

STUDENT HANDBOOK 2008

Graduate School of Business Sydney Business School

This handbook provides Graduate School of Business students with information about key contact details, course information, administration and enrolment processes, academic policies and procedures and an overview of student services and facilities available on campus.

It contains a summary of the University's rules, policies and practices of which students should have an understanding. Students are strongly encouraged to read the information carefully and ask for assistance if clarification is required.

The Graduate School of Business has campuses located at the University of Wollongong, Sydney Business School and UOW Dubai. This handbook is designed for students enrolled at Sydney Business School.

Students enrolled in the Doctor of Business Administration (DBA) should refer to the DBA Handbook and those enrolled in the Doctor of Philosophy (PhD) should refer to the UOW Higher Degree Research Handbook which can be downloaded from the website <http://www.uow.edu.au/research/rsc/hdrhb/index.html>

The information in this handbook was correct on the date of printing however may change. Students should check the relevant website for the most current information. This handbook should be read in conjunction with the University rules as set out in the University Calendar available online at <http://www.uow.edu.au/handbook/>

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1. Contact Details

1.1 School Contact Details and Opening Hours

Sydney Business School	<p>Level 14, 175 Liverpool Street, Sydney NSW 2000</p> <p>Telephone: +61 2 9266 1300 or 1300 727 622 Facsimile: +61 2 9266 1399</p> <p>Email: sbs@uow.edu.au Website: http://www.uow.edu.au/gsb</p> <p><i>Students and visitors must wear Identification Cards in the holders provided AT ALL TIMES while in the building.</i></p> <p><u>Opening Hours:</u></p> <table><tr><td>Monday</td><td>0900 – 1730</td></tr><tr><td>Tuesday – Thursday</td><td>0900 – 2100*</td></tr><tr><td>Friday</td><td>0900 – 1730</td></tr></table> <p>*The closing time may change depending on which evening classes are scheduled.</p> <p>Access on Saturdays is only for students scheduled on Saturdays. These students will be issued an access card to allow them into the building for the relevant intake.</p> <p><u>AMEX Building Access Hours:</u></p> <table><tr><td>Monday – Friday</td><td>0900 – 1900</td></tr><tr><td>Saturday</td><td>0900 – 1600 (access card needed)</td></tr></table> <p>Students cannot enter the building outside the hours listed above, therefore students wishing to study in the evening from Monday to Thursday, must enter the building before 1900</p>	Monday	0900 – 1730	Tuesday – Thursday	0900 – 2100*	Friday	0900 – 1730	Monday – Friday	0900 – 1900	Saturday	0900 – 1600 (access card needed)
Monday	0900 – 1730										
Tuesday – Thursday	0900 – 2100*										
Friday	0900 – 1730										
Monday – Friday	0900 – 1900										
Saturday	0900 – 1600 (access card needed)										
Wollongong Campus	<p>Graduate School of Business University of Wollongong, Building 38, Level 1 Northfields Avenue, Wollongong NSW 2500</p> <p>Telephone: +61 2 4221 3751 Facsimile: +61 2 4221 4709</p> <p>Email: business_school@uow.edu.au Website: http://www.uow.edu.au/gsb</p> <p><u>Opening Hours:</u></p> <table><tr><td>Monday – Thursday</td><td>0930 – 1700</td></tr><tr><td>Friday</td><td>0930 – 1500</td></tr></table>	Monday – Thursday	0930 – 1700	Friday	0930 – 1500						
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Loftus Education Centre	<p>UOW Loftus Campus Rawson Avenue, Loftus NSW 2232</p> <p>Campus facilities contact: +61 2 9545 0000 Course enquiry contact: +61 2 4221 5486</p> <p>Website: http://loftus.uow.edu.au</p> <p>Students have access to the building and facilities 24 hours a day, 7 days per week</p>										

1.2 Security and Access

The Sydney Business School is located in the American Express Building, which is protected with electronic surveillance 24 hours a day, 7 days a week. Students must wear Student Identification Cards in the holders provided **AT ALL TIMES** while in the building. Opening hours of the school and building access hours are listed under '[1.1 School contact details and opening hours](#)'.

Parking is available in the Goulburn Street Car Park, Monday to Sunday. Charges apply.

Saturday access is only available for students who have classes scheduled on Saturdays. These students will be issued an access card to allow them into the building for the relevant intake. Building access on Saturdays is only available between the hours on 0900 and 1600. However, students in the building can remain until 1800.

It is the student's responsibility to obtain an access card prior to the first Saturday class. Access cards can be collected from SBS reception during the week before the first scheduled class. To be issued with a card, students must produce their Student Identification Card and be enrolled in a subject which is scheduled on Saturdays. Students are responsible for their cards and are not to loan them to others under any circumstances.

Access cards must be returned at the end of each intake and will be re-issued at the commencement of the next intake if required. If a card is lost, a replacement cost of \$50 must be paid before another card is issued, which covers the cost of supplying the replacement card/

If a student fails to return his/her access card, they will have their results withheld by the University and will be unable to graduate.

For further details refer to the Sydney Business School access card policy, available from the administrative staff.

1.3 Emergency Procedures

If an emergency occurs at Sydney Business School:

- SBS staff will be informed of the type of emergency that has occurred and the corresponding procedure.
- SBS staff members (wearing a yellow or red helmet) will instruct all staff, students and visitors in the premises of the correct procedures
- If staff and students are required to leave the premises. SBS staff will advise which exit to use.
- The emergency exits are located:
 - East Wing: Next to Seminar Room 3 (South) and opposite Seminar Room 1 (North).
 - West Wing: Between Seminar Rooms 6 and 7
 - Lift Area: Down the side corridor where the entrance to the West Wing is located
- The assembly point in case of a fire emergency is across Liverpool Street in Hyde Park behind the War Memorial
- In the case of another kind of an emergency, the assembly point will be advised by the Building Managers and this will be communicated to students and staff via SBS staff members
- In the event of a building evacuation, staff and students may not re-enter the building until advised by the Building Managers or Security Staff.

1.4 Key Contacts

Enquiry	Who	Telephone	Email Address / Website
Academic skills or English Language Support	Learning Development		Email: walker@uow.edu.au
Admission enquiries & Conditions of offer	Uni Advice	+61 2 4221 3253 +61 2 4221 5910 +61 2 4221 5733	Email: uniadvice@uow.edu.au http://www.uow.edu.au/prospective/index.html
Course Enquiries	Course Convenor		http://www.uow.edu.au/gsb/staff/index.html
Domestic student fees	Academic Registrar's Division (ARD)	+61 2 4221 3562	
Email Account & Internet Access Problems	SBS Desktop Support Officer	+61 2 9266 1317	
Emergencies	Security	+61 2 9264 7127	
Enrolment variations, contact details, exam timetable, results, apply for special consideration	Student Online Services (SOLS)		http://www.uow.edu.au/student
Final Examination Timetable			http://www.uow.edu.au/gsb/dates/index.html
Library & Information Literacy Requirements	Library Resource Room	+61 2 9266 1312	http://www.library.uow.edu.au/
Personal Problems	Student Counsellor	1300 727 622	See SBS Reception
Student forms, enrolment issues, course transfers, advanced standing, leave or absence	SBS Reception and check forms available on SOLS	+61 2 9266 1300	http://www.uow.edu.au/gsb/current/UOW018435.html
Subject Enquiries	Lecturer	See Subject Outline	
Subject Timetables			http://www.uow.edu.au/gsb/timetables/index.html

International Students Contacts			
Confirmation of Enrolment (COE) & Health Cover	Academic Registrar's Division (ARD)	+61 2 4221 5741	
Fee Enquiries	Academic Registrar's Division (ARD)	+61 2 4221 3607	
Support Service for International Students	International Student Advisor	+61 2 4221 5979	http://www.uow.edu.au/student/services/SEDLO/international/index.html
Visa Enquiries & Release Requests	Academic Registrar's Division (ARD)	+ 61 2 4221 5422	Lisac@uow.edu.au

1.5 Academic Registrar's Division (ARD) contact details

Students may be advised by Graduate School of Business staff to seek assistance from the Academic Registrar's Division (ARD). Contact details are outlined below.

Telephone: +61 2 4221 3927

Facsimile: +61 2 4221 4322

Email: studeng@uow.edu.au

1.6 Academic Staff Consultation

Lecturers and Course Convenors allocate time each week for academic guidance and discussions with students.

Consultation hours for lecturers are listed in the subject outline and are also available on the website listed below. It is not necessary to make an appointment to see lecturers during these hours, however it is useful to email your enquiry to the academic staff member prior to your meeting. Due to high demand, students should make an appointment to meet with their Course Convenors, which can be done at SBS reception.

If a student is unable to visit during these consultation times, they should contact the relevant academic staff member via telephone or email to make alternative arrangements.

Academic staff contact details and consultation times are available at the website:
<http://www.uow.edu.au/content/groups/public/@web/@gsb/documents/web/uow047082.pdf>

At Sydney Business School should you have an academic query you can ask at reception to see the Deputy Dean, Nelson Perera.

1.7 Role of Academic Staff

Lecturer will assist you with course content, reading materials, assessment tasks and feedback on assignments. Consultation times are available each week for your benefit.

Subject Co-ordinator will ensure that subject teaching and assessment methods reach University standards. If a student has a matter that is not resolved by the lecturer, then s/he should approach the Subject Co-ordinator

Course Convenor will provide advice on subject selection, transfers to/from other programs and advanced standing from previous study.

Deputy Dean is responsible for all academic matters within the Graduate School of Business. Students should approach their Lecturer and Course Convenor to resolve any issues before the Deputy Dean. However, if neither are available, ask at reception to speak to the Deputy Dean.

Dean is responsible for teaching and assessment practices in all programs offered by the Graduate School of Business.

2. Course Information

2.1 Courses Offered

Doctor of Philosophy*

Doctor of Business Administration*

Master of Business Administration (Advanced)

Master of Business Administration

Master of Business Coaching

Master of Business Research

Master of Health Leadership and Management

Master of International Business

Master of Management#

Master of Project Management

Master of Retail Management

Master of Science (Logistics)

Graduate Diploma in Business Administration

Graduate Certificate in Business (for PhD students only)*

Graduate Certificate in Business Administration

Graduate Certificate in Business Coaching

Graduate Certificate in Commerce*

Graduate Certificate in International Business

Graduate Certificate in Logistics

Graduate Certificate in Management

Graduate Certificate in Project Management

Graduate Certificate in Retail Management

Double Degrees

Master of International Business – Master of Project Management

Master of International Business – Master of Retail Management

Master of International Business – Master of Science (Logistics)

Master of Science (Logistics) – Master of Project Management

* These degrees are offered at Wollongong Campus only.

#MoM is offered at Wollongong, Loftus, Shoalhaven, Bateman's Bay and Bega.

Program structures information can be found at the website <http://www.uow.edu.au/gsb/courses/index.html>. There are a limited number of elective subjects offered at Sydney Business School each intake.

2.2 Credit for Previous Studies

Students may apply for advanced standing (or credit) on the basis of previous graduate level studies completed. The maximum advanced standing allowable towards Masters Degree is 25% of the total credit point requirement for that course. There is no advanced standing granted towards doctoral degrees.

To apply, students must submit an "Application for Credit or Exemption" Form and attach:

- Full documentation of previous studies
- Photocopies of the relevant pages from the Handbook or Calendar of the Institution concerned
- A certified transcript of results

Approval of advanced standing, and the amount of advanced standing a student receives, varies depending on the content of qualifying subject(s) completed, the date of study, and relevance to the enrolled course.

Students transferring from another ANBS partner institution do so on more preferential terms. These students should contact the MBA Co-ordinator for advice.

* Student forms can be obtained from SBS reception or downloaded from the website <http://www.uow.edu.au/student/>

2.3 Progression to Other Degrees

After completing one qualification, students may apply to progress to another UOW degree. Those students wishing to pursue further studies in the GSB must meet the entry requirements for the degree and receive approval from the relevant Course Convenor.

Graduates of the School's eight subject Masters Programs, including the Master of International Business, Master of Science (Logistics) and Master of Management may apply to articulate into the Master of Business Administration (MBA). These candidates will be required to complete an additional 7 subjects, 42 credit points (one year full time study or part time equivalent) as approved by the MBA Course Co-ordinator.

Various Masters programs from other faculties also articulate into the MBA program. For details, please refer to the relevant Faculty website via <http://www.uow.edu.au>.

Students who successfully complete a Graduate Certificate degree may apply to progress to the relevant Masters program within the discipline. These students may apply for credit for all subjects completed under the Graduate Certificate*.

* Note that credit does not apply to the Graduate Certificate in Commerce as it is a pathway program.

GSB students wishing to complete further study in another faculty should contact the relevant academic unit and submit their application to UniAdvice.

2.4 Australian National Business School

As a member of the Australian National Business School (ANBS), the University of Wollongong is recognised for its high quality, innovative management education.

ANBS reflects a commitment to educational leadership and to the provision of high quality, innovative management education, delivered nationally and internationally.

ANBS consists of six of the top Business Schools from the following Australian Universities:

- University of Canberra
- Deakin University
- Griffith University
- University of Tasmania
- University of Western Australia
- University of Wollongong

The key benefits of our membership in ANBS for students include the:

- Combined resources and latest educational techniques of the member Universities
- Ability to transfer at any time to other ANBS member Universities
- Opportunities to participate in South East Asian and European Summer Schools
- Flexibility to work temporarily interstate without disrupting your studies

For further information on ANBS visit their website at <http://www.anbs.com.au>

2.5 Awards with Distinction

Students who complete a Masters degree may be eligible to graduate “with Distinction”. To receive a degree “with Distinction” students must achieve an average mark of 75% or more in the subjects that comprise their course. In determining a student’s average mark, subjects will be weighted for credit point value only.

3. Administration & Enrolment

3.1 Last Day to Add or Withdraw a subject or receive a refund of Fees

The Sydney Business School (SBS) delivers subjects over four, ten week intakes each year as listed below:

Intake	A	B	C	D
Session Dates	29 Jan – 6 Apr	16 Apr – 22 Jun	2 Jul – 7 Sep	17 Sep – 23 Nov
Last Day to ADD a subject via the web	2 Feb	20 Apr	6 July	21 Sep
Last date to ADD a subject with <u>academic permission</u>	9 Feb	27 Apr	13 Jul	28 Sep
Last day to WITHDRAW without <u>academic penalty</u> [^]	2 Mar	18 May	3 Aug	16 Jul
Last day to WITHDRAW and receive a refund of payment or without occurring FEE-HELP debt	12 Feb	30 Apr	16 Jul	01 Oct

[^] Withdrawal after this date will result in a FAIL grade being recorded

3.2 Other Academic Unit Sessions

In some of the degrees, upon approval from the Course Convenor, students may enrol in subjects offered by other academic units within the University of Wollongong. Students who choose to complete elective subjects at Wollongong campus which are offered by other academic units should consider that these subjects will be delivered over the standard University sessions: Autumn, Spring and Summer.

Session Dates: <http://www.uow.edu.au/student/dates>

Subject Timetables: <http://www.uow.edu.au/student/timetables>

3.3 Student Online Services (SOLS)

All University of Wollongong students are provided with access to our Student Online System (SOLS). Students use SOLS for the following:

- Subject enrolment and withdrawal
- Enrolment record
- View assessment marks awarded throughout the intake and final marks awarded for the subject at the end of the intake
- Update personal contact details
- View fee information and a statement of outstanding fees
- Apply for Special Consideration
- View SOLS messages received
- View examination timetable

To access SOLS visit the website <http://www.uow.edu.au/student>. First time users should enter “**New Students – Enrol here**” then will be issued with a Username and Password for future access.

Students who have forgotten their Username and Password may log on by using their student number, barcode and date of birth. The barcode is displayed on a student’s Identification card.

The GSB and the University commonly use SOLS mail to communicate important messages. Students must ensure that their postal address and contact telephone numbers are current in SOLS.

3.4 Student Mail

SOLSMail is the University’s primary method of communication with students. It is University policy that students check their SOLSMail at least once each week. A SOLSMail message will automatically appear on the screen after log in if the University has sent mail. **Students should not confuse SOLSMail with email; they are not the same and work in different ways.**

3.5 Subject Selection

Students who are enrolled full time must follow the recommended order of subjects for their degree. These subject sequences are distributed at orientation and can also be downloaded from the website: <http://www.uow.edu.au/gsb/current/UOW018442.html>

Students need to enrol in all subjects for the calendar year, according to the sequences described above. This will ensure a place in the relevant subject, as all classes have maximum quotas.

Those students who deviate from the recommended study sequence of ‘Fail’ subject(s) attempted may take longer to complete their degree and/or have to enrol in subject(s) at another campus. These students are encouraged to discuss subject enrolments with their Course Convenor.

3.6 Addition or Withdrawal of Subjects

Before changing their enrolment, students must consult their Course Convenor. Students should also check the dates controlling changes to enrolment for the Sydney Business School. These dates are different to those of the standard University of Wollongong sessions: Autumn, Spring and Summer. If a student adds or withdraws subject(s) after the last date listed, they will lose their fees and/or receive a fail grade on their academic record.

The key dates for 2008 are listed in Section 1 of this handbook and are available at the website: <http://www.uow.edu.au/gsb/dates/index.html>

3.7 Subject Timetables

Graduate School of Business (GSB) subjects are identifiable by a ‘TBS’ prefix. Subjects are scheduled either on a weekly basis or delivered in intensive mode over five days usually on Fridays and Saturdays. Five day intensive subjects are designed to limit the time that part time students need to take off work.

Students have the option of enrolling in subjects at another of the University’s campuses including Loftus Education Centre or Wollongong Campus. Students should note that GSB Wollongong runs on a semester system and therefore session and key dates differ. Subject availability and timetables for these campuses are available at the website: <http://www.uow.edu.au/gsb/timetables/index.html>

Students should regularly review the timetable close to the commencement of intake, as often class times will change.

3.8 Withdrawing or Changing Courses

Students, who are experiencing difficulties with their course, should first discuss with their Course Convenor. If a student then wishes to withdraw from their course, they must notify the University in writing. Failure to officially notify the University of withdrawal may result in the student being awarded fail grade(s). International students should seek advice from the International Student Officer before withdrawing from their program.

If a student notifies the University of withdrawal before the prescribed date, they may be entitled to a fee refund. For further information about refunds, refer to the Tuition Fee Policy (outlined [in 3.9 student fees](#) section on this handbook) or contact the Academic Registrars Division.

Once a student withdraws from Study, the University is obligated to notify government agencies such as the Department of Immigration (for international students) and the Department of Social Security.

If a student wishes to transfer to another course, they should seek advice from the Course Convenor of the new program they wish to study. The Course Convenor will provide advice on credit or exemption granted for previous subject completed, along with subject selection and recommended sequence of study.

3.9 Student Fees

Course fees for Domestic Students: <http://www.uow.edu.au/student/finances/index.html>

Course fees for International Students: <http://www.uow.edu.au/student/finances/UOW008306.html>

FEE-HELP is a loan given to eligible domestic fee-paying students to help pay part or all of their tuition fees. For further information visit: <http://www.uow.edu.au/student/finances/reforms/UOW008141.html>

Compulsory Student Service Fees for all students can be found at: <http://www.uow.edu.au/student/finances/index.html>

Students should log onto SOLS to view a statement of fees outstanding, check payment deadlines and pay their fees.

The University Fees Policy can be found at: <http://www.uow.edu.au/about/policy/FeesPolicy.pdf>

3.10 Leave of Absence (LoA)

In extreme circumstances, students may apply to postpone their studies for up to one year. If a student wished to take leave of absence for one intake or more, they must submit an "Application for Leave of Absence" before the first intake for which leave is sought. The student must also attach suitable evidence to support their request. Suitable evidence may include copies of air tickets or medical certificates. The student will be notified in writing of the outcome of their application for leave of absence. Leave of absence will not be granted in the first session of study.

The University policy can be found at: <http://www.uow.edu.au/handbook/generalcourserules/UOW028640.html>

3.11 Graduation

The University holds its graduation ceremonies in July and December each year. Students will not receive a testamur (degree certificate) unless they have applied to have their degree conferred at a graduation ceremony and have paid all fees and monies owing to the University. Details of how to apply and application closing dates can be found at: <http://www.uow.edu.au/student/graduation/index.html>. For students who have applied to graduate and have indicated that they are unable to attend the ceremony, their testamur will be mailed to the postal address recorded in SOLS approximately four weeks after the graduation ceremony.

4 Academic Matters

4.1 Submitting Assessment Tasks

Submitting Assessment Tasks

A Graduate School of Business assignment cover sheet must be attached to each piece of written assessment. This cover sheet can be obtained at:

<http://www.uow.edu.au/content/groups/public/@web/@gsb/documents/doc/uow018347.pdf>.

Students must submit written assessments in class or by 1700 to the School reception on the due date. The Lecturer or a member of the School Administrative staff will sign and stamp the cover sheet and a receipt will be given to the student. Students must retain their assignment receipt and a hard copy of the assessment work until after the completion of the intake.

Faxing, mailing or emailing assignments

Faxing, mailing or emailing assignment work will **NOT** be accepted at Sydney Business School. Assessment work received by these methods will not be marked.

Returning assessment tasks & retention of assessments

The lecturer will return written assessment tasks either in class or inform students that they are available for collection at the School reception. Each assessment task will be awarded a mark and have written feedback from the lecturer. Assessments will be returned in time to enable students to either improve their performance before further assessment or withdraw from the subject without academic penalty. Assessment tasks which are relevant to the final examination for the subject will be marked and available for collection prior to the study week before the final examination. Written assessments worth 20% or more will be retained by the School until the end of the first week of the following session, and those written assessments worth less than 20% will be retained for one month after the date of submission,

Students are expected to retain marked assessment tasks until the subject results have been released at the end of the intake.

Penalties

Assessed work must be handed in by the date and time given. Assessed work handed in late will be penalised by the deduction (from the mark given to the assessed work) of 20 percentage points per working day or part thereof. The operation of this rule will not result in a negative mark being carried forward.

4.2 Subject Completion Requirements

To be eligible to pass this subject, students must achieve an overall mark of at least 50%, submit all assessment tasks for the subject and achieve at least 40% in the final examination.

The grades of performance and associated ranges of marks for 900 (post graduate) level subjects are listed below:

High Distinction	85% to 100%
Distinction	75% to 84%
Credit	65% to 74%
Pass	50% to 64%
Fail #	0% to 49% (unsatisfactory completion)

Students who fail to meet the minimum subject completion requirements will be awarded a fail grade 49%. The current definition of a fail grade as between 0 – 49% is under review and may change during 2008.

4.3 Acknowledgement Practice

It is essential to give appropriate credit to authors for their ideas. Failure to give credit within the established procedures is called **plagiarism**.

Plagiarism means using the ideas of someone else without giving them proper credit. For example, that someone else may be an author, critic, journalist, artist, composer, lecturer, tutor or another student. Unintentional plagiarism can result if you do not understand and use the acceptable scholarly methods of acknowledgement. Whether plagiarism is deliberate or unintentional, the University will impose penalties, which can be very severe. When it is desirable, or necessary, to use other people's material, take care to include appropriate references and attribution. **Plagiarism is not tolerated and has led to expulsion from the University.**

Students should visit the following University website and become familiar with the University's policy on plagiarism: <http://www.uow.edu.au/handbook/courserules/plagiarism.html>

4.4 Referencing Techniques

Why do students need to reference?

It is necessary to acknowledge the sources of information and ideas that you have incorporated in your assignments. Failure to do this thoroughly may result in accusations of plagiarism. This is the academic equivalent of stealing, because by not acknowledging someone else's work, you are presenting it as your own. Plagiarism is taken very seriously by the University and may result in expulsion from the University.

Referencing is not only about acknowledging other people's work, accurate referencing and lists of references are beneficial when researching a topic as they allow the reader to research further information if desired. In a sense, references provide readers with clues to help them explore different avenues of a topic.

There is a correct procedure that must be followed when referencing and using footnotes. Not complying with these set techniques and format may result in loss of marks awarded for the assessment.

When writing an essay it is easiest to reference as you go, making sure you are writing down all relevant information. This will save hours trying to find the source again in the Library.

The Harvard System of Referencing

The Graduate School of Business uses the Harvard System of Referencing. This system makes use of short referencing within the body of the text. It is supplemented by a detailed list of references at the end of the text, which provides all the information necessary to find the source material. In-text references include the author and year of publication, and where necessary the page number(s).

It is the responsibility of students to ensure that they are familiar with the Harvard System of Referencing and that they use it accurately in all written work submitted.

Examples of how to reference are listed in attachment 1. Further Details can be found at: <http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html>

Citation of Electronic Sources

It is also necessary for students to reference other sources used in their written work, including file transfer protocol sites, worldwide web sites, telnet sites, synchronous communications (MOOs, MUDs, IRC, etc) GOPHER sites, and email, Listserv and Newsgroup citations

It is the responsibility of students to ensure that they are familiar with the accepted GSB practice for referencing electronic material and that they use it accurately in all written work submitted.

Examples of how to reference electronic sources are listed in attachment 2. Further details can be found at: <http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html>

4.5 Examinations

Dictionaries

Electronic dictionaries are not permitted for use in examinations.

Foreign language translation dictionaries may be used in an examination only by students from a non-English speaking background (NESB) who are authorised to use such a dictionary in an examination. NESB students are defined by DEST (Department of Education, Science and Training) as those students who were born in a non-English speaking country and who have been a resident of Australia or another English speaking country for less than ten years.

Students, who meet the above criteria, may apply for an authorisation card which will allow them to use a foreign language translation dictionary in any examination for the period of their enrolment at the University of Wollongong. The card must be produced before any dictionary will be permitted into any exam room.

An "Application to use foreign language translation in exams" can be obtained from Administration or can be downloaded from the website: <http://www.uow.edu.au/student/index.html>

Before the start of an examination, students who wish to use a foreign language translation dictionary must produce their authorisation card and dictionary to an exam supervisor to establish its suitability, and to ensure that it is not written in or highlighted in any way.

Calculators

Where calculators are permitted in an examination, other devices which are not primarily calculators but which have a calculator function are not permitted. For example, watches and mobile phones with calculator functions, Palm Pilots, electronic dictionaries, computers, electronic diaries and electronic organisers are not allowed to be used as calculators. Calculators with programmable memory must be approved prior to entering the exam room. Students are reminded that if any of these items are found in their possession during the exam the matter will be treated as a breach of the University's Assessment Rules.

Examinations Timetable

Students must check their examination timetable on the Web. Details will not be displayed or distributed by the administration office or lecturers. All details of examinations, including locations and times will be on display on the web site which can be accessed via Student Online Services (SOLS). It is the students' responsibility to view the provisional examination timetable and advise the University of any clashes or inconsistencies in exam times.

To find dates that the provisional and final examination timetable is released visit the website <http://www.uow.edu.au/gsb/dates/index.html>.

If a student cannot access exam details on SOLS of the subject(s) they are studying, they should contact the Academic Registrar's Division immediately as this may indicate a problem with their enrolment. This is the student's responsibility. Failure to rectify any problems could result in the student's marks being withheld.

4.6 Release of Results

Marks awarded for individual assessment tasks will be available for review in SOLS during the intake. The overall mark and consolidation grade awarded for each subject is released to students approximately two (2) weeks after the last examination date for that intake. All results are available in Student Online Services (SOLS). Students should not approach administrative staff to obtain examination results or overall results achieved for the subject. The date of release of final results is listed at the website: <http://www.uow.edu.au/gsb/dates/index.html>.

4.7 Special Consideration and Supplementary Examinations

Sydney Business School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students may need to apply for special consideration in order to complete all assessable work.

Students should apply for special consideration in SOLS <http://www.uow.edu.au/student/index.html> no later than five working days after the assessment date, then submit supporting documentation to SBS reception. Students will be sent a SOLS message with the outcome of their application. Special consideration may include: an extension of time to submit work, a supplementary examination or the student's composite result is reconsidered without any additional work being submitted.

The University applies strict criteria to the granting of special consideration. Before applying, students should carefully read the University's Special Consideration Policy that can be found at: <http://www.uow.edu.au/handbook/course/rules/specialconsideration.html>.

Supplementary Examinations

Students who have been approved to complete a supplementary examination will receive notification in writing of the date, time and location of the exam at least seven (7) days prior to the supplementary exam date.

It is the responsibility of each student who applies for a supplementary examination:

- a. to be available to sit for the examination at ANY time during the period following the application
- b. to check SOLSMail messages regularly for examination details

Note: Applications for special consideration or submission of medical certificates will not be accepted under any circumstances after the final results for the subject have been released.

4.8 Student Academic Grievance Policy

The Sydney Business School aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should, in the first instance, attempt to informally resolve this grievance with his/her lecturer. If the grievance cannot be resolved, the student can complete an Appeal of Assessment Results form and lodge the grievance with the School. This form should be lodged as soon as practical after the release of results of the assessment task of final mark for the subject, but no later than ten (10) working days after the release of results.

Students may lodge a formal grievance on either of the grounds listed below:

- a. failure to adhere to University of Faculty assessment of examination requirements
- b. failure to assess work in accordance with specified criteria
- c. bias by marker
- d. technical marking or collating error

Once the School has made a decision on the grievance, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgment of the lecturer and can only review the grievance to ensure the proper procedure has been followed.

Appeal of Assessment Results Form can be downloaded from:
<http://www.uow.edu.au/content/groups/public/@web/@gsb/documents/doc/uow018345.pdf>

For further information, please consult the UOW policy at:
<http://www.uow.edu.au/handbook/courserules/studacgrievpol.html>

4.9 Minimum Rate of Progress (MRP)

Students of the Sydney Business School must meet the University's Minimum Rate of Progress (MRP) rules. The University seeks to identify and provide assistance to students who are experiencing difficulties with their studies. This process offers students remedial assistance and is intended to prevent a decline in performance and results.

A student enrolled in a post graduate degree that is not designated a research degree is required to maintain a satisfactory rate of progress. Where a student fails 50% or more of subjects attempted over a session (equivalent to two consecutive intakes), the student will be required to discuss the situation with the Deputy-Dean or another member of academic staff as specified by the School. A student who has failed to make satisfactory progress in the following or any subsequent session, s/he will be automatically excluded for a period of one year.

4.10 Student Academic Misconduct

Student academic misconduct includes: plagiarism, taking unauthorised material into an examination room and other forms of cheating or misconduct in breach of the University's General Course Rules. These cases are investigated appropriately and students are given the opportunity to respond to the allegations. Students may incur a penalty for misconduct such as: deduction of marks awarded for the assessment or a fail grade awarded for the relevant assessment task or subject.

The University's Rules for Student Conduct and Discipline can be found at the website
<http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf>.

4.11 University Policies

Information of the following University policies can be found at the websites below:

Code of Practice – Teaching & Assessment:	http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf
Code of Practice – Students	http://www.uow.edu.au/handbook/codesofprac/cop_students.html
Acknowledgement Practice (Plagiarism)	http://www.uow.edu.au/handbook/courserules/plagiarism.html
Special Consideration Policy	http://www.uow.edu.au/handbook/courserules/specialconsideration.html
Ethical Issues	http://www.uow.edu.au/about/policy/ethicalobjectionanimals.html
Non Discriminatory Language Practice And Presentation	http://staff.uow.edu.au/eed/nondiscrimlanguage.html
Occupational Health and Safety	http://staff.uow.edu.au/ohs/commitment/index.html
Student Academic Grievance Policy	http://www.uow.edu.au/handbook/courserules/studacgrievpol.html
UOW Course Handbook	http://www.uow.edu.au/handbook/

5 International Student Information

5.1 Student Equity and Diversity Liaison Officers (SEDLOs)

The **Student Equity and Diversity Liaison Officers** (SEDLOs) can help international students during their stay in Australia. They assist students with a range of issues such as Orientation to local area, homesickness, study difficulties, academic concerns, budgeting, legal/accidents, student visas, health, personal problems, family emergencies and children's education. They can give advice about returning home after students complete their studies. The service is free and confidential. The advisers are also student advocates and can provide support through the grievance procedure.

For further information visit the website <http://www.uow.edu.au/student/services/SEDLO/index.html#4>

5.2 Student Visa Information

Student visas have several conditions that international students must comply with whilst studying in Australia. Several of these conditions relate specifically to enrolment and academic progress while studying at the University of Wollongong. The University is legally obliged to report students who breach these conditions to the Department of Immigration, Multicultural and Indigenous Affairs (DIMA). Such notification may result in the student visa being cancelled.

Visa Condition 8208 – Satisfying Course Requirements

You must remain enrolled in a full-time course.

Students enrolled in programs at SBS must enrol in two (2), six (6) credit point subjects (totalling 12 credit points) each intake in order to be considered full-time.

The standard length of each course is based on students enrolling in full-time (12 credit point each intake). Those students who do not enrol in a full time load will be reported to DIMA, which may lead to cancellation of their student visa.

Some Students may enrol in subjects offered in Intakes A, B, C and D along with approved elective subjects offered by other facilities in Autumn and Spring Semesters. To ensure these students maintain full-time enrolment, they should enrol in one of the enrolment combinations from each list below.

Autumn Semester and Intakes A and B

- a. 12 cps (2 subjects) in Intake A and, 12 cps (2 subjects) in Intake B
- b. 24 cps (4 elective subjects) in Autumn Semester
- c. 18 cps (3 elective subjects) in Autumn Semester
- d. 12 cps (2 elective subjects) in Autumn Semester
6 cps (1 subject) in Intake B
- e. 6 cps (1 elective subject) in Autumn Semester and, 12 cps (2 subjects) in Intake A
6 cps (1 subject) in Intake B
- f. 6 cps (1 elective subject) in Autumn Semester and, 6 cps (1 subject) in Intake A
12 cps (2 subjects) in Intake B

Spring Semester and Intakes C and D

- a. 12 cps (2 subjects) in Intake C, 12 cps (2 subjects) in Intake D
- b. 24 cps (4 elective subjects) in Spring Semester
- c. 18 cps (3 elective subjects) in Spring Semester
- d. 12 cps (2 elective subjects) in Spring Semester and, 6 cps (1 subject) in Intake C
6 cps (1 subject) in Intake D
- e. 6 cps (1 elective subject) in Spring Semester and, 12 cps (2 subjects) in Intake C
6 cps (1 subject) in Intake D
- f. 6 cps (1 elective subject) in Spring Semester and, 6 cps (1 subject) in Intake C
12 cps (2 subjects) in Intake D

Part Time Study

Students, who are enrolled in less credit points than the full study load as outlined above, are classified as part time students. Part time study is **only** permitted under either of the following circumstances:

- a. When it is the final session of your degree
- b. If you are no longer on a student visa (eg. Having obtained a temporary residence visa)

Students who are in one of the above situations, should contact the Student Equity and Diversity Liaison Officer – Ann Maree Smith on 4221 4714 or email: ams@uow.edu.au

You must maintain a satisfactory academic result for each session of study.

Students should familiarise themselves with the University's post graduate Minimum Rate of Progress (MRP) policy detailed in section 5.9 of this handbook.

Students who are excluded from the University for failing to meet MRP requirements will be reported to DIMIA for non compliance with visa conditions. Students experiencing difficulties should seek assistance and guidance from their Course Convenor, and use the wide range of student services available.

Visa Condition 8206 – No change of provider

Students must study with the education provider they originally enrolled, for the first 12 months of the course, or for the duration of the course if less than 12 months. After arrival in Australia, only under exceptional circumstances may a student apply for a student visa allowing them to change educational providers. Students must provide the University of Wollongong with a written request to be released from this institution and must provide supporting documentation demonstrating exceptional circumstances, along with an offer of admission from the provider they wish to enrol. In order to avoid potential breaches of their student visa, students who apply for release should remain enrolled full time until they receive a response to their request.

Visa Condition 8501 – Maintaining Overseas Student Health Cover

International students must maintain current Overseas Student Health Cover (OSHC) whilst studying in Australia. Most students will have paid for 12 months OSHC prior to arrival. Students, who are studying for longer than 12 months, must renew their OSHC before it expires.

Visa Condition 8533 – Notify provider of Australian Residential Address

Students must notify the University of Wollongong of their Australian residential address within 7 days of arrival, and notify the University of any Changes of address throughout their studies. When updating contact details via SOLS, students should note that they must list the address where they live (residential address), rather than a post office box or agent address.

For enquiries regarding international student visa requirements or amendment, please contact the Student Equity and Diversity Liaison Officer – Ann Maree Smith on +61 2 4221 4714 or email: ams@uow.edu.au.

For further information on studying in Australia, please visit the DIMIA website: <http://www.immi.gov.au/students/>

5.3 Work Restrictions on International Students

International students with a student visa should note that they are not permitted to work more than 20 hours per week. The Department of Immigration and Multicultural and Indigenous Affairs (DIMA) monitors this and other student visa restrictions very closely.

In order to work whilst on a student visa, international students need to apply for a Student Visa with Permission to work. For further information please visit: <http://www.uow.edu.au/student/services/SEDLO/international/messages/UOW021165.html>

6 Support Services & Facilities

6.1 Computer Facilities

The Sydney Business School is equipped with an IT Resource Room with 24 on-line computers. When not being used for teaching purposes, these computers may be used by Sydney Business School students. The IT Resource Room provides students with access to email, the internet, applications software, and laser printers.

IT support staff are available to assist students with laboratory equipment and software. He/ she can also help with student email account difficulties including: creating an account, expired accounts, forgotten passwords and sending messages.

For assistance contact the SBS IT support officer – ask at reception, email kalam@uow.edu.au or phone on +61 2 9266 1317.

Printing costs

Printing and photocopying costs 11 cents per page. Students need to purchase a copy card from the machine provided and add credit to the card when required and printing costs incurred are deducted from the credit amount.

6.2 Internet access and email account

The University provides an email account and internet quota to every student. Email accounts are automatically created when the student processes their initial enrolment. A student's email address is their username (usually two or three letters followed by two or three numbers) followed by "@uow.edu.au"; for example aa01@uow.edu.au. All students must ensure that their email account is operational, as academic and general staff will use email (along with SOLSMail messages) as the main method of communication. This also gives students access to WebCT which will be needed to access teaching material for some subjects.

Students are given free access to the Library's electronic databases and full text datasets. This allows students to access a vast range of material from any location.

Web Quota

Students are assigned a web quota to allow the University to manage internet usage and safeguard the University's capacity to continue to offer adequate internet access for academic purposes.

If a student exhausts their web quota and wishes to have it extended for educational purposes, they will need to lodge an online application which will be sent to their School for approval. The student's download history will be considered when assessing the application

Email Quota

Students are assigned an email quota on their University email account that limits the amount of storage available for their emails. Students will receive email notification when they are at 85% of their quota, and once a student reaches 100% they will be unable to receive any further email.

Students who are approaching their quota are advised to remove stored emails, including any sent mail, to recover some available quota.

For further information regarding internet access, email accounts and how to change your password please visit the website: <http://www.uow.edu.au/student/manage.html>

6.3 Library

The Sydney Business School has a Library Resource Room and a full time Librarian to help you with your information needs.

The Library holds texts and recommended readings for all SBS subjects and a range of other books of interest to business students. At the Library students are able to obtain help in searching databases and finding information, both individually, and through organised classes

As SBS is a reference library only, students have the option to use the Library at a University of their choice within the Sydney Metropolitan area. i.e. University of NSW, University of Technology Sydney or University of Sydney. Students will be required to pay a membership fee (\$50.00) and obtain a receipt. Students should complete a "reimbursement form" available from SBS reception and submit the form along with the receipt. These students will be receive a cheque for re-imbusement to their postal address listed on SOLS.

SBS students are also able to borrow from the main UOW Library which offers an extensive collection of information resources and self-paced web-based tutorials. These are designed to teach students how to access the UoW library catalogues, search databases and find resources. Students who complete these tutorials will develop the necessary research skills to complete assessment tasks.

For further details on the library, students should visit the web site <http://www.library.uow.edu.au>.

To contact the library help desk staff phone: +61 2 4221 3548 Wollongong or +61 2 9266 1312 Sydney

6.4 Compulsory Information Literacies Program (ILIP009)

ILIP009 (Information Literacies Introductory Program) is compulsory for all new postgraduate coursework students who have not completed the online undergraduate ILIP100 assignment in the past five years

Information literacy refers to the ability to locate, critically analyse, interpret, evaluate, and use information and is essential not only at university but also in professional and private life.

As ILIP is intended to assist in students' studies, they are strongly encouraged to complete the ILIP online assignment in the first four weeks of their first session. Students **must** complete ILIP no later than the end of their first study session. Failure to do so will result in their final grade/s being withheld

To undertake the ILIP009 program, students **must**:

- Have an active student email account
- Complete the online training modules at <http://www.uow.edu.au/student/attributes/ilip/>
- Submit the web-based assignment

6.5 English Language and Academic Skills Assistance

Learning Development offers a range of free services to all enrolled students who wish to improve their academic or English language skills. There are a range of workshops available including: essay and report writing, critical reading for assignments, effective referencing, grammar, pronunciation, study skills and exam preparation. Individual consultations are also available to discuss a student's academic work; appointments are essential. Please bear in mind that this is a teaching service, not a proof reading service.

To find further details on the workshops available visit the website http://www.uow.edu.au/gsb/stud_info/learn_dev.html

6.6 Counselling

The University offers a free and confidential counselling service to all enrolled students to assist with personal, work or study related difficulties. The counsellors can deal with a wide range of personal difficulties such as: family and relationship issues, communication problems, loneliness, lack of confidence, stress, anxiety, depression, bereavement, grief and adjusting to another culture.

The service also provides assessments for Special Consideration when adverse circumstances have impacted negatively on a student's studies. The counsellor will assess the student's circumstances and where they believe a student has a legitimate case, a Statement of Special Consideration will be provided. Where possible, the student should bring along any medical, legal or other documentation relating to their circumstances.

A University Counsellor is available at Sydney Business School one day each month and will also come to SBS when required. Consultations typically take 50 minutes. Appointments are essential and can be made via SBS reception.

6.7 Career & Employment Advice

A Careers Advisor is at SBS one day per month for individual advice and guidance for students. They can assist full time students prepare themselves for entry/re-entry into the workforce. Dates can be found on the GSB website and bookings made at reception.

The Careers Service also provides tailored workshops at SBS. This year we are running sessions on:

- Creating Quality Job Applications. This deals with all aspects of the job seeking process – Resume preparation, responding effectively to selection criteria and honing job interview skills.
- Managing your Career. This deals with understanding changing labour markets, related requirements for ongoing employability and career action plans to maximise future opportunities.
- Notification of these workshops and consultations will be emailed out to SBS students and bookings taken at reception.

The Careers Service located at the Wollongong campus, organises programs and activities to assist full time students prepare themselves for entry/ re-entry into the workforce. Careers Services available include:

Students can contact the careers service via telephone on +61 2 4221 3325 or email careers@uow.edu.au. For further information on the service provided students should visit the web site <http://www.uow.edu.au/careers/>

6.8 Disability Service

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect University study and information on resources available at the University for assisting students with disabilities. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study.

In order to make use of the facilities available at the University, students must first register with the Disability Liaison Officer by providing a recent specialist assessment of their disability. This specialist assessment should also provide advice to the University on the type of assistance students may require in order to pursue their studies.

For further information contact the Disability Service via telephone on +61 2 4221 4942 or visit the website: <http://www.uow.edu.au/student/services/about/>

6.9 Unishop

The Unishop sells a range of books, textbooks, University of Wollongong clothing and memorabilia, graduation gowns and memorabilia, magazines, stationary, food and drinks. Students are also able to purchase text books on line, and will receive their order in the post.

For further details visit: <http://unicentre.uow.edu.au/unishop/index.htm>

6.10 Woolyungah Indigenous Centre (WIC)

The Woolyungah Indigenous Centre provides academic and personal support for Aboriginal & Torres Strait Islander students. The centre also runs an indigenous specific orientation program for students who gain entry to the University through the alternative admissions program.

For further information on the services provided contact the centre via telephone +61 2 4221 3776 or toll free 1800 735 592 or visit the website: <http://www.uow.edu.au/wic/>

7 Student Associations

7.1 Wollongong University Postgraduate Association (WUPA)

The Wollongong University Postgraduate Association (WUPA) aims to promote and defend the interest of all postgraduate students. All postgraduate students are automatically members of this association once they have paid their student fees.

Services provided by WUPA are listed below:

- Free confidential advice and support from our Advocacy Officer for students who have complaints or grievances against University policy or procedures.
- Producing a student magazine, the Postgraduate Reporter four times per year which all postgraduate students can contribute. Contributors are paid 5 cents per word.
- Co-funding of scholarships

- Emergency student loans
- Submissions in response to Government & University policies that affect postgraduate students.
- Affiliation to the Council of Australian Postgraduate Associations (CAPA), which is the national body that represents some 155,000 students. Part of each student's WUPA fees contributes towards this membership. WUPA also hosts various regional and national meetings of postgraduate students/

For further information, contact WUPA by phone: +61 2 4221 3326 or visit the website:
<http://www.uow.edu.au/wupa/>

7.2 Committee for International Students (ICIP)

The Illawarra Committee for International Students (ICIS) aims to help international students settle into life in Australia, to have fun, make friends and to interact with members of the local community. ICIS organises a range of bus trips to places of interest such as: Blue Mountains, Canberra and the Snowy Mountains. Sydney Business School students are welcome to join the activities and are encouraged to provide suggestions and feedback on the location and type of activities available.

For further information on the committee or upcoming events, contact the office by phone: 4221 3158
Or visit: <http://www.uow.edu.au/student/services/SEDLO/international/icis/index.html>

Attachment 1: Harvard System of Referencing

ITEM	EXAMPLE
Book	<p>1 author Harvey, J 1995, <i>Men in Black</i>, University of Chicago Press, Chicago</p> <p>2 or more authors Hilton, PJ, Holton, D & Peterson, J 1997, <i>Managerial accounting</i>, Springer, New York</p> <p>No authors <i>The Macquarie Dictionary</i> 2001, Federation edn, Macquarie Library, North Ryde Note: use the M for alphabetical sequence in the reference list</p> <p>2 books in the one year, by the same author Jones, B O 1986a, <i>Living by our wits</i>, AGPS, Canberra. Jones, B O 1986a, <i>Staying on the left side</i>, Penguin, Melbourne.</p> <p>Edition Mustill, M J & Boyd, S C 1989, <i>The law and practice of commercial arbitration in England</i>, 3rd edn, Butterworth, London.</p> <p>Editor/s Heatwhole, S & Salum, W (eds.) 1934, <i>Amphibian biology</i>, Edward Arnold, London</p> <p>Chapter in an edited book Lemoni, Y 1922, 'The vegetative state of the sloth', in Capelli, G & Piano, L (eds), <i>The three toed sloth</i>, Garland, New York</p> <p>Thesis Arfiadi, Y 2000, 'Optimal passive and active control mechanisms for 4 Seismically excited buildings', PhD thesis, University of Wollongong</p>
Journal Article	<p>2 or more authors Kongle, C & Crado, S 1999, 'Pacemakers and related determinants', <i>Medical Journal of North America</i>, vol, 85, no. 2, pp.71-77</p> <p>Journal article cited in a book Hinters, A N, Brewfleski, A P & Felcko, Z 1958, 'Wind turbines', <i>Journal of wind and energy</i>, vol. 17, no. 1, pp. 52-61, quotes in Toggel, Y. 1962, <i>Natural energies</i>, Macmillan, London, p.5</p>
Newspaper Article	<p>Author Griffith, P 1981, 'How to find yourself', <i>Weekend Australian Magazine</i>, 9-10 October, p.9</p> <p>No author Rail strike, 1960, <i>Illawarra Mercury</i>, 17 June, P.10</p>
Annual Report	Coca-Cola Amatil Lts 1998, <i>Annual Report 1997-98</i> , Coca-Cola Amatil, Sydney
Government Publication	<p>Author Ergas, H 1986, <i>Telecommunications and the Australian Economy</i>, Report to the Department of Communications, AGPS, Canberra</p> <p>Government Bureau of Transport Economics, 1986, <i>Demand for Australian Domestic Aviation Services</i>, Occasional Paper no. 70 AGPS, Canberra</p> <p>Debates (Hansard) Australia, House of representatives 1977, <i>Debates</i>, vol. HR103, pp.2-9</p> <p>Australian Bureau of Statistics Australian bureau of Statistics 2001, <i>Botanic Garden, Australia 1999-2000</i>, cat no. 8563.0, ABS, Canberra</p>
Proceeding	<p>Published material Dornt, S 1955, 'Bone marrow transplant', <i>Proceedings of the Third Annual Meeting of the International Society of Hematology</i>, International Society for Hematology, Springer, New York, pp.12-19</p> <p>Unpublished material Jaffer, S 1971, A new age: computers in the workplace, paper presented to the Information Technology Society, Queensland.</p>
Brochure	<p>If details are available, treat as a book. Otherwise include available details that help identify the publication.</p> <p>Name of organisation Year, <i>Title of brochure</i>, (brochure), Place of publication</p> <p>Dept. of Urban Affairs & Planning 1997, <i>Managing land contamination</i>, (brochure), Sydney</p>
Archival Record	Unpublished material Francis McCaffrey Collection, 1865-1932; Notebooks. Wollongong University Archives, D92/5

Referencing non-book material

ITEM	EXAMPLE
Video Recording	<i>How to save the earth</i> 1992 video recording, Channel four Television, U.K
Microform	Brandt, B 1982, <i>Bill Brandt, early photographs, 1930-1942</i> , Chadwyck-Healey, Cambridge, microfiche
CD-ROM Full text Database (eg. Sydney Morning Herald)	<p>Author. (Year). Title. <i>Journal</i> [Type of medium], volume ((issue), paging or indicator of length. Available [Access date]</p> <p>Johnson, B (1994). The great escape, <i>Sydney Morning Herald quarterly on CD Rom</i> [CD-ROM], Nov 16, p10, Available: David Syme [2001, Jan 25]</p> <p>CLIB96: <i>Australian census of population and housing, 1996</i> [CD-ROM]. Available: Australian Bureau of Statistics [Assessed 2001, Nov 23]</p>
Sound Recording	<p>Spence E, <i>Talking with Eleanor Spence</i> [sound recording] Clarke Learning, 1979. Side 1, 5-10 mins.</p> <p>Narrated by a reader</p> <p>Christie, A, <i>The labours of Hercules</i> [sound recording] read by John Woodbine, Chivers, 1985. Cass. 5, side 2, 12-22 mins</p>
Sheet Map	<p>Title [medium] Map series (if applicable), scale, sheet no. (if applicable), place of publication, publisher, date. Cited location title, cited coordinates.</p> <p>Manilla, NSW [map] geological series, 1:250,000, SH56-9, Canberra, A.C.T. Bureau of Mineral Resources, Geology and Geophysics, 1973. 'Black Jack Mountain', 30°55'S 151.E'07 '</p>

Attachment 2: Citation of Electronic Sources

ITEM	JOURNAL ARTICLE
Format	Author. (Year). Title. <i>Journal</i> [Type of medium], <i>volume (issue)</i> , paging or indicator of length. Available: Supplier/Database name [Access date].
Example	Fulltext database Openheim, C. (2001). Judged to be lacking. <i>Information World Review</i> [Online], <i>no. 169</i> , 1p. Available: Proquest5000 [Accessed 2001, May 5].
Example	E-Journal on the Web Young, L.M. (2001). Properties of a molecular cloud in NGC 185. <i>The Astronomical Journal</i> [Online], <i>vol. 122</i> , <i>no. 4</i> , <i>pp. 52-57</i> . Available: http://aten.its.uow.edu.au:2308/AJ/journal/issues/v122n4/201197/201197.html [Accessed 2001, Oct. 30]. NB: if article is retrieved as a PDF document, cite it as you would for a print journal.
Item	Web document
Format	Author Author/editor. (Year). <i>Title</i> [Type of medium]. Available: URL [Access date].
Example	Calorie Control Council. (2001). <i>Low-calorie sweeteners: saccharin</i> [Online]. Available: http://www.caloriecontrol.org/sacchar.html [Accessed 2001, Feb. 17].
Format	No author, no date <i>Title</i> [Type of medium]. (no date). Available: URL [Access date].
Example	<i>It's the Heart Afraid of Breaking</i> [Online]. (No date). Available: http://www.iandaycock.org/poems.html [Accessed 1999, Aug. 22].
Format	Australian Standards
Example	Standards Association of Australia 2002, <i>Quantities and units. Part 3: Mechanics</i> . AS 2900.3, SAA., Sydney.
Format	Homepage <i>Homepage Title</i> [Homepage of ...], [Online]. (Last update or copyright date). Available: URL [Access date].
Example	<i>Royal Botanic Gardens of Sydney</i> [Homepage of the Royal Botanic Gardens of Sydney], [Online]. (25 May 2001 - last update). Available: http://www.rbgsyd.gov.au [Accessed 2001, Jun. 2].
Item	E-Book
Format	Entire Work Author/editor. (Year). <i>Title</i> , [Type of medium]. Available: URL [Access date].
Example	Carroll, L. (1865). <i>Alice in Wonderland</i> , [Online]. Available: http://emedia.netlibrary.com/reader/reader.asp?product_id=2008439 [Accessed 2001, Nov. 5].
Format	Part of a Work Author/editor. (Year). Title. In <i>Source</i> (edition), [Type of medium]. Available: URL [Access date].
Example	Keats, J. (1815). Last Sonnett. In <i>Poems of John Keats</i> , [Online]. Available: http://emedia.netlibrary.com/reader/reader.asp?product_id=2008521 [Accessed 2001, Nov. 6].
Item	Electronic mail

Format	Personal Email Sender (sender's email address). (Year, month day). <i>Subject of message</i> . Email to recipient (recipient's email address).
Example	Saps, M.E. (sapsm@uvu.edu.au). (1999, Dec. 22). <i>Critique of The Horse Whisperer</i> . Email to D. Dapple (ddap@unn.edu.au)
Format	Discussion List: one topic several discussants (eg. WebCT) Author (Year, month day). Subject of discussion [Discussion]. <i>Discussion List</i> [Online]. Available email: DISCUSSION LIST@email address [Access date].
Example	Hurst, J.A. (2000, Mar. 2). How to make it in an e-environment [Discussion]. <i>Electronic Commerce</i> [Online]. Available: ENGG333 S1-2000 WebCT Bulletin Board [Accessed 2000, Mar. 19].
Item	Image/Work of art
Format	Title [Nature of work, eg. painting, slide, computer image], [Medium]. (Date). Available: URL [Access date].
Example	Pluto [Computer image], [Online]. (1997-2000). Available: http://www.planetscapes.com/solar/r/pluto/pluto3.gif [Accessed 1998, Oct. 2].
Item	Digital thesis
Format	Author. (Year). <i>Thesis title</i> (Master's thesis/Doctoral dissertation, University), [Type of medium]. Available [Access date].
Example	Lebow, L. (2000), <i>Textual intimacy: Ethical Education for Characters and Readers in Jane Austen's Novels</i> (M.A. Honours, University of Wollongong), [Online]. Available: http://www.library.uow.edu.au/adt-NWU/public/adt-NWU20010831.151614 [Accessed 2000, Dec. 29].
Item	Sound recording
Format	Writer/composer. (Date of electronic recording). Title of specific piece from recording. [Recorded by artist if different from writer]. On <i>Title of recording</i> [Medium or original recording], [Type of electronic medium]. Producer (optional). Available (include protocol if relevant): Address/Path/File [Access date].
Example	Puccini, G. (No date). Che gelida manina [From <i>La Boheme</i>], [Recorded by P. Domingo]. On <i>The Placido Domingo album</i> [CD], [Online]. BMG Classics (Producer). Available: http://classicalmus.com/av/domingo.mp2 [1995, Aug 25].
Example	WebCT Puccini, G. (No date). Che gelida manina [From <i>La Boheme</i>], [Recorded by P. Domingo]. On <i>The Placido Domingo album</i> [CD], [Online]. BMG Classics (Producer). Available: SMP202 S1-2002 WebCT Sound Recording [1995, Aug 25].