2014 Student Guide

HEALTH, SPORT & PHYSICAL EDUCATION

Bachelor of Health, Sport & Physical Education

UQ School of Human Movement Studies

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA
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From the Head of School, Professor Andrew Cresswell

Welcome to what I hope will be a journey of discovery as you embark on your undergraduate career.

The School of Human Movement Studies is internationally renowned as one of Australia’s leading education and research centres in human movement sciences. You are joining a vibrant and friendly community of dedicated students and highly awarded teaching staff.

The HMS Student Guide is an excellent reference source for information regarding your program and university policy and procedures and I encourage you to peruse at your convenience.

Best of luck for your studies in 2014.

Regards,

Andrew Cresswell
WELCOME TO THE BACHELOR OF HEALTH, SPORT AND PHYSICAL EDUCATION (BHSPE)

From the Program Convenor, Dr Louise McCuaig

The HMS Education team would like to extend a warm welcome to students undertaking the Bachelor of Health Sport and Physical Education Degree. We believe that this is an exciting time for all of us in this field, as there are currently many opportunities for professionals who are seeking to have a positive impact on the health and wellbeing of others, particularly young people.

We also know that many of you have a love of working in the outdoors, staying fit and being active. Consequently, we anticipate that you will positively engage with our course learning experiences which are purposefully designed to be fun, involve physical activity, encourage teamwork and develop your knowledge and skills of teaching across the fields of health, sport and physical education.

The Education staff of the School of Human Movement Studies are passionate about teaching, young people and the enhancement of young people’s health and wellbeing. Academic staff of the education team have considerable experience working with and in schools as teachers, curriculum writers, researchers and coaches. Our team is also nationally and internationally recognised for their teaching and research in Health, Sport and Physical Education Teacher Education. As a student in our BHSPE program you will have the opportunity to contribute to and draw upon this research to develop future strategies and programs of health and physical activity that are innovative and evidence-based.

As past teachers we are committed to the Health and Physical Education profession and the development of outstanding Health, Sport and Physical Education professionals. To this end we work collaboratively to provide personalized encouragement, feedback and advice as you undertake the journey from student to educator. Our teaching approaches within the BHSPE program emphasise problem based learning which serves the dual purpose of engaging you in “real life situations” and modeling contemporary good practices in teaching and learning. The HMS education team maintains close relationships with government health and education agencies, schools and community sporting groups to ensure that you have up-to-date knowledge of policy and curricular directions and access to quality work experiences.

At this time Health, Sport and Physical Education professionals are in high demand as society has expressed considerable concern regarding the impact of western lifestyles on the physical, mental and social wellbeing of young people. As a graduate of The University of Queensland’s, Health, Sport and Physical Education program you will be in an excellent position to impart knowledge, skills and attitudes to others, particularly young people, to maximize their capacity to enhance their own and others health.

On behalf of the HMS Education team I wish you all the best in your endeavors at UQ and we look forward to working with you to realise your current and future aspirations.

Regards,

Louise McCuaig
What is Human Movement Studies?

Human Movement Studies is the systematic study of human movement. It is that field of academic inquiry concerned with understanding how and why people move and the factors which limit and enhance our capacity to move. The unique disciplinary focus of the field is upon human movement, regardless of whether such movement is performed alone or in a social setting; for example, in the context of undertaking a fundamental daily skill (such as walking, speaking or reaching and grasping), completing an occupational task (such as tool use or manual handling), executing a highly practised sport or musical skill, exercising for health, or regaining the function of an injured limb.

Understanding human movement requires the application and integration of the methods, theories, and knowledge of a vast range of disciplines. These disciplines include nutrition, the biological sciences of anatomy, physiology and biochemistry, the physical sciences of physics, mathematics and chemistry, the social sciences of psychology, sociology and pedagogy and the humanities, such as history and philosophy.

School Profile:

The School of Human Movement Studies is internationally renowned as one of Australia’s leading education and research centres in human movement sciences.

Researchers and academics draw on the biophysical and sociocultural sciences to extend, apply and transmit knowledge and understanding about human movement. Staff focus on many fields including exercise and sport sciences, health, sport, physical education, sport coaching, sport and exercise psychology, nutrition and dietetics.

The School provides leading edge education and research programs, as well as general and specialist services to elite athletes, the elderly, children, those suffering from chronic disease and people with disabilities. The goal is to promote health and wellbeing, and optimal physical performance, of individuals and populations of all ages.

Our researchers collaborate within UQ’s globally-competitive research environment, as well as with top hospitals, government departments and other institutions nationally and internationally. They attract funding of over $1.7 million per annum from organisations including the National Health and Medical Research Council (NHMRC), Queensland Health, Department of Health and Ageing, Education Queensland and the National Heart Foundation.

Human Movement Studies is located within the Faculty of Health and Behavioural Sciences which offers the widest range of health study areas of any Australian University, featuring more than a dozen disciplines. The Faculty has a reputation for research discoveries with local and global impact.
THE PURPOSE OF THIS BOOKLET IS TO PROVIDE NEW STUDENTS WITH GENERAL INFORMATION ABOUT THE PROGRAMS AND COURSES OFFERED BY THE SCHOOL OF HUMAN MOVEMENT STUDIES AND TO ACQUAINT STUDENTS WITH THE PHILOSOPHY, ORGANISATION AND INTERNAL POLICIES OF THE SCHOOL.

THE BACHELOR OF HEALTH, SPORT AND PHYSICAL EDUCATION STUDENT GUIDE IS INTENDED AS A GUIDE ONLY AND AS SUCH DOES NOT CONSTITUTE AN OFFICIAL DOCUMENT OF THE UNIVERSITY OF QUEENSLAND. THE INFORMATION IN THIS BOOKLET SHOULD THEREFORE BE READ IN CONJUNCTION WITH THE CURRENT UNIVERSITY OF QUEENSLAND PROGRAM INFORMATION HANDBOOK, WHICH OUTLINES IN DETAIL OFFICIAL UNIVERSITY POLICY ON STUDENT MATTERS, INCLUDING DEGREE RULES. THE UNIVERSITY OF QUEENSLAND PROGRAM INFORMATION HANDBOOK CAN BE VIEWED UPON REQUEST TO THE SCHOOL OF HUMAN MOVEMENT RECEPTION. ALL STUDENTS ARE ENCOURAGED, IN THE STRONGEST POSSIBLE TERMS, TO ACQUAINT THEMSELVES WITH THE RULES RELEVANT TO THEIR PARTICULAR PROGRAM OF STUDY.

ANY DISCREPANCIES BETWEEN THE INFORMATION CONTAINED IN THE STUDENT GUIDE AND THE OFFICIAL UNIVERSITY OF QUEENSLAND PROGRAM INFORMATION HANDBOOK SHOULD BE REPORTED TO THE SCHOOL'S STUDENT AND ACADEMIC ADMINISTRATION MANAGER WHO WILL PROVIDE CLARIFICATION. THE STUDENT AND ACADEMIC ADMINISTRATION MANAGER CAN BE FOUND IN ROOM 539 OF THE HUMAN MOVEMENT STUDIES BUILDING OR BE CONTACTED BY EMAIL STUDENT.ENQUIRIES@HMS.UQ.EDU.AU AND IS AVAILABLE TO ASSIST STUDENTS ON ALL MATTERS RELATED TO COURSE SELECTION AND RULE INTERPRETATION. WHEN MAKING ENQUIRIES, PLEASE REMEMBER TO INCLUDE YOUR FULL NAME, STUDENT NUMBER AND THE NAME OF THE PROGRAM YOU ARE ENROLLED IN. STUDENTS ARE STRONGLY ENCOURAGED TO SEEK ADVICE ON ANY MATTERS ON WHICH THEY ARE UNCERTAIN.

UQ ONLINE INFORMATION

- UQ Online  www.uq.edu.au
- Courses and Programs  www.uq.edu.au/study/
- myAdvisor  www.uq.edu.au/myadvisor/
- mySinet  www.sinet.uq.edu.au/
- myUQ  www.my.uq.edu.au/
- Cybrary  www.library.uq.edu.au/
- Student Services  www.sss.uq.edu.au/
- UQ Maps  www.uq.edu.au/maps
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The location of the office of each staff member is given on the directory located in the foyer of Level 5 of the School Human Movement Studies Building. Staff may be contacted by telephone through the general office line (phone 3365 6240).
PROGRAMS WITHIN THE SCHOOL OF HUMAN MOVEMENT STUDIES

Bachelor of Health, Sport and Physical Education

The BHSPE degree is designed to prepare students for careers in health and physical education. It also prepares students for professional practice in sport education and related areas.

The program provides students with an integrated education in the discipline of human movement studies as well as a comprehensive preparation for professional practice in education and related areas such as sports coaching, health promotion and recreation management.

Graduates of the Bachelor of Health, Sport and Physical Education program can undertake further study to gain qualifications as a Clinical Exercise Physiologist or Sports Coach.

Graduates in BHSPE Program can work in:
- Primary/Secondary Schools
- Sporting Associations
- Universities/Colleges
- Professional Associations (National Heart Foundation)
- Health Promotion Agencies

Professional Memberships:
- Queensland College of Teachers
- Australian Council for Health, Physical Education and Recreation

Bachelor of Exercise and Sport Sciences

The BExSS degree is designed to prepare students for careers in the health, exercise, fitness and sports industries. The program provides students with a comprehensive preparation for professional practice in clinical exercise physiology, exercise science, sports science and related areas. Students will learn in a variety of professional settings to gain practical experience.

After a year of study, students can continue to study exercise and sport sciences or enroll in the Clinical Exercise Physiology (CEP) major. It covers all aspects required for graduates to be eligible for a Medicare provider number to practice as an accredited Clinical Exercise Physiologist.

Professional Memberships:
- Exercise and Sports Science Australia

Bachelor of Exercise and Nutrition Sciences

The BENS program is a versatile degree that recognizes not only the influence of exercise and nutrition on the development of a number of diseases, but also the relationship between nutrition and human performance.

The program provides students with a broad understanding of scientific principles as well as integrating key areas of exercise and nutrition sciences. Students will be given the foundations to enter a diverse range of fields, continue on to postgraduate study in specialisations such as clinical exercise physiology, dietetics, sports coaching, medicine or physiotherapy, or move into an honours program to pursue a research area of interest.

The degree’s flexibility allows students to tailor their program to meet their interests and career aspirations.
Bachelor of Exercise and Sport Sciences / Bachelor of Business Management

This dual program allows students to gain two degrees in five years. It is particularly attractive to students wishing to start their own exercise science business or work in sports management upon graduating.

The Exercise and Sport Sciences specialisation of this dual degree focuses on the development of specialised knowledge, skills and practical experience in the prescription and management of exercise. This degree prepares students for employment in a variety of health and fitness fields, as well as clinical settings.

The Bachelor of Business Management specialisation of this dual degree is designed for students who aspire to be business leaders and managers of the future. Graduates are equipped with the necessary knowledge, skills and self-confidence to assist in effective and successful management, within constantly changing and highly competitive national and international business environments.

Bachelor of Exercise and Nutrition Sciences (Honours)

The Bachelor of Exercise and Nutrition Sciences (Honours) is offered to students with a generalist background in the exercise sciences and nutrition sciences who wish to gain honours qualification. This program offers students the opportunity to undertake research studies in a range of fields such as human movement studies (e.g. biomechanics, motor control, exercise physiology, sport and exercise psychology) and nutrition (e.g. food science, food and society, nutrition and disease). The degree will serve as an important entry point into postgraduate research higher degree programs.

Class of Honours

In accordance with the General Award Rules, an honours degree may be awarded in a field of study or subject area approved by the executive dean in one of these classes - honours class I; honours class II (A or B). The final class of honours will be calculated on the basis of the GPA for on-program honours within BHSPE & BExSS and Weighted Average for BENS Honours for #16 units of graded courses from the honours course list and electives as set by the head of school.

<table>
<thead>
<tr>
<th>Weighted Percentage %</th>
<th>Class of Honours</th>
</tr>
</thead>
<tbody>
<tr>
<td>80.00 and above</td>
<td>Class I</td>
</tr>
<tr>
<td>70.00 – 79.99</td>
<td>Class IIA</td>
</tr>
<tr>
<td>60.00 – 69.99</td>
<td>Class IIB</td>
</tr>
<tr>
<td>50.00 – 59.99</td>
<td>Class III</td>
</tr>
<tr>
<td>&lt;50%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA</th>
<th>Class of Honours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.000 – 7.000</td>
<td>Class I</td>
</tr>
<tr>
<td>5.500 – 5.999</td>
<td>Class IIA</td>
</tr>
<tr>
<td>5.000 – 5.499</td>
<td>Class IIB</td>
</tr>
</tbody>
</table>

As at 19.12.2013

On-Program Honours* (Currently under review)

On-Program Honours will be available to Bachelor of Health, Sport & Physical Education and Bachelor of Exercise and Sport Science students who have undertaken all courses listed in year 1 and year 2 and semester 1 of year 3 of the program, and have achieved a GPA (grade point average) of 5.5 or above. Students who accept their offer to undertake honours in years 3 and 4 of their degree will be required to follow the relevant Honours program plan. (also refer to program rules)
1. Program rules dictionary

Pre-2010 student means a student who first enrolled in the program after 31 December 2007 but before 1 January 2010.

Pre-2011 student means a student who enrolled in the program after 1 January 2010 but before 1 January 2011.

BHSPE list means the course list for the Bachelor of Health, Sport and Physical Education program.

2. Program requirements

The program requirements are #64 from the BHSPE list.

3. Honours

3.1 Eligibility
To be eligible to enrol for honours, a student must —

(a) have undertaken all courses required in year 1 and year 2 and semester 1 of year 3 of the program; and

(b) have achieved a GPA of 5.5 in courses set by the head of school.

3.2 Selection
The head of school will set an annual quota for the honours projects based on available research projects.

3.3 Program requirements
To complete the program, a student must complete 24 units from part H of the BHSPE list.

3.4 Class of honours
The class of honours will be calculated on the basis of the GPA for 16 units of graded level 3 and 4 courses taken in the final three semesters of study, or as set by the head of school.

3.5 Award of pass degree
An honours student who completes the pass degree program requirements and does not complete honours may be awarded the pass degree.

4. Special rules

4.1 First aid certificate
Before the commencement of year 3 of the program, a student must obtain and provide evidence of a valid first aid and CPR certificate and thereafter hold a current first aid and CPR certificate for the duration of the program.

4.2 Immunisation

(1) Before commencing a course in which, in the opinion of the executive dean, the student may be at risk of contracting or passing on a blood-borne virus or other disease, the student must complete a schedule of immunisations approved by the executive dean.
(2) The requirements under subrule (1) may be waived only if —

(a) the student provides evidence of their status with respect to immunity against the blood-borne viruses or other diseases prescribed in the schedule; or

(b) approved by the executive dean.

4.3 Blue card

Before commencing a course in which children or young people may be involved, the student must obtain a blue card and thereafter hold a current blue card for the duration of the program.

5. Transitional

(1) A pre-2010 student who satisfies the program requirements may elect to be conferred the award of Bachelor of Human Movement Studies or Bachelor of Health, Sport and Physical Education.

(2) A pre-2010 student and a pre-2011 student must comply with the requirements of rule 4.1 by the date set by the head of school.
<table>
<thead>
<tr>
<th>ENROLMENT PLANS FOR BACHELOR OF HEALTH, SPORT AND PHYSICAL EDUCATION</th>
</tr>
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<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
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<tr>
<td><strong>Semester 1</strong></td>
</tr>
<tr>
<td>BIOL1040 2</td>
</tr>
<tr>
<td>BIOL1900 2</td>
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<tr>
<td>HPRM1000 2</td>
</tr>
<tr>
<td>PSYC1030 2</td>
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<tr>
<td><strong>Semester 2</strong></td>
</tr>
<tr>
<td>ANAT1005 2</td>
</tr>
<tr>
<td>HMST1002 2</td>
</tr>
<tr>
<td>HMST1910 2</td>
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<tr>
<td>PHYL1007 2</td>
</tr>
<tr>
<td><strong>YEAR 2</strong></td>
</tr>
<tr>
<td><strong>Semester 1</strong></td>
</tr>
<tr>
<td>HMST2190 2</td>
</tr>
<tr>
<td>BIOL2630 2</td>
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<tr>
<td>PHYL2730 2</td>
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<tr>
<td>PSYC2000 2</td>
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<tr>
<td><strong>Semester 2</strong></td>
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<tr>
<td>ANAT2029 2</td>
</tr>
<tr>
<td>EDUC2001 2</td>
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<tr>
<td>EDUC2005 2</td>
</tr>
<tr>
<td>NEUR2530 2</td>
</tr>
<tr>
<td><strong>YEAR 3</strong></td>
</tr>
<tr>
<td><strong>Semester 1</strong></td>
</tr>
<tr>
<td>EDUC3004 2</td>
</tr>
<tr>
<td>EDUC3008 2</td>
</tr>
<tr>
<td>EDUC3009 2</td>
</tr>
<tr>
<td>HPRM3000 2</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
</tr>
<tr>
<td>EDUC3006 2</td>
</tr>
<tr>
<td>EDUC3007 2</td>
</tr>
<tr>
<td>EDUC3292 2</td>
</tr>
<tr>
<td>HIST3002 2</td>
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<tr>
<td>or SOCY2280 2</td>
</tr>
<tr>
<td><strong>YEAR 4</strong></td>
</tr>
<tr>
<td><strong>Semester 1</strong></td>
</tr>
<tr>
<td>EDUC4005 8</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
</tr>
<tr>
<td>EDUC4004 2</td>
</tr>
<tr>
<td>Any #2 advanced level elective course or 2nd level EDUC course, and #4 advanced level electives</td>
</tr>
</tbody>
</table>
PART H - Honours

YEAR 3

Semester 2
EDUC3006 2 Inquiry Based Pedagogies
EDUC3007 2 Pedagogical Applications of Human Movement Studies
EDUC3292 2 Science Teaching for Human Movement Studies
HMST3846 2 Research Skills

YEAR 4

Semester 1
EDUC4005 8 Major Practicum (Health and Physical Education)

Semester 2
EDUC4004 2 Curriculum Leadership
HMST3925 2 Individual Research Project B
Any advanced level elective course or 2nd level EDUC course, and #2 elective

ELECTIVES
For years 3 and 4 Credit for elective courses can be gained from any level 3 course in the Bachelor of Science list not otherwise counted or from the list below -

HIST3002 2 History of Sport and Physical Activity in Australian Society
HIST3003 2 The Olympic Movement and Society
HMST3103 2 Management and Marketing of Sport and Physical Activity
NEUR3733 2 Neuromechanical Basis of Human Movement
NUTR3000 2 Nutrition and Exercise
PSYC3000 2 Applied Sport and Exercise Psychology
SPCG3343 2 Developing the Elite Athlete

Or any course as approved by the Head of School.
**ADDITIONAL ENROLMENT GUIDELINES**

**Waiver of Pre-requisites**

Written permission is required to waive normal prerequisites for HMS courses, which must be obtained from both the Coordinator of the course concerned and the Head of School. If pre-requisite courses have been completed at another institution, students need to provide a copy of their academic record to the Senior Administrative Officer (Student/Academic Admin) and Head of School.

**Maximum Semester Unit Loads**

A standard full-time load is equal to 16 units (often expressed as 16) of study per year (this usually means 8 courses per year), or 8 units of study per semester (this usually means 4 courses per semester). Three-quarters of a standard full-time load per semester would therefore mean 6 units (this usually means 3 courses of 2 units each).

However, for students endeavouring to improve their entry score for upgrading purposes, one full-time year of study means a minimum of 16 units (8 courses) of study at UQ.

Across all faculties and programs students will be able to enrol in a maximum of 8 units for each of first and second semesters and 6 units maximum in the summer semester.

Students will be permitted to enrol in more than 8 units in either Semester 1 or 2 and 6 units in Summer Semester if their GPA is greater than or equal to 4.5 in the most recent semester of full-time enrolment. If you want to enrol in more than 8 units in semester 1 or 2 and your GPA was less than 4.5 in the most recent semester of full-time enrolment, you will need the approval of the executive dean.

**Adding or dropping courses**

There are a number of factors to consider and procedures to follow when changing aspects of your enrolment. You are encouraged to consult the academic advisors in your faculty or school for advice regarding any enrolment changes.

**Immunisation**

Before commencing a course in which, in the opinion of the Executive Dean, the student may be at risk of contracting or passing on a blood-borne virus or other disease, the student must complete a schedule of immunisations approved by the executive dean.

The requirements under subrule (1) may be waived only if —
(a) the student provides evidence of his or her status with respect to immunity against blood-borne viruses or other diseases prescribed in the schedule; or
(b) approved by the Executive Dean.

**Permission**

Enrolment in some courses will not be permitted until permission is gained from HMS Administration. This will involve courses for which, in the opinion of the Executive Dean, the student is required to prove attainment of specific prerequisites which may include immunization, First Aid Certificate, Blue Card, GPA Requirement or particular course(s) being passed.
### IMPORTANT DATES

#### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wed 01-01-2014</td>
<td>New Year’s Day –Public Holiday</td>
</tr>
<tr>
<td>Thu 02-01-2014</td>
<td>Summer Semester classes recommence</td>
</tr>
<tr>
<td>Fri 03-01-2014</td>
<td>Summer Semester - Last date to drop courses or cancel enrolment without academic penalty</td>
</tr>
<tr>
<td>Sun 05-01-2014</td>
<td>Show Cause Application due for Students not enrolled Semester 2 2012</td>
</tr>
<tr>
<td>Sat 25-01-2014</td>
<td>Summer Semester classes end</td>
</tr>
<tr>
<td>Mon 27-01-2014</td>
<td>Summer Semester revision period commences</td>
</tr>
<tr>
<td>Mon 27-01-2014</td>
<td>Australia Day - Public Holiday</td>
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#### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Sat 01-02-2014</td>
<td>Summer Semester examination period commences</td>
</tr>
<tr>
<td>Fri 07-02-2014</td>
<td>Due date to enrol*</td>
</tr>
<tr>
<td>Sat 08-02-2014</td>
<td>Summer Semester examinations end and Summer Semester ends</td>
</tr>
<tr>
<td>Fri 21-02-2014</td>
<td>Last date to request change of program</td>
</tr>
<tr>
<td>Mon 24-02-2014</td>
<td>Orientation Week</td>
</tr>
</tbody>
</table>

#### MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 03-03-2014</td>
<td>First Semester Classes Commence*</td>
</tr>
<tr>
<td>Fri 14-03-2014</td>
<td>Due date for payment of fees and charges Last date for addition or substitution of courses</td>
</tr>
<tr>
<td>Mon 31-03-2014</td>
<td>Census date semester 1 and last date to drop courses or cancel enrolment w/o financial liability</td>
</tr>
</tbody>
</table>

#### APRIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 18-04-2014</td>
<td>Good Friday – Proposed Public Holiday</td>
</tr>
<tr>
<td>Mon 21-04-2014</td>
<td>Mid semester break* Easter Monday – Proposed Public Holiday</td>
</tr>
<tr>
<td>Fri 25-04-2014</td>
<td>Anzac Day - Public Holiday</td>
</tr>
<tr>
<td>Mon 28-04-2014</td>
<td>Classes start after mid semester break*</td>
</tr>
<tr>
<td>Wed 30-04-2014</td>
<td>Last date to drop sem 1 courses or cancel enrolment w/o academic penalty</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
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<td>--------------------------------------------</td>
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<tr>
<td><strong>MAY</strong></td>
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</tr>
<tr>
<td><strong>JUNE</strong></td>
<td></td>
</tr>
<tr>
<td>07-06-2014</td>
<td>First Semester classes end*</td>
</tr>
<tr>
<td>09-06-2014</td>
<td>Revision Period</td>
</tr>
<tr>
<td></td>
<td>Queen’s Birthday Public Holiday</td>
</tr>
<tr>
<td>10-06-2014</td>
<td>Summer semester – enrolments open</td>
</tr>
<tr>
<td>14-06-2014</td>
<td>Examination period</td>
</tr>
<tr>
<td>28-06-2014</td>
<td>First Semester ends*</td>
</tr>
<tr>
<td></td>
<td>Examination period ends</td>
</tr>
<tr>
<td><strong>JULY</strong></td>
<td></td>
</tr>
<tr>
<td>18-07-2014</td>
<td>Last date to request change of program</td>
</tr>
<tr>
<td></td>
<td>Due date to enrol *</td>
</tr>
<tr>
<td>21-07-2014</td>
<td>UQ Graduation Week / Mid-Year Orientation Week</td>
</tr>
<tr>
<td>28-07-2014</td>
<td>Second Semester Classes Begin*</td>
</tr>
<tr>
<td><strong>AUGUST</strong></td>
<td></td>
</tr>
<tr>
<td>08-08-2014</td>
<td>Last date for addition or substitution of courses</td>
</tr>
<tr>
<td></td>
<td>Due date for payment of fees and charges</td>
</tr>
<tr>
<td>13-08-2014</td>
<td>Exhibition Day – Proposed Public Holiday</td>
</tr>
<tr>
<td>31-08-2014</td>
<td>Census date Semester 2 and last date to drop courses or cancel enrolment w/o financial liability</td>
</tr>
<tr>
<td><strong>SEPTEMBER</strong></td>
<td></td>
</tr>
<tr>
<td>29-09-2014</td>
<td>Mid-semester break*</td>
</tr>
<tr>
<td>30-09-2014</td>
<td>Last date to drop semester 2 courses or cancel enrolment without academic penalty</td>
</tr>
<tr>
<td><strong>OCTOBER</strong></td>
<td></td>
</tr>
<tr>
<td>06-10-2014</td>
<td>Labour Day Public Holiday</td>
</tr>
<tr>
<td>07-10-2014</td>
<td>Classes start after mid semester break*</td>
</tr>
</tbody>
</table>
### NOVEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon 03-11-2014</td>
<td>Revision period</td>
</tr>
<tr>
<td>Sat 08-11-2014</td>
<td>Examination period</td>
</tr>
<tr>
<td>Sat 22-11-2014</td>
<td>Second semester ends*</td>
</tr>
</tbody>
</table>

### DECEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon 01-12-2014</td>
<td>Summer semester 2014/2015 begins</td>
</tr>
<tr>
<td>Mon 08-12-2014</td>
<td>UQ Graduation Weeks</td>
</tr>
<tr>
<td>Thu 18-12-2014</td>
<td>Summer semester census data and last date to drop courses or cancel enrolment without financial liability</td>
</tr>
<tr>
<td>Mon 22-12-2014</td>
<td>Summer semester mid semester break</td>
</tr>
<tr>
<td>Thu 25-12-2014</td>
<td>Christmas Day Proposed Public Holiday</td>
</tr>
<tr>
<td>Fri 26-12-2014</td>
<td>Boxing Day Proposed Public Holiday</td>
</tr>
</tbody>
</table>

Please note there are several key dates affecting students throughout the year. All of the important key dates can be found in The University of Queensland Enrolment Guide 2013 and also at the following web site: [http://www.uq.edu.au/enrolment/index.html?page=93456](http://www.uq.edu.au/enrolment/index.html?page=93456).
POSTGRADUATE PROGRAMS IN HUMAN MOVEMENT STUDIES

Coursework

At the postgraduate level the School offers Graduate Certificate, Graduate Diploma and Masters level programs through the Faculty of Health Sciences in the areas of Dietetics, Exercise Science, Sports Medicine and Sports Coaching. The School also contributes courses into the Master of Physiotherapy (Sports Physiotherapy) program, offered by the School of Health and Rehabilitation Sciences and the postgraduate coursework suite for Rural Health Practitioners.

In addition being a partner in the coursework masters program, the Master of Applied Psychology (Sport and Exercise), the School is also actively involved in delivery of the Graduate Diploma Education Studies, coordinated by the School of Education.

For more details about Postgraduate Coursework Programs offered by the School of Human Movement Studies please to the Schools website http://www.hms.uq.edu.au/

Research

Research masters (MPhil) and doctoral (PhD) studies are available within the School in all fields of Human Movement Studies. These research degrees are administered through the University's Graduate School. Research programs within the School cover a broad spectrum of areas in (i) movement science/exercise science, (ii) socio-cultural perspectives on sport and physical activity, (iii) the pedagogical aspects of health and physical activity and (iv) the health aspects of physical activity and movement and (v) dietetics. In the movement/exercise sciences, active research programs exist in exercise physiology and biochemistry, motor control, biomechanics and sport and exercise psychology.

Research degrees prepare graduates for full-time careers in research or for careers in lecturing positions etc., in tertiary institutions. Supervision up to the PhD level is provided by the School of Human Movement Studies in virtually all fields of human movement science. Master of Arts (MA) studies and PhD studies in the socio-cultural areas of human movement studies are also available for suitably qualified BA (Hons) graduates. Students interested in higher research degrees in human movement studies should refer to the Research Higher Degrees page on the Human Movement Studies website http://www.hms.uq.edu.au/future-students/postgraduate-research/research-higher-degrees/ for more details and consult with the School’s Postgraduate Coordinator.

Students entering the Master of Philosophy (MPhil) degree require at least an Honours Class II degree or the equivalent. The MPhil thesis provides evidence of significant research as the culmination of 1–2 years full-time equivalent study and research training.

The Doctor of Philosophy (PhD) is a University-wide degree offered through all schools. For students to be considered as PhD candidates, they must have a Class I or IIA Honours Degree (or equivalent) or an approved Masters degree involving a significant research component. The doctoral thesis provides evidence of a contribution to knowledge with a level of originality consistent with 3–4 years of full-time study and research training.
Prizes and awards are presented annually to outstanding Human Movement Studies students.

**The Reginald Capps Memorial Prize**
Established to perpetuate the memory of Reginald Capps, the first technician appointed to the Department of Human Movement Studies is a cash prize of $100 awarded to the undergraduate student undertaking a Human Movement Studies program who completes, with distinction, a project which, in the opinion of the Head of School, makes the best use of the technical resources of the School.

**The P.A. Hastie Prize**
Cash prize of $100 awarded to the graduating BHSPE student who has the highest grade point average in compulsory courses within years 3 and 4 of the BHSPE degree. To be eligible for this award the student must have received outstanding reports for EDUC4005.

**The Kent Pearson Memorial Prize**
Established in 1986 in recognition of and to commemorate the contribution made to the School and the University by the late sport sociologist Dr Kent Pearson, is a book prize awarded to the undergraduate student pursuing a course in human movement studies who obtains the best results in the sociology of sport course.

**The Patricia Mary Poacher Prize**
Established in 1994 in honour of Patricia Mary Poacher, a past member of the Queensland State Vigoro team. It is a book prize awarded to the undergraduate student who, as part of his or her program of study undertakes either History of Sport & Physical Activity in Australian Society or the Olympic Movement and Society, and writes the best essay relevant to the course.

**HMS Administrative & Technical Staff First Year Prize**
Awarded in recognition of academic excellence in 1st year of the Bachelor of Exercise & Sport Sciences, Bachelor of Health, Sport & Physical Education or Bachelor of Exercise & Nutrition Sciences programs. Highest GPA of a first year student.

**HMS Professorial Staff Second Year Prizes**
Awarded in recognition of academic excellence in 2nd year of the Bachelor of Exercise & Sport Sciences, Bachelor of Health, Sport & Physical Education or Bachelor of Exercise & Nutrition Sciences programs. Highest GPA of a second year student.

**Head of School Third Year Prizes**
Awarded in recognition of academic excellence in 3rd year of the Bachelor of Exercise & Sport Sciences, Bachelor of Health, Sport & Physical Education or Bachelor of Exercise & Nutrition Sciences programs. Highest GPA of a third year student.

**Nike Biomechanics Prize**
Awarded in recognition of outstanding achievement in BIOL2630 Biomechanics.

**Max Howell & Lingyu Xie Sport History Prize**
Awarded in recognition of outstanding achievement in HIST3002 History of Sport & Physical Activity in Australian Society.

**Proscribe Prize**
Awarded in recognition of an outstanding honours paper in health sciences from students enrolled in the Bachelor of Exercise & Sport Sciences or Bachelor of Health, Sport & Physical Education program.
SCHOLARSHIPS FOR UNDERGRADUATE DOMESTIC STUDENTS

The University of Queensland offers a number of scholarship opportunities to full-time, undergraduate (UG), Commonwealth Supported (HECS-HELP) students who are experiencing financial hardship. These scholarships include:

- Academic Scholarships
- Commonwealth and other equity scholarships
- Scholarships for sporting excellence
- Scholarships for Aboriginal and Torres Strait Island students
- For students planning to study overseas

For more information relating to eligibility criteria for each of these scholarships, please go to the UQ Scholarships website http://www.uq.edu.au/study/scholarships and click on the relevant link.

HUMAN MOVEMENT STUDIES STUDENT SOCIETY

The Human Movement Studies Student Society is responsible for the interests of the students and for the planning of a number of social events in the University year. In the former role it is responsible for ensuring that there is a student representative who attends staff meetings and various other academic committees. Should a student/group of students have any grievance they should seek counsel from the individual staff member, Course Coordinator, Student and Academic Administration Manager, or make representation, through the Student Society, to the Head of School.

The Student Society meets at a mutually convenient time in the Student Learning Centre, which is located on Level 1, of the Human Movement Studies Building. The Student Learning Centre is available for general student use, however any activities (such as ball games), which may lead to damage to the buildings and fittings, are not permitted in the near vicinity of this space.
INTERNATIONAL STUDENT EXCHANGE PROGRAMS

As a HMS student, you have the opportunity to apply to undertake 1-2 semesters of your program at an overseas university as part of the UQ Abroad international exchange program. Full credit towards your program may be obtained for these studies. In addition to the 130 participating universities worldwide, several of which offer HMS-related courses, four exchange programs also exist specifically for HMS students:

The University of Saskatchewan, Canada
A formal exchange agreement has been established between The University of Queensland and The University of Saskatchewan in Saskatoon, Canada. Under this agreement a limited number of students (two) who have successfully completed the prescribed first year of the BExSS/BHSPE program at this University are permitted to complete the second year of their program at The University of Saskatchewan by undertaking comparable courses offered within their College of Physical Education. In return, an equal number of students from the College of Physical Education come to Brisbane in the middle of each year to complete the second year of their program at UQ.

Offers for the two places are based on academic performance (GPA) across Semester 1 Year 1 BExSS/BHSPE program. For further information see visiting professor from the University of Saskatchewan, Professor Don Bailey, in Semester 1. Students chosen for the exchange will also receive a $1000 stipend to be used towards flight and accommodation expenses.

The University of Massachusetts, USA
High Achieving undergraduate students with an interest in sports management may embark upon an exchange program with The University of Massachusetts. Interested students should consult with the Exchange and Study Abroad Office in the first instance and then with the Senior Administrative Officer (Student and Academic Admin).

The University of Michigan, USA
This is a very well-regarded university located in historic Ann Arbor, which is just outside Detroit on the Canadian-US border. The Division of Kinesiology at the University of Michigan offers four areas of specialisation: Movement Science, Sport Management, Athletic Training and Physical Education, and courses within all of these streams of study would be available to you. There is on-campus accommodation, which covers all your meals. The recommended dorms for kinesiology students are Mosher-Jordan, Mary Markley, Couzens and Alice Lloyd.

The University of Tsukuba, Japan
A formal exchange exists between UQ and the University of Tsukuba in Japan. Three students are eligible per year, and must have successfully completed the prescribed first year of the BHSPE program at UQ. Students will be able to undertake comparable UQ courses at Tsukuba in the School of Health and Physical Education.

It is important to note that to be eligible for this scholarship you should be able to speak and read Japanese at an introductory level. For further information visit the UQ Exchange office.

**All students contemplating exchange need to firstly visit the UQ Abroad Resource Room, Open Monday-Friday (during semester only) from 11:00am to 2:00pm, Room 220, Level 2, Student Union Complex (building 21C) St Lucia. Students can also visit the UQ Abroad website.**
Student rights and responsibilities
There is a range of official University documents informing you of your rights and responsibilities:
- The Student Charters
- Grievance Resolution Processes
- Policies and Procedures
- National Code
- Universities Australia

Assessment overview
Assessment is the work you are required to complete for any one or a combination of the following reasons:
- the fulfillment of educational purposes (for example, to motivate learning, to provide feedback);
- to provide a basis for an official record of achievement or certification of competence; and/or
- to permit grading.

What assessment types are used at UQ?
- Common assessment methods include written examinations, assignments, practicals, group projects and oral presentations.
- Additional course requirements may include practical experience or other qualifications such as a first aid certificate.
- The assessment activities you are required to complete in your course will be outlined in your course profile.

Assessment policies and procedures
- Full details of all UQ assessment-related policies are set out in Section 3.30 of the Handbook of University Policies and Procedures. UQ assessment policy and practices are set out in Section 3.10.02 of this handbook.
- Students should be familiar with Part 1A-Assessment of the General Award Rules.
- Faculty or school guidelines (available at the relevant faculty or school office), including the conditions of and penalties for late submissions, granting of extensions, possibility of resubmission, violation of assessment specifications (for example, number of words), plagiarism and class participation (where it contributes to assessment) are outlined in the course profile, which is available online via mySInet.

Examinations
Central examinations are administered by the Examinations Section and are held during the designated University exam periods. Students are expected to be available to undertake their examinations at the scheduled time and at the campus where they normally attend classes.

School examinations are generally held during regular scheduled class time and are administered by the school to which the individual course belongs. Some schools may have permission from the Academic Board to hold certain examinations out of class times, sometimes at weekends.

Policies have been formulated to ensure equity in the examination system. If you are unsure about the University’s or your own obligations regarding examinations, consult the UQ Assessment Policy which details the principles and practices governing central examination conduct.

Faculties and schools may have their own guidelines regarding school exams.
Student ID card
You must present your current UQ student ID card when attending examinations. Failure to present your student ID card at an examination is a breach of University of Queensland General Award Rule 1A. If you do not have your UQ student ID card with you, you will be refused entry into the examination room. You will be directed to the Student Centre to obtain documentation certifying your identification and permitting entry to the exam room. Extra exam time will not be given in cases where students do not have a current UQ student ID card readily available.

Externally enrolled students are advised to obtain a student ID card. If you are externally enrolled and choose to sit your examination on campus, you must present your current UQ student ID to gain entry into the examination venue.

Students will also require their UQ student ID card to borrow from the Library.

Academic integrity and plagiarism
It is the University's task to encourage ethical scholarship and to inform students and staff about the institutional standards of academic behaviour expected of them in learning, teaching and research. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in examinations or other forms of assessment and must ensure that they do not plagiarise.

The University has adopted the following definition of plagiarism:
Plagiarism is the act of misrepresenting as one's own original work, the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media. The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source does not occur:

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc. without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
- A 'cut and paste' of statements from multiple sources;
- Presenting as independent, work done in collaboration with others;
- Copying or adapting another student's original work into a submitted assessment item.

Plagiarism can be divided into unintentional plagiarism and intentional plagiarism.
- Careless or inadequate referencing, or failure to reference (unintentional plagiarism); will be considered "poor academic practice" and a demonstration of carelessness in research and presentation of evidence. In these cases, you may lose marks for that part of the assessment that has been plagiarised and/or you may be required to correct the error.
- Intentional plagiarism will be treated as misconduct

You are encouraged to read the Student Integrity and Misconduct policy which makes a comprehensive statement about the University's approach to plagiarism, the consequences and the principles associated with preventing plagiarism.
Occupational health and safety

What is UQ’s Occupational Health and Safety (OHS) policy?

- The University aims to maximise the level of occupational health and safety for its employees, students and others within the University. The University must also comply with the Queensland Workplace Health and Safety Act 1995.
- Occupational health and safety concerns include ergonomics, lighting, and noise control, provision of personal protection and prevention of hazards from heat, machinery, high pressure, electricity, chemicals, biohazards and radioactivity.
- The special needs of students with disabilities and visitors are considered in developing safety and emergency procedures.

Where can I find details of OHS policy and procedures?

In the UQ Policy and Procedures Library:

- Occupational Health And Safety (Policy Number: 2.10.3)
- Staff Responsibilities For Occupational Health And Safety (Policy Number: 2.10.4)
- Occupational Health And Safety In The Laboratory (undergraduate Student) (Policy Number: 2.30.14)

By visiting the OHS website http://www.uq.edu.au/ohs where you will find:

- occupational health and safety policies, guidelines and alerts and
- you can download workplace injury, illness, incident and hazard reporting policies and procedures.

Contacts

- St Lucia campus:
  Occupational Health and Safety Division
  Room 603, Level 6, Building 69, St Lucia Campus
  Telephone: (07) 3365 2365, Facsimile: (07) 3365 1577

Student Photographs

A Release and Waiver Form shall be issued when necessary, to students to ensure consent is given to use or reproduce by the School of Human Movement Studies or its agents, photographs of students for the purposes of advertising, media publicity, publication, web display, general display or any other School purposes in whole or in part. Group photographs of BExSS and BHSPE students in the will be taken each year. Times and details will be announced for each of these groups.

Library Orientation Activities

Biological Sciences, Physical Sciences and Engineering, Law and Social Science and Humanities Libraries offer guided Orientation tours for new students, starting at the commencement of Orientation Week and continuing during the first week of semester. In these tours library staff provide useful information and hints about using the libraries. Students may sign up for tours in each library.
OTHER POLICIES AND GUIDELINES

Placement Courses
Students on a placement course – also known as a work placement, internship, industry study, industry experience, clinical practice, clinical placement, practical work, practicum, fieldwork, teaching practice – should refer to the University policy, Placement Courses (link to: https://ppl.app.uq.edu.au/content/3.10.04-placement-courses) for information on course administration, assessment, dispute resolution, expectations and responsibilities.

Students with a Disability
Any student with a disability who may require alternative academic arrangements, including assessment, in the course/program is encouraged to seek advice at the commencement of the semester from a Disability Adviser at Student Support Services.

Refer to the University policy:
- Students with a Disability (University Disability Policy)
- Arrangements for Reasonable Adjustment in Examinations for Students with a Disability

Where an adjustment is made to an accredited program, it is the responsibility of the relevant Faculty to liaise with professional and registration bodies regarding the acceptability of the change/s.

Equity
Undergraduate Students and Postgraduate Students should also be familiar with the University policies on equity the link for the University’s Equity Office is: http://www.uq.edu.au/equity/index.html
USE OF HUMAN MOVEMENT STUDIES BUILDING, THE HUMAN PERFORMANCE LABORATORIES AND THE CONNELL BUILDING

Student Learning Centre
Opened in 2012, the Student Learning Centre is a modern, purpose-designed premise which is for the exclusive use of students enrolled with the School of Human Movement Studies. Students from a wide range of degree programs will benefit from the new facility.

The Centre is designed to improve student learning experiences and services and has the capacity to accommodate 100 students.

The Centre, which is located on the ground floor (level 1) of the purpose built School of Human Movement Studies building, provides teaching and learning space with a special focus on a technology-rich environment and flexible learning spaces that enhance experiential learning.

The centre includes:

- open space with semi-closed and private booths enabling students to use the spaces for independent personal study and formal or informal group collaboration
- five flat-screen TVs/video/DVDs for learning support and entertainment
- new bathrooms and change rooms
- Wi-Fi and internet connectivity
- laser printing
- food preparation amenities.

Use of Laboratories
Laboratories are not open to general student use outside of scheduled class times and are not to be used as study areas. The laboratories are for teaching and research and their use must be authorised by the lecturer concerned and supervised by a member of the lecturing or tutorial staff.

Requests for use of laboratory space should be made at least 24 hours prior to the time required and bookings are normally handled by the HMS Receptionist.

All laboratory areas must be left clean and tidy after use. The storage and/or consumption of food and drink in the laboratories is strictly forbidden. Used electrodes, blood sampling items, and any other pathological waste material must also be disposed of in the appropriate manner. Signs located in all laboratories provide instructions for the disposal of specific material.

Any faulty or damaged equipment must be immediately reported to the School Attendant or another member of the Technical Support staff.

Use of Gymnasiums and School-Controlled Rooms
The same basic rules that apply to laboratories also apply to these areas. Priority usage is for School classes and activities. The gymnasia are NOT for general usage. Use is restricted to the teaching and research activities of the School and select outside groups with authorised bookings. People wishing to book School-controlled rooms need to contact the HMS Reception.
After Hours Use of Facilities

Most laboratories will normally be locked afterhours. Occasionally, laboratories may be open outside normal working hours but access is restricted to authorised staff and students involved in formally scheduled laboratory and/or tutorial classes.

Students who need to use laboratories afterhours or on weekends, other than for scheduled classes, must have written authorisation to be on the premises, signed by their supervisor. Authorisation should be obtained by the student at least 24 hours prior to the time the laboratory is required. This is a University of Queensland OH & S guideline and a School of Human Movement Studies requirement. The authorisation form, Working After Hours Form – Students is Appendix A, and also page 4 of the OH & S Guideline – Working after hours or in isolation (Students) and is available on the University of Queensland OH&S webpage http://www.uq.edu.au/ohs/ or through reception. A member of the technical staff will arrange for door and alarm access after appropriate written permission has been obtained.

Use of School Equipment

Scientific Equipment & Sporting Equipment

No equipment will be lent to students for uses other than those directly related to class activities.

The usage of sporting equipment and specific scientific equipment is coordinated by the School Attendant and/or a member of the Technical Staff team. Students wishing to borrow equipment for projects or practicals should complete an Issue Record form (available from the School Attendant). Unless a previous arrangement has been negotiated, these forms should be submitted to the Technical Support Group at least 24 hours prior to the time the equipment is required.

When students borrow equipment, they may be required to surrender their Student Card as a deposit. This Card is then returned to its owner when the equipment is returned. Equipment must be returned in its original condition on or before the return date shown on the Issue Record form. Any faulty equipment should be reported immediately. Borrowers may be charged the replacement cost of any lost items. Equipment ordered using an Issue Record form is to be collected from the School Attendant. When there is a requirement to have the equipment set up or located by the Technical Support Group, further written instructions (e.g. email) detailing this requirement must be submitted to the School Attendant. All requests for technical support from students must have the written approval of their course lecturer. The School Attendant may be contacted by emailing to SchoolAttendant@uq.edu.au.

Any requests for scientific equipment to be used off campus must be approved by the relevant lecturer and the Head of School.

Photocopier

The School copying machines are for the use of staff and postgraduate students only. Card operated machines have been installed on the campus for undergraduate student use, the nearest machines being at the Social Science and Humanities Library and the Student Union complex.

Computing Equipment

Independent use of the School’s computing facilities is restricted to staff and suitably trained postgraduate students and is controlled by a password system. Undergraduate students may only use computing equipment other than that located in the Student Learning Centre on level 1 of the Connell building, under the direct supervision of a staff member. Please note that it is a strict requirement that any removable media brought into the School, MUST be checked with a virus scanner. All school (HMS) computers have virus scanners installed for this purpose. No computing equipment may be connected to the School’s network without first being checked by the School’s IT Staff. Please note that wireless network connection is available throughout the HMS buildings as well as most of the UQ St Lucia campus.
**Programs** are courses of study leading to the award of degrees or other academic distinctions. Programs are administered by the University's Faculties. **Courses** are the semester or year-long specific units of study which collectively make up programs. Courses are administered within the individual academic schools of the University.

**Student and Public access to course profiles**
UQ students who wish to view profiles of courses in which they are enrolled can do so via mySI-net. All published profiles are accessible from the Programs and Courses website [www.uq.edu.au/study](http://www.uq.edu.au/study). The course profile is to be made available to students in both electronic and hard copy form no later than the first scheduled learning activity for each offering of the course. Schools have the option of setting an earlier date for the release of course profiles to facilitate student learning.
## STUDENT PROBLEM DIRECTORY AND GUIDE

<table>
<thead>
<tr>
<th>Problem</th>
<th>Where to go</th>
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<tbody>
<tr>
<td><strong>ENROLMENT</strong></td>
<td>Enrolment difficulties&lt;br&gt;Course Details&lt;br&gt;<strong>Where to go</strong>&lt;br&gt;Enrolment Guide or HMS Administrative Team&lt;br&gt;mySi-net or <a href="http://www.uq.edu.au/study">www.uq.edu.au/study</a> for Electronic Course Profile</td>
</tr>
<tr>
<td><strong>PERSONAL</strong></td>
<td>Personal problems affecting study&lt;br&gt;<strong>Where to go</strong>&lt;br&gt;Student and Academic Administration Manager - (referring to Head of School and Faculty Dean if necessary)&lt;br&gt;Program coordinator for students in professional streams&lt;br&gt;Student Support Services</td>
</tr>
<tr>
<td><strong>TIMETABLE</strong></td>
<td>Timetable problems&lt;br&gt;Change of tutorial group&lt;br&gt;Examination dates&lt;br&gt;<strong>Where to go</strong>&lt;br&gt;HMS Student Administrative team&lt;br&gt;Tutor/Lecturer&lt;br&gt;Refer to mySi-net or myAdvisor website</td>
</tr>
<tr>
<td><strong>ASSIGNMENTS</strong></td>
<td>Assignment extension, collection, or presentation&lt;br&gt;<strong>Where to go</strong>&lt;br&gt;Lecturer or Tutor</td>
</tr>
<tr>
<td><strong>STUDENT SOCIETY</strong></td>
<td>Current HMS events&lt;br&gt;<strong>Where to go</strong>&lt;br&gt;Contact Student Society&lt;br&gt;<a href="mailto:studentsociety@hms.uq.edu.au">studentsociety@hms.uq.edu.au</a></td>
</tr>
<tr>
<td><strong>EQUIPMENT REQUIREMENTS</strong></td>
<td>Gyms and seminar room, labs and audio visual requirements&lt;br&gt;<strong>Where to go</strong>&lt;br&gt;Receptionist&lt;br&gt;School Attendant (AV requirements)</td>
</tr>
<tr>
<td><strong>BOOKINGS</strong></td>
<td>Applying for Special or Supplementary Examinations&lt;br&gt;<strong>Where to go</strong>&lt;br&gt;See Student Centre or myAdvisor for information.&lt;br&gt;<a href="http://www.uq.edu.au/myadvisor/examinations">http://www.uq.edu.au/myadvisor/examinations</a></td>
</tr>
<tr>
<td><strong>EXAMINATIONS</strong></td>
<td><strong>Where to go</strong>&lt;br&gt;Administrative Officer (Postgraduate Coursework)&lt;br&gt;Postgraduate Coordinator – Research</td>
</tr>
</tbody>
</table>

**Tip:** From time to time you may need to contact a staff member for assistance or approval for various aspects of your study. When doing so, please ensure you state your full name, student number and contact details.