

DEAKIN

UNIVERSITY

**UNDERGRADUATE
STUDIES**

1993 HANDBOOK

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**UNDERGRADUATE
STUDIES**

1993 H A N D B O O K

University Publications

Annual Report

Research Report

1993 Deakin University Handbook

- Volume 1: Off-campus Studies
- Volume 2: Postgraduate Studies
- Volume 3: Undergraduate Studies
- Volume 4: Student Regulations and Guidelines

Higher Degrees by Research

Information in this publication was current at 1 August 1992. The University is presently undertaking a review of courses and units, with a view to rationalising offerings at its five campuses. It is expected that some units will be discontinued, and some may be combined, and others will be renumbered and be given new titles if known. Full details of the revised programs will be mailed to successful applicants with their offer of enrolment. Notwithstanding anything which may be contained herein, the Council of the University reserves the right to at any time amend, alter, propose or withdraw any course or unit which is being conducted or offered by the University.

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Foreword

Students who join Deakin University in 1993 will do so as we are embarking on the most challenging and exciting time in our history.

The University is emerging from a period of tremendous change which has seen Deakin develop as a network of campuses offering a wide range of undergraduate and postgraduate courses through a variety of study modes.

Deakin has campuses in the Melbourne metropolitan areas of Burwood, Toorak and Rusden and the regional cities of Geelong and Warrnambool. There is a staff of 2300 providing academic and administrative support for 25 000 students and a further 13 000 people who are participating in professional development programs. Deakin is the largest provider of courses of this nature and within five years we anticipate that half of our students will be involved in professional upgrading programs.

Within the University there is a strong commitment to offering courses which are flexible and help participants fulfil career and personal ambitions. This flexibility is evident in our entry policy which acknowledges formal qualifications and also recognises work and life experience. Courses are designed so that students can study on campus, at home or at work and plan their studies to suit their commitments and lifestyles.

To ensure that the University meets its aims of providing flexible and relevant study opportunities a new academic structure has been put in place. There are five faculties operating across the University's network of campuses and each faculty provides an umbrella structure covering a Graduate School and individual schools based on discipline areas. The graduate schools offer postgraduate study opportunities through both course work and research and complement the University's wider research goals. This handbook has been produced to introduce you to undergraduate courses available at the University and to help you make informed choices about study opportunities.

Professor John Hay
Vice-Chancellor

Principal Officers

Visitor

His Excellency, the Honourable Richard E. McGarvie,
Governor of Victoria

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Director Computing and Communications Services

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General Inquiries and Campus Locations

See maps at the back of this Handbook for campus directories.

Burwood Campus

221 Burwood Highway
Burwood, Victoria 3125
Telephone (03) 805 3333

Geelong Campus

Pigdons Road
Waurin Ponds
Geelong, Victoria 3217
Telephone (052) 27 1111

Rusden Campus

662 Blackburn Road
Clayton, Victoria 3168
Telephone (03) 805 3333

Toorak Campus

336 Glenferrie Road
Malvern, Victoria 3144
Telephone (03) 805 3333

Warrnambool Campus

Sherwood Park
Princes Highway
Warrnambool, Victoria 3280 or
PO Box 423
Warrnambool, Victoria 3280
Telephone (055) 63 3555

Course Inquiries

For undergraduate course inquiries telephone
Admissions, Student Administration:

Burwood Campus (for courses at Burwood, Rusden
and Toorak)

(03) 805 3215/3212/3224

Geelong Campus
(052) 27 1182/1135/2644

Warrnambool Campus
Student Administration
(055) 63 3555

Community Liaison, Special Events, Campus Tours, Open Day Inquiries

Telephone Community Liaison Offices at:

Burwood Campus (for Burwood, Rusden and Toorak)
(03) 805 3133

Geelong Campus
(052) 27 2855

Warrnambool Campus
(055) 63 3587

Student Services, Counselling, Accommodation Inquiries

Burwood Campus
(03) 805 3421

Geelong Campus
(052) 27 1221/1223/1261

Rusden Campus
(03) 542 7311

Toorak Campus
(03) 823 5236

Warrnambool Campus
(055) 63 3256

Important Dates

Note: 'Metropolitan Campuses' refers to Burwood, Rusden and Toorak Campuses.

1992/1993

31 October 1992	Applications for all off-campus postgraduate courses close 25 December to 31 December 1992 Deakin University closed
30 April 1993	Applications for mid-year intake into Graduate Diploma/Master of Aquaculture, Graduate Diploma/Master of Development Studies close

1993

January

Friday	1	New Year's Day (University closed)
Monday	4	University opens for 1993 (Geelong and Warrnambool Campuses)
Monday	11	University opens for 1993 (Metropolitan Campuses)
Friday	15	Last day on which off-campus students may enrol.

February

Monday	1	Australia Day holiday (University closed)
Monday	1	Last day on which students may add first semester off-campus units to their enrolment
Tues-Fri	2-5	Enrolment days for new students commencing at Burwood, Rusden and Toorak Campuses
Wed -Fri	3-5	Enrolment days for new students commencing at Geelong Campus
Wed-Fri	3-5	Enrolment days for new students commencing at Warrnambool Campus
Monday	22	Orientation Week commences.
Friday	26	Last day to change first semester HECS payment option from deferred to up-front.

March

Monday	1	First semester lectures begin
Monday	8	Labour Day holiday (University open)
Friday	12	Last day on which internal students may add units to their enrolment
Friday	26	Last day on which students can withdraw without reference on their student record
Tuesday	30	Last day for receipt of enrolment variations, e.g., unit withdrawal/course deferral or withdrawal which can affect fees or HECS for first semester. Last day to change first semester HECS payment option from up-front to deferred
Wednesday	31	Final date by which payments must be received at the University for students who have chosen the up-front option to acquit their first semester HECS liability. Enrolments will be terminated without further notice if payment is not received by this date. The decision is not subject to appeal or re-consideration.

April

Fri-Tues	9-13	Easter break (University closed)
Fri-Sun	9-25	Intra-semester break
Mon-Fri	9-23	Despatch of HECS Notices of Liability for first semester
Monday	26	Lectures re-commence.

May

Friday	7	Last day for withdrawal of first semester units without incurring a fail result
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June

Tues-Fri	1-4	Despatch of second semester invoices of fees and charges
Friday	11	First semester lectures end
Monday	14	Queen's Birthday (University closed)
Monday	14	Study period—one week
Tuesday	15	Last day on which students may add second semester off-campus units to their enrolment
Monday	21	First semester examinations commence.

July

Friday	2	First semester examinations end
Mon-Sun	5-18	Inter-semester break
Friday	16	Results published and mailed to students
		Deakin University Exchange (DUX) Examination Reporting System available: telephone Geelong (052) 27 2121 and Warrnambool (055) 63 3300

		Telephone number and information re DUX will be posted to all metropolitan students in first semester
Monday	19	Second semester begins
Friday	30	Last day to change second semester HECS payment option from deferred to up-front
August		
Friday	13	Last date by which students can withdraw without reference on their student record
Friday	20	Last day for withdrawal without failure from full-year units
Monday	30	Last day for receipt of enrolment variations, e.g., unit withdrawal/course deferral or withdrawal which can affect fees or HECS for second semester. Last day to change second semester HECS payment option from up-front to deferred
Tuesday	31	Final date by which payments must be received at the University for students who have chosen the up-front option to acquit their second semester HECS liability. Enrolments will be terminated without further notice if payment is not received by this date. The decision is not subject to appeal or re-consideration.
September		
Friday	10	Last day for withdrawal of second semester units without incurring a fail result
Mon-Sun	20-3 Oct	Intra-semester break
Mon-Thur	20-23	Despatch of HECS Notices of Liability for second semester
Thurs	23	Melbourne Show Day (University open).
October		
Monday	4	Lectures re-commence
Friday	29	Second semester lectures end
November		
Monday	1	Study period—one week
Tuesday	2	Melbourne Cup Day (University open)
Monday	8	Second semester examinations begin
Friday	19	Second semester examinations end.
December		
Monday	13	Results published and mailed to students Deakin University Exchange (DUX) Examination Reporting System available: telephone Geelong (052) 27 2121 and Warrnambool (055) 63 3300
Friday	24	Telephone number and information re DUX will be posted to all metropolitan students in first semester University closes.

The above dates were correct at the time of printing.
It is the responsibility of the student to apply to graduate.

1993 Academic Calendar

First Semester

First semester lectures begin	Monday 1 March
Easter vacation/intra-semester break	Friday 9 April-Sunday 25 April
First semester lectures end	Friday 11 June
Study period	Saturday 12 June-Sunday 20 June
First semester examinations	Monday 21 June-Friday 2 July
Inter-semester break	Saturday 3 July-Sunday 18 July

Second Semester

Second semester lectures begin	Monday 19 July
Intra-semester break	Saturday 18 September-Sunday 3 October
Second semester lectures end	Friday 29 October
Study period	Saturday 30 October-Sunday 7 November
Second semester end-of-year examinations	Monday 8 November-Friday 19 November

1993 Victorian School Terms

Term 1: Monday 25 January 1993-Thursday 8 April 1993
Term 2: Monday 26 April 1993-Friday 2 July 1993
Term 3: Monday 19 July 1993-Friday 17 September 1993
Term 4: Monday 4 October 1993-Friday 17 December 1993

1993 AVCC Vacations

Weeks commencing 12 April 1993, 5 July 1993 and 27 September 1993

Admission Requirements and Application Procedures

The following general admission requirements may vary for some courses. See individual course descriptions for further information.

General Outline of Entry Provisions for Courses in 1993

Undergraduate Courses

The main criterion for selection to undergraduate courses is the likelihood of the applicant completing the degree course successfully. This is based primarily on academic merit as judged by reference to the results in an approved form of Victorian Certificate of Education (formerly HSC), Victorian Certificate of Education (formerly TOP) or similar qualification, or tertiary study. In addition, a number of places are offered under the Special Entry (Mature age) scheme to applicants who are over 21 years of age on 1 January of the year of intended enrolment (see below).

On-Campus Study

Persons seeking full-time admission to the first year of an undergraduate on-campus course by Normal Entry should direct their applications through the central applications body, the Victorian Tertiary Admissions Centre (VTAC), 40 Park Street, South Melbourne, Victoria 3205, telephone (03) 690 7977. VTAC publishes application forms and a *Guide to Tertiary Courses*.

Persons seeking admission to Deakin under Special Entry (Mature age) provisions should generally lodge their applications with the University's Student Administration by mid-October of the year prior to intended commencement of studies.

Those seeking admission to later years of an on-campus undergraduate course, or part-time enrolment, should generally apply directly to the Student Administration Deakin University, no later than 18 December 1992.

Note: Some metropolitan courses require later year entry applicants to apply via VTAC.

A prospective student may apply for admission with Advanced Standing if all or part of an approved program of tertiary study at an approved tertiary institution has been completed.

Off-Campus Study

The three categories of entry outlined above – Normal Entry, Special Entry, and Advanced Standing Entry – also apply to prospective students seeking admission to the University's off-campus courses.

Prospective off-campus students should apply directly to Off-campus Operations Student Administration, Deakin University, telephone (052) 27 1190, (052) 63 3555 to request an application form and *Volume 1 1993 Deakin University Handbook, Off-campus Studies*.

The closing date for applications to the undergraduate off-campus courses is, with two exceptions, 25 September 1992.

The Bachelor of Arts in Education and the Bachelor of Education closing date is 31 October 1992.

Early application is encouraged as all enrolments are subject to quota restrictions.

Categories of Entry

Normal Entry

Deakin University will admit to undergraduate courses, subject to any quotas which may be imposed, students who have satisfied normal university entrance requirements through an approved form of the Victorian Certificate of Education (VCE) [formerly HSC] examination, Victorian Certificate of Education (VCE) [formerly TOP], or comparable qualifications.

Victorian Qualifications

Before 1981

1. In order to satisfy normal requirements through the Victorian Higher School Certificate examinations, applicants must have obtained passes in at least four subjects, including English, at one sitting of the examination. Where passes in three subjects only have been achieved, the applicant may be deemed to have satisfied normal entry requirements under provisions for compensation.
2. An application for entry will be considered from any person who may have completed HSC requirements under the Victorian Universities and Schools Examinations Board (VUSEB) provisions for candidates in full-time employment.

1981 to 1991

For the period from 1980 to 1986, the Victorian Institute of Secondary Education (VISE) was responsible for HSC units, examinations and assessment. Since 1 July 1986 the Victorian Curriculum and Assessment Board (VCAB) has fulfilled this role and currently oversees the Victorian Certificate of Education (VCE).

Applicants who prior to 1992 passed four approved VCE (HSC) Group 1 subjects, including English, at the one sitting or who, since 1980 have passed four approved VISE HSC Group 1 subjects including English at the one sitting, or who prior to 1980 satisfied VUSEB or VISE Year 12 requirements, will satisfy the minimum entrance requirements for tertiary institutions.

After 1992

From 1992 there will be a single method to fulfil general university entrance requirements. The minimum entrance requirement for all tertiary institutions is: satisfactory completion of the Victorian Certificate of Education (VCE) including satisfactory completion of the work requirements in units 3 and 4 of English.

VCE studies approved for entrance purposes

All 44 accredited VCE studies are approved for selection purposes; however, applicants will receive credit for only one study from each of:

- Drama/Theatre Studies
- Art/Studio Arts
- Dance/Dance Styles

Mature-age applicants who began their VCE in 1991 (or earlier) can qualify for tertiary entrance under the old University Mature-age provisions for entry. Such applicants may contact VTAC or the university for further advice.

Applicants holding one completed year of a Victorian TAFE Associate Diploma or Advanced Certificate qualification will satisfy tertiary entrance requirements in 1993. Applicants holding other Victorian qualifications should contact VTAC or the university to assess whether they satisfy tertiary entrance requirements.

Special Entry

1. The applicant must be 21 years of age or over on 1 January 1993. There is no upper age limit.
2. The applicant must not have satisfied the normal university entrance requirements through the Victorian Certificate of Education (formerly HSC) or comparable qualification (otherwise normal entry provisions apply).

Advanced Standing Entry

The amount of credit granted for Advanced Standing Entry varies according to the Faculty in which enrolment is sought. Prospective students should contact Faculties of the University directly if they wish to establish the likely amount of Advanced Standing they will receive toward a Deakin course on the basis of a partly or fully completed tertiary course at another institution. Original documentation is required in support of any application for admission with Advanced Standing.

International Applicants

International applicants should initially approach the Australian Education Centre (AEC) or an Australian Diplomatic Post in their country of residence to obtain general information on tertiary study in Australia and the conditions for admission to Australia as a student. International students wishing to enter tertiary institutions in Australia in 1993 will have to apply as full-fee-paying students. Applicants will have to apply to each institution of their choice for admission. Deakin University will offer undergraduate degree courses to international students on a full-fee-paying basis. Inquiries should be directed as follows: Burwood, Rusden and Toorak Campus courses contact:

International Student Programs Officer
Deakin University
221 Burwood Highway
Burwood 3125 Australia
Fax: (61-3) 805 3115
Tel: (61-3) 805 3142

Geelong Campus courses contact:
International Student Programs Officer
Deakin University
Geelong 3217 Australia
Fax: (61-52) 27 2017
Tel: (61-52) 27 2630

Warrnambool Campus courses contact:
International Student Programs Officer
Deakin University
PO Box 423
Warrnambool 3280 Australia
Fax: (61-55) 63 3531
Tel: (61-55) 63 3423

Higher Degrees

Off-campus postgraduate courses are described in Volume 1 of the Handbook and on-campus courses are described in Volume 2 of the *1993 Deakin University Handbook*. Higher degrees by research may be taken on or off campus.

Application forms for graduate diplomas and graduate certificates and master's by coursework degrees are available from:

Metropolitan Campuses —Burwood, Rusden and Toorak

Student Administration—Admissions Office
Deakin University—Burwood Campus
221 Burwood Highway
Burwood, Victoria 3125
Telephone: (053) 805 3215 or (03) 805 3224

Geelong Campus

Student Administration
Deakin University—Geelong Campus
Pigdons Road
Waurm Ponds
Geelong, Victoria 3217
Telephone: (052) 27 1182

Warrnambool Campus

Student Administration
Deakin University—Warrnambool Campus
P.O. Box 423
Warrnambool, Victoria 3280
Telephone (052) 63 3555

Applications close from mid-October to mid-November.

Applicants for higher degrees by research should contact the:

Graduate Students Officer
Deakin University—Geelong Campus
Geelong, Victoria 3217
Telephone (052) 27 2795 or (052) 27 1183

Fees

All students are required to pay a General Service Fee as a condition of enrolment. Off-campus students who are Australian citizens or permanent residents of Australia are required to pay a Library Delivery Service Charge and, if residing overseas during their period of study, an Overseas Mailing charge as a condition of enrolment. The following rates for 1993 have been recommended and are subject to approval by Council:

1993 General Service Fees

- Metropolitan and Warrnambool Campuses
 - \$180 on campus full time
 - \$108 on campus part time
 - \$54 off campus
- Geelong Campus
 - \$260 on campus full time
 - \$156 on campus part time
 - \$54 off campus

Higher Education Contribution Scheme

The Higher Education Contribution Scheme (HECS) requires students to pay part of the cost of their education. HECS applies to all students enrolled in tertiary courses for study undertaken from 1 January 1989. Some students, such as postgraduate fee-paying students, are exempt from HECS. The 1993 annual contribution for a student undertaking a standard full-time course of study is \$2328 (\$1164 per semester). Part-time programs normally attract a lesser liability related to the number of credit points being undertaken. It should be noted that the HECS liability is indexed to the Consumer Price Index and will increase each year.

There are two ways in which HECS may be paid—up-front or deferred payment.

Up-front Payment

Students who pay their full HECS debt up-front will receive a discount of 25 per cent. Deakin University will estimate the level of HECS liability applicable to the proposed course of study, notify students of this amount, and collect it from them.

Deferred Payment

Choosing this option indicates that students have obtained a loan from the Commonwealth Government. Students are required by legislation to commence repaying the loan to the Commonwealth once taxable income reaches a minimum level.

It is possible to change the payment option. Students should contact any office of Student Administration for details.

Students are strongly advised to read carefully all literature pertaining to HECS and fees, and to direct any inquiries to the Fees Section, Student Administration, Deakin University.

Unit or Course Withdrawal/Discontinuation

With the introduction of the HECS system, record of withdrawal/discontinuation from a unit or a course has been increasingly important. The University is required to report to the Commonwealth Government on enrolments as at 31 March and 31 August. Students enrolled at that date incur a HECS liability, unless they are exempt. It has therefore been determined that all withdrawals/discontinuations must be in writing and be lodged with Student Administration by the above dates to avoid any liability.

Rules, Regulations and Procedures

Students should familiarise themselves with the information in Volume 4 of the *1993 Deakin University Handbook, Student Regulations and Guidelines* provided to students at enrolment and re-enrolment by Student Administration.

Equal Opportunity

Every student of Deakin University is entitled to work in a study environment free from discrimination. In order to facilitate this, the University has established an Equal Opportunity Unit. Within this Unit, Equal Opportunity Officers work to deal with inquiries, complaints and to provide resources across the University.

The University employs three Equal Opportunity Officers and support staff as follows:

Metropolitan Campuses—Burwood, Rusden and Toorak

Head, Equal Opportunity Unit
Telephone (03) 805 3232

Geelong Campus

Equal Opportunity Officer
Telephone (052) 27 2534/2671

Warrnambool Campus

Equal Opportunity Officer
Telephone (055) 63 3540/3346

All discussions will be held in strict confidence.

Student Associations

All students who enrol at Deakin University, whether part time, full time, on campus or off campus, are required to pay a General Service Fee, part of which is a compulsory Student Union or Student Association fee.

Each Campus has a student union/association which aims to represent and safeguard the interests of students in matters affecting common rights and privileges. They encourage the development of educational, social, cultural, intellectual and sporting activities, and sponsor a range of clubs and societies. The unions/associations provide a recognised means of communication between students and other parts of the University and the community.

In addition to representing the welfare and interests of students, the associations may offer services such as legal counselling, shopping, orientation, second-hand book exchange, insurance, travel, restaurants/cafeterias, photocopiers, publications, employment services, clubs and societies, entertainment and social activities, accommodation services, child care, transport, sports, health services, advocacy and information.

Inquiries should be directed as follows:

- Burwood telephone (03) 808 3563
- Geelong telephone (052) 27 1396
- Rusden telephone (03) 542 7350
- Toorak telephone (03) 822 5601
- Warrnambool telephone (055) 63 3378

See the campus maps at the back of this *Handbook* for office locations of each union/association.

Student Facilities

Accommodation

Student accommodation varies on each of the University's five campuses. Each year the demand for places in student residences is greater than can be met so all prospective students are advised to apply for accommodation as early as possible. The University, through its Student Services Unit or the student associations, will assist students in finding off-campus accommodation.

Burwood, Rusden and Toorak Campuses

Home-stay houses and apartments, usually near the campus, are an option for students at Burwood, Rusden or Toorak Campuses.

Housing Officers are employed by the student associations to assist all students with accommodation requirements including full board, hostels, shared houses and private rental. Private accommodation costs vary considerably, according to location and type of housing required. Limited on-campus accommodation for international students is available at Burwood.

Inquiries for each campus should be directed to the student associations as follows:

- Burwood telephone (03) 805 3356
- Rusden telephone (03) 542 7396
- Toorak telephone (03) 822 5601

Geelong Campus

Student accommodation is available on the Geelong Campus for 407 students. In 1993 the rent will be approximately \$100 a week, which includes an evening meal from Monday to Friday. The College provides academic support, pastoral care and cultural activities for its members.

Inquiries should be directed to the Head of College, telephone (052) 27 1158. *Inquiries* should be made prior to VTAC offers being received.

Warrnambool Campus

Over 400 students are accommodated in the student residences on the Warrnambool Campus. Each group of residences provides a different style of accommodation and each provides places for both commencing and continuing students. All residences have laundries and basic kitchen facilities. Students prepare their own meals and are responsible for their own laundry. In 1993 students can expect to pay between \$60 to \$70 a week for a place in a residence on the Warrnambool Campus.

Inquiries should be directed to the Residence Office, telephone (055) 63 3414/3202

Off-campus accommodation in the form of private board, hostels, flats, houses and rooms is also available. Student Services carry a register of all housing available and can help in finding suitable off-campus accommodation. Students requiring access to such accommodation should contact Student Services from late January.

Inquiries should be directed to Student Services as follows:

- Geelong telephone (052) 27 1221/1223
- Warrnambool telephone (055) 63 3256

Bookshops

All campuses have bookshops which serve all members of the University community. They provide an extensive range of academic and general books, stationery, calculators and art and photographic materials, as appropriate for each campus.

Inquiries about mail orders, services, special orders and opening hours should be directed to the bookshops on the following campuses:

- Burwood telephone (03) 805 3355, fax (03) 888 8792
- Geelong telephone (052) 27 1272, fax (052) 27 2011
- Rusden telephone (03) 543 3092, fax (03) 543 6901
- Toorak telephone (03) 824 7723, fax (03) 822 6312
- Warrnambool telephone (055) 63 3229/3212/3545, fax (055) 61 2726

Child Care

The Burwood, Geelong, Rusden and Toorak Campuses have on-campus child-care centres which cater for the needs of students and staff.

- *Burwood*: the Child Care Centre is located in Building R. It is managed by a co-operative, and supported financially by annual grants from the Student Council. For further information contact the Director, telephone (03) 805 3340.

- *Geelong*: there are two child-care centres run by qualified and experienced staff. They offer high-quality care and full developmental programs for children from 6 months to 6 years of age.

The Baidu Centre operates from 8.00 a.m. to 6.00 p.m. from Monday to Friday. For further information telephone (052) 27 1643.

The Children's Centre operates from 8.00 a.m. to 5.30 p.m. from Monday to Friday. Means-tested subsidised fees are available. For further information telephone (052) 47 1424.

- *Rusden*: a variety of activities cater for the needs of children 3 months to 5 years of age. The Centre is open from 7.30 a.m. to 6.00 p.m. It is closed for four weeks over the Christmas break. Rates are assessed on a sliding fee scale, according to gross family income. Parents wishing to enrol their child/children should do so as quickly as possible as places fill quickly. Enrolment forms and further information are available from the Centre, telephone (03) 542 7349.

- *Toorak*: the Child Care Centre, between the East Wing and tennis court, is run by the Toorak Association of Students. It is a Health Department registered centre, employing qualified staff catering for 25 children between the ages of 2 and 5 years. Student parents are given first preference. The Centre depends on income from fees, a T.A.S. subsidy if necessary, and free provision of certain services by the University, for its funding. Places are limited, so apply early. Telephone (03) 823 5239.

- *Warrnambool*: the University has reserved funds for places at off-campus child-care centres operated by the Warrnambool City Council. Students and staff interested in using this service should contact the Equal Opportunity Officer, telephone (055) 63 3540.

Computing and Communications

Research and teaching in all Faculties across all campuses of the University, as well as administrative and Library computing, are supported by Computing and Communications Services. An important aspect of this support is the University's communication network known as Deakinnet which operates across all campuses and allows access to the Australian Academic and Research Network (AARNet) and hence to networks world wide. There are hundreds of access points to the data network throughout the University. Access devices are mostly minicomputers which can access facilities on the network (such as the Library catalogue or the Finance database) or act as independent processors.

Access to the host machines on the network may be made from remote locations by dial-up connections. Off-campus students may use Telecom's Austrpac service to minimise the cost of long-distance telephone calls.

Computing and Communications Services is responsible for the voice communications network which includes the PABXs. It also provides the carrier service upon which videoconferencing relies. Computing and Communications Services is arranged into specialist groups which support a variety of computing activities, including:

- microcomputer hire, sales, installation;
- training for staff in the popular packaged programs;
- maintenance of hardware and software;
- network connections and management (voice, data and video);
- administrative application development and maintenance;
- workstation laboratories
- word processing
- operation of the central host computers.

Library Services

Deakin University Library has a Campus Library on each campus, which provides material and services central to all aspects of university life and studies. Librarians are always ready to assist students to use the Library and its resources, or to help with any inquiry or difficulty. A range of pamphlets and brochures has been produced by the Library, and these, along with the catalogues, assist readers to identify and locate the information and materials they need.

The collection includes books, maps, videotapes, sound recordings, slides, microfilm and microfiche, together with the equipment to use them. The library's total collection includes more than 830 000 books, and over 10 500 different periodical titles. Most may be borrowed, but periodicals are used in the Library only. Students can make use of library materials located in any Campus Library, and most material is available on inter-campus loan. Inquiries regarding inter-campus loans may be made to the Information Desk in each Campus Library.

Computer-aided information retrieval (CAIR) services are available, and provide access to hundreds of Australian and International databases. Many of these databases and other information services are available in the Library as CD-ROM disks which students can search for themselves. Students should contact staff at one of the Information Desks for additional information on CAIR services.

The Library participates in a reciprocal borrowing scheme with all other Victorian university and college

libraries. The agreement enables Deakin students and staff to apply for borrowing privileges from participating libraries.

Inter-library loans are available to higher-degree students, and provide access to material not held by the Deakin University Library. Details are available from the Information Desks.

All campus libraries are open seven days a week during academic terms, and for shorter hours during vacations. Detailed opening hours for 1993 will be displayed on Library noticeboards on each campus, and will be advertised in Library publications. Opening hours are subject to change, and students are advised to check Library hours before making a visit.

Inquiries

For further information from the Library on hours or for general inquiries, telephone:

- Burwood (03) 805 3318
- Geelong (052) 27 1350
- Rusden (03) 542 7290
- Toorak (03) 823 5359
- Warrnambool (055) 63 3304

Library services to off-campus students are detailed in Volume 1 of the *1993 Deakin University Handbook*.

Transport and Parking

Burwood, Rusden and Toorak Campuses

The metropolitan campuses are well-served by public transport. Timetables and, in some cases, car-pooling information is available from the student union/association offices on each campus (see above). Limited car parking is available on each campus.

Campus car parking stickers should be purchased by students from the Finance Office. See the campus maps at the back of this *Handbook* for location of car parks and the Finance Offices at Burwood, Rusden and Toorak Campuses.

Geelong Campus

A commercial busline operates a twice-hourly service between the campus and Geelong city. In addition, the University's bus service links the campus and the Geelong Railway Station. Further information is available from the Contact Office on B level of the Union Building.

There are three public car parks on the Geelong Campus. Students should note that car park 4 is for permit holders only. See the map at the back of this *Handbook* for car park locations.

Warrnambool Campus

Bus services connect Warrnambool to Geelong, Mount Gambier, Portland, Hamilton and Ballarat. Daily rail and air services provide a link with Melbourne, and a regular bus service operates between the campus and the city centre.

There are several car parks at Warrnambool. Drivers may use any parking bays except those marked as reserved. Traffic regulations apply to ensure safety and access and signs must be observed to avoid parking fines. See the maps at the back of this *Handbook* for car park locations.

Student Services

The University provides a range of specialist support services for students on- and off-campus. Services include careers counselling, personal and educational counselling, study and language assistance for local and international students, health services and support for students with disabilities.

These services aim to help students acquire and use those skills, attitudes and resources which they need in order to gain maximum educational and personal benefits from their time at Deakin University. Where necessary, Student Services staff will work with student and staff groups to influence the University environment in such a way that learning and personal development are facilitated.

Students requesting information or requiring assistance should contact one of the Student Services staff. If they cannot assist directly they will put students in touch with someone who can help, either inside the University or in the local community.

Conversations with Student Services staff are confidential and issues will be raised with others only with the students' permission.

Disability Resource Unit

The Disability Resource Unit provides support for all students with disabilities and liaises with outside community resources. The Unit can provide special format learning material and equipment to on- and off-campus students. Advisers are able to make special arrangements with members of academic staff to assist students to sit for examinations whenever this service is needed.

They can provide assistance to students who are temporarily or permanently affected in the areas of vision, hearing, writing, allergies, mobility, concentration, stress, medication side effects and other areas.

Careers Counselling Service offers training in job acquisition skills and provides an information and resource service on career opportunities. Workshops focus on career development, career path planning and job-seeking skills. This service provides vocational guidance to current students as well as prospective students and graduates. Information is provided on undergraduate and postgraduate study available both within Australia and overseas. University Careers Counsellors are available for careers and employment advice for on- and off-campus students. Off-campus students may ring for advice and request printed material from the Careers Library.

Employers are invited to hold information sessions and interviews on-campus during the academic year. Final-year students receive a copy of the *Job Search* magazine which contains valuable job-seeking information.

Personal Counselling is a confidential service for students and staff where they can discuss and deal with concerns and difficulties. Counsellors are available for people who wish to discuss personal difficulties, issues involved in adjusting to tertiary studies and academic progress in general. Financial, off-campus student housing, Austudy advice and student loans are also available. Workshops are provided which focus on issues such as life planning, assertiveness skills and personal growth.

Educational Counselling and Study Skills

Assistance are available to assist students to know their own learning style, understand their emotional response to tertiary study, acquire more effective study

skills, deal with difficulties in examination situations and plan their study time more effectively. The Study Skills and Language Advisers provide assistance with essay writing and with expression and language. English language classes and groups are available.

The Student Health Service views student health as a specialised area of occupational health. Ordinary illnesses can have serious implications for academic work, especially when combined with the stress of academic achievement and a change in one's living standards such as living away from home. A nurse is available at both Geelong and Warrnambool Campuses. At other campuses medical and counselling services are available to assist with these issues.

Religious Counselling is provided by chaplains on some campuses. Chaplains provide spiritual counselling and support for religious activities. At other campuses the Student Union provides information on religious services available in the region.

International Student Advisers welcome and co-ordinate reception and orientation for all international students. Ongoing support services are provided to facilitate their personal and academic adjustment.

Location of Student Services Offices

Burwood Campus office is located in Building H2 (near the Cafeteria), telephone (03) 805 3421

Geelong Campus office is located on B level of the Administration building opposite the Peter Thwaites Lecture Theatre, telephone (052) 27 1221 or 27 1223

Rusden Campus office is located in Building E, Room 179, telephone (03) 542 7311

Toorak Campus office is located in East Wing, Room 160, telephone (03) 823 5479

Warrnambool Campus office is located in Building H2 (near the Cafeteria), telephone (055) 618 256

Postgraduate Awards and Scholarships

Deakin University offers scholarships for study towards research master's and doctoral degrees within the following Faculties:

Arts

Australian and International Studies; Literature and Journalism; Visual Performing and Media Arts; Social Inquiry.

Metropolitan Campuses only—Language, Interpreting and Translating.

Education

Administration and Curriculum Studies; Community; Rural and Distance Education; Language, Cultural and Arts Education; Mathematics, Science and Environmental Education; Teaching and Development Studies.

Health and Behavioural Sciences

Human Movement; Nursing; Nutrition and Public Health; Physical Education and Recreation; Psychology

Metropolitan Campuses only—Studies in Disability (incl. Mental Retardation)

Science and Technology

Aquatic Science and Natural Resources Management; Architecture and Building; Biological and Chemical Sciences; Computing and Mathematics; Engineering and Technology

Inquiries: Application forms and further information

about a range of postgraduate awards and scholarships are available from:

Burwood, Rusden and Toorak

Research and Graduate Studies Office
Telephone: (03) 805 3940 or (03) 805 3942

Geelong Campus

Graduate Students Office
Telephone: (052) 27 2795 or (052) 27 1183

Warmambool Campus

Student Administration
Telephone: (055) 63 3416

Prizes, Awards and Scholarships

Burwood Campus

Health and Behavioural Sciences

The McNair Medal—School of Nursing

The medal is donated by Box Hill Hospital and presented to the outstanding graduating student—gold medal, valued at \$500

Special Education and Disability Studies

Bachelor of Arts (Disability Studies)

Denise King Prize for the most outstanding Independent Research Project—certificate

Jack and Mary Hardy Prize

For the most outstanding overall academic performance—certificate

George Dyer Prize

For outstanding overall academic achievement—certificate

Bachelor of Applied Science (Intellectual Disabilities)

Yungaburra Foundation Award to be awarded to the most outstanding third-year student—monetary scholarship. Details to be announced.

Psychiatric Nursing Scholarship

The Melbourne Clinic has provided a scholarship of \$1,000 and an offer of employment following graduation, to be awarded to a student who has completed second year.

As this new scholarship precludes the current third-year students, the Melbourne Clinic will make a one-off presentation of \$250 towards book expenses and an offer of employment, to be awarded at the end of 1992.

Education

Teacher Education—Primary

Diploma of Teaching (Primary)

Outstanding student \$60 cheque and certificate

Diploma of Teaching (Primary) Conversion Course

Prentice-Hall Award for outstanding student—\$60 book voucher and certificate

Bachelor of Education (Primary)

Outstanding student—\$60 book voucher and certificate

Management—Business

The Faculty Award Sponsored by Bowater

The H.S. Archdall Medal for graduate of the year

Accounting

Australian Society of Certified Practising Accountants Prize

Best first-year Accounting student—\$250 plus certificate and medallion

Best second-year Accounting student—\$250 plus certificate and medallion

Best Accounting graduate—framed certificate, medallion, 2 years' free membership of Australian Society of Certified Practising Accountants.

Institute of Chartered Accountants Prize

Best second-year student

Coopers Lybrand Prize

Best student in Business Law 1, 2 and 3 \$100

Coopers Lybrand Prize

Best student in Information Systems 1 and 2 \$100

Austram Corporation Ltd Prize

Best student in Management Accounting 2 \$100

BTR Nylex Ltd Prize

Best student in Financial Accounting 1 \$100

Containers Packaging Prize

Best student in Management Accounting 3 \$100

National Bank Prize

Best student in Financial Accounting 2 \$100

EDP Auditors Association Prize

Best student in Auditing \$100

Efrem and Fay Goldhammer Prize

Best student in Taxation 1 \$500

Australian Taxation Office Prize

Best student in Taxation 2 \$250

Applied Economics

Peat Marwick Prize

Awarded for Marketing Management \$400

National Australia Bank Limited Prize

Awarded for Marketing Management \$500

ANZ Banking Group Limited Prize

Awarded for Marketing Management \$300

Australian Stock Exchange (Melbourne) Ltd Prize

Awarded for Marketing Management \$500

Verandah Magazine Prize

Awarded for Promotional Strategy \$500

McDonalds Greensborough (Howard Chant) Prize

Awarded for Sales Management

National Australia Bank Ltd Prize

Syndicate Prize—Marketing of Financial Services

Applied Case Study \$1500

National Australia Bank Ltd Prize

Syndicate Prize—Marketing of Financial Services

Applied Case Study \$1500

ANZ Bank Prize

Awarded for Marketing of Financial Services \$500

State Bank of Victoria Prize

Awarded for Strategic Marketing \$500

National Mutual Life Financial Services Prize

Awarded for Marketing of Financial Services \$500

Commonwealth Banking Corporation Prize

Awarded for Marketing of Financial Services \$1500

State Bank Victoria Prize

Awarded for Marketing of Financial Services \$1500

Kambrook Group Australia Prize

Awarded for Marketing Research \$1500

National Australia Bank Prize

Awarded for Strategic Marketing \$1500

National Australia Bank Ltd Prize

Awarded for Strategic Marketing \$1500

ANZ Banking Group Ltd Prize

Awarded for Strategic Marketing \$1500