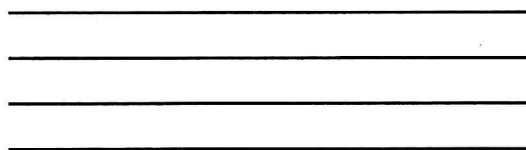


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HANDBOOK



Queensland University of Technology



1 9 9 3

HANDBOOK



Queensland University of Technology

Gardens Point campus

2 George Street, Brisbane

Postal Address: GPO Box 2434 Brisbane Q 4001

Telephone: (07) 864 2111

Fax: (07) 864 1510

Kelvin Grove campus

Victoria Park Road, Kelvin Grove, Brisbane

Postal Address: Locked Bag No 2 Red Hill Q 4059

Telephone: (07) 864 2111

Fax: (07) 864 3998

Kedron Park campus

Kedron Park Road, Lutwyche, Brisbane

Postal Address: PO Box 117 Kedron Q 4031

Telephone: (07) 864 2111

Fax: (07) 864 4499

Carseldine campus

Beams Road, Carseldine, Brisbane

Postal Address: PO Box 284 Zillmere Q 4034

Telephone: (07) 864 2111

Fax: (07) 864 1510

Sunshine Coast centre

Windsor Road, Nambour Q 4560

Telephone: (074) 41 6244

Fax: (074) 41 7769

Price \$10.00

Information compiled in September 1992

Produced by QUT Publications

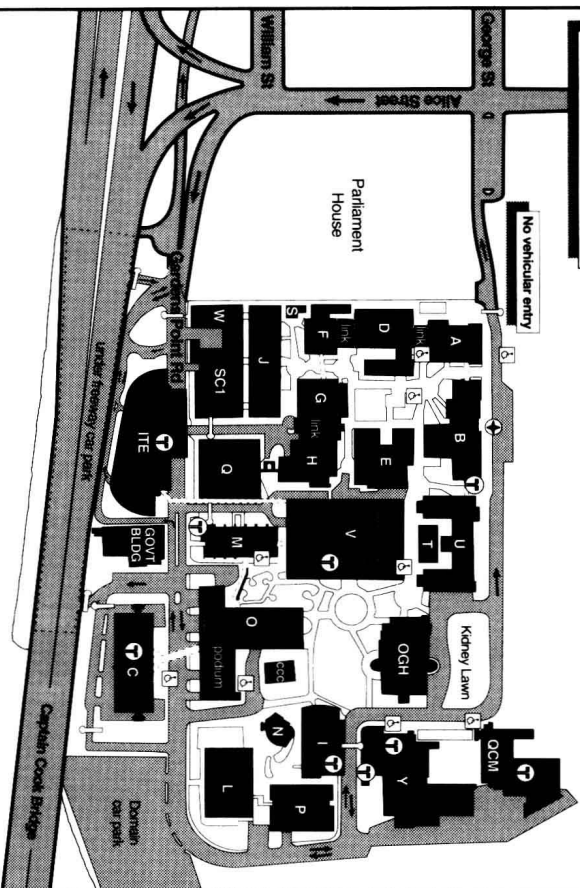
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Printed by Australian Print Group

City Botanic Gardens

No vehicular entry



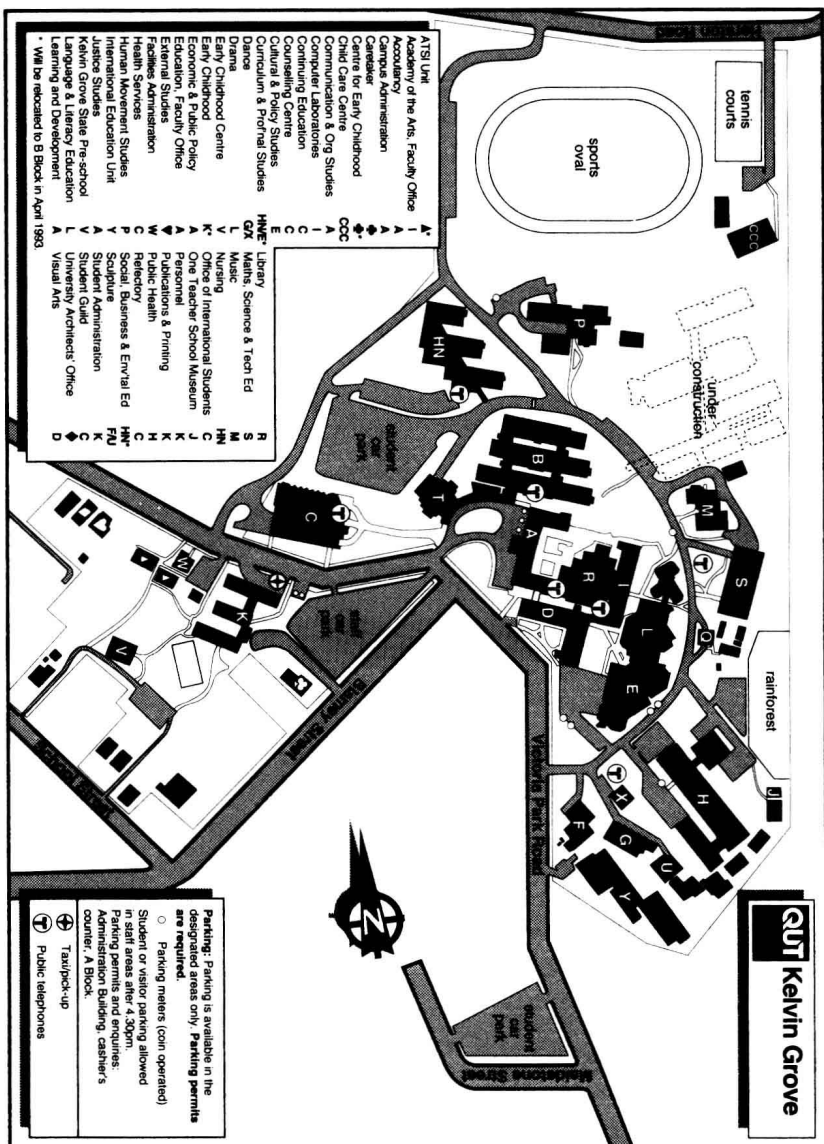
Parking: University statutes apply

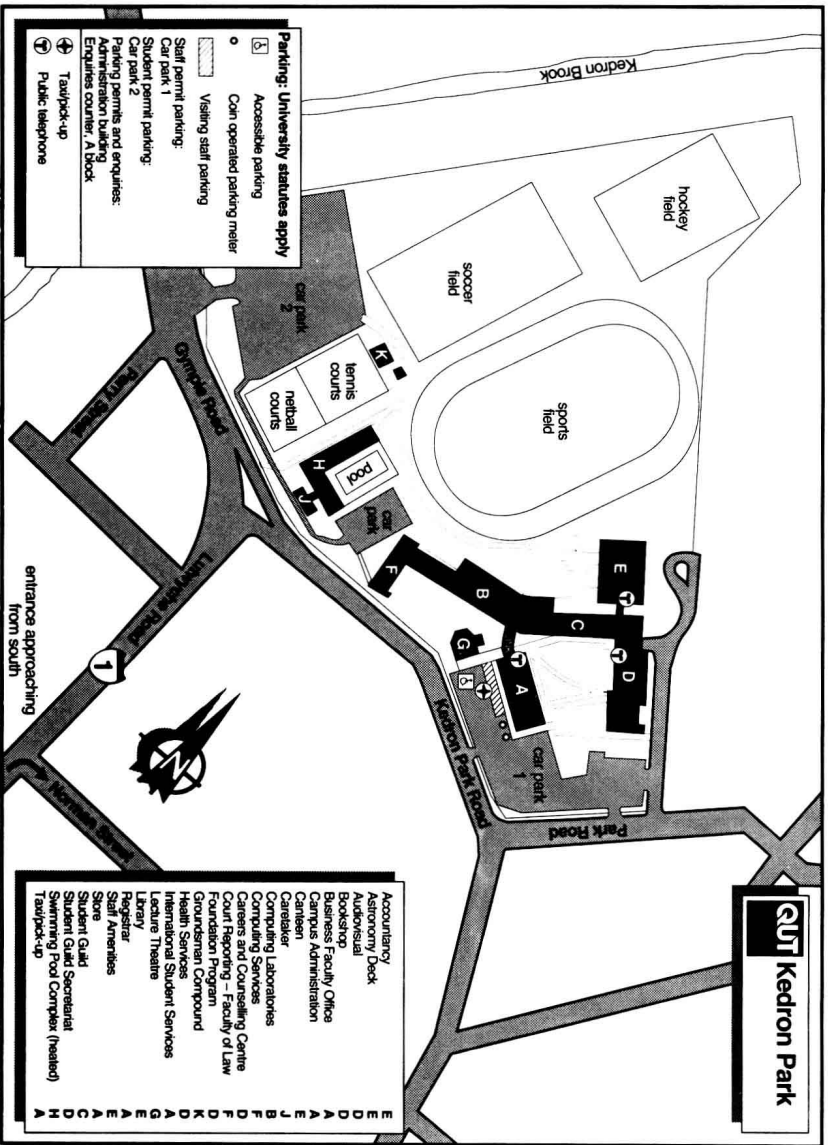
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|  | Boom gate |
|  | Public telephone |

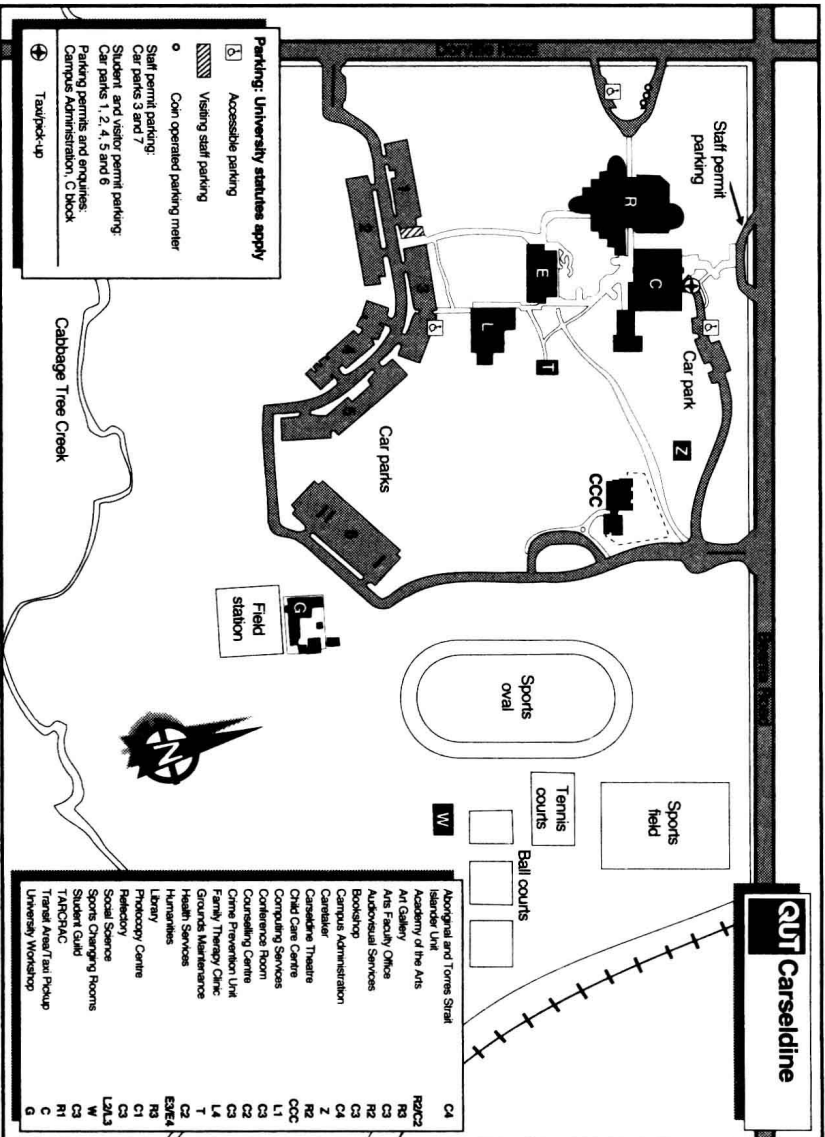
Brisbane River



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General Information

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PREFACE

History

The Queensland University of Technology was created in January 1989 by redesignation of the Queensland Institute of Technology. QIT had its origins in the Central Technical College, established in 1914 on what is now the University's Gardens Point campus. On its formation in 1965, QIT absorbed the professional courses offered by the Central Technical College and in its first year enrolled some 2000 part-time students.

In May 1990, QUT amalgamated with the Brisbane College of Advanced Education, a large multi-campus institution specialising in the arts, business, education and the social sciences. BCAE was formed by an amalgamation that took place in January 1982, its precursors being the Kelvin Grove, Mount Gravatt and North Brisbane Colleges of Advanced Education and the Brisbane Kindergarten Teachers' College. These institutions were established, under other designations, in 1914, 1969, 1961 and 1907 respectively. The Mount Gravatt campus of BCAE was transferred to Griffith University in January 1990 prior to BCAE commencing amalgamation negotiations with QUT.

The institution resulting from the amalgamation of BCAE with QUT has retained the title Queensland University of Technology. It is a major university in the Australian context with a broad academic profile and an increasing involvement in research and postgraduate education. QUT has an enrolment approaching 25,000 students and expectations of sustained growth. It has campuses at Carseldine, Kedron Park, Kelvin Grove and Gardens Point, all in metropolitan Brisbane, and is in the process of developing a new campus on the Sunshine Coast, north of Brisbane.

Mission

Within its mission statement QUT has identified three main goals:

- **Teaching** – to ensure that its graduates acquire knowledge, professional competence, a sense of community responsibility, and a capacity to continue their professional and personal development throughout their lives.
- **Research** – to advance and apply knowledge germane to the professions and to the communities with which it interacts, and relevant to the enhancement of economic, cultural and social conditions.
- **Service** – to contribute to the development of Australia's international responsibility and competitiveness; to enhance QUT's relationship with the professions; and to increase community awareness of issues through professional service and social commentary.

Council

The Council is the University's governing body, with responsibility for advertising the University in accordance with the Queensland University of Technology Act, 1988-1990. The Council consists of 22 members, of whom eight are nominees of the Minister for Education, one is a nominee of the Director-General of Education, two are nominees of the Council, two are elected non-academic staff members, three are elected academic

staff members, two are elected student members and two are elected Convocation members. The Chancellor and Vice-Chancellor are members ex officio. The Chancellor is Chairperson of the Council and the Registrar is Secretary.

Convocation

Convocation represents the interests of QUT graduates through its representation on Council and its influence on University decision making, particularly in regard to teaching and applied research.

Convocation is chaired by a Warden and is served by a Standing Committee. The full Convocation meets annually and its functions are performed through the year by the Standing Committee.

Information

In addition to the Handbook, the University produces a range of publications to which the public has access. These include the Research and Consultancy Report, the Annual Report and the Admission Procedures booklet. These and other publications or information about the University may be obtained on request from the Registrar.

Note: All correspondence should be addressed to:

The Registrar
Queensland University of Technology
GPO Box 2434
Brisbane Qld 4001
Australia

QUT is subject to the Queensland *Freedom of Information Act 1992* which commenced on 19 November 1992.

PRINCIPAL DATES

The schedule of dates which appears below is the University's official calendar. Not all courses comply with the official calendar in every respect. Detailed information on individual course calendars is available from faculty offices and Student Administration.

Summer School

| | |
|------------------|----------|
| 11 – 15 January | ■ Week 1 |
| 18 – 22 January | ■ Week 2 |
| 25 – 29 January | ■ Week 3 |
| 01 – 05 February | ■ Week 4 |
| 08 – 12 February | ■ Week 5 |

First Semester

| | |
|---------------------|---|
| 11 – 12 February | ■ Orientation |
| 15 – 19 February | ■ Week 1 |
| 22 – 26 February | ■ Week 2 |
| 01 – 05 March | ■ Week 3 |
| 08 – 12 March | ■ Week 4 |
| 15 – 19 March | ■ Week 5 |
| 22 – 26 March | ■ Week 6 |
| 29 March – 02 April | ■ Week 7 |
| 05 – 08 April | ■ Week 8 |
| 13 – 16 April | ■ Vacation |
| 19 – 23 April | ■ Week 9 |
| 26 – 30 April | ■ Week 10 |
| 04 – 07 May | ■ Week 11 |
| 10 – 14 May | ■ Week 12 |
| 17 – 21 May | ■ Week 13 |
| 24 – 28 May | ■ Week 14 |
| 02 June – 26 July | ■ Exam preparation, exams, assessment, fieldwork, vacation |

Second Semester

| | |
|---------------------------|---|
| 19 – 23 July | ■ Week 1 |
| 26 – 30 July | ■ Week 2 |
| 02 – 06 August | ■ Week 3 |
| 09 – 13 August | ■ Week 4 |
| 16 – 20 August | ■ Week 5 |
| 23 – 27 August | ■ Week 6 |
| 30 August – 03 September | ■ Week 7 |
| 06 – 10 September | ■ Week 8 |
| 13 – 17 September | ■ Vacation |
| 20 – 24 September | ■ Week 9 |
| 27 September – 01 October | ■ Week 10 |
| 04 – 08 October | ■ Week 11 |
| 11 – 15 October | ■ Week 12 |
| 18 – 22 October | ■ Week 13 |
| 25 – 29 October | ■ Week 14 |
| 02 – 27 November | ■ Exam preparation, exams, assessment, fieldwork, vacation |

COUNCIL AND COMMITTEES

Council

Composition, membership, powers and responsibilities of QUT Council are governed by the *QUT Act*. Procedures for elections, meetings and dealing with business in Council, are specified in the *QUT Statute 2 - Council*.

Council is empowered to establish committees and to delegate power to committees or officers of the University. While Council is ultimately responsible for the management and operation of QUT, it has delegated authority to the chief executive officer, the Vice-Chancellor, and to various senior administrators of QUT for much of the day-to-day management of the University. Council has also established a number of advisory committees, some of which have been authorised to make decisions in respect of prescribed policy and procedural matters.

Council Membership*

Chancellor (Chairperson)

V.B. Pullar, BEng(Hons) *Qld*, FIEAust.

Vice-Chancellor

Professor R.D. Gibson, BSc *Hull*, MSc PhD *N'cle(UK)*, DSc *CNA*, FAIM

Nominees of the Minister for Education

P.D. Beattie, BA LLB *Qld*

K.H. Dredge, BE *Syd.*, BEcon *Qld*

E.F. Finger, BEng *Qld*, MEngSc *NSW*

K.A. Hart, BEdSt *Qld*, DipT *Kelvin Grove*, LSDA *Trin.*

L.N. Ledlie, BEcon *Qld*

Dr C. Hirst, MBBS BEdSt *Qld*

J.J.W. Siganto, BEng *Qld*, FIEAust.

Nominee of the Director-General of Education

L.J. Dwyer, BA BEd MEdSt *Qld*, MA *Lond.*, FACE

Nominees of Council

A.R. Baxter, BSc DipEd *Qld*

D. Martindale, GDIndRel *Brisbane*

Elected non-academic staff members

M. McPherson, BA *ANU*, DipLib *NSW*

E.D. Harding, BA *Qld*

Elected academic staff members

Associate Professor D. Blackmur, BEcon(Hons) MLitStud PhD *Qld*, MACE

T.G. Lewis, BSc BEd *Qld*, MSc *Aston*, MSc *Griff.*

* The term of the current Council expires on 20 November 1992.

Elected student members

R.H. Doo, DipT *Brisbane*
S. Zackeresen

Elected Convocation members

P.J. McGahan, BAppSc (Ind.Chem.) GDBusAdmin *QIT*
M.A. Muldoon, GDEdAdmin *Mt Gravatt*

Secretary

B.S. Waters, BCom *Qld*, AAUQ(Prov)

Deputy Vice-Chancellor (attends by invitation)

Professor T.C. Dixon, BEd (Hons) MA *Qld*, MLitt *NE*, PhD *Rensselaer*, FAIM

Tenure

Council serves a three-year term.

Academic Committee**Membership**

Pro-Vice-Chancellor (Academic) *ex officio* as chairperson.

Vice-Chancellor *ex officio*.

Deputy Vice-Chancellor *ex officio*.

Pro-Vice-Chancellor (Research and Advancement) *ex officio*.

Registrar *ex officio*.

Head of Division of Information Services *ex officio*.

Deans of faculty (8) *ex officio*.

Director of Academic Staff Development Unit *ex officio*.

One academic staff member from each faculty, appointed or elected in the manner prescribed by the relevant faculty academic board.

Two members of the academic staff of the University nominated by the Academic Staff Association.

Chancellor or Council member nominated by the Chancellor.

Two Council members appointed by Council.

Two postgraduate students of the University elected by the postgraduate students of the University.

One undergraduate student from each faculty (8) appointed or elected in the manner determined by the Student Guild Council.

Associate Pro-Vice-Chancellor (Academic) (right of audience and debate).

A nominee of the Registrar is secretary.

Tenure and frequency of meeting

Ex officio members remain members for as long as they hold the position relevant to their membership.

Council members nominated by Council or the Chancellor hold office for the term of the Council that nominates them (three years).

Elected and other nominated staff members serve a two-year term.

Student Guild members and postgraduate students serve a one-year term.

Academic Committee normally meets every six weeks.

Aboriginal and Torres Strait Islander Committee

Membership

Chairperson nominated by the Pro-Vice-Chancellor after advice from the Committee.
All the academic staff within the Aboriginal and Torres Strait Islander Unit and from its support programs *ex officio*.

One student representative from each support program.

One member of Council nominated by Council.

One nominee of the Registrar from Finance and Facilities.

Two enrolled students appointed or elected in the manner determined by the Student Guild Council.

Equity Coordinator or nominee.

One nominee of QATSIECC.

One nominee of the State Director of DEET.

One nominee of the Director-General of Education.

Two coopted members.

A nominee of the Registrar is secretary.

The Committee will have power to coopt persons with particular expertise as necessary. Coopted members do not have voting rights.

The head of the Aboriginal and Torres Strait Islander Unit will act as executive officer of the Committee.

Tenure and frequency of meeting

Council members hold office for the term of the Council which nominates them (three years).

Nominated members serve a two-year term.

Ex officio members remain members for as long as they hold the position relevant to their membership.

Student Guild members and student representatives serve a one-year term.

The Aboriginal and Torres Strait Islander Committee meets at least four times a year.

Academic Appeals Committee

Membership

Pro-Vice-Chancellor (Academic) *ex officio* as chairperson.

Director of Counselling and Health *ex officio*.

Two Council members nominated by Council.

Two members of academic staff from different faculties appointed by Academic Committee.

One member of the Student Guild appointed or elected in the manner determined by the Student Guild Council.

A nominee of the Registrar is secretary.

Tenure and frequency of meeting

Ex officio members remain members for as long as they hold the position relevant to their membership.

Council members nominated by Council hold office for the term of the Council which nominates them (three years).

Staff members appointed by Academic Committee serve a two-year term.

The Student Guild member serves a one-year term.

Academic Appeals Committee meets as required.

Academic Processes and Rules Committee

Membership

Chairperson of Academic Committee *ex officio* as chairperson.

Director of Student Administration *ex officio*.

One academic staff member from each faculty (8), appointed or elected in the manner prescribed by the relevant faculty academic board.

One member of the Student Guild appointed or elected in the manner determined by the Student Guild Council.

A nominee of the Registrar is secretary.

Tenure and frequency of meeting

Ex officio members remain members for as long as they hold the position relevant to their membership.

Nominated academic staff members serve a two-year term.

The Student Guild member serves a one-year term.

Academic Processes and Rules Committee meets as required.

Admission Appeals Committee

Membership

Pro-Vice-Chancellor (Academic) or nominee as chairperson.

Counselling and Health Services Director *ex officio*.

Registrar (or nominee).

One senior academic staff member nominated by the Vice-Chancellor.

One member of the Student Guild nominated by the Guild.

Admissions Manager as secretary.

Tenure and frequency of meeting

Ex officio members remain members for as long as they hold the position relevant to their membership.

The nominated academic staff member serves a two-year term.

The Student Guild member serves a one-year term.

Admission Appeals Committee meets as required.

Capital Works Committee

Membership

Chairperson of Planning and Resources Committee *ex officio* as chairperson

Vice-Chancellor *ex officio*.

Finance and Facilities Director *ex officio*.

One member of Planning and Resources Committee nominated or elected by Planning and Resources Committee.

University Architect *ex officio*.

A nominee of the Registrar is secretary.

Tenure and frequency of meeting

Ex officio members remain members for as long as they hold the position relevant to their membership.

Nominated members serve a two-year term.

Committee on Capital Works meets as required.