The Student Guide is designed primarily for students new to the University. It provides information to assist you in getting to know the University, including details on Pre-enrolment Talks and Freshers’ Day, and a comprehensive course timetable to assist you to plan your academic program.

The Guide also provides information on a wide range of supports and services that will help you considerably during your studies. It lists rules, policies and procedures by which the University operates and with which all students are expected to be familiar.

The University’s Student Centre, located on Level 4 of the Wills Building, is the central point for students seeking information and advice. If you have any problems or queries, call into the Centre for friendly, helpful advice (see entry p.39 for further details about the Centre, and the services it offers).

The Student Guide is divided into five sections:

- **Getting Started** p.8
- **Adelaide University** 19
- **Supports and Services** 25
- **Rules and Procedures** 46
- **Timetable Information** 61

The Student Guide and Timetable is prepared by
The Prospective students Office
Publications Office (08) 8303 5907
Information contained herein is correct at the date of publication
We welcome you to the University and will do our best to ensure that your time as a student is enjoyable, challenging and rewarding.

The University is a large and diverse community, covering nearly all the main areas of scholarship and professional study.

For undergraduates, a wide range of options is available within our degrees and diplomas, from a broad education to career-oriented study, providing the diversity essential for the greater knowledge and employability of our graduates.

The University's professional degrees are nationally accredited and have undergone major curriculum change in the last few years.

Our graduate student population is increasing steadily with an emphasis on research higher degrees and specialist coursework programs. The University has a high national profile in research and is proud to number Nobel Prize winners among its former staff and graduates.

While learning is a life-long process, the undergraduate years are a significant component. Full and active participation in all aspects of University life will ensure that you derive the maximum enjoyment and benefit from these crucial years.

We would welcome your feedback and suggestions on any aspect of your experiences as a student at the University either through your faculty, school or department or through the Student Centre.

Good wishes

Susan Close
Manager
Central Student Services
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The University Administration, in partnership with Faculties and Schools, the Adelaide University Union and the Students’ Association, provide a variety of activities and services to assist students entering university for the first time.

With this Guide you will have received information on enrolment - the first major undertaking in your university career. Prior to enrolment, Faculties and Schools will present a series of Pre-enrolment Talks (see below) to assist you in planning your academic program.

Please refer to the Enrolment Guide (included in your enrolment package) for details on times, dates and enrolment procedures.

Once enrolled, you need to find out just how the university operates and what it has to offer you, both academically and socially. Orientation Week - February 19 to 23 - will prove an excellent introduction to university life.

Orientation Week will open with Freshers Day and includes a series of Preliminary Classes (see below), library tours, as well as a host of social activities.

During these early weeks on campus there may be questions you want answered, issues to follow up, or just general enquires about where you may find specific facilities and services. The Student Centre has been established specifically to meet these needs, and more.

Even if you don’t have any immediate concerns, drop into the Student Centre and familiarise yourself with what it has to offer - the Centre can make your time at University more enjoyable and satisfying.

Pre-enrolment talks
These talks are held before the enrolment period to enable you to make an informed choice of courses when you enrol.

In many Faculties/Schools you need to understand the structure of the academic program in which you enrol so that you can choose first year courses which fit together well and satisfy prerequisite requirements for subsequent courses you wish to undertake, to give the right qualification for employment or to satisfy other personal aims.

These talks are important - especially if you intend to enrol in any of the generalist academic programs, such as Arts or Science. It is quite possible, after all the hard work of winning an offer to a program, for you to enrol in inappropriate courses - a bit like having the right ticket but catching the wrong bus!

There are two types of pre-enrolment talks:

Program Talks explain the structure of academic programs offered by each faculty/school and introduce some of the choices which you must make in constructing your study program. These talks usually run for about one hour.

Discipline Talks, conducted by teaching departments, explain the nature and content of courses which are available to construct your program. You need only attend talks for those courses in which you think you may enrol.

Students are advised to attend relevant discipline talks presented by any School or Faculty if they are considering taking courses from these disciplines as part of their program of study.

Please note: some faculties/schools do not offer pre-enrolment talks but will provide you with comprehensive program advice when enrolling.
Pre-enrolment Talks

Program Talks

Architecture, Landscape Architecture and Urban Design
Tuesday 30 January: 10.00am
Forum Lecture Theatre
Level 5, Architecture Building (G8)
Faculty talk and Academic Program overview - Bachelor of Design Studies

Commercing
Monday 29 January: 10.00am
Florey Lecture Theatre
Level 1 Medical School North (C15)
Academic Program overview - Bachelor of Commerce and named degrees

Economics and International Agricultural Business
Thursday 25 January: 10.00 - 10.30am
Florey Lecture Theatre
Level 1 Medical School North (C15)
Academic Program overview - Bachelor of Economics and Bachelor of Economics (International Agricultural Business)

Engineering
Engineering/Arts
Engineering/Economics
Engineering/Finance
Engineering/Law
Engineering/Maths & Comp.Science
Engineering/Science
No pre-enrolment talk. Engineering has a prescribed program at first year (that is, no choice in courses). The double degrees with Economics, Finance and Law have prescribed programs in the initial years, with a possible choice of some electives in later years. The double degrees with Arts, Mathematical and Computer Sciences, and Science offer a greater choice of courses at all year levels. Therefore students are encouraged to attend the discipline and/or program talks relevant to their non-engineering program.

Finance*
Thursday 25 January: 10.30 - 11.00am
Florey Lecture Theatre
Level 1 Medical School North (C15)
Academic Program overview - Bachelor of Finance

* Finance and double degree students should attend the both the Economics and Finance talks as there are compulsory courses common to each of the degrees.

Humanities and Social Sciences (Arts)
Wednesday 24 and Thursday 25 January, 9.30am - 5.00pm
Bonython Hall (L11)
Pre-enrolment and Discipline Talks will be held in conjunction with Freshers Day/Orientation activities for first years.

All Commencing students should attend the 24 January morning session, which will include a formal welcome by the Associate Dean, general enrolment and program information, faculty and campus tours and other peer group activities, followed by a free sausage sizzle lunch. Pre-enrolment talks will begin in Bonython Hall after the lunch, and continue into the following day, with students free to attend only those sessions of interest to them.

Details of Discipline Talks are provided on page 10.

Arts students interested in combining Economics or other Schools/Faculties’ courses or programs with the BA should also attend the relevant program talks offered by those Schools/Faculties

Arts Talk for Second Round Offer Students
Tuesday 13 February: 9.00 - 9.30am
Lecture Theatre G04, Napier Building (K12)
Academic Program Overview for the Bachelor of Arts and all other Humanities and Social Sciences degrees, as well as the Diploma in Languages.

Students can enrol immediately after the talk in Napier 102.
Preliminary Classes

**Law**
Thursday 25 January: 10.00 - 11.00am
Lecture Theatre 2
Level 3, Ligertwood Building (L13)
Academic Program overview - Bachelor of Laws

**Mathematical and Computer Sciences**
Monday 29 January: 10.00 - 11.00am
Union Hall (D9)
Academic Program overview - Bachelor of Mathematical and Computer Sciences, Bachelor of Computer Science. See entry for 29 January (below) for specific times for the Discipline Talks.

**Music**
Tuesday 30 January: 11.00am - 1.00pm
Elder Hall (K9)
Academic program overview - Bachelor of Music, Bachelor of Arts/Bachelor of Music and Diploma in Music.

**Science**
Monday 29 January: 2.00 - 2.30pm
Union Hall (D9)
Academic Program overview - Bachelor of Science.

**Discipline Talks**
Wednesday 24 January
Bonython Hall (L11)
1.00pm Asian Studies, Chinese, Japanese, Indonesian
2.30 Classics
3.00 French
3.30 German
4.00 Labour Studies
4.30 Gender Studies

Thursday 25 January
Bonython Hall (L11)
9.30am Anthropology
10.00 Geography
10.30 Environmental Studies
11.00 Flinders Languages: Italian, Modern Greek, Spanish
11.45 History
1.00pm Politics
1.30 English
2.00 Psychology
2.30 Philosophy
3.00 Art History and Theory

Monday 29 January
Union Hall (D9)
11.00am Statistics
11.30 Pure and Applied Mathematics
12.00pm Computer Science
2.30 Geology and Physics
3.00 Biology and Chemistry
3.30 Psychology

**Preliminary Classes**
During Orientation Week (21 - 25 February) introductory lectures are presented for most courses taught in undergraduate academic programs. It is essential that you attend these lectures to receive definitive advice on the structure of courses, location of classes, textbooks and/or equipment needs, and assessment.

A Preliminary Classes Timetable will be available at Enrolment.

Faculties/Schools also arrange other activities, such as computer training opportunities and get-togethers with staff and senior students, which are referred to in the Preliminary Classes Timetable.

**Note:** Not all courses run preliminary lectures. Some preliminary lectures are repeated for student convenience - you need only attend one preliminary lecture for each course.
North Terrace Campus Map: Pre-enrolment/Freshers Day Venues
Adelaide University offers an orientation program for all undergraduate students who are new to the University, providing an opportunity to access facilities and to familiarise themselves with the University.

On the Monday of Orientation Week you will:

- meet other students
- meet your peer advisor
- find out invaluable program information
- learn how to find your way around the campus
- discover the wide range of University services and facilities

Program
All new students* are required to come to the North Terrace Campus on Monday 19th February 2001.

9.30am
All students are to go to their respective Faculty/School Meeting Points (see next page)

9.30am - 1.00pm
Welcoming speeches, tours, course talks, information sessions, computer access training, meet Peer Advisers.

1.00 - 2.00pm
Free lunch provided by the Students’ Association, on the Barr Smith Lawns, (Includes Welcome speech from the Vice Chancellor).

Your Peer Adviser will walk you down to the lawns

2.00 - 3.00pm
Tour of Student Union and Students’ Association facilities and services.

3.00pm - late
Activities organised by the Students’ Association including bands and club demonstrations.

What to Bring on the Day
It is essential that you bring your Student Identification Card, Computer Access Number and a diary. You should have received these in your enrolment package or at enrolment. If you have not received your ID card, it will be available on Freshers Day from the Card Centre, Ground Floor, Hughes Plaza.

We also suggest that you wear comfortable shoes, carry a bag and bring a bottle of water - it is usually hot!

* Students enrolling in programs in the Faculty of Agricultural and Natural Resource Sciences (except the Bachelor of Environmental Sciences) are not required to attend morning activities, as they will have their own Freshers Day activities [see Preliminary Classes Timetable for details]. However these students are invited to join in the lunch and afternoon activities.
Faculty/School Meeting Points
Please refer to map on page 11.

**Commerce** – Flentje Lecture Theatre, Level 2, Plaza Building

**Dentistry** – Waiting room, ground floor of the Adelaide Dental Hospital

**Design Studies** – Forum, Level 5, Architecture Building

**Economics and Finance** (including Finance/Mathematical and Computer Science double degree students) – Walter Young Lawns, behind Bonython Hall

**Engineering** (including all Engineering double degrees) – Bonython Hall

**Humanities and Social Sciences** – Bonython Hall, 24, 25 January *

**Mathematical and Computer Science** – Horace Lamb Lecture Theatre, Ground Floor, Horace Lamb Building

**Medicine** – Florey Lecture Theatre, Level 1, Medical School North

**Music** – Elder Hall

**Science** - including students enrolling in Environmental Sciences – Union Hall

* notes:
- Students with reserved places in Law should attend sessions being held in the school they are enrolled in for 2001
- Humanities and Social Sciences students – your Freshers Day program will be run in conjunction with pre-enrolment talks on 24 and 25 January. All commencing students are strongly encouraged to attend these sessions.

For students unable to come to these talks, a basic orientation program will be available in Lecture Theatre 102, Ground Floor, Napier Building, on 19 February. Please note, however, that this session will not include Program Talks.
Undergraduate Academic Program/Student Advisers - 2001

Each Faculty/School has at least one Undergraduate Academic Program Adviser, available for consultation throughout the year to assist students with choosing courses and, where required, to approve courses for which they may be permitted to enrol.

Students who are in need of advice, or who wish to discuss any problems relating to their studies, should contact a program advisor in their faculty/school.

**Agricultural and Natural Resource Sciences**

Agricultural Business  
Dr E Li  (08) 8303 6766

Agricultural Production  
Professor D Coventry  (08) 8303 7954  
Mr Darren Koopman  (08) 8303 7919

Agricultural Science (General and Horticultural)  
Dr G McDonald (General)  (08) 8303 7358  
Dr I. Riley (General)  (08) 8303 7259  
Dr A Klieber (Horticulture)  (08) 8303 6653  
Mr M. Keller (IPM)  (08) 8303 7263

Agricultural Science (Viticulture and Oenology)  
Dr V Jiranek (Oenology)  (08) 8303 6651  
Dr P Dry (Viticulture)  (08) 8303 7374

Agriculture  
Dr P Murray  (08) 8303 7817  
Mr H Reimers  (08) 8303 7827

Environmental Management  
Dr D Coleman  (08) 8303 7907

Environmental Science  
Dr S Carthew  (08) 8303 6694

Food Technology and Management  
Dr A Klieber  (08) 8303 6653

Horse Husbandry & Management  
Dr R Woodward  (08) 8303 7921

Natural Resources Management  
Dr D Coleman  (08) 8303 7907

Rural Enterprise Management  
Dr W Wallace  (08) 8303 7228

Wine Marketing - degree  
Dr E Li  (08) 8303 6766

Wine Marketing - diploma  
Dr E Li  (08) 8303 6766  
Mr A Yap (HVO)  (08) 8303 6664

**Architecture, Landscape Architecture & Urban Design**

Ms Sue Brookes  
Room 478  
Architecture Building  (08) 8303 5877

**Commerce**

Ms Mary-Rose Alfonsi  
Ground Floor, Security House  
233 North Terrace  (08) 8303 4755

**Dentistry**

Ms Amanda Hawtin  
Room 331c, South Wing  
Medical School  (08) 8303 5256

**Economics**

Student Adviser  
Room 22, Ground Floor  
Napier Building  (08) 8303 5540

**Elder Conservatorium - School of Performing Arts**

Classical Performance  
Mr J im Bailey  
Room B19  
Lower Madley  (08) 8303 3666

Mr K Crellin  
Room 801  
Schulz Building  (08) 8303 3673

Mr G Dudley  
Room H116  
Hartley Building  (08) 8303 3668
Mr K Hempton
Room LG09
Elder Conservatorium (08) 8303 5106

Jazz Performance
Mr J im Bailey
(see above)
Mr B Hancock
Room S601
Schulz Building (08) 8303 3828

Music History/Theory/Composition
Mr P Brideoke
Room S911
Schulz Building (08) 8303 5144

Mr Alan Mills
Room910
Schulz Building (08) 8303 3672

Ms J Rosevear
Room S909
Schulz Building (08) 8303 3679

**Engineering**

Level 1 for all Engineering Programs
Dr A Parker (08) 8303 5450

Chemical Engineering
Dr C Colby (08) 8303 5846
Dr B O’Neill (08) 8303 4647

Civil/Civil & Environmental Engineering
Ass.Prof. M Griffith (08) 8303 4316
Dr M Lambert (Sem 1) (08) 8303 5838

Computer Systems Engineering:
Mr M Liebelt (08) 8303 5114

Electrical & Electronic Engineering:
Dr N Ertugrul (08) 8303 5465

IT&T Engineering and all double degree programs:
Dr K Sarkies (08) 8303 5057

Mechanical/Mechatronic Engineering
Professor C Hansen (08) 8303 5698
Dr B Dally (08) 8303 5397
Dr G Schneider (08) 8303 5920
Dr A Zander (08) 8303 5461

**Health Sciences**
Please contact the Health Sciences office for a list of program advisors.

**Humanities and Social Sciences**
Faculty Office
Room 206
Napier Building (08) 8303 5245

**Law**
Please contact the School office for a list of program advisors.

**Mathematical and Computer Sciences**
Please contact the School office for a list of program advisors.

**Medicine**
Mr Ian Carman
Medical School Office
Room NG 21, North Wing
Medical School (08) 8303 5336

**Science**
Dr P J ames
Room B08
Mawson Building (08) 8303 5254

Dr J Pollard
Room G27
Physics Building (08) 8303 5316

Mrs L Rogers
Room 3.11
Molecular Life Sciences Building (08) 8303 5506

Dr E Tiekenk
Room 106
Badger Building (08) 8303 5943

Mrs J Walker
Room 205
Jordan Building (08) 8303 5691

**Wilto Yerlo**
Student Support Officers
Room G22
Hartley Building (08) 8303 3623
Freecall hotline 1800 651 763
University Contacts

Note: The University Website Home Page provides comprehensive information on a range of topics. Most of the areas listed below can also be accessed through this source:  
http://www.adelaide.edu.au

North Terrace campus

Emergency ..............................................(08) 8303 5444
Student Centre ........................................(08) 8303 5208
sio@.adelaide.edu.au

Adelaide University Union ....(08) 8303 5401
Administrative Services
Branch .................................................(08) 8303 5164
Admissions Office ................(08) 8303 4575
Bookshop (Unibooks) ..........(08) 8223 4366
Card Centre .......................................(08) 8303 3363
Careers Service .................(08) 8303 5123
careers.service@adelaide.edu.au

Centre for Aboriginal Studies in Music (CASM) .................(08) 8303 5705
Child Care (Observatory) ......(08) 8303 5429
ramoore@camtech.net.au

Clubs’ Association .................(08) 8303 3410
vkolberg@auu.adelaide.edu.au

Graduations Office ...............(08) 8303 5209
Counselling Centre .................(08) 8303 5663
counselling@adelaide.edu.au

Disabilities Liaison Officer ....(08) 8303 5962
Education/Welfare Officers .....(08) 8303 5915
(08) 8303 5430
cgent@auu.adelaide.edu.au
vmcvoy@auu.adelaide.edu.au
kwalker@auu.adelaide.edu.au

Enrolments Office .................(08) 8303 4216
Equity and Diversity Team ....(08) 8303 5962
Examinations Officer .............(08) 8303 5209
Graduate Studies ......................(08) 8303 5882
Health Service .................................(08) 8303 5050
HECS and Fees Officer ..........(08) 8303 5880
Housing Officer .......................(08) 8303 5220
International Student Centre ..(08) 8303 4828
isc@.adelaide.edu.au

Language and Learning Lecturers ...................(08) 8303 5771
lbradshaw@acue.adelaide.edu.au

Libraries of Adelaide University

Barr Smith Library
North Terrace .......................(08) 8303 5372

Law Library
Ligertwood Building.............(08) 8303 5558

Performing Arts Library
Hartley Building ......................(08) 8303 3685

Roseworthy Campus Library
Eastick Building .................(08) 8303 7844

Waite Campus Library
Woolhouse Library Bldg ........(08) 8303 7312

Mathematics Learning Centre(08) 8303 5862
mlc@maths.adelaide.edu.au

Non-Collegiate Housing ........(08) 8303 5220

On Dit Student Newspaper ... (08) 8303 5404

Overseas Student Association(08) 8303 5852

Professional and Continuing Education ...................(08) 8303 4777

Postgraduate Students’
Association .....................(08) 8303 5898
pgsa@www.adelaide.edu.au

Prospective Students Office ...(08) 8303 5252

Radio 5UV .................................(08) 8303 5000

Scholarships Office ..............(08) 8303 3044
scholarships@.adelaide.edu.au

Security Office .....................(08) 8303 5990

Sports Association ...............(08) 8303 5403

Student Finance Officer .......(08) 8303 5915
Students’ Association (SAUA)..............................(08) 8303 5406
saua@adelaide.edu.au
UniGym...............................................(08) 8267 2926
Witto Yerlo.............................................(08) 8303 3623
Women’s Officer .....................................(08) 8303 5406

**Roseworthy Campus**
**Emergency** ....................................(08) 8303 7999
**General enquiries** ..............................(08) 8303 4455
Aboriginal and Torres Strait Islander Student Support......(08) 8303 7863
Child Care Centre...................................(08) 8521 2895
International Student Adviser(08) 8303 7957
Language & Learning Tutor ....(08) 8303 5771
Library..................................................(08) 8303 7844
Nurse....................................................(08) 8303 7884
Residential College.................................(08) 8303 7888

**Waite Campus**
**Emergency** ....................................(08) 8303 7200
**General enquiries** ..............................(08) 8303 4455
Child Care Centre..................................(08) 8303 6560
Language & Learning Tutor ....(08) 8303 5771
Library..................................................(08) 8303 7312
Nurse....................................................(08) 8303 7498

**Other**
Abstudy..............................................(08) 8203 6850
1800 112 452
Austudy..............................................(08) 8203 6800
1800 112 338
HECS Advice Hotline.........................132 861
Inner Adelaide Region of the SA Housing Trust (SAHT)......(08) 8207 0000

**Faculty/School Enquiries**
**Agricultural & Natural Resource Sciences**
Faculty Registrar: Mr Alister Richards
email: alister.richards@adelaide.edu.au
enquiries:
Roseworthy Campus
Main Administration Building
ph: (08) 8303 7818  fax: (08) 8303 7960
Waite Campus
Main Waite Building
ph: (08) 8303 7360  fax: (08) 8303 7104

**Architecture, Landscape Architecture and Urban Design**
Executive Officer: Ms Sue Brookes
enquiries:
Ms Sue Brookes
Room 478
Architecture Building
ph: (08) 8303 5877  fax: (08) 8303 4377
email: sue.brookes@adelaide.edu.au

**Commerce**
Business Manager: Ms Lynette Swift
enquiries:
Program Advisor
Ground Floor
Security House
233 North Terrace
ph: (08) 8303 4755  fax: (08) 8303 4368
email: commerce@adelaide.edu.au

**Dental School**
Admin. Officer: Ms Amanda Hawtin
enquiries:
Ms Amanda Hawtin
Room 331c
Medical School South Building
ph: (08) 8303 5256  fax: (08) 8303 3444
email: amanda.hawtin@adelaide.edu.au
Faculty/School /Enquiries

**Economics**
Executive Officer: Mr Rick Lam
enquiries:
School of Economics Office
Ground Floor
Napier Building
ph (08) 8303 5540  fax (08) 8223 1460
e-mail economics@adelaide.edu.au

**Elder Conservatorium - School of Performing Arts**
Executive Officer: Dr Miriam Collins
enquiries:
Elder Office
Room LG06
Elder Conservatorium
ph: (08) 8303 5068  fax: (08) 8303 4423
e-mail: miriamcollins@adelaide.edu.au

**Engineering**
School Registrar: Ms Pam Dwyer
enquiries:
School of Engineering Office
Room S134
Engineering South Building
ph: (08) 8303 5450  fax: (08) 8303 6492
e-mail: schooloff@eng.adelaide.edu.au

**Graduate School of Management**
Registrar: Ms Carol McHugh
enquiries:
Ms Carol McHugh
Room 309
Security House
233 North Terrace
ph: (08) 8303 5525
e-mail: info@gsm.adelaide.edu.au

**Humanities and Social Sciences**
Faculty Registrar: Mr Robert Ewers
enquiries:
Faculty Office
Room 206
Napier Building
ph: (08) 303 5245  fax: (08) 8303 4382
e-mail: faculty_office@arts.adelaide.edu.au

**Law**
School Registrar: Ms Sue Disley
enquiries:
Mrs Moira Groves
Student Affairs Officer
Room 118
Ligertwood Building
ph: (08) 8303 5062  fax: (08) 8303 4344
e-mail: admin@law.adelaide.edu.au

**Mathematical and Computer Sciences**
School Registrar: Ms Clara Barbieri
enquiries:
Mrs J anine Channon
School Administrator
Room 109, First Floor
Mathematics Building
ph: (08) 8303 5030  fax: (08) 8303 3696
e-mail: maths_compsc@maths.adelaide.edu.au

**Medical School**
School Registrar: Mr Ian Carman
enquiries:
Medical School Office
Room G45
Medical School North Building
ph: (08) 8303 5336  fax: (08) 8303 3788
e-mail: ian.carman@adelaide.edu.au

**Science**
enquiries:
Faculty of Science Office
Room 519
Oliphant Building
ph: (08) 8303 5673  fax: (08) 8303 4386
e-mail: execdean.facscience@adelaide.edu.au

**Wilto Yerlo**
Director: Mr Roger Thomas
enquiries:
Student Support Officers
Room G22
Hartley Building
ph: (08) 8303 3623  fax: (08) 8303 4396
e-mail: daniel.turner@adelaide.edu.au
Freecall hotline  1800 651 763
Freecall fax  1800 359 573
The University
Adelaide University has about 14,000 students enrolled in academic programs offered through six Faculties: Agricultural and Natural Resource Sciences; Engineering, Computer and Mathematical Sciences; Health Sciences; Humanities and Social Sciences; Performing Arts, Law, Architecture, Commerce and Economics (PALACE); and Science. This breadth of academic areas ensures considerable choice in academic programs and courses.

The University gives a high priority to the quality of its teaching. Academic programs encompass the latest developments in knowledge and understanding while providing a sound basis for subsequent employment, professional training and postgraduate study. In addition, the University has an excellent international reputation for the quality of its research, which in turn reinforces the up-to-date nature of its teaching programs. Many graduating students pursue further studies by way of coursework and research at postgraduate level. The individual welfare of students is a major institutional priority of the University and is supported by a network of staff and services which are outlined in this Guide.

Campuses
Adelaide University has four campuses within the city, the metropolitan area and the nearby countryside. Several research stations and experimental facilities are within an hour’s drive of the city.

North Terrace
The main campus of the University, where most research facilities and departments are located, is on North Terrace, Adelaide, between the cultural, intellectual and commercial heart of the inner city and the parklands surrounding it. The North Terrace Campus neighbours the Museum, the Art Gallery, the State Library, the Festival Centre, the Botanic Gardens and the University of South Australia.

Roseworthy
The Roseworthy Campus is located 50km north of Adelaide, near the historic town of Gawler, which has a population of 15,000, and is only a 30-minute drive from the world famous Barossa Valley wine growing region.

Roseworthy is a residential campus, situated on 1600 hectares of prime South Australian farming land, and offers its students a practical insight into dryland farming systems (particularly cereal, pulse, oilseed and wool production in a Mediterranean climate) and natural resource management.

Thebarton
The Thebarton Campus is located on the River Torrens approximately four kilometres from the North Terrace Campus. The site has been developed as a Commerce and Research Precinct, housing commercial and industrial enterprises and University research activities involving postgraduate students. The Precinct provides an opportunity for an important interface between Adelaide University and Australian business and industry.

Waite
The Waite Campus is situated at Glen Osmond, eight kilometres south-east of the city centre, where part of the Bachelor of Agricultural Science, including its highly regarded oenology program, and postgraduate agriculture programs are taught. The Waite occupies an outstanding position in agricultural research, in Australia and overseas. The Waite Campus shares facilities and collaborates
with a number of national and State research institutions including the CSIRO Divisions of Land and Water and Plant Industry, The Australian Wine Research Institute, and Primary Industries and Resources SA.

**Council**
The governing body of the University is the Council, which, under Section 9 of Adelaide University Act, has as its principal responsibilities:

a overseeing the management and development of the University

b devising or approving strategic plans and major policies for the University

c monitoring and reviewing the operations of the University.

The Council comprises the Chancellor, the Vice-Chancellor, seven external members who are appointed by a Selection Committee chaired by the Chancellor, three external members elected by the Senate, one co-opted external member, three academic staff elected by the academic staff, two general staff elected by the general staff, two undergraduate students elected by undergraduate students and one postgraduate student elected by postgraduate students: 21 in total.

The Vice-Chancellor is the Chief Executive Officer and is responsible to the Council for the management of the University. The main advisory body to the Vice-Chancellor is the Vice-Chancellor’s Committee, chaired by the Vice-Chancellor. Its members are the Deputy Vice-Chancellor (Education); Deputy Vice-Chancellor (Research); Executive Director, Finance and Infrastructure; Executive Director, Student and Staff Services; Convenor, Academic Board; the six Faculty Executive Deans and the Director, Executive Services. There are six principal committees of Council which also provide advice both to the Council and the Vice-Chancellor: the Chancellor’s Committee, the Academic Board, the Audit and Compliance Committee, the Finance Committee, the Senior Salaries and Industrial Relations Committee and the Student Affairs Committee.

**Committees, Faculties and Boards**
The Student Affairs Committee offers advice to University Council and the Vice-Chancellor on matters of significance affecting students. It is convened by a student member of Council and about half its members are students. Students who wish to have matters raised in this committee can do so by contacting any of the student members through the Students’ Association or the Postgraduate Students’ Association.

The Academic Board advises the Vice-Chancellor’s Committee or Council on academic and educational policies and broad issues of importance to the academic life of the University community. It has 70 members, including eight academic staff from each of the six Faculties, as well as four student members.

Information about meeting times and membership of these committees can be obtained from the Academic Board Secretary (ph: (08) 8303 5871).

Of more immediate impact from the students’ point of view are the Faculty Boards and the Board of Research Education and Development, which have significant input into the degree and diploma academic programs, monitored by the Academic Board. These Boards are responsible for the structure, scope and content of University academic programs. Students are members of these Boards.

As their names imply, the Finance Committee is concerned with the financial aspects of University management, the Senior Salaries and Industrial Relations Committee with the relationships between the University as an employer and its staff,
and the Audit and Compliance Committee with risk assessment and management. The Chancellor’s Committee includes the convenors of the other Council committees as members, and functions as an executive committee.

**Statutes, Rules and By-laws**

Every degree and diploma academic program is established by Rule, with the details of those programs, such as courses available and the structure of the program, set out in Specific Academic Program Rules. These rules appear in the University Handbooks and are followed by the Syllabuses for each of the courses concerned.

There are a number of other rules, and some statutes, which govern matters relevant to students: for example, use of the library, laboratories, lecture rooms, the conduct of examinations, assessment policies and appeal procedures, enrolments, grievance procedures, etc. Most of these rules are published in the University Handbook or in this Student Guide. Statutes are published on the web at [www.adelaide.edu.au/secretariat/statutes.htm](http://www.adelaide.edu.au/secretariat/statutes.htm).

The University’s by-laws govern such matters as trespass, parking and traffic, and disorderly behaviour. Breaches can result in action and penalties being imposed by the courts. The by-laws are published on the web at [www.adelaide.edu.au/secretariat/bylaws.html](http://www.adelaide.edu.au/secretariat/bylaws.html).

It is essential for students to be aware of their rights and responsibilities while enrolled at Adelaide University.

**Student Centre**

The Student Centre has been set up as a central point of contact and deals with a wide range of enquiries regarding courses, admissions, procedures, enrolments, fees and charges, examinations, scholarships and graduations for all prospective and current students and graduates of the University.

All initial enquiries relating to any of the above areas should be directed to the Student Centre.

**Vice-Chancellor, Deputy Vice-Chancellors and Directors**

The Vice-Chancellor, Professor Mary O’Kane, is the chief executive officer of the University. She is supported by the Deputy Vice-Chancellor (Education), Professor Penny Boumelha, and the Deputy Vice-Chancellor (Research), Professor Edwina Cornish, as well as the Executive Director, Finance and Infrastructure, Mr Tony Siebert, and the Executive Director, Student and Staff Services, Mr Ian Creagh.

The Deputy Vice-Chancellor (Education) oversees educational planning and policy, including student load modelling and the management of entry, and library services. The Deputy Vice-Chancellor (Research) oversees research administration and research training policy. The Executive Director, Student and Staff Services, oversees the administrative or service functions related to students, such as international programs, student records, counselling, scholarships, equity issues, admissions and graduations, as well as information technology networks and information systems, and human resources. The Executive Director, Finance and Infrastructure, oversees the University’s financial and physical resources, such as accounts, buildings, grounds, and commercial ventures.
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- New Years Day Public Holiday
- Australia Day 26 January
- Ed Dept Term 1 begins 29 January
- Ed Dept Term 1 ends 12 April
- Good Friday 21 April
- Easter Monday 16 April
- School Holidays
- Anzac Day 25 April
- Ed Dept Term 2 begins 30 April
- Adelaide Cup Day 15 May
- Queen's Birthday 12 June
- Swot week/Non-teaching
- Supplementary exams*
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<td>Ed Dept Term 4 ends 14 December</td>
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<td>Proclamation Day 26 December</td>
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</table>

* Graduation ceremonies and dates for general and supplementary exams are subject to confirmation
## Critical Dates 2001

### Pre-enrolment Talks
Pre-enrolment Talks: Wed 24 - Tues 30 January

### Enrolments
Enrolments: Mon 29 - Wed 31 January

### - February Round Offers
February Round Offers: Tues 13 February

### Freshers Program
Freshers Program: Mon 19 February

### Orientation Week
Orientation Week: Mon 19 - Fri 23 February

### First Semester
- **International Students:** deadline for payment of Semester 1 tuition fees
  - Fri 16 March
- Last day for deleting subjects from a student’s record
  - Sat 31 March
- Last day for withdrawing without incurring HECS liability or tuition fees
  - Fri 4 May
- Last day for withdrawing without failure (WNF) (Semester 1 subjects)
  - Fri 1 June
- Last day for withdrawing (WF) (Semester 1 subjects)
  - Sat 16 - Sat 30 June

### Second Semester
- Enrolments
  - Mon 16 - Fri 20 July
- International Students: deadline for payment of Semester 2 tuition fees
  - Mon 23 July
- Last day to pay up-front HECS and tuition fees
  - Wed 15 August
- Last day for deleting Semester 2 subjects from a student’s record
  - Fri 31 August
- Last day for withdrawing without incurring HECS liability or tuition fees
  - Fri 31 August
- Last day for withdrawing without failure (WNF) (Semester 2 subjects)
  - Fri 14 September
- Last day for withdrawing (WF) (Semester 2 subjects)
  - Fri 26 October
- Examination period
  - Sat 3 - Sat 17 November

### Full Year
- Last day for withdrawing without incurring Semester 1 HECS liability or tuition fees
  - Sat 31 March
- Last day for deleting subjects from a student’s record
  - Sat 31 March
- Last day for withdrawing without failure (WNF)
  - Fri 10 August
- Last day for withdrawing without incurring Semester 2 HECS liability or tuition fees
  - Fri 31 August
- Last day for withdrawing (WF) (Full year subjects)
  - Fri 26 October
- Examination period
  - Sat 3 - Sat 17 November

### First Trimester
- Last day for withdrawing without failure (WNF)
  - Mon 5 March

### Second Trimester
- Last day for withdrawing without failure (WNF)
  - Mon 25 June

### Third Trimester
- Last day for withdrawing without failure (WNF)
  - Mon 8 October

**WNF** = withdraw not fail  
**WF** = withdraw fail
The University is committed to increasing its intake of students from under-represented backgrounds. The Special Entry Scheme, the Aboriginal and Torres Strait Islander Access Scheme and the Fairway Scheme are part of the University’s means of achieving this end.

For information on the Special Entry and Fairway Schemes, please contact the Student Centre, Level 4, Wills Building, ph: (08) 8303 5208. Information on the Aboriginal and Torres Strait Islander Access Scheme is available from Wilto Yerlo, Room HG8 of the Hartley Building, ph: (08) 8303 3623.

A Housing Officer is available to help students locate suitable accommodation. Enquiries may be made through the Accommodation Officer ((08) 8303 5220) or the Education/Welfare Officers ((08) 8303 5430), Ground Floor, Lady Symon Building. The Student Care website http://www.adelaide.edu.au/AUU also has details on accommodation options.

International students can receive assistance through the Student Housing Officer in the International Student Centre. Enquiries can be made to Melanie Baird ((08) 8303 4953).

The Student Centre also has information about student accommodation.

There are seven co-educational colleges affiliated with the University.

Aquinas, Lincoln, St. Ann’s and St. Mark’s are mainly for undergraduate students, and Kathleen Lumley for postgraduate and mature age students. The undergraduate colleges provide single study/bedrooms with meals seven days a week; have computer suites with online access to the universities and the internet; library, music, laundry and sporting facilities; and a network of residential and academic support. A special Clubs Committee coordinates social, cultural and sporting activities for students.

Roseworthy College provides accommodation for both undergraduate and postgraduate students who study at Roseworthy Campus. Students are accommodated in comfortable, fully furnished single rooms located in residential halls and meals are provided in the historic College dining room. The majority of senior students cater for themselves in modern fully furnished houses. There are some unfurnished houses reserved for the exclusive use of students with families.

Mattanya offers indigenous Australian students a secure and affordable housing option. A residential manager is responsible for providing support to students.

Aquinas College
1 Palmer Place, North Adelaide, 5006
ph: (08) 8334 5000    fax: (08) 8334 5173
email: aquinas@chariot.net.au
web: www.adelaide.edu.au/Aquinas/

Kathleen Lumley College*
51 Finniss Street, North Adelaide, 5006
ph: (08) 8267 3270    fax: (08) 8239 1705
email: klc@adelaide.edu.au
This College is primarily for postgraduate students

Lincoln College
45 Brougham Place, North Adelaide, 5006
ph: (08) 8290 6000    fax: (08) 8267 2942
email: admin@lincoln.college.adelaide.edu.au
web: www.adelaide.edu.au/Lincoln/
Supports and Services

**St Ann's College Inc**
187 Brougham Place, North Adelaide, 5006
ph: (08) 8267 1478    fax: (08) 8267 1903
email: stanns@senet.com.au
web: www.adelaide.edu.au/St_Anns/

**St Mark's College**
46 Pennington Terrace,
North Adelaide, 5006
ph: (08) 8334 5600    fax: (08) 8267 4694
email: stmarks@camtech.net.au
web: www.adelaide.edu.au/stmarks

**Roseworthy College**
Roseworthy Campus, Roseworthy 5371
ph: (08) 8303 7888    fax: (08) 8303 7953
web: www.roseworthy.adelaide.edu.au/Roseworthy_College/

**Mattanya**
The Manager
Mattanya Housing Assoc. Inc.
16 - 26 Finniss St, North Adelaide, 5006
ph: (08) 8267 1013    fax: (08) 8303 4396
or
Wilto Yerlo
Freecall 1800 651 763
Freecall fax 1800 359 573

**Non-Collegiate Housing**
(for Australian citizens/permanent residents only)
Non-collegiate houses provide students of Adelaide University with inexpensive accommodation on a share-house basis. The University has a limited number of rooms available in houses, flats and units in North Adelaide and nearby suburbs. The accommodation is subsidised and preference is given to first year undergraduate students with low incomes, particularly those from interstate and country areas, or students whose personal circumstances warrant assistance. Further details are available from the Student Housing Officer, Ground Floor of the Lady Symon Building, ph: (08) 8303 5220.

**Admissions Office**
The Admissions Office coordinates the admissions process for both Australian and International applicants to undergraduate and most postgraduate programs. General information on admission to the University is available either from the Student Centre for local students or the International Student Centre for international students. The Admissions Officers can be contacted for advice on University policies and procedures.

Undergraduate Admissions:
Local students    Raelene Wildy
International students    Lisa Brown

Postgraduate Admissions:
Local and International    Allison Dolan

The office is located on level 6 of the Hughes Building. Please phone (08) 8303 5882 for further information.

**Advocacy**
Staff in Student Care are skilled in providing assistance to students who are experiencing difficulties with their academic progress or with Centrelink. If you have any questions about academic matters or are encountering problems with Centrelink get in touch with an Education and Welfare Officer (ph: (08) 8303 5430).

**Book Exchange**
The Adelaide University Book Exchange, run by the Adelaide University Science Association, is a means of acquiring second-hand books for about two-thirds of the student price. Details will be advertised during enrolment week, or you can phone the Clubs’ Association, on (08) 8303 3410.

**Careers Service**
The Careers Service assists students and graduates with their career planning. Students need to begin their career
planning early in their studies to ensure a smooth transition from University to employment.

The Careers Service runs a careers education program including a series of workshops on preparation for employment, an employers' recruitment program, a resource library of employer information and an annual booklet of careers events. The Careers Service also is located on Level 1 of the Horace Lamb Building. You can also access the website at http://www.adelaide.edu.au/Careers

Careers Fairs
Adelaide University, in conjunction with the Students' Association Employment Service, will be presenting Careers Fairs 2001 in Bonython Hall on Thursday 15 March, 10.30am-3pm, for Arts, Commerce, Economics and Finance and on Friday 16 March, 10.30am-3pm, for Mathematical and Computer Science, Engineering, and Science. A Careers Fair is also scheduled for Law in March.

The Waite Institute Students' Association Inc. will be presenting the Agricultural and Environmental Science Careers Fair on Thursday 17 May, 4-7pm, in Urrbrae House on the Waite Campus.

Dates for further fairs will be advised by the Careers Service on its noticeboards and website (see above).

Child Care
North Terrace Campus
The Observatory Child Care Centre operates at the North Terrace Campus for staff, students and the broader community. It is open Monday to Friday, 8.15am - 6.15pm. The centre caters for children from 6 weeks to 6 years and also offers some vacation care for children to 9 years. It is particularly concerned to cater for the needs of students. For enquiries and further information, please contact the director on (08) 8303 5429, mobile 014 825 316, or fax (08) 8303 4404.

Roseworthy Campus
A child care centre is operated at the Roseworthy Campus for staff, students and children from the community. The Centre is open Monday to Friday, 7.30am - 6.00pm. Further information is available from the Director on (08) 8303 7895.

Waite Campus
A child care centre is operated at the Waite Campus for staff and students. The Centre is open 8.00am - 6.00pm, Monday to Friday. For further information please contact the director on (08) 8303 6560.

Clubs’ Association
The Clubs’ Association serves over 70 social, faculty and cultural groups on the University Campuses. Through its affiliation to the Adelaide University Union it is able to offer a wide range of grants to clubs to produce publications, run events or attend conferences. To form a new club only 10 students are required to become affiliated to the Clubs’ Association and become eligible for assistance.

For more information, contact Vicki Kolberg on (08) 8303 3410. The Clubs’ Association is located in the North West corner of the Cloisters, Lady Symon Building, inside the Sports Association Office.

Counselling Centre
The Counselling Centre assists students to maximise their academic potential by addressing personal problems that may impact on their ability to perform in the University environment.

The Counselling Centre provides:
• Crisis intervention
• Drop-in service, available daily between 1.00 - 2.30 pm (brief consultations only, no appointment required)
• Individual counselling (by appointment)
• Telephone counselling.
Examples of issues may include: stress, motivation, relationship difficulties, panic and anxiety, grief and loss, depression, family issues, sexuality, concentration, self esteem, and special considerations for assessments.

Each semester, workshops and groups are run on a number of topics, such as: Relaxation, Exam Stress, Procrastination, Balancing Family and Relationship Commitments with Study, Creating a Lifestyle that Reduces Stress and Worry, Relationships, Improving Sleep, and Confidence in Tutorial and Seminar Presentations.

The Centre, located on the Ground Floor of the Horace Lamb Building, is open Monday to Friday 9.00 am to 5.00 pm.

Appointments can be made by telephoning Chris Wadey or Dianne Cocchiaro on 8303 5663 or by calling into the Centre.

Cross-Institutional Studies
Students may study subjects taught at other institutions for credit towards their Adelaide University degree, either internally (on-campus) or externally (by correspondence). Students interested in cross-institutional study should consult the Area Administrator in the faculty or school in which they are enrolling.

Disabilities: Support for Students with Disabilities
The University is committed to providing access and equity for students with a disability. Students can access support services for both permanent and temporary disabilities of a physical, intellectual, sensory, learning or psychiatric nature.

The University recognises its responsibilities for providing appropriate teaching and learning supports, and the provision of physical access for students with disabilities, as required by the Commonwealth Disability Discrimination Act (1992).

Arrangements can be made through the Disability Liaison Officer (DLO) to assist students with disabilities to achieve their academic goals. Support may include assistance with enrolment; assistance in negotiating individual learning agreements with academic staff; provision of note takers or personal readers or sign language interpreters; improved physical access; and a variety of study aids, such as computing equipment with relevant software. It may also include the modification of aspects of subjects or courses, from giving more time in exams to negotiating alternative forms of assessment.

Students with disabilities are encouraged to indicate this on their enrolment form and contact the DLO as early as possible in their academic careers to confidentially discuss their individual needs.

Further information on services, support networks and negotiating adjustments to assessment methods, is available from the Disability Liaison Officer, Student Support Services, Ground Floor, Horace Lamb Building. Ph: 8303 5962.

Education and Welfare Officers
See entry under Student Union, page 41.

Employment Service
See entry under Services, page 44.

Equal Opportunity
The University is committed to promoting equal opportunity in education and employment. It is required by law to operate without discrimination on the basis of sex, race, religion, disability, marital status, pregnancy, sexual preference and age. Pamphlets about its equal opportunity policies in the following areas are available from the Student Centre. Issues include:
• cultural diversity on campus
• equal opportunity policy
• making a complaint
• non-discriminatory language use
• sexism in university teaching
• sexual harassment
• students with a disability.

Access and Equity Initiatives
The University is committed to providing students from under-represented groups with greater opportunities to enter the University, succeed academically and participate fully in all its activities. Initiatives in this area include:
• the Fairway Scheme, which facilitates the entry of students from schools under-represented in applications to university
• language and study skills support, and assistance for students from non-English speaking backgrounds, including the appointment of international student advisers
• programs to develop an equitable learning and teaching environment in engineering
• support for students who have a disability, through their lecturers, development of Learning Assessments and through the Disability Liaison Officer
• the Wilto Yerlo program which recruits and supports Aboriginal and Torres Strait Islander students

Additional support and resources are available on University campuses from:
• Aboriginal Support Staff
• Counselling Centre
• Education/Welfare Officers (University Union)
• International Student Advisers
• Overseas Students’ Association
• Students’ Association
• Wirringa - the University Health Service
• Women’s Officer (Students’ Association).

External Studies
Adelaide University’s off-campus external studies program offers people the opportunity to study some courses offered by the Faculty of Agricultural and Natural Resource Sciences irrespective of where they live or work. A substantial range of study materials has been developed to make this possible. These include study guides and readers or reading lists, supported by audiotapes, slides, videotapes or other materials.

Student interested in studying by external mode should contact the Faculty of Agricultural and Natural Resource Sciences (see page 17).

Faculty/School contacts
Area Administrators
Faculty/School Area Administrators are the principal administrative officers in their areas and are responsible for coordinating the provision of information and advice on their programs, policies and procedures. Students requiring assistance would not normally contact these officers direct, but should enquire at the faculty/school office to determine who has responsibility for the provision of services related to their particular area of concern (see p.17 for contact details).

Postgraduate Coordinators
Each Department/School appoints a postgraduate coordinator to oversee the postgraduate students enrolled in higher degrees by research in the department. The names of postgraduate coordinators for 2001 may be obtained from the appropriate department.

Undergraduate Program Advisers
See p.14 for details.
Financial support for students
Abstudy/Austudy/Youth Training Allowance
Detailed information on these allowances is available through the Centrelink website: www.centrelink.gov.au or students may contact one of Education/Welfare Officers for advice.

Changes to workload
Students are reminded that they must inform Centrelink of any changes to their workload as this may affect their entitlements. Generally, students need to be undertaking 75% or more of a normal fulltime workload in each semester.

Equal Access Scheme
Commencing students from disadvantaged groups may be eligible for assistance with the costs of commencing tertiary study under the Equal Access Scheme. Application is made to the Education/Welfare Officers.

Loans
An interest-free loan scheme is operated by the University and all applications are treated in strict confidence. Applications should be made to the Education/Welfare Officers, the Loans Officer, or the Student Counsellor at the Roseworthy Campus, ph: (08) 8303 7899.

Emergency Loans
Short term emergency finance is available under the same guidelines as the Loan Scheme.

Rent Relief
There is a rent relief scheme for low income earners who have resided in South Australia for at least three months. Students who pay more than 40% of their income on rent may be eligible for a weekly rebate.

Application forms are available from the South Australian Housing Trust. You will need to attach statements of all income (including austudy/abstudy) and proof of the rent that you pay (a rent book or copy of the lease). Austudy/Abstudy issue statements of income over the counter. For further information contact the South Australian Housing Trust, 45 Wakefield Street, Adelaide, South Australia, 5000, ph: (08) 8232 2533 or (08) 8207 0000.

A comprehensive leaflet on Rent Relief is available from the Education/Welfare Officers.

Susan Collins Angas
Student Assistance Scheme
Undergraduate students from the Barossa Valley, in their second year or above of study, who can demonstrate financial need, may apply for financial assistance through this scheme.

Please contact the Education/Welfare officers for assistance.

Walter and Dorothy Duncan Trust
Students of Adelaide University in financial need may apply to the Walter and Dorothy Duncan Trust for a grant.

The Walter and Dorothy Duncan Trust has a particular mission to support students who, because of their circumstances, have a short term financial difficulty or who have special circumstances which may impede their academic progress.

Small grants, normally between $200-$500, may be sought to provide assistance with general living and study expenses, to subsidise accommodation costs, particularly for students from rural and isolated areas, assist in the purchase of necessary equipment related to the applicant’s field of study, for small research grants, including travel associated with research, or any other purpose approved by the Union Board.

To qualify for a grant, students must demonstrate an above average academic record and provide details to support the short term financial need.
A supporting statement from your program coordinator/supervisor or department is desirable where costs are related to study projects.

Grants are normally made to pay tuition, Union, or other administrative fees and charges. Conditions apply.

Application forms are available from the Student Loans Officer, or Education/Welfare Officers, ph: (08) 8303 5915 or (08) 8303 5430.

**Graduate Studies**
Information and advice on a variety of matters relating to the administration of research higher degrees - candidature, thesis specifications and examination - may be obtained from the following officers.

Faculty/School Liaison Officers
- Humanities and Social Sciences, Dentistry, Medicine, Science - Robyn Raymond

Graduate Studies is located on Level 6, Hughes Building (ph: (08) 8303 5882).

**Graduation Ceremonies**
All students must apply to graduate, in a prescribed application form, at one of the graduation ceremonies held each year.

In 2001 the University will hold the following ceremonies:

**March Ceremonies (Off Shore)**
First Ceremony (Singapore)  
17 March, 7.00pm  
All awards

Second Ceremony (Kuala Lumpur, Malaysia)  
25 March, 2.00pm  
All awards

**August Ceremony/ies**
Number and dates to be confirmed  
All awards.

**December Ceremonies**
13-21 December - number and dates to be confirmed  
All awards

**Applying to Graduate**
All students must make application to graduate. If you expect to complete your program of study in the current year, please indicate this fact on your enrolment/re-enrolment form. This will ensure that you receive an application form. Application forms for 2001 are available from mid January.

Application forms for the August and December Ceremonies will be mailed in mid April to students who have indicated on their 2001 enrolment forms that they expect to complete their program of study in the same year.

If you have not received an application form by the end of April, please contact the Student Centre (phone (08) 8303 5208 or email sio@adelaide.edu.au).

**Return of Application Forms - Dates**
All application forms must be returned to the Student Centre by the following dates:
- March (Off Shore) ceremonies 15 January
- August ceremonies 5 May
- December ceremonies 24 September

Applications submitted after the respective closing date will not be accepted.
Higher Degrees
Candidates for higher degrees by research are also required to make application to graduate to the Student Centre, in accordance with the above deadlines. An Application for Admission to an Award form will be sent to students once they have submitted their thesis.

Handbook
Adelaide University Handbook of Academic Programs, Part I: Undergraduate Programs and Part II: Postgraduate Programs are available from:
- Unibooks, Union Building, North Terrace Campus
- The Front Office, Main Building, Roseworthy Campus
- The Enquiries Office, Distillery Building, Thebarton Campus
- The Enquiries Office, Main Waite Building, Waite Campus

The Handbook contains many of the rules governing aspects of the University. These are set out in the General Academic Program Rules, and the Specific Academic Program Rules for all awards offered by faculties/schools.

Health Service
All students enrolled at the University may consult doctors at the Wirringa Health Service. This service is offered on campus through an external provider engaged by the University. Full details of the medical staff and the services provided may be obtained from the Service or the Student Centre. Wirringa is located on the Hughes Plaza (ph: (08) 8303 5050).

Students newly enrolled at the University are encouraged to attend the Health Service to acquaint themselves with the medical staff and the services available. These include medical consultations for both acute and chronic conditions, sexual counselling and contraceptive advice, treatment of emotional problems and psychiatric conditions, liaison with other welfare services and with academic and administrative staff of the University, immunisation advice (including overseas travel), sports injury management and referral for specialist medical advice. All consultations are strictly confidential.

New students with a chronic medical condition or medical disability are encouraged to attend the Health Service to discuss areas in which assistance can be provided.

Student consultations for services attracting medical benefits are bulk-billed. Students should bring their own or their parent’s Medicare card along to each consultation. Overseas students’ accounts are processed through Medibank Private insurance.

The Health Service is open Monday to Friday 9.00am - 5.00pm (except public holidays). These hours may be extended during term time. After-hours acute medical care can be obtained at the emergency departments of any public hospital.

Medical services for students at Roseworthy and Waite campuses are available from designated general practitioners in the area. Details are available from the Student Centre (ph: (08) 8303 5208 or Freecall 1800 061 459).

For details of the University’s policy regarding HIV and Hepatitis B, refer to Section IV of the Student Guide. This is particularly relevant to Dentistry and Medicine students.

Higher Education Contribution Scheme (HECS)
HECS affects each student differently depending on such factors as payment option and academic program load. The ATO and DEETYA have published a booklet HECS: Your Questions Answered and students must read this booklet before signing a HECS payment option.
form. A copy of this booklet will be sent to all students with their enrolment packages. Further copies are available from the Student Centre.

Students who enrol in higher education award programs which are funded by the Commonwealth Government are required to pay a part of the cost of their program.

The HECS charge is incurred on a semester basis and is determined by the workload in which you are enrolled on the Census Dates: 31 March for semester 1 and 31 August for semester 2. Any increase in your workload in that semester after those dates will cause an adjustment to your HECS liability. However, any decrease in workload after these dates will not cause a decrease in your HECS liability.

The Commonwealth Government introduced a 3-tiered HECS system in 1997, under which each subject is classified into one of the 3 bands. The cost of each subject is determined by multiplying the subject's workload by the HECS charge for that band.

For most students HECS can be paid in 2 ways: the ‘up-front’ option, where students pay the University at the beginning of the semester, and receive a 25% discount; or the ‘deferred payment’ option, where HECS is paid as part of PAYE income tax when students earn over the minimum threshold set by the Commonwealth Government. However, some New Zealand citizens or Permanent Residents are required to pay their HECS up-front without the discount.

Students opting for the deferred method may make lump sum payments of $500 or more, to the University, before the ‘due by’ date for the relevant semester, for which they will receive a 25% discount on that payment (students will not be invoiced for this payment). Students may also choose to make voluntary repayments of any amount to the Taxation Office after the census date. Any amount paid voluntarily over $500 will attract a 15% discount on the payment.

Students who choose to pay up-front will receive an invoice for the up-front fee for semester 1 in February (due by 16 March), and in July for semester 2 (due by 15 August). Note: invoices will be sent to students’ billing address if supplied, or the semester address.

Students may change their payment option prior to each census date. Please contact the Student Centre for further details.

If you wish to discuss specific issues relating to your HECS liability, you may make an appointment with the HECS Officer, by contacting the Student Centre.

**Insurance**

Your Student Union contributes to a policy covering all members of the Union and Sports Association.

Members other than postgraduate students: all student members of the Union and members of the Sports Association are covered for medical costs (other than those covered by Medicare), physiotherapy and selected dental costs as a result of an accident incurred from direct participation in activities organised by those bodies or by the University. If you have private health insurance you must claim your private cover first. Where a member has an accident likely to result in a claim, a Notification of Accident form must be lodged within 7 days of occurrence with the Sports Association office. More information is available from the Sports Association office, Lady Symon Building, ph: (08) 303 5403.

Student Plan is a comprehensive personal accident insurance program which provides you with cover whilst engaged in campus/University study related activities including necessary direct travel to and from such activities. Currently there is a
$50 excess fee for each plan. You can contact the Student Plan Helpline on 1800 339 666 or a 24 hour emergency line on 1800 060 152.

Honours/Postgraduate Students: the Union/University has an insurance policy for personal injury to cover honours and postgraduate students. Policy coverage is 24 hours, 7 days a week, world-wide, whether going about University study activities or private leisure - including sports participation. This includes payment for death or disablement, cover for income replacement (including scholarship) and non-recoverable medical costs. Claim forms, and further information, are available through the PGSA office (ph: 8303 5898; pgsa@www.adelaide.edu.au).

Inter-Campus Bus Service
There is an inter-campus bus service between the North Terrace, Waite and Roseworthy campuses. The morning and afternoon service (Monday - Friday) is as follows:

Depart North Terrace (front of Bonython Hall) 7.25am; arrive Roseworthy 8.30am.
Depart Roseworthy 8.35am; arrive North Terrace 9.30am, Waite 9.55am.
Depart Roseworthy 4.05pm; arrive North Terrace 5.05pm, Waite 5.30pm.
Depart Waite 5.35pm; arrive North Terrace 5.55 pm, Roseworthy 7.00pm.

The route taken includes stops in North Adelaide, along Main North Road and Elizabeth. Contact the Faculty Office at Waite (8303 7360) or Roseworthy (8303 7818) for a full timetable.

Additional Public Transport Options

Roseworthy
There are morning and evening and weekend bus connections between Roseworthy and Gawler to connect with Gawler-Adelaide rail services.

Waite
Bus route 171 (Fullarton Road) from King William Street to stop 12 or Circle Line (Route 100) to stop 163.

International Students
International Student Centre (ISC)
The International Student Centre is responsible for the orientation and ongoing support of international students. It works closely with student groups and University administration to ensure the experience of all international students is a positive and successful one. Services offered by the ISC include:

• pre-departure seminars in a number of countries
• assistance with student visas
• reception service on arrival in Adelaide, including transfer to accommodation
• initial temporary accommodation and assistance with long-term accommodation
• comprehensive induction program
• ongoing support by International Student Advisers
• social programs
• re-entry programs for returning graduates
• English for spouses program
• coordinating overseas student health cover, first coverage and advice on renewal

The ISC office is located in the Old Classics Wing, adjacent to the Wills Building.

Integrated ESL Programs
There are also integrated academic ESL bridging programs available to international students (see Language and Learning Service entry below).
International Student Admissions
The processing of international student admissions is undertaken by the Admissions section of the Administrative Services Branch. General enquiries about admissions should be directed to the International Student Centre (see entry previous page).

Language and Learning Service (ACUE)
The Language and Learning Service of the ACUE offers, free of charge, academic study skills seminars and workshops, as well as individual consultations, for undergraduate and postgraduate students. The Service is available on the North Terrace, Waite and Roseworthy campuses, and may be accessed by anyone enrolled in Adelaide University subjects.

Workshops include general academic skills, essay and report writing, reading effectively, thesis preparation, and preparing for exams. Workshops are also held for students with English as a second language (ESL).

The ACUE also provides an Integrated Bridging Program (IBP) for international postgraduate research students. Individually tailored Concurrent English Programs (CEP) are also available at reasonable cost.

Academic study skills seminars and workshops are detailed on the web. Brochures listing enrolment dates for Semester 1 workshops are also available. For further information access our website at http://www.acue.adelaide.edu.au/acue/programs.html

To make a time to see one of the ACUE staff members, contact Sahra a:
ACUE Level 2, Schulz Building
Ph: (08) 8303 5771

North Terrace: Ursula McGowen, Barbara Wake and Ann Noble

Waite and Roseworthy: Margaret Cargill
IBP Coordinator: Kate Cadman
Ph: (8303 3957).

Libraries of Adelaide University
The Libraries provide a wide range of services and resources, including reference and information services, electronic databases, internet access, photocopiers, student computers and a document delivery service. The Library's website at www.library.adelaide.edu.au is a comprehensive and rich source of information on our services and includes subject guides and links to electronic texts and journals.

There are over two million items in the Libraries' collections.

Guided tours of the Libraries for new students are run throughout Orientation Week. The Barr Smith Library has available an information kit with guides on topics such as borrowing material, locating items and using resources. A computer-based, self-paced program, the Library Skills Tutorial, is available on terminals in the Library and may also be accessed remotely. The tutorial will help users to make effective use of library resources and to enhance search techniques for electronic databases and the internet.

There are five separate libraries in Adelaide University library system:

North Terrace Campus
- Barr Smith Library
- Law Library, Ligertwood Building
- Performing Arts Library, Hartley Building

Roseworthy Campus
- Roseworthy Campus Library, Eastick Building

Waite Campus
- Woolhouse Library Building
Supports and Services

**Mathematics Learning Centre**
This centre is a support service for all students encountering mathematics or statistics for the first time at University and experiencing difficulties because of incomplete prerequisite knowledge, illness, language, etc.

Our **Drop-In Centre** is open daily from 10am - 4pm for personal one-to-one help from experienced staff in a relaxed environment. We also have learning software, videos and a lending library.

For more information, phone 8303 5862, email mlc@maths.adelaide.edu.au or visit our website:http://www.maths.adelaide.edu.au/MLC/mlcmain.html

**Mature Age Students**
The Mature Students’ Association was established for the mutual support of mature age students. The Association has a club room provided by the Union on Level 5 of the Union Building, next to the bar, which is used for social functions and quiet study. For further information, please contact the Clubs Association.

**Non-Award Studies**
Students wishing to enrol in a course which may not be counted towards their degree or diploma, may be permitted to enrol in the course as a non-award student. Such students are required to pay tuition fees (which vary, depending on the course for which they enrol) and a Student Services fee. Not all courses are available for non-award study.

Further information is available from Faculty and School offices.

**On Dit**
Please refer to entry under Students’ Association.

**Orientation**
Please refer to entry under Students’ Association

**Overseas Students’ Association (OSA)**
The OSA is the peak representative body for International students at the University’s four campuses. The Association’s main goals are to address education and welfare issues and to provide a wide range of social activities for International students. All international students are welcome. The OSA is guided by an elected council and a part-time research officer. We are located on Level 3, George Murray Building (ph: (08) 8303 5852; fax: (08) 8223 2412 or email osa@smug.student.adelaide.edu.au).

**Parking**
The University regrets that it cannot provide parking facilities for persons not holding permits except in the most exceptional circumstances (e.g. in cases of severe physical disability). Day-time parking for a limited number of motor-bikes however, is available on an annual basis for a fee.

After-hours permits are available for evening parking from 4.30 pm onwards and all day parking on Saturday, Sunday and public holidays from vending machines situated at gates 8, 13 and 22A.

The University has engaged Chubb Services Australia to undertake the issue and administration of car parking permits and enforcement notices on the North Terrace Campus. This will mean new enforcement officers on campus, new addresses and contact details for parking permits and correspondence relating to enforcement notices. Most of the current arrangements for car parking will remain as they are is and users should not notice any change. Enforcement officers will wear a uniform different to that used by Chubb security officers currently on campus.

The Chubb security officers will not be issuing enforcement notices.
For further information on parking contact the Parking Officer in the Security Office, Hughes Plaza, ph: (08) 8303 5197.

**Postgraduate Students’ Association (PGSA)**

All enrolled postgraduate (Honours, Grad Cert, Grad Dip, Masters, PhD) students are members of the PGSA. The PGSA campaigns to protect the academic, political and economic rights of postgraduate students by:

- student representation on University decision making committees
- lobbying the University to address issues raised by students
- being actively involved in university policy development
- providing individual advocacy and complaint resolution services
- the dissemination of information to students through e-mail bulletins and our quarterly newsletter The Clever Country Journal.

The PGSA can provide advice on supervision problems, issues related to assessment, access to resources and computers, scholarship concerns, intellectual property disputes, as well as fee and HECS waivers.

The Association organises a number of social events throughout the year and also has a resource library of information relevant to postgraduate students. More information about the PGSA and links to useful information for postgraduate students can be accessed on our website at [http://www.adelaide.edu.au/PGSA/](http://www.adelaide.edu.au/PGSA/)

**Preliminary Classes**

See entry, p.10.

**Professional and Continuing Education**

As well as its degree and diploma programs, Adelaide University promotes life long learning for staff, students, alumni and members of the community through the Centre for Professional and Continuing Education (PCE).

Professional and Continuing Education offers a wide range of non-credit bearing short courses and programs including foreign languages and culture courses, general interest adult education courses, professional development short courses, computer skills, English as a second language, study skills courses, inbound and outbound study tour programs and many others.

A Professional Certificate in Arbitration and a Masters of Science and Technology Commercialisation are offered through PCE in conjunction with the Law and Engineering Schools.

Professional and Continuing Education
Level 2, 10 Pulteney Street, Adelaide.
Ph: (08) 8303 4777
Fax: (08) 8303 4411
Email: pce@adelaide.edu.au
Website: [www.adelaide.edu.au/conted](http://www.adelaide.edu.au/conted)

**Prospective Students Office**

This Office provides assistance and advice on academic programs available and procedures for application to prospective students – Australian, international, undergraduate and postgraduate - and to school counsellors and the community. Open Day, Information Day and school tours of the North Terrace Campus are also coordinated by the Prospective Students Office.

The office produces publications providing a range of information about academic program structure, course descriptions, career options, student services, and accommodation.

Prospective and continuing students seeking individual advice about study at Adelaide University should visit the Student Centre.
Radio 5UV
The role of Radio 5UV is to make the intellectual resources of the University available to a wider community. At a time when communication skills are vital in so many areas, radio training can be an invaluable adjunct to formal study.

Programs include education series and talks; news analysis and public affairs; a wide range of fine music, jazz, rock, blues, folk and bluegrass music programs and community access programs.

5UV runs a number of training programs from a Graduate Diploma to a TAFE certificate course to its own internal accredited training.

Students Radio broadcasts from 9pm (ACST), 7 days a week, on 5UV 531 AM. It is produced, coordinated and presented by students of the three South Australian universities. Catch it ‘live on the net’ at www.smug.adelaide.edu.au/radio/

Contact the Students’ Association for further information.

Scholarships
Adelaide University has an ongoing commitment to its students with many scholarships and prizes available at every level.

In 1998, the university inaugurated a comprehensive scholarship scheme to award up to $15 million in cash and fee exemption to high achievers, including undergraduate, honours and postgraduate students. Local, interstate, rural and international students, as well as students from disadvantaged backgrounds, have already benefited from the scholarship program. Furthermore, the university awards many scholarships funded by industry, non-profit organisations and bequests.

Information on undergraduate and postgraduate scholarships is available on the scholarship website, (http://www.adelaide.edu.au/GSSO/)
in the University’s fortnightly newspaper The Adelaidean, and in the Postgraduate and Undergraduate Update, which is available from the Student Centre and distributed to departments weekly.

Copies of the undergraduate and postgraduate scholarships booklets, which outline all available scholarships, are available from the Student Centre, Level 4 Wills Building. Application forms for scholarships are also available at the Student Centre.

Information on prizes may be obtained from faculty/school/departmental Offices or on the web at http://www.adelaide.edu.au/secretariat/webdocs/prizes/

Security
The University has a Security Office located at the Hughes Plaza Office, open 24 hours a day seven days a week. Security can be contacted by phoning 35990 from any phone in the University or (08) 8303 5990 if outside. All Security Officers are uniformed and carry identification and authorisation.

Security Officers are available - at any stage of the day or night - to escort people who prefer not to walk alone through the University or wish to be escorted to the railway station, bus stops or to residential colleges.

All emergencies within the University at any time of the day or night should be reported on extension 35444 including the urgent need for medical attention. All Security Officers have a First Aid Certificate.

Sports Association
The Sports Association offers a wide range of sporting and recreational activities to all full and part-time students at Adelaide University. With more than 40 affiliated clubs the Association has over 3000 members competing in local and intervarsity contests on a weekly basis. Each year the Association organises a
team to compete in the Australian Universities Games.

The Association, with the University's assistance, administers the extensive playing fields adjacent to the North Terrace and Waite campuses. The Association's West Beach Sports Centre houses many of the outdoor clubs as well as boasting an artificial hockey pitch. Club facilities include a boat house at West Lakes and on the Torrens Lake, gliding facilities at Lochiel and a water ski shack at Morgan.

The Sports Association provides sports scholarships to the value of $1000 for current University of Adelaide students and offers bursaries for students to compete in Australian Universities teams travelling overseas.

For further information call at the office on the ground floor of the Lady Symon Building, or phone (08) 8303 5403/3410.

Student Card

All students are issued with a University card when they first enrol at Adelaide University. The University Card is used for identification purposes, library borrowing, building access and for transport concessions. Each time a student enrols, the University card is updated with a sticker.

Further information is available from the Card Centre, Hughes Plaza - ph: (08) 8303 3363 or email cardcentre@adelaide.edu.au

Student Care Inc.

(See also Education/Welfare Officers)

Student Care Inc. provides a range of services to students of the university. Staff are located on the ground floor of the Lady Symon, just off the Cloisters. Visit the Student Care website for further information about services offered: www.adelaide.edu.au/AUU/student_care/index.html

Student Centre

Adelaide University's Student Centre is a central hub of information to assist students during the course of their studies. There are numerous brochures on undergraduate and postgraduate academic programs, information about administrative processes, application forms, university maps, a scholarships board and, at specific times during the semester, officers from the ITS Help Desk Desktop Support team to assist students with any computer problems that they may be experiencing.

If you have any queries regarding the range of student support services that are available or where these services are located, the Student Centre is a great place to start.

The Adelaide University’s web site specifically is also designed to assist students with any queries they may have, such as academic year dates, examination details (available just prior to the examination period) and academic program timetables.

Other services include:

• changing your name/address or pin number, or amending and viewing your enrolment on-line through SOLAR (the Student On Line Access System) which is available from the desktop located in all computer pools across the University
• obtaining and lodging application forms
• purchasing academic transcripts
• collection of degree certificates
• academic program information and student-related publications.

For services where the Student Centre is required to access your personal details, staff will require identification to ensure personal information is only released to those who have authorised access.
SOLAR
The Student On Line Access Resource (SOLAR) allows all enrolled students to view details of their enrolment, results, personal details, fee details and examinations. You can also update your personal information (address and contact numbers) and in some cases withdraw from courses or your academic program.

SOLAR terminals are located in the Student Centre, library and from desktops in all University computer pools. Instructions for use are provided at all terminals. Further enquiries should be directed to the Student Centre.

Student Email
As soon as your enrolment at Adelaide University is confirmed, an email account is automatically set up, free of charge. Your email address becomes active within 24 hours of your enrolment being processed. Your email address has a standard format of firstname.familyname@student.adelaide.edu.au

University staff will send important information to this address so you must make sure that you check your University email account regularly. To access your student email account, please go to the student email user guide located on the web at: http://www.adelaide.edu.au/ITD/student_services/email/

Student PIN Number
Your Student Personal Identification Number (PIN) is used to access various University services. This four digit number is located on the front of your Confirmation of Enrolment notice in the top right-hand corner. You must not disclose your PIN number to anyone as this number gives access to your student e-mail account, exam results over the phone and to personal information. Please note that for enquiries regarding your IVRS PIN you will need to produce photo ID. Details about your PIN cannot be released over the telephone or by email.

Warning for International Students
Address and/or enrolment changes for international students cannot be made on-line. International Students needing to make changes should go to the International Student Centre, located on the Ground Floor of the Old Classics Wing (located just above the pond, adjacent to Elder Conservatorium).

Changes in attendance may have an impact on your liability for fees and your eligibility for a student visa, under the guidelines set out by the Australian Immigration Department.

The Student Centre is located on Level 4 of the Wills Building and entry can be gained through the foyer next to the Post Office or via Wills Court (next to the pond and waterfall).

For further information please contact:
Student Centre
Ph: (08) 8303 5208 or 1800 061 459 for country or interstate callers
Fax: (08) 8303 4401
email: sio@adelaide.edu.au

Student Exchange Programs
The University has exchange agreements with a number of overseas institutions providing students with the opportunity to undertake part of their degree in another country. Agreements now exist with universities in the USA, Canada, Japan, Korea, People’s Republic of China, Malaysia, Thailand, Vietnam, France, Germany, Sweden and Finland. Some agreements are specific to particular disciplines (eg, law, commerce, engineering), while others are available to students of all faculties. The number of exchange agreements is expanding rapidly.

Information about the exchange program and study abroad is available from the Study Abroad Office, Level I, Old Classics Wing (entry via Level 6, Wills Building), ph: 8303 4379.
Student Union
www.adelaide.edu.au/AUU
The Adelaide University Union is governed by its Board, consisting of students elected directly from the student body. The Union controls the annual disbursement of funds from the Student Services fee and exists to foster a shared sense of identity among the student body. The Union provides a range of amenities and services to students such as catering, entertainment, union facilities, arts and crafts, clubs, sports, advocacy and representation, computer resources, On Dit (student newspaper), lockers, welfare, a chapel and Islamic prayer room. The Union also owns Unibooks.

The following affiliates are semi-autonomous and Union funded:
• Clubs Association (CA)
• Overseas Students’ Association (OSA)
• Postgraduate Students’ Association (PGSA)
• Roseworthy Agricultural Campus Student Union Council (RACSUC)
• Sports Association (SA)
• Students’ Association (SAUA)
• Student Care Inc
• Waite Institute Students’ Association (WISA).

Activities and Publications
The Union frequently runs activities in the UniBar or Cloisters, including bands, BBQs and end of term shows. Look out for information each week in On Dit. Craft and leisure courses are also available through the Union Studio.

During enrolment all students receive a Union diary. This provides a host of useful information about the University, services and facilities provided by the Union and other student organisations on campus, as well as containing vouchers for the Union’s various catering outlets.

Catering
The Union operates a number of eating outlets and vending machines on all campuses. A wide range of food and drink is provided to appeal to all tastes and preferences. Current outlets on the North Terrace Campus include the Mayo and Wills Refectories, Equinox cafe bar, UniBar, Backstage Café and the Gallery Coffee Shop. All are open to the public as well as students. The union also operates catering facilities at Waite and Roseworthy.

Education and Welfare Officers (EWOs)
The Union has three Education/Welfare Officers, Chris Gent, Vicki McCoy and Karen Walker, and Alyson Seidel, the Housing and Loans Officer. These officers are located on the Ground Floor of the Lady Symon Building (north-western corner of the Cloisters). The EWOs advise students about welfare resources on campus, financial matters (Youth Allowance, Austudy, Abstudy, Social Security), housing, personal issues and academic matters.

The Officers also act on behalf of the student population seeking representation concerning academic and administrative matters and appeals, and can offer advice on matters concerning students with disabilities, overseas students and student parents.

Appointments can be made by phoning (08) 8303 5430/5915. Further information is available through the EWO’s home page at www.adelaide.edu.au/AUU/

Facilities
The Union offers a number of other facilities within the Union complex, including the Cinema and Little Theatre and a range of rooms which may be booked for meetings, forums, productions, films, conferences or whatever. Bookings can be made on Level 1 of the Lady Symon Building, ph: (08) 8303 5401. The Union also houses a
number of commercial tenants such as UniBooks, the Record Shop and Student Travel Australia (STA).

The Union Resource Centre, on the Mezzanine Level in Union House, has both IBM and Macintosh computers and offers laserprinting, photocopying, binding and laminating, colour printing and scanning. Software packages include Microsoft Office DTP, Word Perfect and Microsoft Works. Staff are on hand to provide assistance and regular tutorials are provided. Student can phone on (08) 8303 3124 or email at resourcecentre@smug.student.adelaide.edu.au

The Union also provides a Women’s Room - the Anna Menz Room - for the exclusive use of women on campus. The facilities include toilets, showers, a kitchen area, changing facilities for children, a rest area, lounge area and study area. It is located on the Basement Level of the Lady Symon Building.

The Rainbow Room (Level 6, Union - opposite the lift entrance) offers a safe space for all non-heterosexual students, staff and friends. The room is open 6.00am - 5.10pm.

Other Campuses
Union facilities are available at the Roseworthy Campus and students studying at Roseworthy are also members of the Roseworthy Agricultural Student Union Council (RACSUC). A range of activities and services are provided, including a tavern, lounge, canteen, equipment hire, lockers and photocopying facilities.

There are various recreational areas available for student use, including a weights room and a swimming pool. Legal aid and medical care are also provided.

Students at the Waite campus are also members of the Union and their activities are organised by the Waite Institute Students’ Association (WISA). Student services, including the Union Administration, students’ common room and the gym, are located downstairs in the McCloud Building. Upstairs, the WP Rogers complex houses the new Lirra Café and Bar.

Students’ Association (SAUA)

Upon enrolling at University you automatically become a member of the Students’ Association. The SAUA is an autonomous affiliate of the Adelaide University Union to which you paid your Student Services fee. The role of the SAUA is to represent all Adelaide University students to the Government, our University and the wider community.

The SAUA is run by student office bearers, dedicated SAUA staff and last, but not least, students not unlike yourself. Decisions of the Association are made by SAUA Council and its standing committees whose members are elected from the student community during annual elections. The Students’ Association provides representation, services and runs activities for the 13,000 students on all our campuses. SAUA office bearers include:

Office Bearers:
President Tom Radzevicius
Activities/Campaigns Mark Henderson
Vice-President Brad Kitschke
Educ. Vice-President Georgie Perks
Environment Officer Gina Taylor
Orientation Coordinator Elise Duffield
Sexuality Officer (female) Sam Butler
Sexuality Officer (male) Anais Chevalier
Women’s Officer
Staff:
Office Manager Jane Kelsall
Project/Research Officer Phil Harrison
Desktop Publisher Fiona Dalton
Administrative Assistant Felicity Lellow
Where are We?
The SAUA office is in the George Murray Building, north-eastern corner of the Cloisters, ph: (08) 8303 5406 fax: (08) 8223 2412.

Activities
The SAUA runs many terrific activities throughout the year including:
• Orientation Week
• Prosh (for charity)
• Environment Week
• Re-Orientation Week (semester 2)
• Women’s Week (celebrating women’s participation in higher education)
Check it all out and get into Uni life!

Have your Say
It is your Students’ Association, use it! Feel free to drop in anytime or if you prefer, make an appointment and have a chat to any of the office bearers. Get involved in campaigns and make use of our services. Get involved in your student organisation, because it’s the best way to discover there’s more to University life than study.

Individual Grievances
Any problems you are having at University, whether it be poor lecturing, a problem with a tutor, your grades, or sexual harassment, we have office bearers who are able to help you. Assistance with financial, welfare or a myriad of other matters can also be given by the Union’s Education Welfare Officers (EWO’s). Please call into the SAUA office or phone us and someone will be able to help you if you need it or assist you in the right direction or just lend a supportive ear.

Representation
The SAUA represents students both within the University, on various committees and directly to senior management, as well as to the wider community through the lobbying of state and federal governments and through representation to and by the National Union of Students.
The SAUA provides a student voice on a range of issues and regularly lobbies the State and Federal Governments on matters concerning our education - eg, HECS and the Common Youth Allowance. The Students’ Association is also your voice in the University itself. SAUA representatives sit on many University committees advocating on your behalf, whether it be on teaching quality, returning exam papers, issues of equal opportunity or health and safety requirements. If there is something you see that is happening at University that needs changing or you have any suggestions come in and tell us. That’s why we are here.

Orientation
Feel completely lost or out of it? Well then, don’t panic! That’s why the Students’ Association (SAUA) runs Orientation each and every year. During Orientation you will be introduced to the plethora of student services and organisations that exist to make your transition into University more enjoyable. The Orientation program is divided into several parts:

Orientation Ball (O’Ball)
The ultimate end to the Orientation experience and one of the hottest concerts for the year. Previous performers have included The Whitlams, Magic Dirt, The Mavis’s, Superjesus and Grinspoon. Get your tickets early from the SAUA office or selected record outlets.

Orientation Camp (O’Camp)
The 2001 O’Camp will be held at Normanville between February 19-23. Fill out the application form you received with your SATAC offer or visit the Orientation stalls during Enrolment and/or the SAUA office. Hurry as places are limited.

Supports and Services
Orientation Guide
Your University survival kit. It’s full of helpful hints and valuable information that will help you through the ‘Uni jungle’.

Orientation Tours (O’Tours)
If you are new to Adelaide University then these are a must. Accost the O’Tour Directors at their stall during enrolment or return the application form you received with your SATAC offer. It’s the only way to find your way around campus!

Orientation Week (O’Week)
Be prepared for a week of non-stop activities during O’Week: February 18-23. Find out everything you want to know about University life whilst enjoying free food, drinks, competitions, giveaways and lots more. Pick up an official program from the SAUA office during O’Week or at the official O’Week Welcome, first thing Monday, February 19.

Don’t miss the most exciting week of the University year!

Orientation - Roseworthy Campus
The Student Union holds a range of activities throughout Orientation Week. Due to the success of the Orientation activities in previous years we will be following a similar program. Activities will include activities such as a free Barbecue; Champagne Breakfast; Treasure Hunt; Video Night; Welcome Back Show; Gymkhana; New Students’ Test and Orientation Ball.

Orientation - Waite Campus
The Waite Institute Students’ Association (WISA) conducts a range of events to assist students with the transition to tertiary study. So, look out for stalls and ‘O’ helpers to help steer you in the right direction.

Services
Services provided include:
- Accommodation service
- Cheap photocopying
- Cheap movie tickets and phone cards
- Dry cleaning
- Employment service
- Fax machine
- Free legal service
- On Dit (student newspaper) and other publications
- Student Radio

Employment Service
The Students’ Association jointly operates the Student Employment Service in conjunction with the AUU. For more information contact:
Vicki Thiel
Student Employment Coordinator,
Level 4, Union House.
Ph: (08) 8303 6483

On Dit
On Dit is the weekly student newspaper published by SAUA. If you would like to get involved please contact the editors, c/- the Students’ Association (SAUA) office, email: ondit@smug.adelaide.edu.au, or call into the office, in the Basement, George Murray Building, ph: (08) 8303 5404.

Editors of On Dit for 2001 are Penny Chalke, Linley Henzell, Melissa Vine.

Student Diary & Library tours
Come into the Students’ Association and pick up a diary when you book your library tour. If you plan on making a smooth transition in to the rigours of University study, it is strongly recommended that you go on a library tour.

Counter Calendar
Do you want to know what your courses and lecturers are really like?- then grab a copy of the Counter Calendar. It’s the only place you will find the student perspective
on ‘what's hot and what's not’ in terms of assessment, lectures, tutes, pracs and much more. Get a copy and benefit from the experience of students who have ‘been there and done that’.


**Textbooks**

Lists of textbooks and reference books are not included in the Handbook of Academic Programs, except for the awards of Bachelor of Laws and Bachelor of Dental Surgery, where it is necessary for accreditation purposes. For details on textbook requirements for your courses please contact the relevant Departments.

**Unibooks**

Unibooks offers a professional, fast and efficient service to students at very competitive prices. They can obtain any book in print, and offer a year-round discount to students.

You can contact Unibooks at (08) 8223 4366, fax (08) 8223 4876, or email bookshop@unibooks.com.au

**Uni Gym**

Located next to the Parklands at 127 Mackinnon Parade, North Adelaide, the centre aims to foster physical health and fitness within the University community. Programs and classes are designed to cater for a wide range of health, fitness, sporting and recreational pursuits.

The complex consists of a main sports hall - for basketball, badminton, volleyball and indoor soccer - gymnasium, weight training room, combative areas, aerobic space, circuit training facilities, squash courts, health and fitness testing laboratory, and changing facilities.

The base annual fee covers the use of most facilities and class participation, including planning and instruction for personalised programs. For further information call UniGym on (08) 8267 2926.

**Wilto Yerlo**

Wilto Yerlo is the primary access and support centre for Aboriginal and Torres Strait Islander students at the University. It provides academic and general support as well as delivering some key academic programs. Wilto Yerlo offers a Foundation Science Program and a Foundation Program in the Humanities and Social Sciences (Level II of the Humanities and Social Sciences program can be taken in conjunction with mainstream Level I courses). It also offers unique programs such as a Foundation Year, Advanced Certificate and Associate Diploma in Aboriginal Studies in Music through the Centre for Aboriginal Studies in Music (CASM).

Wilto Yerlo staff assist Aboriginal and Torres Strait Islander students with special entry to the University through the Aboriginal and Torres Strait Islander Access Scheme. A variety of academic and support services are provided across the University campuses.

Services to students enrolled in programs include assistance with travel and accommodation, tutorial support, and advice on financial assistance including Abstudy, scholarships and cadetships. Student facilities include a computing suite, photocopier and common room.

Tutoring is available to Aboriginal and Torres Strait Islander students at no cost through the Aboriginal Tutorial Assistance Scheme (ATAS). The ATAS coordinator is located in Room B11, Northern Wing Basement, Hartley Building, ph: (08) 8303 3525.

Mattanya is a University housing complex for Indigenous Australian students (see entry p.26).

Students seeking further information or assistance can contact Student Support Officers at the North Terrace Campus on (08) 8303 3623 or the freecall hotline 1800 651 763.
This section introduces rules and procedures that apply to students whilst they are enrolled at Adelaide University.

Students are referred to the General Academic Program Rules in the Adelaide University Handbook of Academic Programs, Parts I & II, (web address: www.adelaide.edu.au/ Calendar/) for details of rules pertaining to their studies. For any further information on official University policies and structures please contact the office of the Executive Director, Student and Staff Services.

**Amendments, Withdrawals and Deferrals**

You can amend your enrolment by completing and submitting an Amendment to Enrolment form to your Faculty/School office or by SOLAR (see entry p.40).

Amendments to enrolments may result in a change to your study load and fees. You may change from part-time to full-time, or vice versa, which may affect your entitlement to concessions or support as a full-time student.

Withdrawals have different consequences depending on whether you are withdrawing from a Semester 1 or 2, of full year course. There is a list of critical dates on p.24 which details the last day to withdraw and have your course/program deleted, the last date to ‘withdraw not fail’ (WNF) and the last date to withdraw with a failure recorded (WF). You may find yourself precluded from further study in a program if you incur a WF.

Students who wish to defer their studies for a year or longer should complete an Amendment to Enrolment form to withdraw from their program. If you decide to withdraw from the first year of your program before March 31 you should immediately notify SATAC that you wish to defer and check procedures for future enrolment.

**Assessment Procedures**

Brief details of assessment procedures for courses are given in the relevant syllabuses outlined in the University’s Handbook of Academic Programs. Precise details of the assessment methods should be determined no later than two weeks after the commencement of the course by the Department concerned. These include methods of examination and assessment in that course and the relative weights given to the various components (eg, assessments, semester or mid-year tests, essays, other written or practical work, final exams, viva voce examination, etc.). In many courses, but not all, students are given an opportunity to redeem any assessed work that has been failed.

**Postgraduate students**

For information and advice on supervision and related matters, contact your Supervisor, Departmental Postgraduate Coordinator, Dean of Graduate Studies or the Postgraduate Students Association. All postgraduate students should receive a copy of the Code of Practice for Maintaining and Monitoring Academic Quality and Standards for Higher Degrees - if you do not, please contact the Student Centre to obtain a copy.
Undergraduate students
For information and advice on assessment matters contact your Course Coordinator, Head of Department, Faculty/School Program Adviser, Faculty/School Registrar or the Students’ Association.

Assessment Policy and Appeals
The Assessment Policy establishes principles and procedures under which departments assess students’ work, and under which students may claim a review of an assessment mark or seek resolution of a grievance about assessment or academic status for work done elsewhere. The general principles reflect existing practices in the University but do not apply in their entirety to every program or discipline - some faculties and departments follow additional assessment principles to meet specific needs.

General Assessment Policy Principles
1 Types of assessed work should be appropriate to the learning objectives of the course.
2 As much assessed work as possible should be discussed with the students who produced it. Where appropriate, it should be returned with written comments, to provide feedback about their strengths and weaknesses.
3 The total burden of assessed work should not be such as to affect students’ approaches to learning in ways that are inconsistent with the learning objectives of the course.
4 In many disciplines, there are a variety of ways in which students may demonstrate their understanding and mastery of the subject matter and techniques. Where this is compatible with the need to assess various objectives, students should be given some choice in the types of work they submit, or the relative weight of different components. In some disciplines it will be appropriate for students to have some choice in the particular subject matter they focus on.
5 Departments should, with the active participation of students, periodically review the methods of assessment, the relative importance and validity of different types of assessment, the range of choice and the quantity of work required.
6 Students may have the opportunity to undertake supplementary assessment if they fail a course. Where a substantial piece of work submitted during the teaching of a course is judged below pass standard, the student should have the opportunity to submit another piece of work for assessment.
7 Departments are required to inform all students in writing, either before or within the first two weeks of the teaching of each course, precisely what its assessment requirements are, including any choices, deadlines, opportunity for re-submission or supplementary assessment, etc. Opportunity should be given for students to ask questions and discuss the modes of assessment.
8 Where practicable, assessment procedures should be designed to allow for the participation of more than one assessor for each student. (It is recognised that many specialist courses in the later years of programs are taught and assessed by one person. Departmental moderation of standards is advisable to ensure maintenance of comparability.)
9 Departments should take steps to ensure accuracy and to guard against bias. Checking of additions, and of the assessment of students with marks at the borderline between assessment grades, should be standard procedure. Anonymity of work submitted may be desirable as a protection against bias.

* note: please see Supplementary Assessment, p.52
Assessment Procedures and Appeals

Class Attendance
Students are normally required to attend lectures, tutorials, laboratory or other practical work, and/or field work. However, as departments vary in their emphasis on attendance at classes students are advised to check with the department/s about requirements at the beginning of the year.

Students who are not permitted to sit an examination for assessment in a course because of unsatisfactory attendance or unsatisfactory work will have a ‘fail’ recorded for that course.

Students are advised to check the Specific Academic Program Rules in the University Handbook, since the attendance requirements may vary from program to program.

Complaint Procedures
As a student at Adelaide University you may at times encounter problems with your program or some other aspect of University life. If you believe that you have a legitimate grievance you are encouraged to lodge a complaint.

The University’s policies and procedures are intended to provide fair and adequate means by which to air grievances and encouragement and assistance to students to ensure complaints are resolved at an informal level wherever possible. If this is not possible, however, there are formal procedures and timelines to ensure that the complaint is dealt with as quickly as possible.

The following guidelines are a summary of Student Grievances: Policies and Procedures. A full copy of this document is available from the persons listed under Assistance, Mediation and Advocacy below.

These rules apply generally to all students of the University, and in particular to all undergraduate students, including Honours students.

The policies and procedures described in this statement belong to the category of grievances pursued by students against the institution, for which the Student Appeals Committee is the ultimate decision-making body under the authority of the Council.

General policy and procedures applying to all forms of student grievance against the University
1 The University will treat grievances seriously and with due regard to the rights of all parties.
2 In its response to grievances raised by students, the University will at all times act expeditiously, with due regard to the need for confidentiality, and use its best endeavours to obtain a resolution which is fair to all parties.
3 Wherever possible and consistent with clause 2 above, complaints will be resolved informally.

Assistance, Mediation and Advocacy
These procedures recognise that students who have grievances against the University may require the assistance of others in their dealings with the matter.

At any time students may consult the Students Association, Education/Welfare Officers in the Student Care Service in the Adelaide University Union, the Course Coordinator or the Head of the relevant Department, their Program/Student Adviser, the appropriate Faculty/School Registrar, or a Student Counsellor from the University Counselling Service for assistance and advice.
Postgraduate students may also consult the Postgraduate Students Association, or the Departmental Postgraduate Coordinator.

Both the student or students and the staff member involved in a grievance may enlist the aid of a disinterested third party to assist with consultation or negotiation, with a view to resolving the grievance at the informal, oral stage and in confidence.

Advocacy on behalf of the student during the processing of a formal and written complaint or the hearing of an appeal: all persons named above may also be supporters or advocates for students or staff members, as appropriate.

Victimisation
Victimisation of students who lodge complaints is prohibited.

Initial Informal, Oral Consideration
Many grievances can be resolved quickly by direct discussion between the individual student or students and the staff member concerned.

For academic grievances the Program Coordinator or Head of Department will often be the most able to resolve or clarify the issues involved.

Formal, Written Complaints
If a student’s grievance is not resolved to his or her satisfaction by informal and oral consultation or negotiation, and the student decides that it is appropriate to raise the issue as a formal complaint, he or she shall submit the complaint in writing to the Head of Department.

Right of Appeal
If the complaint is not resolved by due process to the satisfaction of the student making the complaint, undergraduate and coursework postgraduate students may appeal to the Student Appeals Committee.

Computing Facilities
Computing facilities provided by the University for students are primarily for use in association with a program of study and activities related to that program. It is expected that all students will make use of University computing facilities in a manner which is ethical, legal and does not interfere with use by others.

Failure to abide by the rules laid down (see General Academic Program Rules - rule 7.1, of the University Handbook) will be treated as misconduct and may result in disciplinary action.

Further, students may not

• copy any software other than their own, unless it is public domain software, or the copying has been authorised by the University
• attempt to copy information belonging to other users (whether they be staff, students or others) without their express permission
• attempt to interfere with the operation of computing facilities
• attempt to subvert the security of any of the University’s computing facilities
• use the University’s computing facilities to send obscene, offensive or harassing messages.

Conduct at Adelaide University
The University believes that although an education institution is necessarily challenging and competitive, a comfortable, supportive and tolerant atmosphere is vital.

Thus Adelaide University expects:

• all students and staff of the University to treat each other with respect
• all students and staff of the University to treat the University environment and property with care
• all students and staff of the University to become familiar with and to follow all University policies and practices that
are relevant to their field of study or work
• all students and staff of the University to observe their colleagues’ right to work and study in an environment free from harassment in the form of intimidation, threat and humiliation.

The University recognises that academics have a duty of care to their students. Academics have an obligation to diligently teach and assess students. Academic and general staff are expected to respond to the diversity of students’ needs and to pay due attention to student feedback.

Actions which take the form of harassment or assault or which are coercive, including those which are justified on the basis of being an initiation into, or punishment within, a group, club or residential college, are unacceptable.

The University expects staff, students and affiliate bodies to take reasonable steps to ensure that discrimination and harassment does not take place.

Who is covered by this statement?
All members of the University, academic staff, general staff, students (award, non-award and continuing education), contractors and visitors are expected to observe the guidelines described in this document.

What is the statement for?
Its purpose is to establish and communicate the standards of behaviour expected at this university.

This document exists separately to University policies, as it is a general guide of what the University recognises as appropriate behaviour.

What if the guidelines are ignored?
If you believe that you have suffered as a result of someone behaving outside these stated expectations, contact the offices listed below to discuss the best way to deal with the issue. There are processes for dealing with general misconduct. The people below can advise on the specific application of these procedures in an individual case.

Misconduct
Misconduct by a student is an offence as defined in Chapter 12 of the Statutes: Of Conduct of Students in the University. Misconduct means:
• any act or omission of a student prohibited by a Statute, regulation, rule or by-law of the University
• any other unjustified act or omission of a student which adversely affects the University or any member of the University in his/her capacity as such
• student means any person who is enrolled as a candidate for an award, or for any program of study offered by the University for an award
• unless another Statute, regulation, rule or by-law provides another process, any complaint of misconduct made by a member of the University against a student shall be dealt with in accordance with the rules made pursuant to this statute.

Contact Details
For further information please contact:
For advocacy and advice for students
Education Welfare Officers, Student Care Inc.
Chris Gent (08) 8303 5430
Karen Walker (08) 8303 5430
Vicki McCoy (08) 8303 5915

Adelaide University Students’ Association
Association Office (08) 8303 5406

For issues associated with behaviour in Residential Colleges
Rector, Aquinas College (08) 8334 5000
Master,
Kathleen Lumley College (08) 8267 3270
Principal, Lincoln College (08) 8290 6000
Academic Director,
Mattanya Housing Assoc. (08) 8267 1013
Course Quotas
Some courses have quota restrictions. While no compulsory course for a program will be restricted, students should be careful when selecting courses. Students should check with their Faculty/School Registrar to determine which courses are liable to quota restrictions and the method by which students will be selected into them.

Enrolment
Enrolment procedures for enrolment, the enrolment timetables and Faculty/School enrolment information are proved in the Enrolment Guide. For further information on policies and procedures relating to enrolment, please refer to Section 5 of the General Academic Program Rules, in the Adelaide University Handbook of Academic Programs.

Examinations
Most examinations are held in June, July, November, and December (see Academic Year 2001, p.22). Timetables indicating dates, times and locations of examinations are posted on North Terrace Campus noticeboards in the undercroft of the Napier Building, Johnson Building Verandah, and Students Association Cloisters, and the main notice boards at Roseworthy and Waite Campuses. The final timetable is also available on SOLAR and the Web at www.adelaide.edu.au/studentadmin/examtt.htm

Notification of Results
All students are notified of their results by post. Notification of Results slips are sent to the permanent home address from November to January. This is particularly relevant to International students or students planning to travel. (If a student does not re-enrol, notifications continue to be sent to the home address till April). Mid-year results are sent to the student's semester address.

Examination results can also be accessed through IVRS and SOLAR (see entry p.40).

Rules for the Conduct of Examinations
Rules pertaining to the conduct of examinations, special arrangements and supplementary examinations are contained in General Academic Program Rules - rules 6.3 - 6.4 of the Adelaide University Handbook of Academic Programs, Part I: Undergraduate Programs.

It is essential that students familiarise themselves with these rules and are aware of their rights and responsibilities on these matters. Because of the critical importance of these rules, excerpts are repeated below:

• no candidate shall enter the examination room during any examination more than forty minutes after the time fixed for the beginning of the reading period of the examination except with the consent of a supervisor
• no candidate shall be allowed to leave the examination room during any examination before forty minutes have elapsed from the commencement of the reading period of the examination except with the consent of a supervisor
• a candidate who wishes to leave the room temporarily must obtain the consent of a supervisor before doing so
• a candidate who leaves the examination room may be permitted to return to it during that examination only at the absolute discretion of a supervisor
• when the five-minute warning before the end of the examination is given, candidates shall remain seated, until their examination papers have been collected
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• candidates shall remain seated until all examination papers have been collected and an announcement is made by a supervisor that candidates may leave the room.

Special Arrangements
In order that the university can ensure that any adjustments to examination conditions required by students are made in a timely fashion, students who believe they need special consideration, for medical or other reasons (e.g. religious grounds), should submit the appropriately authorised form to the Examinations Office before the final examination timetable is published (usually 5 weeks before examinations commence). Late requests for adjustments to examination conditions which arise from a medical condition developing after the final timetable has been published, will be accommodated wherever possible.

Where the request for a special circumstance examination relates to an on-going condition, students are advised to discuss the matter early in the semester with their lecturer. This will ensure that the examination is part of an overall learning plan taking into account the student’s individual circumstances. Special Circumstance application forms, Learning Plans and Disability Verification forms are available from faculty offices, the Disability Liaison Officer, Student Centre and Examinations Office. The Disability Liaison Officer is available to discuss how to use the Learning Plan, issues associated with verifying a disability, and confidentiality.

Supplementary Assessment
Information relating to Supplementary Assessment is listed in General Academic Program Rule 6.4 in Adelaide University Handbook of Academic Programs, Part I: Undergraduate Programs. Students should familiarise themselves with the conditions laid down in the Handbook.

Students who are prevented by illness or circumstances beyond their control from attending an examination, or believe that illness or special circumstances have significantly affected their preparation or performance, may apply to their Faculty/School for a supplementary examination on medical or compassionate grounds. Supplementary examinations may also be granted on academic grounds.

Academic Supplementary Assessment
A candidate may be granted supplementary assessment in a course only in circumstances approved by the Head of Department or Centre administering that course and consistent with any expressed University policy. Please refer to General Academic Program Rule 6.4 in the University Handbook.

Applications for Supplementary Examinations on Medical/Compassionate Grounds
Applications for supplementaries, on medical or compassionate grounds, are to be lodged with the Faculty/School Registrar within seven days of the corresponding primary examinations. Applications should be made on the appropriate forms which are available from Faculty/School Offices, the Student Centre and the following website:

www.adelaide.edu.au/DS_SS/students/info/resource.htm

Granting of Medical Certificates
In order to minimise confusion and to ensure that students are not disadvantaged, students are reminded of the following important points in relation to applications for supplementary examinations on medical grounds.

• as a general rule, you should attempt the examinations
• if you submit an application on medical grounds, it will be to your advantage if you are able to see a doctor on the day
of the illness so that an accurate assessment of your condition can be made

- retrospective certificates are not accepted
- the category of unfit to sit an examination is reserved for major illness that prevents attendance at the examination. It may be that advice to you from your local doctor that you are unfit is not supported by clinical symptoms and signs that are documented
- as a general rule, the University does not consider minor ailments such as colds and mild respiratory infections as grounds for being certified unfit to sit an exam
- the advice provided to the University Faculties/Academic staff by your medical practitioner is advice - the final decision on whether or not you are granted a supplementary examination remains with the Academic staff.

Supplementary examination period
The principal supplementary examination period is in December, however, supplementaries for some Semester 1 courses are held in July. Where the approved assessment procedures for a course include supplementary examinations in July or December, Departments will notify students of offers, dates, times and venues by posting notices on the Departmental notice-board and/or by contacting students directly. Students will need to apply directly to the relevant Faculty/School concerned with appropriate supporting evidence if they seek supplementary examinations in July or December on medical or compassionate grounds. Supplementary examinations are conducted at the North Terrace Campus.

Alternative examinations will not be arranged by the Examinations Office for students whose permanent address is in Australia but who may be absent from Adelaide for reasons not connected with their program of study. Students planning to go away on holidays during the long vacation are advised to take this into account. Student Travel Australia (Union House) provides insurance coverage for students interrupting travel in order to return to Adelaide to sit supplementary examinations.

Recording of Results
Where students have undertaken supplementary examinations on academic grounds only the final result will be recorded on the academic transcript. For students who pass courses after academic supplementary examinations, the maximum result that may be recorded on the academic transcript is the minimum result which will allow the student to pass to the next level in a course: viz 50 Pass for those courses with the grading scheme of HD, D, C, P CP and F or 55 Pass Division 1 for those courses with the grading scheme of D, C, P1, P2 and F.

For courses with the grading scheme of HD, D, C, P1, P2 and F, a result of 50 Pass Division 2 may also be recorded on the transcript. That is, in cases where a student can achieve the maximum Pass result in the course but cannot proceed to the next level in the discipline if a Pass Division 1 is required. For example, a final mark of 53 after a supplementary examination in Biology I will be recorded on the transcript as 50 P2. This would allow the course to be counted towards the student’s degree but would not permit the student to enrol in Botany II or any other course for which Biology I is a prerequisite.

Medical/Compassionate/Mixed grounds
The result of a supplementary examination granted on medical, compassionate or mixed grounds will be classified and the final result entered as the single final result in the course
**HIV/Hepatitis B**
The University’s policy on AIDS and Hepatitis B provides that all students, staff and visitors are guaranteed the following protection:

- the right to confidentiality
- a study or work environment free from discrimination and harassment
- access to clearly defined grievance procedures.

Information is provided by the University Health Service, the Counselling Centre and the Education and Welfare Officers.

The Faculty of Health Sciences requires all undergraduate and postgraduate students entering the Faculty for the first time to attend the University Health Service within four weeks of their initial enrolment for advice regarding investigation of their Hepatitis B status and subsequent Hepatitis B immunisation. Counselling on ‘duty of care’ in relation to infectious diseases is provided.

All clinical students are required to abide by those hygiene rules laid down by the clinics and hospitals which they attend.

For further details please refer to Specific Academic Program Rules governing programs in the Dental School and the Medical School.

**Intellectual Property Produced by Students**

It is the intention of the University to encourage students to be creative in their pursuit of scholarship, to publish the results of their research and to make them widely available.

If no employment contract exists between the University and a student, the student owns his or her intellectual property.

Intellectual property is mainly that property which is capable of being legally protected and includes: patentable and non-patentable inventions; registrable designs; trade marks; works subject to copyright (including written or audio-visual material and computer software); trade secrets relating to know-how and preliminary arrangements for commercial development; and proprietary rights granted under the Plant Variety Rights Act subject to any special policy developed with respect to such rights. Mere ideas and suggestions are not usually regarded as intellectual property.

The University’s policy on intellectual property is contained in section 10.13 of the Handbook of Administrative Policies and Practices (available in Departmental Offices). The policy is also reproduced in the Code of Practice for Maintaining and Monitoring Academic Quality and Standards for Higher Degrees.

**Plagiarism and Related Forms of Cheating**

Plagiarism is expressly prohibited by Rule 17 Of Examinations and Other Forms of Assessment (http://www.adelaide.edu.au/secretariat/webdocs/statutes/rulesexam99.htm) which states:

No candidate shall submit for assessment, whether by examination or otherwise, any piece of work which is not entirely the candidate’s own, except where either:

(a) use of the words or ideas of others is appropriate and is duly acknowledged or

(b) the examiner has given prior permission for joint or collaborative work to be submitted.

**Definition**

Plagiarism consists of a person using the words or ideas of another as if they were his or her own. The University regards plagiarism as a very serious offence. At the very least it is a misuse of academic conventions; where it is deliberate and systematic, plagiarism is cheating and false pretences. It is the obligation of every member of the University to understand and respect the rules
Rules and Procedures

concerning plagiarism; the excuse of ignorance will not be accepted.

Plagiarism can take several forms:

i presenting substantial extracts from books, articles, theses, and other published or unpublished works such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, and other students' work, without clearly indicating their origin with quotation marks and references such as footnotes

ii using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work

iii quoting directly from a source and failing to insert quotation marks around the quoted passages. In such cases, it is not adequate merely to acknowledge the source.

note: be careful in your note-taking because plagiarism may arise inadvertently. If your notes include quotations or paraphrasing, make sure that fact is recorded so that you do not mistake the work of another for your own and so that you can source the material in your final draft.

Related Forms of Cheating

Other forms of cheating which will also be treated with the utmost seriousness include:

i submitting work written by someone else on the student’s behalf

ii submitting another student’s work whether or not it has been previously submitted by that student

iii two students separately submitting the same piece of work upon which they have illicitly collaborated

note: students can and do work together on projects and assignments. This is good practice, and many find it rewarding. The work of each student, however, which is submitted for assessment must be work of that student alone except for material which is acknowledged as being derived from another—even another student. Study together and discuss your assignment with others—but ensure that the work submitted is your own. Do your writing quite independently. When in doubt consult your course coordinator and get written permission to work together on projects and assignments.

iv a student submitting a piece of his or her own work for two different courses

v a student assisting any candidate in an examination or other piece of assessed individual work, or accepting assistance in such an examination or other piece of assessed individual work, except in accordance with approved study and assessment schemes

vi a student having in his or her possession during an examination any material other than that which the examiner has specified as permissible

viia student causing any disturbance or engaging in conduct likely to disturb any other candidate in an examination (the Senior Examination Officer may require a candidate causing any disturbance to leave the examination room).

Cases of plagiarism or related forms of cheating will be dealt with under the Rule 17 Of the conduct of students in the University, and associated rules.

Privacy Policy and Management Plan for Personal Information

The University has a Privacy Policy and a Privacy Management Plan for Personal Information that document the kinds of personal information that the University collects and holds, and how and why it uses that personal information.

The documents are available from the Student Centre and all students are expected to familiarise themselves with them. The Policy and the Plan will be available on the Student Services Policy Branch web page of the University’s website from early in semester 1.
Program Overloads
Students who contemplate undertaking more than a normal program load must obtain approval of their program from their Faculty’s Program Adviser. If a student is enrolled in two Faculties, approval of one adviser from each Faculty is required.

If the extra course/s are not included in the Specific Academic Program Rules for their programs, students may be charged non-award tuition fees.

Students should be aware of the full implications of their choice to take a program overload and they may wish to discuss the question with a member of the University’s Counselling Centre staff or an Education/Welfare Officer. Please refer to General Academic Program Rules - rule 5.5 of the University Handbook, for further information.

Refund Policy
Adelaide University applies the following policy regarding the payment of refunds of tuition fees to full fee-paying students:

Full Refunds
A student is eligible to receive a full refund of tuition fees paid if:

a Adelaide University is unable to provide the academic program offered
b Adelaide University withdraws an offer of enrolment for reasons other than that stipulated under Partial Refunds (a) below
c an application for student visa to attend Adelaide University is denied
d an international student obtains Australian Permanent Residency status and officially informs Adelaide University before 31 March for semester 1 or full year courses, or 31 August for semester 2 courses.

Partial Refunds
A student is eligible to receive a partial refund of tuition fees paid if:

a Adelaide University withdraws an offer of enrolment which was based on incorrect and/or incomplete information provided by the applicant. The refund will be the total amount paid, less 10% of the annual fee
b the applicant decides not to enrol, after accepting an offer of enrolment. The refund will be the total amount paid, less 10% of the annual fee
c a student who has paid the full term fee, withdraws from the academic program and informs the University before 31 March for semester 1 or full year courses, or 31 August for semester 2 courses, will be refunded 66% of the amount paid for the term
d a continuing student who has paid two instalments will be refunded the amount in excess of 33% of the semester fee.

No Refund
a continuing students who have paid an instalment of 33% of the semester fees will receive no refund
b a student is not eligible to receive any refund of the tuition fees paid if he/she withdraws from an academic program or obtains Australian Permanent Resident status and informs Adelaide University after 31 March for semester 1 or full year courses, or 31 August for semester 2 courses.

Conditions for the Payment of Refunds
a all requests for refunds must be made in writing
b refunds will be made payable to the student or to the student’s sponsor, as necessary
c refunds may be transferred to another institution if authorised by the student or the student’s sponsor
d refunds will normally be made in Australian dollars.
Repeating Students
Students who are repeating courses, particularly a laboratory course, which they have failed may be eligible to be granted exemption from lectures (if they are compulsory), tutorials or seminars, practical work and examinations (practical or written). Preliminary enquiries should be addressed to the Department concerned or the relevant Faculty/School Registrar.

Review of Academic Progress
Students whose academic progress is considered to be unsatisfactory may be precluded from taking further studies in the program for which they are enrolled, or further enrolment in that program may not be permitted for one academic year or semester, as appropriate. Alternatively, they may be permitted to re-enrol, but with a restricted program of study, or a recommendation for suitable academic counselling or other support.

Safety Procedures
Adelaide University recognises its obligation to take all reasonable precautions to safeguard the health, safety and welfare of its employees and students while they are at work. The University also believes that students leaving this University must take with them an attitude which accepts good health and safety practice as normal.

All who work in laboratories must comply with Laboratory Conduct Procedures. Students who fail to comply with these procedures will not be allowed to work in the laboratory. General laboratory rules include:
- no eating, drinking or application of cosmetics in laboratories
- closed-in footwear must be worn at all times (bare feet, thongs and sandals are prohibited)
- laboratory coats, or gowns tied at the back, must be worn
- aisles must be kept free from obstructions.

A copy of the Laboratory Conduct Procedures is available from Department Secretaries, Department Health and Safety Officers, or the Occupational Health and Safety Unit and are contained in rule 7.4 of the General Academic Program Rules, University of Adelaide Handbook of Academic Programs.

Scholarships
See entry p.38.

Sexual Harassment
Policy Statement
Adelaide University is committed to providing a work and study environment which is free from sexual harassment for all members of the University community. Sexual harassment is unlawful and unacceptable within the University, and:
- individual staff and students are responsible for ensuring that they do not subject other staff or students to sexual harassment while involved in any University activity
- staff supervisors and managers must ensure that, as far as practicable, the work and study environment for which they are responsible is free from sexual harassment
- staff who conduct teaching and learning activities for students must ensure that, as far as practicable, the study environment is free from sexual harassment

Defining Sexual Harassment
Sexual harassment consists of unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favours or other unwelcome conduct of a sexual nature. Sexual harassment is defined by law from the perspective of the recipient and it occurs if the recipient feels offended, humiliated or intimidated by the conduct
and it is reasonable, in all the circumstances, that the recipient would feel offended, humiliated or intimidated.

Seeking Advice
A person may wish to seek advice about sexual harassment without necessarily wishing to pursue a complaint. Some wish to make a statement of their concern about a situation, but not a complaint.

Resolution Procedures
The University recognises its responsibility to take prompt and effective action to deal with complaints of sexual harassment. The University’s Sexual Harassment Complaint Resolution Procedures are summarised as follows:

• advice and support
• complaint resolution through facilitation
• complaint resolution through investigation

Complaint resolution procedures include:

• a network of Contact Officers
• a group of University Facilitators
• Sexual Harassment Panels to investigate formal complaints of sexual harassment

Contact Officer Network
A network of trained Contact Officers is available to give advice and support on sexual harassment issues. Any person may seek advice about sexual harassment without necessarily wishing to make a complaint. Anyone with doubts about disclosing details of alleged sexual harassment should first seek the advice of a Contact Officer. Up-to-date lists are available from:

• Student Centre
• Human Resources Branch
• Postgraduate Students’ Association (PGSA)
• Staff Unions
• Students’ Association (SAUA)
• Student Counsellors/EWOs

Resolution through Facilitation
Complainants may choose this option if they decide that they cannot resolve the matter themselves and they want a third party to facilitate a resolution of the complaint.

Resolution through Investigation
Any person who feels that she/he has been sexually harassed may choose other options than using the complaint resolution procedures. These options include:

• discussing the matter directly with the person causing the concern
• pursuing the complaint through another representative body such as a relevant industrial or student union
• pursuing the complaint outside the University under equal opportunity or sex discrimination legislation
• taking the complaint to the police, where the behaviour is thought to constitute criminal behaviour, such as sexual violence, obscene communications and stalking.

If in doubt, seek advice assistance from the Contact Officers listed on page 50.

Status for Previous Studies (credit transfer)
Students seeking credit for work completed at this University or another tertiary institution should obtain an Application for Status form from the Faculty/School in which they are enrolled. The completed form should be lodged with the relevant Faculty/School Registrar.

An application for status on the grounds of work completed at another tertiary institution will be considered only if accompanied by a certified copy of the applicant’s complete academic record (original or certified copy) and copies of the syllabuses of the relevant courses and details of the structure of the program previously studied.
Statutory fees and other charges
Payment of the prescribed Service Fee is compulsory for every student. This fee is in addition to the HECS or tuition fee liability and is collected as part of the enrolment process.

Students who withdraw from a program during the year may be entitled to a partial or full refund of service fees already paid depending on the date of withdrawal. Applications for refunds of service fees should be made to the Education and Welfare Officers (ph: 8303 5430 or 8303 5915).

The Student Service fee is payable by 16 March, 2001.

Students with outstanding statutory fees will be placed in bad financial standing.

University charges
The following are Student Services fees and charges for the Year 2000:

- Late enrolment fee $75.00
- Re-instatement of enrolment 50.00
- Replacement enrolment package 20.00
- Notification of results (repeat) 5.00 (per request/year of enrolment)
- Student Services Fee - late fee 30.00
- Academic transcript 20.00
  (for up to 4 copies minimum - $2 each additional copy beyond 4 requested simultaneously)
- Lamination of transcript 3.00*
- Replacement parchment 100.00
  - In absentia - Australian postage 15.00
  - In absentia - overseas postage 20.00
- Photocopying in Student Centre - 5 pages free, then - per page .10
- Overseas gown hire 100.00
  (including refundable deposit)
- Overseas supplementary exam - per exam 50.00
- Student Guide & Timetable 2.00
  (Free to new students)
- Graduate Opportunities booklet 6.00*

Postgraduate students:
- Late re-enrolment 75.00
- Late scholarship application 50.00
- Re-submission fee 2 years after expiry of candidature - Ph.D 500.00 - Masters 200.00

International students:
- Application fee 50.00*
- Late charge for fee payment 100.00 (fee applies to each late instalment)
- Charge for refund of fees after enrolment -10% of annual program fee

International student withdrawal before HECS census dates - 66% of fee paid for the semester is refunded.

* Plus GST

Please note: Fees quoted are correct at the time of printing, but may be subject to change.

Ancillary Charges
Faculties, departments and schools may also charge fees to students for ancillary services such as non-compulsory lecture notes, books of tutorial readings and photocopy cards.

A consolidated list of faculty charges and University Guidelines for the Application of Student Ancillary Fees and Charges are available from the Student Centre. They will be available on the Student Services Policy Branch web page of the University’s website from early in semester 1.

Supplementary Assessment
Please see entry under Examinations

Tape Recording Lectures
The University’s policy is that, in general, permission for students to use a tape-recorder at University lectures will not be granted. In special cases, however, such permission may be given, but only:

- if both the lecturer concerned, and the relevant Head of Department, approve and
• if the student gives a written undertaking that the recording will be for his/her own exclusive use, and will not be played to any other person and
• the recording will be destroyed as soon as possible after it has served its purpose.

Students who feel that in their case there are good reasons why they should be permitted to use a tape-recorder at lectures are advised to consult, in the first instance, the appropriate Head of Department. If medical considerations are involved they would also find it helpful to consult the Disability Liaison Officer, and in other cases, the University’s Student Counselling Service.

Transferring programs (undergraduate)
Students wishing to transfer from one program to another, or from one institution to another (within S.A.), must lodge an application form with the South Australian Tertiary Admissions Centre (SATAC) by the normal closing date (usually the end of September), after which a late fee will apply.

Tuition Fees
Students enrolled in fee paying programs are exempt from the Higher Education Contribution Scheme (HECS) and are instead required to pay the University the prescribed tuition fee up front.

Undergraduate tuition fee paying students are required to pay a non-refundable deposit of $1000 (for full time students) prior to enrolment. The balance of the fees are invoiced semester 1 in February (due 16 March 2001) and semester 2 in July (due 15 August 2001).

Non-Award tuition fee paying students will be invoiced for their tuition fee based on the courses they have chosen.

Fee Payment Dates
Fees for first semester and full year (first semester component) courses are payable by 16 March, 2001. Fees for second semester and full year (second semester component) courses are payable by 15 August, 2001.

Fees for trimester based programs (such as Graduate Diploma in Management and Master of Business Administration) have different due dates. Students enrolled in theses programs should refer to the individual program hand books for details.

In most cases a fee invoice will be sent to the student prior to the relevant due date. If the student has not received an invoice prior to these due dates they should contact the Student Centre prior to the due date and arrange a replacement invoice. All fees must be paid on or before the due date. Students with outstanding fees will be placed in bad financial standing.

In order to avoid fee liability for any enrolment, students must have withdrawn from the relevant course (using an Amendment to Enrolment form lodged with the Student Centre) before the relevant payment date.

Note: these dates are earlier than the Withdraw Not Fail dates in each semester/trimester.

Further information regarding tuition fees is available from the Student Centre.

Payment of Fees
Please refer to the back of your invoice for payment details. Fees are payable to any branch of the Bank of South Australia (BankSA), using Bpay, or at the Revenue Office.

Students who are planning for their employer to pay their fees are responsible for settling their account before the due date. You can advise the University of a separate billing address for your invoice.