IMPORTANT INFORMATION

For students enrolling in programs offered by the Faculty of Natural Resources, Agriculture and Veterinary Science

This information aims to help you select and enrol in the specific courses for your chosen program. First of all though, it is important to remind you of information concerning workload, the structure of your program and internal and external mode study options.

STUDENT ADMINISTRATION PROCESSES

Students of the Faculty of NRAVS are urged to be fully familiar with University and Faculty rules, as ignorance of the rules will not be regarded as grounds for non-compliance. From time to time you may need to refer to the rules that govern your program so you should ensure that you regularly review these rules.

The rules and processes for your program are broken into three groups, University Processes and Rules, Faculty Processes and Rules and Program Requirements. The terminology used at the University of Queensland can sometimes be confusing. An online guide has been developed to help you understand UQ Terminology and is located at http://www.uq.edu.au/study/terminology.html

UNIVERSITY PROCESSES AND RULES

Most student administration processes at The University of Queensland can be accessed by using the myAdvisor website http://www.uq.edu.au/myadvisor/

This website will provide you with information about the following matters:

Designing your Program
• The Importance of Faculties
• Choosing Courses
• Dual Degrees
• Studying away from a UQ Campus
• Summer Semester

Enrolment
• ID Cards
• mySI-net
• Census date
• About Class Timetables
• Control over your Information
• Application to Re-enrol
• Importance of Email
• Student Learning Entitlement

Changing or Withdrawing
• Changing/Upgrading/Adding a Program
• Changing Courses
• Withdrawing from a Program or Course
• Deferring & Interrupting Studies
• Transferring Credit

Additional Information for
• Aboriginal & Torres Strait Island Students
• International Students
• Postgraduate Students
• Students with a Disability
• UQ-Link Students

Assessment
• Examinations
• Final Results
• Academic Record/Transcript
• Feedback on Assessment
• If you’re unhappy with a result
• Plagiarism
• Academic standing

Expectations and Responsibilities
• The Student Charters
• Grievance Resolution Processes
• Policies & Procedures
• National Code
• Universities and their students: Principles for the Provision of Education by Australian Universities

Financial Matters
• What are my fees and charges
• How to pay
• Higher Education Loan Program (HELP)
• Scholarships
• Financial Assistance
• Refunds
• Removal of financial liability
• Administrative penalties

Graduation
• How close are you to Graduation

GENERAL AWARD RULES

The information listed in myAdvisor is made up from the University’s General Award Rules. These rules are available in the University of Queensland Program Information Handbook or available through the myAdvisor website.

FACULTY PROCESSES AND RULES

The following faculty specific policies relating to enrolment and student administration matters are located on the faculty website: http://www.uq.edu.au/nravs – For Current Students – Enrolment Matters and Administration.

This website will provide you with information about the following matters:
• Admission to Faculty Programs
• Changing Programs
• Changing Majors or Fields of Studies
• Credit Applications
• Elective Study
• Deferral, Withdrawal, Interruption and Cancellation
• Extensions of Assessment
• Supplementary Examinations
• Special Examinations
• Graduation Requirements
• Student Appeals

OTHER POLICIES AND PROCEDURES

There are also other rules that affect the operation of the University that you may need to know. These are located in the Handbook of Policies and Procedures – HUPP which is available at http://www.uq.edu.au/hupp/
PART A COURSES? PART B COURSES? ELECTIVES?

All of the programs offered by the Faculty have compulsory requirements, set out in Part A and Part B of the course list, and elective requirements. Usually all of the Part A courses, and some, but not all of the Part B courses must be completed in order to graduate. You can choose from a long list of electives to help you pursue your study interests or career aspirations. Most courses are offered once a year only, either in First Semester or Second Semester.

In the course information, the compulsory courses have been listed. Where you are able to choose an elective this has been clearly identified (i.e. **Elective** is listed in the relevant semester where you are able to choose one). We have included a number of recommended electives. To choose an elective, all students should consult the full program lists on the web at www.uq.edu.au/study/

For Example: Under **Browse by program**, select by area, **Agriculture, Animals, Food and Environment**, then select the program of your choice and click on **Course List** from the Summary or right at the end of that screen. Course descriptions can be viewed by following the **Course & Timetable information** link on the mySI-net log on page.

EXTERNAL students can find the full external study schedule lists, for a part-time enrolment, on the Faculty’s web site: www.uq.edu.au/nravs/dec (Recommended Schedules).

Some courses in the recommended schedule may change over time.

Before you enrol in your courses each year you should check the current schedule.

WORKLOAD – FULL TIME? PART TIME?

Unit #: This symbol is used to represent the unit value of a course. The University weights courses in terms of units, chosen to represent the effort expected of students, in study time.

The University has a standard workload of 16 units (#16) per year across all of its programs. Thus, the total units required –
- for a two-year associate degree are #32 (2 x #16)
- for a three-year degree are #48 (3 x #16)
- for a four year degree are #64 (4 x #16)
- for a five year degree are #80 (5 x #16)

Four courses of two units (total #8) is considered a normal full-time workload for each semester. To be considered eligible for Centrelink benefits a student must be enrolled in at least three-quarters of the full time workload, i.e. #6 per semester.

The schedules for INTERNAL students list all of the courses and the recommended order in which a full-time student should take them. Thus #8 of courses are listed in First Semester and another #8 of courses are listed in Second Semester for each year. You may choose to take fewer courses than this (as little as #2), as long as you are aware of the impacts on Centrelink benefits. If you do choose to enrol part-time, you can choose one or two courses from the courses listed in each semester.

The schedules for EXTERNAL students list all of the courses in the recommended order for part-time students. Thus #4 of courses are listed in each Semester. The courses are set out in this way because it is assumed that students enrolling in external mode will be studying part-time and enrolling in a course load of approximately half that of a full-time internal student. However, you may choose to take fewer courses than this (as little as #2) or more courses up to #8 each semester if you prefer.

Just because you have elected to enrol in external mode of study does not mean you have to enrol part-time – you may choose to enrol full-time (though you will need to check that you can avoid residential school timetable clashes – see the following section on Residential Schools). Thus for full-time, in First Semester you would enrol in the two courses listed under Semester 1, 2009, and the two courses under Semester 1, 2010 (making #8). For Second Semester you would then enrol in the two courses listed under Semester 2, 2009, and the two courses listed under Semester 2, 2010 (total of #16 for the Year), providing you are able to attend planned residential schools.

In deciding your course load, as a general rule one unit corresponds to about 5 hours of work per week. Thus, #2 corresponds to approximately 10 hours of work per week over the semester.

RESIDENTIAL SCHOOLS

Some courses delivered in external mode have a compulsory on campus residential school component. The schools range from one to five days in length. They provide an opportunity for external students to meet lecturers and peers face-to-face and for lecturers to conduct teaching that they might not be able to from a distance (e.g. laboratory experiments). All residential schools are held on the UQ Gatton Campus or on field trips. In First Semester the schools are held in the mid-semester recess in April and in July. In Second Semester, the Schools are held in the mid-semester recess in September/October.

If you do not attend a compulsory residential school in the semester in which you are enrolled in the course, and you have not withdrawn from the course by the due date, you will be considered as having failed the course. Attendance at a voluntary residential school is optional.

When enrolling in courses each year, check that the courses you choose do not have conflicting residential school attendance requirements. External students intending to enrol in courses in addition to, or different from, the recommended schedule of #4 per semester should check to see that residential schools for the extra courses do not clash with those in the recommended schedule. The Faculty cannot guarantee that there will be no clashes outside of the recommended schedule.

You will receive a residential school timetable with your study material, and a copy is also available on the Faculty’s Distance Education Centre website www.uq.edu.au/nravs/dec

ENROLLING

Students have the option of enrolling directly from QTAC to UQ following web based instruction. Having thought about your mode of study and your preferred course load you are now ready to enrol in some courses. The University’s preferred method of enrolment is via its web-based enrolment system, mySI-net (please note that if you do not have access to the internet you can call (07) 3381 1011 to request a paper enrolment form).

Field of Study

If you are enrolling in one of the following programs you will also need to declare your field of study (or what is called your ‘plan’ or ‘major’):
- Associate Degree in Applied Science (AssocDAppSc)
- Bachelor of Applied Science (BAppSc)
- Bachelor of Environmental Management (BEnvMan)

On your mySI-net home page, under the drop down list titled **Program**, you will see an option called **Plans**. If you select this option you can then choose your Major. For example, if you are in the Bachelor of
Applied Science you will be able to select Equine Science, Plants or Wildlife Science etc. It is very important that you choose your major when you enrol, as this is recorded on your academic transcript and testamur.

Courses

Once you have selected your major you can then enrol in courses. Select the courses from the relevant recommended program for your major, and use the Courses then Course Summary link from the Menu on your mySI-net home page to enrol. You will be taken to a screen where you can type in the relevant course code. The next screen allows you to select either internal or external mode offerings (where both modes are available). Otherwise you will be presented with only one study mode option. You need to enrol in courses for both First Semester and Second Semester.

Although you must enrol in both semesters of your first year now, the opportunity will exist to change your selection of courses any time up until 13 March 2009 for First Semester courses and the 7 August 2009 for Second Semester courses.

Now that you are enrolled there are just a few more things to consider.

Dual Degrees

A dual degree is a program where students study the compulsory parts of two separate programs to earn two qualifications in significantly shorter time than by studying them separately. Some of the programs in the NRAVS Faculty are available for study as dual degrees within this Faculty or the Faculty of Social & Behavioural Sciences or Business Economics & Law. If you are considering enrolling in a dual degree you should contact the faculty office at Gatton campus. During Orientation Week there will be an opportunity to discuss dual degree options with academic advisors.

Orientation

The Faculty of NRAVS offers programs on two campuses. The St Lucia Campus and the Gatton Campus have separate orientation programs. It is compulsory for students studying internally to attend orientation activities. During these activities your timetable will be discussed and many of your questions will be answered. Students enrolled in external mode, while not expected to attend orientation, are most welcome at Orientation Week. There is an Orientation program at the UQ Gatton Campus on Saturday, 28 February 2009 especially for students studying by distance education, for those who are able to attend.

Computing

Most of the University’s administration systems are web-based and allow you to manage your enrolment, class timetable, library loans, etc., on-line. Accordingly, it is a University expectation that you will have private access to a computer and the internet. However, it is also appreciated that not all students can afford to purchase their own computer. Computer facilities are available on campus in Computer Labs and Library branches. Allowances will be made for external students living in remote areas who do not have access to the internet, though external students should make every effort to plan for regular access to the internet. Such students can contact Faculty administration to inform the Faculty of their various needs (please see contact details, on this page). Please call (07) 3381 1011 if you need to request a paper enrolment form.

Text Books

Enquiries can be made to the UQ Bookshop on 07 3365 2438. The Gatton Campus Bookshop will be open from mid February, 2009 and can be contacted then on 07 5460 1451.

Faculty Administration

From time to time you may need to seek approval from the Faculty for various aspects of your study. For example, you may wish to apply for credit for previous learning or request a change of program at some stage. Information about how to submit administrative requests can be obtained from any Student Centre. If you are off-campus you can also contact the Student Centre by telephone or email.

In most cases the Faculty will communicate its decisions via email or over mySI-net. You will receive a written letter only when your request is denied or on issues relating to admission to a new program. Other important information is often disseminated via email and the Faculty will not accept that you have not been informed of a decision affecting you if you have been sent information via your student email address. Accordingly, it is vital that you check your student email address on a regular basis – at least once a fortnight. Administrative requests usually take a maximum of four weeks to process.

The Faculty can be contacted by telephone on (07) 5460 1276 or email: nravsesqueries@uqg.uq.edu.au

Associate Dean (Academic)

In some extreme situations, students may wish to request changes to requirements of the program or other special approvals. These requests should be forwarded in writing to:

Associate Dean (Academic)
Faculty of NRAVS, The University of Queensland Gatton Campus
Gatton Qld 4343
or Email: nravssocsocdean@uq.edu.au

You should not proceed with your request until you have received approval from the Faculty.

Accommodation

Halls of Residence, Morrison Hall, Gatton Campus

The Halls of Residence at UQ Gatton Campus is the oldest and largest residential operation associated with The University of Queensland, being established in 1897. It currently provides single room accommodation for up to 406 females and males. Comprising four halls, each Hall develops its own community spirit where people of different backgrounds, ages, cultures and interests explore the excitement of university life. Staying in the Halls is about Living and Learning, making friends, succeeding with your studies and maturing to become tomorrow’s leaders. We encourage responsible involvement in all aspects of university life, with an emphasis on contributing positively to the life of the Halls.

A comprehensive residential support program is provided by the Deputy Head, Resident Supervisors, Senior Residents and Resident Assistants. A very active Res Club organises a wide variety of social, sporting, cultural and community service activities.

The Halls have modern facilities including telephone, voicemail and internet connection in each room. Common rooms have a billiard table, DVD and wide screen cable TV.

The Halls offer a small number of single rooms, double rooms and couples rooms. Dual occupancy is offered in the same way as inHall 5.

The Dining Hall provides high quality nutritional meals with varied menus and choice of dishes. Vegan and special dietary requirements are met.

There are formal dinners, cultural nights and Dinner Under the Stars, culminating with the valedictorian dinner at the end of the year.

For more information please go to www.uq.edu.au/halls/ or email halls@uqg.uq.edu.au

The application process is online and you are welcome to apply anytime if you have accepted a position at UQ Gatton.
PROGRAM REQUIREMENTS AND RULES

Each program has a set of program requirements that must be completed for you to graduate from your program. These will include the courses you are required to study, the number of courses you undertake as electives and, in a number of programs, requirements for Industry Practice Work. Please note that students should refer to the program rules that existed the year they commenced their program, unless they are advised otherwise or granted permission by the Associate Dean (Academic).

INDUSTRY PRACTICE WORK
A website has been set up for students who are required to undertake Industry Practice Work. This is located at http://www.uq.edu.au/nravs/ipw

QUEENSLAND CERTIFICATE IN AGRICULTURE
A student is required to obtain #16 from the QCA List. Refer to QCA Rules for further information. These rules should be read in conjunction with the General Award Rules.

ASSOCIATE DEGREE IN APPLIED SCIENCE
A student is required to obtain #32 from the AssocDAppSc List in one of the following fields of study: Animal Production; Animal Welfare & Inspection; Equine Studies; Marine Resources; Plants Studies; Wilderness Reserves & Wildlife including:
• #12 from Part A courses for the plan selected
• #12 from an approved field in Part B, and
• #8 from level 1 or 2 courses in the AssocDAppSc list or the BAppSc list or other courses approved by the Executive Dean.
• a student must undertake 30 days of industry practice work satisfactory to the Executive Dean

BACHELOR OF APPLIED SCIENCE
Students are required to obtain #48 comprising:
• #16 of core courses; and
• either -
  (i) an extended major from Part A; or
  (ii) 2 majors from Part B; and
• #8 from a combination of courses from Part C or Part D or other courses in the BAppSc list
• a student will be required to have completed 30 days industry practice work experience by the end of the final semester

Bachelor of Applied Science – List of Extended Majors and Majors

Extended Majors
• Equine Science
• Food Science and Nutrition
• Integrated Resource Management
• Parks and Wildlife Management
• Plants
• Production Animal Science
• Rural Management
• Veterinary Technology
• Wildlife Science

Majors
• Animal and Plant Biosecurity
• Animal Science
• Conservation Management
• Food Science and Nutrition
• Integrative Resource Management
• Plants
• Regional and Rural Business Management
• Wildlife Management

Up to two courses (#4) may be selected from other University of Queensland bachelor degree courses outside Part B or C, without the consent of the Executive Dean. Any further courses chosen from outside Part B or C must have the approval of the Executive Dean.

BACHELOR OF AGRICULTURAL SCIENCE
A student is required to obtain #64 comprising:
• #56 from Part A or Part B or a combination of both; and
• #8 from Part C.
Of which #22 must be late year courses
Up to two courses (#4) may be selected from other University of Queensland bachelor degree courses outside Part B without the consent of the Executive Dean.

BACHELOR OF ENVIRONMENTAL MANAGEMENT
A student is required to obtain #64 comprising:
• all compulsory courses from Part A of the BEnvMan List in the relevant field; and
• the balance from elective courses listed in Part B of the BEnvMan List or from other courses approved by the Executive Dean.

BACHELOR OF FOOD TECHNOLOGY
A student is required to obtain #64 from the BFoodTech List comprising:
• all courses in Part A; and
• the balance from courses in Part B.
Up to two courses (#4) may be selected from other University of Queensland bachelor degree courses outside Part B, without the consent of the Executive Dean. Any further courses chosen from outside Part B must have the approval of the Executive Dean.

BACHELOR OF VETERINARY SCIENCE
A student is required to obtain #80 from the BVSc List and must complete additional requirements set by the Head of School. Refer to BVSc rules for further information.