

CENTRAL SERVICES

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Administration

The central administration is responsible for the implementation of policy decisions and for the provision of administrative support in the operation and future decision making of the University.

The sections of Administration responsible for matters relating to students' attendance and performance at the University are grouped within a subdivision known as Administration Services which itself has two major sub-sections.

The Student Administration Section comprises Enrolments, Examinations, and Student Records. These sub-sections are responsible for: checking enrolments having regard to course and University rules; accurately recording the subjects undertaken by students; conducting central examinations; and the maintenance of academic records. Students experiencing difficulty with any aspect of their enrolment are encouraged to discuss such problems with officers from these sections. An interview can be arranged through the Enquiries Officer at the Enquiry Counter in 'U' Block.

Student Admissions and Services Section has a major responsibility for the provision of information for students and potential students, and the admission of students to the University. This section also organises functions such as orientation, graduation, QUT - career evenings and open days. Enquiries relating to these activities may be directed through the Enquiries Officer or the Section's Secretary.

Principal Officers

Chief Administration Officer and Registrar B.S. Waters, B Com (Qld), AAUQ(Prov)

Deputy Registrar D.G. Greenwood, B Econ(Hons)(Qld)

Assistant Registrar (Student Administration) L.R. Holman, BSc(Hons), PhD(Adel), DipTertEd(UNE)

Student Record Systems Officer C.A. Birtwell BSc(UQ)

Enrolments Officer B.J. Cheales

Examinations Officer J.S. Stevenson

Student Records Officer D.S. Drury

Probation - Exclusion Officer M. Ellings

Assistant Registrar (Student Admissions and Services) G.P. Abernethy, BA, MPubAd(Qld), GradDipBusAdmin(QIT)

Senior Administration Officer - Graduate & Advisory Services D. K. Hall

Graduate Placement Officer I. Robertson, TPTC(NSW)

Admissions Officer C. Chalk, BA(Grif)

Postgraduate Admissions Officer J. Payton, BA(Grif)

Undergraduate Enquiries Officer S. Hynes

University Functions

The Student Admissions and Services Section of central administration is responsible for the organisation of the following annual programs for students and potential students

- Orientation Program
- Graduation Ceremonies
- QUT Career Evening and Open Days
- Appointments and Employment Service.

Orientation Program

The orientation program has a three-fold purpose. It is designed to familiarise intending students with the University, to give new students an opportunity to discuss their courses and future career opportunities with staff members, and to introduce students to the services, facilities and activities available to them. The orientation program is conducted during the week prior to the official commencement date for Autumn semester classes.

All new full-time and part-time students are welcomed to the campus by Vice-Chancellor, the Registrar, the Head of Counselling and the President of the Student Guild at an official orientation ceremony. Separate functions are conducted by the various Faculties and Schools with a departmental orientation following.

The Student Guild organises various activities on campus to familiarise students with the activities of the various clubs and societies, and to introduce students to the social life of the campus.

Graduation Ceremonies and Dinners

Degrees and Diplomas etc., are conferred at official and graduation ceremonies which are conducted bi-annually in April and October each year. Awards are conferred during ceremonies to graduands in the Faculties of Engineering, Business, Built Environment, Health Science, Information Technology, Law and Science. A separate ceremony is held in October for graduates from all Faculties who complete their studies in mid-year.

Graduands are required to make application for admission to graduate status by dates specified in the University Calendar. Each award is authorised by the University Council prior to the official ceremony.

Official invitations are forwarded to members of academic boards, advisory committees, representatives of organisations and prize donors. These ceremonies are conducted in the Performing Arts Complex, Southbank. Graduation hoods and gowns are available for hire from the QUT Student Guild.

Graduation dinners are organised by the QUT Foundation and are held at the conclusion of each ceremony at an appropriate venue.

QUT Career Evenings and Open Days

QUT career evenings and open days aim to develop a greater awareness and understanding of the University, its courses, and prospective careers. This program enables the public to view its facilities and resources.

The program is specifically directed towards secondary school students in an endeavour to make early contact with them, and assist career development and decision making.

The program is generally conducted in conjunction with the annual “Careers Information Evening Talks Program” conducted by the Commonwealth Employment Service, for school leavers.

QUT normally programs the open day bi-annually in August. The campus is open to the general public and groups of school students. It is programmed during the semester to enable QUT students to attend normal lectures, laboratory workshops, and studios. Special displays, demonstrations, activities, and guided tours are conducted.

Appointments and Employment Service

An Appointments and Employment Service is provided by the University to assist final year students to gain employment. The service includes:

- Reference library on prospective employers
- Short courses on writing resumes, interviewing skills and job hunting methods
- Annual Campus Interview Program.

The Campus Interview Program is conducted in Autumn semester (April-May) and Spring semester (August-September). Both private and public organisations conduct interviews with final year students on campus. Further details on this service to students may be obtained from the Graduate Placement Officer, Student Admissions and Services Section, U Block.

QUT Academic Dress

Chancellor and Vice-Chancellor

Gown: deep blue wool blend gown of Cambridge pattern. The gown is embellished with braids embroidered in gold and silver threads with the design theme based on the floral emblem of Queensland, the Cooktown Orchid.

Councillor

Gown: Black Masters gown of Cambridge pattern with gold and cream embossed trimming and vertical gold edging.

Hood: Black hood fully lined with gold coloured silk.

Doctor of the University

Gown: Cambridge Doctorate pattern of scarlet cloth with facings and sleeve linings in the university blue.

Hood: Cambridge pattern of scarlet cloth, fully lined in university blue.

Headwear: Black velvet Tudor bonnet with gold cord and tassels.

Doctor of Philosophy

Gown: Cambridge master pattern of black cloth with red facings.

Hood: Cambridge pattern of black cloth fully lined in red.

Headwear: Black velvet Tudor bonnet with red cord and tassels.

Graduate Diploma

The academic dress appropriate to the University or Institution whose award enabled entry into the Graduate Diploma. In addition a horizontal shoulder strap 100 mm in length and 50 mm wide shall be fixed to the academic gown in the colour of the Faculty in which the Graduate Diploma has been received. The horizontal strap will be affixed to the gown between shoulder and neck.

Bachelor

Gown: Black gown of Cambridge pattern.

Hood: Black hood lined with 100 mm band of silk in the Faculty colour.

Diploma

Gown: Black gown of Cambridge pattern.

Hood: Black hood with a 50 mm band of silk in the Faculty colour placed 50 mm from the inside edge of the hood.

Master of Applied Science by Research and Thesis

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour.

Master of Applied Science - Built Environment

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour with an edging of Pearl White.

Master of Business

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour.

Master of Business Administration

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour with an edging of Indian Yellow.

Master of Engineering by Thesis

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour.

Master of Engineering Science

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour with an edging of Turquoise.

Master of Health Science

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour.

Master of Applied Science - Computing

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour with an edging of Signal Red.

Master of Law

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour.

Master of Applied Science - Medical Physics

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour with an edging of orange.

Master of Applied Science - Analytical Chemistry

Gown: Black gown of Cambridge pattern.

Hood: Black hood fully lined with silk of Faculty colour.

Associate Diploma

Gown: Black gown of Cambridge pattern.

Hood: Black hood with a 25 mm band of silk in the Faculty colour placed 50 mm from the inside edging of the hood.

Undergraduate

Gown: Black gown of Cambridge pattern.

Distinguishing colour of the University - PMS289 Blue

Distinguishing colours of the Faculties are

Faculty of Science - PMS116 Yellow

Faculty of the Built Environment - PMS199 Red

Faculty of Business - PMS279 Blue

Faculty of Information Technology - PMS341 Emerald Green

Faculty of Engineering - PMS209 Claret

Faculty of Health Science - PMS150 Orange

Faculty of Law - PMS430 Grey.

University Library

University Librarian: T.G. Cochrane, BA (Qld), MPhil (Grif), ALAA

Location

The University Library is located in the A.M. Fraser Library building in a central position on campus, with the separate Law Library located in the Law Faculty building. The main Library occupies Levels 2-7 of the A.M. Fraser Library building.

Hours

During semester, the Library is normally open from 8 am to 10 pm, Monday to Thursday; 8 am to 8 pm on Friday. The Library also opens at weekends during semester across a range of hours; 11 am to 5 pm in the early part of semester and 9 am to 5 pm in the latter half of semester. Opening hours include public holidays which occur during semester periods. During semester breaks the Library is open 8 am to 6 pm Monday to Friday only.

Collections

The Library's collections of books, periodicals and other media have been developed to support teaching and research at the University, reflecting the courses taught and the research activities of faculties. Book and periodical volumes total approximately 250,000. The number of individual items of other media total over 100,000. These other media include a large map collection and over 1000 films and video tapes.

The collections are arranged on open access shelving and are classified by the Dewey decimal system. Access is provided by an online catalogue which is available on the campus computing network as well as within the Library building.

Services

Services are provided by a range of staff organised according to the kind of service provided. Information services are organised from the Library's reference section, comprising professional staff with individual responsibility for liaison with particular faculties, schools or departments.

A particular feature of the University Library is the provision of a large computer based education service. This facility, comprising 40 PC workstations, supports teaching in a number of faculties, and is also an important stand alone microcomputer laboratory. The Library also provides the usual range of academic library services:

- Lending services.
- Copying services.

- Document delivery via local, national and international interlibrary networks.
- Information services including quick reference answers, assistance with literature services and online information retrieval from an extensive range of databases.
- Guidance in the use of information resources generally and QUT Library in particular. Instructional services include basic orientation classes and exercises for new students, the use of secondary information sources including abstracts and indexes for students undertaking projects and demonstrations of computer based information services. More intensive and formal instruction is organised for research students.

Facilities for study, including study carrels, seminar rooms, lecture theatres and supporting audio-visual and computing equipment.

Translation services, displays and appropriate consultancy are also available.

Further Information

Published guides to the Library's collections and services are available on Level 3 (the entrance level to the Library). Contact telephone numbers are:

Lending services (including renewals): 223 2214

Interlibrary loans: 223 2718

Information desk (including catalogue checks): 223 2493

Media services (films, videos, CBE enquiries): 223 2218.

Academic Staff Development

Director: Associate Professor P.C. Candy, BA,B Comm (Melb), Dip Ed (Adelaide), Dip Cont Ed (UNE), M Ed (Manchester), Ed D (Brit Col).

The Academic Staff Development Section has two major areas of responsibility. The first of these is the maintenance and extension of good teaching and learning practices by the University. The second is the design and organisation of programs to improve management practices within the academic organisational units of the University at various levels. The section also conducts research in connection with these areas of responsibility.

The section's responsibility in terms of teaching practice involves extensive surveying of teaching practice (lecturer and subject reviews), assistance and advice on assessment techniques, remedial advice, practical assistance with teaching aids, the organisation of consultant advice where appropriate, and general developmental programs.

The management improvement program includes the organisation of programs for the University's senior staff, including seminar and training activity, and surveys of management performance and provision of feedback on request by heads of department, school, faculty and major administrative areas.

Location

The Section is on Level 7 of the A.M. Fraser Library Building.

Enquiries: 223 2697.

Computing Services Facilities

Computing Services provides computing facilities for students and academic staff, and also provides and manages hardware and systems software for computing for administration and the Library. The professional staff provide a wide range of advisory services in areas such as systems, networking, applications, information and training, and purchase of hardware and software. The Microcomputer Support Facility maintains the majority of terminals and microcomputers on campus, and provides support for microcomputer users.

The major computers in the University computer network for academic purposes are a Digital VAX cluster, consisting of a VAX-8550 and a VAX-780. The VAX-8550 was installed in July 1987. The VAX-780 was installed in late 1984, primarily for use in Computer Aided Drafting and Design and computer Aided Manufacture (CADD/CAM). The University also has a DECsystem-10 purchased in 1979 which still provides a substantial proportion of the academic and administrative computing. These systems are supplied and maintained by Digital Equipment Corporation (Australia) Pty Ltd. In 1986 an IBM4381-1 system was installed, primarily for administrative use. This system is supplied and maintained by IBM Australia Limited. A Data General MV 15000 is used as a library circulation and on-line catalogue system.

All of the above systems can be reached from any terminal on the campus, either through a Digital Terminal Server system using Ethernet, or through an older Micom Port Selector. There is an on-line data entry system for the use of professional key punch operators.

Under the University's long term plan it is expected that there will be a significant upgrading to computing resources towards the end of 1989.

Computing Services is sited in a specially commissioned section of the library and computing services complex, where it occupies a total space of 1100 m². This area includes, as well as the computer room and staff room, a classroom (overlooking the computer equipment) where demonstrations can be given, a 24 hour terminal room where a number of terminals are available to students, and a graphics room.

Computing Services provides a service to the whole University. It is under the management of the Director, Mr. W.J.G Fisher. He and the management of the University are advised on long term computing policy matters by the University's Computing Planning Committee.

The Director is also assisted by the Computing Services Advisory Committee. This Committee consists of the Deputy Vice-Chancellor, the Director of Computing Services (Chairman), representatives from each School or Department wishing to be so represented, the Academic Staff Association and the QUT Guild.

Details concerning the hardware and communications facilities available to users may be obtained from a range of publications which are available from the Computing Services service desk.

Users should refer to the Program Library Catalogue for information on the large library of software and application packages which is available.

Operations

All computers are normally run 24 hours a day, seven days a week.

During semester the counter of the Department is open from 8 am to 11.30 pm Monday to Friday, and 8.30 am to 5 pm Saturday and Sunday. The terminal room is available 24 hours a day, seven days a week.

Individual systems may be unavailable prior to 8 am for preventive maintenance and after 11 pm for testing purposes. Where possible 24 hours notice of system unavailability will be given. The Vaxes receive regular preventive maintenance 6.40 am to 8 am Fridays. During semester breaks Computing Services is not open on weekends. Individual systems may not be available after 6.30 pm.

Counselling and Health Services

The Counselling Centre is an autonomous professional service department of the University, taking an active role in promoting the personal and educational development of students and staff on campus.

It operates to assist with concerns related to normal development needs, problems with personal and social matters, educational difficulties and decision making on future career and personal planning.

As well, it offers programs designed to aid the development of personal maturity and effective patterns of living, studying, and working. These include interpersonal communication workshops, assertiveness workshops, job hunting skills and career planning workshops, stress management groups, reading efficiency and tertiary learning skills programs.

Complementing these are a range of general welfare and guidance services, including financial aid, course and career information, and an accommodation self-help service. The Centre also provides contact with many other agencies in the community offering services to students. The International Student Co-ordinator is situated in the Counselling Centre and provides assistance and advice to overseas and migrant students.

Services are provided by professionally qualified staff. Facilities in the Centre include consultation rooms, a group (lecture) room, and a library of course and welfare information. Services are free of charge and available to all students (both full and part-time) and staff on campus as well as others intending to enrol at QUT in the future.

The QUT Health Service is available free to both full-time and part-time QUT students. Students are welcome at the Health Service for discussion and treatment of all conditions pertaining to their fitness and health, including:

- First aid and dressings
- Skin care and conditions
- Gynaecological complaints and routine smear tests
- Contraception advice and counselling
- Routine and overseas vaccinations
- Hearing tests and scuba diving medicals.

All consultations at the Counselling Centre and the Health Service are strictly confidential. The Counselling and Health Service Centre is located in the Community Building on the lower ground level. A registered nurse is in attendance at the Health Service from 8.30 am to 7 pm Monday to Thursday and 8.30 am to 6 pm on Fridays. Appointments may be made for medical consultation with the two doctors who are in attendance daily. The Counselling Centre operates from 8 am to 6 pm Monday to Thursday, and 8 am to 5 pm Friday. It is advisable to make an appointment. **The**

telephone number for the Counselling Centre is 223 2383, and for the Health Service is 223 2321.

Chaplaincy Centre and Chapel

The Chaplaincy Centre is ecumenical - it is available to members of all faiths for worship, reflection and discussion.

The Centre seeks to gather a Christian community drawn from a diversity of traditions and theological emphases and to encourage this community to be a lively influence within the campus. It aims to relate Christian faith not only to personal commitment but also to corporate issues in the world. Activities include social gatherings, discussion groups, and prayer and meditation groups.

Two part-time chaplains are available to staff and students for consultation and counselling. One chaplain is present each day from 9 am - 12.30 pm but should there be no-one in the office, a message may be left at the Counselling Centre opposite. **Chaplain's phone: 223 2700.**

The Centre is downstairs in the Community Building (beneath the Coffee Shop). There is a chapel for private devotion and comfortable chairs and reading material.

QUT Student Guild

The QUT Student Guild is owned and operated by and for students. (However, associate membership is also available to QUT staff and the public).

The Aims of the Queensland University of Technology Student Guild

In its capacity as a community service organisation, the aims of the Guild are to involve its members in the full richness of the activities associated with campus life, provide the highest standard of services and facilities to members, and represent the interests of members on the various QUT boards and committees.

Guild Council

The QUT Student Guild Council comprises the President, five Executive Directors and up to thirty-five representative members elected from students enrolled in various faculties. Elections are held annually.

Guild Council meets every four weeks during semester. All members who wish to attend Council meetings are cordially invited to do so. Even though they are not Council members, they may ask questions of any of the Directors, student representatives or Academic Board representatives.

Guild Facilities and Services

Since the Guild has a major say in the day-to-day operations of the Community Building and provides large grants to subsidise clubs and activities, the amenities and services available for members are both beneficial and varied.

Guild Office: (Level 2, Community Building) which is staffed full-time to provide continuity of service to all students
Hours: 9 am to 6 pm Monday to Thursday; 9am to 5

pm Friday. For all enquiries about Guild activities and services either phone or call at the Guild Office. **Phone 221 3144.**

Campus Shop (Level 2, Community Building) sells a large range of calculators, sports shoes and sportswear, aerobics and leisure wear, cigarettes, chemist lines and other goods at discount prices. The shop also offers a drycleaning, photo-development and calculator repair service. Hours: 8.30am to 5.30pm Monday to Thursday, 8.30am to 3.30pm Friday.

QUT Gymnasium (Level 1, Community Building) offers fitness assessments, programs, weights, aerobics, a sports medicine clinic, spas, sauna, martial arts and boxing. The centre comprises a large gymnasium containing machines and free weights and an aerobics/recreation room catering for aerobics, martial arts, recreation courses, seminars, etc. Lockers, towels and refreshments are available. Hours 7 am to 8 pm Monday to Friday, 9 am to 12 noon Saturday.

QUT Student Guild Child Care Centre is located in the Old Bakehouse. The centre caters for 25 children per day - places are limited. Hours: 8 am to 5.15 pm Monday-Friday. **Phone 221 6993.**

Games Room (Lower Level, Sports Complex) has billiard tables and amusement machines for Guild members' use. Hours: 7.30 am to 5.15 pm Monday-Friday.

Second Hand Bookshop (behind the Guild Office) is a halfway house for unwanted textbooks. Hours for sale of books 12 noon to 2 pm Monday to Thursday, 12 noon to 5 pm Friday. Hours for acceptance of books for sale anytime during office hours. No lists are kept of books in stock. The Guild takes a \$3 handling fee for each book sold.

The Women's Services Officer is employed by the QUT Student Guild to look after the interests of women on campus. She organises the women's collective activities, acts as a counsellor for both women and men, and generally tries to educate the campus community about problems faced by women. Availability: check at Guild Office.

PLANET is the Guild's free community newspaper and is produced approximately every four weeks during semester. PLANET provides general information and also acts as a forum for a wide range of topics of student interest. All members of the Guild are able to contribute articles, literary masterpieces, etc. The PLANET office is on Level 1, Community Building.

Student Information Centre (Level 2, Community Building) helps provide employment, accommodation and general information for students. The Centre does laminating and passport photos, runs a typing service, stocks bus and train timetables, and Austudy and Abstudy guides, as well as general information about the Guild and upcoming activities. Hours: 10 am to 6 pm Monday-Thursday; 9 am to 5 pm Friday.

Clubs and Societies - both sporting and non-sporting - are affiliated with the Guild and are funded annually. The number of clubs and societies is growing constantly. For information on the clubs presently operating, or if you want to start one up, contact the Guild Office or Student Information Centre.

The Guild produces a number of publications for members' information including the Alternative Handbook (student evaluation of lecturers and subjects), Orientation Handbook, student newspaper PLANET, Annual Report, Sport and Leisure Brochure, Wallplanner/Calendar, and Clubs and Societies Handbook. These are available free of charge from the Guild Office or Student Information Centre.

The Sport and Recreation office is on Level 2 and questions can be answered relating to sporting clubs, recreation courses, forthcoming sports events, lunchtime sport (QUT Cup), intercollegiates and all areas of sport and recreation on campus. The Guild runs

recreation courses which are tailored to the timetables, interests and budgets of QUT students. These are held both on and off campus and vary each semester.

- QUT Cup is lunch-time interfaculty sports competition operated each semester.
- Intercols: representative teams for up to 12 sports are chosen each year to represent QUT at the State and National championships.

Sporting Clubs: over 18 sporting clubs are affiliated to the Guild. Information is available in the sport and recreation brochure, from staff in the Gymnasium, Sports Centre or Sport and Recreation office or from the Guild's **Director of Sport** on **221 3144**.

The QUT Sports Centre is open seven days a week, all year round. The Centre includes a 25 m heated indoor swimming pool, three squash courts, a sundeck and a kiosk. Activities include rebound volleyball, table tennis, training squads for triathletes, swimmers, aqua-aerobics, learn-to-swim, general fitness and AUSSI club. Lockers, towels, soap and hairdryers available. Hours: 5.30 am to 8 pm weekdays; 9 am to 6 pm weekends. **Phone 223 2818**.

Graduation gowns and hoods can be hired from the Guild for graduation ceremonies or photographs. Hiring fees are: gowns \$12; hoods \$6; mortarboards \$5; epaulettes for graduate diplomas an extra \$2. A security deposit of \$50 is required if gowns are taken off campus for other than graduation ceremonies.

The QUT Student Guild is owned and operated by and for students.

Credit Union

College Credit Union Ltd, situated on level 3 of the Community Building was established to serve the particular needs of staff and students. Membership is available to all persons associated with post-secondary education and members of their immediate families.

Services

The College Credit Union provides a wide range of services for its members including the following:

- Net pay and payroll deduction deposits to members' accounts
- Austudy, family allowance, pensions, et., paid direct into savings accounts
- On call savings, fixed term deposits and Christmas club account available
- Personal cheque accounts
- Automatic deduction of fees for QAASCAE and the Federated Clerks Union
- Bill paying service
- Low cost loans - to approved applicants
- Automatic teller machine access to accounts
- Insurance for motor vehicle, home, contents, etc. (through CIC Insurance Limited)
- Thomas Cook travellers cheques.

Offices

Head office - QUT George Street, Brisbane (Phone 229 1388)

Branches - QAC, Gatton; DDIAE, Toowoomba; CIAE, Rockhampton.

QUT Bookshop

Bookshop Manager: Peter Newman

Shop enquiries: 223 2433; **managerial enquiries:** 223 2402

The QUT Bookshop commenced trading in 1972. The shop is located in the Community Building. The bookshop is a self supporting operation which provides a service to the QUT campus supplying textbooks, stationery, general books, newspapers and cards. Cash discount is given on textbooks. Special orders and mail orders are welcomed.

Profits made by the QUT Bookshop are invested into the University Development Fund which benefits the campus community.

The bookshop works closely with academic staff with textbook adoptions and advice on all aspects of textbook requirements.

During semester the trading hours are 8.30 am to 6 pm Monday - Thursday, 8.30 am to 4.15 pm Friday. During vacation time the shop closes at 5 pm. Hours are extended during the busy start of semester periods and shop notices advise accordingly.

The QUT Bookshop has a management service facility assisting other tertiary campus bookstores. Currently, five bookstores in Brisbane and Toowoomba are managed by the QUT Bookshop.

The Gardens Point Campus Club

With its excellent views over the Brisbane River, the Gardens Point Campus Club is QUT's most pleasant and relaxing social facility. It was founded with financial assistance from the QUT Union and exists to foster social interaction in and amongst the students and staff of the QUT community.

Located on the upper level of the Community Building, the club not only provides a pleasant social atmosphere for drinking but also provides facilities for lunch, either from the Terrace Grill Bar or the Bistro dining room. Both of these facilities offer a high standard of food at very reasonable prices. The Lounge bar provides another setting where members can sit and relax with a cup of coffee in the comfort of their own club.

Entertainment in the club includes bands, (often organised in conjunction with the Student Guild), video movies, cabarets and regular promotional events.

The club also offers an excellent venue for functions. Catering prices are highly competitive and functions can be booked through the Secretary/Manager.

The club also is managed by a committee elected from members of the Student Guild Executive and members of the Club.

Membership of the Gardens Point Campus Club is open to all past and present students and staff of QUT and the Conservatorium of Music. Financial members benefit from regular concessions on various services and events provided by the club.

Trading hours: 12 pm to 10 pm.

Terrace Barbeque - Monday to Thursday 12 pm - 2 pm, 4.30 pm - 6 pm; Friday 12 pm - 2 pm

Bistro - Monday to Friday 12 pm - 2 pm, 4.30 pm - 6.30 pm. Phone: 221 4174.

Q Search

It is planned that, effective as at 1 January 1990, the responsibilities of Q Search be divisionalised as follows:

Pro Vice-Chancellor (Research)

OFFICE OF EDUCATIONAL SERVICES

Responsibilities:

- continuing professional education, including graduate certificates, accredited short courses, and contracted course management and development
- overseas student recruitment, and administration of associated English language courses
- bridging programs and Foundation studies
- international training programs
- unregistered student recruitment
- conference and seminar management

OFFICE OF COMMERCIAL SERVICES

Responsibilities:

- commercialisation of invention/research
- specialist consultancy, analytical testing and advisory services
- teaching company schemes
- intellectual property negotiation, licensing, patents and royalties
- project management for various of the above
- liaison with the Office of Educational Services regarding management of projects which incorporate training programs

OFFICE OF RESEARCH

Responsibilities:

- all competitive external and internal research grants
- public lectures
- postgraduate awards, but excluding the student administration of postgraduates
- all other fellowships and awards
- liaison with the Office of Commercial Services re privately-sponsored research projects
- assist the PVC (R) and Research Management Committee (RMC) in co-ordinating policy direction for research
- assist the PVC (R) and RMC in the identification of research infrastructure needs
- development and maintenance of a University-wide research data base

Non-Discriminatory Presentation and Practice for Students

Policy Statement

Queensland University of Technology endorses a policy of non-discriminatory presentation and practice in all administrative and academic activities of the University.

Accordingly, the University will

- (a) Actively promote the use of non-discriminatory language and presentation in all QUT documents and publications and non-discriminatory teaching practice in classrooms.
- (b) Put in place a procedure for settling complaints and grievances about discriminatory language, presentation, and teaching practices.
- (c) Make all staff aware of their responsibilities under the policy, and of the existence of a complaints procedure; and circulate suitable educational material to assist staff to comply.
- (d) Require that in the development of guidelines and teaching activities for students, staff encourage students to comply with the policy.

Responsibility

The Head of Department/School is responsible for implementation and monitoring of the policy, and for responding to complaints.

Procedure for Settling Complaints

Staff or students with complaints or concerns should approach

- the Head of Department/School

or, if preferred,

- the Equal Employment Opportunity Co-ordinator
- any member of WIQUT (Women in QUT) in the Department, School or Faculty
- the Women's Officer of the Students Guild.

Application of Policy

QUT policy requires that all University educational, administrative and promotional material is presented in a non-discriminatory manner.

Non-Sexist Language

Non-sexist language is language which treats women and men equally; it does not discriminate against women.

Below are some examples and alternatives to assist students in writing assignments, and in their everyday speech in the classroom and on the campus.

1. The use of generic MAN

The word 'man' is ambiguous, and can mean either human being or male human being. As a generic term, it has led to the misrepresentation or exclusion of women.

The following are examples of common usage and accepted alternatives:

<i>Instead of</i> man/men	<i>Use</i> person/people, human beings, humans, humankind, men and women
mankind	people, human beings, humanity
man-made	hand-made, synthetic
spokesman	spokesperson
man in the street	average citizen
manpower	labour, staff
man-hours	work-hours, staff-hours
chairman	chairperson, chair, moderator, convener
foreman	supervisor
policeman	police officer

2. The personal pronoun

There are a number of ways of avoiding use of the generic 'he', 'his' or 'him':

(a) Recast in the plural

<i>Instead of</i> When a student enrolls he must...	<i>Use</i> When students enrol they must...
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(b) Substitute he or she or she/he or s/he

<i>Instead of</i> When a student enrolls he must...	<i>Use</i> When a student enrolls he or she must...
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(c) Or simply reword to avoid the problem

<i>Instead of</i> Each student must submit his essay by Week 14	<i>Use</i> Each student must submit an essay by Week 14
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3. Patronising expressions

Speak of females as you would speak of males in a similar situation:

<i>Instead of</i> The girls in the office...	<i>Use</i> The secretaries in the office...(or staff)
The ladies on the staff...	The women on the staff...
A Brisbane mother of four has seconded to the committee...	A Brisbane woman has been seconded to the committee...

4. Sex-role stereotyping

Replace occupational terms or job titles which relate to only one sex with neutral terms:

<i>Instead of</i> businessman	<i>Use</i> executive/business man or woman
woman doctor	doctor
male nurse	nurse
actress	actor
cleaning lady	cleaner
Some students have wives and families to support...	Some students have families to support...

5. Titles of address

The conventional titles for women - 'Mrs' and 'Miss' - define women only in terms of their marital status. Except for those women who prefer to be conventionally addressed, the term 'Ms' is recommended.

Instead of
Lecturers and their wives...
Robert Brown and his wife Susan
Dress: Black Tie

Use
Lecturers and their partners...
Robert and Susan Brown
Dress: Evening

6. Class material and practices

When presenting material and examples in class, consider the relevance of such material to all students. Female experience and contributions are as much a part of 'the real world' - our society - as male.

Textbooks and class illustrations should be non-discriminatory. Most of the recent material around is likely to be found suitable. The Library is happy to assist students in finding balanced support material on request.

Student promotional material, such as posters, videos and brochures, should feature both men and women.

Avoid using slides, overheads or other illustrations that represent women in a stereotypical, demeaning or irrelevant fashion. Ensure that they are presented as active partners in the illustrated activity, and not just passively supporting the males or waiting to be shown what to do.

7. Assignments

Make sure you comply with this policy in writing assignments. Use this guide.

Other Areas to Consider

Language presentation can demean or 'pigeonhole' individuals because of a range of unrelated personal characteristics, not just sex. Take care with the following:

It is better to use general terms which are capable of encompassing a range of lifestyles or circumstances, e.g., it is not accurate to refer to someone's 'Christian' name in a multicultural society. Refer to their first or given name instead.

The terms 'birth name', 'original name' or 'former name' are also preferable to 'maiden name', as are terms such as 'spouse' (instead of 'husband' or 'wife'), 'dependants' (rather than 'children'), and 'parent' or 'guardian' (instead of 'father' and 'mother').

- Don't refer to a person's racial background when this has nothing to do with the point being made, e.g., 'One student, a Vietnamese man, won an international prize in ergonomics'.
- Don't use derogatory racial terms.
- Don't use inaccurate and inappropriate descriptions of Aboriginal people and their culture.

The words 'half-castes' and 'full-bloods' are generally offensive to Aboriginal people. If distinctions between Aboriginal people need to be made it is usually sufficient to refer to them as 'traditional' or 'traditionally orientated', 'urban' or 'rural' Aboriginal people.

- Don't refer to a person's physical appearance or disability when this has no relevance in the context, e.g., 'Our lecturer, who is paraplegic, is very knowledgeable and effective.'

'June Palmer, a striking blonde, attended the seminar.'

'Bob Ryan, a handsome young man, wrote the best essay.'

- Reference to a person's age, religion, political or ideological commitment may also be discriminatory if it has no relevance in the context.