sch 3 to that Act, 10.6.1994, sec 2 and GG No 78 of 10.6.1994, p2761; date of commencement of item (2) of those provisions, 9.9.1994, sec 2 and GG No 115 of 9.9.1994, p5635; date of commencement of items (3) and (4) of those provisions and so much of item (5) as inserts cl 12 of Sch 3 to that Act, 1.11.1994, sec 2 and GG No 139 of 14.10.1994, p6252. |
| | No 95 | <i>Statute Law (Miscellaneous Provisions) Act (No 2) 1994</i> . Assented to 12.12.1994.
Date of commencement of the provisions of Sch 1 relating to the <i>University of Technology, Sydney, Act 1989</i> , 10.2.1995, Sch 1 and GG No 14 of 10.2.1995, p734. |
| 1995 | No 16 | <i>Statute Law (Miscellaneous Provisions) Act 1995</i> . Assented to 15.6.1995.
Date of commencement of the provisions of Sch 2 relating to the <i>University of Technology, Sydney, Act 1989</i> , 12.12.1994, Sch 2. |
| 1996 | No 24 | <i>Financial Institutions (Miscellaneous Amendments) Act 1996</i> . Assented to 21.6.1996.
Date of commencement, 12.7.1996, sec 2 and GG No 84 of 12.7.1996, p3984. |
| 1999 | No 94 | <i>Crimes Legislation Amendment (Sentencing) Act 1999</i> . Assented to 8.12.1999.
Date of commencement of sec 7 and Sch 5, 1.1.2000, sec 2 (1) and GG No 144 of 24.12.1999, p12184. |
| 2001 | No 101 | <i>Universities Legislation Amendment (Financial and Other Powers) Act 2001</i> .
Assented to 11.12.2001.
Date of commencement, 1.3.2002, sec 2 and GG No 56 of 1.3.2002, p1470. |

TABLE OF AMENDMENTS

Sec 3	Am 1989 No 130, Sch 2; 2001 No 101, Sch 8 [1].
Sec 6	Subst 2001 No 101, Sch 8 [2].
Sec 7	Subst 2001 No 101, Sch 8 [3].
Sec 9	Am 1989 No 130, Sch 2; 1994 No 95, Sch 1; 1995 No 16, Sch 2.
Sec 13	Subst 1994 No 16, Sch 1.
Sec 16	Am 1996 No 24, Sch 1; 2001 No 101, Sch 8 [4]–[11].
Sec 16A	Ins 2001 No 101, Sch 8 [12].
Sec 17	Am 1989 No 130, Sch 2.
Secs 17A, 17B	Ins 2001 No 101, Sch 8 [13].
Sec 18	Am 1994 No 16, Sch 1.
Sec 20	Subst 1992 No 57, Sch 2.
Part 4, Div 3(secs 21A–21E)	Ins 2001 No 101, Sch 8 [14].
Sec 22A	Ins 2001 No 101, Sch 8 [15].
Sec 28	Am 1994 No 16, Sch 1.
Sec 29	Subst 1994 No 16, Sch 1.
Sch 1	Am 1995 No 16, Sch 2; 1999 No 94, sec 7 (2) and Sch 5, Part 2; 2001 No 101, Sch 8 [16].
Sch 2	Subst 1989 No 179, Sch 1. Am 2001 No 101, Sch 8 [17].
Sch 3	Am 1989 No 130, Sch 2; 1989 No 226, Sch 2; 1990 No 108, Sch 1; 1994 No 16, Sch 1; 2001 No 101, Sch 8 [18].



10. UNIVERSITY OF TECHNOLOGY, SYDNEY, BY-LAW 1995

Chapter 1 – Preliminary	270
Chapter 2 – The Council	271
Division 1 – The Chancellor	271
Division 2 – Election of Members	271
Chapter 3 – Membership of Convocation	279
Chapter 4 – Rules	280
Division 1 – Rules relating to Academic Board	280
Division 2 – Rules relating to Convocation	280
Division 3 – Rules generally	280
Chapter 5 – Miscellaneous	281
Notes	282
Table of Provisions	282

“His Excellency the Governor, with the advice of the Executive Council, and in pursuance of the *University of Technology, Sydney, Act 1989* has been pleased to approve the By-law made by the Council of the University of Technology, Sydney, and set forth hereunder.”

John Aquilina
Minister for Education and Training

CHAPTER 1 – PRELIMINARY

1 Citation

This By-law may be cited as the *University of Technology, Sydney, By-law 1995*.

2 Commencement

This By-law commences on 1 January 1996.

3 Application

This By-law applies to and in respect of the University of Technology, Sydney, as constituted by the *University of Technology, Sydney, Act 1989*.

4 Definitions

(1) In this By-law and in a rule:

‘**Chancellor**’ means the Chancellor of the University;

‘**Deputy Chancellor**’ means the Deputy Chancellor of the University;

‘**Deputy Vice-Chancellor**’ means a Deputy Vice-Chancellor of the University;

‘**Pro-Vice-Chancellor**’ means a Pro-Vice-Chancellor of the University;

‘**Registrar**’ means the Registrar of the University;

‘**rule**’ means a rule made under section 29(1) of the Act;

‘**student**’ means a person enrolled as a candidate proceeding to a degree, diploma or other award course of the University, and includes both an undergraduate student and a postgraduate student;

‘**the Act**’ means the *University of Technology, Sydney, Act 1989*;

‘**Vice-Chancellor**’ means the Vice-Chancellor of the University.

(2) For the purposes of this By-law, a person is a member of the fractional-time academic or non-academic staff if the person is employed, otherwise than on a casual or temporary basis, to perform a proportion of the duties that a full-time person employed in the same classification would normally be required to perform in a 12-month period.

(3) For the purposes of this By-law and the rules, a person is a senior officer of the University if the person is any of the following:

(a) the Vice-Chancellor;

(b) a Deputy Vice-Chancellor;

(c) a Pro-Vice-Chancellor;

(d) (omitted)

(e) the Registrar

(f) the holder of such other office in the University as the Council, by resolution, designates for the purposes of this subclause.

Note: Pursuant to By-law 4(3)(f), by Council resolution COU/02/130 (10.10.02) the Executive Director and Vice-President (University Enterprises) and the Chief Financial Officer were each designated ‘a senior officer of the University’.

(4) In the absence of a person who has been appointed to an office in the University by virtue of some other office held by him or her, whether in the University or elsewhere, any person acting in that other office holds that appointment *ex officio*, unless the Council resolves otherwise.

5 Notes

Notes do not form part of this By-law.

CHAPTER 2 – THE COUNCIL

Division 1 – The Chancellor

6 Term of office of Chancellor

For the purposes of section 10(2) of the Act, the term of office of the Chancellor is 4 years from the date of his or her election.

Notes:

1. Section 11(2) of the University of Technology, Sydney, Act 1989 provides that the term of office of the Deputy Chancellor is 2 years from the date of his or her election.
2. The Chancellor and Deputy Chancellor are to be elected according to procedures determined by the Council (sections 10 (Chancellor) and 11 (Deputy Chancellor) of, and clause 6 (General procedure) of Schedule 1 to, the Act). The relevant procedures are set out in the rules.

Division 2 – Election of Members

7 Returning Officer

- (1) An election referred to in this Chapter is to be conducted by the Registrar who is to be the Returning Officer for the election.
- (2) The Returning Officer may appoint a Deputy Returning Officer (with such powers as the Returning Officer may determine) and other persons to assist the Returning Officer in the conduct of all or any part of an election referred to in this Chapter.
- (3) The Returning Officer's decision is, subject to the Act and this By-law, final on all matters affecting the eligibility of candidates, the conduct and results of an election and such other matters as may from time to time affect the conduct of elections.

8 Rolls

- (1) The Returning Officer is to keep the following:
 - (a) for the purposes of section 9(5)(a) of the Act – a Roll of Academic Staff containing the names and addresses of those persons who are classified as full-time or fractional-time members of the academic staff of the University;
 - (b) for the purposes of section 9(5)(b) of the Act – a Roll of Non-Academic Staff containing the names and addresses of those persons who are classified as full-time or fractional-time

members of the non-academic staff of the University;

- (c) for the purposes of section 9(5)(c) of the Act – a Roll of Undergraduate Students containing the names and addresses of those persons enrolled in courses that are listed in the register of undergraduate courses of the University with a minimum duration of one year full-time or equivalent;
- (d) for the purposes of section 9(5)(c1) of the Act – a Roll of Postgraduate Students containing the names and addresses of those persons enrolled in courses that are listed in the register of postgraduate courses of the University with a minimum duration of one year full-time or equivalent;
- (e) for the purposes of section 9(5)(d)(iii) of the Act – a Roll of Convocation:
 - (i) containing the names and addresses of each member of Convocation who has notified the Returning Officer in writing that he or she wishes to have his or her name included in the Roll and who has provided the Returning Officer with a statement of the qualifications by virtue of which the person is entitled to be a member of Convocation; and
 - (ii) indicating those members of Convocation who are graduates of the University.
- (2) The Returning Officer is to cause to be published at least once every calendar year in such daily newspapers as the Returning Officer considers appropriate an advertisement inviting persons who are suitably qualified to notify the Returning Officer of their wish to have their names entered in the Roll of Convocation.

9 Qualification for election as member of academic staff

For the purposes of section 9(5)(a) of the Act, in respect of a person seeking election as a member of the academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Academic Staff of the University at the time specified in the notice referred to in clause 14 for the close of nominations for the election.

10 Qualification for election as member of non-academic staff

For the purposes of section 9(5)(b) of the Act, in respect of a person seeking election as a member of the non-academic staff of the University, the prescribed qualification is that the person's name is entered in the Roll of Non-Academic Staff of the University at the time specified in the notice referred to in clause 14 for the close of nominations for the election.

11 Qualification for election as undergraduate student

For the purposes of section 9(5)(c) of the Act, in respect of a person seeking election as an undergraduate student of the University, the prescribed qualifications are that the person's name:

- (a) is entered in the Roll of Undergraduate Students; and
- (b) is not entered in the Roll of Academic Staff or the Roll of Non-Academic Staff, at the time specified in the notice referred to in clause 14 for the close of nominations for the election.

12 Qualification for election as postgraduate student

For the purposes of section 9(5)(c1) of the Act, in respect of a person seeking election as a postgraduate student of the University, the prescribed qualifications are that the person's name:

- (a) is entered in the Roll of Postgraduate Students; and
- (b) is not entered in the Roll of Academic Staff or the Roll of Non-Academic Staff, at the time specified in the notice referred to in clause 14 for the close of nominations for the election.

13 Qualification for election as member of Convocation

- (1) For the purposes of section 9(5)(d) of the Act, in respect of a person seeking election as a member of Convocation, the prescribed qualifications are that:
 - (a) the person is a member of Convocation; and
 - (b) the person's name is not entered in the Roll of Academic Staff, the Roll of Non-Academic Staff, the Roll of Undergraduate Students or the Roll of Postgraduate Students, at the time

specified in the notice referred to in clause 14 for the close of nominations for the election.

- (2) The persons whose names are listed in the Roll of Convocation referred to in clause 8(e)(i) are to elect the Convocation members of the Council.
- (3) Despite the other provisions of this clause, if:
 - (a) a casual vacancy in the office of an elected member of Convocation arises; and
 - (b) none of the other elected members of Convocation is a graduate of the University;
 eligibility to stand for election to fill the vacancy is limited to those members of Convocation who are graduates of the University.

14 Call for nominations

- (1) If an election of members of the Council is necessary, the Returning Officer must publish a notice referred to in this clause on the official noticeboards on the premises of the University and:
 - (a) in the case of an election of staff members of the Council, must send or deliver a copy of the notice to each person whose name is in the relevant roll of staff of the University; and
 - (b) in the case of an election of student members of the Council, must publish or cause to be published such copies of the notice in such manner as is considered necessary to inform the persons whose names are in the relevant roll of students of the University of its contents; and
 - (c) in the case of an election of Convocation members of the Council, must publish the notice in such daily newspapers as the Returning Officer considers necessary and must send or deliver a copy of the notice to each person whose name is in the Roll of Convocation.
- (2) A notice referred to in this clause must:
 - (a) state that an election is necessary; and
 - (b) invite nominations of persons for election; and
 - (c) specify the form in which nominations must be made; and

- (d) specify a date and time by which nomination papers must reach the Returning Officer; and
 - (e) specify how ballot papers may be obtained; and
 - (f) specify a date and time by which ballot papers must reach the Returning Officer; and
 - (g) contain such other information relating to the election as the Returning Officer thinks fit (which might include, for example, details of the number of vacancies to be filled and of the terms of office of the members of the Council to be elected).
- (3) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University or the Roll of Convocation did not sight a notice or a copy of a notice, or did not receive a copy of a notice, referred to in this clause.

15 Schedule of dates for Council elections

In the conduct of an election of members of the Council, the Returning Officer must allow:

- (a) between the publication of the notice under clause 14(1) stating that an election is necessary and the date and time specified under clause 14(2)(d) for the receipt of nominations – not less than 14 and not more than 28 days; and
- (b) between the date and time specified under clause 14(2)(d) for the receipt of nominations and the issue of ballot papers under clause 20 – not more than 28 days; and
- (c) between the issue of ballot papers under clause 20 and the date and time specified under clause 14(2)(f) by which ballot papers so issued must reach the Returning Officer – not less than 14 and not more than 28 days.

16 Making of nominations

- (1) Nominations of candidates for an election of members of the Council must be made by sending or delivering nomination papers to the Returning Officer.
- (2) A nomination paper must be signed by 2 persons entitled to vote at the election for which the candidate is nominated and must be endorsed with or accompanied

by the written consent of the person nominated.

- (3) There must be a separate nomination paper for each candidate.
- (4) The nomination paper for a candidate for election as a Convocation member of the Council must state whether or not the nominee is a graduate of the University.
- (5) A candidate may provide with the nomination paper a statement of not more than 150 words containing information relating to the candidate that he or she wishes to supply. That information may include, for example, the following:
 - (a) full name;
 - (b) faculty, school or department;
 - (c) academic qualifications and experience;
 - (d) positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure.
- (6) Statements containing more than 150 words will not be accepted. The Returning Officer (or a person appointed by the Returning Officer) is to edit all statements supplied to ensure that they contain no defamatory or offensive material. The edited statements are to be printed and distributed with the ballot papers.
- (7) The Returning Officer must reject a nomination paper if satisfied that:
 - (a) the nomination is not duly made; or
 - (b) the person nominated is not eligible to be elected.
- (8) The Returning Officer must, within 4 days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the nomination paper, notifying the person of the acceptance or rejection of the nomination.

17 Dealing with nominations of Convocation members

- (1) This clause applies in the case of an election of Convocation members of the Council.
- (2) If one only of the nominees is a graduate, the Returning Officer must declare that nominee elected.
- (3) If none of the nominees is a graduate, the Council is, following such consultation as the Council considers appropriate, to

appoint a graduate as a member of the Council, and the person appointed is taken to have been elected as prescribed by this By-law.

- (4) If there are fewer than 4 nominees, the Returning Officer must declare the nominee or nominees to be elected.
- (5) If there are 4 nominees only and:
 - (a) at least one of the nominees is a graduate – the Returning Officer must declare the nominees to be elected; or
 - (b) none of the nominees is a graduate – subclause (3) applies and there must be a ballot to elect the 3 other Convocation members.
- (6) If there are more than 4 nominees and:
 - (a) more than one of the nominees is a graduate – there must be a ballot to elect the 4 Convocation members; or
 - (b) one only of the nominees is a graduate – subclause (2) applies and there must be a ballot of the remaining nominees to elect the 3 other Convocation members; or
 - (c) none of the nominees is a graduate – subclause (3) applies and there must be a ballot to elect 3 Convocation members.
- (7) In this clause:

‘graduate’ means a graduate of the University;

‘nominee’ means a person whose nomination for election as a Convocation member of the Council has been accepted.

18 Dealing with other nominations

- (1) This clause applies in the case of an election of members other than Convocation members of the Council.
- (2) If no more than 2 nominations of persons for election as academic staff members of the Council are accepted, the Returning Officer must declare the person or persons nominated to be elected. If more than 2 nominations are accepted, there must be a ballot.
- (3) If no more than one nomination of persons for election to the Council as:
 - (a) the non-academic staff member; or
 - (b) the undergraduate student member; or
 - (c) the postgraduate student member, is accepted in any of those categories,

the Returning Officer must declare the person nominated to be elected. If more than one nomination is accepted in any category, there must be a ballot in the category concerned.

19 Form of ballot

A ballot for a Council election must be a secret ballot using the optional preferential system.

20 Conduct of ballot

- (1) The Returning Officer must, if there is to be an election for staff members of the Council, send or deliver a ballot paper to each person whose name is in the relevant roll of staff of the University.
- (2) The Returning Officer must, if there is to be an election for student members of the Council:
 - (a) publish in such manner as the Returning Officer considers necessary a notice specifying the dates and times of polling, the location of polling booths and any other relevant information; and
 - (b) establish on the University premises polling booths attended, during the dates and times for polling, by persons appointed by the Returning Officer for the purpose of issuing a ballot paper to each person who requests one and is recognised by one of the appointed attendants as being a person whose name is in the relevant roll of students of the University; and
 - (c) forward a ballot paper to each person whose name is in the relevant roll of students of the University if the person has applied for the issue of a ballot paper by post and the application has been received not later than 10 days before the date of the election.
- (3) The Returning Officer must, if there is to be an election for Convocation members of the Council, send or deliver a ballot paper to each person whose name is in the Roll of Convocation.
- (4) Following receipt of a written application, the Returning Officer may, on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.

- (5) An election is not invalid only because a person whose name is in the relevant roll of staff or students of the University or the Roll of Convocation did not receive a ballot paper.
- (6) In this clause, a reference to a person's name being in a relevant roll of staff or students of the University or the Roll of Convocation is a reference to the person's name being in the roll concerned at the time specified in the notice referred to in clause 14 for the close of nominations for the relevant election.

21 Notice to accompany ballot paper

With each ballot paper issued in respect of a Council election, there must also be issued:

- (a) a notice setting out how the ballot paper is to be completed and specifying the date and time by which ballot papers for that election must reach the Returning Officer; and
- (b) 2 envelopes, one marked 'Ballot Paper' and the other addressed to the Returning Officer on the inside of which must be printed a form of declaration of identity and of entitlement to vote to be signed by the voter.

22 Contents of ballot paper

- (1) Each ballot paper must contain the names of the candidates in the order drawn at random by the Returning Officer or by a person appointed by the Returning Officer for the purposes of the election and must be initialled by the Returning Officer or by a person appointed by the Returning Officer.
- (2) The ballot paper for the election of Convocation members must clearly identify as such the candidates who are graduates of the University.

23 Method of voting

Each voter must mark a vote on the ballot paper by placing the figure '1' in the square opposite the name of the candidate to whom the voter desires to give first preference vote, and may place consecutive figures (commencing with the figure '2') in the squares opposite the names of any of the remaining candidates, so as to indicate by numerical sequence the order of the voter's preference for them.

24 Voting at staff and Convocation elections

- (1) In the case of an election of staff members or Convocation members of the Council, each voter must send or deliver to the Returning Officer the ballot paper enclosed and sealed in the envelope marked 'Ballot Paper' which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a form of declaration of identity and entitlement to vote on the inside.
- (2) In the case of an election of staff members or Convocation members of the Council, all envelopes received by the Returning Officer under this clause must be deposited in the relevant ballot box.

25 Voting at student elections

- (1) Subject to subclauses (2) and (3), in the case of an election of student members of the Council, any student who has been recognised, by a person appointed by the Returning Officer to attend a polling booth, as being a person whose name is in the relevant roll of students of the University and whose name is then marked on a copy of that roll to signify the issue of a ballot paper, must be provided with a ballot paper.
- (2) A student provided with a ballot paper who desires to vote at a polling booth must, in the presence of a person appointed by the Returning Officer, deposit the vote in the relevant ballot box provided for the purpose at the polling booth.
- (3) A student who has been forwarded a ballot paper under clause 20(2)(c) and who wishes to vote must send or deliver to the Returning Officer the ballot paper enclosed and sealed in an envelope marked 'Ballot Paper' which must be enclosed and sealed in another envelope addressed to the Returning Officer, with a form of declaration of identity and entitlement to vote on the inside.
- (4) Despite subclause (3), a student referred to in that subclause may vote by depositing the ballot paper forwarded to the student in the relevant ballot box at a polling booth.

26 Envelopes and ballot papers not to be opened

- (1) All envelopes received by the Returning Officer under clause 24 or 25 must remain unopened until the close of the ballot.
- (2) A ballot box referred to in clause 24 or 25 must remain unopened until the close of the ballot.

27 Procedure on close of ballot

As soon as practicable after the close of the ballot, the Returning Officer or a person appointed by the Returning Officer must:

- (a) open the ballot boxes; and
- (b) open the envelopes addressed to the Returning Officer and received before the time specified under clause 14(2)(f); and
- (c) if the declaration of identity is duly signed by a qualified voter, place the unopened envelope containing the ballot paper with other similar envelopes; and
- (d) open the envelopes referred to in paragraph (c) and take out the ballot papers; and
- (e) count the votes, and ascertain the result of the ballot, in the manner set out in clauses 28-32.

28 Informal ballot papers

- (1) A ballot paper is informal if it has on it any mark or writing that, in the opinion of the Returning Officer, will enable any person to identify the voter.
- (2) A ballot paper is informal if not initialled under clause 22.
- (3) A ballot paper is informal if the voter has not indicated a clear preference for at least one candidate.
- (4) Despite any other provision of this clause, a ballot paper is not informal only because any figures placed on the ballot paper are not placed in or entirely in the squares opposite the candidates' names, if the figures are placed on the ballot paper in such positions as, in the opinion of the Returning Officer, clearly indicate the order of the voter's preference for the candidates.

29 Nomination of scrutineers

- (1) Each candidate is entitled to nominate one scrutineer to be present at the count.

- (2) A person is not to be a scrutineer in an election in which he or she is a candidate.

30 Secrecy of ballot to be maintained

- (1) The result of the count must remain confidential until the declaration of poll by the Returning Officer.
- (2) The Returning Officer, any person appointed by the Returning Officer or any scrutineer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

31 Manner of counting votes and ascertaining result of ballot

In this Division:

'**an absolute majority of votes**' means a greater number than one-half of the whole number of formal ballot papers counted;

'**continuing candidate**' means a candidate not already excluded from the count;

'**determine by lot**' means determine in accordance with the following directions:

- (a) the names of the candidates concerned must be written on separate and similar slips of paper;
- (b) the slips must be folded so as to prevent identification and mixed and drawn at random;
- (c) the candidate whose name is first drawn must be excluded.

32 Determination of result of ballot

- (1) If a ballot has been held for the purpose of an election the result of the ballot must be determined as provided in this clause.
- (2) The Returning Officer must count the total number of ballot papers and exclude any informal papers.
- (3) The Returning Officer must count the number of first preference votes given for each candidate.
- (4) The candidate who has received the largest number of first preference votes must, if that number constitutes an absolute majority of votes, be declared by the Returning Officer to be elected.
- (5) If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes must be excluded and each of the ballot papers counted to that

candidate must be counted to the continuing candidate next in order of the voter's preference.

- (6) If on any count 2 or more candidates have an equal number of votes and one of them has to be excluded, the candidate to be excluded must be determined as follows:
- (a) if the count is the first made in connection with the ballot, the Returning Officer must determine by lot which of those candidates is to be excluded;
 - (b) if the count is the second or subsequent count made in connection with the ballot:
 - (i) that candidate must be excluded who had the least number of votes at the last count at which one of those candidates received fewer votes than each of the others; or
 - (ii) the Returning Officer must determine by lot which of those candidates is to be excluded, if at all preceding counts no one of those candidates received fewer votes than each of the others.
- (7) The process of excluding the candidate who has the fewest votes and counting each of the ballot papers counted to that candidate to the continuing candidate next in order of the voter's preference must (subject to subclauses (8) and (9)) be continued:
- (a) until one continuing candidate has an absolute majority of votes in which event that candidate must be declared by the Returning Officer to be elected; or
 - (b) until all candidates but one have been excluded in which event the remaining candidate must be declared elected.
- (8) If, in an election of 4 Convocation members:
- (a) 3 candidates have been declared elected; and
 - (b) none of those declared elected is a graduate of the University, the fourth and any subsequent continuing candidate who is not such a graduate must be excluded until there is a continuing candidate who is such a graduate, and that continuing candidate must be declared elected.

- (9) If at any point during any particular count after the first preference votes have been counted, the candidate next in order of a voter's preference is not indicated or cannot be ascertained, that ballot paper must, from that point onwards, be excluded from that particular count and the total of the ballot papers counted must be amended accordingly. The ballot paper must, however, be reinstated in any later counts carried out in accordance with subclause (10).
- (10) If any further position remains to be filled, all excluded candidates must be reinstated with their first preference votes credited and each of the ballot papers counted to the elected candidate or candidates must be counted to the reinstated candidate next in order of the voter's preference as if it were a first preference vote.
- (11) The procedures described in subclauses (4) to (10) apply until all vacancies are filled.

33 Term of office of elected members of Council

For the purposes of clause 1(d) and (e) of Schedule 1 to the Act, the elected members of the Council hold office for the following periods:

- (a) the members who are elected as members of the academic staff of the University hold office for 2 years;
- (b) the member who is elected as a member of the non-academic staff of the University holds office for 2 years;
- (c) the members who are elected as students of the University hold office for 2 years;
- (d) the members who are elected as members of Convocation hold office for 4 years.

34 Casual vacancy in office of elected member of Council

- (1) In the event that a casual vacancy in the office of a member of the Council elected pursuant to section 9(5) of the Act occurs:
 - (a) if less than a quarter of that member's term of office remains, the Council is, as soon as practicable after the vacancy occurs, to appoint a person qualified to hold that office under section 9(5) of the Act for the remainder of the term of office; or

- (b) subject to clause 36, if the remainder of that member's term of office is or exceeds a quarter of the term of office, the Returning Officer is to conduct an election among those persons qualified to vote at such an election in accordance with the Act and this By-law to fill the vacancy for the balance of the term of office.
- (2) An election referred to in subclause (1)(b) is to be conducted as soon as practicable after the vacancy occurs (or, in a case to which clause 35 applies, from some earlier time in accordance with that clause).

35 Election in anticipation of resignation

- (1) Any member of the Council who intends to resign in circumstances that would create a vacancy to which clause 34(1)(b) would apply if the resignation took effect as intended is under a duty to notify the Returning Officer as soon as practicable of:
- (a) his or her intention to resign; and
 - (b) the date from which the resignation is intended to take effect.
- (2) On receipt of any such notification the Returning Officer, even though the resignation has not taken effect, may in accordance with the rules for the conduct of elections proceed to conduct an election to fill the anticipated vacancy. This subclause does not, however, apply to a vacancy to which clause 36 applies.
- (3) The election of a new member of the Council in accordance with subclause (2) does not take effect, and the result of any such election is not to be made public, until after the incumbent member's resignation takes effect.

36 Casual vacancy in office of Convocation member of Council

- (1) In the event that a casual vacancy in the office of a member of the Council elected pursuant to section 9(5)(d)(iii) of the Act occurs within the first 12 months of the term of that office, the vacancy is to be filled (subject to subclause (2)) by the candidate, if any, who, in the election immediately preceding the occurrence of the vacancy, received the greatest number of votes of the candidates who were not elected.

- (2) If none of the remaining Convocation members of the Council is a graduate, the vacancy is to be filled:
- (a) by the graduate, if any, who, in the election immediately preceding the occurrence of the vacancy, received the greatest number of votes of the graduate candidates who were not elected;
 - or
 - (b) if there were no graduates among the candidates not elected – in accordance with clause 17(3).
- (3) The procedure referred to in this clause must not be used to fill more than 2 vacancies in separate offices of members elected at the same election arising within the first 12 months of the term of office.
- (4) In this clause, 'graduate' means a graduate of the University.

37 Appointment of additional member of Council

For the purpose of section 9(6) of the Act, an additional member of the Council may be appointed at a meeting of the Council convened by the Registrar, of which the Registrar has given at least 7 days' notice by posting or delivering to each member a notice stating:

- (a) the date, time and place of the meeting; and
- (b) that an additional member is to be appointed at the meeting.

Notes:

1. The additional member is to be appointed according to procedures determined by the Council (clause 6 (General procedure) of Schedule 1 to the *University of Technology, Sydney, Act 1989*).
2. Clause 1(c) of Schedule 1 to the Act provides that an appointed member of the Council holds office 'for such term (not exceeding 4 years) as may be specified in the member's instrument of appointment'.

CHAPTER 3 – MEMBERSHIP OF CONVOCATION

38 Graduates of University

For the purposes of section 3(2) of the Act:

- (a) an associate diploma or certificate received on completion of a course with a minimum duration of one year full-time or its equivalent; and
- (b) an honorary degree, is prescribed.

Note:

Section 3(2) of the *University of Technology, Sydney, Act 1989* is to the effect that a graduate of the University is a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded by the University, by or on behalf of any former institution that has become part of the University or by any predecessor of any such institution.

This clause prescribes certain awards and certificates for the purposes of that section.

The ‘former institutions’ of the University are the following:

- (a) the New South Wales Institute of Technology;
- (b) the Design School of the Sydney College of the Arts;
- (c) the Kuring-gai College of Advanced Education;
- (d) the Sydney College of Advanced Education Institute of Technical and Adult Teacher Education,

and any predecessors of such institutions.

39 Prescribed staff members of Convocation

Pursuant to section 14(1)(c) of the Act, Convocation includes persons who are:

- (a) members of the academic staff of the University appointed on a fractional-time basis; or
- (b) members of the non-academic staff of the University appointed on a full-time or fractional-time basis.

40 Prescribed additional members of Convocation

In addition to the persons on whom membership is conferred by the Act or this Chapter, Convocation includes the following:

- (a) past members of the Councils of any of the predecessors of the University and of the Councils of the Kuring-gai College of Advanced Education and the Sydney College of Advanced Education, including past members of the governing bodies of the predecessors of each of those institutions;

- (b) those persons who have been admitted to membership of Convocation by virtue of section 14(1)(c) of the Act and who have ceased employment after serving for not less than 5 years as members of the staff of the University;
- (c) Professors Emeriti and recipients of honorary awards of the University, if not otherwise members of Convocation;
- (d) such other persons as are considered by the Council to have given conspicuous service to the University or to be specially qualified to advance the interests of the University and who are admitted, by resolution of Council, as members of Convocation.

41 Exemption from membership

The Council may exempt any person, on grounds of conscience, from membership of Convocation.

CHAPTER 4 – RULES

Division 1 – Rules relating to Academic Board

42 Definition

In this Division, 'Board' means the Academic Board referred to in section 15 of the Act.

43 Rules with respect to Board

The Council may make rules:

- (a) for or with respect to the constitution, functions and determination of the membership of the Board; and
- (b) regulating, or providing for the regulation of, the functions of the Board.

44 Board may make rules

The Board may from time to time make rules for or with respect to:

- (a) the manner and time of convening, holding and adjourning its meetings; and
- (b) the conduct of business and the manner of voting at its meetings; and
- (c) the establishment of committees of the Board and the quorum, powers and duties of such committees.

Division 2 – Rules relating to Convocation

45 Council may make rules

The Council may from time to time make rules for or with respect to the powers and functions of Convocation and of any committees of Convocation.

Division 3 – Rules generally

46 Rules made by Council

- (1) The Council may make rules (not inconsistent with the Act or this By-law) for or with respect to any matter for or with respect to which by-laws may be made, except the matters referred to in sections 3(2), 9(5), 10(2), 14(1), 16(1)(d) and (e), 23 and 28(1)(b) and (k) of, and clauses 1(d) and (e) and 3 of Schedule 1 to, the Act.
- (2) Without limiting subclause (1), the Council may make rules for or with respect to the following:

- (a) the conduct of elections (other than the method of election of members of the Council);
- (b) the conduct of Council and other meetings;
- (c) the appointment, promotion, resignation and termination of services of members of staff (but not their designation as academic staff, non-academic staff, full-time staff, part-time staff or otherwise);
- (d) the terms and conditions on which students may be enrolled in any course of study and permitted to continue undertaking any course of study;
- (e) staff and student discipline;
- (f) penalties for breaches of discipline;
- (g) the constitution and procedures of any Appeal Committee established by the Council for the purpose of hearing any appeals against penalties imposed by the Vice-Chancellor for a breach of discipline;
- (h) the examinations for, and the conferring of, degrees and other awards;
- (i) the examinations for, and the awarding of, fellowships, scholarships, bursaries and prizes;
- (j) the classes of students who are eligible to have degrees and other awards conferred on them or diplomas or other certificates awarded to them;
- (k) the form of diplomas and other certificates awarded by the University;
- (l) the conduct and attendance of students at classes, in the library and in other facilities of the University;
- (m) the use of the library and other facilities of the University by members of staff, students and other persons;
- (n) the manner in which a member of staff or student may be required to establish his or her identity;
- (o) the times at which fees (including fees for tuition and examinations, fees for the awarding of diplomas and other certificates and fees relating to the use of the library and other facilities of the University) become due and payable;

- (p) the collection, waiver and postponement of fees;
- (q) the affiliation with the University of educational and research establishments and residential colleges.

47 Rules made by Vice-Chancellor

- (1) The Vice-Chancellor may make rules, not inconsistent with the rules made by the Council, for or with respect to the good conduct of the University.
- (2) Without limiting subclause (1), the Vice-Chancellor may make rules for or with respect to:
 - (a) any matter specified in clause 46(2); and
 - (b) any other matter with respect to which the Vice-Chancellor is permitted or required by this By-law to make rules.

48 Promulgation of rules

- (1) A rule made by the Council or by the Vice-Chancellor must be promulgated by means of a notice displayed on each of the official noticeboards of the University.
- (2) A rule takes effect on the day following that on which it is promulgated in accordance with subclause (1) or on such later day as may be specified in the rule.
- (3) The Registrar must ensure that the rules are published in an official publication of the University.
- (4) Failure to comply with subclause (3) does not invalidate any rule.
- (5) In the event of an inconsistency between the rules made by the Council and the rules made by the Vice-Chancellor, the rules made by the Council prevail.

CHAPTER 5 – MISCELLANEOUS

49 Transitional provision

The person who, on the commencement of this By-law, holds office as the postgraduate student member of the Council is taken to have been elected to that office for a period that expires on 31 October 1996.

49A Construction of references

A reference in any document of any kind to the University Secretary of the University is taken to be a reference to the Registrar.

50 Repeal

- (1) The *University of Technology, Sydney, By-law 1990* is repealed.
- (2) Any act, matter or thing that, immediately before the repeal of the *University of Technology, Sydney, By-law 1990*, had effect under that By-law is taken to have effect under this By-law.

NOTES

Table of Provisions

Chapter 1 – Preliminary

1. Citation
2. Commencement
3. Application
4. Definitions
5. Notes

Chapter 2 – The Council

Division 1 – The Chancellor

6. Term of office of Chancellor

Division 2 – Election of Members

7. Returning Officer
8. Rolls
9. Qualification for election as member of academic staff
10. Qualification for election as member of non-academic staff
11. Qualification for election as undergraduate student
12. Qualification for election as postgraduate student
13. Qualification for election as member of Convocation
14. Call for nominations
15. Schedule of dates for Council elections
16. Making of nominations
17. Dealing with nominations of Convocation members
18. Dealing with other nominations
19. Form of ballot
20. Conduct of ballot
21. Notice to accompany ballot paper
22. Contents of ballot paper
23. Method of voting
24. Voting at staff and Convocation elections
25. Voting at student elections
26. Envelopes and ballot papers not to be opened
27. Procedure on close of ballot
28. Informal ballot papers
29. Nomination of scrutineers
30. Secrecy of ballot to be maintained

31. Manner of counting votes and ascertaining result of ballot
32. Determination of result of ballot
33. Term of office of elected members of Council
34. Casual vacancy in office of elected member of Council
35. Election in anticipation of resignation
36. Casual vacancy in office of Convocation member of Council
37. Appointment of additional member of Council

Chapter 3 – Membership of Convocation

38. Graduates of University
39. Prescribed staff members of Convocation
40. Prescribed additional members of Convocation
41. Exemption from membership

Chapter 4 – Rules

Division 1 – Rules relating to Academic Board

42. Definition
43. Rules with respect to Board
44. Board may make rules

Division 2 – Rules relating to Convocation

45. Council may make rules

Division 3 – Rules generally

46. Rules made by Council
47. Rules made by Vice-Chancellor
48. Promulgation of rules

Chapter 5 – Miscellaneous

49. Transitional provision
- 49a. Construction of references
50. Repeal

Explanatory Note:

The object of this By-law is to repeal and remake, in a shorter form, the *University of Technology, Sydney, By-law 1990*. Various provisions of the current By-law are, in future, to be dealt with in the Rules of the University. The provisions concerned include those relating to the Vice-Chancellor, the seal and emblem of the University, the powers and duties of the Academic Board and discipline.

The new By-law includes matter arising out of recent changes to the *University of Technology, Sydney, Act 1989* (for example, the new requirement that at least one of the four members of Convocation who are elected to the Council of the University be a graduate of the University).

The By-law deals with the following:

- (a) the Council of the University, including the election of those of the Council's members who are elected and the terms of office of the members (clauses 6–37);
- (b) membership of Convocation (clauses 38–41);
- (c) rules that may be made (clauses 42–48);
- (d) miscellaneous matters (clauses 49 and 50);
- (e) matters of a formal and technical nature (clauses 1–5).



11. RULES OF THE UNIVERSITY

Rules of the University relating to students ...	286	3.4 Master's degree by thesis students	313
1.1 Categories of students	286	3.5 Doctoral degree students	320
1.2 Interpretation	286	3.6 Higher Doctorates	328
1.3 Application of these Rules	286	Rules relating to the Appeals Committees of Academic Board	330
Rules of the University relating to students enrolled in all award courses	288	3.7 Constitution	330
2.1 Registration and enrolment	288	3.8 Coursework Students Appeals Committee	330
2.2 Payment of fees, charges and money	289	3.9 Postgraduate Research Students Appeals Committee	330
2.3 Student Identity Card	290	3.10 Professional Experience Appeals Committee	331
2.4 Conduct of students	290	3.11 Appeals Committee (Non-disclosure) ...	332
2.5 Attendance requirements	292	Rules relating to general procedures for Appeals Committees of Academic Board	333
2.6 Noticeboards	292	3.12 Procedures for Appeals	333
2.7 Correspondence	292	3.13 Decision	333
2.8 Change of address	292	Rules of the University relating to students enrolled in external award courses	334
2.9 Students' work	292	3.14 External award student – individual enrolment	334
2.10 Variations in study programs	293	3.15 External award student – contract enrolment	335
2.11 Leave of absence	294	Rules of the University relating to non-award students	335
2.12 Course transfer	294	4.1 Extension students	335
2.13 Withdrawal from a course	294	Rules relating to Discipline and Appeals for students	337
2.14 Readmission to the University	295	Division 1 – Student discipline	337
2.15 Examinations	295	Division 2 – Student appeals	347
2.16 Examination timetables	295	General Rules of The University	349
2.17 Conduct of examinations	296	G1 – Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor	349
2.18 Illness or misadventure during a formal examination	296	G2 – Rules on election of Chancellor and Deputy Chancellor and for Academic Board and Faculty Board elections	351
2.19 Absence from entire formal examination	297	G3 – Rules relating to the Academic Board ...	353
2.20 Special examinations	297	G4 – Rules relating to staff discipline and appeal committees	357
2.21 Illness or misadventure during a Teaching Period	297	G5 – Deleted	360
2.22 Medical certificates	297	G6 – Rules relating to the use of the University Library	360
2.23 Academic misconduct including examination malpractice	297	G7 – Rule on intellectual property	364
2.24 Deleted	299	G8 – The seal and the University emblem	365
2.25 Appeal against assessment grades	299	G9 – Register of delegations	365
2.26 Deleted	300	G10 – Witnessing and witnessed statements ..	365
2.27 Awards and graduation	300	G11 – Equipment loans	365
2.28 Recognition of prior learning	302	G12 – Official publications	367
2.29 Grading of awards	302		
2.30 University medals	303		
2.31 Subject requirements	303		
Rules relating to students enrolled in particular award courses	304		
3.1 Undergraduate award students	304		
Academic progression	306		
3.2 Graduate Certificate/Graduate Diploma students	308		
3.3 Master's degree by coursework students	311		

The Rules published in this Calendar are the authorised Rules of the University at the time of print. The Rules are updated from time to time and amendments made to the Rules published online as soon as practicable at:

www.uts.edu.au/div/publications/policies/rules/contents.html

It is recommended that readers consult the online Rules to confirm the currency of any relevant Rules.

RULES OF THE UNIVERSITY RELATING TO STUDENTS

These Rules are made pursuant to clause 46 (2) (d), (e), (f), (g), (h), (i), (j), (l), (n), (o) and (p) of the By-law.

1.1 Categories of students

Students of the University are registered in one of the following enrolment categories:

1.1.1 Award students

(a) University award:

Students proceeding to an award of the University in an approved course:

- undergraduate students
- Graduate Certificate students
- Graduate Diploma students
- Master's by coursework students (including Master's (Honours) by coursework)
- Master's by thesis students (including Master's (Honours) by thesis)
- Doctoral students

(b) External award:

Students enrolled in a course leading to an award at another tertiary institution:

- individual enrolment students
- contract enrolment students

1.1.2 Non-award students

- (a) Non-award subject:
 - extension subject students
- (b) Non-award courses:
 - extension course students

1.2 Interpretation

1.2.1 Any officers, committees or boards of the University authorised or required under these Rules to exercise any authority, duty or responsibility may nominate another officer or committee to exercise that authority, duty or responsibility.

1.2.2 In these Rules:

- (a) 'Responsible Academic Officer' means a person appointed as such by the Vice-Chancellor or the Deputy Vice-Chancellor (Academic) on the advice of the Dean and such other persons as the Vice-Chancellor approves;
- (b) 'Teaching Period' means Autumn semester, Spring semester, Summer session, or any other Teaching Period approved by the Vice-Chancellor; and 'semester' means Autumn semester or Spring semester;
- (c) A reference to a 'Faculty', 'Dean' and 'Faculty Board' shall be taken to include a reference to such other organisational units, positions and University bodies as the Vice-Chancellor designates in writing. The Vice-Chancellor may make such designation for the purpose of specific rules, groups of rules, or these rules generally;
- (d) A reference to an official University form or notice shall be taken to include both a printed hard-copy form or notice and a form or notice authorized by the Registrar and published for access via the University website.

1.3 Application of these Rules

1.3.1 Except to the extent provided in 1.3.2 below, these Rules apply to all students who have been admitted by the University, and who are enrolled in a UTS course including a UTS course

conducted by, or in partnership with, another Institution.

1.3.2 The application of some or all of these Rules may be excluded in the case of students who are enrolled in a UTS course which is conducted in conjunction with another University or educational Institution of an appropriate standing whether in Australia or off-shore in the following circumstances:

- (i) This is provided for in a formal agreement between UTS and the University or Institution and that agreement also provides that the Rules (see 1 below), or specified components of them, of the other University or Institution are expressly made to apply to the students undertaking the UTS course.
- (ii) The Vice-Chancellor certifies that the Rules of the other University or Institution to be so applied are appropriate and will adequately protect the interests of UTS and the students undertaking the course.
- (iii) The formal agreement specified in 1.3.2(i) above provides for the Registrar of UTS to be supplied with a copy of the specified Rules of the other University or Institution as certified by the Vice-Chancellor. The Registrar shall maintain an up-to-date Register of such Rules, of the relevant provisions of all agreements relating to this Rule, and of the Vice-Chancellor's certification under (ii) above.

1.3.3 Students will be subject to the Rules of the approved Institution for the duration of their studies at that Institution only and in the specified UTS course(s). Students who transfer to UTS to continue study in the specified course(s) will then be subject to the Rules of UTS from the time of transfer.

1.3.4 In cases where the provision of 1.3.2 apply, the Rules of the other University or other Institution which have been specified to apply will have the full force and effect as Rules of UTS for the purposes of the students in the relevant courses. Responsibility for

the administration of such Rules shall be specified in the respective agreement between UTS and the other University or Institution, including responsibility for each University or Institution to notify the other of the application of particular Rules to particular students, and of all changes to such Rules.

1.3.5 Notwithstanding anything to the contrary, the Council of UTS, on the advice of the Academic Board, may where the circumstances are sufficiently serious to warrant it, revoke or modify any specification of Rules made under 1.3.2, above. Details of any such revocation must be kept on the Register specified in 1.3.2(iii) above. All agreements between UTS and another University or Institution which provide for the application of Rules under 1.3.2 above must also provide for their possible revocation under this clause.

¹ In the context of another Institution, a Rule may be defined as a documented requirement or regulation.

RULES OF THE UNIVERSITY RELATING TO STUDENTS ENROLLED IN ALL AWARD COURSES

2.1 Registration and enrolment

2.1.1 Students shall be deemed to be registered students in the University from the time they complete their first enrolments in an award course and are given a student number until they:

- (a) complete the course; or
- (b) withdraw from the course; or
- (c) are excluded from the course; or
- (d) fail to enrol or re-enrol in the course by the time notified to them by the Registrar, in which case they will be deemed to have withdrawn from the course;

or their registration is otherwise withdrawn or terminated in accordance with the Rules of the University.

2.1.2 Registered students shall become enrolled students on payment of all fees and charges due.

2.1.3 Students shall be deemed to be enrolled in the subjects approved on their current enrolment forms, subject to any variations later approved under the Rules of the University.

2.1.4 Students are required to complete and lodge an enrolment form by the time notified to them by the Registrar.

2.1.5 Students who wish to lodge an enrolment form after the published enrolment time will, if permitted to do so, be liable for payment of the late fee prescribed by the Registrar unless:

- (a) approval for late enrolment has previously been obtained from the Registrar; or
- (b) they are able to show, to the satisfaction of the Registrar, that their late enrolment is caused by circumstances beyond their reasonable control.

2.1.6 Admission

(a) Except where otherwise provided for by the Rules, an application for admission must be made in accordance with University policy and procedures

(b) Except where otherwise provided for by the Rules, an offer of admission is made by the Registrar, or nominee

(c) The Registrar must maintain a Register of the persons authorized to make an offer of admission.

2.1.7 Deferment of enrolment

Unless Academic Board has resolved otherwise in respect of a particular course, all undergraduate courses at UTS will offer deferred entry for 12 months following written application to the Registrar. An offer of enrolment is guaranteed subject to an applicant not enrolling in any other undergraduate or postgraduate degree, diploma or associate diploma at a tertiary institution during the period of deferment. Approval for an extension of deferment beyond the approved period is not automatic and will be considered by the relevant Dean or nominee.

2.1.8 Withdrawal of offer and cancellation of enrolment

Applicants for admission to a course of study who provide untrue or incomplete information, including failure to disclose all previous study as required on the application form, may have their offer withdrawn and their enrolment cancelled by the Registrar or his or her nominee, in any case where the provision of untrue or incomplete information results in:

- (a) the advantage of the applicant and/or inequitable treatment of other applicants; or
- (b) an incorrect assessment of the applicant's meeting of the admission criteria or standards.

2.1.9 Appeal

2.1.9.1 A student may appeal against withdrawal of their offer and cancellation of enrolment under Rule 2.1.8.

2.1.9.2 An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within two weeks of the date of notification.

2.1.9.3 In normal circumstances, the grounds for appeal are:

- (a) procedural irregularities; and/or
 - (b) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's ability to provide complete and true information.
- 2.1.9.4 The Registrar shall refer the appeal to the Deputy Vice-Chancellor (Academic). The Deputy Vice-Chancellor (Academic) may seek the recommendation of the Dean and other relevant members of staff. The Deputy Vice-Chancellor (Academic) shall then forward his or her recommendation, and the advice received, to the Registrar.
- 2.1.9.5 If the recommendation of the Deputy Vice-Chancellor (Academic) is that the appeal be upheld, the student shall have the cancelled enrolment reinstated and be advised of this by the Registrar. If the recommendation is to dismiss the appeal, the Registrar shall refer the appeal to an Appeals Committee (Non-disclosure), constituted under Rule 3.11, for consideration and decision.
- 2.1.9.6 A student whose appeal is dismissed shall have the withdrawal of offer and cancellation of enrolment confirmed by the Registrar.
- ## 2.2 Payment of fees, charges and money
- 2.2.1 Students registered in courses or subjects in the University are required to pay all due fees, charges, debts and any other specified amount properly incurred by a student, including without limitation the subscription fees of student organisations as determined by Council or the Vice-Chancellor; repayment of any loan made by the University; any specified amount determined under the Rules Relating to Discipline and Appeals for Students.
- 2.2.2 (a) All fees and charges must be paid on or before the date published by the Registrar;
- (b) All debts and any other specified amounts must be paid on or before the date due.
- 2.2.3 Registered students granted approved leave of absence for the entire calendar year are not required to pay fees and charges levied on an annual or Teaching Period basis during the period of leave, provided that the application for leave is lodged on or before the HECS census date of Autumn semester of the year in which the fees and charges were paid or due.
- 2.2.4 Registered students granted approved leave of absence for an entire Teaching Period are not required to pay fees and charges levied on a Teaching Period basis during the period of leave, provided that the application for leave is lodged on or before the HECS census date of the relevant Teaching Period.
- 2.2.5 Registered students granted approved leave of absence for a period less than the entire calendar year are required to lodge an enrolment form when they resume their studies and pay all due fees and charges on or before the published date.
- 2.2.6 Students may be required to pay tuition fees determined by the University; such fees to be paid on or before the date published by the Registrar, a late payment fee may be levied if course fee accounts remain outstanding for a period greater than two weeks after the due date published by the Registrar.
- 2.2.7 In cases of hardship or other special circumstances, the Registrar will consider applications for an extension of time to pay fees, charges, debts or any other specified amount due up to the final date for payment. Such applications must state the reasons why payment cannot be made and the duration of the extension sought.
- 2.2.8 Students who:
- (a) do not comply with regulations concerning the use of University facilities; or
 - (b) are indebted to the University because of non-payment of any due fee or charge; or
 - (c) fail to make the agreed repayment of any loan made by the University; or

- (d) fail to pay any debt or any other specified amount due, shall have their academic results withheld and shall not be permitted to re-enrol or to graduate until the obligation under the Rules has been met or the indebtedness has been discharged or the repayments or payments made or alternative arrangements have been made to the satisfaction of the Registrar.

- 2.2.9 Registered students who have not paid all due fees, charges, debts and any other specified amount by the final date for payment or who have not obtained an extension of time to pay fees, charges, debts or any other specified amount shall have their registration in their courses terminated.
- 2.2.10 Where the notification of any scholarship is delayed it is the responsibility of the student to pay all due fees, charges, debts and any other specified amount by the final date for payment.

2.2.11 Exclusion from examination etc. for unpaid fees

Except as otherwise provided by the Rules, the Registrar:

- (a) may exclude a student from any examination; or
- (b) may exclude a student from any class; or
- (c) may exclude a student from the library or any other facility of the University; or
- (d) may withhold from a student the results of any examination or other assessment; or
- (e) may do any combination of those things,

if any fee due and payable to the University by the student is unpaid.

2.2.12 Waiver of service or other fees

Where eligible students seek to have all or part of any service or other fee payable for a particular Teaching Period waived, the Registrar may grant a waiver in appropriate circumstances.

2.2.13 Service fee payable to faculties

Faculties may set the level of the faculty component of any service fee payable in respect of all subjects in each of the courses offered by the faculty within the limits for such fees as approved by Council from time to time.

- 2.2.14 Students may contest decisions taken pursuant to Rules 2.2.8, 2.2.9 and 2.2.11. Such statements must be in writing and state the grounds for contesting the decision and be lodged with the Registrar.

2.3 Student Identity Card

- 2.3.1 All new students are issued on enrolment with an Identity Card showing their student number. Students are required to carry their Identity Card at all times while on University premises and at such other locations as may be prescribed in the requirements for their courses. Students are required to produce their Identity Cards on demand of an employee or authorised agent of the University.

- 2.3.2 Lost Identity Cards will be replaced upon payment of the fee prescribed by the Registrar.

- 2.3.3 Without limiting the generality of 2.3.1, students are required to present their student identity card on demand of an employee or authorised agent of the University when:

- (a) gaining entry to an examination room (Rule 2.17.3);
- (b) borrowing books from the University Library (Rule G6);
- (c) borrowing University equipment (Rule G11);
- (d) proving their identity as a student of the University with current entitlement to access to, and use of, the University's facilities, equipment and amenities in general or in particular.

2.4 Conduct of students

- 2.4.1 Students shall comply with the By-law, Rules and policies of the University.

- 2.4.2 Whilst on the premises of the University or engaged in any activity related

to their study at the University, students shall comply with any reasonable directive given to them by an officer of the University, and shall maintain an acceptable standard of conduct.

- 2.4.3 No student, nor any other person on behalf of a student, shall knowingly submit to the University a document that:
- (a) is falsely signed; or
 - (b) contains any forged signature; or
 - (c) is a false, untrue or misleading statement.

2.4.4 Where the Dean has reason to believe it is necessary in relation to a registered student who is enrolled in a course which includes required professional experience, the Dean shall have the student's preparedness to participate in, or his/her suitability to continue to participate in, such professional experience assessed by the student's Responsible Academic Officer, in consultation with the appropriate external supervisor (if any). Professional experience includes:

- clinical education, practical teaching, practical child care or other work experience;
- learning experiences involving potentially dangerous laboratories or similar University facilities.

2.4.5 Where the Responsible Academic Officer, in consultation with the appropriate external supervisor (if any), considers that a student so assessed is not ready to proceed with or is unsuitable to continue any part of the required professional experience on its scheduled commencement, the Responsible Academic Officer may defer or re-schedule the student's participation.

The Responsible Academic Officer must advise the student in writing of the decision within three business days of making it.

Where the deferral of a student's participation in any part of the required professional experience would have the effect of preventing the student from continuing his/her course the Responsible Academic Officer, with

the agreement of the Dean, may refer the matter, with an appropriate recommendation, to the Vice-Chancellor, who shall take such action as he/she deems appropriate.

The Vice-Chancellor must advise the student in writing of any decision he/she makes within three business days of making it.

2.4.6 Appeal procedure

2.4.6.1 A student may appeal to the Professional Experience Appeals Committee against any decision taken by the Vice-Chancellor pursuant to Rule 2.4.5.

2.4.6.2 An appeal must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within three weeks of the date of notification.

2.4.6.3 In normal circumstances the grounds for appeal are:

- (a) procedural irregularities which are of such a nature and extent that they are likely to have had a significant negative impact on a decision in relation to the student's ability to continue or participate in the required professional experience;
- (b) the existence of mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance which were not known at the time of making the decision, which are of such a nature and extent to make it likely that the student could complete the professional experience in the future;
- (c) the decision was based on factual errors of such magnitude as to invalidate the decision;
- (d) the conclusion as to the student's suitability for further professional experience was manifestly unreasonable, taking account of all the circumstances of the matter and the relevant professional standards and practices.

2.4.6.4 The Registrar shall refer the appeal to the Vice-Chancellor for any written comment that the Vice-Chancellor

wishes to make. The Vice-Chancellor may seek advice from the relevant Dean and other relevant members of staff. The Vice-Chancellor shall then forward his or her comments, and the advice received, to the Registrar.

- 2.4.6.5 The Registrar shall then refer the Vice-Chancellor's comments to the student for the student to provide a written response. The student's response must reach the Registrar within 10 days of the date of notification. The Registrar shall then refer the student's appeal, the Vice-Chancellor's comments and the student's response to the Professional Experience Appeals Committee, constituted under Rule 3.10, for consideration and decision.
- 2.4.7 If the Vice-Chancellor considers the conduct of a student may prejudice the good order and government of the University or may interfere with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University, the Vice-Chancellor may (irrespective of whether disciplinary proceedings have been instituted) require the student to comply with such conditions as agreed in writing between them. A breach of the agreed conditions may be treated as a breach of discipline.

2.5 Attendance requirements

- 2.5.1 Students who do not satisfy the prescribed attendance requirements for a subject may be refused permission by the Responsible Academic Officer to be considered for assessment, to attempt an assessment task, or to sit for examination in that subject.
- 2.5.2 In cases of illness, or other circumstances beyond their reasonable control, students may be excused from attendance at classes on application in writing lodged with the Registrar.
- 2.5.3 The granting of an exemption from attendance at classes does not carry with it exemption from payment of any fees or charges, nor does it imply exemption from, or concessions relating to, assessment or examinations.

2.6 Noticeboards

Official University notices shall be displayed by the Registrar on noticeboards on each campus. Students shall acquaint themselves with the contents of those notices which concern them. Misreading or misunderstanding of official information will not be accepted as a reason for students being unaware of matters so notified.

2.7 Correspondence

All correspondence shall be addressed to the Registrar. Students should quote their student number.

2.8 Change of address

Students shall notify the Registrar, in writing, of any change in their address as soon as possible. The University will not accept responsibility if official communications fail to reach a student who has not notified the Registrar of a change of address.

2.9 Students' work

- 2.9.1 The University reserves the right to retain the original or one copy of any work executed by a student as part of their course including, but not limited to, drawings, models, designs, plans and specifications, essays, and theses, for any of the purposes designated in Rule 2.9.2. Such retention is not to affect any copyright or other intellectual property right that may exist in such student work.
- 2.9.2 An item of a student's work may be retained by the University for any internal or external purpose including, but not limited to, the following:
- (i) evaluation, assessment and/or marking
 - (ii) teaching case study material
 - (iii) assessment appeal proceedings (pursuant to the Rules relating to Appeal Against Assessment Grades)
 - (iv) student disciplinary proceedings (pursuant to the Rules relating to Discipline and Appeals for Students)

- (v) where otherwise necessary to satisfy the University's quality assurance requirements
- (vi) accreditation, quality assurance and external examination
- (vii) exhibition, publication, promotions (subject to the University's Intellectual Property Policy)
- (viii) where otherwise necessary to protect the legal interests and obligations of the University.

2.9.3 In cases where the University exercises, or wishes to exercise, its right under Rule 2.9.2 (ii) or (vii), the student shall be given notice of the intended period of retention of the student's work and the purpose, or purposes, for which the work may be retained, and the opportunity to consent or object to the use of the student's work. Notice is deemed to be sufficient if these Rules and the notice under them are contained in the subject outline.

2.9.4 In cases where a student objects to the retention of an item of work for any purpose, and the University still wishes to exercise its right to retain the work, the student's objection shall be referred to the Responsible Academic Officer or Dean of the relevant faculty for resolution.

2.9.5 Except in the case of examination scripts or other designated work, the University will make available the student's work for return to the student when it is no longer required pursuant to Rule 2.9.3, and will provide a reasonable opportunity to the student to collect the work.

2.10 Variations in study programs

2.10.1 Students wishing to vary their approved program of study must complete the prescribed Variation of Program form and lodge it with the Registrar.

2.10.2 Students wishing to add one or more subjects to their approved program of study for the current semester must lodge the Variation of Program form by the end of week two in each semester, and by the date published

by the Registrar in other Teaching Periods. The Registrar shall approve such applications on the recommendation of the Responsible Academic Officer concerned. After that date, special permission from the relevant Responsible Academic Officer is required to undertake any additional subjects.

2.10.3 Students wishing to withdraw without academic penalty from one or more subjects of their approved program of study for the current semester must lodge the Variation of Program form by the end of week six in each semester, and by the date published by the Registrar in other Teaching Periods.

2.10.4 Students wishing to withdraw from one or more subjects of their approved program of study for the current semester after the due date because of illness or other circumstances beyond their reasonable control should lodge with the Registrar a Variation of Program form together with a written report of the circumstances, supported by a medical certificate or other relevant evidence. The Registrar shall refer the report and evidence to the relevant Responsible Academic Officer who shall determine whether the withdrawal shall be permitted without academic penalty.

2.10.5 For subjects where approval has been granted for withdrawal without academic penalty, the subject will be recorded as 'Withdrawn'. In subjects where students withdraw after the due date and approval for withdrawal without academic penalty has not been granted, the subject will be recorded as 'Withdrawn Fail'.

2.10.6 Students who, in the opinion of an Examination Review Committee, have ceased to attend subject(s) in a course, and have not sought permission to withdraw, may be withdrawn from these subject(s) by the Registrar on the recommendation of the Examination Review Committee.

2.10.7 Application to undertake subjects by individual seminar or practical studies

Students may apply to the appropriate Faculty Board for approval to undertake study in a subject, individually negotiated with one or more members of the academic staff. Such subjects could include subjects approved for a program, but not presently offered, entirely new subjects offered for the purpose, programs of research, travel or practical activity. They would be required to be approved by the Faculty Board as equivalent in standard and scope to parallel subjects in the relevant program and would receive a normal assessment grading.

2.11 Leave of absence

- 2.11.1 Students wishing to withdraw temporarily from a course must lodge an application for leave of absence on the appropriate form no later than the census date of the first teaching period for which leave is being sought.
- 2.11.2 For undergraduate or Graduate coursework students
- (a) Leave of absence shall not normally be granted to students who have not completed the requirements for at least one subject of their course.
 - (b) Leave of absence during candidature for one award shall not normally be granted for a total period exceeding two years.
 - (c) Students resuming a course after leave of absence shall be subject to the course requirements in operation at the time of resumption and will be required to re-enrol as directed by the Registrar.
- 2.11.3 For Master's by thesis and Doctoral students
- (a) Leave of absence shall not normally be granted in the first semester of candidature.
 - (b) Leave of absence shall not normally be granted for a total period exceeding two semesters.

- (c) Variations to the provisions of 2.11.3 (a) and (b) will only be considered in exceptional circumstances and is subject to approval by the University Graduate School Board.
- (d) Students resuming a course after leave of absence shall be subject to the course requirements in operation at the time of resumption and will be required to re-enrol as directed by the Dean, University Graduate School Board.

2.12 Course transfer

- 2.12.1 Students wishing to transfer from one UTS course to another must lodge a written application with the Registrar on the appropriate form.
- 2.12.2 Students whose transfer of course is approved will be subject to Rule 3.1.15.2 for the purposes of progression in the course to which they have transferred.

2.13 Withdrawal from a course

- 2.13.1 Students who wish to withdraw from their course must lodge a written application with the Registrar.
- 2.13.2 A request for withdrawal from a course will be treated as a request for withdrawal from all subjects in accordance with Rules 2.10.3 to 2.10.5. If an application is refused by the relevant Responsible Academic Officer, students are expected to complete the assessment requirements for each subject in which they are enrolled.
- 2.13.3 Students who, in the opinion of an Examination Review Committee, have ceased to attend any or all subjects in a course, and who have not sought permission to withdraw, may have their enrolment in that course withdrawn by the Registrar on the recommendation of the Examination Review Committee unless, in response to a written request from the Registrar, the students confirm, in writing, to the Registrar by a prescribed date that they wish their enrolment in the course to continue.

2.14 Readmission to the University

- 2.14.1 Students who have withdrawn from a course, been deemed to have withdrawn from a course, been excluded or had their enrolment terminated in a course and who subsequently wish to undertake further study at the University, whether in the same or a different course, must apply and be selected for admission in the same way as persons who have not previously been students of the University.
- 2.14.2 Students who have had their enrolment terminated in a course for a reason other than exclusion and who subsequently wish to be readmitted to the University may be required to show cause why they should be readmitted.
- 2.14.3 Students who have had their enrolment terminated in a course as a result of disciplinary proceedings and who subsequently wish to be readmitted to the University may be required to comply with conditions set by the Vice-Chancellor as to their conduct upon readmission.

2.15 Examinations

2.15.1 Disability and disadvantage

Students suffering from a disability or disadvantage which might cause them difficulties in written examinations or other assessment tasks may lodge a written application with the Registrar at least 30 days prior to an examination period for special arrangements, facilities and/or additional examination time. Such requests must be supported by a medical certificate and/or other relevant evidence.

2.15.2 Informal examinations

Informal examinations shall be conducted in accordance with the guidelines established by the relevant Faculty Board.

2.15.3 Formal examinations

- 2.15.3.1 Formal examinations encompass those scheduled and conducted by the Student Administration Unit in

the examination periods. Rules 2.15 to 2.23 inclusive shall apply to those formal examinations only.

2.15.3.2 Examination periods

The formal examination periods shall be those designated in the University's Calendar.

2.16 Examination timetables

2.16.1 Provisional timetable

A provisional timetable shall be prominently displayed on noticeboards at least five weeks before the commencement of any final examination period and shall continue to be displayed for at least two weeks on each occasion. Students should notify the Registrar immediately, in writing, of any clashes apparent in the provisional timetable, and any individual difficulties arising from the scheduling of examinations.

2.16.2 Final timetable

The final examination timetable showing the location of the examinations shall be prepared and prominently displayed on noticeboards at least two weeks before the commencement of any final examination period. Candidates shall be responsible for ascertaining the time and place of examinations from the final timetable.

2.16.3 Information included with the timetable

The examination timetable shall include notification to students that books, notes and documents other than those specified will not be permitted in examination rooms, and that personal items must not be left in close proximity to examination desks.

2.16.4 Availability of information on the timetable

No information concerning examination timetables shall be provided to students by telephone.

2.17 Conduct of examinations

2.17.1 Examinations are conducted in accordance with Rules 2.15 to 2.23 inclusive, and procedures as set out in the document *Assessment Procedures Manual*.

2.17.2 Attendance at examinations

Candidates shall be present at examinations at the correct time and place. Misreading or misunderstanding of the final timetable cannot be accepted as a reason for failure to attend an examination.

2.17.3 Admission to examination room

Candidates are required to produce their Identity Card for entry to the examination room. No candidate shall be admitted into an examination room after one hour from the time of commencement of the examination. No additional time will be allowed for time lost.

2.17.4 Leaving an examination room

No candidates shall be permitted to leave an examination room before the expiry of one hour from the time the examination commences except under approved supervision.

2.17.5 Readmission to examination room

No candidates shall be readmitted to the examination room after they have left it unless during the full period of their absence they have been under approved supervision.

2.17.6 Reading time

A period of 10 minutes prior to the commencement of the examination shall be designated by examiners as reading time, during which writing shall not be permitted.

2.17.7 Conduct of candidates

Candidates shall not, by any improper means, obtain or endeavour to obtain assistance in their work, or endeavour to give assistance to any other candidate.

2.17.8 Candidates shall not do anything to disadvantage other students during an examination.

2.17.9 Smoking in examinations is prohibited.

2.17.10 Material or equipment in examination room

(a) A candidate shall not, during the period of an examination, use, or attempt to use, any material or equipment which is not specified on the examination paper.

(b) No material or equipment other than that specified on the examination paper may be brought into the examination room, or be in the candidate's possession for the duration of the examination in the examination room or in any other room or place visited by the candidate for any reason during the examination.

(c) For the purposes of this Rule, material or equipment shall not be deemed to be in the possession of the candidate if it is left, whether in a bag, or other container or otherwise, under the control or supervision of a University official during the period of the examination and the candidate does not gain, or attempt to gain, access to it during the examination.

2.17.11 Disruption of examinations

Any candidate who behaves in a disorderly manner or otherwise disrupts an examination is liable to disqualification or immediate expulsion from the examination room, and to such other penalties as may be determined under the By-law and Rules of the University.

2.18 Illness or misadventure during a formal examination

2.18.1 Candidates who attempt a formal examination and yet claim that their performance was prejudiced by illness or other circumstances beyond their control on the day of the examination, must consult with a University doctor or counsellor immediately after their examination. At that consultation they will complete a Request for Special Consideration form.

Students may consult their own doctor or counsellor if none is available at the University.

- 2.18.2 Candidates prevented by circumstances beyond their control from working continuously during an examination shall not be allowed an extension of time to compensate for any time lost. In such cases, the Examination Supervisor shall make a written report to the Registrar at the conclusion of the examination, and the Examination Review Committee may recommend the provision of special assessment.

2.19 Absence from entire formal examination

- 2.19.1 Candidates who fail to inform themselves of the time or place of an examination are not entitled to an alternative assessment.
- 2.19.2 Candidates who, through illness or other circumstances beyond their control, are unable to attend a formal examination, must submit an Illness/Misadventure form to the Registrar, no later than three working days after the date of the examination.

2.20 Special examinations

- 2.20.1 An alternative assessment may be set under special circumstances and such assessment shall be arranged by the Student Administration Unit, in consultation with the student and the relevant Responsible Academic Officer, during the period set down for such assessments.
- 2.20.2 The relevant Faculty Board may recommend the provision of a special assessment to students who fail in one subject only in the final Teaching Period of a course.

2.21 Illness or misadventure during a Teaching Period

- 2.21.1 Students who, because of illness or other circumstances beyond their control, experience difficulty in meeting assessment requirements or believe that their performance in a formal examination or other assessment will be

affected, must submit a Request for Special Consideration form to the Registrar before the formal examination or the due date of the assessment task.

- 2.21.2 A Faculty Board may extend the period of submission of this notice beyond the period specified in 2.21.1. Applications for extension shall be lodged with the Registrar.

2.22 Medical certificates

- 2.22.1 Medical certificates alone do not constitute adequate supporting evidence for requests made under Rules 2.18, 2.19 and 2.21. Medical evidence must be provided by the relevant authority on a Request for Special Consideration or Alternative Examination form.
- 2.22.2 The submission of a falsified medical certificate or Illness/Misadventure form will be treated as a matter of academic misconduct under 2.23.1 or 5.3.

2.23 Academic misconduct including examination malpractice

- 2.23.1 Academic misconduct, as defined in Rule 5.3, applies to any attempt by students to cheat or act dishonestly in:
- (a) an examination under the supervision of the Student Administration Unit; or
 - (b) an examination, test, assignment, essay, thesis or any other assessment task under the supervision of a faculty;
- that students undertake as part of the educational requirements of the course in which they are enrolled.

Note:

Allegations of academic misconduct within faculties will be reported under Rule 5.22 to a Faculty Academic Conduct Committee. In other cases, under Rule 5.13, they will be referred to a University Student Conduct Committee. Proceedings of the respective committees will be in accordance with the Student Discipline and Appeal Guidelines which may be found in the Selected Policies and Guidelines section of the Calendar.

2.23.2 Academic misconduct during examinations

In cases of alleged academic misconduct where 2.23.1(a) applies, action shall be initiated by the Examination Supervisor in accordance with the principles of procedural fairness outlined in the Student Discipline and Appeal Guidelines.

2.23.3 If an Examination Supervisor suspects a student of academic misconduct during an examination, the Examination Supervisor shall take prompt action to prevent the continuance of the suspected academic misconduct. However, in all cases, the student shall be allowed to complete the examination or assessment task in question.

2.23.4 (a) In cases of alleged academic misconduct where 2.23.1(a) applies, the Examination Supervisor shall, as soon as possible, provide a written report to the Examinations Coordinator, Student Administration Unit. The Examinations Coordinator, Student Administration Unit, shall take immediate steps to contact the Subject Coordinator and, after consultation, make a decision concerning any further action to be taken. If no further action is to be taken, the Examinations Coordinator, Student Administration Unit, shall notify the student and the Examination Supervisor, if possible, at the conclusion of the examination.

(b) If the Examinations Coordinator, Student Administration Unit, considers it necessary to proceed with the matter, the Examination Supervisor shall be instructed to inform the student at the conclusion of the examination or as soon as possible thereafter that an allegation of academic misconduct has been made, and shall then note on the subject listing sheet that the student's examination paper has been sent to the Examinations Coordinator, Student Administration Unit, because of alleged academic misconduct.

2.23.5 The written report of the Examination Supervisor on the alleged academic misconduct shall be submitted without delay to the Examinations Coordinator, Student Administration Unit, together with the student's examination paper or assessment task in question.

2.23.6 The Examinations Coordinator, Student Administration Unit, shall then:

- (a) report the matter to the Registrar; and
- (b) send a copy of the report to the Dean of the Faculty and the Responsible Academic Officer.

2.23.7 The Registrar, as the officer of the University responsible for the conduct of examinations and the keeping of student records, shall inquire into the alleged misconduct in accordance with the procedures outlined in Rule 5.11 and the Student Discipline and Appeal Guidelines, consider the evidence including the student's response, if any, in consultation with the Subject Coordinator and:

- (a) with the concurrence of the Chair of the University Student Conduct Committee dismiss the allegation of academic misconduct, if the findings of the inquiry so warrant; or
- (b) convene the University Student Conduct Committee; and
- (c) advise the student, in writing, of the decision.

2.23.8 If 2.23.7(b) is applied, the student shall be provided with the details of the alleged academic misconduct, and copies of the Rules concerning academic misconduct and the Student Discipline and Appeal Guidelines.

2.23.9 Academic misconduct within Faculties

2.23.9 (a) In cases of alleged academic misconduct where 2.23.1(b) applies, action shall be initiated by the person responsible for supervising any activity described in 2.23.1(b) who shall be referred to as the Monitoring Staff Member. The Monitoring Staff Member will usually be the student's lecturer or academic supervisor.

- (b) The Monitoring Staff Member, shall, as soon as possible, provide a written report to the Responsible Academic Officer. The Responsible Academic Officer shall refer the matter to the Dean who shall deal with the matter in accordance with Rule 5.10 and the principles of procedural fairness outlined in the Student Discipline and Appeal Guidelines.

Award of zero mark

- 2.23.10 Pursuant to clause 46(2)(f) of the By-law the provisions in 2.23.10 to 2.23.16 apply to any form of assessment.
- 2.23.11 Any form of dishonesty or cheating by a student or any attempt by a student to submit work for assessment that is not the student's own work whether at a formal examination or otherwise will be regarded as a case of academic misconduct.
- 2.23.12 The award of a zero mark for academic misconduct in relation to a unit or subject in which the student is admitted or enrolled, pursuant to Rule 5.31(i) of the Rules relating to Discipline and Appeals for Students, may apply to any or all forms of assessment for that unit or subject in any period of assessment.
- 2.23.13 The award of a zero mark is to be denoted:
- (a) on the public official record of the student concerned in the same manner as a fail result awarded in the usual way; and
 - (b) on the internal record of the student by the use of a result code indicating that the result derives from an application of Rule 5.31(i) of the Rules relating to Discipline and Appeals for Students.
- 2.23.14 Each zero mark will apply to a single period of assessment only irrespective of the duration of that period of assessment.
- 2.23.15 A zero mark awarded pursuant to Rule 5.31(i) of the Rules relating to Discipline and Appeals for Students will not be taken into account in the application of Rule 3.1.17.1.

- 2.23.16 The procedures outlined in Rules 2.23.2 to 2.23.9 will be used to make any determination to award a zero mark.

2.24 Deleted

2.25 Appeal against assessment grades

- 2.25.1 Each Faculty Board shall each year elect a member of the academic staff of the Faculty to the position of Chair of the Faculty's Student Assessment Appeals Committee.
- 2.25.2 Students may appeal against a subject assessment grade by lodging the prescribed appeal form with the Registrar by the date specified on the prescribed form.
- 2.25.3 Such appeals shall be heard by a Student Assessment Appeals Committee of the relevant Faculty Board.
- 2.25.4 Each Student Assessment Appeals Committee shall be convened as required, and shall consist of:
- (a) the Chair elected by the Faculty Board;
 - (b) one of the academic staff members of the Faculty Board, not being a person involved in the teaching of the subject concerned; and
 - (c) one of the student members of the Faculty Board;
- with alternate members being appointed by the Faculty Board for each category provided that in cases where all student members of Faculty Board are unavailable the Students' Association may nominate a student from the Faculty to act as an alternate for category (c) above. The quorum at any meeting of the Committee shall consist of all three members appointed under (a), (b) and (c) above.
- 2.25.5 In hearing an appeal, a Student Assessment Appeals Committee shall follow the criteria and procedures approved by the Academic Board for the consideration of appeals.

- 2.25.6 In cases where a Student Assessment Appeals Committee upholds an appeal on grounds of miscalculation of the student's mark/grade, the Committee may direct that the original mark/grade be changed to the appropriate mark/grade.
- 2.25.7 In cases other than the cases specified in 2.25.6, a Student Assessment Appeals Committee shall recommend to the Responsible Academic Officer that:
- (a) the assessment mark/grade (including a fail grade) be unchanged; or
 - (b) the assessment mark/grade be changed to a specified mark/grade; or
 - (c) a student be given the opportunity within a specified period of time to undertake an additional assessment task or tasks to be set and marked by a staff member not involved in the original assessment. This staff member may be the Assessor appointed by the Responsible Academic Officer for that subject, or another staff member of the University with appropriate expertise. In exceptional circumstances, the Responsible Academic Officer may appoint an external assessor for these purposes. The Responsible Academic Officer then decides the student's final assessment grade.
- 2.25.8 The Responsible Academic Officer must consider the Student Assessment Appeals Committee's recommendation and accept or reject it. If the Responsible Academic Officer rejects the recommendation, the appeal will be referred to an independent arbitrator appointed by the Chair of Academic Board from a panel determined annually by the Chair of Academic Board. The independent arbitrator may be a member of the University staff but must not have been previously involved with the assessment grade under appeal. A member of the University staff previously involved with the assessment grade under appeal includes the Subject Coordinator.
- 2.26 Deleted**
- 2.27 Awards and graduation**
- 2.27.1 Except as provided in Rule 2.27.2, students shall qualify to receive an award of the University when they have completed the educational requirements of the course as set out in the official publications of the University, pursuant to Rule G12, the UTS: Calendar and the relevant faculty handbooks, which were current in the year in which they first enrolled in that award course (subject to Rule 2.27.6), and have produced documentary evidence that they have satisfied any occupational requirements which have been prescribed for the course.
- 2.27.2 Students who have failed to attend either a proportion of classes in the final Teaching Period and/or the whole or part of the final Teaching Period through death or permanent incapacity shall be eligible to be considered for an *aegrotat* award.
- 2.27.3 Students who are deemed eligible to receive an *aegrotat* award under Rule 2.27.2 will receive a graded or classified award in accordance with the provisions of Rule 2.29.
- 2.27.4 Students shall be deemed to have completed an award course at the time that the Academic Board recommends to Council that the students are eligible for their awards.
- 2.27.5 An award of the University may be granted posthumously.
- 2.27.6.1 When the Academic Board approves the phasing out and discontinuation of a course or approves a revision of an existing course structure, the Board shall:
- (a) state the reasons necessitating such a change;
 - (b) in the case of a revision of a course structure:
 - (i) specify the revised course structure; and
 - (ii) state whether students currently enrolled in the course shall be given the option to complete the existing version of the course or shall be

- obliged to transfer to the revised version of the course;
- (iii) in the case where students are given the option to complete the existing version of the course specify the time period in which students must complete the course in accordance with the existing course structure;
- (c) in the case of the phasing out and discontinuation of a course:
 specify the period for which students enrolled in the course will be able to continue their studies in accordance with the existing course structure.
- 2.27.6.2 If a student is required to undertake a revised version of a course, the relevant Responsible Academic Officer, in consultation with the student, must provide a transitional or revised program to be completed by the student which will satisfy the requirements of the revised version of the course.
- 2.27.6.3 At the end of a period specified under 2.27.6.1 (c) above, the University is under no obligation to provide subjects that would enable a student to complete the discontinued course.
 If a student who is enrolled in a course that has been approved for discontinuation does not complete the course within the approved phasing-out period, the relevant Responsible Academic Officer should provide reasonable advice and assistance to the student to identify any available courses of study at the University or elsewhere, that could best meet the student's academic needs taking account of the subjects completed for the discontinued course.
- 2.27.7 Students who believe they will qualify for an award of the University at the end of the current Teaching Period must complete the prescribed form to apply for the award and lodge it with the Registrar by the advertised closing date.
- 2.27.8 Notwithstanding Rule 2.27.7, a student or another person on behalf of the student may apply to the Registrar for an *aegrotat* award by no later than the last day of the formal examination period or, in the case of a posthumous award or a posthumous *aegrotat* award, up to two years following the student's final Teaching Period of study. Such applications must be accompanied by relevant documentary evidence.
- 2.27.9 Notwithstanding Rule 2.27.1, students shall not normally be deemed to have qualified to receive an award of the University unless they have been enrolled in a course of study which leads to that award and have completed during their period of enrolment:
 (a) in the case of an undergraduate degree course, at least 48 credit points of study; or
 (b) in the case of a Graduate Diploma, at least 16 credit points of study;
 provided that in exceptional cases the Academic Board may, on the recommendation of the relevant Faculty Board, determine a student's eligibility to receive an award under other circumstances.
- 2.27.10 The number of testamurs for each category of degree will be as follows:
Single degrees
 One testamur
Double degrees
 Two testamurs
Combined degrees
 One testamur except when the course has been structured to meet the requirements of two discrete awards in which case the number of testamurs will be two.
Cross-faculty degrees
 One testamur
Cross-institutional degrees
 One testamur
- 2.27.11 A separate Honours year may be offered as part of a combined degree program if the appropriate faculty board for the discipline in which Honours is being taken considers that the combined degree course provides appropriate background for the student as a preparation for Honours. The Honours year could be completed

either at the end of the combined degree or at a stage when the student had completed those parts of the program deemed to be an essential preparation for Honours. It would be expected that a student eligible to commence an Honours year may also be eligible, at that time, for a separate *testamur* for a pass degree in that discipline.

Students wishing to undertake a separate Honours year must apply to the Registrar.

For double degrees, cross-faculty degrees and cross-institutional degrees, the normal arrangements for an Honours year would apply.

2.28 Recognition of prior learning

- 2.28.1 (a) The maximum amount of credit in recognition of prior learning which may be approved by a Faculty Board is two-thirds of the course credit point requirements for a course of equal to or less than 144 credit points and three-quarters of the course credit point requirements for a course of greater than 144 credit points.
- (b) In exceptional circumstances and on a case-by-case basis, the Faculty may recommend to Academic Board that credit in recognition of prior learning be approved in excess of the limits defined in (a) above.
- 2.28.2 (a) An application for recognition of prior learning should be lodged, under normal circumstances, at the same time as an application for admission to a course, in which case the applicant may be admitted to the course with such credit in recognition of prior learning as the Faculty Board determines.
- (b) In exceptional circumstances, the relevant Faculty Responsible Academic Officer may accept applications for recognition of prior learning at other times and only prior to the final re-enrolment in the course.

- (c) Where credit towards a course has been approved in recognition of a student's prior learning, the course of study for that student and the maximum time permitted to complete the course shall be determined in each case by the relevant Responsible Academic Officer.

2.28.3 Students may apply to the relevant Faculty Board for permission to undertake, and receive credit for, a subject offered in another award course of this University or at another institution.

2.28.4 Application to challenge

With the written approval of the Subject Coordinator of the subject concerned, students may apply to a Faculty Board to challenge a subject of which they have knowledge by reason of experience or previous informal studies. If the applications are granted, the students will be permitted to undertake approved assessment requirements of the subject, as determined in each case by the Subject Coordinator, and shall receive exemption on the basis of successful performance in such requirements.

2.29 Grading of awards

2.29.1 Doctoral degree awards

For a Doctoral degree, the award shall not be classified.

2.29.2 Master's degree awards

For a Master's degree for which the award of Honours is available, the award shall be classified as:

- (i) degree with Honours; or
- (ii) degree.

2.29.3 Bachelor Honours degree awards

For Bachelor Honours degrees the award shall be classified as:

- (i) degree with First Class Honours; or
- (ii) degree with Second Class Honours which may be graded into Division 1 and Division 2 in those faculties that require such grading; or

- (iii) degree with Third Class Honours, which may be awarded in those faculties that require such grading.

2.29.4 Degree awards

- (a) For a degree for which the award of Honours is available, the award may be classified as:
 - (i) degree with First Class Honours; or
 - (ii) degree with Second Class Honours, which may be graded into Division 1 and Division 2 in those faculties that require such grading; or
 - (iii) degree,
- (b) For a degree for which the award of Honours is not available, the award may be classified as:
 - (i) degree with Distinction; or
 - (ii) degree with Credit; or
 - (iii) degree,

except that where Council considers special circumstances to exist it may determine that the degree award for a particular course not be graded.

2.29.5 Graduate Diploma awards

For a Graduate Diploma, the award may be classified as:

- (a) Graduate Diploma with Distinction; or
- (b) Graduate Diploma with Credit; or
- (c) Graduate Diploma.

2.29.6 Diploma awards

For a Diploma, the award may be classified as:

- (a) Diploma with Distinction; or
- (b) Diploma with Credit; or
- (c) Diploma.

2.29.7 For an Associate Diploma or Graduate Certificate, the award shall not be classified.

2.29.8 Unless special circumstances are shown to obtain, Honours, Distinction or Credit will not be awarded where the time taken to complete the course exceeds the minimum time allowed by more than one year.

2.30 University medals

A University medal may be awarded to a student of exceptional merit graduating in a substantive program or program area of an award course, in accordance with the guidelines determined from time to time by Academic Board and detailed in this Calendar (see Chapter 14).

2.31 Subject requirements

Deans, or Responsible Academic Officers as appropriate, shall ensure that students are provided with a published statement of all subject requirements and assessment procedures by the end of the first teaching week in each semester or the end of the first teaching week in other Teaching Periods. If a change to subject requirements and/or assessment procedures becomes necessary during a Teaching Period, the change shall occur in consultation with the students concerned.

RULES RELATING TO STUDENTS ENROLLED IN PARTICULAR AWARD COURSES

3.1 Undergraduate award students

3.1.1 Admission

For matriculation to the University all applicants must satisfy the general requirements for admission. There are also special course and subject requirements for particular courses. Applicants will be considered for admission on the basis of meeting the general requirement in one of the following categories:

- completion of the NSW Higher School Certificate (NSW HSC) course;
- completion of an approved course of the NSW Department of Technical and Further Education (NSW TAFE);
- possession of equivalent qualifications;
- mature age;
- accumulated matriculation.

3.1.2 Special course and subject requirements for admission

3.1.2.1 Applicants who have satisfied the general requirement for admission may be admitted to a particular course provided they also satisfy the special course requirements. Where necessary the Academic Board may require the applicant to undertake an examination. In approved cases, these special course requirements may be completed after admission.

3.1.2.2 There are no formal course or subject prerequisites for admission to the University. Most courses are taught on the assumption that students have attained an appropriate level of knowledge in certain subjects. Relevant information can be obtained from the Registrar, and is published annually in the *Undergraduate Careers and Courses Guide*.

3.1.2.3 All students, except those who are enrolled in a course taught in a language other than English, are expected to be proficient in English comprehension and expression. Applicants, the medium of whose previous education was not English, may be required to take a special test approved by the Academic Board.

3.1.2.4 All students enrolling in a course taught in a language other than English are expected to reach a level of proficiency in that language, equivalent to the level of English proficiency required of other students under 3.1.2.3. Applicants may be required to take a special test in the language specified for the relevant course as approved by Academic Board.

3.1.3 Admission from the NSW HSC

3.1.3.1 Applicants can satisfy the general requirement for admission by attaining, in approved subjects at a NSW HSC examination, a level of performance determined by the Academic Board. Approved subjects are those approved by the Academic Board and for which the curriculum is determined and the examination is conducted by the NSW Board of Studies.

3.1.3.2 The performance of applicants in the examination shall be measured by the aggregate of marks in the best 10 units in approved subjects, such marks being coordinated in a manner approved by the Academic Board.

3.1.4 Admission from a NSW TAFE course

3.1.4.1 An applicant can satisfy the general requirement for admission by completion of a course of the NSW TAFE approved by the Academic Board.

3.1.5 Admission with equivalent qualifications

3.1.5.1 An applicant who has attained a level of education determined by the Academic Board as equivalent to that specified in Rules 3.1.3 and 3.1.4 will satisfy the general requirement for admission.

3.1.5.2 An applicant admitted under Rule 3.1.5.1 may be accorded provisional status. (See Rule 3.1.9)

3.1.6 Mature age

3.1.6.1 An applicant who has attained the age of 20 years as at 1 March in the year of admission may be admitted to a particular course provided he/she has reached a standard of education acceptable to the Academic Board and shows evidence of the student qualities needed for success in a tertiary course. Where necessary the Academic Board may require the applicant to undertake an examination.

An applicant admitted as a mature-age student may be accorded provisional status. (See Rule 3.1.9)

3.1.7 Accumulated matriculation

3.1.7.1 Applicants may satisfy the general requirement for admission by accumulated matriculation, subject to the following conditions:

- (a) that the accumulated matriculation is based on the NSW HSC examination and is limited to those subjects approved by the Academic Board;
- (b) that the accumulated matriculation is obtained at two sittings in consecutive years;
- (c) that applicants either:
 - (i) be in substantially full-time employment for the two years in which the examinations are taken and submit statutory declarations to the effect that they have been in full employment for a period of 18 months prior to the second sitting; or
 - (ii) be recognised by the NSW Board of Studies as having a severe physical handicap; and
- (d) that the applicants are required to meet the normal admission requirements applying in the year of admission, the aggregate being calculated from the best 10 units of both sittings.

3.1.7.2 Applicants admitted by accumulated matriculation may be accorded provisional status. (See Rule 3.1.9)

3.1.8 Record of failure

3.1.8.1 An applicant who has a record of failure at another tertiary institution may be required to show cause why he/she should be considered for admission to a course at the University.

3.1.8.2 A student admitted to the University following a record of failure at another tertiary institution may be accorded provisional status. (See Rule 3.1.9)

3.1.9 Review of provisional status

3.1.9.1 The progress of a student admitted with provisional status will be reviewed after two semesters of enrolment. This will not include an approved period of leave of absence, or withdrawal from the course.

3.1.9.2 If a student's progress in a course is considered adequate, as specified by the relevant Faculty Board, re-enrolment will be permitted.

3.1.9.3 If a student's progress in a course is considered inadequate, as specified by the relevant Faculty Board, further enrolment will be refused.

3.1.10 General provision

3.1.10.1 Notwithstanding any of the provisions of sections 3.1.1 – 3.1.8, the Academic Board may accord admission status to any applicant who in the opinion of the Board has reached an acceptable standard.

3.1.10.2 Applicants admitted by the general provision may be accorded provisional status. (See Rule 3.1.9)

3.1.11 Criteria for admission

3.1.11.1 Admission to courses is competitive and it may not be possible to admit all applicants who satisfy the general requirement for admission. Applicants who satisfy the general requirement for admission shall be considered in accordance with criteria determined by each Faculty Board.

3.1.11.2 Deleted.

3.1.12 Occupational requirements

A number of courses offered within the University require students to obtain suitable concurrent experience. In these courses progression beyond the first year is normally dependent on the student being in suitable employment. In special cases, consideration will be given to experience obtained prior to admission to a course.

Academic progression**3.1.13 Assessment of progress**

In the assessment of students' progress in any course, account may be taken of work completed in the laboratory and in class exercises, tests, or assignments given throughout the relevant Teaching Period, as well as results obtained in any examinations.

3.1.14 Notification of requirements

Deleted – see Rule 2.31 Subject requirements.

3.1.15 Assessment progression

3.1.15.1 The assessment period for each course shall be one calendar year and progression data shall usually be calculated at the end of Spring semester each year, except that students who enrol for the first time at the beginning of Spring semester in any year shall not have their progression data calculated until the end of the following Spring semester.

3.1.15.2 For the purpose of calculating student progression, the number of credit points for which a student is enrolled will be the credit points for which assessment results have been provided at the end of any Teaching Period, since the commencement of enrolment in that course. In the event that a student transferred into that course from another course in the University, the calculation of progression shall include all credit points undertaken in the prior course.

3.1.16 Academic probation

There shall be a system of academic probation for students whose scholastic performance is unsatisfactory

during their first year of study at the University. During any period of probation, students shall be assigned an academic adviser from their Faculty and a student counsellor from Student Services, and must seek advice from both officers.

3.1.17 Academic probation in the first year of study

3.1.17.1 Students in their first year of study at the University who enrol at the beginning of Autumn semester may be placed on probation at the end of that semester if they gain less than 50 per cent of the credit points for which they were enrolled in that semester. Students in their first year of study at the University who enrol at the beginning of Spring semester may be placed on probation at the end of the following Autumn semester if they gain less than 50 per cent of the credit points for which they have been enrolled since commencing their studies.

3.1.17.2 The duration of the period of probation shall be for the semester following the time of being placed on probation.

3.1.17.3 All students who are placed on probation shall be advised in their assessment result notice of the probation arrangements in 3.1.16 – 3.1.17.2.

3.1.17.4 Any of the provisions of Rules 3.1.17.1 – 3.1.17.2 above may be waived in particular cases by the Faculty Board.

3.1.18 Repeated failure in a subject

3.1.18.1 Students who fail a subject for a second time shall be warned on their Assessment Notice that a subsequent failure in the same subject will require them to seek the permission of the Responsible Academic Officer for re-enrolment in that subject for a third time. This permission will normally be granted. After failing a subject for a second time, students must seek advice from an appropriate academic adviser from their Faculty before being permitted to re-enrol in that subject.

3.1.18.2 Students who fail a subject for a third time must receive permission from the Responsible Academic Officer for

a fourth or subsequent re-enrolment in that subject and if permission is granted they must seek continuing assistance throughout this enrolment from an appropriate academic adviser from their Faculty.

- 3.1.18.3 A student who is refused permission to re-enrol in that same subject under 3.1.18.1 or 3.1.18.2, may appeal against the decision to the Faculty Board.
- 3.1.18.4 A student who is unable to complete a course as a result of being refused permission for re-enrolment under 3.1.18.1 or 3.1.18.2 and whose appeal has been dismissed by the Faculty Board under 3.1.18.3 may appeal against the decision of the Faculty Board following the same procedure for appeal against exclusion in Rule 3.1.20.2.
- 3.1.18.5 A Faculty Board may deem different subjects to be the same subject for the purposes of Rules 3.1.18.1 and 3.1.18.2 if the subjects are substantially similar in content and/or learning objectives.

3.1.19 Exclusion from the University

- 3.1.19.1 Students who fail to maintain the required minimum rate of progress in a course shall be excluded. The required minimum rate of progress in all courses except Honours degrees is the attainment of 50 per cent of the credit points for which a student has been enrolled since commencing study in that course at the University.
- 3.1.19.2 Exclusion may result from failure to complete a course within the maximum time prescribed under Rule 3.1.22.
- 3.1.19.3 Any of the provisions of Rules 3.1.19.1 and 3.1.19.2 may be waived in particular cases by the Faculty Board.
- 3.1.19.4 Exclusion from the University shall occur at the end of Spring semester each year except:
 - (a) that students who enrol for the first time at the beginning of Spring semester in any year shall not be subject to exclusion until the end of the following Spring semester; and

- (b) in the case of students who have been awarded a penalty of exclusion under 3.1.19.5.

- 3.1.19.5 Faculty Academic Conduct Committee may recommend exclusion from a course at any time of the year as the penalty for academic misconduct.
- 3.1.19.6 The duration of the period of exclusion shall be two semesters, during which the excluded student may not enrol pursuant to Rule 4.1.1 in non-award study at the University and may not enrol until the beginning of the Autumn semester following the period of exclusion.

3.1.20 Appeal against exclusion

- 3.1.20.1 (a) A student may appeal against a decision to exclude pursuant to Rule 3.1.19.
 - (b) An appeal against exclusion must be in writing, must specify and substantiate the grounds of the appeal and be lodged with the Registrar within three weeks of the date of notification.
 - (c) In normal circumstances the grounds for appeal are
 - (i) procedural irregularities; and/or
 - (ii) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance, an awareness of which might have reasonably led to a decision other than exclusion; and/or
 - (iii) the decision was based on factual errors of such magnitude as to invalidate the decision.
- 3.1.20.2 The Registrar shall refer the appeal to the relevant Dean. The Dean shall seek the recommendation of the Responsible Academic Officer, and the advice of the student's academic adviser (if appropriate), and other relevant members of staff. The Dean shall then invite the student to respond to his or her recommendation and the advice received. The student's response must reach the Dean within such time as the Registrar may

allow from time to time. The Dean shall then forward his or her recommendation, the advice received and the student's response to the Registrar. The Registrar shall then forward the student's appeal, the Dean's recommendation and advice received, and the student's response to the Coursework Students Appeals Committee, constituted under Rule 3.8, for consideration and decision.

- 3.1.20.3 A student whose appeal against exclusion is successful must seek advice and assistance with re-enrolment from an academic adviser from the Faculty and a student counsellor from Student Services.
- 3.1.20.4 A student whose appeal is unsuccessful may seek guidance from the Responsible Academic Officer on work or study programs to be undertaken in order to enhance opportunities for readmission after the period of exclusion has elapsed.

3.1.21 Readmission after exclusion

- 3.1.21.1 Students who wish to apply for re-admission to a course after a period of exclusion must follow normal admission procedures. Applications will only be considered for enrolment in teaching periods after the period of exclusion has elapsed. Readmission to a course after a period of exclusion is not automatic.
- 3.1.21.2 Students readmitted to a course following a period of exclusion must continue to meet minimum rates of progress.
- 3.1.21.3 Readmission to the University after two or more exclusions will only be permitted with the approval of the Faculty Board.
- 3.1.21.4 In cases where an applicant for re-admission has had his/her application declined, the applicant may request review of that decision by the Deputy Vice-Chancellor (Academic).

3.1.22 Maximum time to complete a course

- 3.1.22.1 Except where otherwise provided, the maximum time to complete a course shall not be greater than 50 per cent in excess of normal completion

time laid down for that course. This calculation shall not include periods of approved leave of absence or periods of exclusion from the course.

- 3.1.22.2 Where credit towards a course has been granted in recognition of prior learning, the maximum time in which students may be permitted to complete the course shall be determined by the relevant Responsible Academic Officer.
- 3.1.22.3 Students who are unable to complete a course within the maximum time set out in this Rule shall be excluded from that course. Students may appeal against this exclusion under the terms of 3.1.20.

3.2 Graduate Certificate/ Graduate Diploma students

3.2.1 Application

- 3.2.1.1 An application for admission to a Graduate Certificate/Diploma course is accepted subject to the availability of facilities and supervision.
- 3.2.1.2 An application for admission to a Graduate Certificate/Diploma course shall be made on the prescribed form and shall be lodged with the Registrar.
- 3.2.1.3 An application shall be made by the specified closing date, as determined by the Registrar from time to time.
- 3.2.1.4 An applicant shall seek admission to a Graduate Certificate/Diploma course as:
 - (a) a full-time student; or
 - (b) a part-time student.

3.2.2 Eligibility for admission

- 3.2.2.1 To qualify for admission to a Graduate Certificate/Diploma course an applicant shall:
 - (a) (i) possess a Bachelor's degree or a Diploma in Technology of the University of Technology, Sydney; or
 - (ii) possess an equivalent qualification; or
 - (iii) submit such other evidence of general and professional qualifications as will satisfy the Academic Board that the

applicant possesses the educational preparation and capacity to pursue graduate studies; and

- (b) shall satisfy such additional requirements for admission to a particular course of study, if any, as may be prescribed by the appropriate Faculty Board. (See also Rule 3.2.5.1 (b))

3.2.2.2 All students, except those who are enrolled in a course taught in a language other than English, are expected to be proficient in English comprehension and expression. Applicants, the medium of whose previous education was not English, may be required to take a special test approved by the Academic Board.

3.2.2.3 All students enrolling in a course taught in a language other than English are expected to reach a level of proficiency in that language, equivalent to the level of English proficiency required of other students under 3.2.2.2. Applicants may be required to take a special test in the language specified for the relevant course as approved by Academic Board.

3.2.3 Registration

3.2.3.1 An applicant accepted for admission to a Graduate Certificate/Diploma course shall be registered as a Graduate Certificate/Diploma student. (See also Rule 3.2.5.1 (b))

3.2.3.2 A Faculty Board may permit an applicant qualified under Rule 3.2.2.1 to register as a Graduate Certificate/Diploma student for the purpose of undertaking such course of study as prescribed for the award of a Graduate Certificate/Diploma.

3.2.4 Eligibility for award

3.2.4.1 A Graduate Certificate/Diploma student shall be eligible for the award of a Graduate Certificate/Diploma if he/she completes the educational and industrial experience requirements of the course.

3.2.4.2 A Graduate Diploma student shall not be eligible for the award of a diploma:

- (a) in the case of a full-time student, until a period of at least two semesters has elapsed from the time of his/her registration as a Graduate Diploma student; or
- (b) in the case of a part-time student, until a period of at least three semesters has elapsed from the time of his/her registration as a Graduate Diploma student.

3.2.4.3 Rule 3.2.4.2 does NOT apply to Graduate Certificate students.

3.2.5 Additional course requirements

3.2.5.1 (a) Additional requirements for a particular course may be set down by the appropriate Faculty Board.

- (b) Students who are required to undertake additional coursework in preparation for, or in conjunction with, the Graduate Certificate/Diploma course as set out in 3.2.2.1 (b) and 3.2.5.1 (a) respectively may be registered as:
 - (i) miscellaneous students, where such coursework is considered a prerequisite to registration as a Graduate Certificate/Diploma student; or
 - (ii) Graduate Certificate/Diploma students, where such coursework is considered a corequisite for the award of diploma.

3.2.6 Discontinuation of registration

3.2.6.1 A Graduate Certificate/Diploma student who fails to complete all the work prescribed for the Graduate Certificate/Diploma course:

- (a) in the case of a full-time student, within four semesters from initial registration in the Graduate Diploma; or two semesters from initial registration in the Graduate Certificate; or
- (b) in the case of a part-time student, within eight semesters from initial registration in the Graduate Diploma; or three semesters from initial registration in the Graduate Certificate,

will only be permitted to continue with the approval of the Faculty Board. Maximum time allowed to complete a course shall not include periods of approved leave of absence.

- 3.2.6.2 Notwithstanding the provisions of Rule 3.2.6.1, the Faculty Board may discontinue the registration of a Graduate Certificate/Diploma candidate in less than the maximum time allowed, if the Faculty Board is dissatisfied with his/her progress.

3.2.7 Appeal against discontinuation of registration

- 3.2.7.1 A Graduate Certificate/Diploma student whose registration is discontinued because of failure to complete the course in the prescribed time or for unsatisfactory progress in less than the maximum prescribed time may appeal to the Registrar against the discontinuation of registration.

- 3.2.7.2 (a) An appeal against discontinuation of registration must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within three weeks of the date of notification.

(b) In normal circumstances the grounds for appeal are:

- (i) procedural irregularities; and/or
- (ii) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance, an awareness of which might have reasonably led to a decision other than exclusion; and/or
- (iii) the decision was based on factual errors of such magnitude as to invalidate the decision.

- 3.2.7.3 The Registrar shall refer the appeal to the Dean of the Faculty concerned, who should consult the appropriate Responsible Academic Officer and other academic staff members he/she considers relevant for a recommendation. The Dean shall then invite the

student to respond to his or her recommendation and the advice received. The student's response must reach the Dean within such time as the Registrar may allow from time to time. The Dean shall then forward his or her recommendation, the advice received and the student's response to the Registrar. The Registrar shall then forward the student's appeal, the Dean's recommendation and advice received, and the student's response to the Coursework Students Appeals Committee, constituted under Rule 3.8, for consideration and decision.

3.2.8 Result of appeal

- 3.2.8.1 A student shall be reinstated in his/her course if the appeal is successful. A maximum period of time to complete his/her course will be determined by the Coursework Students Appeals Committee.

- 3.2.8.2 A student whose appeal is unsuccessful will have his/her discontinuation of registration confirmed.

3.2.9 Readmission

- 3.2.9.1 A student whose registration was discontinued, will not be eligible to return until a period of discontinuation of two semesters has elapsed. Students who wish to apply for readmission to a course after discontinuation must follow normal admission procedures. Applications will only be considered for enrolment in teaching periods after the minimum period of discontinuation has elapsed. Readmission to a course after discontinuation is not automatic.

- 3.2.9.2 A student readmitted to his/her former course shall have determined by the appropriate Faculty Board the maximum period of time in which the student shall be permitted to complete the course.

- 3.2.9.3 In cases where an applicant for readmission has had his/her application declined, the applicant may request review of that decision by the Deputy Vice-Chancellor (Academic).

3.3 Master's degree by coursework students

3.3.1 Application

- 3.3.1.1 An application for admission to a Master's degree course is accepted subject to the availability of facilities and supervision. Courses and arrangements for courses as stated in the Calendar or any publication, announcement or advice of the University are an expression of intent only and are not to be taken as a firm offer or undertaking. The University reserves the right to discontinue or vary such courses, arrangements or staff allocations at any time without notice.
- 3.3.1.2 An application shall be made on the prescribed form and shall be lodged with the Registrar.
- 3.3.1.3 An application shall be made by the specified closing date, as determined by the Registrar from time to time.
- 3.3.1.4 An applicant shall seek admission to a Master's degree course by coursework as:
- (a) a full-time student; or
 - (b) a part-time student.

3.3.2 Eligibility for admission

- 3.3.2.1 To qualify for admission to a Master's degree course applicants shall:
- (a)
 - (i) possess a Bachelor's degree of the University of Technology, Sydney; or
 - (ii) possess an equivalent qualification; or
 - (iii) submit such other evidence of general and professional qualifications as will satisfy the Academic Board that the applicant possesses the educational preparation and capacity to pursue graduate studies; and
 - (b) satisfy such additional requirements for admission to a particular course of study, if any, as may be prescribed by the Academic Board.

3.3.2.2 All students, except those who are enrolled in a course taught in a language other than English, are expected to be proficient in English comprehension and expression. Applicants, the medium of whose previous education was not English, may be required to take a special test approved by the Academic Board.

3.3.2.3 All students enrolling in a course taught in a language other than English are expected to reach a level of proficiency in that language, equivalent to the level of English proficiency required of other students under 3.3.2.2. Applicants may be required to take a special test in the language specified for the relevant course as approved by Academic Board.

3.3.3 Registration

- 3.3.3.1 The Faculty Board may either:
- (a) permit the applicant to register as a Master's degree candidate; or
 - (b) permit the applicant to register as a Master's qualifying student for the purpose of preparing himself/herself for candidature for a Master's degree.
- 3.3.3.2 The Faculty Board shall not permit an applicant to register as a Master's degree candidate unless the applicant has:
- (a) qualified for admission in terms of Rule 3.3.2.1; or
 - (b) been accepted for admission as a Master's qualifying student in the University of Technology, Sydney and has subsequently carried out such work, passed such examinations and reached such standards as the Faculty Board shall prescribe and has not previously been denied registration as a Master's degree candidate on two occasions.
- 3.3.3.3 (a) A Master's qualifying student may apply for registration as a Master's degree candidate if he/she completes a program approved by the Faculty Board at a level of performance prescribed by the Board.

- (b) A Master's qualifying student shall not be eligible for registration as a Master's degree candidate until a period of at least one semester has elapsed from initial registration.

3.3.4 Concurrent studies

3.3.4.1 In the case of an applicant registered as a Master's degree candidate or as a Master's qualifying student wishing to enrol for another degree or similar course in the University, approval of the Faculty Board upon the recommendation of the Responsible Academic Officer(s) is required.

3.3.4.2 An applicant registered under 3.3.4.1 may not submit as the main content of any research work involved in the course any work or material which he/she has previously submitted for a degree or similar award but he/she shall not be precluded from incorporating such in his/her thesis, provided that he/she indicates, generally in the preface and specifically in the notes, the work has been so incorporated.

3.3.5 Eligibility for award

3.3.5.1 A Master's degree candidate shall be eligible for the award of a Master's degree by coursework candidate if he/she:

- (a) completes the educational requirements of the course; and
- (b) completes such other work as may be prescribed by the Faculty Board.

3.3.5.2 A Master's degree candidate shall not normally be eligible for the award of a Master's degree by coursework until:

- (a) in the case of a full-time student, he/she has completed at least four semesters of a full-time course;
- (b) in the case of a part-time student, he/she has completed at least six semesters of a part-time course;

except that a student who is specially qualified in the relevant discipline may with the approval of the Academic Board be allowed to complete the course in less than the normal minimum time.

3.3.5.3 Rule 3.3.5.2 notwithstanding:

(a) a Master's degree candidate shall not be eligible for the award of a Master's degree by coursework unless:

- (i) in the case of a full-time student, he/she has completed at least two semesters of a full-time course;
- (ii) in the case of a part-time student, he/she has completed at least four semesters of a part-time course; and

(b) a student proceeding to a Master's degree by coursework immediately following the completion of a degree or diploma course of three years' duration on a full-time basis or five years' duration on a part-time basis will not be eligible for an award in less than the normal minimum time as provided in Rule 3.3.5.2.

3.3.6 Additional course requirements

3.3.6.1 Additional requirements for a particular course may be set down by the appropriate Faculty Board.

3.3.7 Discontinuation of registration

3.3.7.1 A student who fails to complete all of the work prescribed for the higher degree:

- (a) in the case of a full-time student, within six semesters from the time of his/her registration as a Master's degree candidate; or
- (b) in the case of a part-time student, within nine semesters from the time of his/her registration as a Master's degree candidate,

will only be permitted to continue with the approval of the Faculty Board. Maximum time allowed to complete a course shall not include periods of approved leave of absence.

3.3.7.2 Notwithstanding the provisions of Rule 3.3.7.1, the Faculty Board may discontinue the registration of a Master's degree candidate in less than the maximum time allowed, if the Faculty Board is dissatisfied with his/her progress.

3.3.8 Appeal against discontinuation of registration

- 3.3.8.1 A Master's degree candidate by coursework whose registration is discontinued under the terms of either Rules 3.3.7.1 or 3.3.7.2 may appeal to the Registrar against the discontinuation of registration.
- 3.3.8.2 (a) An appeal against discontinuation of registration must be in writing, specify and substantiate the grounds of the appeal and be lodged with the Registrar within three weeks of the date of notification.
- (b) In normal circumstances the grounds for appeal are:
- (i) procedural irregularities; and/or
 - (ii) mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance, an awareness of which might have reasonably led to a decision other than exclusion; and/or
 - (iii) the decision was based on factual errors of such magnitude as to invalidate the decision.
- 3.3.8.3 The Registrar shall refer the appeal to the Dean of the Faculty concerned who should consult the appropriate Responsible Academic Officer and other academic staff members he/she considers relevant for a recommendation. The Dean shall then invite the student to respond to his or her recommendation and the advice received. The student's response must reach the Dean within such time as the Registrar may allow from time to time. The Dean shall then forward his or her recommendation, the advice received and the student's response to the Registrar. The Registrar shall then forward the student's appeal, the Dean's recommendation and advice received, and the student's response to the Coursework Students Appeals Committee, constituted under Rule 3.8, for consideration and decision.

3.3.9 Result of appeal

- 3.3.9.1 A student shall be reinstated in his/her course if the appeal is successful. A maximum period of time to complete his/her course will be determined by the Coursework Students Appeals Committee.
- 3.3.9.2 A student whose appeal is unsuccessful will have his/her discontinuation of registration confirmed.

3.3.10 Readmission

- 3.3.10.1 A student whose registration was discontinued, will not be eligible to return until a period of discontinuation of two semesters has elapsed. Students who wish to apply for readmission to a course after discontinuation must follow normal admission procedures. Applications will only be considered for enrolment in teaching periods after the minimum period of discontinuation has elapsed. Readmission to a course after discontinuation is not automatic.
- 3.3.10.2 A student readmitted to his/her former course shall have determined by the Faculty Board the maximum period of time in which the student shall be permitted to complete the course.
- 3.3.10.3 In cases where an applicant for readmission has had his/her application declined, the applicant may request review of that decision by the Deputy Vice-Chancellor (Academic).

3.3.11 Admission to degree

The Faculty Board shall advise the Academic Board that the candidate has satisfied requirements of the degree and the Academic Board shall in turn recommend to Council that the candidate be admitted to the degree.

3.4 Master's degree by thesis students

The degree of Master's by thesis may be awarded by Council on the recommendation of the Academic Board to a candidate who has demonstrated competence in research or creative activity as well as understanding of and contribution to scholarship.

A Master's degree by thesis may be awarded on the basis of:

- (a) a thesis; or
- (b) a thesis and completion of specified course of study, in which case, the thesis component must be no less than two-thirds of the total course requirement.

3.4.1 Application

3.4.1.1 An application for admission to a Master's degree program is accepted subject to the availability of resources, facilities and supervision. Courses and arrangements for courses as stated in the Calendar or any publication, announcement or advice of the University are an expression of intent only and are not to be taken as a firm offer or undertaking. The University reserves the right to discontinue or vary such courses, arrangements or staff allocations at any time without notice.

3.4.1.2 An application shall be made on the prescribed form and shall be lodged with the Registrar.

3.4.2 Eligibility for admission

3.4.2.1 To qualify for admission to a Master's by thesis degree program applicants shall:

- (a) (i) possess a Bachelor's degree of this University; or
- (ii) possess an equivalent qualification from another tertiary educational institution; or
- (iii) submit such other evidence of general and professional qualifications as will satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue Master's degree by thesis studies; and
- (b) satisfy such additional requirements for admission to a particular program of study, if any, as may be prescribed by the University Graduate School Board

3.4.2.2 All students, except those who are enrolled in a course offered in a language other than English, are expected to be proficient in English comprehension and expression as defined by the University admission policy.

3.4.3 Registration

3.4.3.1 The University Graduate School Board may permit an applicant to register as a Master's degree by thesis candidate.

3.4.3.2 The University Graduate School Board shall not permit an applicant to register as a Master's by thesis degree candidate unless:

- (a) the applicant has qualified for admission in terms of 3.4.2.1; and
- (b) it has received a certificate of support from the Responsible Academic Officer of the Faculty in which the applicant proposes to study stating that:
 - (i) the applicant is a fit person to undertake a program leading to the Master's degree by thesis;
 - (ii) the applicant can devote sufficient time to his/her advanced study and research; and
 - (iii) the Faculty is willing to provide appropriate resources and facilities and to undertake the responsibility of supervising the work of the applicant; or
- (c) in the case of an applicant seeking admission as a candidate carrying out all or part of the work for a Master's by thesis degree at a site external to the University a certificate of support, if appropriate, is received from the site management stating that the applicant will be provided with the appropriate resources and facilities necessary for the work of the Master's by thesis program and that the site management is willing to support such work of the applicant.

3.4.3.3 A Master's by thesis degree candidate may apply to the University Graduate School Board for transfer and registration as a Doctoral degree candidate under Rules 3.5.3.3 (a), (b) and (c).

3.4.3.4 In the case of a Master's by thesis degree candidate applying for transfer to a Doctoral degree program, the University Graduate School Board shall either permit or refuse the application under Rules 3.5.3.3(d), (e) and 3.5.3.4.

3.4.4 Period of candidature

3.4.4.1 The minimum time allowed for a candidate to complete a Master's degree by thesis program is two semesters from the time of registration for the Program in the case of a full-time candidate and three semesters in the case of a part-time candidate, except that a candidate who is specially qualified in the relevant discipline may, with approval of the University Graduate School Board, be allowed to complete the Program in less than the normal minimum time.

3.4.4.2 (a) The maximum time allowed for a candidate to complete a Master's degree by thesis program is four semesters in the case of a full-time candidate and six semesters in the case of a part-time candidate, unless special permission for an extension of time is granted by the University Graduate School Board.

(b) A Master's degree by thesis candidate who wishes to extend his/her candidature after registration needs to seek permission from the University Graduate School Board for an extension of his/her candidature.

(c) An extension of maximum time granted by the University Graduate School Board shall not include periods of approved leave of absence and shall not normally exceed one semester for both part-time and full-time candidates.

3.4.5 Concurrent studies

3.4.5.1 In the case of an applicant registered as a Master's degree by thesis candidate wishing to enrol for another award degree in the University or with an external institution, approval of the University Graduate School Board upon the recommendation of the Responsible Academic Officer(s) is required.

3.4.5.2 Recognition of work done other than as a candidate

(a) A person who has at this University or another university or institution approved by the University Graduate School Board pursued a course of study and research but has not thereby qualified for any degree or other award, may, for the purpose of satisfying the requirements of these Rules, be given recognition for work done while pursuing that course,

(b) The extent of recognition shall be determined by the University Graduate School Board after consideration of a report by the Responsible Academic Officer, setting out:

(i) the nature and duration of the work and of the supervision exercised;

(ii) the suitability of the work relative to the subject of the degree course;

(iii) the quality of the work done.

3.4.6 Research work and supervision

3.4.6.1 All research work and related activities for a Master's degree by thesis shall be carried out at locations and under conditions approved by the University Graduate School Board.

3.4.6.2 Candidates shall be required to complete prerequisite or concurrent coursework and participate in such colloquia, research seminars and other work of the University as may be considered appropriate by their Supervisory Panel and Responsible Academic Officer.

3.4.6.3 (a) All candidates shall have appointed by the University Graduate School Board, a Supervisory

Panel. The Supervisory Panel comprises the Principal Supervisor, any Joint Supervisor, and other Advisors as appropriate. There is a minimum of two members on each Supervisory Panel. Normally the Principal Supervisor shall have a research Master's degree.

- (b) All supervisory panel members must comply with the University's code of practice for supervision of research candidates. The roles of supervisors/advisors are as prescribed by the University Graduate School Board.
- (c) Where the candidate undertakes a major portion of his/her research at sites external to the University, the University Graduate School Board may appoint an external Principal Supervisor or Advisor.
- (d) Where the candidate has been approved at admission to undertake a program of study in a language other than English, at least the Principal Supervisor must be competent in that language.

3.4.7 Thesis title

- 3.4.7.1 (a) Not later than one semester after registration as a Master's by thesis degree candidate, the candidate shall submit the title of his/her thesis for approval by the University Graduate School Board.
- (b) After the title has been approved it may not be changed except with the permission of the University Graduate School Board.

3.4.8 Progress reports

- 3.4.8.1 (a) Every Master's degree by thesis candidate shall submit a report on his/her work at the end of each semester for transmission to the University Graduate School Board.
- (b) The Principal Supervisor shall submit via the Responsible Academic Officer to the University Graduate School Board a report on the candidate's progress and,

where applicable, on the suitability of the candidate's research work environment at the end of each semester.

3.4.9 Candidature Assessment

- 3.4.9.1 (a) Before or at the end of the first two semesters of candidature in the case of a full-time student, or the first three semesters in the case of a part-time student, the student's candidature will be assessed. The object of the Master's degree by thesis Candidature Assessment (hereafter referred to as the 'Master's by thesis Assessment') is to ensure that the student is equipped with the knowledge to carry out his/her research program, and has made sufficient progress to make it likely that he/she will finish in the prescribed time.
- (b) The form of the Master's degree by thesis Assessment for each course will be determined by the University Graduate School Board, on the recommendation of the Responsible Academic Officer.
- (c) As part of the Master's degree by thesis Assessment the student will normally present a seminar to the University on his/her thesis topic and methodology.
- (d) A student who does not satisfy the requirements for the Master's degree by thesis Assessment will not be permitted to proceed with his/her candidature, unless with the approval of the University Graduate School Board, he/she be invited to re-attempt the Master's degree by thesis Candidature Assessment.
- (e) Where a Master's by thesis student has indicated his/her wish to apply for transfer to a Doctoral Program under Rule 3.4.3.3, the candidate may also apply for his/her Master's degree by thesis Candidature Assessment to be accepted in advance as a de facto Doctoral Assessment after the transfer.

3.4.10 Submission of thesis

- 3.4.10.1 On completing his/her studies a Master's by thesis degree candidate shall submit his/her thesis for the consideration by the examiners. The nature and format of the thesis shall reflect international practices in the discipline or field and give evidence of completion of a substantial research or creative work in the form of:
- (a) a written document which may include previously published work as appropriate; or
 - (b) material which is not print on paper but which gives evidence of a scholarly or creative work; or
 - (c) a combination of (a) and (b).
- 3.4.10.2 The thesis shall comply with the following requirements:
- (a) it must be in English or in a language approved in accordance with the guidelines of Academic Board and
 - (b) it must reach a satisfactory standard of presentation; and
 - (c) it must consist of the candidate's own account of his/her work, except that in special cases work done conjointly with other persons may be accepted provided the University Graduate School Board is satisfied on the candidate's part in the joint work; and
 - (d) it must be embodied in a format as approved by the University Graduate School Board
- 3.4.10.3 Every candidate shall submit with his/her thesis an abstract of the thesis comprising not more than 400 words and written in a form suitable for publication.
- 3.4.10.4 A candidate may not submit any work or material which he/she has previously submitted in full or in part for another award, except as fully acknowledged within the text of the thesis.
- 3.4.10.5 The candidate may submit any work he/she has published, only if it bears on the subject of the thesis. Joint publications will be acceptable provided the University Graduate School Board is satisfied with the candidate's part in the joint work.
- 3.4.10.6 The candidate shall give in writing to the Dean, University Graduate School two months' notice of his/her intention to submit his/her thesis.
- 3.4.10.7 (a) The candidate shall submit the required number of copies of the part of the thesis which is presented in print on paper.
- (b) Submission of any other part of the thesis which is not print on paper shall be in accordance with the guidelines of the University Graduate School Board.
- 3.4.10.8 (a) The thesis shall be transmitted to the Dean, University Graduate School by the Responsible Academic Officer with a certificate signed by the Principal Supervisor(s) certifying that the candidate's thesis has been completed and is ready for examination.
- (b) If the Responsible Academic Officer declines to transmit a thesis for examination, the Principal Supervisor may appeal to the University Graduate School Board.
- (c) If the Principal Supervisor declines to certify a thesis is ready for examination and the Responsible Academic Officer declines to transmit the thesis, a candidate may appeal to the University Graduate School Board.
- (d) Prior to consideration of the appeal the Dean of the University Graduate School shall inform the candidate that, if the appeal is upheld and the thesis forwarded for examination, then:
- (i) the unsigned certificate shall remain attached to the thesis;
 - (ii) examiners shall be informed of the reasons for the certificate not being signed only if they enquire.

3.4.11 Examination of thesis

- 3.4.11.1 On the recommendation of the Responsible Academic Officer, the University Graduate School Board shall appoint at least two examiners

at least one of whom shall not be a staff member of the University. The supervisor(s) may not be examiner(s).

3.4.11.2 The candidate may be required by the University Graduate School Board to undertake an oral defence of the thesis where there is a question as to whether the work is actually that of the candidate himself/herself.

3.4.11.3 The reports of the examiners shall be forwarded to the University Graduate School Board which shall consult the Responsible Academic Officer and recommend to the Academic Board:

- (a) in turn to recommend to Council that the candidate be admitted to the degree; or
- (b) that the candidate be permitted to re-submit a revised thesis within a specified period for re-examination; or
- (c) that the degree not be awarded to the candidate and that the candidate's registration be discontinued.

3.4.12 Requirements for award

3.4.12.1 A Master's degree candidate shall be eligible for the award of a Master's degree by thesis if he/she:

- (a) completes the prescribed program including any required prerequisite or concurrent course of study; and
- (b) is recommended admission to the degree by the University Graduate School Board after examination of the submitted thesis

3.4.13 Deposit of thesis

3.4.13.1 The candidate shall deposit with the University Library for permanent retention one complete copy of each thesis for which the candidate is admitted to a Master's degree by thesis subject to:

- (a) The original or an acceptable copy of the print component of the thesis shall be printed on quality acid-free paper as specified by the University Graduate School Board and;
- (b) any part of the thesis which is not print on paper must be recorded

in a format approved by the University Graduate School Board on the advice of the University Librarian in regard to its preservation and maintenance.

3.4.13.2 (a) The copy of the thesis deposited with the University Library will be available for consultation, loan, or copying at the discretion of the University Librarian, unless the University on the application of the candidate determines that it shall not be available until after the expiry of a period, which period shall not normally exceed two years.

(b) The University Librarian shall require each user and recipient of a copy of a thesis to undertake in writing to respect the author's rights under the law relating to copyright.

(c) A candidate for a Master's by thesis degree may, when he/she lodges a thesis, state that the thesis contains restricted or confidential information which the candidate does not desire to be disclosed freely. The candidate may, to the extent that it is possible, place such information in an Appendix to the thesis. The University Graduate School may approve such restriction indefinitely or for a specified period and may impose conditions on disclosure of such information. If the desired restriction should be approved by the University Graduate School Board, such information shall not be disclosed to other persons unless the Registrar, after consultation with the Responsible Academic Officer, has authorised such disclosure or the period of restriction approved by the University Graduate School Board has expired.

(d) Where the thesis contains material which the University Graduate School Board considers should have restricted distribution or disclosure, the Principal Supervisor, the Responsible Academic Officer, the University Librarian and the examiners shall be informed which parts

are classified and the period, if any, of restriction. If further precautions are required, e.g. more secure transmission than registered post, costs will be borne by the candidate.

3.4.14 Discontinuation of registration

- 3.4.14.1 Notwithstanding the provisions of 3.4.4.2, the University Graduate School Board may discontinue the registration of a Master's by thesis degree candidate in less than the maximum time allowed,
- (a) on grounds of unsatisfactory progress; or
 - (b) in the event of an examination outcome which has recommended that the degree not be awarded to the candidate.

3.4.15 Appeal against discontinuation of registration

- 3.4.15.1 (a) A Master's degree by thesis candidate whose registration is discontinued under the terms of Rule 3.4.14.1 may lodge an appeal with the Registrar against the discontinuation of registration.
- (b) In normal circumstances, the grounds for appeal against decisions made pursuant to Rule 3.4.14.1(a) are:
- (i) the existence of procedural irregularities in the Master's Assessment, in the handling of Progress Reports, or in the implementation of other requirements deemed necessary for satisfactory progress;
 - (ii) mitigating circumstances, supported by documentary evidence, which directly and significantly affected a candidate's progress, an awareness of which might have reasonably led to a decision other than the discontinuation of candidature;
 - (iii) the decision was based on factual errors of such magnitude as to invalidate the decision.

(c) In normal circumstances, the grounds for appeal against decisions made pursuant to 3.4.14.1(b) are:

- (i) procedural irregularities in the conduct of the examination;
- (ii) documentable evidence of irregularities on the part of one or more of the examiners.

3.4.15.2 An appeal against discontinuation of registration must reach the Registrar within three weeks of the date of notification.

3.4.15.3 The Registrar shall refer the appeal to the Dean of the relevant Faculty. The Dean should consult the appropriate Responsible Academic Officer and other academic staff members he/she considers relevant to enable a recommendation to be prepared. The Dean's recommendation, together with any supporting documentation must be forwarded to the Registrar. The Registrar shall then refer the Dean's recommendation to the candidate for the candidate to provide a written response to the recommendation. The candidate's response must reach the Registrar within such time as the Registrar may allow from time to time. The Registrar shall then refer the candidate's appeal, the Dean's recommendation and the candidate's response to the Postgraduate Research Students Appeals Committee, constituted under Rule 3.9, for consideration and decision.

3.4.16 Result of appeal

- 3.4.16.1 (a) A candidate whose appeal is successful shall be reinstated in his/her course and advised of the maximum period of time to complete his/her course as determined by the University Graduate School Board.
- (b) The Postgraduate Research Students Appeals Committee shall recommend to the University Graduate School Board procedures whereby errors of process can be addressed to progress with his/her program or for certain steps of the examination to be repeated as appropriate;

3.4.16.2 A candidate whose appeal is unsuccessful will have his/her discontinuation of registration confirmed.

3.4.17 Readmission

3.4.17.1 (a) A candidate whose registration was discontinued for unsatisfactory progress under Rule 3.4.14.1(a), will not be eligible to return until a period of discontinuation of two semesters has elapsed. Students who wish to apply for readmission to a course after discontinuation must follow normal admission procedures. Applications will only be considered for enrolment after the minimum period of discontinuation has elapsed. Readmission to a course after discontinuation is not automatic.

(b) A candidate whose registration was discontinued after examination under Rule 3.4.14.1(b) will not be eligible for readmission into the same degree program.

3.4.17.2 In the case of a candidate readmitted to his/her former degree program, the University Graduate School Board shall determine the maximum duration of candidature allowed for the candidate to complete the program.

3.4.17.3 In cases where an applicant for readmission has had his/her application declined the applicant may request review of that decision by the Deputy Vice-Chancellor (Academic).

3.5 Doctoral degree students

The degree of Doctor may be awarded by the Council on the recommendation of the Academic Board to a candidate who has demonstrated the capacity for substantial independent research or creative activity and has made an original and distinct contribution to knowledge.

A Doctoral degree may be awarded on the basis of:

- (a) a thesis; or
- (b) a thesis and completion of a specified course of study.

3.5.1 Application

3.5.1.1 An application for admission to a Doctoral degree program is accepted subject to the availability of resources, facilities and supervision. Courses and arrangements for courses as stated in the Calendar or any publication, announcement or advice of the University are an expression of intent only and are not to be taken as a firm offer or undertaking. The University reserves the right to discontinue or vary such courses, arrangements or staff allocations at any time without notice.

3.5.1.2 An application shall be made on the prescribed form and shall be lodged with the Registrar.

3.5.2 Eligibility for admission

3.5.2.1 To qualify for admission to a Doctoral degree program applicants shall:

- (a) (i) possess a Bachelor’s degree of this University with First or Second Class Honours, Division 1 or a Master’s by research degree; or
- (ii) possess an equivalent qualification from another tertiary educational institution; or
- (iii) transfer from a Master’s degree as under 3.5.3.3.or
- (iv) submit such other evidence of general and professional qualifications as will satisfy the University Graduate School Board that the applicant possesses the educational preparation and capacity to pursue the Doctoral studies; and
- (b) satisfy such additional requirements for admission to a particular program of study, if any, as may be prescribed by the University Graduate School Board.

3.5.2.2 All students, except those who are enrolled in a course offered in a language other than English, are expected to be proficient in English comprehension and expression as defined by the University admission policy.

3.5.3 Registration

3.5.3.1 The University Graduate School Board may either:

- (a) permit an applicant to register as a Doctoral degree candidate; or
- (b) permit an applicant to register as a Master's degree by thesis student for the purpose of preparing himself/herself as a candidate for a Doctoral degree program.

3.5.3.2 The University Graduate School Board shall not permit an applicant to register as a Doctoral degree candidate unless:

- (a) the applicant has qualified for admission in terms of 3.5.2.1; and
- (b) it has received a certificate of support from the Responsible Academic Officer of the Faculty in which the applicant proposes to study stating that:
 - (i) the applicant is a fit person to undertake a program leading to the Doctoral degree;
 - (ii) the applicant can devote sufficient time to his/her advanced study and research; and
 - (iii) the Faculty is willing to provide appropriate resources and facilities and to undertake the responsibility of supervising the work of the applicant; or

- (c) in the case of an applicant seeking admission as a candidate carrying out all or part of the work for a Doctoral degree at a site external to the University, a certificate of support, if appropriate, is received from the site management stating that the applicant will be provided with the appropriate resources and facilities necessary for the work of the Doctoral program and that the site management is willing to support such work of the applicant.

3.5.3.3 (a) A Master's by thesis degree candidate may apply to the University Graduate School Board for transfer and registration as a Doctoral degree candidate if he/she has reached a stage of the

Master's by thesis program approved by the University Graduate School Board at a level of performance prescribed by the Board.

- (b) A Master's by thesis degree candidate shall not be eligible for transfer and registration as a Doctoral degree candidate until completion of at least one semester full-time equivalent study of his/her Master's by thesis program and he/she has met the requirements prescribed by the University Graduate School Board.

- (c) A Master's by thesis degree candidate who wishes to transfer and register for a Doctoral degree program shall

- (i) apply to the Registrar on a prescribed form at the time of the candidate's Master's by thesis Candidature Assessment and no later than the completion of the third semester after his/her Master's degree by thesis registration;
- (ii) indicate in the application whether he/she wishes to apply for his/her Master's degree by thesis Candidature Assessment to be accepted in advance as a de facto Doctoral Candidature Assessment after the transfer in accordance with Rule 3.4.9.1(e).

The Registrar shall forward that application to the University Graduate School Board for consideration.

- (d) in the case of a Master's by thesis degree candidate applying for transfer and registration for a Doctoral degree program, the University Graduate School Board shall, on the recommendation of the Responsible Academic Officer, either:

- (i) permit the candidate to transfer and register as a Doctoral degree candidate; or

- (ii) refuse the candidate's registration for a Doctoral program and continue his/her registration as a Master's degree by thesis candidate.
- (e) In approving the transfer of the Master's by thesis degree candidate to register as a Doctoral degree candidate, the University Graduate School Board shall, on the recommendation of the Responsible Academic Officer, determine the maximum duration of candidature allowed for completion of the degree, taking into account the length of the Master's candidature which the candidate has completed. The total length of candidature of the completed part of the Master's by thesis program and the length of the approved doctoral program after transfer shall not normally exceed the maximum duration of a doctoral degree program unless permission is given by the University Graduate School Board under Rule 3.5.4.2.

3.5.3.4 The University Graduate School Board shall not permit an applicant to transfer from a Master's by thesis degree program and register as a Doctoral degree candidate unless:

- (a) (i) the applicant has qualified for admission in terms of 3.5.2.1; or
- (ii) he/she has been enrolled as a Master's by thesis degree candidate in this University and has subsequently carried out such work, passed such examination and reached such standards as the University Graduate School Board shall prescribe, and has not previously been denied registration as a Doctoral degree candidate on two occasions;
- (b) the University Graduate School Board is satisfied with the certificate of support from the faculty or the site management as required under Rule 3.5.3.2 (b) and (c).

3.5.4 Period of candidature

3.5.4.1 The minimum time allowed for a candidate to complete a Doctoral degree program is four semesters from the time of registration for the Program in the case of a full-time candidate and six semesters in the case of a part-time candidate, except that a candidate who is specially qualified in the relevant discipline may, with approval of the University Graduate School Board, be allowed to complete the Program in less than the normal minimum time.

- 3.5.4.2 (a) The maximum time allowed for a candidate to complete a Doctoral degree program is six semesters in the case of a full-time candidate and nine semesters in the case of a part-time candidate, unless special permission for an extension of time is granted by the University Graduate School Board.
- (b) A Doctoral degree candidate who wishes to extend his/her candidature after registration needs to seek permission from the University Graduate School Board for an extension of his/her candidature.
- (c) An extension of maximum time granted by the University Graduate School Board shall not include periods of approved leave of absence and shall not normally exceed two semesters in the case of a full-time candidate and three semesters in the case of part-time candidate.

3.5.5 Concurrent studies

3.5.5.1 In the case of an applicant registered as a Doctoral degree candidate wishing to enrol for another award degree in the University or with an external institution, approval of the University Graduate School Board upon the recommendation of the Responsible Academic Officer(s) is required

3.5.5.2 Recognition of work done other than as a candidate

- (a) A person who has at this University or another university or institution approved by the

University Graduate School Board pursued a course of study and research but has not thereby qualified for any degree or other award, may, for the purpose of satisfying the requirements of these Rules, be given recognition for work done while pursuing that course.

- (b) The extent of recognition shall be determined by the University Graduate School Board after consideration of a report by the Responsible Academic Officer setting out:
 - (i) the nature and duration of the work and of the supervision exercised;
 - (ii) the suitability of the work relative to the subject of the degree course;
 - (iii) the quality of the work done.

3.5.6 Research work and supervision

- 3.5.6.1 All research work and related activities for a Doctoral degree shall be carried out at locations and under conditions approved by the University Graduate School Board.
- 3.5.6.2 Candidates shall be required to complete prerequisite or concurrent coursework and participate in such colloquia, research seminars and other work of the University as may be considered appropriate by their Supervisory Panel and Responsible Academic Officer.
- 3.5.6.3
 - (a) All candidates shall have appointed by the University Graduate School Board, a Supervisory Panel. The Supervisory Panel comprises the Principal Supervisor, any Joint Supervisor, and other Advisors as appropriate. There is a minimum of two members on each Supervisory Panel. Normally the Principal Supervisor shall have a Doctoral degree.
 - (b) All supervisory panel members must comply with the University's code of practice for supervision of research candidates. The roles of supervisors/advisors are as prescribed by the University Graduate School Board.

- (c) Where the candidate undertakes a major portion of his/her research at sites external to the University, the University Graduate School Board may appoint an external Principal Supervisor or Advisor.
- (d) Where the candidate has been approved at admission to undertake a program of study in a language other than English, at least the Principal Supervisor must be competent in that language.

3.5.7 Thesis title

- 3.5.7.1
 - (a) Not later than one year after registration as a Doctoral degree candidate, the candidate shall submit the title of his/her thesis for approval by the University Graduate School Board.
 - (b) After the title has been approved it may not be changed except with the permission of the University Graduate School Board.

3.5.8 Progress reports

- 3.5.8.1
 - (a) Every Doctoral degree candidate shall submit a report on his/her work at the end of each semester for transmission to the University Graduate School Board.
 - (b) The Principal Supervisor shall submit via the Responsible Academic Officer to the University Graduate School Board a report on the candidate's progress and, where applicable, on the suitability of the candidate's research work environment for each six month period.

3.5.9 Candidature Assessment

- 3.5.9.1
 - (a) Before or at the end of the first two semesters of candidature in the case of a full-time student, or the first three semesters in the case of a part-time student, the student's candidature will be assessed. The object of the Doctoral Candidature Assessment (hereafter referred to as the 'Doctoral Assessment') is to ensure that the student is equipped with the knowledge to carry out his/her research program, and has made

sufficient progress to make it likely that he/she will finish in the prescribed time.

- (b) The form of the Doctoral Assessment for each degree course will be determined by the University Graduate School Board, on the recommendation of the Responsible Academic Officer.
- (c) As part of the Doctoral Assessment the student will normally present a seminar to the University on his/her thesis topic and methodology.
- (d) A student who does not satisfy the requirements for the Doctoral Assessment will not be permitted to proceed with his/her candidature, unless with the approval of the University Graduate School Board, he/she be invited to re-attempt the Doctoral Assessment.
- (e) Where a student is transferred from a Master's by thesis degree under Rule 3.5.3.3(d)(i), his/her Master's degree by thesis Candidature Assessment may be accepted as a de facto Doctoral Candidature Assessment on the recommendation of the Responsible Academic Officer.

3.5.10 Submission of thesis

3.5.10.1 On completing his/her studies a Doctoral degree candidate shall submit his/her thesis for the consideration by the examiners. The nature and format of the thesis shall reflect international practices in the discipline or field and give evidence of completion of a substantial research or creative work in the form of:

- (a) a written document which may include previously published work as appropriate; or
- (b) material which is not print on paper but which gives evidence of a scholarly or creative work; or
- (c) a combination of (a) and (b).

3.5.10.2 The thesis shall comply with the following requirements:

- (a) it must be in English or in a language approved in accordance

with the guidelines of Academic Board; and

- (b) it must reach a satisfactory standard of presentation; and
- (c) it must consist of the candidate's own account of his/her work, except that in special cases work done conjointly with other persons may be accepted provided the University Graduate School Board is satisfied on the candidate's part in the joint work; and
- (d) it must be embodied in a format as approved by the University Graduate School Board.

3.5.10.3 Every candidate shall submit with the thesis an abstract of the thesis comprising not more than 400 words and written in a form suitable for publication.

3.5.10.4 A candidate may not submit any work or material which he/she has previously submitted in full or in part for another award, except as fully acknowledged within the text of the thesis.

3.5.10.5 The candidate may submit work he/she has published, only if it bears on the subject of the thesis. Joint publications will be acceptable provided the University Graduate School Board is satisfied with the candidate's part in the joint work.

3.5.10.6 (a) The candidate shall also be required to make an oral presentation of the submission to an audience drawn from within the broad disciplinary area

(b) The oral presentation shall normally be held within the final six months before the submission of the thesis.

3.5.10.7 The candidate shall give in writing to the Dean, University Graduate School two months' notice of his/her intention to submit the thesis.

3.5.10.8 (a) The candidate shall submit the required number of copies of the thesis.

- (b) Submission of any other part of the thesis which is not print on paper shall be in accordance with the guidelines of the University Graduate School Board.

- 3.5.10.9 (a) The thesis shall be transmitted to the Dean, University Graduate School by the Responsible Academic Officer with a certificate signed by the Principal Supervisor certifying that:
- (i) the candidate's thesis has been completed and is ready for examination; and
 - (ii) that the Candidate has made an oral presentation.
- (b) If the Responsible Academic Officer declines to transmit a thesis for examination, the Principal Supervisor may appeal to the University Graduate School Board.
- (c) If the Principal Supervisor declines to certify a thesis is ready for examination and the Responsible Academic Officer declines to transmit the thesis, a candidate may appeal to the University Graduate School Board.
- (d) Prior to consideration of the appeal the Dean of the University Graduate School shall inform the candidate that, if the appeal is upheld and the thesis forwarded for examination, then:
- (i) the unsigned certificate shall remain attached to the thesis;
 - (ii) examiners shall be informed of the reasons for the certificate not being signed only if they enquire.

3.5.11 Examination of thesis

- 3.5.11.1 On the recommendation of the Responsible Academic Officer the University Graduate School Board shall appoint three examiners at least two of whom shall not be staff members of the University. The supervisor(s) may not be examiner(s).
- 3.5.11.2 The candidate may be required by the University Graduate School Board, to undertake an oral defence of the thesis where there is a question as to whether the work is actually that of the candidate.
- 3.5.11.3 The reports of the examiners shall be forwarded to the University Graduate School Board which shall consult

the Responsible Academic Officer and recommend to the Academic Board:

- (a) in turn to recommend to Council that the candidate be admitted to the degree; or
- (b) that the candidate be permitted to re-submit a revised thesis within a specified period for re-examination; or
- (c) that the degree not be awarded to the candidate and that the candidate's registration as a Doctoral degree candidate be discontinued; or
- (d) that the candidate be advised to apply for admission to another degree of the University.

3.5.12 Requirements for award

- 3.5.12.1 A Doctoral degree candidate shall be eligible for the award of a Doctoral degree if he/she:
- (a) completes the prescribed program including any required prerequisite or concurrent course of study; and
 - (b) is recommended admission to the degree by the University Graduate School Board after examination of the submitted thesis.

3.5.13 Deposit of thesis

- 3.5.13.1 The candidate shall deposit with the University Library for permanent retention one complete copy of each thesis for which the candidate is admitted to a Doctoral degree subject to:
- (a) The original or an acceptable copy of the print component of the thesis shall be printed on quality acid-free paper as specified by the University Graduate School Board and;
 - (b) any part of the thesis which is not print on paper must be recorded in a format approved by the University Graduate School Board on the advice of the University Librarian in regard to its preservation and maintenance.
- 3.5.13.2 (a) The copy of the thesis deposited with the University Library will be available for consultation,

loan, or copying at the discretion of the University Librarian unless the University on the application of the candidate determines that it shall not be available until after the expiry of a period, which shall not normally exceed two years.

- (b) The University Librarian shall require each user and recipient of a copy of a thesis to undertake in writing to respect the author's rights under the law relating to copyright.
- (c) A candidate for a Doctoral degree may, when he/she lodges a thesis, state that the thesis contains restricted or confidential information which the candidate does not desire to be disclosed freely. The candidate may, to the extent that it is possible, place such information in an Appendix to the thesis. The University Graduate School may approve such restriction indefinitely or for a specified period and may impose conditions on disclosure of such information. If the desired restriction should be approved by the University Graduate School Board, such information shall not be disclosed to other persons unless the Registrar, after consultation with the Responsible Academic Officer, has authorised such disclosure or the period of restriction approved by the University Graduate School Board has expired.
- (d) Where the thesis contains material which the University Graduate School Board considers should have restricted distribution or disclosure, the Principal Supervisor, the Responsible Academic Officer, the University Librarian and the examiners shall be informed which parts are classified and the period, if any, of restriction. If further precautions are required, e.g. more secure transmission than registered post, costs will be borne by the candidate.

3.5.14 Discontinuation of registration

Notwithstanding the provisions of 3.5.4.2, the University Graduate School Board may discontinue the registration of a Doctoral degree candidate in less than the maximum time allowed.

- (a) on grounds of unsatisfactory progress; or
- (b) in the event of an examination outcome which has recommended that the degree not be awarded to the candidate.

3.5.15 Appeal against discontinuation of registration

3.5.15.1 (a) A Doctoral degree candidate whose registration is discontinued under the terms of Rule 3.5.14 may lodge an appeal with the Registrar against the discontinuation of registration.

- (b) In normal circumstances, the grounds for appeal against decisions made pursuant to Rule 3.5.15.1(a) are:
 - (i) the existence of procedural irregularities in the Doctoral Assessment, in the handling of Progress Reports, or in the implementation of other requirements deemed necessary for satisfactory progress;
 - (ii) mitigating circumstances, supported by documentary evidence, which directly and significantly affected a candidate's progress, an awareness of which would have reasonably led to a decision other than the discontinuation of candidature;
 - (iii) the decision was based on factual errors of such magnitude as to invalidate the decision.

(c) In normal circumstances, the grounds for appeal against decisions made pursuant to 3.5.14(b) are:

- (i) procedural irregularities in the conduct of the examination;

- (ii) documentary evidence of irregularities on the part of one or more of the examiners.

- 3.5.15.2 An appeal against discontinuation of registration must reach the Registrar within three weeks of the date of notification.
- 3.5.15.3 The Registrar shall refer the appeal to the Dean of the relevant Faculty. The Dean should consult the appropriate Responsible Academic Officer and other academic staff members he/she considers relevant to enable a recommendation to be prepared. The Dean's recommendation, together with any supporting documentation must be forwarded to the Registrar. The Registrar shall then refer the Dean's recommendation to the candidate for the candidate to provide a written response to the recommendation. The candidate's response must reach the Registrar within 10 days of the date of notification. The Registrar shall then refer the candidate's appeal, the Dean's recommendation and the candidate's response to the Postgraduate Research Students Appeals Committee, constituted under Rule 3.9, for consideration and decision.

3.5.16 Result of appeal

- 3.5.16.1 (a) A candidate whose appeal is successful shall be reinstated in his/her course and advised of the maximum period of time to complete his/her course as determined by the University Graduate School Board.
- (b) The Postgraduate Research Students Appeals Committee shall recommend to the University Graduate School Board procedures whereby errors of process can be addressed to enable the candidate to progress with his/her program or for certain steps of the examination to be repeated as appropriate.
- 3.5.16.2 A candidate whose appeal is unsuccessful will have his/her discontinuation of registration confirmed.

3.5.17 Readmission

- 3.5.17.1 (a) A candidate whose registration was discontinued for unsatisfactory progress under Rule 3.5.14(a), will not be eligible to return until a period of discontinuation of two semesters has elapsed. Students who wish to apply for readmission to a course after discontinuation must follow normal admission procedures. Applications will only be considered for enrolment after the minimum period of discontinuation has elapsed. Readmission to a course after discontinuation is not automatic.
- (b) A candidate whose registration was discontinued after examination under Rule 3.5.14(b) will not be eligible for readmission into the same degree program.
- 3.5.17.2 In the case of a candidate readmitted to his/her former degree program, the University Graduate School Board shall determine the maximum duration of candidature allowed for the candidate to complete the program.
- 3.5.17.3 In cases where an applicant for re-admission has had his/her application declined the applicant may request review of that decision by the Deputy Vice-Chancellor (Academic).

3.5.18 Degree of Doctor by publication

- 3.5.18.1 An applicant for admission as a candidate for the degree of Doctor by publication must:
- (a) satisfy the requirements of 3.5.2.1; and
 - (b) be able to provide prima facie evidence of appropriate publications which can form the body of a thesis to the satisfaction of the enrolling faculty.
- 3.5.18.2 (a) A preliminary application for a Doctoral degree by publication shall be made on the prescribed form to the University Graduate School Board and shall include:
- (i) identification of the faculty or other academic unit with which the contribution to

scholarship is considered to be most closely associated; and

- (ii) a list of the publications which the candidate intends to include in the thesis to be presented for examination.
- (b) In the event that the faculty confirms there is prima facie evidence for the Doctoral degree to be awarded in due course, the candidate shall be required to complete the normal procedures for application for candidature.

3.5.18.3 Appointment of supervisors

Following the candidate's admission to candidature for a Doctoral degree by publication, a Supervisory Panel will be appointed by the University Graduate School Board in accordance with 3.5.6.3 to direct the preparation of the thesis and any other required material.

3.5.18.4 Thesis submission and examination

A thesis submitted for a Doctoral degree by publication shall consist of the published works referred to in 3.5.18.2(a), and an extended paper which shall be an overview of normally between 5,000 and 10,000 words, setting out ways in which the collective publications provide an original and significant contribution to knowledge. The thesis which shall in all other respects comply and be examined in accordance with the provisions of 3.5.10 and 3.5.11 may be bound or boxed as appropriate and must incorporate:

- (a) details of sources from which the works were derived;
- (b) details of the extent to which the work of others has been utilised;
- (c) details of the extent to which the applicant was responsible for the initiation, conduct and direction of any joint works submitted as part of the application;
- (d) evidence that the publications have standing as significant contributions to knowledge;
- (e) a declaration identifying any of the works referred to in 3.5.18.2

(b) which have been submitted for a qualification of any tertiary institution; and

- (f) all works, apart from quotations, to be presented in, or translated into, English, unless otherwise approved.
- 3.5.18.5 (a) A Doctoral Assessment conducted in accordance with 3.5.9 shall normally be held before the end of the first semester of candidature.
- (b) An oral presentation of the thesis shall be made during the six months period prior to submission in accordance with 3.5.10.6.
- 3.5.18.6 The thesis may not be presented for examination until one semester has elapsed since registration and not later than six semesters.
- 3.5.18.7 The candidate shall give in writing to the Dean, University Graduate School two months' notice of intention to submit the thesis.

3.5.18.8 Discontinuation of registration

Candidates for a Doctoral degree by publication shall be bound by 3.5.13 and 3.5.14.

3.6 Higher Doctorates

- 3.6.1 The Higher Doctorates – Doctor of Engineering (DEng), Doctor of Fine Arts (DFA), Doctor of Laws (LLD), Doctor of Letters (LittD), Doctor of Science (DSc) – may be awarded by the University on rare occasions to people whose scholarly works exhibit, among other things, a level of originality and creativity which marks them as a major authority in their field.
- 3.6.2 (a) To qualify for admission as a candidate for a Higher Doctorate, a candidate must:
 - (i) hold a degree of this University; or from another tertiary institution and be in the opinion of the Faculty concerned and the University Graduate School Board otherwise qualified to be a candidate by reason of their eminence in learning or creative achievements; and

- (ii) have been a full-time academic staff member of this University for at least three consecutive years; or otherwise, in the opinion of the University Graduate School Board, has had an equivalent connection with this University.
- (b) A candidate for admission to Higher Doctorates must submit an application to the University Graduate School Board on a prescribed form, with a letter of support from the faculty;
- (c) In the event that the faculty confirms there is prima facie evidence for the Higher Doctorates to be awarded in due course, the candidate shall be required to complete the normal procedures for application for candidature.

3.6.3 Submission of works

- (a) A candidate for a Higher Doctorate shall submit to the Registrar three copies of published works of which the candidate is author or joint author, and which are to be examined for the award of a degree, as the University Graduate School Board determines.
- (b) A candidate shall not submit work in respect of which the candidate has already been granted a degree by any university.
- (c) In the case of works of which the candidate is a joint author, the candidate shall submit a written statement and such supporting material as the University Graduate School Board requires, indicating the contribution of the candidate to the works.

3.6.4 Examination

- (a) The University Graduate School Board shall appoint no fewer than three examiners, none of whom shall be staff members of the University, to examine the submitted works.
- (b) Each examiner shall submit to the University Graduate School Board an independent report in writing on the submitted works, in which the examiner shall recommend that the candidate

be admitted or be not admitted to the degree.

- (c) If after considering the examiners' reports, the University Graduate School Board is of the opinion that the submitted works:
 - (i) represent outstanding creative achievement or an outstanding contribution to the field of knowledge in which those works fall; and
 - (ii) exhibit a level of originality and creativity that stamps the candidate as a major authority in that field;
 - it shall recommend to the Academic Board in turn to recommend to Council that the candidate be admitted to the degree.
- (d) In the event that the examiners' report recommends that the candidate not be admitted to the degree, the University Graduate School Board shall so advise the candidate.

3.6.5 Deposit of publication

The provisions of Rule 3.5.13 of the Rules for Doctoral degree students shall apply in respect of published works submitted under Rule 3.6.3.

RULES RELATING TO THE APPEALS COMMITTEES OF ACADEMIC BOARD

3.7 Constitution

3.7.1 For the purposes of a student's right of appeal under Rules 2.1.8, 2.4.6, 3.1.20–3.1.21, 3.2.7–3.2.9, 3.3.8–3.3.10, 3.4.15–3.4.17, 3.5.15–3.5.17 there shall be Appeals Committees constituted in accordance with Rules 3.8 to 3.11 below.

3.8 Coursework Students Appeals Committee

3.8.1 Composition

- (a) A Coursework Students Appeals Committee shall consist of:
 - (i) a Deputy Chair, Academic Board (Chair);
 - (ii) Alternate Chair (elected by and from the Academic Board);
 - (iii) one academic staff member of each Faculty nominated by the Dean of each Faculty and one academic staff member nominated by the Dean to be an alternate member;
 - (iv) one coursework student elected by and from the student members of Academic Board and one coursework student elected by and from the student members of Academic Board to be the alternate student member.
- (b) The Committee membership term shall be two years. Members may serve not more than two consecutive membership terms.
- (c) The quorum will be 7 members including either the Chair or Alternate Chair. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.

3.8.2 Terms of reference

The Coursework Students Appeals Committee shall make determinations on coursework student appeals:

- (a) against exclusion for failure to maintain the required minimum rate of progress pursuant to Rule 3.1.20;
- (b) against discontinuation of registration for failure to complete the course in the prescribed time or for unsatisfactory progress pursuant to Rules 3.2.7, 3.3.8.

3.9 Postgraduate Research Students Appeals Committee

3.9.1 Composition

- (a) A Postgraduate Research Students Appeals Committee shall consist of:
 - (i) Chair/Deputy Chair appointed by the Chair of Academic Board;
 - (ii) two academic staff members with experience in supervision of postgraduate research students appointed from a panel appointed by the Academic Board from panel members nominated by the Deans under Rule 3.9.1(c) below;
 - (iii) a postgraduate research student of the University who has been enrolled at the University for at least two semesters, appointed from a panel appointed by Academic Board from panel members nominated by the Deans under Rule 3.9.1(c) below.
- (b) The Academic Board shall appoint a Chair, Deputy Chair and panels of persons in categories (ii) and (iii) above every two years.
- (c) Nomination of panel members shall be made by the Dean of each Faculty.

- (d) Panel members may be appointed for not more than two consecutive terms.
 - (e) When an appeal is lodged, the Chair of Academic Board, in consultation with the Pro-Vice-Chancellor (Research and Development) shall constitute a Postgraduate Research Students Appeals Committee as required under Rule 3.9.1(a) above from the panels appointed by Academic Board.
 - (f) The Deputy Chair shall serve as Chair in a case where the Chair has an involvement with the case being heard, or is otherwise not able to act as Chair.
 - (g) All members of a Postgraduate Research Students Appeals Committee must be present at all meetings convened for a specific case. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.
- (ii) two academic staff members, with experience in the placement and administration of professional experience students, appointed from a panel appointed by the Academic Board from the panel members nominated by the Deans under Rule 3.10.1(c) below;
 - (iii) a student of the University who has been enrolled at the University for at least two semesters and who has completed, or partially completed, professional experience course requirements, appointed from a panel appointed by the Academic Board from the panel members nominated by the Deans under Rule 3.10.1(c) below.
- (b) The Academic Board shall appoint a Chair and Deputy Chair and panels of persons in categories (ii) and (iii) above every two years.

3.9.2 Terms of reference

The Postgraduate Research Students Appeals Committee shall make determinations on postgraduate research student appeals against discontinuation of registration on grounds of unsatisfactory progress or in the event of an examination outcome which has determined that the degree not be awarded pursuant to Rules 3.4.15 and 3.5.15.

In cases where an appeal is upheld, the Postgraduate Research Students Appeals Committee may also make recommendations to facilitate the implementation of a remedy appropriate to the circumstances of the matter/s in question.

3.10 Professional Experience Appeals Committee

3.10.1 Composition

- (a) A Professional Experience Appeals Committee shall consist of:
 - (i) Chair/Deputy Chair appointed by the Chair of the Academic Board;
- (c) Nomination of panel members shall be made by the Dean of each Faculty which has a substantial number of students in courses with professional experience requirements.
- (d) The Chair, Deputy Chair and panel members may be appointed for not more than two consecutive terms.
- (e) When an appeal is lodged the Chair, Academic Board, in consultation with the Deputy Vice-Chancellor (Academic) shall constitute a Professional Experience Appeals Committee as required in Rule 3.10.1(a) above from panels appointed by Academic Board.
- (f) All members of a Professional Experience Appeals Committee must be present at all meetings convened for a specific case. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.

- (g) Before making a final determination, the Committee, through the Chair, may obtain appropriate advice and assistance from a person with strong experience in professional education of students in the relevant area, who has had no previous involvement in the matter, to assist it in assessing necessary levels of capacity and standards of behaviour of students in placements.

3.10.2 Terms of reference

The Professional Experience Appeals Committee shall make determinations on appeals against decisions of the Vice-Chancellor relating to deferral of a student's participation in any part of required professional experience that would have the effect of preventing the student from continuing his/her course pursuant to Rule 2.4.6.

3.11 Appeals Committee (Non-disclosure)

3.11.1 Composition

- (a) An Appeals Committee (Non-disclosure) shall consist of:
 - (i) the Chair, appointed from a panel nominated by the Academic Board;
 - (ii) two academic staff members, with experience in admission procedures of the University, appointed from a panel nominated by the Academic Board.
- (b) The Academic Board shall appoint panels of persons in categories (i) and (ii) above every two years.
- (c) Nomination of panel members shall be made by the Dean of each Faculty.
- (d) The panel members may be appointed for not more than two consecutive terms.
- (e) When an appeal is lodged the Chair, Academic Board, in consultation with the Deputy Vice-Chancellor (Academic) shall

constitute an Appeals Committee (Non-disclosure) as required in Rule 3.11.1(a) above.

- (f) All members of an Appeals Committee (Non-disclosure) must be present at all meetings convened for a specific case. This requirement can be satisfied by the participation of one or more members through telephone or video conferencing.

3.11.2 Terms of reference

An Appeals Committee (Non-disclosure) shall make determinations on appeals against withdrawal of offer and cancellation of enrolment, pursuant to Rule 2.1.9.

RULES RELATING TO GENERAL PROCEDURES FOR APPEALS COMMITTEES OF ACADEMIC BOARD

3.12 Procedures for Appeals

- 3.12.1 Appeals Committees shall be convened by the Registrar as required in accordance with the Standing Orders 49 to 51 of the Standing Orders of Academic Board.
- 3.12.2 Each appeal must be dealt with on its own terms and merits and in accordance with its own circumstances.
- 3.12.3 The Academic Board shall approve sets of procedural guidelines to be followed by the respective Appeals Committees established under Rules 3.8 to 3.11 above, and such guidelines shall be subject to review by the By-laws and Rules Committee, which may recommend amendments to the Academic Board.
- 3.12.4 An Appeals Committee shall determine how to handle the matters before it, consistent with the procedural guidelines which the Academic Board has approved for it. In particular, an Appeals Committee is not bound by the Rules of evidence, and may inform itself on any matter relevant to its deliberations in a way that it considers to be efficacious and reliable, consistent with basic fairness to each appellant, and having regard to the academic standards of the University.
- 3.12.5 Senior administrative staff may assist Appeals Committees, act as advisers and attend meetings as required including: Director, Student Administration Unit or nominee and Director, Student Services or nominee. In providing such expert assistance to an Appeals Committee, the members of staff shall confine their comments or contributions to the provision of factual information or technical or legal advice that is actually needed to assist the Committee to deal with the matter or matters before it. They should not express any opinion about the appropriate outcome for individual cases or on the merits of any

case. A note should be made of the substance of their advice and this should be kept with the official University file relating to the appeal in question.

- 3.12.6 Where, in the opinion of the Registrar, an Appeals Committee, constituted under Rules 3.9, 3.10 or 3.11, is not progressing an appeal expeditiously, the Registrar may, after consultation with the Chair of the Appeal Committee, by notice in writing served on the members of the Appeals Committee and the student, dissolve that committee.
- 3.12.7 Where the Registrar dissolves an Appeals Committee under Rule 3.12.6, another Appeals Committee comprised in accordance with Rules 3.9 to 3.11, may be formed to inquire into the appeal, but no person who was a member of the dissolved Appeals Committee may be a member of that other Appeals Committee unless the Chair of Academic Board so resolves.
- 3.12.8 If a member of an Appeals Committee ceases to be a member at a point when the remaining members have reached a decision and that decision is unanimous, the decision of the remaining members will be the decision of the Appeals Committee.

3.13 Decision

- (a) A decision of an Appeals Committee requires a simple majority of the members deciding the appeal.
- (b) An Appeals Committee may:
- (i) refer a matter back to the decision-maker for further reconsideration; or
 - (ii) uphold an appeal and reverse the original decision; or
 - (iii) uphold an appeal in fact and vary the original decision; or
 - (iv) dismiss an appeal.
- (c) The Chair of an Appeals Committee must provide the Registrar with the Committee's minutes within five days of the meeting at which a decision is made. The

minutes must contain the record of the decision taken and the reasons for the decision.

- (d) A decision of an Appeals Committee is final and must be reported to the Academic Board for information.
- (e) The Registrar must notify the student of the Committee's decision and reasons for the decision. The Registrar may notify any other person of the decision and reasons on a need to know basis.

RULES OF THE UNIVERSITY RELATING TO STUDENTS ENROLLED IN EXTERNAL AWARD COURSES

3.14 External award student – individual enrolment

- 3.14.1 A student who is enrolled in a course leading to an award at another tertiary educational institution may enrol in subjects at the University which will count towards that award.
- 3.14.2 A student admitted under Rule 3.14.1 above will be registered as an external award student – individual enrolment.
- 3.14.3 Admission is subject to the joint approval of the institutions and to the availability of class places.
- 3.14.4 A student enrolled under Rule 3.14.1 will be required to pay fees and charges as directed by the Registrar. In certain circumstances, where reciprocal arrangements apply, students will be exempted from payment.
- 3.14.5 A student who wishes to vary his/her approved program by undertaking additional or new subjects must make application to the Registrar on the appropriate form before the end of the fourth week of a semester, or before the date published by the Registrar for other Teaching Periods. Such an application must be accompanied by a letter of approval to undertake these additional subjects from the Registrar/Secretary of the student's home institution.
- 3.14.6 A student who fails a subject for a third time will not be permitted to re-enrol in that subject unless the student's home institution can demonstrate to the satisfaction of the Responsible Academic Officer the importance of further enrolment.

3.15 External award student – contract enrolment

- 3.15.1 A student who is enrolled in a course leading to an award at another tertiary educational institution may enrol in subjects at the University which will count towards that award.
- 3.15.2 Where contract arrangements exist between the University and the other tertiary educational institution a student admitted under Rule 3.15.1 above will be registered as an external award student – contract enrolment.
- 3.15.3 Admission is subject to the joint approval of both institutions and to the availability of class places.
- 3.15.4 A student enrolled under Rule 3.15.1 will be required to pay such fees and charges as are agreed between the two institutions.
- 3.15.5 A student who fails a subject for a third time will not be permitted to re-enrol in that subject unless the student's home institution can demonstrate to the satisfaction of the Responsible Academic Officer the importance of further enrolment.

RULES OF THE UNIVERSITY RELATING TO NON-AWARD STUDENTS

4.1 Extension students

4.1.1 Admission

- 4.1.1.1 A student, whether matriculated to the University or not, and who is permitted:
- (a) to enrol in an approved extension course; or
 - (b) to enrol in subjects in order to obtain professional registration or to improve his/her vocational position or from interest; or
 - (c) to audit subjects by attending classes without undertaking assignments or class work or receiving an assessment at the end of the tuition period, will be admitted as an extension student.
- 4.1.1.2 Admission as an extension student will be subject to the approval of the Responsible Academic Officer and to availability of class places.
- 4.1.1.3 Students who have been excluded under Rule 3.1.18 may not enrol as an extension student during the period of exclusion.
- 4.1.1.4 Students who fail a subject for a third time will not be permitted to re-enrol in that subject.

4.1.2 Payment of fees

- 4.1.2.1 A student admitted as an extension student under any of the conditions specified in 4.1.1 above will be required to pay tuition fees as set out in the official Schedule of Fees.
- 4.1.2.2 Where an agreement is reached between the University and another institution or organisation, to provide specific teaching facilities for a clearly defined purpose for a group of students, such students will be admitted as extension students. Tuition fees will be payable by such students in accordance with the official Schedule of Fees. In certain cases, the tuition fees may be charged to the other institution or organisation.

4.1.3 Registration and enrolment

An extension student shall be deemed to be a registered student from the time that his/her enrolment form is signed and fees are paid until he/she:

- (a) completes the subject(s) or course; or
- (b) withdraws from the subject(s) or course; or
- (c) has his/her enrolment in the subject(s) or course terminated.

4.1.4 Identification cards

Students are required to carry their identification cards at all times and produce them on demand of an officer of the University.

4.1.5 General conduct

Except where otherwise provided extension students of the University shall comply with the By-law and Rules of the University and shall sign a declaration undertaking to do so when they enrol.

4.1.6 Notices

Official University notices are displayed on the noticeboards and students are expected to be acquainted with the contents of those announcements which concern them. Misreading or misunderstanding of official information will not be accepted as a reason for students being unaware of matters so notified.

4.1.7 Correspondence

All forms and all correspondence should be addressed to the Registrar.

4.1.8 Change of address

Students are required to notify the Registrar, in writing, of any change in their address as soon as possible. The University will not accept responsibility if official communications fail to reach a student who has not notified the Registrar of a change of address.

4.1.9 Student work

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

4.1.10 General

Completion of subjects as an extension student or completion of an extension course shall not be regarded as satisfying course requirements for the award of a degree or diploma except where the subjects are award subjects or where the subjects have been approved by Academic Board as being equivalent to award subjects.

RULES RELATING TO DISCIPLINE AND APPEALS FOR STUDENTS

Division 1 – Student discipline

5.1 Application of Division

This Division applies to and in respect of all students of the University.

5.2 Persons admitted to the University must agree to abide by rules

5.2.1 No person may be admitted as a student of the University unless the person agrees (by means of a signed undertaking) to comply with the Act, the By-law and the Rules.

5.2.2 Students on an exchange program overseas may be required to sign an undertaking to be bound by the relevant regulation of the host institution or place of business.

5.3 Definitions

In these Rules, the following words have these special meanings:

‘academic misconduct’ means:

- (1) (a) cheating or acting dishonestly in any other way; or
- (b) assisting any other student to cheat or act dishonestly in any other way; or
- (c) attempting to do (a) or (b); in
 - (i) an examination under the supervision of the Registrar; or
 - (ii) an examination, test, assignment, essay, thesis or any other assessment task under the supervision of a faculty, that students undertake as part of the educational requirements of the course in which they are enrolled,
- (2) plagiarism,
- (3) breach of any provision of the Act, the By-law or a Rule dealing with student academic conduct, or
- (4) any other improper student academic conduct.

‘breach of discipline’ means academic misconduct or non-academic misconduct.

‘Dean’ means the Dean of the Faculty to whom an alleged breach of discipline is reported.

‘facility’ includes but is not limited to any classroom, lecture theatre, library, computing, production or workshop facility, any other place of learning or any information technology or information transfer system, to which a student has access at or away from University premises for his or her University purposes.

‘Guidelines’ means the Student Discipline and Appeal Guidelines approved by Council from time to time.

‘non-academic misconduct’ means conduct, but not academic misconduct, where a student:

- (a) contravenes any provision of the Act, the By-law or a Rule;
- (b) prejudices the good name or academic standing of the University;
- (c) prejudices the good order and government of the University or interferes with the freedom of other persons to pursue their studies, carry out their functions or participate in the life of the University;
- (d) fails to comply with any conditions agreed between the Vice-Chancellor and the student under Rule 2.4.6;
- (e) wilfully disobeys or disregards any order or direction lawfully made or given under the Act, the By-law or a Rule;
- (f) refuses to identify himself or herself when asked lawfully to do so by an officer of the University;
- (g) fails to comply with any penalty imposed for breach of discipline;
- (h) behaves inappropriately:
 - in a class, meeting or other activity in or under the control or supervision of the University,
 - on University premises, or
 - on any other premises to which the student has access for his or her University purposes;

- (i) obstructs any member of staff in the performance of the member's duties;
 - (j) does not comply with the provisions relating to the student's placement at another institution, place of learning or place of business;
 - (k) acts dishonestly in relation to admission to the University;
 - (l) knowingly makes any false or misleading representation about things that concern the student as a student of the University or breaches Rule 2.4.3 of the University's Rules;
 - (m) alters any document or record of the University;
 - (n) harasses or intimidates another student, a member of staff, a visitor to the University, or any other person while the student is engaged in his or her University purposes, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
 - (o) breaches any confidence of the University;
 - (p) misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others;
 - (q) (without limiting, in any way, (p) or the definition of 'facility') misuses any computing or communications equipment or capacity to which the student has access at or away from University premises for his or her University purposes in a manner which is illegal or which is or will be detrimental to the rights or property of others;
 - (r) steals, destroys or damages a facility or property of the University or for which the University is responsible; or
 - (s) is guilty of any disgraceful or improper conduct.
- 5.4 Summary exclusion from classes or facilities**
- 5.4.1 The circumstances in which a member of staff may summarily exclude a student under this Rule include but are not limited to where the member of staff believes:
- (i) the student's behaviour is disrupting the class or likely to disrupt it, or the student is causing or encouraging others to do so; or
 - (ii) there is or may be a threat to the safety of persons or property.
- 5.4.2 The member of staff by whom a class is being conducted may summarily exclude from the class any student whom the member of staff suspects of having committed a breach of discipline during, or in relation to, the conduct of the class.
- 5.4.3 The Librarian, or any member of the library staff authorised by the Librarian, may summarily exclude from the library any student whom the Librarian or member of staff suspects of having committed a breach of discipline in, or in relation to, the library.
- 5.4.4 Any member of staff having responsibility for the operation or maintenance of any facility of the University may summarily exclude from the facility, or from the use of the facility, any student whom the member of staff suspects of having committed a breach of discipline in, or in relation to, the facility.
- 5.4.5 Unless sooner revoked, an exclusion under this Rule ceases to have effect:
- (i) in the case of the exclusion of a student from a class – at the end of the session of the class during which the student was excluded; and
 - (ii) in any other case – at the expiration of seven days from the day on which the alleged breach of discipline occurred.
- 5.4.6 (i) A person excluding a student under this Rule must notify the relevant Dean, Director or the Librarian of the exclusion not later than seven days after the exclusion takes place and send a

copy of the notice to the student at the same time.

- (ii) The Dean will decide whether he or she should treat the notice as an allegation of breach of discipline. If he or she decides to do so, the Dean will proceed in accordance with Rules 5.9, 5.10 and 5.11. If the Dean decides not to do so, the notice will be placed on the student's file and may be used in accordance with the Guidelines. The student will be notified of the action which is taken.
- (iii) The Librarian will decide whether to refer the notice through the Registrar to a University Student Conduct Committee. If the Librarian decides not to do so, the notice will be placed on the student's file and may be used in accordance with the Guidelines. The student will be notified of the action which is taken.
- (iv) The Director will decide whether he or she should treat the notice as an allegation of breach of discipline. If he or she decides to do so, the Director will proceed in accordance with Rules 5.9 and 5.11. If the Director decides not to do so, the notice will be placed on the student's file and may be used in accordance with the Guidelines. The student will be notified of the action which is taken.

5.5 Procedural fairness

- 5.5.1 A student is entitled to procedural fairness in the handling of an allegation of breach of discipline under this Division including any appeal.
- 5.5.2 The Guidelines provide general guidance on procedural fairness and should usually be applied. There may be circumstances which require different procedures. The Guidelines do not have the status of Rules.
- 5.5.3 A student or member of staff including the Vice-Chancellor, the Registrar and Deans must not hear or deal with an allegation of breach of discipline if he or she is personally involved in any aspect of the allegation.

- 5.5.4 For the purposes of 5.5.3 a student or member of staff is not personally involved in any aspect of an allegation by reason only of the fact that he or she hears or deals with the allegation under these Rules.

5.6 Student may admit

- 5.6.1 A student may admit a breach of discipline at any time.
- 5.6.2 If a student admits a breach of discipline, any inquiry by a University Student Conduct Committee or a Faculty Academic Conduct Committee into the admitted breach of discipline will immediately stop, and the relevant Committee will make recommendations as to penalty or penalties only.

5.7 Delegation

The Vice-Chancellor may at any time delegate to the Deputy Vice-Chancellor (Academic) all or part of the Vice-Chancellor's powers, duties and responsibilities under this Division.

Allegations of breach of discipline

Allegations to be referred to the Dean or Registrar

- 5.8 An allegation of breach of discipline within a Faculty by a student must be referred to the Dean who will deal with it in accordance with Rule 5.10.
- 5.9 Any other allegation of breach of discipline by a student must be referred to the Registrar who will deal with it in accordance with Rule 5.11.

Allegations referred to the Dean

- 5.10 (a) The Dean may obtain further details of an allegation, if he or she believes it is necessary.
- (b) The Dean must refer what he or she believes to be an allegation of a serious breach of discipline within the Faculty involving non-academic misconduct to the Registrar. If the allegation is made by a member of staff, the Dean and the member of staff must consult before the allegation is referred to the Registrar.

- (c) For all other misconduct within the Faculty, the Dean must, in writing and as soon as possible:
 - (i) notify the student of the allegation;
 - (ii) give the student a copy of these Rules and the Guidelines;
 - (iii) draw the attention of the student to the student's right to admit the allegation;
 - (iv) give the student a reasonable period, being a period of not less than seven days, to seek advice about available options; and
 - (v) ask whether the student admits or denies the allegation.
- (d) Where the student admits the allegation, the Dean must do one of the following things:
 - (i) impose no penalty because the Dean believes no penalty is warranted;
 - (ii) subject to (iii), impose one or more of the penalties set out in Rule 5.31(g) to and including (o), in accordance with the Student Discipline Penalty Guidelines as approved by Council;
 - (iii) refer what the Dean believes to be serious breaches of discipline within the Faculty involving academic misconduct to a Faculty Academic Conduct Committee for recommendation under these Rules as to the penalty or penalties it considers appropriate.
- (e) Where the student denies the allegation, the Dean must refer the allegation to a Faculty Academic Conduct Committee.
 - (i) notify the student of the allegation;
 - (ii) give the student a copy of these Rules and the Guidelines;
 - (iii) draw the attention of the student to the student's right to admit the allegation;
 - (iv) give the student a reasonable period, being a period of not less than seven days, to seek advice about available options; and
 - (v) ask whether the student admits or denies the allegation.
- (c) If an allegation is an allegation of academic misconduct in an examination under the supervision of the Registrar, the Registrar must refer the allegation and the student's response (if any) to a University Student Conduct Committee.
- (d) In other cases where the student admits the allegation, the Registrar must refer the allegation to the Vice-Chancellor who must do one of the following things:
 - (i) impose no penalty because the Vice-Chancellor believes no penalty is warranted;
 - (ii) subject to (iii), impose one or more of the penalties set out in Rule 5.31(g) to and including (o), in accordance with the Student Discipline Penalty Guidelines as approved by Council;
 - (iii) refer what the Vice-Chancellor believes to be serious breaches of discipline to a University Student Conduct Committee for recommendation under these Rules as to the penalty or penalties it considers appropriate.
- (e) In other cases where the student denies the allegation, the Registrar must refer the allegation to a University Student Conduct Committee.

Allegations referred to the Registrar

- 5.11
- (a) The Registrar may obtain further details of an allegation, if he or she believes it is necessary.
 - (b) The Registrar must, in writing and as soon as possible:

University Student Conduct Committee

5.12 Composition

- 5.12.1 A University Student Conduct Committee will comprise four members:
- (i) Two members of the University staff drawn from a panel of staff approved by the Academic Board; and
 - (ii) Two members who are students of the University and who have attended a university for at least three semesters and who are not members of the University staff and who expect to remain a student of the University for the following semester. The two student members will be drawn from a panel of student members approved by the Academic Board from a panel nominated by the Faculty Boards.
- 5.12.2 (i) One staff member will be appointed by the Academic Board to chair meetings of a University Student Conduct Committee. The Chairperson has a casting vote.
- (ii) An alternate chair may be appointed by Academic Board from the approved panel of staff to act where the designated chair is unavailable. In such a case the alternate chair will assume the role of chair and has a casting vote.
- 5.12.3 All members of a University Student Conduct Committee must be present at all its meetings.
- 5.12.4 A decision of a University Student Conduct Committee requires a simple majority.

Role

- 5.13 A University Student Conduct Committee must:
- (a) make recommendations to the Vice-Chancellor as to the penalty or penalties it considers appropriate for admitted breaches of discipline referred to it, in accordance with the Student Discipline Penalty Guidelines as approved by Council;

- (b) (i) inquire into any alleged breach of discipline referred to it by the Registrar; and
- (ii) make recommendations to the Vice-Chancellor as to whether there has been a breach of discipline and if there has been, the penalty or penalties it considers to be appropriate.

- 5.14 (a) In making its recommendations, a University Student Conduct Committee may consider any other previous case of student disciplinary action which it believes is similar to the case it is considering, to assist with consistency in decision-making.
- (b) A University Student Conduct Committee must make available to the student details of any other previous, similar cases of student disciplinary action it considers, so that the student may make representations as to their relevance.
- (c) A University Student Conduct Committee will have regard to the University's Policy on Privacy of Student Records as published by the University from time to time in taking any action under this Rule.

5.15 Procedures

- 5.15.1 The Registrar or nominee will present evidence on which the allegation of breach of discipline is based to a University Student Conduct Committee.
- 5.15.2 A University Student Conduct Committee may at any time ask the Registrar (or nominee) or the student to present additional evidence.
- 5.15.3 A University Student Conduct Committee will determine its own procedures consistent with the Guidelines.

Report

- 5.16 A University Student Conduct Committee must prepare a written report containing its factual findings on any inquiry and its recommendations.
- 5.17 A University Student Conduct Committee must give its written report to the Vice-Chancellor and the student.

5.18 The student may, within seven days of receiving the report, make written representations to the Vice-Chancellor about the recommendations of the University Student Conduct Committee.

Decision

- 5.19 (a) The Vice-Chancellor must consider:
- (i) the written report of a University Student Conduct Committee;
 - (ii) the student’s written representations under Rule 5.18 (if any); and
 - (iii) any other previous case of student disciplinary action which the Vice-Chancellor believes is similar to the case he or she is considering, to assist with consistency in decision-making.
- (b) The Vice-Chancellor must make available to the student details of any other previous, similar cases of student disciplinary action he or she considers, so that the student may make representations to the Vice-Chancellor as to their relevance. The student may make any such representation within seven days of receiving the details from the Vice-Chancellor.
- (c) The Vice-Chancellor will have regard to the University’s Policy on Privacy of Student Records as published by the University from time to time in taking any action under this Rule.
- 5.20 (a) The Vice-Chancellor may accept any or all of a University Student Conduct Committee’s recommendations, or take a different view as to whether there has been a breach of discipline or the appropriate penalty or penalties.
- (b) The Vice-Chancellor may rely on the factual findings of a University Student Conduct Committee.
- (c) The Vice-Chancellor must, in writing and as soon as possible, notify the student of the decision and give reasons. The Vice-

Chancellor may notify any other person of the decision and reasons in accordance with the Guidelines.

- (d) For the purposes of (c), if the Vice-Chancellor accepts all the recommendations of a University Student Conduct Committee, the Vice-Chancellor need only tell the student that this was so.
- (e) If a penalty in Rule 5.31(a) to and including (f) is imposed, the Vice-Chancellor must, in writing and at the same time as notifying the student, notify the Council of the decision, and reasons.

Faculty Academic Conduct Committee

5.21 Composition

- 5.21.1 A Faculty Academic Conduct Committee will comprise four members;
- (i) Two members of the University staff drawn from a panel of staff approved by the relevant Faculty Board; and
 - (ii) Two members who are students of the University and who have attended a university for at least three semesters and who are not members of the University staff and who expect to remain a student of the University for the following semester. The two student members will be drawn from a panel of student members approved by the relevant Faculty Board from a panel nominated by the relevant Faculty Board.
- 5.21.2 (i) One staff member will be appointed by the relevant Faculty Board to chair meetings of a Faculty Academic Conduct Committee. The Chairperson has a casting vote.
- (ii) An alternate chair may be appointed by the relevant Faculty Board from the approved panel of staff to act where the designated chair is unavailable. In such a case the alternate chair will assume the role of chair and has a casting vote.

- 5.21.3 All members of a Faculty Academic Conduct Committee must be present at all its meetings.
- 5.21.4 A decision of a Faculty Academic Conduct Committee requires a simple majority.

Role

- 5.22 A Faculty Academic Conduct Committee must:
 - (a) make recommendations as to the penalty or penalties it considers appropriate for admitted breaches of discipline referred to it in accordance with Student Discipline Penalty Guidelines as approved by Council;
 - (b) (i) inquire into any alleged breach of discipline referred to it by the Dean; and
 - (ii) make recommendations as to whether there has been a breach of discipline and if there has been, the penalty or penalties it considers to be appropriate.
- 5.23 (a) In making its recommendations, a Faculty Academic Conduct Committee may consider any other previous case of student disciplinary action which it believes is similar to the case it is considering, to assist with consistency in decision-making.
 - (b) A Faculty Academic Conduct Committee must make available details of any other previous, similar cases of student disciplinary action it considers to the student, so that the student may make representations as to their relevance.
 - (c) A Faculty Academic Conduct Committee will have regard to the University's Policy on Privacy of Student Records as published by the University from time to time in taking any action under this Rule.

5.24 Procedures

- 5.24.1 The Responsible Academic Officer or nominee will present evidence on which the allegation of breach of discipline is based to a Faculty Academic Conduct Committee.
- 5.24.2 A Faculty Academic Conduct Committee may at any time ask the Responsible Academic Officer (or nominee) or the student to present additional evidence.
- 5.24.3 A Faculty Academic Conduct Committee will determine its own procedures consistent with the Guidelines.

Report

- 5.25 A Faculty Academic Conduct Committee must prepare a written report containing its factual findings on any inquiry and its recommendations.
- 5.26 A Faculty Academic Conduct Committee must give its written report to the Dean and the student.
- 5.27 The student may, within seven days of receiving the report, make written representations to the Dean about the recommendations of the Faculty Academic Conduct Committee.

Decision

- 5.28 (a) The Dean must consider:
 - (i) the written report of a Faculty Academic Conduct Committee;
 - (ii) the student's written representations under Rule 5.27 (if any); and
 - (iii) any other previous case of student disciplinary action which the Dean believes is similar to the case he or she is considering, to assist with consistency in decision-making.
- (b) The Dean must make available to the student details of any other previous, similar cases of student disciplinary action he or she considers, so that the student may make representations to the Dean as to their relevance. The student may make any such representations within seven days of receiving the details from the Dean.

- (c) The Dean will have regard to the University's Policy on Privacy of Student Records as published by the University from time to time in taking any action under this Rule.
- 5.29 (a) The Dean may accept any or all of a Faculty Academic Conduct Committee's recommendations, or take a different view as to whether there has been a breach of discipline or the appropriate penalty or penalties.
- (b) The Dean may rely on the factual findings of a Faculty Academic Conduct Committee.
- (c) (i) Where the Dean believes a penalty set out in Rule 5.31(a) to and including (f) is appropriate, the Dean must refer the matter to the Vice-Chancellor for a decision on the appropriate penalty.
- (ii) The Dean will give the Vice-Chancellor a written report, which will include a Faculty Academic Conduct Committee's report, containing his or her recommendations.
- (iii) The Dean must give a copy of his or her report to the student at the same time.
- (iv) The student may, within seven days of receiving the Dean's report, make written representations to the Vice-Chancellor about the recommendations of the Faculty Academic Conduct Committee and the Dean.
- (v) The Vice-Chancellor may impose any of the penalties in Rule 5.31.
- (vi) The Vice-Chancellor must, in writing and as soon as possible, notify the student of the decision and give reasons. The Vice-Chancellor may notify any other person of the decision and reasons in accordance with the Guidelines.
- (vii) If a penalty in Rule 5.31(a) to (f) is imposed, the Vice-Chancellor must, in writing and at the same time as notifying the student, notify the Council of the decision and reasons.
- (d) Where the Dean believes one or more of the penalties in Rule 5.31(g) to and including (o) are appropriate, the Dean must make the decision as to penalty and must, in writing and as soon as possible, notify the student and the Registrar of the decision and give reasons. The Dean may notify any other person of the decision and reasons in accordance with the Guidelines.
- (e) For the purposes of 5.29(d) above, if the Dean accepts all the recommendations of a Faculty Academic Conduct Committee, the Dean need only tell the student that this was so.

5.30 Semester reports

- 5.30.1 Each semester, the Dean will give the Vice-Chancellor a written report on the recommendations of the Faculty Academic Conduct Committees and the actions he or she has taken. The Vice-Chancellor will prepare a written report for the Academic Board on the recommendations of the University Student Conduct Committees and the actions he or she has taken in relation to them and also in relation to recommendations of the Faculty Academic Conduct Committees which have come to the Vice-Chancellor.
- 5.30.2 The Vice-Chancellor will take whatever action he or she considers necessary to ensure reasonable consistency in decisions between the Faculties.

Penalties

- 5.31 The penalty or penalties for breach of discipline may be one or more of the following penalties:
- (a) permanent exclusion from the University;
- (b) revocation of a recommendation to the Academic Board or the University Council that a student has satisfied the requirements for an award; effective for a period of up to 12 months;

- (c) exclusion from the University for a period of up to five years;
 - (d) exclusion from a course of the University for a period of not less than one semester and not more than five years;
 - (e) suspension from the University for a specified period not exceeding 12 months;
 - (f) suspension from a course of the University for a period not exceeding 12 months;
 - (g) withholding of academic results for the relevant teaching period, and/or of an academic transcript, including deferral or withdrawal of permission to graduate, for a specified period not exceeding 12 months;
 - (h) restrictions in enrolling in specified subjects for a specified period not exceeding 12 months, during which time if there is a further breach of discipline, the Vice-Chancellor or the Dean shall refer the matter to the University Student Conduct Committee or the Faculty Academic Conduct Committee, as the case may be, for a recommendation on the imposition of a more severe penalty;
 - (i) if a breach constitutes academic misconduct in relation to a subject in which the student is admitted or enrolled:
 - (i) a zero grade for the results of any form or forms of assessment in the subject, in accordance with Rules 2.23.10 to and including 2.23.16;
 - (ii) a requirement that the student re-submit a specific assessment task, with a reduction in marks to no more than a specified percentage of the maximum possible mark in the assessment task;
 - (iii) a requirement that the student must undertake alternative assessment for the whole subject, for which the maximum possible mark can be no greater than a specified percentage of the total value of the assessment;
 - (iv) a zero grade for the results of the total assessment in the subject, in accordance with Rules 2.23.10 to and including 2.23.16;
 - (j) exclusion from specified classes or subjects, provided that these do not include the entirety of classes or subjects for which the student is enrolled or is eligible to be enrolled, and/or specified facilities of the University for a specified period not exceeding 12 months;
 - (k) if a breach of discipline involves loss of or damage to property or facilities of the University or a third party, payment to the University or the third party of a specified amount not exceeding the amount of the loss or the damage;
 - (l) if a breach of discipline involves lengthy inquiries and proceedings, payment to the University of a specified amount for its costs, not exceeding the amount of the costs incurred;
 - (m) a fine up to \$5,000, with maximum fines for particular types of offences in accordance with relevant guidelines;
 - (n) permission to attend classes, or to use specified facilities of the University, only in accordance with specified conditions;
 - (o) a caution or reprimand.
- 5.32 A penalty in Rule 5.31 may be suspended for a period which will not normally exceed 2 years, but may in appropriate cases continue for the duration of a student's course. During that period, as a condition of continued enrolment, the student must comply with any conditions prescribed by the Vice-Chancellor.
- 5.33 In recommending or imposing a penalty, matters which may be taken into account include but are not limited to:
- (a) a student's previous disciplinary record;
 - (b) the fact that a student has admitted the breach of discipline;

- (c) the fact that a student came forward on the student's own initiative and admitted a breach of discipline.
- 5.34 (a) If a penalty of exclusion from the University under Rule 5.31(a) or (c) is imposed, a student's enrolment will be terminated. The student will no longer be a registered student of the University and will not be entitled to any benefits, advantages or privileges of the University.
- (b) If a penalty of exclusion from a course under Rule 5.31(d) is imposed, a student's enrolment in that course will be terminated.
- 5.35 (a) If a penalty of exclusion under Rule 5.31(c) is imposed, a student may apply for readmission to the University at the end of the period of exclusion in accordance with Rule 2.14 and may also apply for exemptions for the subjects completed prior to the period of exclusion, where applicable as set out in Rule 5.38. Upon readmission a student may be required to comply with conditions set by the Vice-Chancellor in accordance with Rule 2.14.3.
- (b) If a penalty of exclusion from a course under Rule 5.31(d) is imposed a student may apply for readmission to that course at the end of the period of exclusion in accordance with Rule 2.14 and may also apply for exemptions for the subjects completed prior to the period of exclusion, where applicable to that course, as set out in Rule 5.38. Upon readmission a student may be required to comply with conditions set by the Vice-Chancellor in accordance with Rule 2.14.3.
- 5.36 (a) A student who is suspended from the University under Rule 5.31(e) will not be entitled to any benefits, advantages or privileges of the University during the period of suspension, but will be entitled to re-enrol at the end of the period of suspension.
- (b) A student who is suspended from a course of the University under Rule 5.31(f) will not be entitled to any course-related benefits, advantages or privileges during the period of suspension, but will be entitled to re-enrol in that course at the end of the period of suspension.
- 5.37 Students who are excluded under Rule 5.31(j) will not be able to attend the specified classes for the specified period or use the specified facilities for the specified period.
- 5.38 (a) If a monetary penalty under Rule 5.31(k), (l), (m) is imposed, student results may be withheld under Rule 5.31(g) until such time as the amount of money is paid.
- (b) If a penalty under Rule 5.31(g), (k), (l), (m), is imposed, access to student services, including computer accounts and the Library may be withheld.
- 5.39 Students readmitted to a course following a period of exclusion may apply for exemption for the subjects completed prior to the period of exclusion where applicable. This would apply in situations where a student is seeking readmission to the course from which they were previously excluded.
- 5.40 Students may not enrol in non-award study at the University during the period of any exclusion or suspension from the University or from a course under Rules 5.31(c) to 5.31(f).

Division 2 – Student appeals

Right of appeal

- 5.41 A student has a right of appeal to an Appeal Committee in respect of a decision of the Vice-Chancellor under Rules 5.11(d)(ii), 5.20(c) or 5.29(c)(vi) or of the Dean under Rule 5.10(d)(ii) or 5.29(d).
- 5.42 An appeal must be in writing, specify the grounds of the appeal and be lodged with the Registrar within 30 days after notice of the decision is given to the student.

Stay of decision

- 5.43 The Vice-Chancellor may, on the application of the student concerned or otherwise, direct that any action to be taken as a consequence of a decision to impose any penalty be stayed:
- (a) until the time for making an appeal against the decision has expired; or
 - (b) if an appeal against the decision is made within that time – until the appeal has been finally determined.

Appeal Committee

5.44 Composition

- 5.44.1 An Appeal Committee will consist of:
- (i) a person with legal qualifications as the Chairperson of the Committee;
 - (ii) a student of the University who has attended a university for at least four semesters; and
 - (iii) a person with expertise in academic matters and knowledge of the University or universities.
- 5.44.2 The Council will from time to time approve panels of persons in each of the above categories who can be appointed to an Appeal Committee.

5.45 Student's right to object

- 5.45.1 A student has a right to object to the inclusion of a person on an Appeal Committee with cause.
- 5.45.2 For the purpose of this Rule, 'cause' means:
- not having the requisite qualifications,

- being incapable of discharging his or her duty,
- not being impartial, or
- reasonably perceived as not being impartial.

- 5.45.3 When an appeal is lodged, the Registrar will nominate three persons from the approved panels to constitute the Appeal Committee. The Registrar will notify the student of the three persons who have been nominated. Within seven days, the student may exercise his or her right to object to the inclusion of any person. If the student does object and if the Registrar in his or her absolute discretion is satisfied that cause exists, the Registrar will nominate another person or persons. Should the approved panel for a category be exhausted, the Registrar may nominate a person in the category who is not on the approved panel. This process will continue until an Appeal Committee can be convened.

Procedures

- 5.46 (a) All members of an Appeal Committee must be present at all its meetings.
- (b) Subject to (c), a decision of an Appeal Committee requires a simple majority.
- (c) The Chairperson must determine any question relating to the admissibility of evidence and any other question of law.
- 5.47 (a) An Appeal Committee will determine its own procedures consistent with the Guidelines. This includes whether or not to hear all or any part of a matter afresh.
- (b) An Appeal Committee is not bound by the rules of evidence and may inform itself on any matter it thinks fit consistently with the Guidelines.
- 5.48 Where, in the opinion of the Registrar, an Appeal Committee is not progressing an appeal expeditiously, the Registrar may, after consultation with the Chairperson of the Appeal Committee, by notice in writing served on the members of the Appeal Committee and the student, dissolve that committee.

5.49 Where the Registrar dissolves an Appeal Committee under Rule 5.48, another Appeal Committee comprised in accordance with Rules 5.44 and 5.45, may be formed to inquire into the appeal, but no person who was a member of the dissolved Appeal Committee may be a member of that other Appeal Committee unless the Registrar so resolves.

5.50 If a member of an Appeal Committee ceases to be a member at a point when the remaining members have reached a decision and that decision is unanimous, the decision of the remaining members will be the decision of the Appeal Committee.

5.51 (a) An Appeal Committee must prepare a written report containing its factual findings (if any), reasons and decision and give its report to the Registrar within two months of the day upon which the appeal was referred to it. The Registrar will notify the student of the Appeal Committee's decision and give the student a copy of the Appeal Committee's report. The Registrar will also notify Council of the decision and make available to Council a copy of the Appeal Committee's report. The Appeal Committee may notify any other person of the decision and reason in accordance with the Guidelines.

(b) Notwithstanding the provisions of (a), if the Chancellor, Vice-Chancellor and Registrar approve, in a particular case, of the time within which the report of an Appeal Committee must be made being extended to not more than six months or such other period, as may be warranted in exceptional circumstances, from the day on which the appeal was referred to it, the Appeal Committee must make its report to the Registrar within that period.

5.52 Decision

5.52.1 An Appeal Committee may:

- (i) for any reason, refer a matter back to the inquiry body for further inquiry and recommendations;
- (ii) uphold an appeal against a finding that the student has committed a breach of discipline, in which case any penalty imposed will be nullified;
- (iii) uphold an appeal against the severity of a penalty and reduce it to a lesser penalty from amongst those provided in Rule 5.31;
- (iv) dismiss an appeal against a finding that the student has committed a breach of discipline but determine that the penalty should be reduced to a lesser one from amongst those provided in Rule 5.31; or
- (v) dismiss the appeal.

5.52.2 An Appeal Committee may not increase a penalty.

GENERAL RULES OF THE UNIVERSITY

G1 – Rules relating to Council, the Chancellor, Deputy Chancellor and Vice-Chancellor

These Rules are made pursuant to s28 (1) (c), (d), (e), (f) and (j) and s29 (1) of the Act.

Chancellor or Deputy Chancellor to preside at ceremonial occasions

1. (1) The Chancellor when present is to preside at ceremonial occasions.
- (2) In the absence of the Chancellor, the Deputy Chancellor when present is to preside at ceremonial occasions.
- (3) In the absence of both the Chancellor and Deputy Chancellor, a member of Council (being a member who is not a member of the staff of the University or a student) appointed by the Council, is to preside at ceremonial occasions¹.
- (4) In the absence of the Chancellor, Deputy Chancellor and the member appointed in accordance with subclause (3), the Vice-Chancellor is to preside at ceremonial occasions.

Powers of Chancellor in relation to University committees

2. (1) The Chancellor may without specific appointment exercise the right of membership of any committee or board of the University.
- (2) The Chancellor may preside at any meeting of any such committee or board and has all the functions of the presiding member of any such committee.
- (3) If the Chancellor is absent or is unable to act, or if the office of Chancellor is vacant, the Deputy Chancellor may preside at any such meeting and is to have the like functions.

Presiding member

3. The Chancellor, or any other person presiding at any meeting of the Council in accordance with this Rule, has a deliberative vote and, in the event of an equality of votes, a casting vote.

Ordinary meetings of Council

4. The Council is to meet in ordinary session not less than six times in each year and at such other times as the Council decides.

Special meetings of Council

5. (1) A special meeting of the Council:
 - (a) may be convened by:
 - (i) the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor; or
 - (ii) the Vice-Chancellor; or
 - (b) is to be convened by the Registrar if the Registrar receives a written request of not less than five members of the Council setting forth the purpose for which the meeting is required to be convened.
- (2) A special meeting required to be convened under subclause (1) (b) is to be held within 14 days after the receipt of the request for that special meeting.

Notice of meeting of Council

6. Notice of the date, time and place of a meeting of the Council and a copy of the agenda and, in the case of a special meeting, advice as to the purpose for which the meeting is to be convened, are to be posted or delivered by the Registrar to each member of the Council at least seven days before the date of the meeting.

Business at meetings

7. A member of the Council must not initiate any matter for discussion, or move any motion in respect of any matter initiated, at a meeting of the Council unless:

- (a) notice in writing has been given to the Registrar, in the case of an ordinary meeting, not less than 14 days before the date of the meeting and, in the case of a special meeting, not less than 10 days before the date of the meeting, that the matter will be so initiated or a motion moved in respect of the matter; or
- (b) the Council or the person presiding at that meeting otherwise permits.

Meeting may be adjourned

- 8. The person presiding at a meeting of the Council may adjourn that meeting to a later time or date.

Failure to give, or receive, notice of meeting

- 9. Proceedings of a meeting of the Council are to be taken to have been validly transacted notwithstanding the accidental omission to give notice of the meeting to, or the non-receipt of a notice of the meeting by, a member.

Out-of-pocket expenses

- 10. If a member of the Council incurs out-of-pocket expenses whilst engaged on University business, the Council may, in its discretion, authorise the payment of the whole or any part of the expenses so incurred to that member.

Vice-Chancellor

- 11. (1) The Vice-Chancellor, as the chief executive officer of the University, is to be the principal academic and administrative officer of the University and is responsible to the Council for implementing the decisions of the Council.
- (2) Subject to the Act, the By-law, the Rules and the resolutions of the Council, the Vice-Chancellor is to be responsible for:
 - (a) promoting the interests and furthering the development of the University; and

- (b) conducting the academic, administrative, financial and other business of the University; and
- (c) exercising general supervision and control in relation to the members of the staff of the University and the welfare and discipline of students.

Powers of Vice-Chancellor in relation to Council committees and boards

- 12. (1) Subject to the By-law, the Rules and any direction by the Council, the Vice-Chancellor is to be ex officio a member of every committee or board of the Council and, in the absence of the presiding member, may preside at any meeting of a committee or board of the Council other than the Finance Committee.
- (2) The authority of the Vice-Chancellor to preside at a meeting of a committee does not extend to a meeting at which the Chancellor or Deputy Chancellor is present if the Chancellor or Deputy Chancellor desires to preside.

Acting Vice-Chancellor

- 13. (1) In the event of the absence on leave of the Vice-Chancellor from the University or the illness or incapacity of the Vice-Chancellor, an Acting Vice-Chancellor is to be appointed:
 - (a) by the Vice-Chancellor, if the Vice-Chancellor has no reason to believe that the absence, illness or incapacity will exceed four weeks; or
 - (b) by the Council in any other case or if the Vice-Chancellor does not make an appointment in accordance with paragraph (a).
- (2) The Vice-Chancellor may also appoint an Acting Vice-Chancellor where the Vice-Chancellor is absent from the University on official business and believes that such an appointment is necessary for the effective operation of the University.

Powers and authorities of Acting Vice-Chancellor

14. In the exercise of the functions of the Vice-Chancellor, the Acting Vice-Chancellor has such powers and authority as may be necessary or convenient to give effect to the provisions of the By-law, the Rules and the resolutions of the Council.

¹ In 1999 Council resolved that the following procedures for appointment of a member of Council to preside over graduations and other ceremonial occasions in certain circumstances be adopted:

1. A Pro-Chancellor will be elected by Council by means of a secret ballot conducted by the Registrar in accordance with the rules on the election of the Chancellor (Rule G2).
2. All members of Council are eligible to make nominations and to vote, but only members of Council who are not a staff member or a student can stand for election for the position of Pro-Chancellor.
3. The Pro-Chancellor shall have delegated authority to act for the Chancellor in the context of the University's graduation ceremonies, or, when specifically requested by the Chancellor, to assist with ceremonial or courtesy function in the University.
4. The appointment shall be for a period of two years, renewable.
5. The Chancellor shall report to Council at the end of every year on the activities of the Pro-Chancellor during the year.
6. When presiding at official functions where robes are appropriately worn, the Pro-Chancellor shall wear a robe which is specially designed for the role of Pro-Chancellor in accordance with the instructions of the Chancellor.
7. That the Registrar conduct an election for Pro-Chancellor as soon as possible.

G2 – Rules on election of Chancellor and Deputy Chancellor and for Academic Board and Faculty Board elections

Division 1 – Election of Chancellor and Deputy Chancellor

1. The following Rules apply in accordance with sections 10 and 11 of the Act and Note 2 to clause 6 of the By-law:

Call for nominations

- (1) (a) If an election for a Chancellor or Deputy Chancellor is necessary, the Returning Officer must send or deliver a copy of the notice to each member of Council.
- (b) The notice referred to in this clause must:
- (i) state that an election is necessary;
 - (ii) invite nominations for persons for election;
 - (iii) specify the form in which nominations must be made;
 - (iv) specify the date and time by which nomination papers must reach the Returning Officer;
 - (v) specify how ballot papers will be distributed;
 - (vi) specify the date and time by which ballot papers must reach the Returning Officer;
 - (vii) contain such other information relating to the election as the Returning Officer thinks fit.
- (c) The notice referred to in this clause must be sent or delivered no earlier than one month and no later than two weeks before the expiry of a term of office.

Schedule of dates for elections for Chancellor or Deputy Chancellor

- (2) In the conduct of an election for Chancellor or Deputy Chancellor the Returning Officer must allow:

- (a) between the notification to Council members, under clause 1(a) above, that an election is necessary and the date and time specified for receipt of nominations – not less than 10 days and not more than 14 days; and
- (b) between the date and time specified for the receipt of nominations and the issue of ballot papers – not more than three days;
- (c) between the issue of ballot papers and the date and time by which ballot papers must reach the Returning Officer – not less than 10 days and not more than 14 days.

Making of nominations

- (3) (a) Nomination of candidates must be made by sending or delivering nomination papers to the Returning Officer.
- (b) A nomination paper must be signed by two members of Council, other than the person nominated, and must be endorsed with or accompanied by the written consent of the person nominated.
- (c) There must be a separate nomination paper for each candidate.
- (d) A candidate may provide with the nomination paper a statement of not more than one page containing information relating to the candidate that he or she wishes to supply. The statements provided by the candidates are to be printed and distributed with the ballot papers.

Dealing with nominations

- (4) (a) The Returning Officer must, within two days after receipt of a nomination paper, send or deliver a notice to each person who has signed or endorsed the nomination paper, notifying the person

of the acceptance or rejection of the nomination.

- (b) If, at the close of nominations, only one nomination for a position is duly made and delivered, the Returning Officer must declare the candidate so nominated to be elected.
- (c) If more than one nomination is accepted for a position the Returning Officer must conduct a ballot.

Conduct of the ballot

- (5) (a) The ballot must be a secret ballot using the optional preferential system.
- (b) The Returning Officer must send or deliver a ballot paper to each member of Council.
- (c) Following receipt of a written application, the Returning Officer may, on being satisfied that a ballot paper has been lost or destroyed, supply a duplicate ballot paper to the person to whom the lost or destroyed ballot paper was issued.
- (d) The ballot must be conducted in accordance with the By-law – clauses 21, 22(1), 23 and clauses 26 to 32 inclusive.

Election in anticipation of resignation

- (6) (a) If the Chancellor or Deputy Chancellor intends to resign from office he or she is under a duty to notify the Returning Officer as soon as practicable of:
 - (i) his or her intention to resign from office;
 - (ii) the date from which the resignation is intended to take effect.
- (b) After such a notification has been received the Returning Officer may proceed to conduct an election no earlier than four weeks and no later

than two weeks before the vacancy is expected to occur.

- (c) The result of the election does not take effect and is not to be made public, until after the incumbent's resignation takes effect.

Division 2 – Academic Board and Faculty Board elections

2. The following Rule is made pursuant to clause 46 (2) (a) of the By-law: that elections for Academic Board and Faculty Boards be conducted *mutatis mutandis* in accordance with the procedures prescribed for Council in the By-law (clauses 14 to 32, Division 2 of Chapter 2).

G3 – Rules relating to the Academic Board

These Rules are made under clause 43 of the By-law (Chapter 4, Division 1).

Division 1 – The Academic Board

- 1. (1) The Academic Board is to include:
 - (a) ex officio members (in addition to the Vice-Chancellor); and
 - (b) elected members, as provided by this Division, in addition to any persons determined by the Council.
- (2) The ex officio members of the Academic Board are to be the person or persons holding the positions of:
 - (a) Deputy Vice-Chancellor; and
 - (b) Pro-Vice-Chancellor; and
 - (c) University Librarian; and
 - (d) Director, Information Technology Division; and
 - (e) Director, Jumbunna Indigenous House of Learning; and
 - (f) Dean of Faculty; and
 - (g) Head of School; and
 - (h) President of the Students' Association; and
 - (i) Associate Dean of Faculty; and

- (j) Dean of Graduate Studies; and
- (k) Director, Student Administration; and
- (l) Director, Institute for Interactive Media and Learning; and
- (m) Registrar; and
- (n) Director, Student Services; and
- (o) Director, Institute for Sustainable Futures; and
- (p) Director, Institute for International Studies; and
- (q) Director, Organisational Development (Faculty of Education) to 29 March 2001
- (r) Director of Research (Faculty of Nursing, Midwifery and Health)
- (s) Director of Research (Faculty of Law)
- (t) Chief Financial Officer
- (u) Executive Director and Vice-President (University Enterprises).
in addition to the holder or holders of any other position determined by the Council
- (3) The elected members of the Academic Board comprise:
 - (a) three members of the academic staff elected from each faculty with at least one of these members to be a professor; and
 - (b) one student elected from each faculty; and
 - (c) two postgraduate students (not from the same faculty) elected by all postgraduate students of the University with at least one of these members to be a research degree student; and
 - (d) one member of the academic staff elected by and from the Institute for International Studies.
- (4) Each elected student member may, subject to the approval of the Chair, nominate another student

to act as an alternate member with speaking and voting rights at those meetings of Academic Board which the alternate member attends in place of the said elected member. A student will cease being an alternate member when the nominating student ceases to be a member of the Board.

Division 2 – Elections

Term of office of elected member of Board

2. The term of office of an elected member of the Board is two years.

Conduct of elections

3.
 - (1) The election of the elected members of the Board is to take place in accordance with procedures determined by the Council, and the Registrar is to be the Returning Officer for any such election.
 - (2) Voting at an election for membership of the Board is to be by secret ballot using the optional preferential system of voting.
 - (3) If at the close of nominations in the conduct of an election, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Board for the period stated in the notice of election:
 - (a) on the recommendation of the Dean of the relevant faculty; or
 - (b) in the case of a vacancy for a postgraduate student, on the recommendation of the Chair of the Board.

Casual vacancy if Board member absent

4. A casual vacancy in the office of an elected member of the Board occurs if the member is absent from three consecutive ordinary meetings of the Board unless the absence is excused by the Board either at one of those meetings or before those meetings are held.

Casual vacancy in office of elected member of Board

5.
 - (1) In the event that a casual vacancy in the office of an elected member of the Board, including a casual vacancy arising under clause 4, occurs:
 - (a) if the remainder of the term of office of the elected member is less than six months, the Chair of the Board is, as soon as practicable after the vacancy occurs and after appropriate consultation, to appoint a person qualified to hold that office under clause 1 (3) for the remainder of the term of office; or
 - (b) if the remainder of the term of office of the elected member is six months or more, the Returning Officer is, as soon as practicable after the vacancy occurs, to conduct an election in accordance with clause 3 among those persons qualified to vote at such an election.
 - (2) If no nominations are received to fill a casual vacancy referred to in subclause (1) (b), the Board may either leave the vacancy unfilled for the remainder of the term of office or take such other action in relation to the filling of the vacancy as the Board considers necessary.
 - (3) A person elected to fill a casual vacancy in the office of an elected member of the Board is to hold office for the remainder of the predecessor's term of office.
 - (4)
 - (a) When elected members are on extended leave or formally act in a position which carries ex officio membership of Academic Board thereby creating a short-term vacancy not exceeding 12 months, replacement members may be appointed from the absent member's electorate by the Chair after appropriate consultation.

- (b) Where an elected member's leave of absence exceeds 12 months, the elected member will be deemed to have vacated office and a casual vacancy will exist.

**Division 3 – Presiding member (Chair) and deputy presiding members (Deputy Chairs)
Chair**

6. (1) The Board:
- (a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; and
- (b) whenever a vacancy in the office of the presiding member occurs, unless less than three months of the term of office remains,
- is to elect one of its members to be the presiding member of the Board.
- (2) The title of the presiding member is to be 'Chair'.

Term of office, etc., of Chair

7. The Chair, unless he or she resigns as the Chair or ceases to be a member of the Board, holds office for such period (not exceeding two years) and on such conditions as may be determined by the Council on the recommendation of the Board.

Deputy Chairs

8. (1) The Board:
- (a) as soon as practicable after the membership of the reconstituted Board is confirmed following an election; and
- (b) whenever vacancies in the offices of the deputy presiding members occur,
- is to elect four of its members to be the deputy presiding members of the Board.
- (2) The title of each of the deputy presiding members is to be 'Deputy Chair'.

Terms of office, etc., of Deputy Chairs

9. The Deputy Chairs, unless they resign or cease to be members of the Board, hold office for such period (not exceeding two years) and on such conditions as may be determined by the Council on the recommendation of the Board. Should a Deputy Chair's membership of Academic Board conclude as a result of the conclusion of his or her term in an ex officio staff member position, the Deputy Chair may continue as a co-opted member of Academic Board, for a period up to the next general Academic Board election, at the Board's discretion in order to continue or complete the work of the Board. The duties of the Deputy Chairs will be determined, from time to time, in consultation with the Chair and Deputy Chairs.

Absence of Chair

10. If the Chair is absent or unable to act, or if the office of the Chair is vacant, one Deputy Chair as determined beforehand by the Chair, is to preside at any meeting of the Board and is to have all the functions of the Chair. In the absence of the Chair and one of the Deputy Chairs, another Deputy Chair is to preside at any meeting of the Board and shall have all the functions of the Chair.

Election of Chair and Deputy Chairs

11. The election of the Chair and the Deputy Chairs is to take place in accordance with the Rules prescribed for the election of the Chancellor and Deputy Chancellor referred to in Division 1, G2 – Rules on election of Chancellor and Deputy Chancellor and elections for Academic Board and Faculty Boards.

Absence of the Chair and Deputy Chairs

12. In the absence of both the Chair and the Deputy Chairs:
- (a) the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or
- (b) if the Vice-Chancellor is not present or, being present, does not wish to preside, the Board is

to elect one of its members to preside at the meeting.

Division 4 – Functions and powers of the Board

13. (1) The Board is to be the principal advisory body to the Council on all academic matters and, subject to the By-law, the Rules and the resolutions of the Council, is to coordinate and oversee the academic work of the University.
- (2) The Board is to have such additional functions as may be determined by the Council from time to time.
14. **The Academic Board:**
- (a) is responsible for and has power to determine academic matters within the University;
- (b) shall consider and decide upon recommendations relating to the introduction, review and accreditation of award programs, the introduction of which has been approved by the Vice-Chancellor or his or her nominee or designated group, with the proviso that in the case of off-shore courses, all business cases must be endorsed by the Chief Financial Officer and, if outside predetermined Commercial Activities Committee guidelines, by the Committee itself;
- (c) may consider and advise Council on any matter which in the Board's opinion is relevant to the educational work of the University;
- (d) shall consider and report on all matters which are referred to it by the Council or by the Vice-Chancellor;
- (e) shall receive and may approve relevant recommendations resulting from any Faculty Developmental Reviews;
- (f) shall advise Council at the request of Council or may advise Council on its own motion of the desirability of the University offering courses of study in new subject areas;
- (g) may recommend to Council the establishment of Faculty Boards or Boards of Studies where appropriate, and the membership of such Boards;
- (h) may refer any matter to a Faculty Board or Board of Studies for consideration and report;
- (i) may refer any matter to a Course Advisory Committee for consideration and report;
- (j) shall determine the minimum qualification which will provide eligibility for entry to courses offered by the University;
- (k) shall determine the general requirements for admission to courses with recognition of prior learning or admission *ad eundem gradum*;
- (l) shall, following the graduation ceremonies each year, submit to Council the names of those students who have received awards of the University indicating the award which has been made in each case.

Division 5 – Elected professors on Academic Board

15. If, during the conduct of an Academic Board election, all the professors in any faculty are ex officio members of the Academic Board and there is no professor available to fill the position for an elected professor on the Board as required under Rule G3, 1 (3) (a) above, the Academic Board may, on the recommendation of the Faculty Board, after consultation by it with the Dean of the relevant faculty, appoint an additional member of the faculty for the term of office which a professor, if one had been available for election, would have had.

Division 6 – Relationship between Board and Council

Reference to Council of certain matters by Board

16. If the Academic Board does not approve without amendment any recommendation of a Faculty Board or another Board, the Academic Board is, if so required by the Faculty Board

or other Board, to transmit the recommendation to the Council together with any observations the Academic Board thinks fit.

Council to obtain views of Board on certain matters

17. (1) If the Council does not accept without amendment a recommendation from the Board relating to teaching, scholarship or research within the University, the Council must seek further advice from the Board before making a final decision.
- (2) This clause does not apply if, in the judgment of the Chair of the Board and the Chancellor:
 - (a) the matter is one of urgency on which it is necessary for an immediate decision to be made by the Council; or
 - (b) the area of difference between the Council and the Board is not one of principle or major significance.

Division 7 – Board committees

Committees

18. (1) The Board may establish such committees as it thinks fit with such membership as it considers appropriate for the purpose for which the committee is established.
- (2) It does not matter that any or all of the members of a committee are not members of the Board.

G4 – Rules relating to staff discipline and appeal committees

These Rules are made pursuant to clause 46 (2) (e), (f) and (g) of the By-law (Chapter 4, Division 3)

Division 1 – Staff

Application of Division

1. This Division applies to and in respect of all members of staff of the University other than:
 - (a) members of staff who are designated by the Rules as being casual staff or temporary staff; and

- (b) members of staff whose conditions of employment are governed by an industrial award or industrial agreement which contains disciplinary provisions.

Breach of discipline defined

2. A member of staff is to be regarded as having committed a breach of discipline if he or she:
 - (a) contravenes any provision of the Act, the By-law or a Rule; or
 - (b) wilfully disobeys or disregards any order or direction lawfully made or given under the Act, the By-law or a Rule; or
 - (c) is convicted by a court of an offence that is of a kind that may reasonably be regarded as constituting a serious impediment to the discharge by the member of staff of his or her functions or the discharge by other members of staff of their functions; or
 - (d) is guilty of disgraceful or improper conduct; or
 - (e) is grossly or persistently inefficient, negligent or careless; or
 - (f) is incompetent in the discharge of his or her functions.

Inquiries into alleged breaches of discipline

3. The Vice-Chancellor may (whether as a consequence of the making of a complaint or otherwise) cause inquiries to be made in relation to any breach of discipline that is alleged to have been committed by a member of staff.

Suspension pending completion of inquiries etc.

4. (1) The Vice-Chancellor may suspend from office any member of staff in respect of whom inquiries are being made in relation to a breach of discipline that is alleged to have been committed by the member of staff.
- (2) A member of staff may be suspended from office either with pay or without pay.
- (3) If a member of staff is suspended from office without pay, the period of suspension is not to exceed seven days.

- (4) Whether the member of staff is suspended with pay or without pay, the suspension ceases to have effect (unless sooner revoked) when the matter is dismissed or determined under this Division.
 - (5) A member of staff is entitled to receive any pay withheld pursuant to this clause if the Vice-Chancellor dismisses the matter or otherwise determines that it would be inappropriate, having regard to the circumstances of the case, that the member of staff be denied that pay.
- which he or she might otherwise be entitled or eligible; or
 - (e) be fined an amount not exceeding one month's salary; or
 - (f) be cautioned or reprimanded; or
 - (g) be excluded from specified facilities of the University either indefinitely or for a specified period; or
 - (h) be subjected to any two or more of the penalties referred to in paragraphs (b) – (g).

- (2) In considering a penalty the Vice-Chancellor may take into consideration a staff member's previous disciplinary record.

Vice-Chancellor to issue show cause notice

- 5. If, after completion of any inquiries, the Vice-Chancellor believes that a member of staff may have committed a breach of discipline, the Vice-Chancellor:
 - (a) must cause notice of that fact to be served on the member of staff; and
 - (b) must give the member of staff a reasonable opportunity (being a period of not less than seven days) within which to make written representations to the Vice-Chancellor in relation to the alleged breach of discipline; and
 - (c) must take into account any written representations made by the member of staff during that period.

Penalties

- 6. (1) If, after having taken into account any written representations made by the member of staff, the Vice-Chancellor is satisfied that the member of staff has committed a breach of discipline, the Vice-Chancellor may direct that the member of staff:
 - (a) be dismissed; or
 - (b) be demoted in office; or
 - (c) be suspended from office without pay for a period not exceeding 30 days; or
 - (d) be denied any incremental progression of salary to

Vice-Chancellor to dismiss certain matters

- 7. If the Vice-Chancellor is satisfied that the member of staff has not committed a breach of discipline or (after having completed inquiries into the matter and having heard the member of staff's representations in respect of the matter) is not satisfied that the member of staff has committed a breach of discipline, the Vice-Chancellor must dismiss the matter and inform the member of staff accordingly.

Vice-Chancellor to give notice of decision

- 8. The Vice-Chancellor must cause notice of any decision under clause 6, and of his or her reasons for the decision, to be given:
 - (a) to the member of staff concerned; and
 - (b) if the decision involves the making of a direction under clause 6 (a), (b) or (c) – to the Council, within seven days after the decision is made.

Right of appeal to the Council

- 9. (1) A member of staff may appeal to the Council against a decision of the Vice-Chancellor under clause 6.
- (2) Such an appeal must be made in writing and lodged with the Registrar within 30 days after notice

- of the decision is given to the member of staff.
- (3) The Vice-Chancellor may, on the application of the member of staff concerned or otherwise, direct that any action to be taken as a consequence of a direction under clause 6 be stayed:
- (a) until the time for making an appeal against the direction, or the decision to which it relates, has expired; or
 - (b) if an appeal against the direction or decision is made within that time – until the appeal has been finally determined.

Division 2 – Appeals

Appeal Committee

10. The Council is to establish an Appeal Committee for the purpose of hearing appeals under this Division.

Appeals to be referred to Appeal Committee for hearing

11. (1) The Registrar is to refer any appeal made under this Division to the Appeal Committee for hearing.
- (2) The Appeal Committee must hear any such appeal and prepare a recommendation for submission to the Council as to what action should be taken in respect of the appeal.

Determination of appeals

12. (1) The Council must determine an appeal having due regard to the recommendations of the Appeal Committee.
- (2) The Registrar must cause notice of the Council’s decision on an appeal to be given to the appellant as soon as practicable after the decision is made.
13. Upon receipt of a notice of appeal under clause 9 of these Rules, the Registrar shall notify the Chancellor of the receipt of the notice and the nature of the appeal.
14. An appeal brought under this provision shall be investigated by an Appeal Committee comprised of:

- (a) the Chancellor or, if the Chancellor declines to be a member, the Deputy Chancellor or, if each of those persons declines to be a member, a member of the Council (other than an official member) nominated by the Chancellor;
 - (b) a member of the Council, other than an official member, selected by the Chancellor;
 - (c) a person nominated by the appellant.
15. Where an appellant has not, within 14 days of lodging a notice of appeal with the Registrar (or, where the appellant has been served with a notice under clause 17, within 14 days after the date of service of the notice) nominated to the Registrar a person who has consented to be nominated as a member of the Appeal Committee which will investigate that appellant’s appeal, the Council shall nominate a person who is not an officer of the University or a member of the Council to be a member of that Appeal Committee.
16. The person who is a member of an Appeal Committee by reason of clause 14 (a) is the Chair of that Appeal Committee.
17. As soon as an Appeal Committee comprised in accordance with clause 14 (and clause 15 where applicable), has been formed in relation to an appeal, the Registrar shall forward the notice lodged under clause 9 (2) of these Rules in relation to that appeal to the Chair of the Appeal Committee.
18. (1) The duties of an Appeal Committee are to investigate the appeal referred to it under clause 17, to report and to make recommendation to the Council on the appeal.
- (2) An Appeal Committee shall:
- (a) hold its first meeting as soon as practicable after the date on which the notice of appeal is forwarded to it under clause 17 but in any event not later than 21 days after that date except where Council may determine otherwise; and

- (b) subject to clause 14, hold such subsequent meetings as it considers necessary and convenient to enable it to perform its duties.
- (3) An Appeal Committee shall not investigate an appeal unless all members of the Appeal Committee are present.
- (4) The Council may make Rules regulating, or providing for the regulation of, the procedure to be followed by Appeal Committees, provided that the procedures shall not contravene the rules of natural justice.
19. Where, in the opinion of the Council, an Appeal Committee is not investigating an appeal expeditiously, it may, by notice in writing served on the members of the Appeal Committee and the appellant, dissolve that Committee.
20. Where the Council dissolves an Appeal Committee under clause 19, another Appeal Committee comprised in accordance with clause 14, may be formed to investigate the appeal, but no person who was a member of the dissolved Appeal Committee may be a member of that other Appeal Committee unless the Council so resolves.
21. Notice in writing of the date upon and time and place at which an appellant may appear before an Appeal Committee shall be given to the appellant at a reasonable time before that date.
22. (1) An Appeal Committee shall make its report to the Council upon the appeal within two months of the day upon which the notice of appeal was referred to it.
- (2) Notwithstanding the provisions of subclause (1), if the Council approves, in a particular case, of the time within which the report of an Appeal Committee shall be made to it being extended to not more than six months from the day upon which the notice of appeal was referred to it, the Appeal Committee shall make its report to the Council within that period.
- (3) Where an Appeal Committee makes a report to it in relation to an appeal by a member of staff against a decision of the Vice-Chancellor, the Council may:
- (a) affirm or quash that decision; and/or
- (b) propose any other action against the member of staff that could have been taken against that person by the Vice-Chancellor.

G5 – Deleted

G6 – Rules relating to the use of the University Library

Division 1 – General

Division 2 – Offences

Division 3 – Borrowing

Division 4 – Schedule of penalties and fees

Division 1 – General

1. These Rules are made under clause 46(2) (m) of the University By-law and apply to the use of the Library of the University of Technology, Sydney. The University Library comprising the City Campus Library, the Kuring-gai Campus Library, and the St Leonards (Gore Hill) Campus Library is hereinafter called the UTS Library.
2. The UTS Library is provided primarily for the use of current students, staff, professors emeriti and members of the Council of the University.
3. The University Librarian may approve other users or categories of user (including UTS Alumni or staff and students of Insearch or other institutions). Persons granted UTS Library use under these Rules may be requested to show good reason for use at any time to the University Librarian, who may deny use if not satisfied that the use is for a purpose which has been approved.
4. The University Librarian may determine the services offered by the UTS Library, and the users to whom these services may be provided. The University Librarian has the discretion to

require a user to produce proof of identity or entitlement to use the UTS Library.

- 5. Any person who enters the UTS Library must comply with these Rules.
- 6. The fees and penalties listed in Division 4 will apply to any breach of these Rules.
- 7. Users must at all times act in accordance with instructions authorised by the University Librarian and displayed in public areas, at service desks, computer terminals, photocopy machines or in the UTS Librarian's official publications.
- 8. Any notices to be given to users under these Rules will be viewed as having been given, if mailed to their address registered with the UTS Library, and as having been received by the user on the second day following the date of posting.
Users may elect to give an email address as their preferred address for official Library notices.

Division 2 – Offences

9. Offences

9.1 It is an offence to:

- 9.1.1 mutilate or damage UTS Library property;
- 9.1.2 leave or attempt to leave the UTS Library:
 - (a) with any UTS Library item which is not registered in the borrower's name; or
 - (b) with only part of any UTS Library item, such as pages from a book or journal, without the permission of the UTS Library;
- 9.1.3 use a computer provided by the UTS Library for any unauthorised purpose;
- 9.1.4 engage in any act which may impede the safety of other users and their ability to study or work effectively in the UTS Library.

9.2 Library offences committed by students

- 9.2.1 Where a student member of the University is discovered committing an offence or is believed by the University Librarian on reasonable

grounds to have committed an offence, the University Librarian may refer the matter to the Registrar who will in turn refer the matter to a University Student Conduct Committee for investigation of the question whether the member has been guilty of a breach of discipline.

- 9.2.2 The University Student Conduct Committee will report its findings and make a recommendation to the Vice-Chancellor, in writing. In deciding what action is to be taken the Vice-Chancellor shall take into account the Committee's recommendation. The Vice-Chancellor shall decide what action, if any, shall be taken, and shall take or direct that action, whereupon the Registrar shall inform the student and the University Librarian accordingly.
- 9.2.3 In the event of action being taken against the student the latter shall be advised of his or her right of appeal to an Appeal Committee in accordance with Rule 5.39 of the Rules relating to Discipline and Appeals for Students.

9.3 Library offences committed by staff

- 9.3.1 Where a staff member of the University is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian may refer the matter to the Vice-Chancellor for action in accordance with Rule G4.
- 9.3.2 The Vice-Chancellor shall advise the staff member and the University Librarian of his decision.

9.4 Library offences committed by a member of another university or other institution

- 9.4.1 Where a member of another university or other institution is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian may exclude that member from the Library and may refer the matter to the member's home university or institution.

9.5 Library offences committed by a member of the general public

- 9.5.1 Where a member of the general public, other than a member to whom Rules 9.2, 9.3 or 9.4 apply, is discovered committing an offence or is believed by the University Librarian on reasonable grounds to have committed an offence, the University Librarian may exclude that person from the Library.

Division 3 – Borrowing

10. Categories of material for borrowing

- 10.1 All materials in the UTS Library's collections are normally available for loan with the exceptions listed below. The University Librarian, or his/her representative, may approve items from the categories listed below for lending in special circumstances.
- 10.1.1 Serials, including newspapers, calendars, examination papers.
- 10.1.2 Items marked NOT FOR LOAN.
- 10.1.3 Reference Collection items.
- 10.1.4 Microform Collection items.
- 10.1.5 CD-ROM Collection items.
- 10.1.6 Rare books, valuable books, and books vulnerable to mutilation which are stored in closed access.
- 10.1.7 Higher degree theses.
- 10.1.8 Some non-book materials.
- 10.1.9 Curriculum resource items.
- 10.2 Items from the Closed Reserve Collection may be borrowed for use in the UTS Library only, unless available for over night loan.

11. Borrowing conditions

11.1 Definitions

In these Rules:

'ID Card' means either the official student or staff identification card issued by the University to which the UTS Library affixes its Patron Barcode Label for the purposes of facilitating loans, or other registration cards issued by the UTS Library.

'Inter-Library Loan' means an item borrowed from another library by the UTS Library on behalf of a user, which for the duration of the loan

shall be treated as being a UTS Library item and be subject to the same Rules as UTS Library items.

'Patron Barcode Label' means a machine readable label which gives the user a unique identification number.

'Patron Record' means a print-out of an official library system record which shows the user's current registration and borrowing status.

11.2 Borrowing process

Users shall:

- 11.2.1 register with the UTS Library prior to borrowing;
- 11.2.2 present items for borrowing at the service desk together with their ID Card or use the self-check terminals;
- 11.2.3 report to UTS Library staff if items are damaged prior to borrowing;
- 11.2.4 return UTS Library materials only via a designated UTS return chute.

11.3 Responsibilities of users

Users shall be responsible for:

- 11.3.1 ensuring, before they leave the UTS Library, that any UTS Library item that they remove from the premises of the UTS Library has been registered for borrowing;
- 11.3.2 the safekeeping and return of items borrowed on their ID Card;
- 11.3.3 returning UTS Library materials by the date or time due, which is shown on the docket issued at the time of the loan, and on the web catalogue under 'view your own circulation record'.
- 11.3.4 familiarising themselves with the relevant library rules and borrowing policies which are available in printed brochures or on the Library's home page.

11.4 Restrictions

Unless authorised by the University Librarian or his or her delegate users shall not:

- 11.4.1 be permitted to borrow without their ID Card;
- 11.4.2 lend their ID Card to any other person for the purposes of borrowing UTS Library items;
- 11.4.3 return materials from other libraries, with the exception of Inter-Library Loans, to UTS.

11.5 Reciprocal borrowing

Where the UTS Library has formal borrowing arrangements with other institutions, authorised members of such institutions may register for borrowing privileges at the UTS Library provided that they are:

- (a) either students currently enrolled in an award course of academic study, or current employees of the institution, and
- (b) in good standing with their home institution.

11.6 Closed Reserve/Electronic Reserve

Only members of UTS are eligible to use Closed Reserve/Electronic Reserve.

12. Borrowing privileges

- 12.1 Borrowing privileges will be as detailed in official UTS Library publications.
- 12.2 All loan periods are reduced to one week if an item is required for Closed Reserve or requested by another user. If an item is already on loan, then a notice will be sent to the borrower recalling the item with a new due date of one week from the date the notice was printed.

Division 4 – Schedule of penalties and fees

13. Breaches of these Rules

Except as provided for in 9.4, 9.5 and 14, the University Librarian may refer any breach of these Rules in the case of a student to the Registrar and in the case of staff member to the Vice-Chancellor as a breach of discipline.

14. Failure to return

- 14.1 Failure to return a borrowed item by the due date, or failure to return an item requested by another user within one week of the request, will incur a fine. The fine is calculated on each overdue item at a rate approved by the Vice-Chancellor from time to time. No fines are payable until the total reaches a threshold value approved by the Vice-Chancellor from time to time. All borrowing and renewal privileges will be suspended if the total fine on a user’s record reaches or exceeds a threshold value approved by the Vice-Chancellor from time to time. Such privileges

will be reinstated when the fine is paid in full.

- 14.2 A user who fails to return a borrowed item within four weeks of the due date will receive a Bill for Replacement containing a replacement fee and/or a service fee.
 - 14.2.1 The replacement fee will be the average current market replacement cost of material in the format of the unreturned item.
 - 14.2.2 The service fee will be such amount as the Vice-Chancellor may determine from time to time.
- 14.3 A user:
 - 14.3.1 who returns an item in response to a Bill for Replacement will be liable for the larger amount of either the outstanding fine, or the service fee, but not for the replacement fee.
 - 14.3.2 who replaces an item with the same or a later edition in response to a Bill for Replacement will be liable for the larger amount of either the outstanding fine, or the service fee, but not for the replacement fee.
- 14.4 Where an item is damaged or mutilated beyond repair or further use, the user will be required to pay both the replacement fee and the service fee and the damaged item shall remain the property of the UTS Library.
- 14.5 A borrowed item returned to another library will be viewed as being out on loan to the user until the item is returned to the UTS Library. The user will be required to pay for any postage or courier charges that may be incurred in obtaining the return of an item from another library, in addition to a service fee and any other charge that may be payable.
- 14.6 A user who breaches Rule 11.4.3 will be required to pay all costs incurred in returning the item to the originating library as well as the service fee.
- 14.7 The University may withhold the examination results of students who have debts to the UTS Library with a total which reaches or exceeds an amount approved by the Vice-Chancellor from time to time, or any other library where the student has exercised reciprocal borrowing privileges.

14.8 In this rule any reference to an amount approved by the Vice-Chancellor from time-to-time refers to an amount which will be published on the UTS Library website.

15. Payments

15.1 Fees are payable within 14 days of the date of the notice requesting payment.

15.2 Any outstanding fee shall be a debt to the University.

16. Claims and Appeals

16.1 A user who disputes the imposition of a fee or fine under these Rules or who seeks leniency may in the first instance lodge a claim with the designated Library officer and in the prescribed manner approved by the University Librarian from time to time.

16.2 A user may appeal to the University Librarian against a decision in respect of a claim under Rule 16.1.

16.2.1 Such an appeal must be made in writing and lodged with the University Librarian within 30 days after notice of the decision has been posted to the user.

16.2.2 The University Librarian or delegate shall consider any such appeal within 14 days of lodgement of the appeal and give his or her decision to the user in writing.

17. Waiving of penalties or fees

17.1 Notwithstanding the provisions of Rules 13, 14 and 15, the University Librarian has a discretion, in cases where there are extenuating circumstances, to vary or remit, in whole or in part, any penalty or fee imposed as a consequence of the operation of these Rules.

G7 – Rule on intellectual property

This Rule is made under s28 (1) (a) of the Act and clause 46 (1) of the By-law.

1. The Council may make Policies from time to time that provide for some or all of the following:

- (a) ownership and commercial exploitation of University Intellectual Property Rights;

- (b) payment to Staff Members and/or Students in connection with the creation and commercial exploitation of University Intellectual Property Rights;

- (c) disclosure by Staff Members and Students of University Intellectual Property Rights; and

- (d) any other matter concerning Intellectual Property Rights.

2. Any Policy binds the University, Staff Members and Students, and, at the request of the University, Staff Members and Students will do all those things, including the execution of assignments, licences or other agreements or documents, necessary to give effect to such a Policy. The University reserves the right to alter Policies from time to time as it deems necessary for the good management of the University.

3. In this Rule:

‘**Intellectual Property Rights**’ means all intellectual property rights, including but not limited to:

- (a) patents, copyright, design rights, trade marks, rights in circuit layouts, plant variety rights and any right to have confidential information kept confidential; and

- (b) any registration, application for or right to apply for registration, of any of those rights;

‘**Staff Member**’ means each employee of the University;

‘**Student**’ means each person enrolled or otherwise participating in a course, research project or other program offered by the University.

‘**Policy**’ means a policy made under clause 1 of this Rule; and

‘**University Intellectual Property Rights**’ means Intellectual Property Rights created by a Staff Member in the course of that Staff Member’s employment by the University and/or by a Student, in the course of that student’s participation in a course, research project or other program in respect of which he or she has elected to be bound by the relevant Policy.

- Words denoting the singular include the plural and vice versa.

G8 – The seal and the University emblem

Division 1 – The seal

Custody of seal

- Unless the Council otherwise directs, the seal of the University is to be kept in the custody of the Registrar.

Use of seal

- The seal of the University is to be fixed:
 - to documents which are required by law or for ceremonial purposes to be under seal; and
 - to the testamurs or certificates issued to a person as evidence that an award has been conferred on that person by the Council; and
 - to such other documents as the Council approves.

Fixing of seal

- The fixing of the seal of the University to any document is to be authenticated on that document by the signature of:
 - the Chancellor, the Deputy Chancellor or some other member of the Council appointed by the Council for that purpose either generally or for a limited period; and
 - the Vice-Chancellor; and
 - the Registrar.

Register of use of seal

- A register of the use of the seal of the University is to be maintained by the Registrar in which must be recorded:
 - the authority for the affixing of the seal; and
 - the nature of the document to which the seal is affixed; and
 - the date of authentication of the document; and
 - the signatures appearing on the document.

Division 2 – The University emblem

Use of emblem

- The emblem of the University must not be used, depicted or displayed otherwise than in such manner and circumstances as the Council may by resolution approve.

Delegation of authority to approve use of emblem

- The Council may delegate its authority to approve the use, depiction or display of the University emblem to such person or persons as may be appointed by the Council from time to time.

G9 – Register of delegations

This Rule is made pursuant to Part 4, Division 1(17) of the Act. A register of delegations approved by Council is to be maintained by the Registrar in which must be recorded the following details of each delegation:

- the relevant Council resolution number and meeting date;
- the exact terms of the relevant Council resolution;
- whether the exercise of the delegation is to be reported to Council;
- Corporate Records file number;
- Council resolutions to rescind any delegation.

G10 – Witnessing and witnessed statements

If the University requires that any document or thing must be verified or a student statement be witnessed, a member of staff in any of the positions designated in writing by the Registrar from time to time, may for the University's requirement only, attest such document or thing or statement.

G11 – Equipment loans

1. Definition

'equipment loan' means a University asset borrowed by a student to meet specific teaching, learning, or assessment requirements as specified in subject outlines provided to students

in accordance with Rule 3.1.14, including but not limited to:

- laboratory/scientific – apparatus equipment
- photographic/video/telecommunications/sound equipment
- workshop equipment

2. Offences

2.1 It is an offence to:

- 2.1.1 willfully mutilate or damage UTS equipment;
- 2.1.2 fail to take reasonable precautions to ensure the safekeeping of equipment which results in theft, loss of, or damage to, the equipment;
- 2.1.3 leave or attempt to leave UTS premises:
- (a) with any UTS equipment item which is not registered for loan in the borrower's name with the relevant Faculty or Unit;
- (b) with only part of any UTS equipment item which is not registered for loan in the borrower's name with the relevant Faculty or Unit;
- 2.1.4 use UTS equipment for any unauthorised purpose;
- 2.1.5 use UTS equipment in any way which may infringe the rights or endanger the safety of others.

3. Investigation of offences

3.1 Where a student is believed by a Dean or Director on reasonable grounds to have committed an offence pursuant to Rule 2 above, the Dean or Director may refer the matter to the Registrar who will deal with it in accordance with the Rules Relating to Discipline and Appeals for Students.

4. Loan conditions

4.1 *Responsibilities of Faculties and Units*

Faculties and Units shall be responsible for:

- 4.1.1 ensuring that the conditions of equipment loans are clearly stated in written form and provided to students;
- 4.1.2 ensuring that borrowers present their University student identity card and

sign an undertaking to abide by the conditions of the equipment loan;

4.1.3 maintaining a register of equipment loans which includes the following:

- UTS asset number
- the serial number, make and model of the equipment
- student number shown on the UTS identity card
- student's full name
- date of loan
- due date for return of equipment;

4.1.4 reporting any breach of the conditions of an equipment loan to the relevant Dean or Director who shall act in accordance with either Rule 3 above or Rule 5 below;

4.1.5 where the Dean or Director believes one or more of the actions in Rule 5.1(a) to (e) are appropriate, the Dean or Director notifying and giving reasons therefor to the student and the Registrar. The Dean or Director may notify any other person of the decision and reasons on a need to know basis.

4.2 *Responsibilities of Borrowers*

Borrowers shall be responsible for:

- 4.2.1 ensuring that any UTS equipment item that they remove from University premises has been officially registered for borrowing with the appropriate Faculty or Unit in accordance with Rules 4.1.1 and 4.1.2 above;
- 4.2.2 the safekeeping and return of items borrowed;
- 4.2.3 returning UTS equipment by the date or time due.

5. Breach of conditions of an equipment loan

5.1 Any violation of the conditions of the loan may result in:

- (a) restrictions on future use of the equipment;
- (b) denial of future loans;
- (c) a student not being permitted to re-enrol or graduate, and examination results being withheld, until the return of the equipment;

- (d) payment of a specified amount not exceeding the amount of the value of the cost of replacement or repair of the equipment item;
- (e) disciplinary action in accordance with Rule 3.1 above

G12 – Official publications

- (1) Pursuant to clause 48(3) of the By-law, the Official Publications of the University shall be:
 - (a) the *UTS Calendar* as published from time to time;
 - (b) the Faculty Handbooks as published from time to time.
- (2) Published means published in a form including electronic versions, authorised in accordance with this Rule.
- (3) From time to time the Registrar shall designate the version of each Official Publication which is the authorised published version of the Official Publication.
- (4) Course requirements, including course structures, and arrangements for courses, which are published in the Official Publications of the University are authoritative as at the time of publication. As provided for in Rule 2.27.6, the University reserves the right to discontinue or vary course requirements and arrangements for courses at any time.

Note 1: Course and subject information provided to students and prospective students by Faculties and other areas of the University must be consistent with, cross referenced to, and, wherever possible linked online to, the course and subject information published in the Official Publications of the University.

Each subject, and the associated details about it to be included in the Official Publications of the University, must be approved by the relevant Faculty Board before publication of those details takes place.

12. STANDING ORDERS

Standing Orders for the Council of the University of Technology, Sydney	370
Standing Orders for the Academic Board	373

These Standing Orders are divided as follows:

- Standing Orders for Council
- Standing Orders for Academic Board

Standing Orders for the Council of the University of Technology, Sydney

Chair

1. [deleted]
2. The Chancellor shall preside at any meeting of the Council at which he/she is present unless he/she elects not to do so.
3. Where at a meeting of the Council the Chancellor
 - (a) is absent,
 - (b) elects not to preside,
 - (c) is unable to preside,or the office of the Chancellor is vacant, the Deputy Chancellor shall preside.
4. In the absence of both the Chancellor and the Deputy Chancellor from a meeting of the Council the members present shall elect one of their number to preside at that meeting.

Notice of meetings

5. The Council shall meet in ordinary session not less than six times in each year and at such other times as the Council shall decide.
6. Not less than seven days' notice of an ordinary meeting of the Council shall be given by the Registrar, who shall be Secretary to the Council, in writing to members of the Council setting out the time and place of the meeting and the agenda.
7. A special meeting may be convened by the Registrar on the request of the Chancellor, the Deputy Chancellor or the Vice-Chancellor or upon the written request of any five members of the Council within 14 days of receipt of the request.
8. Not less than seven days' notice of a special meeting of the Council shall be given in writing by the Registrar to members of the Council specifying any matters requested under Order 7, for discussion at the special meeting.
9. Proceedings of the Council shall be valid notwithstanding non-receipt of a notice of meeting by a member.

Quorum

10. The quorum at any meeting of the Council shall consist of a majority of the total number of members for the time being of the Council.
11. If no quorum is present within 30 minutes of the time appointed for the meeting to commence, all business which should have been transacted at that meeting shall stand over until the next ordinary meeting of the Council, in which case, the business which was to have been dealt with at the meeting lacking a quorum shall take precedence over the business of the ordinary meeting, unless a special meeting is called in the meantime for the transaction of that business.
12. Once a meeting of the Council has commenced with a quorum, there shall be deemed to be a quorum thereafter, unless the lack of a quorum is drawn to the Chair's attention by a member of the Council. On the Chair's attention being drawn to the lack of a quorum he/she shall adjourn the meeting for five minutes. If at the expiration of five minutes there still is no quorum the Chair shall adjourn the meeting to another time or place.

Minutes

13. The Registrar shall keep a record of each meeting which shall be entered in a minute book and at each meeting the minutes of the preceding meeting shall:
 - (a) be read unless copies thereof have been previously circulated to members;
 - (b) be confirmed or confirmed as amended; and
 - (c) be signed by the Chair as confirmed with or without amendment.

Conduct of meetings

14. The order of business at any meeting of the Council shall follow that set out in the agenda unless the Council otherwise determines.
15. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of meeting, and shall, subject to the discretion of the Chair, continue until all business on the agenda has been disposed of, except that the agreement of the

Council shall be necessary for the duration of the meeting to exceed three hours.

16. No member of the Council shall initiate any matter for debate or move any motion in respect of such matter, other than a matter on the agenda, unless the Council otherwise determines.
17. At meetings of the Council voting shall be by show of hands, and
 - (a) any question shall be decided by a majority of the members present; and
 - (b) the Chair shall have a deliberative vote, and, in the event of any equality of votes, a casting vote.
18. A motion or amendment before the Chair shall not be withdrawn except by the mover thereof and by leave of the seconder and of the Council, provided that no motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
19. A motion or amendment before the Chair may be reworded by the mover subject to leave of the Council.
20. No member of the Council shall speak more than once to any question, save that the mover of the motion (but not of an amendment) shall have the right of reply, which reply shall close the debate. For the purposes of this Order an amendment shall constitute a separate question from the original motion and from any other amendment.
21. When an amendment is before the Chair, discussion shall be confined to that amendment, and no further amendment shall be proposed until the amendment before the Chair has been disposed of.
22. Any member of the Council may raise a point of order which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred.
23. Any member of the Council disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.
24. Any member of the Council who has not already participated in the debate on any matter may, at any time, whether another speaker has the floor or not, move 'That the question be now put', which motion,

if accepted by the Chair, shall be put without amendment or debate. The Chair shall have an absolute discretion to accept or refuse the motion. If the motion is put during debate on an amendment, the motion shall close debate on the amendment only.

Closed session

25. The Council may, if it so wishes and provided that a quorum is present, resolve itself 'into committee' and/or go 'into closed session', whereupon all non-members who are present shall, with the exception of the Council officers, Deputy Vice-Chancellors, Pro-Vice-Chancellors, Chief Financial Officer, Executive Director (University Enterprises), and such other non-members as the Council may, from time to time, determine, be required to leave the room and shall not be readmitted until the Chair declares that open session has been resumed.

Adjournment

26. The Chair may, with the consent of the Council, and shall, if so directed by the Council, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as for an ordinary meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Attendance at Council meetings

27. Persons present at Council meetings are categorised as follows:
 - (a) Council members;
 - (b) Council officers (the Registrar and the Clerk to Council);
 - (c) official attendees (Deputy Vice-Chancellors; Chief Financial Officer; Pro-Vice-Chancellors; Executive Director (University Enterprises) Deans; Directors; members of the Registrar's Division; President, Students' Association; staff and other persons invited by the Chancellor or Vice-Chancellor);

- (d) observers (members of the University community; other persons who attend by leave of the Chancellor or by Council resolution).
28. Official attendees are present at Council meetings to advise Council in its deliberations. They have no speaking rights but may be invited to speak by the Chancellor. By custom and practice, the Deputy Vice-Chancellor (Academic) and the Chief Financial Officer are invited to sit at the Council table.
 29. Observers may attend meetings of Council, subject to the following conditions:
 - (a) they shall notify the Registrar by 4.00 p.m. on the day before the meeting they wish to attend;
 - (b) the number of observers able to attend a meeting shall be determined by considerations of space and comfort, it being noted that the Council Room can accommodate a limited number of people; official attendees will be given priority over observers;
 - (c) if requested the Registrar shall provide observers with a copy of papers relating to agenda items other than those which have been or are likely to be declared confidential;
 - (d) observers shall not normally participate in the discussions. They may only do so when invited by the Chair;
 - (e) the Registrar shall have power to waive (a), determine (b) and interpret (c) above.
 30. Council may, by resolution, decline permission for an official attendee or an observer to be present for all or any part of a meeting.

Tabled papers

31. Tabled papers shall not be distributed to anyone, including members, official attendees or observers prior to a meeting.

General

32. Standing Orders 1–31 or any of them may be suspended by a majority of those present at a meeting of the Council. A motion to that effect shall be open to debate.
33. Notwithstanding anything hereinbefore contained, any decision made by a validly

constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision was made.

34. Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.

Committees of the Council

35. Subject to the Act and the By-law the Council may:
 - (a) appoint such committees or boards consisting of such persons whether members of Council or not, as it thinks fit; and
 - (b) confer or impose upon a committee or board appointed under subclause (a) such powers and duties as it may from time to time determine.
36. The Registrar shall be secretary to the committees and boards of the Council.
37. Not less than seven days' notice personally or in writing of an ordinary meeting of a Council committee or board shall be given by the Registrar to members of the committee or board, setting out the time and place of the meeting and the agenda.
38. Not less than three days' notice personally or in writing of a special meeting of a Council committee or board shall be given by the Registrar to members of the committee or board, setting out the time and place of the meeting and the agenda.
39. A meeting of a Council committee or board may be held at any time if all members of the committee or board so agree.
40. The quorum at any meeting of a Council committee or board, shall, unless another number is fixed for a particular committee or board, be one-half of the members of the committee or board for the time being but, if one-half is not a whole number, shall be the next higher whole number.
41. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees and boards of the Council.

Standing Orders for the Academic Board

Chair and Deputy Chair

1. The Chair shall preside at any meeting of the Academic Board except in the circumstances described in 2, 3 and 4.
2. At the first meeting of Academic Board following the beginning of a new two-year term, the Vice-Chancellor will open the meeting and invite the recently-elected Chair to chair the meeting from that point.
3. Where at a meeting of the Academic Board the Chair
 - (a) is absent,
 - (b) elects not to preside,
 - (c) is unable to preside,
 or the office of the Chair is vacant, one Deputy Chair, as determined beforehand by the Chair, shall preside unless unwilling to do so.
4. In the absence of the Chair and both Deputy Chairs from a meeting of the Academic Board, or if the Deputy Chairs have elected not to preside at the meeting:
 - (a) the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or
 - (b) if the Vice-Chancellor is not present, or being present, does not wish to preside, the Board is to elect one of its members to preside at the meeting.

Notice of meetings

5. The Academic Board shall meet in ordinary session not less than six times in each year and at such other times as the Academic Board shall decide.
6. Not less than seven days' notice of an ordinary meeting of the Academic Board shall be given by the Registrar, who shall be Secretary to the Academic Board, in writing to members of the Academic Board setting out the time and place of the meeting and the agenda.
7. A special meeting may be convened by the Registrar on the request of the Chair, a Deputy Chair or the Vice-Chancellor or upon the written request of any five members of the Academic Board within 14 days of receipt of the request.

8. Not less than seven days' notice of a special meeting of the Academic Board shall be given in writing by the Registrar to members of the Academic Board specifying any matters requested under Order 7, for discussion at the special meeting.
9. Proceedings of the Academic Board shall be valid notwithstanding non-receipt of a notice of meeting by a member.

Quorum

10. The quorum at any meeting of the Academic Board shall consist of a majority of the total number of members of the Academic Board.
11. If no quorum is present within 30 minutes of the time appointed for the meeting to commence, all business which should have been transacted at that meeting shall stand over until the next ordinary meeting of the Academic Board, in which case the business which was to have been dealt with at the meeting lacking a quorum shall take precedence over the business of the ordinary meeting, unless a special meeting is called in the meantime for the transaction of that business.
12. Once a meeting of the Academic Board has commenced with a quorum, there shall be deemed to be a quorum thereafter, unless the lack of a quorum is drawn to the Chair's attention by a member of the Academic Board. On the Chair's attention being drawn to the lack of a quorum she/he shall adjourn the meeting for five minutes. If at the expiration of five minutes there still is no quorum, the Chair shall adjourn the meeting to another time or place.

Starring of items

13. Before the commencement of the general business of the Board's agenda, starring of items is invited by the Chair. Starring is a meetings procedure adopted by the University to ensure that the whole agenda is covered, where possible, at the one meeting and that those items considered to require further report and discussion are accorded an appropriate amount of time within the constraints of a reasonable meeting time duration which is, usually, up to three hours. Items which are not starred would be adopted straight after

resolving on which items should be starred.

Any member may star an agenda item for discussion.

Minutes

14. The Registrar shall keep a record of each meeting which shall be entered in a minute book and at each meeting the minutes of the preceding meeting shall:
 - (a) be read unless copies thereof have been previously circulated to members;
 - (b) be confirmed or confirmed as amended; and
 - (c) be signed by the Chair as confirmed with or without amendment.

Conduct of meetings

15. The order of business at any meeting of the Academic Board shall follow that set out in the agenda unless the Academic Board otherwise determines.
16. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of meeting, and shall, subject to the discretion of the Chair, continue until all business on the agenda has been disposed of, except that the agreement of the Academic Board shall be necessary for the duration of the meeting to exceed three hours.
17. (a) No member of the Academic Board shall initiate any matter for debate or move any motion in respect of such matter, other than a matter on the agenda, unless the Academic Board otherwise determines.
- (b) To ensure that Board members have adequate time to consider matters for resolution, papers should not be tabled at a meeting. However if, after consulting with the Registrar, the Chair believes the Board may wish to determine whether it will receive a tabled paper, an opportunity to do so will be provided at agenda item 4, Receipt of Tabled Papers. Tabled papers received by the Board will be considered in sequence, whether starred or not. Tabled papers not received by the Board will normally be distributed with papers for the next

meeting of the Board and considered at that meeting.

18. At meetings of the Academic Board voting shall be by show of hands, and
 - (a) any question shall be decided by a majority of the members present; and
 - (b) the Chair shall have a deliberative vote, and, in the event of any equality of votes, a casting vote. (Please refer to Standing Orders 26–38, with regard to elections held at meetings.)
19. A motion or amendment before the Chair shall not be withdrawn except by the mover thereof and by leave of the seconder and of the Academic Board, provided that no motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
20. A motion or amendment before the Chair may be reworded by the mover subject to leave of the Academic Board.
21. No member of the Academic Board shall speak more than once to any question, save that the mover of the motion (but not of an amendment) shall have the right of reply, which reply shall close the debate. For the purposes of this Order an amendment shall constitute a separate question from the original motion and from any other amendment.
22. When an amendment is before the Chair, discussion shall be confined to that amendment, and no further amendment shall be proposed until the amendment before the Chair has been disposed of.
23. Any member of the Academic Board may raise a point of order which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred.
24. Any member of the Academic Board disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put forthwith without debate.
25. Any member of the Academic Board who has not already participated in the debate on any matter may, at any time, whether another speaker has the floor or not, move 'That the question be now put', which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have an absolute discretion to

accept or refuse the motion. If the motion is put during debate on an amendment, the motion shall close debate on the amendment only.

Elections held at meetings

26. The Registrar shall be the Returning Officer for all Academic Board elections and may appoint a Deputy Returning Officer who shall have the powers of the Returning Officer in the absence of, or when delegated by, the Returning Officer.
27. The elected membership of the committees of Academic Board is open to all full- and fractional-time academic staff and all students, regardless of whether they are members of Academic Board, except that the Chair of any such committee shall be a member of the Board and from time to time the Board may require other members of committees to be appointed or elected from the Board.
28. Only members of Academic Board, present at the meeting, are eligible to vote at elections held at meetings.
29. Notification of a possible election shall normally be by its inclusion in an item on the agenda for that meeting.
30. Nominations shall normally be called for ten working days prior to the meeting and shall close at 5 p.m., two working days prior to the meeting. Nominations should include the name of the nominator, the nominee, and the position for which the person is being nominated. The nominee must have agreed to the nomination prior to its submission. Any nominations received after the deadline stipulated in the call for the nominations, will not be accepted.
31. An election to be held at the meeting shall be deemed to be necessary when the number of nominations received exceeds the number of positions to be filled.
32. All voting shall be by the optional preferential system.
33. Ballot papers shall be distributed to members at the meeting.
34. Voters shall be required to enter each candidate's name next to a box on the ballot paper in the order of nominations received.

35. Voters shall be instructed to place the figure '1' in the box next to the candidate of first preference. Voters may then place consecutive figures (commencing with the figure '2') in the boxes opposite the names of the remaining candidates, so as to indicate by numerical sequence the order of preference for them.
36. Ballot papers shall be collected at the meeting. The Returning Officer shall determine whether it is feasible to count ballot papers and declare the elections during the meeting. If the Returning Officer determines that this cannot be done, the Chair and the candidates will be informed of the result as soon as possible after the meeting and the Board shall be notified at the subsequent meeting.
37. The results of an election held at a meeting shall be published in the minutes of Academic Board.
38. Manner of counting votes.
 - (A) Definitions:
 - 'an absolute majority of votes' means a greater number than one half of the whole number of ballot papers counted;
 - 'continuing candidate' means a candidate not already excluded from the count;
 - 'determine by lot' means determine in accordance with the following directions:

The names of the candidates concerned having been written on separate and similar slips of paper and the slips having been folded so as to prevent identification and mixed and drawn at random, the candidate whose name is first drawn shall be excluded.
 - (B) The results of the ballot shall be determined in the following manner:
 - (1) The Returning Officer shall count the total number of ballot papers and exclude any informal papers.
 - (2) The Returning Officer shall count the number of first preference votes given for each candidate.
 - (3) The candidate who has received the largest number of first preference votes shall, if that number constitutes an absolute majority of votes, be declared by the Returning Officer to be elected.

- (4) If no candidate has received an absolute majority of first preference votes, the candidate who has received the fewest first preference votes shall be excluded and each of the ballot papers counted to that candidate shall be counted to the continuing candidate next in order of the voter's preference.
- (5) Where on any count two or more candidates have an equal number of votes and one of them has to be excluded the candidate to be excluded shall be determined as follows:
 - (a) if the count is the first made in connection with the ballot, the Returning Officer shall determine by lot which of those candidates shall be excluded;
 - (b) if the count is the second or subsequent count made in connection with the ballot:
 - (i) that candidate shall be excluded who had the least number of votes at the last count at which one of those candidates received fewer votes than each of the others; or
 - (ii) the Returning Officer shall determine by lot which of those candidates shall be excluded, if at all preceding counts no one of those candidates received fewer votes than each of the others.
- (6) The process of excluding the candidate who has the fewest votes and counting each of the ballot papers counted to that candidate to the continuing candidate next in order of the voter's preference shall be continued until one continuing candidate has an absolute majority of votes and that candidate shall be declared by the Returning Officer to be elected.
- (7) If at any point during any particular count after the first preference votes have been counted, the candidate next in order of a voter's preference is not indicated or cannot be ascertained, that ballot paper shall, from that point onwards, be excluded from that particular count and the total of the ballot papers counted shall be amended accordingly. That ballot paper shall, however, be reinstated in any later counts carried out in accordance with subclause (8).
- (8) If any further position remains to be filled all excluded candidates shall be reinstated with their first preference votes credited and each of the ballot papers counted to the first elected candidate shall be counted to the reinstated candidate next in order of the voter's preference as if it were a first preference vote.
- (9) The procedures described in subclauses (3) to (8) inclusive shall apply until all vacancies are filled.

Closed session

39. The Academic Board may, if it so wishes and provided that a quorum is present, resolve itself 'into committee' and/or go 'into closed session', whereupon all non-members who are present shall, with the exception of those non-members as the Academic Board may, from time to time, determine, be required to leave the room and shall not be readmitted until the Chair declares that open session has been resumed.

Adjournment

40. The Chair may, with the consent of the Academic Board, and shall, if so directed by the Academic Board, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as for an ordinary meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Attendance at Academic Board meetings

41. Any member of the academic staff and officers of the University may attend Academic Board meetings to speak to any agenda item, provided permission has been obtained from the Chair of the Board prior to the relevant meeting.

Open meetings

42. (1) Meetings of the Academic Board shall be open to members of the University, that is, staff (including members of staff who are involved in media liaison), students and graduates, who may attend meetings of the Board as observers and shall be admitted subject to the availability of space.

Observers shall not be accorded speaking rights.

- (2) (a) An alternate student member may attend meetings of Academic Board in place of the student member who nominated the alternate member (see Rules relating to Academic Board, Division 1). Alternate members are entitled to be included on the distribution list for receipt of agenda papers for Academic Board meetings and to attend and vote at meetings of Academic Board if the student member who nominated the alternate member is not present.
- (b) When both the elected member and the alternate member are present at a meeting of Academic Board, only the elected member has speaking and voting rights.
- (3) (a) A student member who is unable to attend a meeting of the Board is responsible for requesting the alternate member to attend that meeting in place of the student member. The student member is also responsible for notifying the Clerk to Academic Board that the alternate will be in attendance.
- (b) Immediately prior to the commencement of a meeting of Academic Board, or as soon as possible thereafter but during the meeting, an alternate member who is attending in place of an elected student member shall confirm that attendance with the Clerk to Academic Board.
- (c) When both the student member and the alternate are unable to attend a meeting of Academic Board, the student member is responsible for notifying the Clerk

to Academic Board that the absence will not be covered by the alternate member and the student member's formal apology will be registered.

- (d) If, for three consecutive meetings of Academic Board, neither the student member nor the alternate member has attended and the student member has not registered a formal apology with the Clerk to Academic Board for any of those meetings, the membership of the student member lapses, and that of the alternate member with it (see Rule 4 in the Rules Relating to Academic Board).

Communication of Academic Board decisions

43. A report of major items discussed by the Board shall be published on the UTS web site.

Individual advisings of the outcomes of the Board's deliberations shall be prepared by the Clerk to Academic Board and forwarded to those persons whose attention particularly needs to be drawn to any resolution of the Board, either in order to note or to action that resolution. Such advising shall be forwarded to the Dean or Head of School concerned for further referral to appropriate members of staff, as necessary.

General

- 44. Standing Orders 1 – 43 or any of them may be suspended by a majority of those present at a meeting of the Academic Board. A motion to that effect shall be open to debate.
- 45. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision was made.
- 46. Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.
- 47. The Chair shall take executive action on behalf of the Board:

- (a) to recommend to Council amendments to graduands' lists;
- (b) to discuss with the Vice-Chancellor proposals for new or vacant chairs and, if so inclined, to agree or disagree with such proposals; and
- (c) in other pre-determined circumstances.

At the earliest opportunity, the Chair shall report to the Board on the exercise of this authority.

Committees of the Academic Board

- 48. Subject to the Act and the By-law the Academic Board may:
 - (a) appoint such committees consisting of such persons whether members of Academic Board or not, as it thinks fit; and
 - (b) confer or impose upon a committee appointed under subclause (a) such powers and duties as it may from time to time determine.
- 49. The Registrar shall be secretary to the committees of the Academic Board.
- 50. Not less than seven days' notice personally or in writing of an ordinary meeting of an Academic Board committee shall be given by the Registrar to members of the committee setting out the time and place of the meeting and the agenda.
- 51. Not less than three days' notice personally or in writing of a special meeting of an Academic Board committee shall be given by the Registrar to members of the committee setting out the time and place of the meeting and the agenda.
- 52. A meeting of an Academic Board committee may be held at any time if all members of the committee so agree.
- 53. The quorum at any meeting of an Academic Board committee, shall, unless another number is fixed for a particular committee, be one-half of the members of the committee or board for the time being but, if one-half is not a whole number, shall be the next higher whole number.
- 54. These Standing Orders shall be applicable as appropriate to the conduct of meetings of the committees of the Academic Board.

- 55. The Registrar shall keep a record of each meeting which shall be entered in a minute book and at each meeting the minutes of the preceding meeting shall:
 - (a) be read unless copies thereof have been previously circulated to members;
 - (b) be confirmed or confirmed as amended; and
 - (c) be signed by the Chair as confirmed with or without amendment.

13. FACULTY MANAGEMENT

Faculty Boards	380
Term and appointment of Deans, Associate Deans and Heads of School	383
Accountabilities of Deans, Associate Deans and Heads of School.....	383
Responsibilities of Responsible Academic Officers	383

The information given below incorporates some resolutions of Council under the following headings:

- Faculty Boards
- Term and appointment of Deans, Heads of School and Associate Deans
- Accountabilities of Deans, Associate Deans, Heads of School, Heads of Department and Faculty Administrators

Faculty Boards

1. General

Each faculty of the University has a faculty board whose function is to foster the educational work of the faculty, to perform duties and exercise such powers as the Council determines on the recommendation of the Academic Board. The faculty boards are: the Faculty Board in Business; the Faculty Board in Design, Architecture and Building; the Faculty Board in Education; the Faculty Board in Engineering; the Faculty Board in Humanities and Social Sciences; the Faculty Board in Information Technology; the Faculty Board in Law; the Faculty Board in Nursing, Midwifery and Health; and the Faculty Board in Science.

2. Composition and Membership

2.1 The composition of faculty boards is approved by Council on the recommendation of the faculty and either the Vice-Chancellor or Academic Board and, depending on individual faculty structure, it may vary between faculties. Membership of faculty boards and the committee structure of faculties are set out in faculty handbooks. Some faculty boards provide for all members of the faculty to be members of the board if they so elect. Where this is not the case, Council has prescribed that each faculty board shall consist, as a minimum, of ex officio members, nominated members and elected members, as follows:

2.2 The ex officio members are:

- (i) the Dean; and
- (ii) other senior full-time or fractional-time staff members including, where applicable, the Associate Deans, Heads of School, the Professors, and the Faculty Administrator.

2.3 The nominated members serve a two-year term of office, and they include:

- (i) a nominee of the University Librarian;
- (ii) a nominee of the Pro-Vice-Chancellor (Education and Quality Enhancement);
- (iii) one member of academic staff from the faculty board of at least three faculties that contribute to the teaching programs of the faculty concerned, to be nominated by the Deans of those faculties in consultation with the Dean of the faculty concerned.

2.4 The elected members include:

- (i) academic staff (full-time or fractional-time) elected by and from the academic staff of the faculty, the total number of persons to be such that it is equal to or larger than the sum of the total number of ex officio and nominated members, for a two-year term of office;
- (ii) one support staff member elected by and from the support staff of the faculty, for a two-year term of office;
- (iii) students elected by and from the students of the faculty with a minimum number of four students, at least one of whom shall be a postgraduate student, for a one-year term of office.

2.5 Elected members shall be eligible to stand for re-election and nominated members shall be eligible for renomination.

3. Meetings of Faculty Boards

3.1 The Dean of the faculty shall be Chair of the faculty board, or the Dean may appoint a member of the faculty board as Chair, if he or she wishes.

3.2 At the first meeting of a faculty board after the first of November in each calendar year a board shall elect a Deputy Chair from among its members, who shall hold office until 31 October in the year immediately following and shall be eligible for re-election.

3.3 The Faculty Administrator shall be Secretary to the board.

- 3.4 The quorum for a faculty board shall be one-half of its members (excluding any members on recognised leave), or the nearest whole number above.
- 3.5 A faculty board shall meet in ordinary session twice in each semester and at such other times as it shall decide.
- 3.6 Not less than seven days' notice of an ordinary meeting shall be given by the Faculty Administrator in writing to members of a board setting out the time and place of the meeting and the agenda.
- 3.7 A special meeting of a faculty board may be convened by the Dean of the faculty and shall be convened by the Faculty Administrator on the written request of five members of a board.
- 3.8 Not less than three days' notice of a special meeting shall be given by the Faculty Administrator in writing to members of a board setting out the time and place of the meeting and the purpose for which the meeting is to be convened.
- 3.9 The agenda for any meeting of a faculty board and any papers pursuant to matters on the agenda including minutes of the previous meeting(s) shall be available for perusal by any member of the academic staff of the faculty on application to the Faculty Administrator.

4. Elections and filling of remaining vacancies

- 4.1 The Registrar or nominee shall be the Returning Officer for all elections of elected members of a faculty board.
- 4.2 In the case of a board as first constituted, wherever the term of office of elected members of a faculty board is two years, one-half of the elected members or where one-half is not a whole number the number immediately greater than one-half shall be determined by lot by the Returning Officer and shall hold office for one year.
- 4.3 Where a remaining vacancy occurs in the office of an elected member of a faculty board the vacancy may be filled by resolution of the faculty board and in accordance with procedures for the filling of casual vacancies as set out in 5.1 below.
- 4.4 A person selected to fill a remaining vacancy shall be appointed for the period

stated in the notice of election for that office, and is, if otherwise qualified, eligible for election to that office at the expiry of the term of office for which he or she was appointed.

5. Casual vacancies

- 5.1 Where a casual vacancy occurs in the office of an elected member of a faculty board, the vacancy may be filled by resolution of the faculty board:
- (i) in the case of academic staff and undergraduate students of the faculty, on the recommendation of the relevant Responsible Academic Officer; or
 - (ii) in the case of support staff and postgraduate students of the faculty, on the recommendation of the Dean;
 - (iii) a person selected to fill a casual vacancy shall be appointed for the remainder of the term of office, and is, if otherwise qualified, eligible for election to that office at the expiry of the term of office for which he or she was appointed.

6. Duties and powers

- 6.1 A faculty board is charged with advising the Academic Board and the Dean and other senior officers of that faculty on matters pertaining to the educational work of the faculty, and with exercising such responsibilities and powers as are assigned to it by Council in consultation with the Academic Board from time to time.
- 6.2 In particular a faculty board:
- (i) shall consider and report on all matters which are referred to it by the Academic Board, the Vice-Chancellor or the Dean of the faculty;
 - (ii) may consider, and advise the Vice-Chancellor on, relevant recommendations resulting from any Faculty Developmental Reviews;
 - (iii) (a) shall consider proposals for the introduction of new courses and major changes to existing courses and make recommendations on these to the Vice-Chancellor's

- Committee and the Academic Board as appropriate;
- (b) shall consider and may approve minor changes to existing courses;
 - (iv) shall approve the syllabus of subjects in courses offered by the faculty;
 - (v) shall maintain and develop courses to ensure a vital and contemporary relationship between the faculty and the professional fields which it seeks to serve;
 - (vi) may advise the faculty or academic units of the faculty on academic matters in respect of courses of study which have been approved by the Vice-Chancellor's Committee and the Academic Board;
 - (vii) shall consider and make recommendations to the Academic Board on the industrial experience required as part of the courses of the faculty;
 - (viii) may advise the Dean on the establishment and composition of Course Advisory Committees of the faculty;
 - (ix) may refer any matter to a Course Advisory Committee or to a committee of the board or an academic unit of the faculty, for report;
 - (x) shall establish:
 - (a) an Examinations Committee or Committees which shall review the result of examinations conducted in respect of courses of the faculty and shall approve the publication of results; and
 - (b) a faculty graduate studies committee;
 - (xi) may establish such committees, in addition to the Examinations Committee or Committees and a faculty graduate studies committee, as it deems appropriate to assist the educational work of the faculty.
 - (xii) shall recommend to the Academic Board the minimum requirements which will provide eligibility for entry to particular courses of study of the faculty;
 - (xiii) shall examine and make recommendations to the Academic Board on the regulations for recognition of prior learning in relation to subjects offered by the faculty and entry to the courses with credit in recognition of prior learning;
 - (xiv) (a) may approve credit in recognition of prior learning up to the maximum of two thirds of the course credit point requirements for a course of equal to or less than 144 credit points and three quarters of the course credit point requirements for a course of greater than 144 credit points;
 - (b) may, in exceptional circumstances and on a case by case basis, recommend to Academic Board that credit in recognition of prior learning be approved in excess of the limits defined in (a) above.
 - (xv) shall receive recommendations for and may approve the appointment of examiners for all courses of study offered by the faculty;
 - (xvi) may delegate authority to relevant faculty committees/boards, for the approval of credit in recognition of prior learning to individual students, and appointment of examiners for courses of study offered by the faculty;
 - (xvii) shall report to Academic Board identifying those committees/boards to which authority has been delegated, pursuant to (xvi) above, and require the relevant committees to report to the respective faculty boards on the exercise of such delegation;
 - (xviii) shall, subject to any resolution of the Academic Board on the matter, determine faculty policy in respect of the progression of students in courses of the faculty;

- (xix) may consider the performance of students in any course and make recommendations on matters affecting such performance;
- (xx) (a) may exclude any student who, in the opinion of the board, has not made satisfactory progress with his or her studies, and
 - (b) may readmit any student who has been excluded more than twice;
- (xxi) shall submit to the Academic Board the names of students who have completed courses of study together with recommendations as to the award (including the grading) which should be made in each case;
- (xxii) may recommend to the Academic Board a candidate for admission to a degree or for the award of a diploma *ad eundem gradum*;
- (xxiii) may determine:
 - (a) the conditions of competition for the granting of fellowships, scholarships, bursaries and prizes subject to any conditions made thereto by the founder or the donor, provided that such conditions are within the general guidelines that have been approved by Council, and
 - (b) the recipients of prizes, scholarships and awards within the faculty;
 and shall report its determinations on these matters to the Academic Board.

7. General

- 7.1 The Dean of the faculty shall be an *ex officio* member of all committees of the faculty board.
- 7.2 The Dean of the faculty may, if he or she so desires, convene and/or preside at a meeting of a faculty board committee.
- 7.3 As secretary to the faculty board, the Faculty Administrator shall keep proper records of meetings of the faculty board and shall lodge copies of all papers of the

faculty board with the Registrar as part of the official record of the University.

- 7.4 The Faculty Administrator shall be responsible for bringing forward to the Academic Board matters arising from meetings of the faculty board.
- 7.5 The Faculty Administrator shall notify the Registrar on or before the first of November each year, of the names of the members of the board for the 12-month period immediately following.

Term and appointment of Deans, Associate Deans and Heads of School

Deans are appointed for four years and Heads of School and Associate Deans for three years. It is expected that the incumbents of these positions would not usually serve more than two consecutive terms and would be ineligible for consideration for a fourth consecutive term.

These positions are normally advertised within the University in the first instance. If, following an internal recruitment round no appointment is made (or there are no existing eligible employees), an external recruitment process may be implemented which combines a substantive academic appointment with a fixed-term appointment as academic manager.

Accountabilities of Deans, Associate Deans and Heads of School

The Dean is accountable for the academic standing and overall management and leadership of the faculty including the effective management of the faculty's resources in order to maintain and enhance the faculty's academic standards, its teaching, research and consultancy services and its interaction with the external community. The Dean is assisted in this by the Associate Deans and/or Heads of School.

Responsibilities of Responsible Academic Officers

Responsible Academic Officers (RAOs) are appointed by the Vice-Chancellor or Deputy Vice-Chancellor (Academic) on advice from the Dean. Responsible Academic Officers usually include Associate Deans, Heads of School and Heads of Department.

384 Faculty Management

The term Responsible Academic Officer is used extensively in the Rules of the University Relating to Students (see Chapter 10 in the Calendar).

RAOs are responsible for:

- (a) nominating Subject Coordinators and Assessors for each subject offered within their administration. Nominations are submitted to the Faculty Board for approval;
- (b) recommending to the Registrar that external staff be appointed Subject Coordinators and Assessors in cases where non-casual academic staff are unavailable;
- (c) resolving cases where Subject Coordinators or Assessors declare a relationship with a candidate that might affect their role;
- (d) resolving significant differences of opinion between Subject Coordinators and Assessors about the form and content of examination papers;
- (e) resolving significant differences of opinion between original markers and second markers of assessment items (usually Subject Coordinators and Assessors) in cases where assessment items have been submitted for re-marking;
- (f) determining requests from Subject Coordinators to change assessment criteria for a subject after Week 3 of the semester. *Note:* such requests should be made only in the most exceptional circumstances. Any changes might constitute grounds for an appeal by students who have been disadvantaged by the changes;
- (g) determining requests from Subject Coordinators to conduct formal examinations for subjects with fewer than ten students or where the examination is of less than 1.5 hours duration (not including reading time). Student Administration will not normally conduct a formal examination in these circumstances;
- (h) appointing a nominee for any Subject Coordinator who is not available to answer questions from supervisors or students during formal examinations.
- (i) resolving appeals from academic staff against decisions by Academic Liaison Officers on alternative assessments/arrangements for students with disabilities;
- (j) providing recommendations to the Registrar on grades for all students, including those required to complete a supplementary formal examination;
- (k) approving Withheld (W) results;
- (l) considering recommendations from Student Assessment Appeal Committees about students who have appealed against their final assessment grade;
- (m) requesting extensions of time from the Registrar for all T and W results not resolved within the prescribed period;
- (n) considering reports from Subject Coordinators about students' academic misconduct and determining whether allegations should be referred to the Dean;
- (o) determining requests from students to re-enrol in a subject which they have failed at least twice;
- (p) appointing academic advisers for students who are on probation;
- (q) appointing Academic Liaison Officers;
- (r) ensuring that staff within their administration comply with University policy regarding students who request alternative assessments;
- (s) determining cases where students, who do not satisfy the prescribed attendance requirements for a subject, may be refused permission to be considered for assessment, to attempt an assessment task, or to sit for examination in a subject.



14. SELECTED POLICIES AND GUIDELINES

Policies published in full	
Acceptable Use of Information Technology Facilities	386
Advice to Students on Good Academic Practice	388
Code of Conduct – Staff	390
Double, Combined, Cross-Institutional and Cross-Faculty Degrees	393
Guidelines for the Award of UTS Medals	394
Intellectual Property Policy	395
Language Standards Required for Admission	401
Privacy of Student Records	403
Recognition of Prior Learning	405
Student Discipline and Appeal Guidelines	408
Student Discipline and Appeal Guidelines on Determining an Appropriate Penalty for Instances of Misconduct	412
Student Ombud Terms of Reference	419
UTS Reconciliation Statement	421
Notes on selected policies and guidelines	422
Assessment Procedures	422
Table of Results and Grades	422
Code of Practice for Supervisors, Advisors and Research Degree Candidates	424
Commercial Activities of the University	424
Environment, Health and Safety Policy and Management System	424
Handling Student Complaints	424
Human Resources Policies	425
Information Technology Security	426
Prevention of Harassment	426
Reporting Fraud, Corruption, Maladministration and Serious and Substantial Waste	426
Research Ethics and Safety at UTS	427
Staff Grievances at UTS	427
University Consulting	427
Wingara Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy 2003–2005	428
Work, Study and Carers’ Responsibilities	428
Compliance with Statutory and Regulatory Obligations	429
Anti-Discrimination Act	429
Child Protection Legislation	429
Copyright Act	430
Freedom of Information Act (FOI)	430
Privacy and Personal Information Protection Act	430
State Records Act 1998	431
UTS Disability Action Plan	431

Selected policies are published in full below. These and other policies are published online on the University's policies website at: www.uts.edu.au/div/publications/index.html

ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES

Background

The University is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. Increased legislation pertaining to information technology and telecommunications is compelling all organisations to review their internal policies and procedures to ensure compliance. The cost to the University of providing information technology facilities and in particular Internet access has risen dramatically over the last few years requiring increased management of the use of these resources. The UTS is committed to providing an appropriate work and study environment supported by its policy framework.

Objectives

The University communications network and all computing devices are provided for the purpose of teaching, learning, research, professional development and administration. This policy informs users of their rights and responsibilities in relation to their use of this technology. It applies to **all users** of the University's information technology (IT) facilities and is consistent with the provision of an environment that respects freedom of inquiry and expression, privacy and confidentiality, the law and due process.

Information technology facilities

This policy governs the use of:

- all network services, computer equipment and software, own ed, leased or used under licence by the University
- computer facilities maintained by other bodies but available for use through an agreement or agreements with the University.

The University cannot guarantee the availability of its IT facilities and reserves the right for them to be unavailable from time to time for either planned or unforeseen circumstances.

User rights

Users have the right to access and use the University's IT facilities for legitimate work, study and related purposes. Personal use of IT facilities is a privilege and is to be kept to an incidental level.

User responsibilities

Through the use of the information technology facilities users agree to abide by this policy. Persons using the IT facilities are responsible for their own actions, and are subject to relevant State and Federal laws and to University statutes, regulations and policies.

Compliance

The University reserves the right to undertake periodic audits to ascertain compliance with this policy.

Network and System Administrators treat the content of electronic communications and data as confidential. However, normal operation and maintenance of the systems requires backup and caching of communications and data, the logging of activity, and the monitoring of general usage patterns. Where inappropriate use of IT facilities is detected, reports may be prepared for the purpose of investigating breaches of this or other UTS policies and for appropriate follow-up action. Such action may require privileged use of information. In all matters relating to privacy and security of individual accounts and communications, including any requests for release of information, University staff must abide by the relevant laws and University regulations.

A. Ethical use

Users should observe ethical standards of conduct.

Unethical activities may include:

- denying access to other authorised users
- obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorisation
- granting access to unauthorised users

- using another person's computer account (even with the owner's permission)
- disclosing their own or attempting to discover any other computer user's password
- attempting to modify system facilities, illegally obtain extra resources, degrade the performance of any system or attempt to subvert the restrictions associated with any computer system, computer account or network service
- sending bulk unsolicited mail (commonly known as SPAM)
- utilising access for commercial or personal gain not associated with the University's mission
- more than an incidental level of personal use
- illegitimate monitoring of individual users.

B. Socially responsible use

Users must ensure that their use of the University's facilities is socially responsible. In particular Commonwealth and State laws and University policy prohibit harassment and discrimination, vilification or victimisation on grounds such as race, gender, religious belief, political conviction, sexual preference, or disability.

University IT facilities must not be used to humiliate, intimidate or offend others particularly on the basis of any attribute prescribed under these laws and policies. This includes the sending of offensive emails, displaying inappropriate screen saver images and accessing inappropriate material, which may inadvertently be observed by others. Pornography and other material that can cause offence to others may not be accessed, held or displayed on any IT facilities at UTS except as is necessary to accommodate legitimate research or study needs. Users unsure if their activities fall within these parameters should seek advice from appropriate supervisors.

All users should ensure that they are familiar with the UTS policy on the prevention of harassment, or contact the Equity and Diversity Unit if they require further information.

C. Legal use

Users must ensure their use of the IT facilities complies with all relevant Federal and State legislation as well as all University statutes and regulations. Illegal activities may include:

- intentional damage of facilities
- violating a software licence
- unauthorised access by 'hacking'
- theft of equipment, software or data
- creation, possession or distribution of illegal pornography (e.g. child pornography)
- any other unlawful activity.

D. Academic standards of conduct

Users of the IT facilities must observe standards of conduct expected in an academic environment. Unacceptable activities include:

- plagiarism
- unauthorised publication on behalf of the University
- breach of copyright
- unauthorised experimenting with, or demonstrating of network or system vulnerability.

E. Competent use

Users should ensure that they are competent in the general use of network and computing facilities and services. In particular users should:

- choose a secure password and change it periodically
- know how to back up programs and data for which they are responsible
- understand their responsibilities under the IT Security policy
- assume responsibility for the maintenance and protection of data and software in their charge
- take all practicable measures to ensure current local virus protection mechanisms are in place
- seek assistance if they do not know how to competently use the facilities.

In addition users must accept that the University cannot be held responsible for any inaccuracies in results or output as a consequence of their use of IT facilities.

F. Efficient use

Users should ensure technology resources are utilised in the most effective manner to reduce wastage and costs incurred by the University in providing data storage, access and network capacity. In particular, users will need to adopt responsible approaches to activities that can result in wasteful use of resources including:

- storage of excess mail
- processing and storage of large documents (e.g. video, audio and high resolution images)
- storing excessive personal data or files
- downloading of large files from the internet
- wasteful printing.

Individual IT resource needs vary widely across the University – this policy does not endeavour to put finite limits on IT usage only to ensure that individual use is relative to the users legitimate needs.

Breach of policy

While the University would generally employ an educative approach, breach of this policy could lead to:

- counselling and/or user education
- appropriate administrative or disciplinary action (which may lead to dismissal or exclusion) in accordance with the rules, policies and enterprise agreements of the University
- immediate termination of the right to use IT facilities on a temporary or permanent basis
- criminal or other legal proceedings in accordance with State and Federal legislation.

Relevant and related legislation includes:

- *Commonwealth Copyright Act 1968 – Copyright Amendment (Digital Agenda) Act 2000 (Cwlth)*
- *Commonwealth Telecommunications Act 1997* and associated Acts
- *Commonwealth Crimes Act 1914*
- *Broadcasting Services Act 1992 (Cwlth)* and associated Acts
- *Privacy and Personal Information Protection Act (NSW) 1998*
- *State Records Act (NSW) 1998*

- *Crimes Act (NSW) 1900*
- State and Commonwealth anti-discrimination legislation
- *Freedom of Information Act 1982 (Cwlth)* and *Freedom of Information Act 1989 (NSW)*

Relevant University policy and regulations include:

- UTS code of conduct
- University rules
- Intellectual property policy
- Information technology security policy
- UTS policy on the prevention of harassment
- UTS equal opportunity statement
- Privacy of student records policy
- UTS disciplinary policies
- Disciplinary provisions in the support and academic staff enterprise agreements
- UTS policy on handling staff grievances
- Corporate records policies

Need help?

Users requiring assistance with interpretation of this policy, or who wish to report an incident should contact either the:

Registrar
Director, Information Technology Division
Equity and Diversity Unit
Human Resources Unit

Note: This policy is also published online at:
www.uts.edu.au/div/publications/policies/select/itfacilities.html

ADVICE TO STUDENTS ON GOOD ACADEMIC PRACTICE

Students come to university for a variety of reasons including to gain a specific qualification, to pursue their interest in a particular field and to broaden their education. Good academic practice demands personal integrity and respect for scholarship. For example, academic staff are responsible for marking assessment fairly and consistently, and providing feedback within a reasonable timeframe, and students are responsible for submitting work that represents their own efforts to meet the stated requirements.

Student learning will be more effective and enjoyable if basic principles of good academic practice are followed. These include the following:

- academic integrity
- self-motivation and commitment to learning
- awareness of requirements
- participation
- respecting the rights of others
- seeking timely help from appropriate sources
- acceptable use of information technology facilities at UTS.

Academic integrity

Academic integrity involves a good measure of trust between students, and between students and academic staff. Cheating, whether in the form of plagiarism, bringing unauthorised material into exams, submitting false requests for alternative exams or special consideration, or any other form, is a breach of this trust. Cheating also diminishes the aims and value of students' studies. In certain courses, this may have serious consequences for public health and safety.

Students should also be aware that cheating diminishes the good reputation of the University. The continuing value of a UTS award in the opinions of potential employers, other institutions and the community at large depends on UTS maintaining its reputation as a university that has utterly reliable credentials.

Self-motivation and commitment to learning

In general, there is an emphasis at university on developing independent learning skills, understanding ideas, and interacting critically with material and raising questions about it. University requires a level of self-motivation from students. The onus is on students to complete the requirements of each subject. This demands reasonably high levels of personal discipline, self-motivation and organisation.

Awareness of requirements

It is the student's responsibility to ensure they are fully informed of all aspects of the assessment process. Students need to be very clear about what is required in each subject. These

requirements are provided in subject outlines that are given to students at the beginning of each semester (or Summer/Winter teaching session). Different subjects have quite different requirements. These might include preparation for classes, participation in tutorials or online discussions, completing an independent learning task or working with other students on a collaborative project. Students should also refer to course outlines in faculty handbooks and the University Calendar for additional requirements affecting assessment.

Participation

Students are encouraged to participate in those classes that are set aside for discussion. Listening to and considering other views and framing and expressing opinions about a topic assist in developing critical and analytical skills.

Staff responsibilities

Students may expect UTS staff to undertake their responsibilities as academics in accordance with the UTS code of conduct – staff, published below

Respecting the rights of others

All students have the right to:

- (i) express their views with consideration of others and have those views respected
- (ii) attend classes that are free from harassment, intimidation, discrimination or unnecessary interruption
- (iii) expect that resources such as computing and library facilities will be available to them and not be misused or monopolised by other students.

Acceptable use of information technology facilities at UTS

The University is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. The policy on acceptable use of information technology facilities is published in this chapter and is available online at:

www.uts.edu.au/div/publications/policies/select/itfacilities.html

Note: Advice to Students on Good Academic Practice is also published online at:

www.uts.edu.au/div/publications/policies/select/acprac.html

CODE OF CONDUCT – STAFF

1. Introduction

As staff of UTS we are expected to perform all duties associated with our positions skillfully, impartially and diligently to the extent possible in order to contribute to the efficient and economic achievement of the University's goals.

This code aims to clarify for all staff of the University community the conduct expected in the performance of our duties and the consequences of not doing so, thereby maintaining public trust and confidence in the integrity and professionalism of the services provided by the University.

This code of conduct is written as a set of general principles rather than detailed prescriptions. The code cannot address all possible issues which we may face in our employment at the University. The successful development of an ethical environment relies upon our having responsibility for our own professional behaviour taking into consideration the provisions of this code, policies of the University and advice of senior colleagues. Staff should be guided in their conduct by the principles established by this code. If there is any doubt as to the applicability of the code, or the appropriate course of action to be adopted, the matter should be discussed with an appropriate senior member of staff.

2. Personal and professional behaviour

As UTS staff, our personal and professional behaviour must contribute to a productive and harmonious workplace and reflect favourably on us, our profession and the University. As UTS staff members we are required to:

- (a) comply with legislative, industrial or administrative requirements, and lawful and reasonable directions given by persons in authority
- (b) maintain and develop knowledge in our professional fields and areas of responsibility
- (c) exercise our best judgment in the interests of the University
- (d) be aware of the requirements of anti-discrimination and occupational health and safety legislation and the responsibilities these place on each of us

- (e) make decisions fairly and without bias using the best factual information available
- (f) maintain adequate documentation to support decisions made
- (g) respect the dignity of the public, students and other staff by treating them with courtesy, honesty and sensitivity to their rights
- (h) implement and abide by University policy
- (i) comply with any and all conditions of access to the University's communication facilities
- (j) act responsibly when becoming aware of any unethical behaviour or wrong doing by any other staff member. This may involve a report to a senior member of staff. Known or suspected corrupt conduct or activities must be reported to a senior member of staff
- (k) treat others in the workplace fairly and with respect, and not harass, victimise or discriminate against staff, students or others in work practices or the provision of educational services on the grounds of sex, pregnancy, potential pregnancy, sexuality, transgender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, age, political conviction or religious belief, carers' responsibilities or other grounds covered by relevant legislation
- (l) comply with the University's research ethics and safety policies and guidelines in relation to the ethical conduct of research for both students and staff and the National Statement on Ethical Conduct in Research Involving Humans.

3. Use and security of official information

All staff have a right to expect confidentiality and privacy with respect to personal information obtained by other members of the University community in the course of their employment. Similarly, each of us has a duty to maintain the confidentiality, integrity and security of official information for which we are responsible.

As staff we are expected to respect the personal privacy of others. Staff must comply with University data protection and privacy policies and staff and student records policies.

Official information may occur in the form of paper, documents, registers, files, photographs, microfilm, data or information stored in hardcopy or electronic form, or passwords. Unless formal authority is granted, you must not disclose or use official information which would not normally be available to the public other than as part of official duties. Formal disclosure mechanisms include freedom of information legislation or court orders such as subpoenas.

As staff we must not take, or seek to take, improper advantage of any official information which we may have access to as a result of our job, in order to gain a financial or other benefit for oneself or any other person or group. To do so may be in breach of privacy legislation and could lead to criminal action which may result in fines and imprisonment.

4. Publication of information

Care should be taken when publishing information, in paper form, or electronically to ensure that staff do not engage in practices which would be considered unethical and/or unlawful. Staff are expected to comply with the University's policies and codes of conduct on electronic communication usage.

When publishing academic work and the results of research, staff should be aware of the ethical and legal requirements with regard to authorship and the acknowledgement of work done by others, in particular students.

5. Conflicts of interest

The University's adherence to the principle of respect for the individual entails a strict regard for the privacy and dignity of each staff member and student. The University will therefore not routinely involve itself in the private lives of its staff and students. However, a conflict of interest may arise where a staff member engages in activities or advances or inhibits personal interests at the expense of the University's interests or the interests of other staff.

It is often difficult to avoid placing ourselves in situations where there is a potential conflict of interest. However, as staff we are required to disclose to our supervisor or senior manager immediately any financial, personal or other interest or potential interest which could directly or indirectly compromise the performance of our duties or conflict with the University's interest, and take action to avoid

the conflict. It should be recognised that hostility as well as friendship can be perceived as a conflict of interest.

Managers must effectively resolve any conflicts of interest that arise in their work areas. Possible action may result in arrangements being made to remove the staff member from the duties where the conflict has arisen or employees may be directed to cease providing support to a third party whose actions may conflict with the University's interest. Conflicts of interest may include, but are not limited to, the following.

(a) **Financial interests**

An example of a financial conflict of interest which may arise is where a staff member who has a financial interest in a company is in a position to influence contracts for business between that company and the University.

(b) **Personal interests**

Staff are expected not to use or manipulate their official position in order to gain personal benefit. For example, arranging paid overseas travel ostensibly for work purposes as a means to undertake personal study or to visit relatives.

(c) **Personal and family relationships between staff**

The University is aware that situations may well occur where staff are working with family members or with persons with whom they develop close relationships (of hostility as well as friendship).

Where such relationships exist between staff or with prospective staff the University does not wish to interfere unnecessarily but stresses that they may have the potential to create a conflict of interest if a staff member is:

- (1) involved in a decision relating to the selection, appointment or promotion of another
- (2) in a supervisory relationship to another and is responsible for employment-related decisions.

(d) **Personal and family relationships between staff and students**

As staff we have a responsibility to our students to assess their work fairly, objectively and consistently across the candidature for their particular subject/course. A personal or family relationship between a staff member and a student has

the potential to compromise this responsibility directly by creating a conflict of interest where the staff member is responsible for the supervision, teaching and/or administration and assessment of that student, or indirectly by affecting a student's interaction with the University.

In many cases only the individual staff member will be aware of the potential conflict and each individual's situation will be different. All senior staff assisting the resolution of conflict of interest must ensure that the process is conducted fairly, that information disclosed is treated confidentially (where appropriate) and that where possible, a resolution is arrived at which is agreed to by the individual staff member concerned. Managers will appropriately record all reports of actual or potential conflict of interest and all directions given about handling each case. Reports will be kept on the staff member's personal file in the Human Resources Unit.

6. Disclosures

The University protects and supports staff making any disclosures under the *Protected Disclosures Act, 1994* (NSW) from any reprisals. (Human resources policy: reporting of suspected corruption maladministration and serious waste within UTS, sets out the reporting procedures for handling complaints made under the Act).

7. Public comment

We should ensure that our public comments (either verbal or written) made in a private capacity are not attributed as official comment of the University. In this regard, we should not use official stationery for private correspondence or for purposes not related to our official duties.

8. Use of the University's resources

Our aim as staff should be to ensure that resources (i.e. materials, funds, personnel, equipment, plant, facilities, electronic communications, University logo and letterhead, etc.) entrusted to us are used efficiently, carefully, lawfully and honestly. Unless permission has been granted, University resources are not to be used for private purposes.

9. Acceptance of gifts and benefits

It is unethical for us as staff to solicit any gifts, benefits or additional money for ourselves or another employee. Nor should we accept gifts or benefits which might in any way compromise or influence us in our official capacity. We must not influence or try to influence our colleagues by giving them gifts, or other inducements.

As a general rule, a line can be drawn in situations where a gift could be seen by others as an inducement which could place a staff member under an obligation. Gifts of nominal value generally used for promotional purposes by the donor or moderate acts of hospitality may be accepted. Often it is difficult for individuals to determine whether they have been compromised through receipt of a gift or benefit. Gifts of more than nominal value and benefits or other inducements offered or received by staff should be reported to the staff member's supervisor. If in doubt, guidance should be sought from supervisor(s) in specific instances.

10. Outside work and private practice

UTS staff are permitted under certain conditions to engage in outside work, provided such employment does not adversely affect their work performance at the University or does not give rise to a conflict or potential conflict of interest. (Human Resources policy on outside work sets out the conditions under which staff may undertake consulting and private professional practice.)

11. Responsibilities after leaving UTS

As staff we must not disclose any official information after leaving the University that was our duty not to disclose while employed by the University.

Staff must not use their position to advance their prospects for future employment, or allow their work to be influenced by plans for, or offers of, external employment which would conflict or compromise in any way the best interests of the University.

Former members of staff should not use or take advantage of personal, confidential or official information they have obtained in their capacity as University staff. Furthermore, all staff must be careful in their dealings with former

staff members and make sure they do not give them favourable treatment or access to personal, confidential or official information.

12. Responsibilities of managers

Managers responsibilities include, but are not limited to:

- (a) ensuring that staff have access to copies of the code of conduct and other relevant documents and policies
- (b) ensuring that the requirements of the code of conduct are reflected in the day-to-day management of staff
- (c) ensuring staff maintain high standards of conduct in the workplace
- (d) supporting staff who disclose information regarding corrupt conduct
- (e) taking all necessary steps to resolve any conflicts that arise in the workplace and ensuring any conflict is avoided in the future
- (f) appropriately recording all reports of actual or potential conflict of interest and all directions given about handling each case.

13. Failure to comply with requirements

This code of conduct is designed to promote and enhance the ethical behaviour of all staff at UTS. If you are found to have breached the code, the University may decide to take action against you. Such action may include disciplinary action for 'misconduct' or 'serious misconduct' under the University's enterprise agreements for support and academic staff. Any such action may result in sanctions imposed, including, and up to, termination of employment. Action may also be taken under the University's General Rules (G4 – Rules Relating to Discipline and Appeals Committees).

Breaches of the Code may also result in action being taken by a statutory authority and/or agency where breaches of relevant legislation may be evident and may result in criminal action, fines or imprisonment.

Note: The Code of Conduct – Staff is also published online at:

www.hru.uts.edu.au/manual/7leg/legal.html#7.3

DOUBLE, COMBINED, CROSS-INSTITUTIONAL AND CROSS-FACULTY DEGREES

Definitions

The following definitions have been adopted by the University for double, combined, cross-institutional and cross-faculty degrees:

Double degree

A program in which students complete the requirements for one award before embarking on the second. The expectation would be that a student would get credit in the second part of the course for work done in the first, and therefore might complete the requirements for the second award in less time than the first. Completing the requirements of the course would be normally a two-stage process.

Combined degree

A course of study with a structure which includes components of two discrete awards and which may or may not satisfy the requirements for admission to two awards.

Cross-faculty degree

A course of study that brings together disciplines offered in different faculties and leads to a single unique award.

Cross-institutional degree

A course of study planned and delivered on a cooperative basis with one or more other degree-granting institutions and leading to a single award.

Awards

See Rule 2.27.10

Administration of degrees

For matters such as determination of admission, responsibility for course proposals, overall management of the degree, progression rules, examination review committees and appeals committees the following policy applies:

- (a) Double degrees: The student will be enrolled normally in one faculty for the first award and in another faculty for the second award. The faculty of enrolment will be responsible for all aspects of course

management during the student's period of enrolment in that faculty.

- (b) Combined degrees: The 'majority faculty', i.e. the faculty in which the majority of credit points are undertaken, will be the faculty of enrolment of the student for the duration of the combined degree course. This faculty would be responsible for all aspects of course management including the proper functioning of the course management committee which includes representatives from each of the faculties offering major components of the combined degree.
- (c) Cross-faculty degrees: A cross-faculty degree is managed normally by a single faculty in cooperation with one or more other faculties. This faculty usually offers the majority of credit points and is closely related to the outcomes of the course in terms of either professional or disciplinary aspects of the degree. It would be responsible for all aspects of management of the course. In some cases with the approval of the Deputy Vice-Chancellor and Vice-President the cooperating faculties may agree to vary these arrangements.
- (d) Cross-institutional degrees: Cooperative arrangements are determined between the institutions at the time of course planning approval and course accreditation.

A person or group of persons will be made responsible for ensuring that in each faculty offering combined degrees:

- (a) clear procedures are established for all aspects of course management in relation to students enrolled in the course
- (b) faculty handbooks and course materials state clearly how the course is to be managed and identify a course contact person in each faculty
- (c) there is a clear statement in faculty handbooks of the requirements and procedures by which students can satisfy the requirements for two testamurs.

For combined degrees involving an International Studies component, the nomenclature should be as follows:

- (a) the professional component of the degree should precede the Bachelor of Arts in International Studies, e.g. BE BA, BBus BA, LLB BA.
- (b) where the professional component is also denoted by BA, the symbol BA should appear only once and the combined

award should be Bachelor of Arts (in professional component) and in International Studies, e.g. Bachelor of Arts in Tourism Management and in International Studies, Bachelor of Arts in Social Science and in International Studies.

Honours awards

See Rule 2.27.11

Note: The Guidelines are also published online at:

www.uts.edu.au/div/publications/policies/select/double.html

GUIDELINES FOR THE AWARD OF UTS MEDALS

The following set of minimum guidelines will be used by each faculty board in determining candidates for the award of University medals, within the limits prescribed from time to time by the Academic Board.

- Each faculty is permitted to award University medals at each graduation ceremony, provided that the awardee meets the minimum requirements.
- Normally, the maximum number of medals awarded at a graduation ceremony in Autumn and Spring semesters for each faculty (approximately proportional to the numbers of eligible graduates and taking account of the spread of undergraduate courses) will be as follows and in no calendar year will it exceed twice this number for each faculty:

Business	3
Design Architecture and Building	3
Education	3
Engineering	3
Humanities and Social Sciences	2
Information Technology	2
Law	2
Nursing, Midwifery and Health Science	2
Science	3
- The student with the highest Weight Average Mark (WAM) or Grade Point Average (GPA) in each substantive program or program area in each graduating cohort is considered by the relevant Examination Review Committee, School Board or Faculty Board.

4. Individual cases are debated to determine whether in the opinion of the Committee (or Board) they are of exceptional merit.
5. In general, they will have achieved a WAM greater than 85 (or equivalent GPA) together with meeting other particular faculty requirements such as a certain level of achievement in an Honours or undergraduate research project, a certain WAM in the final or last two years of the course, and / or a certain level of Honours if it is an Honours course.
6. No award is recommended if no student is judged to be of exceptional merit.
7. Two candidates of equal merit in a program or program area may be recommended for a joint award (*aeq*) of the University medal.

Note: These Guidelines are also published online at:

www.uts.edu.au/div/publications/policies/select/guide.html

INTELLECTUAL PROPERTY POLICY

Intent

In accordance with the University's Objects and Functions and in support of its mission statement and key strategic plans, it is committed to creating an environment where scholarship, research, academic excellence and innovation can flourish. Part of this commitment is the formulation of this policy, which provides a framework to ensure that Intellectual Property will be managed in such a way as to provide benefits to the University, its Staff Members and Students, and to the wider community.

Policy objectives

The objectives of this policy are:

- to create an innovative culture which fosters the creation of Intellectual Property and provides a framework for considering its commercial potential
- to provide a clear understanding of the rights and responsibilities of staff and students and to protect the interests of the University and its members

- to define the circumstances in which the University will waive its rights to its Intellectual Property or share the benefits of the ownership of this Intellectual Property with staff, students and other persons who may be brought within its ambit from time to time
- to outline the general framework for the distribution of any income arising from commercialisation.

Policy scope

This Policy applies to all full-time and part-time academic and support staff, including casual employees and honorary appointees, and to all students. It may also apply from time to time to other persons by agreement.

Policy statement

The University is committed to promoting, protecting, managing and commercialising Intellectual Property consistent with the recognition that among its primary Objects and Functions are teaching, research and meeting the needs of the community. The University is also committed to protecting the Intellectual Property of Aboriginal and Torres Strait Islander people.

The University supports the commercialisation and exploitation of Intellectual Property, which can provide an additional source of revenue to the University and also accrue benefits to Staff and Students. At the same time, the University recognises traditional academic values and expectations.

1. What is Intellectual Property?

The types of Intellectual Property to which this policy applies are:

1.1 Statutory Intellectual Property

The first type is Intellectual Property that is protected by specific Commonwealth statutes.

At the time of writing, these are:

1. the *Patents Act 1990* (Cwlth), which deals with patents granted over inventions, discoveries, and new products and processes
2. the *Copyright Act 1968* (Cwlth), which deals with works in which copyright subsist, including literary works (including computer programs), dramatic works, musical works, artistic works (including architectural drawings), films, sound re-

- cordings, broadcasts, published editions and certain types of performances
3. the *Plant Breeders' Rights Act* (Cwlth), 1994, which deals with new plant varieties
 4. the *Designs Act, 1906* (Cwlth), which deals with industrial and product designs
 5. the *Trade Marks Act, 1995* (Cwlth), which deals with trade marks, and
 6. the *Circuit Layouts Act, 1989* (Cwlth), which deals with circuit layouts.

1.2 Confidential information and trade secrets

The second type of Intellectual Property is that which is protected under the general law, namely confidential information and trade secrets.

This includes but is not limited to:

1. an invention or discovery, before the filing of a patent application
2. the contents of a patent application up to the time that a patent is granted
3. new commercially valuable knowledge which is intentionally omitted from a patent application, and never becomes protected by the grant of a patent, for example, to minimise the prospect of reverse engineering
4. biological materials
5. commercially sensitive information such as confidential reports
6. information marked confidential, and
7. trade secrets.

2. Ownership of Intellectual Property

2.1 Intellectual Property created by Staff Members

In accordance with general legal principles (for example, s.35(6) of the *Copyright Act*), the University as an employer is the owner of Intellectual Property created or developed by a Staff Member in the course of his/her Employment.

In accordance with the same legal principles, the University is not the owner of Intellectual Property created by a Staff Member otherwise than in the course of his/her employment.

Subject to the exceptions outlined in Sections 2.2 and 2.3, the University asserts ownership of all Intellectual Property created or developed by a Staff Member in the course of his/her Employment.

2.2 Course and Educational Materials created by Staff Members

Although the University is the owner of Intellectual Property created or developed by an employee in the course of his/her employment, except where otherwise expressly provided for in this policy, the University waives its rights to ownership of the Intellectual Property in Course and Educational Materials created or developed by a staff member while employed at the University, subject at all times to the University reserving to itself a non-exclusive, royalty free, perpetual, irrevocable world-wide licence (including the right to sub-license) to use, reproduce, adapt, exploit, distribute, broadcast or perform the Course and Educational Materials for the educational and research purposes of the University, within Australia and elsewhere, whether or not the Staff Member remains an employee of the University. Under this policy, the University also asserts the right to request a copy of any course and educational materials for its own use and to meet record-keeping requirements. The University's licence over the Course and Educational Materials is subject to any moral rights (see Section 5 of this policy) in the Course and Educational Materials.

Where Course and Educational Materials are created or developed for purposes beyond the immediate requirements for University teaching and research, with a view to commercialisation, or with substantial contribution or use of University resources, the University retains and will assert ownership of Intellectual Property.

2.3 Scholarly and Creative Works

The University will waive its ownership of copyright in Scholarly Works and Creative Works except that Staff Members agree to acknowledge the University in all Scholarly and Creative Works subject at all times to the University reserving to itself a non-exclusive, royalty free, perpetual, irrevocable, worldwide licence (including the right to sub-license) to use, reproduce, adapt, exploit, distribute, broadcast or perform the Scholarly Work or Creative Work for educational or research purposes, whether or not the Staff Member remains an employee of the University. The University's licence is subject to any moral rights (see Section 5 of this policy) in the Scholarly Work or Creative Work.

2.4 Commissioned works

The University will own all Intellectual Property that it has commissioned a Staff Member to create or develop for University purposes. A commission will be evident if an arrangement or agreement has been signed by a Dean or Director and it may (or may not) include provision for a financial benefit or non-financial benefit to the Staff Member, and/or a period of release from teaching duties, or a lighter teaching load during a period.

Where the Commissioned Work uses, adapts or includes existing Course and Educational Materials or Scholarly Works or Creative Works, the Staff Member will have the right to use those Course and Educational Materials and Scholarly Works and Creative Works as set out in Sections 2.2 and 2.3.

2.5 Intellectual Property created by Students

Students, not being employees of the University, own the Intellectual Property that they generate. In particular, Students own the copyright in their theses. The Rules of the University require, as a condition of candidature, that the University reserves the right, and under this Policy asserts that right, to retain the original or copy of any drawings, models, designs, plans and specifications, essays, theses or other work executed by a student as part of their course, or submitted for any award or competition conducted by the University. Such retention is not to affect any copyright or other intellectual property right that may exist in such student work (refer Rule 2.9 of the Rules of the University). In cases where the University exercises, or wishes to exercise, its right under Rule 2.9.2 (ii) or (vii) the students shall grant the University a non-exclusive, royalty free, perpetual, irrevocable, worldwide licence (including the right to sublicense) to make available for consultation, loan, or copying, at the discretion of the University Librarian subject to the Rules, any copy of a thesis deposited with the University Library in accordance with Rules 3.4.13, 3.5.13, or 3.6.5, subject to any pre-existing lawful confidentiality agreement.

Where a Student's supervisor makes a contribution to Intellectual Property the Intellectual Property will be owned jointly by the Student (who is not an employee), and the University (as the supervisor's employer).

Where a Student participates in a research team whose members include Staff Members,

the Intellectual Property arising from or created or developed by the research team will be owned jointly by the Student (who is not an employee), and the University (as the University Staff Members' employer).

The proportion of the Intellectual Property owned by each party will be determined by the agreement of the parties.

Where Students undertake research that;

1. is publicly funded (that is, the research is not funded by an industry collaborator); and
2. has no commercialisation horizon or objective;

students will own their interest in the Intellectual Property that they create or develop, subject to any written agreement or arrangement that the Student might enter into with the University or another body concerned.

Where it is proposed that a Student participate in research projects which;

1. are funded by industry collaborators, or
2. have commercialisation horizons or objectives

prior to commencing work on the project, the Student will be required to assign their interest in the Intellectual Property that they create or develop to the University. This is necessary to enable the University to meet its legal obligations with industry collaborators, and to commercialise the Intellectual Property.

If in the course of their work on a project, whether publicly funded or funded by an industry collaborator, it becomes evident that there may be commercialisation objectives which were not identified at the commencement of the project, a Student will be requested to assign their interest in the Intellectual Property to the University.

Only if a Student participates in a research project funded by an industry collaborator, or a commercially-focused research project, will the Student therefore be required to assign Intellectual Property to the University. In all other cases, Students may decide for themselves whether or not to assign their Intellectual Property to the University or another body concerned having regard to the circumstances of the specific case.

If a Student is required to assign, or volunteers to assign, their Intellectual Property, the terms of the assignment must be in writing and provide that:

1. the Student will share in net commercialisation revenues, if any, with all other joint Creators/Inventors
2. the Student will retain copyright in the Student's thesis subject to the operation of Rule 2.9 of the University's Rules
3. the Student must not be impeded in submitting a thesis for examination and completing requirements for the award of a degree or other relevant award
4. the Student will be encouraged to submit academic papers to scholarly journals
5. the Student must maintain confidentiality in relation to the project
6. the Student will obtain independent legal advice in relation to the assignment document, and
7. if a Student is unable to afford legal expenses for that advice, the University will pay for that advice, up to an amount approved by the Intellectual Property Officer.

A Student cannot be required by the University to assign their intellectual property in order to qualify for enrolment or to remain enrolled in a course, and is free to choose not to engage in research or a project that requires them to do so.

However, if a Student chooses this option, the Student must, with the assistance of the University, undertake an alternative research project which is of equal academic merit, which is not funded by an industry collaborator and is not commercially focused.

3. Commercialisation of University Intellectual Property

3.1 Identification of Intellectual Property

Staff Members and Students must identify and disclose in writing any Intellectual Property which has been created in the course of his/her employment or studies and which may be commercially exploited and/or developed prior to public disclosure and including communicating to the University all relevant details of that Intellectual Property. These discussions should be addressed to the office of the relevant University's Intellectual Property Officer.

3.2 Commercialisation by the University

The Research Commercialisation Committee (see Research Commercialisation Guidelines under Related Policies/Guidelines linked to

this policy online) will recommend to the Intellectual Property Officer whether the University should proceed with commercialisation of Intellectual Property.

The University will use reasonable endeavours to commercialise Intellectual Property that is considered to be suitable for commercialisation.

The process of commercialisation will be undertaken in collaboration with the Creators/Inventors and in accordance with the University's policies.

The Research Commercialisation Guidelines document describes the processes for commercialisation of research associated Intellectual Property by the University.

It will be the University's decision whether to proceed with, continue, or exit from commercialisation activities.

3.3 Distribution of Net Commercialisation Revenues

If the University commercialises any Intellectual Property, the University will distribute a share of net commercialisation revenues to Creators/Inventors that have a recognised interest in the Intellectual Property that has earned that revenue.

Net commercialisation revenues will be distributed in the following manner:

1. one third to be shared among all the Creators/Inventors (both Staff Members and Students)
2. one third to the Creator's/Inventor's Faculty or Faculties, for its use as the Dean of the Faculty determines following consultation with staff and in line with the Faculty's strategic objectives, but with the expectation that it will be used to foster research, and
3. one third to the University for its general purposes, with the expectation that it will be used to foster research.

The Research Commercialisation Guidelines document describes the mechanisms which will be used to implement these principles.

3.4 Commercialisation by Creators/Inventors

If the Research Commercialisation Committee decides not to recommend the commercialisation of any particular Intellectual Property, the University will negotiate with the Creators/Inventors:

1. for the assignment of the Intellectual Property by the University to the Creators/Inventors, and
2. in respect to any commercialisation revenues received by the Creator/Inventor, the payment to the University of a share of those revenues, to compensate the University for the use of or contribution of its facilities and resources.

3.5 Restrictions on Commercialisation

The University reserves the right and under this Policy asserts that right to prohibit the commercialisation by creators/inventors of Intellectual Property which, in the reasonable judgment of the University, is incompatible with the best interests of the University and the community.

4. Research Publications

4.1 Managing Publication and Commercialisation Objectives

The University promotes the objective of publication and encourages the University's researchers and students to publish their research outcomes.

The University also has the objective of commercialisation which may sometimes require certain Intellectual Property to be kept and maintained in confidence, so as not to adversely affect its commercialisation prospects.

The objective to commercialise Intellectual Property is not to operate to the exclusion of the objective to publish and the two objectives need to be reconciled and accommodated.

Where both the University's publication and commercialisation objectives coincide, publications will proceed, through the Research and Development Office, in a managed way that allows both the objective of publication to be achieved and the objective of commercialisation to be realised.

The Research Commercialisation Guidelines set out the procedures involved in the management of publication and commercialisation objectives.

5. Moral Rights

UTS has traditionally acknowledged the moral rights of its staff and students. They are the right of attribution, the right not to have authorship falsely attributed and the right of integrity. Those rights have been given legislative protection by the passing of the

Copyright Amendment (Moral Rights) Act, 2000 (Cwlth) that commenced operation on 21 December 2000, which amended the *Copyright Act 1968* by adding a new Part IX.

Where Course and Educational Materials prepared by staff or former staff are used for UTS functions, authorship will be clearly and prominently identified in accordance with long-standing codes of good academic practice unless the individual concerned has expressed an alternative form of attribution that is made known to UTS in writing and agreed to by the officer of the University responsible for the implementation of the relevant part of this policy.

Where the Course and Educational Materials are co-authored by two or more individuals, and the co-authors have entered into a relevant agreement in respect to their moral rights in the work, UTS will respect the arrangements set out in the agreement according to its terms, provided it has been advised of these terms in writing and has approved them.

The use of Course and Educational Materials by UTS will only be for the pursuit of the proper functions of UTS. Where changes need to be made to later editions of Course and Educational Materials and other authors are involved, appropriate forms of attribution will be provided. Before the Course and Educational Materials are used or changed in a way that has not been expressly or impliedly approved by the staff member or former staff member concerned, UTS will use its best endeavours to obtain their approval.

6. Disputes

Where a dispute arises between the University and a Creator/Inventor or Student about the ownership of Intellectual Property, parties will attempt to resolve the matter in accordance with the following UTS policies, guidelines and procedures:

- enterprise bargaining agreements (section on general industrial grievance)
- policy on handling staff grievances
- supervisor guidelines on handling staff grievances
- policy on handling student complaints
- procedures for managers handling student complaints.

In the first instance, parties should seek to resolve a dispute at the lowest possible level in accordance with principles set out in the

above documents. This may include using avenues such as mediation.

If the dispute is not resolved within a reasonable timeframe by mediation, then it should be submitted to expedited arbitration administered by and in accordance with the arbitration rules of the Australian Commercial Disputes Centre or other similar body. Failing agreement about the arbitrator, the Australian Commercial Disputes Centre would, after consultation and with the agreement of all parties concerned, appoint a person who is not the same person as the mediator. Any mediation or arbitration should be held at the UTS Broadway campus and the proceedings and decision kept confidential. A report detailing the findings of the proceedings will be provided to all parties concerned.

Advice about how to manage potential or actual disputes about ownership of intellectual property may be sought from the Intellectual Property Officer or the Director of the Research and Commercialisation Office.

Definitions

For the purposes of this policy, the following words shall have the meanings given below:

Biological Material means all biological material including molecules, compounds, reagents, cell lines, antibodies, viruses, proteins, peptides, enzymes, clones etc.

Commercialise/Commercialisation in relation to Intellectual Property means to make, sell, copy, adapt, apply, publish, develop, use, assign, license, sub-license, franchise or otherwise utilise the Intellectual Property for the purpose of generating financial or other commercial gains and **commercialisable** shall be similarly construed. The use of course and educational materials by the University for the purposes of teaching and research in its programs, whether in Australia or overseas, does not constitute commercialisation of the Intellectual Property.

Commissioned Work means a specific work which the University has directed or requested a Staff Member to create by means of an agreement or arrangement signed by a Dean or a Director, and includes a work written or otherwise created where the Staff Member is remunerated over and above the Staff Member's usual salary.

Confidential Information is commercially sensitive, or by its subject matter or nature confidential. It includes all the research and scientific information with which a Commercialisation project is concerned.

Copyright means all rights conferred by the *Copyright Act 1968* as amended or substituted in relation to, without limitation, literary works, dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances.

Course and Educational Materials, when not Commissioned Works, means materials used in or in connection with an education course for the provision of lectures, tutorials, seminars, workshops, field or laboratory classes, assessments, practicum and other teaching activities conducted by the University, and includes without limitation overhead transparencies, slides, photographs, maps, diagrams, books and handbooks, manuals, teaching aids, course outlines, exercises, computer programs and multimedia works that serve a teaching function.

Creative Works mean all copyright works that are artistic in character, including artistic literary works, dramatic works, musical works, films, sound recordings, broadcasts, published editions and certain types of performances.

Creator/Inventor means the Staff Members and/or Students responsible for creating, inventing or developing the Intellectual Property.

Design means a design as defined by the *Designs Act 1906*.

Intellectual Property means Intellectual Property as defined in this policy.

Intellectual Property Officer means the Pro-Vice-Chancellor (Research) for intellectual property associated with research and development activities and Pro-Vice-Chancellor (Teaching and Learning) for Course and Educational Materials.

Materials means unique materials that are the subject of Intellectual Property including **biological materials**, including such things as cell lines, reagents, viruses, monoclonal antibodies etc. and new physical sciences materials such as new ceramics, powders, formulations, etc.

Moral Rights has the meaning ascribed to that term in the *Copyright Act 1968* [as amended by the *Copyright Amendment (Moral Rights) Act 2000*] and recognises three types of moral rights: the right of attribution of authorship; the right not to have authorship falsely attributed, and the right of integrity of authorship.

Net Commercialisation Revenues – see definition in 6.1.1 of the Research Commercialisation Guidelines.

Publication includes: (a) a book; (b) a publication in an academic journal; (c) a conference presentation; (d) a technical report; (e) a monograph; (f) an abstract; (g) a poster presentation; and (h) an electronic publication.

Research Project means a project which is undertaken by a Student, under the supervision of a Staff member, as part of a research degree program.

Scholarly Work means copyright material which is the conventional output of academic staff members, including academic publications, journal articles, presentations, papers, paintings, books and other creative works. It does not include Course and Educational Materials or software.

Staff Member means an employee or an honorary appointee of the University.

Student means any person enrolled in any degree, diploma, course, subject or unit offered by the University, whether on a full-time or part-time basis, or at an undergraduate and postgraduate level, or award or non-award student.

University means the University of Technology, Sydney

University Intellectual Property means Intellectual Property which the University asserts its rights to own.

Exclusions

There are no exclusions. This policy applies to all areas of the University.

Related Information

Copyright Amendment (Moral Rights) Act 2000
No. 159, 2000 (Cwlth)

Copyright Act 1968 (Cwlth)

Trade Marks Act 1995 (Cwlth)

Patents Act 1990 (Cwlth)

Designs Act 1906 (Cwlth)

Circuit Layouts Act 1989 (Cwlth)

Plant Breeder's Rights Act 1994 (Cwlth)

Notes:

1. These Acts can be seen online on the AustLII website:
www.austlii.edu.au
2. The intellectual property policy is also published online at:
www.uts.edu.au/div/publications/policies/select/intellectualproperty.html

LANGUAGE STANDARDS REQUIRED FOR ADMISSION

The language standard requirements reflect the range of possible language requirements at UTS. For information on requirements for specific courses contact the relevant faculty or the International Office.

(a) English

The minimum English language entry requirement for students from a language background other than English, and whose education prior to studying at UTS was not in English, is an overall IELTS band score of 6.5 (academic), with a score of 6.0 in writing (or equivalent in a recognised English language test, see below) obtained fewer than two years prior to enrolling at UTS. This requirement does not apply to undergraduate programs and research degree programs in the Faculty of Engineering. For these programs the Academic Board has approved for a trial period of three years (2002–2005) a minimum IELTS score of 6.0 for admission. IELTS scores of 7.0 are required for students who apply for teacher education courses in the Faculty of Education and all courses in the Faculty of Humanities and Social Sciences (contact the faculties for details).

English language entry requirement applies to:

- international students, Study Abroad and local undergraduate and postgraduate (by coursework) students, and to postgraduate (by research) students, both international and local
- exchange students, unless they come from 'pilot scheme' European countries (currently Austria, France, Germany, the Netherlands and Switzerland). Students from 'pilot scheme' countries may be required to complete a subject in academic English during their first semester at UTS.

The minimum English language entry requirement for students from a language background other than English may be amended for students applying for admission to specialist programs taught in English offshore, provided that approval for varying the minimum requirement has been obtained from the Deputy Vice-Chancellor.

Recognised English language proficiency (recognised as being at least equivalent to an IELTS score of 6.5):

- Combined Universities Language Test (CULT) conducted by the Institute of Languages at the University of New South Wales – overall result of at least 65 per cent is required
 - General Certificate of Education A Levels – C pass in English from Britain or Singapore
 - General Certificate of Secondary Education O levels – B pass in English and C pass or above in remaining subjects
 - Cambridge Certificate of Proficiency in English – B pass
 - International Baccalaureate – English A2 at higher or subsidiary level (accepted as satisfying matriculation requirements for entry to UTS)
 - International English Language Testing System (IELTS) band score of 6.5 (academic), with a score of 6.0 in writing
 - Sijil Tinggi Persekolahan (Malaysia) – C pass in 914/920 English
 - Hong Kong Advanced Level Examination – C pass, Use of English
 - Sweden, Norway or Denmark High School English mark equal to or greater than 75 per cent
 - Australian TAFE and Private Provider Studies – completed AQF Diploma or completed RATE Associate Diploma or Diploma. Completed TAFE Certificate IV in English for Academic Purposes
 - Australian TAFE (NSW) Certificate in English for Academic Purposes
 - Insearch: Direct English Entry Program (DEEP); all pathway admissions of international students from Insearch to UTS are required to achieve the equivalent of IELTS 6.5 which may be demonstrated by completion of an academic English examination as part of one of the subjects in their pathway program
 - Test of English as a Foreign Language (TOEFL) (for students who come from countries where the IELTS test is not readily available). The minimum TOEFL score is 575 with 4.5 in the Test of Written English (TWE) section (paper-based test), or 231 with essay rating 4.5 (computer-based test)
 - Completion of a government accredited public or private secondary/post-secondary course which was taught in English and which was no less than the equivalent of one year full-time study (includes International Baccalaureate, and General Certificate of Secondary Education O levels)
 - Tertiary preparation or tertiary foundation course equivalent to two semesters fulltime duration, where the course has been developed in affiliation with an Australian institution and where students have (i) entered the preparation program or foundation course by achieving a minimum of 5.5 in IELTS or 500 in TOEFL and (ii) completed a unit of study in English, or equivalent, of one semester full-time duration.
- Special consideration on English language requirements may be given to the following students:
- students sponsored through aid programs (such as AusAID, World Bank) need to demonstrate an overall IELTS band score of 5.5 (Academic), with a score of 5.0 in writing (or equivalent) and compulsory completion of 200 hours of English for Academic Purposes during their first 6 months in Australia, funded by the UTS host Faculty
 - other sponsored students
 - students with a documented language disability (e.g. dyslexia).

(b) Languages other than English (LOTE)

For entry to UTS courses which are offered in Australia and are conducted in languages other than English (LOTE), students are expected to reach a level of proficiency of the language specified for the course and they may be required by Academic Board to take a special test for that language. Students must also demonstrate a reasonable English proficiency to a level which enables their participation in university and social activities in Australia. The levels required are IELTS (academic strand) score of 5.0 or equivalent.

Note: courses taught offshore may require different language requirements for admission.

PRIVACY OF STUDENT RECORDS

(This policy is under review in the context of new Privacy Legislation and the revised version will be published on the UTS website when approved.)

The University treats information on students as confidential and will only reveal such information with the permission of the student or where access is limited to staff required to fulfil the legitimate and authorised purposes of the University.

1. Definitions

In this policy,

student refers to existing or former students of the University or its antecedent institutions

records refers to records, papers, registers, files, documents, photographs, data or information stored in hard copy or electronic form

student records refers to records which contain information relating to individual students

academic supervisor refers to the academic staff member responsible for supervising students in their studies at the University

responsible officer means a staff member responsible for the maintenance of a student record

senior officer as defined in Chapter 1, clause 4(3) of the University By-law

designated affiliated body is a body which is directly associated with this University and has a need to keep records of students of some kind. The designated affiliated bodies are:

- UTS Students' Association
- UTS Union
- UTS Child Care Inc.

2. Location of student records

- 2.1 The University's principal repository of student records is the Student Administration Unit.
- 2.2 By virtue of a provider/client relationship, other units may hold records regarding students of the University, viz:

- 2.2.1 the faculties, schools and departments
- 2.2.2 the Student Ombud
- 2.2.3 the Equity and Diversity Unit
- 2.2.4 the University Library which may keep records relating to a student's use of Library facilities
- 2.2.5 the Student Services Unit which may keep records relating to any medical or other services provided to a student
- 2.2.6 the Governance Support Unit (Records Management Services)
- 2.2.7 the archives collection
- 2.2.8 the Secretariat which keeps records of meetings of Council, Academic Board and Committees which may include information relating to individual students
- 2.2.9 the Centres/Institutes of the University which may keep records on students who have participated in their courses and programs
- 2.2.10 the Human Resources Unit which may keep records relating to the employment at the University of students
- 2.2.11 the International Office which may keep records relating to overseas students
- 2.2.12 the Research and Commercialisation Office which may keep records relating to research projects in which students have participated
- 2.2.13 the Planning and Quality Unit
- 2.2.14 other parts of the University which may keep records in accordance with the principles underlying 2.2.1 to 2.2.14
- 2.2.15 designated affiliated bodies which may keep records in accordance with the principles underlying 2.2.1 to 2.2.13.

3. Purpose and use of student information collection

- 3.1 Student information is collected for a purpose that is lawful and directly related to the function of the University.
- 3.2 Student information is stored for specified, explicit and lawful purposes and is used by the University in a way consistent with those purposes.
- 3.3 Students' personal information is protected by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised

404 Selected policies and guidelines

access, use, modification or disclosure, and other misuse.

- 3.4 The University does not use the information for a purpose other than that for which it was collected.

4. Staff authorised to access student records

- 4.1 Access to student records is confined to the following:

4.1.1 the Vice-Chancellor and other senior officers

4.1.2 persons undertaking formal reviews or investigations in accordance with the direction of the Chancellor, Council, Vice-Chancellor, Student Ombud or other senior officers authorised to establish a review or investigation

4.1.3 staff members or elected office bearers from those areas of the University or designated affiliated bodies mentioned in 2.2

4.2 persons seeking access to student records are always limited by the requirement to fulfil the legitimate and authorised purposes of the University or the designated affiliated body concerned. Neither academic supervisors nor any other persons have a right to access any information which is irrelevant to the job needs of the person seeking the information

4.3 all holders of student records have a responsibility to ensure that records are accurate, confidential and secure. This includes ensuring that the records are protected against loss, against unauthorised access, use, modification or disclosure and against other misuse

4.4 to maintain confidentiality, student files do not have documents placed on them that contain confidential information relating to others.

5. Access to student records by third parties

- 5.1 Requests from persons other than those referred to in 4.1 for access to student records are generally denied. In particular, personal addresses and telephone numbers will not be provided to other employees, students or external organisations except:

5.1.1 to persons authorised in writing by the student, in which case all means possible should be taken by the receiver to ensure that the student's written permission is bona fide

5.1.2 to persons permitted by law, e.g. to police with warrants and to parties as directed by subpoenas.

5.2 In the case of an emergency, a responsible officer may notify a student of the name and means of contacting the third party who seeks to communicate with the student.

5.3 Access to student information is required by other educational institutions where a student is performing a concurrent degree or transferring to the other educational institution. In these cases, the student has already placed application forms supplying their personal details and the University is only required to supply the other educational institution with the student's grades and course information.

5.4 Where the responsible officer believes that disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the student concerned, the minimum details required may be disclosed to an appropriate third party.

6. Conditions governing access to student records by students

6.1 Students are entitled to access all of their own records (except their tax file number) subject to the following conditions:

6.1.1 a request, which may be informal, must be made at a reasonable time, taking into account office opening hours and current demands being made on the time of the person/s to whom the request is made

6.1.2 records must not be removed from the custody of the record keeping areas listed in 2

6.1.3 records must be viewed by the student under supervision of a responsible officer

6.1.4 papers and other documents may not be removed from files

6.1.5 photocopies may be requested and given

- 6.1.6 notes of information contained in the records may be taken
- 6.1.7 amendments, corrections or other notes may be requested by the student whether under FOI or otherwise; any such request, once granted, shall be effected by a person responsible for the records; if any such request is denied, the person denying the request shall place a note detailing the request and the reason for denial on the file
- 6.1.8 corrections may not be made by the student
- 6.1.9 amendments, annotations or other marks may not be made by the student.

7. Conditions governing access to student records by University staff

- 7.1 University staff listed in 4.1 are entitled to access student records subject to the following conditions:
 - 7.1.1 a request, which may be informal, must be made at a reasonable time taking into account office opening hours and current demands being made on the time of the person/s to whom the request is made
 - 7.1.2 except in the case of the Chancellor, Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice-Chancellors, Deans, Registrar, Director, Student Administration, Student Ombud and FOI Coordinator, other employees may not remove records from the record-keeping areas listed in 2
 - 7.1.3 no alterations of any kind including removal of documents from files, erasures, additions, annotations or alterations may be made without the knowledge of the person responsible for the record
 - 7.1.4 photocopies may be made but only on the condition that the person making or holding the photocopy ensures privacy, confidentiality and security of the copy
 - 7.1.5 notes may be taken on the same condition as in 7.1.4 above
 - 7.1.6 access will not be given to records which would disclose information about a student to whose information the requester is not entitled or which would breach a confidence.

Note: The policy on Privacy of Student Records is also published online at:

www.uts.edu.au/div/publications/policies/select/privsr.html

RECOGNITION OF PRIOR LEARNING

Policy intent

UTS provides the opportunity for students to apply to have prior learning considered for credit towards a UTS course where the prior learning is related to assessable components of the course. Forms of prior learning include previous study from recognised tertiary organisations, relevant work or life experience or courses undertaken outside a recognised tertiary education organisation.

Objectives

- To recognise and support the legitimate interests of students in obtaining credit for prior learning.
- To ensure public availability and scrutiny of Recognition of Prior Learning (RPL) provisions.
- To ensure a consistent and equitable approach to the granting of credit for prior learning.

Scope

This policy is applicable to all undergraduate and postgraduate coursework programs of the University and it covers the granting of credit towards a UTS award on the basis of:

- prior learning at tertiary or credentialed institutions
- prior learning in non-credentialed settings.

It should be noted that eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.

Definitions and Categories

1. Basis of Recognition

Credentialed prior learning – course-related learning leading to the award of a tertiary qualification. This includes learning from:

- completed university subjects and courses

- completed TAFE subjects and courses
- VETAB accredited courses
- overseas qualifications from National Office of Overseas Skills Recognition (NOOSR) recognised higher education institutions.

Uncredentialed prior learning – informal learning from work experience, life experience or courses taken outside the university and TAFE systems.

2. Form of recognition

Exemption – the process of releasing a student from undertaking an individual subject and for the granting of equivalent academic credit.

Substitution – releasing a student from undertaking a subject and specifying alternative subject(s) of equivalent credit point value which must be completed in order to achieve equivalent academic credit.

Credit transfer – recognition that a block or group of subjects and their associated equivalent academic credit, that have been completed at different institutions, are being recognised as a valid component of a student's enrolled UTS course.

3. Components of the course that are recognised

Individual specified credit – equivalent to a subject exemption. Credit is granted where there is one-to-one, equivalent-level correspondence between the applicant's prior learning (credentialed or uncredentialed) and UTS subject outcomes. Only full subject credit can be granted, up to the limit allowable for the course.

Individual unspecified credit – credit granted where the prior learning (credentialed or uncredentialed) of the applicant is judged to be relevant to the course at the appropriate level but may not directly correspond to specific course subjects. Unspecified credit is usually granted towards meeting the elective requirements of a program.

Block credit – credit granted under pre-determined arrangements for study at TAFE or other tertiary providers. Block credit usually refers to a block of subject exemptions either specified or unspecified, or a combination of both.

Policy provisions

1. Recognition of Prior Learning (RPL) for the purposes of this policy is the process of recognising for credit, in the form of specified or unspecified credit, what an individual knows or can do, wherever and however they may have acquired the knowledge and/or skills.
2. UTS recognises two types of prior learning:
 - credentialed prior learning and
 - uncredentialed prior learning.
3. Applicants for RPL on the basis of uncredentialed prior learning may be required to demonstrate their learning through the completion of some type of assessment or activity such as testing or compiling a portfolio of learning and/or experience.
4. Applicants who have relevant prior learning may apply for recognition of this prior learning and, if their application is successful, they are granted either exemptions or substitutions from either specified or unspecified components of their UTS course.
5. Eligibility for RPL does not guarantee an applicant a place in the course for which recognition of prior learning may be available.
6. Applicants for RPL may be granted any combination of recognition as described above subject to the University Rule 2.28, which states that, except with the approval of the Academic Board, no student shall receive credit that totals more than:
 - two-thirds of a course of three years or less full-time duration, or
 - three-fourths of a course of more than three years full-time duration.
7. Regardless of the nature or amount of recognition granted, any specific requirements of an award must be fulfilled, including any conditions associated with the professional recognition of the award.
8. Applications for RPL will normally only be considered at the time of admission. Where this is not possible, or where circumstances change, a second or later application will be considered only prior to final re-enrolment in the UTS award course for which RPL is being sought. A second or later application for RPL must be made in writing to the Responsible Academic Officer, must make full disclosure of the initial application and must

set the circumstances which prevented an initial application or the changed circumstances which justify a second application. This does not preclude a student's right at any time to cancel exemptions or substitutions that have been granted previously. (It should be noted that cancellation of exemptions or substitutions often has fee implications for students.)

9. Students wishing to cancel previously approved credit must do so prior to their final (re-)/enrolment.
10. In determining whether credit may be granted, the University must be confident of the currency of the applicant's knowledge. Applications for RPL will be considered on a course-by-course basis, where currency of learning can be demonstrated to the satisfaction of the faculty.
11. Undergraduate subjects will only be accepted for credit towards postgraduate courses in the following cases:
 - (a) for existing courses, through approval by Academic Board of the conditions either for individual courses or for groups of courses; and
 - (b) for new courses, in the course accreditation proposals either by explicit definition or by reference to existing approved conditions, as per (a).
12. Previously acquired credentialed or uncredentialed learning may only be counted once as approved RPL exemptions for any course offered by the University.
13. Where students do not meet the faculty standard on grade requirements, any relevant applications for RPL shall be rejected automatically and, where TAFE courses do not provide a grade, or where faculties have not set the criteria, applications are to be redirected to faculties for individual consideration.
14. In the case of one faculty delivering a subject in the course of another faculty, the delivering faculty is responsible for defining the criteria and process for RPL in respect of the delivered subject. Decisions regarding the recognition of prior learning may be made either by the delivering faculty or the home faculty of the student, in accordance with these criteria.
15. Students accepted under this policy may be required by their faculty to complete a bridging program.

16. The normal UTS procedures should be followed for students appealing against unsuccessful applications for RPL, or disputing any decisions made in respect of approved credit.
17. Wherever possible, NOOSR guidelines should be used for assessing applications for RPL on the basis of overseas study.
18. All areas of the University should apply the Procedures for Managing RPL Applications in administering this policy.

Responsibilities

Faculty Boards shall be responsible for the application of this policy and may delegate all or part of their powers, in accordance with the authority granted by Council (see Faculty Management chapter in this Calendar: 6.(xvi), Duties and powers of Faculty Boards)

In recognising prior learning, faculties shall have due regard for the academic standards of the University, equity principles, promptness in processing applications and consistency of application of the policy between faculties.

Each faculty shall maintain a record of precedents to facilitate the formulation of the above. Faculties should develop and publish on their websites their own position regarding previously acquired credentialed and uncredentialed learning. Faculties should also publish annually the grade requirements for prior TAFE and all other accredited study accepted in the previous year for RPL.

Communications

This policy shall be published in the University Calendar, Faculty Handbooks and University websites.

Related Information

The Australian Vice-Chancellors' Committee (AV-CC) Credit Transfer Principles and the AV-CC website:

www.avcc.edu.au/students/credit_transfer/acts.htm

STUDENT DISCIPLINE AND APPEAL GUIDELINES

1. Introduction

- 1.1 These guidelines have been prepared for the benefit of all people involved in the processes established by UTS to deal with allegations of breach of discipline made against students and with appeals lodged by students against decisions arising from such allegations.
- 1.2 The guidelines are divided into four sections: this Introduction, General Principles, Guidelines for Inquiry Bodies and Guidelines for Appeal Committees.
- 1.3 The term 'inquiry bodies' refers to the University Student Conduct Committees Faculty Academic Conduct Committees and Appeal Committees, but also extends, as necessary, to the Vice-Chancellor, Deputy Vice-Chancellor and Vice-President (Academic), Deans, Responsible Academic Officers, and the Registrar.
- 1.4 Notwithstanding these sectional headings, the guidelines are designed for use by all who play some role in these processes and should be freely distributed to students and their advisers and academic and support staff who have a need for knowledge of student discipline and appeal matters. In particular, they are to be given to all students at the time formal allegations of breach of discipline are made against them.
- 1.5 The guidelines take into account the University's student rules and procedures and the principles of procedural fairness.

2. General principles

- 2.1 All persons who are the subject of recommendations or decisions of others are entitled to be treated fairly, with dignity and with due regard to their privacy.
- 2.2 Persons are entitled to be regarded as not having behaved in an alleged manner until and unless they admit to that behaviour or a fair and proper inquiry leads to a reasonable conclusion that they have so behaved.

2.3 Knowledge that a person has behaved in a particular way in the past is not evidence that the person has behaved in the same manner again. Such knowledge may be evidence that the person is aware that the behaviour is a breach of discipline (or it may be relevant to the level of penalty).

2.4 Each case must be dealt with on its own terms and merits and in accordance with its own circumstances.

3. Guidelines for inquiry bodies

3.1 Before any conclusion is reached in an inquiry into alleged breach of discipline by a student, the student must be:

- given the precise terms of and any reasons for the allegation
- given an outline or summary of all details intended to be given to the inquiry body
- given access to or a copy of documentation intended to be given to the inquiry body, and
- given an opportunity to address all the information supplied.

3.2 The inquiry body must ensure that the student has a clear understanding of the allegation, of the nature of the evidence in its support and of the process which the inquiry body intends to follow and of the student's rights with respect to that process. A copy of these guidelines is to be given to the student at the time the student is formally made aware of the allegation.

3.3 The amount of detail that is given to the student is dependent upon the circumstances; generally, a student's request for details and access to documents relating to allegations about that student, should be met, except where the information being sought:

- is an infringement upon the privacy of others
- may cause the safety of others to be at risk
- is irrelevant and/or excessive in amount.

3.4 The student must be given adequate time to prepare for the inquiry and to deal with the information provided; what is adequate depends upon the

- nature of the matter and the volume and complexity of the information.
- 3.5 The student must have an opportunity to seek advice; in some circumstances it may be appropriate for the University to make arrangements for advice to be given. The Registrar may seek advice on the University's behalf at any stage. There may be a need for translating and/or interpreting services to be provided.
- 3.6 If the student fails to respond to reasonable attempts by the Committee to communicate or does not provide the Committee with acceptable reasons for not attending a hearing, the Committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.
- 3.7 The student's opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any questioning or hearing. The inquiry body may place limitations on the role of a friend or adviser – for example, in some circumstances it may be appropriate for the student's friend or adviser to assist the investigating body by answering questions or addressing raised issues on the student's behalf. In most University circumstances, a friend or adviser present is not permitted by the inquiry body to act as an advocate or legal representative. Only in exceptional circumstances need legal representation be allowed.
- 3.8 The student may admit or deny the allegation, correct information as presented, provide an explanation, disclose mitigating factors or address the matters in other ways which the inquiry body, allowing some latitude if necessary, finds relevant.
- 3.9 The student must be given the opportunity of calling other persons to provide evidence in support of the student's defence against the allegation and the student should be allowed to lead any such witnesses through their evidence.
- 3.10 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who has supplied information to the inquiry body. A right to question does not imply a right to harass.
- 3.11 A person whose evidence provided to the inquiry body is questioned should be given an opportunity to respond to such questions.
- 3.12 During the course of inquiry, neither the fact that there is an inquiry nor any information relating to it or to the student should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held *in camera*.
- 3.13 Without compromising the thoroughness of an inquiry it should take place without any unnecessary delays, taking into account the reasonable needs of the student to be properly prepared.
- 3.14 The inquiry body should take into account all of the relevant information it has before it except any information which the student has not had an opportunity of addressing.
- 3.15 Knowledge which the inquiry body has of any past offences or other misconduct committed by the student may be taken into account only:
 - as evidence that the student was aware that certain actions constitute a breach of discipline, and
 - as one factor in the consideration of the level of penalty, if the inquiry body finds that the present allegation of a breach of discipline is proven.
- 3.16 The student is entitled to be given the reasons for the decision and/or recommendation at the time it is made known to the student.
- 3.17 The inquiry body is responsible for determining who, in addition to the student against whom the allegation was made, should receive formal notification of the decision and/or recommendation and the reasons for it. In making this determination, the inquiry body will take into account potentially conflicting needs of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. The inquiry body may impose conditions of confidentiality on any person who is so notified.

4. Guidelines for Appeal Committees

- 4.1 Each Appeal Committee will determine its own procedures consistent with these guidelines.
- 4.2 Where a student does not dispute a finding of an inquiry body but appeals against the severity of a penalty imposed, the Appeal Committee may decide to rehear the matter in full or to limit its work to a consideration of the penalty.
- 4.3 Where the Appeal Committee finds it cannot discharge its responsibilities unless it rehears the matter (i.e. treats it as a fresh investigation) in full, it shall do so. There may be circumstances which make it acceptable for a Committee to confine itself to dealing afresh with points raised by the student in any stated grounds for the appeal.
- 4.4 The student is free to raise questions of process and/or merit with respect to the original inquiry. The student may repeat, correct or otherwise amend points made at the original inquiry, provide further explanation, disclose additional mitigating factors or address the matters in other ways which the Committee, allowing some latitude if necessary, finds relevant. If the student advances new evidence, the Committee may hear the appeal or refer the matter to the original inquiry body.
- 4.5 The student must be given adequate time to prepare an appeal based upon stated reasons for the original decision.
- 4.6 The student must have an opportunity to seek advice; in some circumstances it may be appropriate for the University to make arrangements for advice to be given. There may be a need for translating and/or interpreting services to be provided.
- 4.7 The student's opportunity to address the information should be in person, in writing or both. The student should always have the option of having a friend or adviser present during any hearing. The Committee may determine any limitations which may be placed on the role of a friend or adviser present at a hearing. For example, in some circumstances it may be appropriate for the student's friend or adviser to assist the Committee by answering questions or addressing raised issues on the student's behalf. In most University circumstances, any friend or adviser present need not be permitted by the Committee to act as an advocate or legal representative. Only in exceptional circumstances need legal representation be allowed.
- 4.8 If the Committee considers that a student has an acceptable reason for being unable to attend a hearing (e.g. an international student who has returned home during a vacation period), the Committee may permit the student to nominate a representative to attend. The Committee may permit the student to use telecommunication facilities to participate in all or part of a hearing, if such facilities are readily available at reasonable cost.
- 4.9 If the student fails to respond to reasonable attempts by the Committee to communicate or does not provide the Committee with acceptable reasons for not attending a hearing, the Committee will make its own determination as to whether it will adjourn or proceed in the absence of the student.
- 4.10 The Appeal Committee determines the order of presentation, i.e. whether the student should open (by presenting a case for the overturning of the original finding and/or penalty) or whether the University should commence the appeal proceedings (by defending the decision of the inquiry body). The nature of the appeal and its circumstances are the determining factors.
- 4.11 In presenting the appeal case, the student is normally given the opportunity of calling other persons to provide evidence in support of the appeal and the student should be allowed to lead any such witnesses through their evidence in which case the appeal may proceed by way of rehearing afresh.
- 4.12 During the course of a hearing, the student should be given an opportunity of questioning any witness or other person who is giving evidence to the Committee. A right to question does not imply a right to harass.
- 4.13 The defence of the recommendation or decision being appealed against should be presented by the Registrar or nominee. The person providing this defence

- must also be given adequate time to prepare.
- 4.14 Provided it is relevant to the approach taken by the Committee, a person whose information, given at the earlier inquiry, is being questioned at the appeal, should be given an opportunity to respond to such questions.
- 4.15 The Committee may appoint advisers as it deems appropriate but it will not commit itself to expenditure without the Registrar's agreement. The Registrar may also seek advice on the University's behalf at any stage of an appeal process.
- 4.16 During the course of an appeal, neither the fact that there has been an inquiry and there is now an appeal, nor any information relating to them or to the student should be disclosed to people who do not have a legitimate reason to have such information. Accordingly, hearings are normally held *in camera*.
- 4.17 Without compromising the appeal's thoroughness, it should take place without any unnecessary delays, taking into account the reasonable needs of people involved to be properly prepared.
- 4.18 The Appeal Committee should take into account all of the relevant information it has before it except any information which the student has not had an opportunity of addressing.
- 4.19 Knowledge which the Appeal Committee has of any past offences or other misconduct committed by the student may be taken into account only:
- as evidence that the student was aware that certain actions constitute a breach of discipline, and
 - as one factor in the consideration of the level of penalty, if the Appeal Committee finds that the allegation of breach of discipline, the decision on which is currently under appeal, is proven.
- 4.20 The Appeal Committee has the following options:
- 4.20.1 It may, for any reason, refer a matter back to the inquiry body for further inquiry and decision.
- 4.20.2 It may uphold an appeal against a finding that the student has committed a breach of discipline, in which case any penalty imposed shall be nullified.
- 4.20.3 It may uphold an appeal against the severity of a penalty and reduce it to a lesser penalty from among those provided in the Rules.
- 4.20.4 It may dismiss an appeal against a finding that the student has committed a breach of discipline but determine that the penalty should be reduced to a lesser one from among those provided in the Rules.
- 4.20.5 It may dismiss the appeal.
- If the Appeal Committee chooses 4.20.1, the Registrar will notify the Appeal Committee Chair of the result of the inquiry body's reconsideration and whether or not it has been accepted by the student. If the student requests it, the Appeal Committee will reconvene to hear the appeal.
- 4.21 The student is entitled to be given the reasons for the appeal decision at the time the decision is made known to the student.
- 4.22 The Appeal Committee is responsible for determining who, in addition to the appellant student, should receive formal notification of the result of the appeal and the reasons for it. In making this determination, the Committee will take into account potentially conflicting needs – of the student for privacy and of others who participated in the process and who may have ongoing responsibility for University courses or facilities. The Appeal Committee may impose conditions of confidentiality on any person who is so notified.
- Note:** These guidelines are also published online at:
www.uts.edu.au/div/publications/policies/select/discipline.html

STUDENT DISCIPLINE AND APPEAL GUIDELINES ON DETERMINING AN APPROPRIATE PENALTY FOR INSTANCES OF MISCONDUCT

These guidelines have been prepared to assist all those involved in recommending, imposing and reviewing penalties for a breach of discipline including the Vice-Chancellor; Deans; Faculty Academic Conduct Committees; University Student Conduct Committee; and University Appeal Committees. The information contained in these guidelines may also be useful for academic and administrative staff dealing generally with cases of misconduct, as well as for any student subject to an allegation of misconduct.

The Guidelines are structured as follows:

1. Principles
2. Scale of penalties
3. Issues specific to each type of penalty
4. Start/end dates of penalties
5. Status of student pending appeal outcomes
6. Admissions of wrongdoing/level of contrition of student
7. Timing of decisions
8. Differential effects of penalties
9. Intent
10. Records of breaches of discipline on transcripts.

Whilst these guidelines provide general parameters for determining penalties, the appropriate penalty for a breach of discipline ultimately must depend on the facts found in each case, and a body can be free to depart from the norms set out in these guidelines where the facts indicate that such a course is necessary. The appropriate penalty remains at the discretion of the body imposing it given the circumstances of a breach of discipline and the student presents an almost infinite variety from case to case.

1. Principles

In recommending and/or determining an appropriate penalty for a proven breach of discipline, an inquiry body and/or decision-maker must take into account:

1. the nature and context of the breach of discipline, including:
 - the objective circumstances of the breach of discipline (the facts in relation to the gravity of the breach of discipline itself) in order to gauge an appreciation of the seriousness of the breach of discipline
 - the subjective circumstances of the student (aggravating and mitigating factors relating to the student rather than the breach of discipline)
2. whether a student has admitted the breach of discipline, and/or has come forward of their own accord
3. whether intent can be proven
4. the student's expression of remorse or apology (where relevant)
5. the student's past disciplinary record (see 3.15 of Student Discipline and Appeal Guidelines). The nature and extent of a student's previous disciplinary record should be considered even in cases where the nature of the first and subsequent breaches of discipline vary (ie academic/non-academic)
6. penalties imposed for previous similar cases to ensure consistency in decision-making
7. the consequences of the penalty for the individual student (see differential effects of penalties imposed, section 8 below).

2. Scale of penalties

This scale provides a guide as to the normal, minimum and maximum penalties for specific offences and the circumstances in which specific penalties are appropriate. This scale is not intended to be prescriptive and committees and/or Deans and/or the Vice-Chancellor may need to adjust the penalty in individual cases where appropriate given the circumstances of a particular case. The penalties are generally graded according to severity, although it should be noted that some penalties are only appropriate for specific offences (e.g. fines can only apply to non-academic offences).

Penalty	Rule	Examples of types of breaches of discipline
Permanent exclusion from the University	5.31(a)	Extremely serious breaches of discipline, may involve serious criminal behaviour and serious repeat breaches of discipline.
Revocation of a recommendation to the Academic Board or the University Council that a student has satisfied the requirements for an award, effective for a period of up to 12 months	5.31(b)	Fraud; extensive plagiarism in a research thesis, major project or major component of a course found proven after a student has satisfied requirements for the relevant award.
Exclusion from the University for a period of up to five years	5.31(c)	Fraud; alteration of any document or record of the University; serious damage to University property or misuse of University facilities; serious disruption to University activities; serious academic misconduct including extensive plagiarism; exam malpractice; repeat cases of academic and/or non academic misconduct; failure to comply with any penalty imposed for a breach of discipline or failure to comply with any condition agreed with the Vice-Chancellor under Rule 2.4.6; dishonesty in relation to admission to the University; inappropriate behaviour including harassment, intimidation or interference with the freedom of other persons at the University.
Exclusion from a course of the University for a period of not less than one semester and not more than five years	5.31(d)	Serious academic misconduct including extensive plagiarism, serious exam malpractice, repeated cheating in assessment; repeat cases of academic misconduct; non compliance with provisions relating to a students placement at another institution, place of learning, or place of business.
Suspension from the University for a specified period not exceeding 12 months	5.31(e)	Damage to University property or misuse of University facilities; disruption to University activities and or freedom of other persons, academic misconduct including plagiarism, exam malpractice; repeat cases of academic and/or non academic misconduct; failure to comply with any penalty imposed for a breach of discipline.
Suspension from a course of the University for a specified period not exceeding 12 months	5.31(f)	Academic misconduct including plagiarism, exam malpractice, repeated cheating in assessment; repeat cases of academic misconduct.
Withholding of results for the relevant teaching period, and/or academic transcript, including withdrawal of permission to graduate for a specified period not exceeding 12 months	5.31(g)	Imposed when breach of discipline occurs in the student' s final teaching period before graduation, usually imposed in conjunction with suspension, or results are withheld until disciplinary fine or costs are paid.

414 Selected policies and guidelines

Penalty	Rule	Examples of types of breaches of discipline
Restrictions in enrolling in specified subjects for a specified period not exceeding 12 months; during which time if there is a further breach of discipline, the Vice-Chancellor or the Dean shall refer the matter to the University Student Conduct Committee or the Faculty Academic Conduct Committee, as the case may be, for a recommendation on the imposition of a more severe penalty	5.31(h)	Inappropriate behaviour; misuse of facilities.
<p>If a breach constitutes academic misconduct in relation to a subject in which the student is admitted or enrolled:</p> <p>(i) a zero grade for the results of any form or forms of assessment in the subject, in accordance with Rules 2.23.10 up to and including 2.23.16;</p> <p>(ii) a requirement that the student re-submit a specific assessment task, with a reduction in marks to no more than a specified percentage of the maximum possible mark in the assessment task;</p> <p>(iii) a requirement that the student must undertake alternative assessment for the whole subject, for which the maximum possible mark can be no greater than a specified percentage of the total value of the assessment;</p> <p>(iv) a zero grade for the results of the total assessment in the subject, in accordance with Rules 2.23.10 up to and including 2.23.16.</p>	5.31(i)	<p>Academic misconduct (e.g. plagiarism, cheating) in relation to a subject in which the student is enrolled.</p> <p>May be appropriate for first offence of academic misconduct, plagiarism if deemed unintentional (e.g. student has not understood academic requirements). Should take into account extent of plagiarism, advice to student on referencing, stage of course (students in second or subsequent years will be expected to have more understanding of what constitutes plagiarism compared to students in first year).</p>
Exclusion from specified classes or subjects and/or specified facilities of the University for a specified period not exceeding 12 months	5.31(j)	Inappropriate behavior in classes or subjects, meetings or other activities, and/or misuse of facilities on University premises, such as the Library or IT labs, or any other premises to which the student has access for his or her University purposes.
If a breach of discipline involves loss of or damage to property or facilities of the University or a third party, payment to the University or the third party of a specified amount not exceeding the amount of the loss or damage	5.31(k)	Breach of discipline involving loss of/ or damage to property or facilities of University or to a third party. Payment of loss or damages is not a fine – the amount sought as restitution cannot exceed the cost of the loss or damages.
If a breach of discipline involves lengthy inquiries and proceedings, payment to the University of a specified amount for its costs, not exceeding the amount of the costs incurred;	5.31(l)	Breach of discipline involving lengthy inquiries and proceedings, misuse of facilities. Payment is required to cover the costs of the expense incurred by the University during lengthy inquiries and proceedings in relation to a breach of discipline. The amount sought is not a fine – it cannot exceed the cost of the loss or damages.

Penalty	Rule	Examples of types of breaches of discipline
A fine of up to \$5,000 with maximum fines for particular types of offences	5.31(m)	Non-academic misconduct including inappropriate behaviour, misuse of facilities, willfully disobeying direction, library offences. See below for scale of maximum fines for specific offences.
Permission to attend classes, or to use specified facilities of the University, only in accordance with specified conditions	5.31(n)	Inappropriate behaviour in a class, meeting or other activity, and/or misuse of facilities on University premises or any other premises to which the student has access for his or her University purposes.
Caution or reprimand	5.31(o)	First minor breach of discipline. Usually imposed with other penalties. A caution is a formal warning to the student that any future breach of discipline will be treated most seriously and will result in a more severe penalty. A formal reprimand by the Vice-Chancellor for breach of discipline is communicated to the student in a letter. The letter of reprimand is placed on the student's confidential file and remains confidential. It does not appear on a student's transcript either internally or externally.

3. Issues specific to each type of penalty

3.1 Exclusion from the University (see Rules 5.31(a) and 5.31(c))

A student who is excluded from the University, whether permanently or for a specified period not exceeding five years, has their enrolment terminated. They are no longer registered students of the University and are therefore not entitled to any benefits, advantages or privileges of the University.

A student who is permanently excluded from the University will never be admitted to any course or program of the University.

A student who is excluded from the University for a specified period will at the end of the period be permitted to re-apply for admission to the University in the same way as persons who have not previously been students of the University. If a student is readmitted the student may apply for exemptions for the subjects completed prior to the period of exclusion (amended Rules 5.35(a) and 5.39).

3.2 Exclusion from a course of the University (see Rule 5.31(d))

A student who is excluded from a course of the University has their enrolment in that course terminated. A student may apply for readmission to that course at the end of the period of exclusion in the same way as persons who have not previously been students of the University, or may apply for admission to another course of the University. If a student is readmitted the student may apply for exemptions for the subjects completed prior to the period of exclusion (amended Rules 5.35(b) and 5.39). A student excluded from a course may apply for admission to another course of the University during the period of exclusion, except for non-award study in subjects which could be subsequently counted as exemptions towards the course from which they have been excluded.

3.3 Exclusion from specified class / specified facility (see Rule 5.31(j))

A student who is excluded from specified classes or facilities will not be able to attend those classes or use those facilities for the specified period. This may affect their ability to complete certain assessment tasks and may impact on their final result for the subject.

3.4 Suspension from the University (see Rule 5.31(e))

A student who is suspended from the University for a specified period not exceeding 12 months has their enrolment terminated for that period and is not entitled to any benefits, advantages or privileges of the University during that period. They do not have to re-apply for admission to the University as for exclusion penalties, but will be entitled to re-enrol at the end of the period of suspension. They will retain any credit points which they have accumulated prior to the period of suspension.

3.5 Suspension from a course of the University (see Rule 5.31(f))

A student who is suspended from a course of the University will not be entitled to any course-related benefits, advantages or privileges during the period of suspension but will be entitled to re-enrol in that course at the end of the period of suspension and will retain any credit points which they have accumulated prior to the period of suspension. They may apply for admission to another course of the University during the period of suspension, except for non-award study in subjects which could be subsequently counted as exemptions towards the course from which they have been suspended.

3.6 Withholding of results/academic transcript/permission to graduate (see Rule 5.31(g))

A student whose results are withheld may not be able to proceed to the next stage of their course and it may impact on their employment situation or applications for courses at other institutions. A student whose academic transcript is withheld may not be able to apply for another course, or for a job. A student who is not permitted to graduate may also not be eligible for enrolment in another course or to apply for a job. These penalties usually apply when a student is in, or has completed, their final teaching period before graduation. The penalties are usually imposed in conjunction with suspension, and/or the withholding of results until disciplinary fines or costs are paid.

3.7 Monetary penalties (see Rule 5.31(k), (l), (m))

Students may be requested to pay a fine (not exceeding an amount of \$5,000) or to pay the University for its costs associated with

lengthy proceedings or inquiries or for loss or damage to property of the University. The consequences of this type of penalty will depend on the individual student's financial status, which must be taken into account when imposing this type of penalty.

- **Rule 5.31(k), (l)** These provisions will enable the University to seek restitution for costs associated with loss and/or damages. A student who is found liable for a breach of discipline for which the University incurred costs, will be required to repay an amount up to the maximum monetary value of the costs incurred. **This does not equate to a fine which is a penalty imposed for the breach of discipline itself.**
- Rule 5.31(m) This provision enables a reasonable monetary fine to be assessed against a student as a resolution to, and deterrent from, acts of non-academic misconduct. This sanction could be applied in conjunction with others such as Rule 5.31(k) or (l).

Fines may be appropriate for incidents such as:

- inappropriate and/or disruptive behaviour on campus (up to \$1,000 maximum)
- contravening prescribed standards of acceptable conduct (up to \$1,000 maximum)
- endangering the safety and/or security of people and/or property (up to \$2,000 maximum)
- ignoring or disobeying a directive from a University Officer (up to \$500 maximum)
- refusing to identify oneself (up to \$100 maximum)
- allowing another person access to UTS email or computer account and facilities (up to \$500 maximum with increase to \$1,000 for repeat offences)
- damage and destruction where the costs cannot be adequately measured for the purposes of cost recovery (e.g. destruction of intellectual property through hacking or destroying a computer which has other persons work on it) (up to \$5,000 on recommendation of USCC)
- library offences (up to \$150 per offence with upper limit of \$250 for repeat offence).

When considering fines as an effective and appropriate penalty for breach of discipline, the following factors should be taken into account:

- a fine can only be imposed for non-academic offences; **a fine cannot be imposed for academic misconduct**
- a student's financial capability must be considered in imposing a fine; and where appropriate extensions for time to pay may be granted by the Registrar
- fines less than \$2,000 can be imposed by the Vice-Chancellor for proven or admitted breaches of discipline, without reference to the University Student Conduct Committee
- Fines greater than \$2,000 can only be imposed by the Vice-Chancellor for extremely serious breaches of discipline, on the recommendation of the University Student Conduct Committee;

3.8 Awarding of zero marks (see Rule 5.31(i))

When considering a penalty under Rule 5.31(i), it should be noted that if a student is awarded zero for any assessment, it is unlikely that the student will be able to satisfactorily complete the subject for which the assessment task is set.

3.9 Restricted enrolment program (see Rule 5.31(h))

If a student's enrolment program is restricted, this may impact on their ability to complete the course within a specified time period. This penalty may apply restrictions on enrolment in certain subjects involving use of a laboratory for example or enrolment in subjects involving use of other facilities.

3.10 Prescribed conditions for continued enrolment (see Rule 5.31(h))

Rule 5.31(h) provides for a penalty of restricted enrolment for particular subjects or a period of time during which necessary behavioural and academic standards will be specified for part or all of a students remaining period of study. A restricted enrolment program specifies the subjects in which the student may enrol, the number of subjects in which the student may enrol, and mode of enrolment (e.g. online, distance, offshore)

4. Start /end dates of penalties

Penalties usually come into effect from the date of notification of the penalty to the student and last until the last day of the relevant teaching period. In determining penalties, it

is preferable that start and end dates are specified on a semester basis (e.g. first teaching day of semester to the last teaching day of semester). It is important to consider the effective dates of penalties as a penalty specified by dates as opposed to teaching periods may have the unintended consequence of preventing a student enrolling in the semester following the period of penalty.

5. Status of student pending appeal outcomes

Under (amended) Rule 5.42, a student may apply to the Vice-Chancellor for a stay of decision. The Vice-Chancellor may direct that a decision be stayed until the time for making an appeal has expired or, if an appeal is made within the permitted time, until the appeal has been determined. In such cases the Vice-Chancellor will determine the status of the student during the appeal process; in other words, whether the student is to be on a restricted or conditional provisional program. This may include provisional class attendance, restricted attendance on campus, conditional use of University facilities, enrolment in online subjects, leave of absence and so on. The following criteria are considered in determining whether to grant a stay of decision and the student's status during the appeal process:

- student's reasoning for requesting the stay of decision
- whether it is appropriate given the nature and seriousness of the breach of discipline to approve a stay of decision
- whether there is a need to implement the penalty immediately to ensure the protection of other person/s and/or facilities and property of University
- an assessment of the likelihood of a successful appeal against the finding of misconduct and the penalty, and if the penalty includes payment of compensation to a third party under Rule 5.31(k), the capacity of the third party to repay the student if the penalty is nullified on appeal.

6. Admissions of wrongdoing/ level of contrition of student

If a student has admitted the breach of discipline and/or displays a high and genuine level of contrition for the breach of discipline, in the form of submission of a formal letter of

apology to the Vice-Chancellor, this should be taken into account where appropriate.

- (i) The notice of penalty and committee reports should explicitly state that admission of wrongdoing and/or statement of contrition have been taken into account. Failure to do so would generally be taken to indicate that the admission or level of contrition was not given weight.
- (ii) The effect of admission or level of contrition on the penalty should be stated insofar as it is appropriate to do so. This effect could encompass any or all of the matters to which the admission or level of contrition may be relevant. Where other matters are regarded as relevant in a particular case, e.g. assistance to authorities, this should be included in the report or notice of decision and penalty.
- (iii) An admission of wrongdoing or statement of contrition should generally be assessed in relation to how serious the breach of discipline is. One consideration is the timing of the admission or statement of contrition. Another factor is the potential time saved by University staff to undertake investigations and attend hearings. The relevance of an early admission will vary according to the circumstances of the case.
- (iv) In some cases the admission or statement of contrition, in combination with other relevant factors, could lead to a degree of leniency in relation to the type of the penalties imposed. In some cases the weight given to the admission or statement of contrition will be significant in assessing parity between other students involved in the breach of discipline.

7. Timing of decisions

It is most important that decisions regarding penalties for breaches of discipline and subsequent appeals are handled as expeditiously as possible, to prevent lengthy delays and consequent applications by students for special consideration due to potential disadvantage. As a general guide, reports of the USCC or UAC can be expected within four weeks of the Committee reaching its determination.

8. Differential effects of penalties

When imposing penalties, it is important that each student's individual circumstances, stage of enrolment, and any relevant mitigating factors are taken into account. Disciplinary

Committees, the Vice-Chancellor and Deans may encourage students to make representation or submit evidence on the detrimental impacts of specific penalties in individual cases. Some examples of situations in which penalties may impact more harshly include:

Penalties of suspension or exclusion for international students

A penalty of suspension or exclusion may impact more severely on an international student because of visa requirements which stipulate that a student must leave the country if not enrolled. There are also additional financial costs involved for international students who must reapply for a visa following a period of suspension or exclusion and pay additional course fees. In appropriate circumstances, an alternative may be to consider a penalty under 5.31(g) where an international student can complete their course requirements prior to the penalty coming into effect. As an example, a student facing a 12 month suspension, would be able to complete the course requirements, however, at the end of their course, the period of suspension would take effect, meaning the student is prevented from graduating, unable to access any academic results and official academic transcript or testamur.

Stage of enrolment

Most penalties will have a greater impact on students in their final teaching period who are applying for jobs or for postgraduate courses.

Financial penalties

Severe pecuniary penalties will have a greater impact on some international students and on students from economically disadvantaged groups.

9. Intent

If a student can be found to have acted with intent when committing a breach of discipline, the penalty imposed on that student should be more severe than in a case where intent cannot be proven. However, it should be pointed out that (at least for some offences) a student can be penalised for a breach of discipline where found liable **regardless** of whether intent can be proven or not. In determining whether a student acted intentionally in committing a breach of discipline, any subsequent demonstration of contrition on the part of the student should also be considered (see point 6 above).

10. Records of breaches of discipline on transcripts

- For suspensions and exclusions from a course or from the University the external academic transcript shows the student's status as 'suspended' or 'excluded' and the period of suspension or exclusion (in the same way that academic exclusions and leave of absence are shown on a transcript).
- A penalty of zero mark for a subject is shown on the academic transcript in the same way as other results.
- All other penalties are recorded on the student system as internal comments and will only be shown on internal transcripts.
- In cases where an appeal against suspension, exclusion, or zero mark is lodged, the external academic transcript will show 'appeal pending' under the relevant course and teaching period.

Note: These guidelines are also published online at:

www.uts.edu.au/div/publications/policies/select/penaltiesmisconduct.html

STUDENT OMBUD TERMS OF REFERENCE

1. Appointment

- 1.1 The Council of the University shall appoint a person to be Student Ombud and may appoint one or more persons as Assistant Student Ombud with the same authority and responsibilities as the Student Ombud, save that of the management of the Office of Student Ombud.
- 1.2 The Student Ombud and Assistant Student Ombud shall be responsible to the member of senior UTS management nominated by the Vice-Chancellor.

2. Authority to inquire

- 2.1 The Student Ombud has the authority to conduct inquiries relating to complaints by registered students against decisions or conduct of staff, Committees, Boards or any unit or group either within the University or acting under the authority or auspices of the University.

- 2.2 On receipt of a written complaint signed by a registered student or a person who was a registered student at the time of the conduct complained of, the Student Ombud shall have authority to inquire into that complaint.
- 2.3 The Student Ombud may, for any reason including possible conflict of interests, refer a complaint to an Assistant Student Ombud.
- 2.4 On receipt of a complaint, the Student Ombud shall decide, by inquiry if necessary, whether or not the complaint falls within the role and functions of the Student Ombud. The complaint shall be dismissed if the Student Ombud is of the opinion that:
- 2.4.1 the complaint is frivolous, trivial, or not in good faith
- 2.4.2 the complainant has an insufficient interest in the matter
- 2.4.3 the conduct complained of occurred at too remote a time to justify investigation
- 2.4.4 in relation to the conduct complained of, there is available to the complainant an alternative and satisfactory means of redress
- 2.4.5 in disputes involving the assessment of a student's academic performance, the Student Ombud shall normally investigate the complaint only if the complainant has attempted other avenues available under University regulations and procedures. The role of the Student Ombud shall normally be confined to being satisfied that the procedures of assessment for the course(s) in question have been followed and are reasonable in all the circumstances
- 2.4.6 the conduct complained of is not of a character that concerns the University within its functions, responsibilities and powers as defined in the University Act, By-law, Rules, and policies.
- Where the complaint has been dismissed by the Student Ombud, the complainant shall be informed of the reasons for the decision.
- 2.5 If during an investigation being carried out by the Student Ombud it becomes known that the complaint is the subject matter of a hearing or appeal under the University Act or By-law, the Student Ombud shall proceed no further with

investigating the complaint until the hearing or appeal has been concluded.

- 2.6 The Student Ombud shall be given access to all University records and documents relating to the complaint.

3. Conduct of inquiry

- 3.1 The Student Ombud shall decide the form and procedures to be adopted in investigating a complaint. All persons involved shall be given reasonable opportunity to explain their views and encouraged to reach agreement.

- 3.2 If the complaint is not settled by informal consultation and discussion, the Student Ombud may proceed with the inquiry by methods such as:

- 3.2.1 providing a written copy of the complainant's statement to the person(s) against whom the complaint has been made, or

- 3.2.2 at the request of either the complainant or the person(s) complained against, or in any case where the Student Ombud deems it desirable, convening a conference to discuss the complaint.

- 3.3 Where the Student Ombud believes that during an inquiry a situation arises which requires attention to avoid further problems, the Student Ombud may make recommendations to any appropriate person.

- 3.4 Where the Student Ombud believes that during an investigation there arises a matter of principle affecting other sectors of the University, the Student Ombud may submit to the Deputy Vice-Chancellor a written interim report. In such a case, the Student Ombud shall inform the relevant persons that such a report has been made and shall indicate to them what, if anything, has been recommended.

4. Report of investigation

- 4.1 At the conclusion of an inquiry, if in the opinion of the Student Ombud:

- 4.1.1 the complaint has been settled, no further action will be taken other than under 5 below, or

- 4.1.2 the complaint has not been settled, a written report may be made to the Deputy Vice-Chancellor (or Vice-Chancellor or Chancellor in appropriate

cases) and to the persons involved; the Student Ombud's views on the matter and recommendations would normally be included. In such a case, persons involved shall be informed that they may make a submission in writing to the Deputy Vice-Chancellor (or Vice-Chancellor or Chancellor in appropriate cases), or

- 4.1.3 the complaint warrants no further action, or no further action can be taken, the Student Ombud may decline to proceed further.

5. The Student Ombud may bring to the attention of the Deputy Vice Chancellor any matter:

- (1) arising from an inquiry, or
- (2) any matter relating to processes, procedures, Rules or policies of the University.

6. Annual Report

In February of each year the Student Ombud shall present to the Deputy Vice-Chancellor an annual report for the previous year. The report shall be statistical in character and shall contain no reference to named individuals.

Inquiries

Student Ombud

CB02.4.02

City campus

telephone (02) 9514 2575

Note: The Student Ombud Terms of Reference are also published online at:

www.uts.edu.au/div/publications/policies/select/stomb.html

UTS RECONCILIATION STATEMENT

The University of Technology, Sydney acknowledges the Eora and Guring-gai peoples who were dispossessed by European colonisation more than 200 years ago and on whose lands the University is now located.

The Reconciliation Statement demonstrates the University's commitment to creating an educational and work environment that is genuinely inclusive of Indigenous Australians' perspectives and experiences.

The University recognises that today's social and political marginalisation of Indigenous Australians and the racism they experience have their roots in Australia's history, which has included dehumanising policies and practices towards Indigenous Australians. This statement of Reconciliation demonstrates the University's commitment to creating an educational and work environment that is genuinely inclusive of Indigenous perspectives and experiences.

As part of its commitment to the Reconciliation process, UTS will build on and continue to seek innovative ways to implement the following strategies:

- ongoing development and implementation in all faculties subjects/courses which recognise Indigenous knowledge and experience, are developed in collaboration with Indigenous people
- increasing the representation of Aboriginal and Torres Strait Islander staff and students throughout the University, through the active implementation of the Aboriginal Education Strategy and the Wingara Employment Strategy and through other strategies as required
- developing a supportive organisational culture which values and respects Indigenous culture and accommodates cultural differences wherever possible within the University's policies and practices
- supporting activities and programs which explore contemporary social justice issues and which foster communication and collaboration between Indigenous and non-Indigenous staff and students
- establishing relationships with Indigenous staff and students based on the principles of self-determination, social justice, equal partnership, and equity.

We recognise the rights of Indigenous Australians to live according to their own values and culture. We accept responsibility to develop an awareness and appreciation of Indigenous history and society in our community, and to protect and preserve the environment and significant sites.

We will share the values of respect and tolerance for one another in 'a united Australia which respects this land of ours; values the Aboriginal and Torres Strait Islander heritage; and provides justice and equity for all'¹.

Inquiries

Equity and Diversity Unit
CB01.17.22
City campus
telephone (02) 9514 1084

Note: The UTS Reconciliation Statement is also published online at:

www.uts.edu.au/div/publications/policies/select/reconcile.html

¹ Council for Aboriginal Reconciliation, 1992, Vision Statement.

NOTES ON SELECTED POLICIES AND GUIDELINES

Assessment procedures

The University's Coursework Assessment Policy and Procedures Manual is available on the UTS website at:

www.uts.edu.au/div/publications/policies/select/assess.html

Table of Results and Grades

Grade	Mark range	Descriptor
High Distinction	85–100	Work of outstanding quality on all objectives which may be demonstrated by means of criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognise particular originality or creativity.
Distinction	75–84	Work of superior quality on all objectives, demonstrating a sound grasp of content, together with efficient organisation and selectivity.
Credit	65–74	Work of good quality showing more than satisfactory achievement on all objectives, or work of superior quality on most of the objectives.
Pass	50–64	Work showing a satisfactory achievement of all objectives.
Satisfactory		Awarded for projects or theses.
Pass conceded	45–49	Work showing a more than satisfactory achievement and/or superior quality on the more important objectives, with an unsatisfactory (but close to satisfactory) achievement in one objective; close to passing the subject, and performing satisfactorily in others. Normally the student will have completed a full course program during the semester (or year, for part-time students); and only one Pass Conceded will be awarded. (This grade may be awarded only by an Examination Review Committee.)
Fail (X)	45 or more	Unsatisfactory performance in a compulsory component of the subject, for example, final examination.
Fail	0–49	Unsatisfactory performance in one or more objectives as contained within the assessment items of the subject.

Ungraded Results

Industrial Experience	Professional Experience/Industrial training – a number may appear next to the result and indicates the Industrial Experience level.
Pass	Satisfactory completion of all objectives.
Fail	Unsatisfactory performance in one or more objectives as contained within the assessment items of the subject.

Administrative Notations

Grade	Notation	Mark range	Descriptor
Supplementary Exam	T	45–49	Formal supplementary examination to be completed within the designated examination period before a grade can be awarded. Where a student is successful, the grade awarded will be 50 Pass, or where the subject does not have marks stipulated, a grade of Pass will be awarded. Where a student's performance in a supplementary examination is unsatisfactory, that is less than or equal to the original mark, the student shall retain at least their original mark and/or grade.
Result Withheld	W		The Examination Review Committee may determine that supplementary assessments are required, or that alternative examiners and/or alternative assessments are required because of misadventure.
Result Pending	Q		Results pending the completion of a project, clinical practicum or field excursion where the student has not completed assessment task(s) by the end of the semester.

Code of Practice for Supervisors, Advisors and Research Degree Candidates

The purpose of this document is to provide both supervisors/advisors and research degree candidates with a framework in which they can negotiate the actual details of the research and supervision. At the outset it is important to acknowledge that the nature of the candidate-supervisor relationship cannot be mandated, largely because it needs to be flexible and take into account the particular circumstances of the research project, the candidate and the supervisor. Notwithstanding this the University acknowledges that research candidates have a right to effective supervision and research education. An essential part of this is the advice, guidance and critical feedback of the supervisor and other advisors. For their part, candidates have a responsibility to maintain satisfactory progress, adhere to University rules and procedures, communicate with their supervisors, and respond appropriately to critical feedback received. It is also important for supervisors and candidates to acknowledge that research education extends beyond any particular supervisor-candidate relationship.

Note: The full Code of Practice is published online at:

www.gradschool.uts.edu.au/policies/supervision.html

Commercial Activities of the University

The *University of Technology, Sydney Act 1989* No 69, s6 (3(a)) states that ‘the University may exercise commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others’.

The Commercial Activities Committee advises Council on all matters relating to the University’s commercial activities, and takes action as appropriate, to assess, approve, monitor and report on UTS commercial activities.

Note: The Commercial Activities policy of the University is available online at:

www.uts.edu.au/div/publications/policies/select/commercialactivities.html

Environment, Health and Safety Policy and Management System

The University is committed to providing a safe and healthy workplace for students, staff and visitors. UTS will adopt a responsible approach towards protecting and sustaining the environment.

The UTS Environment, Health and Safety (EHS) Management System is based on a University-wide EHS Strategic Plan and faculty and unit-based EHS Plans. The Strategic Plan outlines the systems and programs which will enable it to effectively and efficiently manage risks to the environment, health and safety. The implementation mechanism for these programs, EHS Planning, provides a flexible approach to the adoption of EHS programs and procedures that are appropriate and workable in each faculty and unit. Each faculty or unit develops an EHS Plan which lists the practical procedures in place for managing hazards, accidents, emergencies, waste. The faculty/unit EHS Plan also includes specific responsibilities, co-ordination and consultation mechanisms as well as the process for provision of information and training.

For further information see the EHS website at:

www.ehs.uts.edu.au

Handling Student Complaints

The University is committed to providing a learning and working environment in which complaints are responded to promptly and with minimum distress and maximum protection to all parties. All students and staff have a responsibility to contribute to the achievement of a productive, safe and equitable study and work environment at UTS.

Principles for complaint handling at UTS

The University’s complaint handling procedures for students are based on confidentiality, impartiality, protection from victimisation and prompt resolution wherever possible. The initial approach will be to resolve the complaint at the lowest possible level of management.

Students have a responsibility not to make complaints with a mischievous or malicious intent, to participate in the grievance resolution process in good faith, to cooperate in any investigation process and to assist in reaching a satisfactory resolution wherever possible.

What is a complaint?

In a large and complex community such as UTS, interactions between students and staff are many and varied. The University recognises that critical comment and response are integral to improve the quality of educational programs and community life. In some cases, students may feel that they have experienced unreasonable treatment or disadvantage which they want to make a complaint about.

A statement of concern becomes a grievance when it is reported to a person in authority at UTS and the student requests a specific action or outcome, or when UTS policies and procedures require action. A grievance can be about a situation, a process, a person or people.

General feedback and comment from students and staff about administration, academic programs and services would not normally be viewed as a grievance unless specific action was requested.

Students may make a complaint about other students of the University; staff; visitors to the University; or external parties who students may interact with in the course of their University studies (e.g. as part of an approved work experience program/industrial or clinical placement, etc.). Students may make a complaint about any matter which relates to their program of study at UTS even if the incident which is the basis of the complaint did not occur on campus, e.g. incidents arising from field trips, external placements, exchanges, UTS social functions, etc.

Steps in the student complaint process

If the matter is about study, academic or administrative decisions students should raise their complaint directly with the person concerned if they feel comfortable doing so. If this does not successfully resolve the complaint, the matter should be referred to another person in authority within the Faculty or School. If the complaint relates to an administrative or support service within the University, students should approach the Director of the Unit. When all these avenues have been used but have been unsuccessful in resolving the complaint, the student's complaint can be taken to the Office of the Student Ombud.

If the matter relates to allegations of unlawful behaviour, for example, discrimination, harassment, assault, etc., students should contact the Equity and Diversity Unit.

If the complaint is about a staff member, students should take the complaint to a person in authority in the Faculty or Unit where the staff member works.

If the complaint is about another student, students should take the complaint to a person in authority in the Faculty or Unit where the matter that led to the complaint occurred.

If the complaint is about a person external to the University (such as someone from a field trip, etc.) students should take the complaint to a person in authority in the Faculty or Unit coordinating the program.

If the complaint is about the UTS Students' Association, the UTS Union or Insearch (or other organisations affiliated with UTS) students should take the complaint to a person in authority in these organisations.

If a student is not satisfied with the outcome, they can take their complaint to the Registrar.

Students may also wish to seek advice and assistance in lodging a complaint from one of the specialist support units of the University – the Equity and Diversity Unit (if the complaint relates to illegal discrimination or harassment) or the Student Services Unit (for counselling and support). The Students' Association also provides advice and advocacy for students. Refer to the entries about these specialist units in Chapter 2 of this Calendar.

Online information is available at:

www.equity.uts.edu.au/students/studhelp.html

Note: The Handling student complaints policy is published online at:

www.uts.edu.au/div/publications/policies/select/complaintspol.html

Human Resources Policies

In order to meet the University's vision outlined in the UTS Statement of Strategic Directions, Setting the Pace, UTS will need to foster an environment for staff which will challenge, develop and support them at work. The success of the University in achieving its objectives is dependent upon its ability to attract, motivate, retain and develop staff of high quality.

The information contained in these policies and guidelines provides a framework for human resources at UTS. They enable managers and supervisors to fulfil their human resources responsibilities effectively by providing parameters and guidance for decision-making. The availability of the policies and guidelines online provides staff with user-friendly and accessible information.

The policies and guidelines are also available in hard copy and individual copies of documents or additional copies of the Human Resources Manual may be obtained from the Policy and Planning Branch of the Human Resources Unit, telephone (02) 9514 1092, or visit the website at:

www.hru.uts.edu.au/policy/index.htm

Information Technology Security

The University of Technology, Sydney acknowledges an obligation to ensure appropriate security for all its information technology data, equipment, and processes. All members of the University share this obligation to some extent. The policy is an overall statement of IT security principles for the University. The Policy provides at a high level the measures and controls to protect corporate information.

Note: The Information Security Policy is published online at:

www.uts.edu.au/div/publications/policies/select/itsecurity.html

Prevention of Harassment

UTS is committed to ensuring that all students and staff are treated fairly and equitably, and can work and study in an environment free of harassment. Discrimination, harassment and victimisation are unlawful, undermine professional relationships, diminish the experience of university life, and will not be tolerated at UTS.

All students and staff have a responsibility to contribute to the achievement of a productive, safe and equitable study and work environment by avoiding practices which lead to, support, or condone harassment. This responsibility extends to all campus participants:

- students (including local, international and exchange students)
- academic and support staff (including continuing, contract or casual, visiting appointments, guest lecturers)
- sub-contractors working on campus

- visitors to the University, and
- people external to UTS who students or staff interact with as part of their work or study, e.g. in work experience, industrial or clinical placements, exchanges or work-based learning units.

Managers and supervisors are accountable for ensuring that staff and students understand their rights and responsibilities in relation to this policy.

The University's procedures for handling complaints are based on confidentiality, impartiality, procedural fairness, protection from victimisation and prompt resolution. Any complaints of harassment will be dealt with promptly, seriously, and without victimisation of those involved. Processes for handling complaints are outlined in the policy on handling staff grievances (for complaints made by staff), and the policy on handling student complaints (for complaints made by students). Disciplinary action may be taken against students or staff who are found to have harassed other students or staff.

Staff experiencing harassment should refer the matter to an immediate supervisor in the first instance, or seek confidential information and advice from the Equity and Diversity Unit, or the Human Resources Unit. Staff may also wish to contact their union.

Students should seek advice from the Equity and Diversity Unit (if the complaint relates to unlawful harassment), telephone (02) 9514 1084, or the Student Services Unit (for counselling and support related to any complaint), telephone (02) 9514 1177. The Students' Association, telephone (02) 9514 1155, also provides advice and advocacy for students.

Online information is available at:

www.equity.uts.edu.au/unit/discrim.html

Note: The policy on Prevention of Harassment is published online at:

www.uts.edu.au/div/publications/policies/select/prevention.html

Reporting Fraud, Corruption, Maladministration and Serious and Substantial Waste

The Reporting of Fraud, Corruption, Maladministration and Serious and Substantial Waste Policy sets out the University's commitment to encourage an environment free of the above. It outlines procedures for staff to

report suspected instances of fraud, corruption, maladministration and serious and substantial waste. The policy also provides for the proper investigation of the matter and protection from reprisals.

Note: The full policy is available online at: www.uts.edu.au/div/policy/7_4.pdf

Further information on reporting can also be found online at:

www.pru.uts.edu.au/preventing/index.html

Or by contacting the Leader, Integrity Systems on (02) 9514 2833.

Research Ethics and Safety at UTS

Research ethics and safety has assumed increasing prominence within universities, as the amount of relevant legislation and guidelines has grown. Currently, UTS has three research ethics and safety committees:

- Animal Care and Ethics Committee (jointly with UTS/RNSH)
- Biosafety Committee
- Human Research Ethics Committee.

The Ethics Secretariat, located in the Research and Commercialisation Office, is responsible for supporting these committees.

Further information relating to research ethics and safety, including the latest UTS policies, guidelines, forms and other information, can be obtained from the Research Ethics Officer, (02) 9514 9615 or from the website:

www.uts.edu.au/research/policies/ethics.html

Staff Grievances at UTS

UTS aims to provide a learning and working environment in which complaints are responded to promptly, with minimum distress and maximum protection to all parties.

A grievance can be about a situation, a process, a person or people. A statement of concern becomes a grievance when it is reported to a person in authority at UTS and the grievant requests a specific action or outcome, or when UTS policies and procedures require action. General feedback and comment about administration, programs and services would not normally be viewed as a grievance unless specific action was requested.

UTS is governed by two main grievance policies, which embed best-practice principles into UTS grievance handling practice. These

policies emphasise the importance of attempting to resolve an issue at the lowest appropriate level of management.

1. UTS Policy on the Handling of Staff Grievances (policy 6.12):
www.hru.uts.edu.au/manual/6man_dev/mandev.html#6.12
2. UTS Policy on the Handling of Student Complaints:
www.uts.edu.au/div/publications/policies/select/complaintspol.html

Also see the UTS grievance handling website: www.grievancehandling.uts.edu.au

Managers, staff and students can obtain advice from a number of specialist units within UTS:

Interpersonal, employment conditions, child protection

Human Resources Unit
telephone (02) 9514 106

www.hru.uts.edu.au/index.html

Workplace health and safety

HRU Environment, Health and Safety Branch
telephone (02) 9514 1326

www.hru.uts.edu.au/ehs

Discrimination or harassment

Equity and Diversity Unit
telephone (02) 9514 1084

www.equity.uts.edu.au

Personal and property safety

Security Services Unit
telephone (02) 9514 1192

University Consulting

The University's policy on consulting promotes interaction with industry, business and government and provides guidelines for staff seeking to engage in such professional activity. All consulting activity requires the approval of the staff member's supervisor. The University has established a wholly owned subsidiary, accessUTS Pty Limited, for management of the University's consultancy.

Inquiries regarding consulting may be directed to the Chief Executive Officer, accessUTS Pty Limited, telephone (02) 9514 1432. Where consultancy work is primarily contract research inquiries may also be directed to the Office of

the Pro-Vice-Chancellor (Research), telephone (02) 9514 1257.

Wingara Aboriginal and Torres Strait Islander recruitment and career development strategy 2003–2005

UTS is strongly committed to implementing strategies that help redress the past exclusion of Aboriginal and Torres Strait Islander people from Australian universities. *Wingara* (an Eora word meaning 'to think') aims to increase permanent employment opportunities for Indigenous Australians in a wide range of occupations and levels, in both academic and general staff classifications, across all UTS campuses. The goal is to create a staff profile that is representative of the community which UTS serves and which exceeds the 2% target of the NSW State Government. The *Wingara* Strategy also provides training and professional development opportunities to further their career aspirations and cross-cultural training to support Indigenous staff in their employment.

A joint management committee with representatives from the Aboriginal community, the University and external funding agencies guides the strategy.

Inquiries

Equity and Diversity Unit
CB01.17.22
City campus
telephone (02) 9514 1084

www.equity.uts.edu.au/resources/wingara.html

Note: This Strategy is published online at:
www.uts.edu.au/div/publications/policies/wingara.html

Work, Study and Carers' Responsibilities

UTS is committed to providing an accessible, supportive and flexible environment for all staff and students, including those with carers' responsibilities. UTS recognises that:

- the responsibilities of a carer impacts on all aspects of their life
- carers' responsibilities affect both men and women
- care relationships are diverse

- students and staff should have access to the same educational and employment conditions regardless of their carers' responsibilities.

Provisions for children on campus

UTS is committed to:

- supporting and providing child care facilities for all students and employees who need them
- providing facilities which are accessible to those who are accompanied by children and which are, where practicable, compatible with children's use
- recognising the occasional need for students to bring children onto the University campus
- ensuring that leave and benefits will be reasonably provided to accommodate the competing roles of students and employees with respect to these responsibilities
- recognising the occasional need for staff and students to take their children into the Library, Union or any other non-teaching areas subject to any regulations which may apply in those areas.

Note: Children may not be admitted to some areas, such as workshops and laboratories, which are intrinsically hazardous.

Provisions for students who have carers' responsibilities

If a student is the primary carer and this is likely to detrimentally affect their ability to deal with their studies in the same way as other students, then the student may consult an Academic Liaison Officer (ALO) about arrangements that can be put in place to help them cope with their studies.

Provisions for staff with carers' responsibilities

UTS provides a range of strategies to support the needs of staff with carers' responsibilities, including:

- personal leave
- family leave
- parental leave
- temporary transfer to fractional employment
- flexi-time.

Inquiries

Equity and Diversity Unit
CB01.17.22
City campus
telephone (02) 9514 1084

www.equity.uts.edu.au/resources/carers.html

Many of these policies are published online at:
www.uts.edu.au/div/publications/policies

COMPLIANCE WITH STATUTORY AND REGULATORY OBLIGATIONS

UTS must comply with legislative obligations under both the UTS Act and various Commonwealth and State government legislation. Some of the most pertinent of these are listed below to assist students and staff, however this list is by no means inclusive of all the University's statutory obligations. Staff and students are encouraged to become more aware of their own and the University's obligations by reviewing relevant legislation on the AustLII site at:

www.austlii.edu.au

Anti-Discrimination Act 1997

The University is bound by the provisions of the *Anti-Discrimination Act 1977* (NSW) and requires the behaviour and actions of all staff and students to be consistent with provisions of the Act and the policies of the University.

In terms of the University's activities, the primary issues are that it is against the law to treat a person unfairly on the basis of their responsibilities as a carer, their race, sex, disability, age, marital status, homosexuality, transgender status or that of a relative or associate in relation to:

- employment
- provision of goods and services
- education
- accommodation.

Staff who supervise other staff or students should familiarise themselves with their responsibilities by reference to the Human Resources Manual and the University's equity and diversity policies. These can be accessed on the websites at:

www.hru.edu.au

www.equity.uts.edu.au

Students should be aware that the University disciplinary rules will be invoked where a student displays unacceptable behaviour in relation to either other students or staff.

Child protection legislation

Prohibited person declaration

In accordance with New South Wales child protection legislation, students participating in practical training placements which require them to have direct contact with children under 18 in designated child-related employment areas are required to complete a Prohibited Employment Declaration form on enrolment. In some circumstances students may also be subject to employment screening. Screening is carried out only with students' consent. Eligibility for participation in such programs is determined on the basis of information obtained through these checks.

Nursing students

All Nursing students must complete a Prohibited Employment Declaration, undergo a Criminal Record Check and receive a NSW Health Department Clearance prior to undertaking a nursing practice placement. The check is conducted by the NSW Police Service and coordinated by the NSW Health Department. A consent form authorising this check must be completed, signed and lodged with the Faculty of Nursing, Midwifery and Health. Any refusal by a student to undergo this check may result in the student being unable to complete the course requirements.

Education students

Students participating in internship or associate teacher programs which require them to supervise students without the presence of a qualified teacher are subject to a Working with Children Check by the NSW Department of Education and Training.

On the basis of these checks, eligibility for participation in such programs is determined. It is expected that such security checks will also apply to schools other than NSW departmental schools.

Working with Children Checks will be carried out only with a student's consent. Each student is also requested to complete a Consent to Employment Screening form. Any refusal by a student to undergo these checks may result in that student being unable to complete the course requirements.

Further information is available online at:
www.kids.nsw.gov.au

Copyright Act 1968

The University is bound by the provisions of the *Copyright Act 1968* (Cwth). The University and its academic staff are both a producer and consumer of copyright materials and all staff and students are required to respect the rights of other copyright owners.

The Copyright Act contains specific provisions for the purposes of research and study and criticism and review. This allows a reasonable portion of a copyright work to be copied for those purposes. The underlying assumption of the provisions are that you are making a copy for your own use. It is not relevant for the provision of classroom materials.

For a book, a reasonable portion would be one chapter or 10 per cent (whichever is the greater amount). In the case of a journal, the amount is one article from any one issue of the journal, unless there is more than one article on the same topic, in which case more than one article can be copied.

For the internet, the portions are 10 per cent of the number of words in the work. If it is divided into chapters then one chapter may be copied.

Material on the internet, email, artworks and music may all be subject to copyright.

Music downloaded from websites which contain illegal copies has been topical over the last 12 months. Both students and staff should be aware that to load illegally copied music onto a University computer will render them liable to disciplinary action by the University as well as prosecution for infringement of copyright.

The University has licence agreements with The Copyright Agency Limited (CAL) for print material and with Screenrights for film and video copyright owners. Both organisations have websites, which provide useful information:

www.copyright.org.au

www.screen.org

The University also has a website which provides responses to frequently asked copyright questions:

www.gsu.uts.edu.au/copyright/index

Freedom of Information Act (FOI) 1989

All universities in NSW are bound by the *Freedom of Information Act 1989* (NSW). The purpose of this Act is to enshrine and protect the three basic principles of democratic government: openness, accountability and responsibility. Under the Act, individuals have the right to:

- apply for access to information held by government agencies
- ensure that records held by government agencies are complete, correct and up-to-date.

UTS fully supports the objectives of this Act and will strive to meet all reasonable requests for access to information or to amend personal records. Pursuant to the Act, the University publishes a Statement of Affairs (which describes the structure and functions of UTS) and a Summary of Affairs (which lists the University's policy documents). Individuals who require further or more specific information may have to lodge a formal application under the Act. Prospective applicants should contact the FOI Coordinator, who can advise them about other avenues for obtaining information or can provide them with the appropriate form.

The UTS Statement of Affairs, Summary of Affairs and information about the Act are available from the FOI Coordinator.

Further information is available online at:

www.nswombudsman.nsw.gov.au

For FOI inquiries at UTS, contact:

Stephanie Garland, Senior Governance Adviser

Governance Support Unit

CB01.4A, City campus

telephone (02) 9514 1225

fax (02) 9514 1295

Privacy and Personal Information Protection Act 1998

UTS is bound by the *Privacy and Personal Information Protection Act 1998* (NSW). The purpose of this Act is to protect and regulate the collection, use and storage of personal information held by government agencies. There is some overlap between this Act and the FOI Act. In particular, the *Privacy and Personal Information Protection Act 1998* aims to protect and regulate the use of personal information

held by UTS and under the Act an individual may access that personal information. Again, the University fully supports the objectives of this Act and has policies in place both to facilitate access to one's personal records and to protect the privacy of students and staff.

In 2004 the *Health Records and Information Privacy Act (NSW)* will commence.

Further information is available online at:
www.lawlink.nsw.gov.au

State Records Act 1998

Universities in NSW are covered by the *State Records Act 1998* (NSW). Agencies covered by the Act are required to delegate responsibility for records management to all levels. For the University this includes the Chancellery, faculties, institutes, centres, units etc, and all staff, whether academic or support.

The University is also required to have a Records Management Program and appropriate infrastructure to support records management activities across the whole agency.

Key requirements of the Act include:

- the creation and maintenance of full and accurate records of all business activities of the University, whether undertaken by an individual staff member at a unit level, or by a major committee at a University level
- maintaining appropriate accessibility of records by ensuring the existence and location of a file is recorded and maintained
- accessibility of electronic and technology-dependent records are appropriately managed, ensuring they can be accessed over time
- records are not destroyed without appropriate authorisation or consultation with disposal authorities and consideration of the University's legal, financial and administrative requirements
- access and security of records is maintained, with records over 30 years of age subject to Access Directions lodged with the State Records Authority.

For more information on the Standards and Guidelines issued by the State Records Authority for State Agencies, see their website at:

www.records.nsw.gov.au

University Records has developed a policy and various procedure to enable all areas of the University to manage their records appropriately.

Inquiries

Deborah Edwards
 Governance Support Unit
 CB01.4A, City campus
 telephone (02) 9514 1245
 fax (02) 9514 1295
 email deborah.edwards@uts.edu.au
www.gsu.uts.edu.au/records

UTS Disability Action Plan

The UTS Disability Action Plan reflects the University's commitment to providing equitable access to education, employment and University facilities for people with a disability. Promoting inclusive practices to all members of the University community is integral to the plan. A new Disability Action Plan was implemented in 2003, enabling UTS to continue meeting its obligations under the *Disability Discrimination Act 1992* (Cwlth).

Associated organisations of UTS are also required to comply with the obligations of the Act and are encouraged to support and participate in the University's Disability Action Plan.

Inquiries

Equity and Diversity Unit
 CB01.17.22
 City campus
 telephone (02) 9514 1084
www.equity.uts.edu.au/resources/da.html

Note: The UTS disability action plan is also published online at:

www.uts.edu.au/div/publications/policies/select/disable.html

INDEX

A

- Abbreviations of UTS Awards
 - see* Courses available in 2004 117
- Aboriginal and Torres Strait Islander people 56
 - Admission Scheme 41
 - Abstudy 62
 - Board of Studies for Aboriginal Education 31
 - Jumbunna Indigenous House of Learning 53, 93, 148, 225
 - UTS Reconciliation Statement 421
 - Wingara Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy 56, 428
- Absence from entire formal examination, Rules relating to 297
- Academic Administration Committee 29
- Academic attendance and progression 44
- Academic Board
 - Act, in UTS 252
 - Appeals Committees of
 - Membership 29
 - Rules 333
 - Chair and Deputy Chair 355, 373
 - Committees of 29, 357, 378
 - Elections, rules relating to 351, 353, 354, 356
 - Functions and powers 356
 - List of members 27
 - Relationship to Council 356, 358
 - Rules relating to 353
 - Rules, in By-law 280
 - Standing Orders 373
 - Student participation 71
- Academic dress 66
- Academic Liaison Officers (ALOs) 52
- Academic misconduct including examination malpractice, Rules relating to 297
- Academic Pathways (Insearch) 75
- Academic structure 6, 20
- Acceptable use of information technology facilities, policy 386
- accessUTS
 - Board of Directors 33
 - Staff 246
- Act, *University of Technology, Sydney, Act 1989 No 69* 249
 - Part 1 Preliminary 249
 - Part 2 Constitution and functions of the University 249
 - Part 3 The Council, authorities and officers of the University 250
 - Part 4 Functions of Council 253
 - Division 1 General 253
 - Division 2 Property 254
 - Division 3 Commercial activities 255
 - Part 5 General 257
 - Schedule 1 Provisions relating to members and procedure of the Council 259
 - Schedule 2 Investment 261
 - Schedule 3 Savings and transitional provisions 263
 - Part 1 Interim Council 263
 - Part 2 Savings 264
 - Part 3 Provisions consequent on enactment of *Universities Legislation Amendment (Financial and Other Powers) Act 2001* 265
- Admission scheme for Aboriginal and Torres Strait Islander students 41
- Admission with advanced standing, subject exemption, credit transfer or recognised prior learning 44, 68, 322
 - Policy 405
 - Rules 302
- Admission, eligibility for 40, 304, 308, 311, 314, 320, 328
- Advice to students on good academic practice 388
- Advice to students on UTS rules and policies 46
- Alumni and Graduate Connections 67
- Anti-Discrimination Act 1997* 429
- APACE Village First Electrification Group 115
- Appeal against assessment grades, Rules relating to 299
- Appeals against assessment grades 45
- Appeals Committee (Non-disclosure) (of Academic Board), Rules relating to 332
- Appeals Committees of Academic Board 29, 330
- Application of the Rules 286
- Application requirements 39
- Assessment procedures 422
- Associate Deans
 - Accountabilities of 383
 - Term and appointment of 383
- Associated organisations 74
- Attendance requirements, Rules relating to 292
- Audit and Review Committee 24
- AustLII 105, 208
- Australian Postgraduate Awards (APA) 147
- Australian Technology Network 68
- Australian Technology Park Innovations Pty Ltd (ATPi) 114
- AV-CC credit transfer 407
- Awards and graduation 45
- Awards and graduation, Rules relating to 300

B

- BELL Program 52
- Bequests and Donations to the University 146
- Boards of controlled and other entities associated with UTS 33

- By-Law, UTS 269
 By-law, Creation of (in Act) 257
 Chapter 1 – Preliminary 270
 Chapter 2 – The Council 271
 Chapter 3 – Membership of Convocation 279
 Chapter 4 – Rules 280
 Chapter 5 – Miscellaneous 281
- C**
- Calendar of dates 14
 Autumn Semester, 2004 14
 Spring Semester, 2004 16
 Semester dates for 2005 18
- Careers Service 51
- Categories of students, Rules relating to 286
- Centre for Health Economics Research and Evaluation (CHERE) 98, 188, 213
- Centres of Enterprise, Research and/or Community Service 104
 Australian Centre for Event Management 105, 188
 Australian Centre for Independent Journalism 105, 203
 Australian Centre for Public Communication 106, 203
 Australian Centre for Public History 106, 203
 Centre for Australian Community Organisations and Management 107, 188
 Centre for e-Business and Knowledge Management 107
 Centre for Ecotoxicology 108, 220
 Centre for Electrical Machines and Power Electronics 108
 Centre for Family Health and Midwifery 109, 212
 Centre for Forensic Science 109
 Centre for Health Services Management 109, 212
 Centre for Language and Literacy 110, 195
 Centre for Local Government 110, 200
 Centre for Object Technology Applications and Research 111
 Centre for Popular Education 111, 196
 Centre for Research and Education in the Arts 111, 196
 Centre for Research on Provincial China 112
 Complex Systems Research Centre 112, 189
 National Centre for Groundwater Management 113, 200, 221
 The Australasian Legal Information Institute (AustLII) 105, 208
 The Australian Centre for Cooperative Research and Development 105, 188
 UTS Community Law and Legal Research Centre 113, 209
 UTS Training and Development Services 114, 195
- Chancellor 23, 251, 261, 270, 271, 349, 351, 370
 Chancellor's Award 147
- Change of address, Rules relating to 292
 Chaplaincy 52
 Chemistry Learning Resources Centre 55
 Child care 55
 UTS Child Care Inc Board 33
 Child protection legislation 429
 Children on campus 428
 Code of conduct – staff 390
 Code of Practice for Supervisors, Advisors and Research Degree Candidates 424
 Commercial activities 76, 249, 255, 250, 424
 Commercial Activities Committee 25
 Commercial Activities of the University 424
 Commercial functions 249
 Committee structure chart 21
 Committees of Council 24
 Commonwealth Scholarship and Fellowship Plan Awards 148
 Community Connections 67
 Compliance with statutory and regulatory obligations 429
 Conduct of students, Rules relating to 290
 Controlled entities 253
 Convocation 67, 252, 257, 273, 275, 278, 279, 280
 Co-op Bookshop 76
 Cooperative Research Centres 102
 CRC for Enterprise Distributed Systems Technology (DSTC Pty Ltd) 102, 206
 CRC for Satellite Systems 103
 CRC for Sustainable Tourism (CRC Tourism) 103, 188
 CRC for Technology Enabled Capital Markets 104, 189
Copyright Act 1968 430
 Correspondence, Rules relating to 292
 Council of the University
 Act 250
 Attendance at 371
 By-law 271
 Committees of 24, 260, 372
 Constitution 250
 Council, authorities and officers of the University 250
 Elections 271, 351
 Functions of 253
 Investment powers 261
 Liability of 261
 List of members 23
 Powers of Council 254, 349
 Presiding member 261, 349
 Provisions relating to members and procedure of 259
 Rules relating to 349
 Standing Orders 370
 Student participation 71, 275
 Term of office 259, 277
- Counselling 51
 Course and subject variation 44
 Course transfer, Rules relating to 294

- Courses 5
 - Available in 2004 117
 - Short courses 117
- Courses Accreditation Committee 30
- Coursework Students Appeals Committee (of Academic Board), Rules relating to 330
- Cross-Faculty courses 142
- Cross-institutional and non-award study 40
- Cultural Gifts Program 146

D

- Deans
 - Accountabilities of 383
 - List of 22, 180
 - Term and appointment of 383
- Deferment 42, 288
- Delegations 253, 365
- Deputy Chancellor 23, 270, 349
- Deputy Vice-Chancellor 270
- Discipline and Appeals for students 337
 - Guidelines 408
 - Guidelines on penalties 412
 - Rules 337
- Doctoral degree students, Rules relating to 320
- Double, combined, cross-institutional and cross-faculty degrees 393

E

- Educational access and assistance schemes 40
- Emergency procedures 68
- Emeritus Professors of the University 34
- Endowments, prizes and scholarships 146
- English Language Study Skills Assistance (ELSSA) Centre 53, 93, 231
- Enrolment 41
- Environment, Health and Safety Policy and Management System 424
- Environment, health, safety and security 68
- Equity and diversity at UTS 5, 56
- Equity Reference Group 25
- Ethnic Affairs Priorities Statement 57
- Examination timetables, Rules relating to 295
- Examinations
 - Formal examinations and results 44
 - Rules relating to 295
- Elections
 - By-law (Council) 271
 - Faculty Board 351, 353, 381
 - Rules 351
 - Standing Orders 375
- Ethics
 - see* Research Ethics and Safety at UTS 427
- Exchange student scheme, international 78
- Executive Committee, Academic Board 29
- Executive Committees 32

F

- Facilities hire 69
- Faculty Boards 351, 380
- Faculty management 379
 - Deans, Associate Deans and Heads of School, Accountabilities of 383
 - Deans, Associate Deans and Heads of School, Term and appointment of 383
 - Responsible Academic Officers, Responsibilities of 383
- Faculty of Business 80, 88
 - Courses 118
 - Prizes and scholarships 149
 - Staff 181
- Faculty of Design, Architecture and Building 80, 88
 - Courses 121
 - Prizes and scholarships 154
 - Staff 190
- Faculty of Education 81, 88
 - Courses 123
 - Prizes and scholarships 158
 - Staff 193
- Faculty of Engineering 81, 89
 - Courses 126
 - Prizes and scholarships 159
 - Staff 197
- Faculty of Humanities and Social Sciences 82, 90
 - Courses 129
 - Prizes and scholarships 164
 - Staff 201
- Faculty of Information Technology 82, 90
 - Courses 131
 - Prizes and scholarships 166
 - Staff 203
- Faculty of Law 83, 91
 - Courses 133
 - Prizes and scholarships 168
 - Staff 207
- Faculty of Nursing, Midwifery and Health 83, 91
 - Courses 135
 - Prizes and scholarships 170
 - Staff 209
- Faculty of Science 84, 92
 - Courses 137
 - Prizes and scholarships 171
 - Staff 215
- Fees and charges
 - Payment of fees and charges 42
 - Postgraduate course fees 42
 - Refund of fees 42
 - Student service fees and charges 42
- Fellows of the University 34
- Finance Committee 25
- Financial assistance 51
- Financial assistance 61
- Free Speech Statement 2
- Freedom of Information Act (FOI) 1989* 430

G

- General Rules of The University 349
 - Academic Board 353
 - Council, the Chancellor, Deputy Chancellor and Vice-Chancellor 349
 - Election of Chancellor and Deputy Chancellor and for Academic Board and Faculty Board elections 351
 - Equipment loans 365
 - Intellectual property 364
 - Official publications 367
 - Register of delegations 365
 - Seal and the University emblem 365
 - Staff discipline and appeal committees 357
 - Use of the University Library 360
 - Witnessing and witnessed statements 365
- Governance Committee 26
- Grading of awards, Rules relating to 302
- Graduate Certificate/Graduate Diploma students, Rules relating to 308
- Graduate Connections 67
- Graduate Networks 67
- Guidelines for the award of UTS medals 394
- Guiding principles 6

H

- Handling Student Complaints 424
- Health 51
- Higher Doctorates, Rules relating to 328
- Higher Education Contribution Scheme (HECS) charges 61
- Honorary Awards Committee 26
- Honorary Doctorates 34
- Housing 51
- Human Resources Policies 425

I

- IDP Education Australia
 - see* Australian Centres for Education and Training 85
- IELTS test 79
- Illness or misadventure during a formal examination, Rules relating to 296
- Illness or misadventure during a Teaching Period, Rules relating to 297
- Independent Arbitrator (Rule 2.2.5.8) 300
- Information Technology Division – IT Services @ UTS 50
- Information Technology Security 426
- inpUTS Educational Access Scheme 40, 43
- Insearch Limited 84
 - Insearch China 84
 - Insearch Limited Board 33
 - Staff 246
- Institute for Information and Communication Technologies 95
 - Staff 229

- Institute for Interactive Media and Learning (IML) 94
 - Staff 230
- Institute for International Studies 78
 - Board of Studies 31
 - Courses 41, 141
 - Staff 224
- Institute for Nanoscale Technology 96
 - Staff 229
- Institute for Sustainable Futures 73, 94
 - Staff 227
- Institute for the Biotechnology of Infectious Diseases 95
 - Staff 218, 228
- Institute for Water and Environmental Resource Management 97
 - Staff 220, 229
- Institutes 94
- Intellectual property 364, 395
- International activities 77
 - Faculty initiatives 80
- International Exchange Student Scheme 78
- International Office 79
 - Staff 226
- International Postgraduate Research Scholarships 148
- International profile 5
- International students 79
- Interpretation, Rules relating to 286
- Introduction to UTS 5

J

- Jumbunna Indigenous House of Learning 53, 93
 - Scholarships 147, 148
 - Staff 225
 - Student Support Unit 53

K

- Key University Research Centre for Built Infrastructure Research 98
- Key University Research Centre for Corporate Governance 99, 189
- Key University Research Centre for Cultural Studies – Trans/forming Cultures 100, 203
- Key University Research Centre for Health Technologies 100
- Key University Research Centre for Innovative Collaborations, Alliances and Networks (ICAN Research) 101, 189
- Key University Research Centre for Organisational, Vocational and Adult Learning (OVAL Research) 101, 195
- Key University Research Centre: Quantitative Finance Research Centre 102, 189
- Key University Research Centres 98
- Kuring-gai campus
 - Child care 55
 - Contacts 8
 - Kuring-gai staff network 67
 - Library 50

L

- Language and culture teaching 78
- Language standards required for admission 401
- Leave of absence, Rules relating to 294
- Legal services for students
 - see UTS Community Law and Legal Research Centre 113
- Library, the University 48
 - Rules relating to 360
 - Staff 231

M

- Maps 9
- Master's degree by coursework students, Rules relating to 311
- Master's degree by thesis students, Rules relating to 313
- Mathematics and ICT Study Centre 54
- Medical certificates, Rules relating to 297
- Memoranda of Understanding 79
- Mission Statement 6

N

- New in 2004 4
- Non-award students, Rules relating to 335
- Non-award study 40
- Non-discriminatory language 2
- North Shore Conference Centre 70
- Noticeboards, Rules relating to 292

O

- Object and functions of the University 5, 249
- Organisational structure chart 20
- Orientation 51
- Other academic units 93
- Other organisations 114

P

- Parking at UTS 57
- Payment of fees, charges and money, Rules relating to 289
- Peer Network Program 51
- People with disabilities 51, 57, 295, 431
- Physics Learning Centre 54
- Policies and guidelines 385
- Postgraduate assistance 63
- Postgraduate awards (scholarships and prizes) 147
- Postgraduate courses 117
- Postgraduate Coursework Equity Scholarships 148
- Postgraduate discontinuation of registration 45
- Postgraduate Education Loans Scheme (PELS) 61
- Postgraduate Research Students Appeals Committee (of Academic Board), Rules relating to 330

- Prevention of Harassment 426
- Principal Officers of the University 22
- Privacy and Personal Information Protection Act 1998* 430
- Privacy of student records, policy 403
- Prizes
 - see Donations, endowments, prizes & scholarships 146
- Pro-Chancellors 23, 351
- Professional Experience Appeals Committee (of Academic Board), Rules relating to 331

R

- Radio 2SER (107.3 FM) 70
- Readmission to the University, Rules relating to 295
- Recognition of prior learning, policy 405
- Recognition of prior learning, Rules relating to 302, 322
- Registered students
 - see Registration and enrolment 288
- Registrar 270
- Registration and enrolment, Rules relating to 288
- Reporting Fraud, Corruption, Maladministration and Serious and Substantial Waste 426
- Research and Commercialisation Office 71, 227
- Research and Development 6, 71
- Research Ethics and Safety at UTS 427
- Responsible Academic Officer 383
- Results and Grades, Table of 422
- Results 44
- Rules 285
- Rules, Creation of 258, 280, 281
- Rules of the University relating to
 - Academic Board 353
 - Academic progression 306
 - Appeals Committees of Academic Board 330
 - Appeals Committees of Academic Board, General Procedures 333
 - Council, the Chancellor, Deputy Chancellor and Vice-Chancellor 349
 - Discipline and Appeals for Students 337
 - Doctoral Degree Students 320
 - Election of Chancellor and Deputy Chancellor and for Academic Board and Faculty Board elections 351
 - Equipment Loans 365
 - Graduate Certificate/Graduate Diploma Students 308
 - Higher Doctorates 328
 - Intellectual Property 364
 - Master's Degree by Coursework Students 311
 - Master's Degree by Thesis Students 313
 - Non-Award students 335
 - Official Publications 367
 - Register of Delegations 365
 - Seal and University Emblem 365
 - Staff Discipline and Appeals Committees 357
 - Students 286
 - Students Enrolled in all Award Courses 288

Rules of the University relating to (cont.)
 Students Enrolled in External Award
 Courses 334
 Students Enrolled in Particular Award
 Courses 304
 Undergraduate Award Students 304
 Use of the University Library 360
 Witnessing and Witnessed statements 365
 Rules, Promulgation of 281

S

Scholarships
see Donations, endowments, prizes &
 scholarships 146
 Seal of the University 257, 365
 Services for students 48
 Short courses 117
 Special admissions 41
 Special examinations, Rules relating to 297
 Special Needs Service 51
 Staff Grievances at UTS 427
 Staff lists, Faculties
 Business 181
 Design, Architecture and Building 190
 Education 193
 Engineering 197
 Humanities and Social Science 201
 Information Technology 203
 Law 207
 Nursing, Midwifery and Health 209
 Science 215
 Staff lists, other 223
 accessUTS Pty Ltd 246
 Building Capability Project 241
 Deans 22, 180
 Division of the Chief Financial Officer 234
 Division of the Executive Director
 (Organisational Support) 241
 Division of the Pro-Vice-Chancellor
 (Research) 227
 Division of the Pro-Vice-Chancellor (Teaching
 and Learning) 230
 Division of the Pro-Vice-Chancellor and Vice-
 President (International) 226
 Division of the Vice-Chancellor and
 President 223
 Division of the Deputy Vice-Chancellor and
 Vice-President 224
 English Language Study Skills Assistance
 (ELSSA) Centre 231
 Equity and Diversity Unit 225
 Facilities Management Unit 234
 Financial Services Unit 236
 Governance Support Unit 237
 Graduate Connections Unit 223
 Human Resources Unit 241
 Information Technology Division 242
 Insearch Ltd 246
 Institute for Information and Communication
 Technologies 229

Institute for Interactive Media and
 Learning 230
 Institute for International Studies 224
 Institute for Nanoscale Technology 229
 Institute for Sustainable Futures 227
 Institute for the Biotechnology of Infectious
 Diseases 228
 Institute for Water and Environmental
 Resource Management 229
 Internal Audit Unit 238
 International Office 226
 Jumbunna Indigenous House of Learning 225
 Marketing and Communication Unit 245
 Office of the Executive Director and Vice-
 President (University Enterprises) 223
 Office of the Vice-Chancellor and
 President 223
 Office of the Vice-President (Alumni and
 Development) 223
 Planning and Quality Unit 226
 Registrar's Division 237
 Research and Commercialisation Office 228
 Student Administration Unit 238
 Student Ombud 231
 Student Services Unit 240
 University Graduate School 228
 University Library 231
 UTS Executive 22, 180
 UTS Legal Services 237
 UTS Shopfront 234
 UTS Union Ltd 246
 Standing Orders
 Academic Board 373
 Council of the University of Technology,
 Sydney 370
 Faculty Boards 380
State Records Act 1998 431
 St Leonards campus
 Contacts 8
 Library (Gore Hill) 50
 Maps 13
 Strategic Plans, the University's 7
 Student accommodation
see Housing 51
 Student administration information 38
 Student Administration Unit 38, 238
 Student discipline and appeals
 Guidelines 408
 Guidelines on penalties 412
 Rules 337
 Student Identity Card, Rules relating to 290
 Student Info & Admin Centre 38
 Student information and services 37
 Student Matters Committee 26
 Student offices, Faculty 38
 Student Ombud 58
 Staff 231
 Terms of reference 419
 Student participation in University
 governance 71

Student profile 5
 Student Services 51
 Students with disabilities, workplace learning
 and fieldwork 57
 Students' Association 60
 Students' work, Rules relating to 292
 Study Abroad 79
 Subject requirements, Rules relating to 303
 Support for student learning 52
 Sustainability, UTS and 73
 Sydney Educational Broadcasting Limited Board
 of Directors 33
 Sydney Institute of Language and Commerce 85

T

Teaching and Learning Committee 30
 Teaching period 286
 Testamurs, Number of, Rule 301
 Trans/forming Cultures 100, 203

U

Undergraduate award students, Rules relating
 to 304
 Undergraduate courses 117
 Undergraduate progression, probation and
 exclusion 45
 University Consulting 427
 University Graduate School 45
 Staff 228
 University Graduate School Board 30
 University Honours 34
 University medals, Rules relating to 303
 University Research Institutes 95
 University Research Scholarships 148
 UTS Act 249
 UTS Archives – Records Management Services 72
 UTS building ID system 72
 UTS By-law 269
 UTS contacts and locations 8
 UTS Disability Action Plan 57, 431
 UTS emblem and logo 7, 365
 UTS Executive 22, 180
 UTS Gallery and Art Collection 72
 UTS Reconciliation Statement 421
 UTS Shopfront 73
 UTS Student Loan Fund 62
 UTS Union Ltd 58
 Board of Directors 33
 Staff 246

V

Variations in study programs, Rules relating
 to 293
 Vice-Chancellor and President 22, 180, 223, 252,
 270, 281, 350, 357
 Visitor accommodation 70
 Visitor to the University 22, 252

W

Wingara Aboriginal and Torres Strait Islander
 recruitment and career development strategy
 2003–2005 56, 428
 Withdrawal from a course, Rules relating to 294
 Work, Study and Carers' Responsibilities 428

Y

Youth Allowance/Austudy 62

Z

Zero mark, Rules relating to 299, 417