FACULTY OF ECONOMICS and COMMERCE

HANDBOOK 1972

THE UNIVERSITY OF NEWCASTLE
NEW SOUTH WALES 2308

Telephone — Newcastle 68 0401

Fifty Cents
THE UNIVERSITY OF NEWCASTLE
Fees – Effective 1st January, 1972

1. 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.

2. UNDERGRADUATE COURSE FEE:
Full-time
Faculties of Arts, Economics/Commerce, Mathematics
All other Faculties
Part-time Course
All Faculties
Non-Degree Subject

3. POSTGRADUATE DIPLOMA COURSE FEES:
Full-time
Part-time

4. FEES FOR DEGREE OF MASTER:
(a) Research and Thesis
Registration Fee
Course & Supervision Fee (full-time)
Course & Supervision Fee (part-time)
Final Examinations & Graduation Fee

(b) Course Work and Dissertation or Formal Study Courses.
Registration Fee
Course & Supervision Fee (full-time)
Course & Supervision Fee (part-time)
Final Examination & Graduation Fee

5. FEES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY:
Qualifying Examination Fee (if applicable)
Registration Fee
Course & Supervision Fee (full-time)
Course & Supervision Fee (part-time)
Final Examination & Graduation Fee

6. 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. These fees are appropriate to the degree course in which the students are enrolled at the commencement of each year.

Where subjects are common to different degrees, e.g. Arts and Science, full-time fees will be assessed on the degree sought. Should a student subsequently transfer from one degree course to another which would result in a different full-time fee level being applicable, fees will be re-assessed retrospective to the commencement of the academic year (i.e. first term).

A student enrolled in a combined course leading to the award of two degrees shall, where there is a difference in the fees for the ordinary courses leading to the award of those degrees, pay the higher fee.

7. LATE FEES:
(1) Late payment fee.
Payable if fees due are not paid within stipulated times approved by the Vice-Chancellor.
Plus a further penalty if the fees are not paid within an extended time approved by the Vice-Chancellor

(2) Late Re-enrolment fee where a continuing student fails to lodge an enrolment form by the date approved by the Vice-Chancellor

(3) 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 7(1) and 7(2) shall be payable.

(4) When an application to sit for examination is accepted after closing date

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

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

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(3) Review of examination results, per subject
(4) Statement of matriculation status
(5) Laboratory Kits: (per kit)
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.
GENERAL SECTION

CONSULT THE CALENDAR FOR:

Academic Dress
University of Newcastle Act, 1964 — 1970
By-laws
The Council
The Senate
Officers and Former Officers of the University
Prizes and Scholarships
University Medallists
Lists of Graduates and Diplomates

CONTENTS

PRINCIPAL DATES
ACADEMIC STAFF
ADMINISTRATIVE STAFF
LIBRARY STAFF
THE UNIVERSITY OF NEWCASTLE
MATRICULATION

MATRICULATION
ADMISSION TO COURSES
PREREQUISITES

PROCEDURES

HOW TO ENROL
Enrolling in Undergraduate Courses for First Time
Re-enrolling in Undergraduate Courses
Candidates for Postgraduate Diploma Courses
Candidates for Degree of Master, or Doctor of Philosophy
NON-ACCEPTANCE
LATE ENROLMENTS
"SHOW CAUSE" STUDENTS
RE-ENROLMENT AFTER PERIOD OF EXCLUSION
UNIVERSITY SKILLS ASSESSMENT
ENROLMENT IN CORRECT SUBJECTS
WITHDRAWAL FROM COURSE REGARDED AS FAILURE
AMENDMENTS
HOW TO DOCUMENT WITHDRAWALS AND AMENDMENTS
CHANGE OF ADDRESS
IDENTITY CARDS
TRAVEL CONCESSIONS
LOST PROPERTY

FEES

GENERAL INFORMATION
DATES FOR PAYMENT OF FEES IN 1972
FAILURE TO PAY FEES
FEE ADJUSTMENTS
DESIGNATION OF STUDENTS
GENERAL SERVICES FEE
UNDERGRADUATE COURSE FEES
POSTGRADUATE DIPLOMA COURSE FEES
LATE FEES
CONTENTS (Continued)

OTHER FEES 34
FEES FOR MASTER’S DEGREE 34
FEES FOR DOCTOR OF PHILOSOPHY DEGREE 34
HIGHER DEGREE FEES 35

GENERAL REQUIREMENTS

Academic Requirements 36
Notices 36
Notice Boards 36
Attendance at Classes 36
Ownership of Students’ Work 37
Student Identification 37
Change of Address 38
General Conduct 38
Parking of Cars 38

EXAMINATIONS

ANNUAL EXAMINATIONS 40
SPECIAL EXAMINATIONS 42
DEFERRED EXAMINATIONS 42

ACADEMIC PROGRESS REQUIREMENTS

UNSATISFACTORY PROGRESS 43
SHOW CAUSE 44
RE-ENROLMENT 45
APPEAL AGAINST EXCLUSION 45

LIBRARY

46

UNIVERSITY SERVICES

AMENITIES 47
APPOINTMENTS OFFICE 48
CHAPLAINCY SERVICE 50
HALL OF RESIDENCE 51
STUDENT COUNSELLING UNIT 52
STUDENT LOAN FUND 54
OVERSEAS STUDENTS 54
UNIVERSITY HEALTH SERVICE 54

UNIVERSITY ORGANISATIONS

CONVOCATION 55
NEWCASTLE UNIVERSITY UNION 56
THE UNIVERSITY OF NEWCASTLE COMPANY 57
THE UNIVERSITY OF NEWCASTLE SPORTS UNION 58
THE UNIVERSITY OF NEWCASTLE STUDENTS’ ASSOCIATION 59

FACULTY OF ECONOMICS & COMMERCE

INFORMATION FOR NEW UNDERGRADUATES 61

ADVISORY PREREQUISITE FOR ENTRY TO THE FACULTY 62

STAFF/STUDENT CONSULTATION 62

NEWCASTLE UNIVERSITY ECONOMICS SOCIETY 63

THE DEGREE OF BACHELOR OF COMMERCE 64

REQUIREMENTS FOR THE DEGREE OF

Bachelor of Commerce 65
Conditions for Granting of Standing 68
The Ordinary Degree 70
The Honours Degree 75

PREREQUISITE REQUIREMENTS 82

TRANSITIONAL ARRANGEMENTS FOR NEW BACHELOR OF COMMERCE DEGREE 83

DEPARTMENT OF ECONOMICS

Descriptions of Subjects and Text Books 84

DEPARTMENT OF COMMERCE

Descriptions of Subjects and Text Books 99

MAJOR SUBJECTS FROM OTHER FACULTIES

Descriptions of Subjects and Text Books 126

ECONOMICS FOR THE BACHELOR OF ARTS DEGREE 131

POSTGRADUATE COURSES 134

REQUIREMENTS FOR THE DIPLOMA IN

Business Studies 135

REQUIREMENTS FOR THE DEGREE OF

Master of Commerce 140
Doctor of Philosophy 143
Doctor of Science 146

PROFESSIONAL ACCOUNTING STUDIES 147

EXTRA-CURRICULAR COURSES

FORTRAN PROGRAMMING 148
PRINCIPAL DATES
1972

JANUARY

1 Saturday   New Year's Day
3 Monday    New Year's Day Holiday
7 Friday   Last day for lodgement of Re-Enrolment Forms — Continuing Students
17 Monday  Deferred Examinations begin
21 Friday  Last day for lodgement of Applications for Admission from persons resident in Australia who were enrolled in another Australian University in 1971 or who are seeking admission on the basis of examination results which were not available by 1st November, 1971.
29 Saturday Last Day of Deferred Examinations
31 Monday  Public Holiday — Australia Day

FEBRUARY

16 Wednesday to 18 Friday
New students required to attend the University in person to have their enrolment approved and to pay fees.
23 Tuesday   Last day for payment of First Term Course Fees and Annual General Services Fee (i.e. the lodgement of enrolment approvals with the Cashier together with fees, scholarship voucher, fees warrant or extension notice)
28 Monday  FIRST TERM begins

MARCH

17 Friday  Graduation Day
31 Friday  Public Holiday — Good Friday

PRINCIPAL DATES

APRIL

1 Saturday to 4 Tuesday
Easter Recess
25 Tuesday  Public Holiday — Anzac Day

MAY

13 Saturday  FIRST TERM ends

JUNE

5 Monday  SECOND TERM begins
12 Monday  Public Holiday — Queen's Birthday
16 Friday  Last day for payment of Second Term Fees. Last day for acceptance of applications for examinations.

JULY

10 Monday  Last day for withdrawal without academic penalty from courses in the faculties of Arts and Economics and Commerce. For information regarding fees payable on withdrawal refer to page 31.

AUGUST

12 Saturday  SECOND TERM ends
PRINCIPAL DATES

SEPTEMBER

4 Monday
THIRD TERM begins

15 Friday
Last day for payment of Third Term Fees

OCTOBER

2 Monday
Public Holiday — Eight Hour Day

27 Friday
Third Term Lectures and other Classes cease

NOVEMBER

4 Saturday
THIRD TERM ends
Annual Examinations begin

25 Saturday
Annual Examinations end

FEBRUARY

26 Monday
FIRST TERM begins

THE UNIVERSITY OF NEWCASTLE
Telephone Newcastle 68 0401

FACULTY OF ECONOMICS & COMMERCE

TELEPHONE ENQUIRIES

FACULTY OFFICE
extn. 411 or dial 68 5411
Dean: Professor B. L. Johns
extn. 219 or dial 68 5219
Sub Dean: Mr. B. T. Colditz
extn. 449 or dial 68 5449

DEPARTMENT OF COMMERCE
Head of Department: Professor M. O. Jager
extn. 218 or dial 68 5218

DEPARTMENT OF ECONOMICS
Head of Department: Professor B. L. Johns
extn. 219 or dial 68 5219

1972 Enrolments
Telephone enquiries regarding enrolment in 1972 in the Faculty of Economics and Commerce should be directed to Mr. T. G. Chapman, Faculty Secretary, extension 296 or dial 68 5296.

General Telephone Enquiries
General enquiries which are not specifically directed to the Department of Economics or to 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
Mr. B. T. Colditz

ECONOMICS

Professors
B. L. Johns, M.A. (Cantab.)
(Head of Department)
C. A. Tisdell, B.Com. (N.S.W.), Ph.D. (A.N.U.)

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.)

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.)
S. N. Jacobi, A.B. (Princ.), M.A. (S.Car.)
J. D. Stanford, B.Econ. (Qld.)
V. G. Taylor, B.Ec. (Mon.)

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
C. J. Bowers, B.Com.
E. Chalkley, B.A.
Moira T. Gordon, B.A. (Syd.)
B. Gray, B.A.
Margaret A. Jensen, B.A. (N.E.)
D. K. Macdonald, B.A.
A. H. Norton, B.Com. (N.S.W.)
E. Phillips, B.A.
D. J. Sheriff, B.A. (N.S.W.)
Glynis Tyler, B.A.
G. M. Watters, B.Com.

COMMERCE

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

Senior Lecturers
E. J. Burke, B.Com. (N.S.W.), A.A.S.A.
R. W. Gibbins, B.Com. (Qld.), A.C.A.
K. E. Lindgren, B.A. (N.S.W.), LL.B. (Lond.), M.A.

Lecturers
D. M. Creed, B.A., LL.B. (A.N.U.)
L. V. Entrekin, B.Sc. (Bus. Admin.), M.B.A. (Neveda)
D. S. Karpin, B.Com. (N.S.W.), A.A.S.A.
D. J. McKee, B.Ec. (Syd.), A.A.S.A.
G. F. Rooney, B.Com., A.A.S.A. (Snr.)

Senior Tutors
K. W. Hale, B.A. (Qld.)
G. L. Harrison, B.Com.
Y. L. Yousef, B.Com. (Ein Shams), M.B.A. (N.Y.),

Part-time Lecturers and Tutors
S. J. Archer, Solicitor (N.S.W.)
I. R. Beaman, B.Sc. (N.S.W.), Dip. Ind. Eng.
E. M. Braye, B.Com.
L. J. Caldwell, B.Com., A.A.S.A. (Snr.), A.C.I.S.
P. R. Dodd, B.Com.
C. S. Enright, L.L.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, L.L.B. (Syd.)
J. A. Prichard, B.Sc. (Birm.), F.R.A.S., A.I.P., A.A.I.P.
I. G. Wallschutzky, B.Com.
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

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

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, M.A.(Cantab.)
T. G. Chapman, B.A.(Syd.)
D. L. Farmer, B.Sc., Dip.Ed.(Syd.)

Publications and Publicity
J. W. Armstrong, B.A.
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

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.), M.A.Ps.S.

Assistant Student Counsellor

APPOINTMENTS OFFICE

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

COMPUTER CENTRE

Director

Programmer
I. R. Beaman, B.Sc.(N.S.W.), Dip.Ind.Eng.

THE LIBRARY STAFF

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

Assistant University Librarian (Technical Services)
M. Elizabeth Guilford, B.A.(N.E.), A.L.A.A.

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

Acquisitions Librarian
Barbara R. Cook, B.A.; Dip.Lib.(N.S.W.), A.L.A.A.

Serials Librarian
B. Mitcheson, B.A., A.L.A.A.

Assistant Librarians
C. I. Walsh, B.A.(W.Ont.), Dip.Lib.(N.S.W.)

Graduate Library Staff
Janet M. Brice, B.A.(N.S.W.)
L. Faidiga, B.A.
Carolyn R. Fredman, B.A.(N.S.W.)
Anna M. Lee, B.Sc.
Winifred Murdoch, B.Sc.(N.E.)
Mary E. Rabbitt, B.A.(N.S.W.)
Barbara E. Samojluk, B.A.
Jennifer M. Scobie, B.A., Dip.Ed.(Syd.)
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 3571 in 1971.

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 are now given on the Shortland Campus.

The University is governed by a Council of twenty-four members. The Chancellor, who acts as chairman, is chosen either within the twenty-four members or from outside, the size of the Council being increased to twenty-five in the latter instance. The Council comprises representatives of the University staff, Convocation, the students, 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. A number of Boards of Studies have also been established, each board having the task of integrating or supervising activities in a particular area of interest.

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.
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:

   - English
   - Mathematics
   - Science
   - Agriculture
   - Modern History
   - Ancient History
   - Geography
   - Economics
   - Greek
   - Latin
   - German
   - Italian
   - Bahasa Indonesia
   - Spanish
   - Russian
   - Chinese
   - Japanese
   - Hebrew
   - Dutch
   - Art
   - Music
   - Industrial
   - Arts

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

PREREQUISITES

Although prerequisites 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:
MATRICULATION

FACULTY

APPLIED SCIENCE
Second level Short Course Mathematics and Science including Physics and Chemistry options.

ARCHITECTURE
Second level Short Course Mathematics and Science.

ARTS
Economics I — Second level Short Course Mathematics.
English 1 — Second level English.
French 1 — Second level French.

ECONOMICS AND COMMERCE
Second level Short Course Mathematics.

ENGINEERING
Second level Short Course Mathematics and Science including Physics and Chemistry options.

MATHEMATICS
Second level Short Course Mathematics.

SCIENCE
Second level Short Course Mathematics and Science.

PROCEDURES

ENROLMENT

All forms relating to enrolment are obtainable from the Student Administration Office, Room G.63, Building “A”.

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

Students seeking admission in the 1972 academic year will be required to lodge an “Application for Admission — 1972” with the Student Administration Office not later than

(a) 5.00 p.m. on Monday, 1 November, 1971, in the case of:
   — persons resident in Australia who are seeking admission on the basis of qualifications which they already hold at 1 November, 1971;
   — persons resident outside of Australia or persons applying for admission on the basis of qualifications gained outside Australia.

(b) 5.00 p.m. on Friday, 21 January, 1972, in the case of:
   — persons resident in Australia who
      (i) are seeking admission on the basis of the results of examinations taken after 30 September, 1971;
      (ii) in 1971 have been enrolled in another Australian University; or
      (iii) have applied to attempt the University of Sydney Matriculation Examination in February, 1972.

No guarantee can be given that applications received after the prescribed dates will be considered.

Applications sent by post should be addressed to The Secretary, The University of Newcastle, N.S.W. 2308.

Students proposing to attempt the University of Sydney Matriculation Examination in February, 1972 should indicate on the application for admission the subjects and levels proposed to be offered for examination, and must advise the Secretary of their results as soon as they are known.
PROCEDURES

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. However, it should be noted that in 1972 new students will be required to attend the University in person to have their enrolment approved and to pay fees. The days Wednesday, 16 February to Friday 18 February, 1972 have been set aside for this purpose.

PERSONS RE-ENROLLING IN UNDERGRADUATE COURSES

Undergraduates re-enrolling will be required to complete an enrolment form and lodge it with the Student Administration Office on or before Friday, 7 January, 1972. Students enrolled in 1971 will be sent a re-enrolment form with the advice of their examination results in December.

Students awaiting deferred or special examination results must also lodge a re-enrolment form on or before Friday, 7 January, 1972. The re-enrolment form should be completed on the basis that the student will be successful at the deferred or special examinations. Students unsuccessful at the deferred or special examinations will be notified in writing of the action they will be required to take to have their re-enrolment in 1972 approved.

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

Applicants for admission to the Postgraduate Diploma in Applied Psychology are selected biennially. No new candidates will be accepted in 1972.

DIPLOMA IN BUSINESS STUDIES

Intending candidates will be required to complete an Application Form to register as a candidate for the Postgraduate Diploma course in Business Studies and lodge it with the Student Administration Office on or before Friday, 21 January 1972.

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

Enquiries regarding this course and the conditions governing admission may be made to Mr. D. S. Karpin, Department of Commerce, extension 214 or dial 68 5214.

DIPLOMA IN COMPUTER SCIENCE

Intending candidates will be required to complete an Application Form to register as a candidate for the Postgraduate Diploma course in Computer Science and lodge it with the Student Administration Office on or before Friday, 21 January, 1972.

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

DIPLOMA IN EDUCATION

Intending candidates will be required to complete an Application Form to register as a candidate for the Postgraduate Diploma course in Education and lodge it with the Student Administration Office as soon as possible but in any case not later than Friday, 21 January, 1972.

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

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 Student Administration Office on or before Friday, 21 January, 1972.

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

CANDIDATES FOR THE DEGREE OF MASTER OR OF 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 Student Administration Office on or before Friday, 7 January, 1972.

Candidates Registering for the First Time
These persons should complete an Application Form to register as a candidate for a Higher Degree and lodge it with the Student Administration Office on or before Friday, 21 January, 1972. A separate application form will be available for candidates wishing to register for a Course Work Masters degree.

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 Friday, 21 January, 1972 in the case of new students, or Friday, 7 January, 1972 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.

Deferred Examinations
A student who has taken a deferred examination or special examination will be required to lodge an Enrolment Form with the Student Administration Office within one week from the day of publication of the examination results.

SHOW CAUSE STUDENTS

Students who, after failure at the annual examinations, are required to "show cause" why they should be allowed to continue in a course or to re-enrol in a subject (or subjects) as the case may be, will be informed of this fact in writing after notification of examination results in December. Such a student will be provided with a form on which he must state his "show cause" case.

The student's "show cause" statement and completed re-enrolment form must be lodged with the Student Administration Office on or before Friday, 7 January, 1972.

STUDENTS WISHING TO RE-ENROL AFTER A PERIOD OF EXCLUSION

A student wishing to re-enrol after a period of exclusion should make an appointment for an interview with the Dean of the Faculty concerned before Friday, 7 January, 1972 to present his case for the acceptance of his re-enrolment.

UNIVERSITY SKILLS ASSESSMENT

In the first week of First Term as part of its service to students, the Student Counselling Unit holds a voluntary half day session in which a variety of skills relevant to university work, such as Reading Speed, Note-Taking, Study Skills etc. are tested. Attendance is voluntary and results are completely confidential. Many students derive benefit from later discussing their results with a counsellor. Some students are later invited, (on the basis of a weak result) to participate in a course designed to overcome their particular difficulty.

ENROLMENT IN CORRECT SUBJECTS

Considerable inconvenience is caused to the University and to the student if he attends classes in a subject in which he has not enrolled. It is essential that the student consider carefully the subjects he is required, or wishes, to enrol in before submitting his Enrolment Form.
PROCEDURES

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 enrols 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 without penalty has been approved).

A student is required to notify the Secretary to 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

Any action taken by a student which involves an amendment to or a variation in his course programme or enrolment status is required to be documented.

A student must formally apply for permission to do any of the following:
(a) completely withdraw from course
(b) withdraw from a subject or subjects
(c) substitute one subject for another
(d) add a subject to existing programme
(e) transfer from F/T to P/T within degree course
(f) transfer from P/T to F/T within degree course
(g) transfer from one degree course to another
(h) transfer from a degree course in one Faculty to a degree course in another Faculty

If the variation sought is not listed above, a brief indication of the nature of the change sought is required.

NOTES

1. Exemptions in a subject unit or units, the substitution of a unit or units within a subject and exemption from practical work, is the responsibility of the Head of the Department concerned who will authorise such exemption or exemptions.

2. Students are reminded that compliance with the Degree or Diploma Requirements governing their courses is their responsibility. Approval of a Variation Application does not of itself entitle the applicant to any rights or privileges to which the completion of his previous programme might have entitled him.

HOW TO DOCUMENT WITHDRAWALS AND AMENDMENTS

All withdrawals and amendments should be recorded on a Variation Application Form.

It is essential that students notify the Student Administration of variations in their courses promptly. Automatic approval is not given; the student must have valid and sufficient reasons for making the change and these reasons should be stated on the Variation Form.

Variation Forms are available from the Student Administration Office.

CHANGE OF ADDRESS

Student are responsible for notifying the Student Administration 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 the Student Administration Office of a change of address.

A Variation Application Form should be used to notify a change of address.

IDENTITY CARDS

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 the identity card which will be given to him.
Identity cards will be issued to students at the Student Administration Office and should be available for collection soon after the commencement of First Term. The student will be required to produce his fee receipt before an identity card will be issued to him.

A notice will be displayed on notice boards and inserted in “University News” advising students when identity cards are available for collection.

Loss of Identity Card

If a student loses his identity card he should pay to the University Cashier, the sum of 50 cents, and present the receipt to the Student Administration Office for the purpose of obtaining a replacement card.

Return of Identity Card

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

Non-Degree Students and Identity Card

Each non-degree student, who does not elect to pay the General Service Fee, will be issued with an identity card appropriately endorsed. 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 Administration Office, Building “A”.

The Student’s Identity Card 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 who are 18 but under 30 years of age and 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.

(c) Concessions are not available to students who are 30 years of age or over; or to married women or ordained clergymen.

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 classes held in connection with their course of instruction.

(c) Vacation travel concessions are available to students qualifying under (a) above.

AIRCRAFT —

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

LOST PROPERTY

Inquiries regarding lost property should be directed to the Attendant (Patrol) at the rear of the Main Lecture Theatre B01 (Room 04).
FEES

GENERAL INFORMATION

COMPLETION OF ENROLMENT

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

Enrolment is not effective until fees for the course in which the student has enrolled, are paid. Fees should be paid on or before Tuesday, 22 February, 1972. After that, a late fee will apply. Enrolments will not be accepted after 31 March, 1972 without the Secretary's special written approval. This will be given only in exceptional circumstances.

Payment of fees by mail is encouraged. Money Orders should be made payable at the Newcastle University Post Office, 2308. The Cashier's Office is located on the first floor of the Administration Building. A continuous service will apply from 9.00 a.m. to 4.30 p.m. Monday to Friday throughout the year with the exception of vacation periods when the Cashier's Office will be closed between 12.30 p.m. and 1.30 p.m.

Any alterations to the Cashier's hours during enrolment periods will be published in the press and displayed on selected University notice boards.

PAYMENT OF FEES BY TERM

The Entrance Fee and General Services Fee must be paid in full at the time of enrolment. However, 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 by the due date.

Students paying fees under this arrangement will receive accounts for Second and Third Term fees prior to the commencement of these terms.

EXTENSION OF TIME IN WHICH TO PAY FEES

Students who are unable to pay fees by the prescribed date may apply in writing to the Vice-Principal for an extension of time in which to pay fees. Special forms are available for this purpose. Completed forms must be forwarded to the Vice-Principal's Office before Wednesday, 16 February, 1972.

SCHOLARSHIP HOLDERS AND SPONSORED STUDENTS

Students holding scholarships or receiving other forms of financial assistance must attach to their authorised enrolment forms submitted to the Cashier, warrants or other forms of documentary evidence that their fees will be paid by Sponsors. The University looks to Sponsors to provide a separate voucher, warrant or letter for each student sponsored. 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 1972

<table>
<thead>
<tr>
<th></th>
<th>Fees payable</th>
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<th>* LATE PAYMENT FEE</th>
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<tbody>
<tr>
<td></td>
<td>before or on</td>
<td>on and after</td>
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<tr>
<td>FIRST TERM</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>$6.00 payable</td>
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<tr>
<td></td>
<td>February 22</td>
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<td>Monday</td>
<td>on and after</td>
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<td></td>
<td>June 16</td>
<td>June 19</td>
<td>Thursday March 30</td>
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<tr>
<td>THIRD TERM</td>
<td>Friday</td>
<td>Monday</td>
<td>on and after</td>
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<tr>
<td></td>
<td>September 15</td>
<td>September 18</td>
<td>Monday July 3</td>
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</tbody>
</table>

* Refer page 33 for other Late Fees

FAILURE TO PAY FEES

Students cease to be entitled to membership and privileges of the University where they are indebted to the University and fail to make settlement or satisfactory arrangements regarding their indebtedness. 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 or amounts due for other purposes are outstanding. In very special cases, the Vice-Principal may grant exemption from this disqualification upon receipt of a written statement setting out all the relevant facts.

FEE ADJUSTMENTS

Should an application to withdraw from a course or a subject be approved, the University will consider an application for an adjustment of course fees based on the student's last date of attendance at lectures or tutorials. All correspondence dealing with adjustments to fees should be addressed to the Accountant.
Fees

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 for that term.

The University reserves the right to defer processing applications for fee refunds received in the early part of First Term until after the Sixth Week of First Term.

The University Administration does not refund any portion of the General Services Fee. Students withdrawing from courses may enquire of the University 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. This re-classification would be exceptional.

Part-Time Students

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

Non-Degree Students

A Non-Degree Student is a student who is permitted to enrol in 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 taking one subject.

FEES

All fees are subject to variation without notice.

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 Newcastle University Union for the first time, are required to pay an entrance fee of $12.00. This fee must be paid by the prescribed date.

(b) Non-Degree Student

Payment of the General Services Fee by a non-degree student is optional. A non-degree student cannot elect to pay portion of this fee.

Undergraduate Course Fees

Full-Time

Faculties of Arts, Economics & Commerce, and Mathematics ..... $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

Amount

(a) Late payment fee if fees due are not paid within stipulated times approved by the Vice-Chancellor ..... $6
(b) Additional amount payable if fees are not paid within an extended time approved by the Vice-Chancellor ..... $4
(c) Late re-enrolment fee where a continuing student fails to lodge an enrolment form by the date approved by the Vice-Chancellor ..... $10
(d) Late payment fee where an application to sit for examination is accepted after closing date ..... $4

Late fees in accordance with (a) and (b) above are applicable where a student has been granted an extension of time in which to pay fees and fails to pay these fees by the prescribed time.
FEES

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 THE 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 OF 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.

FEES

HIGHER 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.

All fees and monies owing to the University by a Higher Degree candidate must be paid before the student's thesis can be lodged for examination.

Where a Higher Degree candidate withdraws from a course 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 33). 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 enrols 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.

Re-submission 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. The General Services Fee will also apply.
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 to which he is proceeding.

NOTICES

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

NOTICE BOARDS

EXAMINATIONS

A notice board has been placed on the wall opposite the entrance to the Main Lecture Theatre (B.01) 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. This notice board is located on the first floor at the top of the main staircase in Building “A”.

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 Card 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 card.

Identity cards will be available for collection at the Student Administration Office soon after the commencement of First Term. The Student must produce his fee receipt before an identity card will be issued.

Loss of Identity Card

If a student loses his identity card, he should pay to the University Cashier, the sum of 50c., and present the receipt to the Student Administration Office for the purpose of obtaining a replacement card.

Return of Identity Card

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

CHANGE OF ADDRESS

Students are responsible for notifying the Student Administration 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 the Student Administration Office of a change of address. The Transport Authorities may challenge a student whose address on his identity card is incorrect. A change of address should be notified on a Variation Application Form.

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

TRAFFIC REGULATIONS

1. “Authorised Person” means a person authorised in writing by the Vice-Chancellor for the purposes of these Regulations.
   “Notice” means a written advice signed by an authorised person on behalf of the Vice-Chancellor.
2. Any student, member of the academic staff or other person employed by the University who wishes to bring a motor vehicle on to the Shortland site shall obtain a University parking permit which shall be clearly displayed on the vehicle.
3. No person shall park or leave any vehicle on the Shortland site except in places set aside from time to time for parking.
4. No person shall drive any vehicle on to the University site:
   * (a) in a dangerous or careless manner
   (b) at a speed exceeding 20 miles per hour
   (c) so as to cause undue noise
   (d) other than on formed roads currently open for traffic
5. The driver of any vehicle within the Shortland site shall comply with the directions shown on all traffic signs, road markings and directory notices. Government traffic regulations shall apply to marked pedestrian crossings.
6. Any person who contravenes or fails to observe any of the above regulations may be advised in writing by a notice which may be posted or handed to the person or affixed to his vehicle by an authorised person.
7. Any person who contravenes or fails to observe any of these regulations shall, if a student, be deemed guilty of a breach of discipline (By-Law 4) or if in the employ of the University, be deemed guilty of a breach of regulations and may be dealt with accordingly.
8. The maximum penalty for the time being which may be applied under these regulations shall be the banning for a period of three months of any vehicle driven by the person concerned.

NOTE:
Permits may be obtained from the Senior Attendant (Patrol) in Room 04 at the rear of the main lecture theatre (B.01) between 9 a.m. and 5 p.m. on Mondays to Fridays inclusive.
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, 16 June, 1972.

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 examinations. 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.
(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 of any change in address from that given on the Application for Admission to Examinations.

EXAMINATION RESULTS

The official examination results will be posted on the notice board at the top of the main staircase. Each student will be advised 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.
EXAMINATIONS

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 Supervisor in charge of the Faculty 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. 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;
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 take the appropriate action should he wish to re-enrol. Such a student must lodge his "Show Cause" statement and completed re-enrolment form by the date prescribed each year to ensure consideration of his case.
THE LIBRARY

The Library, totalling approximately 190,000 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

During academic year

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8.30 a.m. to 10.00 p.m.</td>
</tr>
<tr>
<td>(long vacation excepted)</td>
<td></td>
</tr>
<tr>
<td>Saturday and Public Holidays</td>
<td>9.00 a.m. to 5.00 p.m.</td>
</tr>
<tr>
<td>(all vacations excepted)</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>1.00 p.m. to 5.00 p.m.</td>
</tr>
<tr>
<td>(all vacations excepted)</td>
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</tbody>
</table>

The Library is closed for the Easter Weekend, i.e., March 31—April 4 inclusive.

During long vacation

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Friday</td>
<td>9.00 a.m. to 5.00 p.m.</td>
</tr>
<tr>
<td>Tuesday, Thursday</td>
<td>9.00 a.m. to 7.00 p.m.</td>
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</tbody>
</table>

UNIVERSITY SERVICES

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:

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.

ACCOMMODATION

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.

INSURANCE

The Amenities section on behalf of the Sports Union is responsible for the operation of the Personal Accident Insurance Scheme.
UNIVERSITY SERVICES

APPOINTMENTS OFFICE

The Appointments Office was established in 1971 primarily to help students obtain information about careers and to assist graduating students find employment.

All new students are invited to consult the Appointments Office sometime during their first year at the University. Follow up consultations during second and third years may serve to bring the student to a state of mind where he or she feels confident that his or her chosen career is suitable and within the realms of possibility. The Appointments Office would hope to have available or to obtain information for the student in order that by a little research in the early years, frustration and disappointment can be avoided after graduation.

Careers Library
1. A section of the Careers Library will contain books, periodicals, articles, etc. giving general information on various professional occupations.
2. Information is being assembled about the manpower requirements of numerous employers — types of graduates needed, educational qualifications for appointment, experience gained, prospects etc.
3. Professional associations are being approached to supply information about the activities of their bodies, conditions of membership and application forms.

During 1972 it is hoped that the Appointments Office will move into Building “A”, when a Library and Reading Room will become available in which students may consult relevant material.

Employer Interviews
Some employers have representatives come to the University for the purpose of giving students first hand information about the kinds of graduates recruited, the job involvement, salaries, prospects etc.

Students make appointments to interview the representatives singly or in small groups.

Employment Vacancies
Some Government Departments inform the University on a regular basis of vacancies within their organizations, other employers only as specific vacancies occur.

The ‘Positions Vacant’ columns of a major local newspaper are always on hand.

UNIVERSITY SERVICES

The Sydney University Appointments Board has indicated that where a Newcastle University student proves he is a bona-fide student, he can obtain copies of the “Notices of Vacancies” prepared by that Board, upon payment of the current nominal fee.

Casual and Part-time Employment
Unfortunately, it is a fact of life that some students do not have enough money to sustain them during University studies, and have to supplement their financial resources by part-time or casual work. Students may call at the Appointments Office at the commencement of each year and complete a card indicating their needs. As opportunities are notified to the Appointments Office, appropriate students are informed.

The Appointments Office will provide administrative assistance to the Faculties seeking professional vacation employment for their students. Vacation employment will be sought for those students seeking employment for financial reasons.

Graduate Careers Directory
The Graduate Careers Council of Australia prepares a Directory in three parts for distribution each year to graduating students. The Directory provides general background information on the types of appointments that will be available with a large number of employer organizations in the ensuing year. The Appointments Office arranges distribution of this Directory; a few spare copies are available upon request for undergraduates.

All students are invited to consult and use the resources of the Appointments Office; this service is free.

The Appointments Office is located in Room U.10 in the Temporary Buildings.
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 T. H. Binks,
133 Kemp Street,
HAMILTON. Tel. 61 4048

**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. Phillip'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,
HAMILTON. Tel. 61 1107

UNIVERSITY SERVICES

HALL OF RESIDENCE

Stage One of the First Hall will provide accommodation for 173 students and about 12 tutors. The Hall is governed by a Board of Trustees consisting of the Warden and six members, three of whom are nominated by the Council, two elected by the students of the Hall and one by the resident tutors. The Hall is situated near the South Eastern boundary of the Sports Oval, close to the tennis and squash courts.

At the time of writing, fees have not been determined.

Applications for residence should be sent to the Warden, First Hall of Residence, University of Newcastle, N.S.W. 2308.

**Warden**
Dr. M. W. Blackmore, B.Sc., Ph.D.(Belf.)
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. All contacts with a counsellor are regarded as completely confidential.

The S.C.U. is divided into three major divisions — Personal Counselling, Study Skills Training and Research with some inevitable overlap between the sections. Apart from individual counselling, courses in an increasing number of areas are held for groups of students.

Student Counselling is 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. published a brief but comprehensive book on this subject in 1967 and although it was produced specifically for the students of this 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. It may be purchased from the Cashier at 40 cents per copy.

LOCATION

The Secretary to the S.C.U. and two Counsellors are located in the Administration Building (Room G75—entrance at the N.W. end of building). It is generally most satisfactory for students, both full-time and part-time, to make appointments through the Secretary. Counsellors are available for evening appointments.

S.C.U. STAFF

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

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


Secretary — Mrs. Joy Hoesli

Stenographer — Mrs. Vicki Lloyd
UNIVERSITY SERVICES

STUDENT LOAN FUND

The Council of the University has established a Student Loan Fund which is managed by a committee consisting of the Deputy Chairman of Senate, the Bursar and the Vice-Principal (Chairman).

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.

UNIVERSITY HEALTH SERVICE

Pending the establishment of a Health Centre, an interim service, located in the Union, functions during term time. The medical officer, Dr. G. J. Cousins attends each Wednesday, and qualified nurses are on duty on the other days.

The service, which is free, is essentially diagnostic and does not undertake continuing treatments.

UNIVERSITY ORGANISATIONS

CONVOCATION

Convocation consists of 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. W. G. Derkenne, LL.B.(Syd.), B.A.
Secretary — Miss F. M. Burns, B.A.
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 and the Students' Counsellor together with the A.U.S. Travel Service, N.S.W. Banking Facilities and the Student Health Centre are also situated within 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. G. S. Martin, B.A.(N.S.W.)
Secretary Manager — Mr. W. V. Bridgwater

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 100.

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 fourteen days in December
(c) Two weekend bivouacs a year
(d) Parades on Friday nights of two hours duration
(e) 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 — Maj. F. O'Toole
Full-time Staff — WO2 K. Stoker
S/Sgt. P. Toohey
THE UNIVERSITY OF NEWCASTLE
SPORTS UNION

The Sports Union is the student organisation responsible for the promotion and control of sporting activities within the University. All students are automatically members of the Sports Union. There are twenty-six affiliated clubs: Athletics, Australian Rules, Badminton, Men's Basketball, Women's Basketball, Cricket, Fencing, Golf, Men's and Women's Hockey, Judo, Mountaineering, Men's and Women's Rowing, Rugby Union and Rugby League, Sailing, Ski-ing, Soccer, Softball, Squash, Surfriding, Swimming, Scuba, Table Tennis, Tennis, Volleyball, 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 Services 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 Sports Union Amenities office is located in the temporary building adjacent to the main University building.

President — Professor R. G. Tanner, M.A.(Melb. and Cantab.)
Secretary — Miss C. F. Clarke, B.A.
Amenities Officer — Mr. H. Bradford

THE UNIVERSITY OF NEWCASTLE
STUDENTS' ASSOCIATION

Included in the General Services fee of the University, which all of you pay or have paid for you, is $8.00 subscription to the Students' Association. You are all financial members of this Association, and you have every right — and a duty to yourselves — to take part in the running of the Association and the administration of your collective assets. At present, the governing administrative body of the Association is the Students' Representative Council (SRC), with its standing committees, such as the finance committee, the disciplinary committee etc. The ultimate policy-making power rests with general meetings of the Association; these can be called at seven days notice by any twenty members of the Association presenting their signatures to the SRC Office, which is in the Union Basement, near the Music Room and Games area. The functions of the Association are many and varied.

Officers of the Association act as a method of liaison between the student body and the University authorities. Complaints and requests from students may be handled by the Education and Welfare Committee, or by the SRC as a whole when brought to its attention by one of the Faculty or General Representatives. At present, the Association has helped to finance and set up a Student Health Centre, in conjunction with the Union, Sports Union and the University and also helps provide automatic accident insurance cover for Association members.

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

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

Each year the Association organises, with assistance from the University and the Union, Orientation Week and other activities designed to help new students adjust to university life. Early in July Autonomy Day is also organised by the SRC — of this nothing need be said other than that it is the equivalent of Commem, Foundation Day, or similar activities at other universities.
For part-time students a significant feature of the degree requirements is the schedule showing the subjects to be attempted each year. 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 generally unwise 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 may have to seek special permission to withdraw from a subject if it is not to be recorded as a failure. Where students feel that their time does not permit a full subject load for a year they are advised to limit their enrolment to a smaller number of subjects. Part-time students specialising in Accounting 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 five years for the part-time degree course.

Students requiring advice should seek help from members of the Faculty or the Senior Counsellor, Mr. A. T. P. Loftus. Enquiries about enrolment procedures should be directed to the Faculty Secretary, Mr. T. G. Chapman, or 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 that a pass in Mathematics at the New South Wales Higher School Certificate Examination at least at the second level of the short course or an examination at an equivalent standard in Mathematics is advisable.

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.

NEWCASTLE UNIVERSITY ECONOMICS SOCIETY

This is the Society designed to cater especially for the interests of students studying Economics. Membership is open to all students and staff. Each year an extensive programme of discussions, lectures by prominent visitors, and social events is organised.

The managing committee of the Society is made up of representatives elected from each group (including first year). Enquiries concerning membership should be directed to the representatives of each group early in first term.

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.
THE DEGREE OF BACHELOR OF COMMERCE

Candidates for the degree of Bachelor of Commerce (both pass and honours) may elect to specialise in Accounting or Economics. Within the Accounting specialisation, students may elect to follow the Accounting stream or the Joint Studies stream. Within the Economics specialisation there are three streams, Economics, Industrial Relations and 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. In the Joint Studies stream, the full-time student does not make a choice of specialisation until Year III, while the part-time student must make this choice when he enters Stage 4. 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, IIA, IIB, IIIB or IIIIB, Management Studies I and Legal Studies II in their course plus Auditing. This latter subject may be taken in the postgraduate subject Professional Accounting Studies or in the Diploma in Business Studies course. 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 in the Diploma in Business Studies. Registration as a registered public accountant under the Public Accountants Registration Act 1945 (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 IIA, Legal Studies I and Legal Studies II, and who have passed Auditing in the postgraduate subject Professional Accounting Studies or the Diploma in Business Studies.

In addition the Diploma in Business Studies if including certain specified subjects, the Bachelor of Commerce (Honours) degree specialising in Accounting and the Master of Commerce degree if undertaken 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 5.9.3., 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 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 68.
(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.

(e) Except with the approval of the Dean or Sub-Dean a full-time student may not enrol in more than four subjects in Year I or more than five subjects in any subsequent year of the ordinary degree course.

(f) Except with the approval of the Dean or Sub-Dean a part-time student may not enrol in more than two subjects in Stage 1 or more than three subjects in any subsequent stage of the ordinary degree course.

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 I, 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 9 (b) most distinguishes himself shall, if he has obtained First Class Honours and has shown outstanding merit, receive a University Medal.
CONDITIONS FOR THE GRANTING OF STANDING TO UNDERGRADUATES AND GRADUATES OF OTHER UNIVERSITIES, UNIVERSITY COLLEGES AND FACULTIES

(Determined by the Faculty Board, Faculty of Economics and Commerce, on 13th October, 1971, and 18th June, 1969 under the powers given to it in Clause 6 of the Requirements for the degree of Bachelor of Commerce).

UNDERGRADUATES

1. The Faculty Board may grant standing to an undergraduate of another University, University College or other Faculty of the University in recognition of any subject passed in such other University, University College or Faculty on the following conditions:
   a) the subject for which standing is granted shall have a reasonable correspondence with a subject included in the Bachelor of Commerce Degree programme of the University;
   b) such an undergraduate shall not receive standing in more than six subjects;
   c) such an undergraduate shall not include in his programme for the degree of Bachelor of Commerce any subject which is substantially equivalent to one he has previously passed and for which standing has not been granted.

2. Notwithstanding the provision of section 1(a), an undergraduate of another University, University College or Faculty of the University may be granted standing for a subject not included in the Bachelor of Commerce Degree programme of the University, provided that:
   a) he complies with sections 1(b) and 1(c);
   b) he has his proposed course approved by the Faculty Board at the time the concession is granted; and
   c) he does not depart from his approved course without the permission of the Faculty Board.

3. The Faculty Board may grant standing to an undergraduate of the Faculty of Economics and Commerce of the University of Newcastle in recognition of any subject passed at another University or University College subsequent to the undergraduate's matriculation to the University of Newcastle on the following conditions:
   a) the subject for which standing is granted shall have a reasonable correspondence with a subject included in the Bachelor of Commerce Degree programme of the University;
   b) standing shall not be granted for more than five subjects.

4. Notwithstanding the provision of section 3(a), standing may be granted for not more than two subjects not included in the Bachelor of Commerce Degree programme of the University.

5. The total number of subjects for which standing may be granted under sections 1 to 4 inclusive shall not exceed six.

An undergraduate wishing to obtain the benefit of these sections must apply to the Dean in writing for approval of a proposed programme before enrolling at the other University or University College. The student must supply full details of the proposed programme. The Dean will consult Heads of Departments about individual subjects and prepare a submission for the Faculty Board. The Faculty Board will determine the extent of the standing to be granted. The approved programme will be specific and will normally be approved for one academic year.

GRADUATES

"A graduate of another University, University College or other Faculty of this University may be granted standing in recognition of subjects passed 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, passed 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 passed 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, 3 (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, 3 (i) Applied Economics
(ii) Legal Studies I
(iii) Approved Arts or Science Subject

STAGE 2
Accounting I
One of 1, 3 (i) Legal Studies I
(ii) Approved Arts or Science Subject, if not taken in Stage 1

COMMERCIAL STATISTICS or Statistical Analysis I. See 1 (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 1 plus Stage 2 programme (Part-time Degree Course).

(i) Students enrolling in the Industrial Relations Stream who have passed Psychology I in Stage 1 may be permitted by the Head of the Department of Economics to substitute Psychology II for Commerce Statistics.

(ii) Students enrolling in the Industrial Relations Stream who have not completed Psychology I in Stage 1 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.

2 A candidate enrolling in Stage 1 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.

3 A student shall not be permitted to enrol in Applied Economics in other than his first year of enrolment, unless he fails in an elective subject in his first year of study, in which circumstances he shall be allowed to enrol or re-enrol in Applied Economics in his second year of studies.

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
Economics Option III
Economics Option IV

ACCOUNTING

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

YEAR III
Accounting IIA or IIB
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 IIB
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
Economics Option III

STAGE 5
Public Economics
Fluctuations and Growth
Economics Option IV

ACCOUNTING

STAGE 3
Accounting IIA or IIB
Macroeconomics
Legal Studies II

STAGE 4
Accounting IIB or IIA
whichever not taken in Stage 3
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 IIIB
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 4.

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

1 Refer Accounting Seminar I, page 110.
2 Refer Accounting Seminar II, page 110.
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.

INDUSTRIAL RELATIONS

YEAR II
As for Year II Industrial Relations 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 Industrial Relations 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.

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. ¹

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. ²

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.

¹ Refer Accounting Seminar I, page 110.
² Refer Accounting Seminar II, page 110.
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.

ECONOMICS OPTIONS

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 OPTIONS III & IV
Two subjects must be selected from the following list. At least one subject must be from Group A.*
GROUP A: (i) History of Economic Thought
(ii) Theory of Economic Policy+
GROUP B: (i) Econometrics
(ii) Mathematical Economics
(iii) Computer Applications and Systems
(iv) Industry Economics
(v) Labour Economics
(vi) Statistical Analysis II
(vii) Management Studies I
(viii) Management Studies II
(ix) Approved Arts subject or Science subject taken at Part II or Part III level
(x) Labour Relations

* Except that, with the permission of the Head of the Department of Economics, a student may include Econometrics as a Group A subject if he has passed Mathematical Economics or is taking that subject concurrently.
+ A part-time student who elects to take this subject shall include it in Stage 5 of his course.
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) Labour Relations +
(iii) Fluctuations and Growth
(iv) Management Studies I or II OR
    Computer Applications and Systems
(v) Econometrics
(vi) Theory of Economic Policy +

+ A part-time student who elects to take this subject shall include it in Stage 5 of his degree course.

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
(vi) Theory of Economic Policy +

+ A part-time student who elects to take this subject shall include it in Stage 5 of his degree course.

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 (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”

PREREQUISITE REQUIREMENTS

1. SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting IIA</td>
<td>(i) Accounting I</td>
</tr>
<tr>
<td>Accounting IIB</td>
<td>(ii) Accounting I</td>
</tr>
<tr>
<td>All other Economics subjects other</td>
<td>(iii) Economics I</td>
</tr>
<tr>
<td>than Applied Economics</td>
<td></td>
</tr>
<tr>
<td>Accounting IIIA</td>
<td>(iv) Accounting IIA</td>
</tr>
<tr>
<td>Accounting IIIB</td>
<td>(v) Accounting IIIB</td>
</tr>
<tr>
<td>Econometrics I</td>
<td>(vi) Commerce Statistics or Statistical Analysis I*</td>
</tr>
<tr>
<td>Fluctuations and Growth</td>
<td>(vii) Macroeconomics</td>
</tr>
<tr>
<td>Public Economics</td>
<td></td>
</tr>
<tr>
<td>International Economics</td>
<td></td>
</tr>
<tr>
<td>Theory of Economic Policy</td>
<td></td>
</tr>
<tr>
<td>Mathematical Economics</td>
<td></td>
</tr>
<tr>
<td>Statistical Analysis II</td>
<td>(viii) Statistical Analysis I</td>
</tr>
<tr>
<td>Labour Relations</td>
<td>(ix) Labour Economics</td>
</tr>
</tbody>
</table>

* 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 for the degrees of Bachelor of Arts or Bachelor of Science, 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
History
Mathematics
Philosophy
Physics
Psychology
Classics

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 1

1. Part-time students who fail either Economics I or Applied Economics in Stage I 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.

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

BOOKS RECOMMENDED FOR PURCHASE


Ferguson, C. E. & Maurice S. C.—Economic Analysis (Irwin)

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

Bain, J. S.—Price Theory (Holt, Rinehart & Winston)

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)

Becker, G. S.—Economic Theory (Alfred A. Knopf)

(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.

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


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

APPLIED ECONOMICS

This course consists of two main segments (1) Comparative Economic Systems (2) An Introduction to the Australian Economy.

The first segment considers the nature and classification of economic systems and examines and compares the main features of selected modern economics, e.g., U.S.S.R., Yugoslavia. The second segment includes the following areas of study: post-war government economic objectives and policy; the relative performance of major producing sectors; foreign investment and protection; case studies of main Australian industries; wage determination and trade unions.

PRELIMINARY READING

TEXT BOOK
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)

TEXT BOOKS
Ackley, G.—Macroeconomic Theory (Macmillan 1961)
Bober, D.—Economics of Cycles and Growth (Wiley 1967)
Keynes, J. M.—General Theory of Employment, Interest and Money (Macmillan)
Shapiro, E.—Macroeconomic Analysis, 2nd edition (Harcourt, Brace and World 1970)

RECOMMENDED READING
Ball, R. J.—Inflation and The Theory of Money (Allen and Unwin)
Keiser, N. F.—Macroeconomics (Random House 1971)
Keiser, N. F. (Ed.)—Readings in Macroeconomic, Theory, Evidence and Policy (Prentice-Hall 1970)
Perlman, R.—Inflation—Demand Pull or Cost Push (Heath 1965)
Shapiro, E. (Ed.)—Macroeconomics, Selected Readings (Harcourt, Brace and World 1970)

MONETARY ECONOMICS

Major aspects of the workings of modern monetary systems, in theory and practice, are studied. The following main topics are considered: the theory of the demand for money; the relationship of the monetary and real sectors of the economy; the economics of domestic banking; central banking; techniques of monetary control; banking and financial institutions in Australia; monetary policy in Australia; international aspects of money and banking.

PRELIMINARY READING
Morgan, E. Victor—A History of Money (Pelican 1965)

TEXT BOOKS
Runcie, Neil (Ed.)—Australian Monetary and Fiscal Policy (University of London Press)

COMMERCE STATISTICS

This course is an introduction to classical statistical inference and to decision theory. Topics considered are: probability, random variables and their distributions, sampling, estimation, hypothesis testing, analysis of variance, regression, correlation, decision theory.

TEXT BOOK

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

STATISTICAL ANALYSIS I

The first part of this course is concerned with elementary mathematical statistics. This section includes work on probability density functions and their application in statistical inference. In the second part of the course a detailed examination is made of utilisation of Input-Output Analysis and Linear Programming in Economics.

TEXT BOOKS
Turner, J. C.—Modern Applied Mathematics (English University Press)
Chiou-Shuang, Yan—Introduction to Input-Output Economics (Holt, Rinehart and Winston)

RECOMMENDED READING
Chenery and Clark—Interindustry Economics (Wiley)
Simonnard, M.—Linear Programming (Prentice-Hall)
Gass, Saul I.—Linear Programming (McGraw-Hill)
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.

RECOMMENDED READING

Spry-Bailey, P.—Investment, Risk and Uncertainty (West Publishing Co. 1967)
Firestone, O. J.—The Economic Implications of Advertising (Methuen 1967)
Walker, R. R.—The Communicators (Landsowne 1967)
A.I.P.S.—Big Business in Australia (Angus & Robertson 1970)
Coyle, J. and Mock, E. (Eds)—Readings in International Business (International Textbook Co. 1965)
Richardson, J. E.—Introduction to Australian Trade Practices Act, (Hicks Smith 1967)
Shepherd, W.—Economic Performance Under Public Ownership (Yale 1965)
Fuchs, V.—The Service Economy (N.B.E.R. 1968)

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

Cartter, 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 (Penguin)
International Labor Office—Job Evaluation (I.L.O. Studies and Reports N.S. 56)
Perlman, R.—Labor Theory (Wiley)

FLUCTUATIONS AND GROWTH

The first half of this course is concerned with the dynamics of economic fluctuations and growth within the framework of an advanced economy. A critical appraisal is undertaken of leading contributions in this field such as those of Harrod, Hicks, Duesenberry, Goodwin and Smithies. The second half of the course is concerned specifically with problems of economic growth and development, and it treats in detail such topics as the production function, technical progress, the classical and neoclassical models of growth, investment criteria, population, and general growth strategy. The course concludes with an examination of economic development in selected countries in Asia, the South Pacific, the Middle East and Europe.
THE THEORY OF ECONOMIC POLICY

The first part of this course will deal with the logic and design of policy in a macroeconomic context. Among the topics considered will be the aims and means of policy; the resolution of policy conflicts, the determination of consistency of aims and means; quantitative policy models; policies aimed at a specific sector of the economy and at multiple targets.

The latter part of the course deals with the effects of government policy measures upon the efficient allocation of resources. Policies on education, on research and development, on defence, and on health services are among the topics which will be reviewed.

RECOMMENDED READING
Ball, R. J. and Doyle, P. (eds)—Inflation (Penguin Modern Economics 1969)

ECONOMETRICS I

A knowledge of matrix algebra, and of the mathematical statistics dealt with in Statistical Analysis I is recommended for students attempting this course. The course is concerned with examining the usefulness of single equation regression analysis in applied economic research, and also with providing an introduction to simultaneous estimation procedures.

TEXT BOOKS
Johnston, J.—Econometric Methods (McGraw-Hill) and
Fox, K. A.—Intermediate Economic Statistics (Wiley) OR
Wonnacott, R. J. and Wonnacott, T. H.—Econometrics (Wiley)

RECOMMENDED READING
Goldberger, A.—Econometrics (Wiley)
Huang, D. S.—Regression and Econometric Methods (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. The mathematical level that will be assumed in this course is the advisory prerequisite for the Faculty of Economics and Commerce—Second Level Short Course Mathematics, or its equivalent.

(2 hours per week)

READING LIST
To be announced.

COMPUTER APPLICATIONS AND SYSTEMS

This course consists of two distinct sections: I — Basic introduction to data processing concepts: discusses the hardware, software, and general systems design implications of each of five common data processing systems: (1) Unit Record, (2) Punch Card Computer, (3) Magnetic Tape Computer, (4) Random Access Computer, (5) Real Time Computer. (No programming instruction is involved). II — Econometric applications of computers in the areas of regression analysis, linear programming, network analysis, simulation modelling, time series analysis. The approach is descriptive emphasizing the types of problems to which each method is generally applied, the definitions and assumptions underlying the method, and the general computer procedures necessary. (No mathematical experience or exposition is required).

REFERENCES
Section I
Sanders, D.—Computers in Business (McGraw-Hill)
Awad, E.—Business Data Processing (Prentice-Hall)
Dippel and House—Information Systems (Scott Foresman)
Chandor, Graham and Williamson, Practical Systems Analysis (Hart-Davis)

Section II
Thiel, Boot and Kloek—Operations Research and Quantitative Economics (McGraw-Hill)
Lange, O.—Introduction to Econometrics (Pergamon)
Tintner, G.—Econometrics (Wiley)
Baumol—Economic Theory and Operations Analysis (Prentice-Hall)
Stilian, et al.—PERT (A.M.A.)
Forrester—Industrial Dynamics (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 structure of the modern corporation and its implications for industrial relations; an international comparison of some national industrial relations systems with emphasis on goals, structure and methods of the parties involved, and methods of rule determination in the work place; strike patterns in Australia; industry patterns of industrial relations in Australia.

TEXT BOOKS
Isaac, J. E. and Ford, G. W.—Australian Labour Relations: Readings (Sun Books)
Ford, G. W. and Matthews, P.W.D.—Australian Trade Unions (Sun Books)
Flanders, A. (Ed.)—Collective Bargaining (Penguin)
ECONOMICS IV: ADVANCED ECONOMIC ANALYSIS

Students are offered a choice between two alternative programmes
(i) four major topics PLUS a thesis embodying results of a research investigation
OR (ii) six major topics

In 1972 the topics to be offered are the nine courses which follow, PLUS Econometrics I (1 unit), where approved.

MICROECONOMIC THEORY (1 unit)

This course will deal with some advanced aspects of economic theory, details of which will be announced later, together with suggested reading.

WELFARE ECONOMICS (1 unit)

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."

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

ECONOMIC PLANNING (1 unit)

This course deals with some of the problems involved in the adoption and implementation of economic planning at the national level. After an introductory discussion of general equilibrium theory and the Paretian equimarginal criteria, the conditions of "economic efficiency" are examined against the background of various incidences of departure from the perfectly competitive model; non-market interdependence; externalities; and the resulting inevitability of second-best solutions. This is followed by an analysis of the logic, scope and structure of planning models; short-term, medium-term and long-term models; macro models and sectoral models; Lange's "competitive socialist" model, the "centralised socialist" solution and planning in "private-enterprise" economies. The latter part of the course will deal with case studies of economic planning, with particular slant towards the applied aspects of planning, deviations from or special application of, planning theory, such as indicative planning, the Mahalanobis four-sector model, Frisch's decision models, Tinbergen's "stage planning," and the application of the limited scope, Chenery-type "resource programming" model for open economies with critical shortages of capital or foreign exchange.

READING GUIDE

Chakravarty, S.—The Logic of Investment Planning (North-Holland Publishing Co., Amsterdam 1968)

ECONOMIC DEVELOPMENT (1 unit)

This course is an extension of third year work in Fluctuations and Growth. It begins by analysing a number of growth models, not previously examined, principally with a view to assessing their value for the analysis of the development process in low-income countries. This is followed by a critical appraisal of recent theories in economic development, specifically those by Rostow, Fei and Ranis, Lewis, Hagen and Streeten. A detailed examination is then undertaken of basic development issues such as the problem of technological choice, the appropriate criteria for the allocation of investment, the place of human capital, industrialisation and the more general issues concerning development strategy and planning. The latter part of the course deals with case studies of economic development in Asia, the South Pacific and Latin America in each particular situation, and it focuses on the applicability of basic concepts and theoretical propositions developed earlier.
**READING LIST**


Robinson, E. A. G. (Ed.)—Problems in Economic Development (Macmillan 1965)

Tinbergen, J.—The Design of Development (The John Hopkins Press 1958)


Robinson, J.—Essays in the Theory of Economic Growth (Macmillan 1963)

**HISTORY OF MODERN ECONOMIC THought** (½ unit)

The significance of contemporary economic analysis cannot be appreciated fully without an awareness of the thought of earlier economists. Such awareness provides perspective for judgement of the strengths and weaknesses of the analytical tools and techniques fashionable in currently orthodox economics.

This course offers a perspective based on consideration of economic thought in the decades immediately preceding the "Keynesian revolution," the popularisation of econometrics, and other notable developments. The period dealt with ranges from 1890 to the mid 1930's.

Special attention is paid to British economic thought from Alfred Marshall to John Maynard Keynes, and to American economic thought from John Bates Clark to Wesley C. Mitchell. Leading Continental contributions are also considered.

**READING LIST**


Seligman, Ben B.—Main Currents in Modern Economics (The Free Press, N.Y., 1962)

Stigler, G. J.—Production and Distribution Theories (Macmillan, N.Y., 1941)

Schumpeter, J. A.—Ten Great Economists (Oxford University Press, N.Y. 1951)


**REGIONAL ECONOMICS** (½ unit)

This course deals with the application of economic analysis and policy to the economic activity and problems of sub-national areas. Topics covered include: definition and delimitation; homogeneous, nodal and programming regions. Regional accounts, input-output descriptions of regional economies, and gravity models. Theory of regional income determination; interregional activity flows, regional balances of payments, factor mobility and regional growth. The impact of growth on the economic structure of regions. Policy objectives and efficiency criteria; alternative policy strategies; Empirical tools of analysis, estimation and forecasting of regional economic activity. Case studies.

**READING GUIDE**


Chenery, H. B. and Clark, P. G.—Interindustry Economics (John Wiley and Sons 1962)


Needleman, L. (Ed.)—Regional Analysis (Penguin Modern Economics 1968)


Richardson, H. B.—Regional Economics (Weidenfeld and Nicolson 1969)

Stone, R.—Mathematics in the Social Sciences and Other Essays: X. Social Accounts at the Regional Level: A Survey and XI. A Comparison of the Economic Structure of Regions Based on the Concept of "Distance." (Chapman and Hall 1966)
URBAN ECONOMICS (1 unit)
This course provides a broad survey of the economic issues arising within the particular framework of the urban or metropolitan environment. The course includes discussion of the following topics: the relation of cities to the national and regional economy; the interrelation of cities in urban networks; central place theory and location analysis; housing and land use theory; urban economic development and growth; techniques of urban analysis; urban sociology; urban planning, public policy and welfare.

MAJOR REFERENCES
Hauser and Schnore—The Study of Urbanization (Wiley)
Isard, Walter—Location and Space Economy (Wiley)
Hoover, E.—The Location of Economic Activities (McGraw-Hill)
Fisher—The Metropolis in Modern Life (Russell & Russell)
Vernon, R.—Metropolis 1985 (Doubleday Anchor)
Losch, A.—The Economics of Location (Wiley)
Dickinson, R. E.—City and Region (Routledge and Kegan Paul)
Handlin and Burchard—The Historian and the City (M. I. T. —Harvard)

ECONOMETRICS II (1 unit)
This course continues on from Econometrics I, and pays particular attention to econometric model building and simultaneous estimation techniques. Each student in the course will also be expected to complete a piece of applied economic research using econometrical techniques.

READING LIST
Christ, C. F.—Econometric Models and Methods (Wiley)
Goldberger, A.—Econometric Theory (Wiley)
Malinvaud, E.—Statistical Methods of Econometrics (North-Holland)
Dhrymes, P.—Econometrics, Statistical Foundations and Applications (Harper & Row)
Hood, W. C. and Koopmans, T. C. (Eds.)—Studies in Econometric Method (Wiley)

Reference to articles will be given during the course.

TRANSPORT ECONOMICS (1 unit)
This course will be concerned with: (a) the application of economic theory to resource allocation problems in the transport field, and (b) the specific contribution the improvement of transportation facilities has made to economic growth.

Within the first part of the course emphasis will be placed on the problems posed by the need for urban mass transportation, while within the second part of the course emphasis will be on the contribution transport economics can make to understanding some aspects of the economic growth of the highly industrialised economies.

As preliminary reading, Transport (Ed. D. Murphy) Penguin Modern Economics, is suggested.

(B) DEPARTMENT OF COMMERCE
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, J.—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.)
Crawford, F. R.—Introduction to Data Processing (Prentice-Hall)
Gilman, S.—Accounting Concepts of Profit (Ronald Press)
Goldberg, L.—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 (Irwin)
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.)
(Holt, Rinehart & Winston)
Spiller, E. A.—Financial Accounting: Basic Concepts (Irwin)
*Accountancy Exercises—(University of Newcastle)

EXAMINATION
Two 3-hour papers.

ACCOUNTING IIA
A course of 3 hours of lectures and a tutorial of 2 hours per week throughout the year.

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)
(Butterworths)
Davidson, S., Green, D., Horngren, C. T. & Sorter, G. H.—An Income Approach to Accounting Theory (Prentice-Hall)
Gibson, R. W.—Disclosure by Australian Companies (M.U.P.)
*Goldberg, L. (Ed.)—Fitzgerald's Accounting (Butterworths)
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 Practice
*Institute of Chartered Accountants in Australia—Statements on Auditing Practice
Irish, R. A.—Auditing (Law Book Co.)
*Johnson, 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. & McPher son, L. A.—Consolidated Statements and Group Accounts (Law Book Co.)
Mautz, R. K.—Fundamentals of Auditing (Wiley)
*Mannix, E. F.—Professional Negligence (Butterworths)
Meigs, W. B. & Larsen, E. J.—Principles of Auditing (Irwin)
Waldron, R. S.—Dicksee's Auditing (Gee and Co.)
*Accountancy Exercises (University of Newcastle)
*Companies Act, 1961 (N.S.W. Government Printer)

EXAMINATION
Three 3-hour papers (including one paper in Taxation) plus one 2-hour paper in Auditing. Candidates will also be required to complete an essay-type project in Auditing. The examination in Taxation will be held at the end of second term.

Candidates are required to obtain at least a 'pass' standard in each of the taxation, auditing and accounting sections to be awarded a 'pass' in the subject of Accounting IIA.

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 IIIB

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. & Dyckman, T. R.—Managerial Cost Accounting (Collier-Macmillan)
*Bruns, W. J. & DeCoster, 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)
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. & Birnberg, J. G.—Cost Accounting: Accounting Data for Managerial Decisions (Harcourt, Brace & World)
Field, J. E.—Management Accounting: An Information Service (Butterworths)
Fremgen, J. M.—Managerial Cost Analysis (Irwin)
Garrett, L. J. & Silver, M.—Production Management Analysis (Harcourt, Brace & World)
Hofstede, G. H.—The Game of Budget Control (Ass. Book Pub.)
*Horngren, C. T.—Cost Accounting — A Managerial Emphasis (Prentice-Hall)

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

Keller, W. & Ferrara, W. L.—Management Accounting for Profit Control (McGraw-Hill)
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)
Sizer, J.—An Insight into Management Accounting (Penguin)
Solomons, D.—Studies in Cost Analysis (Irwin)
Solomons, D.—Divisional Performance: Measurement and Control (Irwin)
*Thomas, W. E. (Ed.)—Readings in Cost Accounting, Budgeting and Control (South Western)
Welsch, G. A.—Budgeting, Profit Planning and Control (Prentice-Hall)
Williams, T. H. & Griffin, C. H.—Management Information, a Quantitative Accent (Irwin)
*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 Studies
Backer, M. (Ed.)—Modern Accounting Theory (Prentice-Hall)
Barradell, M.—Ethics and the Accountant (Gee)
Note—Essential books which students should possess are marked with an asterisk.

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)
Dickerson, R. W. V.—Accountants and the Law of Negligence (Canadian Institute of Chartered Accountants)
Dickey, R. I.—Accountants' Cost Handbook (Ronald)
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. & 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)

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

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.)
Ross, H.—Financial Statements: A Crusade for Current Values (Pitman)
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.)
Wixon, R. Kell, W. G. & Bedford, N. M. (Eds.)—Accountants' Handbook (Ronald)

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 behaviour budgeting, programme budgeting, break-even analysis, direct costing, transfer pricing, the impact of computers on management and general concepts of management accounting.

Students may wish to enrol in the Fortran Programming course conducted in the Mathematics Department (see Extra-curricular courses p 148).

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

Bierman, H. & Dyckman, T. R.—Managerial Cost Accounting (Macmillan)
Greene, W. C.—Case Problems in Management Accounting (Holt, Rinehart and Winston)
Hofstede, G. H.—The Game of Budget Control (Associated Book Publishers)
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.

MANAGEMENT STUDIES I
A course of 3 hours of lectures and a tutorial of 1 hour 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 takeovers 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.

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

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
Amling, F.—Investments (Prentice-Hall)
Ball, R. E.—Readings in Investments (Allyn & Bacon)
Beranek, W.—Analysis for Financial Decisions (Irwin)
Bierman, H. & Smidt, S.—The Capital Budgeting Decision (Macmillan)
Brigham, E. F., Nantell, T. J., Aubey, R. T. & Hook, S. L.—Cases in Managerial Finance (Holt, Rinehart and Winston)
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)
Gordon, M. J.—The Investment, Financing and Valuation of the Corporation (Irwin)
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)
Lerner, E. M.—Managerial Finance (Harcourt, Brace & Jovanovich)
Note—Essential books which students should possess are marked with an asterisk.

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)
Rose, P. J.—*Australian Securities Markets* (Cheshire)
Solomon, E.—*The Management of Corporate Capital* (Glencoe Free Press)
Weston, J. F.—*The Scope and Methodology of Finance* (Prentice-Hall)
Wolf, H. A. & Richardson, L.—*Readings in Finance* (Appleton-Century-Crofts)

EXAMINATION

Two 3-hour papers.

 MANAGEMENT STUDIES II

A course of 3 hours of lectures and a tutorial of 1 hour 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.

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

PRELIMINARY READING

Bronowski, J. & Mazlish, B.—*The Western Intellectual Tradition* (Pelican)

READING GUIDE

Barnard, C.—*The Functions of the Executive* (H.U.P.)
*Brown, J. A. C.—A Social Psychology of Industry* (Pelican)
*Byrt, W. J.—People in Organisations* (McGraw-Hill)
McGregor, D.—*The Human Side of Enterprise* (McGraw-Hill)
March, J. G. & Simon, H. A.—*Organizations* (Wiley)
Tannenbaum, A.—*The Social Psychology of the Work Organization* (Tavistock)
Whyte, Wm. H.—*The Organization Man* (Pelican)

INFORMATION SYSTEMS AND MANAGERIAL DECISION MAKING

SYLLABUS

Management Information Systems: basic computer concepts; planning for computers; organisation and the computer; staffing for computers; control and the computer; computer-oriented management information systems.

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

READING GUIDE

Boutell, W. S.—*Computer-Oriented Business Systems* (Prentice-Hall)
Dippel, G. & House, W. C.—*Information Systems* (Scott, Foresmen & Co.)
O'Diorne, G. S.—*Management by Objectives* (Prentice-Hall)
Note—Essential books which students should possess are marked with an asterisk.

*Sanders, D. H.—Computers and Management (McGraw-Hill)
Schoderbek, P. P.—Management Systems (Wiley)
Shuchman, A.—Scientific Decision-Making in Business (Holt, Rinehart & Winston)
Williams, T. H. & Griffin, C. H.—Management Information: A Quantitative Accent (Irwin)
Wortman, M. S. & Luthans, F.—Emerging Concepts in Management (Collier-Macmillan)

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)
*—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.

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)
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)
Sterling, R. R.—Theory of the Measurement of Enterprise Income (University of Kansas 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 II A 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.
Note—Essential books which students should possess are marked with an asterisk.

**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)


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


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


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

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


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)

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

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


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

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

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

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

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


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.)

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

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

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**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 Australian constitutional law); freedom under the law; the courts; definition and nature of law; inter-relation of law, ethics and culture.
Note—Essential books which students should possess are marked with an asterisk.

**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)
* Maher, F. K., Waller, L. & Derham, D. D.—*An Introduction to Law* (Law Book Co.); OR,
* Williams, G. L.—*Learning the Law* (Stevens)

**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.)
* 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.—*Legal Theory* (Stevens)
* Graveson, R. H.—*Law: An Outline for the Intending Student* (Routledge & Kegan Paul)
* Halsbury—*Laws of England* (Butterworths)
* Jackson, R. M.—*Machinery of Justice in England* (Cambridge University Press)
* Law Reports—English and Australian—as prescribed
* Maher, F. K., Waller, L. & Derham, D. P.—*An Introduction to Law* (Law Book Co.)
* Mayer, H. (Ed.)—*Australian Politics* (Cheshire)
* Paton, G. W.—*A Textbook of Jurisprudence* (3rd Ed. by Derham) (O.U.P.)

**Examination**

One 3-hour paper.

**Legal Studies II**

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

Students reading Legal Studies II are expected to have completed Legal Studies I.

**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**

* Afterman, A. B.—*Company Directors and Controllers* (Law Book Co.)
* *Brooker, R. P. — Young's Bankruptcy Practice in Australia* (Butterworths)
* 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. & Fernon, 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)
* Hahlo, H. R.—*A Casebook on Company Law* (Sweet & Maxwell)
Note—Essential books which students should possess are marked with an asterisk.

Helmore, B. A.—Personal Property and Mercantile Law in New South Wales (Law Book Co.)

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)

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)


*Veermeesch, R. & Lindgren, K. E.—Business Law of Australia (Butterworths)

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


**STATUTES**

*Bankruptcy Act 1966* (Commonwealth Government Printer)

*Bills of Exchange Act 1909* (Commonwealth Government Printer)

*Bills of Sale Act 1898* (N.S.W. 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.

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

**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.

**NOTE**—Industrial law will form approximately two-thirds of the course.

**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.)

Foenander, O. de R.—Australian Industrial Regulation (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)
Note—Essential books which students should possess are marked with an asterisk.

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)

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

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

**READING GUIDE**
Boutell, W.—*Computer-Oriented Business Systems* (Prentice-Hall)
Chandor, A., Graham, J. & Williams, R.—*Practical Systems Analysis* (Rupert, Hart & Davis)
Dearden, J., McFarlan, F. W. & Zani, W. M.—*Managing Computer Based Information Systems* (Irwin)
Dippel, G. & House, W. C.—*Information Systems* (Scott, Foresman & Co.)
Elliot, C. O. & Wasley, R. S.—*Business Information Processing Systems* (Irwin)
Hare, Van Court—*Systems Analysis: A Diagnostic Approach* (Harcourt, Brace & World)
Hein, L. W. (Ed.)—*Contemporary Accounting and the Computer* (Prentice-Hall)
Li, D. H.—*Accounting Computers, Management Information Systems* (McGraw-Hill)
*Optner, S. L.—*Systems Analysis for Business Management* (Prentice-Hall)
Rooseve, 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.
Note—Essential books which students should possess are marked with an asterisk.

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 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 (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 three courses included in the subject of Professional Accounting Studies are also included as separate subjects in the degree and diploma programmes. Candidates intending to enrol in Professional Accounting Studies should, prior to enrolment, ascertain whether each of the three courses will be offered in 1972. Enquiries should be directed to Mr. D. S. Karpin (extn. 214) or the Secretary, Department of Commerce (extn. 218).

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 135 to 139.

The details of the subjects which follow relate to some of the Group B subjects which may be offered in 1972. Candidates intending to enrol in the Diploma in Business Studies should, prior to enrolment, ascertain whether each of the three subjects will be offered in 1972. Enquiries should be directed to Mr. D. S. Karpin (extn. 214) or to the Secretary, Department of Commerce (extn. 218).

ACCOUNTING AND FINANCIAL STUDIES

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

SYLLABUS

The use of accounting information for various decisions. Basic accounting concepts; the double entry technique; preparation of financial statements; analysis and interpretation of financial statements.

Basic cost accounting; management control process, budgeting and budgetary control; standard costing; responsibility accounting; performance evaluation; cost analysis for management decisions including capital expenditure evaluation; capacity utilisation and control; statistical techniques for operational cost control.

EXAMINATION

One three-hour paper.

AUDITING

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

Cohen, B. J.—Cost-Effective Information Systems (A.M.A.)
Grant, E. L. & Bell, L. F.—Basics Accounting and Cost Accounting (McGraw-Hill)
Horngren, C. T.—Cost Accounting—A Managerial Emphasis (Prentice-Hall)
Korn, S. W. & Boyd, T.—Accounting for Management Planning and Decision Making (Wiley)
*Sizer, J.—An Insight into Management Accounting (Pelican)
*Smyth, E. B. & Burke, W. L.—Introductory Accounting (Law Book Co.)
Note—Essential books which students should possess are marked with an asterisk.


Waldron, R. S.—Dicksee's Auditing (Gee & Co.).

EXAMINATION
One 3-hour paper.

COMMERCIAL PROGRAMMING

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

SYLLABUS
Basics concepts of file handling and file maintenance, including file creation and processing.
Flow charting; file merging and updating of transactions; the idea behind a commercial programming language.
COBOL as a business data processing and file organisation language.
Extensive practical work in COBOL, including case study of a payroll application.

READING GUIDE

*Farina, M. V.—Cobol Simplified (Prentice-Hall).


*Watters, J. L.—Cobol Programming (Heinemann).

EXAMINATION
One 3-hour paper.

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

LAW OF DUTIES AND ESTATE PLANNING
A course of 2 hours of lectures per week throughout the year.

SYLLABUS
Study of the death duty provisions of the Stamp Duties Act, 1920, (N.S.W.), the Gift Duty Act, 1941, (C’th), the Gift Duty Assessment Act 1941, (C’th), the Estate Duty Act, 1914 (C’th) and the Estate Duty Assessment Act, 1914, (C’th).
The social, moral and political aspects of planning for the minimisation of estate duty. Schemes which have been judicially considered. Income tax aspects of estate planning.
Case studies will be used throughout the course.

READING GUIDE
Adams, P. R.—Australian Tax Planning (Butterworths).

*Hill, G.—Stamp, Death, Estate and Gift Duties (Law Book Company).

STATUTES


*Stamp Duties Act 1920 (New South Wales 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.

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

SYLLABUS
Objectives and policies of marketing managers as influenced by marketing institutions, functions performed, and consumer wants and needs. (Assumes no previous knowledge of marketing).
Case studies will be used extensively throughout this course.

READING GUIDE
*Cateora, P. R. and Richardson, L.—Readings in Marketing (Appleton Century-Crofts).

Davis, K. R.—Marketing Management (Ronald).

Davis, K. R. and Webster, F. E.—Sales Force Management (Ronald).

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

Gist, R. R.—Marketing and Society (Holt, Rinehart and Winston)
Grether, E. T.—Marketing and Public Policy (Prentice-Hall)
Kother, P.—Marketing Management (Prentice-Hall)
*McCarthy, J. E.—Basic Marketing: A Managerial Approach (Irwin)
Preston, L. E.—Markets and Marketing: An Orientation (Scott Foresman)
Preston, L. E.—Social Issues in Marketing (Scott Foresman)
Sturdivant, F. D. et. al.—Perspectives in Marketing Management (Scott Foresman)
Warner, D. S.—Speaking of Advertising (McGraw-Hill)

EXAMINATION
Two 3-hour papers.

SYSTEMS ANALYSIS AND DESIGN
A course of two hours of lectures per week throughout the year.

SYLLABUS
Basic approach to planning for a computer; systems concepts and theory.
Pre-installation planning; documenting current applications; design of new applications; conversion problems and implementation; programme development; testing of programmes; programme documentation.
Case studies will be used extensively through the course.

READING GUIDE
Chandor, A., Graham, J., and Williams, R.—Practical Systems Analysis (Rupert, Hart & Davis)
Hare, Van Court—Systems Analysis: A Diagnostic Approach (Harcout, Brace and World)
*Optner, S. L.—Systems Analysis for Business Management (Prentice-Hall)
Weiss, E. A.—Computer Usage/Applications (McGraw-Hill)

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 planning; sales tax.

READING GUIDE
Adams, P. R.—Australian Tax Planning (Butterworths)
Bock, F. C. & Mannix, E. F.—Australian Income Tax Law & Practice (Butterworths) and Butterworth's Taxation Service
CCH Australian Federal Tax Reporter
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)
*Mannix, E. F. & Bowra, R. L.—Australian Income Tax Leading Cases (Butterworths)
*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.
(C) MAJOR SUBJECTS FROM OTHER FACULTIES

GEOGRAPHY I

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.

The subject is designed to introduce students to the cultural aspects of geography, with reference to the broad geographical distribution of culture complexes, and the examination of processes involved in the evolution of culture patterns and culture systems.

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)
Fullard and Darby—The University Atlas (George Philip and Sons)

HISTORY I

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.

MATHematICS 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.

PREScribed Texts

AN Real Analysis
AL Algebra
CA Calculus
NM Numerical Mathematics

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.

Topic Corequisite or Prerequisite Topic
A Analysis of metric spaces .. C
B Complex analysis .. .. C
C Calculus and vector calculus .. —
D Linear algebra .. .. —
E Differential equations and integral transforms .. .. C
F Numerical analysis and computing .. .. —
G Fourier series, partial differential equations and special functions .. .. .. .. —
H Probability and statistics .. .. C
I Topic in statistics e.g. non-parametric methods .. .. —
J Topic in applied mathematics e.g. finite mathematics .. .. —
K Topic in pure mathematics e.g. group theory .. —
L Topic in pure mathematics e.g. differential geometry .. C

126
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  (Schaum, 1964)  

Topic C—Calculus and Vector Calculus  

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

Topic E—Differential Equations and Integral Transforms  

Topic F—Numerical Analysis and Computing  
Elementary Numerical Analysis  S. D. Conté  (McGraw-Hill, 1965)  

Topic G—Fourier Series, Partial Differential Equations and Special Functions  
A First Course in Partial Differential Equations  H. F. Weinberger  (Blaisdell, 1965)  
Fourier Series  I. N. Sneddon  (Routledge, 1961)

Topic H—Probability and Statistics  

Topic I—Topic in Statistics  
Non-parametric Statistical Inference  J. D. Gibbons  (McGraw-Hill, 1971)

Topic J—Topic in Applied Mathematics  
Introduction to Combinatorial Mathematics  C. L. Liu  (McGraw-Hill, 1968)

PRESCRIBED TEXTS (continued)

Topic K—Topic in Pure Mathematics  
The Theory of Groups  I. D. McDonald  (Oxford University Press, 1968)  
Group Theory  B. Baumslag & B. Chandler  (Schaum, 1968)

Topic L—Topic in Pure Mathematics  
Differential Geometry of Three Dimensions  C. E. Weatherburn  (Cambridge Univ. Press, 1955)

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.
(iii) Monetary Economics (if not taken previously)
(iv) Commerce Statistics* (if not taken previously)
(v) Statistical Analysis I* (if not taken previously)

**ECONOMICS IIIB**

(For students who are enrolled in Economics IIIA or have already passed it)

TWO OF:

- (i) Econometrics*
- (ii) Mathematical Economics
- (iii) Theory of Economic Policy
- (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)
- (vii) Labour Relations

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

**ECONOMICS IV — ADVANCED ECONOMIC ANALYSIS**

Students are offered a choice between two alternative programmes.

(i) four major topics PLUS a thesis embodying results of a research investigation.

OR

(ii) six major topics

In 1972 the topics (or units) to be offered are:

- Microeconomic Theory (1 unit)
- Welfare Economics (4 unit)
- Economic Planning (1 unit)
- Economic Development (1 unit)
- History of Modern Economic Thought (4 unit)
- Regional Economics (4 unit)
- Urban Economics (4 unit)
- Econometrics II (1 unit)
- Transport Economics (4 unit)

PLUS Econometrics I (1 unit)

(where approved)

**ENTRY TO FINAL HONOURS SUBJECT**

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

*PREREQUISITE SUBJECTS*

1. Elementary Economic Statistics in a prerequisite 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 proceed directly to Commerce Statistics or Statistical Analysis I.

2. Commerce Statistics or Statistical Analysis I is a prerequisite for Econometrics I. Candidates who intend to select Econometrics I 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 IIIAT**

(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) Theory of Economic Policy
(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.)
(viii) Labour Relations (for which Labour Economics is a prerequisite).

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 Department of Commerce and Economics leading to the Diploma in Business Studies and to M.Com and Ph.D. degrees. In the Department of Economics study for the M.Com degree may be either by research and thesis or by coursework. This degree by coursework should appeal to those candidates whose special interest lies in the fields of Industrial Economics. However, postgraduate candidates with other interests will be able to choose courses designed to cater for their particular requirements. Candidates for the coursework degree programme are advised to write to the Head of the Department of Economics. The Department of Economics also accepts candidates for M.A. degrees.

In the Department of Commerce the degree of Master of Commerce may at present be taken only by research and thesis. Whether the applicant desires to take the Master of Commerce degree in the Department of Economics or the Department of Commerce he should 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 his ability to carry out the programme of study and research.

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 82). Enquiries concerning the course in the Diploma in Business Studies should, in the first instance, be directed to Mr. D. Karpin (ext. 214).

The Diploma in Business Studies, if including certain specified subjects, and the Master of Commerce degree taken in the Department of Commerce satisfy 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 good honours degree to enable them to undertake full-time research, and prospective candidates are asked to consult their Head of Department not later than the third term of the final (honours) year. Full details of recurrent scholarships will be given in the general Calendar issued by the University. Details of special scholarships are posted from time to time on departmental notice boards.

Conditions of award of these higher degrees are given in the following pages.

REQUIREMENTS FOR THE 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 on conditions to be determined by the Faculty Board.

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.

CONDITIONS FOR THE GRANTING OF STANDING IN THE DIPLOMA IN BUSINESS STUDIES COURSE

"1. Standing in a subject in the Diploma in Business Studies shall require the approval of the Faculty Board on the recommendation of the Head of the Department of Commerce.

2. A candidate will not be eligible for standing in any subject for which credit has been given for the award of another degree or diploma, except as otherwise provided for in succeeding clauses.

3. A candidate who has passed a subject* offered in the postgraduate course in Professional Accounting Studies in the years 1969, 1970, 1971 or 1972 shall be granted standing in the corresponding subject in the Diploma in Business Studies, provided he enrolls in the Diploma within five years of having passed such subject.

4. A candidate who has been awarded the Bachelor of Commerce (Honours) Degree specialising in Accounting in the University of Newcastle shall be granted standing in the subject, Accounting Theory.

5. A candidate who has passed either (i) the Master of Commerce qualifying course, or (ii) the equivalent of one full-time year of the course work under clause 9(ii) of the present Master of Commerce requirements within the Department of Commerce in the University of Newcastle or who has been awarded the degree of Master of Commerce for work completed as a student registered in that Department, shall normally be granted standing in the subject, Accounting Theory.

6. A graduate of an approved institution who has completed the honours degree specialising in Accounting or who has completed postgraduate studies considered equivalent to those specified in paragraph (5) above, may be granted standing on the same basis as a graduate of the University of Newcastle.

* Auditing, Taxation and Estate Planning and/or Accounting Systems and Computer Applications."
APPENDIX TO REQUIREMENTS FOR
DIPLOMA IN BUSINESS STUDIES

STAGE 1: Three subjects selected from Group 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 IIA</td>
<td></td>
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<tr>
<td>Accounting IIB</td>
<td></td>
</tr>
<tr>
<td>Accounting Systems and Computer Applications</td>
<td></td>
</tr>
<tr>
<td>Industrial and Administrative Law</td>
<td></td>
</tr>
<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>
<td></td>
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<tr>
<td>Legal Studies II</td>
<td></td>
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<tr>
<td>Management Studies I</td>
<td></td>
</tr>
<tr>
<td>Management Studies II</td>
<td></td>
</tr>
<tr>
<td>Other subjects in the ordinary Bachelor of Commerce degree programme 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 and Financial Studies</td>
<td></td>
</tr>
<tr>
<td>Accounting Theory</td>
<td>Accounting IIA</td>
</tr>
<tr>
<td>Advanced Managerial and Industrial Accounting</td>
<td>Accounting IIB</td>
</tr>
<tr>
<td>Auditing</td>
<td>Accounting IIA</td>
</tr>
<tr>
<td>Behavioural and Social Framework in Business</td>
<td>Management Studies II</td>
</tr>
<tr>
<td>Commercial Programming</td>
<td>Accounting Systems and Computer Applications</td>
</tr>
<tr>
<td>Corporate Strategy</td>
<td>Management Studies I</td>
</tr>
<tr>
<td>Financial Management</td>
<td>Legal Studies II</td>
</tr>
<tr>
<td>Law of Duties and Estate Planning</td>
<td></td>
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<tr>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>Political and Legal Institutions</td>
<td>Legal Studies I</td>
</tr>
<tr>
<td>Quantitative Applications in Management Studies</td>
<td>Management Studies II</td>
</tr>
<tr>
<td>Social and Public Authority</td>
<td></td>
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<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Systems Analysis and Design</td>
<td>Accounting Systems and Computer Applications</td>
</tr>
<tr>
<td>Taxation and Tax Planning</td>
<td>Accounting IIA</td>
</tr>
<tr>
<td>Other subjects as approved by the Faculty Board.</td>
<td></td>
</tr>
</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.

EXPLANATORY NOTES TO THE APPENDIX TO REQUIREMENTS FOR THE DIPLOMA IN BUSINESS STUDIES

Note 1 In addition to Accounting and Financial Studies, six group 'B' subjects will be available in 1972. These subjects will probably include Marketing; Systems Analysis and Design; and Commercial Programming.

Note 2 This subject will be offered on the following conditions:
   (i) the subject is restricted to students who have not previously passed any accounting examinations at tertiary level.
   (ii) the subject may be incorporated in Stage 1 only.
   (iii) the subject is only available in 1972.
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 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 142.

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 (1968) 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.
POLICY IN RELATION TO THE OPERATION OF
CLAUSE 9 (ii) OF THE REQUIREMENTS FOR THE
DEGREE OF MASTER OF COMMERCE

1. In the normal case, a candidate who has satisfied the requirements for admission to the Bachelor of Commerce (Honours) degree in the University of Newcastle shall be permitted to proceed with his programme of research and thesis without having to undertake additional work.

2. In the normal case, a candidate who has satisfied the requirements for admission to the Bachelor of Commerce (Ordinary) degree in the University of Newcastle shall be required to satisfactorily complete not more than one additional full-time year's work or its equivalent.

3. In the case of a student whose programme extends over more than three terms, permission to proceed with his research and thesis shall be determined on completion of the first year of the programme specified by the Faculty Board.

4. Candidates who have graduated with a pass or ordinary degree from another university shall be required to satisfactorily complete a programme equivalent to that prescribed for Newcastle graduates, with the proviso that such a candidate may be required to complete additional work in order to undertake a particular research programme and thesis. An honours graduate from another university shall be permitted to proceed with a programme of research and thesis without having to undertake additional work unless it is essential to his particular programme.

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 extract 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 (1968) 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.
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.
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 1972.

FORTRAN PROGRAMMING

The Mathematics Department offers as part of Mathematics 1, 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 may in this course.