

Faculty of Arts, Education and Social Sciences

Postgraduate Award Requirements

Postgraduate Courses

Research Activities

FACULTY OF ARTS, EDUCATION AND SOCIAL SCIENCES — POSTGRADUATE AWARD REQUIREMENTS

GENERAL

Awards

1.1 *The graduate degrees shall be:*

Master of Arts	MA
Master of Arts in Writing	MA(Writing)
Master of Education	MEd
Master of Education with Honours	MEd(Hons)
Master of Education for Sustainability	MEdSustain
Master of Guidance and Counselling	MGuidCouns
Master of Indigenous Studies	MIndgStud
Master of Indigenous Studies with Honours	MIndgStud(Hons)
Master of Psychology	MPsych
Master of Social Policy	MSocPol
Master of Social Policy with Honours	MSocPol(Hons)
Master of Social Science	MSocSc
Master of Social Work	MSW
Master of Social Work with Honours	MSW(Hons)
Master of Teaching ¹	MTeach
Master of Women's Studies	MWomenStud
Master of Women's Studies with Honours	MWomenStud(Hons)

1. Course not offered in 2009. No new enrolments will be accepted in this course.

1.2 *There shall be awards of:*

Postgraduate Diploma of Clinical Psychology	PGDipClinPsych
Postgraduate Diploma of Forensic Psychology	PGDipForenPsych
Postgraduate Diploma of Geropsychology	PGDipGeropsych
Postgraduate Diploma of Indigenous Studies	PGDipIndgStud
Postgraduate Diploma of Psychology	PGDipPsych
Postgraduate Diploma of Social Welfare	PGDipSW
Postgraduate Diploma of Women's Studies	PGDipWomenStud
Graduate Diploma of Arts	GDipA
Graduate Diploma of Education (Tertiary Teaching)	GDipEd
Graduate Diploma of Journalism	GDipJournl
Graduate Diploma of Public Policy	GDipPubPol
Graduate Diploma of Social Science	GDipSocSc
Graduate Diploma of Writing	GDipWriting
Postgraduate Certificate of Child Protection Practice	PGCertChProtPrac
Postgraduate Certificate of Clinical Psychology	PGCertClinPsych
Postgraduate Certificate of Community Development	PGCertCDev
Postgraduate Certificate of Education	PGCertEd
Postgraduate Certificate of Family Therapy and Counselling	PGCertFamThy&Couns
Postgraduate Certificate of Forensic Psychology	PGCertForenPsych
Postgraduate Certificate of Indigenous Studies	PGCertIndgStud
Postgraduate Certificate of Mental Health Practice	PGCertMentHlthPrac
Postgraduate Certificate of Women's Studies	PGCertWomenStud
Graduate Certificate of Education (Tertiary Teaching)	GCertEd
Graduate Certificate of Education for Sustainability	GCertEdSustain
Graduate Certificate of Journalism	GCertJourn
Graduate Certificate of Public Policy	GCertPubPol
Graduate Certificate of Social Science	GCertSocSc
Graduate Certificate of Work Psychology in Rural Health Settings	GCertWkPsychRurHlth
Graduate Certificate of Writing	GCertWriting

1.3 *Doctorate awards associated with this faculty are:*

Doctor of Education	EdD
Doctor of Psychology	DPsych
Master of Psychology-Doctor of Philosophy	MPsych-PhD

(Award requirements for these courses are shown under Doctorate Degree Requirements)

1.4 *Higher Doctorate awards associated with this faculty are:*

Doctor of Educational Studies	DPaed
Doctor of Letters	DLitt

(Award requirements for these courses are shown under Doctorate Degree Requirements)

MASTER OF ARTS

Note: The requirements for this degree should be read in conjunction with the University requirements for the award of the Postgraduate Award Masters by Research.

- The degree of Master of Arts by Research may be undertaken in one or, with faculty permission, in two of the disciplines or fields

of study listed in the schedule below. The degree shall be awarded in recognition of research.

Requirements for candidature

- A person shall be eligible to enrol for the degree of Master of Arts if that person:

- 2.1 has completed the course for the degree of Bachelor of Arts with Honours and has been awarded that degree with Class I or Class II honours either by this University or by another university recognised by the faculty for this purpose; or
 - 2.2 has qualifications recognised by the faculty as equivalent to those shown in requirement 2.1 above; or
 - 2.3 has submitted as an exceptional case such other evidence of academic or professional attainments as meets with the approval of the faculty.
3. Confirmation of candidature in the MA by research shall be in accordance with the University requirements for the Postgraduate Award Masters by Research.

Length of course

4. Candidates for the degree of Master of Arts by research and thesis, shall normally complete the requirements for the degree in not less than one year nor more than two years if a full-time student and in not less than two years nor more than four years if a part-time student.

Requirements

5. A candidate enrolled for the degree shall be required to complete a thesis embodying the results of investigations carried out under supervision. The thesis shall be a unified work showing sound knowledge of the subject matter, independence of thought and capacity to carry out research and it shall be expressed in clear and concise language. The faculty may also prescribe on advice of the School or Schools concerned, or in the case of interdisciplinary studies of the appropriate committee of studies, that the candidate submit to oral or written examinations appropriate to the subject.
6. Candidates shall, in their final year, present a seminar outlining the rationale and major findings of their thesis. The outcome of this seminar will determine whether the research is of a standard appropriate for submission.
7. No thesis shall be accepted if the substance has been previously accepted for a degree in another institution.
8. On completion of work the candidate shall lodge with the Board of Postgraduate Studies for examination three copies of the thesis prepared in accordance with directions given to candidates from time to time.

Exit status

9. A graduate awarded the Master of Arts by research and thesis is eligible to apply for PhD candidature.

Schedule

Anthropology	Japanese
Archaeology	Journalism
Community Welfare	Political Science
English	Psychology
French	Sociology
History	Welfare Studies
Indigenous Australian Studies	

MASTER OF ARTS IN WRITING

see also *Courses, Master of Arts in Writing on page 215*

Admission/entry to the course

1. The Master of Arts in Writing is available to any graduate. Some subject restrictions may apply to students who have previously completed a Bachelor of Arts or a Bachelor of Journalism.

Requirements for the course

2. A candidate for the degree shall follow an approved course of study as specified in the program shown under Postgraduate Courses to obtain grades to a value of 36 credit points.

Period of candidature/completion

3. The minimum time for completion of the course is 18 months full-time study, though the normal time is two years full-time or three years part-time.
4. The maximum time for completion is four years.
5. The maximum amount of time a student can take as leave of absence from the course is one year.

Pass Conceded

6. The grade of Pass Conceded shall not be accepted towards the degree.

Advanced standing for prior study

7. Candidates for awards of the faculty may apply to obtain advanced standing for previous tertiary study as detailed in the

Advanced Standing for Previous Studies and Recognised Prior Learning Policy and associated procedures.

8. Advanced standing for previous study granted towards the Master of Arts in Writing may only be granted for study undertaken in the previous four years. Advanced standing will be granted only for subjects in fields relevant to the degree and at an equivalent level.

Cancellation of advanced standing

9. Unless the faculty otherwise determines, advanced standing granted for any subject shall be cancelled four years after the date of the examination upon which the advanced standing is based if by then the candidate has not completed the course.

Administration of the degree

10. The degree shall be administered by the Faculty of Arts, Education and Social Sciences.

MASTER OF EDUCATION

see also *Courses, Master of Education on page 207*

Requirements for candidature

1. An applicant for enrolment for the degree of Master of Education shall hold, from this or another recognised education provider, a three-year degree or diploma approved by the faculty.

Candidature in exceptional circumstances

2. In exceptional cases applicants may be permitted to enrol if they submit other evidence of academic and professional attainments and their candidature is approved by the faculty.
3. Notwithstanding any other provisions of these Requirements, the faculty may require an applicant to demonstrate fitness for enrolment by carrying out such work and sitting for such examinations as the faculty may determine, on the advice of the Course Coordinator in consultation with the appropriate Head of School.

Supervision

4. In every case the Pro-Vice-Chancellor, on the advice of the Head of School, shall be satisfied that adequate supervision and facilities are available before permitting an applicant to enrol in a dissertation.

Enrolment status

5. A candidate shall be designated by the faculty as a full-time candidate or a part-time candidate.
6. Up to 12 credit points of advanced standing may be granted for previous study completed at Masters level, only where:
 - (a) those studies are judged to be equivalent in content to one or more JCU postgraduate Education subjects;
 - (b) those studies were completed no more than ten years previously.
 The maximum permitted advanced standing from all sources is 12 credit points.

Period of candidature

7. The minimum period of candidature shall be 12 months for a full-time candidate and two years for a part-time candidate.
8. The maximum period of candidature shall be three years for a full-time candidate and six years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of the period or approve a suspension of candidature of no more than 12 months.

Course of studies

9. A candidate shall successfully complete a course of study approved by the faculty comprising 24 credit points. Candidates may include a nine credit point dissertation as part of this course of studies, or they may complete the course of studies by subjects only. Before a dissertation can be submitted for examination the candidate must have received approval from the Head of School, of a written proposal which outlines the topic and proposed plan of work. Advice on writing the proposal and the thesis, dissertation or project is provided.

Method of assessment

10. The examination of subjects shall be by such assignments, exercises and written papers as may be prescribed.
11. If a dissertation is included as part of a candidate's course of studies, three copies of the dissertation shall be submitted in the form prescribed by the guidelines provided by the School of Education.
12. The examination of a dissertation shall be undertaken by two examiners approved by the Head of School.

Award of the degree

- 14.1 Upon completion at the level prescribed by the faculty of Requirements 10 and 11 and upon complying with all other relevant Statutes and Requirements, candidates may be awarded the degree of Master of Education.
- 14.2 Any major completed under the Master of Education will appear on the teatamur.

MASTER OF EDUCATION WITH HONOURS

see also Courses, Master of Education with Honours on page 208

Entitlement to enrol

1. The degree of Master of Education with Honours may be undertaken in the School of Education. The degree will be awarded in recognition of research.
2. A person may enrol for the degree of Master of Education with Honours if that person has:
 - 2.1 qualified at this University for the degree of Bachelor of Education with Honours Class I or II; or
 - 2.2 obtained from this or another University qualifications and subsequent experience deemed to be equivalent by the Head of School and the Dean of Graduate Research Studies.
3. A candidate for the Master of Education with Honours shall fulfil the conditions of the University Requirements for the Postgraduate Award Masters by Research.

MASTER OF EDUCATION FOR SUSTAINABILITY

see also Courses, Master of Education for Sustainability on page 208

Admission/entry to the course

1. A person may be admitted to the Master of Education for Sustainability if that person has an undergraduate degree in teaching (ie Bachelor of Education) or other relevant degree or diploma approved by the Faculty of Science, Engineering and Information Technology and the Faculty of Arts, Education and Social Sciences.

Academic requirements for course completion

2. A candidate for the degree shall follow an approved course of study as specified in the program shown under Postgraduate Courses to obtain 24 credit points. This shall include the specified core subjects and elective subjects.

Period of candidature/completion

3. The normal time for completion of the course is one year full time study or two years part time.
4. The maximum period of candidature shall be two years for a full time candidate and four years for a part time candidate, provided that in special circumstances the faculty may grant an extension of the period or approve a suspension of candidature of no more than 12 months.
5. The maximum amount of time a student can take as leave of absence from the course is 12 months.

Advanced standing for prior study

6. Advanced standing for previous study granted towards the Master of Education for Sustainability may be granted only for study undertaken in the previous 10 years.

Cancellation of advanced standing

7. Unless either of the faculties determine otherwise, advanced standing granted for any subject within each faculty shall be cancelled 10 years after the date of the examination upon which the advanced standing is based if by then the candidate has not completed the course.

Administration of the degree

8. The degree shall be administered by the Faculty of Arts, Education and Social Sciences.

MASTER OF GUIDANCE AND COUNSELLING

see also Courses, Master of Guidance and Counselling on page 209

Requirements for candidature

1. An applicant for enrolment for the degree of Master of Guidance and Counselling shall hold, from this or another tertiary institution, a three-year degree or diploma approved by the faculty.

Candidature in exceptional circumstances

2. In exceptional cases applicants may be permitted to enrol if they submit other evidence of academic and professional attainments and their candidature is approved by the faculty.

3. Notwithstanding any other provisions of these Requirements, the faculty may require an applicant to demonstrate fitness for enrolment by carrying out such work and sitting for such examinations as the faculty may determine, on the advice of the Course Coordinator in consultation with the appropriate Head of School.

Enrolment status

4. A candidate shall be designated by the faculty as a full-time candidate or a part-time candidate.
5. A candidate may be granted advanced status. A candidate who accrues two years of full-time (or equivalent) professional experience acceptable to the faculty before completing the requirements of the degree, may be granted advanced standing up to 12 credit points. Such advanced standing shall not, however, apply to core subjects specified in the designated program within the Master of Guidance and Counselling course. Up to 12 credit points of advanced standing may be granted for previous studies completed at Masters level, only where:
 - (a) those studies are judged to be equivalent in content to one or more JCU postgraduate Education subjects;
 - (b) those studies were completed no more than 10 years previously.
 The maximum permitted advanced standing from all sources is 18 credit points.

Period of candidature

6. The minimum period of candidature shall normally be 18 months for a full-time candidate and three years for a part-time candidate. The minimum period may be reduced for candidates who have been granted advanced status.
7. The maximum period of candidature shall be three years for a full-time candidate and six years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of the period or approve a suspension of candidature of no more than 12 months.

Course of studies

8. A candidate shall successfully complete a course of study approved by the faculty comprising 36 credit points in accordance with the pattern of study listed in the Schedule shown under Postgraduate Courses.

Method of assessment

9. The examination of subjects shall be by such assignments, exercises and written papers as may be prescribed.

Award of the degree

10. To fulfil the requirements for the Master of Guidance and Counselling, students must successfully complete the subjects listed in the Schedule shown under Postgraduate Courses.

MASTER OF INDIGENOUS STUDIES

see also Courses, Master of Indigenous Studies on page 209

Entitlement to enrol

1. A person may apply to enrol for the Master of Indigenous Studies if that person has:
 - 1.1 completed the course for the degree of Bachelor of Indigenous Studies or the degree of Bachelor of Indigenous Studies with Honours awarded by this University or by another university or institution of higher education recognised by the faculty; or
 - 1.2 successfully completed the requirements of the Postgraduate Diploma of Indigenous Studies; or
 - 1.3 qualifications recognised by the faculty as equivalent to Requirement 1.1 and 1.2.

Time for enrolment

2. An application to enrol for the degree shall be lodged at any time prior to the commencement of either Teaching Period.

Length of degree course

3. Unless granted advanced standing in accordance with Requirement 4.1 or 4.2 the normal period of candidature shall be 18 months full-time or three years of part-time study.

Requirements for completion of degree

- 4.1 A candidate for the degree shall complete 36 credit points, of which at least 24 credit points must be from the Subject Schedule for the Master of Indigenous Studies shown under Postgraduate Courses. Candidates may undertake other postgraduate subjects from the Master Schedule of Subjects to the value of not more than 12 credit points. The 24 credit points of study completed to

fulfil the requirements of the Postgraduate Diploma may be given advanced standing towards the Master of Indigenous Studies.

- 4.2 Candidates with a Bachelor degree and at least two years experience in relevant Indigenous issues may, at the discretion of the Pro-Vice-Chancellor, in consultation with the Head of School be granted advanced standing up to a maximum of 12 credit points of study.
- 4.3 A candidate will be required to surrender the award of Postgraduate Diploma of Indigenous Studies before the award of Master of Indigenous Studies is conferred.

MASTER OF INDIGENOUS STUDIES WITH HONOURS

see also Courses, Master of Indigenous Studies with Honours on page 209

Award Requirements

1. The Master of Indigenous Studies with Honours may be undertaken in the School of Indigenous Australian Studies. The degree will be awarded in recognition of research.
2. A candidate may apply to enrol for the Master of Indigenous Studies with Honours if that person has:
 - 2.1 completed the course for the degree of Bachelor of Indigenous Studies with Honours and has been awarded that degree with Class I or Class II Honours by this University or by another university or institution of higher education recognised by the faculty; or
 - 2.2 successfully completed the requirements of the Postgraduate Diploma of Indigenous Studies with at least a grade of Credit in each of the core subjects (IA5010, IA5011 and IA5012); or
 - 2.3 successfully completed the requirements of the Postgraduate Certificate of Indigenous Studies with at least a grade of Credit in each of the core research subjects (IA5010, IA5011 and IA5012); or
 - 2.4 qualifications recognised by the faculty as equivalent to Requirement 2.1, 2.2 or 2.3.
3. A candidate for the Master of Indigenous Studies with Honours shall fulfil the conditions of the University Requirements for the Postgraduate Award Masters by Research.

MASTER OF PSYCHOLOGY

see also Courses, Master of Psychology on page 212

Entitlement to enrol

1. A person may enrol for the degree of Master of Psychology if that person
 - 1.1 has a first or second class honours degree from a course accredited by the Australian Psychological Society or equivalent qualification from an overseas institution; or
 - 1.2 has a four year degree or a postgraduate diploma from a course accredited by the Australian Psychological Society, achieved at a level which is thought by the Head of School to be at least equivalent to a second class honours degree; or
 - 1.3 has, in the opinion of the Selection Committee, adequate experience and/or training and academic competence to succeed in the course; and
 - 1.4 satisfies the Selection Committee as to his or her personal suitability for a professional career in psychology.

Time for enrolment

2. An application to enrol for the degree shall be lodged with the University and will be considered by a Selection Committee comprising the Head of the School of Psychology, the Director of Professional Programs and at least one other member of the Psychology staff.

Length of course

3. A full-time student normally will complete the course in no fewer than two and no more than three years and for a part-time student the time limitation will be no fewer than three and no more than five years. The Pro-Vice-Chancellor of the Faculty must approve any deviation from this requirement.

Requirements for completion of degree

4. To qualify for the degree of Master of Psychology, a candidate shall satisfactorily complete 48 credit credit points consisting of:
 - (a) 27 credit points of designated coursework;
 - (b) 12 credit points from three supervised practica;
 - (c) 9 credit points by research dissertation.
 - 4.1 A grade of Pass or better must be obtained in all parts of the course and candidates may be excluded from

continuing if they are awarded less than a Pass grade on two occasions during their course of study.

- 4.2 The dissertation shall be examined by at least two examiners, one of whom should be external to the University.
- 4.3 The assessment of performance during a practicum will be based on reports completed by the main supervisor for the placement.
- 4.4 Enrolment in certain subjects is restricted to students who have completed PY3107 (Introductory Psychometrics, Assessment and Ethics) or its equivalent.

Supervision

5. All research work will be supervised by at least one University supervisor and candidates shall attend the University for consultation with the supervisor as required.
 - 5.1 Practica will be supervised by either a University supervisor or a supervisor employed by the placement facility. In all cases the Director of Professional Programs or delegate is responsible for the assessment of the practica and liaison with the field supervisor.

Award of the degree

6. A candidate who has fulfilled the requirements for the degree as specified in items 4 to 4.3 above, within the time limits defined in 3 and has met and complied with other applicable requirements and standards, will be awarded the degree Master of Psychology.

Appeal

- 7.1 A candidate may appeal against a decision of the School to the Faculty Research and Postgraduate Studies Committee (FRPSC). Such appeal shall be lodged in writing, setting out the grounds for the appeal and submitted to the Registrar within 28 days of the notification to the candidate of the decision being appealed.
- 7.2 The Appeal shall be determined by an Appeal Panel appointed by the FRPSC.
- 7.3 The Appeal Panel shall consist of a Head of one of the Schools in the faculty other than Psychology and two members of the faculty chosen by the FRPSC.
- 7.4 The Appeal Panel shall consider:
 - 7.4.1 the grounds of the request for the appeal;
 - 7.4.2 any documents relevant to the decision against which the candidate has appealed;
 - 7.4.3 such further material as the Appeal Panel may, in the exercise of its discretion, permit to be placed before it if it considers it necessary or desirable in the interests of justice to do so.
- 7.5 The candidate shall have the right to be heard in person or to make submissions in writing and to be represented by the Student Association Academic Support Service Coordinator, the Student Association Welfare Coordinator, or another member of the University community, provided that any candidate to be so represented must notify the Registrar at least 48 hours prior to the time set for the appeal.
- 7.6 The Appeal Panel shall have the power to allow or dismiss an appeal against the decision, or vary the decision of the FRPSC.
- 7.7 The Chair of the Appeal Panel shall notify the Registrar forthwith of its decision and reasons and the Registrar shall notify in writing the student within 14 days of the Appeal Panel's decision.
- 7.8 The Appeal Panel decision shall be final.

MASTER OF SOCIAL POLICY

see also Courses, Master of Social Policy on page 213

Entitlement to enrol

1. A person may apply to enrol for the degree of Master of Social Policy if that person:
 - 1.1 has completed an appropriate three or four year degree; or
 - 1.2 has qualifications recognised by the faculty as equivalent to Requirement 1.1.

Time for enrolment

2. An application to enrol for the degree shall be lodged at any time prior to the commencement of either teaching period. All applications shall be considered by the faculty.

Length of course

3. Unless granted advanced standing in accordance with Requirement 5, the normal period of candidature shall be three teaching periods of full-time or three years of part-time study.

Requirements for completion of degree

4. A candidate enrolled for the degree of Master of Social Policy shall complete 36 credit points as specified in the Postgraduate Courses section of the Handbook.
A candidate may be granted advanced standing. The conditions for granting advanced standing will be determined by the faculty but advanced standing granted may not exceed 12 credit points. A candidate enrolled for the degree of Master of Social Policy may be credited with WS5004:06 (Social Welfare Research Methods) of Part B of the Schedule on the basis of equivalent honours level studies undertaken for the prerequisite degree. Candidates, with at least two years full-time professional experience, or the equivalent, in a social welfare agency at the time of enrolment, may be granted advanced standing of 12 credit points of study from Parts B and/or C of the Schedule shown under Postgraduate Courses.
5. To qualify for the degree of Master of Social Policy a candidate shall have completed the degree course, including any written or oral examination prescribed, to the satisfaction of the faculty.

MASTER OF SOCIAL POLICY WITH HONOURS

see also Courses, Master of Social Policy with Honours on page 213

Entitlement to enrol

1. A person may apply to enrol for the degree of Master of Social Policy with Honours if that person has:
 - 1.1 completed an appropriate three or four year degree with Honours and has been awarded that degree with Class I or Class II Honours, either by this University or by another university or institution of higher education recognised by the faculty; or
 - 1.2 completed an appropriate three or four year degree awarded, either by this University or by another university or institution of higher education recognised by the faculty, provided that the degree has an overall average grade of at least Credit and includes the grade of Distinction in at least two of the subjects in the third and fourth years of the degree; and has completed the Graduate Certificate of Research Methods with a grade of at least Credit in each subject; or
 - 1.3 qualifications recognised by the faculty as equivalent to Requirement 1.1 and 1.2.

Time for enrolment

2. An application to enrol for the degree shall be lodged at any time prior to the commencement of either teaching period. All applications shall be considered by the faculty.

Length of degree course

3. The normal period of candidature shall be not less than one year nor more than two years of full-time or not less than two years nor more than four years of part-time study.

Requirements for completion of degree

4. A candidate enrolled for the degree of Master of Social Policy with Honours shall be required:
 - 4.1 to undertake a Confirmation Seminar within six months of starting the thesis for full-time students and within 12 months for part-time students;
 - 4.2 to complete a supervised research study of relevance to social work and/or social welfare. The thesis may take the form of either a substantial thesis or a portfolio of, normally, no fewer than two nor more than four pieces of work, specifically written for this degree. The portfolio is to include a further paper providing an overarching framework to the portfolio;
 - 4.3 to submit three copies of the thesis or portfolio in the form prescribed by the faculty.

Examination of the thesis

- 5.1 The examination of the thesis, whether thesis or by portfolio, shall be undertaken by two examiners approved by the Pro-Vice-Chancellor on the recommendation of the Head of School. At least one examiner shall be external to the University. The examiners shall report their assessments in writing to the Board of Higher Degrees by Research, who shall forward such reports to the Head of School, for transmission to the Pro-Vice-Chancellor.
- 5.2 The Pro-Vice-Chancellor, on considering the examiners' reports and the advice of the Head of School shall recommend to the faculty either the award of an appropriate grade, or a grade to be

awarded upon completion to the satisfaction of the Head of School of any revisions, minor amendments or corrections.

Supervisors

6. The faculty shall appoint a supervisor who shall be an appropriately qualified member of the University staff.

MASTER OF SOCIAL SCIENCE

Note: The requirements for this degree should be read in conjunction with the University requirements for the award of the Postgraduate Award Masters by Research.

1. The degree of Master of Social Science by Research may be undertaken in one or, with faculty permission, in two of the disciplines or fields of study listed in Schedule A below. The degree shall be awarded in recognition of research.

Requirements for candidature

2. A person shall be eligible to enrol for the degree of Master of Social Science if that person:
 - 2.1 has completed the course for the degree of Bachelor of Social Science with Honours and has been awarded that degree with Class I or Class II honours either by this University or by another university recognised by the faculty for this purpose; or
 - 2.2 has qualifications recognised by the faculty as equivalent to those shown in requirement 2.1 above; or
 - 2.3 has submitted as an exceptional case such other evidence of academic or professional attainments as meets with the approval of the faculty.
3. Confirmation of candidature in the Master of Social Science by Research shall be in accordance with the University requirements for the Postgraduate Award Masters by Research.

Length of course

4. Candidates for the degree of Master of Social Science by research and thesis, shall normally complete the requirements for the degree in not less than one year nor more than two years if full-time students and in not less than two years nor more than four years if part-time students.

Requirements

5. A candidate enrolled for the degree shall be required to complete a thesis embodying the results of investigations carried out under supervision. The thesis shall be a unified work showing sound knowledge of the subject matter, independence of thought and capacity to carry out research and it shall be expressed in clear and concise language. The faculty may also prescribe on advice of the School or Schools concerned, or in the case of interdisciplinary studies of the appropriate committee of studies, that the candidate submit to oral or written examinations appropriate to the subject.
6. Candidates shall, in their final year, present a seminar outlining the rationale and major findings of their thesis. The outcome of this seminar will determine whether the research is of a standard appropriate for submission.
7. No thesis shall be accepted if the substance has been previously accepted for a degree in another institution.
8. On completion of work the candidate shall lodge with the Board of Postgraduate Studies for examination three copies of the thesis prepared in accordance with directions given to candidates from time to time.

Exit status

9. A graduate awarded the Master of Social Science by Research and Thesis is eligible to apply for PhD candidature.

Schedule A

Anthropology
Archaeology
Community Welfare
Criminology
History
Human Services
Politics and International Relations
Psychology
Sociology

MASTER OF SOCIAL WORK

see also Courses, Master of Social Work on page 213

Entitlement to enrol

1. A person may apply to enrol for the degree of Master of Social Work if that person has:

- 1.1 completed the course for the degree of Bachelor of Social Work or the degree of Bachelor of Social Work with Honours awarded by this University or by another university or institution of higher education recognised by the faculty; or
- 1.2 qualifications and experience recognised by the faculty as equivalent to Requirement 1.1.

Time for enrolment

2. An application to enrol for the degree shall be lodged at any time prior to the commencement of either teaching period. All applications shall be considered by the faculty.

Length of course

3. Unless granted advanced standing in accordance with Requirement 5 the normal period of candidature shall be 18 months of full-time or three years of part-time study.

Requirements for completion of degree

4. A candidate enrolled for the degree of Master of Social Work shall complete the subject from Part A and any five subjects to the value of 30 credit points from Parts B and C with no more than two subjects from Part C in the Schedule shown under Postgraduate Courses.
5. A candidate may be granted advanced standing. The conditions for granting advanced standing will be determined by the faculty but advanced standing granted may not exceed 12 credit points. A candidate enrolled for the degree of Master of Social Work may be credited with WS5004:06 (Social Welfare Research Methods) of Part B of the schedule on the basis of equivalent honours level studies undertaken for the prerequisite degree. Candidates, with at least two years full-time professional experience, or the equivalent, in social work at the time of enrolment, may be granted advanced standing of 12 credit points of study from Parts B and/or C of the Schedule.
6. To qualify for the degree of Master of Social Work a candidate shall have completed the degree course, including any written or oral examinations prescribed, to the satisfaction of the faculty.

MASTER OF SOCIAL WORK WITH HONOURS

see also *Courses, Master of Social Work with Honours on page 213*

Entitlement to enrol

1. A person may apply to enrol for the degree of Master of Social Work with Honours if that person:
 - 1.1 has completed the course for the degree of Bachelor of Social Work with Honours and has been awarded that degree with Class I or Class II Honours, either by this University or by another university or institution of higher education recognised by the faculty; or
 - 1.2 has completed the course for the degree of Bachelor of Social Work awarded by this University or by another university or institution of higher education recognised by the faculty, provided that the degree has an overall average grade of at least Credit and includes the grade of Distinction in at least two of the subjects in the third and fourth years of the degree; and has completed the Graduate Certificate in Research Methods with a grade of at least Credit in each subject; or
 - 1.3 has qualifications and experience recognised by the faculty as equivalent to Requirements 1.1 and 1.2.

Time for enrolment

2. An application to enrol for the degree shall be lodged at any time prior to the commencement of either teaching period. All applications shall be considered by the faculty.

Length of degree course

3. The normal period of candidature shall be not less than one year nor more than two years of full-time or not less than two years nor more than four years of part-time study.

Requirements for completion of degree

4. A candidate enrolled for the degree of Master of Social Work with Honours shall be required:
 - 4.1 to undertake a Confirmation Seminar within six months of starting the thesis for full-time students and within 12 months for part-time students;
 - 4.2 to complete a supervised research study of relevance to social work and/or social welfare. The thesis may take the form of either a substantial thesis or a portfolio of, normally, no fewer than two nor more than four pieces of work, specifically written for this degree. The portfolio is

to include a further paper providing an overarching framework to the portfolio;

- 4.3 to submit three copies of the thesis or portfolio in the form prescribed by the faculty;

Examination of the thesis

- 5.1 The examination of the thesis, whether by thesis or by portfolio, shall be undertaken by two examiners approved by the Pro-Vice-Chancellor on the recommendation of the Head of School. At least one examiner shall be external to the University. The examiners shall report their assessments in writing to the Registrar, who shall forward such reports to the Head of School, for transmission to the Pro-Vice-Chancellor.
- 5.2 The Pro-Vice-Chancellor, on considering the examiners' reports and the advice of the Head of School, shall recommend to the faculty either the award of an appropriate grade, or a grade to be awarded upon completion to the satisfaction of the Head of School of any revisions, minor amendments or corrections.

Supervisors

6. The faculty shall appoint a supervisor who shall be an appropriately qualified member of the University staff.

MASTER OF TEACHING

see also *Courses, Master of Teaching on page 214*

Note: The Master of Teaching is not offered in 2009. No new enrolments will be accepted in this course.

The Master of Teaching provides a qualification for domestic and international students that leads to registration as a teacher in Queensland.

There shall be set majors for the Master of Teaching as follows:

- Master of Teaching for intending primary teachers focusing on years 1 to 7
- Master of Teaching for intending primary and lower secondary teachers focusing on years 1 to 10
- Master of Teaching for intending secondary teachers focusing on years 8 to 12
- Master of Teaching for students with a Graduate Diploma of Education

General requirements

- 1.1 Applicants for enrolment in the Master of Teaching shall have completed the requirements for a degree at this or another University or another tertiary institution and shall normally have included in their course of study for that degree or in other studies:
 - 1.1.1 for primary teaching, studies providing a basis for work in at least two areas of the primary curriculum and at least two years of study in a non-education discipline (for example, two 3-credit point subjects at levels 1 and 2 - a total of four subjects);
 - 1.1.2 for 1 to 10 teaching, the equivalent of two years of study in two teaching areas, selected from Mathematics, Science, Arts, English, Social and Environmental Education, Health and Physical Education, and Technology (for example, four 3-credit point subjects at levels 1 and 2 to cover two different teaching areas - a total of eight subjects);
 - 1.1.3 for secondary teaching, the equivalent of three years of study in a Secondary Area of Teaching to Year 12 (for example, two 3-credit point subjects at level 1, and three subjects each at levels 2 and 3 - a total of eight subjects), together with a minimum of two years of study in a Secondary Area of Teaching to Year 10 (for example, two 3-credit point subjects at levels 1 and 2 - a total of four subjects) from those listed in Subject Schedule 1 below;
- 1.2 A candidate for the Master of Teaching shall follow a course of study as specified in the set majors to obtain 48 credit points. The normal time for completion of the degree is two years equivalent full-time, whilst the maximum period of candidature is six years. The degree can be accelerated by studying subjects during vacation periods.

Professional experience in the degree

- 2.1 All candidates enrolled for the degree of Master of Teaching without previous approved teacher education shall be required to undertake professional experience as prescribed by the faculty.
- 2.2 Where a course includes prescribed professional or clinical placements, students may be required to undertake such

- placements away from the campus at which they are enrolled at their own expense.
- 2.3 Students may be required to be interviewed, in accordance with procedures approved from time to time by the faculty, to assess their suitability to undertake, or to continue in, a professional or clinical placement.
 - 2.4 This course includes a prescribed professional or clinical placement(s) which may involve contact with young people. Students enrolled in this course are therefore subject to Clause 11.3 of the University Requirements for Undergraduate Coursework Awards, which relates to the Suitability to Work with Children Card.
 - 2.5 Candidates should advise the Director of Professional Experience of any potential conflict of interest with regard to their practicums.
 - 2.6 Candidates must pass the professional experience component of the course. Students who receive an unsatisfactory grade will be:
 - 2.6.1 excluded from the program; or
 - 2.6.2 required to complete the subject. Unsatisfactory performance in a repeat practicum will result in exclusion from the course.
 - 2.7 Students who do not complete the required number of days of a professional experience subject or a professional component of a subject, without the approval of the Director of Professional Experience, will be deemed to have failed the subject.

Concurrent studies

3. Candidates wishing to do concurrent studies in teaching disciplines to satisfy requirements for candidature under Requirement 1.1.1 or 1.1.2, must be interviewed by the Pro-Vice-Chancellor and receive prior written approval to enrol concurrently at this, or another University acceptable to the faculty. Advanced standing will not normally apply to concurrent studies.

Subject Schedule 1 (Including codes for related University subjects)

Aboriginal and Torres Strait Islander Studies
Indigenous Australian Studies (IA)

Biological Sciences
Botany (BT), Botany/Zoology (BZ), Marine Biology (MB), Zoology (ZL)

Business Education
Business (BU) (BX), Accounting and Finance (CO), Management (MG)
Chemistry (CH)
Computer Studies (CP)
Drama (TH)
Earth Sciences (EA)
Economics (EC)

English
Cinema (CN), Communication (CU), English (EL), Journalism (JN)
French (FR)
Geography (EV)

Health and Physical Education
Human Movement (HM), Sport and Exercise Science (SP)
Japanese (JA)
Legal Studies (LA)

Marine Studies
Botany (BT), Botany/Zoology (BZ), Chemistry (CH), Earth Sciences (EA), Environmental Science (EV), Physics (PH), Zoology (ZL)
Mathematics (MA)

Modern History
History (HI), Political Science (PL)

Multistrand Science

Botany (BT), Botany/Zoology (BZ), Chemistry (CH), Earth Sciences (EA), Environmental Science (EV), Physics (PH), Zoology (ZL)
Physics (PH)
Politics (PL)
Study of Society
Anthropology (AN), Archaeology (AR), Communication (CU), History (HI), Political Science (PL), Psychology (PY), Sociology (SY), Social Work (WS)

MASTER OF WOMEN'S STUDIES

see also Courses, Master of Women's Studies on page 215

Entitlement to enrol

1. An applicant for the Master of Women's Studies:
 - 1.1 shall have qualified in this or another University for a Bachelor or Bachelor with Honours degree or its equivalent; or
 - 1.2 shall have qualified in this University for a Postgraduate Certificate or Postgraduate Diploma of Women's Studies; or
 - 1.3 shall have qualifications recognised by the faculty as equivalent to Requirements 1.1 and 1.2.

Length of course

- 2.1 The minimum period of candidature shall be three teaching periods for a full-time candidate or three years for a part-time candidate.
- 2.2 The normal maximum period of candidature shall be three years for a full-time candidate or six years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of candidature.

Advanced standing for other studies

- 3.1 Advanced standing may be given by the faculty, on the recommendation of the Director of the Centre for Women's Studies, for subjects already credited toward another tertiary qualification, either of the University or a similar institution. Such advanced standing shall not exceed 24 credit points.
- 3.2 Where advanced standing is granted in respect of the Postgraduate Certificate or Postgraduate Diploma of Women's Studies, such award should be surrendered prior to the award of the Master of Women's Studies.

Method of assessment

4. The examination of subjects shall be by such assignments as are prescribed in the subjects selected from Schedule A shown under Postgraduate Courses.

Requirements for completion of Master of Women's Studies

5. To qualify for the Master of Women's Studies degree, a candidate shall successfully complete 36 credit points, including Part A and Part B of Schedule A shown under Postgraduate Courses.

Award of Degree

6. Upon completion of the conditions listed under Requirement 5, candidates shall be awarded the Master of Women's Studies degree.

MASTER OF WOMEN'S STUDIES WITH HONOURS

see also Courses, Master of Women's Studies with Honours on page 215

Entitlement to enrol

1. A person may apply to enrol for the degree of Master of Women's Studies with Honours if that person:
 - 1.1 has completed an appropriate three or four year degree with Honours and has been awarded that degree with Class I or Class II Honours, either by this University or by another university or institution of higher education recognised by the faculty; or
 - 1.2 has completed an appropriate three or four year degree awarded, either by this University or by another university or institution of higher education recognised by the faculty, provided that the degree has an overall average grade of at least Credit and includes the grade of Distinction in at least two of the subjects in the third and fourth years of the degree; and has completed the Advanced Certificate in Research Methods with a grade of at least Credit in each subject; or

- 1.3 has qualifications and experience recognised by the faculty as equivalent to the requirements of Requirements 1.1 and 1.2.

Time for enrolment

2. An application to enrol for the degree may be lodged at any time prior to the commencement of either teaching period. All applications shall be considered by the faculty.

Length of degree course

3. The normal period of candidature shall be not less than one year nor more than two years of full-time or not less than two years nor more than four years of part-time study.

Requirements for completion of degree

4. A candidate enrolled for the degree of Master of Women's Studies with Honours shall be required:
- 4.1 to undertake a Confirmation Seminar within six months of starting the thesis for full-time students and within 12 months for part-time students;
- 4.2 to complete a supervised research study of relevance to women's studies. The thesis may take the form of either a substantial thesis or a portfolio of, normally, no fewer than two nor more than four pieces of work, specifically written for this degree. The portfolio is to include a further paper providing an overarching framework to the portfolio;
- 4.3 to submit three copies of the thesis or portfolio in the form prescribed by the faculty.

Examination of the thesis

- 5.1 The examination of the thesis, whether by thesis or by portfolio, shall be undertaken by two examiners approved by the Pro-Vice-Chancellor on the recommendation of the Head of School. At least one examiner shall be external to the University. The examiners shall report their assessments in writing to the Registrar, who shall forward such reports to the Head of School, for transmission to the Pro-Vice-Chancellor.
- 5.2 The Pro-Vice-Chancellor, on considering the examiners' reports and the advice of the Head of School, shall recommend to the faculty either the award of an appropriate grade, or a grade to be awarded upon completion to the satisfaction of the Head of School of any revisions, minor amendments or corrections.

Supervisors

6. The faculty shall appoint a supervisor who shall be an appropriately qualified member of the University staff.

POSTGRADUATE DIPLOMA OF CLINICAL PSYCHOLOGY

see also *Courses, Postgraduate Diploma of Clinical Psychology on page 212*

Requirements for candidature

1. A candidate for the Postgraduate Diploma of Clinical Psychology:
- 1.1 shall have a first or second class honours degree accredited by the Australian Psychological Society or an equivalent qualification from an overseas institution; or
- 1.2 shall have a four-year degree or a postgraduate diploma accredited by the Australian Psychological Society, achieved at a level which is deemed by the Head of School to be at least equivalent to a second class honours degree; or
- 1.3 shall have at least a bachelors degree in an appropriate discipline and, in the opinion of the Selection Committee, adequate experience and/or training and academic competence to succeed in the course.

Enrolment in subjects

- 2.1 A candidate may enrol in any postgraduate diploma subject if the prerequisite requirements have been met, or if the Head of School, in consultation with the Director of Professional Programs, is satisfied that the candidate is qualified to undertake that subject.
- 2.2 Enrolment in certain subjects is restricted to students who have completed PY3107 (Introductory Psychometrics, Assessment and Ethics) or its equivalent.

Advanced standing for previous study

3. A candidate who has completed subjects deemed by the Head of School to be equivalent to those shown in the Schedule for the specialisation, may be given advanced standing for such subjects up to a maximum value of 12 credit points.

Period of candidature

4. The courses are delivered in Limited Attendance mode with teaching blocks distributed throughout the year. Students

normally will be able to complete the entire course within one calendar year, but not necessarily within a single teaching period depending on the scheduling of teaching blocks. Subject to this proviso:

- 4.1 the minimum period of candidature shall normally be one year for a full-time candidate or two years for a part-time candidate;
- 4.2 the maximum period of candidature shall normally be two years for a full-time candidate or four years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of candidature.

Course of studies

5. Unless written approval is obtained from the Head of School, a candidate shall follow the course of study as shown under Postgraduate Courses thereby completing 24 credit points of credit.

Method of assessment

6. The assessment of subjects shall be by such assignments and examinations as prescribed in the individual subjects comprising the approved course of study.

Award of diploma

7. Upon completion of the conditions listed under Requirement 5, candidates may be awarded the Postgraduate Diploma of Clinical Psychology.

Advanced standing towards a higher qualification

- 8.1 Students enrolled in the Postgraduate Diploma of Clinical Psychology program at JCU, who otherwise satisfy the requirements for admission to the Master of Psychology, may apply to transfer to the Master of Psychology program with full advanced standing for subjects completed. Such students may apply to transfer only after they have completed all level 1 subjects, as shown under Postgraduate Studies, and only if they have achieved a Distinction average in all completed coursework subjects, unless otherwise approved by the Pro-Vice-Chancellor of the faculty.
- 8.2 Candidates wishing to use the credit points obtained within the Postgraduate Diploma of Clinical Psychology as advanced standing towards the Master of Psychology degree or the Doctor of Psychology degree, shall surrender the Postgraduate Diploma of Clinical Psychology before the higher qualification is awarded.

POSTGRADUATE DIPLOMA OF FORENSIC PSYCHOLOGY

Award requirements for this award are the same as for the Postgraduate Diploma of Clinical Psychology.

see also *Courses, Postgraduate Diploma of Forensic Psychology on page 212*

POSTGRADUATE DIPLOMA OF GEROPSYCHOLOGY

Award requirements for this award are the same as for the Postgraduate Diploma of Clinical Psychology.

see also *Courses, Postgraduate Diploma of Geropsychology on page 212*

POSTGRADUATE DIPLOMA OF INDIGENOUS STUDIES

see also *Courses, Postgraduate Diploma of Indigenous Studies on page 209*

Award Requirements

1. The Postgraduate Diploma of Indigenous Studies may be undertaken in the School of Indigenous Australian Studies.
2. To qualify for the award a candidate shall pursue studies according to the prescribed course of studies shown under Postgraduate Courses.
3. A person may enrol for the Postgraduate Diploma of Indigenous Studies if that person
- 3.1 fulfils the requirements for entry into the Postgraduate Certificate of Indigenous Studies, and
- 3.2 has successfully completed the requirements of the Postgraduate Certificate of Indigenous Studies.
4. A candidate shall pursue studies to obtain 24 credit points. The normal period of candidature shall be one year of full-time study or two years of part-time study. The 12 credit points of study completed to fulfill the requirements of the Postgraduate Certificate may be credited towards the Postgraduate Diploma of Indigenous Studies.
5. A candidate will be required to surrender the award of Postgraduate Certificate of Indigenous Studies before the award of Postgraduate Diploma of Indigenous Studies is conferred.

POSTGRADUATE DIPLOMA OF PSYCHOLOGY

see also *Courses, Postgraduate Diploma of Psychology on page 212*

Requirements for candidature

1. A person may enrol for the Postgraduate Diploma of Psychology course if that person:
 - 1.1 has completed the requirements for a bachelors degree that includes an Australian Psychological Society approved three-year sequence in Psychology;
 - 1.2 has at least a Credit average in all level 3 Psychology subjects taken as part of that degree; or
 - 1.3 has qualifications recognised by the faculty as equivalent to Requirements 1.1 and 1.2.

Period of candidature

2. The normal period of candidature shall be one year of full-time study or two years of part-time study.

Course of studies

3. A candidate shall follow the course of study prescribed in Schedule A shown under Postgraduate Courses.
4. Candidates may be required to undertake such tests and interviews as are considered necessary to assess their suitability to work in the helping professions.

POSTGRADUATE DIPLOMA OF SOCIAL WELFARE

see also *Courses, Postgraduate Diploma of Social Welfare on page 213*

Entitlement to enrol

1. A person may enrol for the Postgraduate Diploma of Social Welfare if that person:
 - 1.1 has completed the course for the degree of Bachelor of Social Work or the degree of Bachelor of Social Work with Honours awarded by this University or by another university or institution of higher education recognised by the faculty for this purpose; or
 - 1.2 has completed the course for the degree of Bachelor of Community Welfare with Honours awarded by this University; or
 - 1.3 has completed the Bachelor of Community Welfare or an appropriate three year degree; or
 - 1.4 has qualifications and experience recognised by the faculty as equivalent to Requirements 1.1 or 1.2 or 1.3.

Period of candidature

2. The normal period of candidature shall be two years of part-time study or one year of full-time study.

Course of studies

3. A candidate shall successfully complete 24 credit points of designated subjects at postgraduate level.

Requirements for completion of degree

- 4.1 The course of study will consist of at least one subject from Part A and any three other subjects from Part B of the Schedule shown under Postgraduate Courses.
- 4.2 A candidate may be exempted from one subject from Part A or Part B on the basis of any honours-level studies undertaken for the requisite degree.

Supervisors

5. The faculty shall appoint a supervisor who shall be an appropriately qualified member of the University staff.

Assessment

6. To qualify for the diploma a candidate shall have completed the course, including any written or oral examinations prescribed to the satisfaction of the faculty.

POSTGRADUATE DIPLOMA OF WOMEN'S STUDIES

see also *Courses, Postgraduate Diploma of Women's Studies on page 215*

Requirements for candidature

1. An applicant for the Postgraduate Diploma of Women's Studies:
 - 1.1 shall have qualified in this or another University for a Bachelor's degree or its equivalent; or
 - 1.2 shall have other qualifications recognised by the faculty as equivalent to Requirement 1.1.

Period of candidature

- 2.1 The minimum period of candidature shall be one year for a full-time candidate or two years for a part-time candidate.
- 2.2 The normal maximum period of candidature shall be two years for a full-time candidate or four years for a part-time candidate,

provided that in special circumstances the faculty may grant an extension of candidature.

Advanced standing for other studies

3. Advanced standing may be given by the faculty, on the recommendation of the Director of the Centre for Women's Studies, for subjects already credited toward another tertiary qualification, either of the University or a similar institution. Such advanced standing shall not exceed 12 credit points.

Course of studies

4. A candidate shall successfully complete a course of study approved by the Pro-Vice-Chancellor comprising 24 credit points selected from both subjects listed in Part A of the Schedule shown under Postgraduate Courses and two subjects listed in Part B of the Schedule.

Method of assessment

5. The examination of subjects shall be by such assignments as prescribed by the subjects selected from the Schedule.

Award of diploma

- 6.1 Upon completion of Requirement 4, candidates shall be awarded the Postgraduate Diploma of Women's Studies.
- 6.2 Candidates wishing to use the credit points obtained within the Postgraduate Diploma of Women's Studies as advanced standing toward the Master of Women's Studies, shall surrender the Postgraduate Diploma of Women's Studies before the higher qualification is awarded.

GRADUATE DIPLOMA OF ARTS

The Graduate Diploma of Arts is designed for graduates who wish to pursue further studies within the faculty, either in a single discipline, or in multiple disciplines, or in a selected interdisciplinary area of study (e.g. Aboriginal and Islander Studies, Australian Studies, Southeast Asian Studies). Appropriate subjects taught outside the faculty may be incorporated into a Graduate Diploma of Arts.

Requirements for candidature

1. A person may enrol for the Graduate Diploma of Arts course if that person:
 - 1.1 holds or has completed the requirements for a Bachelor degree, either from this University or from another institution of higher education, provided that the faculty, on the recommendation of the Head(s) of School(s) concerned, is satisfied that the previous studies are of adequate standard and relevant to the course proposed; or
 - 1.2 has other qualifications recognised by the faculty as equivalent to Requirement 1.1.

Enrolment in subjects

2. A candidate shall complete 24 credit points of study and may enrol in any approved subject for the Graduate Diploma of Arts if he or she has met the prerequisite requirements, or if the relevant Head of School, in consultation with the course convener, is satisfied that the candidate is qualified to undertake that subject.

Advanced standing for previous study

3. A candidate who has completed a subject or subjects additional to the requirements of a degree of this University may be given advanced standing for such subject(s) as are suitable for inclusion within the chosen Graduate Diploma program; subjects additional to degrees from other institutions of higher education may, when suitable, be credited up to the value of 12 credit points.

Period of candidature

4. The normal period of candidature shall be one year of full-time study or two years of part-time study.
5. A candidate shall select one of the disciplines or fields of study set out in Schedule A below, or an approved combination of those or other disciplines and follow the course of study prescribed. The prescribed course may consist of coursework alone, or of coursework together with a minor thesis of 6 credit points value. The minor thesis will be allocated a code of HU4XX4:06, with the second and third digits appropriate to the school.

Certification of program of study

6. A convener shall be appointed by the faculty for each course, who will certify that the proposed program of study forms a coherent whole and is at an appropriate level.

Assessment

7. To complete any subject a candidate shall fulfil the requirements of the relevant School for that subject.
8. A candidate who has qualified for the Graduate Diploma of Arts in one discipline may enrol in another discipline in a later year.

Schedule A

Anthropology
 Archaeology
 English
 French
 History
 Human Services
 Indigenous Australian Studies
 Japanese
 Politics and International Relations
 Psychology
 Sociology

GRADUATE DIPLOMA OF EDUCATION

see also *Courses, Graduate Diploma of Education on page 208*

The Graduate Diploma of Education provides a qualification for domestic and international students that leads to registration as a teacher in Queensland.

There shall be set majors for the Graduate Diploma of Education as follows:

- Graduate Diploma of Education for intending primary teachers focusing on years 1 to 7
- Graduate Diploma of Education for intending primary and lower secondary teachers focusing on years 1 to 9
- Graduate Diploma of Education for intending secondary teachers focusing on years 8 to 12

General requirements

- 1.1 Applicants for enrolment in the Graduate Diploma of Education shall have completed the requirements for a degree of this or another University or another tertiary institution and shall have included in their course of study for that degree or in other studies:
 - 1.1.1 for primary teaching, studies providing a basis for work in at least two areas of the primary curriculum and at least two years of study in a non-education discipline (eg two 3-credit point subjects at levels 1 and 2 - a total of four subjects);
 - 1.1.2 for 1 to 9 teaching, the equivalent of two years of study in two teaching areas, selected from Mathematics, Science, Arts, English, Social and Environmental Education, Health and Physical Education, and Technology (eg four 3-credit point subjects at levels 1 and 2 to cover two different teaching areas - a total of eight subjects);
 - 1.1.3 for secondary teaching, the equivalent of three years of study in a secondary area of teaching to year 12 (eg two 3-credit point subjects at level 1, and three each at levels 2 and 3 - a total of eight subjects), together with a minimum of two years of study in a secondary area of teaching to year 10 (eg two 3-credit point subjects at levels 1 and 2 - a total of four subjects) from those listed in Subject Schedule 1 below.
- 1.2 A candidate for the Graduate Diploma of Education shall follow a course of study as specified in the set majors to obtain 24 credit points. The normal time for completion of the Graduate Diploma of Education is one year of equivalent full-time study, whilst the maximum period of candidature is three years.

Professional experience in the Graduate Diploma of Education

- 2.1 All candidates enrolled in the Graduate Diploma of Education without previous approved teacher education shall be required to undertake professional experience as prescribed by the faculty.
- 2.2 Where a course includes prescribed professional or clinical placements, students may be required to undertake such placements away from the campus at which they are enrolled at their own expense.
- 2.3 Students may be required to be interviewed, in accordance with the relevant procedures, to assess their suitability to undertake, or to continue in, a professional or clinical placement.
- 2.4 This course includes a prescribed professional or clinical placement(s) which may involve contact with young people. Students enrolled in this course are therefore subject to Clause

11.3 of the University Requirements for Undergraduate Coursework Awards, which relates to the Suitability to Work with Children Card.

- 2.5 Candidates should advise the Director of Professional Experience of any potential conflict of interest with regard to practicums.
- 2.6 Candidates must pass the professional experience component of the course. Students who receive an unsatisfactory grade will be:
 - 2.6.1 excluded from the program; or
 - 2.6.2 required to complete the subject. Unsatisfactory performance in a repeat practicum will result in exclusion from the course.
- 2.7 Students who do not complete the required number of days of a professional experience subject or a professional component of a subject, without the approval of the Director of Professional Experience, will be deemed to have failed the subject.

Concurrent studies

3. Candidates wishing to do concurrent studies in teaching disciplines to satisfy requirements for candidature under Requirement 1.1.1 or 1.1.2 or 1.1.3, must be interviewed by the Pro-Vice-Chancellor and receive prior written approval to enrol concurrently at this, or another University acceptable to the faculty. Credit will not normally apply to concurrent studies.

Subject Schedule 1

(Including codes for related University subjects)

Aboriginal and Torres Strait Islander Studies
 Indigenous Australian Studies (IA)
Biological Sciences
 Botany (BT), Botany/Zoology (BZ), Marine Biology (MB), Zoology (ZL)
Business Education
 Business (BU) (BX), Accounting and Finance (CO), Management (MG)
 Chemistry (CH)
 Computer Studies (CP)
 Drama (TH), Music (NM), Visual Arts (NM) (VA)
 Earth Sciences (EA)
 Economics (EC)
English
 Cinema (CN), Communication (CU), English (EL), Journalism (JN)
 French (FR)
 Geography (EV)
Health and Physical Education
 Human Movement (HM), Sport and Exercise Science (SP)
 Japanese (JA)
 Legal Studies (LA)
Marine Studies
 Botany (BT), Botany/Zoology (BZ), Chemistry (CH), Earth Sciences (EA), Environmental Science (EV), Physics (PH), Zoology (ZL)
 Mathematics (MA)
Modern History
 History (HI), Political Science (PL)
Multistrand Science
 Botany (BT), Botany/Zoology (BZ), Chemistry (CH), Earth Sciences (EA), Environmental Science (EV), Physics (PH), Zoology (ZL)
 Physics (PH)
 Politics (PL)
Study of Society
 Anthropology (AN), Archaeology (AR), Communication (CU), History (HI), Political Science (PL), Psychology (PY), Sociology (SY), Social Work (WS)

Additional relevant subjects may be undertaken at the discretion of the Pro-Vice-Chancellor.

GRADUATE DIPLOMA OF JOURNALISM

see also *Courses, Graduate Diploma of Journalism on page 210*

The Graduate Diploma of Journalism is designed for students who have either studied journalism at the undergraduate level, are practising

professional journalists who wish to increase their skill base, or postgraduate students interested in changing career goals who have no experience in journalistic writing.

Requirements for candidature

1. Applicants for the Graduate Diploma of Journalism must therefore have:
 - 1.1 qualified at this or another University for a Bachelors degree; or
 - 1.2 qualifications and experience recognised by the faculty as equivalent to Requirement 1.1; or
 - 1.3 a JCU Graduate Certificate of Journalism.

Period of candidature

2. The normal period of candidature shall be one year of full-time study or two years of part-time study.

Course of studies

3. A candidate shall complete 24 credit points of study as prescribed under Postgraduate Courses.

Method of Assessment

4. Assessment shall be as prescribed in the relevant subject outlines.

Award of Graduate Diploma of Journalism

5. Upon fulfilment of the conditions listed under Requirement 3, candidates may be awarded the Graduate Diploma of Journalism.

GRADUATE DIPLOMA OF PUBLIC POLICY

Requirements for candidature

1. A person may enrol for the Graduate Diploma of Public Policy course if that person:
 - 1.1 holds or has completed the requirements for an appropriate bachelor degree, either from this University or another institution of higher education, provided that the faculty, on the recommendation of the Head(s) of School(s) concerned, is satisfied that the previous studies are of adequate standard and relevant to the course proposed; or
 - 1.2 has other qualifications recognised by the faculty as equivalent to Requirement 1.1; or
 - 1.3 has other qualifications deemed by the faculty to be appropriate for entry to the course.

Period of candidature

2. The normal period of candidature shall be one year of full-time study or two years of part-time study.

Advanced standing for previous study

- 3.1 A candidate who has completed a subject or subjects additional to the requirements of a degree of this University may be given advanced standing for such subject(s) as are suitable for inclusion within the chosen Graduate Diploma program.
- 3.2 Suitable subjects additional to degrees from other institutions of higher education may be credited up to the value of 12 credit points.

Course of studies

- 4.1 A candidate shall complete 24 credit points of study, chosen in consultation with the course convenor and approved by the Pro-Vice-Chancellor. The course may consist of coursework alone, or of coursework together with a minor thesis of a minimum value of six credit points.
- 4.2 A candidate may enrol in any subject for the Graduate Diploma of Public Policy if he or she has met the prerequisite requirements, or if the relevant Head of School, in consultation with the course convenor, is satisfied that the candidate is qualified to undertake that subject and that the subject is of an appropriate level of study.

Method of assessment

5. To complete any subject a candidate shall fulfil the requirements of the school offering the subject; with the proviso that when undergraduate subjects form part of the course, appropriate work at the graduate level shall be decided between the student, the lecturer-in-charge and the course convenor.

GRADUATE DIPLOMA OF SOCIAL SCIENCE

The Graduate Diploma of Social Science is designed for graduates who wish to pursue further studies within the Faculty of Arts, Education and Social Sciences, either in a single discipline, or in multiple disciplines, or in a selected interdisciplinary area of study. Appropriate subjects taught outside the Faculty of Arts, Education and Social Sciences may be incorporated into a Graduate Diploma of Social Science.

Requirements for candidature

1. A person may enrol for the Graduate Diploma of Social Science course if that person:
 - 1.1 holds or has completed the requirements for a Bachelor degree, either from this University or from another institution of higher education, provided that the faculty, on the recommendation of the Head(s) of School(s) concerned, is satisfied that the previous studies are of adequate standard and relevant to the course proposed;
 - 1.2 has other qualifications recognised by the faculty as equivalent to Requirement 1.1.

Enrolment in subjects

- 2.1 A candidate shall complete 24 credit points of study and shall select one of the disciplines or fields of study set out in Schedule A below, or an approved combination of those or other disciplines and follow the course of study prescribed. The prescribed course may consist of coursework alone, or coursework together with a minor thesis of a minimum value of six credit points. The minor thesis will be allocated a unique code appropriate to the discipline.
- 2.2 A candidate for the Graduate Diploma of Social Science whose previous qualifications do not include formal research methods subjects must include at least six credit points of graduate level Social Science Research Methods in their program. A candidate whose previous studies include level 2 or 3 research methods subjects may be given exemption from completing some or all of the Social Science Research Methods prescribed in their program, but may not receive advanced standing for those subjects.
- 2.3 A candidate may enrol in any approved subject for the Graduate Diploma of Social Science if he or she has met the prerequisite requirements, or if the relevant Head of School, in consultation with the course convenor, is satisfied that the candidate is qualified to undertake that subject.

Advanced standing for previous study

3. A candidate who has completed a subject or subjects additional to the requirements of a degree of this University may be given advanced standing for such subject(s) as are suitable for inclusion within the chosen Graduate Diploma program; subjects additional to degrees from other institutions of higher education may, when suitable, be credited up to the value of 12 credit points.

Period of candidature

4. The normal period of candidature shall be one year of full-time study or two years of part-time study.

Certification of program of study

5. The faculty shall appoint a convenor for each course, who will certify that the proposed program of study forms a coherent whole and is at an appropriate level.

Assessment

- 6.1 To complete any subject a candidate shall fulfil the requirements of the relevant school for that subject.
- 6.2 A candidate who has qualified for the Graduate Diploma of Social Science in one discipline may enrol in another discipline in a later year.

Schedule A

Anthropology
 Archaeology
 Asia Pacific Community Development
 Cultural Heritage Studies
 History
 Human Services
 Politics and International Relations
 Psychology
 Sociology

GRADUATE DIPLOMA OF WRITING

see also Courses, Graduate Diploma of Writing on page 215

Admission/entry to the course

1. The Graduate Diploma of Writing is available to any graduate. Some subject restrictions may apply to students who have previously completed a Bachelor of Arts or a Bachelor of Journalism.

Requirements for the course

2. A candidate for the Graduate Diploma of Writing shall follow an approved course of study as specified in the program shown under Postgraduate Courses to obtain grades to a value of 24 credit points.

Period of candidature/completion

3. The minimum time for completion of the course is 12 months full-time study or two years part-time.
4. The maximum time for completion is three years.
5. The maximum amount of time a student can take as leave of absence from the course is one year.

Pass Conceded

6. The grade of Pass Conceded shall not be accepted towards the degree.

Advanced standing for prior study

7. Candidates for awards of the faculty may apply to obtain advanced standing for previous tertiary study as detailed in the Advanced Standing for Previous Studies and Recognised Prior Learning Policy and associated procedures.
8. Advanced standing for previous study granted towards the Graduate Diploma of Writing may only be granted for study undertaken in the previous three years. Advanced standing will be granted only for subjects in fields relevant to the diploma and at an equivalent level.

Cancellation of advanced standing

9. Unless the faculty otherwise determines, advanced standing granted for any subject shall be cancelled three years after the date of the examination upon which the advanced standing is based if by then the candidate has not completed the course.

Administration of the degree

10. The degree shall be administered by the Faculty of Arts, Education and Social Sciences.

POSTGRADUATE CERTIFICATE OF CHILD PROTECTION PRACTICE

see also *Courses, Postgraduate Certificate of Child Protection Practice on page 207*

Requirements for candidature

1. A person may apply to enrol for the Postgraduate Certificate of Child Protection Practice if that person:
 - 1.1 has completed an appropriate three or four year degree; or
 - 1.2 has qualifications recognised by the faculty as equivalent to Requirement 1.1.

Time for enrolment

2. An application to enrol in the Postgraduate Certificate may be lodged at any time prior to the commencement of Teaching Period 1. All applications shall be considered by the faculty.

Period of candidature

3. The normal period of candidature shall be two teaching periods of part-time study.

Course of study

4. A candidate enrolled for the Postgraduate Certificate of Child Protection Practice shall complete 12 credit points of study.

Award of Certificate

5. To qualify for the Postgraduate Certificate, a candidate shall have completed the Certificate Course, including any written or oral examination prescribed, to the satisfaction of the faculty.

POSTGRADUATE CERTIFICATE OF CLINICAL PSYCHOLOGY

see also *Courses, Postgraduate Certificate of Clinical Psychology on page 212*

Requirements for candidature

1. A candidate for the Postgraduate Certificate of Clinical Psychology:
 - 1.1 shall have a first or second class honours degree accredited by the Australian Psychological Society or an equivalent qualification from an overseas institution; or
 - 1.2 shall have a four-year degree or a postgraduate diploma accredited by the Australian Psychological Society, achieved at a level which is deemed by the Head of School to be at least equivalent to a second class honours degree; or
 - 1.3 shall have at least a bachelors degree in an appropriate discipline and, in the opinion of the Selection Committee, adequate experience and/or training and academic competence to succeed in the course.

Enrolment in subjects

- 2.1 A candidate may enrol in any postgraduate certificate subject if she or he has met the prerequisite requirements, or if the Head of School, in consultation with the Director of Professional

Programs, is satisfied that the candidate is qualified to undertake that subject.

- 2.2 Enrolment in certain subjects is restricted to students who have completed PY3107 (Introductory Psychometrics, Assessment and Ethics) or its equivalent.

Advanced standing for previous study

3. A candidate who has completed subjects deemed by the Head of School to be equivalent to those shown in the Schedule for the specialisation, may be given advanced standing for such subjects up to a maximum value of six credit points.

Period of candidature

4. The courses are delivered in Limited Attendance mode with teaching blocks distributed throughout the year. Students normally will be able to complete the entire course within one calendar year, but not necessarily within a single teaching period, depending on the scheduling of teaching blocks. Subject to this proviso:
 - 4.1 the minimum period of candidature shall normally be one teaching period for a full-time candidate or one year for a part-time candidate;
 - 4.2 the maximum period of candidature shall normally be one year for a full-time candidate or two years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of candidature.

Course of studies

5. Unless written approval is obtained from the Head of School, a candidate shall follow the course of study as shown under Postgraduate Courses to complete 12 credit points of credit.

Method of assessment

6. The assessment of subjects shall be by such assignments and examinations as prescribed in the individual subjects comprising the approved course of study.

Award of certificate

7. Upon completion of the conditions listed under Requirement 5, candidates may be awarded the Postgraduate Certificate of Clinical Psychology.

Advanced standing towards a higher qualification

- 8.1 Students enrolled in the Postgraduate Certificate of Clinical Psychology program at JCU, who otherwise satisfy the requirements for admission to the Master of Psychology, may apply to transfer to the Master of Psychology program with full advanced standing for subjects completed. Such students may apply to transfer only after they have completed all level 1 subjects, as shown under Postgraduate Studies, and only if they have achieved a Distinction average in all completed coursework subjects, unless otherwise approved by the Pro-Vice-Chancellor of the faculty.
- 8.2 Candidates wishing to use the credit points obtained within the Postgraduate Certificate of Clinical Psychology as advanced standing towards a Postgraduate Diploma, the Master of Psychology degree or the Doctor of Psychology degree, shall surrender the Postgraduate Certificate before the higher qualification is awarded.

POSTGRADUATE CERTIFICATE OF COMMUNITY DEVELOPMENT

see also *Courses, Postgraduate Certificate of Community Development on page 207*

Requirements for candidature

1. A person may apply to enrol for the Postgraduate Certificate of Community Development if that person:
 - 1.1 has completed an appropriate three or four year degree; or
 - 1.2 has qualifications recognised by the faculty as equivalent to the requirements of Requirement 1.1.

Time for enrolment

2. An application to enrol in the Certificate may be lodged at any time prior to the commencement of either teaching period. All applications shall be considered by the faculty.

Period of candidature

3. The normal period of candidature shall be one teaching period of full-time or two teaching periods of part-time study although this may be varied according to circumstances.

Course of studies

4. A candidate enrolled for the Postgraduate Certificate of Community Development shall complete 12 credit points of study as outlined in the Schedule shown under Postgraduate Courses.

Award of certificate

5. To qualify for the Postgraduate Certificate of Community Development a candidate shall have completed the Certificate course, including any written or oral examination prescribed, to the satisfaction of the faculty.

POSTGRADUATE CERTIFICATE OF EDUCATION

This award does not lead to registration as a teacher.

Requirements for candidature

1. An applicant for the Postgraduate Certificate of Education shall hold, from this or another tertiary institution, a three-year degree or diploma and have successfully completed a course of teacher education approved by the faculty.

Candidature in exceptional circumstances

2. In exceptional cases, applicants may be permitted to enrol if they submit other evidence of academic and professional attainments and their candidature is approved by the faculty.
3. Notwithstanding any other provisions of these Requirements, the faculty may require an applicant to demonstrate fitness for enrolment by carrying out such work and completing satisfactorily such examinations as the faculty may determine, on the advice of the Academic Adviser (Postgraduate Studies) in consultation with the appropriate Head of School.

Enrolment status

4. A candidate shall be designated by the faculty as a full-time candidate or a part-time candidate.
5. A candidate may be granted advanced standing. The conditions for granting such advanced standing will be determined by the faculty but in no case will the advanced standing granted exceed three credit points.

Period of candidature

6. The minimum period of candidature shall be one teaching period for a full-time candidate and one year for a part-time candidate.
7. The maximum period of candidature shall be one year for a full-time candidate and two years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of the period or approve a suspension of candidature of no more than one teaching period.

Course of studies

8. A candidate shall successfully complete a course of study approved by the faculty comprising 12 credit points by selecting from the subjects available.

Method of assessment

9. The examination of subjects shall be by such assignments, exercises and written papers as may be prescribed.

Award of the certificate

10. Upon completion at the level prescribed by the faculty of the appropriate requirements and upon complying with all other relevant Statutes and Requirements, candidates may be awarded the Postgraduate Certificate of Education.
11. Candidates wishing to use the credit points obtained within the Postgraduate Certificate of Education as advanced standing towards the Master of Education shall surrender the Postgraduate Certificate before the higher qualification is awarded.

POSTGRADUATE CERTIFICATE OF FAMILY THERAPY AND COUNSELLING

see also *Courses, Postgraduate Certificate of Family Therapy and Counselling on page 209*

Requirements for candidature

1. A person may apply to enrol for the Postgraduate Certificate of Family Therapy and Counselling if that person:
 - 1.1 has completed an appropriate three or four year degree; or
 - 1.2 has qualifications recognised by the faculty as equivalent to the requirements of Requirement 1.1.

Time for enrolment

2. An application to enrol in the Certificate may be lodged prior to the commencement of either teaching period. All applications shall be considered by the faculty.

Period of candidature

3. The normal period of candidature shall be one teaching period of full-time or two teaching periods of part-time study although this may be varied according to circumstances.

Course of studies

4. A candidate enrolled for the Postgraduate Certificate of Family Therapy and Counselling shall complete 12 credit points of study as outlined in the Schedule shown under Postgraduate Courses.

Award of certificate

5. To qualify for the Postgraduate Certificate of Family Therapy and Counselling a candidate shall have completed the Certificate course, including any written or oral examination prescribed, to the satisfaction of the faculty.

POSTGRADUATE CERTIFICATE OF FORENSIC PSYCHOLOGY

see also *Courses, Postgraduate Certificate of Forensic Psychology on page 213*

Requirements for candidature

1. A candidate for the Postgraduate Certificate of Forensic Psychology:
 - 1.1 shall have a first or second class honours degree from an Australian university or an equivalent qualification from an overseas institution; or
 - 1.2 shall have a four-year degree or a postgraduate diploma from an Australian university, achieved at a level which is deemed by the Head of School to be at least equivalent to a second class honours degree; or
 - 1.3 shall have at least a bachelors degree in an appropriate discipline and, in the opinion of the Selection Committee, adequate experience and/or training and academic competence to succeed in the course.

Enrolment in subjects

- 2.1 A candidate may enrol in any postgraduate certificate subject if she or he has met the prerequisite requirements, or if the Head of School, in consultation with the Director of Professional Programs, is satisfied that the candidate is qualified to undertake that subject.
- 2.2 Enrolment in certain subjects is restricted to students who have completed PY3107 (Introductory Psychometrics, Assessment and Ethics) or its equivalent.

Advanced standing for previous study

3. A candidate who has completed subjects deemed by the Head of School to be equivalent to those shown in the Schedule for the specialisation, may be given advanced standing for such subjects up to a maximum value of six credit points.

Period of candidature

4. The courses are delivered in Limited Attendance mode with teaching blocks distributed throughout the year. Students normally will be able to complete the entire course within one calendar year, but not necessarily within a single teaching period, depending on the scheduling of teaching blocks. Subject to this proviso:
 - 4.1 the minimum period of candidature shall normally be one teaching period for a full-time candidate or one year for a part-time candidate;
 - 4.2 the maximum period of candidature shall normally be one year for a full-time candidate or two years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of candidature.

Course of studies

5. Unless written approval is obtained from the Head of School, a candidate shall follow the course of study as shown under Postgraduate Courses to complete 12 credit points of credit.

Method of assessment

6. The assessment of subjects shall be by such assignments and examinations as prescribed in the individual subjects comprising the approved course of study.

Award of certificate

7. Upon completion of the conditions listed under Requirement 5, candidates may be awarded the Postgraduate Certificate of Clinical Psychology.

Advanced standing towards a higher qualification

- 8.1 Students enrolled in the Postgraduate Certificate of Clinical Psychology program at JCU, who otherwise satisfy the requirements for admission to the Master of Psychology, may

apply to transfer to the Master of Psychology program with full advanced standing for subjects completed. Such students may apply to transfer only after they have completed all level 1 subjects, as shown under Postgraduate Studies, and only if they have achieved a Distinction average in all completed coursework subjects, unless otherwise approved by the Pro-Vice-Chancellor of the faculty.

- 8.2 Candidates wishing to use the credit points obtained within the Postgraduate Certificate of Clinical Psychology as advanced standing towards a Postgraduate Diploma, the Master of Psychology degree or the Doctor of Psychology degree, shall surrender the Postgraduate Certificate before the higher qualification is awarded.

POSTGRADUATE CERTIFICATE OF INDIGENOUS STUDIES

see also *Courses, Postgraduate Certificate of Indigenous Studies on page 209*

Requirements for candidature

1. A person may apply to enrol for the Postgraduate Certificate of Indigenous Studies if that person
 - 1.1 has qualified at this or another University for a bachelor's degree in a relevant discipline; or
 - 1.2 has qualifications and experience recognised by the faculty as equivalent to requirement 1.1.

Period of candidature

2. The normal period of candidature shall be one year of part-time study.

Course of studies

3. The Postgraduate Certificate consists of 12 credit points of study. Students are required to complete four 3-credit point subjects from the following schedule:

IA5010:03	Indigenous Research Ethics
IA5011:03	Field Procedures in Indigenous Research
IA5012:03	Interpreting Research
IA5110:03	Individual Study/Project

Method of assessment

4. Assessment shall be as prescribed in the relevant subject outlines.

Award of certificate

5. Upon fulfilment of the conditions listed under requirement 3, candidates may be awarded the Postgraduate Certificate of Indigenous Studies.

Advanced standing towards a higher qualification

6. Candidates wishing to use the credit points obtained within the Postgraduate Certificate of Indigenous Studies as advanced standing towards the Postgraduate Diploma of Indigenous Studies or the Master of Indigenous Studies shall surrender the Postgraduate Certificate before the higher qualification is awarded.

POSTGRADUATE CERTIFICATE OF MENTAL HEALTH PRACTICE

see also *Courses, Postgraduate Certificate of Mental Health Practice on page 210*

Admission/entry to the course

1. A person may apply to enrol for the Postgraduate Certificate of Mental Health Practice if that person has completed an undergraduate bachelor degree in the following areas:
 - Social Work
 - Community Welfare
 - Bachelor of Arts or Bachelor of Social Science with a major in Psychology
 - Bachelor of Psychology
 - degree with APS accredited major in Psychology
 - other Human Services degree
 - other qualifications with the approval of the Head of School

Requirements for the course

2. A candidate for the Postgraduate Certificate of Mental Health Practice shall follow an approved course of study as specified in the program shown under Postgraduate Courses to obtain 12 credit points. This shall include the specified core subjects and elective subjects.

Period of candidature/completion

3. The normal time for completion of the course is one year part-time.

4. The maximum time for completion is two years.
5. The maximum amount of time a student can take as leave of absence from the course is two years.

Pass Conceded

6. The grade of Pass Conceded shall not be accepted towards the course.

Advanced standing for prior study

7. Candidates for awards of the faculty may apply to obtain advanced standing for previous tertiary study as detailed in the Advanced Standing for Previous Studies and Recognised Prior Learning Policy and associated procedures.
8. Advanced standing for previous study granted towards the Postgraduate Certificate of Mental Health Practice may be granted for study undertaken in the previous ten years only.

Cancellation of advanced standing

9. Unless the faculty otherwise determines, advanced standing gained for any subject shall be cancelled ten years after the date of the examination upon which the advanced standing is based if by then the candidate has not completed the course.

Administration of the degree

10. The degree shall be administered by the Faculty of Arts, Education and Social Sciences.

POSTGRADUATE CERTIFICATE OF WOMEN'S STUDIES

see also *Courses, Postgraduate Certificate of Women's Studies on page 215*

Requirements for candidature

1. An applicant for the Postgraduate Certificate of Women's Studies:
 - 1.1 shall have qualified in this or another University for a Bachelor's degree or its equivalent; or
 - 1.2 shall have other qualifications recognised by the faculty as equivalent to Requirement 1.1.

Period of candidature

- 2.1 The minimum period of candidature shall be one teaching period for a full-time candidate or one year for a part-time candidate.
- 2.2 The normal maximum period of candidature shall be one year for a full-time candidate or two years for a part-time candidate, provided that in special circumstances the faculty may grant an extension of candidature.

Advanced standing for other studies

3. Advanced standing may be given by the faculty, on the recommendation of the Director of the Centre for Women's Studies, for subjects already credited toward another tertiary qualification, either of the University or a similar institution. Such advanced standing shall not exceed 6 credit points.

Course of studies

4. A candidate shall successfully complete a course of study approved by the Pro-Vice-Chancellor comprising 12 credit points selected from subjects listed under Postgraduate Courses, one of which must be from Part A.

Method of assessment

5. The examination of subjects shall be by such assignments as prescribed by the subjects selected from Schedule A shown under Postgraduate Courses.

Award of certificate

- 6.1 Upon completion of the conditions listed under Requirement 4, candidates shall be awarded the Postgraduate Certificate of Women's Studies.
- 6.2 Candidates wishing to use the credit points obtained within the Postgraduate Certificate of Women's Studies as advanced standing toward the Postgraduate Diploma of Women's Studies, or the Master of Women's Studies, shall surrender the Postgraduate Certificate of Women's Studies before the higher qualification is awarded.

GRADUATE CERTIFICATE OF EDUCATION (TERTIARY TEACHING)

Note: This award does not lead to registration as a teacher.

see also *Courses, Graduate Certificate of Education (Tertiary Teaching) on page 208*

1. A candidate for the Graduate Certificate shall follow a course of study as specified in the Schedule shown under Postgraduate Courses to obtain 12 credit points. The normal time for completion of the Certificate is four teaching periods part-time.

Requirements for candidature

2. A person may enrol for the Graduate Certificate of Education if that person has completed the requirements for a degree, either from this University or from another institution of higher education and has included in that degree studies appropriate for the teaching for which they want to prepare. For some areas of teaching covered by the Programs attached to these requirements, equivalent qualifications appropriate to the area of teaching will be accepted.

GRADUATE CERTIFICATE OF EDUCATION FOR SUSTAINABILITY

see also *Courses, Graduate Certificate of Education for Sustainability on page 208*

Admission/entry to the course

1. A person may be admitted to the Graduate Certificate of Education for Sustainability if that person has an undergraduate degree in teaching (ie Bachelor of Education) or other relevant degree or diploma approved by the Faculty of Science, Engineering and Information Technology and the Faculty of Arts, Education and Social Sciences.

Academic requirements for course completion

2. A candidate for the graduate certificate shall follow an approved course of study as specified in the program shown under Postgraduate Courses to obtain 12 credit points. This shall include at least 6 credit points drawn from the core Education subjects as listed.

Period of candidature/completion

3. The normal time for completion of the course is one teaching period of full time study or one year part time.
4. The maximum period of candidature shall be two years for a full time candidate and four years for a part time candidate, provided that in special circumstances the faculty may grant an extension of the period or approve a suspension of candidature of no more than 12 months.
5. The maximum amount of time a student can take as leave of absence from the course is 12 months.

Advanced standing for prior study

6. Advanced standing for previous study granted towards the Graduate Certificate of Education for Sustainability may only be granted for study undertaken in the previous 10 years.

Cancellation of advanced standing

7. Unless either of the faculties otherwise determine, advanced standing granted for any subject within each faculty shall be cancelled 10 years after the date of the examination upon which the advanced standing is based if by then the candidate has not completed the course.

Administration of the degree

8. The graduate certificate shall be administered by the Faculty of Arts, Education and Social Sciences and the Faculty of Science, Engineering and Information Technology.

GRADUATE CERTIFICATE OF JOURNALISM

see also *Courses, Graduate Certificate of Journalism on page 210*

The Graduate Certificate of Journalism is designed to introduce graduates in fields other than journalism to the principles and practices of journalism.

Requirements for candidature

1. Applicants for the Graduate Certificate must therefore have:
 - 1.1 qualified at this or another University for a Bachelors degree; or
 - 1.2 qualifications and experience recognised by the faculty as equivalent to Requirement 1.1.

Period of candidature

2. The normal period of candidature shall be one year of part-time study. This pattern may be varied with the permission of the Head of School.

Course of studies

3. A candidate shall complete 12 credit points of study as prescribed under Postgraduate Courses.

Method of Assessment

4. Assessment shall be as prescribed in the relevant subject outlines.

Award of Graduate Certificate

5. Upon fulfilment of the conditions listed under Requirement 3, candidates may be awarded the Graduate Certificate of Journalism.

Advanced standing towards a higher qualification

6. Candidates wishing to use the credit points obtained within the Graduate Certificate of Journalism as advanced standing towards the Graduate Diploma of Journalism or the Bachelor of Journalism shall surrender the Graduate Certificate before the higher qualification is awarded.

GRADUATE CERTIFICATE OF PUBLIC POLICY**Requirements for candidature**

1. A person may enrol for the Graduate Certificate of Public Policy if that person:
 - 1.1 holds or has completed the requirements for an appropriate bachelor degree either from this University or from another institution of higher education, provided that the Faculty of Arts, Education and Social Sciences, on the recommendation of the relevant Head(s) of School is satisfied that the previous studies are of adequate standard and relevant to the course proposed; or
 - 1.2 has other qualifications recognised by the faculty as equivalent to Requirement 1.1; or
 - 1.3 has other qualifications deemed by the faculty to be appropriate for entry to the course.

Period of candidature

2. The normal period of candidature shall be one teaching period full-time study or one year of part-time study.

Course of studies

3. A candidate shall successfully complete a course of study comprising 12 credit points at undergraduate and/or postgraduate level in consultation with the course convenor and approved by the Pro-Vice-Chancellor.

Method of assessment

4. To complete any subject, a candidate shall fulfil the requirements of the relevant school offering the subject.

Award of certificate

5. Candidates wishing to use the subjects for the Graduate Certificate of Public Policy as advanced standing towards the Graduate Diploma of Public Policy shall surrender the Graduate Certificate before the higher qualification is awarded.

GRADUATE CERTIFICATE OF SOCIAL SCIENCE**Requirements for candidature**

1. A person may enrol for the Graduate Certificate of Social Science if that person:
 - 1.1 holds or has completed the requirements for an appropriate Bachelor degree either from this University or from another institution of higher learning, provided that the faculty, on the recommendation of the Head of School is satisfied that the previous studies are of adequate standard and relevant to the course proposed; or
 - 1.2 has other qualifications recognised by the faculty as equivalent to Requirement 1.1; or
 - 1.3 has other qualifications deemed by the faculty to be appropriate for entry to the course.

Enrolment in subjects

- 2.1 A candidate shall select one of the disciplines or fields of study set out in Schedule A below, or an approved combination of those or other disciplines, and shall complete 12 credit points of study as approved by the faculty.
- 2.2 A candidate for the Graduate Certificate of Social Science whose previous qualifications do not include formal research methods subjects must include at least three credit points of graduate level Social Science Research Methods in their program. A candidate whose previous qualifications include level 2 or 3 research methods subjects may be given exemption from completing a formal research subject in their program, but may not receive advanced standing for those subjects.
- 2.3 A candidate may enrol in any approved subject for the Graduate Certificate of Social Science if he or she has met the prerequisite requirements, or if the relevant Head of School, in consultation

with the course convenor, is satisfied that the candidate is qualified to undertake that subject.

Period of candidature

3. The normal period of candidature shall be one teaching period of full-time study or one year of part-time study.

Certification of program of study

4. The faculty shall appoint a convenor for each course who will certify that the proposed program of study forms a coherent whole and is at an appropriate level.

Assessment

- 5.1 To complete any subject a candidate shall fulfil the requirements of the relevant school for that subject.
- 5.2 A candidate who has qualified for the Graduate Certificate of Social Science in one discipline may enrol in another discipline in a later year.

Progress to higher qualifications

6. Candidates wishing to use the credit points obtained within the Graduate Certificate of Social Science as advanced standing towards the Graduate Diploma of Social Science shall surrender the Graduate Certificate before the higher qualification is awarded.

Schedule A

Anthropology
 Archaeology
 Asia Pacific Community Development
 Cultural Heritage Studies
 History
 Human Services
 Politics and International Relations
 Psychology
 Sociology

GRADUATE CERTIFICATE OF WORK PSYCHOLOGY IN RURAL HEALTH SETTINGS

see also Courses, Graduate Certificate of Work Psychology in Rural Health Settings on page 213

Requirements for candidature

1. A person may enrol for the Graduate Certificate of Work Psychology in Rural Health Settings if that person:
 - 1.1 holds or has completed the requirements for an appropriate bachelor degree in any health or allied health discipline, either from this University or from another institution of higher learning, provided that the faculty, on the recommendation of Head of School, is satisfied that the previous studies are of adequate standard and relevant to the course proposed; or
 - 1.2 has other qualifications recognised by the faculty as equivalent to Requirement 1.1; or
 - 1.3 has other qualifications deemed by the faculty to be appropriate for entry to the course.

Period of candidature

2. The minimum period of candidature shall be one year of part-time study. The maximum period of candidature shall normally be two years of part-time study.

Course of studies

3. A candidate shall successfully complete the course of study comprising 12 credit points in two compulsory subjects as shown under Postgraduate Courses.

Method of assessment

4. The assessment of subjects shall be by such assignments and examinations as prescribed in the individual subjects comprising the approved course of study.
5. Candidates wishing to use the subjects within the Graduate Certificate of Work Psychology in Rural Health Settings towards a higher degree shall surrender the Graduate Certificate before the higher qualification is awarded.

GRADUATE CERTIFICATE OF WRITING

see also Courses, Graduate Certificate of Writing on page 215

Admission/entry to the course

1. The Graduate Certificate of Writing is available to applicants who meet the following criteria:
 - 1.1 have completed an undergraduate degree (note: some restrictions might apply to students who have previously

completed a Bachelor of Arts or a Bachelor of Journalism); or

- 1.2 can provide a substantial portfolio of written or creative work with a standard acceptable to the Head of School.

Requirements for the course

2. A candidate for the Graduate Certificate of Writing shall follow the course of study specified in the program shown under Postgraduate Courses to obtain grades to a value of 12 credit points.

Period of candidature/completion

3. The minimum time for completion of the course is one teaching period full-time study or two teaching periods part-time.
4. The maximum time for completion is two years.
5. The maximum amount of time a student can take as leave of absence from the course is one year.

Pass Conceded

6. The grade of Pass Conceded shall not be accepted towards the degree.

Advanced standing for prior study

7. Candidates for awards of the faculty may apply to obtain advanced standing for previous tertiary study as detailed in the Advanced Standing for Previous Studies and Recognised Prior Learning Policy and associated procedures.
8. Advanced standing for previous study granted towards the Graduate Certificate of Writing may only be granted for study undertaken in the previous three years. Advanced standing will be granted only for subjects in fields relevant to the certificate and at an equivalent level.

Cancellation of advanced standing

9. Unless the faculty otherwise determines, advanced standing granted for any subject shall be cancelled three years after the date of the examination upon which advanced standing is based if by then the candidate has not completed the course.

Administration of the degree

10. The degree shall be administered by the Faculty of Arts, Education and Social Sciences.