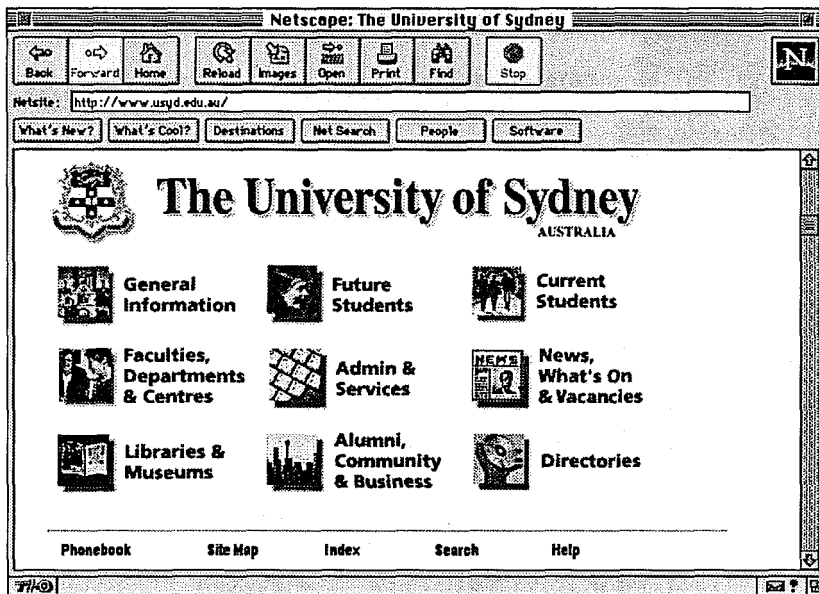




The University of Sydney

Board of Studies  
in Social Work  
Handbook 1998



The University's homepage tells you all about courses at Sydney, some careers they can lead to, and what university life is like. The interactive website, with video and sound clips, has links to the University faculties and departments.

You can explore the University of Sydney at <http://www.usyd.edu.au>

**Communications should be addressed to:**

The University of Sydney  
N.S.W. 2006  
Telephone (02) 9351 2222

*Board of Studies in Social Work Handbook 1998*

©The University of Sydney 1997

ISSN 1324-3713

The information in this Handbook is subject to approval and/or change by the Faculty or the University. Students should always check the accuracy of the information with Faculty staff.

The University of Sydney  
NSW 2006

Printed in Australia by Printing Headquarters, Sydney, NSW.

## Semester and Vacation Dates 1998

<b>Semester</b>	<b>Day</b>	<b>1998</b>
<b>First Semester lectures begin</b>	Monday	2 March
<b>Easter recess</b>		
Last day of lectures	Thursday	9 April
Lectures resume	Monday	20 April
<b>Study vacation</b>		
1 week beginning	Monday	15 June
<b>Examinations commence</b>	Monday	22 June
<b>Second Semester lectures begin</b>	Monday	27 July
<b>Mid-semester recess</b>		
Last day of lectures	Friday	25 September
Lectures resume	Tuesday	6 October
<b>Study vacation</b>		
1 week beginning	Monday	9 November
<b>Examinations commence</b>	Monday	16 November

# Contents

<b>1. Welcome</b>	<b>1</b>
<b>2. Board of Studies in Social Work</b>	<b>2</b>
<b>3. Guide to the Department of Social Work, Social Policy and Sociology</b>	<b>3</b>
<b>4. Undergraduate Degree Requirements</b>	<b>5</b>
Admission	<b>5</b>
Special Admission	<b>5</b>
<b>5. Regulations</b>	<b>6</b>
Determination of results	<b>6</b>
Discontinuation, Exclusion and Re-enrolment	<b>6</b>
Resolutions of Senate	<b>8</b>
Bachelor of Social Work	<b>8</b>
Bachelor of Arts/Bachelor of Social Work	<b>8</b>
<b>6. Units of Study Descriptions</b>	<b>11</b>
Table of Units of Study	<b>14</b>
<b>7. Other Information relevant to the Department</b>	<b>15</b>
Timetables	<b>15</b>
Field Education	<b>15</b>
Assistance, Cadetships and Prizes	<b>15</b>
Associations	<b>16</b>
Staff Members and their Interests	<b>17</b>
<b>8. General Information</b>	<b>19</b>
<b>9. Glossary of Terms</b>	<b>22</b>
<b>Map of Main Campus</b>	<b>26</b>

# 1. Welcome

## Message from the Chairperson

It is my pleasure on behalf of the members of the Board of Studies in Social Work to welcome all of you beginning a program of studies in the Department of Social Work, Social Policy and Sociology. I would also like to welcome back those of you already in various stages along the way to a degree. Your department, like your University, was the first of its kind in Australia. Many developments have taken place over the years in the Social Work program. These developments have occurred in order to ensure that the program continues to be committed to academic excellence and continues to be responsive to changing social needs and professional roles.

The undergraduate Social Work course requirements allow a wide choice of subjects in the first two years at the University. These form the basis for the more specific professional training that follows in the next two years. The *Faculty of Arts Handbook* provides details of Arts courses and you should consult it as well as this handbook in planning your coursework. Your choice of courses in the first two years helps determine the kind of professional social work expertise you develop. Please feel free to discuss your choice of courses and your career prospects with the Head of the Department of Social Work, Social Policy and Sociology, or with Ms Robyn Longhurst who is Secretary to the Board of Studies in Social Work.

Chapter 9 of this handbook presents the formal avenues for consultation between students and the university staff, but I am sure you will find us all happy to participate in informal conversations. A great additional resource for you is the Sydney University Social Work Students' Association. I hope you will in turn actively participate in its work. May I wish you all success and satisfaction in your studies and in your future careers.



Associate Professor T.H. Irving  
*Chairperson*

## 2. Board of Studies in Social Work

**Chairperson:** Associate Professor T.H. Irving

It is the task of the Board of Studies in Social Work to oversee the academic work of the department. The Board draws heavily on the knowledge and experience of distinguished practitioners from outside the University and senior academics from cognate fields within the University.

The composition of the Board of Studies in Social Work is governed by a resolution of the Senate as follows:

### **Members pursuant to section 1**

- (a) Dr L. Bourke  
Ms C. Crowe  
Ms A. Falahey  
Associate Professor J. George  
Ms S. Goodwin  
Dr J. Hart  
Associate Professor M.D. Horsburgh  
Associate Professor J. Irwin  
Ms M. Lane  
Dr J. Larbalestier  
Mr G. Lee  
Ms D. Lynch  
Ms L. Napier  
Mr A.G. Pemberton  
Professor S.J. Rees  
Dr R. van Krieken  
Dr Z. Weber  
Ms M. Wilkinson
- (b) Professor B. Cass
- (c) *Anthropology*  
Professor D. Austin-Broos  
Dr R. Basham (Head)

### **Behavioural Sciences in Medicine**

Associate Professor S. Hayes (Head)

### **Educational Psychology, Measurement and Technology**

Professor P. Cutlance (Head)

### **Government and Public Administration**

Professor M Jackson  
Professor F. Teiwes  
Professor G. Gill  
Associate Professor M. Painter (Head)  
Professor P. Springborg  
Associate Professor T.H. Irving

### **Paediatrics and Child Health**

Professor R.K. Oates (Head)  
Professor D.O. Sillence

### **Psychological Medicine**

Professor P.J.V. Beaumont (Head)  
Professor R.A. Meares  
Professor C.C. Tennant

### **Psychology**

Professor J. Boakes  
Professor I.S. Cuthoys  
Professor J.P. Sutcliffe  
Professor S. Touyz (Head)

### **Public Health and Community Medicine**

Professor G.A. Broe  
Professor C.B. Kerr  
Professor G. Berry  
Professor S.R. Leeder (Head)  
Professor G. Mooney

### **Social and Policy Studies in Education**

Professor R. Connell  
Associate Professor P. Jones (Head)  
Professor G. Sherington

### **Teaching and Curriculum Studies**

Associate Professor R. Arnold (Head)

- (d) Three student members
- (e) Ms A. O'Hara
- (f) Ms E. Browne  
Ms A. O'Neill  
Ms J. Shier  
Ms L. Voigt

# 3. Guide to the Department of Social Work, Policy and Sociology

## Camperdown Campus

phone+61 2 9351 4038

fax+61 2 9351 3783

email [robyn.longhurst@social.usyd.edu.au](mailto:robyn.longhurst@social.usyd.edu.au)

University website <http://www.usyd.edu.au>

Head of department: Associate Professor Janet George

Undergraduate adviser: Associate Professor Jude Irwin

## Department of Social Work, Social Policy and Sociology

The department's primary function is to offer a professional education to men and women who wish to become social workers. The qualification offered is a requirement for employment in this field. The course involves the study of social policy, social administration, community studies and the social sciences generally. The department is also responsible for teaching sociology units of study in the Faculty of Arts.

### Social work

In contemporary Australia, social work is a crucial activity. For example, some of the worst consequences of events such as the economic recession can be alleviated by Federal, State and local initiatives in social policy over which social workers exercise influence, in particular in projects often described as 'community development'. In addition, there are many areas of national life where politically initiated reforms, whether in the administration of justice or the provision of child care or in attempts to increase employment opportunities for disabled people, have to be carried out by staff who have some expertise in managing the human and other resources of organisations and who know how to make effective use of other professionals and volunteers. The promotion and administration of changes in key areas of health and welfare are also tasks for social workers.

A more traditional job of social workers is to provide those statutory services that aim at meeting basic human needs, whether for income maintenance, shelter, personal support, information, guidance and counselling, and to carry out those statutory functions, such as supervision and control which may involve involuntary clients. These services for individuals and families involve casework but they also require social workers to know about agencies' resources and to be effective in planning, organisation, and administration.

The importance of social work in providing services for individuals lies in the location of social workers between powerful institutions on the one hand and the predicament and powerlessness of ordinary people on the other. This requires that social workers and social policy planners have extensive knowledge of the social, political and economic contexts of welfare practice.

### The fields

Social work can be roughly classified into fields indicating the groups of social agencies that serve each area, as follows:

*Physical health:* general hospitals, government departments of health, rehabilitation centres, special agencies for the physically handicapped;

*Mental health:* psychiatric hospitals, child guidance clinics, community health centres;

*Corrections:* probation and parole services;

*Public welfare:* the major government departments charged with the individual's economic and social security;

*Family and child welfare:* various government and voluntary services that care for the needs of the families and children both in and out of their own homes; and

*Community work:* the process of enabling local people, including participants in specific projects, to develop their own resources and initiatives in improving services and to increase their power over various forms of decision making.

This is only a selection covering the chief areas of social work services.

### Professional education

While social work has come to be regarded as a profession only during the last sixty years, appropriate training at the tertiary level is now widely accepted and demanded. This demand has accompanied developments in the biological, psychological and social sciences and the increasing complexity of industrial society. The emergence of 'social work' has, in fact, been universally associated with the growth of industrial society.

In Australia in the last fifty years developments in the field of social work have been rapid. These have included the provision of undergraduate social work education in university departments of social work, among which Sydney's is the oldest. Courses given take a variety of forms but in no case can a recognised undergraduate qualification be obtained in less than four years, dating from the beginning of this period.

Details of the admission procedures are in Chapter 7 of this handbook.

### Employment and training

In carrying out these activities, whether in community development, in social policy initiatives including research or in the direct provision of services, social workers are employed by a range of government and non-government organisations. In New South Wales, their major employers are hospitals and the Department of Health, the Department of Social Security, the Department of Community Services and the Department of Corrective Services, the last being responsible for probation and parole supervision. In the non-government or voluntary sector there are employment opportunities in women's and youth refuges, and in residential child care, with housing associations and a variety of self-help organisations concerned to develop services for particular minority and other disadvantaged groups.

In some of those organisations there are career ladders, in others the duration of the social worker's job is limited to the completion of particular projects. In all of these posts the direction of social work depends partly on the values and beliefs of the practitioners and on their skills in making effective alliances with people who share their objectives. In all of these activities the competence of social workers depends on their knowledge of policies and agencies' resources, their skills in research and administration and on their ability to communicate effectively, orally and in various forms of writing from letters to memoranda, and from social enquiry reports to the completion of research-type papers. The demanding standards expected of social workers and the complex nature of their activities underline the need and importance of professional training.

A professional qualification in social work opens up opportunities for experience outside Australia. In the first place, Australians find interesting employment in most English-speaking countries, and secondly, provided they hold a degree, they may proceed to a higher qualification or take shorter specialised courses offered by schools of social work, particularly in the United States and Britain.

## List of Staff

### Professor of Social Work

Stuart John Rees, BA DipSocStud CertSocCasework 5 'ton PhD *Aberd.*  
Appointed 1978

### Associate Professors

Janet E.G. George, BA *N.E.* MPhil *H.K.* PhD  
(*Head of Department*)

Michael D. Horsburgh, MSW *U.N.S.W.* BADipSocWkJ

Jude Irwin, BSW *U.N.S.W.* MA *Macq.*

### Senior Lecturers

John Hart, MA *Brad.* DiplSocAdmin *Lond.* PhD

Mary Lane, BA MSW DipSocStud

Alec Pemberton, BSocSt MA *Qld* PhD

Robert M. van Krieken, BA PhD *U.N.S.W.*

### Lecturers

Lisa Bourke, Bsc *WWW* Msc *U.S.U.* PhD *P.S.U.*

Sue Goodwin, BA *A.N.U.*

Jan Larbalestier, BA PhD *Macq.*

Glenn Lee, MSW *U.N.S.W.* BSocStud

Denise Lynch, BSW *U.N.S.W.* MCrim

M. Lindsey Napier, MA *Aberd.* DipSocStud *Edin.* DipMH *Lond.* MSW

Zita I. Weber, BSocStud PhD

Marie Wilkinson, BSocStud *U.N.S.W.* GradDipEd *U.T.S.* MSW

### Associate Lecturers

Christine Crowe, BA *U.N.S.W.*

Annette Falahey, BA *U.N.S.W.*

Agi O'Hara, BA

### Secretary to the Board

Robyn Longhurst, BA

### Assistant to Head of Department

Mary Yew

### Office staff

Lisa Campano, BA

Sylvia Devlin

Charlie Reimer

## 4. Undergraduate Degree Requirements

There are two undergraduate programs offered:

### **Bachelor of Social Work (BSW)**

### **Bachelor of Arts/Bachelor of Social Work (BA/BSW)**

The BSW is studied over four years, and the combined BA/BSW is a five-year program. In both programs you complete units of study within the Faculty of Arts, and depending where your interests lie, you can choose from a wide range of units including sociology, history, economics, psychology, government, and languages. This provides a strong base for subsequent studies in social work and social policy.

Entry to the BSW degree course is at first year or, for qualified applicants, at second or third year level. Entry to the combined course leading to the awards of BA/BSW is at first year level.

It is possible to undertake the first two years of the social work degree program by studying less than the full component of units of study in each year. Some of the units of study taught in the Faculty of Arts may be available in the evening. The units taught in the Department of Social Work, Social Policy and Sociology, including Sociology, are not available in the evening. There are time limits to the completion of the course as a full-time program.

There are formal requirements governing the order in which the various units of study may be attempted. Students who wish to complete the program in more than the minimum time must ensure that their course plans meet all these requirements. These requirements are set out in the Resolutions of the Senate contained in Chapter 9.

Length of candidature: in both the BSW and the BA/BSW combined program the maximum length of candidature is twice the minimum period required at point of entry.

### **Admission**

There are three methods of admission to the BSW degree:

- HSC admission
- Undergraduate or graduate admission
- Special admission

### **HSC admission—**

### **BSW or BA/BSW degree program**

This method is for people who:

- (a) are completing the HSC or its equivalent; or
- (b) have completed the HSC in the past, but have *not* completed any tertiary study.

Successful applicants enter *the* first year of the degree program.

### *Application and selection*

1. Applicants are selected on the basis of their Tertiary Entrance Score.
2. Applicants who are currently completing the HSC or its equivalent must telephone the UAC Infoline.
3. Applicants who have completed the HSC in the past should lodge an 'Application for Enrolment' form with the Universities Admission Centre by the specified date in the year preceding that in which you are seeking entry. The UAC Guidebook containing the application form is available for sale in August from most newsagencies. Enquiries should be directed to the Universities Admission Centre, Locked Bag 500, Post Office Lidcombe, N.S.W. 2141. Telephone (02) 9330 7200.

### **Undergraduate or graduate admission— BSW degree program**

This method is for people who:

- (a) have an HSC (or equivalent); *and*
- (b) are currently undertaking a *full-year* degree/diploma course at the University of Sydney or another tertiary institution; *or*
- (c) have completed at least one year or more of a degree/diploma program; *or*
- (d) have been awarded an associate diploma.

### *Application and selection*

To apply and be selected for enrolment in the BSW degree course, you must:

- (a) have met the University's minimum eligibility requirements;
- (b) have completed one year of university or equivalent tertiary studies;

The Department of Social Work, Social Policy and Sociology welcomes applications from graduates and from students who have social work related experience, who have shown academic merit in tertiary education.

If you seek credit for units of study which were not completed at the University of Sydney, you should also submit to the Secretary of the Board of Studies in Social Work at the time of making application through UAC, a copy of the certified statement of your academic record from the other tertiary institution and relevant handbook extracts describing the unit(s) of study for which you seek credit. These extracts should be photocopies from the handbook for the year in which you completed the unit(s) of study.

Credit may be granted, where appropriate, for up to the equivalent 96 credit points (i.e. for admission to the second or third years) towards the BSW degree course (see the Senate resolutions contained in Chapter 9 of this handbook).

### **Special Admission**

Mature age applicants:

- (a) are 21 years of age or over on 1 March of the year of entry or are from an educationally disadvantaged background; *and*
- (b) must produce evidence which satisfies the University's Special Admissions Committee that they have the ability to undertake the Bachelor of Social Work course.

Most Special Admissions applicants have successfully completed postsecondary studies at a technical college or a 'Special Admission' university preparation course. If you think you may be eligible, contact the Special Admissions Adviser (telephone (02) 9351 3615).

Applicants who succeed in gaining a place through Special Admissions usually commence in the first year of the degree program. In cases where a successful applicant has already completed work towards another degree course, however, this can be credited towards the Bachelor of Social Work course.

### **Broadway Scheme**

Year 12 students who are currently sitting the N.S.W. HSC and who have experienced serious educational disadvantage should check their eligibility for consideration under this scheme with their school (or equivalent). For more information please contact the University Admissions Office, telephone (02) 9351 3615.

### **Disabilities**

If you have a medical or physical disability of a kind likely to impair your working program you should place this on record, accompanied where appropriate by medical evidence. Allowance may be made to accommodate your needs in the lecture room and at examination time.

### **Further information**

For full details of the Arts units of study see the *Faculty of Arts Undergraduate Handbook*. Enquiries about the BSW degree course or the combined BA/BSW degrees course may be made to the Secretary of the Board of Studies in Social Work (Ms Robyn Longhurst), who is located in the Department of Social Work, Social Policy and Sociology, R.C. Mills Building, A26 (telephone (02) 9351 4038). Prospective applicants are advised to obtain a copy of the booklet *Department of Social Work, Social Policy and Sociology at the University of Sydney*.

# 5. Regulations

## Determination of results

A candidate's results in each unit of study are determined by a Board of Examiners appointed by the Board of Studies in Social Work.

*Grades of results* will be awarded in relation to percentage marks having regard to the following general scale:

<i>Grade</i>	<i>Description</i>	<i>Percentage mark</i>
HD	High Distinction	85 and over
D	Distinction	75 to 84
Cr	Credit	65 to 74
P	Pass	50 to 64
R	Satisfied Requirements	Field Education only
XX	Fail	Below 50 and either not awarded further tests or has not passed them
AXX	Absent Fail	

## Further tests

1. No supplementary examinations are awarded by the Board of Studies in Social Work.
2. In respect of units of study offered by another faculty or board of studies, the examination rules of that faculty or board of studies shall apply where not otherwise incorporated into the rules of the Board of Studies in Social Work.
3. Further tests may be awarded in a unit of study where the examiner requires additional evidence to reach a final assessment of a candidate who has failed a unit of study and whose mark is between 45 and 49%. Where possible and practicable, all further tests will be administered before the Board of Examiners' meeting.
4. Examiners may give further tests to candidates whose marks have been affected by attested illness or misadventure.
5. Further tests may take the form of oral or written examination, essay or other assignment.
6. Individual students granted a further test should wherever possible be given at least three days' prior notice. A candidate who is absent from a further test without sufficient reason may be deemed to have failed the test.
7. In respect to the notification of students referred to in sections 5 and 6, students will be deemed to have been notified as a result of the posting of information by the due date on the departmental noticeboards.
8. It is the responsibility of the student to provide evidence of illness or misadventure to the appropriate head of department in advance of, or as soon as possible and practicable after, the date of the final examination in a unit of study. Where such evidence is not presented in time for the student to be offered a further test on the advertised date, it will only be considered by the Head of Department where there is sufficient reason why it has not been presented by that date.

## Discontinuation, exclusion and restriction upon re-enrolment

The resolutions about discontinuation and exclusion for the Bachelor of Social Work and Bachelor of Arts degree courses are reproduced below from the University's *Calendar 1996, Vol. 1: Statutes and Regulations*.

Note that, in these resolutions, 'Faculty' includes, for these purposes, a 'College Board'.

## Discontinuation of enrolment and re-enrolment after discontinuation—undergraduate

### All Faculties and Boards of Studies

1. A candidate for an award of Bachelor who ceases attendance at classes must apply to the Faculty or Board of Studies concerned and will be presumed to have discontinued enrolment from the date of application, unless evidence is produced (i) that the discontinuation occurred at an earlier date and (ii) that there was good reason why the application could not be made at the earlier time.
2. A candidate for an award of Bachelor who at any time during the first year of attendance discontinues enrolment in all units of study shall not be entitled to re-enrol for that course unless the Faculty or Board of Studies concerned has granted prior permission to re-enrol or the person is reselected for admission to candidature for that course.
3. Subject to paragraphs (i) and (ii) of section 1, no candidate for an award of Bachelor may discontinue enrolment in a unit of study or year after the end of lectures in that unit of study or year.
4. The Dean, Pro-Dean or a Sub-Dean of a Faculty, or the Chairperson of a Board of Studies, may act on behalf of that Faculty or Board of Studies in the administration of these resolutions unless the Faculty or Board of Studies concerned decides otherwise.

#### *Withdrawal from full-year and March Semester units of study*

5. A candidate for an award of Bachelor who discontinues enrolment in a full-year or March Semester unit of study on or before 30 March in that year shall be recorded as having withdrawn from that unit of study.

#### *Withdrawal from July Semester units of study*

6. A candidate for an award of Bachelor who discontinues enrolment in a July Semester unit of study on or before 30 August in that year shall be recorded as having withdrawn from that unit of study.

### All Faculties and Boards of Studies except the Faculty of Engineering

#### *Discontinuation*

7. (1) A discontinuation of enrolment in a unit of study shall be recorded as 'Discontinued with Permission' when the discontinuation occurs after the relevant withdrawal period and
  - (a) on or before the Friday of the first week of July Semester for a full-year unit of study, *or*
  - (b) up to the last day of the seventh week of teaching in a one semester unit of study.
- (2) A discontinuation of enrolment in a unit of study shall be recorded as 'Discontinued' when the discontinuation occurs
  - (a) after the Friday of the first week of July Semester for a full-year unit of study, *or*
  - (b) after the last day of the seventh week of teaching in a one semester unit of study.
- (3) Notwithstanding paragraph (2) the Dean, Pro-Dean or Sub-Dean of the Faculty or Chairperson of the Board of Studies concerned may determine that a discontinuation of enrolment should be recorded as 'Discontinued with Permission' on the grounds of serious ill-health or misadventure.

## Faculties of Arts, Economics and Education and Boards of Studies in Music and Social Work

9. (1) A candidate for the awards of Bachelor of Arts, Commerce, Economics, Economics (Social Sciences), Education, Music and Social Work, who discontinues enrolment in a unit of study at the request of the Dean, Pro-Dean or a Sub-Dean of the Faculty or the Chairperson of the Board of Studies concerned shall be recorded as having withdrawn from that unit of study.

### Restriction upon re-enrolment

The resolutions of the Senate concerning 'Restriction upon Re-enrolment of Certain Students who fail in Annual Examinations' are as follows:

1. The Senate authorises any Faculty or Board of Studies to require a student who comes within the provisions of sections 8 to 24 below to show good cause why he or she should be allowed to re-enrol or to repeat a year of candidature or a unit of study in that Faculty or Board of Studies.
2. Subject to section 5, the Faculty or Board of Studies may exclude a student who fails to show good cause from (a) the degree course or year of candidature concerned, and/or (b) the unit or units of study concerned both in the Faculty or Board of Studies and in any other Faculty or Board of Studies in which that unit or units of study may be taken.
3. Subject to section 5—
  - (a) Any student who has been excluded from a year of candidature or from a unit or units of study by a Faculty or Board of Studies in accordance with section 2, and who wishes to re-enrol in that year of candidature or that unit or those units of study, may apply for such re-enrolment after at least two academic years and that Faculty or Board of Studies may permit him or her to re-enrol in the year or the unit or units of study from which he or she was previously excluded.
  - (b) Any student who has been excluded from a unit or units of study by one Faculty or Board of Studies in accordance with section 2, and who wishes to enrol in that unit or units of study in another Faculty or another Board of Studies, may apply for such enrolment after at least two academic years and that other Faculty or Board of Studies may permit him or her to enrol in the unit or units of study from which he or she was previously excluded.
4. Except with the express approval of the Faculty concerned a student excluded from a year or unit of study who is readmitted shall not be given credit for any work completed in another Faculty or Board of Studies or another university during the period of exclusion.
5. Before exercising its powers under section 2 or 3 in relation to an individual unit of study, a Faculty or Board of Studies shall consult the Head of the Department or School responsible for the unit of study.
6. The Senate authorises the Faculty or Board of Studies as a whole, or a Faculty Committee or Board of Studies Committee representing the main teaching departments in each Faculty or Board of Studies, to carry out all duties arising out of sections 1, 2, 3, 4 and 5.
7. (1) Subject to section 7(10), a student who, having been excluded in accordance with these resolutions, has been refused enrolment or re-enrolment in any year or unit of study by any Faculty, or Board of Studies, or any Faculty or Board of Studies Committee, may appeal to the Senate.  
(2) The Senate will refer initial appeals made under these resolutions to a Senate Appeals Committee (Exclusions and Readmissions) which shall comprise the three *ex-officio* members, the Chair and Deputy Chairs of the Academic Board, two Student Fellows and up to four other Fellows of Senate.

- (3) The Appeals Committee may meet as one or more sub-committees providing that each sub-committee shall include at least one member of each of the categories of
  - (i) *ex officio* member;
  - (ii) Chair or Deputy Chair of the Academic Board;
  - (iii) student Fellow; and
  - (iv) other Fellows.

Three members shall constitute a quorum for a meeting of the Appeals Committee or a sub-committee.

- (4) The Appeals Committee and its sub-committees shall have power to hear and determine all such appeals and shall report its decision to the Senate annually.
- (5) The Committee or a sub-committee may uphold or disallow any appeal and, at its discretion, may determine the earliest date within a maximum of two years at which a student who has been excluded shall be permitted to apply to re-enrol.
- (6) No appeal shall be determined without granting the student the opportunity to appear in person before the Appeals Committee or sub-committee considering the appeal. A student so appearing may be accompanied by a friend or adviser.
- (7) The Appeals Committee or sub-committee may hear the Dean of the Faculty but that Dean may only be present at those stages at which the student is permitted to be present. Similarly, the Dean is entitled to be present when the Committee or sub-committee hears the student.
- (8) If, due notice having been given, a student fails to attend a meeting of the Appeals Committee or sub-committee scheduled to consider that student's appeal, the Committee or sub-committee, at its discretion, may defer consideration of the appeal or may proceed to determine the appeal.
- (9) A student who has been excluded in accordance with these resolutions and has lodged a timely appeal against that exclusion may re-enrol pending determination of that appeal if it has not been determined by the commencement of classes in the next appropriate semester.
- (10) A second or subsequent appeal to the Senate shall only be heard by leave of the Chancellor or the Deputy Chancellor.

### A. Students in all Faculties and Boards of Studies

8. The Senate authorises any Faculty or Board of Studies to require a student to show good cause why he or she should be allowed to repeat in that Faculty or Board of Studies (a) a year of candidature in which he or she has failed or discontinued more than once, or (b) any unit of study in which he or she has failed or discontinued more than once, whether that unit of study was failed or discontinued when he or she was enrolled for a course supervised by the Faculty or Board of Studies, or by another Faculty or Board of Studies.
9. The Senate authorises the several Faculties or Boards of Studies to require a student who, because of failure or discontinuation has been excluded from a Faculty or unit of study, either in the University of Sydney or in another tertiary institution, but who has subsequently been admitted or readmitted to the University of Sydney to show good cause why he or she should be allowed to repeat either (a) the first year of attendance in which after such admission or readmission he or she fails or discontinues, or (b) any unit of study in which in the first year after admission or readmission he or she fails or discontinues.

## D. Faculty of Arts

12. (1) The Senate authorises the Faculty of Arts to require a student to show good cause why he or she should be allowed to re-enrol in the Faculty of Arts if, in the opinion of the Faculty, he or she has not made satisfactory progress towards fulfilling the requirements for the course.
- (2) Satisfactory progress cannot be defined in all cases in advance but a student who:
  - (a) has not passed at least three units of study during the first two years of enrolment in the Faculty;
  - (b) has failed or discontinued enrolment in more than one unit of study twice;
  - (c) has failed to pass any units of study in any two consecutive years of enrolment in the Faculty; or
  - (d) having been admitted subsequent to having completed one or more years of enrolment in another faculty or board of studies or at another tertiary institution, but having a record of failure in that faculty or board of studies or institution, then fails to pass at least one unit of study in the first year of enrolment in the faculty; shall be deemed not to have made satisfactory progress.
- (3) For the purposes of these resolutions, where students 'Discontinue with Permission', 'Discontinue' or 'Fail' their total enrolment for an academic year, that year is to be regarded as a year of enrolment unless the Faculty determines otherwise in any particular case.
- (4) In cases where the Faculty permits a student whose progress has been deemed unsatisfactory to re-enrol, the Faculty may require the completion of specified units of study in a specified time, and if the student does not comply with these conditions the student may again be called upon to show good cause why he or she should be allowed to re-enrol in the Faculty of Arts.

## N. Board of Studies in Social Work

23. (1) The Senate authorises the Board of Studies in Social Work to require a student to show good cause why he or she should be allowed to re-enrol in the Bachelor of Social Work degree course if, in the opinion of the Board of Studies, he or she has not made satisfactory progress towards fulfilling the requirements for the course.
- (2) Satisfactory progress cannot be defined in all cases in advance but a student who (i) has not passed at least three units of study during the first two years of enrolment (not necessarily consecutive calendar years), or (if) has failed or discontinued enrolment in more than one unit of study twice, shall be deemed not to have made satisfactory progress.
- (3) In cases where the Board of Studies permits the re-enrolment of a student whose progress has been deemed unsatisfactory, the Board of Studies may require the completion of specified units of study in a specified time, and if the student does not comply with these conditions the student may again be called upon to show good cause why he or she should be allowed to re-enrol in the Bachelor of Social Work degree course.

## BSW and BA/BSW

### Resolutions of the Senate

#### Bachelor of Social Work

1. The definitions for completing a unit of study including the associated field education, the examination requirements and the requirements for those repeating a unit of study are set out in Chapter 10 of the by-laws.
2. There are two methods of admission to candidature:
  - (a) admission to the first year; and
  - (b) admission to the second or subsequent years.

3. Before admission to candidature for the degree in accordance with section 2(b), an applicant must have—
  - (a) qualified for admission; and
  - (b) completed, except as provided in section 13 below, first year units of study totalling 48 credit points prescribed for the award of the Bachelor of Arts and taken in accordance with the resolutions for that course.
4. (1) The award shall be made in two grades, namely at Pass degree and Honours level.
  - (2) (a) There shall be two classes of Honours, namely, Class I and Class II.
  - (b) Within Class II there shall be two divisions, namely, Division 1 and Division 2.

#### Pass award

5. Except as provided in sections 2, 13 and 14 below a candidate for the course shall complete the following units of study:
  - (1) In the first year—
    - (a) Sociology 101 and 102; and
    - (b) 36 junior credit points prescribed for the award of the Bachelor of Arts and taken in accordance with the resolutions for that course.
  - (2) In the second year—
    - (a) Psychology 201 and 202 or Psychology for Social Work 201 and 202;
    - (b) Senior level Sociology units of study totalling 16 credit points; and
    - (c) Senior level units of study totalling 16 credit points prescribed for the award of the Bachelor of Arts and taken in accordance with the resolutions for that course.
  - (3) In the third year—
    - (a) Preparation Seminar 301 (6 credit points);
    - (b) IBL Unit 1 (6 credit points);
    - (c) IBL Unit 2 (6 credit points);
    - (d) Skills Workshop 301 (6 credit points); and
    - (e) Field Education 302 which includes field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).
  - (4) In the fourth year—
    - (a) IBL Unit 3 (9 credit points);
    - (b) Field Education 401 which includes field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points);
    - (c) IBL Unit 4 (9 credit points); and
    - (d) Integrative Studies (6 credit points).
6. Except where credit has been granted in accordance with these resolutions, a candidate for the course shall complete 192 credit points in the following manner:
  - (1) In the first year—48 credit points comprising:
    - (a) Sociology 101 and 102; and
    - (b) 36 junior credit points from the Table of Units of Study for the Bachelor of Arts course.
  - (2) In the second year—48 credit points comprising:
    - (a) Senior level Sociology units of study (16 credit points); and
    - (b) Psychology 201 and 202 (16 credit points); or
    - (c) Psychology for Social Work 201 and 202 (16 credit points); and
    - (d) 16 senior credit points from the Table of Units of Study for the Bachelor of Arts course.

- (3) In the third year—48 credit points comprising:
- Preparation Seminar 301 (6 credit points);
  - IBL Unit 1 (6 credit points);
  - IBL Unit 2 (6 credit points);
  - Skills Workshop 301 (6 credit points); and
  - Field Education 302 consisting of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).
- (4) In the fourth year—48 credit points comprising:
- IBL Unit 3 (9 credit points);
  - Field Education 401 consisting of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points);
  - IBL Unit 4 (9 credit points); and
  - Integrative Studies 402 (6 credit points).
7. A candidate shall proceed according to the following progression rules:
- Except with the permission of the Board of Studies in Social Work, a candidate shall not commence the third year without having obtained 96 credit points as prescribed in resolutions 5(1) and 5(2).
  - A candidate shall not attempt Field Education 302 without having obtained 120 credit points and having been approved as being ready to undertake field education.
  - A candidate shall not attempt the fourth year without having obtained 144 credit points.
  - A candidate shall not attempt Field Education 401 without having obtained 153 credit points.
  - A candidate shall not attempt IBL Unit 4 without having obtained 177 credit points.
  - A candidate shall not attempt Integrative Studies 402 without having obtained 186 credit points.

### Field Education

- The Department of Social Work, Social Policy and Sociology shall be responsible for the selection of field education placements, the approval of students to undertake field education and, in consultation with practitioners who act as field education supervisors, for the evaluation of the candidate's performance in the field.
- The Department of Social Work, Social Policy and Sociology may withdraw a candidate who has commenced a field education placement if changes to examination results or other evidence alter the candidate's status with respect to the prerequisites for that placement.
- The Board of Studies, acting on the advice of the Head of the Department of Social Work, Social Policy and Sociology, may, in special circumstances, authorise the Department not to place a candidate in a field education placement or to refuse permission for a candidate to undertake or continue field education.

### Honours award

- If a candidate graduates with First Class Honours and the Board of Studies is of the opinion that the candidate's work is of sufficient merit, that candidate shall receive a bronze medal.

### Combined Arts/Social Work award

- A candidate qualifies for the combined award of Bachelor of Arts and Bachelor of Social Work by completing 240 credit points including:
  - at least 28 credit points of Sociology; and
  - either 28 credit points of Psychology or Psychology for Social Work; and
  - at least 64 further Senior credit points from the Table of Units of Study for the Bachelor of Arts course, including a major; and
  - the third and fourth years of the Bachelor of Social Work degree course set out in resolutions 5(3) and 5(4).

### Time limits

- Except with the permission of the Board of Studies in Social Work, a candidate proceeding under these resolutions shall complete the requirements for the course or courses concerned in not more than twice the minimum time for completion at the time of commencement

### Suspension of candidature

- Unless suspension of candidature has been approved by the Board of Studies in Social Work, a candidate is required to enrol each calendar year;
  - Except in special circumstances, the Board of Studies shall not approve a suspension of candidature for more than one year;
  - Except where the Board of Studies in Social Work determines otherwise in any particular case, a candidate who re-enrols after a suspension of candidature shall proceed under the resolutions in force at the time of re-enrolment.

### Lapse of candidature

- Unless the Board of Studies in Social Work determines otherwise in any particular case, candidature will lapse if a candidate has:
  - not completed the requirements of the course within the time limits prescribed by resolution 12; or
  - not re-enrolled for the course in accordance with resolution 13.
- A candidate whose candidature has lapsed shall not re-enrol as a candidate for the course unless again selected for admission.

### Credit for units of study completed external to candidature

- A candidate who has completed work or a unit or units of study towards a degree course or diploma at this or another university or at an appropriate institution, may be granted credit towards the course for up to 84 credit points as prescribed by resolutions 5(1) and 5(2).
  - A candidate will not be granted credit for field education or work experience.
  - A citizen or permanent resident of Australia who holds a social work qualification obtained in a country other than Australia and which has been assessed by the National Office of Overseas Skills Recognition or the Australian Association of Social Workers as being equivalent to three years of full-time tertiary level social work study in Australia, may be admitted to the fourth year.

# Resolutions of the Board of Studies in Social Work

## Bachelor of Social Work

1. Honours shall be awarded in the following manner:

(a) For students completing their course in 1997 and subsequent years, the units of study in the third and fourth years shall be weighted as follows:

(i) The units of study in the third year shall be weighted

Preparation Seminar 301	1
IBL Unit 1	1
IBL Unit 2	2
Skills Workshop 301	2

(ii) Fourth year

IBL Unit 3	3
IBL Unit 4	4
Integrative Studies 402	5

(b) A weighted average mark shall be calculated. Grades of honours will be awarded for the following weighted average marks:

Marks	Class of honours
85-100	1
80-84	2/1
75-79	2/2

2. In awarding honours at graduation, the Board of Studies will take into account the performance of students generally, including the length of time taken to complete the degree course and performance in field education.

### 3. Procedures for the implementation of Senate Resolution 10

#### Preamble

The Department of Social Work, Social Policy and Sociology has a duty to the social work profession and to prospective clients and employers to make reasonable efforts to ensure that its graduates are not only academically prepared, but are also emotionally and ethically prepared for the demands of professional practice. Therefore, students who exhibit signs of inappropriate behaviour that may be serious enough to jeopardise their educational program and/or cause serious questions of professional aptitude or who engage in unethical behaviour, including behaviour proscribed by the Australian Association of Social Workers' Code of Ethics will be evaluated to determine if they should continue in their program of study, and, if so, what additional steps should be taken to ensure that they are prepared for professional practice.

The formal authority for this procedure is contained in Senate Resolution 10 which is as follows:

The Board of Studies, acting on the advice of the Head of Department of Social Work, Social Policy and Sociology, may, in special circumstances, authorise the Department not to place a candidate in a field education assignment or refuse permission for a candidate to undertake or continue field education.

## Resolutions

1. These procedures shall be implemented when a student:

(i) while undertaking a field education placement, is excluded by either the University or agency staff from that placement, which exclusion is, as soon as possible thereafter, the subject of written report;

(ii) while undertaking a field education placement, is the subject of an adverse report in writing from either University or agency staff. This report refers not to unsatisfactory progress resulting in a failure in the placement, but rather to specific incidents or behaviour which, in the opinion of the reporting staff, cast doubt on the student's capacity to perform appropriately as a beginning practitioner in social work. Such a report may be in addition to a failure in the placement; or

(iii) is considered by University staff in a written report to be unsuitable to undertake field education.

2. The student who is subject to the exclusion or reports set out in paragraph 1 may elect to have the matter dealt with by the Head of Department or by the Special Cases Sub-committee on Practice.

3. The Head of Department or the sub-committee shall:

(i) provide the student with the relevant written reports;

(ii) invite the student to present their cases; and

(iii) review the reports and related evidence in the light of any submission made by the student.

4. The student may present a case orally or in writing, or both, and may be accompanied to any meeting with the Head of Department or sub-committee by a person of the student's choice.

The Head of Department or the sub-committee shall arrange for the presence of a person to keep a record of the meeting. The record of the meeting and the decision taken shall be communicated to the student in writing.

5. The Head of Department or the sub-committee may:

(i) allow the student to continue in field education;

(ii) warn the student that the continuation of the behaviour could result in exclusion from further field education placements and allow the student to continue in field education;

(iii) recommend to the Chair of the Board of Studies that the student not be placed or continued in field education until specified conditions have been met; or

(iv) recommend to the Chair of the Board of Studies that the student not be placed or continued in field education.

6. The Chair of the Board of Studies is authorised to exercise the powers of the Board and decide upon recommendations made under paragraphs 5(iii) and 5(iv).

7. In the event of a further exclusion or adverse report, the Head of Department or the sub-committee may take note of the decisions taken in relation to the previous occasion.

8. A decision under paragraph 5(iii) constitutes a failure in the field education placement concerned.

9. A decision under paragraph 5(iv) constitutes exclusion from the BSW degree program.

10. Nothing in these procedures interferes with the appeal rights conferred on a student by Senate.

# 6. Units of Study Descriptions

## Structure of the BSW course

The course involves four years full-time study. A full-time candidate would normally proceed as outlined below:

### First Year

48 credit points comprising:

- (a) Sociology 101 and Sociology 102 (12 credit points);
- (b) 36 credit points from the Table of Courses for the Bachelor of Arts course taken in accordance with the resolutions for that course.

Credit may be given for units of study taken at other institutions.

### Second Year

48 credit points comprising:

- (a) Sociological Theory (4 credit points), Social Inquiry: Research Methods (4 credit points) and 2 other units of study (totalling 8 credit points); or
- (b) Sociology for Social Work 201 and Sociology for Social Work 202 (16 credit points); and
- (c) Psychology 201 and Psychology 202 (16 credit points); or
- (d) Psychology for Social Work 201 and Psychology for Social Work 202 (16 credit points); and
- (e) 16 credit points from the Table of Courses for the Bachelor of Arts course taken in accordance with the resolutions for that course.

Credit may be given for units of study taken at other institutions.

### Third Year

48 credit points comprising:

- (a) Preparation Seminar 301 (6 credit points); and
- (b) BL Unit 1 (6 credit points); and
- (c) IBL Unit 2 (6 credit points); and
- (d) Skills Workshop 301 (6 credit points); and
- (e) Field Education 302 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).

### Fourth Year

48 credit points comprising:

- (a) IBL Unit 3 (9 credit points); and
- (b) Field Education 401 which include field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
- (c) IBL unit 4 (9 credit points); and
- (d) Integrative Studies 402 (6 credit points).

### Honours

Honours are awarded on the basis of achievement in the third and fourth years.

## Structure of the combined course for the BA/BSW degrees

Candidates first complete the requirements for the award of the BA course in accordance with the resolutions for that course. Within their BA program they include Sociology 101 and 102, Sociology 201 and Sociology 202 and Psychology for Social Work 201 and 202 or Psychology 201 and 202.

Having completed the BA, they then proceed to the third and fourth years of the BSW course.

A possible plan of units of study for the combined course is as follows:

### First Year

48 units comprising:

- (a) Sociology 101 and Sociology 102 (12 credit points); and
- (b) 36 junior credit points from the Table of Courses for the Bachelor of Arts course taken in accordance with the resolutions for that course. They may include Psychology 101 and 102.

### Second Year

48 credit points comprising:

- (a) Sociological Theory (4 credit points), Social Inquiry: Research Methods (4 credit points) and 2 other units of study (totalling 8 credit points); or
- (b) Sociology for Social Work 201 and Sociology for Social Work 202 (16 credit points); and
- (c) Psychology 201 and Psychology 202 (16 credit points); or
- (d) Psychology for Social Work 201 and Psychology for Social Work 202 (16 credit points); and
- (e) 16 credit points from the Table of Courses for the Bachelor of Arts course taken in accordance with the resolutions for that course.

### Third Year

48 credit points prescribed for the Bachelor of Arts course and taken in accordance with the resolutions for that course.

### Fourth Year

48 credit points comprising:

- (a) Preparation Seminar 301 (6 credit points); and
- (b) IBL Unit 1 (6 credit points); and
- (c) IBL Unit 2 (6 credit points); and
- (d) Skills Workshop 301 (6 credit points); and
- (e) Field Education 302 which includes field education of not fewer than 60 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points).

### Fifth Year

48 credit points comprising:

- (a) IBL Unit 3 (9 credit points); and
- (b) Field Education 401 which include field education of not fewer than 80 days and such attendance at classes as may be prescribed by the Board of Studies in Social Work (24 credit points); and
- (c) IBL unit 4 (9 credit points); and
- (d) Integrative Studies 402 (6 credit points).

## Honours

It is possible to complete an honours BA course and/or an honours BSW course within the combined course program. For the BA honours course an additional honours year is completed after the third year of the combined course program, before enrolling in the fourth year (which is the equivalent of the third year in the BSW degree course). Students proceeding full-time would normally complete an honours BA course and a BSW course (pass or honours) in six years of enrolment. For information about the honours BA course, the Faculty of Arts Handbook should be consulted and discussed with the Secretary to the Board of Studies.

## First Year Program

*May not be counted with/Additional Information:* Students are required to enrol in Sociology 101, Sociology 102 and 36 junior credit points from the Table of Units of Study for the Bachelor of Arts course.

## Second Year Program

*May not be counted with/Additional Information:* Students are required to enrol in -

- \* 16 credit points of Senior Sociology units as listed in the Table of Units of Study for the Bachelor of Arts course.
- \* 16 credit points comprising Psychology 201 and 202 (if qualified) or Psychology for Social Work 201 and 202.
- \* 16 Senior credit points from the Table of Units of Study for the Bachelor of Arts course.

### SCWK 2001 Psychology for Social Work 201

**8 credit points**

*Teacher/Coordinator:* Ms O'Hara

*May not be counted with/Additional Information:* Psychology 201 and 202

*When Offered:* March

*Classes:* (3 lectures + 1 tutorial)/week

*Assessment:* One 3000 word tutorial diary/essay, one 3-hour exam

This unit of study focuses on theories of psychology which have most relevance to the practice of social work. Areas covered will be :

(1) Research in Psychology, providing a basic, general introduction to the scope and nature of research in Psychology; (ii) Counselling Psychology, critically examining the theoretical foundations of counselling processes; (iii) Developmental Psychology, indicating the main patterns of development and (iv) Personality, identifying the major forces in personality theory.

*Practical Work:*

none

*Textbooks:*

Consult department notice board

### SCWK 2002 Psychology for Social Work 202

**8 credit points**

*Teacher/Coordinator:* Ms O'Hara

*Prerequisite:* SCWK 2001

*May not be counted with/Additional Information:* Psychology 201 and 202

*When Offered:* July

*Classes:* (3 lectures + 1 tutorial)/week

*Assessment:* One 3000 word tutorial diary/essay, one 3-hour exam

This unit of study focuses on areas of psychology which have most relevance to the practice of social work. It draws on theories regarding social, emotional and intellectual development to provide an understanding of the way such development can be associated with problems in everyday living and mental health.

*Practical Work:*

none

*Textbooks:*

Consult department notice board

## Third Year Program

The core program consists of issue based learning units. These are based on principles of adult learning, of interdisciplinary integration and of enquiry and action. The units are supported by lectures and skills workshops. The program includes a preparation seminar of three weeks duration. Assessment, directed to meeting the learning objectives of the overall and separate components of the program, includes evaluation of both the process and outcomes of learning. Strategies are diverse and continuous. They reflect the forms demanded in professional work, e.g. submissions, assessment reports, briefing papers, oral reports, as well as standard testing of knowledge and skills by essay and exam.

### SCWK 3001 Preparation Seminar

**6 credit points**

*When Offered:* March

*Classes:* 3 full weeks (weeks 1, 7, 13)

This unit is designed to introduce students to social work and social policy and to prepare them for Field Education 302.

### SCWK 3002 IBL Unit 1

**6 credit points**

*When Offered:* March

*Classes:* 12 hours/week (seminars and lectures)

This is the first of a sequence of four content-based units. Each unit is of five weeks duration in which learning is sequenced to achieve greater depth, range and independence. The specific units offered will vary from time to time, including Ageing; Caring and Citizenship; Families, Children and Young People; Illness, Inequality and Intervention; Interpersonal Violence; Social Development and Urban Futures.

### SCWK 3003 IBL Unit 2

**6 credit points**

*When Offered:* July

*Classes:* 12 hours/week (seminars and lectures)

This is the second of a sequence of four content-based units. Each unit is of five weeks duration in which learning is sequenced to achieve greater depth, range and independence. The specific units offered will vary from time to time, including Ageing; Caring and Citizenship; Families, Children and Young People; Illness, Inequality and Intervention; Interpersonal Violence; Social Development and Urban Futures.

## **SCWK 3004 Skills Workshop**

**6 credit points**

*When Offered: March*

*Classes: 3 hours/week (workshop)*

This unit of study aims to develop the capability of students to practise generic skills in practice and policy such as assessment, advocacy, negotiation, evaluation. These skills form an essential support for the learning in IBL Units.

## **SCWK 3005 Field Education 302**

**24 credit points**

*When Offered: My*

*Classes: 2 hours/week classes*

This unit is a field education practicum of 60 days.

# **Fourth Year Program**

## **SCWK 4001 IBL Unit 3**

**9 credit points**

*When Offered: March*

*Classes: 12 hours/week (seminars and lectures)*

This unit is the third of a sequence of four context-based units. It is of five weeks duration and is intended to develop further students' capabilities in the transfer of knowledge and independent work. It builds on the knowledge and skills gained in Field Education 302 and includes preparation for Field Education 401.

## **SCWK 4002 Field Education 401**

**24 credit points**

*When Offered: March*

*Classes: 1 hour/week*

This unit is a field education practicum of 80 days.

## **SCWK 4003 IBL Unit 4**

**9 credit points**

*When Offered: My*

*Classes: 12 hours/week (seminars and lectures)*

This unit is the fourth of a sequence of four context-based units. It is of five weeks duration and is intended to develop further students' capabilities in the transfer of knowledge and independent work. It builds on the knowledge and includes skills gained in Field Education 302 and includes preparation for Field Education 401.

## **SCWK 4004 Integrative Studies**

**6 credit points**

*When Offered: My*

*Classes: 12 hours/week (seminars and lectures)*

This is the final learning unit of the Bachelor of Social Work program. It is of four weeks duration. Its aim is to consolidate the knowledge and skills gained over the four years of the program.

## Table of Units of Study

Alpha & Num. codes	Unit of Study Name	Credit Point Value	Assumed Knowledge (AK) Prerequisites (P) Corequisites (C)	Additional Information / May not be counted with	When Offered (Semester)
<b>First Year Program</b>					
				Students are required to enrol in Sociology 101, Sociology 102 and 36 junior credit points from the Table of Units of Study for the Bachelor of Arts course.	
<b>Second Year Program</b>					
				Students are required to enrol in - * 16 credit points of Senior Sociology units as listed in the Table of Units of Study for the Bachelor of Arts course. * 16 credit points comprising Psychology 201 and 202 (if qualified) or Psychology for Social Work 201 and 202. * 16 Senior credit points from the Table of Units of Study for the Bachelor of Arts course.	
SCWK 2001	Psychology for Social Work 201	8		Psychology 201 and 202	March
SCWK 2002	Psychology for Social Work 202	8	P: SCWK 2001	Psychology 201 and 202	July
<b>Third Year Program</b>					
SCWK 3001	Preparation Seminar	6			March
SCWK 3002	IBL Unit 1	6			March
SCWK 3003	IBL Unit 2	6			July
SCWK 3004	Skills Workshop	6			March
SCWK 3005	Field Education 302	24			July
<b>Fourth Year Program</b>					
SCWK 4001	IBL Unit 3	9			March
SCWK 4002	Field Education 401	24			March
SCWK 4003	IBL Unit 4	9			July
SCWK 4004	Integrative Studies	6			July

# 7. Other Information relevant to the Department

## Class timetables

Owing to the variety of locations and optional classes available, students are asked to consult the department for a timetable at the beginning of the year.

## Field Education

Students begin their field education in the third year. Responsibility for their supervision rests with qualified field teachers in social welfare agencies who, as well as supervising students, have practice responsibilities. Some students are placed in agencies having a major commitment to social welfare education. Field teachers in these agencies devote much of their time to student supervision.

There are two placements. The first is in the third year, the next being in the fourth year. Details of timing are given in the field education placement timetable below. Further information is in the *Field Education Handbook* available from the department.

## Placement timetable 1998

Placement	First (3rd year)	Second (4th year)
Duration of placement	60 days: commencing 20 July, ending on completion of 60 days	80 days: commencing 13 April, ending on completion of 80 days
Placement days	A four-day week (Tuesday-Friday)	Full-time block
Mid Placement evaluation due	14 September	12 June
End of Placement	30 October	31 July
End of Placement evaluation due	3 November	7 August

## Social work practice/field education objectives

- To develop an understanding of the social, economic and political context of social work, and a critical analysis of the place of social work in society.
- To familiarise students with the claims of competing theories about the personal and social condition and the arising tensions which are inherent in all social work intervention.
- To promote competence to act in managing this tension through the acquisition of social work skills and methods, including research.
- To develop by the end of the course a coherent practice which enables student practitioners to help individuals and to promote social change.
- To emphasise an adult education philosophy which develops a partnership in learning between student, field education teachers located in agencies, and staff of the Department of Social Work, Social Policy and Sociology.

## Consultation within the department

1. Student members are elected to the Board of Studies in Social Work.
2. Each year of the Bachelor of Social Work course is entitled to one representative on the Departmental Board.
3. Each subject establishes a Course Consultative Committee to meet with academic staff.

## Financial help

Information about financial assistance is available from the department. The booklet *Ways to Finance Your Studies* lists all the University's loans and bursaries and is available from the Financial Assistance Office. The Financial Assistance Office is open Monday to Thursday from 9.30 am to 2.30 pm.

## Assistance, Cadetships and Prizes

### Tertiary allowance

*BSW*—A candidate for the four-year Bachelor of Social Work degree course is normally able to apply for AUSTUDY for the four years of the course.

*BA/BSW*—A candidate for the five-year combined course leading to the award of the BA/BSW is normally eligible to apply for AUSTUDY for the five years of the course.

For further information contact the State Office of the Commonwealth Department of Employment, Education and Training, Sydney Plaza Building, 59 Goulburn Street, Sydney; tel. 9218 8800.

### Prizes

#### *The Social Work Pioneers Prize*

Established November 1991, the prize amalgamates the following: 'The Frances Mary Gillespie Prize' established in 1964; 'The Laura Bogue Luffman Memorial Prize' established in 1955 and the 'The Board of Social Study and Training Scholarship' established in 1941.

The prize is awarded annually on the recommendation of the Head of the Department of Social Work, Social Policy and Sociology to the most proficient student in the third year, providing that the student's performance is of sufficient merit. The recommendation for an award shall take into account the student's level of performance in the third year including Field Education I. Value \$300.

#### *Scholarships and prizes for Arts courses*

In addition, you should refer to the scholarships and prizes awarded in respect of those courses offered in the Faculty of Arts. For details see the *Faculty of Arts Undergraduate Handbook* or contact the Scholarships Office.

## Support for research

### *Dr Helen Marchant Memorial Scholarship*

The scholarship was established in 1988 following donations received from the family, friends and colleagues of Dr Helen Marchant, a distinguished teacher and researcher in the Department of Social Work, Social Policy and Sociology.

The scholarship is to support research in some areas to which Dr Marchant was particularly devoted, such as: social work and social change, gender and social welfare, women, work and technology, immigration, social welfare and social work.

Applications for the scholarship are to be submitted by 1 September of each year in which awards are offered.

Applications for the scholarship must include statements about the purpose for which support is sought; an outline of the research as a whole; detailed budget, including details of current or proposed sources of funding; and the intended outcome of the research.

### *Katharine Ogilvie Memorial Award*

The award was established in 1988 following donations received from a group of retired social workers to honour pioneer social worker Katharine Ogilvie, and to support postgraduate research in social work.

The award is open to enrolled postgraduate research students within the Department of Social Work, Social Policy and Sociology, who are eligible for membership of the Australian Association of Social Workers.

The committee making the award takes into account the academic merit of each applicant and the appropriateness and quality of the research project.

The level of an award is determined by the committee, taking into account the availability of the funds and the level of financial support necessary for conclusion of the project.

## Associations

### **Sydney University Social Work Students' Association (SUSWSA)**

All students enrolled in social work automatically become members of the Students' Association. The Association meets at regular intervals throughout the year in the Dungeon (student/staff common room in the Mills Building). SUSWSA liaises with staff of the Department of Social Work, Social Policy and Sociology, both formally and informally, on all issues which concern students. These issues include curriculum changes and course content, structural issues to do with the course, and welfare rights issues. SUSWSA is concerned about welfare issues in the community and guest speakers are invited periodically to talk on a variety of topics to interested students. SUSWSA provides funding for students who wish to attend conferences and information on other funding and welfare services available on campus.

The Students' Association also provides social functions such as parties, public meetings and end-of-year functions. In essence, SUSWSA is a social, informative and support mechanism with which all social work students should feel free to associate.

The Department of Social Work, Social Policy and Sociology is committed to consultations with students on all course issues which affect them and there are various mechanisms in the department which meet these needs. Social work students are represented on course consultative committees, the Board of Studies in Social Work, and departmental meetings. SUSWSA provides support and coordination for student representatives on these consultative bodies.

SUSWSA encourages all social work students to take part in its activities. To contact the Association, leave a note in the SUSWSA pigeon hole — the General Office (Room 119 A) of the Department of Social Work, Social Policy and Sociology, R.C. Mills Building.

## Australian Association of Social Workers

The Australian Association of Social Workers is the social workers' professional organisation in Australia. Membership is determined on the basis of qualifications received from the universities and other tertiary institutions in Australia that offer social work courses. Associate membership is offered to students of social work.

The AASW is now a registered company (in the A.C.T.) called 'AASW Ltd.' The Federal Council is the governing body of the AASW and meets biennially at the National Conference. It consists of the federal office bearers plus branch delegates. Delegates are elected for every 100 branch members, provided each branch has a minimum of two delegates.

The Association publishes a quarterly journal, *Australian Social Work*, which all members receive. It holds the National Conference of Social Work every two years in a different state capital city, the proceedings of which are published. Professional indemnity insurance covers all members. The Federal Office also provides a code of ethics. It reviews state, national and international standards of social work education, training and practice. It provides opportunities for national and international networking.

There are national standing committees which address issues affecting social work practice such as registration, social policy and international relations.

The N.S.W. Branch is administered by a Committee of Management elected annually at the AGM. There is close liaison with the unions, Public Service Association and Public Officers Association which concern social workers in state, commonwealth and voluntary agencies. It publishes a bi-monthly newsletter, and conducts seminars, one-day conferences and workshops both in the metropolitan and country areas.

The N.S.W. Branch of the Australian Association of Social Workers has at its disposal the Elvira M. Lyons Students' Loan Fund. Applications for assistance should be made to the Head of the Department.

### *AASW addresses*

Federal Office: P.O. Box 4956, Kingston, A.C.T. 2604.

Telephone: +61 6 273 0199

N.S.W. Branch: Room 5,66 Albion Street, Surry Hills, 2010.

Telephone: +61 2 9212 2696

## Staff Members and their Interests

### **Lisa Bourke**

Studied in the United States with an emphasis on rural, community and natural resource sociology and pursued these interests in Northern Queensland in 1996. Is a new member of the Department and co-ordinates first year sociology and teaches courses in research methods and rural sociology. Current focus is community and research interests addressing rural disadvantage in Australia, placing particular attention on socioeconomic change, natural resource dependence and youth issues.

### **Christine Crowe**

Previously taught in the School of Sociology and the School of Health Services Management at the University of New South Wales. Currently completing a PhD in sociology at U.N.S.W. Research topic focuses on the sociology of medical/scientific knowledge, particularly regarding reproductive and genetic engineering.

Academic interests: sociology of science and technology, feminist theory, health and illness, women's studies, bioethics, sociology of knowledge.

### **Annette Falahey**

Currently enrolled in a PhD in sociology at the U.N.S.W., research topic is the sociology of music. Previous teaching experience in the School of Sociology and Social Science and Policy and the Centre for General and Liberal Studies at the U.N.S.W. Previously taught social theory and cultural studies at the University of Technology, Sydney and Sociology Summer School program, University of Wollongong. Currently teaching sociology at Sydney University.

Academic interests: cultural and media studies, particularly music production and its impact; sociological theories concerning the body and those surrounding modernity and post-modernity debates.

### **Janet George**

Member of the department since 1978, with background of teaching, research and practice in pharmacy, sociology and health promotion. Fellow of the Research Institute for Asia and the Pacific and board member of the regional and international organisations for social work education. She has spent several years in research and teaching in Hong Kong.

Academic interests: social policy, especially related to the areas of health, women and ageing; comparative social policy; social development and social work education.

### **Sue Goodwin**

Currently completing a PhD on women and policy-making. Taught social policy at the University of Queensland in 1994-95. Has worked as a researcher on a range of social policy projects and as a policy officer in women's policy units. Previously worked at Macquarie Legal Centre and at Blacktown Women's Health Centre.

Academic interests: social policy, particularly in the areas of women's policy, health policy and income support; sociology of welfare states; theories of citizenship, democracy and political participation; feminist theory.

### **John Hart**

After working in a number of social work agencies in England, including probation, psychiatric and medical social work, local authorities, social services, he was student counsellor at the University of Edinburgh and then held a joint appointment involving practice and teaching at the University of Sheffield. Prior to arriving in Australia he was for seven years principal lecturer in social work, Sheffield Polytechnic. In 1994 and 1995 he was visiting Professor, Faculty of Social Administration, Thammasat University, Bangkok, Thailand.

Academic interests: social work with individuals; social work and mental health; the production of research evidence in the late modern period; HIV/AIDS in Australia and Southeast Asia; the constitution of sexuality in Western and non-Western cultures.

### **Michael Horsburgh**

A member of the department since 1972. Currently Australian Editorial Consultant for the *Journal of Social Policy and Administration*, a member of the Social Security Appeals Tribunal and Secretary of the Social Responsibilities Commission of the Anglican Church.

Academic interests: social policy generally, history of social welfare in Australia, religion and social welfare.

### **Jude Irwin**

Has worked as a social worker in the Department of Immigration and Ethnic Affairs in Sydney and Wollongong. Worked at Leichhardt Council as a community worker and Barnardo's Australia involved in group work with women who have experienced domestic violence. Since moving into academia has been involved in community based organisations such as the Immigration Advice and Rights Centre and International Social Sciences. Currently co-director of the Australian Centre for Lesbian and Gay Research.

Academic interests: violence against women and children; anti-discriminatory social work practice; feminism and social work practice; welfare practice.

### **Mary Lane**

Background includes many years in frontline community work in outer western Sydney, and serves on National Women's Advisory Council and Family Law Council of Australia. Founder member of Centre for Peace and Conflict Studies at Sydney University. Research being done with the Social Development Group in the Department.

Academic interests: community work, peace, environment and women's movements; interrelationship of theory/practice and of field/coursework.

### **Jan Larbaletstier**

Member of the department since 1989. Research background in Indigenous/non-indigenous relations and feminism and difference

Academic interests: colonial discourses, theories of representation and difference, feminist theories, social inequality, law and social justice.

### **Glenn Lee**

Background includes community development and management positions for various government and community agencies. Previously local government community worker and Director of Fairfield Community Resource Centre. Currently combines a half time position in the Department and running a small consultancy firm providing strategic planning, education and evaluation services.

Academic interests: community development, needs based and strategic planning, organisational analysis, evaluation, urban planning and the impact of the green movement on social policy and social work.

### **Denise Lynch**

Educated at UNSW, with a Masters in Criminology (Syd). Background includes working in child protection in front line work, middle and senior management. Research has been undertaken in domestic violence and child protection. Has been involved with evaluating and training in many welfare agencies.

Academic interests: child protection, groups and group work, law and criminality.

### **Lindsey Napier**

Has worked as a social work practitioner and educator in government and non government, health and welfare sectors at direct service, policy and planning levels. Book review editor for Australian Journal of Social Work. Working with Social Work Area Health Board, Southern District Community Health Services on an innovative intervention in health and illness.

Academic interests: the broad sweep of social work theory and practice; women, health and reproduction; health policy, health service social work.

## **Agi OHara**

A registered psychologist, previously taught in undergraduate and postgraduate courses in the Department of Psychology at the University of Sydney. Currently completing a PhD in psychology, researching the impact of individual therapist differences in training, knowledge and beliefs on the recovery of childhood memories of abuse in therapy. Involved in the teaching of Psychology for Social Work and Skills Workshops.

Academic interests: suicide prevention, domestic violence, groupwork and counselling.

## **Alec Pemberton**

Previously taught, studied and researched at the Queensland Institute of Technology, the University of Queensland, Trinity College, Oxford, Duke University (U.S.A.), and the N.S.W Institute of Psychiatry.

Academic interests: the sociology of the professions (especially the welfare or helping professions), and mental illness; the empirical study of modern social problems (poverty, unemployment, crime, homelessness, chronic mental illness); Christianity and social welfare, especially the application of the gospel parables embodying love and justice to modern social policy issues.

## **Stuart Rees**

Previously a probation officer in England and in Canada and a community worker in the United States and Scotland. Has taught at universities in Britain, the USA, Canada and India. Currently Director of the Centre for Peace and Conflict Studies, a Fellow of the University Senate and a member of the NSW Committee for Aboriginal Reconciliation.

Personal interests include poetry and camping. Academic priorities: empowerment through attaining humanitarian (social work) goals as alternatives to managerialist practices and to policies of economic rationalism; visions of international citizenship as a platform for negotiations for peace with justice in any context and country.

## **Robert Van Krieken**

Sociologist; research topics have included psychoanalysis ideology, theories of social control and the history of child welfare. Currently examining the history of social discipline and the welfare state from the Middle Ages to the present day.

Academic interests: translating from Dutch and German, sociological theory, sociology of the family and the welfare state, critical theory, psychoanalysis, historical and comparative sociology, organisational theory, sociology of cyberspace.

## **Zita Weber**

Previously a social worker in various health and welfare settings in Sydney.

Academic interests: health policies, migrants health, feminist studies, child welfare, family therapy, the social contexts of depression and the non-medical treatment of depression.

## **Marie Wilkinson**

Has many years' experience as a social worker in the health and child welfare fields, and has previously taught in social work and social welfare courses at the University of Sydney, the University of New South Wales and in the Department of Technical and Further Education.

Academic interests: social policy and childhood, children and the state, children and the law, income support policies, residential services for children and adults; children and homicide.

## 8. General Information

### Admissions Office

Student Centre  
Ground Floor  
F07 - Carlaw  
The University of Sydney  
NSW 2006 Australia

Phone: +61 2 9351 4117  
+61 2 9351 4118  
+61 2 9351 3615 - Special Admissions (including Mature Age)  
Fax: +61 2 9351 4869  
E-mail: [admissions@records.usyd.edu.au](mailto:admissions@records.usyd.edu.au)

This office services prospective local undergraduate students. Applicants without Australian citizenship or permanent residency should contact the International Office. Postgraduate students should contact the appropriate faculty.

#### Assessment

For matters regarding assessment, refer to the relevant Department.

Co-op Bookshop  
Transient Building  
F12 - Transient  
The University of Sydney  
NSW 2006 Australia

Phone: +612 93513705  
+612 93512807  
Fax: +61 2 9660 5256  
E-mail: [sydu@mail.coop-bookshop.com.au](mailto:sydu@mail.coop-bookshop.com.au)  
Website <http://mail.coop-bookshop.com.au/coop.html>

Sells textbooks and general books. Special order services available.

### Enrolment and pre-enrolment

#### Students entering first year

Details of the enrolment procedures will be sent with the UAC Offer of Enrolment. Enrolment takes place at a specific time and date, depending on your surname and the Faculty in which you are enrolling, but is usually within the last two weeks of January. You must attend the University in person or else nominate, in writing, somebody to act on your behalf. On the enrolment day, you pay the compulsory fees for joining the student Union, the Students' Representative Council and sporting bodies. You also choose your first-year units of study, so it's important to consult the Handbook before enrolling.

#### All other students

The Student Information Bulletin is sent to all enrolled students in early to mid-October, and contains instructions on the procedure for pre-enrolment.

### Examinations

#### Examinations and Exclusions Office

Student Centre  
Level 1  
F07 - Carlaw  
The University of Sydney  
NSW 2006 Australia

Phone: +612 93514005  
+612 93514006  
Fax: +612 93517330  
E-mail: [Exams.Office@exams.usyd.edu.au](mailto:Exams.Office@exams.usyd.edu.au)

The Examinations and Exclusions Office looks after exam papers, timetables and exclusions.

#### First-year timetable

A print-out of first-year lecture and tutorial times is available from the Faculty Office.

### Graduations

Ground Floor, Student Centre  
F07 - Carlaw  
The University of Sydney  
NSW 2006 Australia  
Phone: +61 2 9351 4009  
Fax: +61 2 9351 5072  
E-mail: [Naomi@records.usyd.edu.au](mailto:Naomi@records.usyd.edu.au)

### (Grievances) Appeals

Many decisions about academic and non-academic matters are made each year and you may consider that a particular decision affecting your candidature for a degree or other activities at the University may not have taken into account all the relevant matters. In some cases the by-laws or resolutions of the Senate (see Calendar Volume 1) specifically provide for a right of appeal against particular decisions; for example, there is provision for appeal against academic decisions, disciplinary decisions and exclusion after failure.

Normally a matter should be resolved by discussing it with the academic staff member concerned, or with a senior member of staff within the department. However, a situation could arise where you might wish to have a decision reviewed or to draw attention to additional relevant information. In this case you should put your case in writing to the head of department and if you're still not satisfied with the result you should contact your Dean. Only after following these steps can you appeal to the Senate. In the case of examination results the appeal may be made to the department. Parking appeals should be addressed to the Manager, Campus Services. You may wish to seek assistance or advice from the SRC regarding an appeal; if so, contact the

### Education/Research Officer

Level 1  
Wentworth Building  
Phone: +61 2 9660 5222  
*HECS, fees, other charges*  
Phone: +61 2 9351 5659, 9351 2086, 9351 5499 and 9351 5062  
Fax: +612 93515081  
+612 93515350

### Library (Fisher)

F03 - Fisher Library  
The University of Sydney  
NSW 2006 Australia  
Phone: +61 2 9351 2993 — Enquiries - Information Desk  
+61 2 9351 3711 — Library Hours  
+61 2 9351 7273 — Borrowers' Cards  
+61 2 9351 6692 — Holds Enquiries  
+61 2 9351 7277 — Inter-library Loans  
+61 2 9351 2265 — Loans, overdue enquiries  
Fax: +61 2 9351 2890 — Administration  
+61 2 9351 7278 — Renewals  
E-mail: [loanenq@library.usyd.edu.au](mailto:loanenq@library.usyd.edu.au) — Loan and Library enquiries  
[reqill@library.usyd.edu.au](mailto:reqill@library.usyd.edu.au) — Inter-library Loans  
Website <http://www.Ubrary.usyd.edu.au/> — Fisher Library Home Page  
<http://www.library.usyd.edu.au/Services/Libraries/Fisher/index.html>

## Student Centre

Ground Floor  
F07 - Carslaw Building  
The University of Sydney  
NSW 2006 Australia

Phone: +61 2 9351 3023 — General Enquiries  
+61 2 9351 4109 — Academic Records  
+61 2 9351 3023 — Discontinuation of Enrolment  
+61 2 9351 4109 — Handbooks  
+612 93515060 — Prizes  
Fax: +612 93515081  
+612 93515350  
E-mail: [admissions@records.usyd.edu.au](mailto:admissions@records.usyd.edu.au)

## Part-time, full-time

A student is normally considered as full-time if they have a HECS weighting of at least .375 per semester. Anything under this amount is considered a part-time study load. Note that some faculties have minimum study load requirements for satisfactory progress.

## Privacy and Freedom of Information

The NSW Freedom of Information (FOI) Act 1989 provides the public with a legally enforceable right of access to University documents, subject to particular exemptions. In addition, the Act enables individuals to ensure that information held about them is accurate, up-to-date and complete. The University has a number of policies permitting access by individuals to information about themselves without recourse to the Freedom of Information Act.

The University necessarily accumulates a great deal of information on individuals; within the Uni, access to this is restricted to staff who need the information to carry out their duties. As regards external requests for personal information, it is policy that the University will disclose information to a third party if the subject of the information has consented in writing to the disclosure, or if the University has a legal obligation to respond to a request, including a subpoena, and the request is in the appropriate written form. Enquiries should be directed to the:

## Freedom of Information Coordinator and Privacy Officer

c/-Archives A14  
Phone: +612 93514263  
Fax: +612 93517304  
E-mail: [trobinso@mail.usyd.edu.au](mailto:trobinso@mail.usyd.edu.au)  
Website <http://www.usyd.edu.au/su/foi>.

## Student Services

Room 711, Level 7  
A35 - Education Building  
The University of Sydney  
NSW 2006 Australia  
Website <http://www.usyd.edu.au/su/stuserv/> Student Services

## Accommodation Service

Phone: +61293513312  
Fax: +612 93517055  
E-mail: [larthur@mail.usyd.edu.au](mailto:larthur@mail.usyd.edu.au)  
Website <http://www.usyd.edu.au/su/accom/> Student Accommodation

## Casual Employment

Phone: +61 2 9552 2589  
Fax: +612 9552 2589  
E-mail: [mross@mail.usyd.edu.au](mailto:mross@mail.usyd.edu.au)  
Website [http://www.usyd.edu.au/su/cas\\_emp/](http://www.usyd.edu.au/su/cas_emp/) Casual Employment

## Counselling Service

Phone: +61 2 9351 2228  
Fax: +612 93517055  
E-mail: [myoung@mail.usyd.edu.au](mailto:myoung@mail.usyd.edu.au)

## Disability and Welfare Services

Phone: +612 93514554  
Fax: +612 93517055  
E-mail: [estuckin@mail.usyd.edu.au](mailto:estuckin@mail.usyd.edu.au)  
Website <http://www.usyd.edu.au/su/disability/> Disability Services

## Financial Assistance

Phone: +61293512416  
Fax: +612 93517055  
Refer to the University of Sydney Calendar 1996, Volume 2, for a listing of all undergraduate and postgraduate sources, conditions and benefits or financial support funded by the University.  
E-mail: [psweet@mail.usyd.edu.au](mailto:psweet@mail.usyd.edu.au)  
Website [http://www.usyd.edu.au/su/fin\\_assist/](http://www.usyd.edu.au/su/fin_assist/) Financial Assistance

## Learning Assistance Centre

Phone: +612 93513853  
Fax: +612 93514865  
E-mail: [lewalker@mail.usyd.edu.au](mailto:lewalker@mail.usyd.edu.au)  
Website <http://www.usyd.edu.au/su/lac/>

## Other student assistance

Careers Centre  
Room 147, Ground Level  
KOl - Mackie Building (Arundel St, Forest Lodge)  
The University of Sydney  
NSW 2006 Australia  
Phone: +612 93513481  
Fax: +612 93515134  
E-mail: [srawling@careers.usyd.edu.au](mailto:srawling@careers.usyd.edu.au) — General Enquiries  
[asharp@careers.usyd.edu.au](mailto:asharp@careers.usyd.edu.au) — Library  
Website <http://www.usyd.edu.au/homepage/exterel/careers/index.htm>  
Provides careers advice and information, Graduate Employment Services and graduate Labour market information to students and staff.

## Centre for Continuing Education (bridging courses)

KOl-Mackie  
The University of Sydney  
NSW 2006 Australia  
Phone: +612 93512907  
Fax: +612 93515022  
E-mail: [info@cce.usyd.edu.au](mailto:info@cce.usyd.edu.au)  
Website [http://www.usyd.edu.au/homepage/exterel/cont\\_edu/cont\\_edu.htm](http://www.usyd.edu.au/homepage/exterel/cont_edu/cont_edu.htm)

## Health service

Level 3, G01 -Wentworth  
The University of Sydney  
NSW 2006 Australia  
Phone: +61 2 9351 3484 — Wentworth  
+612 93514095 — Holme  
+612 93510636 — Mallett  
Fax: +61 2 9351 4110 — Wentworth  
+612 93514338 — Holme  
+612 93510580 — Mallett  
E-mail: [P.Brown@unihealth.usyd.edu.au](mailto:P.Brown@unihealth.usyd.edu.au)  
Provides full general practitioner services and emergency medical care to the University community

## **Koori Centre**

Room U201  
A22 - Old Teachers' College  
The University of Sydney  
NSW 2006 Australia  
Phone: +61 2 9351 2046 — General Enquiries  
+61 2 9351 7001 — Liaison Officer  
+61 2 9351 7073 — Student Counsellor  
Fax: +612 93516923

E-mail: [adminoff@koori.usyd.edu.au](mailto:adminoff@koori.usyd.edu.au)

Website <http://www.koori.usyd.edu.au/centre/>

The Koori Centre runs the AE A training program, supports Aboriginal and Torres Strait Islander students on campus and during enrolment. There is also an educational unit which supports Aboriginal studies in the University.

## **Language Centre**

Room 312, A19 - Griffith Taylor  
A18 - Christopher Brennan  
The University of Sydney  
NSW 2006 Australia  
Phone: +612 93512683  
Fax: +61 2 9351 4724

E-mail: [Langcent.Enquiries@language.usyd.edu.au](mailto:Langcent.Enquiries@language.usyd.edu.au)

Website [http://www.arts.su.edu.au/language\\_centre/intro.html](http://www.arts.su.edu.au/language_centre/intro.html)

Provides self-access course materials in over 100 languages; beginners and intermediate courses in Spanish language and Culture; beginners and advanced courses in Celtic languages and cultures.

## **Mathematics Learning Centre**

Room 441  
F07 - Carslaw  
The University of Sydney  
NSW 2006 Australia  
Phone: +61 2 9351 4061  
Fax: +61 2 9351 5797

E-mail: [MLC@mail.usyd.edu.au](mailto:MLC@mail.usyd.edu.au)

Website <http://www.usyd.edu.au/su/mlc/MLC.html>

## **Scholarships**

Research and Scholarships Office  
Scholarships Administration Room N410.1, A14  
A14 - Main Quadrangle  
The University of Sydney  
NSW 2006 Australia  
Phone: +61 2 9351 3250  
Fax: +61 2 9351 3256

E-mail: [scholars@reschols.usyd.edu.au](mailto:scholars@reschols.usyd.edu.au)

Website: <http://www.usyd.edu.au/homepage/exterel/su/reschols/index.html>

## **International students**

International Office  
Level 2  
K07 - Margaret Telfer  
The University of Sydney  
NSW 2006 Australia  
Phone: +612 93514161  
+612 93514079  
Fax: +612 93514013

E-mail: [info@io.usyd.edu.au](mailto:info@io.usyd.edu.au)

## **International Student Services Unit**

Level 2  
K07 - Margaret Telfer Building  
The University of Sydney  
NSW 2006 Australia  
Phone: +612 93514749  
Fax: +61 2 9351 4013  
E-mail: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)

Website

<http://www.usyd.edu.au/su/issu/> International Student Services Unit Website

[http://www.usyd.edu.au/homepage/exterel/internet\\_int\\_student\\_centre.html](http://www.usyd.edu.au/homepage/exterel/internet_int_student_centre.html)

Provides an advisory and counselling service to international students at The University of Sydney.

## **Student organisations**

Students' Representative Council

Level 1, Wentworth G01

The University of Sydney

NSW 2006 Australia

Phone: +61 2 9351 2871 — President, Honi Soit

+61 2 9660 4756 — Bookshop

+61 2 9660 5222 — Legal Aid

Fax: +612 96604260

University of Sydney Union

Box 500 Holme Building

A09-Holme

The University of Sydney

NSW 2006 Australia

Phone: +61 2 9563 6000 — Switchboard/Enquiries

+61 2 9563 6282 — Academic Dress

+61 2 9563 6103 — ACCESS Centre, Manning

+61 2 9563 6269 — Campus Store, Holme

+61 2 9563 6016 — Campus Store, Wentworth

+61 2 9563 6160 — Clubs and Societies Office

+61 2 9563 6010 — School Tutoring Co-ordinator

+61 2 9563 6032 — Union Broadcasting Studio

+61 2 9563 6115 — Welfare and Information Services Manager

Fax: +61 2 9563 6239

E-mail: [enquiries@union.usyd.edu.au](mailto:enquiries@union.usyd.edu.au)

Website <http://www.usu.usyd.edu.au/>

Provides welfare, social and recreational services to the University community.

## **Sydney University Sports Union**

G09 - Sports and Aquatic Centre

The University of Sydney

NSW 2006 Australia

Phone: +612 93514960

Fax: +612 93514962

Provides services, facilities and clubs for sport, recreation and fitness.

## **Women's Sports Association**

Room 214

A30 - Sports Centre

The University of Sydney

NSW 2006 Australia

Phone: +61 2 9660 6355

+612 93512057

Fax: +61 2 9660 0921

E-mail: [jlawler@mail.usyd.edu.au](mailto:jlawler@mail.usyd.edu.au)

Website <http://www.usyd.edu.au/su/suwsa/welcome.html>

Provides for students, predominantly women, to participate in sport and recreation through the provision of facilities, courses and personnel.

# 9. Glossary of Terms

## Applying for a course

### *Admissions*

The Admissions Office is responsible for overseeing the distribution of offers of enrolment and can advise prospective students regarding admission requirements.

### *Application*

Respective (intending) students must lodge an application form with the Universities Admissions Centre (UAC) by the last working day of September of the year before enrolment. Note that some faculties, such as Dentistry and Sydney College of the Arts, have additional application procedures.

### *Mature age*

A category of Special Admission applicants who are 21 years or older on 1 March of the year in which they want to study and who do not have the high school qualifications normally required for entry into a course.

### *Special Admission*

Certain categories of applicants, such as mature-age applicants, students who have experienced educational disadvantage or Aboriginal or Torres Strait Islander applicants, may apply for admission to the University under one of several Special Admission schemes. Contact the Special Admissions office for further information.

### *TER*

The Tertiary Entrance Rank (TER) is the numerical expression of a student's performance in the NSW Higher School Certificate (HSC), which takes into account both assessment and examination results.

### *TER cut-off*

The TER of the last student admitted to a course. Some courses have a minimum TER.

### *Universities Admissions Centre (UAC)*

The organisation that processes applications for most NSW undergraduate university and TAFE courses.

## Enrolment and general terms

### *Academic year*

The period during which teaching takes place, from February to November. The academic year is divided into two semesters.

### *Advanced standing*

(See also: Credit) Recognition of previous experience or studies, meaning that the candidate has satisfied the entry requirements for a unit. Advanced standing does not reduce the number of credit points required to complete the degree course.

### *Associate Diploma*

The undergraduate award granted following successful completion of Associate Diploma course requirements. An Associate Diploma course usually requires less study than a Diploma course.

### *Assumed knowledge*

The level of knowledge expected for entry to a Unit of Study. Unlike prerequisites, levels of assumed knowledge are not compulsory for entry to a Unit. Students who do not have the assumed knowledge may, however, be at a considerable disadvantage and may consider completing a bridging course prior to enrolment. Contact the Learning Assistance Centre, Mathematics Learning Centre, Language Centre or Centre for Continuing Education for further information.

### *Bachelor's degree*

The highest undergraduate award offered at the University of Sydney (other undergraduate awards are Associate Diploma and Diploma).

A Bachelor's degree course normally requires three or four years of full-time study (or the part-time equivalent).

### *Campus*

The grounds on which the University is situated. There are eleven campuses of the University of Sydney: Burren Street (Graduate School of Business), Camperdown and Darlington ("Main campus"), Camden (Agriculture and Veterinary Science), Conservatorium (Conservatorium of Music), Cumberland (Health Sciences and Nursing), Mallett Street (Nursing), Orange Agricultural College, Rozelle (Sydney College of the Arts), St James (Law) and Surry Hills (Dentistry).

### *Chancellor*

(See also: Vice-Chancellor) The non-resident head of the University.

### *Combined degree course*

A program consisting of two degree courses taken together, which usually requires less time than if the courses were taken separately.

### *Core*

(See also: Elective/Option) A Unit of Study that is compulsory for the course or subject area.

### *Corequisite*

A Unit of Study that must be taken with a given Unit. If a corequisite is not successfully completed, it becomes a prerequisite for further study in that subject area.

### *Course*

A complete degree or diploma program.

### *Credit*

(See also: Advanced standing) Recognition of previous studies or studies completed at another institution. If credit is granted then the number of credit points required for completion of the degree course is reduced.

### *Credit point*

A measure of value indicating the contribution each Unit of Study provides towards meeting course completion requirements stated as total credit point value.

### *Dean*

The head of a faculty.

### *Deferment of enrolment*

Persons who have not previously attended a recognised tertiary institution are normally able to defer commencement of their candidature for one year. Applications are handled by the Admissions Office of the University. Application for deferment must be made during the UAC enrolment week at the "Deferment" desk in MacLaurin Hall and be accompanied by the "offer of enrolment" card.

### *Degree*

The award conferred following successful completion of a degree course (for example Bachelor's degree or Master's degree).

### *Department/School*

The academic unit responsible for teaching in a given subject area.

### *Diploma*

The award granted following successful completion of Diploma course requirements. A Diploma course usually requires less study than a degree course. Graduate Diploma courses are for graduates only.

### *Doctorate*

(See also: PhD) The Doctorate awards and the PhD are the highest awards available at the University of Sydney. A Doctorate course normally involves research and coursework; the candidate submits a thesis that is an original contribution to the field of study. Entry to a Doctorate course often requires completion of a Master's degree course. Note that the Doctorate course is not available in all Departments of the University of Sydney.

### *Elective/Option*

(See also: Core) A Unit of Study that may be taken towards, but is not compulsory for, a course or subject area.

### *Enrolment*

The process whereby an applicant officially accepts the offer of a place in a particular course. If UAC application is successful, an "offer of enrolment" card is mailed to the applicant, along with instructions for enrolment. In most cases, the applicant must attend the University on a particular enrolment day or, if unable to attend, must appoint somebody to enrol on their behalf. Units of Study [for February Semester or whole of First Year?] must be nominated on enrolment day. Academic records and HECS liability calculations are based on the enrolment details, so students must ensure that the Faculty holds correct enrolment information (see also: Variation of enrolment).

### *Entry requirement*

The level of knowledge and/or experience required for entry to a particular Unit of Study.

### *Faculty*

The administrative unit responsible for overseeing satisfactory progress during a degree or diploma course.

### *Full-time*

A study load usually defined in terms of HECS weighting of at least .375 per semester.

### *Intermediate*

Faculty of Science: Second-year level.

### *Junior*

First-year level.

### *Laboratory practical*

See: Practical.

### *Lecture*

(See also: Tutorial) A class given to a large group of students, during which the lecturer speaks or presents audiovisual material and students take notes.

### *Major*

The subject area(s) in which a student specialises at Senior level. Students usually specialise in one (single major) or two (double major) subject areas. The major is usually recorded on the testamur.

### *Master's degree*

A postgraduate award. Master's degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an Honours year at undergraduate level.

### *Minor*

Subject areas in which a student studies, but does not specialise at Senior level.

### *Orientation period*

"O' Week" takes place during the week prior to lectures in February semester. During O' Week, students can join various clubs, societies and organisations, register for courses with Departments and take part in activities provided by the University of Sydney Union.

### *Part-time*

A study load usually defined in terms of HECS weighting of less than .375 per semester.

### *PhD*

(See also: Doctorate) The Doctor of Philosophy (PhD) and other Doctorate awards are the highest awards available at the University of Sydney. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study. Entry to a PhD course often requires completion of a Master's degree course. Note that the PhD course is available in most Departments of the University of Sydney.

### *Postgraduate*

The term used to describe a course leading to an award such as Graduate Diploma, Master's degree or PhD, which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A "postgraduate" is a student enrolled in such a course.

### *Practical*

Similar to a tutorial, during which experiments or other relevant applied activities are carried out.

### *Prerequisite*

A Unit of Study that must be taken prior to entry to a given Unit.

### *Recommended reading*

Reading material that is suggested but not compulsory for a Unit of Study.

### *Registrar*

The head of the administrative divisions of the University.

### *Registration*

In addition to enrolling (with the Faculty) in Units of Study, students must register with the Department responsible for teaching each Unit. This is normally done during the Orientation period (O' Week). Note that unlike enrolment, registration is not a formal record of Units attempted by the student.

### *Resolutions of Senate*

Regulations determined by the Senate of the University of Sydney that pertain to degree and diploma course requirements and other academic matters.

### *School*

Similar to a large Department, otherwise a grouping of Departments.

### *Semester*

A period of fourteen weeks during which teaching takes place. There are two semesters per year for most faculties.

### *Senior*

Second-year level or higher.

Faculty of Science: third-year level.

### *Subject area*

One or more Units of Study that comprise a particular field of study (eg Japanese or Chemistry).

### *Textbook*

Reading material that the student is expected to own.

### *Tutorial*

(See also: Lecture) A small class consisting of a tutor and up to about 25 students, during which concepts raised in lectures are discussed in detail and may be supplemented with readings, demonstrations and presentations.

### *Undergraduate*

The term used to describe a course leading to a diploma or Bachelor's degree. An "undergraduate" is a student enrolled in such a course.

### *Unit of Study*

A stand-alone component of a degree or diploma course that is recordable on the academic transcript.

### *Variation of enrolment*

The process whereby students officially notify the Faculty of changes regarding the Units of Study they are attending. This must be done by a certain deadline in each semester, to avoid penalties such as "discontinued" results on the academic transcript (see: Results) or unnecessary HECS charges.

### *Vice-Chancellor*

(See also: Chancellor) The administrative head of the whole University, including academic and administrative divisions.

## **Costs**

### *Bursary*

A sum given to a student who has limited resources or is experiencing financial hardship, ranging from \$100 to \$1,000.

### *Fees (full-fee undergraduate/postgraduate)*

Tuition, examination or other fees payable to the University by an enrolled or enrolling student in connection with a course of study or attendance at the University and includes fees payable in respect of the granting of a degree, diploma, associate diploma or other award. It does not include annual subscription to organisations such as the Union or SRC or fees payable in respect of residential accommodation.

### *HECS*

All Australian undergraduate students are currently required to contribute to the cost of tertiary education through the Higher Education Contribution Scheme (HECS) which is administered under the Higher Education Funding Act 1988. Under HECS students pay for part of the cost of their higher education and the Commonwealth pays the rest. The amount payable is determined by the units of study a student chooses to undertake in the case of coursework awards, or the attendance (full-time or part-time) in the case of research students.

### *Prize*

Matriculation, undergraduate and postgraduate funding automatically awarded on academic results in courses, yearly examinations or on the recommendation of the Head of Department. There are also prizes for essay writing and composition by anonymous application. Prize values range from \$ 100 to \$6,250.

### *Scholarship*

Matriculation and undergraduate funding by application awarded on TER results for students enrolling in the first year of a degree course. Postgraduate funding for full-time candidates enrolled in a research degree course with scholarship conditions and benefits varying according to specific awards. The intention is to encourage and support scholarship at the University in general or in targeted areas.

## Assessment, Examination, Satisfactory Progress and Graduation

### *Academic transcript/record*

The official record of results for each student (see: Results).

### *Appeals*

The process whereby a student may raise objections regarding results, Faculty decisions or other academic matters.

### *Assessment*

(See also: Examination) The appraisal of a student's ability throughout the semester, by various means such as essays, practical reports or presentations, which counts towards the final mark or grade.

### *Candidate*

Someone studying for a degree or diploma. The term may also be used to describe someone sitting for an examination.

### *Examination*

(See also: Assessment) The appraisal of a student's ability, usually at the end of semester. Most examinations take place on campus under strictly supervised conditions but some Units make use of take-home or open-book examinations.

### *Exclusion*

A ruling by the Faculty, which declares the student ineligible for further enrolment for reasons such as lack of satisfactory progress. Students who wish to re-enrol must show good cause why they should be allowed to re-enrol (see: Show cause and Satisfactory progress).

### *Grievances*

see appeals

### *Grade*

A category into which a student's final mark falls (see: Results).

### *Graduand*

A person who has fulfilled the requirements of a degree but is yet to graduate.

### *Graduate*

(See also: Postgraduate) A person who has graduated. Also a term used to describe a course leading to an award such as Master's degree or PhD or a student enrolled in such as course.

### *Graduation*

The ceremony during which degrees are conferred and diplomas awarded.

### *Honours degree*

A Bachelor's degree for which extra work (course work and/or thesis) has been completed, usually requiring an extra year of study.

### *Mark*

(See also: Grade) The numerical result of assessments and/or examinations for a Unit of Study, which may be converted to a grade.

### *Pass degree*

A Bachelor's degree.

### *Re-enrolment*

The process by which continuing students enrol in Units of Study.

### *Results*

The official statement of the student's performance in each Unit of Study attempted, as recorded on the academic transcript, usually expressed as a grade:

High Distinction	a mark of 85% and above
Distinction	a mark of 75-84%
Credit	a mark of 65-74%
Pass	a mark of 50-64%

*Terminating Pass* whereby the student is deemed to have completed Unit requirements, but is not permitted to re-enrol in order to attempt to achieve a higher grade.

Fail	a mark of less than 50%
------	-------------------------

*Withdrawn* This is the same as if the candidate had not enrolled in the course concerned. Although the University has a record of the withdrawal, the course and result will not appear on the official academic transcript. There is no HECS liability either. In order to have a course recorded as "withdrawn", notice must be given by the candidate to the Faculty office on or before the deadline. Refer to the section on degree regulations.

*Discontinued with Permission* This does not count as an attempt at the particular course, but does appear on the candidate's academic record. A candidate may have enrolment recorded as "discontinued with permission" where: 1. notice is given to the faculty office on or before the deadline or; 2. after the deadline, evidence is produced of serious illness or misadventure. Refer to the section on degree regulations for deadlines. Discontinuation with permission does not mean that the student's progress is considered to be satisfactory.

*Discontinued* This counts as an unsuccessful attempt at the course concerned and appears on the candidate's academic record. Where notice is given after the deadline for "discontinued with permission" but before the last day of lectures for the course, the result is "Disc". Refer to the section on degree regulations for deadlines.

*Absent Fail* If the candidate misses the deadline for "discontinued" and does not sit the final exam, the result is "absent fail".

### *Satisfactory progress*

A minimum standard of performance required for continuation of enrolment. Senate resolutions rule that if a student fails or discontinues a year of candidature or a Unit of Study more than once then he or she is ineligible for re-enrolment (see: Exclusion and Show cause). Note that some faculties may have alternative or additional requirements for satisfactory progress.

### *Show cause*

The Faculty may require a student to show good cause why he or she may be allowed to continue in the degree or diploma course, where requirements for satisfactory progress have not been met (see: Exclusion and Satisfactory progress).

### *Special consideration*

The process whereby enrolled students who have experienced significant educational disadvantage may have their assessment deadlines or grades revised.

### *Study Vacation (Stuvac)*

The week prior to the examination period in each semester, during which no classes are held.

### *Supplementary examination*

An extra or alternative examination taken by a student who has experienced significant educational disadvantage during semester or the examination period. Note that some faculties do not offer supplementary examinations (see also: Special consideration).

### *Suspension of candidature*

A complete break in the studies of an enrolled student, usually for a period of one year. Applications are handled by the Faculty office. (Those wishing to postpone commencement of a course need to apply for deferment, see: Deferment of enrolment).

### *Testamur*

The document given to the graduand at graduation.

### *Thesis*

A piece of written work (sometimes called a dissertation) by a student, normally a candidate for an Honours degree or a higher award (such as Master's degree or PhD).

### *Weighted Average Mark (WAM)*

A numerical expression of a student's performance throughout their degree program, usually assigning more "weight" to Senior or Honours years. Note that the WAM calculation may differ for purposes such as eligibility to various scholarships and will vary from faculty to faculty.





Academic & Executive Services	16E	Development Office	160	Mechanical Engineering	25N
Accounting	17P	Disability & Welfare Services	13G	Media Office	16E
Accommodation Service	13G	Econometrics	17P	Medical Radiation Technology	Cumb
Administrative Policy & Strategic Planning Division	16E	Economic History	17P	Medicine	7K
Administrative Support Services Division	16E	Economics, Dept & Faculty Office	17P	Medicine, Dept of	7K
Aeronautical Engineering	26M	Economics, Dept & Faculty Office	17P	Medicine Faculty Office	15K
Agricultural Chemistry & Soil Science	10D	Edgeworth David Bldg	19J	Merewether Bldg	17P
Agricultural Economics	11D	Education Bldg & Faculty Office	13G	Microbiology	20
Agriculture Faculty Office	11C	Educational Development & Evaluation	15K	Mills, R.C., Bldg	15
Alma Street Glasshouse	23N	Educational Psych., Measurement & Technology	13G	Mungo MacCallum Bldg	15G
Anaesthesia	7K	Edward Ford Bldg	15K	Music	24M
Anderson Stuart Bldg	17I	Electrical Engineering	240	Nicholson Museum	16G
Anatomy & Histology	17I	Employment Service, Casual	14C	Nursing Therapeutics	Cum
Animal Health	Cam	Engineering Faculty Office	250	Obstetrics & Gynaecology	9K
Animal Science	7F	English	12E	Occupational Health	15K
Anthropology	16F	Equal Employment Opportunity Unit	16S	Occupational Therapy	Cum
Archaeology, Classics & Ancient History	16F	Evelyn Williams Bldg	6E	Old Geology Bldg	15D
Architectural & Design Science	22M	Experimental Medicine	7K	Old School Bldg	21
Architecture, Dept & Faculty Office	22M	External Relations Division	16E	Old Teachers' College Bldg	12G
Archives	19H	Facilities Planning, Office of	20T	Operations Accounting	13A
Art Workshop	20H	<i>Financial Institutions:</i>		Orange Agricultural College	OrA
Arts Faculty Office	16F	Commonwealth	14C	Orthoptics	Cum
Asset Management	13A	Credit Union	14D	Pathology	7K
Asian Studies	14F	National Australia	15E	Personnel Services	13A
Attendant's Lodge	160	National Australia	19N	Pharmacology	7M
Badham Bldg & Library	14E	Financial Services Division	16E	Pharmacy	15
Banks (see Financial institutions)		Finance, Dept of	16Q	Philosophy	17G
Baxter's Lodge	22E	Financial Management & Reporting	13A	Photowise Imaging	20
Behavioural & Social Sciences in Nursing	MapB	Financial Services Division	16E	Physics	13
Behavioural Science	Cumb	Fine Arts	15I	Physiology	17
Behavioural Sciences in Medicine	7K	Fisher Library	19G	Physiotherapy	Cum
Biochemistry	20P	Footbridge Theatre	14C	Planning Support Office	16
Biological Sciences	16D	French Studies	15F	Post Office	15
Biomedical Science	Cumb	GaragB, University	21T	Printing Services, University	20
Blackburn Bldg	7K	Geography	16Q	Properties & Investments	13A
<i>Bookshops:</i>		Geology & Geophysics	19J	Psychology	14
Medical	7K	Germanic Studies	15F	Purchasing	13A
SRC Secondhand	19N	Government & Public Administration	17P	Publications Unit	16
University Co-operative	16J	Great Hall	18E	Public Health & Community Medicine	19K
Bosch 1A (lecture theatres)	8L	Greek, Modern	14F	Quadrangle	17
Bosch 1B Bldg	7M	Griffith Taylor Bldg	14F	Queen Elizabeth II Reserch Institute	9K
Brennan, C, Bldg	15F	Gunn, R.M.C, Bldg	7F	Regiment, University	14R
Budget Office	16E	Health Information Management	Cumb	Religion, School of Studies in	12
Business Liaison Office	11E	Health Sciences Faculty Office	Cumb	Research & Scholarships	16
Business Services	19J	Health Service (Holme Bldg, Wentworth Bldg)	14C, 19N	Revenue Services	13A
Campus Services	20T	History	15G	Rfsc Management	13A
Careers Centre	13B	History ^Philosophy of Science	19L	Rose Street Bldg	24
Carslaw Bldg	19L	Holme Bldg	14C	Ross Street Bldg	10D
Cashiers	13A	Industrial Relations, Dept of	16Q	Russell, Peter Nicol, Bldg	23
Central Services	22E	Infectious Diseases	7K	St Andrew's College	50
Central Records Office	16E	Information Technology Services	19J	St John's College	3H
Centre for Teaching & Learning	19L	Institute Bldg	16Q	St Paul's College	12N
Chancellor's Committee Shop	17F	International Office & International Student Services	13A	Sancta Sophia College	1
Chaplains' Centre	10G	International House	23L	Schools Liaison	12B
Chemical Engineering	22Q	International Preparation Program	20T	Science Faculty Office	19
ChBmistry	17K	Italian	15I	Security & Bldg Services	14
<i>Child Care:</i>		Koori Centre	12G	Selle House	108
Boundary Lane	16J	Learning Assistance Centre	13G	Semitic Studies	17
Carillon Avenue	9Q	Linguistics	16J	Senate Room	17
Laurel Tree House (Glebe)	16B	Link Bldg	250	Services Bldg	20
Union (Darlington)	21S	Lost Property	14F	Seymour Theatre Centre	24M
Civil & Mining Engineering	24R	Mackie Bldg	13B	Shepherd St Parking Station	27M
Clark Bldg	17T	MacLaurin Hall	16G	Sir Hermann Black Gallery	19N
Clock Tower	17F	Macleay Bldg & Museum	16D	Social & Policy Studies in Education	13G
Communication Disorders	Cumb	Madsen Bldg	17L	Social Work & Social Policy	15
Community & Alumni Relations	160	Mail Room (internal)	20T	Sociology	15
Community & Mental Health Nursing	Cumb	Main Bldg	17F	Solicitor, University	16
Community Health	Cumb	Mandelbaum House	18J	Sports:	
Community Medicine	15K	Manning House	14H	Noel Martin Recreation Centre	20R
Computer Science, Basser Dept	17L	Margaret Telfer Bldg	13A	Sports Union	7G
Continuing Education, Centre for	13B	Marketing, Dept of	160	Swimming Pool	20R
Coppleson Postgraduate Medical Institute	9K	Marketing & Publications	16E	Tennis courts	20D
Counselling Service	13G	Mathematics & Statistics	19L	Ward, H.K., Gymnasium	7G
Crop Sciences	13F	McMaster Laboratory CSIRO	7D	Women's Sports Association	12
Darlington House	14S	McMillan, J.R.A., Bldg	11C	Statistics Unit	16
		Mechanical & Aeronautical Engineering Bldg	25N		

