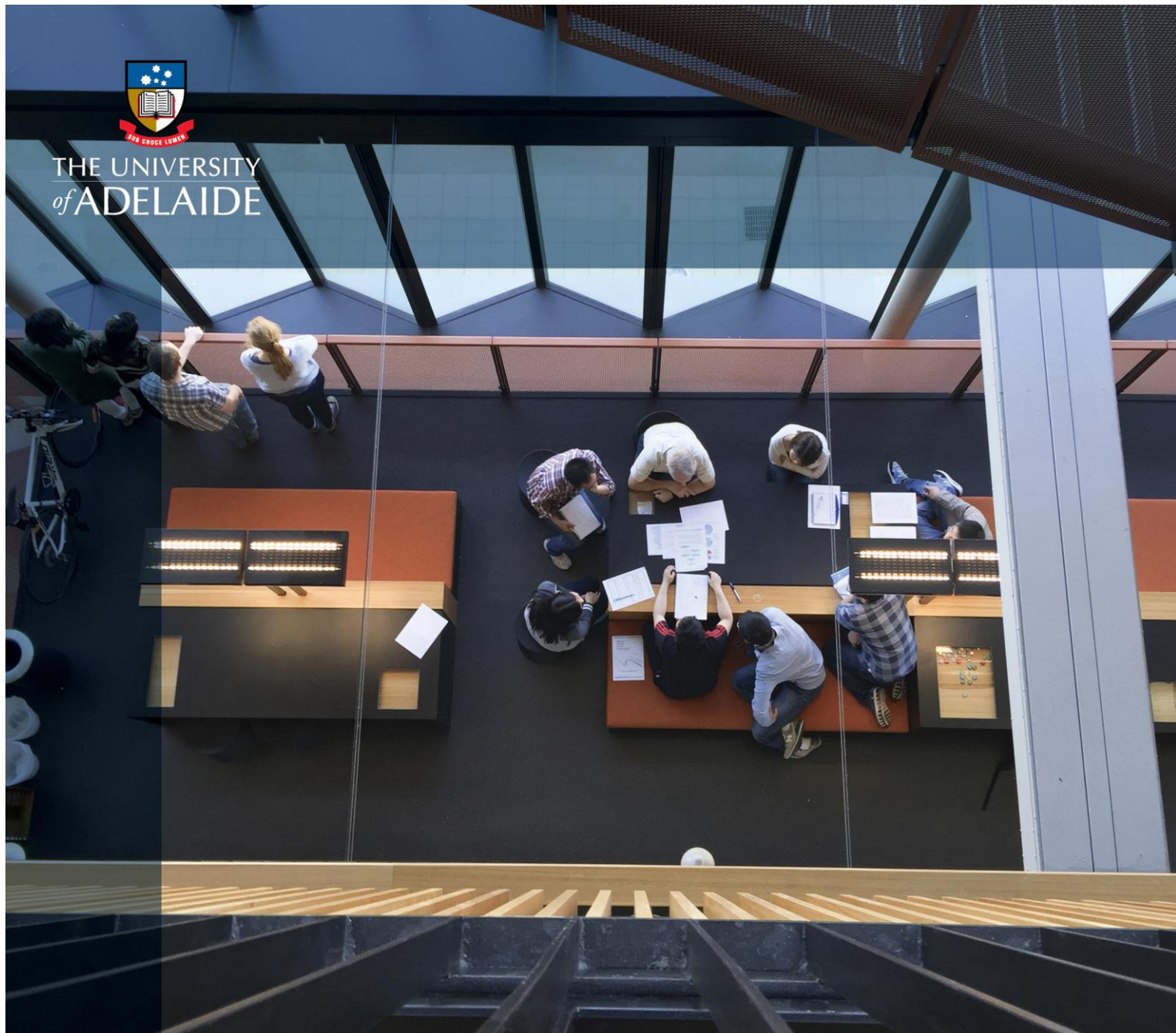




THE UNIVERSITY
of ADELAIDE



CALENDAR GUIDE

2020

A guide to contacts, timelines, APR template (including suggested wording) and general information.

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List of acronyms used

Acronym	Meaning
AGC	Adelaide Graduate Centre
AQF	Australian Qualification Framework
APEAC	Academic Program Entry and Approval Committee
APR	Academic Program Rules
ESOS	Education Services for Overseas Students National Code
LQS	Learning & Quality Support
REDC	Research Education and Development Committee

What is the Calendar?

The Calendar is a comprehensive handbook of the University's academic program rules (APR).

The Calendar is available online and can be found at <http://calendar.adelaide.edu.au/>

Previous versions of the Calendar can be found at: <http://www.adelaide.edu.au/policies/2923/all/>

Contacts

Faculty / Adelaide Graduate Centre (AGC)

The process for updating the Calendar is managed through a single contact who coordinates APR changes for their area and ensures they are compliant with those approved through the Faculty / AGC, and at REDC or APEAC, 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 2020 edition are:

Area	Name	Email
AGC	Donna Gould	donna.gould@adelaide.edu.au
Arts	Beth Ottaway Saskia Leinius	artslearnteach@adelaide.edu.au
ECMS	April Kelly	timetablingecms@adelaide.edu.au
HMS	Lisa Mutlow	lisa.mutlow@adelaide.edu.au
Professions	Mark Hopps	mark.hopps@adelaide.edu.au
Sciences	Pauline Oswald	pauline.oswald@adelaide.edu.au

Learning and Quality Support (LQS)

The APEAC Executive Officer can provide assistance with the preparation of the APR as part of the development of a program proposal or major program revision and can be emailed at apec@adelaide.edu.au

Any general queries can be directed to lqs@adelaide.edu.au

Timelines

The timelines for the 2020 editions are below.

Please note that the **June deadlines** are only applicable for new APR or major revisions to existing APR which have been approved via the [Program Development and Approval Process](#) and effective from semester 2, 2020.

Date	Action	Responsible
15 June 2020	All APR for the semester 2 edition due to LQS for review.	AGC/Faculties
29 June 2020	Semester 2 version of the 2020 Calendar published.	LQS
July/ August 2020	APR database rolled over for 2021 edition. LQS will advise Faculties / AGC when rollover is completed.	LQS
30 October 2020	All APR to be submitted to LQS via the APR database for review.	AGC/Faculties
27 November 2020	Calendar finalised with all 2021 programs published for December offers.	LQS

APR template – a guide to wording

An APR template is provided as part of APEAC's program approval / major revision process. It lists academic requirements for the program, including AQF level, duration, unit value, core and elective courses and any research or extra mural activities to be taken by the student to ensure the program is completed.

Program name

Must be listed in full without ampersands.

Program post-nominals

Check that post-nominals are correctly abbreviated and that brackets, where used, are in place. Do not use full stops, commas or other punctuation marks. Refer to the APAEC website for approved abbreviations at <https://www.adelaide.edu.au/learning/program-approval/development/nomenclature/>

Policies statement

For all coursework programs:

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

For all HDR programs (two options):

These Program Rules should be read in conjunction with the University's policies (<http://www.adelaide.edu.au/policies>) and the Research Students Handbook (<http://www.adelaide.edu.au/graduatecentre/handbook/>).

These Program Rules should be read in conjunction with the University's policies (<http://www.adelaide.edu.au/policies>) and the Research Student Handbook (<http://www.adelaide.edu.au/graduatecentre/handbook/>).

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.

Availability of program / major / specialisation

The acceptable statements are:

Note: This program will not be offered in 2021.

Note: There will be no intake into this program in 2021.

Note: There will be no intake into the <xxxx> major in 2021.

Note: There will be no intake into the <xxxx> specialisation in 2021.

Note: This program is only available to commencing students in 2021.

Note: This program is only available to continuing students with effect from 2021.

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 APAEC website at <https://www.adelaide.edu.au/learning/program-approval/forms/>

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 and not abbreviated.

The overview must conclude with a statement on the AQF level of the program as well as the program duration, as per the examples below.

All coursework programs (other than Professional Certificates):

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

Professional Certificates (two options):

The <program name in full> is not an AQF qualification type. The minimum study period is therefore one year, taken part-time.

The <program name in full> is not an AQF qualification type. It has a standard duration of <x> years part-time.

Conditions

Conditions of admission examples

Criminal History Clearance	<p>Criminal History Clearance: 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 either a Working with Children Check (WWCC) or Criminal History Clearance obtained through the Department of Human Services (DHS).</p> <p>Overseas students may be required to obtain a certificate from their home country.</p>
Direct entry to Stage 2	<p>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</p> <p>a. have qualified for a degree of Bachelor of Nursing, or equivalent, of a university accepted for the purposes by the University</p> <p>and</p> <p>b. have at least two years' post registration experience as a registered nurse in the field of the specialisation to be undertaken (if applicable).</p> <p>Direct entry to the second stage of the Master of Nursing Science requires a completed Graduate Diploma in Nursing Science or equivalent.</p>

<i>Conditions of admission examples</i>	
Employment	Employment: 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	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide <name of program> program inherent requirements - see <web address>
Interruption of program	Interruption of program: Students must apply for permission from <the Faculty/the Executive Dean (or delegate)/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.
Q Fever Vaccinations	Q Fever Vaccinations: Students in the <name of program> are required to be vaccinated against Q Fever (unless initial skin test indicates pre-existing immunity).
Student and Professional Registration	Student and Professional Registration: Students must be registered or eligible for registration as a nurse in South Australia.
	Student and Professional Registration: 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.
	Student and Professional Registration: Students accepted into the program are required to be registered with the relevant regulatory authority.
Tuberculosis Clearance	Tuberculosis Clearance: 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	Uniform: During clinical placements students are required to comply with professional dress standards.
Work experience	Work experience: 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.
	Work experience: Applicants without an Honours degree in Engineering or a Graduate Diploma in Marine Engineering must provide

<i>Conditions of admission examples</i>	
	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.
	Work experience: At least 18 months employment experience in a defence related industry is required.
	Work experience: Some employment experience in a defence-related industry is required.
	Work experience: For applicants without an undergraduate degree at least 7 years of work experience supported by a portfolio of evidence will be required.

<i>Conditions of enrolment examples</i>	
Clinical Deed poll	Clinical Deed Poll: The University of Adelaide and the Minister for Health have a clinical placement agreement in place which allows the University to request clinical placements in SA Health facilities. As part of this agreement students are required to complete a deed poll (pdf file). A deed poll is an agreement between the student and SA Health to ensure patient information is treated with confidentiality and that the student has met the required clearances. By signing a deed poll, students understand their obligations and agree to comply with the relevant state legislation.
Criminal History Clearance	Criminal History Clearance: 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 either a Working with Children Check (WWCC) or Criminal History Clearance obtained through the Department of Human Services (DHS). International students are required to obtain a certificate from their home country.
	Criminal History Clearance: 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 either a Working with Children Check (WWCC) or Criminal History Clearance obtained through the Department of Human Services (DHS). 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.

<i>Conditions of enrolment examples</i>	
External performances / engagements	External performances / engagements: 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	First Aid Certificate: All students must hold a current First Aid Certificate.
Fellowship / Consultant position	Fellowship / Consultant position: 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	Immunisation: Students undertaking clinical placements are required to have the appropriate level of immunisation. Immunisation records are requested by clinical venues prior to placements.
	Immunisation: 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	Inherent requirements: Students are required to acknowledge their understanding of the University of Adelaide <name of program> program inherent requirements - see <web address>
Interruption of program	Interruption of program: Students must apply for permission from <the Faculty/the Executive Dean (or delegate)/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.

<i>Conditions of enrolment examples</i>	
Rural placements	Rural Placements: 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.
Research scholarship	Research scholarship: A student must complete at least 12 units of the coursework before commencing the research scholarship.
Student and Professional Registration	Australian Health Practitioners Regulation Agency (AHPRA) Registration 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 on enrolment into the program and does not require action by the student. Students will be advised when they have been registered.
	Student and Professional Registration: Students accepted into the program will be registered with the Nursing and Midwifery Board of Australia at the time of enrolment.
	Student and Professional Registration: Students accepted into the program are registered with the Australian Health Practitioner Regulation Agency (AHPRA) at the time of enrolment.
	Student and Professional Registration: Students admitted into the program are required to maintain AHPRA registration and the appropriate immunisations and clearances as a registered Professional. Students will also have additional requirements for each hospital site that must be met and maintained throughout their study.
	Student and Professional Registration: 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.
	Student and Professional Registration for international students: Students must hold a Temporary Business (Long Stay) Visa (Subclass 457) and register with the Australian Health Practitioner Regulation Agency (AHPRA).

<i>Conditions of enrolment examples</i>	
Tuberculosis Clearance	Tuberculosis Clearance: 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	Uniform: During clinical placements, students are required to comply with professional dress standards.

<i>Conditions of continuing enrolment examples</i>	
Minimum GPA	Minimum GPA: A student must maintain a minimum cumulative GPA of 4.0 or greater.
	Minimum GPA: 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.
Re-audition to enrol in Performance course after a break	Re-audition to enrol in a Performance course after a break: 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	Research dissertation: 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	Research project: A student must complete all of the coursework before commencing the research project.
Research thesis	Research thesis: 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.

Academic program rules

[Academic Program Rule 1]: Academic Program Rules
<i>This is added automatically by the system.</i> Academic Program Rules for <name of program in full>. There shall be a <name of program in full>.
[Academic Program Rule 2.1]: Academic Program
<i>This is compulsory and must state as a minimum:</i> To qualify for the <Diploma, Bachelor, Professional Certificate, Graduate Certificate, Graduate Diploma, Master> of <name of program in full>, the student must complete satisfactorily a program of study consisting of the following requirements with a combined total of not less than <xx> units, comprising: <ul style="list-style-type: none"> - Limits that may be placed on the number of units to be taken at each Level of the program - Core courses to the value of <X> units - Capstone courses to the value of <X> units - Elective courses to the value of <X> units - A Broadening experience to be delivered through <X> - Broadening electives to the value of <X> units and a Broadening experience delivered through <X> - 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> - Note: this program includes a formal requirement for work-based training <if program is offered to international students - this is to comply with ESOS standards> - Note: this program includes courses where work-based training may be an option <if program is offered to international students - this is to comply with ESOS standards> - Majors may be chosen from: <list each major> - Minors may be chosen from: <list each minor>

Core courses

[Academic Program Rule 2.1.1]: Core courses	
<p>When there is no choice of Core courses, the following wording must be used.</p> <p>To satisfy the requirements for Core courses students must complete courses to the value of <x> units.</p> <p>All of the following courses must be completed:</p> <p><SubjectArea CatalogueNo> <Course Name> <X></p> <p>If the course(s) are Capstones, this must be specified as follows:</p> <p>To satisfy the requirements for Core courses students must complete courses to the value of <x> units.</p> <p>All of the following courses must be completed:</p> <p>Capstone(s)</p> <p><SubjectArea CatalogueNo> <Course Name> <X></p>	
<p>When there is a limited choice of Core courses, the following wording must be used.</p> <p>Courses to the value of 12 units from the following:</p> <p>ACCTING 7019 Accounting Concepts and Methods (M) 3</p> <p>COMMERCE 7005 Principles of Finance (M) 3</p> <p>COMMERCE 7033 Quantitative Methods (M) 3</p> <p>COMMGMGT 7001 Business Communication (M) 3</p> <p>ECON 7200 Economic Principles (M) 3</p> <p>MARKETNG 7005 Fundamentals of Marketing (M) 3</p> <p>If any courses are Capstones, they must be specified by separating as follows:</p> <p>Courses to the value of 9 units from the following:</p> <p>ACCTING 7019 Accounting Concepts and Methods (M) 3</p> <p>COMMERCE 7005 Principles of Finance (M) 3</p> <p>COMMERCE 7033 Quantitative Methods (M) 3</p> <p>COMMGMGT 7001 Business Communication (M) 3</p> <p>ECON 7200 Economic Principles (M) 3</p> <p>and</p> <p>All of the following courses must be completed:</p> <p>Capstone</p> <p>MARKETNG 7005 Fundamentals of Marketing (M) 3</p>	

Elective courses

[Academic Program Rule 2.1.2]: Electives	
<p>The standard wordings for electives include the following preamble:</p> <p>Courses to the value of <X> units from the following:</p> <p><SubjectArea CatalogueNo> <Course Name> <X></p>	
<p>The standard wordings for Open electives may include (two options):</p> <p>Courses to the value of 15 units from the Faculty of xxx, not otherwise included, or other courses offered by the University that are available to the student.</p> <p>Students may take electives offered by the Faculty of xxx, School of xxx, School of xxx or Faculty of xxx that are available to them.</p>	
<p>Electives selected from other APR must include one of the following:</p>	
	<p>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.</p>
	<p>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.</p>
	<p>Courses to the value of up to 21 units may be taken from the following:</p> <p>Courses listed in the Academic Program Rules for the degree of Bachelor of Arts.</p>
	<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</p> <p>ENGL 2110 Academic English II 3</p>
	<p>Courses Not Permitted</p> <p>The following courses cannot be presented as electives:</p> <p>ECON 1008 Business & Economic Statistics I</p> <p>ECON 1010 Introduction to Mathematical Economics (Advanced) I</p> <p>ECON 2503 Intermediate Mathematical Economics II</p> <p>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.</p> <p>Note: PURE MTH 1002 Quantitative Methods Using Computers I may not be included.</p>

<p><i>In the case of cross-referencing within a single program:</i></p> <p>In choosing Elective courses, students can choose Economics courses not already completed for the Bachelor of Economics Core courses.</p>	
<p><i>Internships may also be included under electives as follows:</i></p> <p>Global citizenship</p> <p>Subject to approval students may be eligible to undertake the following electives:</p> <p>PROF 7500 Industry Placement 3</p> <p>PROF 7502 International Internship 3</p> <p>PROF 7503 Professions Internship Program 3</p>	
<p><i>The following statements have been proposed for Broadening experience / electives. (List discipline areas in alphabetical order):</i></p> <p><i>Note: If a program only has Broadening experiences then these are listed under the Academic Program Requirements.</i></p>	
	<p>Broadening Experiences</p> <p>Broadening electives to the value of <X> units and a Broadening experience delivered through <X>.</p>
	<p>Broadening Electives</p> <p>Students must choose courses outside of the following subject areas: ACCTING; CORPFIN; ECON; STATS.</p>
	<p>Broadening Electives</p> <p>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>Broadening Electives</p> <p>To satisfy the requirements for Broadening electives students must complete courses to the value of 9 units.</p> <p>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:</p> <p>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:</p> <p>Biochemistry Major BIOCHEM</p> <p>Chemistry Major and Double Major CHEM</p> <p>Ecology Major ENV BIOL, SOIL&WAT</p>

<p><i>In cases where courses can be openly selected without restriction from other programs, the following statements must be used:</i></p>	
	<p>Undergraduate</p> <p>Electives may be chosen from any other undergraduate courses offered by the University that are available to the student.</p>
	<p>Postgraduate coursework</p> <p>Other postgraduate coursework courses offered by the University that are available to the student.</p> <p>or</p> <p>Other postgraduate coursework courses offered by the University that are available to the student, with the approval of the Program Coordinator.</p>

Research equivalents

<p>[Academic Program Rule 2.1.3]: Research Dissertation</p>	
<p><i>The preamble generally states as a minimum:</i></p> <p>Research Dissertation</p> <p>Students must complete a research dissertation of not longer than <XXXXX> words:</p> <p><SubjectArea CatalogueNo> <Course Name> <X></p> <p>In the case of a part-time enrolment the following two courses must be completed in two consecutive semesters:</p> <p><SubjectArea CatalogueNo> <Course Name> <X></p> <p><SubjectArea CatalogueNo> <Course Name> <X></p>	
<p><i>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:</i></p>	
	<p>Students must complete a research dissertation of not longer than 10,000 words or a final project to the value of 12 units as follows:</p> <p>ARCH 7043 Final Architecture Project (M) 12</p> <p>or</p> <p>ARCH 7044 Final Architecture Dissertation (M) 12</p> <p><i>If the project/dissertation is a Capstone, this must be specified as follows:</i></p> <p>Students must complete a research dissertation of not longer than 10,000 words or a final project to the value of 12 units as follows:</p> <p>Capstone(s)</p> <p>ARCH 7043 Final Architecture Project (M) 12</p> <p>or</p> <p>ARCH 7044 Final Architecture Dissertation (M) 12</p>

	<p><i>[Important note: remember to reflect any Capstone courses as per examples above].</i></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 and LARCH 7033 Final Landscape Architecture Project (M) 12 or LARCH 7034 Final Landscape Architecture Dissertation (M) 12 and ARCH 7043 Final Architecture Project (M) 12 or LARCH 7033 Final Landscape Architecture Project (M) 12 and ARCH 7043 Final Architecture Project (M) 12</p>
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[Academic Program Rule 2.1.4]: Work Based Training / Extra Mural Studies	
	<p>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.</p> <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> <p>5. The EMS must be completed no more than 1 year after DVM Level 3 courses have been completed.</p> <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>
	<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 & Oenology) III.</p>

Work based training / extra mural studies

[Academic Program Rule 2.1.4]: Work Based Training / Extra Mural Studies	
<p><i>The preamble generally states as a minimum:</i></p> <p>Students must complete placements to the value of 1000 hours:</p> <p>PSYCHOL 7241 Master of Psychology (Health) Placement I 3 PSYCHOL 7240 Master of Psychology (Health) Placement II 3 PSYCHOL 7243 Master of Psychology (Health) Placement III 6</p> <p><i>If any courses are Capstones, they must be specified as per the examples under 'Core courses' on page 8, or 'Research equivalents' on page 9.</i></p> <p><i>Alternatives to this general statement include:</i></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"> 1. 6 weeks of preparatory extra mural studies (EMS-1) 2. 4 weeks of Year 2 EMS (EMS-2) 3. 12 weeks of Year 3 EMS (EMS-3) which cannot begin until DVM Year 2 courses are successfully completed.

Editorial standards

General

In line with approved University guidelines, text written for the Calendar (eg in the Overview) should use 'Australian English' as the norm (quotes and references excepted).

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

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: '.

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.

Abbreviations / acronyms

- Use 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.

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 (" ").

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 courses that will be established once the program is approved in the APR template provided to APEAC).
- 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.'

Terminology and usage

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

Terminology	Comments
n 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 'not including'
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.)

Terminology	Comments
half day	no hyphen
health care	two words, not one
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	check that post-nominals are correctly abbreviated and that brackets, where used, are in place. Do not use full stops, commas or other punctuation marks. Refer to the APAEC website for approved abbreviations https://www.adelaide.edu.au/learning/program-approval/development/nomenclature/
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

Terminology	Comments
re-submission	hyphenate
School(s)	not School/s
Specifications for Thesis	italicised
stream	use specialisation especially in PGCW programs. Capitalise in heading; lower case in text
student	use in UGRD and PGCW rules [see 'candidate']
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)

Learning and Quality Support

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