

Information in this handbook was current at the time of printing in November 2003. Refer to the University's website for the latest version of the handbook [www.ballarat.edu.au/handbook](http://www.ballarat.edu.au/handbook). The University reserves the right to alter any course, procedure, regulation or fee. Students should read carefully all official University correspondence and consult notice boards regularly.

Contact Student Recruitment for:

- a university tour;
- an undergraduate course guide;
- a postgraduate course guide;
- campus maps;
- advice on accommodation, financial matters and mature-age study.

**For further details**, telephone (03) 5327 9923, email [prospective@ballarat.edu.au](mailto:prospective@ballarat.edu.au) or write to Student Recruitment, University of Ballarat, PO Box 663, Ballarat, Victoria 3353.

Copies of *Handbook 2004* can be purchased through Student Recruitment.

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**Course Information: 1800 811 711**

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**Mt Helen Campus**

PO Box 663, University Drive, Ballarat VIC 3353  
Phone: (03) 5327 9000 Fax: (03) 5327 9704

**SMB Campus**

PO Box 668, 107 Lydiard St Sth, Ballarat VIC 3353  
Phone: (03) 5327 8000 Fax: (03) 5327 8001

**Camp Street Campus**

PO Box 745, Camp Street, Ballarat, VIC, 3353  
Phone: (03) 5327 8600 Fax: (03) 5327 8601

**Horsham Campus**

PO Box 300, Baillie St, Horsham VIC 3402  
Phone: (03) 5362 2600 Fax: (03) 5362 2610

**Ararat Campus**

PO Box 340, Laby St, Ararat VIC 3377  
Phone: (03) 5355 3000 Fax: (03) 5352 4616

**Stawell Campus**

PO Box 115, Sloane St, Stawell VIC 3380  
Phone: (03) 5358 7200 Fax: (03) 5358 7250

**CRICOS Provider Number: 00103D**



Welcome to the University of Ballarat.

Our mission is to use education, training, research and consultancies to promote the growth and wellbeing of those who live and work in our part of Australia.

One of our major roles as a university is to help you to meet your education and training needs in ways that match your interests and motivations. To do this, we offer a large range of education and training programs at many levels. These include TAFE certificates, diplomas, advanced diplomas and Higher Education undergraduate and postgraduate degrees. We also have research degrees at masters and doctoral levels for advanced students

We teach on our six campuses – three in Ballarat (Mt Helen, SMB and Camp Street) and at Horsham, Stawell and Ararat. Our Camp Street Campus, which opened in 2002, is the home of the Arts Academy, and the majority of the University's Visual and Performing Arts students, staff and programs.

One of our aims in the global "knowledge-based" society in which we live is to encourage our students to be comfortable with on-going learning and to be confident that they know how to assemble only the relevant information from the vast amount available in order to make appropriate decisions in their busy lives.

As one of our students, you will have access to friendly and well-qualified staff and a student population of over 22,000. You will be able to choose from more than fifty specialised Higher Education courses and over 200 TAFE courses.

We are very proud of our students' achievements dating back over 130 years. Ballarat was then, as it is now, well regarded for its responsiveness to students and employers and for its relevant and rigorous programs. Our many distinguished graduates from all walks of life are our proof.

We hope that by joining us that you can enhance your own life as well as the lives of your families, friends and those in the broader community who depend on skilled hands and active minds. We must all aim to help our communities to be drivers of changes that are occurring globally, leading such changes where appropriate, rather than waiting for others to tell us what to do next.

On-going training and learning are important keys to success today and in the future, and further, can be a lot of fun at the same time! I encourage you to use our website, [www.ballarat.edu.au](http://www.ballarat.edu.au) to source more about "Your UB". I wish you every success in your chosen program.

**Professor Kerry O Cox**  
**Vice-Chancellor**

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## Academic Calendar 2004 Principal Dates

JANUARY		JULY	
Thursday 1	New Year's Day (University closed)	<b>Friday 9</b>	<b>Semester 1 results published (2.00pm)</b>
Friday 2	University closed	Wednesday 14	Academic Board Meeting
Monday 5	University Opens for 2004	Monday 19	Semester 2 lectures begin
Monday 26	Australia Day (University closed)	Wednesday 28	Council Meeting
Wednesday 28	Academic Board Meeting		
<b>Wednesday 28</b>	<b>Enrolment Day 1 for new undergraduate students</b>		
<b>Thursday 29</b>	<b>Enrolment Day 2 for new undergraduate students</b>		
<b>Friday 30</b>	<b>Enrolment Day 3 for new undergraduate students</b>		
FEBRUARY		AUGUST	
Wednesday 11	Council Meeting	<b>Friday 2</b>	<b>Last day to add Semester 2 units</b>
Thursday 12	Second round undergraduate enrolments	Wednesday 25	Academic Board Meeting
Monday 16 – 20	<b>Orientation Week</b>	<b>Tuesday 31</b>	<b>Last day for finalising HECS arrangements and Semester 2 unit enrolments</b>
Monday 23	Semester 1 lectures begin		
MARCH		SEPTEMBER	
<b>Friday 5</b>	<b>Last day to enrol in Semester 1 and full year units</b>	Wednesday 8	Council Meeting
Monday 8	Labour Day (University closed)	Monday 20	Semester 2 lecture break
Wednesday 10	Academic Board Meeting		
Tuesday 30	Council Meeting		
<b>Wednesday 31</b>	<b>Last day for finalising HECS arrangements and Semester 1 unit enrolments</b>		
APRIL		OCTOBER	
Friday 9	Good Friday (University closed)	Monday 4	Semester 2 lectures recommence
Monday 12	Easter Monday (University closed)	Wednesday 6	Academic Board Meeting
Tuesday 13	Easter Tuesday (University closed)		
Wed 14 – Fri 23	Semester 1 lecture break	<b>Friday 8</b>	<b>Last day that a "W" will be given automatically for withdrawal from a unit</b>
Wednesday 21	Academic Board Meeting	Wednesday 20	Council Meeting
<i>Sunday 25</i>	<i>ANZAC Day</i>		<b>Closing date for UB postgraduate research scholarship applications</b>
Monday 26	Semester 1 lectures recommence	Friday 29	Semester 2 lectures end
MAY		NOVEMBER	
Wednesday 5	Council Meeting	Monday 1 – 5	Semester 2 Swot Vac week
<b>Friday 14</b>	<b>Last day that a "W" will be given automatically for withdrawal from a unit</b>	Monday 8	Semester 2 examinations begin
		Wednesday 17	Academic Board Meeting
		Friday 19	Semester 2 examinations end
JUNE		DECEMBER	
Wednesday 2	Academic Board Meeting	Wednesday 1	Council Meeting
Friday 4	Semester 1 lectures end	<b>Friday 3</b>	<b>Semester 2 results published (2.00pm)</b>
Monday 14	Queen's Birthday (University closed)	Friday 24	University closes for 2004 (12 noon)
Mon 7 – Fri 11	Semester 1 Swot Vac week	Saturday 25	Christmas Day
Tuesday 15	Semester 1 examinations begin	Sunday 26	Boxing Day
Wednesday 16	Council Meeting		
Friday 25	Semester 1 examinations end		
Monday 28	Inter-semester lecture break begins		

## University of Ballarat 2004 Academic Calendar

The University of Ballarat operates from Monday, 5 January to Friday, 24 December 2004. Block mode and other teaching/learning activities eg vacation schools, weekend schools and summer schools that fall outside identified semester periods may be conducted at any time throughout the calendar year.

<b>SEMESTER 1</b>								
<b>Mon 23 February - Fri 25 June</b>								
						<i>number of weeks</i>		
Mon	16	Feb	-	Fri	20	Feb	Orientation Week	1
Mon	23	Feb	-	Thu	8	Apr	First lecture period	7
Fri	9	Apr	-	Fri	23	Apr	Lecture break ( <i>includes Easter break</i> )	(2)
Mon	26	Apr	-	Fri	4	Jun	Second lecture period	6
Mon	7	Jun	-	Fri	11	Jun	Swot Vac period	1
Tue	15	Jun	-	Fri	25	Jun*	Semester 1 Examinations	2

\* Please note: there will be no examinations scheduled for Monday 14 June due to the Queen's Birthday Public Holiday. Some examinations may be scheduled on Monday 28 June.

**Mon 28 June - Fri 16 July LECTURE BREAK (3 weeks)\***

<b>SEMESTER 2</b>								
<b>Mon 19 July - Fri 19 November</b>								
						<i>number of weeks</i>		
Mon	19	Jul	-	Fri	17	Sep	First lecture period	9
Mon	20	Sep	-	Fri	1	Oct	Lecture break	(2)
Mon	4	Oct	-	Fri	29	Oct	Second lecture period	4
Mon	1	Nov	-	Fri	5	Nov	Swot Vac period	1
Mon	8	Nov	-	Fri	19	Nov	Semester 2 Examinations	2

\* Lecture breaks do not exclude the possibility of learning experiences such as excursions, consultation and research.

### Public Holidays - 2004

New Year's Day	Thurs	1 Jan	Easter Tuesday (Univ. only)	Tue	13 Apr
Australia Day	Mon	26 Jan	Anzac Day	Sun	25 Apr
Labour Day	Mon	8 Mar	Queen's Birthday	Mon	14 Jun
Good Friday	Fri	9 Apr	Christmas Day	Sat	25 Dec
Easter Monday	Mon	12 Apr	Boxing Day	Sun	26 Dec
			Boxing Day Public Holiday	Mon	27 Dec

### 2004 Victorian Government School Term Dates

<b>Term 1</b>	Wed	28	Jan	-	Fri	2 Apr
<b>Term 2</b>	Mon	19	Apr	-	Fri	25 Jun
<b>Term 3</b>	Mon	12	Jul	-	Fri	17 Sep
<b>Term 4</b>	Mon	4	Oct	-	Fri	17 Dec

### 2004 AVCC Vacation Dates

Weeks commencing: 12 April, 5 July and 27 September

## Council

The University of Ballarat Act 1993 provides for the Council to be the governing authority of the University and have the direction and superintendence of the University. Membership of the Council as at 12 September 2003 was:

### Chancellor

Prof Emeritus David E Caro, AO OBE MSc *Melb.*, PhD *Birm.* [Hon LLD *Melb.*, Hon LLD *Tas.*, Hon DSc *Melb.*]

### Vice-Chancellor

Prof Kerry Owen Cox BSc(Hons), PhD *W.Aust.*, DipMedTech

### Chair, Academic Board

Assoc Prof Trevor Robert Hastings BEc (Hons) *Adel.*, MEc *Adel.*, PhD *Adel.*

### Chair, Board of Technical Studies

Ms Heather Hatfield BBSc *La Trobe*, DipEd *La Trobe*, Cert IV Quality Management Assessment *Bus Exc Aust*, Cert IV Quality Management & Assurance *Kangan Bateman*

### Staff Representatives

Mr Robert Ivan William Greig DipAppSc, BAppSc (Hons) *Qld Ag Coll*, MSc *Alta.*, MA *Deakin*, GCertTT *Ballarat*  
 Ms Lorraine Yeomans DipEd, GDipSpEd, *Melb*  
 Ms Barbara Webb BAppSc CCAE, GDipEd SCAE

### Student Representatives

Mr David Butterworth  
 Mr Brian Taylor  
 (*Student representatives for 2004 will be elected at the end of 2003*)

### Governor-in-Council Appointees

Mr John R Magrath (Deputy Chancellor)  
 Mr William H McGregor (Deputy Chancellor) LLB *Melb.*  
 Mr John McLean BCE (Hons) *Melb.*, MEngSc *UNSW*  
 Ms Heather J Proctor BComm *Deakin*  
 Mrs Jodie Ryan BComm *Ballarat*, AssDipBusAcc *Ballarat*  
 Dr Robyn White DPhil *ANU*, BA (Hons) *ANU*, DipTeach *Syd Teachers' College*

### Appointee of the Minister

Ms Susan Christophers DipBusStudies *Swinburne*, CertTechTeach *Hawthorn Ins*, BEd *LaT*

### Co-opted

Mrs Pamela R Davies  
 The Hon. Richard Strahan de Fegely  
 Mr John D McClure MEd *Melb.*, BEd *Melb.*, BSc *Monash*, DipEd *Monash*  
 Prof Emeritus Tom A O'Donnell PhD *Melb.*, DSc *Melb.*, BSc *Melb*, MSc. *Melb.*, DSc (hc) *Ballarat*  
 Mr Colin R Prowse CPA  
 Mrs Maria Stickland BAdmin (Nursing) *UNE*, MHA *UNSW*

### Secretary to Council

Ms Rowena E Coutts BJuris, LLB *Monash*

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The Council's standing committees include the: *Council Executive Committee, Board of TAFE, Finance Committee, Audit Committee, Buildings and Infrastructure Committee, Human Research Ethics Committee and Animal Experimentation Ethics Committee.*

## Academic Board

An Academic Board was established, as required by the *University of Ballarat Act 1993*. Membership as at 1 September 2003 was:

<b>Chancellor</b> Prof Emer David E Caro	ex-officio
<b>Vice-Chancellor</b> Prof Kerry O Cox	ex-officio
<b>Deputy Vice-Chancellor (Academic and Research)</b> Prof Wayne Robinson	ex-officio
<b>Deputy Vice-Chancellor (Vocational and Further Education)</b> Mr Terrance M Lloyd	ex-officio
<b>Pro Vice-Chancellor (Administrative and Academic Support)</b> Dr Vicki Williamson	ex-officio
<b>Pro Vice-Chancellor (Finance and Development)</b> Mr Robert M Hook	ex-officio
<b>Head, Arts Academy</b> To be appointed	ex-officio
<b>Head, School of Behavioural and Social Sciences and Humanities</b> Assoc Prof Rosemary A Green	ex-officio
<b>Head, School of Business</b> Prof Julian F Lowe	ex-officio
<b>Head, School of Education</b> Prof Lawrie Angus	ex-officio
<b>Head, School of Human Movement and Sport Sciences</b> Assoc Prof Peter A Swan	ex-officio
<b>Head, School of Information Technology and Mathematical Sciences</b> Prof Sidney Morris	ex-officio
<b>Head, School of Nursing</b> Assoc Prof Hannelore Best	ex-officio
<b>Head, School of Science and Engineering</b> Prof Martin E Westbrooke	ex-officio
<b>Chair, Board of Technical Studies</b> Ms Heather Hatfield	ex-officio
<b>One member of staff to be nominated by the Vice-Chancellor</b> Dr Robyn U Pierce	ex-officio
<b>Academic Staff</b>	<b>current term expires</b>
Dr Jennifer D Blitvich (Deputy Chair)	31 December 2004
Ms Tracy Bourne	31 December 2003
Ms Christina Davidson	31 December 2003
Dr Kim Dowling	31 December 2004
Assoc Prof Trevor R Hastings (Chair)	31 December 2004
Dr Angus J McLachlan	31 December 2003
Dr Bernard O'Meara	31 December 2003
Mr Gregory Simmons	31 December 2003
Dr Megan M Tasker	31 December 2004
Prof Sally J Wellard	31 December 2004
Dr Michael Wilson	31 December 2004
<b>General staff</b>	
Ms Kerry Matheson	31 December 2003
Ms Sally Boyle	31 December 2004
<b>Postgraduate student</b> Ms Helen Dehn	31 December 2003
<b>Undergraduate student</b> Ms Louise Wilson	31 December 2003
<b>Executive Officer</b> Ms Joan F Giles	

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Academic Board's standing committees include the: *Appeals Committee (Higher Education), Curriculum Committee (Higher Education), Joint Statutes & Regulations Committee, Research Committee, Research Higher Degrees Committee and Teaching & Learning Committee.*

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## University of Ballarat

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**Chancellor**

Professor Emeritus David Edmund Caro, AO OBE  
*MSc Melb., PhD Birm. (Hon LLD Melb., Hon LLD Tas., Hon DSc Melb.)* FlInstP,  
 FAIP, FACE

**Deputy Chancellors**

Mr John Magrath  
 Mr William McGregor LLB Melb.

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## Vice-Chancellor's Senior Leadership Team

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**Vice-Chancellor**

Professor Kerry O Cox BSc(Hons), PhD *W.Aust.*, DipMedTech, FASM, FIA Biol., AAIMS

**Deputy Vice-Chancellor (Academic and Research)**

Professor Wayne Robinson BVSc(Hons), MVSc *Melb.*, PhD *Ohio State Univ.*, D.A.C.V.P., M.A.C.V.Sc

**Deputy Vice-Chancellor (Vocational and Further Education)**

Terry Lloyd BCom *Melb.*, BEd *LaT.*

**Pro-Vice-Chancellor (Administrative and Academic Support)**

Dr Vicki Williamson BA, DipEd (UNE), GDipAdvLib (CCAIE), MA *Canb.*, EdD *Curtin.*,  
 FAIM

**Pro-Vice-Chancellor (Finance and Development)**

Robert Hook FCPA



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## Key Contacts

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<b>AREA</b>	<b>TELEPHONE</b>
Aboriginal Education	(03) 5327 9798
Academic Support Services	(03) 5327 9805
Accommodation Services	(03) 5327 9480
Art Curator	(03) 5327 9168
Balla-Art – Camp Street Art Supplies	(03) 5327 8660
Ballarat Technology Park	(03) 5327 9711
Bookshop	(03) 5327 9468
Business Development	(03) 5327 8100
Cafeteria	(03) 5327 9492
Campus Amenities	(03) 5327 9490
Campus Shop	(03) 5327 9454
Centre for Teaching and Learning	(03) 5327 9764
Chaplains	(03) 5327 9285
Computer Help Desk	(03) 5327 9579
Counselling	(03) 5327 9470
Creche - Student Association	(03) 5327 9456
Disability Services	(03) 5327 9757
Employment Services (Unijobs)	(03) 5327 9460
Finance & Development Portfolio	(03) 5327 9530
Financial Operations	(03) 5327 9568
Financial Planning & Strategy	(03) 5327 9535
Graduate Careers	(03) 5327 9557
Graduations	(03) 5327 9555
Health Services (Doctors)	(03) 5327 9477
International Education	(03) 5327 9018
Legal and Secretariat	(03) 5327 9506
Library	(03) 5327 9586
Marketing and Public Relations	(03) 5327 9502
Media Technology Services	(03) 5327 9766
Physical Resources	(03) 5327 9520
Planning	(03) 5327 8255
Print Centre	(03) 5327 9562
Research and Graduate Studies Office	(03) 5327 9508
Staff Services	(03) 5327 9442
Student Administration	(03) 5327 9564
Student Association	(03) 5327 9450
Student Centre	(03) 5327 9000
Student Recruitment	(03) 5327 9923
Student Services	(03) 5327 9000
Unisports	(03) 5327 9695
Vice-Chancellors Office	(03) 5327 9100

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## Student Association

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The Student Association Board at the University of Ballarat consists of ten student directors, elected annually by the students in October, who govern and determine the policies of the Association. The Student Association provides services, activities and facilities in the interest of students which include: the Campus Shop, SA Cafe, Zoo Club Games Room, Creche, "The Room and Pillar Bar" jointly with the University, storage lockers, Association bus for hire, clubs and societies, UNIJOBS - casual employment service, equipment hire, Student Accident Insurance, a regular newspaper – "Bootleg" and the student diary. The Student Association also provides assistance, in the form of advocacy and advice, for students in need of help dealing with the requirements of University studies.

### **CAMPUS SHOP and BALLA ART**

The Campus Shop is located on the first floor of the Union Building and is open during each semester from 8.30am Monday to Friday. You can buy groceries, ice-creams, hot food, clothes, drinks, confectionery, stamps, movie discount cards, phone cards, office supplies, University souvenirs and greeting cards. EFTPOS is available.

Balla Art is the Associations art supplies shop that is located in the Camp Street Campus complex. Balla Art carries a wide range of art supplies specific to the needs of students and is open Monday to Friday.

### **SA CAFÉ/ RELAX INN**

The SA Café is on the ground floor of the Union Building. It is an eatery specialising in fresh sandwiches, cooked foods, pies and pastries, and a wide range of drinks and snacks, including weekly specials. It is open Monday to Friday. As well as offering take-away meals, customers can also enjoy a sit-down meal in the relaxing atmosphere. On offer in the Relax Inn are café style meals, cappuccino, hot chocolate, herbal teas, iced coffee, milk shakes, cakes and many more delights.

### **STUDENT ASSOCIATION CRECHE**

In a friendly, caring and safe environment, your child can have experiences that promote independence, creativity and increase self-esteem. Taking into consideration your child's physical, social, emotional development, and cultural background, your child will be approached as an individual with respect and due care. The crèche is open from 8.20am-5.30pm Monday to Friday, February through to December each year. Bookings are essential as places are strictly limited.

### **ACTIVITIES & O'WEEK**

The Student Association organises the extensive program for O'Week and encourages new and returning students to participate and interact. In addition to O'Week, other social activities organised by the Student Association include band nights, comedy nights, pub-crawls, Disorientation Week, BBQ's and much more.

### **STUDENT LOUNGES AND MEETING AREAS.**

The Student Association provides areas where students can relax, study or just catch up with friends. A refrigerator, microwave, boiling water and kitchen facilities are available. Additional meeting and lounge areas are provided at both Mt. Helen and Camp St. that can be used by students.

### **CASUAL EMPLOYMENT SERVICE - UniJobs**

The Student Association operates UniJobs, a service that offers students the opportunity to obtain casual employment whilst they are studying at the University of Ballarat, and can also assist students in preparing their resume and applications. An employment notice board is situated on the first floor of the Union Building and usually has a number of jobs for consideration.

### **CLUBS AND SOCIETIES**

There are a variety of clubs and societies, both sporting and cultural, which operates on campus. Information about these clubs can be obtained from the Student Association Office on the first floor of the Union Building.

### **SPORT**

The Sport department of the Student Association provides a variety of sport and recreation opportunities for students endeavouring to encompass all interests. Campus sporting activities such as the annual netball challenge, paintball, and fun runs are held throughout the academic year. Students wishing to compete for the University of Ballarat in the AUS South Championships and University Games should contact the Sports Officer in the Student Association office.

### **UNISPORTS**

Each year the Student Association contributes to UniSports in order to discount student use for facilities such as the pool, gym, aerobics, weights and Toning Point. In addition, the Student Association is able to provide a limited number of UniSports memberships to students who are disadvantaged or suffer financial difficulties.

### **APPEALS**

Any student can appeal against a grade for any part of a unit or against the final grade for a unit. Assistance with lodging an appeal is available from the Student Association.

### **INSURANCE**

The Student Association provides insurance cover for all students when participating in University events or activities. If you are injured during your time at the university contact the Student Association to find out what benefits you may be entitled to.

### **REPRESENTATION**

There are a number of University and community committees and forums that representatives of the Student Association participate on. If you feel there are issues or concerns that need to be raised we are eager to hear from you.

The friendly and obliging staff in the Student Association office can provide you with assistance with any problem you may have.

**[www.ubsa.com.au](http://www.ubsa.com.au)**