

August 2017

# Calendar Guide 2018

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# 1. What is the Calendar?

The Calendar is a comprehensive handbook of the University's Academic Program Rules (APR):

- it contains the Academic Program Rules for the higher degree and coursework award programs on offer to commencing students for the entire University;
- it includes the formal requirements for higher degrees;
- the APR specify all the courses (core and elective), conditions (if any) and the unit values required for completion of a coursework program;
- the APR record the sequence of courses and non-course requirements (e.g. extra mural activities) to be taken in the attainment of the Program Learning Outcomes.

Programs can only be published in the Calendar when they have:

- i) been formally approved by the Vice-Chancellor and President (VC&P), on the advice of Academic Board following recommendations from either the Research Education and Development Committee (REDC) or the Program Approval and Entry Committee (PAEC);
- ii) been recorded in PeopleSoft through the completion of the relevant pro-forma which then results in LQS adding the program to the APR database. The pro-forma are available at:  
<https://www.adelaide.edu.au/policies/73/?dsn=:dsn=policy.entry;id=:id=73;m=login;m=view;>
- iii) obtained CRICOS registration if offered to international students.

Programs can only be removed from the Calendar when their deletion has been:

- i) formally approved by the VC&P, on the advice of Academic Board following recommendations from either REDC or PAEC;
- ii) been recorded in PeopleSoft through the completion of the relevant pro-forma which then results in LQS removing the program from the APR database for the coming year. The pro-forma are available at:  
[https://www.adelaide.edu.au/policies/73/?dsn=:dsn=policy.entry;id=:id=73;m=login;m=view.](https://www.adelaide.edu.au/policies/73/?dsn=:dsn=policy.entry;id=:id=73;m=login;m=view)

Courses can only be added to the Calendar if they have been entered in PeopleSoft's Course Catalogue.

The Calendar is only available online and is published through the APR database. The current Calendar can be found on the University website at: <http://calendar.adelaide.edu.au/>

Previous PDF versions of the Calendar can be found on the University's Policies & Procedures website at: <http://www.adelaide.edu.au/policies/2923/all/>

There is one annual edition of the Calendar which is published in December each year.

## 2. External compliance

There are a number of external requirements which impact on the content and function of the Calendar.

The Tertiary Education Quality Standards Agency (TEQSA) requires in its Higher Education Standards Framework (Threshold Standards) which took effect on 1 January 2017 that accurate and timely documentation that supports student learning be provided to students. While the Standards impact on a variety of publications and processes, those that impact most directly on the Calendar include:

- Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of

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enrolment and participation for undertaking particular courses [programs] of study that may not apply to other courses [programs] more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements (1.1. Admission - clause 3);

- The design for each course [program] of study is specified and the specification includes:
  - a. the qualification(s) to be awarded on completion
  - b. structure, duration and modes of delivery
  - c. the units [courses] of study (or equivalent) that comprise the course [program] of study
  - d. entry requirements and pathways
  - e. expected learning outcomes, methods of assessment and indicative student workload
  - f. compulsory requirements for completion
  - g. exit pathways, articulation arrangements, pathways to further learning, and
  - h. for a course [program] of study leading to a Bachelor Honours, Masters or Doctoral qualification, includes the proportion and nature of research or research-related study in the course [program] (3.1 Course [Program] Design – clause 1);
- Accurate, relevant and timely information for students is publicly available and accessible, including access for students with special needs, to enable informed decision making about educational offerings and experiences (7.2 Information for Prospective and Current Students – clause 1);
- Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes information to assist in decisions about courses [program] or units [courses] of study, including the course [program] design, prerequisites, assumed knowledge, when and where courses [program]/units [courses] are offered, ... and eligibility for registration to practise where applicable (7.2 Information for Prospective and Current Students – clause 2a);
- There is a repository of publicly-available current information about the higher education provider's operations that includes ...arrangements with other parties to deliver courses [programs] of study or to conduct research training (7.3 Information Management – clause 1j);
- The list of all higher education courses [programs] of study within the repository of information includes:
  - b. the qualification(s) offered
  - c. whether the qualification is recognised in the Australian Qualifications Framework
  - f. the duration of each course [program] of study (7.3 Information Management – clause 2).

The full version of the TEQSA Higher Education Standards Framework is available at:

<http://www.teqsa.gov.au/teqsa-contextual-overview-hes-framework>

The Education Services for Overseas Students (ESOS) National Code, too, in Part D Standard 2 requires that:

Registered providers recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. Registered providers ensure students' qualifications, experience and English language proficiency are appropriate for the course [program] for which enrolment is sought.

2.1 Prior to accepting a student, or an intending student, for enrolment in a course [program], the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the following:

- a. the requirements for acceptance into a course [program], including the minimum level of English language proficiency, educational qualifications or work experience required and whether course [program] credit may be applicable;

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- b. the course [program] content and duration, qualification offered if applicable, modes of study and assessment methods;
  - c. campus locations and a general description of facilities, equipment, and learning and library resources available to students;
  - d. details of any arrangements with another registered provider, person or business to provide the course [program] or part of the course [program];
  - f. information about the grounds on which the student's enrolment may be deferred, suspended or cancelled;
  - g. a description of the ESOS framework made available electronically by DEEWR.

Programs are expected to accord with the levels and learning outcomes of the Australian Qualification Framework (AQF), (with the exception of Professional Certificates which are not recognised in the AQF). It is intended that the University's internal program approval processes (through REDC/PAEC/Academic Board) continue to result in the confirmation of the University's re-registration with TEQSA.

Legal and Risk have advised that while the Calendar is likely to be cited as the pre-eminent internal document summarising the formally approved program requirements it will provide no defence if incorrect information is provided to students in it or other publications.

### 3. Internal compliance

As stated above REDC and PAEC have oversight of the University's program approval processes.

In the case of coursework awards considerable detail is provided on the PAEC website about the frameworks and processes that govern the introduction, amendment and deletion of coursework programs: <http://www.adelaide.edu.au/learning/program-approval/process/>

The table of major and minor revision categories which reflect longstanding Commonwealth reporting requirements on programs and are key to determining how changes to programs are processed and whether they require PAEC approval (major change) or can be processed through Faculty approval mechanisms (minor change). The table was reviewed and updated by PAEC in August 2015. It is available at: [http://www.adelaide.edu.au/learning/program-approval/process/forms/major\\_and\\_minor\\_revision\\_categories.pdf](http://www.adelaide.edu.au/learning/program-approval/process/forms/major_and_minor_revision_categories.pdf)

The Coursework Academic Programs Policy (CAPP) summarises the key criteria and attributes of coursework awards. New programs, and major and minor revisions to programs must comply with this policy. Minor revisions to programs are authorised under this policy.

The Calendar is reliant on other key processes and internal deadlines relating to the development, approval, publication and offering of programs, including, but not limited to:

- Academic Board meeting dates;
- publication deadlines for international and domestic markets;
- PeopleSoft Course Catalogue deadlines;
- Higher Education Support Act (HESA) course publication requirements;
- Student Recruitment and Admission Services being informed if a program or major is to be temporarily suspended.

### 4. Single Faculty/AGC contact

The annual process for updating the Calendar is directed through a single contact nominated in each Faculty/AGC. This contact will coordinate the APR changes for their area and ensure that the changes are compliant with those approved through the Faculty/AGC, and at REDC or PAEC, and

also match PeopleSoft data. A senior Faculty staff member reviews the changes before each program is submitted to LQS for a final review before publication.

The contacts for the 2018 edition are:

**Table 1**

Faculty/AGC	Single Contact	Reviewer
AGC	Ms Diana Reed	Ms Donna Gould
Arts	Ms Jane Turci	Ms Alison Galbreath Ms Linda Christensen
ECMS	Ms Michelle Stengert	Mr Lachlan Coleman
FHMS	Ms Kelly Radcliffe Ms Lisa Mutlow	Professor Maree O'Keefe
Professions	Mr Mark Hopps	Mr Mark Hopps
Sciences	Ms Pauline Oswald	Professor Simon Pyke

The proposed deadlines for the 2018 edition are:

**Table 2**

	Action	Responsibility
<b>MAR</b>	Email re Course Catalogue open for 2018 updates.	Student Administration
<b>APR</b>	APR database "rolled over" from 2017 and open for changes to be made by faculties and AGC for 2018.	IT
<b>SEP</b>	<b>7 Sep:</b> Any major revision or new program proposal submitted to PAEC after 7 September for the October meeting will not be considered by Academic Board in 2017 and therefore cannot be approved for either Term 1 or Semester 1 in 2018.	Faculty/AGC
	<b>28 Sep:</b> Course Catalogue for 2018 closed.	Student Administration
<b>OCT</b>	<b>1 Oct:</b> Course data report to DEEWR.	Student Administration
<b>NOV</b>	<b>1 Nov:</b> Last day for REDC/PAEC/Academic Board approval.	Faculty/AGC
	<b>9 Nov:</b> Last day to send relevant program pro-forma to Student Administration to add, amend or delete programs in PeopleSoft.	Faculty/AGC contacts
	<b>9 Nov:</b> Last day to send late course additions to PeopleSoft.	Faculty/AGC contacts
	<b>13 Nov:</b> Last day for LQS to add or delete programs in APR database.	LQS
<b>DEC</b>	<b>6 Dec:</b> Last day for Faculties/AGC to review programs in APR database and submit them so LQS can then review and publish them.	Faculty/AGC contacts
	<b>7-15 Dec:</b> LQS to review programs.	LQS
	<b>15 Dec:</b> LQS to publish programs.	LQS

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## 5. Faculty/AGC responsibilities in updating the Calendar

Each Faculty/AGC is responsible for ensuring that changes to programs:

- are compliant with those approved through the Faculty/AGC, and where necessary at REDC or PAEC;
- match PeopleSoft data;
- are communicated where necessary in a timely fashion to other Faculties and Branches – this is particularly important where for example:
  - there is a shared ownership of programs;
  - courses are shared across programs and Faculties where a change to a course might affect more than one program;
  - Subject Area or Catalogue Numbers change;
  - the availability of courses change;
  - new courses replace other courses;
  - the content of majors change;
  - course pre-requisites change.

The APR database will update courses cited in the APR if there is a change to their name but will not update details if Subject Areas or Catalogue Numbers change.

The APR database does include a Course Location Finder where each citation of a course can be checked by staff with access to the APR database. The Course Location Finder can be accessed at: <https://edit-calendar.adelaide.edu.au/admin/workbench/internalprogramplancoursereationships/none/2018>.

It is necessary for new program proposals and major revisions to include new (future) courses so that they are included in the APR from first publication. (This means courses will be added to the Course Catalogue but not scheduled, and they will be recorded in the APR without a live link).

It is also necessary to advise if an intake to a program or a major has been temporarily suspended or is only available to a commencing or continuing intake.

The APRs are entered by key staff who have been trained in the use of the APR database. This Guide is intended to provide advice on the development of the APRs including the Overview. Separate training manuals were provided on the use of the APR database.

Staff drafting APRs should also be aware of faculty-applied norms when drafting the APRs. This is one time when “plagiarising” wordings from similar programs is recommended. Staff listed in Table 1 above, are available to provide advice.

## 6. Academic Program Rules template

An APR template is provided as part of PAEC’s program approval process. The template has not been significantly updated with the move to the online APR database because it has been perceived as the most effective way to communicate program proposals. A sub-numbering system has been retained but it should be noted that the sub-numbering cannot be used in the APR database and as a consequence should not be cited in any text.

The template essentially lists the academic requirements for the program, including AQF level, duration, unit value, core and elective courses and any research or extra mural activities. There is a focus on the program requirements (courses and activities) that are to be taken by the student to ensure that the program is completed.

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There has been a deliberate attempt to significantly reduce the duplication of content so that details can be found in one place and be updated in one location, thereby reducing the risk of conflicting advice. This means that the APR will not therefore include:

- any course-related information that is more appropriately included in the fields of the Course Planner (e.g. pre-requisites, audition), or Course Outlines, or enrolment advice on the sequencing of courses;
- items that are covered by University policy (e.g. CAPP, Academic Credit Arrangements Policy, Admissions to Coursework Programs policy).

It is intended that the APRs be presented as consistently as is possible, following the conventions:

- the University has courses not subjects, has programs not courses, and units refers to a numerical unit value not a course);
- any reference to a program name within the APR is spelled out in full (i.e. Bachelor of Laws not B Laws) so as to minimise confusion;
- the naming and provision of course information (e.g. Subject Areas, Catalogue Numbers and course titles) complies with the Course Catalogue Publication Data Standards: [https://www.adelaide.edu.au/course-outlines-manual/pdf/Course\\_Catalogue\\_Publication\\_Data\\_Standards\\_v1.pdf](https://www.adelaide.edu.au/course-outlines-manual/pdf/Course_Catalogue_Publication_Data_Standards_v1.pdf);
- courses consist of 3 unit multiples as per the CAPP. Note: zero is not a multiple of 3 for the purposes of both the policy and the Calendar with the single exception of the case of the first part of a multi-sequence course);
- courses comprising a program are only provided in the APR in the Calendar. They cannot be provided in an alternative resource such as a website or be provided at a later date post publication;
- students are not generally referred to Disciplines, Schools or Centres for additional information because organisational arrangements are not always self-evident to students and sometimes change at short notice.

In the APR database each program is set up as a separate entity meaning the list of courses in the APR are specific to each program. This was an original parameter for the APR database so that students only have to check one set of Academic Program Rules, with minimal cross-references to other programs, with the exception of cross-references to courses to be taken as electives from the generalist degrees such as the BA and BSc. This means, in the case of nested awards, the courses are listed in full for each program.

In those cases where courses are offered at more than one University, then the courses should be listed under the name of each partner institution (e.g. University of South Australia, Australasian Corrosion Association).

Blocks of courses should be listed under each heading by Subject Area and Catalogue Number in ascending order, with courses where there are a range of choices being listed at the end of each level, for example:

QULTG 1001  
QULTG 1002  
QULTG 2001  
QULTG 3001  
plus  
BASKT 1001  
or  
BASKT 1003

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The wording for the various Conditions should not be changed without reference to either the PAEC Executive Officer or the Calendar Editor because many of the statements are shared across Faculties and have been approved by PAEC.

The APR template is included with the 'Addition of a New Program' package, which is available from the Program Development and Approval website at: <http://www.adelaide.edu.au/learning/program-approval/process/#tab-3-content>. A typical version of the template might be presented as follows over the page. Note: the items in **yellow** are generally compulsory.

Further detail on the compulsory and optional fields is briefly summarised in Table 3 with cross-references to sections 7.1-7.13 where additional detail (including examples) is provided.

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<**Program Name**> (<**Post Nominal Abbreviation**>)

These Academic Program Rules should be read in conjunction with the University's policies (<http://www.adelaide.edu.au/policies>).

<**Availability statement.**>

### **Overview**

<Overview statement.>

The <program name in full> is an AQF Level <X> qualification with a standard full-time duration of <X> year<s>.

Condition of <Type>

<Condition title:> <Statement of condition.>

### 1. **Academic Program Rules for <Name of Program>**

There shall be a <Name of Program>.

### 2. **Qualification requirements**

#### 2.1 **Academic Program**

To qualify for the <degree of> <Name of Program>, the student must complete satisfactorily a program of study consisting of the following courses with a combined total of not less than <X> units, comprising:

Level I courses to a maximum of <X> units

Level III courses to the value of at least <X> units

Core courses to the value of <X> units

Elective courses to the value of <X> units, including Broadening Electives to the value of 9 units

At least one major to the value of at least 24 units

At least one minor to the value of at least 18 units

A research dissertation <or substitute research equivalent> to the value of <X> units

Work based / extra mural studies comprising <describe activity or list courses or unit values>

Majors may be chosen from:

<list majors>

Minors may be chosen from:

<list minors>

#### 2.1.1 **Core courses**

Courses to the value of <X> units:

<SubjectArea CatalogueNo> <Course Name> <X>

<SubjectArea CatalogueNo> <Course Name> <X>

#### 2.1.2 **Elective courses**

Courses to the value of <X> units from the following:

<SubjectArea CatalogueNo> <Course Name> <X>

<SubjectArea CatalogueNo> <Course Name> <X>

#### 2.1.3 **Research Dissertation**

Students must complete a research dissertation of not longer than <XXXXX> words:

<SubjectArea CatalogueNo> <Course Name> <X>

#### 2.1.4 **Work Based Training / Extra Mural Studies**

Students must complete <clinical / work> placements to the value of <X> <weeks / hours>:

<SubjectArea CatalogueNo> <Course Name> <X>

**Table 3**

Template				Further advice in section 7	Field in APR database
Heading / wording	Instruction	Advice on content	Compulsory / optional		
Program name	Add Program Name.	The Program Name is listed in full without ampersands.	Compulsory		
Post-nominals	Add Post-nominals	Check that post-nominals are correctly abbreviated and that brackets, where used, are in place. Post-nominal abbreviations should not use full stops, commas or other punctuation marks. Refer to the PAEC website for approved abbreviations ( <a href="http://www.adelaide.edu.au/learning/staff/program-approval/#tab-5-content">http://www.adelaide.edu.au/learning/staff/program-approval/#tab-5-content</a> ).	Compulsory		
Policies Statement	Add Policy statement	There are only 3 variations permitted.	Compulsory	7.1	Policies Statement
Availability of Program		In limited circumstances an availability statement is added to advise students where a program/major will not be offered in a particular year.	Optional	7.2	Special Notes
Overview	Add an Overview	Each program must have an overview which is written in the third person and is a dispassionate statement of the program aims and outcomes with some description of its content. It should not contain marketing information or enrolment or course advice. The Program Name should be cited in full throughout the Overview and not abbreviated.	Compulsory		Overview
AQF Program Level and Duration	Add AQF Program Level and Duration	The Overview concludes with a statement on the AQF level of the qualification as well as the program duration. The only exception is the Professional Certificate which has its own specific statement because it is not part of the AQF. The AQF qualification type must include a descriptor appropriate to the program: e.g. Bachelor, Bachelor Honours, Masters Conversion, Masters Extension, etc.	Compulsory	7.3	Overview
Conditions of Admission		A series of standard statements have been developed for the limited times when conditions are placed on offers. A standardised wording has been determined for the statements. If changes to any of the statements are required then they should be discussed with LQS well in advance of the finalisation of the Calendar. If any new statements	Optional	7.4	Conditions

Template				Further advice in section 7	Field in APR database
Heading / wording	Instruction	Advice on content	Compulsory / optional		
		<p>are to be added then these must be referred to PAEC, particularly where there is an impact on admissions-related matters, as follows in the Conditions of Admission.</p> <p>Conditions of Admission are conditions that must be met as part of the selection process and do not form part of the requirements of a program.</p> <p>Note: PAEC reaffirmed at meeting 8/14 that Admission eligibility criteria and credit arrangement provisions are not included in the APR (as per section 4 of the CAPP).</p> <p>Note: PAEC affirmed at meeting 2/14 that Physical Fitness is not an appropriate condition, and where such statements are required, faculties should develop statements of Inherent Requirements.</p>			
Conditions of Enrolment		<p>A series of standard statements have been developed for the limited times when conditions are placed on enrolments. A standardised wording has been determined for the statements. If changes to any of the statements are required then they should be discussed with LQS well in advance of the finalisation of the Calendar. If any new statements are to be added then these must be referred to PAEC.</p> <p>Conditions of Enrolment are usually course-specific, but there are occasional cases where they apply across a program. They can only be applied upon enrolment or on withdrawal (e.g. where there is a re-admission or re-enrolment requirement) from a course or program.</p> <p>Note: PAEC reaffirmed at meeting 8/14 that Admission eligibility criteria and credit arrangement provisions are not included in the Academic Program Rules (as per section 4 of the Coursework Academic Programs Policy).</p> <p>Note: PAEC affirmed at meeting 2/14 that Physical Fitness is not an appropriate condition, and where such statements are required faculties should develop statements of Inherent Requirements.</p>	Optional	7.5	Conditions
Conditions of Continuing Enrolment		<p>A series of standard statements have been developed for the limited times when conditions are placed on enrolments. A standardised wording has been determined for the statements. If changes to any of the statements are required then they should be discussed with LQS well in advance of the finalisation of the Calendar. If any new</p>	Optional	7.6	Conditions

Template				Further advice in section 7	Field in APR database
Heading / wording	Instruction	Advice on content	Compulsory / optional		
		statements are to be added then these must be referred to PAEC. Conditions of Continuing Enrolment are usually course-specific, but there are occasional cases where they apply across a program. They reflect requirements that must be met by students as they progress through a program. Not meeting them may result in exclusion for a program (e.g. GPA in an Advanced degree, immunisation). Note: PAEC affirmed at meeting 2/14 that Physical Fitness is not an appropriate condition, and where such statements are required faculties should develop statements of Inherent Requirements.			
Academic Program Rule 1: Academic Program Rules	Add Academic Program to authorise program	Academic Program Rule 1 provides the name of the award (in full). This Academic Program Rule is never varied and must be included in every program.	Compulsory	7.7	Academic Program Rules
Academic Program Rule 2: Qualification Requirements	Add Qualification requirement statement	Academic Program Rule 2 provides the Qualification Requirements	Compulsory	7.8	Qualification Requirements
Academic Program Rule 2.1: Academic Program	Add Qualification components for academic program	Academic Program Rule 2.1 is a compulsory preamble which generally states, as a minimum, the name of the award, the sum of the unit values and the requirements that must be satisfied to qualify for the award. There is a sequence of components that may be listed.	Compulsory	7.9	Qualification Requirements
Academic Program Rule 2.1.1: Core courses	Add Core courses (if required) for program	Academic Program Rule 2.1.1 routinely provides a list of the courses that must be taken as part of the program. In some instances students may have a choice of a limited or defined list of Core courses. Note: The compulsory research equivalent courses in the Masters and Honours programs are listed under Academic Program Rule 2.1.3. They are <b>not</b> included under Core courses.	Required if program has core courses	7.10	Core courses Majors Double majors Minor

Template				Further advice in section 7	Field in APR database
Heading / wording	Instruction	Advice on content	Compulsory / optional		
Academic Program Rule 2.1.2: Elective courses	Add Elective courses (if required) for program	Academic Program Rule 2.1.2 routinely provides a list of the Elective courses that may be taken as part of the program. In some instances students may have a number of different categories to choose from with the potential to select Electives, Open electives, Closed electives, Defined electives and Broadening electives. Note: PAEC suggested at meeting 1/17 that the Program Architecture Working Group review the nomenclature for electives. [In train].	Required if program has elective courses	7.11	Electives  Broadening Electives
Academic Program Rule 2.1.3: research dissertation	Add research equivalent courses (if required) for program	Academic Program Rule 2.1.3 provides the requirements for the research dissertation or research equivalent which might be compulsory (with the use of the word 'must' in the preamble) or optional (with the use of the word 'may' in the preamble).	Required if program has research-equivalent courses	7.12	Research project/ capstone/ dissertation/ thesis Final project Recitals
Academic Program Rule 2.1.4: work based training/extra mural studies	Add work based training/extra mural studies (if required) for program	Academic Program Rule 2.1.4 provides the requirements for work based training or extra mural studies.	Required if program has work based training or extra mural studies	7.13	Work based training/extra mural studies

## 7. Generic wordings

A series of standard wordings have been developed for each of the clauses in the APRs, in so far as the various program models allow standardisation.

At the time that a program is being proposed, the Subject Area, with the addition of XXXX (in lieu of a Catalogue Number), and a course title should be provided for courses that have not yet been created but will be added to the Course Catalogue upon the addition of the program in the APR database. All courses have to be set up in PeopleSoft once the program is approved so that they can then be included in the first set of APRs to be published for the program. In view of the external requirements listed in section 2 students must be provided with the full details of their program requirements.

### 7.1 Policies statement

Policies Statement
This statement has only three variations:
<p><i>For all coursework programs</i> These Program Rules should be read in conjunction with the University's policies (<a href="http://www.adelaide.edu.au/policies">http://www.adelaide.edu.au/policies</a>).</p> <p><i>For all HDR programs</i> These Program Rules should be read in conjunction with the University's policies (<a href="http://www.adelaide.edu.au/policies">http://www.adelaide.edu.au/policies</a>) and the Research Students Handbook (<a href="http://www.adelaide.edu.au/graduatecentre/handbook/">http://www.adelaide.edu.au/graduatecentre/handbook/</a>).</p> <p>These Program Rules should be read in conjunction with the University's policies (<a href="http://www.adelaide.edu.au/policies">http://www.adelaide.edu.au/policies</a>) and the Research Student Handbook (<a href="http://www.adelaide.edu.au/graduatecentre/handbook/">http://www.adelaide.edu.au/graduatecentre/handbook/</a>). The Research Student Handbook explains the procedures to be followed by students and contains guidelines on research and supervision for research degrees offered by the University. All students must comply with both the Academic Program Rules and the procedures detailed in the Research Student Handbook.</p>

### 7.2 Availability statement

Availability of Program/Major/Specialisation
The acceptable statements are:
<p>Note: This program will not be offered in 2018.</p> <p>Note: There will be no intake into this program in 2018.</p> <p>Note: There will be no intake into the TESOL major in 2018.</p> <p>Note: There will be no intake into the Community Health and Primary Care Nursing and the Gerontological Nursing specialisations in 2018.</p> <p>Note: This program is only available to commencing students in 2018.</p>

	Note: This program is only available to continuing students with effect from 2018.
In the case of programs not being offered for a particular year it is also necessary to inform Student Recruitment and Admission Services using the Program Suspension form available on the PAEC website at <a href="https://www.adelaide.edu.au/learning/program-approval/forms/">https://www.adelaide.edu.au/learning/program-approval/forms/</a>	

### 7.3 AQF program level and duration

AQF Program Level and Duration	
An AQF level of qualification statement and the program duration (is specified as an Arabic number) for all programs, except the Professional Certificates. The statement does not vary and it states:	
The <program name in full> is an AQF Level <X> qualification with a standard full-time duration of <X> years.	
In the case of the Professional Certificates, one of two choices can be used. They are:	
	The <program name in full> is not an AQF qualification type. The minimum study period is therefore one year, taken part-time. or The <program name in full> is not an AQF qualification type. It has a standard duration of <X> years part-time.

### 7.4 Conditions of Admission

Conditions of Admission	
Criminal History Clearance	<i>Criminal History Clearance:</i> Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. Overseas students may be required to obtain a certificate from their home country.
Direct entry to Stage 2	The Master of Nursing Science consists of 48 units of study. The first stage consists of 24 units of study equivalent to a Graduate Diploma in Nursing Science. An applicant for admission to the program of study for the Master of Nursing Science shall be registered, or be eligible for registration, as a nurse in Australia and be employed at a minimum of 0.64 FTE in the specialty setting (if applicable) and a. have qualified for a degree of Bachelor of Nursing, or equivalent, of a university accepted for the purposes by the University and b. have at least two years' post registration experience as a registered nurse in the field of the specialisation to be undertaken (if applicable).

Conditions of Admission	
	Direct entry to the second stage of the Master of Nursing Science requires a completed Graduate Diploma in Nursing Science or equivalent.
Employment	<i>Employment:</i> Students are required to maintain continuing employment at a minimum fraction of 0.6 FTE in an area that supports active candidature as a nurse practitioner in order to complete Extended Clinical Practice I and Extended Clinical Practice II. If the employment status changes and students can no longer meet the requirement for continuing employment they may transfer to the Master of Nursing Science.
Inherent requirements	<i>Inherent requirements:</i> Students are required to acknowledge their understanding of the University of Adelaide veterinary programs inherent requirements (see <a href="http://www.sciences.adelaide.edu.au/current-students/forms/inherent-requirements-bscvetbio-dvm-dec2013.pdf/">http://www.sciences.adelaide.edu.au/current-students/forms/inherent-requirements-bscvetbio-dvm-dec2013.pdf/</a> ).
	<i>Inherent requirements:</i> Students are required to acknowledge their understanding of the University of Adelaide veterinary programs inherent requirements (see <a href="http://www.sciences.adelaide.edu.au/current-students/forms/inherent-requirements-bscvetbio-dvm-dec2013.pdf/">http://www.sciences.adelaide.edu.au/current-students/forms/inherent-requirements-bscvetbio-dvm-dec2013.pdf/</a> ).
Interruption of program	<i>Interruption of program:</i> Students must apply for permission from the Head of School before taking a Leave of Absence. Any extension of the leave without approval will result in the loss of place in the program but an application may be made to be re-admitted to the program subject to the admission procedures in place at the time.
Prescribed Communicable Infection Clearance	<i>Prescribed Communicable Infection Clearance:</i> Students must comply with the Students With Prescribed Communicable Infections Policy ( <a href="http://www.adelaide.edu.au/policies/591">www.adelaide.edu.au/policies/591</a> ).
Q Fever Vaccinations	<i>Q Fever Vaccinations:</i> Students in the Bachelor of Science (Veterinary Bioscience) are required to be vaccinated against Q Fever (unless initial skin test indicates pre-existing immunity).
	<i>Q Fever Vaccinations:</i> Students in the Doctor of Veterinary Medicine are required to be vaccinated against Q Fever (unless initial skin test indicates pre-existing immunity).
Student and Professional Registration	<i>Student and Professional Registration:</i> Students must be registered or eligible for registration as a nurse in South Australia.
	<i>Student and Professional Registration:</i> Students accepted into the program are required to be registered with the relevant regulatory authority and working as a registered nurse a minimum of 0.64 FTE in the specialty area.
	<i>Student and Professional Registration:</i> Students accepted into the program are required to be registered with the relevant regulatory

Conditions of Admission	
	authority.
Tuberculosis Clearance	<i>Tuberculosis Clearance:</i> Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate tuberculosis (TB) clearance through obtaining a TB Screening Notification from SA Tuberculosis Services.
Uniform	<i>Uniform:</i> During clinical placements students are required to comply with professional dress standards.
Work experience	<i>Work experience:</i> For applicants without a Graduate Certificate in Marine Engineering a minimum of 1 year of full-time work experience in a relevant field will be required.
	<i>Work experience:</i> Applicants without an Honours degree in Engineering or a Graduate Diploma in Marine Engineering must provide evidence of formal qualifications and professional work experience providing equivalent learning outcomes. As a guideline, a minimum of 2 years of full-time relevant professional work experience will be required.
	<i>Work experience:</i> At least 18 months employment experience in a defence related industry is required.
	<i>Work experience:</i> Some employment experience in a defence-related industry is required.
	<i>Work experience:</i> For applicants without an undergraduate degree at least 7 years of work experience supported by a portfolio of evidence will be required.

## 7.5 Conditions of Enrolment

Conditions of Enrolment	
Criminal History Clearance	<i>Criminal History Clearance:</i> Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. International students are required to obtain a certificate from their home country.
	<i>Criminal History Clearance:</i> Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. International students are required to obtain a certificate from their home country. All students studying a clinical-based program will be required to demonstrate a satisfactory criminal history clearance and maintain an up to date National Police check throughout their study.

Conditions of Enrolment	
	<i>Criminal History Clearance:</i> Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate clearance by producing a criminal history check, obtained through a Department for Communities and Social Inclusion (DCSI) check. International students may be required to obtain a certificate from their home country.
External performances / engagements	<i>External performances / engagements:</i> The Head of School will determine whether students shall acknowledge the name of the School or its staff in any public performance / engagement in which they participate.
First Aid Certificate	<i>First Aid Certificate:</i> All students must hold a current First Aid Certificate.
Fellowship / Consultant position	<i>Fellowship / Consultant position:</i> Students must have a surgical fellowship or consultant position in Australia, and they should also be able to attend several weekend skills workshops in Adelaide.
Immunisation	<i>Immunisation:</i> Students undertaking clinical placements are required to have the appropriate level of immunisation. Immunisation records are requested by clinical venues prior to placements.
	<i>Immunisation:</i> Students undertaking clinical placements are required to have the appropriate level of immunisation. Immunisation records are requested by clinical venues prior to Placements. Prior to commencing professional placements, students will be advised by their program area: To consult the University Health Practice to be screened and immunised for the following infectious disease as recommended by the Immunisation Guidelines for Health Care Workers in South Australia 2014 Policy. Failure to adhere to these guidelines means that a student will not be allowed to attend clinical placements. It is a student's responsibility to acquire their immunisations record and take it with them to all clinical placements. As part of your course enrolment, all students are required to have blood tests to determine their immunity status to Hepatitis A, B and C, HIV, Measles, Mumps, Rubella, and Chicken Pox. Students will need to provide evidence of previous vaccinations, including for the aforementioned diseases as well as Pertussis, Diphtheria, Tetanus and Polio.
Inherent requirements	<i>Inherent requirements:</i> Students are required to acknowledge their understanding of the University of Adelaide dentistry program inherent requirements (see <a href="https://health.adelaide.edu.au/admissions/dentistry/inherent-requirements/">https://health.adelaide.edu.au/admissions/dentistry/inherent-requirements/</a> )
	<i>Inherent requirements:</i> Students are required to acknowledge their understanding of the University of Adelaide medical programs inherent requirements (see <a href="http://health.adelaide.edu.au/admissions/medicine/inherent-requirements/">http://health.adelaide.edu.au/admissions/medicine/inherent-requirements/</a> ).

Conditions of Enrolment	
	<p><i>Inherent requirements:</i> Students are required to acknowledge their understanding of the University of Adelaide nursing programs inherent requirements (see <a href="https://health.adelaide.edu.au/nursing/future-students/requirements/">https://health.adelaide.edu.au/nursing/future-students/requirements/</a>)</p> <p><i>Inherent requirements:</i> Students are required to acknowledge their understanding of the University of Adelaide oral health program inherent requirements (see <a href="https://health.adelaide.edu.au/admissions/dentistry/inherent-requirements/">https://health.adelaide.edu.au/admissions/dentistry/inherent-requirements/</a>)</p>
Interruption of program	<p><i>Interruption of program:</i> Students must apply for permission from the Head of School before taking a Leave of Absence. Any extension of the leave without approval will result in the loss of place in the program but an application may be made to be re-admitted to the program subject to the admission procedures in place at the time.</p>
	<p><i>Interruption of program:</i> Students must apply for permission from the Dean of Medicine or delegate before taking a Leave of Absence. Any extension of the leave without approval will result in the loss of place in the program but an application may be made to be re-admitted to the program subject to the admission procedures in place at the time.</p>
	<p><i>Interruption of program:</i> Students must apply for permission from the Program Coordinator before taking a Leave of Absence. Any extension of the leave without approval will result in the loss of place in the program but an application may be made to be re-admitted to the program subject to the admission procedures in place at the time.</p>
Prescribed Communicable Infection Clearance	<p><i>Prescribed Communicable Infection Clearance:</i> Students must comply with the Students With Prescribed Communicable Infections Policy (<a href="http://www.adelaide.edu.au/policies/591">www.adelaide.edu.au/policies/591</a>).</p>
Rural placements	<p><i>Rural Placements:</i> Enrolment in the University of Adelaide's Bachelor of Medicine and Bachelor of Surgery requires students to undertake rural clinical placements. 50% of Commonwealth supported students (in both bonded and unbonded places) need to complete four weeks of rural placements before graduation, with 25% of students required to complete one year of clinical training in a rural site. If these places are not filled by students voluntarily, all students in Commonwealth supported places will be included in a random ballot to be allocated to one of these year-long rural placements.</p>
Research scholarship	<p><i>Research scholarship:</i> A student must complete at least 12 units of the coursework before commencing the research scholarship.</p>
Student and Professional Registration	<p><i>Australian Health Practitioners Regulation Agency (AHPRA) Registration</i> Students undertaking a clinical placement at a hospital or other health facility require student registration with the relevant National Board. This process is undertaken by the AHPRA. It is completed</p>

Conditions of Enrolment	
	<p>on enrolment into the program and does not require action by the student. Students will be advised when they have been registered.</p> <p><i>Student and Professional Registration:</i> Students accepted into the program will be registered with the Nursing and Midwifery Board of Australia at the time of enrolment.</p> <p><i>Student and Professional Registration:</i> Students accepted into the program are registered with the Australian Health Practitioner Regulation Agency (AHPRA) at the time of enrolment.</p> <p><i>Student and Professional Registration:</i> Students must be an experienced surgeon who has completed, or be within 1 year of completing, the FRACS, FRACOG (or equivalent). They should have a surgical fellowship or consultant position with a major interest in minimally invasive surgery.</p>
Student and Professional Registration for international students	<i>Student and Professional Registration for international students:</i> Students must hold a Temporary Business (Long Stay) Visa (Subclass 457) and register with the Australian Health Practitioner Regulation Agency (AHPRA).
Tuberculosis Clearance	<i>Tuberculosis Clearance:</i> Students who undertake clinical placements, internships or research projects involving children or people who are ill, elderly or vulnerable are now required to demonstrate tuberculosis (TB) clearance through obtaining a TB Screening Notification from SA Tuberculosis Services.
Uniform	<i>Uniform:</i> During clinical placements, students are required to comply with professional dress standards.

## 7.6 Conditions of Continuing enrolment

Conditions of Continuing Enrolment	
Minimum GPA	<p><i>Minimum GPA:</i> A student must maintain a minimum cumulative GPA of 4.0 or greater.</p> <p><i>Minimum GPA:</i> A student must maintain a minimum cumulative GPA of 4.0. Progression into the second year of the DVM program is subject to satisfactory completion of six weeks of DVM EMS. A student must pass all courses in Level I and II before progressing to Level III.</p>
Re-audition to enrol in Performance course after a break	<i>Re-audition to enrol in a Performance course after a break:</i> A student who is eligible in any year to enrol in a performance course and who fails to do so, and who wishes to enrol in one of these courses in a subsequent year, will be required to re-audition and to reach a minimum standard for enrolment in the course in question before being authorised to enrol in that course.

Research dissertation	<i>Research dissertation:</i> A student must complete the core courses of the degree with a minimum GPA of 6.0, in order to proceed to the research dissertation.
Research project	<i>Research project:</i> A student must complete all of the coursework before commencing the research project.
Research thesis	<i>Research thesis:</i> A student must complete core and elective courses to the value of 24 units with a minimum GPA of 5.0, before proceeding to the research thesis.

## 7.7 Academic Program Rules

[Academic Program Rule 1]: Academic Program Rules
<b>Academic Program Rules for &lt;name of program in full&gt;</b> There shall be a <name of program in full>.

## 7.8 Qualification Requirements

[Academic Program Rule 2]: Qualification Requirements
Academic Program Rule 2 provides the Qualification requirements for the program. It is a standard heading in the APR database.

## 7.9 Academic Program Requirements

[Academic Program Rule 2.1]: Academic Program
Academic Program Rule 2.1 is a compulsory preamble which generally states as a minimum:
<p>To qualify for the &lt;diploma, degree, graduate certificate, graduate diploma, masters&gt; of &lt;name of program in full&gt;, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than &lt;X&gt; units, comprising:</p> <ul style="list-style-type: none"> <li>- Limits that may be placed on the number of units to be taken at each Level of the program</li> <li>- Core courses to the value of &lt;X&gt; units</li> <li>- Elective courses to the value of &lt;X&gt; units</li> <li>- At least one major to the value of at least 24 units</li> <li>- At least one minor to the value of at 18 units</li> <li>- A research dissertation &lt;or substitute research equivalent&gt; to the value of &lt;X&gt; units</li> <li>- Work-based / extra mural studies comprising &lt;describe activity or list courses or unit values&gt;/</li> <li>- Majors may be chosen from: &lt;list majors&gt;</li> <li>- Minors may be chosen from: &lt;list minors&gt;</li> </ul>

## 7.10 Core Courses

[Academic Program Rule 2.1.1]: Core Courses	
In those cases where there is no choice of Core courses, the following wording may be used:	
To satisfy the requirements for Core Courses students must complete courses to the value of <X> units. All of the following courses must be completed:	
In the instances where there is a limited choice of Core courses, the following wordings may be used:	
Courses to the value of 12 units from the following: ACCTING 7019 Accounting Concepts and Methods (M) ..3 COMMERCE 7005 Principles of Finance (M) .....3 COMMERCE 7033 Quantitative Methods (M) .....3 COMMGMT 7001 Business Communication (M) .....3 ECON 7200 Economic Principles (M).....3 MARKETNG 7005 Fundamentals of Marketing (M) .....3	

## 7.11 Elective Courses

[Academic Program Rule 2.1.2]: Electives	
Academic Program Rule 2.1.2 routinely provides a list of the Elective courses including: Electives, Open electives, Closed electives, Defined electives and Broadening electives.	
The standard wordings employed for electives include the following preambles:	
	Courses to the value of <X> units from the following:
The standard wordings employed for Open electives may include the following examples:	
	Courses to the value of 15 units from the Faculty of Arts, not otherwise included, or other courses offered by the University that are available to the student.  Students may take electives offered by the Faculty of Arts, School of Economics, Business School, School of Mathematical and Computer Sciences or Faculty of Sciences that are available to them.
Electives selected from other Academic Program Rules include the following:	
	All Level II Mathematical and Computer Sciences courses, in the disciplines of Applied Mathematics, Computer Science, Mathematics, Pure Mathematics and Statistics as listed in the Bachelor of Mathematical and Computer Sciences.  Students may take Elective courses offered by the Faculty of Arts, Faculty of Health and Medical Sciences, Faculty of Sciences, Business School or School of Mathematical and Computer Science that are available to them, and may include an option of a second major to the value of 24 units as specified.
	Arts Courses to the value of up to 21 units may be taken from the following: Courses listed in the Academic Program Rules for the degree of Bachelor of Arts.

	<p>Courses listed in the Academic Program Rules for the degree of Bachelor of Arts. In addition international students may present the following courses as electives.</p> <p>ENGL 1110 Academic English I..... 3  ENGL 2110 Academic English II..... 3</p>
	<p><b>Courses Not Permitted</b>  The following courses cannot be presented as electives:  ECON 1008 Business &amp; Economic Statistics I  ECON 1010 Introduction to Mathematical Economics (Advanced) I  ECON 2503 Intermediate Mathematical Economics II  ECON 2504 Intermediate Econometrics II</p>
	<p>Courses from the Academic Program Rules for the degrees of Bachelor of Mathematical and Computer Science and Bachelor of Computer Science, including courses from the following.  Note: PURE MTH 1002 Quantitative Methods Using Computers I may not be included.</p>
<p>In the case of cross-referencing within a single program:</p>	
	<p>In choosing Elective Courses, students can choose Economics courses not already completed for the Bachelor of Economics Core Courses.</p>
<p>Internships may also be included under elective clauses as follows:</p>	
	<p><b>Global citizenship</b>  Subject to approval students may be eligible to undertake the following electives:  PROF 7500 Industry Placement ..... 3  PROF 7502 International Internship ..... 3  PROF 7503 Professions Internship Program..... 3</p>
<p>The following statements have been proposed for the Broadening electives clauses:  (List discipline areas in alphabetical order.)</p>	
	<p><b>Broadening Electives</b>  Students must choose courses outside of the following subject areas: ACCTING; CORPFIN; ECON; STATS.</p>
	<p><b>Broadening Electives</b>  Students must complete Broadening electives to the value of 9 units taken outside the subject area: PSYCHOL. Broadening electives can be taken at any level.</p>
	<p><b>Broadening Electives</b>  To satisfy the requirements for Broadening Electives students must complete courses to the value of 9 units.  Students must complete Broadening electives to the value of 9 units. These Broadening electives must be chosen from outside of the major area of study and cannot be chosen from the following subject areas or from the minor: CRIM, LAW, GEOG, GSSA, HIST, PHIL</p>
	<p>Courses to the value of 9 units from the following:   Broadening electives are to be chosen from outside the major area of study.</p>
	<p>For each of the listed majors, Broadening electives cannot be chosen from subject areas listed for that major:  Biochemistry Major  BIOCHEM  Chemistry Major and Double Major  CHEM</p>

	Ecology Major ENV BIOL, SOIL&WAT Evolutionary Biology Major ENV BIOL Geology Major GEOLOGY Geophysics & Applied Geology Major GEOLOGY, SOIL&WAT Genetics Major GENETICS Microbiology & Immunology Major MICRO Physics Major PHYSICS Theoretical Physics Major PHYSICS Soil Science Major SOIL&WAT, GEOLOGY, PLANT SC Ecology & Spatial Science Double Major ENV BIOL, SOIL&WAT Experimental & Theoretical Physics Double Major PHYSICS
In addition, in those cases where courses can be openly selected without restriction from other programs, the following statements have been utilised:	
	Electives may be chosen from any other undergraduate courses offered by the University that are available to the student
	<i>Postgraduate coursework</i> or Other postgraduate coursework courses offered by the University that are available to the student
	or Other postgraduate coursework courses offered by the University that are available to the student, with the approval of the Program Coordinator.

## 7.12 Research Equivalents

[Academic Program Rule 2.1.3]: Research Dissertation	
The preamble generally states as a minimum:	
	<b>Research Dissertation</b> Students must [may] complete a research dissertation of not longer than <XXXXX> words: <SubjectArea CatalogueNo> <Course Name> ..... <X> In the case of a part-time enrolment the following two courses must be completed in two consecutive semesters: <SubjectArea CatalogueNo> <Course Name> ..... <X> <SubjectArea CatalogueNo> <Course Name> ..... <X>
In the case where there is a research equivalent (e.g. professional capstone project or discipline	

equivalent) such as an architectural portfolio, major music recital or music composition portfolio, then the heading and the preamble will be amended to reflect this component with the specification of the courses remaining unchanged:	
	<p>Students must complete a research dissertation of not longer than 10,000 words or a final project to the value of 12 units.</p> <p>ARCH 7043 Final Architecture Project (M) ..... 12</p> <p>or</p> <p>ARCH 7044 Final Architecture Dissertation (M)..... 12</p>
	<p>Students must complete two courses in combination to a total value of 24 units, including one in Architecture and the other in Landscape Architecture. The dissertation in each case is not longer than 10,000 words and is taken in the final semester of study, from the following:</p> <p>ARCH 7044 Final Architecture Dissertation (M) ..... 12</p> <p>and</p> <p>LARCH 7033 Final Landscape Architecture Project (M) .. 12</p> <p>or</p> <p>LARCH 7034 Final Landscape Architecture Dissertation (M)            12</p> <p>and</p> <p>ARCH 7043 Final Architecture Project (M) ..... 12</p> <p>or</p> <p>LARCH 7033 Final Landscape Architecture Project (M) .. 12</p> <p>and</p> <p>ARCH 7043 Final Architecture Project (M) ..... 12</p> <p>or</p> <p>ARCH 7043 Final Architecture Project (M) ..... 12</p> <p>and</p> <p>LARCH 7033 Final Landscape Architecture Project (M) .. 12</p>

### 7.13 Work Based Training / Extra Mural Studies

[Academic Program Rule 2.1.4]: Work Based Training / Extra Mural Studies	
The preamble generally states as a minimum:	
	<p>Students must complete placements to the value of 1000 hours:</p> <p>PSYCHOL 7241 Master of Psychology (Health) Placement I 3</p> <p>PSYCHOL 7240 Master of Psychology (Health) Placement II 3</p> <p>PSYCHOL 7243 Master of Psychology (Health) Placement III 6</p>
Alternatives to this general statement include:	
	<p>To satisfy the requirements for Work Based Training / Extra Mural Studies students must adhere to the following:</p> <p>Students must complete a total of 12 weeks of professional work experience to the value of approximately 450 hours which will be assessed within AGRIC 3500WT Professional Skills in Agricultural Science III.</p>
	<p>To satisfy the requirements for Work Based Training / Extra Mural Studies students must adhere to the following:</p> <p>Students will complete an industry experience placement in either viticulture and / or oenology as part of OENOLOGY 3500WT Industry Experience (Viticulture &amp; Oenology) III.</p>

	<p>To satisfy the requirements for Work Based Training / Extra Mural Studies students must adhere to the following:</p> <p>Students must complete Doctor of Veterinary Medicine extra mural studies (EMS) to the value of 23 weeks. This is broken into three components:</p> <ol style="list-style-type: none"> <li>1. 6 weeks of preparatory extra mural studies (EMS-1)</li> <li>2. 4 weeks of Year 2 EMS (EMS-2)</li> <li>3. 12 weeks of Year 3 EMS (EMS-3) which cannot begin until DVM Year 2 courses are successfully completed.</li> <li>4. 1 week of after-hours roster in the University of Adelaide Veterinary Health Centre (EMS-VHC). This can begin after the successful completion of DVM Year 1 and must be finalised by the end of semester 2 in DVM Year 2.</li> </ol> <p>Progression into the second year of the DVM program is subject to satisfactory completion of six weeks of DVM EMS. In order to be eligible for early conferral and registration as a Veterinarian in January of the year following completion of studies, students must ensure that their EMS have been finalised by early December in their final year of study.</p> <ol style="list-style-type: none"> <li>5. The EMS must be completed no more than 1 year after DVM Level 3 courses have been completed.</li> </ol> <p>Before beginning a period of extra mural studies, students are required to ensure that the placement will be acceptable by consulting the Extra Mural Coordinator and / or DVM Program Management Committee, and the placement attendance has approval of the Head of School.</p> <p>Upon completion of each period of extra mural studies, students are required to complete and submit all placement associated documentation and tasks to a satisfactory standard, including certification of attendance by the placement supervisor for approval by the Extra Mural Coordinator or DVM Program Management Committee.</p>
	<p>A total of 12 weeks practical experience approved by the Faculty and of which a minimum 6 weeks should be under the supervision of a professional engineer. [This is also sometimes included in the preamble under the qualification requirements].</p>

## 8. Editorial Standards

### 8.1 General standards

In line with approved University guidelines, text written for the Calendar (e.g. in the Overview) should use 'Australian English' as the norm (quotes and references excepted), and for general style guidance refer to the Australian Style Manual for Authors, Editors and Printers, 6th edition, (2002).

Spelling of words generally complies with the first recommended spelling in the Macquarie Dictionary, available to University staff (via a University network login) at <https://www.macquariedictionary.com.au/>.

### 8.2 Punctuation, spacing and hyphenation

Use simplified punctuation. Avoid the use of unnecessary semicolons, preferring to split sentences, and remove punctuation at the end of clauses in a sequential list (except for the last item).

Please ensure that:

- all sentences end with a full stop
- double spaces are replaced by a single space

- double periods are replaced by a single period
- spaces before paragraph breaks are removed
- spaces after paragraph breaks are removed
- hyphenation of text is turned off as default
- number of weeks are cited without a hyphen, e.g. 6 weeks not 6-weeks
- a colon is used at the end of phrases preceding lists of courses, where appropriate e.g. '...from the following: ', '...a research dissertation of 18,000 words: '.

### 8.3 Headings and Course list headings

- All headings in the APR are capitalised except in the case of 'and', 'for', 'of', 'the'.
- Courses are normally listed under Year level headings, unless all courses are compulsory.
- If more than one choice is listed in a Year level heading, list them in ascending order e.g. Level II / Level III.

### 8.4 Abbreviations / acronyms

- Prefer the use of full terms over abbreviations in text.
- Spell out names / terms on first use, within individual APR, and provide the acronym in brackets, then use the acronym consistently.
- Universally understood acronyms are excepted.

### 8.5 Quotes

- Use single quotes in the first instance ( ' ' ) when quote marks are required.
- Double quotes can be used when quotes inside single quotes are required ( " " ).

### 8.6 Course lists

- Ensure there is a 'sum of units' value provided in the preamble to course listings and in the preamble under the Qualification Requirements. Check that the sum of units across the program matches the requirement for the 'duration' stated in the Overview (e.g. a 3 year Bachelor degree is worth 72 units).
- Ensure course lists use the joiners / separators 'and', 'or', 'one of', 'either', 'plus' etc. consistently. They are all lower case.
- Ensure all courses include Subject Area and Catalogue Number (or XXXX as a temporary Catalogue Number place-holder for future courses in the APR template provided to PAEC).
- Ensure all courses have been given a unit value.
- Courses should, preferably, be listed in alpha-numerical order by Subject Area and Catalogue Number.
- The word 'units' should always follow unit values in flowing text, but not in course lists where 'units' is specified as a field heading.
- Lists of discipline areas should be in lower case in flowing text but not in lists of disciplines for majors and minors in the preamble under the Qualification Requirements;
- When referencing specific APR always use 'Academic Program Rule(s)' in full, e.g. '...from the Elective courses listed in Academic Program Rules for the Bachelor of Economics.'

## 8.7 Terminology and usage

The accepted/approved usage of specific terms in the Calendar are detailed below.

Terminology	Comments
<i>n</i> units (as a point value)	do not hyphenate, e.g. 3 units not 3-units; 24 units not 24-units
/	forward slash is always preceded and followed by a space.
and / or	use forward slash
ATAR	where a minimum ATAR is required for entry purposes (e.g. Advanced degrees) then this is quoted in Overview
audio-visual	hyphenate
BA / BSc	use forward slash
based	no hyphen: skill based
biochemical	no hyphen
biopharmaceuticals	no hyphen
Broadening electives	capital B, lowercase e, except in a heading
candidate	only use in HDR rules [see 'student']
care-giver	hyphenate
China-focused	hyphenate and single 's' focused
Closed electives	capital C, lowercase e, except in a heading
co-authors	hyphenate
cooperation	no hyphen
coordinator	no hyphen
Core courses	capital C, lowercase c, except in a heading
Course Coordinator	capitalised
cross-institutional	hyphenate
coursework	one word, not two
discipline(s)	not discipline/s
duration	provided as a number in years e.g. 0.5, 1.0, 2.5
e.g.	place full stops in abbreviation
excluding x, y, z	use ' <u>not including</u> '
extra mural	not extramural, nor extra-mural
face-to-face	hyphenate
fast-changing	hyphenate
fractions	cite as words – no hyphen, e.g. one third
full-time	hyphenate
GPA	quote as a decimalised number, e.g. 5.0 (one decimal point should be sufficient.)
half day	no hyphen
health care	two words, not one

<b>Terminology</b>	<b>Comments</b>
his / her	use 'their'
i.e.	place full stops in abbreviation
in-country	hyphenate
in-depth	hyphenate
industry-based	hyphenate
left hand, right hand	no hyphen
Level	capitalise when referring to the year Level of a program or course
Library	see: University Library
Major / major	capitalised in headings; lower case in text
mid year	no hyphen
Minor / minor	capitalised in heading; lower case in text
nanoscale	no hyphen
non-award	hyphenate
off-campus	hyphenate
online	one word and no hyphen
Open electives	capital O, lowercase e, except in a heading
part-time	hyphenate
PDF	upper case
period(s)	not period/s
post-nominal abbreviations	conform with the University's Nomenclature Principles ( <a href="http://www.adelaide.edu.au/learning/staff/program-approval/#tab-5-content">http://www.adelaide.edu.au/learning/staff/program-approval/#tab-5-content</a> )
Practical experience	statement also included in Overview
pre-approval	hyphenate
pre-interview	hyphenate
professionally recognised	no hyphen
program	not programme
Program Coordinator	capitalised, not Program Head, not Program Director
re-auditioning	hyphenate
re-enrol, re-enrolment	hyphenate
re-examination	hyphenate
re-submission	hyphenate
School(s)	not School/s
<i>Specifications for Thesis</i>	italicised
stream	use 'specialisation', especially in postgraduate coursework programs
student	use in UGRD and PGCW rules [see 'candidate']

Terminology	Comments
subject(s)	use course(s), except where appropriate, e.g. 'subject matter of the course'
therefrom	no hyphen
third / thirds	no hyphen e.g. one third, two thirds
two hour	no hyphen and provide as an Arabic number (not a word) e.g. 2 hour
University	capitalise if referring to the University of Adelaide, otherwise lowercase
University Library	not Barr Smith; not Library
Vice-Chancellor and President	hyphenate and capitalise
wellbeing	one word, no hyphen
year	no hyphen if with a number - e.g. 3 years, not 3-years. If related to duration of a program then the duration is provided as an Arabic number (not a word)

## 9. Contacts

The PAEC Executive Officer can provide assistance with the formulation of the APR as part of the development of a program proposal. The PAEC Executive Officer can be contacted at: [paec@adelaide.edu.au](mailto:paec@adelaide.edu.au)

Each Faculty/AGC have key contacts as specified in section 4 who can provide assistance from a Faculty perspective as the APR are often drafted to consistent Faculty-norms. They also have access to the APR database to make the updates to the APR.

The Calendar Editor can provide assistance with the APR from a global University perspective and may be contacted at: [miriam.collins@adelaide.edu.au](mailto:miriam.collins@adelaide.edu.au)

## 10. List of acronyms employed in this document

**Table 4**

Acronym	Meaning	Acronym	Meaning
AGC	Adelaide Graduate Centre	HESA	Higher Education Support Act
AQF	Australian Qualification Framework	LQS	Learning & Quality Support
APR	Academic Program Rules	PAEC	Program Approval and Entry Committee
CAPP	Coursework Academic Programs policy	REDC	Research Education and Development Committee
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students	TEQSA	Tertiary Education Quality Standards Agency
ESOS	Education Services for Overseas Students National Code	VC&P	Vice-Chancellor and President

Dr Miriam Collins, LQS, 8/8/17.