

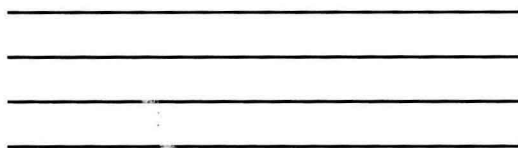
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# HANDBOOK



Queensland University of Technology

# HANDBOOK



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Queensland University of Technology

**Gardens Point campus**

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**Kedron Park campus**

Kedron Park Road, Lutwyche, Brisbane

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Fax: (07) 864 4499

**Carseldine campus**

Beams Road, Carseldine, Brisbane

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Telephone: (07) 864 2111

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**Price \$10.00**

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# CONTENTS

## 1 General Information

Preface .....	3
Principal Dates .....	5
Council and Committees .....	6
Staff .....	12
Research Centres .....	37
Academic and Student Services .....	47
Prizes and Awards .....	57
Student Guild .....	81
Art Collection .....	85

## 2 Student Rules

Student Rules, Policies and Procedures .....	89
Policy Statements .....	129

## 3 Academic Programs

University-wide and Interfaculty Courses .....	135
Faculty of Arts .....	163
Faculty of Built Environment and Engineering .....	179
Faculty of Business .....	255
Faculty of Education .....	319
Faculty of Health .....	369
Faculty of Information Technology .....	397
Faculty of Law .....	423
Faculty of Science .....	449
Index of Courses .....	487

## 4 Subject Synopses

Subject Coding and Numbering .....	493
Synopses .....	495

# 1

## General Information

# CONTENTS

<b>Preface</b> .....	5
<b>Principal Dates</b> .....	3
<b>Council and Committees</b> .....	5
<b>Staff</b>	
Senior Officers of the Administration .....	12
Academic Staff.....	13
<b>Research Centres</b>	
Australian Key Centre in Land Information Studies .....	37
Centre for Biological Population Management .....	38
Centre for Eye Research .....	39
Centre for Medical and Health Physics .....	40
Centre for Molecular Biotechnology .....	41
Centre for Mathematics and Science Education .....	42
Centre for Product and Process Development.....	43
Information Security Research Centre .....	43
Key Centre in Strategic Management .....	44
Physical Infrastructure Centre .....	45
Terotechnology Centre.....	45
<b>Academic and Student Services</b>	
Aboriginal and Torres Strait Islander Unit.....	47
Chaplaincy Services .....	47
Computing Services .....	48
Counselling and Health Services .....	51
Institute of Applied Linguistics .....	53
International Students .....	54
University Library .....	55
<b>Prizes and Awards</b> .....	57
<b>Student Guild</b> .....	81
<b>Art Collection</b> .....	85

# 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 seven 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. All correspondence should be addressed to:

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

# 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

06 – 10 January	■ Week 1
13 – 17 January	■ Week 2
20 – 24 January	■ Week 3
28 – 31 January	■ Week 4
03 – 07 February	■ Week 5

## First Semester

10 – 14 February	■ Orientation
17 – 21 February	■ Week 1
24 – 28 February	■ Week 2
02 – 06 March	■ Week 3
09 – 13 March	■ Week 4
16 – 20 March	■ Week 5
23 – 27 March	■ Week 6
30 March – 03 April	■ Week 7
06 – 10 April	■ Week 8
13 – 16 April	■ Week 9
21 – 24 April	■ Vacation
27 April – 01 May	■ Week 10
05 – 08 May	■ Week 11
11 – 15 May	■ Week 12
18 – 22 May	■ Week 13
25 – 29 May	■ Week 14
01 June – 17 July	■ Exam preparation, exams, assessment, fieldwork, vacation

## Second Semester

20 – 24 July	■ Week 1
27 – 31 July	■ Week 2
03 – 07 August	■ Week 3
10 – 14 August	■ Week 4
17 – 21 August	■ Week 5
24 – 28 August	■ Week 6
31 August – 04 September	■ Week 7
07 – 11 September	■ Week 8
14 – 18 September	■ Vacation
21 – 25 September	■ Week 9
28 September – 02 October	■ Week 10
05 – 09 October	■ Week 11
12 – 16 October	■ Week 12
19 – 23 October	■ Week 13
26 – 30 October	■ Week 14
02 – 30 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*

M.M.L. Forde, LLB *Qld*, DipMedTech *Ottawa*

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*

L.A. Heron, BA *Qld*, GDLibSc *QIT*

### **Elected academic staff members**

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

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

Dr S.V. McLean, DipT *BKTC*, BEdSt *Qld*, MEd PhD *Arizona*

### **Elected student members**

S.M. Bellino

R.H. Doo, DipT *Brisbane*

### **Elected Convocation members**

M.A. Muldoon, GDEdAdmin *Mt Gravatt*

P.J. McGahan, BAppSc (Ind.Chem.) GDBusAdmin *QIT*

### **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.

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.

## **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.

# Computing Planning Committee

## Membership

One member of Planning and Resources Committee nominated by Planning and Resources Committee as chairperson.

Head of Division of Information Services *ex officio*

Computing Services Director *ex officio*

Dean of faculty nominated by the Vice-Chancellor's Advisory Committee.

One staff member from each faculty and division nominated by the dean of faculty or head of division.

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.

The dean of faculty nominated by the Vice-Chancellor's Advisory Committee serves a two-year term.

The member of Planning and Resources Committee nominated by Planning and Resources Committee holds office for their term of office on the Planning and Resources Committee.

Nominees of deans of faculty/heads of division serve a two-year term.

The Committee normally meets every six weeks.

# Convocation Standing Committee

## Membership

Warden of Convocation *ex officio* as chairperson

Two members of QUT Council elected to Council by and from Convocation *ex officio*.

Five members elected by and from Convocation.

A member of QUT Foundation Alumni who is also a member of Convocation, nominated by the QUT Foundation Alumni Council.

A nominee of QUT Development Office (non-voting).

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.

The five elected positions are held for one term, elections being held at the annual general meeting of Convocation. Members may be re-elected.

The nominated member serves a two-year term.

The Convocation Standing Committee normally meets every six weeks.

# Planning and Resources Committee

## Membership

Chancellor or Council member nominated by Chancellor as chairperson

Vice-Chancellor *ex officio*

Deputy Vice-Chancellor *ex officio*

Pro-Vice-Chancellor (Academic) *ex officio*

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

Registrar *ex officio*

Planning and Budget Director *ex officio*  
Finance and Facilities Director *ex officio*  
Head of Division of Information Services *ex officio*  
Five Council members appointed by Council  
One dean of faculty appointed by the Vice-Chancellor's Advisory Committee.  
One member of Academic Committee appointed by Academic Committee.  
One enrolled student appointed or elected in the manner determined by the Student Guild Council.  
A nominee of the Registrar is secretary.

### **Tenure and frequency of meeting**

The Chancellor or nominee remains in the Chair for the term of office of the Chancellor (up to five years).  
*Ex officio* members remain members for as long as they hold the position relevant to their membership.  
Council members appointed by Council hold office for the term of the Council which appoints them.  
Members appointed by the Vice-Chancellor's Advisory Committee and Academic Committee serve a two-year term.  
The Student Guild member serves a one-year term.  
Planning and Resources Committee normally meets every six weeks.

## **Research Management Committee**

### **Membership**

Pro-Vice-Chancellor (Research and Advancement) *ex officio* as chairperson  
Deputy Vice-Chancellor *ex officio*  
Postgraduate Studies Officer *ex officio*  
Research Manager *ex officio*  
One academic staff member with research experience from each faculty, nominated by the faculty academic board.  
Head of Division of Information Services or nominee  
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.  
Research Management Committee normally meets every six weeks.

## **Staff Committee**

### **Membership**

Four Council members nominated by Council  
Registrar *ex officio*  
Personnel Director *ex officio*  
Equity Coordinator *ex officio*  
Vice-Chancellor or nominee  
Director of Academic Staff Development or nominee  
Dean of faculty nominated by Vice-Chancellor's Advisory Committee

One member elected by and from the academic staff of the University  
One member elected by and from the non-academic staff of the University  
A nominee of the Registrar is secretary.  
Staff Committee elects one of the four Council nominees as chairperson of the Committee.

### **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.

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

Staff Committee normally meets every six weeks.

# STAFF

## Senior Officers of the Administration

### Chancellery

*Vice-Chancellor:* Professor R.D. Gibson, MSc *Hull*, PhD *N'cle(UK)*, DSc *CNA*, FIMA, FAIM

*Deputy Vice-Chancellor:* Professor T.C. Dixon, BEd(Hons) MA *Qld*, LittM *NE*, PhD *Rensselaer*, FAIM

*Pro-Vice-Chancellor (Research and Advancement):* Professor M.E. Poole, BA BEd *Qld*, MA(Hons) *NE*, PhD *LaT*.

*Pro-Vice-Chancellor (Academic):* Professor J.C. Reid, BSc *Adel.*, MA *Hawaii*, MA PhD *Stan*.

*Associate Pro-Vice-Chancellor (Academic):* Professor R.B. Gardiner, MA BSc(Hons) PhD *Edin.*, CPhys, InstP, FAIP

*Director, Academic Staff Development:* Associate Professor P.C. Candy, BA BCom *Melb.*, DipEd *Adel.*, DipContEd *NE*, MEd *Manc.*, EdD *Br.Col*.

*Planning and Budget Director:* D. Brown, BBus *QIT*

*Equity Coordinator:* vacant

*Coordinator, Aboriginal and Torres Strait Islander Unit:* vacant

*Executive Officer:* M. MacColl, BBus *QIT*

### Administrative Services Division

*Registrar – Head, Administrative Services:* B.S. Waters, BCom *Qld*, AAUQ (Prov)

*Deputy Registrar:* D.G. Greenwood, BEcon(Hons) *Qld*

*Finance and Facilities Director:* J.A. Nelson, BCom *Qld*, AAUQ, FCPA

*Student Administration Director:* A.M. Brownhall, BA BEcon *Qld*

*Personnel Director:* M.J. Toohey, BBus *QIT*

*Counselling and Health Services Director:* D.B. Whitelaw, BA *WOnt.*, MA *Macq.*, EdD *Vanderbilt*, MAPsS

*Campus Registrar (Gardens Point):* G.P. Abernethy, BA MPubAdmin *Qld*, GDBusAdmin *QIT*

*Campus Registrar (Kelvin Grove):* D.W. Spann, BA *Qld*

*Campus Registrar (Kedron Park):* N.J. Jackson, BA *Darling Downs*

*Campus Registrar (Carseldine):* E.D. Harding, BA *Qld*

*Campus Registrar (Sunshine Coast):* C.R. Wheeler, BA BEd DPE *Qld*, MEdAdmin *NE*, MACE

*Publications Manager:* I.A. Wynne

*Secretariat Manager:* T.R. Walters, BA *Griff*.

### Research and Advancement Division

*Pro-Vice-Chancellor – Head, Research and Advancement Division:*

Professor M. Poole, BA BEd *Qld*, MA(Hons) *NE*, PhD *LaT*.

*Educational Services Manager:* D. Stent, QDA BA *Qld*, MAgrSt

*Commercial Services Manager:* C. Melvin, BBus *QIT*, MEA *Qld*

*Research Manager:* L. Grigg, BA(Hons) PhD *Qld*

*Public Affairs Manager:* P.H. Hinton, BA *Qld*

*Development Manager:* R. Miller, BA(Hons) MA *Qld*, AFAIM

## Information Services Division

*Director of Information Services:* T. Cochrane, BA *Qld*, MPhil *Griff.*, AALIA

*University Librarian:* G.M. Austen, BA(Hons) *Melb.*, GDLib *Canb.*, AALIA

*Computer Services Director:* J. Noad, MSc *Qld*, MACS

*Audiovisual Services Director:* G.A. Roberts, BA DipEd *NSW*, MScEd

EducSpecialist *Indiana*

*Educational Television (ETV) Manager:* R.J. Care-Wickham

*External Studies Manager:* B.R. Scriven, BSc MEd *Syd.*, DipEd *NE*, MEdAdmin *Qld*, ASIA, MACE

*Computer-Based Education Manager:* H.D. Ellis, BSc(Hons) PhD *Durh.*, MAIP

## Academic Staff

### Faculty of Arts

*Dean:* Professor P.R. Wilson, BA MA(Hons) *Cant.*, PhD *Qld*, MANZSocCrim, ExMIntSocAss, MAmerSocCrim

*Associate Dean:* Associate Professor G.E. Embelton, BA BD MEdSt *Qld*, PhD *Mich.State* DipRE MCD, MAPsS

*Faculty Administration Officer:* J.A. Stephenson, BA MBA *Qld*, AIMM, ASA

### Academy of the Arts

*Head of School (Acting):* P.D. Lavery, BA DipEd *Qld*, DipD *Brist.*, MLitt *NE*

### Dance

*Senior Lecturer:* S.P. Street, MA *Lond.*, DipDance *Ballet Vic.*

*Lecturers:*

K.E. Bell, BA *Qld*, CertT *Mt Gravatt*, MA(Dance) *Sur.*

S.C. Boughen, BA(Hons) *Dance Lond.*

G.J. Collins, RAD

J. Donald, ADCommRec *Nth Bris.*, BA(Dance)

A.A. Geeves, BA DipTech *Stockholm*, MA *NY*, DTR

J. Tally, BFA(Modern Dance) *Utah*

### Drama

*Senior Lecturers:*

G.J. Wiltshire, BEd RBTC(Dip) ADB(Ed) MA *Qld*, LRAM, AMusA

R.W. Wissler, BA(Hons) PhD *Qld*

*Lecturers:*

D.G. Batchelor, BA(Hons) *Qld*

D.M. Eden, BA *Qld*

J.A. Hamilton, DipT *BED Kelvin Grove*, MA *Qld*

B.C. Haseman, DipT *Kelvin Grove*, BA *Qld*, AdvDepS & D *Lond.*, ASDA, LSDA, ATCL, LTCL, FTCL

C. Hoepper, BA DipEd *Qld*

D.K. McCrudden, DipStageProd *NIDA*

J. McLean Grant, DipT *Kelvin Grove*, BA *Qld*, LSDA

M.L. Radvan, BA(Hons) DipEd *Syd.*, DipDirecting *NIDA*

I. Thomson, BA *Qld*, DipActing *RADA, Lond.*, LTCL

*Senior Tutors:*

S.J. Capelin, BEcon *Qld*, GDT(Primary)