FACULTY OF ECONOMICS and COMMERCE

HANDBOOK 1968

THE UNIVERSITY OF NEWCASTLE
NEW SOUTH WALES 2308

Telephone
Shortland 68 0401 — Tighe's Hill 61 0461
Consult the Calendar for:—

Academic Dress
University of Newcastle Act, 1964
By-laws
The Council
The Senate
Officers and Former Officers of the University
Prizes and Scholarships
University Medallists
Lists of Graduates and Diplomates
Publications and Research Interests

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TERM 1 ........ February 26 to May 11
TERM 2 ........ June 3 to August 10
TERM 3 ........ September 2 to November 23

JANUARY

1 Monday .......... Public Holiday — New Year's Day
22 Monday ........ Deferred Examinations commence
29 Monday ........ Public Holiday — Australia Day

FEBRUARY

2 Friday ........... Last day for lodgement of Enrolment Applications
3 Saturday ........ Last day of Deferred Examinations
21 Wednesday ..... Orientation commences
26 Monday ........ FIRST TERM commences

MARCH

8 Friday ........... Last day for payment of First Term Tuition Fees

APRIL

12 Friday .......... Public Holiday — Good Friday
15 Monday .......... Public Holiday — Easter Monday
16 Tuesday ....... Easter Tuesday — No lectures
25 Thursday ....... Public Holiday — Anzac Day

MAY

11 Saturday ....... FIRST TERM ends

JUNE

3 Monday .......... SECOND TERM begins
10 Monday ........ Public Holiday — Queen's Birthday
14 Friday .......... Last day for payment of Second Term Tuition Fees
Last day for acceptance of applications for examinations

AUGUST

10 Saturday ....... SECOND TERM ends

SEPTEMBER

2 Monday .......... THIRD TERM begins
13 Friday .......... Last day for payment of Third Term Tuition Fees
21 Saturday ....... Annual Examinations begin — 24 week courses

OCTOBER

5 Saturday ....... Annual Examinations end — 24 week courses
7 Monday .......... Public Holiday — Six Hour Day

NOVEMBER

1 Friday .......... Third Term Lectures end
2 Saturday ....... Annual Examinations begin
23 Saturday ....... Annual Examinations end
THIRD TERM ends

1969

JANUARY

1 Wednesday ....... Public Holiday — New Year's Day
20 Monday .......... Deferred Examinations begin
27 Monday .......... Public Holiday — Australia Day

FEBRUARY

1 Saturday ....... Deferred Examinations end
7 Friday .......... Proposed closing date for lodgement of all enrolment applications
FACULTY OF ECONOMICS AND COMMERCE

Dean

Professor W. P. Hogan.

Sub-Dean

D. J. McKee.

Graduate Assistant

Elaine Sheehan, B.A.(N.S.W.).

ECONOMICS

Professor


PROFESSOR OF ECONOMICS (HEAD OF DEPARTMENT)

Associate Professor

B. L. Johns, M.A.(Cantab).

Senior Lecturers

B. L. J. Gordon, M.Ec.(Syd.).
P. W. Sherwood, B.Com.(Lond.).

Lecturers

N. J. Dickinson, B.Com.(N.S.W.).
R. W. McShane, B.A.(N.E.).
W. J. Sheehan, B.Ec.(Syd.), M.A.
P. E. Stonham, M.Sc.(Econ.) (Lond.).

Part-time Lecturer and Tutors

I. D. Davidson, B.Ec.(Syd.).
D. A. March, B.A.(N.E.), M.A.
A. H. Norton, B.Com.(N.S.W.).
D. J. Sheriff, B.A.(N.S.W.).
F. S. O'Toole, B.Com.(N.S.W.).
COMMERCE

Professor

M. O. Jager, B.Com.(Melb.), A.A.S.A., A.C.A.A.
PROFESSOR OF COMMERCE (HEAD OF DEPARTMENT)

Senior Lecturer


Lecturers

E. J. Burke, B.Com.(N.S.W.), A.A.S.A.
J. R. Forbes, B.A., LL.B.(Syd.), Barrister-at-Law (N.S.W.), Solicitor (Qld.).
R. W. Gibbins, B.Com.(Qld.), A.C.A.
D. S. Karpin, B.Com.(N.S.W.).
D. J. McKee, B.Ec.(Syd.), A.A.S.A.

Part-time Tutors

W. G. Cannington, B.A., LL.B.(Syd.), Solicitor (N.S.W.).
L. E. Cockburn, B.Com.
J. J. H. Davies, B.Com.(N.S.W.).
H. Lunney, A.A.S.A., A.C.I.S.
C. McConville, B.Com.(N.S.W.).
Gloria E. Swan, B.Com.
J. K. Wisniewski, B.Com.
ADMINISTRATIVE STAFF

Vice-Chancellor and Principal

Vice-Principal
Professor B. Newton-John, M.A.(Cantab.)

Bursar
L. W. Harris, A.A.S.A., A.C.A.A., A.B.I.A.

Deputy Bursar
M. G. Talty, B.Com.(N.S.W.), A.A.S.A.

Accountant
G. W. Walker, A.A.S.A.

Secretary
P. D. Alexander, B.A., Dip.Ed.(Syd.)

Graduate Assistants
Joan Bale, B.A.(N.S.W.)
Nell Emanuel, B.A.(N.S.W.)
H. Floyer, B.Ec.(Syd.)
Glennie Jones, B.A.(N.S.W.)

University Planner
Associate Professor E. C. Parker, A.S.T.C., F.R.A.I.A.

Senior Student Counsellor
P. M. Whyte, B.A.(Melb.), M.A.Ps.S.

Student Counsellor
A. P. Loftus, B.A.(Melb.), M.A.Ps.S.

Secretary/Manager of the University Union
I. H. S. Irwin

THE LIBRARY STAFF

University Librarian
E. Flowers, M.A.(Syd.), A.L.A.A.

Head Cataloguer
Elizabeth Guilford, B.A.(N.E.), A.L.A.A.

Reader Services Librarian
Joan E. Murray, B.A.(N.E.), A.L.A.A.

Assistant Librarian
Janice Tucker, B.A.(Syd.), Dip.Lib.(N.S.W.)

Graduate Library Staff
Mary Hill, B.A.
Winifred Murdoch, B.Sc.(N.E.)
Frances Quiggan, B.A.(Syd.)
THE UNIVERSITY OF NEWCASTLE

The University of Newcastle began its existence as the Newcastle University College of the University of New South Wales, then known as the New South Wales University of Technology. The College was formally opened on 3rd December, 1951, and the first students were enrolled in the 1952 academic year. By the University of Newcastle Act of 1964 it became an autonomous institution on 1st January, 1965.

Enrolments in the first year of the College's existence totalled 370 of whom only five were starting degree courses — the others were seeking a diploma or were converting their diplomas into degrees. In 1954 courses in the Faculty of Arts were offered for the first time. As the New South Wales University of Technology, whose courses were given in the College, had no Faculty of Arts, supervision of these courses was entrusted to the University of New England. This relationship continued until 1959 by which time the New South Wales University of Technology had become the University of New South Wales and was empowered to offer courses in the Faculty of Arts. Enrolments have steadily increased, reaching 1000 in 1960 and 2000 in 1966.

The Newcastle University College was established on the site of the Newcastle Technical College at Tighe's Hill and some faculties still operate there. In 1960 an area of some 200 acres was acquired at Shortland and building commenced in 1964. The transfer of the University began at the end of 1965 and work is underway to have the University fully established at Shortland by the beginning of the 1970 academic year. In 1968 courses in the Faculties of Arts, Economics and Commerce and Science, excepting second and later year Chemistry subjects, will be offered at Shortland while second and later year subjects in Chemistry and courses in the Faculties of Applied Science, Architecture and Engineering will be given at Tighe's Hill. The new library building at Shortland will be in use and a branch will continue to operate at Tighe's Hill.

The University is governed by a Council of twenty-three members of whom one, the Chancellor, acts as chairman. The Council comprises representatives of the University staff, Convocation, the undergraduates, the Legislative Council and the Legislative Assembly; nominees of the Governor; and the Vice-Chancellor who is the chief executive officer of the University.


The principal academic body in the University is the Senate comprising the Vice-Chancellor, Professors, a representative of each of the Faculty Boards and certain other ex officio members. Teaching and research in each Faculty are supervised by a Faculty Board consisting principally of the permanent academic staff of the Departments in the Faculty.

The University is financed by grants from the New South Wales and Commonwealth Governments and fees paid by students. The State and Commonwealth Governments contribute equally to the cost of buildings and major items of equipment while with respect to recurrent expenditure, the Commonwealth contributes $1 for every $1.85 received by way of State grants and student fees.
MATRICULATION

The by-laws governing matriculation and admission to courses are set out below. The University does not conduct its own matriculation examination but recognises the New South Wales Higher School Certificate Examination and the University of Sydney Matriculation Examination for this purpose.

* By-law 5.1 — Matriculation

1. Except as provided in By-law 5.3.3, a candidate, before being admitted to matriculation shall have passed in the New South Wales Higher School Certificate Examination or the University of Sydney Matriculation Examination in at least five subjects:

Provided that:

(a) the subjects shall be chosen from:

- English, French, German, Greek, Latin, Ancient History, Economics, Geography, Modern History, Bahasa Indonesia, Chinese, Dutch, Hebrew, Japanese, Italian, Russian, Spanish, Mathematics, Agriculture, Science, Art, Music (also Industrial Arts for examinations conducted in the years 1967 and 1968 only);

(b) the subjects shall include:

- (i) English
- (ii) two subjects passed at first level; or three passed at second or first level;

(c) Mathematics and Science both passed as full courses together shall, for the purpose of matriculation, be counted as three subjects, but otherwise each shall count as one subject;

(d) the qualification for matriculation must be obtained at one examination.

2. A person who has applied to undertake a course of study as a matriculated student shall upon

(a) the approval of his admission to a Faculty and the payment of such fees as may from time to time be determined by the Council; and

(b) signing the Matriculation Register of the University become a matriculated student of the University and shall be deemed to have accepted the privileges and obligations of membership of the University.

* By-law 5.3 — Admission to Courses

1. A candidate for any first degree of the University shall satisfy the conditions for admission to matriculation set out in By-law 5.1.1 or shall have been admitted to matriculation under section 3 of this By-law before entering on any course for that degree. Compliance with the conditions for admission to matriculation shall not in itself entitle a person to enter upon a course.

(b) A person who has satisfied the conditions for admission to matriculation may on the payment of such fees as may be determined by the Council from time to time be provided with a statement to that effect.

2. A candidate for any degree shall before entering on the course for that degree have satisfied any special conditions prescribed under By-law 5.2.

3. The Council may, with the advice of the Senate, admit as a matriculated student, under such conditions and with such standing as it may determine, any person who has satisfied the Council that he has reached a standard of education sufficient to enable him to pursue his proposed course.

4. The Council may, with the advice of the Dean of the Faculty concerned, permit any person to enrol in a subject or subjects on payment of such fees as may be determined from time to time by the Council. Such a person, not being a matriculated student, shall not have the privileges of a matriculated student and shall not be eligible to proceed to a degree.

Pre-requisites

A candidate for admission to any particular faculty, course or subject shall satisfy the pre-requisites, if any, pertaining to that faculty, course or subject as set out in the following Schedule. These need not necessarily be met at the same examination as the requirements for matriculation.

Schedule

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics and Commerce 2</td>
<td>At least a pass in Mathematics</td>
</tr>
<tr>
<td></td>
<td>short course at second level</td>
</tr>
</tbody>
</table>

1. Although pre-requisites are not prescribed, lectures in the following faculties, courses or subjects will be given on the assumption that students will have studied the subjects listed below to the level indicated:

- **Faculty**
  - **Assumption**
  - **Applied Science**
    - Second level Short Course Mathematics and Science including Physics and Chemistry options.
  - **Architecture**
    - Second level Short Course Mathematics and Science.
  - **Arts**
    - English I — Second level English.
    - French I — Second level French.
  - **Engineering**
    - Second level Short Course Mathematics and Science including Physics and Chemistry options.
  - **Science**
    - Second level Short Course Mathematics and Science.

2. This pre-requisite may be waived for a candidate who has gained a meritorious pass.
PROCEDURES

HOW TO ENROL

All documents relating to enrolment are obtainable from the Student Records Office, Room No. 158, Building “A,” Shortland site.

1. (i) PERSONS ENROLLING IN AN UNDERGRADUATE COURSE AT THE UNIVERSITY OF NEWCASTLE FOR THE FIRST TIME

Faculty of Arts
Faculty of Economics and Commerce

Intending students in these Faculties are required to attend in person at Room No. 127, Building “A,” Shortland Site, between the hours of 1.00 p.m. to 7.00 p.m. during the period, Tuesday the 30th January, 1968 to Friday the 2nd February, 1968.

Before proceeding to this room the student should obtain an enrolment form from the Student Records Office and complete it with the exception of “Subjects to be Studied in 1968.” This section of the Enrolment Form will be completed by the student after consultation with the Academic Adviser, who will interview the student in Room A.127.

The completed Enrolment Form will be retained by the Academic Adviser.

Faculty of Applied Science
Faculty of Architecture
Faculty of Engineering
Faculty of Science

Intending students in these Faculties should lodge a completed Enrolment Form with the Student Records Office on or before Friday, 2nd February, 1968.

(ii) PERSONS RE-ENROLLING IN UNDERGRADUATE COURSES

Undergraduates re-enrolling will be required to complete an Enrolment Form and lodge it with the Student Records Office before the 2nd February, 1968.

IMPORTANT — OWING TO THE EXPECTED INCREASE IN ENROLMENTS IN 1968, NEW STUDENTS ENROLLING OR OLD STUDENTS RE-ENROLLING LATE, IF ACCEPTED, MAY BE ALLOCATED TO THE LESS CONVENIENT LABORATORY, SEMINAR OR TUTORIAL TIMES.

(iii) CANDIDATES FOR POST-GRADUATE DIPLOMA COURSES

These people should complete the Post-Graduate Diploma Application Form and lodge it with the Student Records Office before the 2nd February, 1968.

(iv) CANDIDATES FOR THE DEGREE OF MASTER, OR DOCTOR OF PHILOSOPHY

Candidates re-enrolling

These persons will be required to complete the Higher Degree Enrolment Form and lodge it with the Student Records Office before the 2nd February, 1968.

Candidates Registering for the first time

These persons should complete an “Application for Registration as a Candidate for a Higher Degree” and lodge it with the Student Records Office.

(v) CANDIDATES FOR QUALIFYING COURSES FOR HIGHER DEGREES

Graduates intending to pursue qualifying studies for admission as a candidate for the degree of Master or Doctor of Philosophy should complete the special form for this purpose and lodge it with the Student Records Office, preferably before 2nd February, 1968.

2. COMPLETION OF ENROLMENT

(i) All Undergraduates

The approved Enrolment Form will be available for collection on or after Wednesday, 21st February, 1968.

Each student will be required to call at Room No. 150, Building “A,” Shortland Site, to collect his/her approved Enrolment Form.

This form, together with the prescribed fees and/or scholarship voucher must be lodged with the Cashier. (For times and dates see Section on fees).

(ii) All Post-Graduate Candidates

The approved Enrolment Form will be posted to the address nominated by the candidate on his Enrolment Form.

3. STUDENTS NEEDING ACADEMIC ADVICE BEFORE ENROLLING IN THE

Faculty of Applied Science
Faculty of Architecture
Faculty of Engineering
Faculty of Science

The student who is uncertain which subjects he should read, after referring to the information available in the appropriate Faculty Handbook, should consult the Dean of the Faculty during the period 30th January — 2nd February, 1968. An appointment may be made by phoning the Dean’s secretary.

Where a student in one of these Faculties is required for interview concerning any alteration or amendment to his enrolment, he will be advised by post of the time set down for such interview.

4. NON-ACCEPTANCE

The student whose enrolment is not accepted will be notified in writing.

5. LATE ENROLMENTS

(i) Students who are unable to lodge their Enrolment Form by the prescribed date, shall make written application to the Secretary for an extension of time. This application must be received by the Secretary on or before 2nd February, 1968, otherwise the University reserves the right not to accept the student’s application.

(ii) No enrolments will be accepted after 31st March of each academic year without the approval of the Secretary which shall be given only in exceptional circumstances.
(iii) Deferred Examinations
A student who has taken a deferred examination will be required to lodge an Enrolment Form with the Student Records Office after the publication of the examination results and not later than Wednesday, 21st February, 1968.

(iv) "Show Cause" Students
A letter will be sent to all students who "Show Cause". Those students whose re-enrolment is approved will also be sent an enrolment form. This form will be required to be completed and returned to the Student Records Office on or before Friday, 2nd February, 1968. Similarly, a student permitted to re-enrol after failure at the deferred examinations will be required to lodge a completed enrolment form on or before Wednesday, 21st February, 1968.

(v) Sydney University Matriculation Examination
Students relying on this examination for matriculation will be required to lodge an Enrolment Form with the Student Records Office within seven (7) calendar days of the publication of results.

6. INTERSTATE AND OVERSEAS STUDENTS
Students relying for matriculation on examinations taken outside New South Wales will be required to produce evidence of matriculation to their local university or some other recognised university, for example, The University of London. These students should lodge with this University, before say Friday, 19th January, 1967, an Application for Admission supported by a statement as above and documentary evidence of their educational qualifications.

7. ENROLMENT IN CORRECT SUBJECTS
Considerable inconvenience is caused to the University and to the student if he reads a subject in which he has not enrolled. It is essential for the student to determine before submitting his Enrolment Form, the subjects he will read for the year. Particular attention should be made to the inclusion of Honours courses where these are taken.

8. WITHDRAWAL FROM COURSE REGARDED AS FAILURE
Approval to withdraw from a course is not automatic. It should be noted that a student is regarded as having failed in a course if he enrols for it and does not pass the annual examinations — i.e., not sitting for the examination is regarded as not passing the examination (unless withdrawal has been approved).

A student is required to notify the Secretary of the University in writing of his withdrawal within seven (7) days of the date of withdrawal. With the exception of students in the Faculty of Arts and the Faculty of Economics & Commerce, no student will be allowed to withdraw without penalty after the sixth Monday of second term unless, in the opinion of the Dean of the Faculty, there is good reason why he should be permitted to do so.

In the Faculty of Arts and the Faculty of Economics & Commerce, a student who withdraws after the second Friday in second term from a subject in which he has enrolled, shall be deemed to have failed in that subject. However, such a student may apply to the Dean, who, after consultation with the Head of Department concerned, may allow him to withdraw without penalty.

9. AMENDMENTS
The following matters are regarded as amendments to course programmes and are required to be documented.
(i) To change from one course to another.
(ii) To substitute one subject for another.
(iii) A change in the method of completion of course, e.g. full-time to part-time.
(iv) Approval to withdraw from a subject or course.
(v) Any other course change.

10. HOW TO DOCUMENT WITHDRAWALS AND AMENDMENTS
All withdrawals and amendments should be recorded on the appropriate Application Form (UF.1b.). It is essential that these variations be completed before the 31st March, 1968. Automatic approval is not given, the student must have valid and sufficient reasons for making the change and these reasons should be stated on the Application Form.

Application Forms (UF.1b.) forms are available from the Student Records Office.

11. CHANGE OF ADDRESS
Students are responsible for notifying the Student Records Office in writing of any change in their address as soon as possible. Failure to do this could lead to important correspondence or course information not reaching the student. The University cannot accept responsibility if official communications fail to reach a student who has not notified Student Records Office of a change of address.

12. IDENTITY TOKENS
Each student wishing to obtain a travel concession, to borrow a book from the Library and to confirm his membership of the University of Newcastle is required to produce on demand the identity token which will be given to him upon completion of enrolment formalities.

After payment of fees, the student should present his fee receipt to the Student Records Office and he will be given an identity token for 1968.

Students re-enrolling are permitted to use their 1967 identity tokens up to Friday, 8th March, 1968.

Loss of Identity Token
If a student should lose his identity token, he should pay to the University Cashier, the sum of 50c. and present the receipt to the Student Records Office for the purpose of obtaining a replacement token. A delay of approximately ten days is involved in this procedure.
Non-Degree Students and Identity Token

Each non-degree student, who does not elect to pay the General Services Fee, will be issued with an embossed plain white token. This token is to be produced each time a travel concession is requested. It must also be shown on request to prove status as a student of the University.

13. TRAVEL CONCESSIONS

The various transport authorities provide fare concessions for certain classes of students. Application forms for these concessions may be obtained at the Student Records Section, Building “A,” Shortland Site.

The Student's Identity Token has to be produced each time a concession is required.

OMNIBUS — Concessions are available to:

(a) students under 18 years of age irrespective of whether they are employed or receive income or remuneration.
(b) students between 18 and 30 years of age who are not in employment nor in receipt of any income or remuneration. Note: Income or remuneration includes allowances paid to Colombo Plan students, Public Service trainees, etc., but does not include allowances paid to holders of Commonwealth Scholarships or Scholarships granted by the State Bursary Endowment Board.

TRAIN —

(a) Periodical tickets are available during term time to full-time students not in employment nor in receipt of any remuneration.
(b) Daily concession fare tickets are available to part-time students, whether employed or otherwise, for the purpose of travelling to and from class held in connection with their course of instruction.
(c) Vacation travel concessions are available to students qualifying under (a) above.

AIRCRAFT —

Concession fares for travel overseas, inter-state and intra-state are available under the conditions ruling for the various operating companies.

FEES

GENERAL

Completion of Enrolment

Enrolment is completed by the payment of fees. Fees should be paid before or during the first two weeks of First Term. After that, a late fee will apply (see below). Fees will not be accepted after the 31st March (i.e., enrolment cannot be completed) except with the written approval of the Secretary, which will only be given in exceptional circumstances.

IT IS RECOMMENDED that wherever possible payment of fees be made through the post, by cheque, money order or postal order. Money orders should be made payable at the Newcastle University Post Office. Fees may be paid to the Cashier on the first floor of the Administration Building at Shortland. The Cashier's office is open at the following times:

- Monday to Friday: 9.00 a.m. to 11.00 a.m., 1.00 p.m. to 4.30 p.m.

During enrolment periods the Cashier's hours are extended and details are published in the press and on University notice-boards.

Payment of Fees by Term

Students may pay Course Fees by the term, in which case they are required to pay First Term Course Fees and the whole of the General Services Fee within the first two weeks of First Term. Students paying fees under this arrangement will receive accounts for Second and Third Term fees prior to the commencement of these terms. These fees must be paid within the first two weeks of each term, otherwise a late fee will apply.

Extension of Time

A student who is unable to pay fees by the prescribed date may apply in writing to the Vice-Principal for an extension of time in which to pay fees. This application must state fully the reasons why fees cannot be paid and must be lodged before the date on which the late fee becomes payable. A maximum extension of one month after the closing date for payment of fees may be granted.

Scholarship Holders and Sponsored Students

The student whose fees are met from a scholarship or some other form of financial assistance is required to submit an authorised enrolment application together with a voucher or other documentary evidence from the sponsor accepting liability for his fees, together with fees not included in such authority, to the Cashier by the due date. Where such documentary evidence is not available, the student is expected to make payment by the due date to avoid late fees and apply for a refund of fees paid when he is in position to lodge the authority required.
ADJUSTMENT OF FEES

Should an application to withdraw from a course or subject be approved, an adjustment of course fees may be made, relative to the date on which the application was submitted. Up to that date, fees accrue.

Where notification of withdrawal from a course is received by the Dean of the Faculty before the first day of First Term, a refund will be made of all Course Fees.

Where a student for acceptable reasons notifies the termination of a course before the end of the fifth week of term, one half of the course fees for the term may be refunded. If the student notifies termination of a course after the end of the fifth week, no refund will be made.

IN RESPECT OF APPLICATIONS TO WITHDRAW FROM COURSE OR SUBJECT WHICH ARE RECEIVED IN THE EARLY PART OF FIRST TERM, THE UNIVERSITY RESERVES THE RIGHT NOT TO MAKE ANY REFUND OF MONEYS UNTIL AFTER THE END OF THE SIXTH WEEK OF TERM.

The University Administration does not refund any portion of the General Services Fee. However, students withdrawing from courses may enquire of the Union, Sports Union and Students' Association regarding refund possibilities.

DATES FOR PAYMENT OF FEES IN 1968

First Term

Fees due: Monday, 26th February to Friday, 8th March.
Late fee of $6 applicable: Monday, 11th March to Friday, 29th March.
Late fee of $10 applicable, if permission given by the Secretary for the enrolment to be accepted after 31st March.

Second Term

Fees due: Monday, 3rd June to Friday, 14th June.
Late fee of $6 applicable: Monday, 17th June to Friday, 28th June.
Late fee of $10 applicable, if permission given by the Secretary for the enrolment to be accepted after 1st July.

Third Term

Fees due: Monday, 2nd September to Friday, 13th September.
Late fee of $6 applicable: Monday, 16th September to Friday, 20th September.
Late fee of $10 applicable, if permission given by the Secretary for the enrolment to be accepted after 23rd September.

Failure to Pay Fees

Any student who is indebted to the University and who fails to make a satisfactory settlement of his indebtedness upon receipt of due notice ceases to be entitled to membership and privileges of the University. Such a student is not permitted to register for a further term, to attend classes or examinations, or to be granted any official credentials.

The student is not eligible to attend the annual examinations in any subject where any portion of his course fees for the year is outstanding by the end of the third week of Third Term.

In very special cases, the Vice-Principal may grant exemption from the disqualification referred to in the two preceding paragraphs upon receipt of a written statement setting out all relevant circumstances.

GENERAL SERVICES FEE

(a) Students Proceeding to a Degree or Diploma

All registered students must pay a compulsory fee of $42 per annum which includes a Library Fee. In addition, students joining the University of Newcastle Union for the first time will be required to pay an entrance fee of $12. These fees must be paid by the prescribed time in first term.

(b) Non-Degree Students

Payment of the General Services Fee by these students is optional. A student cannot elect to pay portion of this fee.

UNDERGRADUATE COURSE FEES

The fees quoted below are current at the time of publication and may be varied by the Council without notice.

Full-time registered students in the Faculties of Arts, Economics & Commerce ..... ..... $276 per annum
Full-time registered students in all other Faculties ..... ..... ..... ..... $330 per annum
Part-time registered students in all Faculties ..... $165 per annum

Notes (a) A full-time student is a student who enrols in more than half the subjects of a normal first year course and such a student remains classified as a full-time student except on the written approval of the Dean of his Faculty that he be re-classified as a part-time student — this re-classification would be exceptional.

(b) A part-time student is either one who enrols in half or less than half the subjects of a normal first year course or one who enrols in a part-time course. In subsequent years the enrolment as a part-time student requires the approval of the Dean of the Faculty.

NON-DEGREE SUBJECT FEES

"Non-degree" students, are those permitted to read one or more subjects in a first degree course. Such a person, not being a matriculated student, shall not have the privileges of a matriculated student and shall not be eligible to proceed to a degree. The student, whether enrolling for the first time or re-enrolling is required to pay a course fee of $90 per annum for each subject which may be paid by the term.

POST GRADUATE DIPLOMA COURSE FEES

Full-time ..... ..... ..... ..... ..... ..... $276 per annum
Part-time ..... ..... ..... ..... ..... ..... $165 per annum
HIGHER DEGREE COURSE AND SUPERVISION FEES

MASTER'S DEGREE

Course and Supervision Fee (Full-time) ... $114 per annum
Course and Supervision Fee (Part-time) ... $57 per annum
Registration Fee ... $4 per annum
Final Examination and Graduation Fee ... $30

DOCTOR OF PHILOSOPHY

Qualifying Examination Fee (if applicable) ... $10 per annum
Course and Supervision Fee ... $114 per annum
Registration Fee ... $4 per annum
Final Examination and Graduation Fee ... $42

A fee of $12 is payable where an examination is prescribed for assessment of Students prior to registration as a higher degree candidate.

General Services Fee

For Higher Degree Candidates the General Services Fee is for a period of registration from the first day of first term to the Friday immediately preceding the first day of first term in the following academic year.

Course and Supervision Fee

This fee is assessed on the term basis and the period of registration is from the first day of the term to the Friday immediately preceding the first day of the following term. In the event of the candidate withdrawing during the term, no refund of fees will be made.

Re-submission of Thesis

A candidate required to re-submit his thesis will not be required to pay further fees, unless laboratory work is involved, in which case he will be required to pay the course and supervision fee for the period involved.

OTHER FEES

1. Where an application to sit for examinations is accepted after the closing date ... $4
2. Deferred examinations, per subject ... $4
3. Examination under special supervision, per paper ... $8
4. Review of Examination result, per subject ... $6
5. Laboratory kit (Chemistry), per kit ... $8
6. Statement of Matriculation Status ... $6

GENERAL REQUIREMENTS

The University tries to function with a minimum of formal regulations; it has, for instance, drawn up no code of conduct for students, beyond forbidding gambling in the precincts and smoking in lectures, examinations and the Library.

It is obvious, however, that there must be standard practice throughout the University in such diverse matters as examination procedures and car parking and an acceptance of certain requirements which are described in the following pages.

ACADEMIC REQUIREMENTS

The student is responsible for informing himself as to, and for complying with, University requirements, especially the requirements relating to admission and to the award of the degree for which he is reading.

NOTICES

Official University notices are displayed on the notice boards and students are expected to be acquainted with the contents of those announcements which concern them.

NOTICE BOARDS

EXAMINATIONS — A notice board has been placed on the wall opposite the entrance to the Main Lecture Theatre (B.01) Shortland Site for the specific purpose of displaying examination time-tables and notices concerning all matters pertaining to examinations. Students are specifically requested to be acquainted with the notices periodically displayed thereon.

STUDENT MATTERS GENERALLY — A notice board in the Student Records area is the display point for notices concerning enrolment matters, scholarships, University rules and travel concessions, etc.

ATTENDANCE AT CLASSES

Students are expected to be regular and punctual in attendance at all classes in the course or subject in which they are enrolled. All applications for exemption from attendance at lectures or practical classes must be made in writing to the Head of the appropriate Department. If term examinations have been missed this fact should be noted in the application. In the case of illness or of absence for some other unavoidable cause a student may be excused by the Head of the appropriate Department for non-attendance at classes for a period of not more than one month. or on the recommendation of the Head of the appropriate Department for any longer period. Applications for exemption from re-attendance at classes, either for lectures or practical work, may only be approved on the recommendation of the Head of the appropriate Department. The granting of an exemption from attendance does not carry with it exemption from payment of fees. Where a student has attended less than 80 per cent. of the possible classes, he may be refused permission to sit for the examination in that subject.

OWNERSHIP OF STUDENTS' WORK

Unless other arrangements have been agreed upon the University reserves the right to retain at its own discretion the original or one copy of any drawings, models, designs, plans and specifications, essays, theses, or other work executed by students as part of their courses, or submitted for any award or competition conducted by the University.
STUDENT IDENTIFICATION
Students are expected to carry their receipt for First Term enrol­
ment as evidence that they are entitled to the rights and priv­
ileges afforded by the University.
Students desiring certification of documents for obtaining travel
and other concessions should present such documents to the
Student Records Section.

CHANGE OF ADDRESS
Students are responsible for notifying Student Records Office in
writing of any change in their address as soon as possible. Failure
to do this could lead to important correspondence or course in­
formation not reaching the student. The University cannot accept
responsibility if official communications fail to reach a student
who has not notified Student Records office of a change of address.

GENERAL CONDUCT
Acceptance as a member of the University implies an undertaking
on the part of the student to observe the by-laws and other
requirements of the University.
Students are expected to conduct themselves at all times in a
seemly fashion. Smoking is not permitted during lectures, in
examination rooms or in the University Library. Gambling is
forbidden.
Members of the academic staff of the University, senior adminis­
trative officers, and other persons authorised for the purpose have
authority, and it is their duty, to check and report on disorderly
or improper conduct occurring in the University.

PARKING OF CARS
On the Tighe's Hill Site the authorities of the Newcastle Technical
College are responsible for traffic control and parking, and their
regulations, traffic signs, etc., must be obeyed.
At Shortland, all vehicles must be parked in a car park.

THE LIBRARY
The Library, totalling approximately 120,000 volumes and made
up of monographs, pamphlets, serials and microform sets, exists to
acquire, preserve and make available for use all research materials
needed by the staff and students of the University. By 1970, all depart­
ments now at Tighe's Hill will have been transferred to Shortland
and all library service for the University will be given from the Short­
land library. Library service for the faculties of Architecture, Engi­
eering, Applied Science and the senior years of Chemistry will, until
these departments are transferred, be given through the joint Tech­
ical College-University library at Tighe's Hill.

In both libraries, there is an almost complete freedom of access
to the collections, and students are encouraged and aided to learn
how to use, as soon as possible, the library and its contents. On
registering, as a reader, the student is provided with a brochure out­
lining the library's resources, its services, such as the copying service,
its special facilities, such as the microprint reading room, and pro­
cedure for borrowing.

The Shortland Library, fittingly, occupies a central position on
the site, next to the Union. Hours of opening are:

- Monday — Friday 8.30 a.m. to 10.00 p.m.
- Saturday 9.30 a.m. to 12.30 p.m.
- Long vacation:
  - Monday, Wednesday, Friday 9.00 a.m. to 5.00 p.m.
  - Tuesday and Thursday 9.00 a.m. to 7.00 p.m.

The Library will be closed on public holidays.

The Tighe's Hill Library is located on the first floor of the Clegg
Building. Hours of opening are:

- Monday — Friday 9.00 a.m. to 9.30 p.m.

The Library is closed on public holidays.
UNIVERSITY SERVICES

STUDENT COUNSELLING UNIT

The Student Counsellors assist students — past, present and future — in a wide variety of matters. Most students, whatever their academic level, at one time or another need help in dealing with difficulties which arise during the course of their University lives.

Student Counselling is by now a thoroughly established and widely accepted part of University life throughout Australia, and at this University, approximately one-third of all students utilise it.

Students who have problems about their choice of course, or uncertainty about career plans; students who are worried about inadequate study methods or personal difficulties are invited to arrange an appointment with a Student Counsellor.

The S.C.U. is divided into three major divisions, although there is inevitably overlap between the sections. These are Personal Counselling, Study Skills Training and Research. Apart from individual counselling, courses in an increasing number of areas are run for groups of students.

A student should not feel that he or she must have a major problem before consulting a Counsellor. Many worries take only a few minutes to clear up, and frequently the Counsellor's function is simply to direct a bewildered student to the right source of information.

In 1968, an Appointments Service will be established within the S.C.U., and students are invited to register. Students in their final year may expect to receive all available advance information about career opportunities, and all students may register for part-time, casual or vacation employment. Students in the first group will be interviewed and may seek Vocational Guidance if they so desire.

“Study at the University Level” — The S.C.U. produced a brief but comprehensive book on this subject in 1967, and this can be obtained at the Bookshop for 40 cents. Although it was produced specifically for the students of Newcastle University, and reflects the attitudes of several Heads of Departments here, it is already widely used in other Universities and tertiary institutions throughout Australia.

S.C.U. Staff —

Senior Student Counsellor: P. M. Whyte, B.A.(Melb.), M.A.Ps.S.
Student Counsellor: A. P. Loftus, B.A.(Melb.), M.A.Ps.S.
Student Counsellor: Appointment of a Female Counsellor is pending.
Graduate Research Assistant: A. V. Turnbull, B.A.(Newcastle).
Secretary: Mrs. J. Hoesli.

Location —

The Secretary, study rooms and at least one Counsellor are located in the Administration Building at Shortland. The Unit also has a room in the Union Building Basement, and in the Main Building (1st Floor, Room 108) at Tighe's Hill.

It is generally most satisfactory for students to make appointments through the Secretary. As a Counsellor is on duty four nights each week, part-time students are in no way excluded from the available service.

CHAPLAINCY SERVICE

A Chaplaincy Service within the University of Newcastle for the benefit of students and members of staff is provided by the Christian Churches of Newcastle.

The service offers personal counselling and guidance, and also assistance in biblical and doctrinal studies. Opportunities for liturgical worship are also provided.

The Chaplains' office is situated on the Ground Floor of the Main Administration Building at Shortland.

The Chaplains are in regular attendance at the University but they may also be contacted at their private addresses.

NAMES AND ADDRESSES OF CHAPLAINS

Anglican
The Reverend Canon E. H. V. Pitcher, M.A., Th.Schol., 83 Queen's Road, NEW LAMBTON. Tel. 57 1875.

Baptist
The Reverend H. K. Watson, 133 Kemp Street, HAMILTON. Tel. 61 4048.

Methodist
The Reverend K. G. Bond, B.D., L.Th., 40 Tighe Street, WARATAH. Tel. 68 2358.

Presbyterian
The Reverend H. Barratt, B.A., St. Phillip's Manse, NEWCASTLE. Tel. 2 2379.

Roman Catholic
The Reverend Father T. Warren, B.A., Redemptorist Monastery, MAYFIELD. Tel. 68 2347.
STUDENT LOAN FUND

The Council of the University has recently established a Student Loan Fund which is managed by a committee under the chairmanship of the Vice-Principal.

Loans may be made to an undergraduate where the committee is of the opinion that his academic performance is of sufficient merit and his financial circumstances warrant a loan.

The total outstanding accommodation to any one undergraduate shall not normally exceed $200 at any one time and an undergraduate granted a loan is required to enter into an agreement.

Repayment must commence not later than twelve months after graduation or when the borrower fails or withdraws from his course or on demand as required by the University. No interest is charged while the borrower is an undergraduate but interest at a rate of not less than 5% per annum on the balance owing from time to time is charged from the date of graduation or the date on which an undergraduate fails or withdraws from a course.

In special circumstances the Committee may grant a loan to a student other than an undergraduate.

Any student wishing to seek assistance from the Fund may apply in person to the Vice-Principal or through the President of the Students' Representative Council or his nominee.

THE UNIVERSITY OF NEWCASTLE STUDENTS' ASSOCIATION

Included in the General Services Fee of the University is an amount payable to the Students' Association, a body to which all students of the University belong. The Students' Association is governed by the Students' Representative Council (SRC), which is elected each year in September to take office in the following April. The functions of the Students' Association are many and varied.

The SRC acts as the main liaison body between the student body and the University authorities. Complaints and requests from students may be handled by the Education and Welfare Committee, or by the SRC as a whole when brought to its attention by one of the Faculty or General Representatives. The Education and Welfare Committee is the part of the SRC most students come in contact with. Apart from representations to the University and other authorities, its welfare work includes such matters as accommodation, coaching and employment. The education side attempts to study the local and national needs of education and to bring these to the attention of the public and the government.

One of the major ways in which the income of the SRC is spent is in grants to affiliated clubs and societies (which include cultural, social, political and religious societies). To this end the Vice-President is the Clubs' and Societies Liaison Officer, and, with his assistant and the Clubs' and Societies' Committee, gives such help to these societies as they may seek from time to time.

The SRC is also responsible for publishing the student newspaper "Opus," the literary magazine "Nimrod" and the Orientation Handbook, which may be seen around the campus at the time of their publication. A weekly "Bulletin" is published to publicise activities of the SRC, the Union and affiliated clubs and societies.

Each year the SRC organises, with assistance from the University and the Union, Orientation Week and other activities designed to help new students adjust to university life. Early in July Autonomy Day is also organised by the SRC — of this nothing more be said than that it is the equivalent of Commem, Foundation Day, or similar activities at other universities.

As the Students' Association is a constituent member of the National Union of Australian University Students, students of the University may take part in the activities of this body. Some of these activities which affect students more directly are the several inter­ varsity cultural festivals, travel to New Zealand and many countries in Asia, volunteer aid projects in Papua/New Guinea, raising money for aboriginal scholarships and World University Service, national campaigns on education, and the national student newspaper "U."

President: Giles Martin
Secretary: Bryan Cowling
THE UNIVERSITY OF NEWCASTLE UNION

The objects of the Union are to provide a common meeting ground and social centre for men and women who are members of the University; to promote the education and the intellectual culture of its members by debates and otherwise and, generally, to secure the co-operation of University men and women in furthering the interests of the University.

The Union maintains a fine building at Shortland which provides common room facilities for its members; a cafeteria; a coffee room; a meeting room; a reading room; a stationery shop catering for all members' academic needs and the University Co-operative Bookshop. The offices of the Students' Representative Council and the Students' Counsellor are contained in the basement of the building. A common room is provided in the Main University building at Tighe's Hill and members are eligible to use the catering facilities of the Technical College Union.

Membership of the Union, obligatory for all registered students, is open to graduates, members of the University Council and the permanent staff of the University.

The conduct of the affairs of the Union is vested in the Board of Management composed of two members appointed by the University Council, two members elected by the graduates, six members elected by the Union members, two members appointed by the Students' Representative Council, two members elected by the Senior Common Room, and the Secretary/Manager. Elections for the Board of Management are held in April.

President: Mr. B. C. Humphries
Secretary/Manager: Mr. I. H. S. Irwin

THE UNIVERSITY OF NEWCASTLE SPORTS UNION

The Sports Union is a student organisation responsible for promotion and control of sporting activities within the University. As a student you are automatically a member of the Sports Union. There are nineteen affiliated clubs: Athletics, Badminton, Men's Basketball, Women's Basketball, Boat, Cricket, Fencing, Golf, Men's Hockey, Women's Hockey, Women's Rowing, Rugby, Sailing, Ski-ing, Soccer, Squash, Surfing, Swimming, Tennis, Weightlifting, most of which participate in local competitions and send teams to Inter-Varsity contests each year. Each club has a student representative on the Sports Union Committee, which meets monthly. The Executive Committee consists of the President, Vice-President, Secretary, Treasurer, a representative of the University Council, and the Amenities Officer. The Sports Union's annual income is derived from portion of the General Services Fee and is used to meet the cost of equipment, affiliation fees, Inter-Varsity trips, etc.

For outstanding individual performance in sport, the University awards "Blues" each year at the Annual "Blues" Dinner.

The number of constituent clubs is increasing continually, and if you are interested in participating in any sport, you are urged to contact the Amenities Officer, Mr. Bradford, or one of the Sports Union Executive for further information. The Amenities/Sports Union office is located with the Post Office in the temporary building adjacent to the University Union.
THE UNIVERSITY OF NEWCASTLE COMPANY

The University of Newcastle Company is the Citizen Military Force's Unit affiliated with your University. The Company was formed in 1957 as a Sub-Unit of the University of Technology Regiment which is now called The University of N.S.W. Regiment. The current strength of the Company is 100 and is rising.

The function of the Company is to train graduates and undergraduates for commissioned rank in the C.M.F. and the training is designed with this in view.

The training is done on an Infantry basis and consists of:
(a) An Annual Camp for three weeks in February.
(b) An optional camp of ten days in May.
(c) An optional camp of two weeks in December.
(d) Five weekend bivouacs a year.
(e) Parades on Friday nights of two and a half hours duration.

The training programme is designed to fit in with vacations, examinations, and deferred examinations and there is practically no commitment in the third term. Leave is available from activities where a good reason exists.

Enlistment in the Company is voluntary and is open to all graduates or undergraduates who are 17 years of age or over.

As a member of the University of Newcastle Company you are eligible for the following benefits:
An opportunity to reach commissioned rank in 2-3 years.
Tax-free pay for all training undertaken.
Travelling expenses refunded.
An alternative to 2 years full-time National Service.
Opportunities for attendance at Regular Army courses and short time attachments to Army units in Malaysia, New Guinea or Vietnam.
Free meals and accommodation at camps and bivouacs.
Free Uniforms.

Enquiries regarding conditions of service, and enlistment procedure should be made at the Training Depot which is in King Street, Newcastle West (opposite Birdwood Park). Phone No. 612121.

OFFICERS AND STAFF

Officer Commanding — Maj. J. G. Raymond
Full-time Staff — S/Sgt. K. B. Carmichael

EXAMINATIONS

Examinations and other exercises may be held in any subject and at any time at the discretion of the lecturer or other competent authority. In the assessment of a student's progress in a University course, consideration will be given to laboratory work and class exercises and to any term or other tests conducted throughout the year. The results of such examinations may be incorporated with those of the annual examinations.

ANNUAL EXAMINATIONS

A student desiring to sit for an annual examination must lodge an application with the Secretary on the appropriate form by the prescribed date, 14th June, 1968.

A student who, because of religious convictions, would prefer not to sit for an examination on a particular day or particular day of the week should indicate this in writing when lodging his application to sit for the examination. While the University cannot guarantee to meet such requests it will be willing to co-operate where possible.

The cashier is authorised to receive application forms during the three weeks immediately following the prescribed closing date if they are accompanied by a late fee of $4.00. Applications submitted more than three weeks after the closing date will not be accepted except with the approval of the Secretary. Where an application is not accepted, the student concerned is not eligible to sit for the examination.

No student is eligible to attend the annual examination in any subject if any portion of fees or other charges due by him is outstanding by the end of the third week of third term.

The annual examinations take place in September-October for students in 24-week courses and in November-December for students in 30-week courses. Timetables showing the time and place at which individual examinations will be held will be posted on the Examinations notice board near the lecture theatre. Misreading of the timetable will not under any circumstances be an acceptable excuse for failure to attend an examination.

Examinations are conducted in accordance with the following rules and procedure:

(a) Candidates are required to obey any instruction given by a Supervisor for the proper conduct of the examination.
(b) Candidates are expected to be in their places in the examination room not less than ten minutes before the time for commencement of the examination.
(c) No bag, writing paper, blotting paper, manuscript or book, other than a specified aid, is to be brought into the examination room.
(d) No candidate shall be admitted to an examination after thirty minutes from the time for the commencement of the examination.
(e) No candidate shall be permitted to leave the examination room before the expiry of thirty minutes from the commencement of the examination.
(f) No candidate shall be re-admitted to the examination room after he has left it unless during the full period of his absence he has been under approved supervision.

(g) A candidate shall not by any improper means obtain or endeavour to obtain assistance in his work, give or endeavour to give assistance to any other candidate, or commit any breach of good order.

(h) Smoking is not permitted during the course of an examination.

(i) A candidate who commits any infringement of the rules governing examinations is liable to disqualification at the particular examination, and if detected at the time, to immediate expulsion from the examination room, and is liable to such further penalty as may be determined.

FURTHER EXAMINATIONS

After completion of the written annual examination papers, a student may be called upon by an examiner to complete further written, practical or oral tests as part of the annual examination. It is therefore important that the Examinations Branch be advised of any change in address from that given on the Application for Admission to Examinations.

EXAMINATION RESULTS

The official examination results will be posted on the notice board at the top of the central staircase in the main building. A copy of these results will be published in the newspaper. No results will be given by telephone.

Examination results may be reviewed for a fee of $6.00 per subject, which is refundable in the event of an error being discovered. Applications for review must be submitted on the appropriate form together with the prescribed fee by the date notified in the publication of results.

SPECIAL EXAMINATIONS

Special examinations may be granted according to the conditions contained in By-law 5.9.3 which states:

5. When a candidate is prevented by illness or any other serious cause from presenting himself for the annual examination the appropriate Faculty Board may order a special examination for that candidate in the subject or subjects in which he was unable to present himself. The result of a special examination may be graded.

6. When a candidate’s studies during the academic years have been gravely hampered by illness or other serious cause, the appropriate Faculty Board upon application being made to the Secretary to the University before the commencing date of the examination supported by medical or other proper evidence may direct the examiners to take the circumstances into account in determining whether or not a special examination should be provided for the candidate in any subject in which he does not pass at the annual examination.

7. When a candidate at the annual examination is to a substantial degree affected by illness during the course of an examination in any subject the appropriate Faculty Board, upon application being made to the Secretary to the University within three days after such examination or within such further period as the Vice-Chancellor may consider reasonable in the circumstances supported by medical or other proper evidence, may direct the examiners in that subject to take the circumstances into account if the candidate does not pass therein in determining whether or not a special examination or test should be provided for him: provided that no such application shall be considered unless the candidate either during or immediately after such examination reports to the supervisor in charge the circumstances relied on in the application.

DEFERRED EXAMINATIONS

Deferred examinations may be granted in the Faculties of Applied Science, Architecture and Engineering to resolve a doubt. The examinations will be held in January-February and results will be published in the same manner as for the Annual Examinations.
ACADEMIC PROGRESS REQUIREMENTS

GENERAL

To assist those students who may be unsuited to University study or whose circumstances jeopardise success at study and to deal with those students whose lack of success has a detrimental effect on the work of the course, the University has enacted certain By-laws relating to continuation in a course. The relevant By-laws are set out below.

BY-LAWS

BY-LAW 5.4.1 - UNSATISFACTORY PROGRESS

1. The Head of a Department in any Faculty may determine that a student taking a subject or course offered by the Department shall be excluded from any examination for which the Department is responsible for any or all of the following reasons:—
   (a) Unsatisfactory attendance at lectures;
   (b) Failure to complete laboratory work;
   (c) Failure to complete written work or other assignments; or
   (d) Failure to complete field work.

2. The Faculty Board may review the academic progress of any student enrolled in the Faculty concerned who fails in, or is absent from, or is excluded under section 1 of this By-law and may determine:
   (a) that the student be excluded from further study in a subject;
   (b) that the student may enrol in that Faculty only in such subject or subjects as the Faculty Board shall specify; or
   (c) that the case be referred to the Admissions Committee if, in the opinion of the Faculty Board, the student should be excluded from a degree course, from the Faculty or from the University.

3. The Admissions Committee, in considering a referral under the sub-section (c) of section 2 and after giving the student an opportunity to be heard, may determine:
   (a) that the student be excluded from a degree course or from the Faculty;
   (b) that the student shall be permitted to continue his course, subject to such conditions as the Admissions Committee may determine;
   or
   (c) that the case be referred to the Vice-Chancellor with the recommendation that the student be excluded from the University.

4. The Vice-Chancellor may, on the recommendation of the Admissions Committee, exclude from the University any student whose academic record in the opinion of the Vice-Chancellor and the Admissions Committee demonstrates the student's lack of fitness to pursue University studies.

BY-LAW 5.4.2 — SHOW CAUSE

1. A student shall show cause why he should be allowed to repeat a subject in which he has failed more than once. Failure in a deferred examination as well as the annual examination counts for the purposes of this By-law as one examination.

2. (1) A full-time student shall show cause why he should be allowed to continue a course if all subjects of the first year of his course are not completed by the end of his second year of attendance.
   (2) A part-time student shall show cause why he should be allowed to continue a course if all subjects of the first two stages of his course are not completed by the end of his fourth year of attendance.

3. (1) A student who has a record of failure at another University shall show cause why he should be admitted to the University.
   (2) A student admitted to a course at the University following a record of failure at another University shall show cause, notwithstanding any other provision in this By-law, why he should be allowed to continue in that course, if he is unsuccessful in the annual examinations in his first year of attendance at the University.

4. A student required to show cause shall have his application considered by the Admissions Committee which shall determine whether the cause shown is adequate to justify the student's being permitted to continue his course or to re-enrol as the case may be.

BY-LAW 5.4.3 — RE-ENROLMENT

1. Any student who has been excluded from a Faculty shall not be allowed to enrol in another Faculty without the permission of the Faculty Board concerned.

2. Any student excluded from a degree course or from a Faculty or from the University may apply after two academic years to the Admissions Committee for re-admission to any such Faculty or to the University. If the Admissions Committee is satisfied that the condition or circumstances of any such student have so changed that there is reasonable probability that he will make satisfactory progress in his studies it may authorise the re-admission of that student under such condition as it may determine.

BY-LAW 5.4.4 — APPEAL AGAINST EXCLUSION

1. A student who is refused permission to enrol under the provisions of section 1 of By-law 5.4.3 may appeal to the Senate.

2. A student who has been excluded from any degree course or from a Faculty or from the University may appeal to the Council.

PROCEDURES

The onus is on a student required to "show cause" to initiate action should he wish to re-enrol. He must interview the Dean of his Faculty in accordance with the time-table announced towards the end of the academic year.
FACULTY OF ECONOMICS AND COMMERCE

CLASSIFICATION OF STUDENTS

A student's progress in the course is determined by enrolment in a classifying subject, i.e. by a major subject in the course. If a student enrols in more than one classifying subject, then the year or stage of the lower classifying subject applies. If a student enrols in no classifying subject, then he is classified in the year or stage of the highest classifying subject he has passed.

Classifying subjects are shown in bold type in the course outlines on pages 49 to 51.

INFORMATION FOR NEW UNDERGRADUATES

Members of the Faculty realise that students entering the University for the first time may find some of the arrangements different from anything experienced hitherto. A lack of awareness of the general structure of the University and the functions of the various sections within it as well as the scope of the various activities is common. It is important for the student to make himself or herself familiar with the methods of organisation used in the University and the degree courses available. The University Calendar contains all the formal information about the by-laws and regulations governing courses and general organisation. Faculty Handbooks are available for providing information about degree and subject requirements. In some cases, for example Mathematics and Economics, it is possible for the subject to be taken for more than one degree. Hence students should be sure that they have selected the correct Faculty for the type of studies they wish to undertake.

At the outset the student should become familiar with the general structure of the degree courses offered in the Faculty. First-year subjects are laid down regardless of the specialisation to which the student is inclined on matriculation. However, difficulties can arise should a student attempt a combination of subjects which does not allow for an efficient progression in a degree course. This is of particular importance for part-time students; Accounting I is a general pre-requisite for all subsequent Accounting subjects and Economics I a general pre-requisite for all Economics subjects. Moreover, the choice of subjects has to meet the Bachelor of Commerce degree requirements which are listed in a subsequent section.

For part-time students the significant feature of the degree requirements is the schedule showing the subjects to be attempted each year. It is clear that this outline of subjects for the part-time student represents the appropriate study load for a person having employment during the day. It would be foolish for a student to attempt more subjects during the year even where time to attend lectures during the day is granted by employers. Students enrolling in subjects and then finding the demands of their employment too much have to have special permission to withdraw from a subject if it is not to be recorded as a failure. The granting of this permission is not automatic. Where students feel that their time does not permit a full subject load for a year then it may be advisable to limit to a small number of subjects.

Students requiring advice should seek help from members of the Faculty or the Senior Student Counsellor, Mr. P. M. Whyte. Inquiries about enrolment procedures should be directed to the Sub-Dean, Mr. D. J. McKee.
Some candidates are not able to enter the Faculty of Economics and Commerce because they have not obtained a pass at the Higher School Certificate Examination in Mathematics at least at the second level short course standard. In some cases it is still possible to obtain entry to the Faculty despite this lack. The basis of selection for this concession is the general standard of performance in the Higher School Certificate Examination. Candidates seeking entry to the Faculty under this arrangement should consult initially the Dean or Sub-Dean of the Faculty; an appointment can be arranged through the Graduate Assistant, Mrs. E. M. Sheehan.

THE DEGREE OF BACHELOR OF COMMERCE

Candidates for the degree of Bachelor of Commerce (both pass and honours) may elect to specialize in Accounting or Economics. For each specialization there will be one stream which specializes in that particular field, as well as an alternative stream, namely in Joint Studies. This Joint Studies stream permits students to combine subjects from both the Departments of Economics and Commerce more readily than is possible in the more specialized Economics and Accounting streams. Furthermore, the choice of specialization, whilst normally made at the end of Year I in the full-time course or Stage II in the part-time course in either of the Accounting or Economics streams, may be delayed until Year III full-time or Stages IV and V part-time in the alternative stream. The Joint Studies stream will permit entry into a final honours year in either Accounting or Economics, as in the case of the other two more specialized streams.

The number of hours of lectures and tutorials required in a subject is not an indication of the degree of effort called for in attempting it as the nature of some subjects calls for a greater amount of class work and preparation than others. Hence the choice of stream and specialization should be based upon the student’s interests and the activities to be engaged in after graduation, although it would be advisable for students to consult the staff of the Faculty before making a decision.

All candidates who have the opportunity should consider proceeding to the honours degree. Apart from the more advanced study of the subject the honours student has more training in independent investigation. Honours degrees provide the best basis for postgraduate work and have recognised advantages for subsequent employment as well as for research activity. Application for admission as candidate for the honours degree shall be made at the commencement of Year II or Stage III in the Economics and Accounting streams and at the commencement of Years II or III or Stages III or IV in the Joint Studies stream. A credit pass at the first year examinations is not essential for entry into honours. Students having only passes recorded in the first year should consult the Head of the Department concerned or the members of staff responsible for the first or second year work. Students would be advised to attempt Mathematics I where they anticipate proceeding to an honours degree in Economics. A foreign language may be advantageous for students who anticipate proceeding to postgraduate work.

In the appendix to the requirements for the award of the B.Com. degree the full range of subjects possible within the three streams is shown.
REQUIREMENTS FOR THE DEGREE OF BACHELOR OF COMMERCE

1. In the Requirements, unless the contrary intention appears, "the Faculty" means the Faculty of Economics and Commerce and "the Faculty Board" means the Faculty Board of the Faculty of Economics and Commerce.

2. The degree of Bachelor of Commerce may be conferred as an ordinary degree or as an honours degree.

3. An applicant for registration as a candidate for the degree shall have passed in Mathematics at the New South Wales Higher School Certificate Examination at at least the second level short course standard or shall hold another qualification deemed by the Faculty Board to satisfy the requirements for entry into the Faculty.

4. A candidate enrolling in the Faculty for the first time shall report in person to the Dean, or his nominee, to have his enrolment for that year approved.

5. (a) The Annual Examinations shall normally be held at the end of third term.

(b) A candidate may be granted a Special Examination in accordance with the provisions of By-law 5.9.3., sections 5, 6 and 7.

6. The results of successful candidates at Annual and Special Examinations shall be classified: Pass, Credit, Distinction, High Distinction.

7. (a) A candidate may withdraw from a subject only by notifying the Secretary of the University in writing of his withdrawal within seven days of the date of withdrawal.

(b) A candidate who withdraws after the second Friday in Second Term from a subject in which he has enrolled shall be deemed to have failed in that subject. However, such a candidate may apply to the Dean who, after consultation with the Head of the Department concerned, may allow him to withdraw without penalty.

8. A graduate or an undergraduate of another University, University College or other Faculty of the University may be granted advanced standing in recognition of any subject passed in such other University, University College or Faculty, on conditions to be determined by the Faculty Board.

9. (a) To complete a subject qualifying towards the degree, hereinafter called a subject, a candidate shall attend such lectures, tutorials, seminars, laboratory classes and field work and submit such written work as the Department concerned shall require.

(b) To pass a subject a candidate shall satisfy the requirements of the previous clause and pass such examinations as the Faculty Board concerned shall require.

(c) Except with the permission of the Faculty Board a subject shall qualify towards a degree for no more than eight years from the year in which it was passed.

10. (a) Candidates for the ordinary degree shall pass the prescribed qualifying subjects listed in one of three streams:

(i) Economics

(ii) Accounting

(iii) Joint Studies.

(b) The full-time and part-time courses in the three streams are shown in the Appendix to these Requirements.

(c) Candidates who have passed the appropriate prescribed qualifying subjects shall be deemed to have completed the requirements for an Economics or Accounting specialization.

(d) The minimum time for a course qualifying for an ordinary degree is three years except in those cases where candidates are granted advanced standing.

11. (a) Candidates for an honours degree shall pass the prescribed qualifying subjects in not more than five years in the case of the full-time courses and not more than eight years in the case of the part-time courses from the date of first enrolment in the Faculty. The Faculty Board may vary these provisions.

(b) Honours shall be awarded in the following specializations:

(i) Economics,

(ii) Accounting.

(c) There shall be three classes of Honours; namely—Class I, Class II, and Class III. Class II shall have two divisions; namely—Division I and Division II.

12. (a) Candidates for an honours degree shall pass the qualifying subjects listed in the Appendix to the Requirements.

(b) Applicants for admission as candidates for honours shall apply to the Head of the Department concerned at the commencement of Year II or Stage III in the Economics or Accounting Streams except that the Faculty Board, on the recommendation of the Head of the Department concerned, may admit a candidate at some later year or stage in the degree programme.

(c) Applicants for admission as candidates for honours who are enrolled in the Joint Studies stream shall apply to the Head of the Department concerned at the commencement of Year II or Stage III or Stages III or IV except that the Faculty Board, on the recommendation of the Head of the Department concerned, may admit a candidate to Year IV or some later stage in the degree programme.

(d) Candidates for honours must pass all the prescribed subjects prior to entering Economics IV or Accounting IV at a standard prescribed by the Faculty Board on the recommendation of the Head of the Department concerned.

13. The candidate who in Year IV, or Stage VI taken wholly in one year, of an Honours specialization listed in II (b) most distinguishes himself shall, if he has obtained First Class Honours and has shown outstanding merit, receive a University Medal.

14. The Faculty Board may permit a candidate to transfer from one stream to another and one specialization to another on such conditions as it may determine.
15. (a) The Faculty Board shall publish a Schedule of the subjects offered in the Faculty and a Schedule on the rules relating to the selection of individual subjects.
(b) All subjects listed by the Faculty Board may not necessarily be offered in any one year.

16. (a) Subjects listed as Economics Options shall be approved by the Faculty Board.
(b) Subjects listed as Accounting Options shall be approved by the Faculty Board.
(c) An Arts or Science subject listed as approved is a subject offered in the Faculty of Arts or the Faculty of Science and approved by the Faculty Board.
(d) A candidate may substitute with the approval of the Head of the Department of Commerce, another subject for Management Studies II in the Accounting Stream.

17. In order to provide for exceptional circumstances arising in particular cases, the Senate, on the recommendation of the Faculty Board, may relax any requirement.

<table>
<thead>
<tr>
<th>APPENDIX</th>
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<tbody>
<tr>
<td>ORDINARY DEGREE</td>
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<tr>
<td>FULL-TIME DEGREE COURSE</td>
</tr>
<tr>
<td>COMMON FIRST YEAR</td>
</tr>
</tbody>
</table>

**YEAR I**

- **Economics I**
- **Accounting I**
- Two of: (i) Applied Economics (ii) Legal Studies I (iii) Approved Arts or Science Subject

**PART-TIME DEGREE COURSE**

- COMMON FIRST STAGES

**STAGE I**

- **Economics I**
  - One of: (i) Applied Economics (ii) Legal Studies I (iii) Approved Arts or Science Subject

**STAGE II**

- **Accounting I**
  - One of: (i) Legal Studies I (ii) Approved Arts or Science Subject, if not taken in Stage I
  - Commerce Statistics or Statistical Analysis I
FULL-TIME DEGREE COURSE

ECONOMICS

YEAR II

Macroeconomics
Monetary Economics
Commerce Statistics or Statistical Analysis I
Economics Option I
Economics Option II

YEAR III

Fluctuations and Growth
Public Economics
International Economics
Seminars in Economic Theory and Problems
Economics Option III

ACCOUNTING

YEAR II

Accounting II A
Accounting II B
Macroeconomics
Commerce Statistics or Statistical Analysis I
Legal Studies II

YEAR III

Accounting II A or II B
Management Studies I
Management Studies II
Public Economics
One of: (i) International Economics
(ii) Monetary Economics

JOINT STUDIES

YEAR II

Macroeconomics
Accounting II B
Monetary Economics
Commerce Statistics or Statistical Analysis I
Industry Economics

YEAR III

Accounting II B
Public Economics
Either Economics Option I
Economics Option II
Economics Option III
Or Accounting Option I
Accounting Option II
Accounting Option III

PART-TIME DEGREE COURSE

ECONOMICS

STAGE III

Macroeconomics
Monetary Economics
Economics Option I

STAGE IV

International Economics
Economics Option II
Seminars in Economy Theory and Problems
or Economics Option III

STAGE V

Public Economics
Fluctuations and Growth
Economics Option III or Seminars in Economic Theory and
Problems, whichever not taken in Stage IV

ACCOUNTING

STAGE III

Accounting II A or II B
Macroeconomics
Legal Studies II

STAGE IV

Accounting II B or II A
whichever not taken in Stage III
Management Studies I
One of: International Economics
Monetary Economics

STAGE V

Accounting II A or II B
Management Studies II
Public Economics

JOINT STUDIES

STAGE III

Macroeconomics
Accounting II B
Monetary Economics

STAGE IV

Industry Economics
Either Economics Option I or Accounting Option I
Economics Option II or Accounting Option II

STAGE V

Accounting IIB
Public Economics
Either Economics Option III or Accounting Option III
being the same subject option as in Stage IV.
HONOURS DEGREE

FULL-TIME DEGREE COURSE

ECONOMICS

YEAR II
As for Year II Economics Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Economics, may prescribe.

YEAR III
As for Year III Economics Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Economics, may prescribe.

YEAR IV
Economics IV.

ACCOUNTING

YEAR II
As for Year II Accounting Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Commerce, may prescribe.

YEAR III
As for Year III Accounting Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Commerce, may prescribe.

YEAR IV
Accounting IV

JOINT STUDIES

YEAR II
As for Joint Studies Year II Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

YEAR III
As for Joint Studies Year III Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

YEAR IV
Either Economics IV or Accounting IV.

PART-TIME DEGREE COURSE

ECONOMICS

STAGE III
As for Economics Stage III Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Economics, may prescribe.

STAGE IV
As for Economics Stage IV Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Economics, may prescribe.

STAGE V
As for Economics Stage V Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Economics, may prescribe.

STAGE VI
Economics IV, which may be taken over two successive years.

ACCOUNTING

STAGE III
As for Accounting Stage III Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Commerce, may prescribe.

STAGE IV
As for Accounting Stage IV Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Commerce, may prescribe.

STAGE V
As for Accounting Stage V Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department of Commerce, may prescribe.

STAGE VI
Accounting IV, which may be taken over two successive years.

JOINT STUDIES

STAGE III
As for Joint Studies Stage III Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

STAGE IV
As for Joint Studies Stage IV Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

STAGE V
As for Joint Studies Stage V Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

STAGE VI
Either Economics IV
or Accounting IV,
the chosen subject may be taken over two successive years.
NOTES TO THE REQUIREMENTS FOR THE BACHELOR OF COMMERCE DEGREE

1. PRE-REQUISITE REQUIREMENTS

A. Special Requirements

Pre-requisite Subject
(i) Accounting I
(ii) Accounting II
(iii) Economics I
(iv) Accounting II A
(v) Accounting II B
(vi) Commerce Statistics
(vii) Macroeconomics
(viii) Statistical Analysis I
(ix) Statistical Analysis II

B. Candidates wishing to take Mathematical Economics must have their entry approved by the Head of the Department of Economics.

2. ECONOMICS OPTIONS

A. Economics Stream

ECONOMICS OPTION I:
One of—Industry Economics OR Labour Economics

ECONOMICS OPTION II:
One of—(i) Industry Economics OR Labour Economics (whichever not taken in Economics Option I)
(ii) Accounting II A
(iii) Approved Arts subject

ECONOMICS OPTION III:
One of—(i) Industry Economics OR Labour Economics (if not previously taken)
(ii) Econometrics
(iii) Statistical Analysis II
(iv) Mathematical Economics
(v) Computer Applications & Systems
(vi) History of Economic Thought
(vii) Approved Arts subject taken at Part II or Part III

B. Joint Studies Stream

ECONOMICS OPTIONS I, II AND III:
International Economics, and two subjects approved by the Head of the Department of Economics from the following list—
(i) Labour Economics
(ii) Fluctuations and Growth
(iii) Seminars in Economic Theory and Problems
(iv) Management Studies I or II OR Computer Applications and Systems

3. ACCOUNTING OPTIONS

Joint Studies Stream

ACCOUNTING OPTIONS I, II AND III:

Group A: Accounting IIA
Management Studies I
Management Studies II
Legal Studies II
Industrial and Administrative Law

Group B: Legal Studies I (if not previously taken)
Labour Economics
Computer Applications and Systems
Approved Arts or Science unit (see Note (b) below)

Notes:
(a) At least two of the optional subjects must be chosen from Group A.
(b) If two approved Arts/Science units are included in the degree, the second must complete or be part of a recognised sequence in an Arts or Science degree in this University.

4. APPROVED ARTS/SCIENCE SUBJECTS

Provision is made in the degree requirements for students to attempt approved Arts or Science subjects. Such subjects are those offered in the Faculty of Arts or Science in 1968 provided the candidate complies with the requirements of the Faculties concerned in relation to entry to the subject.

A list of the approved subject areas is shown below:

Applied Mathematics
Chemistry
Education
Engineering
English
French
Geography
Geology
German
Greek
History
Latin
Mathematics
Philosophy
Physics
Psychology
Sanskrit

An outline of the contents of the appropriate subjects may be obtained from the handbooks of the Faculties of Arts and Science.
A COURSE IN PROFESSIONAL ACCOUNTING STUDIES

Revision of the Bachelor of Commerce degree in Accounting (pass and honours) has been undertaken on the premise that graduates who wish to enter the accounting profession may, subsequent to graduation, complete the study of certain material of a specialized nature.

A one year part-time course entitled “Professional Accounting Studies” will be introduced on a continuing basis at the same time as the revised Bachelor of Commerce Degree. It should be noted that special transitional arrangements will apply during the 1968 academic year. (See “Professional Studies (Transitional)” para. 6, Transition Arrangements to new Bachelor of Commerce Degree Requirements, page 57.

The syllabi of the subjects in the course “Professional Accounting Studies” are set out on page 98.

It is intended that the teaching in this course will be specifically directed to the requirements of those wishing to qualify for entry to the professional accounting associations. It is anticipated that Professional Accounting Studies will involve class work of 6-8 hours per week for a year.

6. TRANSITIONAL ARRANGEMENTS FOR THE NEW BACHELOR OF COMMERCE DEGREE

As from 1968 a new course for the Bachelor of Commerce degree will be offered. All students presently enrolled in the Faculty will be transferred to the new degree requirements. Details of the transitional arrangements are as follows:

1. Undergraduates, other than those in Year I full-time and Stage I part-time of the existing degree requirements, shall be transferred to the new degree as the undergraduate was enrolled in for the existing degree.

2. Undergraduates, other than those in Year I full-time or Stage I part-time of the existing degree requirements may transfer to the Joint Studies Stream of the new degree requirements on terms and conditions laid down by the Faculty Board of the Faculty of Economics and Commerce.

3. The subjects passed in the old degree requirements are equated with subjects in the new degree for the purposes of advanced standing as follows:

SUBJECTS CREDITED TOWARDS THE OLD DEGREE

<table>
<thead>
<tr>
<th>Common Subjects</th>
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<tbody>
<tr>
<td>Accounting I</td>
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<tr>
<td>Economics I</td>
</tr>
<tr>
<td>Logic &amp; Scientific Method</td>
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SUBJECTS FOR WHICH ADVANCED STANDING GRANTED IN THE NEW DEGREE

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<tr>
<th>Common Subjects</th>
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<tbody>
<tr>
<td>Accounting I</td>
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<tr>
<td>Economics I</td>
</tr>
<tr>
<td>Applied Economics OR</td>
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<tr>
<td>Arts or Science Subject Requirement</td>
</tr>
<tr>
<td>Legal Studies I</td>
</tr>
<tr>
<td>Arts or Science Subject Requirement</td>
</tr>
<tr>
<td>Commerce Statistics</td>
</tr>
<tr>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Public Economics AND</td>
</tr>
<tr>
<td>International Economics</td>
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</tbody>
</table>

Economics Specialization

Money, Credit & Financial Institutions
Fluctuations and Growth
General Option

Economics Options I, II, and III

Accounting Specialization

Accounting III
Accounting IV
Commercial Law II
Business Finance
General Option
Auditing
Taxation

SUBJECTS FOR WHICH ADVANCED STANDING GRANTED IN THE NEW DEGREE

<table>
<thead>
<tr>
<th>Common Subjects</th>
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<tbody>
<tr>
<td>Accounting I</td>
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<tr>
<td>Economics I</td>
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<tr>
<td>Applied Economics OR</td>
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<tr>
<td>Arts or Science Subject Requirement</td>
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<tr>
<td>Legal Studies I</td>
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<tr>
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</tr>
<tr>
<td>Public Economics AND</td>
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<tr>
<td>International Economics</td>
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</tbody>
</table>

Economics Stream

Monetary Economics
Fluctuations and Growth
One of Economics Option I, II or III OR Seminars in Economic Theory and Problems
Economics Options I, II and III OR Seminars in Economic Theory and Problems in lieu of one Economics Option if not otherwise counted

Accounting Stream

Accounting IIA
Accounting IIB
Legal Studies II
Management Studies I
Management Studies II
Professional Studies (Transitional) Pt. I
Professional Studies (Transitional) Pt. II

4. Candidates in the existing Accounting specialization who have passed Accounting II will be required additionally to pass or be granted advanced standing for only Accounting IIA and IIB, to fulfil those requirements for the new degree covered by the subjects Accounting IIA, IIB and IIA or IIB. This provision will apply only until the end of the 1972 academic year.

5. Candidates in the existing Economics specialization for the ordinary degree who were enrolled in 1967 for the thesis but failed to satisfy the examiners will be required to take a subject chosen from the list of Economics Options or the Seminars in Economic Theory and Problems.

6. (a) During the 1968 academic year a candidate may take a subject “Professional Studies (Transitional)” in place of the subject listed in the new requirements as Management Studies II.

(b) “Professional Studies (Transitional)” will comprise two parts: (i) Auditing and Internal Control; (ii) Taxation.

(c) Advanced standing may be granted by the Faculty Board in one or other of these parts.

(d) A candidate who has passed the subjects Auditing and Internal Control, and Taxation in the existing degree requirements but who has not passed the General Option may not substitute Professional Studies (Transitional) for Management Studies II.

7. A candidate who has passed Economics II may not enrol in Applied Economics and shall normally be required to take an alternative subject approved by the Faculty Board.
8. MISCELLANEOUS

Attention is drawn to the following transitional arrangements which are of particular interest to students specializing in accounting:

1. Where a student is granted advanced standing in, and is thus not required to take, Management Studies II, he may be permitted to enrol as a non-degree student in Professional Studies (Transitional) or part thereof in 1968 without payment of an additional fee.

2. A student may, in 1968 only, be permitted to enrol as a non-degree student without the payment of an additional fee in any subject which corresponds to or includes subject matter which that student would have had the opportunity to study in 1968 under the existing degree requirements.

3. Immediately subsequent to his completing the degree requirements introduced in 1968, a student who was enrolled in the Bachelor of Commerce degree specializing in Accounting (Accounting stream) on 31st March, 1968, and who had passed the previously prescribed subject Accounting II but who had not passed Auditing and Internal Control and/or Taxation, shall be permitted to enrol once, should he so desire, in the appropriate subject or subjects in the post-graduate course without payment of the relevant subject fees, provided such enrolment is undertaken prior to 31st March, 1972.

SUBJECT OUTLINES AND READING LISTS

(A) DEPARTMENT OF ECONOMICS

MICROECONOMICS

This subject deals with the theory of value and distribution. The course begins with a brief introductory account of the major problems of economics and the methods of economic analysis. It then reviews the theory of individual and market demand. After an analysis of the production function and costs of production, it examines the theory of firms' price and output policies in different market situations, paying attention to the results of both theoretical and empirical studies. The final section is concerned with the analysis of pricing and employment of factor services.

READING LIST

Preliminary Reading (Intended mainly for students who have not studied Economics before).

P. A. Samuelson—Economics (Seventh Edition) (McGraw-Hill), Parts 1, 3 and 4.

R. Dorfman—Prices and Markets (Prentice-Hall).

Books Recommended for Purchase At least one of the following:


J. S. Bain—Price Theory (John Wiley & Sons).


More Advanced Texts

R. A. Bilas—Microeconomic Theory—A Graphical Analysis.

M. Friedman—Price Theory—A Provisional Text (Aldine Press).

W. Ryan—Price Theory (Macmillan).


ELEMENTARY ECONOMIC STATISTICS

This is an introductory course beginning with an examination of the place of, and need for, statistics in a modern society and the collection, classification and presentation of statistical data. Methods of describing statistical data, including measures of central tendency and measures of dispersion, are then dealt with.
Other topics covered are simple linear regression and correlation, the analysis of time series, including trend and seasonal variation, and the computation of index numbers. There is also an introduction to the theory of probability and to sampling and sampling errors.

READING LIST
M. J. Moroney—Facts from Figures (Pelican).

APPLIED ECONOMICS

The first section of the course studies the Australian National Income and its components. Other sections are designed to apply some of the theoretical principles of microeconomics to current economic problems in Australia. Special emphasis will be placed on the industrial structure and the labour sector.

READING LIST
P. Karmel and M. Brunt—The Structure of the Australian Economy (Cheshire).
A. Rees—The Economics of Trade Unions (Nisbet and Cambridge U.P.).

MACROECONOMICS

The course deals with the determination and measurement of the levels of income, employment and economic activity. Models of closed systems are introduced and the connections between the major aggregate economic variables are outlined. This part includes consideration of the factors bearing on two major components of aggregate demand: consumption and investment, as well as those influencing aggregate supply. The external sector and the government sector are incorporated later in the lectures. The emphasis is on short-run models of aggregate economic behaviour.

Techniques of measuring various significant aggregates are discussed in the section on National Income Accounting.

READING LIST
Text Books
M. G. Mueller—Readings in Macroeconomics.
J. M. Keynes—General Theory of Employment, Interest and Money (Macmillan).

Recommended Reading
A. H. Hansen—Monetary Theory and Fiscal Policy.
J. Duesenberry—Business Cycles and Economic Growth.
T. Wilson—Inflation.

MONEY, CREDIT AND FINANCIAL INSTITUTIONS

This course is aimed at a technical appreciation of the mechanisms and significance of financial and banking institutions and governmental monetary policies in Australia, the U.S.A. and the U.K.

The analysis falls into three parts. The first concerns the financial and banking institutions of the three selected economies emphasising institutional differences and their effect upon monetary techniques. The main international financial institutions, I.M.F., I.B.R.D. and B.I.S. are also reviewed.

The second part deals with the theory of money and monetary macroeconomics. It considers such topics as the demand for money, interest rates and quantity of money in their Classical, Keynesian and post-Keynesian treatment.

The third part deals with monetary policy in theory with specific references to the post-war experience of Australia, the U.S.A. and U.K. Problems of the international payments system are briefly reviewed in their relation to the I.M.F.

READING LIST
J. Aschheim—Techniques of Monetary Control (John Hopkins).

LABOUR ECONOMICS

The course serves as an introduction to the wider field of industrial relations, with emphasis on those aspects where economic studies may be most profitably applied. The following topics are dealt with: theories of organised labour; the history of trade unionism in Australia; the goals and methods of trade unions—an international comparative study; the structure of the modern corporation and its implications for industrial relations; the distributions of the national product—theories of the determination of general wage and profit shares; the determination of individual wages; wage determination in Australian arbitration; alternate systems of industrial dispute settlement; the strike pattern in Australia.
INDUSTRY ECONOMICS

This course, to be offered for the first time in 1968, will study some aspects of the structure, conduct and performance of Australian industry, and selected industries abroad. The control of industry, including legislation on monopolies and restrictive practices will be discussed. The course will have both a theoretical and an applied content.

READING LIST

To be announced at the beginning of the 1968 academic year.

COMMERCE STATISTICS

The course is basically concerned with the application of sampling theory to economic and business problems. The theoretical content includes an introduction to the algebra of sets and probability theory; a study of discrete and continuous probability distributions; statistical inference—estimation and tests of hypotheses; statistical decision making—continuous decision problems, the control chart and acceptance sampling; correlation and regression—linear analysis, introduction to multiple and curvilinear analysis; the design of experiment—analysis of variance and co-variance; sampling procedures—stratification, clustering and staging; non-parametric statistics; design and administration of sample surveys—response errors and problems of non-response.

READING LIST


M. J. Moroney—Facts from Figures (Pelican).

ECONOMETRICS

A knowledge of elementary calculus and of statistics covering at least those topics in the Commerce Statistics course is a prerequisite for reading Econometrics. The content includes elementary matrix algebra, the two variable linear model and extensions of it, errors in variables, autocorrelation, an introduction to the theory of games and simple linear programming.
INTERNATIONAL ECONOMICS

This course begins with a study of the theories of international trade in its non-monetary aspect. From the traditional analysis the theory is extended to examine such modern problems as the effect of economic growth on trade in advanced countries, and the role of international trade in the development of less developed countries. The theory of restrictions on trade is discussed with particular emphasis on the role of tariffs and tariff policy and on customs unions and common market arrangements. This is followed by analysis of balance of payments problems and of various policies of adjustment, such as internal deflation, devaluation and direct controls. The course then considers certain theoretical aspects of international capital movements and assesses the implications of Australia's capital inflow. It goes on to examine the present international payments system and various reform proposals. The final section reviews Australia's changing pattern of foreign trade and payments and assesses relevant economic policies.

READING LIST
P. T. Elsworth—*The International Economy* (Collier-Macmillan paperback).
L. B. Yeager—*International Monetary Relations* (Harper).
C. P. Kindleberger—*Foreign Trade and the National Economy* (Yale paperback).

HISTORY OF ECONOMIC THOUGHT

The course is designed to provide historical perspective for advanced students on the subject matter of their earlier courses in economic analysis. In historical sequence, the following contributions are examined: Greek economic analysis; the early and later Scholastics; Mercantilism; Physiocracy; Adam Smith; David Ricardo and the Ricardians; the anti-Ricardian tradition; W. S. Jevons and marginal utility theorists; Leon Walras and the concept of general equilibrium; the Austrian school—Menger, von Wieser, Bohm-Bawerk; Alfred Marshall; Knut Wicksell's American contributions; the development of trade cycle theory.

READING LIST

Preliminary Reading
E. Roll—*A History of Economic Thought* (Faber).

Recommended Reading

FLUCTUATIONS AND GROWTH

This course analyses the problem of economic fluctuations and growth. The various tools and concepts employed in such analysis are first treated; and this is followed by an examination of the theories of Harrod, Hicks, Duesenberry, amongst others. Particular emphasis is given to the application of these theories to the problem of a growing economy. The course ends with an examination of economic development in selected countries in the Pacific area, Asia, the Middle East and Europe.

READING LIST
R. C. O. Matthews—*The Trade Cycle* (Nisbet).

SEMINARS IN ECONOMIC THEORY AND PROBLEMS

Weekly seminars are held at which students present papers on specified topics of current controversy in economic theory and policy. The topics to be covered in 1968 and the reading list will be announced at the beginning of the academic year.

ADVANCED ECONOMIC ANALYSIS

This subject comprises four units of two hours per week over the academic year. For 1968 these units comprise Welfare Economics, Industry Economics, Economic Development and History of Economic Thought.

(A) Welfare Economics

This course begins with a discussion of the concept of welfare in general and economic welfare in particular, and then introduces the problems associated with the necessary and sufficient conditions for policy changes, valuation of national income, and assessment of the desirability of competition. Classical and Neo-Classical theories are examined, and compared with the “New Welfare Economics”.

In the second half of the year more recent theories and discoveries are discussed and analysed.

READING LIST

Preliminary Reading
I. M. D. Little—*A Critique of Welfare Economics*.
E. Mishan—*Welfare Economics*.
De V. Graaf—*Theoretical Welfare Economics*.
A. Pigou—*The Economics of Welfare*.

(B) Industry Economics

The first part of the course begins with a discussion of decision-making within the firm. Recent developments in the theory of the
firm, particularly in oligopoly theory, are examined in detail. The second part examines some aspects of industrial structure, the significance of concentration ratios, the effect of monopolies and restrictive practices. In the third part attention is directed to some aspects of innovation and technical progress, and the effects of trade and overseas investment upon the industrial structure.

READING LIST

G. B. Richardson—*Information and Investment*.
R. Marris—*Economic Theory of Managerial Capitalism*.
E. Penrose—*The Theory of the Growth of the Firm*.
R. Evely and I. M. D. Little—*Concentration in British Industry*.
American Economic Association—*Readings in Industrial Organisation and Public Policy*.
W. E. G. Salter—*Productivity and Technical Change*.

(C) Economic Development

This course is an extension of the third year work in Fluctuations and Growth. The work involves an analysis of more advanced theories of economic growth and their applications. Comparative work on development under different political systems will be incorporated in the empirical aspects of the study.

READING LIST

C. Furtado—*Development and Underdevelopment* (California University, 1964).

COMPUTER APPLICATIONS

This course is aimed at developing an understanding of how computers are used, rather than the more technical aspects of operation and programming. The first part of the course will, however, deal with computer operations; data representation and storage, programming, processing, etc., and design and analysis of systems. In third term students may choose between two streams. In the first, general and specific applications will be discussed. In the second, the use of computers in problem solving and research will be dealt with.

The subject will involve two hours of lectures per week with additional tutorial or "laboratory" periods on a business computer.

TEXTBOOK (recommended for purchase).
A. Lytel—*Fundamentals of Data Processing*.

SUPPLEMENTARY READING

E. M. Amad—*Business Data Processing*.
Arnold, Hill & Nichols—*Introduction to Data Processing*.
B. V. Bowden—*Faster Than Thought*.
Burton & Mills—*Electronic Computers and Their Business Application*.
N. Chapin—*An Introduction to Automatic Computers*.
D. Charofas—*Programming Systems for Electronic Computers*.
A. B. Frielink—*Economics of Automatic Data Processing*.
J. F. Davison—*Programming for Digital Computers*.
Laden & Gildersleeve—*System Design for Computer Applications*.
McCarthy, McCarthy & Humes—*Integrated Data Processing Systems*.
Sprowls—*Computers—A Programming Problem Approach*.
Systems and Procedures Association—*Business Systems*. 
Note—Essential books which students should possess are marked with an asterisk.

ACCOUNTING I

A theoretical analysis of the accounting function in the social structure; accounting as an information system including the classification, recording and verification of financial data with emphasis on control techniques; automatic processing of accounting data and the computer; analysis and interpretation of financial statements; management uses of accounting information; various budgetary controls; an introduction to business finance; a brief survey of the law and practice of the taxation of income derived from Australian sources.

Reading Guide

Anthony, R. N.—Management Accounting Principles (Irwin).
Chambers, R. J.—Accounting and Action (Law Book Co.)
*Goldberg, L. (Ed.)—Fitzgerald's Accounting (Butterworths).
Gole, V. L.—Fitzgerald's Analysis and Interpretation of Financial and Operating Statements (Butterworths).
McRae, T. W.—Impact of Computers on Accounting (Wiley).
Matthews, R. L.—Accounting for Economists (Cheshire).
*Accountancy Exercises—First Year (Revised Edition) (University of Melbourne).

ACCOUNTING IIA

Theory and practice of company accounting; accounting for the formation, reconstruction, amalgamation, take-over, official management, receivership and liquidation of companies; the preparation of holding company and group financial statements; the valuation of shares and goodwill; adjustments for changes in the purchasing power of the unit of measurement; accounting for executorship, hire purchase and instalment-purchase, and lease agreements. Concepts and basic principles of auditing and internal control; the law and practice of income taxation as applicable to companies.
Note—Essential books which students should possess are marked with an asterisk.

Reading Guide

American Institute of C.P.A.'s—Accounting Research Studies.
Baxter, W. T. & Davidson, S. (Eds.)—Studies in Accounting Theory (Sweet & Maxwell).
*Goldberg, L. (Ed.)—Fitzgerald’s Accounting (Butterworths).
Goldberg, L.—Concepts of Depreciation (Law Book Co.).
Gole, V. L.—Fitzgerald’s Analysis and Interpretation of Financial and Operating Statements (Butterworths).
*Accountancy Exercises—Advanced (Revised Edition) (University of Melbourne).
Statements on Accounting Principles and Recommendations on Accounting Practice (Institute of Chartered Accountants in Australia).

ACCOUNTING IIIB

Theory and practice of accounting for management control and product costing; the accounting for materials, labour and overhead in the cost accounting cycle; the use of budgets, standards and variance analysis; evaluation of performance; traditional and modern concepts of “cost”; inventory costing and income determination; variable costing; differential costs; distribution cost analysis; capital investment appraisal.

Reading Guide


OR


Note—Essential books which students should possess are marked with an asterisk.

Brummet, R. L.—Overhead Costing (University of Michigan).
*Burke, W. L. & Smyth, E. B.—Accounting for Management (Law Book Co.).
Dearden, J.—Cost and Budget Analysis (Prentice-Hall).
Gillespie, C.—Standard and Direct Costing (Prentice-Hall).
Heckert, J. B. & Willson, J. D.—Controllership—The Work of the Accounting Executive (Ronald).
Heiser, H. C.—Budgeting Principles and Practice (Ronald).

OR

Matz, A., Curry, O. J. & Frank, G. W.—Cost Accounting (South Western).
Moore, C. L. & Jaedicke, R. K.—Managerial Accounting (South Western).
*Shillinglaw, G.—Cost Accounting—Analysis and Control (Irwin).
Thomas, W. E. (Ed.)—Readings in Cost Accounting, Budgeting and Control (South Western).
ACCOUNTING IIIA

Selected contemporary problems in the theory and practice of financial accounting, company financial reporting and public practice including a study of current approaches to the formulation of accounting theory; governmental and institutional accounting.

Reading Guide
American Accounting Association—A Statement of Basic Accounting Theory.
American Institute of C.P.A.'s—Accounting Research and Terminology Bulletins (Final Edition).
American Institute of C.P.A.'s—Accounting Research Studies.
Baxter, W. T. & Davidson, S. (Eds.)—Studies in Accounting Theory (Sweet & Maxwell).
Campbell, W. J.—Australian State Public Finance (Law Book Co.).
Dickerson, R. W. V.—Accountants and the Law of Negligence (Canadian Institute of Chartered Accountants).
Hendriksen, E. S.—Accounting Theory (Irwin).
Gilman, S.—Accounting Concepts of Profit (Ronald).
Littleton, A. C.—Structure of Accounting Theory (American Accounting Association).
Mathews, R. L. & Grant, J. McB.—Inflation and Company Finance (Law Book Co.).
Mattessich, R.—Accounting and Analytical Methods (Irwin).
Murphy, M. E.—Advanced Public Accounting Practice (Irwin).

Note—Essential books which students should possess are marked with an asterisk.

ACCOUNTING IIIB

Selected contemporary problems in the theory and practice of managerial accounting, e.g., standard costing and variance analysis, variable costing and responsibility accounting, cost-volume-profit analysis, and cost aspects in pricing; the planning and installation of accounting systems with particular emphasis on the use of electronic computers.

Reading Guide
McFarland, W. B.—Concepts for Management Accounting (National Association of Accts.)
McRae, T. W.—The Impact of Computers on Accounting (Wiley & Sons).
Solomons, D.—Studies in Costing (Sweet & Maxwell).
Note—Essential books which students should possess are marked with an asterisk.

Weber, C.—The Evolution of Direct Costing (Centre for Education and Research in Accounting).
American Management Association—Monographs.
Australian Society of Accountants—A.I.C.A. Bulletins.
National Association of Accountants—Research Reports.

MANAGEMENT STUDIES I

Business finance, including the management of assets, the deployment and control of funds and disposition of earnings; methods of finance and problems of raising capital; financial expansion and reorganisation; cost of capital; reserve and dividend policies; financial policy in regard to leasing, factoring and hire-purchase; capital expenditure analysis. Quantitative analysis and the use of statistical methods and operations research in managerial accounting. Principles and techniques of security analysis.

Reading Guide

Ball, R. E.—Readings in Investments (Allyn & Bacon).
Bennett, J. W., Grant, J. McB. & Parker, R. H.—Topics in Business Finance and Accounting (Cheshire).
Friedland, S.—The Economics of Corporate Capital (Prentice-Hall).
Gordon, M. J.—The Investment, Financing and Valuation of the Corporation (Irwin).

MANAGEMENT STUDIES II

Organisation Theory: the development of scientific management; sociological factors affecting organisational behaviour; the planning and design of organisational systems; information and communication systems within organisations; the analysis of organisational structures and goals.

Management and Decision Theory: functions and role of the manager; criteria for measuring managerial performance; management planning and control; decision theory; contemporary problems in management theory.

Production Planning and Control: studies in production organisation including product selection and change; standardisation; production forecasting; planning and control; inventory control systems; maintenance organisation; distribution and warehousing; compensation of labour and personal evaluation.

Reading Guide

Drucker, P. F.—Managing for Results (Harper and Row).
Note—Essential books which students should possess are marked with an asterisk.


PROFESSIONAL STUDIES (TRANSITIONAL)

(i) Auditing and Internal Control.

(ii) Taxation and Estate Planning.

(To be offered as undergraduate course in 1968 only. See para 6, Appendix to Transitional Arrangements, p. 57, and Postgraduate Course in Professional Accounting Studies, p. 98.

(i) Auditing and Internal Control

Concepts and principles of auditing; audit evidence; investigations; internal control; auditing standards; statistical applications in auditing; the audit of electronically processed accounting data; the law relating to company audits and auditors.

Reading Guide
Irish, R. A.—Auditing (Law Book Co.).
Johnson, J. T. & Brasseaux, J. H.—Readings in Auditing (South Western).
Meigs, W. B.—Principles of Auditing (Irwin).

PROFESSIONAL ACCOUNTING STUDIES

(See paragraph 5 of “Notes to The Requirements for the Bachelor of Commerce Degree”, page 56.

Accounting Systems and Computer Applications:

Computer applications with particular reference to accounting control systems: e.g., the systems concept; information and control systems; decision systems and their relationship to information and control systems; system functions and measurement processes; management and computers; operating systems—case studies.

Auditing and Internal Control:

Concepts and principles of auditing; audit evidence; investigations; internal control; auditing standards; statistical applications in auditing; the audit of electronically processed accounting data; the law relating to company audits and auditors.

Taxation and Estate Planning:

The history of Commonwealth Income Tax; an intensive study of income tax law as it applies to individuals, partnerships, companies, estates and trusts, including the study of selected Board of Review and Court decisions; elements of tax and estate planning; sales tax.
Note—Essential books which students should possess are marked with an asterisk.

ACCOUNTING SEMINAR I *(See below)*

In Year II of the full-time honours degree specializing in Accounting (or equivalent part-time stages) each student is required to undertake research into particular aspects of accounting to be chosen from, for example, valuation problems in accounting, depreciation, direct costing, company financial statements, etc., and to present his findings in the form of a research essay.

Reading Guide

No books are prescribed for this course but each student will be referred to material relevant to his research.

ACCOUNTING SEMINAR II *(See below)*

(Year III of the full-time honours degree specializing in Accounting or equivalent part-time stages.)

The theory of measurement of accounting profit.

Reading Guide


Baxter, W. T. & Davidson, S. (Eds.)—Studies in Accounting Theory (Sweet & Maxwell).


Hansen, P.—The Accounting Concept of Profit (North Holland Publishing Co.).

Hendriksen, E. S.—Accounting Theory (Irwin).


Norris, H.—Accounting Theory (Pitman).

*—Additional work required for honours degree specializing in Accounting.

Note—Essential books which students should possess are marked with an asterisk.


Sands, J. E.—Wealth, Income and Intangibles (University of Toronto Press).


ACCOUNTING IV

(Year IV of the full-time honours degree specializing in Accounting or equivalent part-time stages.)

(1) Analytical studies and supervised independent research in advanced financial and management accounting with emphasis on contemporary accounting theory and problems; e.g., Accounting IIIA or Accounting IIIB (whichever not taken previously), methodology of accounting theory formation, history of accounting thought, international comparisons of accounting methods and theories.

(2) Research essay.

Note: The research essay should normally be submitted by the first day of the third term of the final year.

Reading Guide

American Accounting Association—A Statement of Basic Accounting Theory.

American Institute of Certified Public Accountants—Professional Accounting in 25 Countries.


Bedford, N. M.—Income Determination Theory: An Accounting Framework (Addison-Wesley).


Canning, J. B.—The Economics of Accountancy (Ronald).

Campbell, R. W.—Accounting in Soviet Planning and Management (Harvard University Press).


Chambers, R. J., Goldberg, L. & Mathews, R. L.—The Accounting Frontier (Cheshire).

Chase, S.—The Tyranny of Words (Harcourt Brace).

Deinzer, H. T.—Development of Accounting Thought (Holt, Rinehart & Winston).

Edwards, J. D.—History of Public Accounting in the United States (Michigan State University).
LEGAL STUDIES I

A descriptive, analytical and historical introduction to law and legal institutions, their relationship to other social institutions and disciplines. The sources of law. Principles of constitutional law, with reference to constitutional forms of the United Kingdom, Australia, U.S.A. and Canada. Rights, duties and civil liberties under the law. Structure of the courts and of the legal profession; introduction to legal process; relationship between the legal and accounting disciplines. The nature of law. An introduction to the conventional legal categories, particularly the law of contract.

Reading Guide

Abel-Smith, B. & Stevens, R.—Lawyers and the Courts (Heinemann).
Cross, R.—Precedent in English Law (O.U.P.).
D'Entreves, A. P.—Natural Law (Hutchinson's Univ. Lib.).
Finer, S. E.—Anonymous Empire (Pall Mall).
Fuller, L.—The Morality of Law (Yale U.P.).
Ginsberg, M.—Law and Opinion in England in the Twentieth Century (Stevens).
*Maher, F. K. H., Waller, L. & Derham, D. P.—An Introduction to Law (Law Book Co.).
Williams, G. L.—Learning the Law (Stevens).
Windeyer, W. V.—Lectures in Legal History (Law Book Co.).

LEGAL STUDIES II

Applications of the law of contract; principal and agent; sale of goods; hire purchase; partnership; insurance; bills of sale and other securities; negotiable instruments; commercial arbitration; concept of the trust and laws relating to trustees, executors and administrators; principles of company law with particular reference to the Companies Act (N.S.W.); bankruptcy law and practice.

Reading Guide (Transitional book list for 1968 only).
Bankruptcy Act 1924 (as amended) (Commonwealth Government Printer).
*Companies Act 1961 (N.S.W.) (as amended) (N.S.W. Government Printer).
Note—Essential books which students should possess are marked with an asterisk.

*Gower, L. C. B.—Modern Company Law with supplement by I. I. Kavass (Stevens).

*Hayek, E.—Principles of Bankruptcy in Australia (University of Queensland Press).


Palmer, F. B.—Company Law (Stevens).


Sim, R. S.—Casebook on Company Law, with supplement by H. H. Mason (Butterworths).


INDUSTRIAL AND ADMINISTRATIVE LAW

A study of administrative and industrial law in the context of related disciplines, institutions and affairs. Brief history of industrial law with reference to early conspiracy and trade union laws; the law of industrial arbitration (Federal and State) with reference to the respective constitutional positions; other protections for the employee; workers' compensation law. Contracts relating to employment with reference to restrictive covenants including those related to copyright and patent law. Further study of restrictive trade practices law.

Reading Guide

Benjafield, D. G. & Whitmore H.—Principles of Australian Administrative Law (Law Book Co.).

Citrine, N. A.—Trade Union Law (Stevens).

Foenander, O. de R.—Industrial Conciliation and Arbitration in Australia (Law Book Co.).


O'Dea, J. H.—Industrial Relations in Australia (West Publishing Corp.).


Sykes, E. F.—The Employer, the Employee and the Law (Law Book Co.).
GEOGRAPHY I

Six hours per week (2 hours lectures, 1 hour tutorial, 3 hours of practical work). Four days of field work are an integral part of the course. A final examination of two papers each of three hours.

The three strands of this course are designed to introduce students to the earth as the home of man and to basic techniques required for this study.

(a) Practical Geography

The practical class of 3 hours per week is designed to enable students to gain proficiency in, and an understanding of, the tools of geographical analysis. It contains three sections:

(i) An introduction to the mechanics of reading and interpreting topographic maps. An integral part of this section is a one-day excursion designed to develop a basic frame of geographic reference and elementary field work skills.

(ii) The cartographic representation of quantitative data in distribution maps and diagrams.

(iii) An introduction to the statistical organisation and interpretation of quantitative data.

(b) A study of the processes resulting in and the integration of landforms, climate, soil and vegetation. Two days of field investigations are associated with this aspect of the course.

(c) A study of the evolution and patterns of world population and settlement. One day of field investigation is included in this part of the course.

Prescribed Books:

A set of four topographic maps and a basic set of cartographic instruments (Advice on these items will be given at the beginning of the practical course.)


Strahler, A. N.—Introduction to Physical Geography (Wiley).

Eyre, S. R.—Vegetation and Soils (Arnold).

Jones, E.—Human Geography.


HISTORY I

The History of Western Civilisation

A survey course of three hours per week, designed to give students some knowledge of the main issues involved in the development of modern society, and to introduce them to some of the problems and techniques of historical interpretation with which they will be concerned in later courses. The course will be presented in three units: “The Problem of Political Organisation”; “The Dominant Intellectual, Cultural and Religious Themes”; and “The Problem of Livelihood”. Each unit will be treated as a separate whole, and will occupy roughly one term;
each will cover the whole period from the Ancient World to the present day, although no attempt will be made to present a chronological narrative. The emphasis throughout will be upon significant issues, movements and ideas rather than upon mere dates and events.

**MATHEMATICS I**

A course of four lectures and two tutorial hours per week for three terms, covering the following topics:
- Differential calculus, integral calculus and their applications; special functions; differential equations; number systems, matrices and determinants; introduction to groups and rings; co-ordinate geometry in two and three dimensions; introduction to vectors and their applications; introduction to Fortran and numerical analysis.

From time to time, there is an option for students to take a course of more advanced lectures.

**Recommended Books:**
- Ayres, Frank—*Differential and Integral Calculus* (Schaum Publishing Co.).

**MATHEMATICS II**

A course of four lectures and two tutorial hours per week for three terms, comprising twelve modules selected from Pure Mathematics II and Applied Mathematics II as follows:

1st Term — Modules C D Q R.
2nd Term — Modules G H U V.
3rd Term — Modules L M Y Z.

Part-time students may take Mathematics II in two parts, each of two lectures per week for three terms.

Mathematics II, Part 1 comprises Modules C, D, G, H, L, M.

**Recommended Books:**
- Keane, A. & Senior, S. A.—*Mathematical Methods*.
- Newell, H. E.—*Vector Analysis*.

**PURE MATHEMATICS II**

A course of four lectures and two tutorial hours per week for three terms arranged on the following pattern:

<table>
<thead>
<tr>
<th>Lecture</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Linear Algebra A</td>
<td>Analysis A</td>
<td>Calculus (several variables) C</td>
<td>Vector Calculus D</td>
</tr>
<tr>
<td>Term 2</td>
<td>Linear Algebra E</td>
<td>Analysis F</td>
<td>Differential Equations G</td>
<td>Complex Variable H</td>
</tr>
<tr>
<td>Term 3</td>
<td>Linear Algebra J</td>
<td>Complex Variable K</td>
<td>Differential Equations L</td>
<td>Calculus M</td>
</tr>
</tbody>
</table>

**PSYCHOLOGY I**

A course of four lectures and one one-hour practical session per week. The final examination consists of two three-hour papers plus an assessment of the practical work carried out by the student throughout the year.

The course, which is a general introduction to psychology, includes learning theory, motivation, developmental psychology, physiological and comparative psychology, theory of measurement, and descriptive statistics and statistical analysis of data.

**Recommended Books:**
- Kaplan, W.—*Advanced Calculus*.
- Keane, A. & Senior, S. A. (Eds.)—*Mathematical Methods*.
- Nering, E. D.—*Linear Algebra and Matrix Theory*.
- Mendelson, B.—*Introduction to Topology*.
ECONOMICS FOR THE BACHELOR OF ARTS DEGREE

The units in the Arts degree are arranged on a much different basis from the B.Com. degree. With new course requirements introduced in both Faculties from the beginning of the 1968 academic year, students are advised to show clearly on their enrolment forms the Arts subject they are enrolled in followed by the title of each component in that subject.

Candidates wishing to complete a major sequence in Economics would be well advised to devise a programme linking interests in Economics with similar interests in other subjects such as Geography, History and Psychology. During the enrolment period at the beginning of February students should consult Dr. Fairbairn or Professor Hogan where they have doubts about the selection of units. Candidates with mathematical skills are encouraged to follow studies involving a concentration on quantitative economics; attention is drawn to the special provisions for students enrolling in Mathematics I and Economics I. Mr. McShane will be available during the enrolment period to advise students on the appropriate subject combinations.

Candidates attempting an honours degree in Economics are encouraged to take at least both Elementary Economic Statistics and Commerce Statistics.

Students enrolling in Arts Economics in an attempt to qualify for provisional admission to the Faculty of Economics and Commerce must include Elementary Economic Statistics in their programme.

MAIN SUBJECTS

ECONOMICS I

(i) Microeconomics
(ii) ONE OF: (a) Elementary Economic Statistics
(b) Applied Economics.

ECONOMICS IIA

(i) Macroeconomics
(ii) Elementary Economic Statistics, if that subject was not taken in Economics I; otherwise,
ONE OF: (a) Commerce Statistics OR Statistical Analysis I
(b) Monetary Economics
(iii) Candidates for the Honours Degree may be required to take some additional work prescribed by the Head of the Department of Economics.

Elementary Economic Statistics is a pre-requisite for Commerce Statistics and Statistical Analysis I, except that candidates who have successfully completed Mathematics I and Economics I, including Applied Economics may, with permission of the Head of the Department of Economics, proceed directly to Commerce Statistics or Statistical Analysis I.

ECONOMICS IIB

Candidates can only enrol in this unit if they concurrently enrol in or have passed Economics IIA already.
TWO OF:
(i) Industry Economics
(ii) Labour Economics

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(iii) Monetary Economics
(iv) Commerce Statistics OR Statistical Analysis I.

Elementary Economic Statistics is a pre-requisite for Commerce Statistics and Statistical Analysis I except that candidates who have successfully completed Mathematics I and Economics I including Applied Economics may, with permission of the Head of the Department of Economics, proceed directly to Commerce Statistics or Statistical Analysis I.

ECONOMICS IIIA
(i) Fluctuations and Growth
(ii) Public Economics
(iii) International Economics
(iv) A candidate for an Honours Degree in Economics may be required to take an additional subject as prescribed by the Head of the Department of Economics, if the candidate has passed only in Economics I and II and is currently enrolled in Economics IIIA only.
(v) A candidate for the Honours Degree may be required to take some additional work prescribed by the Head of the Department of Economics.

ECONOMICS IIIB
Candidates can only enrol in this unit if they concurrently enrol in or have already passed Economics IIIA.
TWO OF:
(i) Econometrics
(ii) Statistical Analysis I (if not taken previously) or II
(iii) Mathematical Economics
(iv) Seminars in Economic Theory and Problems
(v) History of Economic Thought
(vi) Industry Economics (if not taken previously) OR Labour Economics (if not taken previously).
(vii) Commerce Statistics (if not taken previously).

Candidates for an Honours Degree must have their selection of subjects approved by the Head of the Department of Economics.

ECONOMICS IV
EITHER,
(i) Advanced Economic Analysis, involving four major topics.
(ii) Thesis embodying results of a research investigation.
OR,
Advanced Economic Analysis, involving six major topics.

ENTRY TO FINAL HONOURS SUBJECT
The standard for entry to Economics IV will be determined finally by the Head of the Department of Economics, but the normal requirement will be passes at credit level in the second and third years.

TRANSFER SUBJECTS
The transfer subjects in Economics are available only to those undergraduates who passed Economics I or Economics II in Newcastle University College before the beginning of the 1963 academic year, or those candidates who have completed a subject or subjects in Economics from another University and are directed by the Admissions Committee to take these subjects.

THE PROPER TITLE OF THE SUBJECT MUST BE SHOWN ON THE ENROLMENT FORMS AND OTHER STATEMENTS COMPLETED BY THE UNDERGRADUATE.

ECONOMICS IIAT
(i) Microeconomics
(ii) Elementary Economic Statistics if that subject, or its equivalent, was not taken before; otherwise, ONE OF:
(a) Commerce Statistics OR Statistical Analysis I
(b) Monetary Economics.

Candidates for the Honours Degree may be required to take some additional work prescribed by the Head of the Department of Economics.

ECONOMICS IIAT
Same as for Economics IIIB.

ECONOMICS IIAT
(i) Macroeconomics
(ii) Public Economics
(iii) International Economics
(iv) A candidate for an Honours Degree in Economics may be required to take an additional subject as prescribed by the Head of the Department of Economics, if the candidate has been given advanced standing in Economics I and passed only IIAT, and is currently enrolled in Economics IIAT only.

ECONOMICS IIAT
Candidates can only enrol in this unit if they concurrently enrol in or have already passed Economics IIAT.
TWO OF:
(i) Econometrics
(ii) Statistical Analysis I (if not taken previously), OR II
(iii) Mathematical Economics
(iv) Seminars in Economic Theory and Problems, only if Economics IIAT has already been passed.
(v) History of Economic Thought, only if Economics IIAT has already been passed.
(vi) Industry Economics OR Labour Economics OR Monetary Economics (if not taken previously).
(vii) Fluctuations and Growth, only if Economics IIAT has already been passed.
(viii) Commerce Statistics (if not taken previously).

Candidates for the Honours Degree must have their selection of subjects approved by the Head of the Department of Economics.
POSTGRADUATE COURSES

Postgraduate studies may be undertaken within the Departments of Commerce and Economics leading to M.Com. or Ph.D. degrees. The Economics Department also accepts candidates for M.A. degrees.

The degree of Master of Commerce may be taken in either of two ways. The first shall consist primarily of research and the submission of a thesis. The second shall consist of a programme of lectures and other coursework and the submission of a dissertation. Candidates for this degree must normally hold the degree of Bachelor of Commerce in the University of Newcastle or an appropriate degree from any other approved university, but in any case must satisfy the Faculty Board of their ability to carry out the programme of study and research.

A number of postgraduate scholarships are available to candidates who have obtained a good honours degree to enable them to undertake full-time research, and prospective candidates are asked to consult their Head of Department not later than the third term of the final (honours) year. Full details of recurrent scholarships will be given in the general Calendar issued by the University. Details of special scholarships are posted from time to time on departmental notice boards.

Conditions of award of these higher degrees are given in the following pages.
REQUIREMENTS FOR THE DEGREE OF MASTER OF COMMERCE

1. The degree of Master of Commerce shall be awarded in one grade only.

2. An application to register as a candidate for the degree of Master of Commerce shall be made on the prescribed form and shall be lodged with the Secretary at least one full calendar month before the commencement of the term in which the candidate desires to register.

3. (i) An applicant for registration for the degree shall have satisfied all the requirements for admission to the degree of Bachelor of Commerce in the University of Newcastle or to an appropriate degree of this or any other University approved for this purpose by the Faculty Board of the Faculty of Economics and Commerce (hereinafter referred to as the "Faculty Board").

(ii) In exceptional cases an applicant possessing other qualifications may on the recommendation of the Faculty Board be permitted by the Senate to register as a candidate for the degree.

4. The Faculty Board may require an applicant to demonstrate fitness for registration by carrying out such work and sitting for such examinations as the Faculty Board may determine.

5. An applicant for registration shall apply to pursue his studies for the degree of Master of Commerce in either of two ways. The first shall consist primarily of research and the submission of a thesis. The second shall consist of a programme of lectures and other coursework and the submission of a dissertation (hereinafter referred to as "research and thesis" and "coursework and dissertation" respectively).

6. Before permitting an applicant to register as a candidate for the degree, the Faculty Board shall be satisfied that adequate supervision and other facilities are available.

7. An applicant for registration shall have his programme, and in the case of a candidate for the degree by research and thesis the subject of his thesis, approved by the Faculty Board on the recommendation of the Head of Department before being permitted to register.

8. A candidate shall register as either a full-time or a part-time student.

9. (i) A candidate for the degree by research and thesis shall pursue his investigations under the direction of a supervisor appointed by the Faculty Board.

(ii) Such a candidate may be required to attend such lecture courses, seminars and other supervised study and pass such examinations as the Faculty Board may determine, before being permitted to proceed with his programme of research.

(iii) Such a candidate shall be examined by means of a thesis embodying the results of an original investigation and may be examined orally on the subject of his thesis.

10. (i) A candidate for the degree by coursework and dissertation shall pursue a course of formal study by attending such lecture courses, seminars and other supervised study as the Faculty Board may determine.

(ii) Such a candidate who has obtained an appropriate Bachelor's degree with Honours or has postgraduate qualifications may be granted such advanced standing as the Faculty Board recommends.

(iii) Such a candidate shall be examined by means of written annual examinations in the subjects studied and by a dissertation on a topic approved by the Faculty Board and, at the discretion of the examiner, he may also be examined orally on the subjects studied or the dissertation.

11. The degree shall not be conferred on a full-time student before the lapse of six complete terms and on a part-time student before the lapse of nine complete terms from the date on which the registration becomes effective, save that in the case of a candidate who has obtained the degree of Bachelor with Honours or who has had lengthy research experience, this period may be reduced by the Faculty Board by up to three terms for full-time students and four terms for part-time students.

12. Except with the permission of the Faculty Board, a candidate for the degree by coursework and dissertation shall submit the dissertation not later than the end of February in the year subsequent to the second full-time or third part-time year of registration.

13. The Faculty Board may permit a candidate to change his registration from a programme of coursework and dissertation to one of research and thesis, or vice versa, on such terms and conditions as the Faculty Board may determine.

14. (i) Three copies of the thesis or dissertation shall be submitted so as to comply with the requirements of the University.

(ii) The University may retain the three copies of the thesis or dissertation submitted for examination and shall be free to allow them to be consulted or borrowed. Subject to the provisions of the Copyright Act 1912 as amended, the University may issue the thesis or dissertation in whole or in part, in photostat or microfilm or other copying medium.

15. A candidate who fails to satisfy the examiners may, with the permission of the Senate, re-submit his thesis or dissertation in an amended form and/or present himself again for the prescribed examinations on such terms and conditions as the Faculty Board may recommend. If he fails to satisfy the examiners at the second attempt, he shall not be eligible to submit himself again as a candidate for the degree.

16. Notwithstanding the generality of any of these conditions the Senate, on the recommendation of the Faculty Board, may relax any condition in order to provide for exceptional circumstances arising in particular cases.
REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

1. The degree of Doctor of Philosophy may be awarded by the Council on the recommendation of the Senate to a candidate who has satisfied the following requirements.

2. A candidate for registration for the degree of Doctor of Philosophy shall:—
   (i) have satisfied all of the requirements for admission to the degree of master or the degree of bachelor with first or second class honours in the University of Newcastle or a degree from another University recognised by the Senate as having equivalent standing; or
   (ii) have satisfied all of the requirements for admission to the degree of bachelor with third class honours or without honours in the University of Newcastle or a degree from another University recognised by the Senate as having equivalent standing, and have achieved by subsequent work and study a standard recognised by the Senate as equivalent to at least second class honours; or
   (iii) in exceptional cases submit such other evidence of general and professional qualifications as may be approved by the Senate.

3. The Senate may require a candidate, before he is permitted to register, to undergo such examination or carry out such work as it may prescribe.

4. A candidate for registration for a course of study leading to the degree of Ph.D. shall:—
   (i) apply on the prescribed form at least one calendar month before the commencement of the term in which he desires to register; and
   (ii) submit with his application a certificate from the Head of the Department in which he proposes to study stating that the candidate is a fit person to undertake a course of study or research leading to the Ph.D. degree and that the Department is willing to undertake the responsibility of supervising the work of the candidate.

5. (i) A candidate shall, except in exceptional circumstances, be determined by Senate, register as a full-time student.
   (ii) Notwithstanding the provisions of section (i) of this clause, a member of the full-time academic or teaching staff of the University may be registered as a candidate for the degree.

6. Subsequent to registration, the candidate shall pursue a course of advanced study and research for at least nine academic terms, save that any candidate who before registration was engaged upon research to the satisfaction of the Senate, may be exempted from three academic terms.

7. A candidate shall present himself for examination not later than fifteen academic terms from the date of his registration, unless special permission for an extension of time be granted by the Senate.

8. The course, other than field work, must be carried out in a Department of the University, under the direction of a supervisor appointed by the Senate, or under such conditions as the Senate may determine, save that a candidate may be granted special permission by the Senate to spend a period of not more than three academic terms in research at another institution approved by the Senate.

9. Not later than three academic terms after registration the candidate shall submit the subject of his thesis for approval by the Senate. After the subject has been approved it may not be changed except with the permission of the Senate.

10. A candidate may be required to attend a formal course of study appropriate to his work.

11. On completing his course of study every candidate shall submit a thesis which complies with the following requirements:—
   (i) The greater proportion of the work described must have been completed subsequent to registration for the Ph.D. degree.
   (ii) It must be a distinct contribution to the knowledge of the subject.
   (iii) It must be written in English or in a language approved by the Senate and reach a satisfactory standard of literary presentation.

12. The thesis shall consist of the candidate’s own account of his research. In special cases work done conjointly with other persons may be accepted provided the Senate is satisfied on the candidate’s part in the joint research.

13. Every candidate shall be required to submit with his thesis a short abstract of the thesis comprising not more than 300 words.

14. A candidate may not submit as the main content of his thesis any work or material which he has previously submitted for a University degree or other similar award.

15. The candidate shall give in writing three months’ notice of his intention to submit his thesis and such notice shall be accompanied by the appropriate fee.

16. Four copies of the thesis shall be submitted together with a certificate from the supervisor that the candidate has completed the course of study prescribed in his case and that the thesis is fit for examination.

17. The thesis shall be in double-spaced typescript. The original copy for deposit in the Library shall be prepared and bound in a form approved by the University. The other three copies shall be bound in such manner as allows their transmission to the examiners without possibility of disarrangement.

18. It shall be understood that the University retains four copies of the thesis and is free to allow the thesis to be consulted or borrowed. Subject to the provisions of the Copyright Act (1912-1950) the University may issue the thesis in whole or in part in photostat or microfilm or other copying medium.

19. The candidate may also submit as separate supporting documents any work he has published, whether or not it bears on the subject of the thesis.

20. The Senate shall appoint three examiners of whom at least two shall not be members of the teaching staff of the University.

21. The examiners may require the candidate to answer, viva voce or in writing, any questions concerning the subject of his thesis or work.

22. The result of the examination shall be in accordance with the decision of a majority of the examiners.

23. A candidate permitted to re-submit his thesis for examination shall do so within a period of twelve months from the date on which he is advised of the result of the first examination.
POSTGRADUATE COURSE IN PROFESSIONAL ACCOUNTING STUDIES

Revision of the Bachelor of Commerce degree in Accounting (pass and honours) has been undertaken on the premise that graduates who wish to enter the accounting profession should, subsequent to graduation, complete the study of certain material of a specialized nature previously offered within the degree structure.

It is therefore proposed that a one year part-time course entitled Professional Accounting Studies shall be introduced on a continuing basis at the same time as the revised Bachelor of Commerce Degree. It should be noted that special transitional arrangements shall apply during the 1968 academic year.

(See "Professional Studies (Transitional)" para. 6, Appendix to Transition Arrangements to New B.Com. Requirements.)

It is intended that the teaching in this course will be specifically directed to the requirements of those wishing to qualify for entry to the professional accounting associations. It is anticipated that Professional Accounting Studies will involve class work of 6-8 hours per week for a year.

The syllabi of the subjects in the course Professional Accounting Studies are as follows:

ACCOUNTING SYSTEMS AND COMPUTER APPLICATIONS:

Computer applications with particular reference to accounting control systems: e.g., the systems concept; information and control systems; decision systems and their relationship to information and control systems; system functions and measurement processes; management and computers; operating systems - case studies.

AUDITING AND INTERNAL CONTROL:

Concepts and principles of auditing; audit evidence; investigations; internal control; auditing standards; statistical applications in auditing; the audit of electronically processed accounting data; the law relating to company audits and auditors.

TAXATION AND ESTATE PLANNING:

The history of Commonwealth Income Tax; an intensive study of income tax law as it applies to individuals, partnerships, companies, estates and trusts, including the study of selected Board of Review and Court decisions; elements of tax and estate planning; sales tax.

EXTRA-CURRICULAR COURSES

A number of extra-curricular courses which may be of interest to Faculty students will be available within the University during the academic year 1968.

FORTRAN PROGRAMMING

The Mathematics Department proposes to offer during first term as part of Mathematics I a course in Fortran Programming for the University's IBM 1130 computer. It is anticipated that lectures will be held on Tuesday evenings and Wednesday mornings. The course should be of major interest to Honours students.

SYMBOLIC LOGIC

The Philosophy Department proposes to offer a Symbolic Logic course of between thirty and sixty hours in the 1968 academic year. The course will employ "natural deduction" techniques, and will deal with both propositional and predicate calculus.

Further information on this course will be available at the beginning of first term in 1968.
### ECONOMICS AND COMMERCE FACULTY TIMETABLE, 1968

(As at 31st December, 1967)

On the Shortland site — A Classroom in the Arts/Administration Building.
B Main Theatre.

Chemistry, Geology and Physics Laboratory classes at Shortland will be allocated by the Science Laboratory Allocations Committee. Laboratory classes in other subjects will be allocated by the departments concerned.

#### ECONOMICS AND COMMERCE FACULTY TIMETABLE, 1968

<table>
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<th>Time</th>
<th>MONDAY</th>
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<th>TUESDAY</th>
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#### Time

- **Economics 3A (Public)**
- **Economics 2A (Macro)**
- **Economics 2B (Labour)**
- **Economics 3B (Micro)**
- **Economics 4 (Industry)**
- **Economics 4 (Welfare)**
- **Management Studies 1**
- **Management Studies 2**
- **Legal Studies 1**
- **Legal Studies 2**
- **Accounting 1**
- **Accounting 2**
- **Computer Applic.**
- **Professional Studies in Accounting**

#### Room

- **AG24**
- **AG25**
- **AG26**
- **ALG34**
- **ALG53**
- **ALG56**
- **A127**
- **A102**

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**Note:** The timetable includes specific course allocations and lecture times for the Economics and Commerce Faculty, providing a comprehensive overview of class schedules for the academic year 1968.