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The Senate
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1971

JANUARY
1 Friday  Public Holiday — New Year's Day
15 Friday  Last day for lodgement of Re-Enrolment
           Applications — Old Students
18 Monday  Deferred Examinations begin
25 Monday  Last day for lodgement of Enrolment
           Applications — New Students
30 Saturday  Last Day of Deferred Examinations

FEBRUARY
1 Monday  Public Holiday — Australia Day
23 Tuesday  Last day for payment of Annual General
            Services Fee and First Term Fees

MARCH
1 Monday  FIRST TERM commences
19 Friday  Graduation Day

APRIL
9 Friday  to 13 Tuesday  Easter Recess
25 Sunday  Anzac Day

MAY
15 Saturday  FIRST TERM ends

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

AUGUST
14 Saturday  SECOND TERM ends

SEPTEMBER
6 Monday  THIRD TERM begins
17 Friday  Last day for payment of Third Term Fees

OCTOBER
4 Monday  Public Holiday — Six Hour Day
29 Friday  Third Term Classes Cease

NOVEMBER
6 Saturday  THIRD TERM ends

1972

FEBRUARY
28 Monday  FIRST TERM begins
THE UNIVERSITY OF NEWCASTLE
Telephone Newcastle 68 0401

FACULTY OF ECONOMICS & COMMERCE
TELEPHONE ENQUIRIES

FACULTY OFFICE
Dean: Professor B. L. Johns
Sub Dean: To be appointed.

DEPARTMENT OF COMMERCE
Head of Department: Professor M. O. Jager

DEPARTMENT OF ECONOMICS
Head of Department: Professor B. L. Johns

Telephone enquiries to the Faculty of Economics and Commerce which are not specifically directed to the Department of Economics or the Department of Commerce should be directed to the Faculty Office, extension 411 or dial 68 5411.

FACULTY OF ECONOMICS AND COMMERCE

Dean
Professor B. L. Johns

Sub-Dean:
To be appointed

ECONOMICS

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

Associate Professor
B. L. J. Gordon, M.Ec.(Syd.), Ph.D.

Senior Lecturers
I. J. Fairbairn, M.A.(Wash.), Ph.D.(A.N.U.)
R. W. McShane, B.A.(N.E.), M.A.(Alberta)
W. J. Sheehan, B.Ec.(Syd.), M.A.
P. W. Sherwood, B.Com.(Lond.)
P. E. Stonham, M.Sc.(Econ.) (Lond.)

Lecturers
C. J. Aislabie, M.Ec.(Syd.), Ph.D.(Lond.)
K. C. Carpenter, M.Com.(Auck.)
J. C. De Castro Lopo, M.A.,(Wis.)
N. J. Dickinson, B.Com.(N.S.W.)
Roslyn N. Smith, B.A., Dip.Ed.(N.E.)
J. D. Stanford, B.Econ.(Qld.)

Senior Tutors
W. C. Dunlop, B.A.(Auck.)
I. J. Holmes, B.Com.
P. J. Stanton, M.A., Dip.Ed.(Syd.)
B. A. Twohill, B.A.

Part-time Lecturers and Tutors
A. S. Atkins, B.A.(N.E.)
M. Bowen, B.A.
C. J. Bowers, B.Com.
E. Chalkley, B.A.
Heidi Fairbairn, B.A., Dip.Ed.
Moina T. Gordon, B.A.(Syd.)
B. Gray, B.A.
Sharon E. Kaspura, B.A.
A. H. Norton, B.Com.(N.S.W.)
D. J. Sheriff, B.A.(N.S.W.)
COMMERCE

Professor
M. O. Jager, B.Com.(Melb.), A.A.S.A., A.C.A.A.

Senior Lecturers
E. J. Burke, B.Com.(N.S.W.), A.A.S.A.
R. W. Gibbins, B.Com.(Qld.), A.C.A.

Lecturers
D. M. Creed, B.A., LL.B.(A.N.U.)
M. Gurunathan, B.Com.(Qld.), Dip.Acc.(Sing.), A.A.S.A.(Snr.)
D. S. Karpin, B.Com.(N.S.W.), A.A.S.A.
K. E. Lindgren, B.A.(N.S.W.), LL.B.(Lond.), M.A.
D. J. McKee, B.Ec.(Syd.), A.A.S.A.

Senior Tutors
G. L. Harrison, B.Com.
G. F. Rooney, B.Com., A.A.S.A.(Snr.)

Part-time Lecturers and Tutors
I. R. Beaman, B.Sc.(N.S.W.), Dip.Ind.Eng.
R. Bruce, B.Com.
L. E. Cockburn, B.Com.
A. J. Enright, B.A., LL.B.(Syd.)
C. S. Enright, LL.B.(Syd.)
E. E. George, B.A., LL.B.(Syd.)
K. M. Graham, A.A.S.A., A.C.I.S.
G. J. Leonard, B.Com., A.C.A.
H. Lunney, A.A.S.A., A.C.I.S.
G. T. McCosker, B.Com.
H. S. McKensey, B.Com., A.C.A.
A. B. Mitchell, Solicitor (N.S.W.)
B. P. O'Shea, B.Com.
T. Presbury, LL.B.(Syd.)
D. R. Zimmerman, B.Com.

ADMINISTRATIVE STAFF

Vice-Chancellor and Principal

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

Deputy Vice-Chancellor
Professor J. A. Allen, M.Sc.(Qld.), Ph.D.(Bristol), F.R.A.C.I.

Personal Assistant to Vice-Chancellor
A. Nell Emanuel, B.A.(N.S.W.)

BURSAR'S DIVISION

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

Deputy Bursar
L. F. Norberry, A.A.S.A., A.C.I.S.

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

Assistant Bursar — Staff
R. J. Goodbody
ADMINISTRATIVE STAFF

SECRETARY'S DIVISION

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

Student Administration
J. D. Todd, B.Com., A.A.S.A.
P. H. Beckett, B.A.(Syd.)

Examinations
Glennie Jones, B.A.(N.S.W.)

Faculty Secretariat
J. S. Boydell, B.A.(Cantab.)
T. G. Chapman, B. A.(Syd.)
D. L. Farmer, B.Sc., Dip.Ed.(Syd.)

Publications and Publicity
J. W. Armstrong
E. Joan Bale, B.A.(N.S.W.)

Statistics and Systems
T. R. Rodgers, B.A.

---

PLANNER'S DIVISION

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

Assistant Planner
A.I.I.A.

Assistant Staff Architects
W. J. Crook, B.Arch.(N.S.W.), A.R.A.I.A.
A. Lee, A.S.T.C.

Staff Engineer

---

ADMINISTRATIVE STAFF

STUDENT COUNSELLING UNIT

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

Student Counsellor
B. E. Hazell, M.A.(Syd.)

Assistant Student Counsellor

---

APPOINTMENTS OFFICE

Appointments Officer
H. Floyer, B.Ec.(Syd.)

---

COMPUTER CENTRE

Director

Programmers
I. R. Beaman, B.Sc.(N.S.W.), Dip.Ind.Eng.
J. Carpenter, B.E.(Melb.)
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 3095 in 1970.

The Newcastle University College was established on the site of the Newcastle Technical College at Tighe's Hill. 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. Courses in all faculties will be given on the Shortland Campus in 1971.

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 whilst with respect to recurrent expenditure, the Commonwealth contributes $1 for every $1.85 received by way of State grant 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. (1) Except as provided in By-law 5.3.3, a candidate, before being admitted to matriculation, shall:

(a) have passed in the New South Wales Higher School Certificate Examination or the University of Sydney Matriculation Examination in at least five recognised matriculation subjects, one of which shall be English and any three of which shall be passed at least at second level; and

(b) have attained in that examination the aggregate of marks prescribed by the Senate from time to time and calculated in the manner determined by the Senate.

(2) The recognised matriculation subjects shall be:

<table>
<thead>
<tr>
<th>English</th>
<th>Greek</th>
<th>Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Latin</td>
<td>Japanese</td>
</tr>
<tr>
<td>Science</td>
<td>French</td>
<td>Hebrew</td>
</tr>
<tr>
<td>Agriculture</td>
<td>German</td>
<td>Dutch</td>
</tr>
<tr>
<td>Modern History</td>
<td>Italian</td>
<td>Art</td>
</tr>
<tr>
<td>Ancient History</td>
<td>Bahasa Indonesia</td>
<td>Music</td>
</tr>
<tr>
<td>Geography</td>
<td>Spanish</td>
<td>Industrial</td>
</tr>
<tr>
<td>Economics</td>
<td>Russian</td>
<td>Arts</td>
</tr>
</tbody>
</table>

(3) Mathematics and Science, both passed as full courses, together shall, for the purpose of sub-section (1) (a) of this section, be counted as three subjects, but otherwise, each shall count as one subject.

(4) 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. (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 such degree. Compliance
with the conditions for admission to a matriculation shall not in itself
entitle a person to enter upon a course.

(2) 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 advice of the Dean of the Faculty con­
cerned, 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

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 for the New South Wales Higher School
Certificate the subjects listed below to the level indicated:

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>ASSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLIED SCIENCE</td>
<td>Second level Short Course Mathematics and Science</td>
</tr>
<tr>
<td></td>
<td>including Physics and Chemistry options.</td>
</tr>
<tr>
<td>ARCHITECTURE</td>
<td>Second level Short Course Mathematics and Science</td>
</tr>
<tr>
<td>ARTS</td>
<td>Economics 1 — Second level Short Course Mathematics.</td>
</tr>
<tr>
<td></td>
<td>English 1 — Second level English.</td>
</tr>
<tr>
<td></td>
<td>French 1 — Second level French.</td>
</tr>
<tr>
<td>ECONOMICS AND</td>
<td>There is no compulsory pre-requisite for admission but</td>
</tr>
<tr>
<td>COMMERCE</td>
<td>students entering the Faculty are advised to have passed</td>
</tr>
<tr>
<td></td>
<td>mathematics at the N.S.W. Higher School Certificate</td>
</tr>
<tr>
<td></td>
<td>examination at least at the second level short course</td>
</tr>
<tr>
<td></td>
<td>standard or to have achieved an equivalent standard in</td>
</tr>
<tr>
<td></td>
<td>mathematics.</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Second level Short Course Mathematics.</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>Second level Short Course Mathematics and Science</td>
</tr>
<tr>
<td></td>
<td>including Physics and Chemistry options.</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Second level Short Course Mathematics and Science.</td>
</tr>
</tbody>
</table>
PROCEDURES

ENROLMENT

All documents relating to enrolment are obtainable from the Student Records Office, Room G.63, Building “A” Shortland site.

PERSONS SEEKING ADMISSION TO AN UNDERGRADUATE COURSE AT THE UNIVERSITY OF NEWCASTLE FOR THE FIRST TIME

All intending students in the 1971 academic year will be required to lodge an “Application for Admission” with the Student Records Office before 5.00 p.m. on Monday, 25 January, 1971.

Students proposing to attempt the University of Sydney Matriculation Examination in February 1971 should lodge an “Application for Admission” as set out above. Details of the subjects and levels proposed to be offered for examination should be indicated on the application.

Documentary evidence must accompany each application where studies have been carried out at secondary educational institutions outside New South Wales or where previous University studies have been undertaken.

Each student will be advised by letter of the outcome of his application and those accepted will be informed of the procedures to be followed for the completion of enrolment.

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 on or before Friday, 15 January, 1971.

Students awaiting deferred or special examination results must lodge their enrolment form within one week of the publication of the results.

Approval of Re-Enrolment

When a student’s re-enrolment programme has been approved the authorised re-enrolment form will be posted to the student at his home address unless he indicates that it should be posted to his term address.

CANDIDATES FOR POSTGRADUATE DIPLOMA COURSES

DIPLOMA IN APPLIED PSYCHOLOGY

Intending candidates will be required to complete an Application Form to Register as a candidate for the Postgraduate Diploma in Applied Psychology and lodge it with the Student Records Office on or before Monday, 18 January, 1971.

Each student whose undergraduate studies were undertaken at another University will be required to submit a full transcript of his academic record.

All candidates will be required to attend the University for interview before a decision is made on their Applications for Registration.

All candidates will be advised by letter of the outcome of their applications and those approved for registration will be sent an enrolment form and instructions on how to complete enrolment.

DIPLOMA IN BUSINESS STUDIES

Intending candidates who have completed all the requirements for admission to the degree of Bachelor of Commerce or other degree of the University of Newcastle, or who are graduates of another university, university college or college of advanced education, should complete a Postgraduate enrolment form and lodge it with the Student Records Office on or before Monday, 18 January, 1971.

All other candidates will be required to complete an application to register as a candidate for a Postgraduate Diploma Course and lodge it with the Student Records Office as soon as possible but in any case not later than Monday, 18 January, 1971.

DIPLOMA IN EDUCATION

Intending candidates who have completed all of the requirements for admission to the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce in the University of Newcastle should complete a Postgraduate Diploma enrolment form and lodge it with the Student Records Office on or before Monday, 18 January, 1971.

All other candidates will be required to complete an Application to Register as a candidate for a Postgraduate Diploma course and lodge it with the Student Records Office as soon as possible but in any case not later than Monday, 18 January, 1971.
PROCEDURES

Notices will be displayed on the University Notice Boards giving information as to where and when prospective candidates will be interviewed concerning their studies.

DIPLOMA IN INDUSTRIAL ENGINEERING

Intending candidates will be required to complete an Application Form to Register as a candidate for the Postgraduate Diploma course in Industrial Engineering and lodge it with the Students Records Office on or before Monday, 18 January, 1971.

Each student, whose undergraduate studies were undertaken at another University, will be required to submit a full transcript of his academic record with his application.

CANDIDATES FOR THE DEGREE OF MASTER OR DOCTOR OF PHILOSOPHY

Candidates Re-Enrolling

A letter will be sent by the University to each candidate whose re-registration is approved. A higher degree enrolment form will be enclosed with the letter and the candidate will be required to complete the form and return it to the University Cashier together with the appropriate fees on or before Tuesday, 23 February, 1971.

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.

NON-ACCEPTANCE

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

LATE ENROLMENTS

(i) Students who are unable to lodge their Application Form or 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 Monday, 25 January, 1971 in the case of new students, or Friday, 15 January, 1971 in the case of students re-enrolling, otherwise the University reserves the right not to accept the student's application or enrolment.

(ii) No enrolments will be accepted after 31 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 or special examination will be required to lodge an Enrolment Form with the Student Records Office within one week from the day of publication of the examination results.

"SHOW CAUSE" STUDENTS

Notices will be displayed throughout the University during Third Term 1970 indicating procedures to be followed by students who wish to “Show Cause” after failure at the annual examinations.

A letter will be sent to all students who “Show Cause”. Those whose re-enrolment is approved will also be sent an enrolment form and details of procedure for student to complete enrolment.

STUDENTS WISHING TO RE-ENROL AFTER A PERIOD OF EXCLUSION

Students wishing to Re-enrol after a period of exclusion should make an appointment to interview the Dean of the Faculty concerned before Friday, 15 January 1971 and present his case for re-enrolment.

UNIVERSITY SKILLS ASSESSMENT

All new first year students will be required to attend the University for a full day to be notified in the week 22 to 26 February, 1971 for University Skills Assessment.

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.

WITHDRAWAL FROM THE 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 enrolls in 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. Unless the Dean of his Faculty grants him permission to withdraw without penalty, a student who withdraws after the date shown below will be deemed to have failed in the subject or subjects from which he withdraws.

(a) Faculties of Arts, and Economics and Commerce
   Second Friday in Second Term

(b) Faculties of Applied Science, Architecture, Engineering, Mathematics, and Science
   Sixth Monday in Second Term

AMENDMENTS

The following matters are regarded as amendments to course programmes and are required to be documented:

(a) to withdraw completely from course
(b) to withdraw from a subject or subjects
(c) to substitute one subject for another
(d) to add a subject to existing programme
(e) to transfer from F/T to P/T within degree course
(f) to transfer from P/T to F/T within degree course
(g) to transfer from one degree course to another
(h) to transfer from a degree course in one Faculty to a degree course in another Faculty
(i) if the variation sought is not listed above, please indicate briefly nature of change sought.

NOTES

The student is liable for fees up to the date on which his application to withdraw is received by the University.

When requesting exemption in subject unit(s) or substituting unit(s) within a subject, no Variation Application is required. BUT the Head of the Department concerned must be formally notified in writing.
PROCEDURES

Return of Identity Token

Each student, who during the academic year withdraws completely from his course, will be required to hand his Identity Token to the Student Records Office before leaving the University.

Non-Degree Students and Identity Token

Each non-degree student, who does not elect to pay the General Service Fee, will be issued with an identity token appropriately embossed. It must be shown on request to prove status as a student of the University.

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 Office, 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, Teachers' College Scholarships or Bursaries granted by the State Bursary Endowment Board.

TRAIN —

(a) Periodical tickets are available during term 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.

PROCEDURES

AIRCRAFT—

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

LOST PROPERTY

Inquiries regarding lost property should be directed to the Attendant (Patrol) at the rear of the Main Lecture Theatre.
FEES

GENERAL INFORMATION

Fees are determined by The University Council and are subject to alteration without notice.

COMPLETION OF ENROLMENT

Enrolment is completed by the payment of fees. Fees should be paid on or before Tuesday, 23 February, 1971. After that, a late fee will apply (see below). Fees will not be accepted after 31 March unless The Secretary’s approval to enrol is obtained in writing. This will only be given in exceptional circumstances.

Payment of fees by mail is encouraged. Money Orders should be made payable at the Newcastle University Post Office, 2308. Fees should be paid to the Cashier on the first floor of Building “A” Shortland site. 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 Noticeboards.

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 on or before Tuesday, 23 February, 1971.

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 late fees will apply.

EXTENSION OF TIME IN WHICH TO PAY FEES

Students who are unable to pay fees by the prescribed date may apply in person to the Vice-Principal for an extension of time to pay fees; special forms are available for this purpose. Applications must state fully the reasons why fees cannot be paid and must be lodged before Wednesday, 19 February, 1971.

SCHOLARSHIP HOLDERS AND SPONSORED STUDENTS

Students are required to submit authorised enrolment forms together with vouchers or other documentary evidence that fees are covered by a scholarship or will be paid by a sponsor, where this type of financial assistance is received. Where such documentary evidence is not available, students are expected to make payment by the due date to avoid late fees and apply for a refund of fees when the authority required is available.

DATES FOR PAYMENT OF FEES IN 1971

| TERM          | Fees payable before or on | *LATE PAYMENT FEE
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>FIRST TERM</td>
<td>Tuesday February 23</td>
<td>$6.00 payable on and after</td>
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<tr>
<td></td>
<td></td>
<td>Wednesday February 24</td>
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<td></td>
<td>Thursday April 1</td>
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<tr>
<td>SECOND TERM</td>
<td>Friday June 18</td>
<td>Monday June 21</td>
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<tr>
<td></td>
<td></td>
<td>Monday July 5</td>
</tr>
<tr>
<td>THIRD TERM</td>
<td>Friday September 17</td>
<td>Monday September 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday October 4</td>
</tr>
</tbody>
</table>

* Refer page 31 for other Late Fees.

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 this disqualification upon receipt of a written statement setting out all relevant facts.

FEE ADJUSTMENTS

Should an application to withdraw from a course or a subject be approved, an adjustment of course fees may be made, based on the date the application is received by the University; fees accrue up to that date.
Where notification of withdrawal from a course is received by the Secretary 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 of term, no refund will be made.

THE UNIVERSITY RESERVES THE RIGHT TO DEFER, UNTIL AFTER THE END OF THE SIXTH WEEK OF TERM, THE PROCESSING OF APPLICATIONS FOR FEE REFUNDS RECEIVED IN THE EARLY PART OF FIRST 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.

DESIGNATION OF STUDENTS

FULL-TIME STUDENTS

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 until the written approval of the Dean of the Faculty is given that he be re-classified as a part-time student.

PART-TIME STUDENTS

A Part-Time Student is one who enrols in half or less than half the subjects of a normal first-year course; in subsequent years his enrolment as a part-time student requires the approval of the Dean of his Faculty; or a student enrolled in a part-time course.

NON-DEGREE STUDENTS

A Non-Degree Student is a student who is permitted to read one or more subjects of a first degree course. Such a person is not eligible to proceed to a degree and cannot enjoy the privileges of a matriculated student. A student enrolled in the Professional Accounting Studies course in the Faculty of Economics and Commerce is classified as a Non-Degree student reading one subject.

GENERAL SERVICES FEE

(a) Students Proceeding to a Degree or Diploma
All registered students must pay a General Services fee of $42.00 per annum which includes a Library Fee. In addition, students joining the University of Newcastle Union for the first time, are required to pay an entrance fee of $12.00. This fee must be paid by the prescribed time in First Term.

(b) Non-Degree Student
Payment of the General Services Fee by a non-degree student is optional.
A student cannot elect to pay portion of this fee.

UNDERGRADUATE COURSE FEES

Full-Time
Faculties of Arts, Mathematics Economics and Commerce $330 per annum
All other Faculties $396 per annum

Part-Time
All Faculties $198 per annum
Non-Degree Subject $108 per annum

POSTGRADUATE DIPLOMA COURSE FEES

Full-time $330 per annum
Part-time $198 per annum

LATE FEES

Late payment fee
(a) Payable if fees due are not paid within stipulated times approved by the Vice-Chancellor 6
(b) Plus a further penalty (of $4) if the fees are not paid within an extended time approved by the Vice-Chancellor 4
(1) Late Re-enrolment fee where a continuing student fails to lodge an enrolment form by the date approved by the Vice-Chancellor 10
(2) Where a student who has been granted an extension of time in which to pay fees does not do so by the prescribed time, late fees in accordance with (a) and (b) above shall be payable.
(3) When an application to sit for examination is accepted after closing date 4
OTHER FEES

(1) Deferred examinations, per subject .......... 4
(2) Examination under special supervision, per paper .......... 8
(3) Review of examination results, per subject .......... 6
(4) Statement of matriculation status .......... 6
(5) Laboratory Kits: (per kit) .......... 8

FEES FOR DEGREE OF MASTER

(a) Research and Thesis
   Registration Fee .......... 5
   Course & Supervision Fee (full-time) .......... 138 p.a.
   Course & Supervision Fee (part-time) .......... 93 p.a.
   Final Examination & Graduation Fee .......... 36

(b) Course Work and Dissertation or Formal Study Courses
(Master of Eng. Sc.)
   Registration Fee .......... 5
   Course & Supervision Fee (full-time) .......... 330 p.a.
   Course & Supervision Fee (part-time) .......... 198 p.a.
   Final Examination & Graduation Fee .......... 36

FEES FOR THE DEGREE
DOCTOR OF PHILOSOPHY

Qualifying Examination Fee (if applicable)* .......... 15
   Registration Fee .......... 5
   Course & Supervision Fee (full-time) .......... 138 p.a.
   Course & Supervision Fee (part-time) .......... 84 p.a.
   Final Examination & Graduation Fee .......... 51

*Payable when an examination is prescribed for the assessment of a student prior to registration as a higher degree candidate.

RESUBMISSION OF THESIS

A candidate required to re-submit a thesis will not be required to pay further fees unless laboratory work is involved, in which case the new appropriate course and supervision fee will be payable on a term basis.

HIGH DEGREE FEES

Course and Supervision Fee

This fee for Higher Degree candidates is assessed on a term basis; the period of registration being from the first day of the term to the Friday immediately preceding the first day of the following term. Candidates proceeding to a Higher Degree must enrol or re-enrol at the beginning of each academic year at the normal enrolment time. The usual late fees apply in respect of late enrolments.

A candidate may not lodge his thesis for examination if fees for the current term have not been paid.

Where a candidate withdraws during a term, no portion of the term fee will be refunded.

General Services Fee

Higher Degree candidates are required to pay the General Services Fee (see page 31). Where a Higher Degree candidate's enrolment is effective from first or second term, the General Services Fee covers a period of registration from the first day of the term to the Friday immediately preceding the first day of first term in the following academic year. Where a Higher Degree candidate enrolls on or after the first day of third term, the General Services Fee paid will cover liability in respect of this fee to the end of the long vacation following the next academic year.

Resubmission of Thesis

A candidate required to re-submit a Thesis, will not be required to pay further fees, unless laboratory work is involved, in which case the appropriate course and supervision fee will be payable on a term basis.
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.

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 timetables and notices concerning all matters pertaining to examinations. Students are specifically requested to be acquainted with the notices periodically displayed thereon.

STUDENT MATTERS GENERALLY

The Main notice board 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.

OWNERSHIP OF STUDENT'S 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 Identity Token as evidence that they are entitled to the rights and privileges afforded by the University.

Each student wishing to obtain a travel concession, to borrow a book from the Library or to confirm his membership of the Newcastle University Union is required to produce on demand his identity token.

The student should present his fee receipt to the Student Records Office on or after Monday, 8 March, 1971 and he will be given an identity token for 1971.

Loss of Identity Token

If a student loses 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.

Return of Identity Token

Each student, who during the academic year withdraws completely from his course, will be required to hand his Identity Token to the Student Records Office before leaving the University.
GENERAL REQUIREMENTS

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 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. The Transport Authorities may challenge a student whose address on his identity token is incorrect.

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 administrative 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.

EXAMINATIONS

Examinations and other exercises may be held in any subject and at any time. 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 and class work 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, 18 June, 1971.

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 November-December. Timetables showing the time and place at which individual examinations will be held will be posted on the examinations notice board near the Main 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.
EXAMINATIONS

(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 Section be advised if 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 main staircase. It is planned to advise each student by mail of his examination results. A set of examination results will be offered to the newspapers for publication. 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 by 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 year 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, Engineering, and Mathematics 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 from any examination 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 subsection (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.

THE LIBRARY

The Library, totalling approximately 170,000 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.

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 his first visit to the Library the student is provided with a brochure outlining the Library’s resources, its services, such as the copying service, its special facilities, such as the microprint reading room, and procedure for borrowing.

The 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. (long vacation excepted)
- **Saturday**: 9.00 a.m. to 5.00 p.m. (all vacations and holiday weekends excepted)
- **Sunday**: 1.00 p.m. to 5.00 p.m. (all vacations and holiday weekends excepted)

**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 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.

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.

Students who are worried about inadequate study methods, personal difficulties, choice of courses or career planning 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.

In 1968 an Appointment Service was 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.

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.

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. A Revised Edition was published in November, 1969 as the first printing had sold out.
UNIVERSITY SERVICES

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 A. J. A. Scott, B.A.(Melb.), Th.L., 83 Queen's Road, NEW LAMBTON. Tel. 57 1875

Baptist — The Reverend J. A. Blankley, 42 Kahibah Road, HIGHFIELDS. Tel. 57 0231

Methodist — The Reverend W. D. Adams, B.A.(Syd.), B.D.(Melb.) 23 William Street, HAMILTON. Tel. 61 4040

Presbyterian — The Reverend H. V. Barratt, B.A.(Syd.), St. Philip's Manse, NEWCASTLE. Tel. 2 2379

Roman Catholic — The Reverend Father L. A. Larkin, B.A.(Syd.), B.Ed.(Melb.), S.T.B.(Baltimore), M.A.C.E., Catholic Presbytery, SHORTLAND. Tel. 51 1094

UNIVERSITY SERVICES

STUDENT LOAN FUND

The Council of the University has 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.

OVERSEAS STUDENTS

Overseas students who wish to obtain any information or help are invited to see the Overseas Students' Adviser in the Student Counselling Unit.
NEWCASTLE UNIVERSITY 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 recreational and common room facilities for its members; a complete range of catering services; rooms for meetings and functions of all kinds including a film viewing room (16mm); billiards, table tennis, chess and music rooms; 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, the Sports Union and the Students' Counsellor are contained in the basement of the building.

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 comprising:

Two members appointed by the Council of the University
Ten members of the Union at least two of whom must be graduates elected by the members of the Union
Two members of the Union who are members of the Students' Representative Council.
One member of the Union who is a committee member of the Sports Union.

and the Secretary Manager of the Union.

Elections for the Board are held in the month of April.

President — Mr. K. J. Moss, B.E.
Secretary Manager — Mr. W. V. Bridgwater

AMENITIES

The Amenities Office is located in the temporary building adjacent to the main University building.

The Amenities Officer and his Staff assist students in the following fields:

ACCOMMODATION

(a) The Amenities Office conducts a student accommodation service for students requiring housing and will deal with any accommodation problems which students may encounter while attending the University. A register is maintained of rooms, flats and private board available in Newcastle. Do not hesitate to use this service which is operated for the convenience of students.

SPORT

The Amenities Officer, Mr. Bradford is liaison officer for all sporting matters between the Sports Union, the University and all outside sporting organisations.

The Amenities Office assists student Sporting Clubs in the arranging of Inter-varsity contests and travel as well as giving help when required at club level.

INSURANCE

The Amenities section on behalf of the Sports Union is responsible for the operation of the Personal Accident Insurance Scheme.
THE UNIVERSITY OF NEWCASTLE
SPORTS UNION

The Sports Union is a student organisation responsible for promotion and control of sporting activities within the University. All students are automatically members of the Sports Union. There are twenty-four affiliated clubs: Athletics, Australian Rules, Badminton, Men's Basketball, Women's Basketball, Cricket, Fencing, Golf, Men's and Women's Hockey, Mountaineering, Men's and Women's Rowing, Rugby Union and Rugby League, Ski-ing, Soccer, Softball, Squash, Surfing, Swimming, Scuba, Table Tennis, Tennis, most of which participate in local competitions and send teams to Inter-varsity contests each year. Inter-Faculty Contests conducted throughout the year aim to stimulate friendly rivalry among the various Faculties, and to encourage a higher student participation in sport. Each club has a student representative on the Sports Union Committee, which meets monthly. The Executive 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 a portion of the General Service Fee and is used to meet such costs as equipment, affiliation fees and Inter-varsity contests.

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 students interested in participating in any sport are urged to contact the Amenities Officer, Mr. Bradford, or one of the Sports Union Executive for further information. The Amenities office is located in the temporary building adjacent to the main University building, and the Sports Union office is on the lower floor of the University Union, next to the SRC office.

President — Professor R. G. Tanner, M.A.(Melb. and Cantab.)
Secretary — Mr. J. A. Fuller, B.A.
Amenities Officer — Mr. H. Bradford

THE UNIVERSITY OF NEWCASTLE COMPANY

The University of Newcastle Company is the Citizen Military Force's Unit affiliated with the 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 150 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 designed with this in view, 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) Two weekend bivouacs a year
(d) Parades on Friday nights of two and a half hours duration
(e) Four weekend day parades

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.

Members of the University of Newcastle Company are eligible for the following benefits:
An opportunity to reach commissioned rank in 2-3 years.
Tax-free pay for all training undertaken.
Refund of travelling expenses.
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. 61 2121.

Officers and Staff

Officer Commanding — Capt. F. O'Toole
Full-time Staff — WO2 M. Durie
S/Sgt. P. Toohey

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CONVOCATION

Convocation consists of persons of or above the age of twenty-one years who are: members or former members of the University Council; graduates of the University or graduates of the University of New England or the University of New South Wales who spent at least three years as students at the Newcastle University College; full-time members of the academic staff and graduate permanent members of the administrative, library and technical staff; and graduates of other Universities, either resident in the Hunter Valley or North Coast areas or approved by Council, who have been admitted as members of Convocation by Council after payment of the fee prescribed by Council.

At least two meetings are held each year, an Annual Meeting during First Term and an ordinary meeting in Third Term.

Convocation elects a Chairman who is called the Warden of Convocation and whose term of office is two years, and a Standing Committee of Convocation consisting of the Warden and twelve other members.

This body, which has the right to discuss and to pronounce an opinion on any matter relating to the University and to communicate directly with either the Council or the Senate, provides a means whereby graduates can remain active in university affairs. Five of the members of the Council are elected by the members of Convocation.

OFFICE BEARERS

Warden — Mr. J. P. Talty, B.D.S.(Syd.)
Secretary — Miss E. M. Kane, B.Com.(N.S.W.)

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 key subject in the year or stage of 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 63-67.

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. Part-time students wishing to take Applied Economics must do so in Stage 1 as the subject is not offered in Stage 2. Also a number of general prerequisites exist; Accounting I being a general prerequisite for all subsequent accounting subjects and Economics I a general prerequisite for all economics subjects and statistics. Moreover, the choice of subjects has to meet the Bachelor of Commerce degree requirements which are listed in a subsequent section.

Students who may wish to include either Legal Studies II or Industrial and Administrative Law in a later year or stage of the degree programme are advised to include Legal Studies I in the first
year or either stage 1 or 2. Students should note that Legal Studies II is a compulsory requirement for candidates in the Accounting stream, and that Industrial and Administrative Law is a compulsory requirement in the Industrial Relations stream.

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. Part-time students specialising in Accounting and who are unable to attend the university during the day are especially advised to seriously consider the possibility of extending their programme over a longer period than the minimum of 5 years for the part-time degree course.

Students requiring advice should seek help from members of the Faculty or the Senior Student Counsellor, Mr. A. T. P. Loftus. Inquiries about enrolment procedures should be directed to the Sub-Dean.

ADVISORY PREREQUISITE FOR ENTRY TO THE FACULTY

In addition to satisfying the matriculation requirements of the University, candidates applying for entry to the Faculty of Economics and Commerce are advised to have passed in Mathematics at the New South Wales Higher School Certificate Examination at least at the second level of the short course or to have attained an equivalent standard in Mathematics, (refer Matriculation, page 17).

Candidates should note that there is no other advisory prerequisite for entry to the Faculty of Economics and Commerce. It is not necessary for candidates applying for entry to have previously studied either Economics or Accounting.

STAFF/STUDENT CONSULTATION

The members of the academic staff of the Faculty of Economics and Commerce are aware that situations may arise in university life which require consultation between staff and students either singly or in groups. The academic-staff members of the Faculty wish to inform students that they are free to request an interview with individual members of the academic staff or the head of the Department of Economics or of Commerce should they feel that the need for such consultation exists.
Candidates for the degree of Bachelor of Commerce (both pass and honours) may elect to specialise in Accounting or Economics. For each specialisation there will be one stream which specialises in that particular field plus an Industrial Relations stream specialising in Economics, as well as an alternative stream namely, in Joint Studies.

The Economics stream and the Industrial Relations stream each provide a basic training in Economics which will equip the graduate for a wide range of vocations with both public and private institutions. At the same time the streams are sufficiently flexible to allow students the opportunity to pursue courses of study which may be academically and/or vocationally beneficial. The Accounting stream provides a comprehensive study of the many aspects of business and industry, viz. financial and managerial accounting, the theory of management, law and economics. Students wishing to pursue a less specialised course should enrol in the Joint Studies stream. This stream permits students to combine subjects from both the Departments of Economics and Commerce more readily than is possible in the more specialised Economics and Accounting streams. Furthermore, the choice of specialisation, whilst normally made at the end of Year 1, in the full-time course or Stage 2 in the part-time course in either the Accounting or Economics stream, may be delayed until Year III full-time or Stages 4 and 5 part-time in the Joint Studies stream. Students following the Joint Studies stream will be permitted to enter a final honours year in either Accounting or Economics as in the case of the other more specialised streams.

The Australian Society of Accountants will exempt from the qualifying examination of the Society graduates of the University of Newcastle who hold the Bachelor of Commerce degree specialising in Accounting and who have included the subjects Accounting I, II, II A, III, III A or III B, Management Studies I and Legal Studies II in their course plus Taxation and Tax Planning, and Auditing and Internal Control in the postgraduate subject of Professional Accounting Studies. The latter two subjects may alternatively be studied in the course in the Diploma of Business Studies. It is not recommended that Legal Studies II be attempted without having first completed Legal Studies I. The Institute of Chartered Accountants in Australia and the Chartered Institute of Secretaries also grant exemption from certain examinations for passes in particular subjects in the degree course and Professional Accounting Studies or the Diploma in Business Studies.

Registration as a registered public accountant under the Public Accountants Registeration Act 1945-61 (N.S.W.) is available to graduates of the University of Newcastle who hold the Bachelor of Commerce degree specialising in Accounting including the subjects Accounting II A, Legal Studies I and Legal Studies II, and who have passed Auditing and Internal Control and Taxation and Tax Planning in the postgraduate subject Professional Accounting Studies. The latter two subjects may alternatively be studied in the course in the Diploma of Business Studies.

In addition the Bachelor of Commerce (Honours) degree specialising in Accounting and the Master of Commerce degree in the Department of Commerce each satisfy the examination requirements for advancement to Senior Associate status in the Australian Society of Accountants.

**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. (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 58.3., sections 5, 6 and 7.

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

5. (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.

6. 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.

7. (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.

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

   (i) Economics

   (ii) Accounting

   (iii) Joint Studies.

   (iv) Industrial Relations

*Refer to Conditions for Granting of Standing to Graduates of other Universities, University Colleges and Faculties on page 62.
(b) The full-time and part-time courses in the four streams are shown in the Appendix "A" 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.

9. (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 1, Class II, and Class III. Class II shall have two divisions; namely—Division I and Division II.

10. (a) Candidates for an honours degree shall pass the qualifying subjects listed in the Appendix "A" 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 3 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 admissions as candidates for honours who are enrolled in the Joint Studies or Industrial Relations streams may apply to the Head of the Department concerned at the commencement of Years II or III, or Stages 3 or 4 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.

11. The candidate who in Year IV, or Stage 6 taken wholly in one year, of an Honours specialization listed in 11 (b) most distinguishes himself shall, if he has obtained First Class Honours and has shown outstanding merit, receive a University Medal.

12. 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.

13. (a) The Faculty Board shall publish a Schedule of the subjects (Appendix "A") offered in the Faculty and a Schedule on the rules (Appendix "B") relating to the selection of individual subjects.
(b) All subjects listed by the Faculty Board may not necessarily be offered in any one year.

14. (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.

15. In order to provide for exceptional circumstances arising in particular cases, the Senate, on the recommendation of the Faculty Board, may relax any requirement.
CONDITIONS FOR THE GRANTING OF STANDING TO GRADUATES OF OTHER UNIVERSITIES, UNIVERSITY COLLEGES AND FACULTIES

(Determined by the Faculty Board, Faculty of Economics and Commerce, on 18th June, 1969 under the powers given to it in Clause 6 of the Requirements for the degree of Bachelor of Commerce).

“A graduate of another University, University College or other Faculty of this University may be granted standing in recognition of work completed in such University, University College or Faculty, provided that:

(i) the subjects for which standing is granted shall have a reasonable correspondence with those included in the Bachelor of Commerce programme of this University;

(ii) the degree shall not be awarded to a candidate unless he has, whilst enrolled as a candidate for the Bachelor of Commerce degree within the Faculty, completed more than half the total number of subjects required for the degree;

(iii) a candidate shall not include in his programme for the Bachelor of Commerce degree any subject which is equivalent to part or all of a subject he has completed in a previous degree course and for which standing has not been granted;

(iv) a candidate seeking standing in more than four subjects must, at the time of his first enrolment in the Bachelor of Commerce degree course, have his programme for the entire course approved by the Faculty Board acting on the recommendation of the Heads of Departments concerned. Subsequent variations in this prescribed programme will require the approval of the Faculty Board, acting on the recommendation of the Heads of Departments concerned.”

APPENDIX “A”

FULL-TIME DEGREE COURSE

COMMON FIRST YEAR

YEAR 1

Economics I
Accounting I
Two of 1 (i) Applied Economics
(ii) Legal Studies I
(iii) Approved Arts or Science Subject

PART-TIME DEGREE COURSE

COMMON FIRST STAGES

STAGE 1

Economics I
One of 1 (i) Applied Economics
(ii) Legal Studies I
(iii) Approved Arts or Science Subject

STAGE 2

Accounting I
One of 1 (i) Legal Studies I
(ii) Approved Arts or Science Subject, if not taken in Stage I
Commencement Statistics or Statistical Analysis I. See Note (i) and (ii)

1 Students who expect to follow the Industrial Relations Stream are advised to select Legal Studies I and Psychology I in their Year I programme (Full-time Degree Course), or in their Stage I plus Stage 2 programme (Part-time Degree Course).

2 A candidate enrolling in Stage I for the first time may be permitted to enrol in Economics I and Accounting I in lieu of the programme specified above, if in the opinion of the Dean, he has an adequate reason for so doing. An intending student seeking such permission must lodge an application with the Dean prior to his enrolment.

Note (i) Students enrolling in the Industrial Relations Stream who have passed Psychology I in Stage I may be permitted by the Head of the Department of Economics to substitute Psychology II for Commerce Statistics.

Note (ii) Students enrolling in the Industrial Relations Stream who have not completed Psychology I in Stage I shall in Stage 2 either:
(a) substitute Psychology I for Commerce Statistics or Statistical Analysis I, or
(b) select Psychology I as the Approved Arts or Science subject.

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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 IIA
- Accounting IIB
- Macroeconomics
- Commerce Statistics or Statistical Analysis I
- Legal Studies II

YEAR III
- Accounting IIIA or IIIB
- Management Studies I
- Management Studies II
Two of:
(i) Public Economics
(ii) International Economics
(iii) Monetary Economics
(iv) Accounting Systems and Computer Applications

JOINT STUDIES

YEAR II
- Macroeconomics
- Accounting IIB
- Monetary Economics
- Commerce Statistics or Statistical Analysis I
- Industry Economics

YEAR III
- Accounting IIIB
- Public Economics
- Either Economics Option I
- Economics Option II
- Economics Option III
- or Accounting Option I
- Accounting Option II
- Accounting Option III

INDUSTRIAL RELATIONS

YEAR II
- Labour Economics
- Macroeconomics
- Monetary Economics
- Industrial and Administrative Law
- Commerce Statistics or Statistical Analysis I. See note (iii).

YEAR III
- Labour Relations
- Industry Economics
- Management Studies II
- Economics Option I
- Economics Option II

Note (iii) Students who have not taken Psychology I in Year I shall substitute Psychology I for Commerce Statistics. Students who have passed Psychology I in Year I may be permitted by the Head of the Department of Economics to substitute Psychology II for Commerce Statistics.
PART-TIME DEGREE COURSE

ECONOMICS

STAGE 3
Macroeconomics
Monetary Economics
Economics Option I

STAGE 4
International Economics
Economics Option II
Seminars in Economy Theory and Problems
or Economics Option III

STAGE 5
Public Economics
Fluctuations and Growth
Economics Option III or Seminars in Economic Theory and
Problems, whichever not taken in Stage IV

ACCOUNTING

STAGE 3
Accounting IIA or IIB
Macroeconomics
Legal Studies II

STAGE 4
Accounting IIB or IIA
whichever not taken in Stage III
Management Studies I
One of: (i) Public Economics
(ii) International Economics
(iii) Monetary Economics
(iv) Accounting Systems and Computer Applications

STAGE 5
Accounting IIIA or IIIB
Management Studies II
One of: (i) Public Economics
(ii) International Economics
(iii) Monetary Economics
(iv) Accounting Systems and Computer Applications

JOINT STUDIES

STAGE 3
Macroeconomics
Accounting IIB
Monetary Economics

STAGE 4
Industry Economics
Either Economics Option I or Accounting Option I
Economics Option II or Accounting Option II

STAGE 5
Accounting IIIB
Public Economics
Either Economics Option III or Accounting Option III
being the same subject option as in Stage IV.

INDUSTRIAL RELATIONS

STAGE 3
Labour Economics
Macroeconomics
Monetary Economics

STAGE 4
Industry Economics
Industrial and Administrative Law
Economics Option I

STAGE 5
Labour Relations
Management Studies II
Economics Option II
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. 1

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. 2

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.

1 Refer Accounting Seminar I, page 99.
2 Refer Accounting Seminar II, page 99.
PART-TIME DEGREE COURSE

ECONOMICS

STAGE 3
As for Economics Stage 3 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 4
As for Economics Stage 4 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 5
As for Economics Stage 5 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 6
Economics IV, which may be taken over two successive years.

ACCOUNTING

STAGE 3
As for Accounting Stage 3 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 4
As for Accounting Stage 4 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 5
As for Accounting Stage 5 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 6
Accounting IV, which may be taken over two successive years.

JOINT STUDIES

STAGE 3
As for Joint Studies Stage 3 Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

STAGE 4
As for Joint Studies Stage 4 Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

STAGE 5
As for Joint Studies Stage 5 Ordinary Degree Stream plus such additional work as the Faculty Board, on the recommendation of the Head of the Department concerned, may prescribe.

STAGE 6
Either Economics IV or Accounting IV, the chosen subject may be taken over two successive years.

INDUSTRIAL RELATIONS

STAGE 3
As for Industrial Relations Stage 3 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 4
As for Industrial Relations Stage 4 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 5
As for Industrial Relations Stage 5 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 6
Economics IV, which may be taken over two successive years.

1 Refer Accounting Seminar I, page 99.
2 Refer Accounting Seminar II, page 99.
1. 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 IIA
(iii) Accounting IIB
(iv) Approved Arts or Science subject.

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

2. 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
(v) Econometrics

3. INDUSTRIAL RELATIONS STREAM

Economics Options I and II
Two subjects approved by the Head of the Department of Economics from the following list—
(i) Public Economics
(ii) International Economics
(iii) Fluctuations and Growth
(iv) Commerce Statistics or Statistical Analysis I (if neither was taken previously)
(v) Accounting IIB or Psychology II or Psychology IIIA.

**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
Accounting Systems and Computer Applications
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.
APPENDIX “B”

PRE-REQUISITE REQUIREMENTS

1. SPECIAL REQUIREMENTS

Pre-requisite          Subject
(i) Accounting I       Accounting IIA
(ii) Accounting I       Accounting IIB
(iii) Economics I       All other Economics subjects other than Applied Economics
(iv) Accounting IIA     Accounting IIIA
(v) Accounting IIB     Accounting IIIB
(vi) Commerce Statistics or Statistical Analysis
(vii) Macroeconomics   Fluctuations and Growth
                        Public Economics
                        International Economics
                        Seminars in Economic Theory and Problems
(viii) Statistical Analysis I   Statistical Analysis II

* Students intending to proceed to Econometrics are advised to take Statistical Analysis I.

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

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:

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.

TRANSITIONAL ARRANGEMENTS FOR THE NEW BACHELOR OF COMMERCE DEGREE

The transitional arrangements for the Bachelor of Commerce degree introduced in 1968 were reproduced in the 1968 Handbook of the Faculty of Economics and Commerce, pp. 56-58. Two of the transitional arrangements in particular are relevant to present students who commenced their studies prior to 1968:

1. Candidates in the existing Accounting specialisation 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 IIIA or IIIB. This provision will apply only until the end of the 1972 academic year.

2. Immediately subsequent to his completing the degree requirements introduced in 1968, a student who was enrolled in the Bachelor of Commerce degree specialising in Accounting (Accounting stream) on 31 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 postgraduate course without payment of the relevant subject fee, provided such enrolment is undertaken prior to 31 March, 1972.

PART-TIME STUDENTS WHO FAIL ONE SUBJECT IN STAGE I

1. Part-time students who fail either Economics I or Applied Economics in Stage 1 should note the following:
   (a) A student who fails in Economics I will be permitted to enrol in the following year in only one subject from Stage Two of the part-time degree programme, in addition to Economics I.
   (b) A student who fails in Applied Economics will be permitted to enrol in the following year in two subjects from Stage Two of the part-time degree programme, in addition to Applied Economics.

2. Part-time students who fail only in either Legal Studies I or the Arts/Science subject will be permitted to enrol in the following year in two subjects from Stage Two of the part-time degree programme, in addition to repeating the subject failed, (or alternative subject).

3. No variation from these arrangements will be permitted without prior approval of the Dean.
SUBJECT OUTLINES AND READING LISTS

(A) DEPARTMENT OF ECONOMICS

ECONOMICS I

(i) 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.

(3 hours Lectures and Tutorials per week)

READING LIST

PRELIMINARY READING (Intended mainly for students who have not studied Economics before).

Brehm, C.—Introduction to Economics (Random House)

BOOKS RECOMMENDED FOR PURCHASE

Leftwich, R. H.—The Price System and Resource Allocation (Holt Rinehart & Winston)

Together with, if possible, one of the following:


Ferguson, C. E. & Maurice S. C.,—Economic Analysis (Irwin)
Lumsden, K., Attiyeh, R. & Bach, G. L.—Microeconomics, A Programmed Book (Prentice-Hall)
(This book consists of questions related to the course, with model answers provided at the bottom of each page).

(ii) 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.

(2 hours Lectures per week for 2 Terms)

PRELIMINARY READING

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

TEXT BOOK

Shao, Stephen P.—Statistics for Business and Economics (Merrill)

APPLIED ECONOMICS

This course examines a number of economic topics of importance in the Australian economy. Areas of study include the following: the structure and use of national accounts, with reference to post-war Australia; post-war government economic objectives and policy; the relative performance of major producing sectors; the environment of Australian manufacturing industry—foreign investment and protection; patterns of Australia's foreign trade; productivity in industry; case studies of major Australian industries; wage bargaining and trade unions.

PRELIMINARY READING

McFarlane, B.—Economic Policy in Australia—the Case for Reform (F. W. Cheshire, Sydney, 1968)

Hunter, A. (ed.)—The Economics of Australian Industry (Melbourne University Press, 1963)

TEXT BOOK


MORE ADVANCED TEXTS

Bilas, R. A.—Microeconomic Theory—A Graphical Analysis
Friedman M.—Price Theory—A Provisional Text (Aldine Press)
Ryan, W.—Price Theory (Macmillan)

American Economic Association—Readings in Price Theory (Allen & Unwin)
American Economic Association—Readings in Industrial Organisation (Allen & Unwin)
**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 in the lectures. The emphasis is on short-run models of aggregate economic behaviour.

(3 hours Lectures and Tutorials per week)

**READING LIST**

**TEXT BOOKS**

Ackley, G.—*-Macroeconomic Theory* (Macmillan 1961)

Keynes, J. M.—*-General Theory of Employment, Interest and Money* (Macmillan)

Bober, D.—*-Economics of Cycles and Growth* (Wiley)

**RECOMMENDED READING**

Hansen, A. H.—*-Monetary Theory and Fiscal Policy*  
Hansen, A. H.—*-A Guide to Keynes*  
Duesenberry, J.—*-Business Cycles and Economic Growth*  
Hansen, A. H. & Clemence, R. V.—*-Readings in Business Cycles and National Income*  
Baumol, W. J.—*-Economic Dynamics* (Second Edition)  
Matthews, R. C. O.—*-The Trade Cycle*  
Wilson, T.—*-Inflation*  
Perlman, R.—*-Inflation—Demand Pull or Cost Push?* (Heath)  
Neve, J. W.—*-Fiscal Policy in Australia — Theory and Practice* (Cheshire)

Shapiro, E.—*-Macroeconomic Analysis* (Harcourt, Brace and World)  
Lindauer, J.—*-Macroeconomics* (Wiley)  
Ball, R. J.—*-Inflation and The Theory of Money* (Allen and Unwin)

**MONETARY ECONOMICS**

Major aspects of the workings of modern monetary systems, in theory and in practice, are studied. The following major topics are considered: The Theory of the Demand for Money; the Theory of the Relationship between the monetary and real sectors of the Economy; Theory of the firm applied to domestic banking; techniques of monetary control; the theory of monetary policy; banking and financial institutions in Australia; monetary policy in Australia.

**PRELIMINARY READING**

Smith, H. M.—*-Elementary Monetary Theory* (Random House, 1968)  
Mayer, T.—*-Elements of Monetary Policy* (Random House, 1960)  

**TEXT BOOK**


**INDUSTRY ECONOMICS**

The topics covered in this course have been selected to probe more deeply into certain conditions and problems that have important economic effects on industrial activity and to provide application (particularly Australian) of some of the microeconomic principles previously acquired. As such, some of the subjects dealt with are: the practical consequences of uncertainty on industrial investment rate-of-return forecasting, pricing practices, and effective barriers to entry; the economic aspects of advertising; the impact of the international corporation; the approach to, and, effectiveness of legislation against restrictive trade practices in Australia and overseas; the scope for, and control of public enterprises; and the growing importance of the service industries.

**READING GUIDE**

Bain, J. S.—*-Barriers to New Competition* (Harvard, 1958)  
Firestone, O. J.—*-The Economic Implications of Advertising* (Methuen, 1967)  
Walker, R. R.—*-The Communicators* (Landsowne, 1967)  
Martyn, H.—*-International Business* (Glencoe Free Press, 1964)  
Richardson, J. E.—*-Introduction to Australian Trade Practices Act,* (Hicks Smith, 1967)  
Stevens, R. B. Yamey, B. S.—*-The Restrictive Practices Court* (Weidenfeld & Nicolson, 1965)  
Pegrum, D. F.—*-Public Regulation of Business* (Irwin, 1965)  
Shepherd, W.—*-Economic Performance Under Public Ownership* (Yale, 1965)  
Fuchs, V.—*-The Service Economy* (N.B.E.R. 1968)
COMMERCIAL STATISTICS
A progressive assessment scheme is in operation. Students must complete exercises regularly during the year and extra exercises will be set for those who do not submit their work when it normally becomes due. Three term tests will be held on Saturday mornings and at least four class tests will be held during tutorial periods. Under certain circumstances a student who does not satisfy the examiner by means of the progressive assessment scheme may be able to satisfy him at the annual examinations.

It is anticipated that in the first two terms Part 3, 4 and 6 of the Text Book will be completed. This covers statistical induction (probability distributions, estimation and hypothesis testing) and relationship analysis. In the third term it is hoped to be able to offer alternative courses of instruction related to students' interests and their progress in the first two terms.

TEXT BOOK
Shao, Stephen P.—Statistics for Business and Economics (Merrill) 1967

STATISTICAL ANALYSIS I
In the first part of this course a study is made of the basic ideas of statistical inference. While in the second part of the course a detailed examination is made of both the Input-Output and Linear Programming techniques of analysis.

TEXT BOOKS
2. Chiou-Shuang Yan—Introduction to Input-Output Economics (Holt, Rinehart and Winston)

RECOMMENDED READING
1. Chenery & Clark—Interindustry Economics (Wiley)
2. Simonnard, M.—Linear Programming (Prentice-Hall)

LABOUR ECONOMICS
The course is concerned with the economic significance of labour as a factor of production.

The following topics are included: analysis of the supply of labour and the labour market; the determination of wage rates and wage structures; theories of income distribution; wage criteria and methods of fixation with special reference to the context of arbitration; the behaviour of money wages and the problem of inflation; labour market policy and incomes policy.

(2 hours per week)

RECOMMENDED READING
Cartier, A. M.—Theory of Wages and Employment (Irwin)
Isaac, J. E. & Ford, G. W.—Australian Labour Economics: Readings (Sun Books)
Horn, R. V.—Labour Economics, Australia (Cheshire)
Davidson, P.—Theories of Aggregate Income Distribution (Rutgers U.P.)
Isaac, J. E.—Wages and Productivity (Cheshire)
Ball, R. J. & Doyle, P. (eds.)—Inflation (Penguin)
McCormick, B. J. & Owen Smith, E. (eds.)—The Labour Market (Penguin)
Jaques, E.—Equitable Payment (Pelican)
International Labor Office—Job Evaluation (I.L.O. Studies and Reports N.S. 56)
Perlman, R.—Labor Theory (Wiley)

LABOUR RELATIONS
In this course the institutional frameworks of Australian and a number of other industrial relations systems are examined. The interaction of economic and institutional factors in the labour sector is analysed. Particular emphasis is placed on an exploration of the nature of industrial conflict and on the study of conflict resolution.

The following topics are included: theories of organised labour; the history of trade unionism in Australia; the goals and methods of trade unions—a comparative study; the structure of the modern corporation and its implications for industrial relations; alternate systems of industrial dispute settlement; strike patterns in Australia; case studies in industrial conflict.

(2 or 3 hours per week)

NOTE: This subject will not be offered in 1971.

PUBLIC ECONOMICS
Public economics is a study of Government intervention in the economy through the budget. It is concerned, therefore, with taxes and with government expenditure. The analysis of the effects of such personal taxes as a poll tax, income tax and wealth tax on savings, consumption and work effort is followed by an analysis of business taxes such as company tax and sales tax. There is a discussion of other possible taxes, notably an expenditure tax, a capital gains tax and a tax on value added.

The relation between the budget and the level of employment is then examined. Topics covered include the multiplier impact of the budget, the use of taxation and government expenditure to achieve stability and the notion of capacity to pay taxes. There is also an examination of the problems of the national debt, of inter-governmental financial relationships and of the place of fiscal policy in economic development.

(2 hours per week)
READING LIST
Eckstein, O.—Public Finance (Prentice-Hall)
Due, J. F.—Government Finance: Economics of the Public Sector (Irwin)
Prest, A. R.—Public Finance in Theory and Practice (Weidenfeld & Nicolson)
Mathews, R. L.—Public Investment in Australia (Cheshire)
Williams, A. R.—Public Finance and the Budgetary Policy (Allen & Unwin)
Johansen, L.—Public Economics (North Holland, 1965)
McKean, Roland N.—Public Spending (McGraw-Hill, 1968)

INTERNATIONAL ECONOMICS
This course begins with a study of the theories of international trade in its non-monetary aspects. From the traditional analysis the theory is extended to examine such problems as the effect of economic growth on trade and the role of international trade in economic development. The theory of restrictions on trade is discussed with particular emphasis on the role of tariffs and of customs unions. This is followed by analysis of balance of payments problems and of various policies of adjustment, such as internal devaluation, devaluation and direct controls. The course then considers certain theoretical aspects of international capital movements and the implications of Australia's capital inflow. It goes on to examine the present international monetary system and its reform. The final section reviews Australia's changing pattern of foreign trade and payments and assesses relevant economic policies.
(2 hours per week)

READING LIST
Kindleberger, C. P.—International Economics (Irwin)
Snape, R. H.—International Trade and the Australian Economy (Longmans paperback)
Snider, D. A.—International Monetary Relations (Random House paperback)
Yeager, L.B.—The International Monetary Mechanism (Holt, Rinehart & Winston paperback)
Heller, H. R.—International Trade; Theory and Empirical Evidence (Prentice-Hall)
Meier, G. M.—The International Economics of Development; Theory and Policy (Harper International Editions)

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.
(2 hours per week)

READING LIST
Matthews, R. C. O.—The Trade Cycle (Nisbet, 1959)
Meade, J. E.—A Neo-Classical Theory of Economic Growth (Allen and Unwin, 1961)
Enke, S.—Economics for Development (Prentice-Hall, 1963)

SEMINARS IN ECONOMIC THEORY AND PROBLEMS
Weekly seminars are held, at which students present papers relating to particular areas of contemporary controversy in economic theory and policy. The course is designed for advanced students, and its content may vary from time to time according to the interests of those involved.
(2 hours per week)

READING LIST
To be announced.
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, elementary mathematical statistics, the two variable linear model and extensions of it, the major problems in linear estimation, and an introduction to simultaneous estimation.

(2 or 3 hours per week)

READING LIST

TEXT BOOKS
Johnston, J.—Econometric Methods (McGraw-Hill)
Fox, K. A.—Intermediate Economic Statistics (Wiley)
Klein, L. A.—An Introduction to Econometrics (Prentice-Hall)

RECOMMENDED READING
Yamane, T.—Mathematics for Economists (Prentice-Hall)
Goldberger, A.—Econometrics (Wiley)
Malinvaud, E.—Statistical Methods of Econometrics (North-Holland)
Hadley, G.—Linear Algebra (Addison-Wesley)

MATHEMATICAL ECONOMICS

This subject is concerned with applications of mathematical techniques to theories of fluctuations, growth and allocation. Some treatment of programming applications in economics.

(Approximately 3 hours per week)

NOTE: This subject may not be offered in 1971.

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 an 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.

NOTE: This subject may not be offered in 1971.

ECONOMICS IV

1: ADVANCED ECONOMIC ANALYSIS

(a) This subject, comprises advanced treatment of four major selected topics in economic analysis.

AND

(b) Thesis based upon a supervised research investigation.

Some of the following topics will be included in the range of possible selections:

(a) INDUSTRY ECONOMICS (HONOURS)

A number of topics will be presented which have as their unifying theme the development of a theory of the growth of firms.

The course is divided into five parts: (a) the neo-classical theory of the firm, (b) recent theoretical developments in industry economics and operations research, (c) economic methodology, (d) the econometric study of the firm growth process, and (e) stochastic and deterministic components in the firm growth process.

READING GUIDE

Will be issued to students who enrol for the course.
(b) 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. This subject may not be offered in 1971.

READING LIST

RECOMMENDED READING
Rothenberg, P.—The Measurement of Social Welfare
Little, I. M.D. —A Critique of Welfare Economics
Mishan, E.—Welfare Economics
Graaf, De V.—Theoretical Welfare Economics
Pigou, A.—The Economics of Welfare

(c) ECONOMIC DEVELOPMENT

This course is an extension of the third year work in Fluctuations and Growth. The course includes a critical survey of recent theories of economic development; the examination of problems of resource allocation and programming with reference to long-term growth; the relationship between economic development and trade, with special reference to the problems of structural disequilibrium, critical shortages of foreign exchange and sectoral polarization.

Economic planning and its relevance to underdeveloped countries is given particular emphasis; a survey of planning models and the application of quantitative methods to the solution of policy problems is undertaken.

The latter part of the course will comprise the discussion of special cases, partial applications of the theoretical formulations introduced earlier and case studies of economic development.

(d) 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; American contributions; the development of trade cycle theory.

READING LIST

PRELIMINARY READING
Roll, E.—A History of Economic Thought (Faber).

RECOMMENDED READING
Schumpeter, J.—A History of Economic Analysis (Oxford)

(c) ECONOMETRICS

This subject may be taken by final year candidates in 1971 who have adequate preparation.
Students are required to submit essays, exercises and, in Accounting I, a practice set, as specified by lecturers and tutors. Class tests may be held during the year. Work completed during the year will be taken into account along with a student's results at the annual examinations.

Failure to submit written work may involve exclusion from examinations.

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

ACCOUNTING I

A course of 2 hours of lectures and a tutorial of 2 hours per week throughout the year.

SYLLABUS

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

*Allan, I.—The Simple Computer (Inst. of Chartered Accts. of Scotland.)

Anthony, R. N.—Management Accounting Principles (Irwin)


Chambers, R. J.—Accounting and Action (Law Book Co.)

*Colditz, B. T., Meigs, W. B. & Johnson, C. E.—Australian Accounting: The Basis for Business Decisions (McGraw-Hill)

Crawford, F. R.—Introduction to Data Processing (Prentice-Hall)


Gilman, S.—Accounting Concepts of Profit (Ronald Press)

*Goldberg, L. (Ed.)—Fitzgerald’s Accounting (Butterworths)

Gole, V. L.—Fitzgerald’s Analysis and Interpretation of Financial and Operating Statements (Butterworths)

Kennedy, R. D. & McMullen, S. Y.—Financial Statements—Form Analysis and Interpretation (Irwie)

McRae, T. W.—Impact of Computers on Accounting (Wiley)

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

Marple, R. P.—Towards a Basic Accounting Philosophy (N.A.A.)

Mathews, R. L.—Accounting for Economists (Cheshire)


Spiller, E. A.—Financial Accounting: Basic Concepts (Irwin)


*Accountancy Exercises—(University of Newcastle)

EXAMINATION

Two 3-hour papers.

ACCOUNTING IIA

A course of 2 hours of lectures and a tutorial of 2 hours per week throughout the year plus an additional hour of lectures in Taxation during Second and Third Terms.

SYLLABUS

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 tax.

READING GUIDE

American Institute of C.P.A.’s—Accounting Research Studies


Australian Society of Accountants—Society Bulletins

Backer, M. (Ed.)—Modern Accounting Theory (Prentice-Hall)

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

*Bock, F. C. & Mannix, E. F.—The Guide to Australian Income Tax (Butterworths)

Davidson, S., Green, D., Hornsren, C. T. & Sorter, G. H.—An Income Approach to Accounting Theory (Prentice-Hall)

*Goldberg, L. (Ed.)—Fitzgerald’s Accounting (Prentice-Hall)

Gole, V. L.—Fitzgerald’s Analysis and Interpretation of Financial and Operating Statements (Butterworths)
Note—Essential books which students should possess are marked with an asterisk.

Institute of Chartered Accountants in Australia—Statements on Accounting Principles and Recommendations on Accounting Practice

*Johnston, T. R. & Jager, M. O.—The Law and Practice of Company Accounting in Australia (Butterworths)


Kenley, W. J.—*A Statement of Australian Accounting Principles (Accountancy Research Foundation)

Lee, L. N. & McPherson, L. A.—Consolidated Statements and Group Accounts (Law Book Co.)

Mautz, R. K.—Fundamentals of Auditing (Wiley)


*Accountancy Exercises (University of Newcastle)

*Companies Act, 1961 (N.S.W. Government Printer)

*Income Tax & Social Services Contribution Assessment Act (Commonwealth Government Printer)

EXAMINATION

Three 3-hour papers (including one paper in Taxation)

Students will be permitted to take copies of the Statutes referred to in the Reading Guide into the annual examination, provided the copies are not marked otherwise than by underlining.

ACCOUNTING IIB

A course of 2 hours of lectures and a tutorial of 2 hours per week throughout the year.

SYLLABUS

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; tradition and modern concepts of "cost"; inventory costing and income determination; variable costing; differential costs; distribution cost analysis; capital investment appraisal; inventory, quality and production controls.

READING GUIDE


Bierman, H., Jr.—Topics in Cost Accounting and Decisions (McGraw-Hill)

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

*Bruns, W. J. & DeCoste, D. T.—Accounting and its Behavioral Implications (McGraw-Hill)

Burke, W. L. & Smyth, E. B.—Accounting for Management (Law Book Co.)

Carlson, P. G.—Quantitative Methods for Managers (Harper & Row)


Crawford, F. R.—Introduction to Data Processing (Prentice-Hall)

Davidson, S., Green, D., Horngren, C. T. & Sorter, G. H.—An Income Approach to Accounting Theory (Prentice-Hall)

Dearden, J.—Cost and Budget Analysis (Prentice-Hall)

Dickey, R. L. (Ed.)—Accountants' Cost Handbook (Ronald)

Dopuch, N. & Birnbeg, J. G.—Cost Accounting: Accounting Data for Managerial Decisions (Harcourt, Brace & World)

Field, J. E.—Management Accounting: An Information Service (Butterworths)

Garrett, L. J. & Silver, M.—Production Management Analysis (Harcourt, Brace & World)

Greene, J. H.—Operations Planning and Control (Irwin)

*Horngren, C. T.—Cost Accounting—A Managerial Emphasis (Prentice-Hall)


Matz, A., Curry, O. J. & Frank, G. W.—Cost Accounting (South Western)

Mayer, R. R.—Production Management (McGraw-Hill)


Schiff, M. & Benninger, L. J.—Cost Accounting (Ronald)

Shillinglaw, G.—Cost Accounting—Analysis and Control (Irwin)

Solomons, D.—Studies in Cost Analysis (Irwin)

Strong, E. P. & Smith, R. D.—Management Control Models (Holt, Rinehart & Winston)
Note—Essential books which students should possess are marked with an asterisk.

*Thomas, W. E. (Ed.)—Readings in Cost Accounting, Budgeting and Control (South Western)
Welsh, G. A.—Budgeting, Profit Planning and Control (Prentice-Hall)
*Accountancy Exercises—(University of Newcastle)

EXAMINATION
Two 3-hour papers.

ACCOUNTING IIIA
A course of 2 hours of lectures throughout the year.

SYLLABUS
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 LIST
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
Backer, M. (Ed.)—Modern Accounting Theory (Prentice-Hall)
Barradell, M.—Ethics and the Accountant (Gee)
Baxter, W. T. & Davidson, S. (Eds.)—Studies in Accounting Theory (Sweet & Maxwell)
Briloff, A. J.—The Effectiveness of Accounting Information (Praeger)
Buckley, J. W.—Contemporary Accounting and its Environment (Dickenson)
Carey, J. L.—The C.P.A. Plans for the Future (A.I.C.P.A.)
Chambers, R. J.—Accounting, Evaluation and Economic Behaviour (Prentice-Hall)
Chambers, R. J., Goldberg, L. & Mathews, R. L.—The Accounting Frontier (Cheshire)
Davidson, S., Green, D., Horngren, C. T. & Sorter, G. H.—An Income Approach to Accounting Theory (Prentice-Hall)
Dickerson, R. W. V.—Accountants and the Law of Negligence (Canadian Institute of Chartered Accountants)

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

*Garner, P. & Berg, K. B. (Eds.)—Readings in Accounting Theory (Houghton Mifflin)
Gilman, S.—Accounting Concepts of Profit (Ronald)
Goldberg, L.—Concepts of Depreciation (Law Book Co.)
*Goldberg, L.—An Inquiry into the Nature of Accounting (American Accounting Assn.)
Hendriksen, E. S.—Accounting Theory (Irwin)
Johnston, T. R. & Jager, M. O.—Law and Practice of Company Accounting in Australia (Butterworths)
Littleton, A. C.—Structure of Accounting Theory (American Accounting Association)
Mathews, R. L.—Accounting for Economists (Cheshire)
Mathews, R. L. & Grant, J. McB.—Inflation and Company Finance (Law Book Co.)
Mattessich, R.—Accounting and Analytical Methods (Irwin)
Mikesell, R. M. & Hay, L. E.—Government Accounting (Irwin)
Moontiz, M. & Littleton, A. C.—Significant Accounting Essays (Prentice-Hall)
Murphy, M. E.—Advanced Public Accounting Practice (Irwin)
Normanton, E. L.—The Accountability and Audit of Governments (Manchester University Press)
Norris, H.—Accounting Theory (Pitman)
Paton, W. A. & Littleton, A. C.—An Introduction to Corporate Accounting Standards (American Accounting Association)
Purdie, D. M.—Local Government Accounting in Victoria (Law Book Co.)
Staubus, G. J.—A Theory of Accounting to Investors (California University Press)
Storey, R. K.—The Search for Accounting Principles (A.I.C.P.A.)

EXAMINATION
Two 3-hour papers.
ACCOUNTING IIIB

A course of 2 hours of lectures throughout the year.

SYLLABUS

Selected contemporary problems in the theory and practice of managerial accounting. Topics studied include the theories of behavioural budgeting, programme budgeting, break-even analysis, direct costing, transfer pricing, the impact of computers on management and general concepts of management accounting.

Students are also expected to enrol in the Fortran Programming course conducted in the Mathematics Department (see Extra-curricular courses p. 133. All tests, tutorials, etc. should be completed satisfactorily. Students will also be required to run selected commercial type programmes on the computer.

READING GUIDE

Articles are selected from Abacus, The Accounting Review, Journal of Accounting Research, Journal of Business, etc. Text books should not be purchased until the course has commenced. The following list is of text books that are usually consulted.


Bierman, H.—Topics in Cost Accounting and Decisions (McGraw-Hill)


Hofstede, G. H.—The Game of Budget Control (Associated Book Publishers)

McRae, T. W.—The Impact of Computers on Accounting (Wiley & Sons)

Myers, C. A. (Ed.)—The Impact of Computers on Management (M.I.T. Press)

Parker, R. H.—Management Accounting: An Historical Perspective (Macmillan)

Solomons, D. (Ed.)—Studies in Cost Analysis (Sweet & Maxwell)

Stedry, A. C.—Budget Control and Cost Behavior (Prentice-Hall—Ford Foundation Series)

Thomas, W. E. (Ed.)—Readings in Cost Accounting Budgeting & Control (South-Western)

EXAMINATION

Two 3-hour papers.

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

MANAGEMENT STUDIES I

A course of 4 hours of lectures per week throughout the year.

SYLLABUS

FINANCIAL MANAGEMENT

An examination of the goals and functions of finance; financial planning and control; the evaluation of proposals for capital investment, including the problems of the ranking of new investment projects, financial expansion through take-overs and mergers, and reorganisation through liquidation or abandonment of assets taking into consideration such factors as size, life and risk of alternative investments proposals; types and costs of finance available; dividend policies; financial "policy" in regard to leasing and hire-purchase; management of current assets. Application of statistical methods in financial management.

SECURITY ANALYSIS

An examination of price behaviour of marketable securities with particular emphasis on ordinary share capital; the operation of the stock exchange, its rules and regulations; investment and speculation; methods of independent valuation and the types of information available; the importance of timing of common stock investment and the techniques available for such.

PRELIMINARY READING

Students are advised that before the beginning of the academic year they should read:

Weston, J. F.—The Scope and Methodology of Finance (Prentice-Hall)

READING GUIDE

Ball, R. E.—Readings in Investments (Allyn & Bacon)

Brannan, J. W., Grant, E. McB. & Parker, R. H.—Topics in Business Finance and Accounting (Cheeshire)

Bierman, W.—Analysis for Financial Decisions (Irwin)


Bierman, H. & Smidt, S.—The Capital Budgeting Decision (Macmillan)

Cohen, J. B. & Zinbarg, E. D.—Investment Analysis and Portfolio Management (Irwin)

Edwards, R. D. & Magee, J.—Technical Analysis of Stock Trends (Magee)

Flink, S. J. & Grunewald, D.—Managerial Finance (Wiley)

Friedland, S.—The Economics of Corporate Capital (Prentice-Hall)

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

Gordon, M. J.—The Investment, Financing and Valuation of the Corporation (Irwin)
Grunewald, A. E. & Nemmers, E. E.—Basic Managerial Finance (Holt, Rinehart & Winston)
Hayes, D. A.—Investment Analysis and Management (2nd Edition) (Macmillan)
Hirst, R. R. & Wallace, R. H.—Studies in the Australian Capital Market (Cheshire)
Lerner, E. M.—Readings in Financial Analysis and Investment Management (Irwin)
Lewellen, W. G.—The Cost of Capital (Wadsworth)
Merrett, A. J. & Sykes, A.—The Finance and Analysis of Capital Projects (Longmans)
Merrett, A. J. & Sykes, A.—Capital Budgeting and Company Finance (Longmans)
Moranian, T., Grunewald, D. & Reidenbach, R.—Business Policy and its Environment (Holt, Rinehart & Winston)
Robichek, A. A. & Myers, S. C.—Optimal Financing Decisions (Prentice-Hall)
Rose, P. J.—Australian Securities Markets (Cheshire)
Solomon, E.—The Management of Corporate Capital (Glencoe Free Press)
*Van Horne, J.—Financial Management (Prentice-Hall)
Weston, J. F.—The Scope and Methodology of Finance (Prentice-Hall)
*Weston, J. F. & Brigham, E. F.—Managerial Finance (Holt, Rinehart & Winston)

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

Wolf, H. A. & Richardson, L.—Readings in Finance (Appleton-Century-Crofts)
Wu, H. K. & Zakon, A. J.—Elements of Investments (Holt, Rinehart & Winston)

EXAMINATION
Two 3-hour papers.

MANAGEMENT STUDIES II
A course of 4 hours of lectures per week throughout the year.

SOCIOLOGICAL ASPECTS OF MANAGEMENT

SYLLABUS
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.

Case study material is introduced in second term.

PRELIMINARY READING
Encel, S.—Equality and Authority: A Study of Class, Status and Power in Australia (Cheshire) (Parts I, II & IV)
Tannenbaum, A.—The Social Psychology of the World Organization (Tavistock)

READING GUIDE
Barnard, C.—The Functions of the Executive (H.U.P.)
Brown, J. A. C.—A Social Psychology of Industry (Pelican)
Caplow, T.—Principles of Organization (Harcourt-Brace & World)
*Dale, E.—Management: Theory and Practice (McGraw-Hill)
March, J. G. & Simon, H. A.—Organizations (Wiley)
*Pollard, S.—The Genesis of Modern Management (Pelican)
Sofer, C.—The Organization from Within (Tavistock)
*Whyte, Wm. H.—The Organization Man (Pelican)
Note—Essential books which students should possess are marked with an asterisk.

INFORMATION SYSTEMS AND MANAGERIAL DECISION MAKING

SYLLABUS

Information Systems: evolution of data processing; hardware and software; systems design and analysis; human problems of systems; batch processing systems; real-time systems; integrated management information systems.

Managerial Decision Making: the theory and practice of decision making; the evolution of operations research; model building; business forecasting; inventory models; probability and expected value; linear programming; queuing theory and simulation; PERT and C.P.M.; statistical control techniques.

READING GUIDE

Awad, E. M.—Business Data Processing (Prentice-Hall)
*Boutell, W. S.—Computer-Orientated Business Systems (Prentice-Hall)
Dippel, G. & House, W. C.—Information Systems (Scott, Foresmen & Co.)
Magee, J. F. & Boodman, D. M.—Production Planning and Inventory Control (McGraw-Hill)
O'Diorne, G. S.—Management by Objectives (Prentice-Hall)
Pemberton, L. A. & Gibson, E. D.—Administrative Systems Management (Wadsworth)
Schoderbek, P. P.—Management Systems (Wiley)
Shuchman, A.—Scientific Decision-Making in Business (Holt, Rinehart & Winston)

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

Williams, T. H. & Griffin, C. H.—Management Information: A Quantitative Accent (Irwin)

EXAMINATION

Two 3-hour papers.

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.)

SYLLABUS

The theory and measurement of accounting profit.

READING GUIDE

Backer, M. (Ed.)—Modern Accounting Theory (Prentice-Hall)
Baxter, W. T. & Davidson, S. (Eds.)—Studies in Accounting Theory (Sweet & Maxwell)
Bedford, N. M.—Income Determination Theory: An Accounting Framework (Addison Wesley)
Chambers, R. J., Goldberg, L. & Mathews, R. L. (Eds.)—The Accounting Frontier (Cheshire)
Davidson, S., Green, D., Horngren, C. T. & Sorter, G. H.—An Income Approach to Accounting Theory (Prentice-Hall)
Garner, P. & Berg, K. B.—Readings in Accounting Theory (Houghton Mifflin)
Gilman, S.—Accounting Concepts of Profit (Ronald Press)
*—Additional work required for honours degree specializing in Accounting. Seminars are of 2 hours per week throughout the year.
Note—Essential books which students should possess are marked with an asterisk.

Goldberg, L.—An Inquiry into the Nature of Accounting (American Accounting Association)

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

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

Johnston, T. R. & Jager, M. O.—The Law and Practice of Company Accounting in Australia (Butterworths)

Norris, H.—Accounting Theory (Pitman)


Paton, W. A. & Littleton, A. C.—An Introduction to Corporate Accounting Standards (American Accounting Association)

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.)

SYLLABUS

(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, contemporary accounting thought, international comparisons of accounting methods and theories. Advanced quantitative analysis, company law and studies in financial reporting.

(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
Backer, M. (Ed.)—Modern Accounting Theory (Prentice-Hall)

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


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


Berlo, D. K.—The Process of Communication (Holt, Rinehart & Winston)

Bevis, H. W.—Corporate Financial Reporting in a Competitive Economy (Macmillan)


Bruns, W. G. & De Coster, D. T. (Eds.)—Accounting and its Behavioral Implications (McGraw-Hill)

*Buckley, J. W.—Contemporary Accounting and its Environment (Dickenson)

Burns, T. J. (Ed.)—The Use of Accounting Data in Decision Making (Ohio State University)


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

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

Chambers, R. J.—Accounting, Evaluation and Economic Behaviour (Prentice-Hall)

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

Chance, W. A.—Statistical Methods for Decision Making (Irwin)

*Chatfield, M.—Contemporary Studies in the Evolution of Accounting Thought (Dickenson)

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


Goldberg, L.—An Inquiry into the Nature of Accounting (American Accounting Assn.)

Gower, L. C. B.—Modern Company Law (Stevens)
Note—Essential books which students should possess are marked with an asterisk.

Greenlaw, P. S., Herron, L. W. & Rawdon, R. H.—Business Simulation in Industrial and University Education (Prentice-Hall)

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


Lerner, E. M.—Readings in Financial Analysis and Investment Management (Irwin)

Mattessich, R.—Accounting and Analytical Methods (Irwin)


Moonitz, M. & Littleton, A. C.—Significant Accounting Essays (Prentice-Hall)

Mueller, G. G.—Accounting Practices in the Netherlands (University of Washington)

Mueller, G. G.—Accounting Practices in Germany (University of Washington)

Mueller, G. G.—Accounting Practices in Sweden (University of Washington)

*Mueller, G. G.—International Accounting (Macmillan)


Norris, H.—Accounting Theory (Pitman)


Peterson, D. E.—A Quantitative Framework for Financial Management (Irwin)

Salmonson, R. F.—Basic Financial Accounting Theory (Wadsworth)

Schoderbek, P. P.—Management Systems (Wiley)

Shuchman, A.—Scientific Decision Making in Business (Holt, Rinehart & Winston)

Scott, D. R.—The Cultural Significance of Accounts (Lucas Bros.)

Seligman, B. B.—Main Currents in Modern Economics (Free Press of Glencoe)

Stacey, N. A.—English Accountancy 1800 to 1954 (Gee)

Summer, C. E. & O'Connell, J. J.—The Managerial Mind (Irwin)

Vandell, R. F. & Coleman, A. B.—Case Problems in Finance (Irwin)

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


Williams, J. W. & Griffin, C. H.—Management Information: A Quantitative Accent (Irwin)

LEGAL STUDIES I

A course of 2 hours of lectures and a tutorial of 1 hour per week throughout the year.

SYLLABUS

This course falls within two broad divisions: (1) A general conspectus of the legal system (2) The elements of the law of contract. In the first part, students are introduced to:— the constitutions of England, N.S.W. and the Commonwealth (with special reference to the judicial function, administrative and trade practices law); freedom under the law; the courts, the legal profession, accounting and the law; definition and nature of law; inter-relation of law, ethics and culture.

PRELIMINARY READING

Students are advised that before the beginning of the academic year they should read at least one of the following.

Graveson, R. H.—Law: An Outline for the Intending Student (Routledge & Kegan Paul)

Maier, F. K., Waller, L. & Derham, D. D.—An Introduction to Law (Law Book Co.); OR,

Williams, G. L.—Learning the Law (Stevens)

READING GUIDE

Abel-Smith, B. & Stevens, R.—Lawyers and the Courts (Heinemann)

Baalman, J.—Outline of Law in Australia (Law Book Co.)

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

Campbell, E. & Whitmore, H.—Freedom in Australia (Sydney University Press)


Dicey, A. V.—An Introduction to the Study of the Law of the Constitution (McMillan)

Friedmann, W.—An Introduction to the Study of the Law in a Changing Society (Penguin)

Friedmann, W.—Legal Theory (Stevens)

Graveson, R. H.—Law: An Outline for the Intending Student (Routledge & Kegan Paul)

Halsbury—Laws of England (Butterworths)
Note—Essential books which students should possess are marked with an asterisk.

Jackson, R. M.—Machinery of Justice in England (Cambridge University Press)

Law Reports—English and Australian—as prescribed


Lumb, D.—The Constitutions of the Australian States (Uni. of Qld. Press)

Maher, F. K., Waller, L. & Derham, D. P.—An Introduction to Law (Law Book Co.)


Mayer, H. (Ed.)—Australian Politics (Cheshire)

McGarvie, R. E., Pannam, C. & Hocker, P. I.—Cases and Materials on Contract (Law Book Co.)

Paton, G. W.—A Textbook of Jurisprudence (3rd Ed. by Derham) (O.U.P.)


*Sawer, G.—Australian Government Today (M.U.P.)

*Shtein, B. & Lindgren, K. E.—Introduction to Business Law (Law Book Co.)

*Vermesh, R. & Lindgren, K. E.—Business Law in Australia (Butterworth)


Williams, G. L.—Learning the Law (Stevens)

EXAMINATION

One 3-hour paper.

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

LEGAL STUDIES II

A course of 2 hours of lectures and a tutorial of 1 hour per week throughout the year.

SYLLABUS

Elements of law relating to commerce:—legal concepts (e.g. property, ownership, possession, tort, trusts, agency); bankruptcy; bailment; marketing (including sale of goods, hire-purchase, consumer protection, restrictive trade practices); securities (e.g. mortgages, bills of sale, liens, etc.); non-commercial succession to property (including succession upon death); negotiable instruments; insurance; partnership; company law.

NOTE—Company law will form approximately one-half of the course.

READING GUIDE

Chorley Lord & Giles, O. C.—Leading Cases on Mercantile Law (Butterworths)

Collinge, J.—Tutorials in Contract (Law Book Co.)

Deane, W. P., Bohringer, L. G. & Feron, N. T. F. (Eds.)—McDonald, Henry and Meek's Australian Bankruptcy Law and Practice (Law Book Co.)


*Gower, L. C. B.—Modern Company Law (Stevens)

Higgins, P. F. P.—Law of Partnership in Australia and New Zealand (Law Book Co.)

Johnston, T. R. & Jager, M. O.—The Law and Practice of Company Accounting in Australia (Butterworths)

Joske, P. E.—Sale of Goods and Hire Purchase (Butterworths)

Law Reports—English and Australian—as prescribed

Mason, H. H. & O'Hair, J. S.—Australian Company Law (McGraw-Hill)

Rose, D. J. (Ed.)—Lewis' Australian Bankruptcy Law (Law Book Co.)

Schmitthoff, C. M. & Thompson, J. H. (Eds.)—Palmer's Company Law (Stevens)

Shtein, B. & Lindgren, K. E.—Introduction to Business Law (Law Book Co.)

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

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

*Vermeesch, R. & Lindgren, K. E.—*Business Law in Australia* (Butterworth)

Wallace, The Hon. G. & Young, J. Mcl.—*Australian Company Law and Practice* (Law Book Co.)


Yorston, R. K. & Fortescue, E. E.—*Australian Mercantile Law* (Law Book Co.)

**STATUTES**

Bankruptcy Act 1966 (Commonwealth Government Printer)

Bills of Exchange Act 1909 (Commonwealth Government Printer)

*Companies Act 1961 (N.S.W.)* (N.S.W. Government Printer)

Consumer Protection Act 1969 (N.S.W. Government Printer)

Hire Purchase Act 1960 (N.S.W. Government Printer)

Partnership Act 1892 (N.S.W. Government Printer)

Real Property Act 1900 (N.S.W. Government Printer)

Sale of Goods Act 1923 (N.S.W. Government Printer)

Trade Practices Act 1965 (Commonwealth Government Printer)

**EXAMINATION**

Two 3-hour papers.

Students will be permitted to take copies of the Statutes referred to in the Reading Guide into the annual examination, provided the copies are not marked otherwise than by underlining.

**INDUSTRIAL AND ADMINISTRATIVE LAW**

A course of 2 hours of lectures and a tutorial of 1 hour per week throughout the year.

**Syllabus**

A study of administrative law: an introduction to the Australian legal system, its historical and constitutional background; government in Australia with emphasis on local government; constitutional concepts; delegated legislation; “natural justice” review of administrative action by Parliament, the Administration and the Courts, and the remedies available on judicial review; the legal position of the Crown and statutory authorities; the “shield of the Crown”; administrative tribunals.

A study of industrial law commencing with the master-servant relationship at common law; the concept of vicarious liability; the employer's duty of care at common law and his statutory duties; the employer's defences to an employee's action. The torts of inducing breach of contract, “conspiracy” and “intimidation”. Workers' Compensation law. Brief history of industrial arbitration and trade union legislation; the present systems of industrial legislation (Federal and State) and their operation. Covenants in restraint of trade. Restrictive trade practices law.

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

**READING GUIDE**

Baalman, J.—*Outline of Law in Australia* (Law Book Co.)

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

Boulter, N.—*Workers' Compensation Practice in N.S.W.* (Law Book Co.)

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

Dey, J. F. & McKenzie, D. B.—*An Outline of Industrial Law (Commonwealth and N.S.W.)* (Law Book Co.)

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

Friedmann, V.—*An Introduction to the Study of Law in a Changing Society* (Penguin)

Lane, P. H.—*An Introduction to the Trade Practices Act, 1965* (Law Book Co.)

Lumb, D.—*The Constitutions of the Australian States* (University of Queensland Press)

Masterman, C. G. & Solomon E.—*Australian Trade Practices Law* (Butterworths)

Mendelsohn, R.—*Social Security in the British Commonwealth* (University of London)

O'Dea, R.—*Industrial Relations in Australia* (West Publishing Corp.)

Portus, J. H.—*The Development of Australian Trade Union Law* (Melbourne University Press)

Sawer, G.—*Australian Government Today* (Melbourne University Press)

Shtein, B. & Lindgren, K. E.—*Introduction to Business Law* (Law Book Co.)

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

Williams, G. L.—*Learning the Law* (Stevens)
Note—Essential books which students should possess are marked with an asterisk.

STATUTES
Factories, Shops and Industries Act 1962 (N.S.W. Government Printer)
*Industrial Arbitration Act 1940 (N.S.W. Government Printer)
*Conciliation and Arbitration Act (Commonwealth Government Printer)
Consumer Protection Act 1969 (N.S.W. Government Printer)
*Workers' Compensation Act 1926 (N.S.W. Government Printer)
Trade Practices Act 1965 (Commonwealth Government Printer)

EXAMINATION
Two 3-hour papers
Students will be permitted to take copies of the Statutes referred to in the Reading Guide into the annual examination, provided the copies are not marked otherwise than by underlining.

ACCOUNTING SYSTEMS AND COMPUTER APPLICATIONS
A course of 2 hours of lectures per week throughout the year.

SYLLABUS
Data processing concepts: the evolution of data processing; unit-record equipment; computer hardware; computer software; planning for a computer; management of computers.

Systems theory and practice: systems concepts; integrated business systems; performing the systems study; systems cost analysis; real-time systems; human problems of systems; information retrieval systems.

Case studies will be used extensively throughout this course.

READING GUIDE
Awad, E.—Business Data Processing (Prentice-Hall)
Boutell, W.—Computer-Oriented Business Systems (Prentice-Hall)
Chandor, A., Graham, J. Williams, R.—Practical Systems Analysis (Rupert, Hart & Davis)
Dipple, G. & House, W. C.—Information Systems (Scott, Foresman & Co.)
Elliot, C. O. & Wasley, R. S.—Business Information Processing Systems (Irwin)
Emery, J. C.—Organizational Planning & Control Systems: Theory and Technology (Collier Macmillan)

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

Hare, Van Court—Systems Analysis: A Diagnostic Approach (Harcourt, Brace & World)
Hein, L. W. (Ed.)—Contemporary Accounting and the Computer (Prentice-Hall)
*Optner, S. L.—Systems Analysis for Business Management (Prentice-Hall)
Pemberton, L. A. & Gibson, E. D.—Administrative Systems Management (Prentice-Hall)
Rohove, P. E.—Developing Computer-Based Information Systems (Wiley)
Schoderbek, P. P.—Management Systems (Wiley)

Systems and Procedures Association—Business Systems (Systems and Procedures Association)

EXAMINATION
One 3-hour paper.

PROFESSIONAL ACCOUNTING STUDIES
The Bachelor of Commerce degree specialising in Accounting (pass and honours) is based on the premise that graduates who wish to enter the accounting profession should, subsequent to graduation, complete the study of certain material of a specialised nature. The subject of Professional Accounting Studies comprises courses at a post-graduate level in Accounting Systems and Computer Applications, Auditing and Internal Control, and Taxation and Tax Planning. The subject is specifically directed to the requirements of graduates wishing to qualify for entry to the professional accounting associations and/or registration as a registered public accountant under the Public Accountants Registration Act, 1945-61 (N.S.W.) and will involve class work of 6 to 8 hours per week for a year.

The subject is also available to non-graduates who are members of the Australian Society of Accountants, the Institute of Chartered Accountants in Australia, or the Chartered Institute of Secretaries. Students reading the subject of Professional Accounting Studies are regarded as "non-degree" students.
DIPLOMA IN BUSINESS STUDIES

The requirements for the course leading to the award of the Diploma in Business Studies and the subjects which may be included in this course are set out on pages 122-124.

The details of the subjects which are specified hereunder relate to the Group B subjects which will be offered in 1971.

AUDITING AND INTERNAL CONTROL

A course of 2 hours of lectures per week throughout the year.

SYLLABUS

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

Institute of Chartered Accountants in England and Wales—Statements on Auditing
Irish, R. A.—Auditin (Law Book Co.)
Johnson, J. T. & Brasseaux, J. H.—Readings in Auditing (South Western)
Mautz, R. K.—Fundamentals of Auditing (Wiley)
Meigs, W. B.—Principles of Auditing (Irwin)
Moore, F. E. & Stettler, H. F.—Accounting Systems for Management Control (Irwin)
Ray, J. C. (Ed.)—Independent Auditing Standards (Holt, Rinehart and Winston)
Waldron, R. S.—Dicksee’s Auditing (Gee & Co.)

EXAMINATION

One 3-hour paper.

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

TAXATION AND TAX PLANNING

A course of 2 hours of lectures per week throughout the year.

SYLLABUS

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.

READING GUIDE

Adams, P. R.—Australian Tax Planning (Butterworths)
*Bock, F. C. & Mannix, E. F.—The Guide to Australian Income Tax (Butterworths)
Bock, F. C. & Mannix, E. F.—Gunn’s Australian Income Tax (Butterworths) and Butterworth’s Taxation Service
Hayek, E. J.—Ryan’s Manual of Income Tax Law in Australia (Law Book Co.)
Irving, H. R.—Sales Tax Highlights (Australian Society of Accountants)
*Income Tax (International Agreements) Act, 1953, as amended (Commonwealth Government Printer)

EXAMINATION

One 3-hour paper.

Students will be permitted to take copies of the Statutes referred to in the Reading Guide into the annual examination, provided the copies are not marked otherwise than by underlining.

COMMERCIAL PROGRAMMING

A course of two hours of lectures per week throughout the year.

Students wishing to enrol in Commercial Programming in 1971 who have not passed the prerequisite subject Accounting Systems and Computer Applications may enrol concurrently in each of these subjects.

SYLLABUS

Basic concepts: the structure of machines; representation of data and instructions; machine language; input-output; procedures; flow charting. Computer programming: evaluation of numerical expressions; matrix operations; sources of error; searching; sorting; string manipulation. Business data processing: file organisation — creation, maintenance and processing. Practical work will consist of a series of linked problems for a commercial application using the Cobol language.
Note—Essential books which students should possess are marked with an asterisk.

READING GUIDE

Bowden, B. W.—*Faster Than Thought* (Pitman)
Forsythe, et al—*Computer Science* (Wiley)
*I.C.L.—1900 Series Cobol Manual*
Knuth, D. E.—*The Art of Computer Programming* (Addison-Wesley)
*Optner, S. L.—Systems Analysis for Business Management* (Prentice-Hall)

EXAMINATION

One 3 hour paper.

(C) MAJOR SUBJECTS FROM OTHER FACULTIES

GEOGRAPHY 1

Six hours per week (2 hours lectures, 1 hour tutorial, and 3 hours 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 subject is designed to introduce students to the agency of man on earth, as the dominant element in his ecosystem. It will review the growing impact of man on land and his influence with processes in his environment.

Practical courses to extend and enrich this study are also designed to enable students to gain proficiency in and understanding of, the tools of geographical analysis: Methods in the cartographic and statistical organisation of geographic data will be studied.

PRESCRIBED BOOKS

Spencer and Thomas—*Cultural Geography* (Wiley 1969)
Monkhouse and Wilkinson—*Maps and Diagrams* (Methuen 2nd ed. 1966)
Gregory—*Statistical Methods and the Geographer* (Longmans 2nd ed. 1969)
Fullard and Darby—*The University Atlas* (George Philip and Sons)

HISTORY 1

*The History of Western Civilisation*

(Three hours per week, plus a weekly seminar, compulsory for full-time students, voluntary for part-time students).

A survey course 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.
MA THEMATICS I

A subject of four lectures and two tutorial hours per week for three terms comprising the following topics. Summaries of these topics appear in the handbook of the Faculty of Mathematics and will also be available from the Department.

Topic
AN Real Analysis
AL Algebra
CA Calculus
NM Numerical Mathematics

PRESCRIBED TEXTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Calculus and Linear Algebra H. S. Wilf (Harcourt Brace &amp; World Inc., 1966)</td>
</tr>
<tr>
<td>NM</td>
<td>No prescribed text.</td>
</tr>
</tbody>
</table>

PART II SUBJECTS

The following topics are among those offered by the Mathematics Department. Certain combinations of these topics specified below will comprise the Part II subjects offered by the Department; each topic consists of about 27 lectures and 13 tutorials. A pass in Mathematics I is a prerequisite for entry to each Part II subject given by the Department; in addition some topics will require other topics as a corequisite or prerequisite as shown. Summaries of these topics appear in the handbook of the Faculty of Mathematics and will also be available from the Department.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Corequisite or Prerequisite Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Analysis of metric spaces</td>
<td>C</td>
</tr>
<tr>
<td>B Complex analysis</td>
<td>C</td>
</tr>
<tr>
<td>C Calculus and vector calculus</td>
<td></td>
</tr>
<tr>
<td>D Linear algebra</td>
<td></td>
</tr>
<tr>
<td>E Differential equations and integral transforms</td>
<td>C</td>
</tr>
<tr>
<td>F Numerical analysis and computing</td>
<td></td>
</tr>
<tr>
<td>G Fourier series, partial differential equations and special functions</td>
<td>C E</td>
</tr>
<tr>
<td>H Probability and statistics</td>
<td>C</td>
</tr>
<tr>
<td>I Topic in statistics e.g. time series</td>
<td>H</td>
</tr>
<tr>
<td>J Topic in applied mathematics e.g. dynamics</td>
<td>C E</td>
</tr>
<tr>
<td>K Topic in pure mathematics e.g. group theory</td>
<td>C E</td>
</tr>
<tr>
<td>L Topic in pure mathematics e.g. differential geometry</td>
<td>C</td>
</tr>
</tbody>
</table>

PRESCRIBED TEXTS

Topic A—Analysis of Metric Spaces
Real Analysis A. J. White (Addison-Wesley, 1968)

Topic B—Complex Analysis
Theory and Problems of Complex Variables Murray R. Spiegel
OR
Elements of Complex Analysis J. Duncan (N. Y. Wiley, 1968)

Topic C—Calculus and Vector Calculus

Topic D—Linear Algebra
Linear Algebra S. Lipschutz (Schaum, 1968)

Topic E—Differential Equations and Integral Transforms
Elementary Differential Equations and Boundary Value Problems (Chapters 3, 4, 5, 6, 7, 9.)

Topic F—Numerical Analysis and Computing
ICL Algol Programming Manual

Topic G—Fourier Series, Partial Differential Equations and Special Functions
A First Course in Partial Differential Equations H. F. Weinberger
AND
Fourier Series I. N. Sneddon (Routledge, 1961)

Topic H—Probability and Statistics

Topic I—Topic in Statistics

Topic J—Topic in Applied Mathematics
Theoretical Mechanics Murray R. Spiegel (Schaum, 1967)
Mathematics IIA

A subject of four lectures and two tutorial hours per week for three terms comprising topics A, B, C and D. In exceptional circumstances and with the consent of the Head of Department one topic from E, F, G or H may be substituted for A. A student who has passed Mathematics IIA prior to 1969 or Mathematics IIB may with the consent of the Head of Department make further substitutions in order to comply with Note 2 below.

Mathematics IIB

A subject of four lectures and two tutorial hours per week for three terms comprising four topics chosen from A to H and approved by the Head of the Department. In exceptional circumstances and with the consent of the Head of Department, one or more of the topics I, J, K or L may be included.

Mathematics IIC

A subject of four lectures and two tutorial hours per week comprising either topics E, J, K and L or topics H, I, K and L. Subject to the consent of the Head of the Department one topic from A to H may be substituted for topics K or L. Subject to the consent of the Head of the Department the combination G, I, K, L or some similar combination may be accepted in the case of students who passed Applied Mathematics IIA or IIB prior to 1969.

Notes
1. Part-time students may take Mathematics IIB in two parts each of two lectures per week for three terms.
2. In order to pass both Mathematics IIA and Mathematics IIB a student must study all the topics A to H above and offer them for examination.
3. Mathematics IIA is a corequisite or prerequisite for Mathematics IIC.
4. In order to pass in all three Part II subjects a student must study all twelve topics and offer them for examination.

Text Books
Deese, J.—General Psychology Mass: Allyn and Bacon, 1967
OR
OR
OR
OR

*Additional texts will be recommended at the beginning of the course.
ECONOMICS FOR THE BACHELOR OF ARTS DEGREE

The Economics units in the Arts degree are arranged rather differently from those in the Bachelor of Commerce degree. It is important that students show clearly on their enrolment form the Arts subject in which they wish to enrol followed by the title of each component of that subject. The subjects and their components are shown below.

Students following a major sequence in Economics, will attempt Economics I, Economics IIA, and Economics IIIA. However any student may also enrol in Economics IIB provided he has completed or is concurrently enrolled in Economics IIA. Similarly Economics IIB may be selected by students who have enrolled in or have passed Economics IIIA.

Students who intend to complete a major in Economics would be well advised to devise a programme which includes Geography, History, Psychology, or Mathematics. Those students who have a sound background in mathematics should note the possibilities for combining Mathematics and Economics units in the degree programme, while concentrating on aspects of quantitative economics.

Members of the staff of the Department will be available during the enrolment period to advise students on appropriate combinations of subjects which will suit their requirements and interests.

Candidates for an honours degree in Economics are normally expected to enrol in Elementary Economic Statistics and Commerce Statistics at an appropriate stage of their course.

All Candidates intending to select Commerce Statistics, Statistical Analysis I, or Econometrics as part of the second or third year Economics units, are asked to note the prerequisite arrangements shown at the end of the following list of 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*
(b) Statistical Analysis I*
(c) 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

ECONOMICS IIB
(For students who are enrolled in Economics IIA or have already passed it)
TW0 OF:
(i) Industry Economics
(ii) Labour Economics
(iii) Monetary Economics (if not taken previously)
(iv) Commerce Statistics* (if not taken previously)
(v) Statistical Analysis I* (if not taken previously)

ECONOMICS IIIA
(i) Fluctuations and Growth
(ii) Public Economics
(iii) International Economics
(iv) A candidate for an Honours degree in Economics who has passed only Economics I and IIA and is currently enrolled in Economics IIIA only may be required to take an additional subject prescribed by the Head of the Department of Economics.
(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 IIIIB
(For students who are enrolled in Economics IIIA or have already passed it)
(i) Econometrics*
(ii) Mathematical Economics
(iii) Seminars in Economic Theory and Problems
(iv) History of Economic Thought
(v) Industry Economics OR Labour Economics OR Monetary Economics (if not taken previously)
(vi) Commerce Statistics OR Statistical Analysis I* (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
(i) Advanced Economic Analysis, involving four major topics
(ii) Thesis embodying results of a research investigation

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 requirements will be passes at credit level in the second and third years.

PREREQUISITE SUBJECTS*
1. 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 the permission of the Head of the Department of Economics proceed directly to Commerce Statistics or Statistical Analysis I.
2. Commerce Statistics or Statistical Analysis I is a pre-requisite for Econometrics (in Economics IIIIB). Candidates who intend to select Econometrics are advised to enrol in Statistical Analysis I in Economics IIA or IIB.
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 IIIBT

Same as for Economics IIB.

ECONOMICS IIIAT

(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 IIIAT only.

ECONOMICS IIIBT

Candidates can only enrol in this unit if they concurrently enrol in or have already passed Economics IIIAT.

TWO OF:

(i) Econometrics
(ii) Mathematical Economics
(iii) Seminars in Economic Theory and Problems (only if Economics IIIAT has already been passed.)
(iv) History of Economic Thought, (only if Economics IIIAT has already been passed.)
(v) Industry Economics or Labour Economics or Monetary Economics (if not taken previously).
(vi) Fluctuations and Growth, (only if Economics IIIAT has already been passed.)
(vii) Commerce Statistics or Statistical Analysis I, (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 the Diploma in Business Studies and to M.Com. and Ph.D. degrees. The Economics Department also accepts candidates for M.A. degrees. In addition, graduates and other approved candidates may enrol in the post-graduate subject Professional Accounting Studies (see page 109).

As an extension of the postgraduate subject Professional Accounting Studies, the Faculty has introduced a course leading to the award of a Diploma in Business Studies. The subjects which may be included in the Diploma course are specified in the Appendix to the Requirements (see page 124). Enquiries concerning the course in the Diploma in Business Studies should, in the first instance, be directed to Mr. D. Karpin (ext. 214).

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.

The Master of Commerce degree taken in the Department of Commerce satisfies the examination requirements for advancement to Senior Associate Status in the Australian Society of Accountants.

A number of postgraduate scholarships are available to candidates who have obtained a goodhonours 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 DIPLOMA IN
BUSINESS STUDIES

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. (a) An applicant for registration for the Diploma shall have satisfied the requirements for admission to the degree of Bachelor of Commerce in the University of Newcastle.

(b) An applicant who is a graduate of another University, University College, College of Advanced Education or other Faculty of the University (other than as specified in (a) above) may, on the recommendation of the Head of the Department of Commerce, be permitted by the Faculty Board to register as a candidate for the Diploma.

(c) An applicant who has other qualifications and professional experience may, on the recommendation of the Head of the Department of Commerce, be permitted by the Faculty Board to register as a candidate for the Diploma.

3. Candidates permitted to register for the Diploma shall be selected by the Faculty Board on the recommendation of the Head of the Department of Commerce.

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

5. (a) A candidate may withdraw from a subject only by notifying the Secretary to 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.

6. An applicant for registration or a candidate for the Diploma may be granted standing in recognition of any subject passed in another University, University College or Faculty, on conditions to be determined by the Faculty Board provided that:

(a) standing will not be granted for subjects listed in Group A in the Appendix to these Requirements;

(b) a candidate shall not include in his programme for the Diploma any subject which is equivalent to part or all of a subject he has completed in a previous course of study and for which standing has not been granted.

7. (a) To complete a subject qualifying towards the Diploma, 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 the Diploma for no more than five years from the year in which it is passed.

8. (a) To qualify for the Diploma a candidate shall, in not less than two years of part-time study, pass the required number of subjects from those listed in the Appendix to these Requirements.

(b) To qualify for the Diploma a candidate shall pass:

(i) five subjects selected from those specified in Groups A and B in the Appendix to these Requirements, at least three of which subjects shall be selected from Group B and all of which may be selected from Group B;

(ii) a Research Essay shown as Group C in the Appendix to these Requirements.

9. All subjects listed by the Faculty Board may not necessarily be offered in any one year.

10. In order to provide for exceptional circumstances arising in particular cases, the Senate, on the recommendation of the Faculty Board may relax any Requirement.
## APPENDIX TO REQUIREMENTS FOR DIPLOMA IN BUSINESS STUDIES

### STAGE 1
Three subjects selected from Groups A and B.

### STAGE 2
Two subjects selected from Groups A and B, plus Group C.

#### Group A*

<table>
<thead>
<tr>
<th>Subject</th>
<th>Prerequisite</th>
</tr>
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<tbody>
<tr>
<td>Accounting IIIA</td>
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<tr>
<td>Accounting IIB</td>
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<tr>
<td>Accounting Systems and Computer Applications</td>
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<tr>
<td>Industrial and Administrative Law</td>
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<tr>
<td>Industry Economics</td>
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<tr>
<td>Labour Economics</td>
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<tr>
<td>Labour Relations</td>
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<tr>
<td>Legal Studies I</td>
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<tr>
<td>Legal Studies II</td>
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<tr>
<td>Management Studies I</td>
<td></td>
</tr>
<tr>
<td>Management Studies II</td>
<td></td>
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<tr>
<td>Other subjects as approved by the Faculty Board for this purpose.</td>
<td></td>
</tr>
</tbody>
</table>

#### Group B*

<table>
<thead>
<tr>
<th>Subject</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Theory</td>
<td>Accounting IIIA</td>
</tr>
<tr>
<td>Advanced Managerial and Industrial Accounting</td>
<td>Accounting IIB</td>
</tr>
<tr>
<td>Auditing and Internal Control</td>
<td>Management Studies II</td>
</tr>
<tr>
<td>Behavioural and Social Framework in Business</td>
<td>Accounting Systems and Computer Applications</td>
</tr>
<tr>
<td>Commercial Programming</td>
<td>Management Studies I</td>
</tr>
<tr>
<td>Corporate Strategy</td>
<td>Legal Studies II</td>
</tr>
<tr>
<td>Financial Management</td>
<td>Legal Studies I</td>
</tr>
<tr>
<td>Law of Duties and Estate Planning</td>
<td>Management Studies II</td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>Political and Legal Institutions</td>
<td></td>
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<tr>
<td>Quantitative Applications in Management Studies</td>
<td></td>
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<tr>
<td>Social and Public Authority Accounting</td>
<td></td>
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<tr>
<td>Accounting Systems and Computer Analysis</td>
<td></td>
</tr>
<tr>
<td>Systems Analysis and Design</td>
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<tr>
<td>Taxation and Tax Planning</td>
<td></td>
</tr>
<tr>
<td>Other subjects as approved by the Faculty Board.</td>
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</tbody>
</table>

#### Group C

| Research Essay                         |                |

* Five subjects must be selected from Groups A and B, all of which subjects may be selected from Group B; not more than two subjects may be selected from Group A.

### 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 at such standard 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.

*Refer to Policy in Relation to the Operation of Clause 9 (ii) of The Requirements for the Degree of Master of Commerce on page 127.
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. Before being admitted to candidature an applicant shall satisfy the Senate that he can devote sufficient time to his advanced study and research.

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.

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REQUIREMENTS FOR THE DEGREE OF DOCTOR OF SCIENCE

1. The degree of Doctor of Science may be awarded by the Council, on the recommendation of the Senate, for an original contribution or contributions of distinguished merit adding to the knowledge or understanding of any branch of learning with which the Faculty is concerned.

2. An applicant for registration for the degree of Doctor of Science shall hold a degree of the University of Newcastle or a degree from another University recognised by the Senate as being equivalent or shall have been admitted to the status of such a degree.

3. The degree shall be awarded on published work although additional unpublished work may also be considered.

4. Every candidate in submitting his published work and such unpublished work as he deems appropriate shall submit a short discourse describing the research embodied in his submission. The discourse shall make clear the extent of originality and the candidate's part in any collaborative work.

5. An applicant for registration for the degree shall submit in writing to the Secretary a statement of his academic qualifications together with:
   (a) four copies of the work, published or unpublished, which he desires to submit; and
   (b) a Statutory Declaration indicating those sections of the work, if any, which have been previously submitted for a degree or diploma in any other University.

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

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

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

* In these requirements, the term "published work" shall mean printed in a periodical or as a pamphlet or as a book readily available to the public. The examiners are given discretion to disregard any of the work submitted if, in their opinion, the work has not been so available for criticism.
PROFESSIONAL ACCOUNTING STUDIES

The Bachelor of Commerce degree specialising in Accounting (pass and honours) is based on the premise that graduates who wish to enter the accounting profession should, subsequent to graduation, complete the study of certain material of a specialised nature. The subject of Professional Accounting Studies comprises courses at a postgraduate level in Accounting Systems and Computer Applications, Auditing and Internal Control, and Taxation and Tax Planning. The subject is specifically directed to the requirements of graduates wishing to qualify for entry to the professional accounting associations and/or registration as a registered public accountant under the Public Accountants Registration Act, 1945-61 (N.S.W.) and will involve class work of 6 to 8 hours per week for a year.

The subject is also available to non-graduates who are members of the Australian Society of Accountants, the Institute of Chartered Accountants in Australia, or the Chartered Institute of Secretaries. Students reading the subject of Professional Accounting Studies are regarded as "non-degree" students.

The syllabus of the subject Professional Accounting Studies and the Reading Guides are set on pages 109-111.

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 1971.

FORTRAN PROGRAMMING

The Mathematics Department offers as part of Mathematics I, lectures in Fortran Programming for the University's ICL 1904A computer. The course should be of major interest to Honours students. Students enrolled in Accounting IIIB are also expected to enrol in this course.
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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Departmental Concerned.

Tutorial classes and Honours seminars will be arranged by the Department.

LC — Lower Ground Floor
1 — First Floor
G — Ground Floor

Floors
H — Science Lecture Theatre
C — Chemistry Building
D — Physics Building
B — Geology Building
A — Arts/Admission Building

Buildings

Timetable 1971

Faculty of Economics and Commerce
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**NOTE:**

(i) *It is likely that an alteration to the timetable will be necessary in respect of those subjects marked with an asterisk. Students should consult the departmental notice boards early in 1971.

(ii) Lectures in those subjects printed in bold face are the evening lectures in subjects in which both day and evening lectures are offered. Students are required to attend either the day or the evening lectures in these subjects.