LEGEND
A. Administration, Student Services and Records
B. Lounge and Lecture Rooms
C. Visual Arts, External Studies, Admissions
D. Library, Business and Social Sciences
E. Cafeteria and Union
F. Education and Engineering
G. Visual Arts Workshops
H. Applied Science
Gippsland Institute of Advanced Education

A College of Advanced Education
affiliated with
The Victoria Institute of Colleges

Switchback Road,
Churchill,
Victoria,
Australia 3842.
Telephone: Churchill (051) 22 1455
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Preface

The Gippsland Institute of Advanced Education was established by an Order-in-Council in September, 1968. The Council of the Institute includes members of the Gippsland community who are prominent in industry, commerce, education and the professions, the Director of the Institute, and representatives of the academic staff, of students, and of the Convocation of the Institute.

In 1972 the Institute occupied the first of its permanent buildings on a large campus in rural surroundings near the township of Churchill, ten kilometres south of Morwell and one hundred and sixty kilometres east of Melbourne. Engineering laboratories are temporarily located in buildings on the site of the Yallourn Technical College at Newborough.

In 1974 new buildings were completed to house the School of Visual Arts. A building complex to provide the first stages of the permanent Library and the Union, and accommodation for the School of Business and Social Sciences was completed in 1976. An Education building, an Applied Science building, and student residential buildings for 108 student places were completed at the beginning of 1976.

On its establishment, the Institute assumed responsibility for the diploma courses which were previously offered by the Yallourn Technical College. These were diploma courses in Civil, Electrical, and Mechanical Engineering, Applied Chemistry, and Business, all of which were recognised by the appropriate professional bodies. The Institute now offers degree and diploma courses in Engineering, Applied Science, Arts, Education and Business.

It offers a Diploma of Arts (Visual Arts) and Graduate Diplomas in Visual Arts and Education. Associate Diplomas are offered in Welfare Studies and School Librarianship.

The Gippsland Institute of Advanced Education is the only centre of tertiary education east of Melbourne and offers a range of vocational courses at associate diploma, diploma, degree and graduate diploma levels to meet the educational needs of the Gippsland region. The building complex planned for its campus at Churchill will provide the necessary academic and other facilities, including student residential accommodation, for an enrolment in excess of 1,500 full-time students. The Institute's external studies programme provides a range of degree and diploma courses for a large enrolment of part-time, off-campus students.
The Institute offers courses leading to the following awards; the award of degree is conferred by the Victoria Institute of Colleges, the award of diploma is conferred by the Gippsland Institute of Advanced Education.

<table>
<thead>
<tr>
<th>DEGREES</th>
<th>CONFERRING BODY</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Applied Science</td>
<td>V.I.C.</td>
</tr>
<tr>
<td>Bachelor of Arts</td>
<td>V.I.C.</td>
</tr>
<tr>
<td>Bachelor of Business</td>
<td>V.I.C.</td>
</tr>
<tr>
<td>Bachelor of Engineering</td>
<td>V.I.C.</td>
</tr>
<tr>
<td>Bachelor of Education</td>
<td>V.I.C.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DIPLOMAS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Applied Science</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Diploma of Arts (no new enrolments)</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Diploma of Business (no new enrolments)</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Diploma of Engineering (Civil, Electrical, Mechanical)</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Diploma of Teaching</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Diploma of Visual Arts</td>
<td>G.I.A.E.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSOCIATE DIPLOMAS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Diploma in School Librarianship</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Associate Diploma in Welfare Studies</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Associate Diploma in Engineering Supervision</td>
<td>G.I.A.E.</td>
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</table>

<table>
<thead>
<tr>
<th>POST-GRADUATE DIPLOMAS</th>
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</thead>
<tbody>
<tr>
<td>Graduate Diploma in Education</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>Graduate Diploma in Visual Arts</td>
<td>G.I.A.E.</td>
</tr>
<tr>
<td>††Graduate Diploma of Counselling Psychology</td>
<td>G.I.A.E.</td>
</tr>
</tbody>
</table>

†† subject to approval by V.I.C. and funding from T.E.C.
## Calendar for 1980

### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tues</td>
<td>New Year's Day</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>2 Wed</td>
<td>Institute Opens</td>
<td>Institute Opens</td>
</tr>
<tr>
<td>21 Mon</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>28 Mon</td>
<td></td>
<td>Australia Day (Public Holiday)</td>
</tr>
<tr>
<td>30 Wed</td>
<td>9.30 a.m.</td>
<td>Board of Studies in Visual Arts</td>
</tr>
</tbody>
</table>

### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Wed</td>
<td>9.15 a.m.</td>
<td>Admissions and Qualifications Committee</td>
</tr>
<tr>
<td>6 Wed</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>7 Thurs</td>
<td>2.00 p.m.</td>
<td>User Liaison Committee</td>
</tr>
<tr>
<td>11 Mon</td>
<td>10.00 a.m. - 2.00 p.m.</td>
<td>VUAC Enrolments</td>
</tr>
<tr>
<td>11 Mon</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>11 Mon</td>
<td>4.30 p.m.</td>
<td>Board of Studies in Applied Science</td>
</tr>
<tr>
<td>11 Mon</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>12 Tues</td>
<td>10.00 a.m. - 2.00 p.m.</td>
<td>VUAC Enrolments</td>
</tr>
<tr>
<td>12 Tues</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>13 Wed</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>13 Wed</td>
<td>1.30 p.m.</td>
<td>Board of Studies in Education</td>
</tr>
<tr>
<td>13 Wed</td>
<td>4.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>13 Wed</td>
<td>2.00 p.m.</td>
<td>ORIENTATION PROGRAMME</td>
</tr>
<tr>
<td>14 Thurs</td>
<td></td>
<td>ORIENTATION PROGRAMME</td>
</tr>
<tr>
<td>15 Fri</td>
<td></td>
<td>ORIENTATION PROGRAMME</td>
</tr>
<tr>
<td>18 Mon</td>
<td></td>
<td>First Semester Begins</td>
</tr>
<tr>
<td>18 Mon</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>18 Mon</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>19 Tues</td>
<td>3.00 p.m.</td>
<td>External Studies Committee</td>
</tr>
<tr>
<td>22 Fri</td>
<td></td>
<td>NON-DENOMINATIONAL SERVICE FOR COMMENCEMENT OF ACADEMIC YEAR</td>
</tr>
<tr>
<td>23-24 External Studies Weekend School</td>
<td></td>
<td>EXTERNAL STUDIES WEEKEND SCHOOL</td>
</tr>
<tr>
<td>27 Wed</td>
<td>9.15 a.m.</td>
<td>Admissions and Qualifications Committee</td>
</tr>
<tr>
<td>27 Wed</td>
<td>4.00 p.m.</td>
<td>Board of Studies in Business</td>
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</table>

### MARCH

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>3 Mon</td>
<td>5.00 p.m.</td>
<td>Council</td>
</tr>
<tr>
<td>5 Wed</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>6 Thurs</td>
<td>2.00 p.m.</td>
<td>User Liaison Committee</td>
</tr>
<tr>
<td>10 Mon</td>
<td></td>
<td>Labour Day (Public Holiday)</td>
</tr>
<tr>
<td>11 Tues</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>12 Wed</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>12 Wed</td>
<td>2.00 p.m.</td>
<td>Board of Studies in Engineering</td>
</tr>
<tr>
<td>12 Wed</td>
<td>4.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>17 Mon</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>17 Mon</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>18 Tues</td>
<td>3.00 p.m.</td>
<td>External Studies Committee</td>
</tr>
<tr>
<td>22-23</td>
<td></td>
<td>EXTERNAL STUDIES WEEKEND SCHOOL</td>
</tr>
<tr>
<td>24 Mon</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>24 Mon</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>26 Wed</td>
<td>5.00 p.m.</td>
<td>Board of Studies in Arts</td>
</tr>
<tr>
<td>31 Mon</td>
<td>5.00 p.m.</td>
<td>Council</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
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<tr>
<td><strong>APRIL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Wed.</td>
<td>9.15 a.m.</td>
<td>Admissions and Qualifications Committee</td>
</tr>
<tr>
<td>2 Wed.</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>2 Wed.</td>
<td>4.00 p.m.</td>
<td>Board of Studies in Business</td>
</tr>
<tr>
<td>3 Thurs.</td>
<td>2.00 p.m.</td>
<td>User Liaison Committee</td>
</tr>
<tr>
<td>4 Fri.</td>
<td>2.00 p.m.</td>
<td>Good Friday (Public Holiday)</td>
</tr>
<tr>
<td>7 Mon.</td>
<td>2.00 p.m.</td>
<td>Easter Monday (Public Holiday)</td>
</tr>
<tr>
<td>8 Tues.</td>
<td>2.00 p.m.</td>
<td>Easter Tuesday (Public Holiday)</td>
</tr>
<tr>
<td>9 Wed.</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>9 Wed.</td>
<td>4.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>14 Mon.</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>14 Mon.</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>15 Tues.</td>
<td>3.00 p.m.</td>
<td>External Studies Committee</td>
</tr>
<tr>
<td>15 Tues.</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>16 Wed.</td>
<td>1.30 p.m.</td>
<td>Board of Studies in Education</td>
</tr>
<tr>
<td>19-20</td>
<td></td>
<td>EXTERNAL STUDIES WEEKEND SCHOOL</td>
</tr>
<tr>
<td>21 Mon.</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>21 Mon.</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>24 Fri.</td>
<td></td>
<td>Anzac Day (Public Holiday)</td>
</tr>
<tr>
<td>26 Mon.</td>
<td>4.30 p.m.</td>
<td>Board of Studies in Applied Science</td>
</tr>
<tr>
<td><strong>MAY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Thurs.</td>
<td>2.00 p.m.</td>
<td>User Liaison Committee</td>
</tr>
<tr>
<td>5 Mon.</td>
<td>5.00 p.m.</td>
<td>Council</td>
</tr>
<tr>
<td>7 Wed.</td>
<td>9.15 a.m.</td>
<td>Admissions and Qualifications Committee</td>
</tr>
<tr>
<td>7 Wed.</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>7 Wed.</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>7 Wed.</td>
<td>5.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>12 Mon.</td>
<td></td>
<td>Mid Semester Vacation Begins</td>
</tr>
<tr>
<td>12 Mon.</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>12 Mon.</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>13 Tues.</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>14 Wed.</td>
<td>9.30 a.m.</td>
<td>Board of Studies in Visual Arts</td>
</tr>
<tr>
<td>14 Wed.</td>
<td>2.00 p.m.</td>
<td>Board of Studies in Engineering</td>
</tr>
<tr>
<td>19 Mon.</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>19 Mon.</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>20 Tues.</td>
<td>3.00 p.m.</td>
<td>External Studies Committee</td>
</tr>
<tr>
<td>21 Wed.</td>
<td>5.00 p.m.</td>
<td>Board of Studies in Arts</td>
</tr>
<tr>
<td>21-25</td>
<td></td>
<td>VACATION SCHOOL</td>
</tr>
<tr>
<td>25 Mon.</td>
<td>9.15 a.m.</td>
<td>Mid Semester Vacation Ends</td>
</tr>
<tr>
<td>28 Wed.</td>
<td>4.00 p.m.</td>
<td>Board of Studies in Business</td>
</tr>
<tr>
<td>29 Thurs.</td>
<td>2.00 p.m.</td>
<td>User Liaison Committee</td>
</tr>
<tr>
<td><strong>JUNE</strong></td>
<td></td>
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</tr>
<tr>
<td>2 Mon.</td>
<td>5.00 p.m.</td>
<td>Council</td>
</tr>
<tr>
<td>4 Wed.</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>7-8</td>
<td></td>
<td>OPTIONAL REVISION WEEKEND SCHOOL</td>
</tr>
<tr>
<td>9 Mon.</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>9 Mon.</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>10 Tues.</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>11 Wed.</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>11 Wed.</td>
<td>5.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>16 Mon.</td>
<td></td>
<td>Queen’s Birthday (Public Holiday)</td>
</tr>
<tr>
<td>17 Tues.</td>
<td></td>
<td>First Semester Examinations Begin</td>
</tr>
<tr>
<td>18 Wed.</td>
<td>9.30 a.m.</td>
<td>Board of Studies in Visual Arts</td>
</tr>
<tr>
<td>21 Sat.</td>
<td></td>
<td>Graduation</td>
</tr>
<tr>
<td>23 Mon.</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>23 Mon.</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>25 Wed.</td>
<td>2.00 p.m.</td>
<td>Board of Studies in Engineering</td>
</tr>
<tr>
<td>27 Fri.</td>
<td></td>
<td>First Semester Examinations End</td>
</tr>
<tr>
<td>27 Fri.</td>
<td></td>
<td>First Semester Ends</td>
</tr>
</tbody>
</table>

**Note:** Events are subject to change. Always check the official academic calendar for the most up-to-date information.
### JULY

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td></td>
<td>Examiners' Marking Period</td>
</tr>
<tr>
<td>7 Mon.</td>
<td>9.00 a.m.</td>
<td>Board of Examiners in Education</td>
</tr>
<tr>
<td>7 Mon.</td>
<td>12.00 noon</td>
<td>Board of Examiners in Visual Arts</td>
</tr>
<tr>
<td>7 Mon.</td>
<td>3.00 p.m.</td>
<td>Board of Examiners in Applied Science</td>
</tr>
<tr>
<td>7 Mon.</td>
<td>5.00 p.m.</td>
<td>Council</td>
</tr>
<tr>
<td>8 Tues.</td>
<td>9.00 a.m.</td>
<td>Board of Examiners in Arts</td>
</tr>
<tr>
<td>8 Tues.</td>
<td>12.00 noon</td>
<td>Board of Examiners in Engineering</td>
</tr>
<tr>
<td>8 Tues.</td>
<td>3.00 p.m.</td>
<td>Board of Examiners in Business</td>
</tr>
<tr>
<td>9 Wed.</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>9 Wed.</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>9 Wed.</td>
<td>5.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>11 Fri.</td>
<td></td>
<td>EXAMINATION RESULTS OUT TO STUDENTS</td>
</tr>
<tr>
<td>14 Mon.</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>14 Mon.</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>15 Tues.</td>
<td>3.00 p.m.</td>
<td>External Studies Committee</td>
</tr>
<tr>
<td>15 Tues.</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>19-20</td>
<td></td>
<td>EXTERNAL STUDIES WEEKEND SCHOOL</td>
</tr>
<tr>
<td>21 Mon.</td>
<td></td>
<td>Second Semester Begins</td>
</tr>
<tr>
<td>21 Mon.</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>21 Mon.</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>23 Wed.</td>
<td>4.00 p.m.</td>
<td>Board of Studies in Business</td>
</tr>
</tbody>
</table>

### AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Mon.</td>
<td>5.00 p.m.</td>
<td>Council</td>
</tr>
<tr>
<td>6 Wed.</td>
<td>9.15 a.m.</td>
<td>Admissions and Qualifications Committee</td>
</tr>
<tr>
<td>6 Wed.</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>6 Wed.</td>
<td>5.00 p.m.</td>
<td>Board of Studies in Arts</td>
</tr>
<tr>
<td>7 Thurs.</td>
<td>2.00 p.m.</td>
<td>User Liaison Committee</td>
</tr>
<tr>
<td>11 Mon.</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>11 Mon.</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>12 Tues.</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>13 Wed.</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>13 Wed.</td>
<td>1.30 p.m.</td>
<td>Board of Studies in Education</td>
</tr>
<tr>
<td>13 Wed.</td>
<td>5.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>18 Mon.</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>18 Mon.</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>19 Tues.</td>
<td>3.00 p.m.</td>
<td>External Studies Committee</td>
</tr>
<tr>
<td>20 Wed.</td>
<td>2.00 p.m.</td>
<td>Board of Studies in Engineering</td>
</tr>
<tr>
<td>25 Mon.</td>
<td></td>
<td>Mid Semester Vacation Begins</td>
</tr>
</tbody>
</table>

### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mon.</td>
<td>5.00 p.m.</td>
<td>Council</td>
</tr>
<tr>
<td>3 Wed.</td>
<td>9.15 a.m.</td>
<td>Admissions and Qualifications Committee</td>
</tr>
<tr>
<td>3 Wed.</td>
<td>2.00 p.m.</td>
<td>Academic Board</td>
</tr>
<tr>
<td>4 Thurs.</td>
<td>2.00 p.m.</td>
<td>User Liaison Committee</td>
</tr>
<tr>
<td>3-7</td>
<td></td>
<td>VACATION SCHOOL</td>
</tr>
<tr>
<td>7 Sun.</td>
<td></td>
<td>Mid Semester Vacation Ends</td>
</tr>
<tr>
<td>8 Mon.</td>
<td>2.00 p.m.</td>
<td>Management Board</td>
</tr>
<tr>
<td>8 Mon.</td>
<td>5.00 p.m.</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>9 Tues.</td>
<td>5.00 p.m.</td>
<td>Staffing Committee</td>
</tr>
<tr>
<td>10 Wed.</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>10 Wed.</td>
<td>5.00 p.m.</td>
<td>Buildings Committee</td>
</tr>
<tr>
<td>15 Mon.</td>
<td>4.30 p.m.</td>
<td>Board of Studies in Applied Science</td>
</tr>
<tr>
<td>16 Tues.</td>
<td>3.00 p.m.</td>
<td>External Studies Committee</td>
</tr>
<tr>
<td>17 Wed.</td>
<td>9.30 a.m.</td>
<td>Board of Studies in Visual Arts</td>
</tr>
<tr>
<td>22 Mon.</td>
<td>2.00 p.m.</td>
<td>Standing Committee to Review Academic Development</td>
</tr>
<tr>
<td>22 Mon.</td>
<td>4.30 p.m.</td>
<td>Campus-Community Services Committee</td>
</tr>
<tr>
<td>24 Wed.</td>
<td>5.00 p.m.</td>
<td>Board of Studies in Arts</td>
</tr>
</tbody>
</table>

### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Wed.</td>
<td>10.00 a.m.</td>
<td>General Staff Association</td>
</tr>
<tr>
<td>1 Wed.</td>
<td>4.00 p.m.</td>
<td>Board of Studies in Business</td>
</tr>
</tbody>
</table>
2 Thurs. 2.00 p.m. User Liaison Committee
4-5 EXTERNAL STUDIES WEEKEND SCHOOL
6 Mon. 5.00 p.m. Council
8 Wed. 2.00 p.m. Academic Board
8 Wed. 5.00 p.m. Buildings Committee
13 Mon. 2.00 p.m. Management Board
13 Mon. 5.00 p.m. Finance Committee
14 Tues. 5.00 p.m. Staffing Committee
15 Wed. 1.30 p.m. Board of Studies in Education
20 Mon. 2.00 p.m. Standing Committee to Review Academic Development
20 Mon. 4.30 p.m. Campus-Community Services Committee
21 Tues. 3.00 p.m. External Studies Committee

NOVEMBER

1-2 EXTERNAL STUDIES WEEKEND SCHOOL
3 Mon. 5.00 p.m. Council
5 Wed. 9.15 a.m. Admissions and Qualifications Committee
5 Wed. 2.00 p.m. Academic Board
6 Thurs. 2.00 p.m. User Liaison Committee
10 Mon. 2.00 p.m. Management Board
10 Mon. 4.00 p.m. Board of Studies in Applied Science
10 Mon. 5.00 p.m. Finance Committee
11 Tues. 5.00 p.m. Staffing Committee
12 Wed. 10.00 a.m. General Staff Association
12 Wed. 2.00 p.m. Board of Studies in Engineering
12 Wed. 5.00 p.m. Buildings Committee
17 Mon. Second Semester Examinations Begin
17 Mon. 2.00 p.m. Standing Committee to Review Academic Development
17 Mon. 4.30 p.m. Campus-Community Services Committee
18 Tues. 3.00 p.m. External Studies Committee
19 Wed. 9.30 a.m. Board of Studies in Visual Arts
26 Wed. 5.00 p.m. Board of Studies in Arts
28 Fri. Second Semester Examinations End
28 Fri. Second Semester Ends

DECEMBER

1 Mon. 5.00 p.m. Council
1-5 Examiners' Marking Period
3 Wed. 10.00 a.m. General Staff Association
8 Mon. 9.30 a.m. Board of Examiners in Education
8 Mon. 12.30 p.m. Board of Examiners in Visual Arts
8 Mon. 2.00 p.m. Management Board
8 Mon. 3.30 p.m. Board of Examiners in Applied Science
8 Mon. 5.00 p.m. Finance Committee
9 Tues. 9.30 a.m. Board of Examiners in Arts
9 Tues. 12.30 p.m. Board of Examiners in Business
9 Tues. 3.30 p.m. Board of Examiners in Engineering
9 Tues. 5.00 p.m. Staffing Committee
10 Wed. 2.00 p.m. Academic Board
10 Wed. 4.00 p.m. Board of Studies in Business
10 Wed. 6.00 p.m. Buildings Committee
12 Fri. EXAMINATION RESULTS OUT TO STUDENTS
15 Mon. 4.30 p.m. Campus-Community Services Committee
16 Tues. 3.00 p.m. External Studies Committee
17 Wed. 9.15 a.m. Admissions and Qualifications Committee
25 Thurs. Christmas Day (Institute closed)
26 Fri. Boxing Day (Institute closed)
OFFICERS OF THE INSTITUTE
President of Council:
C.H. FORD, LLM (Melb)
Vice-President of Council:
Appointement pending
Director and Principal:
M.W. HOPPER, BSc, DipEd (Syd), BA (NE), MACE
Deputy Principal:
F.R. GODDARD, DipAppChem, TTecIC, ARACI
Dean, School of Business and Social Sciences:
Appointement pending
Dean, School of Education:
Appointement pending
Dean, School of Engineering and Applied Science:
N.W. TERRILL, MSc (Brist), DipAppChem, TTTC, ARACI, FAIE
Chairman, School of Visual Arts:
C.P.A. HOS, MA, MB, MC, NIB (Royal Academy, The Hague), AATADE, INSEA
Librarian:
C.W. TOLLEY, MA (NZ), DipNZLS, ANZLA, DipT
Head, Educational Services Division:
K.F. SMITH, BA (Oid)
Computer Manger:
J. DOWSLEY, DipAppChem, ARACI

THE COUNCIL
Appointed by the Governor in Council
ROBERT CHARLES BIGELOW, MA, DipEE, DipMechE - Appointed 24 May 1972; Present term expires 31 December 1981
CHARLES HARTLEY FORD, LLM - Appointed 3 October 1969; Present term expires 31 December 1979
DANIEL ERIC KENT - Appointed 10 May 1973; Present term expires 31 December 1981
BARBARA LAPIN, BA, ATTI, JP - Appointed 23 September 1971; Present term expires 31 December 1979
DONALD WILLIAM SMITH - Appointed 1 January 1979; Present term expires 31 December 1979
NEVILLE THOMPSON, DipPa, MRIPA - Appointed 1 June 1970; Present term expires 31 December 1981
JOHN CHARLES VINALL - Appointed 3 October 1969; Present term expires 31 December 1981

Appointed by Co-option by the Council
JAMES ANDREW THRELFAITH BEARD, BSc, MA (Oxon), MACE - Appointed 1 January 1977; Present term expires 31 December 1980
DONALD ROBERT HANNINGTON, TPTC - Appointed 1 January 1975; Present term expires 31 December 1982
CROFTON LEE HATSELL, DipCE, DipTCP, FIE(Aust), MASCE, AffRAPI - Appointed 1 January 1977; Present term expires 31 December 1982
DONALD BRUCE MacFARLANE, BSc(Melb) - Appointed 7 May 1979; Present term expires 31 December 1980
JOHN O'KELLY, MRelEd (Loyolla, Chicago) - Appointed 31 January 1979; Present term expires 31 December 1982
JOHN JAMES ROBERTSON, DipCE, MIE Aust, AFAIM - Appointed 1 January 1969; Present term expires 31 December 1980
LESLIE LAWRENCE SHIPP, DipMechE, DipEE, MIE Aust, AFAIM - Appointed 1 January 1969; Present term expires 31 December 1982
VALERIE LORRAINE WILLINGTON, SRN, DipNEd (CNA), DipNAdmin (CNA), FCNA - Appointed 22 September 1975; Present term expires 31 December 1982.
Appointed by Minister for Education
LEONARD ALLAN FALK, BA, DipEd, BEd, TPTC, MACE - Appointed 16 May 1972; Present term expires 31 December 1980

Appointed by the Council of the Victoria Institute of Colleges
Professor DAVID GEORGE BESWICK, MA (Melb), PhD (Harvard), MAPsS, MACE - Appointed 1 January 1977; Present term expires 31 December 1980

Appointed by Academic Board of the Institute
CORNELIS PETRUS AUGUST HOS, MA, MB, MC, NIIB (Royal Academy, The Hague) - Appointed 1 January 1978; Present term expires 31 December 1981

Elected by the Academic Staff of the Institute
ASIIM KUMAR PAL, MSc (Calc), PhD (Birm), MAPsS - Appointed 1 January 1979; Present term expires 31 December 1980

Elected by the Enrolled Students
GREG VINES - Appointed 1 January 1979; Present term expires 31 December 1979

Elected by the Convocation
GLEN WILLIAM DROVER, DipEng - Appointed 3 July 1978; Present term expires 31 December 1979

Member Ex-Officio: The Director
MAXWELL WALLACE HOPPER, BSc, DipEd (Syd), BA (NE), MACE

Secretary to the Council
GERALD THOMAS SMART, BSc (Melb), DipElecComp, TPTC

COMMITTEES OF COUNCIL

BUILDINGS COMMITTEE
Chairman: Mr. J.J. Robertson
Deputy Chairman: Mr. L.L. Shipp

Members: Mr. F.R. Goddard; Mr. M.W. Hopper; Mr. D.F. Kretlow

Student Members: One nominated by the Union Board.
One elected by the enrolled students of the Institute.

Staff Member: One Elected by the academic staff of the Institute.
Secretary: Mr. D.F. Kretlow

FINANCE COMMITTEE
Chairman: Mr. L.L. Shipp
Deputy Chairman: Mr. C.L. Hatsell

Members: Mr. F.R. Goddard; Mr. P.K. Harwood; Mr. M.W. Hopper; Mr. C.P.A. Hos; Mr. R. Klose

Student Member: One elected by the enrolled students of the Institute.
Secretary: Mr. P.B. Hutchinson

STAFFING COMMITTEE
Chairman: Mr. N. Thompson
Deputy Chairman: Mr. C.H. Ford

Members: Mr. M.W. Hopper; Mr. D.E. Kent; Mr. R. Klose; Mr. J.W. Maynard; Dr. A.K. Pal; Mr. N.W. Terrill

Staff Members: One elected by the non-academic staff of the Institute.
One elected by the academic staff of the Institute.

Secretary: Mr. D.J. Bateman

CAMPUS-COMMUNITY SERVICES COMMITTEE
Chairman: Mr. J.C. Vinall

Members: Mr. F.R. Goddard; Mr. M.N. Homes; Mr. M.W. Hopper; Fr. J. O'Kelly; Mr. N. Park; Mrs. M.D. Pearson; Mr. D.W. Smith; Mrs. V.L. Willington

Student Members: One member, being the President of the G.I.A.E. Union or his nominee.
One member elected by and from the enrolled full-time students of the Institute.
One member elected by and from the enrolled part-time students of the Institute.
One member, being an enrolled student of the Institute, nominated by the Residents' Committee.

Staff Members: One member nominated by the G.I.A.E. Staff Association.
One member nominated by the G.I.A.E. General Staff Association.

Secretary: Ms. R. Mackay
THE ACADEMIC BOARD

Chairman: Mr. M.W. Hopper

Members: Mr. W.F. Battersby; Mr. K.E. Bensley; Mr. L.J. Cartledge; Dr. G. Dettrick; Mr. J. Dowsley; Mr. B.T. Dunstan; Dr. H. Edmondson; Mr. F.R. Goddard; Mr. L.G. Gordon; Mr. P.K. Harwood; Mr. C.L. Hatsell; Dr. G.F. Hoare; Mr. C.P.A. Hos; Mrs. R. Hug; Mrs. B. Lapin; Dr. G.B. Nath; Mr. D.E. Nation; Mr. R.C. Plowman; Ms. B. Quirk; Mr. I.W. Roberts; Mr. G.T. Smart; Mr. K.F. Smith; Mr. N.W. Terrill; Mr. C.W. Tolley; Rev. D. West

Students Members: One elected by the enrolled full-time students of the Institute.
One elected by the enrolled part-time students of the Institute.

Outside Members: Not more than four members, nominated by the Council of the Institute, who are not members of the Institute staff.

Secretary: Mr. J.W. Maynard

PROFESSIONAL SERVICES COMMITTEE

Chairman: Mr. R.M. Greenwood

Deputy Chairman: Mr. D.W. Smith

Members: Mr. C.H. Ford; Mr. F.R. Goddard; Mr. M.N. Homes; Mr. M.W. Hopper; Mr. R. Klose; Dr. A.K. Pal; Mr. N.W. Terrill

Staff Members: One elected by the academic staff of the Institute.
One appointed by the Committee.

Secretary: Dr. F. Molyneux

EXTERNAL STUDIES COMMITTEE

Chairman: Mr. M.W. Hopper

Deputy Chairman: Mr. N.W. Terrill

Members: Mr. J.L. Evans; Mr. C.H. Ford; Mr. D.R. Hannington; Mr. D.E. Kent; Mrs. B. Lapin; Mr. D.E. Nation; Mr. H.J. Pearson; Mr. J.J. Robertson; Mr. I.W. Roberts; Mr. K.F. Smith

Student Member: The Committee is empowered to co-opt one external student member.

Secretary: Mr. C.T. Vernon

COMMITTEES OF THE ACADEMIC BOARD

BOARD OF STUDIES IN APPLIED SCIENCE

Chairman: Mr. B.T. Dunstan

Deputy Chairman: Appointment pending.

Members: Mr. K.G. Hamilton; Mr. J.A. Harris; Dr. G.B. Nath; Dr. P.R. Rayment; Mr. R.D. Teasdale;
Head of Educational Services Division or nominee; Chief Librarian or nominee

Student Members: One elected by the enrolled full-time students in Applied Science.
One elected by the enrolled part-time students in Applied Science.

Outside Members: Not more than five members from outside the Institute who may be members of the Council or members of the community.

Secretary: Ms. J.A. Hill

BOARD OF STUDIES IN ARTS

Chairman: Mr. P.K. Harwood

Deputy Chairman: Dr. G.F. Hoare

Members: Mr. P.M. Allnutt, Mr. K.E. Bensley; Mr. M.J. Crowley; Dr. M.J. Ely; Mr. I.A. Gibson; Mr. J. Goff; Mr. R.N. Honley; Mr. P.C. Kerr; Mr. S.R. Kerr; Mr. P.J. Loftus; Dr. P.R. Rayment; Head of Educational Services Division or nominee; Chief Librarian or nominee

Student Members: One elected by the enrolled full-time students in Arts.
One elected by the enrolled part-time students in Arts.

Outside Members: Not more than five members from outside the Institute who may be members of the Council or members of the community.

Secretary: The Academic Registrar or his nominee.

BOARD OF STUDIES IN BUSINESS

Chairman: Mr. I.W. Roberts

Deputy Chairman: Mr. W.F. Battersby

Members: Mr. J.W. Benson; Mr. M.J. Crowley; Mr. M.D. Jones; Dr. G.B. Nath; Dr. A.K. Pal; Mr. R. Peatfield; Mr. G.T. Smart; Ms. S.H. Thomas; Mr. M.J. Vertigan. Head of Educational Services Division or nominee; Chief Librarian or nominee
Student Members: One elected by the enrolled full-time students in Business.
One elected by the enrolled part-time students in Business.

Outside Members: Not more than five members from outside the Institute who may be members of the Council or members of the community.

Secretary: The Academic Registrar or his nominee.

BOARD OF STUDIES IN EDUCATION
Chairman: Mr. L.J. Cartledge
Deputy Chairman: Dr. G.W. Dettrick

Members: Mr. N.C.W. Courtney; Dr. G.F. Hoare; Dr. M. Hooper; Miss K.E. Frost; Mr. D.E. Nation, Mr. H.T. Potts; Head of Educational Services Division or nominee; Chief Librarian or nominee

Student Members: One elected by the enrolled full-time students in Education.
One elected by the enrolled part-time students in Education.

Outside Members: Not more than five members from outside the Institute who may be members of the Council or members of the community.

Secretary: The Academic Registrar or his nominee.

BOARD OF STUDIES IN ENGINEERING
Chairman: Dr. H. Edmondson
Deputy Chairman: Mr. R.C. Plowman

Members: Mr. R.M. Box; Mr. K.R. Cale; Mr. K.B. Enders; Mr. G.J. Harrison; Mr. P.J. Loftus; Mr. A.W. Maitland; Mr. A.G. Miller; Mr. T.W. Nest; Mr. P.G. Higgins, Dr. J.C. Ohsenbein; Dr. I.J. Spark; Dr. P.K. Tam; Mr. D. Walker; Mr. P.J. Walker; Head of Educational Services Division or nominee; Chief Librarian or nominee

Student Members: One elected by the enrolled full-time students in Engineering.
One elected by the enrolled part-time students in Engineering.

Outside Members: Not more than five members from outside the Institute who may be members of the Council or members of the community.

Secretary: Mr. V.A. Sabrinskas

BOARD OF STUDIES IN VISUAL ARTS
Chairman: Mr. C.P.A. Hos
Deputy Chairman: Mr. K.E. Bensley

Members: Mr. M. Bramley-Moore; Mr. B.E. Coleborne; Mr. E. Dennis; Mr. J. Grezlecki; Mr. A.H. Mauriks; Mr. H.T. Potts; Mrs. B. Quirk; Dr. T. Sullivan; Head of Educational Services Division or nominee; Chief Librarian or nominee.

Student Members: One elected by the enrolled full-time students in Visual Arts.
One elected by the enrolled part-time students in Visual Arts.

Outside Members: Not more than five members from outside the Institute who may be members of the Council or members of the community.

Secretary: The Academic Registrar or his nominee.

HIGHER DEGREES COMMITTEE
Chairman: Dr. G.F. Hoare
Members: Mr. L.J. Cartledge; Dr. H. Edmondson; Mr. B.T. Dunstan; Mr. C.P.A. Hos; Mr. I.W. Roberts
Secretary: Mr. J.W. Maynard

STANDING COMMITTEE TO REVIEW ACADEMIC DEVELOPMENT
Chairman: Mr. G.T. Smart
Members: Mr. W.F. Battersby; Mr. K.E. Bensley; Mr. L.J. Cartledge; Mr. B.T. Dunstan; Dr. H. Edmondson, Dr. G.F. Hoare; Mr. M.W. Hopper (ex-officio) Academic Registrar, by invitation.

Secretary: Ms. H.M. Lambert

ADMISSIONS AND QUALIFICATIONS COMMITTEE
Chairman: Mr. N.W. Terrill

Members: Mr. R.M. Hind; Dr. G.F. Hoare; Mr. C.P.A. Hos; Mr. M.J. Vertigan; Mr. D. Walker; Head of Educational Services Division or nominee; Chief Librarian or nominee

Student Members: One elected by and from the enrolled full-time students.
One elected by and from the enrolled part-time students.

Secretary: The Academic Registrar or his nominee.
USER LIAISON COMMITTEE

Chairman: Mr. G.T. Smart

Members: Dr. G.W. Dettrick; Mr. J. Dowsley; Mr. D.J. Goff; Mr. M. Griffiths; Mr. J.A. Harris; Mr. M.D. Jones; Mr. D. Walker. Ms. D.J. Joyce; Head of Educational Services Division or nominee; Chief Librarian or nominee

Student Members: One elected by and from the enrolled full-time students.

One elected by and from the enrolled part-time students.

Other Members: The manager of the Bookshop, by invitation.

Secretary: The Academic Registrar or his nominee.
Staff

DIRECTOR'S OFFICE

DIRECTOR:
MAXWELL W. HOPPER, BSc, DipEd (Syd), BA (NE), MACE

SECRETARY:
HELEN M. LAMBERT, AIPS

ASSISTANT TO DIRECTOR:
GERALD T. SMART, BSc (Melb), Dip Elec Comp, TPTC

SCHOOL OF BUSINESS AND SOCIAL SCIENCES

DEAN:
KEVIN W. HINCE, BCom (Melb), DipEd (Melb)

SECRETARY:
SHARYN J.E. O'HARA

TYPIST
KIM M. BLACKER

DIVISION OF BUSINESS

HEAD:
IAN W. ROBERTS, BCom (NSW), MBA (Syd), AASA (Senior), ACIS

SENIOR LECTURERS:
MICHAEL J. CROWLEY, BEd (La T)
A. ROBIN D. PEATFIELD, BA (Warwick), MBA (Melb)
MAITLAND J. VERTIGAN, BCom (Tas), AASA

LECTURERS:
WILLIAM F. BATTERSBY, BEd (Monash)
JOHN W. BENSON, BEd, MEd (Monash), TSTC
LEONARD F. BOUCHER, BA (RMIT), DipEd (Monash)
DAVID M. EADDY, BA (Well), LLB (Cantuar)
PETER FARAGO, LLB (Melb), MA (Leeds)
IAN A. GIBSON, BEd, BA (Monash)
MICHAEL D. JONES, MBM (Adel), BA (Acc) (SAIT), AASA (Senior)
PETER C. KERR, BA (Melb)
MICHAEL B. REIDY, BEd (Monash), DipEd (Melb), AASA (Prov)
NICHOLAS J. WATSON, BCom (NSW), AASA, FTIA
JAMES CHIN KEE WONG, LLB, LLM (Lond), MPh (S'ton)

SENIOR TUTOR:
SHERIDAN H. THOMAS, BA, LLB, DipCrim (Melb)

TUTOR:
ANN T. HODGKINSON, BEd (Qld), DipBus Admin (McGill)

DIVISION OF SOCIAL SCIENCES

HEAD:
PETER K. HARWOOD, MA (Auck), DipSocWk (Well)

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GAVIN F. HOARE, BA, BEd (Melb), MEd (Manitoba), PhD (Indiana)
SENIOR LECTURERS:
BRYAN E. COLEBORNE, MA, DipEd (NE)
IAN V. HAMILTON, BE (Melb), BD (MCD), MTh, (Aberd), DipCE, DipTRP
PATRICK V. MORGAN, BA (Melb)
DARYL E. NATION, BA, MEd (Monash)
ASIM KUMAR PAL, MSc (Calc), PhD (Birm), MAPsS
PARIMAL KUMAR ROY, MA (Ranchi & WA) PhD (Ranchi)

LECTURERS:
NEIL C.W. COURTNEY, MA (Melb)
J. GORDON DAWBER, BA (NZ), DipSocSci (Well)
TERRY D. EVANS, Cert.Ed. (Bishop Otter.) BEd (Sussex), MEd, PhD (Monash)
CHRISTOPHER O. FRASER, BSc (Cantuar), MAPsS, MNZPsS
MICHAEL GRIFFITHS, BA (Wales)
R. NEIL HANLEY, BA (Ncle, NSW)
STEPHEN R. KERR, BA (La T), DipSoc Stud (Melb)
ANTHONY J. PETERSON, BA (Wash)
ABU KAMAL ABDUR RAHMAN, BA (Rajsh), MA (Rajsh and McG), PhD (McG), MAPsS, MBPA
A. MARIANNE ROBINSON, BA (Monash)

SENIOR TUTORS:
DIANNE S. DONELLY
D. JAMES GOFF, BA SocSci (WAIT)

TUTORS:
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Student Information

MAIN INFORMATION SOURCES

Student Liaison Area - Academic Registry
The Student Liaison Area is located on the First Floor of the main building in Room 1S 204, the Academic Registry, which provides a centralised information service for current and intending students. All inquiries and problems relating to student admission, enrolment, continuation, assessment, graduation, and student records should be directed initially to the Academic Registrar. The Academic Registry also provides general services such as the issue of travel concessions, the supply and receipt of statements of academic record, changes to student enrolment, change of enrolment forms and guidance on student administrative procedures.

The Academic Registry is open from 9.00 a.m. to 5.00 p.m. on weekdays and from 9.00 a.m. to 12 noon on Saturdays during Weekend Schools.

Student Liaison Area - External Studies
The Student Liaison Area is located on the First Floor of the main building in Room 1S 204, the External Studies, which provides a centralised service for current and intending external students. All inquiries and problems relating to external studies should be directed to the Co-ordinator External Studies.

The External Studies Area is open from 9.00 a.m. to 5.00 p.m. on weekdays and 8.45 a.m. to 5.00 p.m. on Weekend Schools.

Course Advisers
The Schools of the Institute appoint a member of staff (who may be the Principal Lecturer concerned) to act as course adviser to students enrolling in that particular course. The course adviser will give advice to the student in drawing up his study programme and in deciding in what order he should take the units that comprise his course programme. He will also be able to advise the student on any variation in his study programme.

Notice Boards
The official notice boards located in the central reception foyer provide the main means by which the Institute communicates important information such as, lecture and tutorial locations and times, and examination timetables.

Orientation Week
The Orientation Week serves as an introduction to the institute, during which new and continuing students, teaching staff and administrative staff, are available to provide information on all aspects of college life for new and continuing students. Orientation Week includes a wide variety of activities including forums and discussions about studying at the Institute, involving staff and students, tours of campus and local areas, introduction to equipment and facilities available to students, cultural and sporting events, etc. A detailed programme of Orientation events will be available to students in early February.

Reception Desk
Newcomers to the Institute are advised to make inquiries initially at the General Reception Desk located in the main entrance foyer.

EXTERNAL STUDIES

The external study option offered by the Institute makes a number of courses available to the many qualified people who are not able to attend regular on-campus classes. This opportunity to pursue a tertiary education is particularly suitable for people in full-time employment, for those with family commitments or for those who live too far from the campus to allow for more than occasional attendance.

Prospective students who live a considerable distance from Churchill should take into account that on-campus attendance is prescribed for some specific units in order to complete practical or laboratory work.

Courses Offered by External Studies in 1980.
- Diploma of Arts (no new enrolments)
- Bachelor of Arts
- Diploma of Applied Science
- Bachelor of Applied Science
- Diploma of Business (no new enrolments)
- Bachelor of Business
Diploma of Teaching
Bachelor of Education
Graduate Diploma in Education
Associate Diploma in School Librarianship
Associate Diploma in Welfare Studies
Associate Diploma in Engineering Supervision
*Bachelor of Engineering (Electro-Mechanical)

* A number of units in the Bachelor of Engineering degree are offered externally, providing an opportunity for holders of engineering diplomas to upgrade their qualifications to degree level.

For information regarding all these courses and for details of those units which are offered by external study within these courses, refer to the relevant chapters of this Handbook.

Note: The external study option for units offered in the area of Education is not available for students completing their secondary schooling in 1979. School leavers have the internal option only available to them.

External study methods
The G.I.A.E. external studies programme offers a great deal of opportunity for personal interaction between lecturers and students, but it also calls on a variety of instructional techniques to overcome the problems of the student who is learning at a distance.

For independent study at home the student can expect to use study guides and other material prepared by lecturers, as well as textbooks and the usual library materials. Audio tapes will also be used in some units and a telephone tutorial network is being planned. Students will also have opportunities to meet with lecturers and other students either in study groups in their own districts or at on-campus weekend and vacation schools. There will be three weekend schools and a combined weekend/vacation school each semester during 1980.

The vacation schools are held during the last week of each of the school vacations in May and September. These schools, while providing the opportunity for regular contact with lecturers and fellow students, give the external student access to such campus facilities as the library, the computer centre and the bookshop.

Some external students will be required to attend one or more of the weekend and vacation schools in order to complete practical or laboratory requirements for some specific units.

Every effort is made to keep the attendance requirements to a minimum but this must depend on the nature of the course work involved in the specific units for which the student is enrolled.

Who is Eligible for External Studies Enrolment?
Applicants must meet the normal entry requirements of the course in which enrolment is sought. The general standard is passes in four Higher School Certificate subjects, including English. However, the G.I.A.E. admissions policy is flexible enough to accommodate applicants with a wide variety of academic and work experience. Applications are therefore also invited from mature age applicants (21 years and over) who may not hold the required academic qualifications but who can demonstrate in other ways, e.g. by academic or employment background, that they might reasonably be expected to succeed in the course in which they wish to enrol.

Further Information
The 1980 External Studies Booklet gives full details of units available externally. A free copy may be obtained by writing to —

Academic Registrar,  
Gippsland Institute of Advanced Education,  
Switchback Road,  
CHURCHILL, Vic. 3842.

ACADEMIC REGISTRY
The Academic Registry is responsible for all aspects of academic administration within the Institute. Its duties include processing and recording, and communicating to students, matters relating to admission (including deferred entry), enrolment and re-enrolment (including variations to personal records), course changes (including changes in units and withdrawals) and deferred studies, assessment and examinations (including credits and exemptions), graduation, assistance and scholarships and student welfare and counselling services (including financial assistance for needy students).

ADMISSION — PROCEDURES AND REQUIREMENTS
Applicants for admission are administered through the Institute's Academic Registrar. Special cases are referred by the Academic Registrar to the Chairman of the appropriate Board of Studies. In cases where the Chairman is empowered to make a decision under the Admissions and Continuation Regulations, this decision is communicated to the Academic Registrar who proceeds with the application. In cases where the Chairman or the Academic Registrar considers that a question of policy or precedent is involved, the application shall be referred to the Admissions and Qualifications Committee, with the Chairman's recommendation. The Committee's decision in such cases shall be conveyed to the Academic Registrar for implementation.
The Institute's admissions policy aims at the admission of able, highly motivated students and seeks to encourage students of mature age whose academic qualifications may appear to be formally incomplete. In considering an application for admission the Institute may take into account also the applicant's purpose and motivation for undertaking the course of study, his extra-curricular interests and recommendations from referees.

Admission Requirements
Applicants who meet tertiary education requirements at HSC or TOP or other year twelve equivalent, or who are over 21 years of age and have an appropriate academic and employment background, or who have gained qualifications approved by the Institute, are eligible for admission to diploma or degree courses at the Institute. Applicants are advised to read closely the admission regulations 1.1 to 5 inclusive, on pages 148-149 of the Handbook, for detailed and specific admission requirements.

Application for Admission

NEW APPLICATIONS – PART-TIME AND EXTERNAL
Applications for part-time and external study must be made on the appropriate admission form, available on request from the Academic Registrar, and should be lodged together with a record of fees paid i.e. $25.00 part-time, with the Academic Registrar. Applications should be made by 31 October 1979. Quota restrictions could apply to some courses and units, and applications received after that date may not be considered.

Applicants seeking admission to the Institute for the first time should include the original documentary evidence of their entrance qualifications. Applicants who have changed their names since the receipt of their qualifications, are required to include documentary evidence of their change of name.

Applicants seeking admission under the mature age provision should include the original references from their employers.

NOTE: Incomplete applications will be returned unprocessed to the applicant with a request for the necessary documentation. This may delay the receipt of the completed application beyond the closing date, and may result in the applicant's failure to gain a place in the Institute.

NEW APPLICATIONS – FULL-TIME INTERNAL
Applications for full-time, internal study must be made through the Victorian Universities Admissions Committee (V.U.A.C.), 11 Queens Road, Melbourne, Vic. 3004. V.U.A.C. application forms are available from the Secretary at the above address.

The following conditions apply to Undergraduate applications through V.U.A.C.:

(i) Normal closing date for applications is 2 November, 1979.
(ii) Late applications forwarded during the period to 28 December, 1979 should be accompanied by a late fee of $10.00 payable to V.U.A.C.
(iii) Applications forwarded during the period 29 December, 1979 to 22 January, 1980 should be accompanied by a late fee of $15.00 payable to V.U.A.C.

Students are strongly urged to read carefully pages 7 to 11 of the V.U.A.C. Guide to Prospective 1980 Students for further information regarding selection.

The following conditions apply to Diploma of Education applications through V.U.A.C.:

(i) Normal closing date for application is 23 November, 1979.
(ii) Late applications forwarded during the period to 30 November, 1979 should be accompanied by a late fee of $10.00.
(iii) Under no circumstances will applications be accepted after 30 November, 1979.

NEW APPLICANTS – INTERVIEWS
With some courses the Chairman of the Board of Studies, in which the course is offered, may require an interview with applicants. Applicants to those courses which require an interview, shall be advised to contact the Chairman of the appropriate Board of Studies (through the Academic Registrar, if necessary) to arrange a convenient time for an interview.

DEFERRED ENTRY
A person who has been offered a place in a course and does not wish to take up the offer immediately may apply for deferment of the offer. Application for deferment must be made as a written request to the Academic Registrar, for consideration by the Chairman of the appropriate Board of Studies, and must be supported by a clear statement of the reason(s) for seeking deferment together with any supporting evidence. Deferment will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters, and only for entry to the particular course for which the original offer was approved. Applicants who have been granted deferment will be informed in writing by the Academic Registrar.

See the deferred entry regulation on page 149 or the Handbook.

ENROLMENT AND RE-ENROLMENT

Enrolment - Part-time and External
Part-time and external applicants, who have met the requirements for admission to an Institute course and whose
applications have been approved by the Chairman of the appropriate Board of Studies will be offered a place in that course. Such applicants for part-time or external study, who have correctly lodged applications for admission on the appropriate form, shall automatically become enrolled students.

Enrolment — Full-time Internal - V.U.A.C.
Applicants who have applied through V.U.A.C. will receive a card from V.U.A.C. advising them of the offer of a place, and when they should attend the Institute for interview and enrolment. Applicants should note that the V.U.A.C. card must be presented at the time of enrolment. Such applicants should note that Union Fees of $40.00 must be paid at the time of enrolment.

Confirmation of Enrolment
Once applications have been processed and approved, students will receive a letter confirming the course and units for which they are officially enrolled. Students are expected to check that the confirmation of enrolment is correct in every particular. Any queries regarding the information contained in the letter should be directed immediately to the Academic Registrar.

Re-enrolment
Continuing students (internal, external and part-time) are required to lodge their applications for re-enrolment together with a record of fees paid with the Academic Registrar no later than 14 January. Application forms for re-enrolment are available on request from the Academic Registrar's office. The Chairman of the appropriate Board of Studies may consider students’ end of year assessment results when approving re-enrolment applications, and students will be advised of any necessary adjustments to their study programme.

See the continuation regulations on page 149 of the Handbook.

Variations to Personal Records
Students who change their name, term address or permanent address should notify the Academic Registrar by completing the appropriate form available on request from the Academic Registry. A term address is that address by which a student may be contacted during the semester.

Identity Cards
Identity Cards will be issued to all students on enrolment or re-enrolment. These must be carried at all times when the student is on campus and will be necessary for borrowing books from the library or claiming for student concessions and examination room entry. It must be shown on demand by officers of the Institute.

COURSE CHANGES AND DEFERRED STUDIES

Alterations to Enrolment
Students must notify the Academic Registrar, using the form available from the Academic Registry, of any change in their selection of units, or discontinuance of any or all of their units. Any change requires the approval of the Chairman of the appropriate Board of Studies before it can be acted upon.

No change of course or unit will be accepted after the fourth week of the semester in which the unit or course is offered, unless express permission is obtained from the Chairman of the appropriate Board of Studies.

Withdrawal from Units or Courses
(a) First Semester: 14 March 1980 is the closing date for withdrawal without penalty from a unit or course which is taught and assessed in either first semester or the full year.
(b) Second Semester: 15 August 1980 is the closing date for withdrawal without penalty from a unit or course which is taught and assessed in second semester.

In all other cases the unit enrolment will be carried forward to the examination period and probably receive the "N" fail result.

A student who has previously been enrolled and has withdrawn from a College course or has been excluded from a College course and seeks readmission in 1980 should follow the admission procedures outlined for new students.

Deferred Studies
A student wishing to temporarily discontinue his studies may apply for deferment of his place in the course. Applications for deferment must be made as a written request to the Academic Registrar, for consideration by the Chairman of the appropriate Board of Studies, and must be supported by a clear statement of the reason(s) for seeking deferral together with any supporting evidence. Deferment will be granted only in exceptional circumstances and will not normally be approved for more than two successive semesters. Students who have been granted deferment will be informed in writing by the Academic Registrar.

ASSESSMENT AND EXAMINATIONS

Results awarded for each unit represent a total assessment of the student’s performance in such written examinations, assignments, classwork, practical or other work as are prescribed for that unit by the appropriate Board of Studies. Students should be fully aware of the methods of assessment prescribed for each unit they undertake.
Special Consideration
If a student is hampered by illness or other serious cause which may have adversely affected his academic performance, the student is advised to apply at the earliest possible opportunity, to the Academic Registrar, with supporting evidence (such as a doctor's certificate), if he wishes to have such illness or cause taken into account in the assessment of his work.

Students wishing to apply for special consideration in the assessment of any unit should do so in writing to the Academic Registrar before the examination period begins in any semester.

If performance in an examination is adversely affected by causes beyond a student's control an application for special consideration must be made within 48 hours of the relevant examination.

All applications for special consideration must be accompanied by appropriate medical or other evidence.

Appeal
All assessment matters are under the jurisdiction of the Boards of Examiners and final results are determined after careful consideration of the student's overall performance. In addition to provision of special consideration which already exists, students who feel concerned about their assessment at any time during the year should initially consult with the lecturer concerned and if they remain dissatisfied they should seek consultation with the Chairman of the appropriate Board of Studies. Students are reminded that they should initiate consultation with their lecturers to maintain a check on their own progress and general status within the course.

Examinations Timetable
A draft timetable will be issued to each student five weeks before the appropriate examination period and a final timetable will be issued two weeks before the examinations. Draft timetables should be checked carefully and any clashes reported to the Academic Registrar.

Times of all examinations indicated on the final timetable should be noted carefully. There is no entitlement to special consideration on the grounds of misreading the timetable.

Examinations at Approved Outside Centres
Together with the draft timetable mentioned above students will receive a list of examination centres where G.I.A.E. examinations can be taken. Students will be requested to inform the Academic Registrar immediately of the centre at which they wish to sit for the examination and the units for which an examination is required. Students who find themselves unable to sit for examinations at the centres listed should nominate to the Academic Registrar immediately any alternative centres where the examination may be undertaken together with possible supervisors so that formal arrangements can be made. Students who fail to nominate in the specified time may be required to attend the Institute.

Notification of Results
Assessment results will be mailed to each student as soon as possible after the end of the appropriate examination period. Results will be mailed to the student's latest address held by the Institute.

Unsatisfactory Progress
Students will be informed by letter if their academic progress is to be reviewed by a Board of Studies. Such students may place before the Board of Studies any information considered relevant by writing to the Academic Registrar.

Students may appeal against a decision of a Board of Studies in respect of unsatisfactory progress by writing to the Academic Registrar to that effect. The notification of appeal should be accompanied by any information which is considered relevant. Such appeals will be considered by the Admissions and Qualifications Committee.

Statements of Academic and/or Attendance Status
Students requiring special certification by the Academic Registrar of course and unit enrolments, examination results, or attendance status should apply to the Academic Registrar on the prescribed form available on request from the Academic Registry. The fee is $1.00 for each signed certificate and 20 cents for each additional signed copy of any certificate.

GRADUATION — Requirements and Procedures
Students who have satisfactorily completed all the requirements of the course for which they are enrolled or who are reasonably confident that, as a result of their performance in the end of year examinations, they will satisfactorily complete all the requirements of the course for which they are enrolled, are required to apply for the award of the appropriate diploma or degree. Students are advised to apply in November 1979 and certainly no later than 14 January, 1980. Application forms are available on request from the Academic Registrar. Applications are closely checked against students' academic records and, if legitimate, are certified by the Chairman of the appropriate Board of Studies.

Candidates whose applications for an award, are not certified by the Chairman of the appropriate Board of Studies will be informed of their unsuccessful application. Candidates whose applications for an award are certified by the Chairman of the appropriate Board of Studies, may expect to receive notification of such in March, 1980.

N.B.: Students are advised to read carefully the Graduation Regulations in this Handbook (p. 150).
ASSISTANCES AND SCHOLARSHIPS

Tertiary Education Assistance Scheme (Australian Department of Education)

1. **INTRODUCTION**

The Tertiary Education Assistance Scheme is intended to assist Australian students enrolled in universities, colleges of advanced education, certain teacher education colleges, technical colleges and other approved tertiary institutions. It is granted:

* to students enrolled in full-time study only in approved courses
* subject to a means test
* on a non-competitive basis
* without age restrictions
* subject to certain conditions of eligibility including satisfactory progress in an approved course.

A student must apply to have his eligibility for assistance under the Scheme re-assessed each year. The provisions outlined below were those specified for 1979. It should be noted that the Australian Department of Education is at present reviewing the Tertiary Education Assistance Scheme, and that there may be changes in these provisions. The latest available information can be obtained through the Academic Registrar.

2. **APPROVED COURSES**

Students who gain entry to approved courses of the following types and meet certain eligibility requirements, will be eligible for assistance. Please note, however, that some newly introduced courses at these institutions may not yet be approved for assistance.

(a) **At Universities**
   - Undergraduate and Postgraduate bachelor degree courses
   - Postgraduate diplomas
   - Certain combined bachelor degree courses offered by institutions
   - Master’s Qualifying courses (where the student has not attempted an Honours Year)

Note: The Scheme of Postgraduate Awards will continue to cater for those in higher degree courses; hence students wishing to undertake Master’s and Ph.D. degrees are not eligible for T.E.A.S. assistance.

(b) **At Colleges of Advanced Education**
   - Undergraduate bachelor degree courses
   - Diploma, Associate Diploma, Fellowship Diploma and Graduate Diploma courses
   - Certificate and Advanced Certificate courses

2.1 **Student’s Enrolment Responsibility**

It is the student’s responsibility to arrange enrolment in an approved course. The provision of assistance under this Scheme does not ensure that a student will be admitted to the course he has chosen. An applicant who is unable to gain admission to the course of his first choice may undertake any other approved course to which he can gain admission and remain eligible for assistance.

3. **ELIGIBILITY**

To be eligible to receive assistance, a student must meet the following requirements:

3.1 **Residence**

Assistance is available to Australian citizens and permanent residents of Australia. Persons who have been granted entry permits, or who have applied for and are likely to be granted permanent resident status, are eligible to receive assistance. However, assistance is generally not available to overseas student holding temporary entry permits.

3.2 **Training Agreements**

Students who have entered into a training agreement with a future or prospective employer are not eligible for assistance. A training agreement is an arrangement or agreement set out in writing, by either party, whereby the student is to undertake a course of study whilst in receipt of assistance and to remain or engage in certain employment. Understandings involving unwritten “moral obligations” between students and other persons are disregarded.

A student who is party to a training agreement can become eligible by arranging to meet the obligations under his training agreement to the satisfaction of the authorities concerned and of the Department of Education.

3.3 **Other Awards**

A student may hold another award not involving a training agreement and remain eligible to apply for assistance under this Scheme. However, where a student receives in excess of $150 from another award, his living allowance will be reduced by one dollar for every dollar by which the amount of his other award exceeds $150. A cash grant for living expenses, travel, or for use towards books and equipment, or income from unbonded cadetships of studentships, is treated as assistance from another award. Similarly, should a student receive free board and lodging at a college, the value of this will be added to the value of other awards.
3.4 **Full-time Study**

Assistance is available only to students who are undertaking approved courses on a full-time basis. Under the Scheme a full-time student is one who is undertaking at least three quarters of the normal work load prescribed by the institution for a full-time student in a year of course.

Only subjects necessary for completion of a qualification may be taken into account. Assistance will not normally be given to repeat a year of a course, unless a student's performance has been affected by circumstances beyond his control.

3.5 **New Students**

School leavers and students undertaking tertiary study for the first time will be eligible to receive assistance if admitted to an approved course. Students admitted to courses on a conditional basis will also be eligible provided they will be in a position to obtain full credit for their studies at the end of first year.

3.6 **Students Re-enrolling in Approved Courses**

To be eligible for assistance, students are required to have made satisfactory progress in their courses. As far as possible progress will be determined in accordance with the rules of the particular institution attended. However, since the Scheme covers a diverse range of institutions and courses, minimum progress requirements have been introduced to enable students to be considered on an equal basis.

4. **BENEFITS**

Assistance under the Tertiary Education Assistance Scheme may include:

(i) payment of tuition fees;
(ii) living allowance;
(iii) incidentals allowance;
(iv) allowance for a dependant spouse and/or child;
(v) fares allowance.

All benefits available are subject to a means test. A student must be eligible for a living allowance in order to receive any of the other benefits listed.

4.1 **Living Allowance**

4.1.1 **Ordinary Students** — subject to the application of a means test to the parental income, may receive a living allowance at one of the following rates:

(i) At Home Rate — for students living with parents while attending courses, the maximum rate payable is $1,487 per annum.
(ii) Living Away From Home Rate — in certain circumstances, where students live away from home to attend courses, the maximum is $2,348 per annum.

4.1.2 **Independent Students** For independent students the means test is applied to the income of the student and, where appropriate, his/her spouse. The maximum rate payable is $2,348 per annum.

4.2 **Incidentals Allowance**

Students eligible for a living allowance will be granted an incidentals allowance which will assist in meeting the cost of fees such as student representative council, union and sports fees. Part of this allowance may also assist in meeting expenses associated with the purchase of books and equipment. The rate applicable to students in colleges of advanced education, teachers' colleges, and similar institutions, is $70 per annum. The full incidentals allowance will be paid where a student has qualified for a full or part living allowance.

4.3 **Dependant's Allowance**

A student who is qualified for a living allowance may also be qualified to receive a dependant's allowance in respect of a dependant wife and dependant children.

4.4 **Fares Allowance**

Students living away from their normal places of residence in order to undertake their courses of study may be reimbursed the cost of three return trips per annum between their homes and the institution during vacation periods.

This allowance will only be provided for students who qualify for assistance under the means test and will normally be restricted to the cost of travelling by economy class rail except where other means of transport are approved.

5. **MEANS TEST**

Details are supplied in a booklet provided by the Department of Education.

6. **ALLOWANCE PAYMENTS**

The living allowance will normally be paid in ten instalments.

7. **APPLICATION FORMS**

The prescribed forms and information booklets are available from the Academic Registrar or from:

The Regional Director, 450 St. Kilda Road,
Victorian State Office, Melbourne, Victoria, 3004.
Department of Education, Telephone (03) 267 4700
Forms, when completed, should be forwarded to the Regional Director at the above address. Application forms should be available in December, 1979.

8. **ADVICE OF ASSESSMENT**
The Australian Department of Education gives the following advice in respect of applications lodged under this scheme:

- Receipt of applications will not be acknowledged by the Department. All students will receive advice of their entitlement as soon as possible after submitting the application.
- Any subsequent amendments to the information contained in the information forms (after it is submitted) must be conveyed to the Department in writing.
- The Department would appreciate advice from any student who decides not to proceed with his application.
- Forms will be assessed by the Australian Department of Education as soon as possible, and in the order that they are received by the Department.

**SCHOLARSHIPS AND BURSARIES**
Information concerning scholarships and bursaries may be obtained from the Academic Registrar. Publicity concerning all assistances, scholarships, studentships, bursaries and awards which are drawn to the Institute’s attention will be posted on the Institute’s notice boards.

**Local Awards**
Application forms for local area awards are available from the Academic Registrar at the commencement of the second semester. Applications close on 30 September 1980. Awards are determined from the student’s mid-year and previous-year examination/assessment results. In each case, it is a condition of the award that the holder shall hold no other scholarship.

<table>
<thead>
<tr>
<th>Award</th>
<th>Number</th>
<th>Value</th>
<th>Tenure</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morwell Shire</td>
<td>1</td>
<td>$100</td>
<td>1 Year</td>
<td>Full-time students who are residents of the Shire of Morwell. Preference to 1st year students.</td>
</tr>
<tr>
<td>City of Traralgon</td>
<td>1</td>
<td>$40</td>
<td>1 Year</td>
<td>Full-time students who are residents of the City of Traralgon. Preference to 1st year students.</td>
</tr>
<tr>
<td>Australian Society of Accountants</td>
<td>1</td>
<td>$100</td>
<td></td>
<td>Awarded to the best final year student in Business Studies.</td>
</tr>
<tr>
<td>Institution of Engineers Australia</td>
<td>1</td>
<td>$100</td>
<td></td>
<td>Awarded to the best final year student in Engineering.</td>
</tr>
</tbody>
</table>

**Postgraduate Awards at Colleges of Advanced Education**
Applications are called in September of each year for Postgraduate Awards at Colleges of Advanced Education. Application forms are available from the Academic Registrar and the closing date for applications is 31 October in any year.

Awards are administered by the Department of Education and are for full-time study in approved courses leading to the degree of Master by either course work or research. Awards are available to Australian citizens, who normally would have achieved better than pass results in individual subjects. Preference is given to applicants with relevant employment experience and there are no age restrictions.

Allowances under the award consist of a living allowance, an incidentals allowance, and in some circumstances, special allowances for dependants, travel to take up an award, establishment allowance and a thesis allowance. Award benefits are continued for the duration of the course, subject to satisfactory progress and the college recommending renewal of the award.

**STUDENT WELFARE SERVICES AND COUNSELLING**
The primary function of this section is to provide and co-ordinate welfare related services for both on-campus and off-campus students.

The Student Services Officer is readily available to assist all students with the following services —

- Counselling of students and referral where necessary
- Allowances and scholarships
- Financial assistance for needy students
- Vacation and part-time employment
- Career guidance and employment opportunities.

**Chaplains**
The Council of the Institute has appointed two part-time honorary Chaplains — the Reverend David West, representing the Co-operating Churches in Churchill, and the Reverend Father Jeremiah Coffey, representing the
Catholic Church in Churchill. The Chaplains will assist students with problems arising from their personal or college life, irrespective of their religious outlook. They can be contacted by telephone or through the Student Services Officer.

Financial Assistance for Needy Students
Students of the Gippsland Institute of Advanced Education who are in circumstances of extreme hardship can make application for financial assistance which may be made available from a limited amount of finance provided by the Australian Government's "Help for Needy Students" scheme and from the Students' Loan Fund established by the Victoria Institute of Colleges. Such financial assistance can be used to purchase necessary books and equipment and for subsistence on either a short term or long term basis.

Student Loans
Financial assistance to approved students will be in the form of loans recommended by the Institute's Campus and Community Services Committee. The following conditions apply to student loans:

1. A student may be granted a loan of up to a maximum amount of $500 in any one year and, if funds are available, up to a maximum cumulative total amount of $1,500 over a period of three or more years.
2. Such loans are charged interest at the rate of 5% per annum on the amount outstanding after 1 February of the year following the granting of the loan.
3. The repayment of loans advanced and interest accrued thereon must be completed as early as practicable; and within one year of the borrower completing or abandoning his course, or within one year of ceasing to be enrolled as a full-time student.
4. A borrower may repay the whole or any part of a loan at any time and interest on the amount so repaid shall abate accordingly.
5. Students should endeavour to begin loan repayments as soon as possible because the fund has a total capital limit and when all loan funds are in use no other loans can be considered, even if applicants are able to establish that they are in "circumstances of extreme hardship".
6. The relevant forms must be completed by each student seeking a loan. These are available from the Student Services Officer.

Guidelines in Assessing Applications
In considering applications from students for financial assistance, the Campus and Community Services Committee will take into account the following factors:

1. The general financial circumstances of the applicant and his parents, including liabilities for educating other children.
2. The hardship which would be caused to the applicant or to any other person if the assistance applied for was not granted.
3. Evidence of satisfactory academic ability and, in particular, good prospects of successfully completing the course which, at the time of application, the applicant is undertaking or expects to undertake.
4. The way in which the applicant proposes to spend the financial assistance requested.
5. The required period of the loan in relation to available funds.
6. The character of the applicant.
7. The applicant's full name together with his official home residential address and also his term residential address must be stated in full on all applications. Higher priority will be given to an applicant whose normal place of residence prior to his application for admission to the Gippsland Institute was in the Gippsland area.
8. Any other matters which the Campus and Community Services Committee regards as relevant.

In addition to providing information on the prescribed forms required to be lodged by applicants for financial assistance, each applicant, after all documents have been lodged, will be interviewed by a small sub-committee of the Campus and Community Services Committee.

It should be noted that a successful application for financial assistance by a student who is in "circumstances of extreme hardship" in one year does not imply that an application in a subsequent year from the same student will automatically be successful.

Students who would like to obtain further details, or who wish to discuss their intended application for financial assistance, should contact the Student Services Officer.

COLLEGE FACILITIES
The Library
Students, staff and members of G.I.A.E. Council are entitled to use the library, as are those to whom borrowing privileges have been extended. Other persons may become registered borrowers only with the consent of the Chief Librarian. Library users will find that loan restrictions have been placed on some material for certain purposes. All library users have an obligation to abide by library rules, which are designed for the common benefit.
Library resources are classified and shelved according to the Dewey Decimal Classification. Resources are held in three main collections: monographs, periodicals, and non-book materials. The monograph collection, shelved mainly on the first level, numbers nearly 40,000 volumes. The periodical collection is located off the first level in the adjoining portable building. About 800 titles are regularly received. Most back runs of periodicals are available on microfilm. The growing non-book collection is located on the second level and includes such material as audiotapes, videotapes, films and filmloops, slides and maps. Audiovisual equipment necessary for their use is available in the library. In addition, this collection contains a range of school resource material - children’s books and curriculum material such as kits, games, models, pictures, realia - to support courses offered in Education and School Librarianship. Because the library was established comparatively recently, resources are generally active and up-to-date. Seating is available for 137 readers.

The library provides a postal service to external students. Arrangements have also been made for external students living in or near the metropolitan area, to use some other college libraries on an interlibrary loan basis. A book collection of about 125 carefully selected titles has been deposited in each library adjoining a study centre.

Members of the library staff are always willing to assist users and help them to locate material. However, students should read the more detailed information about the library, its services, rules and borrowing procedures, set out in the Library Guide, which is available at the circulation desk. Hours of opening are also posted on the library and other notice boards.

Computer Services Section

The Institute currently has five digital computers to support its academic and administrative programmes. A line to a Control Data CYBER 73 computer at R.M.I.T. is available for Remote Job Entry from a computer on the Churchill campus. Access to computers is available on both the Churchill and Newborough campuses and external students can gain access to a computer using a terminal located at Warragul. Secondary schools throughout Gippsland region make use of the G.I.A.E. computer facilities using low-cost, mark-sense cards to eliminate capital costs.

A wide range of computer languages and services are available on the local machines. The Remote Job Entry facility to the CYBER 73 gives access to a powerful central computer which has specialist application packages and can handle programmes too large for the local machines.

Where possible, the Institute’s computer facilities are made available to the community in general.

(a) CHURCHILL CAMPUS

(i) A Hewlett-Packard 3000 Series II Model 6 general purpose minicomputer with 256,000 characters of memory, 170 million characters of disc storage and a 1600 characters per inch and an 800 characters per inch magnetic tape drive. This computer is a terminal-user oriented system and at present can support 32 terminals concurrently. Two dial-up modems have been installed and authorised users may dial in to the HP3000 over standard Telecom telephones. McMillan Rural Studies Centre at Warragul have a 120 characters per second terminal connected to the HP3000 via a leased Telecom line.

The software available on the HP3000 includes:

FORTRAN
BASIC
COBOL
RPGII
SPL (HP Systems Programming Language)
System Utilities e.g. SORT
PLOTTER software

and a comprehensive range of user-contributed software.

(ii) A batch-oriented General Automation SPC 16/40 with 64,000 characters of core memory and 7.5 million characters of disc storage. This computer also has two visual display units, a 300 lines per minute line printer, a 400 cards per minute card reader, an 800 characters per inch magnetic tape drive and a communications controller connected by a Telecom leased line to the CYBER 73 at R.M.I.T. The card reader accepts mark-sense cards as well as the standard 80 column punch cards, enabling the provision of low cost computing for secondary schools throughout the Gippsland region.

This computer is now used mainly for Remote Job Entry to the CYBER 73, administrative computing and computing for secondary schools.

(iii) A G.A. SPC 16/40 computer has been relocated to the Applied Science laboratories as its previous functions have been taken over by the HP3000. The SPC 16/40 has four floppy disc drives giving a total of 788,000 characters of disc storage, 64,000 characters of core memory, a 180 characters per second serial printer, a high speed paper tape reader, a high speed paper tape punch and two terminals. The computer is being used for process control work with the instrumentation in the Applied Science laboratory. The computer is currently connected to an “intelligent” gas chromatograph, and will be connected to other equipment when an analogue-to-digital converter is installed.
(iv) The Institute has an NCR Model 399 Visible Records Computer with 12,000 characters of storage which is used primarily for administrative accounting work, and as a demonstration system for Business Studies students.

(b) NEWBOROUGH CAMPUS
A Multi-user BASIC system runs on a Computer Automation ALPHA LS1 2/20 computer with 32,000 characters of core memory, a high speed paper tape reader and three terminals. The system is used by G.I.A.E. Engineering students. An analogue-to-digital converter is being installed so that data capture and process control experiments will be possible.

HOURS
The Computer Centre at Churchill is staffed from 9.00 a.m. to 5.00 p.m. except for public holidays as listed in the Calendar in the Handbook. The HP3000 computer is up 24 hours per day. Students have access to terminals while the Institute is officially open, i.e. 8.00 a.m. to 9.00 p.m.

The Computer Centre staff offer assistance to staff and students alike in areas of systems design and programming and will help as much as resources will permit.

Banking Facilities
The National Bank of Australasia Limited, Morwell Branch, operates a branch agency on campus each Monday and Thursday between 12.30 and 2.00 p.m. The bank is located in Room 2N-103 in the "Knuckle" area. The branch agency is open from 12.15 p.m. to 2.15 p.m. on staff pay-days.

Bookshop
The on-campus bookshop is a branch of the University Co-operative Bookshop Ltd. which originated at the University of Sydney in 1957. Membership of the Co-operative is unrestricted, and it entitles to most favourable rebates on purchases.

The normal daily business hours are 9.00 a.m. to 5.00 p.m., with additional opening times for all weekend schools. External students are also offered the facility of mail order service, the arrangements for which should be made in advance.

In addition to providing for students' course requirements the bookshop also offers a wide range of general books, ranging from light reading to academically oriented titles. Because some sister branches of the Co-operative operate exclusively for specialised schools and colleges, there is also ready access to specialised books in the medical, legal and agricultural fields.

Enquiries about the bookshop should be made directly to:

The Manager,
Gippsland Institute Branch,
University Co-operative Bookshop,
Switchback Road,
Churchill, 3842.
Phone (051) 22 1771.

Cafeteria and Dining Facilities
The Institute has a large cafeteria-style dining area and a private dining room, each of which is served from a well equipped modern kitchen in the Central Facilities Building. The catering service provides a variety of foods, ranging from sandwiches and take-away foods to pre-prepared hot meals, to individually prepared à la carte meals. The main dining area is open from at least 9.00 a.m. to 5.00 p.m. on all normal Institute work days (including weekend schools for external students), with provision for extended hours according to demand and special reservations. The private dining room is available for dining on occasions where a higher standard of food and a more personalised standard of service is required. Individuals or groups wishing to use this facility should contact the Amenities Officer. The Institute's cafeteria and dining facilities are available not only to students, staff and Institute groups, but also to community groups for a range of appropriate activities. Enquiries and reservations in this regard should be made with the Amenities Officer.

COMMUNITY AND PROFESSIONAL SERVICES
The primary function of this section is to help facilitate a close integration of the Institute with the Gippsland community. Specific responsibilities include liaison and co-ordination with community groups and organisations; liaison between Institute staff, the community, industry and commerce; liaison with schools and professional bodies; the co-ordination of consultancy research and short courses; the use of Institute facilities by the community; the provision of on and off campus accommodation and liaison with the media.

The Community Services Officer is assisted by the Amenities Officer who is responsible for on and off campus accommodation and the use of Institute facilities, and by the Professional Services Officer who is responsible for the operation of the Gippsland Institute Professional Services Office, which co-ordinates consultancy and research projects, surveys and short courses.
**Student Accommodation**
The Institute has residential accommodation on its Churchill campus for 108 students. The on-campus accommodation is in self-contained units, each of which comprises 12 individual bed/study rooms, with a shared lounge/ kitchen area, laundry, and shower/toilet facilities. The units are fully furnished and students need supply only their own towels, crockery and cutlery. The charge per student place in 1979 was $17.50 per week plus a $50 refundable deposit. However, these charges are subject to a continuous six-monthly review. The cost of accommodation includes rental, heating, lighting, cleaning and laundering of bed linen each week. Students interested in seeking a place in the Student Residences should apply as early as possible to the Amenities Officer.

Alternatively, there is usually a limited amount of private board, guest house accommodation and private rented accommodation available in the local area. Students requiring assistance in obtaining accommodation should contact the Amenities Officer, who keeps an up-to-date register of people able to offer accommodation to students.

**GRADUATES' ASSOCIATION**
The Graduates' Association was established in 1971 to enable graduates of the Institute to maintain contact with their fellow graduates and with the Institute itself, and to participate in the rapid and exciting developments now occurring. The objectives of the association, as laid down in its constitution, are as follows:

1. To support and advance the character, status, and interests of the Institute and its associations.
2. To provide a meeting place for graduates to maintain or re-establish friendships.
3. To serve as a clearing house for information regarding activities and locations of graduates.
4. To act as a centre for liaison with industry, commerce and the community.
5. To assist the Institute to communicate with graduates, keeping them informed on courses and affairs of the Institute.
6. To assist in the future development of the Institute and of tertiary education.
7. To elect a graduate of the Institute to the Council of the Institute.
8. To assist the Institute by using the expertise available within the association.

The association is active in many different ways to achieve these objectives. Graduates are able to participate in Institute government through the graduates elected to the Institute Council and the Institute Union Board. The association conducts seminars in co-operation with the Institute and also various functions for members. A newsletter is also produced regularly.

**Office Bearers for 1978/79:**

**Chairman:** Mr. Bruce W. King (Diploma of Mechanical Engineering, 1957)

**Vice-Chairman:** Mr. Andrew J. Ringin (Diploma of Civil Engineering, 1974)

**Secretary & Graduate on Council:** Position Vacant

**Treasurer:** Mr. Gary F. Andrews (Diploma of Electrical Engineering, 1970)

**Members:**
- Mr. Richard Donchi (Diploma of Mechanical Engineering, 1970)
- Mr. Glen W. Drover (Diploma of Electrical Engineering, 1977)
- Dr. Raymond J. Hodges
- Mr. David S. Lovison (Diploma of Mechanical Engineering, 1976)
- Mr. Neil W. Terrill (Diploma of Applied Chemistry, 1954)

**Director's Nominee:** Dr. Raymond J. Hodges

**GIPPSLAND INSTITUTE OF ADVANCED EDUCATION UNION**

**The Union Aims**
(a) To create opportunities for and to encourage the development of social, cultural, intellectual and sporting activities for union members.
(b) To provide facilities for the refreshment, entertainment, recreation and convenience of members.
(c) To provide and maintain for its members a common meeting ground and social centre.
(d) To secure the co-operation of Institute people and Institute organisations and bodies in furthering the interests of the Institute and Union members.
(e) Generally, to organise and direct such activities as may be deemed appropriate for giving expression to the common interest of members.

**Union Members**
All full-time and part-time students enrolled in an approved course at the Institute belong to the Union. Other persons eligible for membership are those who hold recognised qualifications obtained at the Institute, members of the Institute Council, academic staff, ancillary staff, administrative staff, or the staff of any other organisation located at the Institute on a permanent basis; and any other persons as determined by the Board.
Union Fees
Tuition fees are no longer charged but the Australian Government has made this conditional upon Union Fees being compulsory for all students. The Union Fees for 1980 are $40 per year for full-time students and $25 per year for part-time students. The part-time student rate applies to students enrolling for less than six units of credit value towards a course, regardless of the year or level of enrolment.

METHOD OF PAYMENT
Union Fees may only be paid direct to a bank on the official deposit form which is forwarded to all intending students with enrolment and re-enrolment forms. Additional deposit forms may be obtained from the Reception Desk, Churchill campus, or by writing to the Academic Registrar.
Fees may be deposited at the National Bank, Morwell, or at any other bank. Where fees are deposited at banks other than the National Bank, Morwell, a transfer fee will be charged by the receiving bank, but generally this will be less than the cost of mailing a cheque. Deposit forms have two counterfoils, one of which should be stamped by the bank where the deposit is made and then attached to the enrolment form in the place provided before it is returned to the Academic Registrar. One of the two counterfoils is to be retained by the student for his/her records and is marked for this purpose.

REFUNDS
Applicants who are not accepted will receive a refund of Union Fees paid. Union Fees will also be refunded to applicants who have been accepted but withdraw from all studies by 22 February, 1980, provided that notice in writing of the withdrawal is in the hands of the Academic Registrar by that date. Applications for the refund of Union Fees after 22 February, 1980 should be directed to the President of the G.I.A.E. Union.

The Union Board
Members of the Union Board are elected in September of the year preceding the year during which they are to hold office. In addition, three first year students are elected to the Board in the first week of April each year. Committees of the Board, to which Chairpersons are elected annually are the Student Affairs Committee, the Activities Committee, the Clubs and Societies Committee, the Sports Committee, the Media Committee, the Staff Affairs Committee and the External Studies Committee. The Board appoints a Finance Committee at the commencement of each year to be responsible for the Union’s financial affairs, as well as an Executive to make decisions between Board Meetings. Any Union member may attend the monthly meetings of the Union Board.

Publications
The Union publishes a monthly newspaper called *Aauvogel* which is issued free to all Union members. Members are asked to contribute material for its pages. A weekly news-sheet is issued so that members are kept informed of events in the Institute and the community.

Union Activities
Film nights, balls, wine and cheese nights, cabarets, concerts, plays, workshops, guest speakers and so forth are provided throughout the year for members of the Union. The Board encourages participation in non-academic activities since these are an integral part of obtaining an overall education.

Clubs and Societies/Sports
There are various clubs and societies subsidised by the Board. These sporting and general interest organisations encourage an intermingling of all students, and attempt to foster a corporate and community spirit amongst students.
Because of a lack of on-campus sporting facilities there is some difficulty in running regular sporting fixtures. Nevertheless, basketball, table-tennis, volleyball, badminton, skiing, cricket, bushwalking, squash, darts, soccer, football, etc., are often held and teams are entered in local competitions in many sporting areas. Tennis courts and a pavilion are available on campus, and the Board is involved in attempts to improve on-campus facilities.

Union Services
The Union manages the games room and sound room. There is also a Union shop called “The Cell” on campus at which various publications, sweatshirts, second-hand books, etc., may be purchased. A child care service is conducted for external students’ children when parents are attending weekend and vacation schools. The Union also assists “Pooch Corner”, which is operated for children of internal students. The Union operates a “Contact” service for persons who need advice on any matters, e.g., whom to see about changing courses; whom to contact about joining a local community organisation; where you can gain advice and assistance on any personal problems. The Union acts as agent for A.U.S. in matters of travel and health. All Union members are insured against death and permanent disablement whilst in pursuit of their studies - be it on campus or not, as soon as they pay their fees. The Union Offices are normally open between 9.00 a.m. - 4.30 p.m. on weekdays and during weekend schools and members should feel free to “drop in” if they have any problems or wish to help.

Australian Union of Students (A.U.S.)
All members of the G.I.A.E. Union are members of the A.U.S. Apart from sponsoring frequent activities throughout the year, e.g., National Faculty Conferences, debates, etc., the A.U.S. promotes student interest in educational, political, international, social welfare and other matters. A.U.S. also provides inexpensive student overseas travel schemes, a fortnightly newspaper *National Student* and cheap health benefit schemes.

36
Core Studies

Multidisciplinary Degrees and Diplomas

Core Studies units are designed to be broader in range than the specialist units which form the major area of a student's course. They embrace a number of disciplines and bring to bear a variety of approaches on a number of related topics. Core Studies units are taught by staff from different courses. Core Studies are designed to help students put their own specific units and course into a broader perspective, as well as providing them with a better understanding of conditions in the society in which they will pursue their vocations.

The essential characteristics of Core Studies units are their breadth and their inter-disciplinary nature. The courses offered by tertiary institutions, including the G.I.A.E., involve specialisation in a limited number of disciplines. Core Studies units explicitly attempt to widen the narrow perspective which often results from this specialisation. Students are exposed to a wide range of disciplines from the various Schools in the Institute, thus providing a frame of reference for their specialist course. Specialisation tends to result in the division of knowledge into separate compartments, without any real understanding of the links between the compartments. One of the important features of core studies units is their role in integrating disciplines, for students and staff alike.

All of the Core Studies units offered i.e. 1130 Science and Society, 5190 Energy and Society, 6103 Economy and Society, 6130 Australian Studies, 6131 Media Studies and 6132 Modern History, have retained these characteristics of integrating disciplines and widening perspectives.

The inter-disciplinary Core Studies units are a unique feature of the Multidisciplinary degree and are part of the Degree and Diploma programmes in Arts, Applied Science and Engineering courses. They are available as electives to Business, Welfare Studies, Education and Visual Arts students. Core Studies units are based on general contemporary topics of which students are expected to have some knowledge and understanding so as to extend their awareness beyond their own specialist areas of interest. They provide an opportunity for contact and exchange of ideas between students and staff of different levels and from different Schools.

Students enrolled in Arts and Applied Science courses take three Core Studies units as part of the requirements for their Degree or Diploma. In order to maintain the aim of encouraging students to mix in common units, students should do at least one unit from both the Humanities - based Core Studies units (Group 2) and the Science - based Core Studies units (Group 1). In future years, additional units may be added to the Core Studies units currently offered.

DESCRIPTION OF CORE STUDIES UNITS OFFERED IN 1980

GROUP 1

1130 Science and Society
Unit Adviser: Dr. M.A. Hooper
Throughout the year - one Lecture and one Tutorial per week - Unit Value of 1 - Internal and External study
Prerequisites or Corequisites: Nil

Unit Outline: This unit examines some of the factors which influence technological developments in our society. A detailed case study of a major current project is used to highlight the impact of Science and Society upon each other. Emphasis is placed on the political, social, economic and environmental implications of this interaction. Students are expected to develop sound criteria for assessing future projects and generally become aware of the need to critically examine technological progress.

Assessment: Assessment is based on written work, other evidence of personal involvement and participation.

PREScribed READING

5190 Energy and Society
Unit Adviser: Dr. H. Edmonson
Throughout the year - 2 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil

Unit Outline: The basic theme of the unit is the investigation of the key role of energy, especially mechanical and electrical power, in the development and sustenance of human society - past, present and future. The...
primary emphasis is on modern technologically-based or industrialised society. Special attention is given to the interactions between energy technology, economics and social policy. After an introduction to the role of energy in modern society, the historical development and application of energy technology are reviewed. The environmental effects of energy-intensive civilisations are considered in detail. Surveys of world energy resources are used as a basis for an introduction to the economics of energy. National and international energy and economic policies are discussed in the context of the Second Report to the Club of Rome, "Mankind at the Turning Point". The remainder of the unit is devoted to detailed consideration of specific topics in energy and the environment which are of particular interest in Victoria and/or Australia. These may include:

- Electric power supply in Victoria and its environmental effects.
- The utilisation of Victorian brown coal.
- Energy considerations in agriculture and food supply.
- Australian uranium and nuclear energy policy.
- Australian energy policy, with special attention to international trade in energy resources.

**PRESCRIBED READING**


**RECOMMENDED READING**


**GROUP 2**

**6103 Economy and Society**

*Unit Adviser: Mr. I.A. Gibson*

*Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study*

**Prerequisites:** Nil

**Unit Outline:** This unit aims to promote an understanding of contemporary Australian society by studying the role of the economy in various types of societies in the past and present, drawing upon theories and experiences of comparative economic systems, history, sociology and anthropology. In particular, the unit concentrates on change in economic systems, studying the economic, social, political and technological causes and consequences of such change. A series of seminars will be held covering aspects of change in Latin America.

**Assessment:** Students who successfully participate and complete written assignments and projects will not be required to sit for an examination.

**PRESCRIBED READING**


Additional texts may be prescribed during 1980.

**6130 Australian Studies**

*Unit Adviser: Mr. P.V. Morgan*

*First Semester - 4 hours per week - Unit Value of 1 - Internal and External study*

**NOTE:** This unit will be taught in 1980. It is intended to offer it every second year subsequently, alternating with Media Studies (see below).

**Unit Outline:** This unit looks at continuities and changes in Australian life and society this century. The unit is based on autobiographical accounts of the period, and examines aspects of the society in a multidisciplinary way. Propositions about political, cultural and social configurations in Australia will be examined through the use of historical, literary and sociological methods and materials.

**Assessment:** Assessment is based on written work and participation. Students who do not perform satisfactorily may be required to sit for an examination.

**PRESCRIBED READING**


**6131 Media Studies**

This unit will not be taught in 1980. It will be offered in 1981, subject to availability of staff, and it is intended to offer it every second year subsequently, alternating with Australian Studies (see above).
6132 Modern History

Unit Advisers: Mr. P. Farago, Mr. D.J. Goff

First Semester - 4 hours per week - Internal and External study - Unit Value 1

Prerequisites: Nil

Unit Outline: In this unit students will be introduced to the main social forces, events and ideas which have shaped the modern world. Stress will be placed on significance rather than on factual learning. The aim is to provide an overview and to give students the opportunity to pursue some topics in depth.

PRESCRIBED READING

RECOMMENDED READING
To be advised.
Applied Science

BACHELOR OF APPLIED SCIENCE
(Multi-Discipline)
DIploma Of ApPLied SCIENCE
(Applied Chemistry or Mathematics)

These courses (B.App.Sc. and Dip.App.Sc.) normally require three years of full-time study or the equivalent in part time or external study.

Both courses have been designed to provide a flexible but sound entry into a professional life in industry, commerce or education. To achieve this a strong inter-disciplinary approach, in keeping with the demands of a technological society, is a feature of the courses. One example of this can be seen through the place of an integrated Physical Science course which can be continued over all three levels of both the Degree and Diploma courses. It is also possible to pursue a course with major sequences in two science areas, or in one science and mathematics, or to follow a sequence coupling with arts, education or social sciences.

Major Studies

Major studies are available in Applied Chemistry, Mathematics and Physical Science and a programme can be constructed to lead into any of these areas. Supporting studies to second level in Biochemistry are also available.

Entry to Courses

Formal entry requirements are detailed in the chapter on Regulations, but although year twelve studies in subjects such as physics, chemistry, mathematics, biology and English provide the normal basis for entry, preparatory or bridging subjects in various areas are available.

First Level Studies

Since in many cases the final direction of a course may be unresolved at first enrolment, studies at the first level are designed to give the maximum choice in subsequent course plans. First level Applied Science studies are referred to as a "Common Year" and the course is composed of four units from the 'Science' Group, two units of Mathematics, one unit of Core Studies (in these seven units several internal choices or options are available), and one unit of Scientific Thought and Methods. (Internal students wishing to undertake major studies in Mathematics may defer two of the four first level 'Science' Group units to second year, and take two additional first level Mathematics units in first year).

Common Requirements

Core Studies units form a part of all Institute Degree and Diploma courses and a number of these are expected to be included in the course. The specific feature of these units is that they are topic oriented and presented by inter-disciplinary teams. Students from various areas and levels are brought together to examine topics of current, social interest which are not usually covered in regular course work.

Scientific Thought and Methods is a unique requirement of all Applied Science courses and consists of three sequential units spanning the three levels of a course. This programme aims at a clear understanding of the processes and methods used by the scientist in problem solving.

Course Requirements

Each unit has a specified credit value and Degree and Diploma requirements are satisfied when units with a total credit value of 24 are successfully completed, (normally a full-time student would complete units with a credit value of 8 at each level).

The following requirements must be met for all Applied Science Degree and Diploma courses:

- at least one major sequence must be included with a total credit value of between 8 and 12. At least 4 of these credits must be at third level (except for the Diploma, Mathematics major).
- in the whole course not less than 3 and not more than 5 subject areas may be studied (excluding Core Studies).
- at least 4 units from the 'Science' Group must be completed at first level. The 'Science' Group being defined as Units 1181, 1182, 1183, 1184 and 1186. When Applied Chemistry or Physical Science is the major study, two of these four units may be counted towards the major sequence with its minimum requirement of 8 units.
For Degree courses the following additional requirements must be met:

- 3 units of Scientific Thought and Methods and 3 units of Core Studies must be included.

For the Diploma of Applied Science (Applied Chemistry), the course must contain one unit of Scientific Thought and Methods and one unit of Core Studies at the first level and one unit of either Scientific Thought and Methods or Core Studies at second level.

For the Diploma of Applied Science (Mathematics) the major sequence must contain between 8 and 12 units in the mathematics subject areas of which between 2 and 3 units shall be at third level. The course must contain the first two units of Scientific Thought and Methods and either 2 or 3 Core Studies units.

Assessment

A variety of assessment methods are used throughout the various courses and these are basically combinations of assignments, unit tests, review papers and oral tests. Most units are cumulatively assessed by these methods.

Summary Table of Physical Science, Applied Chemistry and Associated Units (1980) which may be credited to a Degree or Diploma in Applied Science.

<table>
<thead>
<tr>
<th>UNIT NO.</th>
<th>UNIT VALUE</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Full Year</th>
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</table>

* Special provision or restrictions apply to this unit - consult unit description carefully.
Summary Table of Mathematics Units (1980) which may be credited to a Degree or Diploma in Applied Science.

<table>
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<th>UNIT NAME</th>
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<td>Calculus</td>
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<tr>
<td>6161</td>
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<td>Mathematical Structures</td>
</tr>
<tr>
<td>6162</td>
<td>½</td>
<td></td>
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<td>Numerical Methods</td>
</tr>
<tr>
<td>6163</td>
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<td>Vectors and Matrices</td>
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<td>Mathematics of Physical Systems</td>
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<td>Computer Programming 1</td>
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<td>Basic Mathematics</td>
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<tr>
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<td>Probability and Statistics</td>
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LEVEL 2

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<th>UNIT NO.</th>
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<th>Semester 1</th>
<th>Semester 2</th>
<th>Full Year</th>
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<td>Functions of More than One Variable</td>
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<td>✔</td>
<td>✔</td>
<td>Probability and Distribution Theory</td>
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LEVEL 3

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<tr>
<th>UNIT NO.</th>
<th>UNIT VALUE</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Full Year</th>
<th>UNIT NAME</th>
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<td>✔</td>
<td>✔</td>
<td>Philosophy of Mathematics</td>
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* Special provision or restrictions apply to this unit - consult unit description carefully.

TABLE OF UNITS NOT BEING OFFERED IN 1980

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<tr>
<th>UNIT NO.</th>
<th>UNIT NAME</th>
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<tr>
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<td>6364</td>
<td>Differential Equations</td>
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<tr>
<td>6386</td>
<td>Combinatorics</td>
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</table>

Seven other units which have been deferred indefinitely are not shown.

COURSE ENROLMENT GUIDE

A. Applied Science

All students enrol in a common first year at the end of which streaming into Degree or Diploma courses will take place. The Diploma course is designed for those who clearly see future employment in areas involving the application of laboratory techniques and skills. The major differences between the Diploma course and a multidisciplinary Degree course in Applied Chemistry is in the extent of the theoretical studies (restricted in the Diploma) and laboratory applications (extended in the Diploma). Graduates for the Diploma course may apply for a conversion course to the Bachelor of Applied Science.
B. Mathematics

Students undertaking a major study in mathematics will be streamed into the Degree or Diploma when they have completed the first 16 units (two full-time years) or their course. (These 16 units will include at least 4, and usually about 6, first and second level mathematics units.) The Diploma course incorporates a reduced concentration on third level mathematics, with the balance being made up of either lower-level mathematics units or electives. Diploma students may not undertake project work at third level.

TYPICAL COURSE STRUCTURES

LEVEL 1 — Common Degree/Diploma Year

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<thead>
<tr>
<th>LEVEL</th>
<th>SEMESTER</th>
<th>UNITS</th>
<th>COMMON REQUIREMENT</th>
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<td>1181</td>
<td>1183</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>1182</td>
<td>One unit from 1184 or 1186*</td>
</tr>
</tbody>
</table>

* For students who wish to proceed with a major in mathematics, 2 units of the Science Group may be deferred until level two. This allows a total of 4 units of mathematics at first level.
† These are typical units, others may be taken in their place, but seek course counselling first.

1. Diploma Courses (Levels 2 and 3)

Applied Chemistry

<table>
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2. Degree Courses

(a) Applied Chemistry

Maximum Chemistry specialisation

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<tr>
<th>LEVEL</th>
<th>S1</th>
<th>S2</th>
<th>COMMON REQUIREMENT</th>
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<tr>
<td>S2</td>
<td>1382</td>
<td>1352</td>
<td>1372</td>
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Chemistry/Biochemistry specialisation

<table>
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<td>1272 or 1242</td>
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<td>1371 or 1271</td>
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(b) Mathematics

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<tr>
<td>2</td>
<td>* 6264, 6265, 6269 6271, 6272</td>
<td>Elective e.g. 1281, 1282</td>
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<td>3</td>
<td>* 6370, 6372 6378</td>
<td>Elective e.g. 1381, 1382</td>
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</table>

* This sequence of units emphasises Statistics, Operations Research and Computer Programming, (the sequence is intended as a guide only). Alternative sequences may be specified e.g. a broad maximum concentration mathematics structure would include units such as Level 2 - 6260, 6262, 6264, 6266, 6268, 6270, 6273; Level 3 - 6360, 6382, 6364, 6366, 6372. You should seek course guidance before enrolling in any course stream.

(c) Physical Science

<table>
<thead>
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DESCRIPTION OF UNITS

The following unit outlines are those offered in the Applied Science and Mathematics areas. For details on Core Studies units see the appropriate section.

Core Study Unit

1130 Science and Society

For details of this unit see the Core Studies section.

Common Requirement Unit

1162 Scientific Thought and Methods

Unit Adviser: Mr. J.A. Harris

2 hours of lecture per week throughout the year - Unit Value of 1 - Internal and External study

Prerequisites or Corequisites: Nil

Unit Outline: The importance of "scientific method" in any science-based course cannot be overestimated. The capacity for logical thought and the ability to define and solve problems is central to both the learning and the practice of science. The aim of this unit is to develop:

- the ability to think logically
- the ability to use the literature and information of science in an intelligent and aggressive manner
- some understanding of the process of thinking and thought communication
- an understanding of the inter-relations present in the scientific community and
- the ability to define and carry out scientific tasks in accordance with a good scientific method.

This subject is developed as a three level course. The three levels will each carry three main themes:

1. Information Classification, Retrieval and Presentation.
2. Thought Processes and Communication.
3. Problem Definition and Solution.

The culmination of the course in level 3 will be a project involving a literature search, an experimental investigation and presentation of a detailed report.

PRESCRIBED READING


OR*


OR*


* Depending on students main area of interest.

1180 Physical Science

Enrolment in this unit will only be accepted after consultation with the Unit Adviser or a member of the Science teaching team.

Unit Adviser: Dr. M.A. Hooper

First and Second Semester - Requiring 15 hours of Laboratory attendance - Unit Value of ½ - External study only

Prerequisites and Corequisites: Special entry conditions - such as inadequate background or refresher course

Unit Outline: This unit is designed as an introduction to the physical sciences. It is oriented towards the student with limited scientific background. One important aim is scientific literacy and awareness. Areas of study are properties of matter, structure, energy and reactivity. Study area examples are related to the science of our every day world used to explain natural phenomena.

PRESCRIBED READING


1181 Science - An Interactive Approach

Unit Adviser: Dr. M.A. Hooper

First Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1 - Internal and External study

Prerequisites or Corequisites: Normally, qualifications providing entry to course.

Unit Outline: This unit together with unit 1183 provides a basis for further studies in the chemical, physical and biological sciences. The two units emphasise the interactive aspects of all natural sciences. The two units may be studied either concurrently or consecutively. This unit is designed to give a general introduction to the following areas: chemical periodicity, molecular geometry and bonding, carbon chemistry including biological macromolecules, chemical equilibrium, cell structure and function, kinetics and evolution.

PRESCRIBED READING


RECOMMENDED READING

Either


or


1182 Physical Science

Unit Adviser: Dr. M.A. Hooper

Second Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1 - Internal and External study

Prerequisites or Corequisites: 1181

Unit Outline: The unit further develops some of the concepts and principles introduced in unit 1181. Topics covered are pre-transition elements, gaseous and solution equilibria, the structure and properties of carbon compounds, and electrochemical concepts.

PRESCRIBED READING


1183 Science - An Interactive Approach

Unit Adviser: Mr. K.G. Hamilton

First Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1 - Internal and External study

Prerequisites or Corequisites: Normally, qualifications providing entry to the course.

Unit Outline: (Read Unit Outline 1181). This unit provides studies in principles of measurement, the fundamentals of atomic and molecular structure, kinetic molecular theory and thermodynamics, electromagnetic field theory, the nature of crystalline and doped materials, the electrical properties of matter and conduction.
PRESCRIBED READING

1184 Physical Science
Unit Adviser: Mr. P.J. Higgins
Second Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1 - Internal and External study
Prerequisites or Corequisites: 1183 or by permission of unit adviser.
Unit Outline: This unit further develops and introduces topics relevant in particular to physics and physical science. Topics covered will include an introduction to relativity, to wave theory and physical optics, properties of gases, quantum theory, x-rays and their applications, applied mechanics and hydrodynamics.

PRESCRIBED READING

1186 Biological Science
Unit Adviser: Mr. R.D. Teasdale
Second Semester - 3 hours of Lectures, 3 hours of Laboratory per week - Unit Value of 1 - Internal and External study
Prerequisite and Corequisite: 1181
Unit Outline: An introductory unit in biological principles and processes which extends some of the basic studies from 1181: Science - An Interactive Approach into the life sciences. Topics covered in this unit include animal functions, plants, perpetuation of life (including genetics) and ecology.

PRESCRIBED READING
Either
or

1241 Biochemistry
Unit Adviser: Mr. R.D. Teasdale
First Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1181 and 1186
Unit Outline: The objective of this unit is to examine the fundamentals of life processes at the molecular level. Basic relationships between protein conformation and biological function are discussed, attention being directed primarily at transport, structural and enzymic proteins, and illustrated by examples of clinical relevance. The fundamental pathways of carbohydrate, lipid and amino-acid metabolism, common to all living cells are also examined. Considerable importance is attached to practical work where modern techniques of protein isolation and study are used to complement the lecture programme.

PRESCRIBED READING

RECOMMENDED READING

1242 Biochemistry
Unit Adviser: Mr. R.D. Teasdale
Second Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisite: 1241
Unit Outline: This unit extends the metabolic studies commenced in unit 1241. Following an outline of the reactions of photosynthesis the biosynthetic routes of lipids, amino-acids and nucleotide formation will be traced, prior to consideration of the roles of nucleic acids in the storage, transmission and expression of genetic information in both procaryotic and eucaryotic cells, and also viruses. The unit will finalize with control and integration of metabolism at enzymic, cellular and whole organism levels.
PRESCRIBED READING: To be advised.

1251 Chemistry
Unit Adviser: Mr. B.T. Dunstan
First Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal and External study
Prerequisites: 1181 and 1182
Unit Outline: This unit is intended to serve as a further study in the basic principles of chemistry. Typical areas covered include: reaction kinetics and mechanisms, structure and bonding, electro-chemistry, solution chemistry, carbon reactions, mechanism and group chemistry.

PRESCRIBED READING

1252 Chemistry
Unit Adviser: Mr. B.T. Dunstan
Second Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study
Prerequisite: 1251
Unit Outline: A continuation of the studies commenced in 1251 Chemistry.

PRESCRIBED READING

1255 Chemistry
Unit Adviser: Mr. B.T. Dunstan
First Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1181 and 1182
Unit Outline: This unit is specifically designed for the Applied Chemistry Diploma course and is not available for normal credit in a course leading to B.App.Sc. Lectures contain elements from the three main strands of the lectures available in Chemistry 1251/1252, and appropriate extended laboratory exercises.

PRESCRIBED READING

1256 Chemistry
Unit Adviser: Mr. B.T. Dunstan
Second Semester - 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisite: 1255
Unit Outline: This unit is a continuation of the studies commenced in 1255 Chemistry. The same restriction applies as for 1255.
RECOMMENDED READING: As for 1255 Chemistry.

1262 Scientific Thought and Methods
Unit Adviser: Mr. J.A. Harris
Throughout the year - 2 hours of lecture per week - Unit Value of 1 - Internal and External study
Prerequisite: 1162
Unit Outline: The work of unit 1162 in Theme 1 - Information, and Theme 3 - Problem Definition and Solution is extended, and Theme 2 - Thinking and Thought Processes is developed.
RECOMMENDED READING
1271 Applied Chemistry

Unit Adviser: Dr. R.J. Hodges

First Semester - 7 hours per week of integrated Lectures and practical work - Unit Value of 1 - Internal and External study

Prerequisites: 1182 and 1184 or equivalent approved studies (1251 is normally a corequisite)

Unit Outline: This unit will extend the concepts introduced in 1181 and 1182. Particularly in the applications of equilibria and quantitative analysis. Emphasis in this unit will be on the understanding of the classical methods of chemical analysis with emphasis on the acquisition of laboratory skills. Also included is a study of the basic principles of polymer science.

RECOMMENDED READING

1272 Applied Chemistry

Unit Adviser: Dr. R.J. Hodges

Second Semester - 7 hours per week of integrated Lectures and practical work - Unit Value of 1 - Internal study only

Prerequisites: 1271, 1252 is normally a corequisite

Unit Outline: Introduction to modern instrumental analysis, including electro-chemical methods, UV-Vis spectrophotometry and A.A. analysis, basic industrial safety, local industry and chemical technology of the water industry.

RECOMMENDED READING

1275 Applied Chemistry

Unit Adviser: Dr. R.J. Hodges

First Semester - 9 hours per week of integrated Lectures and practical work - Unit Value of 1½ - Internal study only

Prerequisites: 1181, 1182, 1183 and 1184 or equivalent approved studies, (1256 is normally a corequisite)

Unit Outline: The unit comprises the same lectures as 1271 but with extended laboratory courses. It is designed to meet the specific need of a Diploma of Applied Science. This unit may be taken by students who have permission to attempt an overloaded course towards the B.App.Sc.

RECOMMENDED READING

1276 Applied Chemistry

Unit Adviser: Dr. R.J. Hodges

Second Semester - 9 hours per week of integrated Lectures and practical work - Unit Value of 1½ - Internal and External study

Prerequisites: 1275

Unit Outline: The unit comprises the same lectures as 1272 but with extended laboratory courses and is intended primarily for students undertaking a Diploma of Applied Science.
PRESCRIBED READING

RECOMMENDED READING

1281 Physical Science
Unit Adviser: Dr. M.A. Hooper
First Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1 - Internal and External study
Prerequisites: 4 units of Science Group at Level 1 or equivalent studies
Unit Outline: This unit is designed around the themes of spectroscopy and thermodynamics. Initially the science of spectroscopy is introduced and the basic theories and procedures of electronic, rotational and vibrational spectroscopies are discussed. Molecular and crystal symmetry are studied and related to spectroscopy. Secondly the fundamental studies of thermodynamics are extended to cover the second law and its consequences. The study programme will provide a thorough grounding for final year studies in applied science.

PRESCRIBED READING
Nash, L.K. Elements of Chemical Thermodynamics. 2nd ed. Addison-Wesley, 1970.

1282 Physical Science
Unit Adviser: Mr. K.G. Hamilton
Second Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1 - Internal and External study
Prerequisite: 1281
Unit Outline: This unit extends the theme of spectroscopy but emphasises the application of instrumentation. Resonance spectra theory is discussed in relation to instrumentation and chemical analysis. The basic principles of sources, detectors and their combination into spectroscopic instruments are studied. The study programme will provide a thorough grounding for final year studies in applied science.

PRESCRIBED READING

1291 Physics
Unit Adviser: Mr. S.G. Abbott
First Semester - 8 hours per week of integrated Lectures and Laboratory work - Unit Value of 1 - Internal study only
Prerequisites: 4 units of Science Group at level one
Unit Outline: The unit briefly revises the fundamental laws of physics. Aspects of quantum mechanics are introduced and the scope of this topic in extending physics investigation is discussed. The remainder of the unit is directed to an extensive study of electro-magnetism and electronics. The topics have been chosen especially for students who wish to achieve an understanding of fundamental physics whilst at the same time preparing for a final year of physical science studies.

PRESCRIBED READING

1292 Physics
Unit Adviser: Mr. P.J. Higgins
Second Semester - 8 hours per week of integrated Lectures and Laboratory work - Unit Value of 1 - Internal study only
Prerequisite: 1291
Unit Outline: This unit is on aspects of applied physics. The scope of statistical mechanics as a tool for investigating physical laws is explored. The applied nature of acoustics, fluids and radiation physics forms the remainder of the course with the inclusion of a practical project involving the construction of electronic devices related to one of the above topics. Topics have been chosen especially for students who wish to achieve an understanding of fundamental physics whilst at the same time preparing for a final year of physical science studies.

PRESCRIBED READING

1351 Chemistry
Unit Adviser: Mr. J. A. Harris
First Semester: 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1251, 1252, 1281, 1282

Unit Outline: This unit extends the studies of 1251 and 1252 in Inorganic, Organic, and Physical Chemistry. The unit includes topics from; Heterocyclic Chemistry, Thermodynamics, Absolute Rate Theory, Surface and Colloid Chemistry, Electrochemistry, Photochemistry, Natural Products, Organometallic Chemistry.

PRESCRIBED READING

RECOMMENDED READING

1352 Chemistry
Unit Adviser: Mr. J.A. Harris
Second Semester: 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1351

Unit Outline: This unit continues studies commenced in 1351. Topics include; Modern Synthetic Methods, Thermodynamics, Absolute Rate Theory, Surface and Colloid Chemistry, Electrochemistry, Bioinorganic Chemistry.

PRESCRIBED READING

RECOMMENDED READING

1355 Chemistry
Unit Adviser: Mr. J.A. Harris
First Semester: 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1255, 1256

Unit Outline: This unit has a lecture programme concerning approximately 1/3 of the lecture material of 1351 with topics chosen from the main streams of 1351.

PRESCRIBED READING: Generally as for 1351 but depends on area of study.

1356 Chemistry
Unit Adviser: Mr. J.A. Harris
Second Semester: 3 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1355

Unit Outline: This unit extends the studies commenced in 1355.

PRESCRIBED READING: Generally as for 1352 but depends on area of study.
1362 Scientific Thought and Methods
Unit Adviser: Mr. J.A. Harris
Throughout the year - 4 hours per week - Unit Value of 1 - Internal study only
Prerequisites: 1162 and 1262
Unit Outline: The three themes of 1162 and 1262 are brought together in the form of an individual project. Project topics should relate to the student's major area of study. Requirements to be met include a major literature search, an experimental investigation, and preparation of a detailed scientific report.

1371 Applied Chemistry
Unit Adviser: Dr. R.J. Hodges
First Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1252, 1272 or equivalent approved studies
Unit Outline: Renewable and non-renewable resources are discussed from both an industry viewpoint and an analytical viewpoint. Topics covered include economic geology, mineral processing, Victorian fuel resources, timber and water resources. The relevant instrumental techniques, such as analytical, X.R.F., O.E.S., sample preparation and chromatography are discussed in detail in relationship to industry requirements.
PRESCRIBED READING
RECOMMENDED READING

1372 Applied Chemistry
Unit Adviser: Dr. R.J. Hodges
Second Semester - 4 hours of Lectures, 4 hours of Laboratory per week - Unit Value of 1 - Internal study only
Prerequisites: 1371 or approved equivalent studies
Unit Outline: The industrial concepts covered in the units 1371-1375 will be extended to cover both processing and refining. Industrial safety, pollution monitoring, quality control, process control, combustion chemistry, and their analytical requirements, will be extensively discussed.
PRESCRIBED READING
RECOMMENDED READING

1375 Applied Chemistry
Unit Adviser: Dr. R.J. Hodges
First Semester - 4 hours of Lectures, 8 hours of Laboratory per week - Unit Value of 2 - Internal study only
Prerequisites: 1276 or approved equivalent studies
Unit Outline: Renewable and non-renewable resources are discussed from both an industry viewpoint and an analytical viewpoint. Topics covered include economic geology, mineral processing, Victorian fuel resources, timber and water resources. The relevant instrumental techniques, such as analytical, X.R.F., O.E.S., sample preparation and chromatography are discussed in detail in relationship to industry requirements.
PRESCRIBED READING
RECOMMENDED READING
1376 Applied Chemistry
Unit Adviser: Dr. R.J. Hodges
Second Semester - 4 hours of Lectures, 8 hours of Laboratory per week - Unit Value of 2 - Internal study only
Prerequisites: 1375
Unit Outline: The industrial concepts covered in the units 1371-1375 will be extended to cover both processing and refining. Industrial safety, pollution monitoring, quality control, process control, combustion chemistry, and their analytical requirements, will be extensively discussed.
PRESCRIBED READING

RECOMMENDED READING

1381 Physical Science
Unit Adviser: Mr. S.G. Abbott
First Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1 - Internal study only
Prerequisite: 1282
Unit Outline: This unit includes the use of spectroscopic techniques of nuclear magnetic resonance, infra red, ultra violet and mass spectrometric techniques to elucidate molecular structure, X-ray diffraction techniques, atomic emission spectroscopy and vibrational spectroscopy.
PRESCRIBED READING

1382 Physical Science
Unit Adviser: Mr. P.J. Higgins
Second Semester - 6 hours per week of integrated Lectures and Laboratory work - Unit Value of 1 - Internal study only
Prerequisite: 1381
Unit Outline: A continuation of the studies commenced in 1381 on spectroscopic techniques particularly X-Ray Fluorescence, ESCA and photoelectron spectroscopy. In addition a study of vacuum technology and cryogenic science completes the unit.
PRESCRIBED READING: As for 1381

1391 Applied Physical Science
Unit Adviser: Mr. P.J. Higgins
First Semester - 4 hours of Lectures, 4 hours of Laboratory work per week - Unit Value of 1 - Internal study only
Prerequisites: 1292 and 1282.
Unit Outline: This unit extends the studies of units 1291/2 and 1281/2 by examining the applications of physical science. Topics include: Electronics and instrumentation, Non-fossil energy sources, Environmental acoustics and Physical Science education.
PRESCRIBED READING

1392 Applied Physical Science
Unit Adviser: Mr. K. Hamilton
Second Semester - 4 hours of Lectures, 4 hours of Laboratory work per week - Unit Value of 1 - Internal study only
Prerequisite: 1391
Unit Outline: This unit continues the theme of 1391 and in particular looks at the techniques of measuring pollution parameters together with wider applications of Radioisotopes and Lasers.
PRESCRIBED READING

1481 Introduction to Master Applied Science
Available for students with approved prerequisites including professional experience.

1482 Master Applied Science
Available for students with approved prerequisites including professional experience.

MATHEMATICS

6160 Calculus
Unit Adviser: Dr. A.J. Rahilly
First Semester - 5 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: One year twelve Mathematics or 6168


PRESCRIBED READING
For all students except internal Engineering students:
For internal Engineering students:

6161 Mathematical Structures
Unit Adviser: Dr. A.J. Rahilly
Second Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Prerequisite: One year twelve Mathematics or 6168

Unit Outline: This unit is intended to help students appreciate the roles of precision, deductive reasoning and creative thinking in mathematics. Algebraic structures such as sets, equivalence classes, groups, rings and fields will be introduced by looking at the properties of systems such as the integers, modular arithmetic, the rational numbers, the real numbers, the complex numbers, matrices and families of transformations.

PRESCRIBED READING

6162 Numerical Methods
Unit Adviser: Mr. R.M. Box
First Semester - Internal study - 2 hours per week - Unit Value of ½; Second Semester - External study
Prerequisites: 6160, 6165

Unit Outline: Numerical methods for solving the following types of problems will be described:
1. Systems of linear algebraic equations
2. Non-linear equations
3. Quadrature
4. Ordinary differential equations with initial or boundary conditions.
Several methods will be described for each problem and their relative merits explored on the computer. Comparison of methods will also be made by use of such criteria as:
Operation counts for problem (1);
Order of convergence for problem (2);
Taylor Series error term for problems (3) and (4).
However, no extensive theory will be developed.

PRESCRIBED READING: To be advised.
6163 Vectors and Matrices

Unit Adviser: Dr. A.J. Rahilly

Unit Value of ½ - First Semester: External study - Second Semester: Internal study, 3 hours per week

Prerequisite: An appropriate year 12 Mathematics or 6168


PREScribed reading
To be advised.

6164 Mathematics of Physical Systems

Unit Adviser: Dr. P.R. Rayment

Second Semester - 3 hours per week - Unit Value of ½ - Internal and External study

Prerequisite: 6160

Unit Outline: Utilising the techniques of 6160: Calculus, selected mathematical models of situations arising in the physical sciences are invoked to introduce such notions as dimensional analysis, conservation laws, interaction, stability, rate processes, feedback, control, and harmonic analysis. Simple methods are used to solve examples from chemical kinetics, population dynamics, celestial mechanics, acoustics and electrical circuits. An emphasis is placed on the craft of model formulation and on the use of electronic calculators for more complicated systems.

Recommended reading

6165 Computer Programming 1

Unit Adviser: Mr. R.M. Box

Unit Value of ½ - First Semester: External study - Second Semester: Internal study, 2 hours per week

Prerequisites: Nil

Unit Outline: An introduction to the use of computers and the computer programming language named BASIC. The unit is designed primarily for students of Engineering, Applied Science and Mathematics; those seeking a broader introduction to data processing concepts should take unit 6175.

Note: Students may not obtain credit for both units 6165 and 6175.

PREScribed reading

6168 Basic Mathematics

Notes: (1) This unit may not be credited towards a major in mathematics.
        (2) Students who have satisfactorily completed a year twelve mathematics subject may not normally enrol in this unit.

Unit Adviser: Dr. P.R. Rayment

First Semester - Internal study - 4 hours per week - Unit Value of 1 - All Year - External study

Unit Outline: This unit serves a dual purpose of being:
(i) a broad terminal course in mathematics for students of the physical and biological sciences with little mathematics background;
(ii) a bridging course for entry to other first level mathematics units.

Topics covered include sets, relations and functions, sequences and series, elements of differential and integral calculus, vectors and matrices, analytical geometry. Applications will be slanted towards the needs of each group of students involved.

PREScribed reading
For external students:
For internal students:

6170 Probability and Statistics

Unit Adviser: Dr. P.R. Rayment

Second Semester - 3 hours per week - Unit Value of ½ - Internal and External study
Prerequisites: An appropriate year 12 Mathematics or 6168

Unit Outline: Probability models, Discrete distributions, including the hypergeometric, binomial and Poisson distributions; applications including quality control based on attribute sampling. Continuous distributions, including the exponential and normal distributions; the Central Limit Theorem applications including quality control based on variables sampling. Point and interval estimation from random samples. The simple linear regression model. Markov chains in discrete time with finite state space, simple applications.

PRESCRIBED READING

6174 Quantitative Methods 1
Unit Adviser: Dr. G.B. Nath
First Semester - 5 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
NOTES: (i) This unit may be credited only towards the Bachelor of Business degree.
(ii) The following pairs of units are excluded combinations for credit purposes: 6166 and 6174, 6171 and 6174.

Unit Outline:
1. Basic mathematical concepts: functional relationships, exponential and logarithmic functions, arithmetic and geometric progressions.
2. Financial calculations relating to interest rates, premiums, bank discount, etc.
3. Index numbers.
5. Statistics: the nature of statistical investigations; collection, presentation and interpretation of data; measures of centrality and dispersion; notion of a population distribution; the normal distribution; sampling; the sampling distribution of the sample mean; simple applications; introduction to simple linear regression.

PRESCRIBED READING: To be advised.

6175 Data Processing 1
Unit Adviser: Mr. R.M. Box
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
NOTE: Credit may not be obtained for both the units 6175 and 6165.

Unit Outline: Computer data processing equipment: historical development of data processing techniques and equipment, the components of a computer installation. Computer programming: flow charts, the nature of programming languages, simple programming in the BASIC language, use of packages. Business Systems: elements of systems analysis and design, commercial applications e.g. payroll, inventory control, accounts receivable, etc.

PRESCRIBED READING

6262 Functions of More Than One Variable
Unit Adviser: Dr. A.J. Rahilly
First Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Prerequisite: 6160

Unit Outline: Continuity and differentiability of functions of more than one variable. Taylor’s theorem for several variables and its consequences. Extreme values. The method of Lagrange multipliers. Multiple integrals. Change of variable technique. Introduction to partial differential equations.

PRESCRIBED READING

6264 Linear Algebra
Unit Adviser: Dr. P.R. Rayment
First Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Prerequisite: 6163 (and 6161 is desirable)

Unit Outline:
(1) Linear spaces: general concept, basis and dimension, linear transformations, inner product spaces - orthogonalization and projection.
(2) Matrix algebra: diagonalization theorems for real symmetric matrices, quadratic forms, applications to analytical geometry, numerical methods of eigenvalue analysis for real symmetric matrices.
PRESCRIBED READING

6265 Computer Programming 2
Unit Adviser: Mr. R.M. Box
First Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Prerequisite: 6165
Unit Outline:
FORTRAN IV programming and a brief introduction to assembler programming.

PRESCRIBED READING

6268 Integral Transforms
Unit Adviser: Dr. P.R. Rayment
First Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Corequisite: 6262 is desirable but not essential

PRESCRIBED READING

6269 Operations Research 1
Unit Adviser: Dr. G.B. Nath
Second Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Prerequisite: 6163
Unit Outline: Linear programming; the general problem, the simplex algorithm, duality, sensitivity analysis, the assignmant and transportation problems, game theory. Introduction to dynamic programming.

6270 Complex Analysis 1
Unit Adviser: Dr. A.J. Rahilly
Second Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Prerequisite: 6160 Corequisite: 6262 is desirable

PRESCRIBED READING

RECOMMENDED READING

6271 Statistical Inference 1
Unit Adviser: Dr. G.B. Nath
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6272

PRESCRIBED READING

RECOMMENDED READING

6272 Probability and Distribution Theory
Unit Adviser: Dr. P.R. Rayment
First Semester - 2 hours per week - Unit Value of ½ - Internal and External study
Prerequisites: 6160, 6170


PRESCRIBED READING

RECOMMENDED READING

6274 Quantitative Methods 2

Unit Adviser: Dr. G.B. Nath

First Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 6174, also 6175 is desirable.

NOTES: 1. This unit may be credited only towards the Bachelor of Business degree.
2. The following pairs of units are excluded combinations for credit purposes: 6166 and 6274, 6171 and 6274, 6172 and 6274.

Unit Outline:
1. Introduction to linear programming: graphical solution, outline of the simplex procedure, formulation, discussion of applications using a computer package.
2. Statistics:
   (a) Estimation and hypothesis testing, covering both parametric and non-parametric procedures; t-tests for problems involving a single sample, two independent samples or two related samples; tests bases on ranks; one-way analysis of variance.
   (b) Bivariate data: chi-squared test for independence for categorised data, simple linear regression and correlation analysis for measurement data.
   (c) Introduction to multiple linear regression, including use of indicator variables and use of a simple package.
   (d) Economic time series: trend determination using regression methods or smoothing by moving average, estimation of seasonal component, forecasting.

PRESCRIBED READING: To be advised.

6275 Data Processing 2

Unit Adviser: Mr. R.M. Box

Not offered in 1980 - Unit Value of 1

Prerequisite: 6175

Unit Outline: The unit continues the study of business data processing commenced in unit 6175. It is hoped to offer unit 6275 for the first time in 1981.

6276 Statistics for the Social Sciences

Unit Advisers: Dr. P.R. Rayment, Mr. I.V. Hamilton, Mr. T. Peterson

Unit Value of 1 - First Semester 4 hours per week - Internal and External study

Prerequisites: Nil

NOTE: (1) This unit is designed to provide a background in statistical methods and computer analysis of data for students majoring in Sociology, but may be taken by other social sciences students. Credit may not be obtained for both the units 6276 and 6293 *Research Methods in Psychology*.

(2) This unit may not be credited towards a major study in mathematics.

Unit Outline: Social research: goals, measurement, types of variable. Descriptive statistics: One variable - use of frequency distributions and histograms, percentages, measures of location and dispersion. Two or more variables - cross tabulations, percentage analyses, measures of association, regression analysis. Inference: Sampling techniques, sampling distributions for means and proportions, hypothesis - testing: t-tests and chi-squared tests. Computer processing of data: use of the Institute’s HP3000 computer, preparation of data, use of packages, in particular the Statistical Package for the Social Sciences (SPSS).

PRESCRIBED READING

6360 Philosophy of Mathematics

Unit Adviser: Dr. A.J. Rahilly

Unit Value of 1/2 - First Semester - 2 hours per week - Internal and External study.
Prerequisites: At least four units in mathematics (and 6161 and/or 6260 is useful)

Unit Outline: A mainly informal consideration of philosophical problems centred on mathematics, with emphasis on the opinions of influential philosophers (e.g. Plato, Descartes, Kant) on the nature of mathematics. Topics include: The ontological status of mathematical entities, problems of truth and certainty, the relationship between logic and mathematics, the nature of proof, the distinction between pure and applied mathematics, the applicability of mathematics.

PRESERVED READING

RECOMMENDED READING

6362 Variational Techniques
Unit Adviser: Dr. P.R. Rayment

Unit Value of 1 - Second Semester - 4 hours per week - Internal and External study
Prerequisites: 6262

Unit Outline: Philosophy and elementary methods of variational calculus. Transversality conditions and canonical variables. Hamilton-Jacobi equation. Introduction to fields and the Weierstrass excess function. Connections with dynamic programming and Pontryagin’s approach. Illustrative examples from mechanics, control theory, resource management and economics. Introduction to direct methods including Rayleigh-Ritz and finite element schemes.

PRESERVED READING

RECOMMENDED READING

6369 Applied Modern Algebra
Unit Adviser: Dr. A.J. Rahilly

Unit Value of ½ - Second Semester - 2 hours per week - Internal and External study
Prerequisites: 6161

Unit Outline: Boolean algebra and the design and analysis of switching circuits. Groups, quotient groups, morphism theorems, three-dimensional symmetry groups, crystallographic groups, permutation groups, Polya-Burnside enumeration. Semi-groups, monoids, finite state machines. Rings, polynomial rings, introduction to algebraic coding theory.

PRESERVED READING

6370 Statistical Inference 2
Unit Adviser: Dr. P.R. Rayment

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6264, 6271

Unit Outline: With the background on classical inference provided in the unit Statistical Inference 1, the unit moves in four directions:
(i) The analysis of variance and regression techniques are brought together in a study of the general linear model.
(ii) Distribution-free methods (including randomisation tests, the sign tests, tests based on ranks and runs) are introduced for the analysis of data from non-normal populations.
(iii) The advantages of using a sampling technique more sophisticated than simple random sampling leads to an examination of sample survey methods.
(iv) Decision theory is studied with a view to developing a wider perspective on the rationale of statistical inference.

RECOMMENDED READING

6372 Operations Research 2
Unit Adviser: Dr. G.B. Nath

First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6170; 6273 is desirable but not essential


RECOMMENDED READING

6378 Mathematics Project
Unit Adviser: Appropriate members of the mathematics teaching team
All year - Unit Value of 1 - Internal study only
Prerequisites: Satisfactory completion of at least five units in mathematics, with at least two units being at second level.
Note: Unit 6378 is available only to students who have received approval to proceed with a degree major in mathematics.

Unit Outline: Students will participate, under guidance, in the study of practical problems amenable to solution by techniques of the mathematical sciences. Short lecture courses or individual reading programmes, as appropriate, are given to develop the relevant mathematics.

Unit Requirements:
(1) Submission of a project report no later than one week after the end of the second semester examination period.
(2) Seminar participation.
(3) Completion of assignment work based on the lecture courses and/or reading programmes.
Note: A project may be extended (for additional credit of 1) if the mathematics teaching team considers this warranted. In this case, the student will need to enrol in the unit 6379 in second semester.

6379 Mathematics Project
Unit Adviser: Appropriate members of the mathematics teaching team
Second Semester - Unit Value of 1 - Internal study only
Corequisite: 6378
Note: Unit 6379 is available only to students who have received approval to proceed with a degree major in mathematics.

Unit Outline: Students will participate, under guidance, in the study of practical problems amenable to solution by techniques of the mathematical sciences. Short lecture courses or individual reading programmes, as appropriate, are given to develop the relevant mathematics.

Unit Requirements:
(1) Submission of a project report no later than one week after the end of the second semester examination period.
(2) Seminar participation.
(3) Completion of assignment work based on the lecture courses and/or reading programmes.
Note: One project report only is required for the pair of units 6378, 6379.
Arts

BACHELOR OF ARTS
DIPLOMA OF ARTS
ASSOCIATE DIPLOMA IN WELFARE STUDIES
GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY (Subject to approval)

BACHELOR OF ARTS COURSE

The Bachelor of Arts course requires a minimum of three years of full-time study or the equivalent in part-time study. It opens the way to professional employment and advancement in many fields of education, government, industry and commerce.

The Arts programme is developed within a general framework of multidisciplinary courses offered by the Institute. A range of Arts, Science and Education units will increasingly be made available to external students. All new and continuing students should arrange interviews, where possible, with representatives from prospective teaching areas before enrolling at the commencement of the academic year. Consultation is particularly important in deciding upon a suitable field for major studies. Students are advised to arrange interviews through the Academic Registrar.

To Qualify for the Bachelor of Arts a Candidate Shall:

1. Complete a total of 24 units.
2. Complete 3 units of Core Studies including at least 1 unit with a Social Science emphasis and at least 1 unit with a Science emphasis.
3. Complete major studies in at least one major approved for the degree which generally comprises a minimum of 3 years study, (candidates receiving credits or exemptions based on approved previous studies are covered by sections 1 and 2 of the Credits and Exemptions Policy).
4. Complete studies in at least 3 and not more than 5 separate disciplines (excluding Core Studies).
5. Complete a minimum of 6 units and a maximum of 10 units at first level in at least 3 disciplines (excluding Core Studies).

NOTE:
For the purpose of the degree, major studies comprise a minimum of 8 units and a maximum of 12 units in one discipline, including at least 4 units at third level. Approved major studies are available in Mathematics, English, Psychology, Sociology and Chemistry.

In addition to the approved major studies listed above, degree students may undertake approved first level studies in Accounting, Art Theory, 4 units of Education and up to a maximum of 6 approved units in Politics, Administrative Studies, Economics or Physical Science at first and second levels.

Special Note: Politics and Economics Units Completed Before 1975.
Students seeking credit towards degree requirements for second or third level Politics or Economics units, which were completed at this college prior to 1975, should apply in writing to the Academic Registrar.

Students undertaking a Bachelor of Arts may include a sub-major in Education within their degree. In order to do this students will be required to complete a maximum of four units selected from the following:

4111 Education — Basic Issues
4112 Child Growth and Development: The School and the Child
4121 Children's Literature
4123 The School Library Resource Centre
4124 Bibliographic Organization of Library Materials (Part 1)
4211 Development and Learning: The Child and the Teacher
4212 Language and Communication
4225 Bibliographic Organization of Library Materials (Part 2)
4226 Collection Building
4227 Library Resource Centre Reference Services and Activities
4228 Organization and Administration of the Resource Centre
4423 Sociological Foundations of Education
4424 Historical and Philosophical Foundations of Education
4425 Classroom Analysis*
4426 Curriculum Development and Evaluation
*Available to qualified teachers only.
It should be noted that in order to enrol for any of the above units, students will be required to meet any of the prerequisites laid down by the School of Education for the unit. (For full descriptions of the above units see the Education chapter in this Handbook).

**DIPLOMA OF ARTS COURSE**

For the information of students streamed into the Diploma of Arts course during or prior to 1978. Note that the Institute is phasing out the Diploma of Arts course and all new students since 1978 are admitted to the Bachelor of Arts course.

**To Qualify for the Diploma of Arts a Candidate Shall:**

1. Complete a total of 24 units.
2. Complete 3 units of Core Studies including at least 1 unit with a Social Science emphasis and at least 1 unit with a science emphasis.
3. Complete at least one major of 6 units (cf. degree major) in an approved discipline which generally comprises a minimum of 3 years study, (candidates receiving credits or exemptions based on approved previous studies are covered by sections 1 and 2 of the Credits and Exemptions Policy).
4. Complete studies in at least 3 and not more than 5 separate disciplines (excluding Core Studies).
5. Complete a minimum of 6 units and a maximum of 10 units at first level in at least 3 disciplines (excluding Core Studies).

**NOTE:**

For the purpose of the diploma, major studies comprise 6 units (2 units at each of 3 levels) and may be undertaken in Economics, English, Mathematics, Politics, Psychology, Sociology and Chemistry.

In addition to the approved major studies listed above, diploma students may undertake approved first level studies in Accounting, Art Theory, 4 units of Education and up to 6 approved units in Physical Science at first and second levels.

Students may not normally enrol in more than 4 units in addition to Core Studies in any one semester.

**COMBINED B.Ed./B.A. COURSE**

Students who have successfully completed all the course requirements for the B.Ed. at G.I.A.E. (including 16 units approved for the B.A.) may seek to enrol in the B.A. under clause 1 of the Credits and Exemptions Policy. Normally, they may complete the B.A. requirements by undertaking a minimum of one additional year of full-time study (or equivalent), at least half of which shall be undertaken at the highest level. In cases where students have completed the B.Ed. at G.I.A.E. with exemptions from the standard non-Education requirements, they normally will be required to complete more than one year of full-time study (or equivalent) to satisfy the requirements for the B.A.

**CONVERSION COURSES (diploma to degree)**

1. **Diplomates of this College**

   1.1 Diplomates of this college who have completed the Diploma of General Studies (pre-1974 course) or who have completed the Diploma of Arts shall be required to undertake, as determined by the Board, either course work, industrial, educational or other relevant experience (or a combination of both), together with whatever prescribed course(s) of reading the Board might consider appropriate.

   1.2 Such additional work as may be prescribed, together with the Diploma course which the student has already completed, will be approved by the Board as exposing the student to the equivalent course work and level of examination as that required in the Degree. In order to ensure that a conversion course constitutes continuation at a higher level of sequential study begun in the Diploma course, all such courses shall include at least two further units of an approved Degree major at the most advanced level.

   1.3 In the case of earlier or out of date Diploma courses, the completion of units or equivalent areas of study included in later Diploma courses is a primary requirement to ensure that such earlier courses are brought to a level at least equivalent to the standard of the current Diploma course. Thereupon, the procedures set out in 1.1 will apply.

   1.4 Students seeking admission to a conversion course shall be at least of diploma standard but even then will not automatically be admitted to a conversion course. Diplomates refused admission to a conversion course, may, in certain cases, be permitted to remedy deficiencies at entry level by satisfactorily completing a preliminary course prescribed by the Board including extra units, project research work or special reading.

2. **Diplomates from Other Approved Tertiary Institutions**

   Applicants who have successfully completed approved studies in a tertiary institution may receive credit in respect of equivalent studies at this Institute provided that in order to qualify for a degree they shall complete at least one year of new studies approved by the Board. At least one half of the approved programme of new studies shall consist of course work at the most advanced level required for the degree.
WORKLOADS AND STUDENT PROGRESS

(a) Full-time students shall not take more than 5 units in any one semester without the permission of the Board of Studies in Arts.

(b) Part-time or external students shall not normally take more than 3 units (and are generally advised to regard 2 units as the maximum) in any one semester without the permission of the Board of Studies in Arts.

(c) The Board of Studies in Arts will review the general progress of Arts and Welfare Studies students at least once during the course of each semester. Subsequently, students may be required to discuss their progress and/or continuation with teaching staff or to make appropriate submissions in writing to the Board of Studies in Arts.

SUBJECT AREAS

ADMINISTRATIVE STUDIES SUBJECT AREA

Administrative Studies is offered as a major to students enrolled in the Bachelor of Business, and the following Administrative Studies units are available to all students within the multidisciplinary degree.

3260 Administrative Theory and Functions
3261 Organisational Effectiveness
3263 Public Enterprise
3264 Industrial Relations
3360 Organisational Change and Development
3361 Organisational Effectiveness
3364 Advanced Seminar and Research in Administration

It is anticipated that the following optional unit will be offered in 1980:
3365 Personnel Management

Details of the Administrative Studies units are given in the Business Studies chapter of the Handbook.

ECONOMICS SUBJECT AREA

Economics is one of the social science disciplines which is available to students within the multidisciplinary Arts degree. Arts students may select from a range of Economics units, in association with a major in English, Mathematics, Psychology or Sociology.

Any Arts student may enrol in Economics units. For example, students majoring in Sociology may also select Economics and Politics units to complete a degree which is oriented towards social research. Psychology majors intending to follow careers in industrial psychology or vocational guidance may choose Economics units to provide a background in the nature of economic activity. Mathematics majors may elect to undertake Economics studies with a view to applying their mathematical training to economic analysis. In addition, Arts students attempting a more general Bachelor of Arts programme as training for a wide variety of careers may also wish to undertake study in Economics. The units available to Bachelor of Arts students are:

6100 Introduction to Economics
6201 Macroeconomics
6101 Microeconomics
6202 Advanced Macroeconomics
6300 Economic Development
6301 Economics of the Environment

Students undertaking the Bachelor of Arts may, subject to meeting their other course requirements, select additional units from the following Economics units which are available within the multidisciplinary degree:

6303 Labour Economics
6304 Money and Banking
6306 Applied Economics Research Unit
6307 Regional Economics

Students enrolling in Economics at the Institute for the first time will normally take 6100 Introduction to Economics in first semester and 6201 Macroeconomics in second semester of their first year, and 6101 Microeconomics in first semester of their second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at school are not prerequisites for the study of Economics. The 6100 Introduction to Economics unit assumes no prior knowledge of Economics, and introduces students to a range of orthodox, liberal and radical approaches to economic theory. The only requirement for students contemplating enrolment in Economics is the desire to understand how economic systems operate. For Arts students, an understanding of the economy provides an invaluable complement to studies within other major areas.

Details of the Economics units are given in the Business Studies chapter of the Handbook.
ENGLISH SUBJECT AREA

First level English comprises two semester units, *Modern Literature* and *Contemporary Literature*. Together they provide an introduction to the study of the major literary genres and to the broad field of twentieth-century English literature. Students are strongly advised to attempt these two units sequentially. Students wishing to enrol in first level at the beginning of second semester may study *Contemporary Literature* without having completed the first semester unit, *Modern Literature*. They may not, however, proceed to the study of any second (or third level units) in English until they have completed *Modern Literature* or been accredited with a course considered equivalent to it.

Both first level units are prerequisites, then, for later units in English. In 1980 three units will be offered at second level and four units at third level. The second level units are *6210 Poetry of the English Renaissance*, *6211 Elizabethan and Jacobean Drama* and *6214 Renaissance Literature*. Units 6210 and 6211 will normally be taken by those wishing to complete a full sequence in English. Unit 6214 will normally be taken by those who are able to complete only a shorter course; since it comprises selections from units 6210 and 6211 it may not be taken with either of these two units.

(Units *6212 Romantic Literature*, *6213 Victorian Literature* and *6215 Nineteenth-Century Literature* will not be offered in 1980. They will be offered next in 1981).

At least two second level units must be successfully completed before third level units are attempted. The four third level units to be offered are *6311 American Literature*, *6312 Modern Drama*, *6313 Literature and Myth* and *6314 Augustan Literature*. Unit 6310 Australian Literature will not be offered in 1980. It will be offered next in 1981.

In the third level units distinctions will be made between degree and diploma students. In addition, the degree work at third level will give students the opportunity to extend critical skills by attempting more specialised work within the course as a whole. This individual research should be arranged in consultation with the English teaching team. Work of an interdisciplinary nature will be encouraged in consultation with staff from other relevant disciplines. Details of course work, assessment and third level degree work will be given in course documents at the beginning of each semester.

Subject to meeting any prerequisites, students may enrol in second or third level units in either first or second semester.

Students who wish to proceed beyond first level are strongly advised to discuss their proposed course with members of the English staff.

Units Offered in 1980

*First Level*
6110 Modern Literature
6111 Contemporary Literature

*Second Level*
6210 Poetry of the English Renaissance
6211 Elizabethan and Jacobean Drama
6214 Renaissance Literature

*Third Level*
6311 American Literature
6312 Modern Drama
6313 Literature and Myth
6314 Augustan Literature

MATHEMATICS SUBJECT AREA

The Mathematics Teaching Team offers a wide range of units designed to cater for students in Applied Science, Business, Education, Engineering and Social Sciences. It is possible to take a major study in mathematics in either the Degree in Arts or the Degree/Diploma in Applied Science. Alternatively, mathematics could be a supporting study in a course including a major in another subject area.

All mathematics units have a credit value of either ½ or 1 unit. Half units taken internally normally involve two hours class contact per week over a semester, while full units usually involve either four hours per week over a semester or two hours per week over the whole academic year. Mathematics units are assessed on the basis of varying combinations of assessment assignments, project work, tests and formal examinations.

Summary Table of Mathematics Units

The following table shows the approved mathematics units and also indicates those which are not offered in 1980. Full details of Mathematics units are given in the Applied Science chapter.

*Note:* Any second or third level unit in mathematics may be cancelled if demand is insufficient. This could necessitate rearrangement of your study programme and you are advised to contact a member of the mathematics staff if in doubt. The first level units 6160, 6161, 6162, 6163, 6164 and 6170 have as a pre-requisite satisfactory completion of a year twelve mathematics subject, which may be pure mathematics, applied mathematics, general
mathematics or an equivalent. Students without this background who wish to study any of the abovementioned units should first take unit 6168: Basic Mathematics by way of preparation.

Students Majoring in Mathematics

Note: All new students intending to major in mathematics are urged to discuss their proposed course with one of the Mathematics Teaching Team.

A degree major consists of a sequence of units with a total credit value between 9 and 12, including third level units with a value of at least 4. Requirements for the diploma major are slightly different.

To keep options open, a student majoring in mathematics should take the first level units 6160, 6161, 6162, 6163, 6164, 6166 and 6170. Any decision to omit some of these units should be discussed with a member of the mathematics staff to ensure that a coherent major is possible.

Summary Table of Mathematics Units (1980)

<table>
<thead>
<tr>
<th>UNIT NO.</th>
<th>UNIT VALUE</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Full Year</th>
<th>UNIT NAME</th>
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<tr>
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<td>Calculus</td>
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LEVEL 2

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<th>Full Year</th>
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LEVEL 3

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<td>Mathematics Project</td>
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<tr>
<td>6379*</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Mathematics Project</td>
</tr>
</tbody>
</table>

* Special provision or restrictions apply to this unit - consult unit description carefully.

Note: Seven approved units which have been deferred indefinitely are not shown.

POLITICS SUBJECT AREA

Though we may sometimes think so, politics is not something separate from the lives of ordinary people. Rather, politics is an expression of the power, the hopes, the aspirations, the frustrations and the ideals of groups within societies and of entire nations. Accordingly, the units offered in this Politics programme can be said to

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have two broad aims. The first is to introduce students to a wide variety of political societies and political ideas. The second is to expose students to the theories past students of politics have used to make sense of their world. Within the context of these aims, the Politics programme is committed to the creation of an atmosphere where students are free to develop and pursue their own interests in politics with as much flexibility as possible.

**Units within the Politics subject area:**

1. All students undertaking studies in the politics subject area must successfully complete 6180 *Introduction to Politics* and 6181 *Australian Politics* before proceeding to the second level.
2. Students enrolled for the degree may do up to four one-semester units from the second level. This will constitute a sub-major in Politics within the degree.
3. Students undertaking Politics as a major within the diploma course must complete four one-semester units from the second level.

**Units Offered in 1980**

**First Level**

- 6180 Introduction to Politics
- 6181 Australian Politics

**Second Level**

- 6220 United States Politics
- 6281 Government and Society in the Soviet Union
- 6380 Politics of Transition
- 6381 Developing Countries

**Note:** It is possible that one or two of the second level units in Politics may not be offered in 1980, pending enrolments.

**PSYCHOLOGY SUBJECT AREA**

Psychology concerns itself with the description and explanation of human behaviour, and the application of such knowledge in clinical, industrial, organisational, educational and other settings. Students who intend to practise as professional psychologists should plan an appropriate programme. G.I.A.E. is one of the few Colleges of Advanced Education in Australia whose psychology major has been accredited by the Australian Psychological Society. This means that students who complete a major in psychology at G.I.A.E. will have fulfilled the first three years of the four year academic requirement for Associate Membership of the A.P.S. It is also hoped to offer, from 1980, a one-year Graduate Diploma in Counselling Psychology (see below). Thus, the basis of a career as a professional psychologist can be obtained here.

A major in Psychology comprises at least eight units, including 6293: *Research Methods in Psychology*, and any four of the third year offerings. Students who intend to study psychology for more than three years, either at G.I.A.E. or elsewhere, should also take 6392: *Advanced Research Methods in Psychology*. In addition, the following recommendations are made for students who may have specific careers in mind. This list is only recommended, and where the total number of units exceeds the total required for a psychology major, some selection may be advisable.

(a) Career in Clinical Area
   - 6290
   - 6291
   - 6292
   - 6294
   - 6391
   - 6396
   - 6397
   - 6398.

(b) Career in Personnel
   - 6291
   - 6292
   - 6391
   - 6395.

(c) Career in Education
   - 6290
   - 6291
   - 6292
   - 6294
   - 6391
   - 6393
   - 6398.

(d) Career in Experimental and Research Psychology
   - 6294
   - 6393
   - 6398.

(e) Career in Counselling
   - 6291
   - 6292
   - 6391
   - 6396
   - 6397
   - 6398.

The normal first year programme for all students is 6190 and 6191.

<table>
<thead>
<tr>
<th>Undergraduate Units offered in 1980</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>6190 Introduction to Psychology A</td>
<td>1</td>
</tr>
<tr>
<td>6191 Introduction to Psychology B</td>
<td>2</td>
</tr>
<tr>
<td>6193 Introduction to Applied Psychology</td>
<td>1</td>
</tr>
<tr>
<td>6280 Developmental Psychology</td>
<td>2</td>
</tr>
<tr>
<td>6291 Personality</td>
<td>2</td>
</tr>
<tr>
<td>6292 Social Psychology</td>
<td>1</td>
</tr>
<tr>
<td>6293 Research Methods in Psychology</td>
<td>2</td>
</tr>
<tr>
<td>6294 Biological Psychology</td>
<td>1</td>
</tr>
<tr>
<td>6391 Organizational Psychology</td>
<td>2</td>
</tr>
<tr>
<td>6392 Advanced Research Methods in Psychology</td>
<td>2</td>
</tr>
<tr>
<td>6393 Perception and Learning</td>
<td>1</td>
</tr>
<tr>
<td>6395 Research Project in Occupational Psychology</td>
<td>Determined in conjunction with course adviser.</td>
</tr>
</tbody>
</table>
Clinical Psychology A
Clinical Psychology B
Research Project in Psychology

Determined in conjunction with course adviser

(For details of a course in Graduate Diploma in Counselling Psychology, which is scheduled to commence in 1980 subject to approval of V.I.C., see page 85 of this chapter.)

SOCIOLOGY SUBJECT AREA

Sociology is the study of people and their social relationships, and sociologists apply themselves to a wide range of social issues. The Sociology Teaching Team offers a wide range of units which draw upon the diverse field of sociological endeavour, and units designed to introduce students to sociology are taught also.

Our offering caters for students with a wide range of interests and needs; it allows students to complete a specialised qualification in social research, or to study a number of substantive areas of sociology, or to just obtain an introduction to sociology. Students enrolled in Arts, Welfare, Business, Education, Visual Arts and Applied Science are able to take units in sociology.

Bachelor of Arts students wishing to major in sociology must complete a minimum of eight units and a maximum of twelve units. Students wishing to pursue a major in sociology must complete: 6120 Sociology 1, 6220 Social Theory and Methods of Social Research (with 6276 Statistics for the Social Sciences as a co-requisite; see page 57) and at least five second or third level units. All students intending to major in sociology are required to discuss their programmes with the Sociology Teaching Team.

Students enrolled in Education wishing to major in Sociology should consult the Education entry in this handbook (p. 100). Welfare students should consult the Welfare Studies entry (p. 81) Business students should consult the Business Studies entry (p. 86). Visual Arts students should consult the Visual Arts entry (p. 136). Applied Science students should consult the Applied Science entry (p. 40).

UNITS OFFERED IN 1980

Only Offered at First Level:
6120 Sociology 1 (Throughout the year)
6122 Introductory Sociology (Second Semester)

Only Offered at Second Level:
6220 Social Theory and Methods of Social Research (Second Semester)

Offered at both Second and Third Level:
6222 Social Change (Second Semester)
6224 Sociology of Ethnic Relations (First Semester)
6227 Sociology of Sex Roles (Second Semester)
6320 Sociology of Deviance (Second Semester)
6321 Sociology of Education (First Semester)
6322 Sociology of the Family (Second Semester)
6323 Industrial Sociology (First Semester)
6326 Sociology of Health and Welfare (First Semester)
6327 Classical and Contemporary Social Theory (First Semester)

Only Offered at Third Level:
6329 Sociology Research Project (First Semester)
6330 Sociology Research Project (Throughout the Year)
6331 Sociology Research Project (Second Semester)

Not Offered in 1980:
6125 Anthropology 1
6221 Sociology of Knowledge
6323 Sociology of Religion
6225 Sociology of Science
6226 Sociology of Arts
6228 Utopias and Alternative Societies
6324 Sociology of Migration
6326 Urban Sociology
6328 Sociology of Communication
DESCRIPTION OF UNITS

CORE STUDIES

6103 Economy and Society
6130 Australian Studies
6132 Modern History

For details of these units see the Core Studies chapter.

ENGLISH

Except where otherwise stated, the latest edition of books should be consulted.

6110 Modern Literature

Unit Adviser: Mr. B.E. Coleborne

First Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: Nil

Unit Outline: This unit introduces aspects of twentieth-century literature up to the Second World War.

PRESCRIBED READING

Poetry:

Novel:

Drama:

RECOMMENDED READING


6111 Contemporary Literature

Unit Adviser: Mr. B.E. Coleborne.

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: Nil

Unit Outline: This unit involves a study of literature published after the Second World War.

PRESCRIBED READING

Poetry:

Novel:
Solzhenitsyn, A. The First Circle. Collins/Fontana.

Drama:
Stoppard, T. Rosencrantz and Guildenstern are Dead. London: Faber and Faber, 1968.

RECOMMENDED READING


6210 Poetry of the English Renaissance

Unit Adviser: Mr. B.E. Coleborne, Mr. R.N. Hanley

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6110, 6111

Unit Outline: An introductory course on the poetry of the English Renaissance. Poets to be studied include
Wyatt, Surrey, Sidney, Spenser, Shakespeare, Donne, Herbert, Marvell, Crashaw and Vaughan.

PRELIMINARY READING

PRESCRIBED BOOKS
To be advised.

RECOMMENDED READING

6211 Elizabethan and Jacobean Drama
Unit Adviser: Mr. B.E. Coleborne.
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6110, 6111

Unit Outline: An introductory unit on selected dramatic works of the major period of English drama. Predominant emphasis will be placed on Shakespeare.

PRELIMINARY READING

PRESCRIBED BOOKS

RECOMMENDED READING

6212 Romantic Literature
This unit will not be offered in 1980. It will be offered next in 1981.

6213 Victorian Literature
This unit will not be offered in 1980. It will be offered next in 1981.

6214 Renaissance Literature
Unit Advisers: Mr. B.E. Coleborne, Mr. R.N. Hanley
First and Second Semester - 2 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6110, 6111

Unit Outline: An introductory unit on selected works of poetry and drama of the English Renaissance.

PRELIMINARY READING

PRESCRIBED BOOKS
To be advised.

RECOMMENDED READING

6215 Nineteenth-Century Literature
This unit will not be offered in 1980. It will be offered next in 1981.

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6310 Australian Literature

This unit will not be offered in 1980. It will be offered next in 1981.

6311 American Literature

Unit Adviser: Mr. R.N. Hanley

First Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 6110, 6111 and 2 second level English units.

Unit Outline: A course examining selected novelists and poets of the period 1850-1930.

PRELIMINARY READING


PRESCRIBED READING

Poetry:


RECOMMENDED READING


6312 Modern Drama

Unit Adviser: Mr. M. Griffiths

First Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 6110, 6111 and two second level English units.

Unit Outline: A unit surveying the work of a number of modern dramatists from the late nineteenth and twentieth centuries. Within this survey, the work of one dramatist, Bertolt Brecht, will be given more comprehensive treatment.

PRESCRIBED READING


Strindberg, A. The Father, Miss Julie and Ghost Sonata. London: Eyre Methuen, 1976.


RECOMMENDED READING


6313 Literature and Myth

Unit Adviser: Mr. R.N. Hanley

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 6110, 6111 and 2 second level English units.

Unit Outline: The course begins by considering a number of general approaches to myth, and goes on to examine a selection of literary works which in various ways are shaped by, or modify, traditional myths.

PRESCRIBED BOOKS

For General Reference:


Literary Works:

Poetry:


**Prose:**
The *Book of Genesis* and *The Book of Jonah*, from the Bible. Douay, King James A.V. or Revised Standard Version are recommended.


**Drama:**


The Medieval play of *The Creation*. (Text to be supplied).

Yeats, W.B. *Selected Plays*. Macmillan.

**6314 Augustan Literature**

**Unit Adviser:** Mr. B.E. Coleborne

**Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study**

**Prerequisites:** 6110, 6111 and 2 second level English units.

**Unit Outline:** An introductory course on selected works of Restoration and eighteenth-century literature.

**PREScribed READING**


**Poetry and Drama:**


**Prose:**


**RECOMMENDED READING**


**POLITICS**

**6180 Introduction to Politics**

**Unit Adviser:** Mr. P.C. Kerr

**First Semester - 4 hours per week - Unit Value of 1 - Internal and External study**

**Prerequisites:** Nil

**Unit Outline:** The objectives of this unit are to:

1. introduce students to some ideas about the nature of politics and to some of the factors which determine the operation of politics in Australian society;

2. examine the work of some thinkers with regard to the way in which one approaches the study of politics, with reference to Australian Society.

The unit consists of a combination of lectures, discussions in tutorials and essay work, and a 3 hour examination.

**PREScribed READING**

To be advised.

**6181 Australian Politics**

**Unit Adviser:** Mr. P.C. Kerr

**Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study**

**Prerequisite:** 6180

**Unit Outline:** This unit is designed to provide a general introduction to modern Australian national politics.

Although it covers a number of familiar topics such as Federalism and the Constitution, the Electoral system, the
Political Parties, Foreign Policy, etc., a great deal of focus will be upon such debates and problems as the structure of Australian society; who rules Australia; is there a "natural" federalism in Australia and what factors influence political decision-making in Australia? Assessment will include essays and an examination.

PRESCRIBED READING

RECOMMENDED READING
To be advised.

6280 U.S. Politics
Unit Adviser: Mr. P.C. Kerr
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6180, 6181
Unit Outline: This unit deals with a survey of the United States political system in operation and the determinants - historical, social and economic - of that system. The unit is oriented around discussion in seminars and the submission of written work.

PRESCRIBED READING: To be advised.

6281 Government and Society in the Soviet Union
Unit Adviser: Mr. P. Farago
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6180, 6181
Unit Outline: This unit consists of a detailed study of Soviet Ideology, Government and Society. Its aims are to examine recent Russian History and Marxist Ideologies, to understand the functioning of Soviet Government and to analyse the major institutions of Soviet Society.

PRESCRIBED READING

6380 Politics of Transition
Unit Advisers: Mr. P. Farago, Mr. P.C. Kerr
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6180, 6181
Unit Outline: This unit examines the recent history of two societies - Cuba and Chile - and their attempts to radically alter their institutional, social and economic bases. It is designed to introduce students to the specific problems of societies of uneven development and to the processes of social and political change within that situation. It also provides some basis for further second semester work on the theories and problems of developing nations (6381 Developing Countries).

PRESCRIBED READING

6381 Developing Countries
Unit Adviser: Mr. P. Farago
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6180, 6181
Unit Outline: This unit is to be tackled through seminars on particular aspects of the problems of modernisation, of political, social and economic development.

PRESCRIBED READING

RECOMMENDED READING: To be advised.
PSYCHOLOGY

6190 Introduction to Psychology A
Unit Adviser: Dr. G.F. Hoare
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
Unit Outline: This unit, together with 6191 provides a general introduction to the discipline of psychology as a behavioural science. The two units 6190 and 6191 are designed to form a basis for further studies in psychology. The emphasis in 6190 will be on understanding the origins and development of individual differences in behaviour. A major aim will be to develop an understanding of the methods used by psychologists to describe and explain human behaviour. Topics covered will include social behaviour, human abilities and personality, developmental processes and abnormal behaviour.

PRESCRIBED READING

RECOMMENDED READING

6191 Introduction to Psychology B
Unit Adviser: Dr. A.K. Rahman, Mr. P.M. Allnutt
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil, but 6190 is strongly advised.
Note: Students who take 6191 without having passed 6190 should consult the unit adviser.
Unit Outline: This unit, together with 6190, gives a general introduction to Psychology as a basis for future detailed study of specific areas. The major theme is a study of the basic principles of behaviour with an emphasis on experimental methods in psychology. Topics covered include; learning and memory, thinking and problem solving, sensation and perception, biological bases of behaviour, motivation and emotion. Some basic ideas in statistics as used in psychology will also be covered.

PRESCRIBED READING

RECOMMENDED READING
Note: Additional supplementary materials may be recommended as needed.

6193 Introduction to Applied Psychology
Unit Adviser: Mr. P.M. Allnutt
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
Note: A student cannot gain credit for both 6193 and 6190. Therefore, a student who has taken 6193 and who then decides that he wishes to do a major in Psychology, will need to convert his 6193 unit to 6190. This conversion course will be arranged by the course adviser in 6190.
Unit Outline: This unit is intended for students who would like a short introduction to Psychology but who do not intend to study further in the area. Topics include basic areas of interest in psychology such as attitudes, group behaviour, intelligence, personality, motivation, and learning and perception. The course will then look at applications of this knowledge in business and industry, such as selecting people for jobs, designing machinery, absenteeism, alcoholism, ageing, transport design and drug dependency.

PRESCRIBED READING
To be advised.

PRELIMINARY READING

6290 Developmental Psychology
Unit Adviser: Mr. P.M. Allnutt, Dr. G.F. Hoare
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6190, 6191

Unit Outline: In this unit, students will deal with a variety of approaches to the study of human growth and development. Topics will include methodological problems in studying human development; genetic and environmental factors in development; theoretical issues related to physical, intellectual, emotional, social and moral development; the psychology of exceptional children, such as gifted and handicapped children; applications of developmental psychology within the family and the school.

PRESCRIBED READING
To be advised.

RECOMMENDED READING

6291 Personality

Unit Adviser: Dr. G.F. Hoare

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 6190, 6191

Unit Outline: This unit will introduce students to a number of theories related to personality development. Analysis will be made of the relation between specific theoretical orientations and the research methods by which they were derived. Selected personality assessment techniques will be discussed.

PRESCRIBED READING*

*Internal students need only buy the Mischel text. External students should purchase both texts.

RECOMMENDED READING
Frick, W. Humanistic Psychology. Columbus, Ohio: Merrill, 1971.

6292 Social Psychology

Unit Advisers: Mr. C.O. Fraser, Dr. A.K. Pal

First Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisite: 6190, 6191

Unit Outline: The objectives of this unit are to introduce students to the field of social psychology and to help them develop a better understanding of their interactions with their social environment. The course deals with basic concepts and principles as well as theories in social psychology. Contemporary topics will receive some special attention. A number of exercises (experimental learning) are included to supplement knowledge of principles and develop some skill in applying that knowledge to social situations.

PRESCRIBED READING

RECOMMENDED READING

6293 Research Methods in Psychology

Unit Advisers: Mr. C.O. Fraser, Mr. J.W. Kavanagh, Dr. P.R. Rayment, Dr. G.B. Nath

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 6190, 6191

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Unit Outline: An introduction to the principles of research design and analysis in psychology. Topics to be covered include the research hypothesis, types of research designs, definition and measurement of variables, experimental control and sources of confounding, conducting an experiment, evaluating and reporting results. Statistical results methods covered will include t-tests, analysis of variance, non-parametric tests.

PRESCRIBED READING

RECOMMENDED READING
To be advised.

6294 Biological Psychology
Unit Advisers: Dr. A.K. Rahman, Mr. J.W. Kavanagh
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6190, 6191 or permission
Unit Outline: The objective of the course is to consider the biological mechanisms and the regulatory control processes of behaviour with a view to providing a rationale for self-regulation of behaviour by the individual. Topics covered will include the biological bases of mind and behaviour; anatomy and physiology of the brain and nervous systems; internal environment and the endocrine system; sensory and motor processes; neuro-physiology of learning and memory; motivation and emotion; thinking and cognition; biological correlates of consciousness and psychopathological reaction. The course will also focus on the bioregulatory processes and biofeedback procedures as therapeutic devices.

PRESCRIBED READING

RECOMMENDED READING
Note: Additional supplementary materials may be recommended as needed.

6391 Organisational Psychology
Unit Advisers: Dr. A.K. Pal, Mr. P.M. Allnutt
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6292 or permission
Unit Outline: The unit is designed to introduce students to the problems experienced by people in organisational settings. It deals with the major variables influencing the performance of organisations and the work behaviour of groups and individuals within them. Emphasis is placed on system-oriented organisational psychology and on viewing man as part of a work and social system.

PRESCRIBED READING

RECOMMENDED READING

6392 Advanced Research Methods in Psychology
Unit Adviser: Mr. C.O. Fraser
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6293 or permission

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Unit Outline: This unit is designed to provide a coverage of research methodology appropriate for those progressing towards a professional qualification in psychology. It may also be appropriate for students from other social science disciplines requiring a thorough grounding in social research methods. The unit will develop further the principles of experimental design and analysis introduced in 6293. Specific topics to be covered include, theory and techniques of measurement, multiple correlation and regression, multivariate analysis, analysis of variance, the use of computer package programmes for statistical analysis.

PRESCRIBED READING
To be advised.

RECOMMENDED READING
To be advised.

6393 Perception and Learning
Unit Adviser: Dr. A.K. Rahman
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6190, 6191 or permission; 6293 and 6392 are recommended
Unit Outline: The unit comprises a study of the basic biological and cognitive factors involved in the acquisition and processing of information. Topics covered include: sensory processes, perceptual phenomena, learning and memory.

PRESCRIBED READING

RECOMMENDED READING
Note: Additional supplementary materials may be recommended as needed.

6395 Research Project in Occupational Psychology
Unit Adviser: Dr. A.K. Pal
First and Second Semester - Unit Value of 1 - Internal and External study
Prerequisites: 6391 or permission
Unit Outline: This unit is designed for students whose academic record indicates ability to undertake study and research. It may be taken concurrently with 6391 Organisational Psychology.
Note: The project work extends over two semesters but the unit value will be one under normal circumstances.

6396 Clinical Psychology A
Unit Advisers: Dr. A.K. Pal
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6190, 6191
Unit Outline: The objective of the course is to provide an overview of the field of clinical psychology. It covers all important aspects as: theory, assessment, psychopathology, treatment, and social issues. Efforts will be made to give students the broadest possible view of abnormal behaviour by studying various behaviour deviations from the viewpoint of the three major theoretical perspectives; the psychodynamic, the behavioural, and the humanistic-existential. In addition, non-psychological perspectives - physiological and biological - the models of community psychology will be discussed where relevant.

PRESCRIBED READING

RECOMMENDED READING
6397 Clinical Psychology B
Unit Adviser: Dr. G.F. Hoare
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6396 or permission
Unit Outline: The course re-examines the philosophies associated with various strategies of intervention. The techniques used in clinical practice to develop an understanding of client problems will be examined. There will be a focus on strategies used in behaviour therapy, behaviour modification, and bio-feedback.

PRESCRIBED READING
To be advised.

RECOMMENDED READING
To be advised.

6398 Research Project in Psychology
Unit Adviser: Dr. G.F. Hoare
First or Second Semester - Unit Value of 1 - Internal and External study
Prerequisites: 6293 plus 5 units in Psychology or permission.
Unit Outline: The unit is designed for students whose academic record indicates ability to undertake independent study and research in a specific interest in psychology. It provides an opportunity for the advanced psychology student to define an interest area, to state a research question and to carry out research which deals appropriately with the question formulated. This research may be theoretical, empirical, or a blend of the two.
Note: Students contemplating the Research Project should confer with the Psychology Team Leader or an appropriate member of the Psychology team. Although the project carries a unit value of one, it may be spread over both semesters.

SOCIOLOGY

6120 Sociology 1
Unit Advisers: Mr. D.E. Nation, Dr. T. Evans, Mr. D.J. Goff, Mr. I.V. Hamilton, Mr. T. Peterson, Ms. A.M. Robinson, Dr. P.K. Roy
4 hours per week throughout the year - Unit Value of 2 - Internal and External study
Prerequisites: Nil
Unit Outline: This course will give students an introduction to Sociology. It can serve as the basis for later studies in Sociology, or as a terminal course. It is available to students enrolled in all courses, although Bachelor of Business students normally enrol in 6122 Introductory Sociology. A constant theme within the course will be a consideration of the sociological approach to the study of society, and particular attention will be given to social structure, socialisation, social inequality and social change.

PRESCRIBED READING (for all students)

PRESCRIBED READING for External Students - recommended reading for Internal Students:

6122 Introductory Sociology
Unit Advisers: Mr. D.J. Goff and Dr. P.K. Roy
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
Unit Outline: The course will examine the effect of work practices on the socio-economic life of communities, the relationships between social classes, the socio-economic development of western and Third World countries, industrial relations, the state and bureaucracy.
Note: This unit by itself will not count as a prerequisite for further studies in sociology. The unit caters for students enrolled in the Bachelor of Business, and other courses, who initially wish to take only one unit of Sociology.
PRESCRIBED READING

6220 Social Theory and Methods of Social Research
Unit Advisers: Dr. T. Evans, Mr. I.V. Hamilton, Mr. D.E. Nation, Mr. T. Peterson, Ms. A.M. Robinson, Dr. P.K. Roy
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120 Corequisite: 6276
Unit Outline: This unit examines theory building and theory testing in Sociology. Topics covered range from classical theories to the mechanics of social research. Particular attention will be paid to the historical development of social theories, current key problems and the philosophy of science.

PRESCRIBED READING

RECOMMENDED READING

PRELIMINARY READING

6222 Social Change
Unit Adviser: Dr. P.K. Roy
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: This unit is designed to introduce students to the major theories of social change including some of the classical and modern theories. Through a close examination of the major institutions of western and non-western societies, the sources, patterns and consequences of social and cultural change will also be pursued.

PRESCRIBED READING

RECOMMENDED READING

6224 Sociology of Ethnic Relations
Unit Advisers: Mr. I.V. Hamilton, Mr. P.K. Roy
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: This unit is designed to investigate relations between different ethnic groups in various societies. The concepts stereotype, prejudice, discrimination, and cultural pluralism will be analysed and discussed with special reference to relations between ethnic groups and the methods of reducing prejudice and discrimination. Contemporary theory and research in the field of ethnic relations will also be examined.

PRESCRIBED READING

RECOMMENDED READING

6227 Sociology of Sex Roles
Unit Adviser: Ms. A.M. Robinson
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: This unit consists of a study of sex roles in contemporary society. Topics include:
1. Discussion of ideal type sex roles in the context of role theory.
2. Development of housewife and worker roles during industrialisation.
3. Sex role socialisation.
4. Changes in sex role expectations related to changes in social structure and ideology.

Students intending to take this unit should start collecting material on sex roles, as presented through the media and experienced in everyday life.

PRESCRIBED READING

RECOMMENDED READING

6276 Statistics for the Social Sciences
For details see page 57 in the Applied Science Chapter.

6320 Sociology of Deviance
Unit Adviser: Mr. T. Peterson
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: This unit presents an opportunity for students to examine the impact of social control on different groups of individuals within western cultures. The idea of deviance is explored with reference to concepts like power and authority. Emphasis is given to issues that have emerged in the 1970's.

PRESCRIBED READING

RECOMMENDED READING

PRELIMINARY READING
(a) For those who like science fiction:
(b) Others for Non-science fiction buffs:

6321 Sociology of Education
Unit Adviser: Dr. T. Evans
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: Students are introduced to the various approaches to the sociology of education and especially to the interactionist approach. Four main areas are covered:
1. Approaches to the sociology of education.
2. Social background, language, and education.
3. Classroom interaction.
4. Education and social control.

PRESCRIBED READING

RECOMMENDED READING
To be advised.
6322 Sociology of the Family
Unit Advisers: Mr. I.V. Hamilton, Dr. P.K. Roy
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: This unit is designed as a broadly based study of the family in industrialising societies. Students are introduced to the major perspectives used in studying families and are expected to look closely at the background from which these perspectives emerged. The unit is organised around the topics listed below. Students will have the opportunity to look in depth at an area of their choice but are expected to complete assignments based on work in at least two areas of study.
1. Family structure and industrialisation.
2. Courtship and mate selection.
3. Family interaction.
4. Family and socialisation.
5. Family disruption.
PRESCRIBED READING
RECOMMENDED READING

6323 Industrial Sociology
Unit Adviser: Mr. D.J. Goff
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: A study of work and industrial relations in capitalist societies. The following areas will be covered.
1. The sociological approach to industrial society.
2. The nature of work in capitalist society.
3. Management.
4. Comparisons between blue and white collar employment.
5. Work motivation.
7. Trade unions.
PRESCRIBED READING

6326 Sociology of Health and Welfare
Unit Advisers: Mr. I.V. Hamilton, Mr. T. Peterson
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: A seminar in the social organisation of health and welfare, including medical sociology, the sociology of community services and planning, medical, paramedical and 'care-taker' roles, patient and client roles and the social construction of the concepts: health and illness, sanity and insanity, welfare, need, poverty and deprivation.
PRESCRIBED READING
To be advised.
RECOMMENDED READING
To be advised.

6327 Classical and Contemporary Social Theory
Unit Advisers: Dr. T. Evans, Mr. D.J. Goff, Mr. I.V. Hamilton, Mr. D.E. Nation, Mr. T. Peterson, Ms. A.M. Robinson, Dr. P.K. Roy
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6120
Unit Outline: This unit examines the development of social theory. Particular emphasis will be given to the classical sociologists Marx, Weber and Durkheim and to recent theoretical controversies in sociology.
PRESCRIBED READING

6329 Sociology Research Project
Unit Advisers: Dr. T. Evans, Mr. I.V. Hamilton, Mr. D.E. Nation, Mr. T. Peterson, Ms. A.M. Robinson, Dr. P.K. Roy
First Semester - Unit Value of 1 - Internal and External study
Prerequisites: 6120, 6220 or 6229 and permission
Unit Outline: Individual or group research projects will be designed in consultation with the Sociology staff. This unit should be taken by students who wish to do an additional research unit in first semester.

6330 Sociology Research Project
Unit Advisers: Dr. T. Evans, Mr. I.V. Hamilton, Mr. D.E. Nation, Mr. T. Peterson, Ms. A.M. Robinson, Dr. P.K. Roy
4 hours per week throughout the year - Unit Value of 1 - Internal and External study
Prerequisites: 6120, 6220 or 6229 and one other relevant second level Sociology unit.
Unit Outline: Group projects will be designed in consultation with the Sociology staff. Students may be able to do individual projects with special permission of the Sociology staff.

6331 Sociology Research Project
Unit Advisers: Dr. T. Evans, Mr. I.V. Hamilton, Mr. D.E. Nation, Mr. T. Peterson, Ms. A.M. Robinson, Dr. P.K. Roy
Second Semester - Unit Value of 1 - Internal and External study
Prerequisites: 6120, 6220 or 6229, 6329 and permission
Unit Outline: Individual or group research projects will be designed in consultation with the Sociology staff. This unit should be taken by students who wish to do an additional research unit in the second semester. It may be taken concurrently with Sociology Research Project 6330.
ASSOCIATE DIPLOMA IN WELFARE STUDIES COURSE

General

This course is designed to provide academic and practical training for students wishing to become welfare officers. It will equip them for employment with statutory bodies, private welfare agencies and local councils and for work in a wide variety of social settings. Accordingly, it will combine a sound intellectual grounding in welfare studies with a practical acquaintance of field situations and help to develop flexible, adaptable skills for helping others.

A minimum of two years or equivalent full-time study is required to complete the course. The first year, which is primarily concerned with 'knowledge' skills, is available on a part-time or external basis over two years. The final year, which is largely devoted to welfare practice, is offered only on a full-time basis. In addition to meeting standard entry requirements, all applicants are required to complete a Welfare Studies Course Administration Form. This form can be obtained from the Academic Registrar, Gippsland Institute of Advanced Education, Switchback Road, Churchill, 3842. This form must be returned to the G.I.A.E. by October 31st, 1979. All applicants short-listed on the basis of the information contained in this forms will be interviewed and given psychological tests at the Institute during November and December of 1979. Applicants are strongly advised, however, that academic results are not the only criteria for entry into this course. Other factors, such as work experience, suitability for the profession, personal maturity etc., are all taken into account.

Course Structure

YEAR ONE:
Eight units to be taken throughout the year and in single semesters.
1. 6190 Introduction to Psychology A .................. Semester 1
2. 6120 Sociology 1 ....................................... Semester 1
3. 6191 Introduction to Psychology B .................. Semester 2
4. 6120 Sociology 1 ....................................... Semester 2
5. 6140 Welfare Studies 1 ................................. Semester 1
6. 6140 Welfare Studies 1 .................................. Semester 2 CR 2
7. Electives: Two of:
   6142 Correctional Studies .............................. Semester 1
   6120 Correctional Studies ................................ Semester 2 CR 2
   6144 Death and Bereavement ........................... Semester 1
   6144 Death and Bereavement ........................... Semester 2 CR 2 (External study only)

or any two first year units in Politics, English or Economics that are currently available in the Bachelor of Arts. Alternatives including some from other subject areas of the Institute may be available by arrangement.

YEAR TWO:
Eight units to be taken throughout the year and in single semesters.
1. 6396 Clinical Psychology A ........................... Semester 1
2. 6397 Clinical Psychology B ........................... Semester 2
3. Sociology option from:
   6320 Sociology of Deviance ............................. Semester 1
   6322 Sociology of the Family ........................... Semester 2
4. 6326 Sociology of Health and Welfare ................. Semester 1
5. 6240 Welfare Studies II A ............................. Semester 1
6. 6241 Welfare Studies II B ............................. Semester 2
7. 6246 Fieldwork and Practice A ........................ Semester 1
8. 6247 Fieldwork and Practice B ........................ Semester 2

Diagrammatic Course Structure

First Year: (Full-time, internal)
Eight units plus two week-long skills workshops.

<table>
<thead>
<tr>
<th>Sociology 1</th>
<th>Introduction to Psychology A</th>
<th>Welfare Studies 1</th>
<th>Elective</th>
<th>May Skills Workshop</th>
</tr>
</thead>
</table>

Semester One
DESCRIPTION OF UNITS

6140 Welfare Studies 1

Unit Advisers: Mr. P.K. Harwood, Mr. S.R. Kerr

6 hours per week throughout the year - Unit Value of 2 - Internal and External study

Corequisites: 6120, 6190, 6191, 2 electives. Prerequisites: (part-time, external students only) 6190, 6191 2 electives

Unit Outline: This unit attempts to begin to integrate knowledge from the fields of sociology and psychology with an understanding of the development of social welfare concepts and methods of treatment.

The following topics are covered by reading and classroom discussion on the one hand and by direct observation and contact with existing welfare services on the other:

Stream A: Social Welfare Methods (throughout the year)
1. An understanding of the principles of social welfare.
2. An introduction to and an understanding of the meaning of social casework.
3. An overview of the different social work methods including casework treatment, family and group work, community development and organisation, the role of institutions and social administration.
4. A knowledge of interviewing processes and the development of skills in interviewing through role play.

Note: Compulsory attendance at Skills Workshops and lectures/or weekend schools is required.
RECOMMENDED READING

*Stream B: Social Administration* (throughout the year)
1. A description of the history and development of welfare services both overseas and in Australia.
2. An understanding and knowledge of the different social services and agencies in Australia.
3. An understanding and critique of the different areas of social welfare work including specific needs and problems relating to poverty, crime, public health, family budgeting and public administration.

RECOMMENDED READING

6142 Correctional Studies 1
Unit Adviser: Mr. S. Kerr
4 hours per week throughout the year - Unit Value of 2 - Internal and External study
Prerequisites: Nil

Unit Outline: This unit is planned to acquaint students with the basic concepts of crime and its relationship to society, and to further provide an introduction to the criminal justice system and the corrective processes presently operating in Australia with specific reference to the Victorian system.

First Semester: Introduction to the Criminal Justice System
1. Basic concepts of crime, law and justice; theories of crime causation; criminal responsibility; philosophies of punishment and rehabilitation; extent of the crime problem; crimes and morals; theories of justice.
2. The administration of criminal justice in Australia including legislation; organisation of the courts, pre-trial procedures; trials; sentencing; legal processes for young offenders and children; civil law; the police; correction law and administration.

Second Semester: Introduction to Corrective Processes
3. A historical overview of the corrective processes; the police and their role; correctional institutions for offenders; alternative institutions; community-based corrections; child welfare services and corrective services related to young offenders, including children.

This semester will also provide the student with an introduction to some of the specialised methods of welfare work in the correctional field, notably group work, youth work and working with non-voluntary clients.

PREScribed READING

RECOMMENDED READING

6144 Death and Bereavement
Unit Advisers: Mr. D.T. Tobin and Mr. D.J. Treloar
Throughout the year - Unit Value of 2 - External study only
Prerequisites or Corequisites: Nil

Unit Outline: The unit aims to help students to examine their own attitudes and feelings about death, dying and bereavement; understand better some of the processes involved with dying, grieving and coping with loss; develop and enhance existing skills in interviewing and counselling. The course is designed in four segments - Segments 1 and 2 will be covered in *Semester 1*, and Segments 3 and 4 in *Semester 2*. The course segments are: Death - Attitudes and Responses; Dying, Grief and Mourning; Funeral Customs and Practices; and An Elective Research Project. Each segment will be introduced with a Study Guide (SG) will be distributed at the first Weekend School) and assignments will be set. Each segment will be supported by input at the various Weekend Schools and Vacation Schools, and visiting lecturers will be used extensively.

RECOMMENDED READING

6240 Welfare Studies IIA
Unit Adviser: Mr. P.K. Harwood
First Semester - 4 hours per week - Unit Value of 1 - Full-time Internal study only
Prerequisites: 8 units from first year
Unit Outline: This unit covers two areas: (a) Social Welfare Law including lectures on family, criminal and civil law; the working of the courts; and the relationship of social welfare to the law; and (b) Social Welfare Methods which reviews social casework at a greater depth than in the first year and includes lectures on related topics such as ego psychology, family therapy, crisis intervention and goal and contract setting.

PRESERVED READING

RECOMMENDED READING

6241 Welfare Studies IIB
Unit Adviser: Mr. P.K. Harwood
Second Semester - 4 hours per week - Unit Value of 1 - Full-time Internal study only
Prerequisite: 6240
Unit Outline: Following on from 6240 above, students will complete in the second half of the year lectures and seminars on:
1. Community organisation.
2. An understanding of deviance and contemporary social problems and a critique of current social welfare methods in the more important areas of social work.
3. An overview of social administration and social planning, including working with bureaucracy, social work and politics, and professional ethics.

RECOMMENDED READING

6246 Fieldwork and Practice A
Unit Adviser: Mr. S.R. Kerr
First Semester: 50 days (2 days per week) plus 2 hours seminars per week - Unit Value of 1 - Full-time Internal study only
Corequisite: 6240
Unit Outline: Students are engaged throughout the year working in individual and group experiences in welfare settings. Many of these are in existing agencies and, where possible, such agencies are invited to offer skilled supervision in co-operation with Institute staff. In other settings staff or sessional supervision is provided. Some fieldwork projects, especially of an investigative type, may be initiated and guided by students and staff of the Institute itself. Fieldwork requirements involve a minimum of 100 days practical work including the January, May and September vacations and two days per week throughout the year. Unsatisfactory progress could mean an extension of this time. In conjunction with fieldwork, topics covered in seminars include a series of case presentations and discussion on each.

6247 Fieldwork and Practice B
Unit Adviser: Mr. S.R. Kerr
Second Semester: 50 days (2 days per week) plus 2 hours seminars per week - Unit Value of 1 - Full-time Internal study only
Corequisite: 6241
Unit Outline: See 6246 above.
GRADUATE DIPLOMA IN COUNSELLING PSYCHOLOGY COURSE

A Graduate Diploma in Counselling Psychology is scheduled to commence in 1980, subject to approval of V.I.C. and availability of funds. The course is designed to provide professional qualification for persons wishing to work as psychologists or counsellors in the field of community health and personal adjustment. Though it will ultimately be a 1-year full-time course, it will initially be offered on a part-time basis over two years. It will not be offered externally. The intake will be limited to ten students per year. The programme is designed to maintain a balance between theory, skill and experience throughout the training period. It will consist of six units of study, plus one full day of placement experience per week over two semesters.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>1ST YEAR</th>
<th>2ND YEAR</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Semester 1</td>
<td>Semester 2</td>
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<tr>
<td>6490 Counselling Theory and Practice</td>
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<tr>
<td>6492 Community Psychology</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>6493 Research Methods</td>
<td>½</td>
<td></td>
</tr>
<tr>
<td>6494 Professional Issues</td>
<td>½</td>
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<tr>
<td>6495 Psychological Assessment</td>
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<tr>
<td>6496 Small Group Learning Workshop</td>
<td>½</td>
<td></td>
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<tr>
<td>6497 Organizational Development</td>
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<tr>
<td>6499 Practicum and Fieldwork</td>
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</tbody>
</table>

NOTE: The figures in the columns above refer to unit value.

ENTRY REQUIREMENTS

1. Admission to the course will be open to a person:
   (a) holding a Bachelor degree with a major in psychology from G.I.A.E., or
   (b) possessing qualifications and/or experience which, in the opinion of the Board of Studies in Arts, are equivalent to the above requirement.

2. The following four degree level units are prerequisites:
   Clinical Psychology (6396 & 6397), Organizational Psychology (6391) and Experimental Design and Statistics in Psychology (6392). In addition, it will be desirable if the applicant has graduated with a sub-major in sociology or at least studied a few units like 6362 Sociology of Health and Welfare, 6320 Sociology of Deviance, 6322 Sociology of Family, 6324 Sociology of Migration.

3. Apart from academic qualification, applicant’s characteristics will be an important selection criteria. The applicant will be required to complete a satisfactory enrolment interview.

Subject to accreditation by the Australian Psychological Society as a fourth year in psychology, the Graduate Diploma in Counselling Psychology will meet the requirements of the Society for Associate Membership.
Business Studies

DIPLOMA OF BUSINESS (in Accounting)

The Institute is phasing out this course over the next few years. No further students will be admitted to this course. Existing students are given the option of either transferring to the Bachelor of Business Degree course or of completing the Diploma of Business. Students should consult with academic staff about the units which they still have to complete in the Diploma course. Descriptions of a number of units offered within the Diploma of Business course are listed in this section of the handbook. It should be emphasised that all students presently undertaking this course will be given the opportunity of completing the course before it is phased out.

BACHELOR OF BUSINESS

The course was introduced in 1978 and provides an opportunity for both school leavers and those already in employment to undertake a Business course that is flexible and adaptable, not only to the specific needs of each individual but also to a constantly changing economic and industrial environment.

The Bachelor of Business Degree falls under the umbrella of the Institute's multidisciplinary degree which allows students a choice of units from the Bachelor of Arts Degree, the Bachelor of Applied Science Degree as well as from the Bachelor of Business Degree.

To qualify for the Degree:
(a) A candidate must complete at least 24 semester units from units approved for the multidisciplinary degree.
(b) A candidate must complete a major study of 8 to 12 semester units in at least one business teaching area, and two sub-majors of at least 4 semester units in two other business teaching areas.

The business teaching areas are:
- Accounting
- Administrative Studies
- Economics
- Law

At the present time, Accounting, Economics and Administrative Studies are available as majors and/or sub-majors whilst Law is available as a sub-major only.
(c) A candidate may include up to four units of Core Studies.
(d) A candidate must complete: 6174 Quantitative Methods 1 and 6175 Data Processing 1 or such other Mathematics units as judged suitable by the Chairman of the Board of Studies in Business.

EXTERNAL STUDIES

Most of the units in the Bachelor of Business course will be offered externally. Details can be found in the Description of Units section.

PREREQUISITES

A student may not enrol in any unit for which he has not completed (or is currently completing) the prerequisites, as given in the Institute Handbook for the year in which enrolment is sought. Exemptions from this requirement may be given in certain circumstances, and applications to this effect should be made in writing to the Academic Registrar.

ACADEMIC PROGRESS

Students select their programme of studies with guidance from academic staff and subject to the approval of the Chairman of the Board of Studies in Business. This guidance will extend to counselling concerned with meeting the requirements for membership of professional bodies.

INTERNAL STUDENTS

Because of employment opportunities, it is recommended that most full-time internal students should complete a Business Degree with a major in Accounting. A suggested study programme is as follows:

**YEAR 1**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>3140 Accounting 1</td>
<td>3141 Accounting 2</td>
</tr>
<tr>
<td>3150 Introduction to Law</td>
<td>3151 Business Law</td>
</tr>
<tr>
<td>6100 Introduction to Economics</td>
<td>6201 Macroeconomics</td>
</tr>
<tr>
<td>6193 Introduction to Applied Behavioural Psychology</td>
<td>6122 Introductory Sociology</td>
</tr>
</tbody>
</table>
YEAR 2
Semester 1
3340 Accounting 5
3250 Legal Persons
6101 Microeconomics
6174 Quantitative Methods 1
Semester 2
3241 Accounting 4
3251 Taxation
6202 Advanced Macroeconomics
6175 Data Processing 1

YEAR 3
Semester 1
3240 Accounting 3
3342 Auditing
3260 Administrative Theory & Functions — Option Unit *
Semester 2
3341 Accounting 6
3261 Organisational Behaviour — Option Unit *

* One of the optional units will have to be an accounting option. Selection of optional units should be made after discussions with academic staff.

BUSINESS TEACHING AREAS

ACCOUNTING (major)
The Accounting major is designed specifically for those who wish to make a career in accounting. Many opportunities exist for Accountants in industry, commerce, the public service and public practice. The following Accounting units are available to students undertaking the Bachelor of Business Degree:

- 3140 Accounting 1
- 3141 Accounting 2
- 3240 Accounting 3
- 3241 Accounting 4
- 3340 Accounting 5
- 3341 Accounting 6
- 3342 Auditing
- 3343 Accounting Research Project
- 3344 Project Planning and Control
- 3345 Development of Accounting Thought
- 3346 Business Finance
- 3347 Financial Management

To major in Accounting the first seven units above are compulsory, and students must complete at least one optional unit from the last five units listed.

Students seeking membership of either the Australian Society of Accountants or the Institute of Chartered Accountants in Australia must complete the Bachelor of Business Degree including a major of no less than eight semester units in Accounting and no less than four Law units. These units are: 3140 Accounting 1, 3141 Accounting 2, 3240 Accounting 3, 3241 Accounting 4, 3340 Accounting 5, 3341 Accounting 6, 3342 Auditing and any one of the five optional Accounting units: 3343 Accounting Research Project, 3344 Project Planning and Control, 3345 Development of Accounting Thought, 3346 Business Finance, 3347 Financial Management PLUS 3150 Introduction to Law, 3151 Business Law, 3250 Legal Persons, 3251 Taxation Law and Practice.

Full details of all units to be offered in 1980 appear under the Description of Units section.

ADMINISTRATIVE STUDIES (major)
The Administrative Studies major is designed, first, to equip students with the basic knowledge, concepts, tools and techniques necessary to appraise problems and make decisions within complex organizational contexts and to take account of a wide variety of social, economic and political factors; second, to provide an academic framework for the development of leadership skills; third, to establish a sound basis for the subsequent assimilation of administrative experience.

The major is designed as a broad-based course to meet the changing needs of practising professionals as well as providing an academic framework for personnel involved in more general fields of people-management and business decision-making.

The following units are available to students undertaking the Bachelor of Business Degree:

- 6122 Introduction to Sociology
- 6193 Introduction to Applied Psychology
- 3260 Administrative Theory and Functions
- 3261 Organisational Behaviour
- 3360 Organisational Change and Development
- 3361 Organisational Effectiveness
- 3263 Public Enterprise
- 3264 Industrial Relations
- 3365 Personnel Management
- 3364 Advanced Seminar and Research in Administration
To major in Administrative Studies, the first six units above are compulsory, and students must complete at least two optional units from the last four listed.

Students who plan to undertake the administrative studies major would also find it useful to complete studies in basic Law, Economics and Accounting. Other units such as Industrial Law, Administrative Law, Organisational Psychology and Politics should also be seen as complimentary.

On completion of the major in Administrative Studies, students are eligible to gain membership of the Institute of Business Administration. In this case, students should undertake as their optional units studies in Personnel Administration and Industrial Relations.

Full details of all units to be offered in 1980 appear under the Description of Units section.

ECONOMICS (major)

Students enrolling in the Bachelor of Business degree may elect to complete a major of at least eight units of Economics, or may select fewer Economics units as electives to support their chosen majors. Units available to Bachelor of Business students are:
- 6100 Introduction to Economics
- 6201 Macroeconomics
- 6101 Microeconomics
- 6202 Advanced Macroeconomics
- 6300 Economic Development
- 6301 Economics of the Environment
- 6303 Labour Economics
- 6304 Money and Banking
- 6306 Applied Economics Research Unit
- 6307 Regional Economics

Students enrolling in Economics at the Institute for the first time will normally take 6100 Introduction to Economics in first semester and 6201 Macroeconomics in second semester of their first year, and 6101 Microeconomics in first semester of second year. After passing these units, they will then normally progress to a selection of upper level units.

Passes in Economics at school are not prerequisites for the study of Economics at the Institute - the only prerequisite is the desire to understand how economic systems operate.

Full details of all units to be offered in 1980 appear under the Description of Units section.

LAW (sub-major)

Law is offered as a sub-major in the Bachelor of Business Degree. Students who major in Accounting will need to complete 4 units; 3150 Introduction to Law, 3151 Business Law, 3250 Legal Persons and 3251 Taxation Law and Practice, if they wish to gain admission to the professional accounting bodies.

Students majoring in other areas may wish to take a law sub-major or a number of law units which will support their area of major study. In addition to the four units mentioned above it is proposed to offer 3350 Administrative Law and 3351 Industrial and Labour Law in 1980. An optional unit, 3352 Advanced Taxation will be available internally and externally to third year level students in 1980.

In addition to supporting areas of major studies, the law component in the Business Degree is designed to acquaint students with the legal problems they might encounter in their careers, and in the case of Taxation to equip accountancy students for professional practice.

The law units are also available for study by students undertaking the Institute's multidisciplinary degree.

Full details of all units to be offered in 1980 appear under the Description of Units section.

DESCRIPTION OF UNITS

ACCOUNTING

3140 Accounting 1

Unit Advisors: Mr. M. Reidy and Mr. L. Boucher

First and Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Unit Outline: The objectives of this unit are; to outline the assumptions underlying accounting practice, to outline the place of accounting within a business entity, to illustrate the basic rules of book-keeping, to introduce the basic book-keeping records, and to explain the procedures undertaken during each accounting period.

Some of the topics covered to fulfil these objectives are; accounting assumptions, rules for debit and credit, general journals, special journals, subsidiary ledgers, balance day adjustments, accounting for cash, fixed assets and depreciation, balance sheets, profit and loss statements and funds statements.

PRESCRIBED READING

RECOMMENDED READING

PRESCRIBED READING for those who have not done book-keeping before.

RECOMMENDED READING for those who have not done book-keeping before.


3141 Accounting 2
Unit Advisers: Mr. M.D. Jones and Mr. L. Boucher
First and Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3140

Unit Outline: Having studied basic book-keeping and accounting procedures in Accounting 1, this unit provides a sound knowledge of more specialized areas of accounting. Topics include; inventory accounting, pastoral accounting, partnership accounting, company accounting, analysis and interpretation of financial statements and alternative forms of financial accounting.

PRESCRIBED READING

RECOMMENDED READING

3240 Accounting 3
Unit Adviser: Mr. M.D. Jones
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3241

Unit Outline: The overall aim is to introduce students to information which accountants need for managerial decision-making. Emphasis is given to the need for integrated information leading to a balance between profitability and sound financial management. Specific topics include; the nature of management accounting and business finance, cost-volume-profit relationship, network analysis, external pricing decisions, relevant costs and revenues, operations research, sources of long and short term finance, including hire-purchase and leasing, takeover strategies and valuation of corporate securities, cash flow forecasting and management, management of debtors and inventories, cost of capital and evaluation of investment projects, dividend policies, leverage and capital structure, and other general principles of basic financial management.

PRESCRIBED READING

RECOMMENDED READING

3241 Accounting 4
Unit Adviser: Mr. M. Reidy
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3141

Unit Outline: This unit is designed to provide a sound appreciation of the management function at various levels of management through a study of full absorption and direct cost approaches to job costing, process costing, standard costing, pricing and marketing methods, joint and by-product budgets and budgetary control, responsibility accounting, together with an appraisal of the interface between management accountants and other professions.
PRESCRIBED READING
(Textbook and Student Guide)

RECOMMENDED READING

3300 Financial Accounting (Diploma Unit)
Unit Adviser: Mr. M.J. Vertigan
First and Second Semester - Unit Value of 2 - External study only
Prerequisites: 3200 and 3202
Unit Outline: This unit is aimed at integrating and extending previous studies in financial accounting, as well as developing ability in the interpretation of financial reports, financial management and a study of the application of accounting principles.
In the first semester this is devoted to an examination of accounting for financial management and available techniques. In the second semester this is broadened to account for special applications of financial records, and in the latter part of the year, a study of advanced accounting theory is undertaken.

PRESCRIBED READING

RECOMMENDED READING

3302 Advanced Managerial Accounting A (Diploma Unit)
Unit Adviser: Mr. M.J. Vertigan
First Semester - Unit Value of 1 - External study only
Prerequisites: 3200 and 3202
Unit Outline: The aims of this unit are to evaluate planning and control techniques in the management area, to examine in depth the factors which influence management policy decisions, to go beyond the practical procedures covered by 3202 Managerial Accounting, to establish contact with local industry (where relevant to the particular topics being taught), and to encourage wide reading, especially in current accounting periodicals, in relation to the topics being taught. Topics include a reinforcement of the topics covered in 3202 Managerial Accounting as follows:
1. Projects cost planning and control, including estimates, significance of variations from estimates, use of C.P.M. and P.E.R.T. in cost planning and control, escalation, contracts, revenue recognition, uncertainties and informal systems.
2. Process costing, including spoilage and informal systems.
3. Standard costing with comprehensive studies of a full range of variances including mix and yield variances and statistical cost control systems.
4. Comprehensive budgeting including sales forecasts, long and short term planning, revision of budgets, cost-volume profit relationships and linear regression, probabilities and decision-making.
5. Joint and By-Products including studies about cost behaviour, techniques for finding optimum mix and recycling defective units.
In addition the unit covers Management Reporting, Transfer Pricing, Pricing Management Information Systems and the effect of various product costing systems on external reporting.

PRESCRIBED READING
There is no prescribed reading, but extensive reference will be made to W.A.A. publications, periodicals, management accounting texts and books of readings throughout the course.

3303 Advanced Managerial Accounting B (Diploma Unit)
Unit Adviser: Mr. M.J. Vertigan
Second Semester - Unit Value of 1 - External study only
Prerequisites: 3200 and 3202

Unit Outline: This unit aims to provide an insight into a range of techniques which may be of use in certain circumstances of business decision-making. Topics include a survey of the field of operations research techniques, value analysis, submissions to the Prices Justification Tribunal and the Trade Practices Commission, management accounting in small businesses, farm management accounting, human resource accounting and simulated comprehensive management accounting exercises relevant to particular industries.

RECOMMENDED READING
Students will be notified of relevant reading throughout the unit.

3340 Accounting 5
Unit Advisers: Mr. M.J. Vertigan and Mr. N. Watson
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3141
Unit Outline: The major aim is to develop conceptual and practical understanding of current professional practice in financial accounting. Specific topics include; current concerns of the accounting profession, such as consolidated statements, equity accounting, accounting for company takeovers, mergers and acquisitions, hire-purchase, leases, extractive industries, land development, inventories, depreciation, tax effect accounting, prior period adjustments, extraordinary items, current cost accounting, international transactions, funds statements, disclosure of accounting policies, projected accounting data, conglomerates and segment reporting. The main thrust in Accounting 5 is practical competence in current practice, with a recognition that theoretical evaluation of these practices will take place in Accounting 6.

PRESCRIBED READING

RECOMMENDED READING
Australian Society of Accountants & Institute of Chartered Accountants in Australia, Members' Handbooks. Latest ed.
Reference will be made to other books and periodicals throughout the unit.

3341 Accounting 6
Unit Advisers: Mr. I.W. Roberts and Mr. L. Boucher
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3340
Unit Outline: This unit examines accounting theory. Topics examined include; the history of accounting thought and accounting literature, the social context of accounting, the relationship of accounting to other disciplines, particularly to economics, and the objectives of financial statements. Also included is an assessment of the five accounting models: historical cost accounting, index adjusted accounting, current cost accounting and continuously contemporary accounting. There is also a further examination of the conceptual framework of the issues discussed in 3340 Accounting 5.

PRESCRIBED READING

RECOMMENDED READING
Australian Society of Accountants and Institute of Chartered Accountants in Australia, Members' Handbooks. Latest ed.

3342 Auditing
Unit Advisers: Mr. I.W. Roberts and Mr. M. Jones
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 3241 and 3250
Unit Outline: This unit is designed to develop an understanding of auditing from both a practical and theoretical viewpoint. It will develop an understanding of the legal requirements of auditors as well as of the statements and standards laid down by professional accounting bodies. Topics include; the basic objectives of auditing, the various types of audit requirements under the common law and the Companies Act, the concepts of independence and competence, internal control, testing and examination of evidence, E.D.P. audits, business investigations and statistical sampling techniques.

PRESCRIBED READING

RECOMMENDED READING

3343 Accounting Research Project
Unit Advisers: Mr. I. Roberts, Mr. M. Vertigan, Mr. M. Jones, Mr. M. Reidy, Mr. N. Watson and Mr. L. Boucher

Second Semester - Unit Value of 1 - Internal and External study
(N.B. There are some compulsory attendance requirements for external students).

Prerequisite: 3241. Entry to this unit is subject to the approval of the Accounting Teaching Team.

Unit Requirements: A project has to be undertaken, chosen from one of the following —

Type A: Available to those students who are able to gain employment in a relevant accounting area for a minimum equivalent time of three hours per week during the semester. Students will prepare a paper based on their work experience. Assessment is based on the understanding demonstrated in the paper and on an employer's report.

Type B: Available to those students who wish to investigate approved topics through a process of interviews and questionnaires with organisations, as well as completing relevant reading on the topic. Assessment is based on the substance and evaluation of findings presented in a written paper. Examples of projects which may be approved are; management accounting needs of small businesses, farm management accounting and the practice and effectiveness of standard costing systems.

Type C: This is predominantly a research project based on available literature in financial accounting. Findings will bear reference to current financial practices within the area of an approved topic. Assessment is based on the findings presented in a written paper.

Note: Students should note that before a project is commenced, approval must be received from the Accounting Teaching Team, and that at the conclusion of the project, students will be required to present their paper in class.

3344 Project Planning and Control
Unit Adviser: Mr. M.J. Vertigan

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisite: 3241

Unit Outline: The aim is to further develop this topic as introduced in Accounting 3. Teaching will be based on techniques currently used by industry to ensure the successful implementation of projects. The attributes of the approach in each industry will be closely examined. Particular attention will be paid to the function of the accountant in the planning and control of projects. Each example will be considered with a corresponding appreciation of the physical work involved. Specific attributes to be investigated include; the use of estimates, methods of estimate preparation, authorisations to proceed, variations from estimates, revision of estimates, escalations, calculation of work completed and the extent of the use of critical path methods. Instruction will be through normal course work but some investigations will be carried out by students. All students will be required to present their findings in class.

PRESCRIBED READING
No texts are prescribed but reference will be made to relevant books and periodicals throughout the unit.

3346 Business Finance
Unit Adviser: Mr. M.D. Jones

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 3240 and 6166

Unit Outline: This unit is designed to fulfil two functions; firstly, to provide an understanding of issues in contemporary finance theory; and secondly, to provide a greater depth of understanding of corporate finance than
is now possible to cover in Accounting 3. Topics include: efficient markets, portfolio analysis, capital asset pricing model, acquisition of funds and cost of capital, capital budgeting incorporating risk, financial leverage, and lease evaluation.

PRESCRIBED READING: To be advised.

RECOMMENDED READING: To be advised.

3347 Financial Management
Unit Adviser: Mr. M.D. Jones
First Semester - 4 hours per week - Unit Value of 1 - Internal study only
Prerequisite: 3240
Unit Outline: This unit is a case study approach to areas of financial management such as, management of current assets, capital budgeting, capital structure, forecasting of funds requirements, and short term and long term funds requirements. As such the course is designed to simulate "real world" situations where students can apply both previously studied and new accounting techniques to practical situations.

PRESCRIBED READING

RECOMMENDED READING: To be advised.

ADMINISTRATIVE STUDIES

6122 Introductory Sociology
Unit Advisers: Mr. D.J. Goff, Mr. I.V. Hamilton, Mr. D.E. Nation, Mr. T. Peterson, Ms. A.M. Robinson, Dr. P.K. Roy
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
Note: This unit will not count as a prerequisite for further studies in Sociology. It is a unit for students enrolled in the Bachelor of Business and other courses, who wish to take only one unit of Sociology.

Unit Outline: The aim of this unit is to introduce students to basic sociological concepts such as authority, power, bureaucracy, and class.

PRESCRIBED READING

6193 Introduction to Applied Psychology
Unit Adviser: Mr. P.M. Allnutt
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
Note: A student cannot gain credit for both 6193 and 6190. Therefore, a student who has taken 6193 and who then decides that he wishes to do a major in Psychology, will need to convert his 6193 unit to 6190. This conversion course will be arranged by the course adviser in 6190.

Unit Outline: This unit is intended for students who would like a short introduction to Psychology but who do not intend to study further in the area. Topics include basic areas of interest in Psychology such as attitudes, group behaviour, intelligence, personality, motivation, and learning and perception. The course will then look at applications of this knowledge in business and industry, such as selecting people for jobs, designing machinery, absenteeism, alcoholism, ageing, transport design and drug dependency.

PRESCRIBED READING: To be advised.

PRELIMINARY READING

3260 Administrative Theory and Functions
Unit Adviser: Mr. R. Peatfield
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6193 and 6122
Unit Outline: This unit includes a general introduction to modern management and studies the development of administrative theory from both a historical and a functional viewpoint. The administrative functions of organising, planning, staffing, control, decision-making and innovation are explored. Students are introduced to the case study approach as a means of illustrating practical administrative and organisational problems and solutions.
PRELIMINARY READING

PRESCRIBED READING

RECOMMENDED READING

3261 Organisational Behaviour
Unit Adviser: Mr. J.W. Benson
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3260
Unit Outline: This unit studies the behaviour of individuals and groups within organisational settings. Topics include: conflict, decision-making and problem-solving, supervision and leadership, evaluation of group performance and management by objectives. The roles of personnel practice and industrial relations are discussed. Small group exercises are used to give students practical experience in these areas.

PRESCRIBED READING

3263 Public Enterprise
Unit Advisers: Mr. P. Farago, Ms. S.H. Thomas
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: There is no prerequisite, however students are strongly advised not to attempt this unit unless they have completed 6180 Introducing Politics or an equivalent unit.
Unit Outline: This unit introduces students to the origins, types, accountability, and problems of various types of public enterprise organisations in Australia and overseas.

PRELIMINARY READING

PRESCRIBED READING: To be advised.

3264 Industrial Relations
Unit Adviser: Mr. J.W. Benson
First Semester - 4 hours per week - Unit Value of 1 - Internal and External Study
Prerequisites: Nil. (But students should have completed their first year of study).
Unit Outline: This unit is an introduction to the study of employer/employee relationships in the employment setting. Topics include: models of industrial relations systems, industrial conflict, trade union and employer associations, industrial law, methods of resolving industrial conflict, establishing and administering the rules of the workplace, with special reference to compulsory arbitration, collective bargaining and worker participation.

PRESCRIBED READING

3360 Organisational Change and Development
Unit Adviser: Ms. S.H. Thomas
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3261
Unit Outline: Planned and unplanned change is discussed within the broad framework of an open systems approach. As well as classifying critical components within organisational systems, students are encouraged by means of the case study approach to identify major internal and external pressures for change, basic problems associated with innovation and the point of balance between change and stability. A variety of planned change strategies are considered.
PRESCRIBED READING

3361 Organisational Effectiveness
Unit Adviser: Mr. J.W. Benson
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3360
Unit Outline: This unit is designed for individuals preparing to enter some form of managerial work, focusing on the manager as a leader and exploring the major areas within which the manager must operate. The unit covers four areas of concern via an experiential approach:
1. The impact of organisational structure on behaviour.
2. Leader-subordinate relations.
3. Leader - group relations.
4. The organisational setting of managerial leadership.

PRESCRIBED READING

3364 Advanced Seminar and Research in Administration
Unit Advisers: Mr. R. Peatfield
First and Second Semester - Unit Value of 1 - Internal and External study
Prerequisite: 3360
Note: Students may not enrol in this unit without prior consultation with Unit Advisers.
Unit Outline: Students are required to undertake a research project which is designed in consultation with the Administrative Studies Staff.

PRESCRIBED READING: To be advised.

3365 Personnel Management
Unit Adviser: Mr. R.D. Peatfield
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study.
Prerequisites: 6193 and 6192
Unit Outline: This unit is aimed at giving managers and potential managers a knowledge and understanding of personnel administration and practices. Topics include: nature of personnel administration, the employment function, training and development, wage and salary administration, general personnel function, industrial relations, current problems in personnel management and personnel policies and policy-making.

PRESCRIBED READING

ECONOMICS
6100 Introduction to Economics
Unit Advisers: Mr. I.A. Gibson, Mr. M.J. Crowley, Mr. W.F. Battersby, Ms. A. Hodgkinson.
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil
Unit Outline: This unit introduces a range of approaches to economic theory. The basic principles of orthodox microeconomics and macroeconomics are covered, together with a number of alternative approaches to economic analysis.

PRESCRIBED READING

RECOMMENDED READING

6101 Microeconomics
Unit Advisers: Mr. W.F. Battersby, Mr. I.A. Gibson
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisite: 6100

Unit Outline: This unit is an intermediate course in microeconomics, which develops the microeconomic theory introduced in 6100 Introduction to Economics. The aim of the unit is to provide training in the use of economic theory and tools of analysis in helping to elucidate and solve the problems involved in the allocation of resources to meet society's material wants.

PRESCRIBED READING

RECOMMENDED READING: To be advised.

6201 Macroeconomics

Unit Adviser: Mr. M.J. Crowley

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisite: 6100

Unit Outline: An introductory course in macroeconomics which considers the determinants of the level of production, employment and income in the economy. The theory developed provides a basis for consideration of the effectiveness of policy aimed at achieving economic stability. Consideration will be given to the performance of the Australian Economy.

PRESCRIBED READING

RECOMMENDED READING

6202 Advanced Macroeconomics

Unit Adviser: Mr. W.F. Battersby

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisite: 6201

Unit Outline: The unit involves a critical re-examination of Keynesian economics and a consideration of more recent developments in macroeconomic theory. Other topics include a consideration of current economic problems and policies and an analysis of the dynamics of economic growth and fluctuations.

PRESCRIBED READING

RECOMMENDED READING
A detailed reading guide will be issued during the semester.

6300 Economic Development

Unit Adviser: Mr. M.J. Crowley

First Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisites: 6101, 6201

Unit Outline: This unit involves the study of a number of aspects of development economics, including the causes of under-development, trade and aid, development strategies and population problems.

PRESCRIBED READING
Additional books may be prescribed during 1980.

RECOMMENDED READING: To be advised.

6301 Economics of the Environment

Unit Adviser: Mr. I.A. Gibson

Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Prerequisite: 6101
Unit Outline: This unit involves the study of economic aspects of environmental issues, such as the causes of environmental deterioration, the economics of pollution and conservation and the economics of environmental protection policies.

PRESCRIBED READING

RECOMMENDED READING

6303 Labour Economics
Unit Adviser: Mr. W.F. Battersby
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6101
Unit Outline: Topics to be considered include the supply of and demand for labour as a factor of production; the wage structure; income distribution; money wages and inflation; incomes policy; manpower planning. The unit looks not only at the economic theory of labour markets but at the role of institutions, e.g. trade unions, in the wage determination process. Close consideration is given to the operation of the Australian labour market.

PRESCRIBED READING

RECOMMENDED READING

6304 Money and Banking
Unit Adviser: Mr. M.J. Crowley
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 6201
Unit Outline: The unit involves a study of the financial markets and institutions of the Australian Economy. Major emphasis is given to the nature and role of monetary variables and the way in which they influence the level of economic activity.

PRESCRIBED READING: To be advised.

RECOMMENDED READING: To be advised.

6306 Applied Economics Research Unit
Unit Advisers: Mr. M.J. Crowley, Mr. W.F. Battersby, Mr. I.A. Gibson
First and Second Semesters - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6101, 6202
Unit Outline: This unit is compulsory for students wishing to major in Economics in the multidisciplinary degree. The unit involves research and reading in an area specifically approved by the Economics teaching staff. The unit is consciously vocational, being designed to provide students with practical experience in the use of their training in Economics. It is a step between their academic training and their future roles as professional economists, or other positions requiring the use of economic skills. As such, students are encouraged to design research projects which will be of positive benefit to the community.

PRESCRIBED READING: To be advised (depending on research programme).

RECOMMENDED READING: To be advised.

6307 Regional Economics
Unit Adviser: Ms. A. Hodkinson
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 6101, 6201
Unit Outline: This unit involves a study of the economic forces underlying regional development and under-development in Australia. Emphasis will be placed on empirical research and practical studies which are relevant to regional economic problems in Victoria.
PRESCRIBED READING: To be advised.

RECOMMENDED READING: To be advised.

LAW

3150 Introduction to Law

Unit Advisers: Mr. J. Wong, Mr. D. Eaddy
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: Nil

Unit Outline: This unit provides an introduction to the legal system in Australia and the operation of the judicial process. It is designed to provide a basis for the study of other law units, in particular Business Law. Specific topics include: the nature of Law and the legislative and judicial processes, the Australian Constitution, Government and the individual, the Contractual relationship, the law of negligence and other aspects of law such as, law and society, and law and morality.

PRELIMINARY READING

PRESCRIBED READING

RECOMMENDED READING

3151 Business Law

Unit Adviser: Mr. D. Eaddy
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3150

Unit Outline: This unit involves a study of the sale of goods, hire purchase and allied transactions, securities, negotiable instruments, insurance, Restrictive Trade Practices Act and Consumer Protection generally.

PRESCRIBED READING

RECOMMENDED READING

3250 Legal Persons

Unit Adviser: Mr. J. Wong
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3150

Unit Outline: This unit aims to give students a comprehensive understanding of the Law of Partnership, and Company Law, which will complement their studies in accounting and tax law. The unit also examines law relating to unincorporated associations, unit trusts and trade unions.

PRESCRIBED READING

RECOMMENDED READING

3251 Taxation Law and Practice

Unit Adviser: Mr. N. Watson
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 3150, 3141
Unit Outline: This unit is designed to provide students with a working knowledge of the Income Tax Assessment Act and the Rating Acts. It prepares the ground for more advanced study in taxation. Specific topics include; historical outline of taxation in Australia, assessable income, derivation of income, exempt income and deductions. Taxation affecting specific types of taxpayers including companies, partnerships, trusts, superannuation funds and primary producers. A study of the administration of taxation in Australia.

PRESCRIBED READING

RECOMMENDED READING

3350 Administrative Law
Unit Adviser: Mr. J. Wong
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3150
Unit Outline: Administrative Law is a study of that body of rules which relate to the exercise of power by governmental and semi-governmental authorities. Of particular importance is the process of delegation of the law making authority and the legal constraints on this process. Specific topics covered in the course include the remedies available to the citizen when adversely affected by an administrative decision, the place of natural justice, the role of the ombudsman and administrative tribunals.

PRESCRIBED READING: To be advised.

3351 Industrial and Labour Law
Unit Adviser: Mr. D. Eaddy
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 3150
Unit Outline: This unit is designed to acquaint students with the legal framework within which the employer-employee confrontation exists necessitating an examination of the constitutional basis and sources of the labour powers of the Commonwealth and the States; the Conciliation and Arbitration Act; the status of trade unions; the relationship between State and Federal systems and the resultant problems; Industrial Torts; and other specific problems.

PRESCRIBED READING: To be advised.

3352 Advanced Taxation
Unit Adviser: To be appointed.
First Semester - 4 hours per week - Unit Value of 1 - Internal study only
Prerequisite: 3251. This unit is optional.
Unit Outline: The aim of this unit is to better equip accountancy students for professional practice and to provide an opportunity for students majoring in other areas within the Bachelor of Business Degree to study taxation in greater depth. Specific topics covered include; the methods of completing taxation returns, handling objections and appeals, detailed examination of specific types of taxpayers such as trusts and companies particularly from the aspect of their value in taxation planning. A brief study of the use of tax havens and other forms of taxation apart from income tax such as sales and payroll tax.

PRESCRIBED READING: To be advised.

MATHEMATICS UNITS

6174 Quantitative Methods 1
For details see page 55 in the Applied Science chapter.

6175 Data Processing 1
For details see page 55 in the Applied Science chapter.

6274 Quantitative Methods 2
For details see page 57 in the Applied Science chapter.

6275 Data Processing 2
For details see page 57 in the Applied Science chapter.
Education

The School of Education provides courses leading to professional qualifications for primary, secondary, technical teachers and school librarians. The Diploma of Teaching and Graduate Diploma in Education courses offered by the School are essentially for pre-service, professional education of teachers. The Bachelor of Education course is a multi-purpose programme, the alternative strands of which are designed for both pre-service and in-service or upgrading professional educational training in the primary, secondary, technical and school librarianship fields. The Associate Diploma in School Librarianship is a two year course for qualified teachers. The Bachelor of Education programmes are structured to meet the requirements of employing authorities.

GENERAL INFORMATION

ADMISSION
See details in the Admission and Continuation Regulations, page 148 (N.B. Items 2.6 to 2.10)
For details of School Librarianship courses,

ENROLMENT AND COURSE APPROVAL
Guidance and information will be provided in the selection of units for an approved course. All students wishing to enrol for courses or units in the School of Education should make formal application and initial enquiries through the Academic Registrar.
Part time and external students not currently undertaking full time studies for H.S.C. (e.g. teachers wishing to up-grade qualifications), may wish to discuss their application with one of the course advisers. An appointment should be made through the Academic Registrar.

Before seeking information, intending students should read relevant sections of the Institute Handbook.
Students are to submit a full course proposal on the relevant form for consideration by the appropriate course adviser at the time of enrolment.

CHANGES TO COURSES
Changes to courses must be discussed with the appropriate course adviser before enrolment is completed. Changes to courses during the year must also be discussed with the relevant course adviser.

FULL TIME TEACHERS AND STUDY LOADS
Teachers are requested to contact the Academic Registrar to arrange a counselling interview before enrolling for further studies.

ATTENDANCE REQUIREMENTS
See individual unit descriptions.

STRUCTURE OF COURSES

*Diploma of Teaching* and *Bachelor of Education* courses contain three inter-related components:

**Professional education studies** provide the foundations of students' understanding of children, learning, teaching, the nature of education and its relationship to society. Emphasis is also placed on skills in curriculum design, implementation and evaluation.

**School experience** provides the student with carefully guided contact with children and increasing responsibility in the classroom situation. Students are encouraged to involve themselves in the wider contexts of educational institutions.

**General education studies** are intended to give students deeper understanding of the subjects which they have chosen to teach in schools. Diploma of Teaching students also complete four Teaching Foundation Units directly related to the subjects presently taught in primary school.

The *Graduate Diploma in Education* contains only Professional Education Studies and School Experience.
For details of School Librarianship courses, see page 110.
DIPLOMA OF TEACHING

The *Diploma of Teaching* is a three year full time course providing a basic preparation for primary teaching. Ten general education units will be chosen from: English, Mathematics, Politics, Psychology, Science, Sociology, Visual Arts or other subjects approved for degree purposes. Four Teaching Foundation units, eight professional education units and a minimum of 100 days of supervised school experience are required in addition to the general education units.

The eight professional education units must be completed in sequence together with the Teaching Foundation units. A full-time student is required to complete 4111, 4112, 4131 and 4132 in first year, 4211, 4370, 4133 and 4134 in second year and 4320, 4340, 4350 and 4360 in third year. Details of professional education units and teaching foundation units appear on pages 103 and 104.

The ten general education units must include at least two and not more than four separate subject areas. These units must include a major of six units from one of the subject areas such as English, Mathematics, Psychology, Science, Sociology and Visual Arts.

Upon completion of the *Diploma of Teaching*, and normally after some teaching experience, students may take fourth year studies leading to the *Bachelor of Education* by taking two general education units and the six professional education units 4423, 4424, 4425, 4426, 4433 and 4434. The two general education units must complete an eight unit major, a four unit sub-major, or a second six unit major.

### Diploma of Teaching (includes General Education, Teaching Foundation Units)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Prof. Units</th>
<th>Teach. Found</th>
<th>School Exp.</th>
<th>General Ed.</th>
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<td>4111</td>
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<td>4112</td>
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<td>Year 2</td>
<td>4211</td>
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<td>4370</td>
<td>4134</td>
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<td>Year 3</td>
<td>4320</td>
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<td>Compulsory minimum 100 days of supervised school experience.</td>
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<td>4360</td>
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</tbody>
</table>

**B.Ed (upgrading from Dip.T.)**

- 4423
- 4424
- 4425
- 4426
- 4433
- 4434

(1 six unit major and 1 four unit sub-major or one eight unit major, or two six unit majors).

GRADUATE DIPLOMA IN EDUCATION

The *Graduate Diploma In Education* is a one year pre-service course for students with an approved degree or three year diploma from a recognised tertiary institution.

The *Graduate Diploma in Education* consists of eight professional education units. The units for 1980 are 4111, 4112, 4211, 4212, 4213 and 4214 and two curriculum studies units. These units include a minimum of 45 days supervised school experience.

Upon completion of the *Graduate Diploma in Education* or its equivalent, and normally after some teaching experience, students may undertake additional studies leading to the Bachelor of Education by completing the eight professional education units 4423, 4424, 4425, 4426, 4427, 4428, 4433, and 4434.
Two curriculum studies units: whole year

Two single areas or one double area

B.Ed. (Upgrading from Grad. Dip in Ed.)

Bachelor of Education (Initial Preparation Secondary/Technical)

The pre-service Bachelor of Education is a four year course for the preparation of Secondary and Technical teachers in Mathematics, Physical Sciences, Social Sciences and Humanities. The course is equivalent to either a four-year concurrent Education course or a first degree followed by an end on Diploma in Education. The Bachelor of Education course consists of 28 units 10 of which are selected from professional education units and 18 from general education units approved for degree purposes. A minimum of 100 days supervised school experience is also required.

The ten professional education units must be studied in sequence. A full time student is required to complete 4111 and 4112 in first year, 4211 and 4212 in second year, two curriculum studies units and either 4423 or 4424 in third year and 4425, 4426 and either 4423 or 4424 in fourth year.

The selection of 18 general education units must include at least two and not more than five separate subject areas. Students must complete at least two majors including at least one eight unit major.
BACHELOR OF EDUCATION (upgrading)

The Bachelor of Education is offered to teachers who wish to upgrade qualifications. Credits and exemptions will be given for previous study completed successfully at a recognised tertiary institution.

Professional Education Units to be completed will be selected from those listed below, subject to credits and exemptions granted.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Duration</th>
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<tbody>
<tr>
<td>4111</td>
<td>4211</td>
<td>Semester 1 only</td>
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<tr>
<td>4112</td>
<td>4212</td>
<td>Semester 1 and 2 (repeated)</td>
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<td></td>
<td></td>
<td>Semester 2 only</td>
</tr>
</tbody>
</table>

Curriculum Studies
units 4320 to 4372

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Code</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 4213</td>
<td>4214</td>
<td>Semester 1 and 2</td>
</tr>
<tr>
<td>4424</td>
<td>4423</td>
<td>Semester 2 only</td>
</tr>
<tr>
<td>4426</td>
<td>4428</td>
<td>Whole year only</td>
</tr>
<tr>
<td>4433</td>
<td>4434</td>
<td>Flexible Scheduling</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester 1 and 2</td>
</tr>
</tbody>
</table>

* The nature of the School Experience will be determined according to the previous qualification and School experience.

School Librarianship Units are available in the Bachelor of Education (School Librarianship Strand), details of which are given on page 110.

General Education Units will be prescribed to give the student a balanced, recognised course of study.

DESCRIPTION OF UNITS:

TEACHING FOUNDATION UNITS:

4131: Teaching Foundations in Mathematics
Unit Adviser: Dr. G.W. Detrick, Dr. A.J. Rahilly, Dr. P.R. Rayment
First Semester - 4 hours per week - Internal study only - Unit Value of 1
Unit Outline: The objectives of the unit are:
1. To develop student's competence in the central topics of the primary school mathematics curriculum;
2. To lay a foundation for later work in curriculum studies by discussing, when appropriate, methods of presentation of material;
3. To present mathematics as an on-going process of problem-solving;
4. To ask some general questions about the nature of mathematics and its role in the broader social and historical context.

Students will be exposed, through individual and small group activities, to a number of central topics, including number systems, numeration systems, fundamental number operations, functions and graphs, informal geometry, topology, measurement and S.I. units.

PRESCRIBED READING

4132: Teaching Foundations in Language and Communication
Unit Adviser: Mr. L.G. Gordon
Second Semester - 4 hours per week - Internal and External study - Unit Value of 1
Unit Outline: This unit investigates issues relating to communication in general and in particular to the processes by which language, broadly defined, acts to form a complex system of communication. Language in the classroom, and specific aspects of language, especially reading, will be treated. Consideration will be given to some of the conceptual approaches to language in communication and language across the curriculum. Students will be given the opportunity to explore some areas of interest in depth.

PRESCRIBED READING

4133: Teaching Foundations in Creative Arts
Note: This unit is not offered until 1981.
Unit Adviser: To be advised.

First Semester - 4 hours per week - Internal study only

Unit Outline: This unit aims at developing competencies in a number of the creative arts areas including craft, music and movement studies. Particular areas of study and specialization will be negotiated according to the needs, interests and entering competencies of individual students. Instruction will be organised in a workshop, instruction/tutorial or directed study basis as required. Students will be expected to spend time out of class working on individual creative projects.

4134: Teaching Foundations in Science
Not offered until second Semester 1981.

PROFESSIONAL EDUCATION UNITS

4111: Basic Issues
Unit Adviser: Dr. M.J. Ely

First Semester - 4 hours per week - Internal and External study

Unit Outline: Students will consider perspectives in education through enquiries related to community and school which suggest analytical tools required for the further study and appreciation of current and future developments Major educational study areas, e.g., History, Philosophy, Sociology, Psychology and Curriculum, will arise from programme experiences and enquiries. Following their enquiries, students will be required to reflect upon their perception of educational issues generated by the interaction between the school and its social setting. School experiences will be co-ordinated with co-operating schools to ensure that enquiries have an adequate practical or first-hand basis. The school experience programme will develop a basis for understanding factors which influence the content and process of schooling. While a core of study related to overarching problems will be offered to all students, opportunities will be provided for students to direct their enquiries to some problems of special interest. The recommended texts should be retained by students for further use in later units in their course.

PRESCRIBED READING

RECOMMENDED READING

4112: Child Growth & Development: The School and the Child
Unit Adviser: To be appointed.

First or Second Semester (repeated) - 4 hours per week - Unit Value of 1 - Internal and External study

Unit Outline: This unit focuses upon the aspirations the community has for its children and children's varied abilities to meet these aspirations as shown by our present knowledge of cognitive (including language, affective, and moral/ethical aspects), social and maturational development. Students will undertake a number of enquiries through which they will develop the psychological processes underpinning learning and the multifaceted aspects of child development to the understandings, skills, concepts, and attitudes implied by the stated goals and objectives of schools, recommended courses of study, and school curriculum. School experience generated by these enquiries will be co-ordinated with the assistance of co-operating schools and will be supervised, directed, and assessed by School of Education staff and co-operating teachers.

Recommended reading and reference lists including professional journals and periodicals will be supplied in support of major themes and assignments associated with the unit.

RECOMMENDED READING

4211: Development and Learning: The Child and the Teacher
Unit Adviser: To be appointed.

First or Second Semester (repeated) - 4 hours per week - Unit Value of 1 - Internal and External study

Unit Outline: This unit will continue to develop themes related to knowledge of learning processes begun in 4112, which should be regarded as a prerequisite. In particular, social and interactive aspects of teaching which facilitate learning will be developed. These will include themes such as motivation, influencing, self concept, and teaching strategies which meet the diverse needs of individuals within any group. School experience will be integrated with the unit and will concentrate upon the observation and development of interactive processes of value to teachers working with individuals or groups.

Note: Recommended reading and reference lists including professional journals and periodicals will be supplied in support of major themes and assignments associated with the unit.

RECOMMENDED READING
4212: Language and Communication
Unit Adviser: Mr. L.G. Gordon
Second Semester • 4 hours per week • Unit Value of 1 • Internal and External study
Unit Outline: This unit investigates issues relating to communication in general and in particular the processes by which language, broadly defined, acts to form a complex system of communication. Language in the classroom, and specific aspects of language, especially reading, will be treated. Consideration will be given to some of the conceptual approaches to language in communication and language across the curriculum. Students will be given the opportunity to explore some areas of interest in depth.
PREScribed Reading

4213: School Experience
Unit Adviser: Mr. H.J. Pearson
First Semester • 4 hours per week • Unit Value of 1 • Internal and External study
Unit Outline: See 4214.

4214: School Experience
Unit Adviser: Mr. H.J. Pearson
Second Semester • 4 hours per week • Unit Value of 1 • Internal and External study
Unit Outline: Units 4213 and 4214 will develop further the responsibility for teaching. Opportunities will include observation of teaching and learning; fifty days teaching in schools; microteaching, use of audio-visual aids, case studies; planning, instruction, measuring and evaluating phases of teaching. The unit will consist of lectures, workshops, seminars and teaching rounds.
PREScribed Reading

4320 to 4372: Curriculum Studies
Co-ordinator: Dr. G.W. Dettrick
Note: Workshop Instructors act as Unit Advisers.
All Curriculum Studies units except 4370: Language Arts - Primary, are offered concurrently across first and second semesters and students must enrol in these units in semester one. Mid year, or semester two enrolments will not be accepted.
In 1980 all primary (Diploma of Teaching) curriculum units will be offered for internal study. Primary curriculum units are offered for external study on an alternating basis, viz,

1980: 4350 Mathematics
4340 Creative Arts
4370 Language Arts (Second Semester only)

1981: 4360 Physical Environment
4320 Social Environment
4370 Language Arts (Second Semester only)

In 1980, subject to staffing and demand, the secondary curriculum units to be offered for internal study include Language Arts, Social Sciences, Science, Mathematics, Business Studies (including Economics), and Creative Arts. Secondary curriculum units for external study are offered on a limited basis subject to staffing and enrolment. For this reason, external students should indicate a clear intention and complete enrolment procedures by November 30.

THE CURRICULUM STUDIES PROGRAMME
There are two major areas in the curriculum programme for units 4320 to 4372 (except 4370): the core curriculum and the workshop areas.

Core Curriculum
All students follow the core programme, become involved with all core activities and complete set core projects, irrespective of teaching level (primary/secondary) or subject area (creative arts, science, business studies, mathematics, language arts, social science).
Workshop Areas

Workshop areas offer a wide variety of "hands-on" and "practical" experiences which relate the teaching of the various subject areas to their integration in the total curriculum. Workshop area options are part of the workshop area programme. These offer the possibility of a wide variety of experiences which may be developed and adjusted to meet the needs and interests of individual students. Options may be created by tutors, participant teachers, individual students, or an option may be created as a result of a team effort.

Notes for External Students (Workshop Areas)
(a) The availability of subject area workshops may be subject to a minimum enrolment and/or the availability of staff.
(b) "Double Areas" will only be offered if enrolments and staff availability permit.
(c) Students whose workshop area choices are not available because of either (a) or (b) will be asked to select alternative workshop area preferences.
(d) Primary education majors will study the following areas:

1980 Area 1 4350 Mathematics
Area 2 4340 Creative Arts
1981 Area 1 4360 Physical Environment
Area 2 4320 Social Environment

In the first year of curriculum studies, students will complete core curriculum, two subject area workshops, and some of the associated workshop area options. In the year following, students will complete the final two workshops together with the balance of their "workshop options". Fourth year curriculum modules (4427, 4428) from the Bachelor of Education programme are available for selection as "workshop options" subject to workshop area instructor's approval.
(e) Subject area workshops are organized at weekend schools and vacation schools during the year as follows:

<table>
<thead>
<tr>
<th>DOUBLE AREA</th>
<th>Each Weekend School</th>
<th>Each Vacation School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 sessions x 3 hours</td>
<td>4 days x 4 hours daily</td>
</tr>
<tr>
<td></td>
<td>Total: 6 hours</td>
<td>Total: 16 hours</td>
</tr>
<tr>
<td>SINGLE AREA</td>
<td>Area 1: 3 hours</td>
<td>Area 1: 8 hours</td>
</tr>
<tr>
<td></td>
<td>Area 2: 3 hours</td>
<td>Area 2: 8 hours</td>
</tr>
</tbody>
</table>

Students are required to attend subject area workshops. However, where students find severe difficulty with attendance at the Institute or where a subject area workshop is not offered because of staffing or enrolment shortfalls, students may negotiate with the co-ordinator of Curriculum Studies, Dr. Graham W. Detrick, to establish whether it is possible to attend "area" curriculum workshops at one of the regional or metropolitan colleges for the necessary component, and transfer credit upon successful completion. This arrangement will not eliminate attendance requirements but transfer these from one venue to another. All students who follow this procedure will be expected to complete the core curriculum programme. Workshop option credit may be also transferred.

CURRICULUM UNITS: PRIMARY – DIPLOMA OF TEACHING

Curriculum Units:

4370 Language Arts Instructor: To be appointed.
(See page 107 for details)
4350 Mathematics Instructor: Mr. F.A. Rizvi
4340 Creative Arts Instructor: Mr. M. Bramley-Moore
4360 Physical Environment Instructors: Dr. G.W. Detrick
Mrs. A. Detrick
4320 Social Environment Instructor: Mr. H.J. Pearson

PRESCRIBED READING


RECOMMENDED READING

4360 P.S.S. Teachers Guides. (See Science - Children, p.p. 319-334) Other references are supplied in Study Guides.
CURRICULUM UNITS: SECONDARY – GRADUATE DIPLOMA IN EDUCATION AND BACHELOR OF EDUCATION

Students in these courses are required to enrol in two Curriculum Studies units: either two single areas or one double area, as outlined in the following table.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4321</td>
<td>Social Science (single area)</td>
<td>Instructor:</td>
</tr>
<tr>
<td>4321 and 4322</td>
<td>Social Science (double area)</td>
<td>Dr. T. Sullivan</td>
</tr>
<tr>
<td>4331</td>
<td>Business Studies (single area)</td>
<td>Instructor:</td>
</tr>
<tr>
<td>4331 and 4332</td>
<td>Business Studies (double area)</td>
<td>To be appointed.</td>
</tr>
<tr>
<td>4341</td>
<td>Creative Arts (single area)</td>
<td>Instructor:</td>
</tr>
<tr>
<td>4341 and 4342</td>
<td>Creative Arts (double area)</td>
<td>Mr. M. Bramley-Moore</td>
</tr>
<tr>
<td>4351</td>
<td>Mathematics (single area)</td>
<td>Instructors:</td>
</tr>
<tr>
<td>4351 and 4352</td>
<td>Mathematics (double area)</td>
<td>Dr. G.W. Dettrick, Mr. F.A. Rizvi</td>
</tr>
<tr>
<td>4361</td>
<td>Science (single area)</td>
<td>Instructors:</td>
</tr>
<tr>
<td>4361 and 4362</td>
<td>Science (double area)</td>
<td>Dr. G.W. Dettrick, Mr. R.M.H. Hind</td>
</tr>
<tr>
<td>4371</td>
<td>Language Arts (single area)</td>
<td>Instructor:</td>
</tr>
<tr>
<td>4371 and 4372</td>
<td>Language Arts (double area)</td>
<td>Dr. T. Sullivan</td>
</tr>
</tbody>
</table>

Description of Secondary Curriculum Studies Areas.

Language Arts/English.
A broad approach to the teaching of English in secondary schools will include the study of literature, listening, speaking, reading, working skills and drama, as well as the social, psychological and linguistic aspects of English, the role of the teacher, and current trends in course content, organisation and developments in methodology.

Social Sciences.
This area is concerned with examining ways in which teachers may contribute to the social education of children. Psychological and philosophical bases will be established as guidelines for teaching social sciences. Recent trends in teaching about society are considered. Considerable stress is placed upon practical investigation and workshop activities.

Mathematics.
This area attempts to develop in the student a concept of the role of mathematics in the curriculum, and psychological and philosophical bases for mathematics teaching. Definite techniques for teaching a range of mathematical topics are examined to equip the student with a framework for the development of effective teaching techniques. Considerable stress is placed upon the use of teaching materials through workshop activities.

PRESCRIBED READING

Science.
This area considers the rationale, methodology, materials and techniques for the teaching of science. Research, curriculum developments, resources, testing, evaluation and practical work are treated in seminars, practical and field exercises.

PRESCRIBED READING


Business Studies, including Economics.
The preparation of teachers of business studies provides an applied bias to the development of secondary curriculum units of study, techniques, aids, evaluation, consumer education and where possible, job experience. The place of business studies in the secondary curriculum and current trends and practices are examined.
The teaching of economics is examined in general theoretical and sociological contexts, with an emphasis on the place of economics in the secondary curriculum, approaches to teaching strategies, techniques, materials, assessment and the development of units of study and teaching aids.

Creative Arts.
Teaching in the area of creative arts is examined from a theoretical and practical frame of reference. Emphasis is on the encouragement of creativity, self-confidence, skill development and general personal development in the teaching of children. Seminars and workshop activities form a major part of the course.

4370: Curriculum Studies: Language Arts - Primary

Unit Adviser: To be appointed
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Unit Outline: This unit investigates language curriculum in primary schools. Approaches to the teaching of reading and reading schemes are explored. The teaching of oral and written expression, listening skills and creative expression through means including mime, puppetry, drama and dance are important themes. Children's literature, including its place and use in reading, written and oral expression, story telling and language development as part of the total curriculum will receive emphasis. Evaluation, diagnosis and prognosis as components of teaching language will be treated. School experience will be organised and supervised as an integral part of the unit to provide opportunities for students to observe and practise language teaching skills.

4423: Sociological Foundations of Education
Unit Adviser: Mr. D.E. Nation
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Unit Outline: This unit will apply basic sociological approaches to the study of education. Particular emphasis will be given to the impact of sociology on educational policy making.

The following areas will be investigated in depth:
1. schools and equality of opportunity;
2. schools and sex-roles;
3. teaching as a profession;
4. schools and their communities;
5. structural changes in education.

No background in sociology will be assumed. However, students who have not studied sociology should read one of the books listed as preliminary reading before commencing the course.

PRELIMINARY READING


4424: Historical and Philosophical Foundations of Education
Unit Adviser: Dr. M.J. Ely
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study

Unit Outline: The philosophical and historical foundations of Australian education will be examined with particular emphasis on twentieth-century developments. In the history section present day educational problems will be illuminated by historical analysis. In the philosophical section analytical methods and their applicability to the study of modern educational problems will be explored.

PRESCRIBED READING


4425: Classroom Analysis
Unit Adviser: Mr. R.M.H. Hind
Throughout the year - 2 hours per week - Unit Value of 1 - Internal and External study

Unit Outline: This unit concentrates upon a detailed study of classroom analysis, as this relates to the practice of teaching and learning. It focuses on educational programmes, teaching methods and pupil behaviour within the classroom. The unit includes a major practical project.

PRESCRIBED READING

RECOMMENDED READING


NOTE: See note at end of unit 4426.

4426: Curriculum Development and Evaluation
Unit Adviser: Mr. R.M.H. Hind
Throughout the year - 2 hours per week - Unit Value of 1 - Internal and External study
Unit Outline: The nature of education and analysis of appropriate aims, taxonomies of objectives, social dimensions of the curriculum, learning models and teaching styles and techniques, are examined in an attempt to relate these topics to particular levels of education and practical situations. A project provides an opportunity for students to relate topics in this unit to special areas of curriculum studies.

PRESCRIBED READING

RECOMMENDED READING

NOTE: Any student who is enrolled for only one of 4425 or 4426 may be allowed to complete the unit in first semester if this allows him to complete his course in that semester.

4427, 4428: Curriculum Studies
Co-ordinator: Dr. G.W. Detrick
Throughout the year - 4 hours per week - each unit has a unit value of one - External study only

Students who take units 4427 and 4428 Curriculum Studies are entering curriculum studies at an “advanced level”. In general, students will construct a study programme from a variety of options or “modules” according to their needs and interests. Staff will offer modules according to their special interests and expertise, so that students may expect to study the curriculum oriented topics at some depth. In some cases, staff may be willing to supervise independent study programmes on a mutually negotiated contract basis with a limited number of students. “Independent study” should be seen to cover a wide range of possible activities.

Modules will be of various length according to their nature and consequently will attract a weighting of more or less than one semester unit. Each module offered will be given a weighting in terms of “points”. A minimum of 15 "points" will be equivalent to a semester unit of work. In some cases, according to their choice, students may have to exceed 15 points to obtain a unit credit. A unit credit will not be granted for fewer than a total of 15 points. Students who do more than one of the units will be able to carry over excess credit points from one unit to the other to make the required minimum 30 points for two units. Students will enrol for 4427 and 4428 on the regular enrolment form. Details of module options will be provided as soon as possible after enrolments have been processed.

MODULE OPTIONS
The following list indicates the range of options offered in 1979. The options offered in 1980 will be determined by the availability and interests of staff.

Module 1: The development of basic mathematical and scientific concepts in children, I.
Module 2: History and philosophy of science, I.
Module 3: History and philosophy of science, II.
Module 4: A comparative study of primary or secondary science curricula - I: Australia.
Module 5: Human relationships - human sexuality.
Module 6: Comparative studies in language arts curricula - I: Australia.
Module 7: Comparative studies in language arts curricula - II: Australia and Great Britain/U.S.A./Canada.
Module 8: Self instruction programmes - a theoretical approach.
Module 9: Independent study in philosophy of education.
Module 10: Liberal and radical alternatives in education.
Module 11: The literature of literacy.
Module 12: History of the curriculum.
Module 13: The role of the school library resource centre and related resources in the organization/implementation of teaching strategies.
Module 14: Reading in the content area; or, reading and the subject teacher.
Module 15: Educational measurement.
Module 16: Questionnaire design.
Module 17: An introduction to computing for teachers.
Module 18: Self instruction programmes - a practical approach.
Module 19: Reading Patterns and Interests of Children.
Module 20: Independent Study.

4433: School Experience
Unit Adviser: Mr. L.J. Cartledge
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Unit Outline: See 4434.

4434: School Experience
Unit Adviser: Mr. L.J. Cartledge
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Unit Outline: Units 4433 and 4434 will continue work commenced in earlier school experience programmes. Students will be required to develop a project based on at least fifty days of teaching and each student will submit a detailed report describing the four phases of teaching, planning, instructing, measuring and evaluating. The project requirement is at least twenty-five days for each unit.

PRESCRIBED READING

SCHOOL LIBRARIANSHIP

ASSOCIATE DIPLOMA IN SCHOOL LIBRARIANSHIP
Teachers holding at least a two-year teaching qualification are eligible for admission. The Associate Diploma in School Librarianship, which is a course of 16 semester units, requires two years full-time study or the part-time equivalent. The course consists of 8 units selected from subjects approved for diploma or degree courses in Education, Social Sciences, Humanities and Applied Science. These 8 units in general studies must be selected from at least 2 subject areas. The remaining 8 units in School Librarianship will provide a programme designed to equip students with the skills and techniques needed to develop school library resource centres capable of playing an effective role in the education process. A period of supervised practical experience in a school library and special fieldwork are a required part of the course.

BACHELOR OF EDUCATION (School Librarianship Strand)
The Bachelor of Education (School Librarianship Strand) caters primarily for people who are employed in schools and who preferably, but not necessarily, have a suitable background in school library experience. The course consists of 12 units selected from available Education units, 12 from other units approved for degree purposes, and 8 Librarianship units. A period of supervised practical experience in a school library and special fieldwork are requirements of the course. In the selection of non-Librarianship units students should seek advice from a Course Adviser for the Bachelor of Education.

Guidelines for Course Planning
Students should give consideration to a balanced study programme. It is advisable for students to establish as soon as possible a course pattern which would allow first level units in Librarianship (i.e. those in the 41 series) to be taken before proceeding on to second level units (i.e. those in the 42 series).

The following interrelationships should be considered when selecting units: 4121 and 4123 should be done before 4226, 4124 is a pre-requisite for 4226, and 4227 and 4228 are better taken towards the end of the Librarianship units. See unit outlines below. In addition a well constructed course should contain, in any given year, both Librarianship and non-Librarianship units.

4121: Children’s Literature
Unit Adviser: Miss K.E. Frost
First Semester - Unit Value of 1 - External study only
Unit Outline: Development of children’s literature as a genre, with emphasis on contemporary fiction and imaginative literature; examination and assessment of books, bibliographies and specialist periodicals in the field, reading and evaluation of a number of children’s books; selection criteria and selection aids.

PRESCRIBED READING

RECOMMENDED READING
4122: The Growth of Library Services
Unit Adviser: Mr. H.M. Yee
Second Semester - Unit Value of 1 - External study only
Unit Outline: Historical survey of libraries with special reference to western countries; library services to the various sections of the community; library services to children with emphasis on the school library; library co-operation, including library networks; the library profession.

RECOMMENDED READING

4123: The School Library Resource Centre
Unit Adviser: Mr. L.G. Gordon
First Semester - Unit Value of 1 - External study only
Unit Outline: The development of the concept of the school library resource centre; the expanding view of the educational setting; educational technology and its development; teaching patterns and methods, and curriculum development, including school-based curriculum, and their implications for the school library resource centre; the role of the teacher librarian in the educational setting.

RECOMMENDED READING

4124: Bibliographic Organisation of Library Materials: 1
Unit Adviser: Mr. H.M. Yee
First Semester - Unit Value of 1 - External study only
Unit Outline: Descriptive cataloguing, book and nonbook; author cataloguing; different types of card catalogues; analytical cataloguing; subject cataloguing and subject indexing; authority files. Practical exercises will be set on the above topics.

RECOMMENDED READING
Note: Attendance is required at the first Weekend School and at the Vacation School for Unit 4124. (See External Studies Handbook for dates.)

4225: Bibliographic Organisation of Library Materials: 2
Unit Adviser: Mr. H.M. Yee
Second Semester - Unit Value of 1 - External study only
Prerequisites: 4124
Unit Outline: Continuation of cataloguing; introduction to classification schemes; serial cataloguing; shelf lists; technical services; filing and the maintenance of catalogues; recent developments in cataloguing and classification. Practical exercises will be set on the above topics.

RECOMMENDED READING
Note: Attendance is required at the first Weekend School and at the Vacation School for Unit 4225. (See External Studies Handbook for dates.)

4226: Collection Building
Unit Adviser: Mr. L.G. Gordon
Second Semester - Unit Value of 1 - External study only

Unit Outline: Principles of selection and collection building; selection policies; acquisition organisation and sources; collection maintenance; selection tools, guides, and aids for print and non-print materials; selection criteria; selection and use of multi-media hardware and software; selection within library for particular teaching/learning situations and development of resource units; reading development and levels; reading interests of children; professional reading for teachers and librarians; problem areas of selection.

RECOMMENDED READING

4227: Library Resource Centre Reference Services and Activities
Unit Adviser: Ms. D.J. Joyce

First Semester - Unit Value of 1 - External study only

Unit Outline: Information service to teachers and pupils; subject approach to reference work; evaluation of reference tools and their use; reading guidance; education of pupils in the effective use and enjoyment of the library resource centre; co-operation with teachers; preparation of resource units; child-centred library activities.

PRESCRIBED READING

RECOMMENDED READING

4228: Organisation and Administration of the Resource Centre
Unit Adviser: Miss K.E. Frost

Second Semester - Unit Value of 1 - External study only

Unit Outline: Management and organisation of the library resource centre; modern management theory and principles and their application in librarianship; budget, staffing, building, and equipment, and programmes related to published standards; organisation; maintenance; manuals of practice.

PRESCRIBED READING

RECOMMENDED READING

4001: School Librarianship Practicum
Unit Adviser: Ms. D.J. Joyce

Throughout the year - Unit Value of Nil

Unit Outline: The practicum is a compulsory element of librarianship qualifications (i.e. of the Associate Diploma of School Librarianship and of the B.Ed. Librarianship Strand). Although for convenience the School Librarianship Practicum has been given a unit number of — Unit 4001, it has a unit value of nil. The aims of the practicum are to enable students to visit other types of libraries, and to be guided in the educational development of what is the most expensive resource any school is likely to have, i.e. the school library resource centre. The practicum consists of two parts:—

A: Formal School Experience
   B: Special Fieldwork.

A. Formal School Experience consists of twenty days in a school library working under the supervision of a qualified teacher-librarian. A qualified teacher-librarian is one who holds the dual qualifications of librarianship and teacher training. (One year's training or its equivalent is considered the minimum librarianship training). It should be completed during the same period as the librarianship units are being studied, but preferably not in the first year of study.

B. Special Fieldwork aims to give students a wider view of the whole field of librarianship. Students are expected to plan a program that incorporates as wide a variety of experiences as possible. The special fieldwork is to be of twenty days duration and should be undertaken over the whole term of the course. Suggested activities include the following:—

(a) Attendance at and participation in seminars and conferences of professional library associations (e.g. L.A.A. Bi-ennial Conference).
(b) Approved In-Service Education courses on a library theme.
(c) Visits to school, special or public libraries in other areas, states or countries.
(d) Working in other types of libraries, e.g. Demonstration, Public, University/College, Toy, Special, or at Publishers, Printing shops, etc. under direction.
Engineering

The Institute teaches the following nationally accredited courses:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>STATUS</th>
<th>DURATION (by full-time study)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACHELOR OF ENGINEERING</td>
<td>Professional</td>
<td>Four Years</td>
</tr>
<tr>
<td>DIPLOMA OF ENGINEERING (CIVIL)</td>
<td>Professional</td>
<td>Three Years</td>
</tr>
<tr>
<td>DIPLOMA OF ENGINEERING (ELECTRICAL)</td>
<td>Professional</td>
<td>Three Years</td>
</tr>
<tr>
<td>DIPLOMA OF ENGINEERING (MECHANICAL)</td>
<td>Professional</td>
<td>Three Years</td>
</tr>
<tr>
<td>ASSOCIATE DIPLOMA IN ENGINEERING (SUPERVISION)</td>
<td>Para-Professional</td>
<td>Two Years</td>
</tr>
</tbody>
</table>

Diploma Conversion Courses are also available for holders of Diplomas of Engineering who wish to upgrade these to Bachelor of Engineering by additional study.

All of the engineering courses may be studied either full-time or part-time, and certain units within the courses are offered by external study.

The engineering courses are equally appropriate for men and women students; there are excellent career prospects for both. All four professional courses have a common first year and the Associate Diploma has substantial first year commonality with these courses, which facilitates transfers between courses.

The normal entry requirement is four subjects at H.S.C. or an equivalent level including English, at least one Mathematics, and at least one Science subject. In considering an applicant for admission the Institute may take into account the applicant’s motivation, extra-curricular interests, and recommendations from referees. The Institute seeks to encourage students of mature age whose academic qualifications may appear formally incomplete. Preparatory or bridging tuition in Physical Science and Mathematics is available to facilitate the entry of such students.

All four professional courses are recognised by the Institution of Engineers, Australia, as providing academic qualifications for membership. However, the Institution has announced that holders of three year diplomas gained after June 1980 will be unable to retain membership beyond 31 December 1985, if they do not by that date upgrade to a four year qualification. New students are therefore strongly encouraged to undertake the Bachelor of Engineering course rather than the diploma courses in electrical and mechanical engineering, and the degree course is being modified to allow greater specialisation in electrical or mechanical engineering. New enrolments for the Diploma of Engineering (Civil) course are still being accepted because this course has been structured to facilitate upgrading to Bachelor of Engineering (Civil) at Caulfield Institute of Technology.

BACHELOR OF ENGINEERING

The Bachelor of Engineering is a multidisciplinary degree based broadly on electrical and mechanical engineering with study opportunities in electronics, design and construction of the industrial complex, and in industrial management. Students undertaking this course have the advantage of breadth of engineering education.

Larger engineering schools, by reason of their organisational structures, tend to provide specialised engineering courses which become ever more specialised as technology develops. A broad engineering education satisfies industry’s needs for adaptable and versatile men and women. Industrial employment involves engineers in activities which cross the traditional boundaries of electrical engineering, mechanical engineering and civil engineering at an increasingly sophisticated level. Electrical and electronic control of mechanical plant used in industry and construction is just one example. Engineers with a broadly based education have far greater capacity to respond to job opportunities both on graduation and at advanced career levels.

The degree course has been reviewed during 1978/79. Changes to the course have been approved in order:

(a) to further emphasize the applied engineering approach of the course, and to improve its relevance to Gippsland industries;

(b) to further develop the unique nature of the course, particularly by more intensive use of industrial resources.

The changes will be phased in during 1980 and 1981, and facilitate greater specialisation in electronics, electrical engineering, mechanical engineering, or construction engineering. Before re-enrolling for 1980, each student should consult with engineering staff about an individually appropriate study programme.
# BACHELOR OF ENGINEERING COURSE OUTLINE

The reviewed course is to be phased in during 1980 and 1981.

(Nota: Numbering of some units in the reviewed course had not been determined at the time of printing).

## PRESENT COURSE

<table>
<thead>
<tr>
<th>Unit No. and Title</th>
<th>Unit Value</th>
<th>Unit No. and Title</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level One Units</strong></td>
<td></td>
<td><strong>REVIEWED COURSE</strong></td>
<td></td>
</tr>
<tr>
<td>1183 Physical Science</td>
<td>1</td>
<td>Physical Science</td>
<td>1</td>
</tr>
<tr>
<td>1184 Physical Science</td>
<td>1</td>
<td>Engineering Science</td>
<td>1</td>
</tr>
<tr>
<td>6160 Calculus</td>
<td>1</td>
<td>6160 Calculus</td>
<td>1</td>
</tr>
<tr>
<td>6163 Matrix Algebra</td>
<td>½</td>
<td>6163 Vectors &amp; Matrices</td>
<td>½</td>
</tr>
<tr>
<td>6165 Computer Programming 1</td>
<td>½</td>
<td>6165 Computer Programming 1</td>
<td>½</td>
</tr>
<tr>
<td>5180 Drawing and Design</td>
<td>1</td>
<td>5180 Drawing and Design</td>
<td>1</td>
</tr>
<tr>
<td>5140 Statics</td>
<td>¼</td>
<td>5140 Statics</td>
<td>¾</td>
</tr>
<tr>
<td>5141 Dynamics</td>
<td>¼</td>
<td>5141 Dynamics</td>
<td>¾</td>
</tr>
<tr>
<td>5121 Electrical Systems</td>
<td>¼</td>
<td>5121 Electrical Systems</td>
<td>¾</td>
</tr>
<tr>
<td>5122 Electrical Network Analysis</td>
<td>¼</td>
<td>5122 Electrical Network Analysis</td>
<td>¾</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level Two Units</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5243 Thermodynamics</td>
<td>1⅓</td>
<td>5245 Thermodynamics</td>
<td>1</td>
</tr>
<tr>
<td>5264 Materials Science</td>
<td>1</td>
<td>5264 Materials Science</td>
<td>½</td>
</tr>
<tr>
<td>5190 Energy and Society</td>
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<td>5190 Energy and Society</td>
<td>1</td>
</tr>
<tr>
<td>6162 Numerical Methods</td>
<td>½</td>
<td>6162 Numerical Methods</td>
<td>½</td>
</tr>
<tr>
<td>6268 Integral Transforms</td>
<td>½</td>
<td>6268 Integral Transforms</td>
<td>½</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>6170 Probability &amp; Statistics</td>
<td>½</td>
<td>6170 Probability &amp; Statistics</td>
<td>½</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>6270 Complex Analysis</td>
<td>½</td>
<td>6270 Complex Analysis</td>
<td>½</td>
</tr>
<tr>
<td>5221 Power Circuits and Devices</td>
<td>1</td>
<td>5221 Power Circuits and Devices</td>
<td>1</td>
</tr>
<tr>
<td>5225 Electronic Circuits and Devices</td>
<td>1</td>
<td>5225 Electronic Circuits and Devices</td>
<td>1</td>
</tr>
<tr>
<td>5240 Applied Mechanics</td>
<td>1</td>
<td>5240 Applied Mechanics</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>8</td>
<td>5224 Computers</td>
<td>½</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5280 Engineering Design</td>
<td>½</td>
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<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td><strong>Level Three Units</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5327 Control Systems</td>
<td>1</td>
<td>5327 Control Systems</td>
<td>¾</td>
</tr>
<tr>
<td>5361 Design and Manufacture</td>
<td>1</td>
<td>5361 Design and Manufacture</td>
<td>¾</td>
</tr>
<tr>
<td>Core Studies Elective</td>
<td>1</td>
<td>5347 Mechanics of Machines</td>
<td>½</td>
</tr>
<tr>
<td>5341 Applied Mechanics</td>
<td>1⅓</td>
<td>5341 Applied Mechanics</td>
<td>½</td>
</tr>
<tr>
<td>5321 Electrical Machines</td>
<td>1</td>
<td>5321 Electrical Machines</td>
<td>1</td>
</tr>
<tr>
<td>5333 Digital Electronics &amp; Computers</td>
<td>½</td>
<td>5333 Digital Electronics &amp; Computers</td>
<td>¼</td>
</tr>
<tr>
<td>5339 Analog Electronics &amp; Computers</td>
<td>½</td>
<td>5339 Analog Electronics &amp; Computers</td>
<td>¾</td>
</tr>
<tr>
<td>5363 Materials Science</td>
<td>½</td>
<td>5363 Materials Science</td>
<td>½</td>
</tr>
<tr>
<td>Approved Mathematics Elective</td>
<td>½</td>
<td>Approved Mathematics Elective</td>
<td>½</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td><strong>Level Four Units</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5472 Engineering Supervision</td>
<td>1</td>
<td>5472 Engineering Supervision</td>
<td>1</td>
</tr>
<tr>
<td>5401 Engineering Project</td>
<td>3</td>
<td>5401 Engineering Project</td>
<td>3</td>
</tr>
<tr>
<td>5403 Engineering Project</td>
<td>1</td>
<td>5402 Engineering Project</td>
<td>2</td>
</tr>
<tr>
<td>Four Electives from List below.</td>
<td>4</td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or</td>
<td></td>
</tr>
</tbody>
</table>

2 Week Vacation Training Programme.

114
Four, five or six of Electives from List below.  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5450</td>
<td>Engineering Design</td>
</tr>
<tr>
<td>5464</td>
<td>Engineering Materials</td>
</tr>
<tr>
<td>5427</td>
<td>Advanced Control Theory</td>
</tr>
<tr>
<td>5420</td>
<td>Power Systems</td>
</tr>
<tr>
<td>5429</td>
<td>Electronic Inst. Systems</td>
</tr>
<tr>
<td>5428</td>
<td>Communications</td>
</tr>
<tr>
<td>5443</td>
<td>Thermodynamics</td>
</tr>
<tr>
<td>5405</td>
<td>Structural Design</td>
</tr>
<tr>
<td>5454</td>
<td>Project Planning &amp; Cost Control</td>
</tr>
</tbody>
</table>

5 + 1

DIPLOMA TO DEGREE CONVERSION

A Diploma Conversion Course consists of additional course work which, together with the diploma course which a student has already completed, should in total expose the student to the same course work and level of examination as that required in the degree course. A conversion course will therefore require at least one year of full-time or equivalent part-time study. Any engineer wishing to enrol for a conversion course should make formal application through the Academic Registrar. Applications should include a transcript of diploma studies if the candidate is not a G.I.A.E. graduate, a description of work experience appropriate to degree studies and an outline of a proposed engineering project. Applicants will be evaluated by a conversion course sub-committee of the Board of Studies in Engineering, and a statement of work required to complete the degree will be given if the application is approved. Assistance with the preparation of formal applications and engineering project proposals is available from any member of the engineering staff.

DIPLOMA OF ENGINEERING

The Diplomas of Engineering are well established qualifications in Gippsland. The first student was accepted in 1928 by the Yallourn Technical School; the first Diploma in Electrical Engineering was awarded in 1934, in Mechanical Engineering, 1935, and in Civil Engineering, 1955. In 1958 the name of the school was changed to the Yallourn Technical College and in 1968 the tertiary section of the College was removed from the control of the Education Department to become the nucleus of the Gippsland Institute of Advanced Education. Engineering diplomas have thus been continuously available for almost fifty years and many diplomates now occupy senior engineering and management positions in Victorian industries.

Diploma of Engineering (Civil)

The civil engineering diploma course consists of two years of specialised study following the common first year. Studies include the fundamentals of structural engineering, ground engineering, water engineering, and highway engineering. Students can follow their individual interests and aptitudes by accenting in their work either construction or design practices. They may also elect to focus their attention on computer programming and data processing methods which are increasingly being used in civil engineering design and construction. The Diploma of Engineering (Civil) is particularly appropriate for employment in highway and municipal design and construction, and in industrial design and construction. Typical employers are shire and city councils, Country Roads Board, State Electricity Commission of Victoria and construction contractors. After completion of the diploma, students will be accepted directly into the 4th year of the Bachelor of Engineering (Civil) course at Caulfield Institute of Technology. It will thus be possible to obtain both a Diploma and a Degree in Civil Engineering by four years successful study - three years at the G.I.A.E., followed by one year at the C.I.T.

The following arrangements of subjects has been agreed by the G.I.A.E. and the C.I.T.:

<table>
<thead>
<tr>
<th>Level One Units at G.I.A.E.</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183 Physical Science</td>
<td>1</td>
</tr>
<tr>
<td>5121 Electrical Systems</td>
<td>¾</td>
</tr>
<tr>
<td>15122 Electrical Network Analysis</td>
<td>¼</td>
</tr>
<tr>
<td>5140 Statics</td>
<td>¾</td>
</tr>
<tr>
<td>5141 Dynamics</td>
<td>¾</td>
</tr>
<tr>
<td>1184 Physical Science</td>
<td>1</td>
</tr>
<tr>
<td>5180 Drawing and Design</td>
<td>1</td>
</tr>
<tr>
<td>6160 Calculus</td>
<td>1</td>
</tr>
<tr>
<td>6163 Vectors &amp; Matrices</td>
<td>½</td>
</tr>
<tr>
<td>6165 Computer Programming</td>
<td>½</td>
</tr>
</tbody>
</table>

*Or an approved alternative.*

115
Level Two Units at G.I.A.E.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>5202</td>
<td>Geology</td>
<td>½</td>
</tr>
<tr>
<td>5203</td>
<td>Geomechanics</td>
<td>½</td>
</tr>
<tr>
<td>5213</td>
<td>Surveying</td>
<td>1</td>
</tr>
<tr>
<td>5240</td>
<td>Applied Mechanics</td>
<td>1</td>
</tr>
<tr>
<td>5264</td>
<td>Materials Science</td>
<td>1</td>
</tr>
<tr>
<td>5204</td>
<td>Civil Engineering and Design</td>
<td>2</td>
</tr>
<tr>
<td>5190</td>
<td>Energy and Society</td>
<td>1</td>
</tr>
<tr>
<td>6162</td>
<td>Numerical Methods</td>
<td></td>
</tr>
<tr>
<td>6170</td>
<td>Probability and Statistics</td>
<td>½</td>
</tr>
</tbody>
</table>

Level Three Units at G.I.A.E.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>5302</td>
<td>Highway Engineering</td>
<td>1</td>
</tr>
<tr>
<td>5304</td>
<td>Structural Engineering</td>
<td>1</td>
</tr>
<tr>
<td>5306</td>
<td>Water Engineering</td>
<td>1</td>
</tr>
<tr>
<td>5310</td>
<td>Design and Construction</td>
<td>2</td>
</tr>
<tr>
<td>5370</td>
<td>Construction Management</td>
<td>1</td>
</tr>
<tr>
<td>6265</td>
<td>Computer Programming 2</td>
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</tbody>
</table>

Mathematics Electives drawn from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>6262</td>
<td>Functions of More Than One Variable</td>
<td></td>
</tr>
<tr>
<td>6268</td>
<td>Integral Transforms</td>
<td></td>
</tr>
<tr>
<td>6269</td>
<td>Operations Research 1</td>
<td></td>
</tr>
</tbody>
</table>

Approved Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
</table>

G.I.A.E. DIPLOMA OF CIVIL ENGINEERING AWARDED

Year Four at C.I.T.  

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Hrs/Wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering Management</td>
<td>4</td>
</tr>
<tr>
<td>Structural Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>Design</td>
<td>7</td>
</tr>
<tr>
<td>Soil &amp; Rock Engineering</td>
<td>4</td>
</tr>
<tr>
<td>Investigation Project</td>
<td>2</td>
</tr>
<tr>
<td>*Land Use Planning</td>
<td></td>
</tr>
<tr>
<td>*Structural Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>*Water Resources</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 24

*Elective subjects - two to be selected by the student.

C.I.T. BACHELOR OF CIVIL ENGINEERING AWARDED

Diploma of Engineering (Electrical)

Diploma of Engineering (Mechanical)

The Institution of Engineers, Australia, has announced that holders of three year diplomas gained after June 1980 will be unable to retain membership beyond 31 December 1985, if they do not by that date upgrade to a four year qualification. New students are therefore strongly encouraged to undertake the Bachelor of Engineering course rather than the diploma courses in electrical and mechanical engineering, and the degree course is being modified to allow greater specialisation in electrical or mechanical engineering.

The structure of these courses is summarized below:

DIPLOMA OF ENGINEERING (ELECTRICAL)

Level One Units
As for Bachelor of Engineering

Level Two Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>5221</td>
<td>Power Circuits and Devices</td>
<td>1</td>
</tr>
<tr>
<td>5225</td>
<td>Electronic Circuits and Devices</td>
<td>1</td>
</tr>
<tr>
<td>5231</td>
<td>Power Electronics</td>
<td>1</td>
</tr>
</tbody>
</table>
5230 Electrical Design 2 1
5240 Applied Mechanics 1
5264 Materials Science 1
6268 Integral Transforms ½

Core Studies Elective 1

One of the following mathematics units ½
6162 Numerical Methods ½
6270 Complex Analysis 1 ½

Level Three Units
5321 Electrical Machines 1
5327 Control Systems 1
5330 Electrical Design 3 1
5332 Electrical Design Project 1
5333 Digital Electronics and Computers ¾
5339 Analog Electronics and Computers ¾
5420 Power Systems 1
5426 Communications 1
5472 Engineering Supervision 1

DIPLOMA OF ENGINEERING (MECHANICAL)

Level One Units
As for Bachelor of Engineering

Level Two Units
5227 Electrical Engineering 2B 1
5240 Applied Mechanics 1
5243 Thermodynamics 1½
5251 Industrial Engineering and Design 1½
5264 Materials Science 1
Core Studies Elective 1
Mathematics Electives 1

Level Three Units
5341 Applied Mechanics 1½
5343 Thermodynamics 1
5344 Heat Transfer ½
5350 Mechanical Design 1
5352 Mechanical Project 1
5363 Materials Science ½
5472 Engineering Supervision 1
Approved Elective 1½

ASSOCIATE DIPLOMA IN ENGINEERING SUPERVISION

The Associate Diploma in Engineering Supervision is a two years full-time or equivalent part-time course providing a general para-professional engineering education combined with development of skills in labour supervision and basic business procedures. The course provides good training for people wishing to work as engineering associates in such positions as technical officers, engineering assistants, and engineering supervisors. The engineering associate normally works in a supporting role to professional engineers, but can also work independently in smaller organisations which do not employ professional engineers. In other organisations employing professional engineers they may also work independently on reaching senior positions.

The course emphasizes the practice of engineering and requires less mathematical ability than a professional engineering course. The course also gives particular attention to the needs of small and medium sized industrial businesses.

It is particularly well-suited for part-time study; causing minimum interference to employment by use of external study options with concentrated vacation and weekend schools. Each level of the course has a total value of 8 units corresponding to a full-time study load. Well-motivated part-time students can reasonably undertake 4 units each year, thus permitting completion of the course by four years part-time study. The course is, however, designed to allow maximum flexibility for each student to proceed through the course at a rate appropriate to his or her particular circumstances.

Teaching of this course commenced in 1979 with First level units for part-time and external students. Only the subject units for which unit numbers are given below are being offered in 1980.
<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory Units (for mature students in cases of need only).</td>
<td></td>
</tr>
<tr>
<td>1180 Physical Science</td>
<td>$\frac{3}{4}$</td>
</tr>
<tr>
<td>6168 Basic Mathematics</td>
<td>1</td>
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</tbody>
</table>

**Level One Units**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1183 Physical Science</td>
<td>1</td>
</tr>
<tr>
<td>5121 Electrical Systems</td>
<td>$\frac{3}{4}$</td>
</tr>
<tr>
<td>5140 Statics</td>
<td>$\frac{1}{4}$</td>
</tr>
<tr>
<td>5141 Dynamics</td>
<td>$\frac{1}{4}$</td>
</tr>
<tr>
<td>5154 Management Methods</td>
<td>1</td>
</tr>
<tr>
<td>5180 Drawing and Design</td>
<td>1</td>
</tr>
<tr>
<td>5181 Human Communications</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>5243 Thermodynamics</td>
<td>$1\frac{1}{2}$</td>
</tr>
<tr>
<td>6165 Computer Programming 1</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>Work Visits</td>
<td>$\frac{1}{4}$</td>
</tr>
</tbody>
</table>

**Level Two Units**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5250 Mechanical Design</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>5272 Engineering Supervision</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>Applied Mechanics</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>Electronics</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>Engineering Materials</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>Plant Engineering</td>
<td>$1\frac{1}{2}$</td>
</tr>
<tr>
<td>Manufacturing Engineering</td>
<td>1</td>
</tr>
<tr>
<td>or Process Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Law</td>
<td>$\frac{1}{2}$</td>
</tr>
<tr>
<td>Industrial Relations</td>
<td>1</td>
</tr>
<tr>
<td>Accounting</td>
<td>1</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF UNITS**

**5121 Electrical Systems**

*Unit Adviser:* Mr. R.C. Plowman

*5 hours per week - Unit Value of $\frac{3}{4}$ - Internal study  First Semester - External study throughout the year*

**Prerequisites:** Nil

*Unit Outline:* An introduction to solution of D.C. networks and magnetic circuits, signal waveforms, transient analysis, steady state analysis of single and three phase networks, transformers, D.C. shunt and series motors, the synchronous machine and induction motors.

**PRESCRIBED READING**


**5122 Electrical Network Analysis**

*Unit Adviser:* Mr. K.R. Cale

*5 hours per week - Unit Value of $\frac{3}{4}$ - Internal study  Second Semester - External study throughout the year*

**Prerequisites:** 5121

*Unit Outline:* Computerised solution of networks; network theorems; response of 1st order systems, use of the Laplace transformation; application of complex algebra to steady state sinusoidal analysis, frequency response curves (Bode plot); four terminal networks. Laboratory experiments and computer investigations will be carried out by the student.

**PRESCRIBED READING**


5140 Statics
Unit Adviser: Mr. T.W. Nest
First Semester - 4 hours per week - Unit Value of % Internal and External study
Prerequisites: Nil
PRESCRIBED READING
To be advised.

5141 Dynamics
Unit Adviser: Dr. H. Edmondson
Second Semester - 4 hours per week - Unit Value of % Internal and External study
Prerequisites: 5140
Unit Outline: Applications of fundamentals of dynamics to basic mechanical machinery, including: elementary components, hoists, vehicles, pendulums, cranks, connecting rods and cams. Principles of simple harmonic motion, velocity and acceleration diagrams, friction between surfaces.
PRESCRIBED READING

5154 Management Methods
Unit Adviser: Mr. K.B. Enders
Throughout the Year - 2½ hours per week - Unit Value of 1 Internal and External study
Prerequisites: Nil
Unit Outline: This unit is designed to introduce the student to various methods and techniques which are useful in the management of engineering and industrial organisations as well as engineering, processing, and manufacturing processes and projects. Such topics as the following will be covered: Decision making. Statistics: data presentation, sampling. Quality control: control charts, acceptance sampling. Value analysis. Project planning. Linear programming, network analysis techniques. Product planning and development. The physical distribution of goods and materials. Application of the above methods to the process of decision making. Inventory Control.
PRESCRIBED READING
To be advised.

5180 Drawing and Design
Unit Adviser: Mr. K.B. Enders
Throughout the year - 4 hours per week - Unit Value of 1 Internal study
Prerequisites: Nil
Unit Outline: This unit is divided into four equal sections and is designed to give a basic training in engineering drawing and to introduce the three main areas of engineering design. Students who have passed a subject equivalent to the first section will be exempted from it.
1. Engineering Drawing: This section is for students who have little or no experience in engineering drawing and covers the fundamentals of engineering drawing practice. It includes dimensioning, projection, sectioning, tolerances, symbols, drawings and sketches of components and assemblies along with an introduction to common machine elements such as fasteners, springs, keys, etc.
2. Civil Engineering Design: This section introduces the basic method of drawing typical civil engineering structures related to industrial complexes. It also stimulates thought and observations regarding such construction processes.
3. Electrical Design: This section deals with the heating and cooling of electrical apparatus, and the basic mechanisms by which temperature rises in insulation are determined. The "rating" of devices, in terms of temperature rises and cycles of operation is examined in detail.
4. Mechanical Design: This part extends the work covered in section 1 but with a bias towards mechanical design. It includes the design and re-design of simple mechanical components and systems along with preparation of manufacturing drawings and sketches. It covers the selection of machine components such as ball bearings, vee-belts and seals and a descriptive treatment of other mechanical drive components.
PRESCRIBED READING
RECOMMENDED READING

5181 Human Communications
Unit Adviser: Mr. A.G. Miller
Second Semester - 2½ hours per week - Unit Value of ½ - Internal study
Prerequisites: Nil
Unit Outline: Technical and non-technical report writing, preparation of technical manuals, memorandums, business letter writing, use of library resources and specialized information services, oral communication, public speaking and public meetings, conduct of meetings, audio-visual communication and engineering presentation.

PREScribed READING
To be advised.

5190 Energy and Society
For details see Core Studies chapter.

5202 Geology
Unit Adviser: Mr. P.J. Walker
First Semester - 3 hours per week - Unit Value of ½ - Internal study only
Prerequisites: Nil
Unit Outline: Physical geology, physical and chemical properties of minerals. Petrology, study of igneous, sedimentary and metamorphic rocks. Structural geology, maps and sections. Site exploration geology.

RECOMMENDED READING

5203 Geomechanics
Unit Adviser: Mr. P.J. Walker
First Semester - 3 hours per week - Unit Value of ½ - External study only
Unit Outline: The composition of soils and their engineering classification. Total and effective stress, shear strength, bearing capacity, slope stability and settlement considerations in the design of engineering structures. Types of footings. Application of field and laboratory testing to the design and control of construction projects.

PREScribed READING

5204 Civil Engineering & Design
Unit Adviser: Mr. P.J. Loftus
Throughout the year - 6 hours per week - Unit value of 2 - Internal study
Prerequisite: 5140
Unit Outline: Part (a) - Structural Design - 4 hours per week - First Semester
Part (b) - Work Study - 2 hours per week - First Semester
Part (c) - Basic Mechanical Design - 2 hours per week - Second Semester
Design and the design processes defined. Force analysis in mechanical equipment; strength of components such as shafts, welded and bolted joints, spur and bevel gears, flat and vee belts, chain drives, ball and roller bearings. Material manufacturing specifications.
Part (d) - Fluid Mechanics - 4 hours per week - Second Semester

PRESCRIBED READING
Standards Association of Australia
A.S. 1250 - 1975. Use of steel in structures; known as the SAA steel structures code.
A.S. 1720 - 1975. Rules for the use of timber in structures; known as the SAA timber engineering code.

RECOMMENDED READING

5205 Structural Design
Unit Adviser: Mr. P.J. Loftus
First Semester - 3 hours per week - Unit Value of 3% - External study only
Prerequisite: 5140
Unit Outline: This unit is provided for students seeking a knowledge of fundamental structural design. It is substantially the same as Part (a) of the unit Civil Engineering and Design which forms part of the Diploma of Engineering (Civil). The syllabus is as follows: Basic studies - Design data and considerations; construction. Loadings and Design Methods - Types and nature of loads, application of theory and standard codes of practice. Design Studies - in steel, timber and reinforced concrete. Design Practice - of structural elements and of two complete structures involving timber, steel and concrete elements together with drawings.

PRESCRIBED READING
Standards Association of Australia: A.S. 1250 - 1975. Use of steel in structures; known as the SAA steel structures code.
A.S. 1720 - 1975. Rules for the use of timber in structures; known as the SAA timber engineering code.

5213 Surveying
Unit Adviser: Mr. P.J. Walker
Throughout the year - 5 hours per week - Unit Value of 1 - Internal study

PRESCRIBED READING
To be advised.

5221 Power Circuits and Devices
Unit Adviser: Mr. K.R. Gale
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisites: 5121 and 5122, 6160 Corequisites: 6163, 6165, 6268
Unit Outline: Network analysis (circuit transients, non-sinusoidal wave forms, polyphase systems and power measurement), single phase transformer, D.C. machines, synchronous and asynchronous machines.

PRESCRIBED READING

5224 Computers
Unit Adviser: Dr. J.C. Ochsenbein
Second Semester - 2 hours per week - Unit Value of ½ - Internal study
Unit Outline: Introduction to analog, digital and hybrid computation. Digital computer operation: Control and arithmetic-logic unit, memory inputs and outputs. Computer functions and Boolean algebra, arithmetic and logic functions, data storage, computer peripherals, computer languages.

PRESCRIBED READING

RECOMMENDED READING

5225 Electronic Circuits and Devices
Unit Adviser: Dr. P.K.S. Tam
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisites: 5121, 5122, 6160 Corequisites: 6163, 6165, 6268
Unit Outline: Passive non-linear semiconductor devices, rectifiers and filters, active non-linear semiconductor devices, small signal amplifiers.

PRESCRIBED READING

5227 Electrical Engineering 2B
Not offered in 1980.
Unit Adviser: Mr. K.R. Cale
Prerequisites: 5120 or 5121 and 5122 Corequisites: 6163, 6165
Unit Outline: Selected topics from Units 5221 and 5225.

PRESCRIBED READING

5230 Electrical Design 2
Not offered in 1980.
Unit Adviser: Dr. P.K.S. Tam
Prerequisites: 5120 or 5121 and 5122, 5180, 6160 Corequisites: 5221 and 6165
Unit Outline: This unit includes thermal behaviour of electrical equipment, electrical engineering materials, conductor design, electromagnetic circuit designs. It also involves projects and investigations:
(a) Design calculations and sketch drawings of a number of minor projects such as field regulator, magnetic relays, etc.
(b) Investigation of design characteristics; Library research, calculations and simple practical investigations such as heating and cooling of electrical machines.

RECOMMENDED READING

5231 Power Electronics
Not offered in 1980.
Unit Adviser: Dr. P.K.S. Tam
Prerequisites: 5121, 5122, 6160
Unit Outline: Topics include: thyristor operation and applications, circuit considerations, A.C. voltage controllers, controlled rectifiers, D.C. to D.C. converters (choppers), inverters.

PRESCRIBED READING

RECOMMENDED READING
5240 Applied Mechanics

Unit Adviser: Mr. D. Walker, Mr. P.J. Walker

Throughout the year - 3 hours per week - Unit Value of 1 - Internal study

Prerequisites: 5140, 5141, 5180

Unit Outline: Machines: power screws, clutches and brakes, belt drives, simple gear trains, cams, dynamometers, balancing, velocity and acceleration diagrams, transverse vibrations. Strength of materials: bending stresses, torsion of shafts, direct stress, stresses on oblique planes, bi-axial stress, material subjected to direct and shear stress, Mohr's stressed circle, variation of strain with orientation, Mohr's strain circle, two-dimensional stress-strain relationships, elastic constants, slope and deflection of beams, combined action of bending, torsion and axial loading of beams, eccentric loading of short strut, long slender struts, Euler's equation.

PRESCRIBED READING


RECOMMENDED READING


5243 Thermodynamics

Unit Adviser: Mr. A.G. Miller

Throughout the year - 4 hours per week - Unit Value of 1½ - External study only

Prerequisites: Nil

Unit Outline: Heat, work, and the system; the working fluid - liquid, vapour, and gas; basic fluid statics, first law of thermodynamics, Bernoulli's equation; reversible and irreversible processes, second law of thermodynamics, entropy; heat engine cycles, steam plant, air compressors, refrigeration.

PRESCRIBED READING


RECOMMENDED READING


5245 Thermodynamics

Unit Adviser: Mr. A.G. Miller

Throughout the year - 3 hours per week - Unit Value of 1 - Internal study

Prerequisites: Nil

Unit Outline: Heat, work, and the system; the working fluid - liquid, vapour, and gas; basic fluid statics, first law of thermodynamics, Bernoulli's equation; reversible and irreversible processes, second law of thermodynamics, entropy; heat engine cycles, steam plant, air compressors, refrigeration; combustion; heat transfer.

PRESCRIBED READING


RECOMMENDED READING


5250 Mechanical Design

Unit Adviser: Mr. K.B. Enders

Second Semester - 2 hours per week - Unit Value of ½ - Internal and External study

Prerequisites: 5140, 5141, 5180
**Unit Outline:** Topics covered include: Definition of design and the design process. Force analysis in mechanical equipment, strength of components including failure theories, stress concentrations and fatigue. Design of shafts, welded and bolted joints, spur and bevel gears, chain drives. Selection of ball and roller bearings. Material specifications and standards.

**PRESCRIBED READING**
To be advised.

5251 Industrial Engineering and Design
Not offered in 1980.

**Unit Advisers:** Mr. A.W. Maitland, Mr. K.B. Enders

**Prerequisites:** 5140, 5141, 5180, 6160  **Corequisites:** 5240

**Unit Outline:** This unit consists of two sections:

1. **Industrial Engineering** (Mr. A.W. Maitland)
   (a) Production methods which is taught mainly on the shop floor by demonstration and student participation. Other topics are engineering materials, working properties, tools, meteorology, quality control and joining methods. Works visits will form an essential part of the tuition.
   (b) Work study: including historical development, productivity method study, work measurement, statistical aids, materials handling, shop layout, job evaluation, human factors.

2. **Design** (Mr. K.B. Enders)
   (a) Systems - customer needs, feasibility study, choice of systems, decision-making, implementation, legal limitations.
   (b) Creativity - an introduction to creative design with assignments to investigate and make novel constructions.
   (c) Design of Elements - including fatigue failure, factor of safety, formal steps for the design of engineering elements from first principles.

**PRESCRIBED READING**

**RECOMMENDED READING**


5264 Materials Science

**Unit Adviser:** Dr. I.J. Spark

**Throughout the year - Unit Value of 1 - Internal study - 3 hours per week**

**Prerequisites:** Nil

**Unit Outline:** Topics include: Equilibrium diagrams and transformations. Non equilibrium transformations. Reaction kinetics, activation energy, Arrhenius plots. Solid state diffusion - simple theories of nucleation and growth. Elastic and plastic deformation of metals. Dislocations and strengthening mechanisms. Fracture: Brittle, ductile, fatigue, creep. Glass and ceramics; cement and concrete; timber and plastics; corrosion kinetics and control.

**PRESCRIBED READING**

**RECOMMENDED READING**


5272 Engineering Supervision

**Unit Adviser:** Mr. A.W. Maitland

**Second Semester - Unit Value of ½ - 3 hours per week - External study**

**Prerequisites:** Nil

**Unit Outline:** This unit is designed to introduce students to an understanding of the theory of organisation and supervisory functions. Topics include: management functions, planning and organising work, supervising, motivation and controlling, work measurement, improving operations, self-improvement and industrial safety.

**PRESCRIBED READING**
RECOMMENDED READING

5280 Engineering Design

*Unit Advisers*: Mr. R.C. Plowman, Mr. K.B. Enders

*First Semester* - 3 hours per week - Unit Value of ½ - Internal study

*Prerequisites*: 5140, 5141, 5180, 6165

*Unit Outline*: Selected topics from:
- Design and selection of mechanical components used in mechanical and electro-mechanical systems. The use of the computer in the design of such components will be emphasised, together with the relevant codes and standards. Specific topics may include further analysis of forces in mechanical plant and equipment; design of components for strength with emphasis on failure theories, stress concentrations and fatigue; design of shafts, spur gears, bolted and welded joints; design of chain drives.

PRESCRIBED READING
To be advised.

5302 Highway Engineering

*Unit Adviser*: Mr. P.J. Walker

*Throughout the year* - 3 hours per week - Unit Value of 1 - Internal study

*Prerequisite*: 5213

*Unit Outline*: Topics include: road location and route surveying, earthworks, quarrying, asphalt, types of pavement and their design, road drainage, construction plant and project economics, contract documents, factors governing the geometric design of roads, vehicle operating costs, traffic surveys, the theory of traffic flow, road safety and accident studies, the design of intersections, traffic signals and street lighting schemes. Practical work is an important part of this unit. One project involves the centre line survey of a section of road including the design, setting out and production of a complete set of plans. Another requires the design of a channellized intersection including traffic signal control calculations.

PRESCRIBED READING

RECOMMENDED READING

5304 Structural Engineering

*Unit Adviser*: Mr. P.J. Loftus

*Throughout the year* - 2 hours per week - Unit Value of 1 - Internal and External study

*Prerequisite*: 5240

*Unit Outline*: Topics include; the deformation of both statically determinate and indeterminate structures, plastic analysis of beams and frames, matrix methods of analysis and influence lines for indeterminate structures.

RECOMMENDED READING

5306 Water Engineering

*Unit Adviser*: Mr. T.W. Nest

*Throughout the year* - 3 hours per week - Unit Value of 1 - Internal study
Unit Outline: Water requirements of quality and quantity for domestic and industrial use; Water treatment; Wastewater treatment; Design of sewerage systems; Pollution control in rivers and oceans; Waste and refuse disposal; Hydrology; Precipitation; Evapo-transpiration; Ground-water; Rainfall and runoff calculations; Design of drainage system; Streamflow routing; Sedimentation.

RECOMMENDED READING

5310 Design and Construction
Unit Adviser: Mr. P.J. Loftus
Throughout the year - 6 hours per week - Unit Value of 2 - Internal study
Prerequisites: 5204, 5240
Unit Outline: Part (a) - Hydraulic Design and Construction (1½ unit).
Channel flow, uniform and gradually varying channel structures such as weirs, spillways, gates, culverts, energy dissipators; hydraulic models; pipeline design in water supply systems; water storages in concrete, earth and rock.
Part (b) - Structural Design (1 unit).
Building and bridge structural design principles - superstructure, substructure and foundations, design of elements and connections. Design analysis, synthesis, optimisation and creativity. Design projects in reinforced concrete, prestressed concrete and steel.
Part (c) - Investigations, Contracts and Construction (½ unit).

PRESCRIBED READING
Standards Association of Australia: A.S. 1250 - 1975. Use of Steel in structures; known as the SAA steel structures code.

RECOMMENDED READING
Standards Association of Australia: A.S. 1554 - 1974. Rules for the design and application of metal arc welding in steel building construction; known as the SAA code for welding in building also DR 77126.
Standards Association of Australia: A.S. 1511 - 1973. Rules for the use of high-strength bolts in steel structures (metric units); known as the SAA high-strength structural bolting code.

5321 Electrical Machines
Unit Adviser: Mr. R.C. Plowman
Throughout the year - 3 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 5221
Unit Outline: Polyphase Transformer; phase changing connections, voltage regulation, parallel operation and load sharing, harmonics. Induction Machine; analysis of machine performance based on equivalent circuits and circle diagram, rotor voltage injection principles. Thyristor Converter; applications to motor operation using variable voltage-variable frequency control, rotor slip energy recovery systems. Synchronous Machine; two axis models, torque and power characteristics, performance diagrams, load sharing and reactive power control, stability under dynamic and steady state conditions.

RECOMMENDED READING
5327 Control Systems
Unit Adviser: Mr. G.J. Harrison
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisites: 5221, 5240, 6268

Unit Outline: Review of Laplace Transformations and S plane theory, mathematical system modelling, transfer functions, block diagram representation and reduction, dynamic response, closed loop analysis (steady state and dynamic) including rootlocus techniques, system compensation, state variable representation and analysis.

PRESCRIBED READING

RECOMMENDED READING

5330 Electrical Design 3
Not offered in 1980.
Unit Adviser: Mr. R.C. Plowman
Prerequisites: 5221, 5230

Unit Outline: This unit considers the economics, legal aspect and philosophy of design and manufacture. It also considers A.C. electromagnetic devices, system control and protection, system reticulation and distribution, preliminary rotating machine design and illumination design.

PRESCRIBED READING
Industrial Data Sheets: LI Artificial Lighting. Australian Government Printer.

RECOMMENDED READING

5332 Electrical Design Projects
Unit Adviser: Mr. R.C. Plowman
Not offered in 1980.
Prerequisites: 5221 or 5226, 5230 Corequisite: 5330

Unit Outline: Students are expected to investigate, design, construct and test a project relative to their engineering experience. A technical report covering the project in detail is required.
PRESCRIBED AND RECOMMENDED READING
The same as for 5330 Electrical Design 3

5333 Digital Electronics and Computers
Unit Adviser: Dr. J.C. Ochsenbein
5 hours per week - Unit Value of % - Internal study Second Semester - External study throughout the year
Prerequisites: 5225

Unit Outline: Topics include: pulse circuits, digital circuits (Bipolar transistor and M.O.S.), combinational and sequential systems, logical design, A/D and D/A conversion, digital computers.

PRESCRIBED READING

For External Students:

RECOMMENDED READING
5339 Analog Electronics and Computers

Unit Adviser: Dr. J.C. Ochsenbein
First Semester - 5 hours per week - Unit Value of 5% - Internal study

Prerequisite: 5225

Unit Outline: Topics include; large, small, feedback and operational amplifiers. D.C. regulators, analog computation and linear integrated circuits.

PRESCRIBED READING

RECOMMENDED READING

5341 Applied Mechanics

Unit Adviser: Mr. D. Walker
Throughout the year - 5 hours per week - Unit Value of 1% - External study only

Prerequisite: 5240

Unit Outline: This will consist of three sections.
3 - Mechanics of Materials: Topics will include further work on the deflection of beams - including deflection due to shear, conjugate beam method and statically indeterminate problems. Energy methods including Castigliano's theorem. Curved flaxural members. Shear centre. Thick walled cylinders. Introduction to theoretical analysis of complex components with emphasis on computer techniques. Further work on experimental techniques such as strain gauges and photoelasticity.

PRESCRIBED READING

RECOMMENDED READING

5343 Thermodynamics

Not offered in 1980.

Unit Adviser: Mr. D. Walker

Prerequisite: 5243


PRESCRIBED READING

RECOMMENDED READING
5344 Heat Transfer
Unit Adviser: Mr. A.G. Miller
Second Semester - 3 hours per week - Unit Value of ½ - Internal study
Prerequisite: 5243

PRESERVED READING

RECOMMENDED READING

5346 Fluid Mechanics
Unit Adviser: Mr. D. Walker
Throughout the year - 2½ hours per week - Unit Value of ¾ - Internal study
Prerequisite: 5240, 5243

PRESERVED READING

RECOMMENDED READING

5347 Mechanics of Machines
Unit Adviser: Mr. D. Walker
First Semester - 3 hours per week - Unit Value of ½ - Internal study
Prerequisite: 5240

PRESERVED READING

RECOMMENDED READING

5350 Mechanical Design
Not offered in 1980.
Unit Adviser: Mr. K.B. Enders
Prerequisites: 5240 and 5251 Corequisite: 5341
Unit Outline: This unit is planned to give training in the investigation of engineering problems, original design of mechanical systems, machines and components of some complexity.

1. Design Topics
(a) Compulsory: Design analysis, synthesis and optimisation techniques and an introduction to creativity as applied to the design process. Design of mechanical and air springs, brakes, clutches and designing for fatigue.
(b) Selection to be left to discretion of lecturer: Ergonomics, limit design, selection of fans, motors and ductwork, automatic sequencing using block diagrams, Descriptive treatment of the behaviour and discharge of granulated solids contained in hoppers, problems with foundations including those arising from drying, wetting and freezing of solids. Use of the analog computer in appropriate design projects and any other required topics.
2. Design Assignments

These include one major original design of a system, machine or component of some complexity, taking at least one semester, plus several smaller assignments which may be based on the application of a particular code (e.g., Crane and Hoist, Boiler codes). Any of these assignments could be connected with the project work.

PRESCRIBED READING

RECOMMENDED READING
To be advised.

5351 Design and Manufacture

Unit Adviser: Mr. K.B. Enders

Throughout the year - 3 hours per week - Unit Value of 1 - Internal study

Prerequisite: 5180

Unit Outline: This unit extends and develops the basic concepts and techniques of design and manufacture introduced in the first two years of the course. Students will obtain experience in design methods and an introduction to computer-aided design. Manufacturing fundamentals, operation and design of manufacturing systems are considered in detail. Specific topics may include: creativity and decision-making techniques, process capability studies, automatic machines and numerical control, supervisory control systems, codes of practice and standards, organisation of specifications, preparation of tenders, quality control, manufacture and reliability.

PRESCRIBED READING

RECOMMENDED READING


5352 Mechanical Projects

Not offered in 1980.

Unit Adviser: Mr. A.W. Maitland

Prerequisites: 5240, 5251

Unit Outline: This unit is planned to involve students with industry and give training in the investigation of engineering problems, original design of mechanical systems, machines and components of some complexity. The art of communication particularly by means of oral and written reports is covered.

Students will undertake a major 1 to 2 semester investigation/design/ manufacture of a current challenging project provided by a local company, government or semi-government organisation or by the Institute. Where a considerable amount of design is involved in the project this is to be carried out as one of the design assignments. Students are required to make regular contact with the person in charge of the project. When the major project does not occupy two full semesters, a further shorter project will be undertaken. Where appropriate the students may be required to work as part of a team to handle the project. Each project requires the submission of a specified number of reports.

RECOMMENDED READING


5363 Materials Science

Unit Adviser: Dr. I.J. Spark

First Semester - 4 hours per week - Unit Value of ½ - Internal study

Prerequisite: 5264

PREScribed reading

Recommended reading

5365 Mechanics of Materials and Structures
Unit Advisers: Mr. P.J. Loftus, Mr. K.B. Enders
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisites: 5240, 6163, 6165

PREScribed reading
To be advised.

5370 Construction Management
Unit Adviser: Mr. T.W. Nest
Second Semester - 4 hours per week - Unit Value of 1 - Internal study
Unit Outline:
(a) The time value of finances, D.C.F., economic comparisons of projects.
(b) Project planning by bar charts, critical path networks and line-of-balance. Time-cost optimisation. Resource allocation.
(c) Cost control - classification and distribution of costs; the controlling process.

PREScribed reading

RECOMMENDED reading

5401 Engineering Project
Unit Adviser: Dr. I. Spark
Throughout the year - Unit Value of 3 - Internal study
Unit Outline: An engineering project is required for each final level degree student. The primary function of the Engineering Project unit is to give the student personal responsibility for a realistic industrial problem under carefully controlled conditions; he will thus obtain valuable experience in applying his developing engineering skills and knowledge. It is expected that many of the project problems will derive directly from local industries, so that much of the project work should be of value to the Gippsland Community. Assessment of the engineering projects involves both G.I.A.E. staff and practising engineers and is based on effective presentation of project reports as well as on the quality of the engineering involved. Students may elect to undertake a one, two or three unit project and will be credited with either 5403, 5402 or 5401 accordingly.

5402 Engineering Project
Unit Adviser: Dr. I. Spark
Throughout the year - Unit Value of 2 - Internal study
Unit Outline: See 5401.

5403 Engineering Project
Unit Adviser: Dr. I. Spark
Throughout the year - Unit Value of 1 - Internal study
Unit Outline: See 5401.

5405 Structural Design
Unit Adviser: Mr. P.J. Loftus
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisite: 5240

PRESCRIBED READING
Standards Association of Australia: A.S. 1511 - 1973. Rules for the use of high-strength bolts in steel structures (metric units); known as the SAA high-strength structural bolting code.
Standards Association of Australia: A.S. 1564 - 1974. Rules for the design and application of metal arc welding in steel building construction; known as the SAA code for welding in building. Also DR 77126.

5410 Engineering Construction
Unit Adviser: Mr. P.J. Walker
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisites: Completion of an Engineering Diploma or substantial completion of 3 years of a degree.
Unit Outline: Surveying instruments and techniques used for setting out construction works; soil classification and stabilization, earthmoving machinery; rigid and flexible pavement design, bituminous surfacing, introduction to the law of contracts and the law of torts in relation to engineering construction.
PRESCRIBED READING
To be advised.

5420 Power Systems
Unit Adviser: Mr. K.R. Cale
Throughout the year - 3 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 5221, 6162, 6163, 6165, 6268 and preferably 5321
Unit Outline: Transmission lines, fault analysis, basic system protection, computerised load flow analysis, transient stability studies and switchgear technology.
PRESCRIBED READING
RECOMMENDED READING

5425 Power Electronics
Unit Adviser: Dr. P.K.S. Tam
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisites: 5226, 5321
RECOMMENDED READING
5427 Advanced Control Theory
Unit Adviser: Mr. G.J. Harrison
Throughout the year - 4 hours per week - Unit Value of 1 - Internal study
Prerequisite: 5327
Unit Outline: Sampled data systems, Lagrange's equations and system modelling, non-linear analysis, optimal control, state variable feedback, Liapunov stability criterion.

PRESCRIBED AND RECOMMENDED READING
To be advised.

5428 Communications
Unit Adviser: Dr. P.K.S. Tam
Throughout the year - Unit Value of 1 - External study only
Prerequisite: 5225
Unit Outline: Topics include; Class C amplifiers, amplitude modulation, frequency modulation, transmission, lines, antennas and wave propagation, microwaves.

PRESCRIBED READING
To be advised.

RECOMMENDED READING

5429 Electronic Instrumentation Systems
Unit Adviser: Dr. J.C. Ochsenbein
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisite: 5333 or 5339
Unit Outline: Topics include; electronic instruments, signal processing, instruments in systems and biomedical instrumentation, microcomputers.

PRESCRIBED READING

RECOMMENDED READING

5443 Thermodynamics
Unit Adviser: Mr. D. Walker
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisite: 5243

PRESCRIBED READING
RECOMMENDED READING

5444 Rotodynamic Machines
Unit Adviser: Mr. D. Walker
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisite: 5341
Unit Outline: Basic fluid flow and thermodynamic relations for a rotodynamic machine; dimensional analysis aspects. Analysis and performance of pumps, fans, compressors and turbines, including centrifugal and axial flow machines. Aspects of vibration and balancing, including monitoring techniques, allowable levels of vibrations, control and reduction of vibration. Noise generation in machines and associated pipework, noise reduction and control. Condition monitoring - maintenance and fault diagnosis.

RECOMMENDED READING
To be advised.

5445 Fuel and Combustion Technology
Unit Adviser: Dr. H. Edmondson
Throughout the year - 3 hours per week - Unit Value of 1 - Internal study
Prerequisite: 5243

PRESCRIBED READING
To be advised.

5450 Engineering Design
Unit Adviser: Mr. K.B. Enders
Unit Value of 1 - Internal study throughout the year - 3 hours per week - External study Second Semester
Prerequisites: 5351
Unit Outline: In this unit the fundamental processes by which designers arrive at acceptable solutions are examined in more detail than previously. Further methods by which designers can be guided towards the best solution are studied along with creativity, optimisation, reliability, decision-making, case studies, models and other appropriate current topics. Possible solutions to particular electrical and mechanical design problems are examined throughout the course.

PRESCRIBED READING

RECOMMENDED READING
To be advised.

5454 Project Planning and Cost Control
Unit Adviser: Mr. T.W. Nest
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Unit Outline:
(a) The time value of finances, D.C.F., economic comparisons of projects.
(b) Project planning by bar charts, critical path networks and line-of-balance. Time-cost optimisation, Resource allocation.
(c) Cost control - classification and distribution of costs; the controlling process.

PRESCRIBED READING
RECOMMENDED READING

5464 Engineering Materials
Unit Adviser: Dr. I.J. Spark
Second Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Prerequisites: 5264

RECOMMENDED READING

5472 Engineering Supervision
Unit Adviser: Mr. A.W. Maitland
First Semester - 4 hours per week - Unit Value of 1 - Internal and External study
Unit Outline: This unit is designed to introduce engineering students to an understanding of the theory of organisation, supervisory functions and industrial relations. Topics include; theory and practice of engineering organisations, management functions, behaviour in organisation, supervisory behaviour, industrial conflict, trade unions, employer organisations, arbitration.
PRESCRIBED READING

RECOMMENDED READING
INTRODUCTION
The course for the Diploma of Arts (in Visual Arts), involving three years of full-time study or the equivalent in part-time study, offers an open structure of study areas relating to the general motivation and specific intentions of the student, within the limits of the facilities and expertise available.

The course has avoided the usual identification of study areas (such as painting, sculpture, print-making, ceramics, design, drawing, photography, theory and history of art, etc.) as separate disciplines. It has been structured to allow for the orientation of individual courses across a broad range of study areas from which students indicate the primary course of development they intend to follow. This orientation of the student's course is developed in consultation with the appropriate lecturers, selecting from or combining those areas traditionally offered as painting, sculpture, print-making, ceramics, design, drawing, photography, theory and history of art, etc.

Four supporting study areas are employed: studies in perception; methods and media research; theoretical studies in the visual arts; studies in the humanities and social sciences.

Within the framework of the educational philosophy of the School of Visual Arts, students may elect to undertake either generalised or specialised studies.

All the disciplines represented in the School contain intrinsic design associations and values which are taught in the appropriate contexts. These disciplines, with certain craft-based skills, are presented as broad directions leading to the total multi-disciplinary experience of the course for the Diploma in Visual Arts.

The course is designed to provide a situation where the evolution of art and education in art may take place. Employment possibilities after completion of the course depend on the specialisation, inclination or versatility of each student. A student's future might lead towards a role in industry as a designer, in education as a teacher, as an independent creative individual, or towards a combination of, or diversification within, any of these areas of activity.

SELECTION OF STUDENTS
Selection of students will take place on the basis of enrolment information and interviews. During interviews the prospective student will be able to discuss his/her background, previous general education and art/design education to date. Specific interests in this type of course and other related questions can also be discussed. Candidates are advised to bring a selection of recent work to the interview. It should be understood that, after acceptance, the first semester will be considered introductory, exploratory and provisional, to determine each student's suitability and specific direction within the course.

GENERAL CONDITIONS
The Institute reserves the right to retain the work executed by students as part of their course studies. Work not required by the Institute may be claimed by the student when assessed.

COURSE STRUCTURE
1. The diploma course consists of twenty-four units selected from the following:
   (a) Multidisciplinary Studio Units
       2101,2102,2103,2104,2205,2206,2207,2208,2309,2310,2311,2312;
   (b) Art Theory Units
       2121,2122,2223 or 2323,2224 or 2324,2225 or 2325,2226 or 2326,2141,2346;
   (c) Art Research Units
       2131,2132,2233,2234,2335,2336,2337,2338;
   (d) humanities electives with a total unit value of six chosen from units taught in other courses of the Institute and approved for the purpose by the Board of Studies in Visual Arts.

2. Each student's study programme must include at least six third-year units (that is, units whose number has 3 as the second digit). Of these third-year units not more than two humanities electives may be counted towards the course for the Diploma of Arts (in Visual Arts).
3. Each student's individual study programme must be approved by the Head of the School of Visual Arts.

4. During enrolment, students will be required to indicate by their choice of units which study programme they intend to follow for each semester for which they enrol. In order to help students select a study programme, the following options are normally acceptable combinations of units for study in any one full-time semester.

(a) two units in Multidisciplinary Studio, one unit in Art Theory and one unit in a humanities elective;
(b) two units in Multidisciplinary Studio, one unit in Art Research and one unit in Art Theory;
(c) two units in Multidisciplinary Studio, one unit in Art Research and one unit in a humanities elective;
(d) one unit in Multidisciplinary Studio, one unit in Art Theory, one unit in Art Research and one unit in a humanities elective.

Enrolment in combination (a) above is encouraged whenever possible since it combines both practical and theoretical studies with units taken from within and outside the School of Visual Arts. Combinations (b), (c), and (d), are also available to allow a reasonable choice of study programme.

Students wishing to plan study programmes at variance to those outlined above should consult the Head of School before enrolment is completed.

NOTES ON COURSE UNITS

1. Multidisciplinary Studio Units: Students normally enrol for one or two Multidisciplinary Studio units in each semester of full-time study. Each student nominates those members of staff as Instructors who are responsible for the areas of studio work in which the student proposes to study for the semester. One of these Instructors shall be nominated as Supervisor who shall have special responsibility for overseeing the student's progress and advising on the study programme as a whole.

Unit Advisers for Multidisciplinary Studio Units: All Visual Arts staff are involved in teaching these units. Enquiries regarding instruction and assessment procedure, hours of studio availability, etc., can be directed to the Head of School, Mr. C.P.A. Hos or to the following advisors:

- Painting and related studies: Mr. J. Grzelecki
- Ceramics and related studies: Mr. H. Potts
- Printmaking and related studies: Mrs. B. Quirk
- Design and related studies: Mr. E. Dennis
- Sculpture and related studies: Mr. A. Mauriks

2. Art Theory Units: Visual Arts students may include up to eight units of Art Theory in their diploma course. See "Description of Units" section on following pages for details.

3. Art Research Units: Up to eight units of Art Research may be included in the diploma course. Art Research consists of individual projects designed in consultation with the student's Unit Adviser or his nominee. Projects include investigations into aspects of the theory and history of art and design which may be closely related to studio work. Other approved studies may also count towards Art Research units.

4. Humanities Elective Units: Normally, any unit taught within the School of Business and Social Sciences or the School of Education is approved for inclusion in the Visual Arts course. Visual Arts students may include in their diploma course not more than six semester units from amongst those offered by these Schools. Visual Arts students must conform with the regulations of other Schools whilst studying units in those Schools. Humanities electives may be taken concurrently with studies in Visual Arts, or may be taken separately. Board of Studies' approval is required before students are permitted to take more than one humanities elective unit in any given semester.

5. Division of Hours: Students are expected to devote at least twelve hours per week in work for each Multidisciplinary Studio unit. Within this time equal emphasis is expected to be given to individual creative projects, studies in perception, and methods and media research. For the remainder of each week equal emphasis is given to the student's chosen units in art theory, art research or humanities elective.

NOTE: Part-time Students: For part-time students, two semesters of part-time study are normally equivalent to one semester of full-time study.

DESCRIPTION OF UNITS

NOTE: The latest edition of the books listed in this section is desirable.

MULTIDISCIPLINARY STUDIO UNITS

<table>
<thead>
<tr>
<th>Studio Unit Nos.</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
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<tbody>
<tr>
<td>2101</td>
<td>2205</td>
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<td>2102</td>
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<tr>
<td>2104</td>
<td>2208</td>
<td>2312</td>
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</table>

Unit Advisers: All Visual Arts Staff.

Instruction Periods: Studio units may be taken in any semester; normally twelve hours per week attendance is required per unit.
Each unit has a value of 1

Unit Outline: The content and study programme for each unit is not necessarily fixed but may vary in accordance with the emphasis that each student wishes to place on studio activities. (See also the Introduction to this chapter and see paragraph 1 of Notes on Course Units above.)

Enrolment Notes: Normally, two Studio units are taken in each semester of the Diploma course (see paragraph 4 of Course Structure above). A Studio unit not credited to a student's course is normally repeated in the next semester in which Studio work is again undertaken. Students must ensure that their enrolment is correct in respect of the right unit numbers in each semester. Part-time students should consult the Head of School before taking more than one Studio unit in a single semester.

Assessment: Assessment is based on participation and the submission of work. Assessment is progressive throughout each semester of studio work.

RECOMMENDED READING FOR STUDIO UNITS

Not all books listed below are prescribed for ALL students, but vary according to which area of Studio practice is to be emphasized. UNIT ADVISERS SHOULD BE CONSULTED BEFORE BOOKS ARE PURCHASED. Further reading lists will be provided during the course of studies.

PAINTING: To be advised.

CERAMICS:


PRINTMAKING:


DESIGN: To be advised.

SCULPTURE:


ART THEORY UNITS

2121 Art as Expression and Representation

Unit Advisers: Mr. K.E. Bensley, Mr. M. Bramley-Moore

First Semester - 4 hours per week - Unit Value of 1

Prerequisites: Nil

Unit Outline: Factors affecting human perception; colour and colour vision; ambiguous and paradoxical designs; theories of illusion; appearance and reality; realist, idealist and phenomenalist views compared; emotion and feeling and artistic expression; human communication theory applied to art; naturalism and its alternatives in late 19th and 20th century art.

Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

PRESCRIBED READING


RECOMMENDED READING


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2122 Art as Concept and Object

Unit Advisers: Mr. K.E. Bensley, Mr. M. Bramley-Moore

Second Semester - 4 hours per week - Unit Value of 1

Prerequisites: Nil

Unit Outline: This unit also forms an introduction to contemporary ideas in Art Theory but the syllabus covers material different from that covered in unit 2121. The syllabus includes: history of changes in the concept of art; problems of definition and new and revised frameworks for expression; influences from science and technology; Duchamp and post-Duchampian experiments and proposals for art; introduction to problems of art criticism; survey of the visual arts, 1945-1975.

Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

PREScribed READING


RECOMMENDED READING


2141 Computerised Graphic Application and Technique

This unit will not be taught in 1980. Details will be found in the 1979 Handbook. However, students who could be interested in an Art Research project based on some aspect of computer graphics may consult the Head of School for advice on possible instruction and supervision in 1980.

2223 Psychology of Visual Art

This unit will not be taught in 1980. It is expected to be offered again in 1981.

Unit Adviser: Mr. K.E. Bensley

First Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2323

Prerequisites: 2121 Art as Expression and Representation. Two first level units in Psychology are also strongly advised as previous or concurrent studies. Students who have no previous background in Psychology should read a suitable introductory text as soon as possible and preferably before the course begins. Miller, G.A. Psychology: The Science of Mental Life, Penguin, is one recommendation.

Unit Outline: Background/history of the Psychology of Art; problems of perception; experiments with pictures; aesthetic judgements and preferences; psychoanalytic studies of art; the analysis of composition, form, balance, tension, light, space, movement, expression; the art of special groups; racial/cultural comparisons; children's art; the art of the insane; creativity and inspiration.

Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

PREliminary READING


PREScribed READING


RECOMMENDED READING


2224 Philosophy of Visual Art

This unit will not be taught in 1980. It is expected to be offered again in 1981.

Unit Adviser: Mr. K.E. Bensley

Second Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2324

Prerequisite: 2122 Art as Concept and Object
**Unit Outline:** Aesthetic judgements, propositions and arguments; the nature of works of art and the concept of aesthetic object; pictorial meaning and reference; artistic truth; symbolism; problems of intention; media and style; expression, empathy and response; critical analysis and evaluation.

**Assessment:** Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

**PRELIMINARY READING**


**RECOMMENDED READING**


*PRESCRIBED READING*


This list is a sample only; further reading will be required and lists of references will be given in class.

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**2225 Topics in Historical Art Theory**

**Unit Adviser:** Mr. K.E. Bensley

**First Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2226**

**Prerequisite:** 2121 Art as Expression and Representation

**Unit Outline:** A selection of historical topics will be introduced. Students will make general surveys from the range offered from time to time and will also choose one area for study in depth. Topics include: Greek naturalism and philosophy of beauty; Early Christian art and Scholastic aesthetics; Scientific naturalism in the Renaissance; The concept of Mannerism; Renaissance neoplatonism and its influence on art; Problems in iconology; Rationalist aesthetics.

**Assessment:** Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

**RECOMMENDED READING**


**PRESCRIBED READING**


This list is a sample only; further reading will be required and lists of references will be given in class.

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**2226 Topics in Contemporary Art Theory**

**Unit Advisers:** Mr. K.E. Bensley, Mr. M. Bramley-Moore

**Second Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2226**

**Prerequisite:** 2122 Art as Concept and Object

**Unit Outline:** Students will survey the selection of contemporary art topics offered for study from time to time, and will also choose one area for study in depth. Topics include: Dada and Anti-art; Constructivism; Cubism; The New Realism; Influence of Science and Technology; Conceptual Art; Marcel Duchamp; Art and Politics; Formalism; Art-Language.

**Assessment:** Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

**PRESCRIBED READING**


**RECOMMENDED READING**


This list is a sample only; further reading will be required and lists of references will be given in class.
2323 Psychology of Visual Art
This unit will not be taught in 1980. It is expected to be offered again in 1981.
Unit Adviser: Mr. K.E. Bensley
First Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2223
Prerequisite: 2225 Topics in Historical Art Theory
Unit Outline: This unit may not be taken if 2223 Psychology of Visual Art has already been credited to the student's course. Full details regarding the unit may be found under unit 2223. Additional work will be
Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

2324 Philosophy of Visual Art
This unit will not be taught in 1980. It is expected to be offered again in 1981.
Unit Adviser: Mr. K.E. Bensley
Second Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2224
Prerequisite: 2226 Topics in Contemporary Art Theory
Unit Outline: This unit may not be taken if 2224 Philosophy of Visual Art has already been credited to the student's course. Full details regarding the unit may be found under unit 2224. Additional work will be required if taken at third year level.
Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

2325 Topics in Historical Art Theory
Unit Adviser: Mr. K.E. Bensley
First Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2225
Prerequisite: 2223 Psychology of Visual Art
Unit Outline: This unit may not be taken if 2225 Topics in Historical Art Theory has already been credited to the student's course. Full details regarding the unit may be found under unit 2225. Additional work will be required if taken at third year level.
Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

2326 Topics in Contemporary Art Theory
Unit Advisers: Mr. K.E. Bensley, Mr. M. Bramley-Moore
Second Semester - 4 hours per week - Unit Value of 1 - May not be credited with 2226
Prerequisite: 2224 Philosophy of Visual Art
Unit Outline: This unit may not be taken if 2226 Topics in Contemporary Art Theory has already been credited to the student's course. Full details regarding the unit may be found under unit 2226. Additional work will be required if taken at third year level.
Assessment: Assessment is based on written work and class participation. In the event of unsatisfactory performance or other unusual circumstances, students may be required to present for an oral or written examination.

2345 Geology for Visual Arts
Unit Advisers: Mr. H. Potts, Mr. P.J. Walker
First Semester - 4 hours per week - Unit Value of 1
Prerequisite: Permission of Unit Advisers
Unit Outline: This unit consists of two parts:
1. Unit 5202 Geology which is taught within the School of Engineering and Applied Science, together with 2. Additional study in the School of Visual Arts to the satisfaction of the unit's Advisers. This will be in the form of appropriate research projects, such as developing glaze tests from geological assays and samples.
Assessment: Assessment will take into consideration the student's progress and achievement in both parts of the unit.
RECOMMENDED READING
As for Unit 5202 Geology, but students should consult Unit Advisers before purchasing text books.
ART RESEARCH UNITS
2131 Art Research
2132 Art Research
2233 Art Research
2234 Art Research
2335 Art Research
2336 Art Research
2337 Art Research
2338 Art Research
Unit Advisers: All Visual Arts Staff
Semester 1 or Semester 2 - Each Unit has a Value of 1 - Normally 6 hours per week is involved for each unit
Prerequisites for units 2337 and 2338: Permission to enrol in 2337 or 2338 can be granted only by the Board of Studies in Visual Arts. Applications are to be directed through the Chairman.
Unit Outline: The content of the study programme for each unit is not fixed but varies in accordance with the emphasis that each student wishes to place on research study.
Assessment: Assessment is based on class participation as required, and on the submission of appropriate documentation, including a final report on the investigation carried out.

GRADUATE DIPLOMA IN VISUAL ARTS
The Graduate Diploma in Visual Arts course aims to provide an opportunity for the continuation and extension of studies in visual arts. To complete the requirements for the Graduate Diploma, students must achieve satisfactory accreditation in eight units of advanced work. Completion of an exhibition of work, approved research projects and/or supervised studies in the visual arts at advanced levels will be required.

The course may be completed in one year of full-time study or the equivalent in part-time study. Submissions from individual students will largely determine the content and character of their course. Units and programmes of study will be determined from time to time according to the expertise and interests of the staff and the availability of space, facilities and equipment.

Graduate Diploma students may concentrate their advanced studies within any of the disciplines, or combinations of disciplines, taught in the School. In this regard, the course should be seen as oriented towards investigations of ideas/subjects/themes, rather than towards studio disciplines per se.

The Graduate Diploma consists of an intensive course of professional training and therefore, only a limited number of students will be admitted to the course at any time. Priority for admission depends on both the previous work history of the applicant and on the nature and quality of the applicant's proposals for advanced study projects. Applications will be carefully considered by the Board of Studies in Visual Arts and applicants will be expected to submit a written account of their previous training, work history and proposed advanced studies. Selected applicants are required to attend for a personal interview at which they are required to show evidence of their work to date and to elaborate on their proposed studies, to members of the Board of Studies. Enquiries and submissions should be directed to the Head of School.

GRADUATE DIPLOMA UNITS
2401 Graduate Diploma Studies
2402 Graduate Diploma Studies
2403 Graduate Diploma Studies
2404 Graduate Diploma Studies
2405 Graduate Diploma Studies
2406 Graduate Diploma Studies
2407 Graduate Diploma Studies
2408 Graduate Diploma Studies
Unit Advisers: All Visual Arts Staff
Each Unit has a Value of 1 - A nominal period of 8 hours per week is involved for each unit
Unit Outlines: See General Course description above.
Assessment: Assessment is based on class participation and on submission of studio work and/or written work as appropriate to the investigations carried out. Before the completion of the course a final submission of work in an approved form, normally an exhibition, is required.
Regulations

CONSTITUTION OF COUNCIL
(As amended on 31 January 1973)
1. There shall be a council to be known as the “Council of the Gippsland Institute of Advanced Education” (hereinafter called “the Council”), which shall be a body corporate to manage and control the Gippsland Institute of Advanced Education.

Membership of Council
2. (1) The Council shall consist of not more than twenty-three members and shall be constituted as follows:
   a. The Principal of the College shall be a member ex officio;
   b. One member shall be appointed by the Council of the Victoria Institute of Colleges;
   c. One shall be a person appointed by the Minister of Education being either the Director of Technical Education or a deputy for the Director;
   d. One shall be a member of the full-time academic staff of the College elected by the full-time academic staff in a manner determined by the Council;
   e. Where there is a Board of Studies (whether called by that or any other name) of the College, one shall be a member of the Board appointed by the Board;
   f. Not more than seven shall be appointed by the Governor in Council to represent commerce and industry;
   g. Not more than nine shall be persons associated with or having a special interest in tertiary education and having a special interest in, in particular, its relationship with commerce and industry (including at least one with experience of municipal affairs) from time to time appointed by co-option by the Council;
   h. One shall be a member who having been a student of the College is the holder of a degree of the Victoria Institute of Colleges or of such diplomas, certificates or other awards of the Victoria Institute of Colleges or of the College as are specified for the purpose by the Council, elected by persons who having been students of the College are holders of similar degrees, diplomas, certificates or other awards, in a manner determined by the Council;
   (2) The Council, if it thinks fit, may provide for the election of a member who shall be a tertiary student of the College and who shall be elected by the tertiary students of the College in a manner to be determined by the Council, and any member so elected shall hold office until the thirty-first day of December in the year for which he is elected.
   (3) A member appointed by the Governor in Council may be removed by the Governor in Council.
   (4) Members of the Council (other than the Principal and any member elected under sub-clause (2) of this clause) shall be entitled to hold office for four years from the dates of their respective appointments and elections.
   (5) A member of the Council shall be eligible to be re-appointed or re-elected (as the case may be) but no member (other than a member appointed pursuant to paragraph (c) of sub-clause (1) of this clause) shall be elected or appointed for more than three successive terms unless he is appointed by co-option for a further term under paragraph (g) of sub-clause (1) of this clause.
   (6) If a member of Council (other than the Principal) —
      a. resigns his office by writing under his hand directed to the President of Council;
      b. becomes of unsound mind or becomes a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
      c. becomes bankrupt;
      d. is convicted of any indictable offence;
      e. without special leave previously granted by the Council absents himself from four consecutive meetings of the Council;
      f. ceases to hold any qualifications required for his becoming or being a member of the Council;
      g. being a member appointed by the Governor in Council is removed from office; or
      h. dies —
         his office shall become vacant so as to create a casual vacancy.
(7) Where for any reason the Council appoints a person to be Acting Principal the person so appointed shall, while holding such office, be entitled to attend and vote at any meeting of the Council and for that purpose shall have all the rights and privileges of the Principal.

(8) A member appointed or elected to fill a casual vacancy shall be entitled to hold office for the unexpired portion of the original term of office only.

(9) Notwithstanding anything to the contrary in sub-clauses (1) and (2) of this clause, the said Council shall be properly constituted where there is a deficiency in the number of members or of members of any class whether originally or as the result of the occurrence of a vacancy.

(10) No member of the Council shall be entitled to vote either in the Council or in a committee of the Council or in a joint committee of members of the Council and of officers of the College on any subject in which he has a direct pecuniary interest and if any member does vote on any such subject his vote shall be disallowed.

Proceedings of Council

3. The following provisions shall apply to the Council of the College—

(a) Nine members of the Council shall constitute a quorum at any meeting.

(b) The Council shall each year, or where a vacancy occurs during any year, on the occurrence of the vacancy, choose a person to be President of the Council and the President, or in his absence, another person chosen to preside, shall preside at any meeting of the Council.

(c) The Council shall meet at least six times in each year.

(d) The decision of the majority of those present at any meeting of the Council shall be the decision of the Council.

(e) In the event of equality of votes on any question, the person presiding shall have a second or casting vote.

(f) The Council shall provide for the safe custody of the Seal, which shall only be used by authority of the Council, and every instrument to which the seal is affixed shall be signed by two members of the Council and shall be countersigned by the Secretary (if any) to the Council or by some other person appointed by the Council for that purpose.

Powers of Council

4. The Council shall have the power to—

(a) from time to time determine the terms and conditions on which students of the College and any other persons may attend classes or make use of any premises or equipment of the College;

(b) employ members of the academic staff of the College on such terms and conditions, including rates of remuneration and allowances, as are for the time being fixed in respect of them by the Governor in Council on the recommendation of the Council of the Victoria Institute of Colleges;

(c) employ part-time teachers in connexion with education other than tertiary education provided by the College on such terms and conditions as are for the time being fixed in respect of them by the Minister of Education;

(d) employ members of the non-academic staff of the College on such terms and conditions including rates of remuneration and allowances as from time to time are determined by the Council of the Victoria Institute of Colleges;

(e) from time to time define the duties of members of the academic, teaching, administrative, technical and other staff of the College;

(f) suspend or dismiss any member of the academic, teaching, administrative, technical or other staff of the College (but, in the case of dismissal of a member of the academic staff, only on a resolution of the Council passed by a majority consisting of not less than two-thirds of the total number of members of the Council);

(g) charge fees in connexion with education provided, examinations held and other services provided by the College;

(h) from time to time hold examinations in the several subjects and courses offered by the College, and award diplomas, certificates and other awards (except degrees) to students who reach the required standard in any subject or course;

(i) grant scholarships on such terms and conditions as it thinks fit;

(j) purchase, take on, lease, exchange, hire and sell, mortgage, lease or dispose of any real or personal property (which power to sell, mortgage, lease or dispose of property may, in the case of any real property, be exercised only with the consent of the Council of the Victoria Institute of Colleges) and enter into agreements for the supply of services for the College;
(k) engage architects and other professional advisers and enter into contracts, for the erection of buildings, making of improvements or alterations, or the carrying out of repairs, on any land or buildings vested in or occupied or used by the College;

(l) borrow on overdraft of current account at any bank;

(m) invest any moneys of the College not immediately required for its purposes in any securities which are authorised investments within the consent of the Council of the Victoria Institute of Colleges, in any other manner;

(n) accept gifts of real or personal property to the College;

(o) delegate, subject to such conditions as it thinks fit, any powers vested in the said Council to any member or committee of members of the Council, any officer or committee of officers of the College, or any joint committee of members of the Council and officers of the College;

(p) do all such things as are calculated to advance the interests of the staff and students of the College;

(q) do all such things as may be required to be done in order to render the College eligible to receive grants under any law of the Commonwealth of Australia or of the State of Victoria which provides for the making of grants to educational institutions;

(r) do all such things as are necessarily incidental to the proper management and control of the College or the effective exercise of the powers conferred on the Council.

Duties of Council
5. It shall be the duty of the Council to —
   (a) accept any assets and assume any liabilities of the Council of the College which was constituted under the Education Department Regulations 1962;
   (b) invite tenders, by publishing an advertisement in a newspaper circulating generally throughout the State, for the supply of any goods or services or the carrying out of any work the cost of which is estimated by the Council to exceed $5,000;
   (c) keep or cause to be kept proper books of account and have them audited at least once in each year.

Use of Land, Buildings and Equipment by Council
6. The Council may use the land, buildings and equipment vested in or under the management and control of the Minister of Education which when this Order takes effect constitute or are contained in the premises of the Yallourn Technical College, and any buildings or equipment subsequently erected, installed or placed on or in the said land or buildings.

ACADEMIC BOARD REGULATIONS
1. These regulations shall be cited as the “Academic Board Regulations”.
2. There shall be an Academic Board which shall be the supreme academic advisory body in the Institute and which, subject to any resolutions of the Council, shall have such powers and duties as may be delegated to it by the Council.
3. The Academic Board shall consist of —

Ex Officio Members:
   (i) Director;
   (ii) Assistant to Director;
   (iii) Deputy Principal;
   (iv) Heads of Schools constituted within the Institute by the Council;
   (v) Chairmen of the Boards of Studies constituted within the Institute by the Council;
   (vi) Deputy Chairmen of the Boards of Studies constituted within the Institute by the Council;
   (vii) Head of the Educational Services Division;
   (viii) Librarian of the Institute;
   (ix) Computer Manager;

Elected Members:
   (x) One member elected by and from the tenured academic staff in each School;
   (xi) One member elected by and from the full-time enrolled students of the Institute;
   (xii) One member elected by and from the part-time enrolled students of the Institute;

Appointed Members:
   (xiii) Not more than four members from outside the Institute who may be members of the Council (other than staff or student members) or members of the community having a special interest in the professions for which the Institute prepares its students, or in tertiary education generally.

4. The Director shall be Chairman of the Academic Board.
5. In the absence of the Director, the Deputy Chairman appointed by the Director shall be Chairman.

6. In the absence of both the Director and the Deputy Chairman from a meeting of the Board, the members present shall elect one of their number to preside at the meeting.

7. The Academic Registrar shall act as Secretary to the board.

8. The appointed members of the board shall be appointed by the Council.

9. Subject to the regulations of the Institute or to any resolution of the Council, the Academic Board —
   9.1 shall consider and take action upon any report submitted to it by any Board of Studies, the Director, a Head of School, or a Board of Studies;
   9.2 may, by resolution, appoint and constitute an Executive of the board which, subject to the regulations of the Institute or to any resolution of the Council, shall have such powers to act for the board between meetings of the board as the board shall delegate to it from time to time;
   9.3.1 may, by resolution, appoint and constitute such committees as it thinks fit, and appoint thereto such persons as it thinks fit whether or not they are members of the board;
   9.3.2 may, by resolution, delegate to any committee appointed under the preceding paragraph any of its powers, authorities and functions other than the power of delegation;
   9.3.3 the standing committees of the board appointed under the provisions of paragraph 9.3.1 shall be the Admissions and Qualifications Committee, the Higher Degrees Committee, the Standing Committee to Review Academic Development and the User Liaison Committee;
   9.4 may refer matters to its Committees, Boards of Studies, or Heads of Schools for consideration and report;
   9.5 may consider any matter relating to courses of study and units within the Institute;
   9.6 may recommend the conditions of competition for any scholarship, fellowship or prize and make the award provided that any conditions of competition or award approved by the board for any scholarship, fellowship or prize shall be subject to conditions, if any, with respect thereto made by the founder or donor;
   9.7 shall decide all questions of admission and continuation of students including examinations and admission to degrees or diplomas for which the Institute prepares its students;
   9.8 shall decide upon the conduct of examinations and the appointment of examiners;
   9.9 shall perform the duties of a Board of Studies for all units, subjects or courses not pertaining to any established Board of Studies and may perform any function committed to it by these regulations, although a Board of Studies or Boards of Studies may not have recommended or reported;
   9.10 shall exercise such functions in the maintenance of discipline among the students of the Institute as may be prescribed in any relevant regulation;
   9.11 shall have such other duties and powers as may from time to time be assigned to it by the Council.

10. Where the Academic Board does not approve without amendment any recommendation made by a Board of Studies, the Academic Board shall, if so requested by that Board of Studies, transmit the original recommendation to the Council.

11. A report of the proceedings of any meeting of the board shall be laid upon the table at the next ordinary meeting of the Council.

12. The board shall meet at the discretion of the Director or upon the written request of the President of Council or of five members of the board, provided that the board shall meet during the academic year on at least six occasions.

13. At least seven days' notice of any such meeting shall be given in writing to the members of the board by the Secretary specifying the time, place and agenda of the meeting.

14. Except where otherwise provided by regulation, all questions which shall come before the board shall be decided by the majority of all members present and voting and the chairman shall have a vote and in the case of equality of votes, a casting vote, and no question shall be decided at any meeting of such board unless a quorum of the members thereof shall be present, and no motion shall be passed unless at least seven members of the board record affirmative votes.
15. Subject to the provisions of the preceding regulation, no member of the board shall have more than one vote.

16. A simple majority of the members of the board shall constitute a quorum for any meeting.

17. Nothing in these regulations shall apply to or in respect of the Academic Board in office prior to the date on which these regulations came into operation.

18. These regulations may from time to time be changed by amendment or remaking at the discretion of the Council.

BOARDS OF STUDIES REGULATIONS

1. These regulations shall be cited as the “Boards of Studies Regulations”.

2. There shall be Boards of Studies in Applied Science, Arts, Business, Education, Engineering, and Visual Arts, which shall be responsible for courses of the Institute as follows—
   (a) Board of Studies in Applied Science — Diploma of Applied Science, Bachelor of Applied Science;
   (b) Board of Studies in Arts — Diploma of Arts, Bachelor of Arts, Associate Diploma in Welfare Studies;
   (c) Board of Studies in Business — Diploma of Business (in Accounting), Bachelor of Business;
   (d) Board of Studies in Education — Diploma of Teaching, Bachelor of Education, Graduate Diploma in Education, Associate Diploma in School Librarianship;
   (e) Board of Studies in Engineering — Diploma of Engineering (Civil), Diploma of Engineering (Mechanical), Diploma of Engineering (Electrical), Bachelor of Engineering (Electro-Mechanical);

3. Each Board of Studies shall consist of—

   Appointed Members:
   (i) a Chairman and a Deputy Chairman appointed by the Council;
   (ii) a number of members of the academic staff teaching in the courses for which the board is responsible;
   (iii) not more than five members from outside the Institute who may be members of the Council (other than staff or student members) or members of the community having a special interest in the professional areas of concern to the board, or in tertiary education generally;

   Ex Officio Members:
   (iv) the Head of the Educational Services Division or his nominee;
   (v) the Librarian or his nominee;

   Elected Members:
   (vi) one member elected by and from the full-time students of the Institute enrolled in courses for which the board is responsible;
   (vii) one member elected by and from the part-time students of the Institute enrolled in courses for which the board is responsible.

4. In the absence of the Chairman, the Deputy Chairman shall be Chairman of the board.

5. In the absence of both the Chairman and the Deputy Chairman from a meeting of the board, the members present shall elect one of their number to preside at the meeting.

6. The Academic Registrar or his nominee shall act as Secretary to the Boards of Studies.

7. The Chairman and Deputy Chairman of each board shall be appointed by the Council acting on the advice of a committee consisting of the Director and the Heads of Schools.

7.1 The remaining appointed members shall be appointed by the Director acting on the advice of a committee consisting of the Director and the Chairmen of the Boards of Studies.

7.2 The elected members of the board shall be elected in accordance with the procedures laid down by the Council from time to time.

7.3 The appointed members of the board shall normally hold office for two years.

7.4 The elected members of the board shall normally hold office until 31 December of the year for which they are elected.

7.5 Where a casual vacancy occurs in the office of an elected member the vacancy shall be filled by the Academic Board, on the recommendation of the relevant board, by the co-option of a member who shall have like qualifications as would have been required for eligibility for election to that office for the full term.

7.6 Where a vacancy occurs in the office of an appointed member other than the Chairman or Deputy Chairman the vacancy shall be filled by the Director acting on the advice of the committee referred to in sub-regulation 7.2 above.

8. Subject to the regulations of the Institute or to any resolution of the Council or the Academic Board, a Board of Studies—

8.1 shall meet on at least six occasions during the academic year or when summoned by its Chairman or upon the written request of the Director or of five of its members;
8.2 shall report to the Academic Board on any question referred to it by that board;
8.3 shall deal with all matters brought before it by the Director, the Chairman or a Head of School;
8.4 shall advise the Academic Board, the Chairman or an appropriate Head of School on all matters relating to
   studies within the board's academic fields of interest and responsibility, and in particular matters relating to —
   (a) the teaching of courses in such fields and the assessment of students in such courses;
   (b) advice to the Academic Board on the admission of students, their progress, continuation, applications
       for credits and exemptions;
   (c) The curriculum for any courses, including short courses which fall within the board's field of
       responsibility;
8.5 shall supervise the courses of study, subjects and units within the board's academic fields of interest and
   responsibility and prescribe outlines of and books for such courses, subjects and units;
8.6 shall have such other powers and duties as are conferred or imposed upon it by any other regulation or
   resolution of the Council or the Academic Board.
9. A report of the proceedings of any meeting of a board shall be laid upon the table at the next ordinary
   meeting of the Academic Board.
10. At least seven days' notice of any meeting of a board shall be given in writing to the members of the
    board by the Secretary specifying the time, place and agenda of the meeting.
11. When any item of the agenda of a meeting of a board appears to the Chairman to affect an area not
    represented on the board, the Chairman may invite a member of that area to attend the meeting to discuss
    that item.
12. A board may by resolution —
   12.1 constitute and appoint an Executive of the board which, subject to the regulations of the Institute and
       to any resolution of the Council or the Academic Board, shall have such powers to act for the Board
       between meetings of the board as the board shall delegate to it from time to time;
   12.2 constitute and appoint such committees as it thinks fit and appoint thereto such persons as it thinks fit
       whether or not they are members of the board, and delegate, to any committee so appointed, any of its
       powers, authorities and functions other than the power of delegation.
13. For the purposes of the assessment of students a board shall meet as a Board of Examiners with power to
    co-opt such other representatives of teaching teams as it deems fit to ratify the assessment results in any
    unit for which it is responsible.
14. Except where otherwise provided by regulation all questions which shall come before a board shall be
    decided by the majority of all members present and voting and the Chairman shall have a vote and in the
    case of equality of votes, a casting vote, and no question shall be decided at any meeting of such board
    unless a quorum of the members thereof shall be present, and no motion shall be passed unless at least
    half of the number of members which constitutes the quorum record affirmative votes.
15. A simple majority of the members of a board shall constitute a quorum of the board.
16. Nothing in these regulations shall apply to or in respect of the Boards of Studies in office prior to the
    date on which these regulations came into operation.
17. These regulations may from time to time be changed by amendment or remaking at the discretion of the
    Council.

ADMISSION AND CONTINUATION REGULATIONS

Admission
1. To be eligible for admission to a course of the Institute an applicant shall:
   1.1 have gained passes in at least four subjects of the Higher School Certificate examination or its equivalent;
   or
   1.2 have gained passes in four approved subjects in the Tertiary Orientation Programme of an approved
       technical school or in four approved subjects of an approved secondary school;
   1.3 have satisfied the general entrance requirements of a recognised Australian university or college of advanced
       education;
   1.4 have gained a Higher Technician's Certificate together with a pass in English at the Higher School Certificate
       examination or its equivalent; or
   1.5 have attained the age of 21 years at the date of application and have an academic and employment background
       which is deemed by the Institute, on the advice of the Chairman of the appropriate Board of
       Studies, to give the applicant reasonable prospects of completing the course to which he is seeking admission;
   or
   1.6 have reached a standard approved by the Institute, on the advice of the Chairman of the appropriate
       Board of Studies, as being equivalent to one of the requirements outlined in the preceding sub-regulations.
2. In addition to meeting the requirements of regulation 1, and unless specifically exempted by the Institute, applicants must comply with any other requirements prescribed for a particular unit and meet the following special entry requirements:

2.1 To be admitted to the course for a degree or diploma in Engineering, the subjects passed in accordance with sub-regulations 1.1, 1.2, 1.3 and 1.4 shall normally include English and at least one Mathematics and at least one Science.

2.2 To be admitted to the course for a degree or diploma in Applied Science, the subjects passed in accordance with sub-regulations 1.1, 1.2, 1.3 and 1.4 should include English and preferably three subjects from the area of Science and Mathematics.

2.3 An applicant seeking admission to the course for the diploma of Arts in Visual Arts who does not meet any of the requirements of regulation 1, may nevertheless be admitted to the course, on the recommendation of the Chairman of the Board of Studies in Visual Arts, provided that the applicant can provide evidence which is deemed by the Chairman to demonstrate that the applicant has outstanding artistic ability.

2.4 To be admitted to the course for the degree in Business, the subjects passed in accordance with sub-regulations 1.1, 1.2, 1.3 and 1.4 shall include English.

2.5 To be admitted to the course for the degree in Arts (in Social Sciences and Humanities), the subjects passed in accordance with sub-regulations 1.1, 1.2, 1.3 and 1.4 shall include English.

2.6 To be admitted to the course for the diploma of Teaching, the subjects passed in accordance with sub-regulations 1.1, 1.2, 1.3 and 1.4 shall include English.

2.7 To be admitted to the course for the degree in Education (initial preparation Secondary/Technical) the subjects passed in accordance with sub-regulations 1.1, 1.2, 1.3 and 1.4 shall include English.

2.8 To be admitted to the course for the degree in Education for upgrading or converting existing qualifications, applicants should be qualified teachers.

2.9 To be admitted to the course for the graduate diploma in Education, applicants should hold an approved degree or three-year diploma from a recognised tertiary institution.

2.10 To be admitted to the course for the associate diploma in School Librarianship, applicants should be trained teachers holding at least a two-year teacher training qualification or equivalent qualifications or experience who also meet the requirements of regulation 1.

3. Notwithstanding any of the preceding regulations the Institute shall have the power to require an applicant to present himself for such interview, examination, or test as it deems necessary to demonstrate the applicant’s suitability for admission.

4. Notwithstanding any of the preceding regulations, the Institute shall have the power to require a person, applying for admission in the year immediately following the final year of secondary studies, to gain work experience deemed suitable by the Institute either before being admitted or during the course to which he is admitted.

5. Notwithstanding any of the preceding regulations, the Institute shall have the final discretion in the admission of any applicant to any course of the Institute.

Deferred Entry

6. An applicant who gains admission to a course of the Institute may apply by writing to the Academic Registrar for permission to defer the initial enrolment to the subsequent year. Such permission may be granted on the advice of the Chairman of the appropriate Board of Studies for a period normally not exceeding two successive semesters.

Continuation

7. Once an applicant has been admitted to a course of the Institute he shall be permitted to continue as a student in that course provided that he:

7.1 continues to be enrolled as a student in the Institute by;

7.1.1 completing all requirements for re-enrolment as specified by the Institute from time to time;

7.1.2 obtaining approval for his course of study from the Chairman of the appropriate Board of Studies or the Chairman’s nominee;

7.1.3 registering the enrolment with the Academic Registrar;

7.1.4 paying all compulsory fees, including late fees and fines, which may be notified by the Institute from time to time and by the due dates specified by the Institute for any year;

7.2 maintains the required standard of work in the prescribed course work;

7.3 attends such lectures, excursions and tutorial classes, completes such studies, laboratory work, teaching practice and other exercises, and passes such examinations as may be prescribed for the course from time to time by the Chairman of the appropriate Board of Studies;

7.4 continues to prove his suitability for the course for which he is enrolled to the satisfaction of the Chairman of the appropriate Board of Studies;

7.5 complies with all other current rules and regulations of the Institute pertaining to students.
Deferred Studies

8. Deferment of studies for a period normally not exceeding twelve months may be granted to an enrolled student, provided that he has satisfactorily completed at least one semester of study at this Institute. To avail himself of the provisions of this regulation students must apply in writing to the Chairman of the appropriate Board of Studies through the Academic Registrar.

Exclusion

9. A student who does not comply with the provisions of regulation 7 may, by decision of the Chairman of the appropriate Board of Studies, be refused assessment in any unit or excluded from further participation in the course, provided that a student shall only be permitted to sit for examinations, be assessed in a unit, or receive credit for course work if he is an enrolled student under the provisions of sub-regulation 7.1.

Appeals

10. A student, who is refused assessment in a unit or excluded from further participation in a course under the provisions of regulation 9, shall have the right of appeal against such decision. To avail himself of the right of appeal the student shall direct his appeal in writing to the Academic Registrar for consideration by the Admissions and Qualifications Committee.

11. The following procedure will apply to students in Arts courses:—
11.1 The progress and continuation of all Arts students will be reviewed by the Board of Studies in Arts at the completion of each semester.

Assessment

12. At the completion of each unit or subject, each student enrolled for that unit or subject shall receive one of the following:—
A, B, C, or D — where A shall indicate the highest and D the lowest grade, in order of merit, awarded to represent the level attained in a unit or subject which has been satisfactorily completed;
S — shall be awarded for a unit which has been satisfactorily completed but not graded;
N — shall be awarded for a unit or subject which has not been satisfactorily completed;
I — shall indicate that the unit or subject is incomplete and no assessment is available;
W — shall indicate that the student has withdrawn from the unit.

13. The submission of a signed application for enrolment shall be taken to imply that the applicant agrees, once he is enrolled, to abide by the rules, regulations and other requirements pertaining to students which may be promulgated by the Council of the Institute from time to time.

14. These regulations may from time to time be changed by amendment or remaking and a student shall, except in so far as the Institute may determine otherwise, comply with the regulations as changed.

GRADUATION REGULATIONS

The annual Graduation Ceremony shall normally take place on the second Saturday of May.

1. Award of Degrees
1.1 The Victoria Institute of College is the authority which confers the degrees of the V.I.C. on successful candidates approved by the Gippsland Institute of Advanced Education.
1.2 Candidates for the award of degree shall submit their applications on the prescribed forms, available from the Academic Registrar’s office, to the Academic Registrar no later than 15 January.
1.3 The Chairman of the Board of Studies to which the degree pertains shall advise the Academic Registrar of those candidates who are to be recommended to the Victoria Institute of Colleges for the award of degree with distinction.
1.4 The Academic Registrar, with the approval of the Director acting on behalf of the Academic Board and of Council, shall submit to the Victoria Institute of Colleges, by the date prescribed by the V.I.C., the names of candidates whose applications for the award of degree have been certified by the Chairman of the Board of Studies, to which the degree pertains, as having completed the requirements for the award.
1.5 Late applications for the award of degree received after 15 January shall be submitted to the Victoria Institute of Colleges and if approved the degree shall not normally be conferred until the Graduation Ceremony in the following year.

2. Award of Diplomas
2.1 The Council of the Gippsland Institute of Advanced Education is the authority which grants the diplomas of the Gippsland Institute of Advanced Education.
2.2 Students nearing completion of their studies shall be advised to apply for the award during the second semester of the year preceding the ceremony. Candidates for the award of diploma shall submit their applications on the prescribed forms, available from the Academic Registrar’s office, to the Academic Registrar no later than 15 January.
2.3 The Chairman of the Board of Studies to which the diploma pertains shall certify that applicants for the award of diploma have completed the requirements for the award.

2.4 The Academic Registrar shall submit to the February sitting of the Academic Board the names of candidates for the award of degree and diploma: candidates recommended by the Academic Board for the award of diploma shall be submitted to the March sitting of Council for its approval.

2.5 In special circumstances, late applications for the award of diploma may be accepted if lodged in the Academic Registrar’s office no later than 20 February. The Academic Registrar shall submit certified late applications to the Chairman of the Academic Board whose recommendations shall be submitted to the March sitting of Council.

2.6 Certified applications for the award of diploma received after 20 February shall be submitted to the Academic Board and to Council and if approved, may be granted during the year or at the Graduation Ceremony in the following year.

CREDITS AND EXEMPTIONS POLICY

Existing policy has been developed by the Admissions and Qualifications Committee, and the following details should be understood as part of an evolving system for recognising successful study.

So as to distinguish between the various kinds of previous tertiary study that applicants may have undertaken, the Committee has adopted the following terms:

Credit: specified release from the requirements of a course on the basis of previous successfully completed and recognised tertiary studies or the equivalent, (e.g. the examination of recognised professional bodies), where close parity exists between previous and intending studies which permits specification of either the title(s) of the unit(s) or of the subject area level for which release is granted.

Exemption: unspecified release from the requirements of a course on the basis of previous successfully completed and recognised tertiary studies or the equivalent, (e.g. the examination of recognised professional bodies), where no clear parity exists between previous and intending studies which permits the specification only of the number of units for which release is granted.

Details are given under individual courses below.

The existing policy is that a student who has successfully completed units of study at a recognised tertiary institution may be granted credit and/or exemption towards the requirements of a course of this Institute for such studies as are adjudged by the Chairman of the Board of Studies to be the equivalent of, or a satisfactory alternative to, studies in a course for which his Board is responsible. It is emphasised that the granting of credits and/or exemptions is not an automatic procedure and is determined by the Chairman of each Board of Studies according to the relevance of previous study and of any subsequent practical experience. In order to complete the requirements of a course at this Institute, candidates must complete at least the equivalent of one year of full-time studies in new studies approved by the Chairman of the appropriate Board of Studies. At least one half of such new studies must consist of course work at the most advanced level required for the award.

Note: Courses Undertaken at Non-Tertiary Institutions

While candidates may not be granted formal credits or exemptions for studies completed at non-tertiary institutions, such studies may be used as a basis for negotiation with teaching staff for waiving course work requirements within any enrolled unit.

Diploma to Degree Conversion

Candidates who have completed a diploma at this Institute or at another recognised tertiary institution, may satisfy the requirements for the award of a degree in the same or equivalent field of study by completing such additional course work as may be approved by the Chairman of the appropriate Board of Studies as sufficient to raise the level attained by the student at the diploma level to that required at the degree level.

Note: A student shall not repeat for credit towards the requirements of a course of this Institute any course work which he has already satisfactorily completed.

Recognition of Credits and Exemptions

Applicants should note that exemptions and credits granted by the Institute for its own awards may not be recognised by outside authorities and professional bodies such as the Teacher Registration Board, as meeting their requirements for registration or membership. Where there is any doubt applicants should contact the organisation or authority concerned to determine the status of any exemption or credit granted.

NOTE: Exemptions or Credits granted in one course are not automatically transferable to a different course.

Candidates for the undermentioned awards may be granted the following exemptions or credits:

Diploma/Bachelor of Arts

(a) Candidates with three and four year tertiary qualifications from Australian Colleges of Advanced Education and Universities may be granted an exemption of four units from course requirements for the Diploma/Bachelor of Arts.
Candidates with two year trained teacher qualifications may be granted an exemption of two units. Candidates with three and four year trained teacher qualifications may be granted an exemption of four units.

(b) Candidates who enrolled at the institute for the first time prior to 1973 shall be granted an exemption of 8 units if they held, on admission, one of the following awards:
Trained Primary Teacher’s Certificate
Trained Infant Teacher’s Certificate
Trained Technical Teacher’s Certificate
Diploma of Teaching
Diploma of Physical Education
Trained Physical Education Teacher’s Certificate
Diploma of Education
Diploma of Secondary Teaching
Trained Speech Teacher’s Certificate
Diploma of Primary Teaching
Trained Teacher’s Certificate

(c) Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Chairman of the appropriate Board of Studies. At least one half year of the approved programme of studies shall consist of course work at the most advanced level required for the award.

(d) Students of this Institute who prior to 1974, satisfactorily completed the statistics component of Psychology 1, Sociology 1 and Economics 1 will receive credit for 6171 Introduction to Statistics.

(e) Candidates who have successfully completed an Associate Diploma in Welfare Studies may be granted credits as follows:
   i. for an ADWS completed prior to and during 1979 — 6 units of credit (2 units of first level Sociology, 2 units of first level Psychology, 2 units of Electives).
   ii. for an ADWS completed after 1979 — 8 units of credit (2 units of first level Sociology, 2 units of first level Psychology, 4 other units drawn from 2 units of Electives and/or 2 units of advanced sociology and/or 2 units of advanced Psychology).

Associate Diploma of Welfare Studies

(a) Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Chairman of the appropriate Board of Studies. At least one half year of the approved programme of studies shall consist of course work at the most advanced level required for the award.

Studies successfully completed with Institutions, other than Universities and Colleges of Advanced Education, will be considered individually in terms of course contact hours, course year level, method of assessment and relevance.

(b) As a general guide the following credits may be approved by the Board of Studies in Arts from such qualifications as the Bachelor of Arts degree:
   i. prior to and during 1979 — 6 units of credit (2 units of first level Sociology, 2 units of first level Psychology, 2 units of Electives).
   ii. after 1979 — 8 units of credit (2 units of first level Sociology, 2 units of first level Psychology, 4 other units drawn from 2 units of Electives and/or 2 units of advanced Sociology and/or 2 units of advanced Psychology).

Diploma/Bachelor of Applied Science

Candidates with three and four year tertiary qualifications from Australian Colleges of Advanced Education and Universities may be granted an exemption of four units from the course requirements for the Diploma/Bachelor of Applied Science.

Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Chairman of the appropriate Board of Studies. At least one half year of the approved programme of studies shall consist of course work at the most advanced level required for the award.

Studies successfully completed with Institutions other than Universities or Colleges of Advanced Education will be considered in terms of course contact hours, course year, level, method of assessment and relevance.

Applicants who hold a Certificate of Applied Science, such as in Laboratory Science or Medical Laboratory Technology, may be eligible for up to four units of exemption from the requirements of the Diploma/Bachelor of Applied Science as follows; two units of first level, one unit in Core Studies and one unspecified unit at any level.
Diploma of Arts (in Visual Arts)
The requirements for the abovementioned award consist of two components - course work in both visual arts and social sciences.

(a) Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Chairman of the appropriate Board of Studies. At least one half year of the approved programme of studies shall consist of course work at the most advanced level required for the award.

(b) Candidates who have teacher training qualifications in arts and crafts may apply to the Chairman of the Board of Studies in Visual Arts to be considered for exemption from part of the requirements of the course.

(c) The social sciences requirements for the award can be satisfied in three possible ways:
   i. by the satisfactory completion of six units taken from the social sciences, business studies, education, or other units taught within this Institute and which are approved by the Chairman of the Board of Studies in Visual Arts for this purpose, or
   ii. by receiving exemption of up to six units, for this purpose, on the basis of successful completion of an approved course of professional training at tertiary level, or
   iii. by receiving exemption of up to six units, for this purpose, on the basis of having an approved background comparable to (i) and/or (ii) above.

(d) Candidates seeking credits or exemptions from any of the requirements of this course must apply with the appropriate evidence to the Chairman of the Board of Studies in Visual Arts as early as possible on being admitted to the course. A submission of recent art work may be required in support of any application for credit or exemption.

Diploma/Bachelor of Engineering
Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Chairman of the appropriate Board of Studies. At least one half of the approved programme of studies shall consist of course work at the most advanced level required for the award.

Bachelor of Business
Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute, provided that in order to qualify for the award, candidates shall complete at least one year of new studies approved by the Chairman of the appropriate Board of Studies. At least one half of the approved programme of studies shall consist of course work at the most advanced level required for the award.

Studies successfully completed with Institutions, other the Universities and Colleges of Advanced Education, will be considered individually in terms of course contact hours, course year level, method of assessment and relevance.

Bachelor of Education/Diploma of Teaching/Associate Diploma in School Librarianship
Candidates may be granted exemptions from and/or credits towards course requirements for previous study at recognised tertiary institutions, provided that in order to qualify for an award from this Institute, candidates must complete at least the equivalent of one year full-time of new studies approved by the Chairman of the Board of Studies in Education. At least half of such new studies must consist of course work at the most advanced level required for the award.

Each application for exemptions and credits is considered individually and must include full details of previous studies, together with documentary evidence of successfully completion.
Exemptions:
Candidates with qualifications from recognised tertiary institutions may be granted exemptions from course requirements as outlined below:

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<th>Entry Qualification</th>
<th>Dip.T.</th>
<th>B.Ed.</th>
<th>B.Ed. (School Lib.)</th>
<th>A.D.S.L.</th>
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<td>Higher Diploma of Teaching (T.S.T.C.) (4 year)</td>
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Credits:
Candidates who have successfully completed approved studies at a recognised tertiary institution may receive credit in respect of equivalent studies at this Institute.
Candidates for the Associate Diploma in School Librarianship and the Bachelor of Education (School Librarianship Strand) may also receive credit for the T.T.L.C. in respect of 4 School Librarianship units and for Library Association Registration papers which have been successfully completed, up to a maximum of 4 units, as shown below:

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Graduates and Diplomates

GRADUATES
1979

APPLIED SCIENCE
(in Chemistry)
B.App.Sc.
BURGON, Ellen Lesley
GARNHAM, Stephen Ronald
HENSHAW, Jillian Kay Marie
LEVISTON, Wayne John
PARRY, Rodney John
PERCY, Francis Denis
WADDINGTON, Donald (posthumous award with distinction)

ARTS
(in Social Sciences and Humanities)
B.A. (with distinction)
DIBATTISTA, Alfonso
GATELY, Gerard
PEARSON, Margaret Dawn
SIMPSON, Janice Patricia

B.A.
ALEXANDER, Trevor Anthony
BALES, Daniel Charles
BEESON, Betty
BENSON, Kathleen Margaret
BIDDLE, Nola
BLUCHER, Florence Mary
BROWN, Noel Ernest
BUST, Robert Charles
CLUBLEY, John Morris
COLEMAN, Dympna
COOK, David John
DRANE, Jeanne Lillian
DUS, George Albert
DYALL, Alice Patricia
ELDRIDGE, Leigh Grahame
ELLERY, Reg Robert
ENDERS, Heather Maisie
FORD, Simon Patrick
FORD, Susan Ann
GILL, William Booth
GRANT, Bryan Thomas
GRIFFITHS, Geoffrey Victor
HANNAFORD, Marie
HOAD, Barbara Jean
HODDER, Gerald Charles
HOUSTON, Leslie Gilbert
HOWLEY, Josephine Mary
LIVING, Laurence John
McFARLAND, Shirley Jane
McGiffin, Rose Mary

McKINNON, Helen Dorothy
MANN, Clare Maree
MORTON, Frank Paul
MUTSAERS, Mary Elizabeth
NICHOLLS, Adrian Kyran
NICHOLSON, Elsie
O’CONNELL, Jennifer Alison Mary
OLIVER, Dorothy Mary
RATCLIFF, Jeanette Lorraine
REGER, Mark Winston
ROBERTSON, Dean Francis
SIMMONS, Vida Kay
SLATTER, Wendy Shirley
SPEHR, Peter Reginald
STEEL, Lyndsay Dorothy
VANDYKE, Martin
WILKS, Raymond Thomas James
WISDOM, Rosemary Susan
ZERBE, Boerge

EDUCATION
B.Ed.
ADAMS, Mary Bernadette
ADAMS, Mary Lucy
ANDERSON, June Sylvia
BAKER, Pamela
BELL, Judith Ann
BLEWETT, Darell
CENTRA, Peter
CLARK, Elizabeth Fay
CLARKE, Rae
COOK, Norma Frances
CROUCH, Dianne Jillian
DAVID, James
DAVID, Rosalind
DEVLIN, Catriona Anne
DOOLAN, Mary Agnes
DUDLEY, Janet Margaret
FARRELL, Pauline Elizabeth
FORSTER, Jill
FRANKS, Arthur John
GARNER, Jennifer Jean
GASPER, John Patrick
GAY, Johnathan
GILCHRIST, Paul Thomas
GILES, Joan Lesley
GILES, Joyce Gloria
GUENGERICH, John Arthur
HALL, Julie Anne
HEALEY, Jean Bernadette
HOTTON, Gillian Lesley
IRVINE, Maidtland Frederick
JAMES, Geoffrey Vernon
KILBY, Noel Charles
KINDRED, Jennifer Elizabeth
KINNANE, Michael James

155
KIRBY, Joan
LAMPARD, Beres Joy
LAY, David William
LOFTUS, Betty Ann
LONGMAN, Catherine Mary
McCOLL, Joan
McEWEN, Meryl Joyce
McKINNON, Judith Valda
MORCOMBE, Carole Dawn
NAYLOR, Barbara Eleanor
NAYLOR, Nola Gladys
NICHOLAS, Jenefer Jane
PARK, Evelyn Maree
PAVEY, Kirin Muriel
PAWLEY, Winifred Anne
QUICK, Shayne Pearce
SAMUEL, Aratu Philip
SEXTON, Adrian Michael
SCOTT, Ina Mary
SHOME, Subhadra Govind
SLATE, Theresa Elizabeth
STUART, Margaret Marie
SYDENHAM, Gayle Patricia
VAUGHAN, Alphonsus Adrian
VAUGHAN, Russell John
WALKER, Lorraine
WARD, Philip Robert
WHITING, Margaret Mary
WIGGS, Thelma Mavis
WILL, Suzanne
WILLIAMS, Diana Enid
WILLIAMS, Patricia Kathleen
YE0, Judith Elizabeth

ENGINEERING
B.Eng. (with distinction)

FFRENCH, David Gerard
PEARSON, Mark Robert

B.Eng.

BARTON, Geoffrey Colin
FITZCLARENCE, Neil
McINTOSH, Robert Bruce
MAITLAND, Nigel Alexander
SULLIVAN, John Leslie

ARTS

(in Social Sciences and Humanities)
Dip.A.

BENSON, Anthony Charles
GRANT, Judith Joan
HEATH, Stephen George
ORR, Pamela Leigh
Ass.Dip. Welfare Studies

BOLTON, Yvonne Elizabeth
BUTERA, Rita
COOPER, Sally Hope
DARGAVEL, Frederica (Ricki) Marylyn
GOLDSBOROUGH, Paul Benjamin
GROWCOTT, Jennifer Anne

LAWSON, Jean Maureen
PAWSON, Marion
POTTEN, Stewart David
ROBERTSON, Gwenneth Margaret

SCOTT, Deborah Faye
SIM, Rhonda Joy
WEBB, Frederick Oliver

ARTS

(in Visual Arts)
Grad.Dip.Vis.Arts

TEASDALE, Ronald Noel

Dip.Vis.Arts

ANGEL, Grace Jessica
BATTEN, Gary John
BUCKTON, Susan
CALLEJA, Alan Edward

DARBY, John Philip

ELBOURNE, Collin Douglas

GIBB, Colin John
GREGORY, James Armstrong

JANSEN, Stephen Michael
JOHNSTON, Christine Isabelle

KOCH, Hans-Michael
MOLLER, Geoffrey

O'BRIEN, Emilia

PROEBSTING, Irene Luise Margarete

SCHERER, Rodney James

STONE, Christen Jo

THOMAS, Maree Ann

TYSON, Darryl Lindsay

VanSISTER, Geradus Arnoldus

BUSINESS

(in Accounting)

ARMOUR, Peter Andrew

COUPLESTONE, Garry Ernest

JOHNSTON, Ian Gordon

KOO, Kang Hoong

LAW, Daryl Robin

MILKINS, Alan John

MURPHY, Ian

RICHARDSON, Jennifer Margaret

ROBERTSON, Stephen James
STICKLAND, David James Carter
WATTS, Phillip Henry
WYNNE, Christopher David
XERRI, Anthony Peter

EDUCATION
Grad.Dip.Ed.
ARNOTT, Susan Elizabeth
ASHBY, Frances
BRISSETT, Grant Geoffrey
BUNDY, Carolyn Mary
BUULTJENS, Jeremy Wilhelm
COPLAND, Suzanne
CUNLiffe, Terence Joseph
DANIELS, Robert Joseph
DYALL, Alice Patricia
FRAZER, Simon Thomas
GLEESON, Bernard Francis
HARRIS, Ian Geoffrey
HOARE, Darryl Leighton
HOLLAND, Michael James
HUMPHREYS, Lisa
KWONG, Dzintira Livia
McMULLEN, Gary John
MANNES, Catherine Eileen
MOLLARD, Margaret Dianne
NICHOLSON, Olwyn
NIELSEN-GROGAN, Ann Maree
O'BRIEN, Paul Anthony
OUTHRED, Raymond Charles
OZGA, Adam
PARRINGTON, Geoffrey Maxwell
PURTELL, Michael Edward
REIGER, Mark Winston
ROBERTS-WRAY, Christopher Waring
ROWLINGS, Suzanne May
SAVGE, Geoffrey Russell
SCHULTZ, Nita Margaret
SHARKEY, Susan Lisbeth
SIM, Linda Semple
SLATTER, Wendy Shirley
VALLANCE, Claire Lilian
VanSISTER, Gerardus Arnoldus
VERMUELEN, Gwenda Clarice
WIGHT, Heather Gail
ZAJARSKI, Leon Alec

Dip.T.
ASHBY, John Rymill
BECKETT, Rosemary
BRAMLEY, Janice Marjory
CARMICHAEL, Ann Patricia
CHAMBERS, Ian Lewis
CONNELL, Christine Mary
COOK, Rodney Denis
CORDELL, Pauline Joy
CORNELL, Robyn Annette
CROPLEY, Ann Elizabeth
DUCK, Anne Christine
FOULKES, Lindel Lee
FRAZER, Sandra-Robyn
GAUDIANO, Angela Maria

HALFORD, Amelia Ann
JACKSON, Cheryl Anne
JONES, Lynette Joy
KING, Arlene Gaynor
LEONARD, Kim Terese
LITTLE, Kaye Louise
MASSARO, Maria Teresa
MATTHEWS, Pamalee
MODEN, Jacqueline Maude
NEWSTEAD, Karen Eliza
PEARCE, Karen Maree
ROBERTSON, Katrina Ann
SESTOKAS, Jon
TANSEY, Kay Frances
TREMBEARTH, Joanne Maree
TRICKETT, Peter David
VAUGHAN, Wendy Elizabeth
ZERBE, Jennifer Margaret

Ass.Dip.School Librarianship
ADAMS, Jessie Marjorie
ARMSTRONG, Ethel Ann
BROWN, Wendy Jean
CATCHLOVE, Elizabeth Ann
CUMMINS, Rhyl Myfanwy
FRAZER, Eunice Ericka
JENNINGS, Margaret Lorne
KING, Margaret Frances
TOOHEY, Nancy Margaret
VanROSSUM, Margaret Ann

ENGINEERING
Dip.Eng. (Civil)
BUSCH, Graeme Charles
JONES, Terence John
KAY, Craig Andrew
PATTERSON, Gary Johnathon
TREVORROW, Glenn Macauley

Dip. Eng. (Electrical)

DALTOn, Desmond Peter

Dip.Eng. (Mechanical)

SUNDERLAND, Ian Keith
Unit Index

This index is produced as a summary and guide to units offered by the G.I.A.E. Detailed information of unit outlines, prerequisite and co-requisite units, and reading lists are contained within the relevant chapters of the Handbook on the pages referred to in this index.

It should be noted that because study programmes are evolving continuously, this index can only be regarded as accurate at the time of compilation.

NOTE:
1. Units offered by external study are marked with an asterisk.
2. The column "Course Eligibility" lists courses towards which the unit may be counted as credit. Courses are abbreviated as follows:
   - BS Bachelor of Applied Science
   - DS Diploma of Applied Science
   - BA Bachelor of Arts
   - AW Associate Diploma in Welfare Studies
   - BB Bachelor of Business
   - DB Diploma of Business (no new enrolments)
   - CI Bachelor of Business (Banking and Finance)
   - BE Bachelor of Education
   - DT Diploma of Teaching
   - GE Graduate Diploma in Education
   - AL Associate Diploma in School Librarianship
   - BN Bachelor of Engineering
   - DC Diploma of Engineering (Civil)
   - DE Diploma of Engineering (Electrical)
   - DM Diploma of Engineering (Mechanical)
   - AE Associate Diploma in Engineering Supervision
   - DV Diploma of Visual Arts
   - GV Graduate Diploma in Visual Arts
3. Other symbols used in the index are:
   - N/A not applicable
   - tt course eligibility for qualified teachers only
   - I internal study
   - E external study.
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