

STUDY AT MURDOCH

STUDY AT MURDOCH: A GENERAL GUIDE

This is a summary description for general guidance — it is important that students also read the Regulations and Rules relevant to their studies (see the *Regulations and Rules* section of this Handbook) so that they are familiar with all the requirements. Further guidance is included in subsections below, specifically relevant to Bachelor studies, Honours studies, and Graduate and Postgraduate studies.

ADMISSION

Applicants for admission are asked to provide evidence of their suitability for a university education. In many cases this evidence will be based on previous performance at secondary or post-secondary level (for undergraduate studies). However, for those courses into which admission is very competitive, there may be additional criteria and there will be limits on the number of places available.

As requirements for admission to graduate-level studies can vary greatly, applicants are advised to refer to the *Graduate and Postgraduate Courses* section of this Handbook. The application process gives an applicant the opportunity to demonstrate suitability and to make the best possible case for admission.

Note that all applicants need to prove their competency in English language.

More specific details on application processes can be found below.

Mid-Year Admission

Murdoch University's most significant intake of students occurs at the beginning of each year. However, in recent years there has also been a mid-year intake into some courses: these students commence their courses at the beginning of Semester 2.

Domestic students offered a place at the beginning of a year may commence their studies at the start of Semester 2 that year, provided that they enrol by the Semester 1 deadline; International students must enrol in the semester they have been offered. It should be noted that not all units are available in each semester.

Applications for mid-year admission of domestic undergraduates should be directed to the Prospective Students' and Admissions Centre; international students should contact Murdoch International; research students should contact the Graduate Centre. See the back cover for all contact details.

Extra Admission Requirements for Teacher Education Courses

The Department of Education and Training and the Western Australian College of Teachers (WACOT) have the right to determine 'fit and proper persons' to enter and practice in schools. For the protection of students Education authorities have the legal right to exclude people from school premises. This power will be exercised in cases of serious or frequent criminal conviction, and may also be exercised in cases where children are thought to be at risk for any reason.

For these reasons, all applicants offered a place in teacher education courses must obtain a police clearance through the WA Department of Education and Training's screening agency, CrimTrac. Although a criminal record does not necessarily preclude an applicant from employment as a teacher, the WA Department of Education and Training has advised that convictions:

1. of a violent or sexual nature; or
2. where the victim was under 18 years of age; or
3. for dealing in or trafficking illegal drugs

will almost certainly rule out the possibility of teaching in a school, regardless of when the offence(s) occurred.

Information about obtaining a police clearance will be sent by Murdoch University to all successful applicants for the Graduate Diploma in Education (Primary) and (Secondary) and the Bachelor of Education (Graduate Entry) (Primary and Secondary) courses and for the undergraduate Education courses when they are offered a place. The University will require a successful applicant's police clearance soon after enrolment. In particular, full-time Graduate Diploma or BEd students should note that their placement in a school occurs early in February, and so they should obtain their police clearance through the Department of Education and Training as soon as possible to enable enrolment. Applicants who wish to obtain a police clearance application form in advance of being made an offer may do so by contacting either the University or TISC. There will be a cost to the student in obtaining this clearance.

Applicants should note that if they apply for a police clearance and do in fact have a conviction relating to offences such as those above, the Department of Education and Training will place this information on a database and make it available to other authorities.

For further details about this requirement, on a confidential basis, applicants can contact the Department of Education and Training

Telephone (08) 9264 4391

As well as a criminal record check, everyone applying to teach from the beginning of 2007 must have a Working

with Children check as part of the legislative requirements of the Working with Children (Criminal Record Checking) Act 2004. Application forms can be obtained from any Australia Post Office; the form must be signed by a Principal or Deputy Principal.

Murdoch University's Working with Children Check policy is available at

<https://www.murdoch.edu.au/admin/policies/Workingwithchildrencheck.html>

For further information on the Working with Children Act and Working with Children Checks, see

<http://www.checkwwc.wa.gov.au/>
screening@det.wa.edu.au

Advanced Standing

As part of the admissions process the University will consider previous post-secondary and tertiary studies for advanced standing, in accordance with the Rules on Credit and Exemptions: see the *Regulations and Rules* section of this Handbook.

Credit refers to a reduction in the points required to complete a Murdoch course on the basis of recognised prior learning. It usually shortens the time required to complete the course.

An exemption removes the requirement for a particular unit to be taken. An exemption recognises that a student has completed learning/study elsewhere that substantially duplicates the content of a Murdoch unit which is a requirement of their Murdoch course.

For further information, refer to the Advanced Standing web site:

<http://www.choose.murdoch.edu.au/>

THE CREDIT POINTS SYSTEM

Study at Murdoch is based on a system of credit points. Most units have a value of 3 or 4 points. The guideline adopted by the University in determining the number of credit points represented by each unit is that the usual full-time student load in a semester is twelve points. Thus a three-point unit should engage roughly a quarter of a student's available time and effort. This is an inclusive estimate, including all lectures, tutorials and/or laboratory classes, personal reading, and assignments required for the unit.

Full-time and Part-time Study

A full-time student normally enrolls for 12 credit points in each semester, or 24 credit points in each academic year. Students must be enrolled in at least 9 points in a semester to be regarded as full-time: those whose enrolment is below 9 points at any stage in the semester will no longer be eligible for Centrelink support. For Centrelink purposes units are either in Semester 1, which includes all units with a census date between 1 January and 30 June, or in Semester 2, which includes all units with census dates between 1 July and 31 December. The

only exceptions are full-year and straddle units, which are split equally between the two semesters.

Students may enrol on a part-time basis. There are difficulties in offering units involving laboratory sessions outside normal working hours. Students who foresee difficulty in attending units during normal working hours should consult the teaching timetable in planning their unit enrolment.

International students must be enrolled in at least 12 points in a semester to be regarded as full-time. Those international students whose enrolment is below 12 points must contact the Student Advisor via Murdoch International, as they will not be satisfying the conditions prescribed for a student visa.

General Credit

Regulations permit up to two points of general credit to be awarded to students enrolled in a degree requiring more than 24 points, and up to one point for students enrolled in diplomas and 24-point degrees where the student has been affected by circumstances largely beyond her or his control. General credit is not available for 12-point courses.

General credit cannot be used to satisfy course requirements.

If a student will be 0.5 point short of completion, credit should be awarded automatically. General credit normally is limited to 1 point. General credit of 1.5 or 2 points can be awarded only in highly exceptional cases, and cannot be awarded where

the shortage of points is a consequence of unit choices made by the student (students who because of a combination of units of different points values are 1.5 or two points short should take an additional unit);

the student has failed a unit in the final semester prior to graduation;

the student has been awarded credit of 24 or more points for previous studies; or

the student has four or more failures and/or Withdrawn results on the academic record.

General credit cannot be awarded where the student will have completed less than the minimum 42 points of Part II required by the regulations; or needed only 24 points of Murdoch units to complete the degree, as a consequence of credit granted on admission to the University; or

is taking an Independent Study Contract of less than 4 points in the final semester prior to graduation.

For further advice on General Credit students are encouraged to contact the Faculty Student Administration before enrolment in their final semester.

COURSES

It is students' responsibility to enrol in accordance with the degree regulations, requirements of their course/major and official deadlines.

Enrolment of New Students

Successful applicants for admission to Murdoch University will receive an offer letter and an enrolment package that includes all of the information needed to be able to go online to accept the offer and complete an enrolment for the year.

Applicants who are not immediately offered admission will be advised and invited to meet with an admissions counsellor to discuss ways in which they may become successful in the future.

Course Advice Sessions and Orientation

Course and academic advice sessions are offered to all new undergraduate students. The sessions will commence late January and will be repeated in Orientation Week (O Week). Students are encouraged to attend the Course Advice Session relative to their intended course of study. It is an opportunity to meet the academic staff in the course, and to hear about the enrolment options available at Murdoch.

O Week is held for new students in the week before the beginning of Semester and is an essential part of a successful university life. The week is designed to assist students to prepare for their studies, as well as to introduce them to the sporting, cultural and social activities on offer at Murdoch University.

A series of important lectures and workshops will cover such topics such as Getting Organised and Being Successful, Computer Usage on Campus, Learning Skills, Student Services, Planning Your Career, Foundation Unit Taster sessions, and Campus and Library tours. There will also be a general advice session for external students during O Week, however students should note that this is not a Course Advice Session.

Full details of the O Week program will be forwarded to new undergraduate students, and can also be found online:

<http://www.murdoch.edu.au/students/new/orientation.html>

For those students who commence studies in a trimester, Orientation and Course Advice will take place on day 1 of the teaching period.

Re-Enrolment of Existing Students

Current students who intend to re-enrol for any study in 2008 are required to complete their enrolment by 21 December 2007. There is no guarantee of re-enrolment for any students who seek to re-enrol after the deadline. A fee may be charged for late re-enrolments.

Students should enrol in all units they intend to study during the whole year. This will assist the University in timetabling and providing sufficient teaching resources for students. Students who do not enrol in second se-

mester units by the end of May may also be charged a late re-enrolment fee.

All students are expected to re-enrol through MyInfo, except for the following:

Students who are registered as having no access to the Internet are sent re-enrolment forms in November each year.

Honours students are re-enrolled by the Faculty Student Administration.

Research students will be re-enrolled by the Graduate Centre on the basis of their Annual Progress Report.

Not-for-award students are required to re-apply for enrolment each year through the Office of Central Student Administration.

The URL for MyInfo is

<http://myinfo.murdoch.edu.au/>

Courses Subject to Restriction

Selection of majors and minors

Students are able to manage their selection of and enrolment in most majors and minors through the online enrolment facility, MyInfo. Where a major is subject to restriction, adding it as a second major is subject to admission being granted: students seeking to add that major or transfer into it must make an application. Applications are considered at the end of each semester. Closing dates and application forms are found at:

<http://www.oss.murdoch.edu.au/>

Restricted Courses

Bachelor of Animal Science

Bachelor of Chiropractic, Bachelor of Science in Chiropractic and Bachelor of Health Sciences in Chiropractic

Bachelor of Education (Primary), Bachelor of Education (Secondary) and their joint degrees

Bachelor of Laws, Juris Doctor and joint degrees with Law

Bachelor of Nursing and Bachelor of Nursing (Conversion)

Bachelor of Psychology and Bachelor of Arts in Psychology

Bachelor of Science in Marine Science

Bachelor of Veterinary Medicine and Surgery and Bachelor of Science in Veterinary Biology

Graduate Diploma in Education (Primary) and Graduate Diploma in Education (Secondary)

Academic Council definitions and principles (May 2005) state that all postgraduate courses are restricted and no student is allowed to transfer into a postgraduate award without approval.

Intermission of Enrolment

Students may apply to intermit (or suspend) their enrolment for a maximum period of four semesters (taken consecutively or otherwise) during any qualification. Students granted intermission of their enrolment are guaranteed a place in the University and in their course provided they resume studies at the end of the period of intermission.

An Intermission of Enrolment form (available online) or a written application stating the grounds for seeking an intermission should be submitted to the Manager, Enrolment and Fees in the Office of Central Student Administration. (The date this is received is the date of effect of the intermission on the student's enrolment record, unless the student does not want it to take effect until the following semester.)

Intermissions are granted where the student has passed 50 per cent or more of the points for which results were due in the previous semester; or, where personal circumstances had led to poor results, the student had passed 50 per cent or more in the period preceding when these circumstances arose; or where the student has no prior results at this University but satisfied the University's criteria for granting deferred admission.

Withdrawal of Enrolment

Domestic students may discontinue their studies altogether by withdrawing from the University. In this case, re-admission is either via the Tertiary Institutions Service Centre (TISC) for applications timed to commence at the start of the academic year, or through the Prospective Students' and Admissions Centre for mid-year readmission. A student re-enrolling after a break in studies of two or more semesters is required to meet the course and fee requirements in force at the time of re-enrolment, subject to those requirements being varied in individual cases by the Program Chair and Manager, Enrolments and Fees respectively.

A student who has no substantive enrolment in an academic year will have their enrolment discontinued and be required to apply for readmission.

Any student re-enrolling after exceeding the maximum permissible period of enrolment may have conditions attached to their enrolment (see the Academic Progress Rules for Bachelor Degrees, for Postgraduate Coursework Qualifications, and for Coursework Masters Degrees).

Research students must apply to the Graduate Centre for suspension.

Program Chairs

Each course in the University has a Program Chair who is able to provide academic advice to students in such areas as course structures, choice of electives, study habits etc.

UNIT SETS

'Unit Set' is the term used in MyInfo to record the names of majors, minors or other packages of units be-

ing undertaken. They are used to define a path of study undertaken to ensure the satisfactory progression through and completion of a student's course attempt.

When a student enrolls in a course, at least one unit set is applied to the course attempt to further define the student's intended path of study. If a student subsequently discontinues that primary unit set then they are also obliged to change their course.

Examples:

Bachelor of Commerce (the course) with a major in Accounting (the major is the unit set)

Bachelor of Legal Studies (the course) with a major in Criminology (the major is one unit set) and a minor in Management (the minor is another unit set)

Postgraduate Certificate in Energy Studies (the course) has a single unit set associated with it, also called Postgraduate Certificate in Energy Studies

Graduate Diploma in Education Studies has a number of unit sets available, corresponding with the specialisations available in the course.

Unit set 'rules' typically require the completion of particular units or credit points at certain levels of study, and are used to verify a student's progress. Similarly, course rules can require the completion of one or more particular unit sets.

Many students will be able to amend their unit sets and add non-restricted unit sets in MyInfo. To aid this, there is a facility in the online Handbook to see the unit sets applicable to any particular course. Students who wish to add restricted unit sets are able to make application at the end of each semester as part of the course transfer process.

Note that some courses will require completion of a particular unit set: in these cases the unit set will not be able to be removed. There are also limits on the number of unit sets that can be undertaken within the one course.

UNITS

Unit Offerings

University study is based on enrolment in units taken in distinct unit offerings, or enrolment options. A unit offering consists of a Location (for example, Murdoch campus), a Teaching Period (for example, S1 (the standard Semester 1 teaching period)) and a Unit Class or mode of study (for example, D (internal)). Many unit offerings are for a standard semester or trimester, some offerings are over two semesters, and others are in non-standard teaching periods.

The offerings applicable to each unit are shown in the *Units* section of this Handbook.

Note that the University does change unit offerings in response to enrolment and administrative needs, and students should use the online Handbook to obtain the most up-to-date information.

Teaching Periods

A Teaching Period is the period of time spent in teaching and assessing a particular unit offering. Each teaching period is uniquely identified by a code.

Most unit offerings are in standard teaching periods, and there are also a number of non-standard teaching periods. All standard teaching periods are as follows:

Standard Semesters: 12 teaching weeks followed by two weeks of assessment

Semester 1: S1 (February to June)

Semester 2: S2 (August to November)

Standard Summer and Winter terms: six teaching weeks followed by one week of assessment

Summer term: U (December to February)

Winter term: W (June to August)

Standard Full/Straddle Years: two consecutive standard semesters

Full Year: Y (S1 then S2)

Straddle Year: H (S2 then S1)

Standard Trimesters: 13 teaching weeks followed by one week of assessment

Trimester 1: T1 (January to April)

Trimester 2: T2 (April to August)

Trimester 3: T3 (August to November)

A list of all teaching periods can be seen at the beginning of the *Units* section of this Handbook.

Prerequisites

Some units assume a particular level of understanding before students can commence study; typically this is satisfied by completion of other (prerequisite) units. Where a unit has prerequisites, enrolment in the unit will require a student to have satisfied the prerequisites (or equivalents elsewhere) before enrolling. Only the Program Chair of the course offering the unit can waive a prerequisite.

Overloads

A student is not permitted to enrol in more than 14 points in a semester, nor more than 12 points externally in a year, unless approval has been obtained via the Faculty Student Administration and Program Chair. Generally a student needs a good academic record to cope with an enrolment overload.

Late Enrolment

Internal Offerings

Students can enrol online in an internal offering of a unit up to the end of the second week of the teaching period. The application may be refused if the Unit Coordinator believes the enrolment will disrupt teaching in the unit, otherwise disadvantage students already enrolled in the unit, or might be academically disadvantageous to the student. Enrolment after the closing date requires special

approval and students should contact the Faculty Student Administration: see the back cover for contact details.

External Offerings

Students can enrol in an external offering of an S1 or Y offering of a unit until 5.00pm on Friday of the first week of Semester 1; the deadline for all other teaching periods is the Friday before the teaching period starts. However, delays in receiving unit materials are likely to be experienced if a student enrolls later than two weeks before the start of the teaching period. Enrolment after the closing date requires special approval, and students should contact the Faculty Student Administration: see the back cover for contact details.

Repeating a Failed Unit

A student who has failed a unit normally may take it a second time. Third attempts will be granted only in special circumstances, and require the approval of the Program Chair of the course offering the unit. A student who has failed a unit three times shall not be permitted to enrol in it again, unless the President of Academic Council grants special approval.

Units offered at Rockingham and Peel

Students enrolled at the Murdoch Campus are permitted to enrol in units at the Rockingham and Peel Campuses, where places are available.

Unit Availability

Core units must be offered each year, and at least once during each course offering where courses are of less than one year's duration. Elective units must be offered at least each alternate year. A sufficient number of Specified Electives must be offered in any course cycle to provide full-time students with a range of units from which to select.

Teaching Timetable

The teaching timetable is prepared in accordance with the Teaching Timetable Policy with the aim of meeting, as far as possible, the needs of students and academic staff. The Policy may be seen in full at:

<http://www.murdoch.edu.au/admin/policies/timetabling.html>

Classes are normally scheduled Monday to Friday, between 8.30am and 8.30pm.

To allow students to plan their enrolment, the final timetable is published before enrolments commence. The Semester 2 timetable is published in draft form prior to enrolments commencing, and will be finalised during Semester 1.

Amendments to the timetable will only be made when it is essential: for example, if there is a clash with another required unit, if a lecturer is unavailable, or if a room is unavailable or unsuitable.

Murdoch University strives to offer a degree of flexibility in its courses. Unfortunately, it may not be possible to schedule all possible combinations of units when con-

structuring the timetable. Core units and specified electives are a priority in the timetabling process. Students are accordingly advised to select non-specified electives that fit with their core timetable. Students may also wish to consider selecting non-specified electives that are available in external mode or on Lectopia, if a clash affects only a portion of the total lecture time.

The teaching timetable can be seen online at:

<http://www.murdoch.edu.au/admin/timetables/teaching/>

Unit Activities

Students need to register for their tutorials, laboratories and workshops through MyInfo at the beginning of the year. Tutorials for most units start in the first week of the teaching period.

Special Types of Unit

Foundation Units

Students in an undergraduate bachelor degree are required to take a Foundation unit in their first semester of enrolment.

Foundation units assist in the development of a range of skills particularly useful for new students in their transition into university studies. For more information, see Bachelor Studies: a General Guide below.

Special Topics

These units comprise advanced study in particular areas, and the range of topics available (if any) varies from year to year. Details of topics on offer can be seen in the online Handbook.

Independent Study Contracts

An Independent Study Contract (ISC) permits a student to study a topic or subject that is not available as a unit, and to obtain credit points for this. ISCs differ from formal units in that they are based on individual study rather than formal classes.

The student is responsible for the selection of the topic and for the organisation of the contract. The contract is a formal agreement between the student and the supervisor, specifying the material to be studied and the methods by which it will be assessed. A student undertaking a contract will be required to work closely with the supervisor.

The Dean of School must approve all contracts. Students must submit their applications via the Faculty Student Administration on the standard form. Applications should be submitted at latest by the first day of the teaching period in which the contract is to be undertaken, but it is preferable to apply at least several weeks in advance.

The Independent Study Contracts policy is available at

<https://www.murdoch.edu.au/admin/policies/independentstudy.html>

Change of Unit Enrolment, including Withdrawal

Most students (excluding Honours and Research) are expected to change their unit enrolments through MyInfo:

<http://myinfo.murdoch.edu.au/>

The IT Service Desk can help with any difficulty in working through MyInfo: for contact information see the Information Technology at Murdoch entry in the *About the University* section in this Handbook.

Students who require assistance in unit selection or other academic issues should contact the Faculty Student Administration.

To change unit enrolments, Honours students should contact the Faculty Student Administration for assistance, and Research students should contact the Graduate Centre: see the back cover for contact details.

For any other questions, students should visit Ask the Oracle at

<http://www.oss.murdoch.edu.au/asktheoracle/>

Withdrawal From Units

For semester-based units, withdrawals are recorded on the student's academic transcript as follows

- Withdrawal on or before the census date: withdrawal not recorded
- Withdrawal after the census date and before the end of Week 10 of the semester in which the unit is to be completed: withdrawal recorded and fees incurred. For Commonwealth-Supported students, Student Learning Entitlement is consumed.
- Withdrawals after Week 10: students who decide not to continue with their enrolment in a unit after Week 10 will fail the unit.

For units that are offered in other teaching periods, census and withdrawal dates will apply as relevant to the teaching period. Details of census and withdrawal dates for all units are posted on the University web site, and can be accessed from the online Handbook.

Australian students in receipt of Government support need to keep in mind their obligations to remain enrolled in at least the minimum number of required credit points.

International students must maintain a full-time enrolment at all times as a condition of their student visa. If an international student cannot enrol full-time, they must apply for permission from Murdoch International to under load — permission may be granted in exceptional circumstances.

Retrospective Withdrawal, and Re-crediting and Remission of SLE, HELP and Fees

Students can apply to have unit outcomes amended from Fail or Withdrawn to Withdrawn with or without Load; re-crediting of their Student Learning Entitlement; and remission of their HELP or tuition fee liabilities.

A student can only be assessed for retrospective withdrawal and re-crediting and remission if they:

- have not completed the requirements for the unit of study (a Fail grade means that the student has not completed the requirement);
- applied in writing within the deadlines;
- met the special circumstances requirements; and
- have withdrawn from the unit, received a Fail grade, or been awarded Deferred Assessment and are subsequently unable to complete the unit.

Special circumstances:

- are beyond the student's control;
- do not make their full impact on the student until on, or after, the census date; and
- make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake, the unit. This includes any additional time that may be granted the student.

Special circumstances might arise from medical, family, personal, employment or course-related reasons.

Application for retrospective withdrawal for units undertaken since 1 January 2006 must be made in writing to the Manager, Enrolments and Fees, within 12 months of the withdrawal date or, if the student has not withdrawn, within 12 months of the end of the period of study in which the unit was, or was to be, undertaken. Where a student has been granted permission to defer completion of their studies, the twelve-month period applies from the end of the extended period. The Manager, Enrolments and Fees, has discretion to waive this requirement if he or she is satisfied that the application could not be made within the time limits.

The application should include independent supporting documentation to support the personal statements and claims. Depending on the nature of the special circumstances, the supporting documentation can include statements from doctors, counsellors, or employers. Supporting documentation should indicate: that the student's circumstances were beyond their control; that the circumstances did not make their full impact on the student until on or after the census date for the unit; when it became apparent after the census date that the student could not continue with their study; or how the student's circumstances prevented them from withdrawing from their study before the census date. Medical certificates or letters should include the medical provider number. Evidence of death can include death notice, newspaper extracts, or letters from counsellors, funeral directors and doctors.

Students will be asked to supply additional information if insufficient documentation is provided to allow a decision to be made. If a student does not respond to such requests in the time specified the application will be deemed to have lapsed.

Cross-enrolments, or Unit Enrolment at Other Australian Universities

Students seeking to enrol in units at other universities for credit towards their degree must obtain prior approval via the Faculty Student Administration. They must still complete at least 24 points of Murdoch University Part II units in order to be awarded an ordinary bachelor degree with a points value greater than 24, and at least 18 such points for an honours bachelor degree.

Notwithstanding the number of exemptions which a student is granted from the requirements of their major, a student must complete at least 12 points of Murdoch University Part II units from the requirements of the major in which the student is graduating, or from related units determined by the Program Chair.

Arrangements have been made with Curtin University of Technology, Edith Cowan University and the University of Western Australia for access to many of their units for credit towards Murdoch courses.

Students must provide the Office of Central Student Administration with evidence of their enrolment at the other university, after which the units will be entered onto their student record at Murdoch.

As a condition of their student visa international students cannot study at another institution without permission from Murdoch International.

Cross-institutional enrolments for international students must be approved by Murdoch International Student Support, as part of the compliance requirements under the ESOS Act, 2001; this must occur before the enrolment is processed by the other institution.

Up until 2004, results in units at other universities were normally recorded as an Ungraded Pass or Fail on the Murdoch transcript, due to the wide variance in grading systems used by different universities. The exception to this was where the unit was a required unit and was taken at a university that used the same grading system as Murdoch. From 2004 the Murdoch grade may still be an Ungraded Pass or Fail but the result awarded by the other university and the name of that university will be added to the unit title. Students should use the academic transcript from the other university as the full record of their enrolment at that institution.

Unit Enrolment at Overseas Tertiary Institutions through the Exchange Program – Study Abroad

Students enrolled in degree courses may study for a semester, or an academic year, at a university overseas for credit towards their Murdoch University degree. Limited opportunities are also available for postgraduate students. Students are advised to begin planning for their Study Abroad experience during their first year of study, as it is easier to obtain credit for units other than core units and specified electives.

To be eligible to study abroad, students should have completed at least one year of full-time study (or part-

time equivalent) at a tertiary institution of which at least 12 points must be from Murdoch University, have a minimum of a Credit academic average and be good ambassadors for the University.

In 2008 there will be several Study Abroad travel bursaries to assist successful candidates. Travel bursaries are awarded competitively, based on sound academic performance and the ability of candidates, in the opinion of the committee, to both represent and promote the Study Abroad program and Murdoch University overseas. Commonwealth-supported students may apply to obtain an OS-LOAN of up to \$5299 per six-month period (for a maximum of two periods). A 20 per cent loan fee is applied to the loan, which is similar to HECS-HELP and FEE-HELP loans. Further information is available from the Study Abroad Advisor in Murdoch International: see the back cover for contact details.

Direct Exchange Agreements with Specific Universities

These agreements are open to all Murdoch students.

Asia

Kansai Gaidai University, Japan
 University of Hong Kong
 Yonsei University, Korea (an average of 65% is needed)

Austria

University of Applied Sciences, Weiner Neustadt
 Fachhochschule Salzburg

Canada

Algoma University, Ontario
 Simon Fraser University, British Columbia (School of Contemporary Art and Film Studies not available to Exchange students)
 University of Victoria, British Columbia (Law and Business not available to Exchange students)
 University of Waterloo, Ontario

Denmark

Aalborg University
 University of Southern Denmark, Odense

Finland

University of Turku/Abo

Germany

Fachhochschule Bonn Rhein Sieg
 Fachhochschule Coburg
 Fachhochschule Luebeck
 Fachhochschule Wolfenbuettel
 Furtwangen University
 Flensburg University
 University of Siegen

Ireland

University of Limerick

Scotland

University of Dundee

Sweden

Jonkoping University
 Lund University (Law students need to have completed two years prior law study)
 Uppsala University (limited Law places available)
 Vaxjo University

Switzerland

University of Applied Sciences, North Western Switzerland

United Kingdom

University of East Anglia
 Lancaster University
 Nottingham Trent (School of Arts and Cultural Studies only; if only for one semester it must be September to December)
 Hull University

USA

American University, Washington DC
 Binghamton University, New York State
 Boston College
 Ithaca College, New York State
 Purdue University (GPA requirement of 3.0)
 San Diego State University (GPA requirement of 2.5)
 St Norbert College, De Pere, Wisconsin
 University of Colorado at Boulder
 University of Illinois at Springfield
 University of Miami
 University of North Carolina at Chapel Hill
 University of Northern Arizona
 University of Wisconsin-Whitewater

Exchange Agreements Available Only to Students in Specific Courses

Australian Consortium for 'In-Country' Indonesian Studies (ACICIS)

ACICIS was established as a non-profit organisation in 1994 to develop and coordinate high-quality, semester-long study programs at Indonesian partner universities, for Australian university students. Hosted by Murdoch University, ACICIS includes as members most of Australia's leading institutions in the field of Indonesian studies. National collaboration enables ACICIS to draw on expertise across all

Australian universities and maximise efficiency in organising in-country study.

ACICIS has become the largest consortium of its kind in Australia, and possibly the world's leading provider of access for foreigners to study at Indonesian universities. Students graduate amongst Australia's best speakers of Indonesian. A range of study options have been developed in Indonesia, and a unique support network is provided for students and others who wish to experience living and studying in Indonesia. All students are welcome.

<http://www.acicis.murdoch.edu.au/>

Council on International Educational Exchange (CIEE)

An exchange program through which students can attend CIEE Study Centres around the world: Belgium, China, Costa Rica, The Czech Republic, France, Hungary, Indonesia, Japan, The Netherlands, Poland, Russia, South Africa, Spain, Taiwan, Thailand and Vietnam.

Each Study Centre has a Council-appointed Resident Director who manages the program, which is generally an enclave program for predominantly American students.

Classes are usually conducted in English although some Study Centres do have language prerequisites. Students pay Murdoch University fees and well as the CIEE Program fee. Classes do credit back to the student's Murdoch degree, but mostly as general electives.

Language Year in Asia, Chinese Studies

Zhejiang University, China

Language Year in Asia, Japanese Studies

Himeji Dokkyo University, Japan

Mukogawa Women's University

Ryukoku University, Japan

Seikei University, Japan

Language Year in Asia, South-East Asian Studies

Universitas Gadjah Mada, Indonesia

Universitas Muhammadiyah, East Java

Master of Business Administration

Shanghai University, People's Republic of China

Politics

City University of Hong Kong

Science and Engineering

FH Furtwangen, Germany

FH Koblenz, Germany

Technical University Darmstadt, Germany

Students interested in spending a semester or a year abroad should contact the Study Abroad Advisor in Murdoch International for information and application forms: see the back cover for contact details.

EXTERNAL STUDY

External units are designed for students to study on their own without on-campus attendance. The University has a flexible unit offering model, using online technology in a complementary way to ensure that all students will be able to access the same unit package, whether they are studying in either internal or external mode.

Enrolment in external units is limited to a total of 12 points per year, representing a part-time load. A student shall not enrol in more than 12 points in the external enrolment option in a year without the approval of the Program Chair of the student's first major.

Further information on external study can be found at the web site of the External Studies Unit, at

<http://external.murdoch.edu.au/>

External Courses

The lists of courses at the beginning of the *Courses* sections of this Handbook shows all courses offered wholly in external mode.

External Units

A typical Murdoch external unit will have some print materials and online access to expanded and complementary resources through a Learning Management System; for many units this also provides online access to lecture recordings within 24 to 48 hours of their face-to-face delivery. While students will still indicate their intention to enrol in a unit as an internal or external student, increasingly the unit content/materials will be identical, only the way it is accessed will vary.

Reference readings are provided as an integral feature of each externally-presented unit. Students may use the mail order facilities of the University Bookshop to purchase required and recommended textbooks.

Students may borrow library materials in person. Students who are enrolled in external mode for *all* units and who live more than 30 aerial km from the Murdoch Campus Library, may borrow via mail through the Library's external lending service. Reciprocal borrowing arrangements with interstate libraries are available: consult the Library's web site for External Students for details of eligible Libraries:

<http://www.lib.murdoch.edu.au/for/external/>

Contact with tutors varies from unit to unit and tutors will inform students how and when they may be contacted. Students are encouraged to establish regular contact with their tutors by telephone or email.

Students who agree to share email addresses are sent a list of other students enrolled in the same units who have also indicated they wish to be on a contact list. In addition, an online student community site (Bush Telegraph) is provided for students to make contact with

each other, discuss study or other issues and concerns, and provide feedback to the University.

Enrolment in External Units

Unit offerings are shown in the *Units* section of this Handbook. A key to teaching periods appears at the beginning of the *Units* section.

External students need to consider their available study time when enrolling in units. Generally students would not be given approval to enrol in a full external load unless they are able to devote approximately 40 hours per week to their study commitments.

For information concerning late enrolment in external offerings of units, see Late Enrolment under the Units heading above.

Students enrolled in an *internal* semester- or year-long unit offering may change to the equivalent *external* offering of that unit only until the end of the first week of the teaching period; after that date students must have extenuating circumstances.

Occasionally, a shortage of unit materials or textbooks may preclude specific unit enrolments. In exceptional circumstances, applications for late enrolment may be accepted if materials are available.

When enrolled in units which are available in both a one-semester and full-year/straddle offering which begin at the same time, students may change between the two options up until the following deadlines:

Units starting in Semester 1: 31 March

Units starting in Semester 2: 31 August.

External Enrolment by Australian Students Based Overseas

Students studying from overseas, particularly those in developing countries, need to make allowance for potential difficulties and delays, especially in communicating with the University.

Initial unit materials packages are sent by courier to overseas students. The University takes particular care to identify the content of unit mailings that contain CDs, to minimise difficulties in delivery. However, unreliable postal systems and variable customs administration may impose extra costs and delays. While the University meets the costs of mailing unit materials, the student will be responsible for payment of any customs duty imposed.

Assignments and correspondence should be sent to the University via fax or email whenever possible.

Assessment

Students enrolled in external offerings of units are sent an examinations notice, where an examination is part of the unit's assessment requirements. For further information on assessment, see relevant Assessment topics elsewhere in this section of the Handbook.

CANCELLATION OF COURSES, MAJORS, MINORS OR UNITS

The University reserves the right to cancel, without notice, any course, major, minor or unit if the number of students enrolled falls below limits set by the University.

ASSESSMENT AND ACADEMIC PROGRESS

The Assessment Policy can be accessed via the online Policy Index:

<http://www.murdoch.edu.au/index/policies/>

Responsibilities of Students

The Assessment Policy specifically advises that students have the responsibility to

Seek all information available well before assessments are due — this may be available online, or in printed material specified for the course

Submit assessed work by the due date and in the specified process

Work in a manner that does not constitute misconduct, dishonesty or plagiarism

Behave in a manner which does not interfere with other student's rights

Seek advice and feedback at times specified by the Unit Coordinator

Not undertake spurious appeals or ambit claims over assessment grades

In addition, students have a responsibility to submit a cover sheet with all written work for continuous assessment that includes a signed declaration 'except where I have indicated, the work I am submitting in this assignment is my own work and has not been submitted for assessment in another unit', or words to that effect.

Assessment Methods

Methods of assessment vary among units. Each unit is required to base its assessment on more than one piece of work, and to include at least two distinct methods of assessment. No one component or assessment method should account for more than 70 per cent of the final mark, nor class participation more than 15 per cent, or peer assessment more than 15 per cent, or group assessment more than 30 per cent. At least 30 per cent of the total assessment in each unit must be based on supervised assessment tasks. Exceptions to these can be approved by the Assessment Committee.

All students in each unit will be provided by the Unit Coordinator with a written statement of the detailed assessment requirements, including assessment methods and weighting.

Examinations

Usually all final examinations are held within the assessment period at the end of each semester or trimester. It is the student's responsibility to ensure that they are

available throughout this period and that any travel is scheduled outside this time.

Examinations commence on the first Saturday of the assessment period, and are generally held in two daily sessions commencing at 9.30am and 2.00pm. Students are required to show their Murdoch University Student Card at the examination venue.

The examination timetable is published about five weeks prior to the assessment period at

<http://www.murdoch.edu.au/admin/timetables/exams/>

Students who arrive no more than 30 minutes late will be allowed to sit the examination, but will not be granted extra time. Those who arrive more than 30 minutes late should report to the Examinations Officer via the Student Service Centre in the Office of Central Student Administration. Students who miss an examination due to misreading or not checking the exam timetable, forgetfulness, sleeping in, et cetera, will not be allowed to take the examination and will not be eligible to apply for deferred assessment.

The Examinations Rules are available at

<http://www.murdoch.edu.au/admin/legsln/>

Grading System

Final Grades for units that award grades (most Murdoch units)

HD	High Distinction	80–100%
D	Distinction	70–79%
C	Credit	60–69%
P	Pass	50–59%
N	Fail	below 50%
DNS	Fail	Fail, did not participate in any assessments after the census date

Final Grades for units that only award Pass/Fail

UP	Ungraded Pass	50% or above
N	Fail	below 50%
DNS	Fail	Fail, did not participate in any assessments after the census date

Interim Grades

G	Good Standing	
NA	Not Available	
Q	Deferred Assessment	
S	Supplementary Assessment	45–49%

Notification of Assessment and Examination Results

Students are entitled to see their results in all assessment components of their unit, including raw marks for components and for the unit overall.

Examination results are released as follows:

for semester exams, on the third Monday after the end of each assessment period;

for trimester exams, on the second Thursday after the end of each assessment period.

Results are available through MyInfo:

<http://myinfo.murdoch.edu.au/>

Students may inspect their marked examination scripts and discuss the marking with the Unit Coordinator or nominee within fourteen days of the posting of results. Unit Coordinators may require reasonable notice or set aside specified times for this. Examination scripts are retained by Unit Coordinators at least until the end of the appeal period against results.

Academic Transcript/Statement of Academic Record

A formal statement of academic record is available to students from the Student Service Centre at a cost of \$15. Normally one working day's notice is required.

Supplementary Assessment

A Unit Coordinator may, where appropriate, award an interim grade of S. This generally means that the student has narrowly failed the unit, but has been granted a form of supplementary assessment involving extra work and/or an examination to give the student a further opportunity to demonstrate that he or she has achieved the unit objectives. The Unit Coordinator will notify the student in writing of the supplementary assessment arrangements, and the additional work must be completed within six weeks of the end of the main assessment period for the unit (for this purpose the two-week Christmas close-down of the University will not be taken into account).

The only grades available after supplementary assessment are Pass or Fail. An Ungraded Pass is not available. If supplementary assessment is not completed by the six-week deadline, a result of Fail will be recorded.

For those of its units that are offered on a full-year basis, the timetable for supplementary assessment in the Faculty of Health Sciences may differ from that stated above. Students enrolled in affected courses will be informed of any variation.

Deferred Assessment

Students may apply for deferment of assessment on grounds of serious illness or other exceptional personal circumstances that seriously impair the student's performance. For deferred assessment to be approved, the student must have submitted all work due for assessment at the time the circumstances requiring deferred assessment arose (or been granted an extension to a later date), and it must still be possible for the student to pass the unit.

Deferred assessment is not available for illness or other circumstances occurring in the first three weeks of semester or pro rata for teaching periods of different length (and normally not for weeks 4 to 7 of semester or pro rata for teaching periods of different lengths, unless the impact was severe); where an examination is during working hours unless the employer refuses leave; where an examination was missed because the student misread the timetable, forgot or overslept; and normally not for units in which the student has been granted supplementary assessment. Students who have been granted deferred assessment in a previous semester will not be granted it again unless they can establish beyond doubt that the circumstances are clearly exceptional.

Applications must be made in writing to the Office of Central Student Administration no later than the last week of the teaching period, or, if the circumstances arose after that date, before the examination (if the unit does not have an examination during the assessment

period, then before the end of the assessment period). Application forms are available from the Office of Central Student Administration or can be downloaded from

<http://www.murdoch.edu.au/oss/exams/deferred.html>

If the application is based on medical grounds, a medical certificate must be provided: students should use the medical certificate form provided by the Office of Central Student Administration.

Where an application is rejected, the student may appeal to the Chair of the Student Appeals Committee. Any appeal must be lodged within seven calendar days of the date of the letter notifying rejection of the application, or, if the examination is within that period, before the examination (if feasible).

Dishonesty in Assessment

Academic integrity is an adherence to five fundamental values: honesty, trust, fairness, respect and responsibility in all work. Academic integrity is fundamental to the operation of all scholarship, whether it be original research or undergraduate assignments. It ensures that proper credit is given to those who do the work and that their intellectual contribution is acknowledged. It ensures that proper evaluation and feedback of performance can be given, and it buttresses the worth and reputation of academic awards on the basis they have been honestly earned. Murdoch University regards academic integrity as a fundamental value of student learning. It requires all students enrolled in the University to adhere to academic integrity in fulfilling each assessment task.

The University regards most seriously any acts of dishonesty relating to assessment of University courses and research. This includes plagiarism, unauthorised collaboration, examination misconduct, theft of other students' work and misconduct in research. Acting unfairly or dishonestly in assessment is defined as misconduct under Statute No. 23 Student Discipline.

Depending on the seriousness of the case, dishonesty in assessment can lead to a requirement to undertake additional work, failure in a unit or in a part of it, suspension from the University or even permanent expulsion from the University. (Below is a schedule of penalties, and of aggravating and mitigating factors, which has been approved by Academic Council.) The University regards any form of cheating as a serious matter of academic dishonesty that threatens the integrity of the assessment processes and awards of the University, to the detriment of all other students and graduates of the University.

Plagiarism constitutes using the work of another without indicating by referencing (and by quotation marks when exact phrases or passages are borrowed) that the ideas expressed are not one's own. Students can use the ideas and information from other authors, but this use must be acknowledged. It is also not acceptable to submit an assignment that is simply a paraphrasing of extracts from other authors: the work submitted must include some intellectual contribution of the student's own. The

Foundation units in particular assist students in identifying plagiarism, which may be an acceptable practice elsewhere, but is not acceptable within universities.

Re-submission of previously marked work — the submission of the same piece of work for assessment in two different units by the student author — is not acceptable practice if it is not acknowledged.

Unauthorised collaboration ('collusion') constitutes joint effort between students, or students and others, in preparing material submitted for assessment, except where this has been approved by the Unit Coordinator. Students are encouraged to discuss matters covered in units, but when writing an assignment, computer program, laboratory report or other piece of assessed work, the recording and treatment of data and the expression of ideas and argument must be the student's own.

Dishonesty in assessment applies to work in any medium (for example, written or audio text, film production, computer programs, etc.)

Penalties for Dishonesty in Assessment

The following information encompasses all degree offerings at Murdoch University. It is to assist staff in dealing with cases of dishonesty, especially cheating in examinations, plagiarism and collusion. It provides penalties for different offences, and an indication of factors to be taken into account when exercising this discretion. The list of factors is not all-inclusive; other factors may also be relevant. Staff shall exercise their professional judgement on whether the suggested penalties fit the particular case; sometimes a more lenient or more severe penalty may be appropriate, depending on the circumstances.

Misconduct Type	Procedure	Penalty
Plagiarism and Collusion — Coursework Units		
Inappropriate/inadequate acknowledgement: <i>material copied word for word which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgement of its source</i>	First Offence	
	<i>If the error appears unintentional, or the plagiarism minor, the Unit Coordinator interviews the student to identify the problem and provide assistance in understanding the University's policy on plagiarism (including the consequences of a further offence). This is not a disciplinary matter. However, if unintentional plagiarism was substantial, the Unit Coordinator must advise the Divisional Office in writing, so a comment can be added to the student's computer record. [This is not a penalty; it is simply so that if the student does it again, the University is aware that it is a repeat offence.]</i>	Unit Coordinators should rely on their professional judgement as to what action to take. Where appropriate, the Unit Coordinator can require the student to rewrite and resubmit the assignment, or deduct marks (but not a standard percentage).
	<i>If the Unit Coordinator believes the student was aware that this constitutes plagiarism and is not permitted, and the plagiarism was substantial, the Unit Coordinator must report the matter to the Executive Dean for action under the Discipline Statute. [Note: the Executive Dean can delegate to another staff member the investigative and interviewing roles in any disciplinary case.]</i>	Student given no more than 50% of mark on the assessment component where misconduct was evident, or required to rewrite and resubmit the assignment, or required to write an assignment on a new topic.
	Second Offence	
	Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. Student is required also to seek assistance from the Teaching and Learning Centre. Unit Coordinators in all subsequent units to be informed that student is a repeat plagiarist.	Depending on the extent and severity of the case, student receives 0% to 50% of mark on the assessment component where misconduct was evident.
Third Offence		
Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute.	Student receives 0% of mark on that assessment component where misconduct was evident. Resubmission is not permitted.	

<p>All other forms of plagiarism and collusion:</p> <p><i>material copied from another source without any attribution</i></p> <p><i>assignment written by somebody other than the student</i></p> <p><i>material copied from another student's assignment with her or his knowledge</i></p> <p><i>material copied from another student's assignment or work without that person's knowledge</i></p>	First Offence	
	Reported by the unit coordinator to the Executive Dean for action under the Discipline Statute. Student is required also to seek assistance from the Teaching and Learning Centre.	Depending on the extent and severity of the case: 0% for the assessment component, or fail the unit.
	Second Offence	
	Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. The Executive Dean refers it to the Pro Vice Chancellor (Academic) to take action. Unit coordinators in all subsequent units to be informed that student is a repeat plagiarist.	Suspension for one or two semesters or exclusion from the University (and failure in the unit).
	Third Offence	
	Reported by the Unit Coordinator to the Executive Dean. The Executive Dean refers it to the Pro Vice Chancellor (Academic) to take action.	Exclusion from the University (and failure in the unit).
Honours/Masters/PhD Students		
<p>Inappropriate/inadequate acknowledgement:</p> <p><i>material copied word for word which is acknowledged as paraphrased but should have been in quotation marks, or</i></p> <p><i>material paraphrased without appropriate acknowledgement of its source</i></p>	Honours Students: reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute.	Depending upon the severity of the case, the student receives 0–50% on that assessment component where misconduct was evident, Resubmission is not permitted.
	Masters/PhD students: Reported by the Unit Coordinator to the Executive Dean. The Executive Dean refers it to the Pro Vice Chancellor (A or R) to take action under the Discipline Statute.	Exclusion from the University (and failure in the unit).
Misconduct in Research		
<p>All forms of plagiarism in preparation of project/report/thesis.</p>	Undergraduate Students reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute.	Depending on the severity of the case, the student receives 0-50% mark on the assessment component. Resubmission is not permitted.
	Honours Students: reported by the Research Supervisor to the Executive Dean for action under the Discipline Statute.	Depending on the severity of the case, the student receives 0-50% mark on the assessment component. Resubmission is not permitted.
	Masters/PhD students: reported by the Research Supervisor to the Executive Dean. The Executive Dean refers it to the Pro Vice Chancellor (A or R) to take action under the Discipline Statute.	Exclusion from the University.
<p>All other forms of research misconduct including falsification of research data and all other acts of misconduct as outlined in Murdoch University's Research and Development — Code of Conduct for Research.</p>	Honours students: reported by the Research Supervisor to the Executive Dean for action under the Discipline Statute.	Exclusion from the University.
	Masters/PhD students: reported by the Research Supervisor to the Executive Dean. The Executive Dean refers it to the Pro Vice Chancellor (A or R) to take action under the Disciplinary Statute.	Exclusion from the University.

Cheating in Examinations		
Cheating in Examinations, including bringing in items not permitted, colluding with others either in the venue or outside the venue by electronic means or deliberately viewing other students' work.	<p>First Offence</p> <p><i>If the cheating appears unintentional</i>, the Unit Coordinator interviews the student to provide assistance in understanding the University's policy on dishonesty in assessment (including the consequences of a further offence). This is not a disciplinary matter. However, if unintentional cheating was substantial, the Unit Coordinator must advise the Divisional Office in writing, so a comment can be added to the student's computer record. [This is not a penalty; it is simply so that if the student does it again, the University is aware that it is a repeat offence.]</p>	Unit Coordinators should rely on their professional judgement as to what action to take. Where appropriate, the Unit Coordinator can require the student to resit a different examination, or award a lower mark.
	<p><i>If the Unit Coordinator believes the student was deliberately cheating</i>, the Unit Coordinator must report the matter to the Executive Dean for action under the Discipline Statute. [Note: the Executive Dean can delegate to another staff member the investigative and interviewing roles in any disciplinary case.]</p>	
	Second Offence	
	Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute. Note recorded on transcript.	The student receives 0% in that examination and can fail the unit.
	Third Offence	
Reported by the Unit Coordinator to the Executive Dean for action under the Discipline Statute.	The student fails the unit and can be expelled from the University.	
<p>Aggravating factors:</p> <ul style="list-style-type: none"> seriousness of the offence; degree of premeditation; impact on other students and other researchers; extent to which the offence corrupts the assessment process; repeat offence; extent of assignment involving misconduct; and whether or not the student would otherwise have failed the unit. 	<p>Mitigating factors:</p> <ul style="list-style-type: none"> first year student; offence unintentional or spontaneous; role played by the offender if others involved; offender under duress, but not sufficient to constitute a defence; degree of remorse and cooperation shown; willingness to seek assistance to avoid further misconduct; and the plagiarism is in only a minor part of the work submitted for assessment. 	

All penalties must be reported to the Office of Central Student Administration and be recorded on the student's computer record.

Academic Progress

Students are expected to complete successfully at least half of their enrolled points each academic period. Failure to do so may result in a warning; failure to do so in two consecutive academic periods after a warning was issued may result in exclusion from the University. Appeals against exclusion should be submitted through the Faculty Student Administration.

More information can be found in the various Academic Progress Rules: see the *Regulations and Rules* section of this Handbook.

APPEALS AND STUDENT GRIEVANCES

Comprehensive information about what steps students can take if they have a grievance about the services provided by the University, or wish to appeal a University decision, can be found at

<http://www.oss.murdoch.edu.au/grievances/>

Appeals Against Unit Results

A student may appeal against the final grade awarded in any unit. Students must submit their appeal in writing along with a student appeal form to the Secretary of the Student Appeals Committee, within 15 working days of the posting of results on MyInfo. Student appeals forms can be accessed from

<http://www.oss.murdoch.edu.au/forms/>

Students must outline the grounds for appeal and argue their case well. Students are encouraged to provide supporting documentation to support their claims. In instances where a student has been awarded supplementary assessment, it is not possible to submit an appeal as a final grade has yet to be given.

Valid grounds for submitting an appeal include:

- the grade was not based on the assessment methods specified in a study guide or unit handout at the start of the unit;
- a piece of work handed in on time had not been marked;
- the student's progress in the unit had been disadvantaged by not obtaining feedback on assessed work within a reasonable time;
- demonstrated bias by the tutor or Unit Coordinator against the student that affected the grade or mark awarded to the student (this allegation must be supported by specific instances);
- alleged wrong advice from staff teaching the unit (for example, regarding the content of the examination or approval of an extension for an assignment);
- the assessment methods used were in breach of the Assessment Policy, unless an exception has been approved by the Assessment Committee;
- other grounds (except those in the list of not valid grounds) if the Appeals Committee accepts these as reasonable.

Academic Council has determined that the following are not valid grounds:

- the objectives of the unit;
- the assessment methods approved for the unit;
- the standard required to receive particular grades in the unit;
- a study overload;
- personal and medical problems, which normally should be dealt with by deferred assessment;
- financial implications of not passing the unit; grades received by the student in other units;
- the amount of work the student has done;
- a penalty imposed for plagiarism in accordance with University guidelines (see Dishonesty in Assessment above);
- general grievances;
- poor teaching;
- the need for additional marks to enable a pass/grade.

Appeals are heard by the Student Appeals Committee, whose decision on the merits of the appeal is final. Prior to the meeting of the Committee, appellants may request access to written staff comments on the appeal, and may provide a written response. Where an appeal is unsuccessful, the student will be provided with a brief statement of the reason(s).

For further information, see Bachelor Degree Regulation 49 in the *Regulations and Rules* section of this Handbook, the Assessment Policy

<http://www.murdoch.edu.au/admin/policies/assessment.html>

the Appeals Procedure

http://www.murdoch.edu.au/oss/legacy_pages/appeals.html

and Student Appeals and Grievances Handling Procedures

<http://www.oss.murdoch.edu.au/grievances/>

STUDENT ADDRESSES AND EMAIL

Students who change their home or postal address at any time during the year must notify the University through MyInfo. If MyInfo is not accessible, Change of Address forms are available from the Faculty Student Administration and the Office of Central Student Administration.

The University's main method of correspondence with students is via email.

Students with a non-Murdoch email account that they would prefer to use can override the address that the University provides.

New students can set their email address when accepting their offer (domestic students) or when activating their Murdoch account (international students).

Current students can maintain their email address via MyInfo.

Students without an external email account can use their Murdoch-provided account. These are automatically created for all new students, in the format

yourstudentnumber@student.murdoch.edu.au

Students can access their Murdoch email account with a web-based email interface at

<https://wwwstudent.murdoch.edu.au/mail>

To log in, students will need their Murdoch User Name (student number) and Murdoch Password, the same as is required for MyInfo.

More information about email accounts can be found at

<http://www.murdoch.edu.au/goto/UsingMurdochEmail>

External students who are unable to access computer facilities due to extenuating circumstances are able to apply to receive their University correspondence via hard copy. An application form is included in Enrolment Packs sent to new students. For further information please contact the External Studies Office

Telephone (08) 9360 2710

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BACHELOR STUDIES: A GENERAL GUIDE

The following information should be read in conjunction with *Study at Murdoch: a General Guide* in this Handbook.

COURSES

Course descriptions and requirements are set out in the *Bachelor and Honours Degrees* section of this Handbook. Further information can be obtained from Faculty Student Administration or the Prospective Students' and Admissions Centre: see the back cover for contact details.

STRUCTURE OF THE UNDERGRADUATE BACHELOR DEGREE

The minimum period of study for completion of a bachelor's degree is generally three years of full-time study. A full-time student normally enrolls for 12 credit points in each semester, or 24 credit points in each academic year, accumulating 72 points in three years to meet the points required for the degree.

Part I

The bachelor degree comprises two parts.

Part I is the first academic year of the degree: for a full-time student, it occupies the first two semesters. Part I introduces students to university-level studies and gives them an opportunity to develop their interests before making a final commitment to Part II of their chosen major. It also provides a basis upon which studies in Part II are built.

Part I Requirements

In order to complete Part I a student must:

- pass a University Foundation unit
Exemption from the requirement to complete a University Foundation unit will be given only if a student has been granted 18 or more points of credit on the basis of previous studies elsewhere. Part I students must pass a Foundation unit and be credited with 18 points before they can enrol in any Part II unit.
- pass the Part I Required Units of the major(s) in their course (as listed in the *Bachelor and Honours Degrees* section of this Handbook), and
- complete a total of 24 points (which includes any credit the student may have been awarded for previous studies).

Part II

Part II comprises the balance of the degree and consists of more specialised study. In order to complete Part II a student must

- complete the Part II unit requirements of the major(s) in the course in which the student is enrolled, and
- be credited with the total points required for the degree for which the student is enrolled.

ADMISSION REQUIREMENTS

School Leavers

For the purpose of the admissions exercise, a school leaver is a person who is under 20 years of age on 1 March in the year of admission, and who has not previously attempted (whether successful or not) any part of a qualification at a recognised tertiary/post-secondary institution. For the mid-year admissions exercise, the age requirement becomes under 20 years of age on 1 August in the year of admission. School leavers will be considered on the basis of secondary education from Western Australia, interstate or overseas. An applicant who is not a school leaver should see admission requirements for Non-School Leavers.

Western Australian School Leavers

A school leaver who has completed studies at a Western Australian secondary school will be expected to meet each of the following requirements in order to gain admission into a Commonwealth-Supported place:

- be able to demonstrate competence in English, by achieving a standardised moderated numerical school assessment or standardised Tertiary Entrance Examination (TEE) mark of at least 50 in TEE English or English Literature. Students whose first language is not English may instead meet this requirement by obtaining a sufficiently high score in Year 12 ESL, or an overall band score of at least 6.0 (with no less than 6.0 in any subsection) in the IELTS (available through Curtin University of Technology)
- obtain a sufficiently high Tertiary Entrance Rank (TER), calculated from subjects sat over a maximum of three years. The TER required to gain admission to a particular course varies according to demand. Rankings for past years can be found at <http://www.choose.murdoch.edu.au/>

The TER is a number between 0 and 99.95 that reports a student's rank position relative to all other students of Year 12 school-leaving age in the state. The TER is derived from the Tertiary Entrance Score (TES), and is valid for admission for up to 10 years.

A TER calculated in Western Australia takes into account the number of students with a TES and the number of people of Year 12 school-leaving age in the state. For details on how the TES is calculated refer to the TISC Guide or 'Admission Requirements for School Leavers', available from the Prospective Students' and Admissions Centre: see the back cover for contact details.

Interstate/International School Leavers

Applications will be considered from any applicant who has completed an equivalent final year of secondary school interstate or overseas (for example, Malaysian STPM, GCE 'A' levels). There are no quotas on interstate/overseas students. Recognised interstate/international secondary school leaving qualifications are valid for admission for up to 10 years.

Applicants with qualifications from overseas will be required to provide satisfactory evidence of their competence in English via an approved examination.

Non-School Leavers

Applications are welcomed from non-school leavers who can present evidence demonstrating an acceptable level of competence in English and capacity for tertiary study.

Australian Citizens/Permanent Residents of Australia and New Zealand Citizens

An Australian citizen/permanent resident of Australia or New Zealand citizen may demonstrate eligibility for admission to a Commonwealth-Supported Place by presenting evidence of attainment of any one of the following (attained within the stated period):

- An acceptable record of previous postsecondary/tertiary study from a recognised institution. Completion of a Certificate IV, Diploma, or Advanced Diploma from an institution that is recognised within the Australian Qualifications Framework, over the previous 10 years is acceptable to be considered for admission.
- Achievement of the requirements for school leaver entry within the last 10 years.
- A sufficiently high 'mature age' Tertiary Entrance Rank (TER). This is derived from a Tertiary Entrance Score (TES), which is calculated by multiplying by 5.1 the average of the best two scores in the applicant's Tertiary Entrance Examination (TEE) subjects. The 'mature age' TEE is identical to the school-leaver TEE except that only two TEE subjects are required, and a subject from both List 1 and List 2 is not required. (For further details, refer to the TISC Guide or the Summary of Undergraduate Admission Requirements for Mature Age Applicants, available from the Prospective Students' and Admissions Centre.) A 'mature age' TER is valid for admission for up to 10 years. Applicants will be required to provide satisfactory evidence of their competence in English.
- A Special Tertiary Admissions Test (STAT) score of at least 145 in the Written English test, and of at least 145 in either the Verbal or the Quantitative component of the Multiple Choice test. STAT scores are valid for admission for up to 10 years.
- In addition to the preferred methods of admission above, applicants may apply on the basis of a detailed personal submission and résumé of their occupational, educational and personal experience as may indicate capacity for tertiary study. Please note that very few applicants gain admission by this method alone.

Applicants for admission to Veterinary Science, Law, Nursing, Psychology or Chiropractic Science, basing her/his application on a method of admission other than (b), are required to submit a personal statement of about one page with her/his application. It should address the following:

- Why the applicant wishes to study the Murdoch course for which he/she is applying.
- Why the applicant believes he/she is likely to be able to successfully study at Murdoch University.
- What the applicant proposes to do with the Murdoch qualification after graduation.
- If the applicant has any fails/late withdrawals from prior tertiary/post-secondary studies, what the reasons were for the unsatisfactory performance and how the circumstances leading to the unsatisfactory performance have changed.
- Any other information that the applicant can provide that is relevant and would strengthen the application.

Other Non-School Leavers

Any applicant other than an Australian citizen/permanent resident of Australia or New Zealand citizen may demonstrate eligibility by methods (a), (b) and (e) above. Applications will be considered from any applicant who has completed a recognised final year of secondary school overseas (for example, Malaysian STPM, GCE 'A' levels).

Prerequisites

Aside from the English competency requirement, there are currently no Year 12 subject prerequisites for admission to undergraduate courses at Murdoch University. Some first year units, particularly in the Science area, assume successful completion of relevant Year 12 subjects; however, appropriate preparatory units are available if this is not the case.

APPLICATION PROCESS

Domestic Applicants

Domestic applicants are applicants who are Australian citizens, permanent residents of Australia, or New Zealand citizens who are eligible for admission to a Commonwealth-Supported place. All other applicants should refer to International Applicants below.

For entry into first semester, an online application process is available through the Tertiary Institutions Service Centre (TISC), or hard copy application forms may be purchased from most newspapers.

Applications should be lodged with TISC generally by the last Friday in September of the year preceding admission. However, on payment of a late fee, applications will be accepted by TISC until the end of November, and still be considered in the first round of TISC offers, or accepted after that until late January in the year of admission and still be considered for the second round of TISC offers.

Only one application form can be submitted. Applicants may nominate in order of preference up to six courses at one or more of the participating tertiary institutions (Curtin University of Technology, Edith Cowan University, Murdoch University, University of Western Australia).

For entry into second semester, application forms may be obtained from the Prospective Students' and Admissions Centre: see the back cover for contact details.

Readmission

Applicants who have previously been enrolled at Murdoch University (even if no unit was completed) and have been away from the University for two or more semesters must also apply through TISC. Murdoch graduates seeking admission to Graduate Law must apply through TISC.

Deferred Admission

Provision exists for applicants who are offered an undergraduate place at Murdoch University to defer their place for one year. Applicants who defer will only have a place held for them in the original course offered. To take up the deferred place in the original course offered, or to request a different course of study, deferred applicants must re-apply through TISC the following year.

Contact details for TISC

Tertiary Institutions Service Centre
100 Royal Street
East Perth WA 6004
Telephone: (08) 9318 8000
Facsimile: (08) 9225 7050
<http://www.tisc.edu.au/>

International Applicants

International students may apply to enrol at the University as full-fee-paying students, paying the full cost of tuition for their chosen course. Most undergraduate and postgraduate courses are available for full-fee enrolment. Qualified students may apply to commence study in either Semester 1 (commencing mid February) or Semester 2 (commencing early August). Closing dates are 1 December and 1 June in the year prior to and the year of admission, respectively.

Further inquiries on tuition fees, eligibility and application procedures should be directed to Murdoch International: see the back cover for contact details.

Information on financial assistance can be obtained through Australian Government diplomatic posts overseas.

MAJORS

A major is a coherent grouping of units approved by Academic Council leading to an award. A major prescribes at least 24 Part II points and at most 12 Part I points, unless specific approval has been granted by Academic Council.

Each undergraduate bachelor degree comprises at least one major, except for General Arts, which comprises three minors.

Change in Terminology

Prior to 2002 Murdoch offered 'programmes', which had 'streams' in particular areas. Students who were enrolled prior to 2002 and complete these streams will have that recorded on their academic transcript, provided the student has completed the parent programme and degree, and has completed all the unit requirements of the stream with a grade of Pass or higher (or by being formally exempt from the unit).

Double Majors

Students may enrol in double majors. However, where units can be counted towards the requirements of two majors, the structure (core units plus specified elective units) at Part II level must ensure that at least 12 Part II points from each major cannot be counted towards the other, assuming that the choice of specified elective units has minimised this difference.

Where a pair of majors includes too few points of difference then students may not complete a double major in that combination. These 'Excluded Double Majors' are recorded under the relevant course description in the *Bachelor and Honours Degrees* section of this Handbook.

It is not possible for the teaching timetable to avoid all unit clashes, but it seeks to do so for the popular double majors.

Transfers Between Majors

An enrolled student is entitled to apply to transfer to any course and associated major that is not restricted by Academic Council. Where a restriction on admission to a major has been approved by Academic Council, a student may apply for admission to that major in accordance with procedures approved by the Council. Applications to transfer majors are considered at the end of each semester and follow the same procedures and deadlines as for transfer between courses.

Students may add and discontinue other, non-restricted majors that are not associated with their course at any time via MyInfo: for further information see Unit Sets in Study at Murdoch: A General Guide above.

Changes to the Structure of Majors

When there is a change to major requirements, students already enrolled in the major are not subject to any additional requirements. However, they may elect to meet all the requirements of the new structure. This should be discussed with the Faculty Student Administration: see the back cover for contact details.

MINORS

In undergraduate-level courses, a minor is a set of prescribed academically-coherent units that requires completion of fewer points than a complete major.

Where there is excessive overlap between a major and a minor, or between two minors, students are excluded from enrolling in that combination. These exclusions are listed in the *Bachelor and Honours Degrees* and *Minors* sections of

this Handbook. Further details can be found in the University's Commonality between Majors and Minors policy or by contacting the Faculty Student Administration.

Successful completion of minors is recorded on academic transcripts if the student has nominated the minor(s) before completion of the degree.

Students can manage their enrolment in most minors online via MyInfo: for further information see Unit Sets in Study at Murdoch: A General Guide above.

For details of minors offered, see the *Minors* section of this Handbook.

UNITS

Part I Points in the Undergraduate Degree

Normally a degree includes 24 Part I points, but it must include at least 18 and no more than 30 Part I points. Students may enrol in one or more Part I units during Part II of their degree, provided the total number of Part I points (including credit) in the degree does not exceed 30. If the Part I enrolment exceeds this limit, only 30 credit points will be credited towards the course and degree requirements.

Enrolment in Part II Units while a Part I Student

A Part I student may not enrol in a Part II unit, unless the student has completed 18 points (including any credit) and passed a Foundation unit, or is entering the fifth semester of continuous enrolment and has been credited with 12 points (including a Foundation unit and the Part I required units of the student's major). Any other Part I student seeking to enrol in a Part II unit must obtain approval of their Program Chair via the Faculty Student Administration: see the back cover for contact details.

Foundation Units

The primary purpose of University Foundation units is to enable students new to the University to develop a range of generic learning skills in a context that develops a broad perspective. These units provide a foundation for subsequent university studies and a basis for the development of Murdoch University's Graduate Attributes.

The Foundation units offered cover a range of topics, with each unit developing an interdisciplinary approach to a particular theme, problem or issue, and they draw on the resources and skills of staff from several disciplines.

Students are free to choose from the Foundation units available at the campus at which they are enrolled, and are encouraged to enrol in a unit in a subject area that is different from their major. No prerequisites are required for any of the Foundation units.

Students are required to take a Foundation unit in their first semester of enrolment. Part I students must pass a Foundation unit and be credited with 18 points, including the Foundation unit, before they can enrol in any Part II unit. A student shall not enrol in more than one University Foundation unit.

Each Foundation unit is worth 3 points and involves two hours of lectures and two hours of workshops/tutorials per week and includes online components. The assessment in each unit is based on a combination of written material (usually essays), tutorial participation (internal students only), an oral presentation (internal students only) and a two-hour final examination.

Foundation units facilitate the transition into university studies by helping to develop a range of skills, in particular communication and critical thinking skills. In line with the Graduate Attributes, all units will help student's develop skills in the following areas:

- Communication: speaking, listening, reading, writing, numeracy, and information and communication technology skills;
- Critical thinking: summarising, critically analysing, and applying knowledge in exploring issues or themes;
- Independent and lifelong learning skills: developing organisational and time management skills, research skills, and skills in preparing for assessments;
- Social interaction: collaboration and negotiation (on-campus students only): the ability to participate in academic discussions in tutorials and to show tolerance and mutual respect;
- Interdisciplinarity: demonstrating the beginnings of an understanding of the role of concepts and theories in the knowledge drawn from more than one discipline and applying this knowledge;
- Social justice: analysing selected forms of social inequality and social justice, and developing an understanding of and respect and tolerance for opposing viewpoints;
- Global perspective: demonstrating an understanding of the global implications of themes and topics in the unit.

The availability of Foundation units can be seen in the Unit List in the *Units* section of this Handbook. A description of each Foundation unit immediately follows the Unit List, at the beginning of the Unit Details subsection.

Introduction to University Learning

The two units TLC120 Introduction to University Learning: Humanities and Social Sciences and TLC1201 Introduction to University Learning: Physical and Life Sciences are not Foundation units but Part I general electives, designed to develop generic learning skills that are essential for success at university. The units aim to develop students' skills, confidence, and understanding of the requirements of university study, beyond what is covered in the Foundation Units. The content for both units is based on the concept of the self as a learner and the relationship between the self and the culture of the university. Students are provided with guidance to develop important language and academic skills for university study and also to enhance their learning in other units.

TLC120 examines critical thinking, communicating at university, concepts of the self, and the changing university culture.

TLC1201 examines scientific method, data and representation, scientific communication and concepts of science.

Students enrolled in Foundation units, who feel they would benefit from additional learning skills support or who are concerned about their academic skills and understanding, are strongly recommended to enrol also in TLC120 or TLC1201. These units will complement and extend the skills and understanding necessary for successful university study developed in Foundation units. Ideally, students should enrol concurrently in both the Foundation unit and TLC120 or TLC1201, but TLC120 or TLC1201 can also be taken in the following semester.

TLC120 and TLC1201 begin in week 3, to give students the opportunity to 'try out' university before they enrol in the additional unit. Students may enrol directly into TLC120 or TLC1201 or they may be referred to the units by Foundation Unit tutors, Unit Coordinators or the Faculty Student Administration.

TLC120 is offered in both semesters on the Murdoch and Rockingham campuses. TLC1201 is offered in both semesters on the Murdoch campus and in Semester 1 on the Peel campus.

For further details, see the unit descriptions in the *Units* section of this Handbook.

HONOURS STUDIES: A GENERAL GUIDE

The following information should be read in conjunction with Study at Murdoch: a General Guide in this Handbook. In addition, students should read the Bachelor Degree Regulations.

COURSES

Course descriptions and requirements are set out in the *Bachelor and Honours Degrees* section of this Handbook. Further information can be obtained from the Faculty Student Administration and the Prospective Students' and Admissions Centre: see the back cover for contact details.

STRUCTURE OF HONOURS DEGREES

Details of individual honours courses appear in the *Bachelor and Honours Degrees* section of this Handbook.

Honours normally requires an additional academic year of study (24 points) after completion of the ordinary degree. The exceptions to this are:

- Bachelor of Theology (BTheol): an additional 12 points are required
- Bachelors of Engineering (BE), Environmental Science (BEnvSc), Veterinary Medicine and Surgery (BVMS), and Laws (LLB): the length of study is the same as for the ordinary degree. For the Environmental Science and Veterinary Medicine and Surgery degrees much of the following information is not applicable; further details should be obtained from the relevant Student Administration Office instead.

Each honours student has an individual honours program of study, which must be approved by the end of the second week of the first semester of the student's honours enrolment. This details the thesis topic area and any coursework to be undertaken. The extent of coursework varies between courses, but the honours thesis must have a value of at least eight points (usually it is more). The coursework will be at fourth-year level, but may include up to four points at second- or third-year level and up to eight points at Masters-level. Honours students must complete a minimum of 18 Part II points of Murdoch units out of the total 24 points required in order to obtain the degree.

The honours course must be completed within two semesters full-time, or four semesters part-time, or one semester full-time and two semesters part-time. Provision exists for enrolment in a joint honours course. For further information, see the Bachelor Degree Regulations in the *Regulations and Rules* section of this Handbook.

Changes to the Honours Program of Study

Any change to the approved honours program of study requires the approval of the Dean of School on the recommendation of the Chair of the Honours Sub-committee.

Honours Thesis

There are University guidelines on the format of honours theses. These are available from the Faculty Student Administration and online:

<http://www.murdoch.edu.au/vco/secretariat/admin/codes/honscode.html>

APPLICATION PROCESS

Domestic applicants for honours must apply via the Prospective Students' and Admissions Centre, and international applicants via Murdoch International: see the back cover for contact details.

Each School and Faculty is free to establish its own minimum requirements for admission. Normally, subject to the availability of a suitable supervisor, students who have obtained Distinctions or better in most Part II units taken in the area of the proposed honours course will be admitted to honours. Graduates of other universities with equivalent backgrounds may also apply for admission to honours at this University.

(Students do not need to apply for admission to merit honours degrees, as in these degrees merit honours is awarded on the basis of the standard of performance in the ordinary degree. Merit honours is not available in all courses. Degrees in which merit honours is available are listed in the *Bachelor and Honours Degrees* section of this Handbook.)

Applications for honours for the following year close towards the end of November. However, students completing their Murdoch degree mid-year may apply in May to commence honours in Semester 2.

Honours studies for the degree of Bachelor of Theology normally begin one semester prior to completion of the Bachelor of Theology ordinary degree.

Enquiries about entry to specific honours courses should be directed to the Faculty Student Administration, or to the Program Chair.

WITHDRAWAL/INTERMISSION/TRANSFERS/EXTENSIONS

Students wishing to withdraw from a component of an honours course (or to postpone a component to another semester) should do so before the census date, as any changes after then will be recorded on their academic transcript, will increase their liability and will not entitle them to extra time to complete their honours.

A student who withdraws from an honours course is not permitted to enrol again in an honours course in the same or closely related disciplinary areas, unless the withdrawal takes place before the end of the first semester of the course (or, for a part-time enrolment, before the end of the second semester).

If a student needs to intermit (suspend) their honours enrolment, an application should be submitted to the Faculty Student Administration. An intermission may be granted for a maximum period of two consecutive semesters.

A student may be permitted to transfer from one honours course to another within the first two weeks of honours, provided that he or she is qualified for admission to the second honours course and is admitted to it through the normal selection procedures.

GRADUATE AND POSTGRADUATE STUDIES: A GENERAL GUIDE

The following information should be read in conjunction with Study at Murdoch: a General Guide in this Handbook.

COURSES

Graduate-Entry Bachelor Degrees and Honours Degrees

Course descriptions and requirements are set out in the *Bachelor and Honours Degrees* section of this Handbook. Further information can be obtained from the Faculty Student Administration or the Prospective Students' and Admissions Centre: see the back cover for contact details.

Certificates and Diplomas

Course descriptions and requirements are set out in the *Graduate and Postgraduate Courses* section of this Handbook. Further information can be obtained from the Faculty Student Administration or the Prospective Students' and Admissions Centre: see the back cover for contact details.

Postgraduate Coursework Degrees

Most Coursework Masters degrees also include a dissertation or project. Course descriptions and requirements are set out in the *Graduate and Postgraduate Courses* section of this Handbook. Further information can be obtained from the Faculty Student Administration or the Prospective Students' and Admissions Centre: see the back cover for contact details.

Intermediate Awards

Students undertaking a postgraduate course that is part of a suite of courses, for example Master's, Postgraduate Diploma and Postgraduate Certificate, may elect also to be awarded the lower-level qualifications on completion of the highest-level qualification. Interested students should consult with the Faculty Student Administration.

Postgraduate Research Degrees

Candidature is offered in all Schools. The University encourages research in inter-disciplinary areas as well as in the basic disciplines. Course descriptions and requirements are set out in the *Graduate and Postgraduate Courses* section of this Handbook.

For a full-time student, the normal minimum period of candidature is 18 months for the MPhil, one year for the LLM (Research), three years for the PhD and 18 months for the Research Masters (with training). The maximum periods are two years for the MPhil, one year for the LLM (Research), four years for the PhD and 18 months for the Research Masters (with training). These periods are doubled for part-time students.

Information on the areas in which postgraduate research degrees may be undertaken is available in the Research Degrees Prospectus from the Graduate Centre: see the back cover for contact details.

Professional Doctorates

Course descriptions and requirements are set out in the *Graduate and Postgraduate Courses* section of this Handbook.

The University offers Professional Doctorates by advanced coursework and thesis. Course descriptions and requirements are set out later in this Handbook. Students are advised to read this information in conjunction with the Professional Doctorate Regulations.

The major differences between professional doctorates and the Doctor of Philosophy (PhD) are that the former include substantial coursework (a PhD includes no coursework), and that the thesis must make a distinctive contribution to the profession (a PhD thesis must make a distinctive contribution to the knowledge of the subject with which it deals).

Further information can be obtained from the Graduate Centre: see the back cover for contact details.

APPLICATION PROCESS

Domestic Applicants

Domestic applicants are applicants who are Australian citizens, permanent residents of Australia, or New Zealand citizens. All other applicants should refer to the International Applicants information below.

Graduate-Entry Bachelor Degrees, Honours Degrees, Certificates and Diplomas

Application forms for the Graduate Diploma in Education (Primary) and (Secondary) will be available at the end of August prior to the year of admission, and must be lodged with TISC by early November. All applicants seeking admission to Graduate Law at Murdoch University should also apply through TISC on the TISC undergraduate application form.

All other applications should be submitted to the Prospective Students' and Admissions Centre: see the back cover for contact details. Closing dates vary.

Postgraduate Coursework Degrees

Applicants for admission must normally hold a Bachelor's degree or its equivalent in an area relevant to the proposed course and must have had satisfactory preparation for the course through previous studies and/or work experience. See individual course descriptions for more specific entry requirements.

Applications are accepted at any time. Note that some of these courses (for example, the MBA and the Master of Pharmacy) are taught on the trimester calendar.

Further information can be obtained from the Prospective Students' and Admissions Centre: see the back cover for contact details.

Postgraduate Research Degrees

Applicants for admission to candidature for MPhil, LLM (Research) or PhD degrees must normally hold at least an upper second class Honours Bachelor's degree or its equivalent, but evidence of other scholarly or professional attainments involving research preparation may also be considered. Applicants for admission to the Research Masters (with training) must normally hold a Bachelor's degree and a graduate course requiring at least one year of full-time study, or a four-year degree. In addition, applicants must have the equivalent of at least two years of full-time relevant professional experience or demonstrated relevant research capacity.

Applicants for part-time study must submit a statement that they will be able to devote a minimum of 15 hours per week to their research in each year of their candidature.

The closing date for Postgraduate Research Degree and Research Scholarships is the end of October prior to the year of admission. Mid-year admission is possible for research degrees containing coursework, with applications closing at the end of May. There is no closing date for research degrees without coursework.

Further information and application forms can be obtained from the Graduate Centre: see the back cover for contact details.

Professional Doctorates

Applicants must have completed a four-year qualification at an appropriate level (four-year Bachelor's degree, Master's degree, or Bachelor's degree and postgraduate diploma), and have satisfactory preparation including training in research methods.

The closing date for Professional Doctorates and Coursework Scholarships is the end of October prior to the year of admission. Mid-year admission is possible, with applications closing at the end of May.

Further information and application forms can be obtained from the Graduate Centre: see the back cover for contact details.

International Applicants

International students may apply to enrol at the University as full-fee-paying students, paying the full cost of tuition for their chosen course. Most undergraduate and postgraduate courses are available for full-fee enrolment. Qualified students may apply to commence study in either Semester 1 (commencing mid February) or Semester 2 (commencing early August). Closing dates are 1 December and 1 June in the year prior to and the year of admission, respectively.

Further inquiries on tuition fees, eligibility and application procedures should be directed to Murdoch International: see the back cover for contact details.

Information on financial assistance can be obtained through Australian Government diplomatic posts overseas.

ENROLMENT

Postgraduate Coursework Degrees

For information on enrolment (including re-enrolment, changes of unit enrolment, and enrolment options) refer to Study at Murdoch: A General Guide above. However, students are not permitted more than two attempts at any unit, cannot repeat a dissertation, and are not permitted to enrol in more than one course without the approval of the Program Chairs of the courses and the Manager, Enrolments and Fees.

Students may enrol in units from other Master's courses subject to meeting unit prerequisites and approval of the Program Chair.

Students need to ensure that their unit enrolment complies with the requirements of the Postgraduate Coursework Degree Regulations: refer to the *Regulations and Rules* section of this Handbook.

Dissertations

In addition to completing coursework, candidates for most Master's degrees will be expected to complete a dissertation of up to 12 credit points.

In exceptional circumstances an extension to a dissertation may be approved by the Dean of the School, on the recommendation of the Program Chair. Where an extension has been granted and the work is not submitted by the start of the following semester, the student must enrol for a minimum of three points for that semester. This does not gain additional credit towards the degree, but incurs PELS/tuition liability for that semester.

Professional Doctorates

For information on enrolment matters students must contact the Graduate Centre: see the back cover for contact details.

Independent Study Contracts

Students may apply to undertake an independent study contract; this requires the approval of the Dean of the School. Details of the procedure to be followed are above in Study at Murdoch: A General Guide.

RESEARCH CANDIDATURE ACADEMIC PROGRESS AND RE-ENROLMENT

In August each year, students are required to submit progress reports through their supervisors and Student Administration office to the Graduate Centre. Provided that progress has been satisfactory, students will be re-enrolled for the following year. Continued enrolment also depends upon the satisfactory completion of individual milestones.

ASSESSMENT

Unit Coordinators must provide to students, no later than the beginning of the designated teaching period, a statement of the assessment requirements including assessment methods and weightings. The assessment and grading system used at Master's level is the same as that outlined above in Study at Murdoch: A General Guide.

MURDOCH UNIVERSITY STUDENT CHARTER

Purpose of the Student Charter

2 This Charter sets out the standards of service which the University aims to provide you as a student. The University is committed to aiming for the highest quality possible and this Charter is one way of outlining that commitment to you. The Charter aims to inform both you the student, and the University staff, of the reasonable expectations you may have of the services provided by Murdoch University, regardless of your location, and of the responsibilities which are placed on you as a student. This information will help you to ensure that you make the most of the opportunities the University provides. If you believe that any service provided by the University is less than adequate the University provides you with avenues (detailed in related websites appended to this Charter) to offer constructive criticism to improve it. A strong student contribution is an important part of the University's general strategy for client focus and continuous improvement.

It is important to note that the Charter is not intended to be the source of enforceable obligations. Rather, the Charter acts as a ready reference to your expectations and obligations, and to assist you in understanding the environment in which you are participating. The expectations and obligations summarised in the Charter are sourced from provisions of the Murdoch University Act and the statutes, rules, policies and procedures made pursuant to the Act. The statements outlined within this Charter complement but should not be regarded as replacing, adding to or interpreting those sources.

The University's Commitment

The University is committed to the ideals of excellence in performance and freedom of expression within the boundaries of academic scholarship. Achieving these ideals requires high standards of behaviour, diligence, perseverance and professionalism from both staff and students. Murdoch University is committed to providing students with an excellent post-secondary education and ensuring that all who study through the institution benefit as much as possible from the experience. This commitment is reflected in the provision of a broad range of educational opportunities at the tertiary level of study in a variety of modes; in teaching and supervision that reflects the aim for excellence; in the provision of modern, relevant and efficient facilities for on campus students; in the special attention paid to equity groups; and in the general care and attention to the interests of all students, both collectively and individually. Students can expect to be offered considerable support and assistance as they take responsibility for their progress through their studies.

The University endeavours to offer education of such a standard that, both nationally and internationally, each Murdoch University award will receive recognition at

least equal to similar awards from other Australian tertiary institutions. Moreover, the University will endeavour to offer courses that will match the purposes for which they are intended, while satisfying the requirements of professional societies and other regulatory bodies. The purpose will be made explicit in clear statements of course aims, so that your reasonable expectations and needs can be met. Further, you can expect to complete the course in which you are enrolled in the format described in official University publications, providing you make satisfactory progress, and complete the course within the guidelines given by the University.

Potential Students' Information and Access

As a potential student you will have reasonable access to current and accurate information about available University courses, application and admission procedures, the skills recognition policy (credit transfer and recognition of prior learning), and financial implications, prior to the enrolment period.

Students are selected for admission into Murdoch University by fair and open procedures with published criteria outlining right of entry for all levels of candidacy. The principles upon which selection decisions are made will be stated clearly on the Murdoch University, website and materials, the TISC guide and other materials, and those of other relevant providers, and will be adhered to by the University.

Provisions for Murdoch University Students

As a Murdoch University student you can expect to:

1. on commencement be provided with a suitable orientation to your course and the University, with, where appropriate provision for students from Australia and for international students;
2. have access to accurate advice and assistance on matters relevant to your study including course and unit information, financial commitments associated with your study and an accurate University Calendar by commencement of the academic year or study period;
3. have accurate records of your personal details and study at the University kept confidential and secure in line with the University's Privacy Policy;
4. study in an environment which is protected by relevant University policies that deal with harassment and discrimination as stipulated by relevant Australian State and Federal Anti-discrimination legislation. If alleged harassment or discrimination occurs then the procedures for resolution of these grievances, available on the University website, will be followed;
5. have your unit results determined and recorded accurately, and conveyed to you as soon as possible;

6. have your academic achievements recognised through graduation or other appropriate ceremonies;
7. have reasonable access to University facilities of an appropriate standard for all students;
8. be provided with academic learning materials in an appropriate format in a reasonable time, if you have requested this through the appropriate University Disability support facility;
9. be provided with appropriate support for your disability by the reasonable adjustment to facilities and services where necessary;
10. in areas where Murdoch University has control, be provided with a safe and secure campus, in both buildings and grounds, to ensure your safety;
11. be provided with equality of entitlements regardless of sex, ethnicity, race, religion, political belief, pregnancy, age, disability, sexual orientation, gender history, marital status, family responsibility, or background;
12. have your queries, concerns and complaints about your studies, facilities or services addressed fairly and efficiently, using the grievances procedures where appropriate;
13. have the opportunity to be members of a student organisation which represents students' interests and is involved in any matters that affect students; and
14. have reasonable access to a range of support and information services including: personal counselling; career counselling; study skills assistance; disabilities information and support; employer liaison; and accommodation advice.

Murdoch University Students' Responsibilities

As a Murdoch University student you are expected to:

1. make yourself aware of, and comply with, University rules, regulations and all other procedures pertaining to your rights and responsibilities;
2. participate actively and positively in the educational processes of the University and provide constructive feedback on the teaching and learning environment to help staff to improve the learning experience;
3. meet assessment and administrative deadlines;
4. submit your own honest work with appropriate referencing, being aware of your responsibilities regarding proper use of copyright material;
5. prepare adequately and attend lectures and other sessions as scheduled and required;
6. raise questions or concerns about any aspect of your study including learning support or any special accommodations required with the appropriate person in a respectful manner and within a reasonable time frame; and
7. treat staff and other students with respect and courtesy, being aware of their equality of entitlements regardless of sex, ethnicity, race, religion, political

belief, pregnancy, age, disability, sexual orientation, gender history, marital status, family responsibility, or background.

Acknowledgments

The documents "Generic Guidelines: Universities and their Responsibilities: Expectations and Responsibilities" (Australian Vice-Chancellors Committee 1994); Charles Darwin University Students Charter and Queensland University of Technology Students Charter were a source of ideas and some wording for the Murdoch University Student Charter.

Related Materials/Policies

Murdoch University

Copyright

<http://www.murdoch.edu.au/copyright/students.html>

Enrolment Dates and Deadlines

<http://www.oss.murdoch.edu.au/enrolment/deadlines.html>

Equal Opportunity

http://www.hr.murdoch.edu.au/eoo/eoo_home.html

Equity, Access and Diversity

<http://equityaccess.murdoch.edu.au/>

Equity Policies

<http://www.murdoch.edu.au/index/policies/equity>

Handbook

<http://handbook.murdoch.edu.au/>

Privacy Policy

<http://www.murdoch.edu.au/admin/policies/privacy.html>

Student Appeals and Grievance Page

<http://www.oss.murdoch.edu.au/grievances/>

University Legislation

<http://www.murdoch.edu.au/admin/legsln/>

Prospective undergraduate and postgraduate students

<http://www.murdoch.edu.au/>

External to University

W.A. Equal Opportunity Commission

<http://www.equalopportunity.wa.gov.au/>

POLICIES AND GUIDELINES

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Many policies and guidelines are referenced in detail in other parts of this Handbook. Some other important documents are specifically referred to below.

Murdoch has a comprehensive online index of policy resources. There is also a Student Policies Index as a subset of the Murdoch Policies Index.

<http://www.murdoch.edu.au/index/policies/>

Also refer to the *Regulations and Rules* section of this Handbook.

PRIVACY

The privacy of personal information is important to Murdoch University. As a state university, Murdoch is not subject to the Federal Government's Privacy Act. To safeguard students' information, a Privacy Policy exists.

<http://www.murdoch.edu.au/admin/policies/privacy.html>

ETHICS AND CONDUCT

The University's Code of Ethics is a public statement of the ethical principles, values and behaviours expected of members of Murdoch University. It flows from the University's Strategic Plan:

There will be a sense of community in which individuals value fairness, integrity, tolerance, respect and feel that they have an obligation to others as well as to themselves.

<http://www.murdoch.edu.au/vco/secretariat/admin/codes/ethics.html>

The University's Code of Conduct sets out standards of conduct and integrity that are consistent with the ethical values and behaviours specified in the Code of Ethics. It is intended to guide members of the University to identify and resolve issues of ethical conduct that may arise. It is designed to assist members of the University in their dealings with each other, the University and the wider community.

<http://www.murdoch.edu.au/vco/secretariat/admin/codes/ethics.html#conduct>

CONSCIENTIOUS OBJECTION IN TEACHING AND ASSESSMENT

The University recognises that some students may have a conscientious belief that is in conflict with teaching and/or assessment practices in units in which they enrol. The University endeavours to make reasonable accommodations to meet such beliefs.

The onus is on the student to take the initiative in identifying a conscientious difficulty with a teaching or

assessment practice and to draw this to the attention of the University.

The complete Guidelines on Conscientious Objection in Teaching and Assessment can be found at

<http://www.murdoch.edu.au/vco/secretariat/admin/gdelines/consciobj.html>

INFORMATION TECHNOLOGY

Standards and Guidelines exist for all users of University computing and network facilities. Students should familiarise themselves with these. Topics include appropriate and reasonable use of facilities, appropriate use of electronic mail, guidelines on passwords, information privacy.

http://www.wits2.murdoch.edu.au/security/sg_users.html

BULK EMAIL

Bulk email is a powerful way of reaching targeted members of the Murdoch community quickly and accurately. However, excessive use of this capability can lead to an email glut, and a perception by users that they are subject to spam or junk email. This policy addresses Murdoch's need to provide convenient, effective, institutional communications via email.

http://www.murdoch.edu.au/admin/policies/bulk_email.html

GRADUATE ATTRIBUTES

Graduate Attributes are the generic skills and attitudes that all undergraduate students are expected to develop during their studies. Murdoch University has adopted a set of nine Graduate Attributes that are further divided into sub-attributes. These Attributes reflect the vision of the University and are considered important for enhancing lifelong learning, social awareness and employability in its graduates. The development of these Attributes begins in the compulsory first year Foundation Units, and the University is working to ensure their integration across the curriculum in all undergraduate degree courses.

Each course can interpret and address the Attributes in keeping with the intellectual and pedagogic needs of the discipline. Thus, in some courses, certain Attributes may be covered in more depth and feature more in assessment. It is intended that the Attributes be scaffolded across the core units in all courses, and that collectively the core units develop or expose students to all of the Graduate Attributes and sub-attributes. It is expected that each undergraduate unit include a statement of the Graduate Attributes developed in that unit.

The nine attributes and sub-attributes of a Murdoch graduate are:

Communication

The ability to communicate effectively and appropriately in a range of contexts using communication, literacy, numeracy and information technology skills.

- Speaking skills
- Listening skills
- Reading skills
- Writing skills
- Numeracy skills
- Information and communication technology skills

Critical and creative thinking

The ability to collect, analyse and evaluate information and ideas and solve problems by thinking clearly, critically and creatively.

- Critical thinking
- Creative thinking
- Problem solving
- Research skills

Social interaction

A capacity to relate to and collaborate with others to exchange views and ideas and to achieve desired outcomes through teamwork, negotiation and conflict resolution.

- Collaboration
- Negotiation
- Conflict resolution

Independent and lifelong learning

A capacity to be a self directed learner and thinker and to study and work independently.

- Organisational and time management skills
- Independent study

Ethics

An awareness of and sensitivity to ethics and ethical standards on interpersonal and social levels, and within a field of study and/or profession.

- Personal ethics
- Social ethics
- Ethics in a field of study
- Professional ethics

Social justice

An acknowledgment of and respect for equality of opportunity, individual and civic responsibility, other cultures and times, and an appreciation of cultural diversity.

- Social and civic responsibility
- Knowledge of other cultures
- Knowledge of other historical times
- Appreciation of cultural diversity

Global perspective

An awareness of and respect for the social, biological, cultural and economic interdependence of global life.

- Global perspective

Interdisciplinarity

A capacity to acquire knowledge and understanding of fields of study beyond a single discipline.

- Interdisciplinarity

In-depth knowledge of a field of study

A comprehensive and in-depth knowledge of a field of study and defined professional skills where appropriate.

- Knowledge of a field of study
- Professional skills

FEES AND FINANCIAL ASSISTANCE

FEES LEGISLATION

The Fee Rules provide details of Murdoch's fees and charges. The Senate decides which types of fees and charges may be imposed, by listing them in the Fees Regulations. The Fees Regulations delegate to the Vice Chancellor the authority to decide all the subsidiary details about fees and charges, by making rules containing this information.

The Fee Rules, the Fees Regulations, and Statute No. 22 — Fees may be found on the University Legislation page:

<http://www.murdoch.edu.au/admin/legsln/>

TUITION FEES

AUSTRALIAN STUDENTS

Full details of the tuition fees for each unit of study, the tuition fees policy and the policy on refunds are available via the online Handbook.

Payment of tuition fees is normally required by the due date of the invoice or the census date. If fees remain unpaid as of the census date, the student's enrolment may be cancelled and a late payment charge may be payable.

Some summer undergraduate units may be available only on a fee-paying basis.

INTERNATIONAL STUDENTS

All international students in Australia, other than exchange students and citizens of New Zealand, are required to pay the full cost of tuition.

The tuition fee payable by each student is as stated on the Letter of Offer. After the first semester of enrolment, payment of tuition fees is required by the end of week one of each semester. If fees remain unpaid at that date, the student's enrolment may be cancelled or a late payment charge may be payable.

International students on a student visa must maintain a full-time study load of 12 points each semester and complete within the timeframes of their student visa. International students intending to modify their enrolment must confirm with Murdoch International prior to any change.

Murdoch International provides full details of the tuition fees policy and the policy on refunds to students when they first enrol at the University.

UNIT CHARGES

In a small number of units students are required to pay a surcharge for special training or access to equipment, to purchase some of their own equipment (for example, a dissecting kit) for use during the unit, or to pay for their own food and accommodation at an optional field camp. Reference to this is made in the unit or course descrip-

tion. In addition, students are required to wear protective clothing and footwear in laboratories.

The authority to charge tuition and administrative charges is contained in the Fee Rules, the Fees Regulations, and Statute No. 22 — Fees.

HIGHER EDUCATION LOAN PROGRAMME (HELP)

From 1 January 2005 all Australian Citizens and holders of permanent humanitarian visas are able to access loans to pay their tuition fees under the Higher Education Loan Programme — HELP. New Zealand citizens and other permanent visa holders can only receive HELP in certain circumstances (under transitional arrangements for continuing students or for bridging courses for overseas-trained professionals.)

HELP loans are repaid through the tax system on an income contingent basis. The minimum HELP repayment threshold for compulsory repayments is \$38,148 (indexed) in 2006–2007, and the bonus for voluntary repayments is 10 per cent from 1 January 2005. The HELP loan debt is indexed according to the CPI and is otherwise interest free.

There are three types of HELP available for eligible students:

HECS–HELP — to assist eligible Commonwealth-supported students pay their student contribution. There are two types of HECS–HELP assistance: the HECS–HELP loan and the HECS–HELP discount;

FEE–HELP — to assist eligible fee-paying students pay their tuition fees; and

OS–HELP — to assist eligible Commonwealth-supported students who wish to study overseas.

All new and continuing students who wish to access HELP assistance are required to complete the appropriate Commonwealth Assistance Form before the census date for their first unit of study. All students wishing to access a HELP loan must provide their Tax File Number. Failure to fill out the correct form, or to provide their Tax File Number if accessing loan assistance, will result in cancellation of enrolment. When students change between different awards a new Commonwealth Assistance Form must be completed.

HECS–HELP

All students admitted to a 'Commonwealth-supported place' at Murdoch are required to pay a 'student contribution amount' towards the costs of their course, unless they are exempt. How the student contribution amount is paid depends on a student's citizenship status.

Australian Citizens and permanent humanitarian visa holders are eligible for HECS–HELP assistance and can pay their student contribution in one of three ways:

- Full-upfront payment and receive a 20 per cent HECS–HELP discount;
- Partial up-front payment (with a 20 per cent HECS–HELP discount applicable on amounts of \$500 or more) and obtain a HECS–HELP loan for the remainder; or
- Obtain a HECS–HELP loan for the full amount.

Permanent humanitarian visa holders must reside in Australia for the duration of their course (unless otherwise required by the course) to access HECS–HELP assistance.

New Zealand citizens and other permanent resident visa holders are not eligible for HECS–HELP assistance and must pay their student contribution up front without a discount. Under transitional arrangements New Zealand citizens and other permanent resident visa holders who were enrolled prior to 2005 can continue their studies under the same eligibility conditions as applied before 2005.

Students are exempt from paying the student contribution if they have an Exemption Scholarship, a Research Training Scheme place, a Merit-Based Equity Scholarship, or are undertaking work experience in industry where the University is not providing learning and performance support.

FEE–HELP

All students admitted to a Domestic Tuition fee-paying place at Murdoch are required to pay tuition fees. How the student contribution amount is paid depends on a student's citizenship status.

Australian Citizens and permanent humanitarian visa holders are eligible for FEE–HELP assistance and can pay their student contribution in one of three ways:

- Full up-front payment;
- Partial up-front payment and obtain a FEE–HELP loan for the remainder; or
- Obtain a FEE–HELP loan for the full amount.

Permanent humanitarian visa holders must reside in Australia for the duration of their course (unless otherwise required by the course) to access FEE–HELP assistance.

Other permanent resident visa holders who are undertaking an eligible bridging course for overseas-trained professionals may access FEE–HELP assistance if they will be resident in Australia for the duration of the unit of study.

New Zealand citizens and other permanent resident visa holders are not eligible for FEE–HELP assistance.

There is a lifetime limit of \$80,000 for all courses except medicine, veterinary science and dentistry, for which the limit is \$100,000 for FEE–HELP assistance. This limit is subject to the passage of legislation. The 2006 limit was \$50,950.

A 20 per cent loan fee is applied to FEE–HELP loans provided for undergraduate courses. The loan fee does not count towards the limit.

OS–HELP

OS–HELP provides financial assistance to eligible Commonwealth-supported students who undertake part of their course overseas. OS–HELP is distinct from HECS–HELP and FEE–HELP in that it involves a cash payment directly to the student receiving the loan. Only a limited number of OS–LOANS are available and students are required to apply. Details on the application and selection process are available from the Office of Central Student Administration.

To be eligible for an OS–HELP loan

- the student must be an Australian citizen or the holder of a permanent humanitarian visa,
- the student must be Commonwealth-supported and enrolled in an undergraduate course of study, and
- the overseas study must count for credit towards the course.

Students cannot receive an OS–HELP loan for the first year or last semester of their course of study. Students may only receive up to two loans over their lifetime and may only receive up to \$5,196 per loan. Loans are provided in respect of a six-month period and if a student receives two OS–HELP loans, the two six-month periods must not coincide or overlap. Because loans are in respect of a six-month period, rather than a unit of study, there is no census date for OS–HELP. Students incur their OS–HELP debts the day they are paid their loan amount — this day is the 'OS–HELP debt incurrence date'. A 20 per cent loan fee is applied to all OS–HELP loans.

YOUTH ALLOWANCE/AUSTUDY/ABSTUDY

Full-time students enrolled in an approved course could be eligible for the Commonwealth Government's Youth Allowance and Austudy schemes. Students of Aboriginal or Torres Strait Islander descent may apply for comparable assistance under the ABSTUDY scheme.

Further information about Youth Allowance, Austudy or ABSTUDY is available from the nearest Student Assistance Centre of Centrelink.

MURDOCH STUDENT LOANS

Students may apply for emergency cash loans of up to \$200 from the Murdoch Student Loan Fund. Such loans must normally be repaid within two weeks. Longer-term loans of up to \$1000 are also available from the Murdoch Student Loan Fund (repayable within one year). Application forms are available at the Student Equity Office.

Loans are not given to assist in the payment of Murdoch University fees; students experiencing difficulty in paying fees should apply for an extension instead. Extensions to the payment date for HECS–HELP are not permitted by Commonwealth legislation.

SCHOLARSHIPS

UNDERGRADUATE SCHOLARSHIPS

Domestic Undergraduate Scholarships

Detailed information on domestic undergraduate scholarships, including application methods and opening and closing dates, can be obtained from the Office of Central Student Administration at

<http://www.oss.murdoch.edu.au/scholarships/>

AJ Parker Memorial Scholarship in Chemistry and Mineral Science

This scholarship is available for award to school leavers entering full-time study in the undergraduate degree in Chemistry. Under exceptional circumstances, more than one scholarship may be awarded per annum. The scholarship has a value of \$1500 (\$500 per annum for three years).

Bayliss Bursary

This Bursary is for students enrolled in Chemistry Honours at Murdoch University and is normally offered in conjunction with the Nicholas Searcy Bursary. Applications should accompany application for entry to Chemistry Honours. The value of the Bursary shall be at the discretion of the selection committee. Applicants should be Australian citizens or permanent residents of Australia, demonstrate high academic potential and be able to establish a case that the continuation to Honours is jeopardised by financial need.

City of Rockingham Scholarship

Scholarships are available to first year students who have been a resident in the City of Rockingham for at least 2 years and are enrolled in any course offered at the Murdoch University Rockingham Campus.

Commonwealth Scholarships

The Commonwealth Scholarships are part of the Commonwealth Government's Higher Education Reforms. Their goal is to facilitate choice in Higher Education and to increase participation of students from low socio-economic backgrounds by providing them with financial assistance.

Department of Defence Scholarships

These scholarships aim to encourage the participation of first year students to enrol in the study of Security, Terrorism and Counterterrorism and increase the awareness of the diverse range of career opportunities available within the field of Security, Terrorism and Counterterrorism.

Energy Studies, Nanoscience and Physics Scholarships

Murdoch University's Energy Studies, Nanoscience and Physics area awards scholarships each year to encourage

and assist competent students to undertake the undergraduate Energy Studies, Nanoscience, or Physics course. Applicants are assessed and ranked on their motivation, initiative and competence in energy studies, nanoscience or physics, assisted by teacher recommendation and their school-based assessment in Years 11 and 12. A minimum Tertiary Entrance Rank of 90 will normally be expected and their sincere desire to study Energy Studies, Nanoscience, or Physics at Murdoch should be shown by assigning their first preference on their TISC application to Energy Studies, Nanoscience, or Physics (as appropriate) at Murdoch University. Application forms will be sent to schools mid year with a closing date of 30 September.

Men of the Trees/Shirley Fyfe Honours Scholarship in Environmental Science

This scholarship is available to support a student's study for an Honours degree in the School of Environmental Science. It is intended for a person whose project focuses on a contemporary environmental issue to do with the environmental use or preservation of Western Australia's native trees. Stipend up to \$5000 per year.

Mick Young Scholarship

The Mick Young Scholarship Trust was set up in memory of the late Mick Young, a former Member of Parliament and Federal Cabinet Minister, who sought to enhance the opportunities for financially disadvantaged people.

Mrs Mary Smith Memorial Scholarship in Nursing

This scholarship is intended for a student who demonstrates circumstances of hardship and is a scholarship of \$1,000 to be awarded to a first year Nursing student in Semester 2. Applicants should be Australian citizens or permanent residents of Australia. Applications close the third Friday in May.

Murdoch Equity Scholarships

Murdoch University introduced the Murdoch Equity Scholarship in 2005 to assist undergraduate students from low socio-economic backgrounds with educational expenses.

Murdoch Equity Scholarships will be awarded to applicants who are determined as eligible but ranked just below the cut-off in the allocation of the Commonwealth Scholarships.

Nicholas Searcy Memorial Bursary

This Bursary is for students enrolled in Chemistry Honours at Murdoch University and is normally offered in conjunction with the Bayliss Bursary. Applications for the Bursary should normally accompany application for entry to Chemistry Honours. The amount of the Bursary shall be at the discretion of the selection committee.

Applicants should be Australian citizens or permanent residents of Australia, demonstrate high academic potential and be able to establish a case that the continuation to Honours is jeopardised by financial need. The Bursary holder may be required to undertake a piece of research in the vacation preceding the Honours year.

Physics Vacation Scholarship

These scholarships are limited to students enrolled in the Physics major at Murdoch University, and are intended primarily for students completing the final year of the Bachelor of Science degree who plan to proceed into Physics Honours.

RSTC Gordon Smith Scholarships

A number of scholarships will be available to commencing students who have entered Murdoch University's Rockingham Campus via equity entry programs. The scholarship panel will be interested in the student's degree of educational disruption, level of financial hardship and motivation to achieve at a tertiary level.

Searcy Bursary for Research into Representation at Coronial Inquests

This Bursary, administered by the School of Law, is to stimulate student interest in making contributions to debate about how to inquire into and make findings about death of inmates in prison custody in Australia. Preference will be given to work that is not confined to Aboriginal deaths in custody and that focuses on the broader challenges of deaths in custody in Western Australia. Examination of relevant cases should be restricted to those within five years of the current year.

The Bursary is open to students enrolled in any course of study in the University at either undergraduate or postgraduate level. Eligible projects would normally be expected to produce an assessable component of an applicant's course of study. Other projects (such as papers for student competitions, or for publication) will, however, be considered for support.

S.T. Leong Memorial Scholarship

This scholarship is in memory of Sow-Theng Leong who was the Professor of Asian Studies at Murdoch University from 1985 to 1987. It aims to promote academic excellence in the study of Asian languages and cultures.

It is intended to help finance study in South-East Asia, China or Japan. Study in the region may include language study or research at honours or postgraduate level.

Thelma Balyeat Memorial Scholarship

The Thelma Balyeat Memorial Scholarship for Women was set up to enhance the opportunities for mature age female students studying towards a degree in Commerce, Economics, Information Technology, International Business, Marketing and the Media, and Public Policy and Management.

Town of Kwinana Scholarship Program

The Town of Kwinana Scholarship is available for award to a first year student studying in any course offered at the Murdoch University Rockingham campus.

International Undergraduate Scholarships

Australian Development Scholarships

Australian Development Scholarships (ADS) are a highly valued form of development cooperation between Australia and countries with which Australia has a bilateral aid program. The scholarships provide partner countries with the opportunity to strengthen their human resource capacity through offering scholarships to individuals within key institutions, to undertake tertiary studies in Australia in areas relevant to the development needs of the home country.

The scholarships aim to contribute to long-term development needs of Australia's partner countries to promote good governance, economic growth and human development. They provide people with the necessary skills and knowledge to drive change and influence the development outcomes of their own country, through obtaining tertiary qualifications at participating Australian institutions. ADS holders are therefore required to return to their country of citizenship for a minimum period of two years following the completion of their scholarship, to contribute to the development of their country.

Under AusAID's gender/equity policy, ADS awards are allocated equally between men and women. For more information see

<http://www.ausaid.gov.au/scholar/studyin.cfm>

POSTGRADUATE COURSEWORK SCHOLARSHIPS

Domestic Postgraduate Coursework Scholarships

Postgraduate Access and Equity Scholarships

A number of tuition fee scholarships are available to students from low socio-economic backgrounds, Aboriginal and Torres Strait Islander people, and people with disabilities and medical conditions.

The scholarship provides funding to cover payment of the student's coursework tuition fees only and does not provide the successful applicant with a stipend.

International Postgraduate Coursework Scholarships

Australian Partnership Scholarships

The Australian Partnership Scholarships (APS) program is an initiative from the Australian Indonesia Partnership for Reconstruction and Development (AIPRD). The objective of the program is to increase the human resource capacity

of Indonesia in the areas of Economic Governance, Public Sector Management and Education.

The program funds Indonesians for postgraduate study in Australia through a joint selection process overseen by the Governments of Australia and Indonesia and consistent with mutually agreed general policy objectives. For more information see

<http://www.apsprogram.or.id/>

THE-ICE Scholarships for Tourism and Hospitality Studies

The International Centre of Excellence in Tourism and Hospitality (THE-ICE) is Australian Government initiative designed to encourage excellence in tourism and hospitality education. THE-ICE recently announced their 2007 scholarships to international students who wish to study tourism and hospitality at member institutions around Australia.

The new scholarships, which are comprised of a grant of AU\$10,000 per year are available for Masters-, Bachelor- and Diploma-level study programs.

For a complete list of available courses, along with further information about THE-ICE and the scholarships, including eligibility criteria and application forms, see

<http://www.the-ice.org/>

POSTGRADUATE RESEARCH SCHOLARSHIPS

Domestic Postgraduate Research Scholarships

Detailed information can be obtained from the Division of Research and Development.

Prospective Students:

<http://www.research.murdoch.edu.au/gradcentre/scholar.html>

Current Students:

<http://www.research.murdoch.edu.au/gradcentre/current.html>

Australian Postgraduate Awards and Murdoch University Research Studentships are available on a competitive basis for full-time postgraduate research students (MPhil, PhD, EdD, LLM (Research), Research Masters (with Training), MEd (Research)). They provide stipends of \$19,231 per annum (2006 stipends), and thesis allowances of \$420 for MPhil and \$840 for PhD and EdD (in 2006). Both awards are tenable for a period of three years with the possibility of up to six-month extension. Stipends and allowances are non-taxable. Other benefits include removal allowances and a Research Training Scheme place. Students with heavy care commitments or with a medical condition precluding full-time study may be permitted to hold Australian Postgraduate Awards with Stipend on a part-time basis.

Murdoch Excellence Scholarships (top-up awards) of \$5000 per annum each will be available in each of the seven areas of research strength. These scholarships will

be distributed on the basis of academic merit and will be available only to holders of a 2007 Australian Postgraduate Award.

An Aboriginal and Torres Strait Islander Scholarship and a Part-time Research Scholarship for women whose careers have been interrupted are also available. Both provide a stipend and other benefits at the same level as the Murdoch University Research Studentship.

A wide range of scholarships for postgraduate research in specific areas is also available. Enquiries should be made to the Graduate Centre, in the Chancellery Building, Murdoch campus. Current scholarship availability is on the web at:

<http://www.research.murdoch.edu.au/gradcentre/scholar.html>

The Research Training Scheme (RTS) has now replaced the Research Higher Education Contribution Scheme (HECS) for research students. The RTS provides Commonwealth-funded Higher Degree Research students with an entitlement to a HECS exemption for four years for a PhD (full-time equivalent) and two years (full-time equivalent) for an MPhil.

International Postgraduate Research Scholarships

International Postgraduate Research Scholarships (IPRS) are available on a competitive basis. Details are available from the Division of Research and Development or Murdoch International. Application forms for the scholarships are available online at:

http://www.international.murdoch.edu.au/postgrad_application.asp

From 2007 a large number of international scholarships will be offered through the Australian Government's expanded Endeavour program. From 2007 to 2011 this program will offer over 6000 awards in participating regions for higher education. Further information about these awards, application procedures and a schedule of application closing dates can be found at

<http://www.endeavour.dest.gov.au/>

The Research and Development Board will also be sponsoring a larger range of international research scholarships for 2007. In a new initiative the Board, in co-operation with the University, will be offering 10 Murdoch University Research Studentships which will also have a Tuition Fee Waiver with them (Murdoch International PhD Scholarships). Further details are available at

<http://www.research.murdoch.edu.au/gradcentre/internat.html>

PRIZES

Detailed information on postgraduate research awards can be obtained from the Division of Research and Development. Detailed information on undergraduate prizes can be obtained from the Faculty Student Administration.

UNIVERSITY MEDALS

Up to seven Medals may be awarded each year for outstanding academic performance by undergraduate students.

Medals are awarded to students who completed an ordinary bachelor degree, or an honours degree not requiring an additional period of study than the ordinary degree. Students who complete the Bachelor of Science in Veterinary Biology are only eligible if not proceeding to the Bachelor of Veterinary Medicine and Surgery.

To be eligible, students must have completed at least 48 credit points of graded Murdoch University units. Students completing graduate-entry bachelor degrees are eligible if the degree is at least 48 credit points.

The Medals are awarded on the basis of an academic score. The score is calculated by aggregating the score for each of the student's units calculated by multiplying the unit credit points by a grade weighting, and dividing the result by the total unit credit points. Usually a score is required

that is the equivalent of 63 points of High Distinctions and 9 points of Distinctions in a 72-point degree.

Award of the Medal is recorded on the student's academic transcript, an honour board and the University web site.

<http://graduations.murdoch.edu.au/medallists.html>

Medallists receive an engraved silver medal and a cheque for \$1500.

The University's policy on the Award of University Medals can be found at:

<http://www.murdoch.edu.au/admin/polproc/medals.html>

VICE CHANCELLOR'S COMMENDATION FOR ACADEMIC EXCELLENCE

This award recognises academic excellence amongst the best students enrolled in the ordinary bachelor degree (or in the honours degree if this does not involve an additional year); part-time students are eligible at each 24-point mark in their degree. Each recipient has the award recorded on her or his academic transcript and is given a certificate to mark the achievement at a presentation ceremony.

FACULTY AND SCHOOL PRIZES

All prizes are awarded annually for the best academic performance in the studies specified, except where shown otherwise.

Division of Academic Affairs

City of Rockingham Prize	\$500	student in a course at the Rockingham campus; must have been resident in the City of Rockingham for at least 2 years prior to accepting the prize
The Cowan Prize for Information Literacy	\$150	undergraduate or postgraduate student who demonstrates ability to effectively use the full resources of the Library
Murdoch University Guild Social Justice and Community Development Award	\$250	outstanding contribution to Murdoch University in the area of social justice and community development; six annual prizes
Regional Students Association Prize — Peel	\$150	Peel campus student who has made an outstanding contribution to the Peel campus and Peel community
Regional Students Association Prize — Rockingham	\$150	Rockingham campus student who has made an outstanding contribution to the Rockingham campus and Rockingham community
Social Justice and Community Award	\$500	International student who has made an outstanding contribution to Murdoch University in the area of social justice

Murdoch Business School

Association of Chartered Certified Accountants (ACCA) Prize in Accounting for Managers	\$400	MBS513 Accounting for Managers
Australian Institute of Management Prize	12 months' Affiliate Membership of the Institute, training to the value of \$200	Management major
Australian Taxation Reporter Prize	12-month subscription to Australian Taxation Reporter	BUS315 Topics in Taxation
Chamber of Commerce and Industry MBA Prize	\$500	Master of Business Administration graduand
Chamber of Commerce and Industry Prize in Economics	\$300	Economics final year
Chamber of Commerce and Industry Prize in Human Resource Economics	\$200	BUS375 Human Resource Economics
Chartered Institute of Management Accountants Prize in Management Accounting	\$275 plus one year's subscription to CIMA's magazine 'Financial Accounting'	BUS227 Management Accounting
Chartered Secretaries Prize in Company Law	\$200 plus 12 months' subscription to 'Keeping Good Companies' to the value of \$50	BUS328 Company Law
Clayton Utz Prize in Master of Human Resource Management	\$500	Master of Human Resource Management graduand
CPA Australia Prize in Contemporary Financial Accounting	\$500	BUS256 Contemporary Financial Accounting
CPA Australia Prize in Technology and Accounting Processes	\$500	BUS217 Technology and Accounting Processes
CPA Australia/Bankwest Prize for the Best Graduating Student in Accounting	first year entrance fee for CPA, first year subscription for Associate Membership of CPA Australia, balance in cash up to \$1000	graduand completing the requirements for admission to CPA Australia
Department of Treasury and Finance Honours Prize	\$400	Honours in Economics, BUS463 Australian Economic Policies and Problems — Honours
Economic Society of Australia (WA Branch) Honours Prize	\$200	Economics honours graduand
Economic Society of Australia (WA Branch) Prize	\$200	Economics first year student

Frontier Software Prize	\$150	MBS617 Human Resource Management Perspectives
Gelare Print Advertising Prize	\$200	individual prize: print advertisement in BUS339 Advertising Production
Gelare Television Advertising Prize	\$400	group prize: television advertisement in BUS339 Advertising Production
GMAA Prize in Organisational Behaviour and Management	\$500	MBS508 Organisational Behaviour and Management
Industrial Relations Society of Western Australia Prize	\$250 plus this year's membership in the WA Industrial Relations Society	BUS222 Employee Relations and BUS228 Workplace Law, undertaken in the same year
Institute of Chartered Accountants in Australia Prize	\$500	graduand in Professional Accounting major
The Institute of Internal Auditors — Australia Prize	\$150	BUS312 Auditing
National Institute of Accountants Prize in Corporate Governance and Accountability	\$500	BUS310 Corporate Governance and Accountability
National Institute of Accountants Prize in International Accounting	\$500	BUS319 International Accounting
The O'Byrne Prize in Finance	\$500	Part II Core Units in the Finance major
R.K. O'Connor, QC Prize in Taxation	\$200	BUS313 Taxation
Outstanding Achievement in a First Year Commerce Unit (Rockingham Campus)	\$150	Rockingham offerings of BUS140 Principles of Finance and Banking or BUS145 Principles of Management
Outstanding Achievement in a Second Year Commerce Unit (Rockingham Campus)	\$150	Rockingham offering of BUS209 Marketing and Advertising Law
Outstanding Achievement in a Third Year Commerce Unit (Rockingham Campus)	\$150	Rockingham offering of BUS320 Advanced HR Perspectives
John and Bella Perry Prize in Commerce	\$150	Peel Campus undergraduate Commerce
Special Achievement in a Commerce Unit (Rockingham Campus)	\$150	special achievement in a Commerce unit at Rockingham Campus
Western Australian Chinese Chamber of Commerce Prize	\$250	BUS272 Changing Economies of Asia

Rockingham Campus Principal's Office

City of Rockingham Mayoral Award	\$250 plus framed Certificate of Recognition	outstanding academic achievement and contribution to the Rockingham campus
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School of Biological Sciences and Biotechnology

AMGEN Australia Prize in Biotechnology	\$500	aggregate score in BIO270 Biochemistry I, BIO371 Biochemistry II, BIO212 Genetic Engineering and BIO316 Molecular Genetics
Australian Biosearch Prize in Biochemistry	\$150	BIO371 Biochemistry II
EPA Prize in Conservation Biology	\$250	Conservation Biology graduand with the highest grade point average in the core units
Emrys Grimley Memorial Prize in Biological Sciences	\$150	BIO152 Cell Biology and BIO103 Environmental Biology, undertaken in the same year
Natural Science Center Prize in Biochemistry	\$300	BIO270 Biochemistry I
Natural Science Center Prize in Microbiology	\$300	BIO263 Microbiology I

Natural Science Center Prize in Plant Physiology and Pathology	\$300	BIO286 Plant Physiology and Pathology
Ann Osborn Memorial Prize in Biotechnology	\$150	Biotechnology honours graduand
Venture Capital Investments Prize in Biotechnology	\$300	Biotechnology major student in BUS215 Business Feasibility and Management Concepts
WA Fishing Industry Council Prize	\$200	BIO205 Fish and Fisheries Biology
WA Naturalists' Club Serventy Memorial Prize	\$250 book voucher plus one year's membership of WA Naturalists' Club	practical component in BIO157 Introduction to Australian Biodiversity
Wildflower Society of WA (Murdoch Branch) Prize	\$150 in books	BIO265 Plant Diversity

School of Chemical and Mathematical Sciences

A.I.M.M. Women's Auxiliary—Perth Branch	\$150	most improved student in Metallurgical Engineering
Alcoa Prize in Hydrometallurgy	\$200	Bachelor of Science student in EXM357 Hydrometallurgy
Nelly Stothers Bayliss Prize in Chemistry	\$150	Chemistry honours
BHP Billiton Prize in Pyrometallurgical Processes	\$500	EXM358 Pyrometallurgy
BHP Billiton Resources Prize in Extractive Metallurgy	\$500	PEC201 Thermodynamics
The Epichem Prize	\$250	Organic Chemistry section of PEC349 Biomolecular Design
Independent Metallurgical Laboratories Prize in Mineral Processing	\$250	EXM302 Mineral Processing II
Independent Metallurgical Operations Prize in Mineral Resources	\$250	EXM355 Mineral Resources and Environment
Independent Metallurgical Technology Operations Prize in Process Mineralogy	\$150	EXM256 Process Mineralogy
Mathematics and Statistics Staff Prize	\$150	Mathematics Part II units by a Mathematics and Statistics graduand
Royal Australian Chemical Institute Prize	\$200	Chemistry graduand
Jennifer Searcy Prize in Mathematics and Statistics	\$150	required 200-level units in the Mathematic and Statistics major
Nicholas Searcy Prize in Analytical Chemistry	\$150	PEC340 Instrumental Analysis
Nicholas Searcy Prize in Applied Mathematics	\$150	MAS182 Applied Mathematics
Nicholas Searcy Prize in Organic Chemistry	\$150	PEC349 Biomolecular Design
Patricia Searcy Prize in Chemistry	\$150	Semester 1 in PEC140 Introduction to Chemistry
Ronald Searcy Prize in Mathematics (MAS161)	\$150	MAS161 Calculus and Matrix Algebra
Ronald Searcy Prize in Mathematics (MAS261)	\$150	MAS261 Mathematical Methods
Vanessa Searcy Prize in Chemistry	\$150	Semester 2 in PEC140 Introduction to Chemistry
SGS Minerals Services Prize in Mineral Science for External Students	\$150	any two Part II Mineral Science required units taken in external mode in any one year, by an external student enrolled in Mineral Science or Metallurgical Engineering majors
Julie Shuttleworth Prize in Mineral Processing	\$250	EXM301 Mineral Processing I

Sardar Gurdit Singh and Sardarni Sunder Kaur Memorial Prize in First Year Chemistry	\$150	PEC144 Chemical Principles or MAS182 Applied Mathematics, undertaken in the same year
Sardar Gurdit Singh and Sardarni Sunder Kaur Memorial Prize in Second Year Chemistry	\$150	PEC238 Biological Chemistry, PEC240 Analytical Chemistry and PEC247 Physical and Inorganic Chemistry, undertaken in the same year
Sardar Gurdit Singh and Sardarni Sunder Kaur Memorial Prize in Third Year Chemistry	\$150	graduand in Chemistry (BSc)
West Australian Mining Club Prize in Mineral Science	\$400	EXM131 Introduction to Extractive Metallurgy

School of Chiropractic

Chiropractic & Osteopathic College of Australasia Dux of Chiropractic Award	\$1000	final year student of Chiropractic
Chiropractic Association of Australia (CAA) (National) Ltd Chiropractic Graduate of the Year Award	\$1000 plus membership of the CAA in the first year of practice plus a framed certificate	leadership and academic and clinical excellence in CHI584 Clinical Practicum
Chiropractic Education Australia Ltd Prize	\$150 CEA voucher plus \$75 for framing of Certificate	final year Chiropractic student for clinical excellence
Chiropractic Perseverance Award	\$200 gift voucher for archive books	student who, despite personal challenges during the course of the degree, has persevered with full-time study and completed the requirements of the course
Chiropractors Registration Board Clinical Professionalism Award	\$500	clinical professionalism during the fifth-year practicum, taking into account clinical proficiency exam(s) and clinic feedback
Chiropractors' Association of Australia (WA) Ltd — The Marcia Cerutti Award	12 months' CAA (WA) membership plus framed certificate	demonstrated excellence in practical application in the clinical setting at the Chiropractic Outpatient clinic, in CHI584 Clinical Practicum
Chiropractors' Association of Australia (WA) Ltd — The Ross Gilmore Award	12 months' CAA (WA) membership plus framed certificate	academic radiology in CHI586 Decision Making in Clinical Imaging and other radiology streams
Chiropractors' Association of Australia (WA) Ltd — The Miriam Minty Award	12 months' CAA (WA) membership plus framed certificate	demonstrated commitment to the community and student body in the service of chiropractic, in CHI584 Clinical Practicum
Chiropractors' Association of Australia (WA) Ltd — The Shirleigh & Douglas Winter Award	12 months' CAA (WA) membership plus framed certificate	academic excellence throughout the five years of coursework in Chiropractic
DRS Medical Prize for Excellence in Clinical Imaging	\$150	Year 5 Clinical Imaging

Executive Dean's Encouragement Award in Chiropractic	\$250	greatest improvement in aggregate marks between Semesters 1 and 2 of Year 1 of Chiropractic
Sportstek Kinesio Taping Award	\$250 plus framed certificate	final year Chiropractic student for the best understanding of Kinesio Taping

School of Education

Thelma Harley Brown Prize in Education	\$100	Master of Education (Research) graduand
Elizabeth Mary Dodd Prize in Education	\$100	Master of Education (Coursework) graduand
Early Childhood Teachers' Association Prize	\$100 voucher plus one year's membership to the Early Childhood Teachers' Association	graduand in school experience and academic components of Early Childhood Education minor
The Early Years in Education Society Prize	one year's membership of the EYES	Graduate Certificate in Early Childhood Education
Outstanding Achievement in a First Year Primary Education Unit (Rockingham Campus)	\$150	Rockingham offering of EDU101 Introduction to Teaching
C.S. and D.L. Sanders Prize in Education	\$150	Bachelor of Education (Graduate) [Primary Teaching or Secondary Teaching]
School of Education Prize for EdD Studies	\$150	Doctor of Education dissertation in the past two years
School of Education Prize for Excellence in Teaching (BEd Primary)	\$150	Bachelor of Education (Primary) (both four-year and graduate-entry) student with the highest ATP result
School of Education Prize for Excellence in Teaching (BEd Secondary)	\$150	Bachelor of Education (Secondary) (both four-year and graduate-entry) student with the highest ATP result
School of Education Prize for PhD Studies	\$150	PhD dissertation over the past two years
WA Primary Principals' Association Prize (GradDipEd (Primary))	\$150	Graduate Diploma in Education (Primary)
WA Secondary School Executives Association Prize (GradDipEd (Secondary))	\$300	Graduate Diploma in Education (Secondary)

School of Electrical, Energy and Process Engineering

Challenger TAFE Prize in Instrumentation and Control Engineering	\$300	Bachelor of Engineering in Instrumentation and Control Engineering (Second Year)
Frank Gillespie Memorial Prize in Physics	\$150	Physics major, final year
Honeywell Prize in Process Control	\$250	ENG304 Process Control Engineering I
The Institution of Engineering and Technology (IET) Prize	\$400	ENG453 Engineering Law, Management and Ethics
Occasional Prize in Engineering	\$500	Bachelor of Engineering; an occasional prize awarded at the discretion of the School
Outstanding Achievement in First Year Engineering	\$150	Engineering first year units
Outstanding Achievement in Second Year Engineering	\$150	Engineering second year units
Outstanding Achievement in Third Year Engineering	\$150	Engineering third year units
Physics Prize	\$150	Physics graduand

Physics Staff Prize	\$150	Physics major, first year of Part II
Postgraduate Prize in Energy Studies	\$250	Bachelor of Applied Science in Energy Studies or Postgraduate Diploma in Energy Studies
Postgraduate Prize in Renewable Energy	\$250	Master of Science in Renewable Energy second year
School of Electrical, Energy and Process Engineering Prize	\$400	graduand attaining the highest grade point average in an undergraduate degree in the School
Jennifer Searcy Prize in Physics	\$150	PEC120 General Physics
Nicholas Searcy Prize in Electromagnetism	\$150	PEC232 Electromagnetism
Nicholas Searcy Prize in Physics	\$150	PEC152 Principles of Physics
Nicholas Searcy Prize in Nuclear and Particle Physics	\$150	PEC314 Nuclear and Particle Physics
Nicholas Searcy Prize in Physics of Materials	\$150	PEC317 Physics of Materials
Nicholas Searcy Prize in Modern Physics	\$150	PEC231 Modern Physics
Systec Engineering Prize for Systems Engineering	\$300	highest average in Industrial Computer System Engineering third- and fourth-year units
Tesla Medal	\$300 plus medal	graduand in Bachelor of Engineering (Electrical Power Engineering) or Bachelor of Science in Physics
Undergraduate Prize in Sustainable Energy Management	\$250	graduand in Energy Studies (BSc)
School of Environmental Science		
Alcoa Prize in Environmental Science	\$500	Environmental Science (BSc, BEnvSc), final year
Kellenberger/Gawanab Prize	\$250	third year or higher students doing an ISC or project in hydrogeology or estuarine/marine studies; selection based on academic performance, enthusiasm, application, and attitude to fellow students
The Marine and Freshwater Laboratory Prize in Oceanography	\$200	ENV282 Oceanography and Marine Pollution
Murdoch University Environmental Science Association (MUEnSA) Prize for Coastal and Marine Management	\$150	consultancy report in ENV381 Coastal and Marine Management
Murdoch University Environmental Science Association (MUEnSA) Prize for Ecology	\$150	ENV268 Ecology
Murdoch University Environmental Science Association (MUEnSA) Prize for Introduction to Environmental Science	\$150	ENV102 Introduction to Environmental Science
Murdoch University Environmental Science Association (MUEnSA) Prize for Management of Aquatic Systems	\$150	wetlands project in ENV311 Managing Wetlands and Water
Oceanica Consulting Prize	\$500	ENV381 Coastal and Marine Management
School of Environmental Science Occasional Prize	\$500	Environmental Science (BEnvSc); an occasional prize awarded at the discretion of the School
Sardar Gurdit Singh and Sardarni Sunder Kaur Memorial Prize in Environmental Monitoring	\$150	ENV505 Environmental Monitoring
Sardar Gurdit Singh and Sardarni Sunder Kaur Memorial Prize in Environmental Restoration	\$150	ENV324 Environmental Restoration
Tenix Alliance Prize in Environmental Science	\$250	Environmental Science, fourth year student project on Waste Management

Water Corporation Prize for Water and Earth Science	\$250	ENV281 Water and Earth Science
Water Corporation Prize for Water Conservation and Auditing	\$250	ENV206 Water Conservation and Auditing
Amanda Young Leadership Prize	\$1000	graduand who has shown the best combination of leadership, academic performance and potential for contribution to the environment
Amanda Young Study Award	\$500	greatest academic improvement from ENV102 Introduction to Environmental Science to ENV268 Ecology

School of Information Technology

Communications Expert Group (CEG) Prize	\$250	graduand in Master of Network Management and Security
Computer Science Staff Prize in Computer Programming	\$150	ICT104 Principles of Computer Science
Computer Science Staff Prize in Computer Studies	\$150	graduand in Graduate Diploma in Computer Studies
Honeywell Industrial Information Technology Award	\$250	ICT333 Information Technology Project
IEEE WA Section University Student Award	\$250	research project in ICT219 Intelligent Systems
iiNet Internet Industry Prize for Best Undergraduate Project	\$250 per group member	project relating to the Internet industry in ICT333 Information Technology Project
Information Systems Staff Prize	\$150	Information Systems 200-level required units, by a student in that major
McGraw–Hill Prize for Internet Multimedia Project	\$150 voucher for exchange at McGraw–Hill for materials	peer-assessed project in ICT108 Introduction to Multimedia and the Internet
Outstanding Achievement in First Year Information Technology Units (Rockingham Campus)	\$150	Information Technology first year units at Rockingham campus
Outstanding Achievement in Second Year Information Technology Units (Rockingham Campus)	\$150	Information Technology second year units at Rockingham campus
Outstanding Achievement in Third Year Information Technology Units (Rockingham Campus)	\$150	Information Technology third year units at Rockingham campus
School of Information Technology Prize	\$250	project in Semester 1 and 2 associated with ICT333 Information Technology Project
The WA Industry Selected Games Design and Programming Prize	\$200	project in ICT207 Games Design and Programming
WestInfo Services Prize for IT Professional Practice	\$250	ICT521 IT Professional Practice

School of Law

Allens Arthur Robinson Prize for Excellence in Company and Commercial Law	shared prize up to total value of \$2500; maximum of \$1000 to a single student	work undertaken in the field of company and commercial law
Australian Finance Conference Prize	\$300	LAW332 Commercial Law
The Australian Insurance Law Association Prize for Excellence in Insurance Law	\$500	LAW319 Insurance Law

The Australian Workers Union Prize for Excellence in Employment Relations Law	\$500	LAW363 Employment Relations Law
Brett Davies Lawyers Prize in Taxation Law	\$200	LAW353 Income Taxation Principles
Francis Burt Chambers Law Medal	\$1500 plus a commemorative gold medal	academic performance in Law
The Chamber of Commerce & Industry WA Prize in Migration Law	\$500	all three units in the Graduate Certificate in Australian Migration Law and Practice
Deacons Prize in Intellectual Property	\$200	nominated intellectual property law unit
Downings Legal Property Law Prize	\$500	LAW253 Property
Eldon Prize in Equity	\$600	LAW351 Equity and Trusts
Freehills Prize in Law	\$500	LAW259 Constitutional Law, LAW260 Contract and LAW258 Australian Administrative Law
Freehills Prize in Resources Law	\$200	LAW335 Mining and Natural Resources Law
C.B. Gibson and K.W. Hatfield, QC Memorial Prize in Criminal Justice	\$250	research essay in LAW405 Criminal Justice
Mallesons Stephen Jaques Prize in Civil Procedure	\$500	LAW350 Civil Procedure
Marks & Sands Prize in Evidence	\$150	LAW252 Evidence
Sarah Meddin Memorial Prize in Aboriginal Legal Issues	\$150	LAW364 Aboriginal Legal Issues
Sarah Meddin Memorial Prize in Legal Theory	\$150	LAW301 Legal Theory
Mony de Kerloy Prize in Environmental Law	\$250	LAW356 Environmental Law and Litigation
Paterson & Dowding Prize in Family Law	\$500	LAW370 Family Law
Brian J Singleton QC Memorial Prize in Criminal Law & Procedure	\$250	LAW130 Criminal Law and Procedure
Ronald Wilson Prize in Law	\$500	graduand who best combines distinguished academic performance in Law units with qualities of character, leadership and all-round contribution to the life of Murdoch University

School of Media Communication and Culture

AusConnection TSL Prize in Mass Communication	\$250	Singaporean student in first year Mass Communication
AusConnection TSL Prize in Media Studies	\$250	Singaporean student in first year Media Studies
Business and Professional Women's Prize	\$100	Honours in Women's Studies or Gender and Cultural Studies
Channel Seven Best TV News Prize	\$2000	television news story produced as part of assessment in MCC327 TV News or MCC627 TV News
Gelare Multimedia Marketing Prize	\$400	multimedia marketing project in MCC339 Multimedia Studio
May Trust Prize in Gender and Globalisation	\$1200	MCC211 Gender, Globalisation and Cultural Politics
May Trust Prize in Introduction to Gender and Cultural Studies	\$1200	MCC102 Introduction to Gender and Cultural Studies
School of Media Communication and Culture Prize	\$150	Part I student in a School of Media Communication and Culture major; a student may only be awarded the prize once
West Australian Newspapers Prize in Journalism	\$300	Postgraduate Diploma in Journalism graduand

School of Nursing

Executive Dean's Encouragement Award in Nursing	\$250	greatest improvement in aggregate marks between Semesters 1 and 2 of Year 1 of Nursing
The Georgina Kiely Encouragement Award	\$500	graduate of Koort Mooditj (Strong Heart): Pre-Nursing for Indigenous Students, who has demonstrated the most commitment and improvement
Mrs Mary Smith Bachelor of Nursing Prize in Holistic Nursing	\$400	NUR103 Holistic Nursing I
Mrs Mary Smith Bachelor of Nursing Prize in Human Biosciences	\$400	NUR104 Human Bioscience II
Mrs Mary Smith Bachelor of Nursing Prize in Maternal and Paediatric Nursing	\$400	NUR302 Maternal and Newborn Health Care and NUR303 Children's Health Care
Mrs Mary Smith Bachelor of Nursing Prize in Mental Health Nursing	\$400	second year student in NUR204 Issues in Mental Health and NUR206 Mental Health Nursing
Mrs Mary Smith Bachelor of Nursing Prize in Nursing Bioscience	\$400	second year student showing greatest improvement across NUR201 Nursing Bioscience I and NUR202 Nursing Bioscience II

School of Pharmacy

EGO Pharmaceuticals — Best Placement Performance	\$250	placement component of PHA643 Pharmacy Practice III and PHA744 Pharmacy Practice IV
Executive Dean's Encouragement Award	\$250	greatest improvement in aggregate marks between Trimesters 1 and 3 in Master of Pharmacy
The Pfizer Pty Ltd Prize for Best Aggregate Mark in Second Year Pharmacy Practice	\$200	PHA643 Pharmacy Practice III, PHA744 Pharmacy Practice IV and PHA754 Pharmacotherapeutics IV
The Pfizer Pty Ltd Prize for Pharmacy Practice	\$200	PHA643 Pharmacy Practice III, PHA744 Pharmacy Practice IV and PHA754 Pharmacotherapeutics IV
Pharmacy 777 — Best Aggregate Mark in First Year	\$250	aggregate mark in first year
Pharmacy 777 — Best Aggregate Mark in Second Year	\$250	aggregate mark in second year
The Reynoldson Prize in Pharmacology	\$200	aggregate mark in Pharmacology
School of Pharmacy Prize	\$150	Master of Pharmacy; an occasional prize awarded at the discretion of the School
School of Pharmacy — Geoff Miller Prize	\$150	History of Pharmacy assignment in PHA521 Pharmacy Care

School of Psychology

AusConnection TSL Prize in Psychology	\$250	first year Singaporean Psychology student
Australian Psychological Society Prize	\$300	final year of Bachelor of Psychology, Psychology honours or Postgraduate Diploma in Psychology
Executive Dean's Encouragement Award in Psychology	\$250	greatest improvement in aggregate marks between Semesters 1 and 2 of Year 1 of Psychology
Andrea Fernandes Memorial Prize in Psychology	\$150	aggregate score in the fourth year coursework by a Bachelor of Psychology or Psychology Honours graduand

O'Byrne Prize in Psychology and Social Justice	\$250	fourth year (Honours, Bachelor of Psychology or Postgraduate Diploma in Psychology) thesis in the area of psychology and social justice
Road User Behaviour and Road Safety Prize	\$300	fourth year Honours dissertation or Bachelor of Psychology/Postgraduate Diploma in Psychology research project on road user behaviour and road safety
School of Psychology Prize in Introduction to Applications of Psychology	\$150	PSY171 Introduction to Applications of Psychology
School of Psychology Prize in Introduction to Psychological Research Methods	\$150	PSY173 Introduction to Psychological Research Methods
School of Psychology Prize in Introductory Psychology	\$150	PSY141 Introduction to Psychological Science
School of Social Sciences and Humanities		
Asian Studies Prize	\$150	graduand in Asian Studies major with highest grade point average in Part II Asian Studies units
Australia–Japan Society Prize	\$200	Japanese Studies Part I
The Australian Sociological Association (TASA) Prize in Sociology	\$100 plus 1 year's TASA membership	honours thesis in Sociology or in a related course, on a topic demonstrating a solid sociological perspective
Berndt Memorial Prize in Anthropology	\$250	AST212 Anthropology and Its Others/AST612 Anthropology and Its Others or AST250 Society, Culture and Ecology in South-East Asia/AST650 Society, Culture and Ecology in South-East Asia or AST258 Women in Asian Societies/AST558 Women in Asian Societies; a student may only be awarded the prize once
Alan Berryman Prize in Indonesian Language	\$150	IND361 Indonesian IIIA
Community Development Prize	\$150	graduand in Community Development major with highest grade point average in Part II Community Development units
Department of Conservation and Environment Prize	\$150	HIS283 Australian Environmental History
English Prize	\$150	graduand in English major with highest grade point average in Part II English units
Geoff and Lyn Field Prize in Australian Studies	\$350	honours dissertation on an Australian topic
History Prize	\$150	graduand in History major with highest grade point average in Part II History units
Institute of Public Administration Australia Prize	\$250	graduand in Public Policy and Management major
JCCI (WA) Prize in First Year Japanese Language	\$200	JPN 171 Japanese IA and JPN172 Japanese IB
JCCI (WA) Prize in Second Year Japanese Language	\$200	JPN204 Japanese IIA and JPN205 Japanese IIB
Terry Jones Memorial Prize in Philosophy	\$500	academic excellence and critical insight in either PHL219 Moral and Political Philosophy or POL223 Modern Political Thought
Dr John Ralph Perry Prize	\$150 plus medal	Community Development at Rockingham campus

Philosophy Prize	\$150	graduand in Philosophy major with highest grade point average in Part II Philosophy units
Politics and International Studies Prize	\$150	graduand in one of Politics and International Studies/Public Policy and Management/ Security, Terrorism and Counterterrorism major with highest grade point average in the Part II units of the major
St Ephraim The Syrian (Mor Aphrem Suryoyo) Prize	\$150	Theology Honours dissertation
Irene Searcy Prize in Literature	\$100	English Part II unit, essay
Sociology Prize	\$150	graduand in Sociology major with highest grade point average in Part II Sociology units
Theology Prize	\$150	graduand in Theology major with highest grade point average in Part II Theology units
Tourism Prize	\$150	graduand with a first or second major in Tourism with the best grade point average in their Part II Tourism units
Yuan-Ren Chao Prize in Chinese Language	\$150	Chinese Part II language units
School of Sustainability		
Michael Booth Sustainable Development Honours Prize	\$300	Honours thesis in Sustainable Development
Michael Booth Sustainable Development Undergraduate Prize	\$300	graduand in Sustainable Development, based on GPA
Oxfam Australia Prize in International Sustainable Development	\$150	Postgraduate Diploma in Policy Studies (Development Studies specialisation), Postgraduate Diploma in Asian Sustainable Development, Master of Arts in Development Studies, or Master of Arts in Asian Sustainable Development
PATREC Cities and Sustainability Postgraduate Prize	\$150	postgraduate student in STP6231 Cities and Sustainability
School of Sustainability Prize	\$150	Part I student in a School of Sustainability major; a student may only be awarded the prize once
School of Veterinary and Biomedical Sciences		
Adamson Prize in Equine Medicine and Surgery	\$150	equine medicine and surgery on completion of Applied Veterinary Medicine
AusConnection TSL Prize in Veterinary Biology	\$250	first year Singaporean Veterinary Biology student
Australian Cattle Veterinarians Award	\$200 plus one year's postgraduate membership to the AVA and the AACV	veterinary student likely to do well in cattle practice
Australian Equine Veterinary Association Prize	complete set of Bain–Fallon proceedings	fifth year in equine components
Australian Small Animal Veterinary Association Award for Clinical Proficiency	\$300, watch and 2 years' ASAVA membership	Small Animal Medicine and Surgery II components in Applied Veterinary Medicine

Australian Society for Parasitology Undergraduates' Prize	\$400	BMS364 Parasitology
Australian Veterinary Association Prize for Undergraduates	\$200 towards cost of text books	Veterinary Pathology fourth year
Emilio Balzarini Equine Prize	\$500	academic performance, participation, interest and commitment to equine activities both in school and externally; awarded in fifth year
Executive Dean's Encouragement Award in Animal Science	\$250	greatest improvement in aggregate marks between Semesters 1 and 2 of Year 1 of Animal Science
Executive Dean's Encouragement Award in Biomedical Science	\$250	greatest improvement in aggregate marks between Semesters 1 and 2 of Year 1 of Biomedical Science
Executive Dean's Encouragement Award in Veterinary Science	\$250	greatest improvement in aggregate marks between Semesters 1 and 2 of the first year of Veterinary Science
Foundation Pathologists Prize	\$250	General Pathology (third year) and Pathology Rotations (fifth year) for Veterinary Students
W.S.A. and J.E. Gordon Memorial Prize	\$250	Veterinary Biology/Applied Veterinary Medicine second, third and fourth years
Hills 'Buddy' Award	\$500	clinical performance in the field of small animal nutrition
Intervet Prize in Reproduction and Obstetrics	\$350	VET439 Reproduction and Obstetrics and fifth-year clinical rotation
Stan Jones Memorial Prize in Clinical Pathology	\$400	fifth-year student essay on the role of clinical pathology in veterinary science or article/poster/presentation on a clinical pathology topic
Richard Lee-Gray Memorial Prize	\$250	greatest potential for success as a rural practitioner
Bernard McSherry Prize in Veterinary Clinical Pathology	\$250	academic and applied aspects of Veterinary Clinical Pathology in Applied Veterinary Medicine
Milne Agrigroup Prize in Animal Nutrition	\$300	VET346 Veterinary Nutrition and Animal Toxicology
Ozgene Prize	\$350	BMS368 Advances in Medical Science
Undergraduate Prize in Veterinary Microbiology and Immunobiology	\$250	undergraduate in Microbiology and Immunobiology in Veterinary Biology
University of Sydney Postgraduate Foundation Prize for Clinical Competency	Continuing Education to the value of \$1000	clinical competency in a graduating veterinary student
Wellard Rural Exports Animal Welfare in Production Animals	\$500	academic performance, participation, interest and enthusiasm in animal welfare issues in the production animal industries over all years in the course, both in school and externally; awarded in fifth year
Westralian Drug Company Pty Ltd Prize	\$250	VET401 Applied Veterinary Medicine I and VET501 Applied Veterinary Medicine II