

Faculty of Economics and Commerce

Economics has been taught at the University of Melbourne since 1885 when one of the University's first four professors, W. E Hearn, was appointed to teach political economy as a component of the Bachelor of Arts degree. A separate Faculty of Commerce was established in 1924. In 1944 it was renamed the Faculty of Economics and Commerce.

Today the faculty is a leading centre of teaching and research in economics and commerce. Teaching within the faculty is undertaken by the Departments of Accounting, Finance, Economics (which houses the Centre for Actuarial Studies) and Management. There are also three specialised research centres - the Melbourne Institute of Applied Economic and Social Research (MIAESR), the Asia Economics Centre and the Australian Centre for International Business - which greatly enhance the faculty's research and teaching.

Studies in economics and commerce

The Bachelor of Commerce (BCom) course including the Bachelor of Commerce (Management) stream aims at developing powers of critical analysis that can be applied in many fields, and provides professional training for a wide variety of careers.

The 300 points required for the Bachelor of Commerce pass degree include four compulsory subjects and many optional subjects which can be chosen according to students' interests and career objectives.

The 300 points required for the Bachelor of Commerce (Management) pass degree include the same four compulsory subjects required for the BCom together with a 'suite' of core management subjects. Additional optional subjects can be chosen according to students' interests and career objectives.

The BCom(Hons) degree allows students to specialise in an area they have chosen during their studies for the pass degree. The honours degree provides the basis to continue to masters and PhD candidature.

The faculty offers graduate courses through coursework and research training. Postgraduate courses offer advanced studies at various levels in specialised areas. A separate postgraduate course guide is available.

Objectives of the faculty

The general objectives of the Faculty of Economics and Commerce are to:

- advance knowledge through research at a high international level in the disciplines of accounting, actuarial studies, business information systems, econometrics, economics, finance, international business, management and marketing;
- offer high quality undergraduate and honours education in economics and commerce with an appropriate balance of generalist and professional training;
- offer postgraduate education of the highest international standard in a variety of courses ranging from pure and applied research to advanced coursework for professional qualifications;
- make a contribution to the economic and commercial development of the community through the dissemination of applied research in these fields;
- participate in and contribute to economic and commercial development of the nation through the provision of consulting services, professional advice and short courses;
- draw upon the knowledge and experience of the business community, government, unions and employers as well as industry and professional associations to further enhance the quality of the teaching and research activities of the faculty;
- maintain and expand international links in teaching and research.

Faculty courses

Undergraduate

- Bachelor of Commerce *BCom*, includes the Bachelor of Commerce (Management) *BCom(Mgmt)*
- Bachelor of Commerce (Honours) *BCom(Hons)*

Graduate and postgraduate

- Postgraduate Diploma in Economics *PGDipEco*
- Postgraduate Diploma in Finance *PGDipFin*
- Graduate Diploma in Actuarial Studies *GDipActStuds*
- Graduate Diploma in Employee Relations and Human Resources Management *GDipER&HRM*
- Graduate Diploma in Enterprise Analysis and Systems *GDipEA&Sys*
- Graduate Diploma in Management Studies *GDipMgmtStud*
- Master of Commerce (Preliminary)
- Master of Commerce (by thesis) *MCom*
- Master of Commerce (by a course of advanced studies with specialisations in one of economics or finance) *MCom*
- Master of Accounting *MAcc*
- Master of Applied Commerce *MAC*
- Master of Applied Commerce (Marketing) *MAC(Mkt)*
- Master of Applied Commerce (Organisational Change) *MAC (Org. Chng)*
- Master of Applied Finance *MAF*
- Master of e-Commerce *Me-Com*
- Master of Financial Management *MFM*
- Master of International Business *MI*
- Doctor of Philosophy (by thesis and, in economics, accounting or finance, by thesis with coursework component) *PhD*
- Doctor of Commerce *DCom*

Contacting the faculty

The Faculty of Economics and Commerce occupies the Economics and Commerce Building and the Babel Building. Both buildings are located on Professors Walk.

The various contact points for the Faculty of Economics and Commerce are:

General and undergraduate enquiries

Ground Floor, Babel Building
Tel: + 61 3 8344 5317
Toll free 1800 666 300
Fax: + 61 3 9347 3986

Postgraduate enquiries

First Floor, Babel Building
Tel: + 61 3 8344 5395
Fax: + 61 3 8344 9674

Department of Accounting

Fourth Floor, Economics and Commerce Building
Tel: + 61 3 8344 5475

Centre for Actuarial Studies

Fifth Floor, Economics and Commerce Building
Tel: +61 3 8344 7418

Department of Economics

Fifth Floor, Economics and Commerce Building
Tel: + 61 3 8344 5289

Department of Finance

Second Floor, Economics and Commerce Building
Tel: + 61 3 8344 6912

Department of Management

Fifth Floor, Babel Building
Tel: + 61 3 8344 4481

Postal address

Faculty of Economics and Commerce
The University of Melbourne
Victoria 3010
Email: commerce-enquiries@unimelb.edu.au

Web: <http://www.ecom.unimelb.edu.au>

Bachelor of Commerce

Course objectives

The Bachelor of Commerce course has as its objectives that graduates:

- understand basic concepts and institutional arrangements underlying operations of the Australian economy;
- can communicate effectively especially on matters related to economics and commerce, and have skills in written, oral and electronic communication that are necessary for the pursuit of a career in the professions or disciplines in commerce;
- possess skills in the basic quantitative methods and information technologies as used in the study of the economy, commerce and government;
- can analyse and solve problems and are committed to seeking solutions in a scholarly manner by reference to observable data and a knowledge of the behaviour of groups in the economy;
- can make a positive contribution to the development of organisations and/or society particularly related to business, government and the professions represented within the faculty;
- critically understand the economy, commerce and business and the need to manage the economy for the benefit of all groups in society;
- have the ability to work collaboratively in organisations and with individuals;
- have a basic level of knowledge and skills in several disciplines and a more specialised level of knowledge and skills in one or more disciplines taught in the faculty such as accounting, actuarial studies, business information systems, econometrics, economics, finance, management and marketing; and
- have a capacity and motivation for continuous learning.

Duration of the course

The Bachelor of Commerce and Bachelor of Commerce (Management) pass degree is usually taken full time over three years and part time over six years. Full-time students are expected to take four subjects per semester for five semesters. No more than 10 years can be taken to complete the BCom.

Course requirements

Students undertaking both the Bachelor of Commerce and Bachelor of Commerce (Management) must accumulate a minimum (and maximum) of 300 points which must:

- include between 87.5 and 125 level-1 points, 50 points of which must be commerce points.
- include at least 75 level-3 points, 50 points of which must be commerce points.
- include the four compulsory subjects, see *Compulsory subjects*.
- include a total of at least 200 commerce points, see *Commerce and non-commerce subjects*.

Students may not enrol in level-2 commerce subjects until they have completed or gained credit for at least 75 level-1 points. Students may not enrol in level-3 commerce points until they have completed or gained credit for at least 175 level-1 and level-2 points. All commerce subjects are worth 12.5 points.

Students must pass prerequisite subjects before they will be permitted to proceed.

All students **must complete 50 level-3 commerce points at the University of Melbourne**, including students who complete part of their degree at another institution prior to commencing the BCom or whilst on an approved study abroad or exchange program.

Compulsory subjects

The 300 points required for the BCom must include the following four compulsory subjects totalling 50 points:

- 316-102 Introductory Microeconomics
- 316-101 Introductory Macroeconomics
- 316-130 Quantitative Methods 1

One of:¹

- 316-205 Introductory Econometrics
- 316-206 Quantitative Methods 2

1. Bachelor of Commerce/Bachelor of Engineering students must enrol in 316-205 Introductory Econometrics. Bachelor of Agriculture/Bachelor of Commerce and Bachelor of Forestry/Bachelor of Commerce students must enrol in either 316-205 Introductory Econometrics or 316-206 Quantitative Methods 2.

- 325-210 Managerial Decision Analysis
- 325-212 Market Research

Which quantitative subject?

All Bachelor of Commerce and Bachelor of Commerce (Management) students must satisfactorily complete 316-130 Quantitative Methods 1 and one of the level-2 quantitative subjects listed in *Compulsory subjects (p.2)*. The choice of level-2 quantitative subject will be dependent upon the area in which a student wishes to specialise and the subjects in which a student wishes to enrol later in their degree. Students are strongly advised to check the prerequisites of level-2 and level-3 subjects to ensure the most appropriate choice is made. It is possible to enrol in more than one quantitative subject.

Actuarial studies and quantitative subjects

Students intending to specialise in actuarial studies are required to enrol in 620-201 Probability or 620-203 Probability (Advanced) and 620-202 Statistics or 620-204 Statistics (Advanced) taught by the Faculty of Science, instead of the two quantitative subjects taught by the Faculty of Economics and Commerce. These students should note the level-1 prerequisites for 620-201 Probability/620-203 Probability (Advanced). Any student may satisfy the quantitative requirements of the BCom in this way and this option may be particularly attractive to Bachelor of Commerce/Bachelor of Science students. Students enrolled in combined commerce courses intending to undertake a specialisation in actuarial studies are advised to consult a course advisor to discuss their course plan.

Bachelor of Commerce (Management) requirements

To be eligible to graduate with the Bachelor of Commerce (Management) students must complete the following as part of their 300 points of study. The Bachelor of Commerce (Management) is only available to students who commenced their Bachelor of Commerce after 1998.

Five core subjects

- 306-102 Accounting Concepts or 306-103 Accounting 1A
- 316-101 Introductory Macroeconomics
- 316-102 Introductory Microeconomics
- 316-130 Quantitative Methods 1
- 316-205 Introductory Econometrics or 316-206 Quantitative Methods 2 or 325-210 Managerial Decision Analysis or 325-212 Market Research

plus

Six core management subjects

- 325-101 Management
- 325-102 Business in the Global Economy
- 325-203 Operations Management
- 325-209 Human Resource Management
- 325-211 Principles of Marketing
- 325-228 Strategy

plus

Five other level-2 and level-3 management subjects (325 prefix).

Students may also choose to specialise within one of the four areas of management (see *BCom specialisations (p.7)*).

Bachelor of Commerce (Management) students should note that the general *Commerce requirements (p.2)* of the BCom apply to the BCom(Mgmt) also.

Commerce and non-commerce subjects

The following subjects are considered to be commerce subjects and may be included in the 200 points of commerce subjects required as part of the Bachelor of Commerce:

- Subjects taught by the Departments of Accounting (prefix 306-), Economics (prefix 316-), Management (prefix 325-) and Finance (prefix 333-) and the Centre for Actuarial Studies (prefix 300-);
- Business law subjects (prefix 732-) taught by the Faculty of Law;
- 620-201 Probability (*p.6*), 620-202 Statistics (*p.6*), 620-203 Probability (Advanced) (*p.6*) and 620-204 Statistics (Advanced) (*p.6*) taught by the Faculty of Science.

All other subjects taught by other faculties are considered non-commerce. This includes those level-1 mathematics subject required in the first year of the actuarial studies specialisation. Students may include up to 100 approved non-commerce points within the single BCom. Normally only subjects taught by the Faculties of Arts and Science will be approved. Approval will not normally be granted to enrol in subjects which, in the opinion of the faculty, are equivalent to those taught within the faculty. Nor will approval normally be granted to enrol in professional subjects such as those taught within the Faculties of Engineering, Education, Architecture, Building and Planning, and Music. Specifically Bachelor of Commerce students **may not** enrol in and gain credit for the following subjects taught by the Department of Information Systems (note that combined commerce and information systems students may enrol in these subjects as part of their Bachelor of Information Systems degree):

Faculty of Economics and Commerce

- 615-120 Information Systems in Organisations (p.1)
- 615-150 Organisational Processes (p.2)
- 615-260 Enterprise Systems (p.3)
- 615-252 Electronic Commerce (p.3)
- 615-328 Managing the Impact of IS (p.4)
- 615-350 Case Studies in Information Systems (p.5)

Psychology

Bachelor of Commerce

Students wishing to undertake a psychology major as part of the BCom single degree are exempt from 512-220 Quantitative Methods for Psychology 2 (p.1) on the basis of having completed 316-206 Quantitative Methods 2 (p.1) or 316-205 Introductory Econometrics (p.1) and are permitted to count 512-320 Research Methods 3 (p.2) as commerce points. This arrangement is not available to combined degree students.

Bachelor of Commerce (Management)

Students wishing to undertake a psychology major as part of the BCom(Mgmt) single degree are exempt from 512-220 Quantitative Methods for Psychology 2 (p.1) on the basis of having completed 316-206 Quantitative Methods 2 (p.1) or 316-205 Introductory Econometrics (p.1) and are permitted to count 512-320 Research Methods 3 (p.2) or 512-322 Industrial/Organisational Psychology 3 (p.2) as commerce points. This arrangement is not available to combined degree students.

Combined degrees

A minimum (and in most cases a maximum) of 500 points is required for the award of two degrees. The normal requirements for the BCom pass degree apply, except that combined course students will be required to complete a minimum (and in some cases a maximum) of 200 points of commerce subjects. See *Commerce and non-commerce subjects* (p.2).

At present there are approved courses that combine the Bachelor of Commerce with the Bachelor of Agriculture, the Bachelor of Arts, the Bachelor of Arts (Media and Communications), the Bachelor of Engineering, the Bachelor of Forestry, the Bachelor of Information Systems, the Bachelor of Laws, the Bachelor of Property and Construction and the Bachelor of Science.

Bachelor of Arts/Bachelor of Commerce

For the combined BA/BCom degree, students must complete a minimum (and maximum) of 500 points. Within the 500 points, students must satisfy the minimum requirements stated below for the BCom and the BA components.

Commerce component

A minimum of 200 commerce points are required which must include:

- between 50 and 125 level-1 commerce points;
- at least 50 level-3 commerce points;
- compulsory subjects: 316-101 Introductory Macroeconomics, 316-102 Introductory Microeconomics, 316-130 Quantitative Methods 1 and at least one of 316-206 Quantitative Methods 2 or 316-205 Introductory Econometrics or 325-210 Managerial Decision Analysis or 325-212 Market Research.

Arts component

A minimum of 225 points of study from approved arts departments is required, see page 8.

- 50 points at first year level
- 75 points at second year level
- 100 points at third year level

Students wishing to choose subjects from outside those offered by the Faculties of Arts or Economics and Commerce should discuss their options with a course advisor in either faculty.

Bachelor of Arts (Media and Communications)/Bachelor of Commerce

For further information, please see *The Bachelor of Arts (Media and Communications)/Bachelor of Commerce degree* (p.2)

Bachelor of Agricultural Science/Bachelor of Commerce

For further information, please see *Bachelor of Agricultural Science/Bachelor of Commerce* (p.15). Note there is no first year entry into this course from 2001 onwards. Also see *Bachelor of Agriculture/Bachelor of Commerce* (p.6).

Bachelor of Agriculture/Bachelor of Commerce

For further information, please see *Bachelor of Agriculture/Bachelor of Commerce* (p.6).

Bachelor of Engineering/Bachelor of Commerce

For further information, please see *Bachelor of Engineering/Bachelor of Commerce (BE/BCom)* (p.4).

Bachelor of Forest Science/Bachelor of Commerce

For further information, please see *Bachelor of Forest Science/Bachelor of Commerce* (p.16). Note there is no first year entry into this course from 2001 onwards. Students commencing in 2002 should see *Bachelor of Forestry/Bachelor of Commerce* (p.8).

Bachelor of Forestry/Bachelor of Commerce

For further information, please see *Bachelor of Forestry/Bachelor of Commerce* (p.8).

Bachelor of Commerce/Bachelor of Information Systems

For further information, please see *Bachelor of Commerce/Bachelor of Information Systems (BCom/BIS)* (p.22).

Bachelor of Laws/Bachelor of Commerce

For further information please see *Combined commerce/law degree* (p.7).

Bachelor of Commerce/Bachelor of Property and Construction

For further information please see *Bachelor of Commerce/Bachelor of Property and Construction* (p.6).

Bachelor of Commerce/Bachelor of Science

For further information, please see *Bachelor of Commerce/Bachelor of Science (BCom/BSc)* (p.5).

General information for all undergraduate students

Students should be aware of their rights and obligations while at the University. Essential information on matters such as enrolment, assessment, special consideration in the event of illness or other difficulties etc., is contained in the Student Diary, issued to every student on enrolment.

Credits and exemptions

Students who have successfully completed MUPHAS or other enhancement studies may be eligible to apply for credit toward the Bachelor of Commerce. Credit will be granted for subjects that, in the opinion of the faculty, are equivalent to those that could normally be undertaken as part of the Bachelor of Commerce.

Students who have achieved a study score of 44 or above in VCE Units 3 and 4 Accounting or a score of 88 or above in Trinity Foundation Accounting are eligible to apply for an exemption from 306-103 Accounting 1A.

Students who have achieved a study score of 40 or above in VCE Units 3 and 4 Information Technology or a score of 80 or above in Trinity Foundation Computing and Information Management are eligible to apply for an exemption from 306-105 Business Computing.

Students who have achieved a score of 6 or above in the IB Higher Level Economics are eligible to apply for an exemption from 316-101 Introductory Macroeconomics.

Students commencing the BCom with previous, incomplete university studies may be given credit for up to 150 points towards the BCom. Credit will only be given for subjects successfully completed, which, in the opinion of the faculty, are equivalent to those subjects permitted to be undertaken as part of the BCom. Students who have undertaken studies at other institutions must complete, or be granted credit for, the four compulsory subjects, and must complete at least 50 level-3 points within the faculty in order to be eligible to graduate.

Graduates admitted to the BCom course will receive credit for a maximum of 100 points. A diplomate with a three year qualification may receive credit for up to 100 points as approved by the general manager.

Credit must be applied for upon enrolment in the BCom. Credit applications cannot be considered after a student has commenced studies.

Students wishing to apply for credit or an exemption should consult the faculty's credit and exemptions policy and procedure brochure available from the faculty office.

Subject prerequisites

Students are not permitted to enrol in subjects without first completing all prerequisite and/or corequisite subjects as listed in this Handbook. In addition to specific subject prerequisites, students should be aware of the general year

level prerequisites for each subject. For further information about these see *Subject levels*.

Subject levels

Subjects are taught at either level-1 (first year), level-2 (second year) or level-3 (third year). The year level of economics and commerce subjects is indicated by the fourth numeral of the subject code. Students may not enrol in level-2 subjects until they have completed at least 75 level-1 points and students may not enrol in level-3 subjects until they have completed at least 175 level-1 and level-2 points.

Repeated failure in a subject

Students will not be permitted to enrol in a non-compulsory subject for a third time. Students who fail a non-compulsory subject twice and wish to enrol in it again may only do so through the *Community Access Program (CAP)* (p.6) and will not have the subject credited toward their Bachelor of Commerce. Students who fail one of the four compulsory subjects three times are likely to be recommended for suspension from the BCom. For further information, please see *Unsatisfactory progress* (p.5).

Workloads

The following guidelines apply to the granting of permission to overload.

- Students will not be permitted to overload in their first year of study;
- A maximum overload of up to 62.5 points is permitted;
- Students who have achieved an average of at least 70 in a full-time load (at least 37.5 points) in the previous semester will be permitted to overload in the subsequent semester;
- Third year students who have passed all subjects in the previous semester will be permitted to overload to complete their degree in their final semester.

Students will not be permitted to exceed a total of 300 points (24 subjects) in the single BCom or 500 points in a combined BCom course. Permission to overload in any semester will only be granted if the faculty believes that the student has the ability to pass all the subjects in the overloaded course, and that the overload will not result in a substantially diminished performance in the course.

Subject changes

BCom and BCom combined students must attend a subject change session to change their subjects. At these sessions a course adviser will consider the change and counsel you if they believe it is not appropriate. If approved the change will be made on the spot. Combined course students can only make changes to the BCom component of their degree at the Faculty of Economics and Commerce. Changes to the other component must be made at the faculty administering that course. The dates relating to subject changes are detailed in *Course and subject changes* (p.6) in the general information section of this handbook and subject change session times are published on the faculty's web site prior to the commencement of each semester.

Attendance and timetable

Students are expected to attend all classes (lectures, tutorials, practical work etc.), and submit all set assignments. Many subjects have assessed tutorial attendance and if you do not meet this requirement, you may be excluded from examinations in the subject concerned. It is important, therefore, to keep informed of the requirements of each subject you undertake. Make sure that you obtain all programs, instructions and guidelines issued by staff.

While every effort is made to avoid timetable clashes, the number of subjects available to BCom students makes it impossible to accommodate every possible subject combination. If a subject combination results in lecture or tutorial time clashes, students must change their subjects. Attendance is expected at all scheduled lectures, tutorials and seminars.

Special consideration

Students who suffer particular disadvantage or illness during a semester may apply for special consideration. Special consideration applications must be lodged within three days of the due date of the final piece of assessment in a subject (usually the exam). All applications for special consideration for economics and commerce subjects are considered by a Faculty Committee. Applications must be accompanied by detailed independent supporting documentation. Applications lodged without adequate documentation cannot be considered.

Students are not advised of the outcome of their application but if a special exam is to be awarded these will usually be held very shortly after the release of results and students will receive short notice (minimum 48 hours) of the award of these exams. Advice is usually provided via email to a student's University account and this should be checked regularly if an application for special consideration has been lodged.

Further information about *Special consideration* (p.4) can be found in the general information section of this Handbook.

Special exams

There are no supplementary examinations in subjects taught by this faculty, but examiners may require candidates to present for further written or oral exams to be held around the time of the release of results in July and December. Students should be aware that only very short notice of these exams can be given and it is important therefore that they are available and can be reached at the address held by the University as no rescheduling of these tests is possible. Special exams are only granted to students whose performance has been substantially hampered by circumstances beyond their control and who have lodged an application for special consideration within the time limits.

Final subject rule

Students in the final year of the BCom or BCom combined course requiring no more than 25 points to graduate owing to having failed no more than one subject (i.e. one 6.25, 12.5 or 25 point subject) in their final year, (or final semester for students expecting to complete at the end of Semester 1), and have;

- achieved at least 40% in the failed subject, and
- have not previously sat for a special test in the failed subject (unless special consideration was the reason)

may be offered additional assessment in the failed subject.

Students are warned that only very short notice of this additional assessment can be given and it is important therefore that students who are eligible are available and can be reached at the address held by the University as no rescheduling of these tests is possible.

Commerce computer laboratories

The computer facilities on-campus can be grouped into two broad categories:

- general access laboratories provided by ITS and the Student Union
- faculty and departmental laboratories

You must have your student card with you for identification when you use any computer facilities at the University of Melbourne. For information on general access computer laboratories, including a 24 hour laboratory, go to <<http://www.its.unimelb.edu.au/students.html>>. Information on economics and commerce computing laboratories is in the Computer Laboratories Guide at <<http://www.studentlab.ecom.unimelb.edu.au/>>.

Printing credits

Undergraduate students enrolled in commerce subjects are able to use the Economics and Commerce Undergraduate Computer Laboratory in the Doug McDonnell Building. Printing credits are allocated to these students as follows:

- one or two commerce subjects receive 200 printing credits;
- three or more commerce subjects receive 400 printing credits

(For the purpose of printing credits and laboratory use, commerce subjects are those taught by Departments of Accounting, Finance, Economics and Management and Business Law subjects taught by the Faculty of Law.)

All credits will be negated at the end of the academic year.

Additional printing credits can be purchased at a minimum of 300 pages at a cost of 15c per page.

Technical staff are available in the Undergraduate Laboratory to answer any questions relating to laboratory accounts and/or printing credits.

Teaching and Learning Unit (TLU)

The Teaching and Learning Unit (TLU) has been established to support students' learning in the Faculty of Economics and Commerce. The TLU is committed to assisting students to make the most effective use of the learning environment in the faculty and to making this experience a rewarding and successful one. The unit provides a range of services to help with study. These include individual consultations to assist with time management, reading skills, writing skills and exam preparation. The unit also provides subject specific study groups, lectures early in Semester 1 on effective learning strategies in the various departments in the faculty, and can also provide you with a peer mentor to help you to find your way to the wide variety of resources in the faculty. Learning resource booklets for economics and commerce students are available either directly from the unit or from their web site <<http://www.tlu.ecom.unimelb.edu.au/home/>>.

The unit offers ESL assistance to students whose first language is not English. These services include:

- Individual consultations - to provide assistance with effective reading, understanding questions, planning, structuring and organising ideas, drafting and citing. The consultations also provide an opportunity to learn to express ideas in clear and coherent English.

- ESL workshops to develop language skills - these workshops are designed to develop the skills of effective note taking, reading, writing, organising ideas, writing introductions and conclusions.
- ESL study groups - groups of students whose first language is not English who wish to study together to improve both their English and their understanding of the subject material.
- ESL lectures - during the year a series of lectures are held which are designed to assist with specific skills for subjects you are studying.

Disability Contact Officer

Students with a temporary or permanent disability or medical condition requiring additional assistance should contact the Faculty's Disability Contact Officer (FDCO). The FDCO can ensure students with special needs have access to a number of university services provided by the Disability Liaison Unit (DLU) including alternative examination arrangements (such as additional writing time or a venue which is wheelchair accessible), notetakers or sign language interpreters, specialised equipment (such as computer screen reading software) and overall support in liaising with academic and other general staff. Students who think that they may require alternative exam arrangements should discuss this matter with the faculty's Disability Contact Officer early in the academic year (or, in the case of acute conditions, as soon as possible). Some form of documentation will normally be required. It is now possible for students with permanent disabilities with non-changing effects to have appropriate examination arrangements on an on-going basis. Note that English as a second language is not grounds for alternative exam arrangements.

For more information on the wide range of services that the DLU provide, go to their website <<http://www.services.unimelb.edu.au/disability>> or visit them on campus to make a time to discuss your needs. Handbooks for students with disabilities are available at the DLU.

Mental Health Contact Officer

The Faculty of Economics and Commerce has a nominated Mental Health Contact Officer (MHCO) who has undertaken awareness training on issues that affect students with mental illnesses. MHCOs are available to assist students with faculty-related matters when the student is either unsure where to seek advice or feels unable to manage an issue. They endeavour to streamline and clarify processes and are available to discuss items such as leave of absence, HECS cut off dates, special consideration etc. and can assist by liaising with academic and other administrative staff. An MHCO is not a trained psychologist and cannot provide counselling or help you with managing your illness but can refer you to other University services such as Counselling, Health Service, or Chaplaincy.

To become eligible for the MHCO program, you must first register with the Disability Liaison Unit (DLU). If you have previously registered with the DLU, ask them to refer you to the faculty's MHCO. The DLU will discuss your needs and view medical documentation that outlines your mental health condition. All information is held confidentially and will not be stored on your student file but is essential in order to provide support for your academic needs. After the DLU makes a referral to an MHCO, you will need to make an appointment to meet with them to ensure that you are both clear about roles, information sharing and procedures.

Transition

The Faculty of Economics and Commerce has a number of transition programs designed to support first year students in achieving their full potential in their studies, as well as providing opportunities to meet other students. These programs include:

- peer mentoring;
- study groups;
- lectures on effective learning;
- individual learning skills consultations.

Information about these programs is given to all new commerce students at enrolment and can be obtained from the faculty office or the *Teaching and Learning Unit (TLU) (p.4)*.

Students at risk

Many first year students experience academic difficulties, particularly during their first semester of university study. Students who fail two or more of the subjects attempted in their first semester, or those who feel that their performance was well below expectations, are invited to discuss any problems and ways of improving their performance. Interviews with a course adviser will be held as soon as possible after the release of results. Students will also be invited to participate in seminars offered by the Teaching and Learning Unit and encouraged to meet regularly with course advisers during semester.

Unsatisfactory progress

The Student Progress Committee reviews the academic performance of students whose progress is considered unsatisfactory. It meets at the end of each semester in July and December. The committee's primary role is to determine the most suitable arrangements for a student's academic future and not to discipline a student for unsatisfactory progress.

Unsatisfactory progress is:

- failure in one half or more of a course load in two consecutive semesters in which a student is enrolled; *or*
- failure in the same subject twice; *or*
- failure in any subject after receiving a warning letter.

Procedures

Full-time students who fail for the first time in half of their course load in one year, or part-time students who fail for the first time in all of their course load in one year, receive a warning letter.

Full-time students who fail in more than half of their course load in their first two consecutive semesters (i.e. first year students) or part-time students who fail in half or more of their course load in their equivalent first year of study will receive a warning letter.

Students whose unsatisfactory performance consists only of failing twice in a non-compulsory subject may not be permitted to enrol in that subject for a third time.

The committee will recommend to the Academic Board that a student be suspended from a course if:

- there is failure in all subjects in two consecutive semesters subsequent to the first two semesters of study by a full-time student, or in four consecutive semesters by a part-time student;
- there is a failure of the same three or more subjects at two attempts;
- there is failure in a compulsory subject at three attempts; unless there are extreme extenuating circumstances.

No action to recommend a student for suspension will normally be taken against those students who have 50 points or less remaining to complete their degrees.

All other students whose progress is unsatisfactory will be considered individually by the committee. Depending on what extenuating circumstances there may be the committee may decide to recommend suspension, restriction or limitation of the subjects a student may take in the coming semester.

Students recommended for suspension by the faculty to the Academic Board have the right to be heard by the board, but, if the board confirms the recommendation, the student is then excluded from the course.

Students suspended from a course, or who discontinue from a course, may apply to be reselected into the course in competition with other applicants during the selection period.

Right to be heard

All students may submit written evidence and if requested appear before the committee detailing any extenuating circumstances which they feel should be taken into account by the committee before it makes its decision.

Extenuating circumstances

In considering a student's progress the committee will normally take into account personal, financial and study problems. Students are advised, however, that excessive commitments outside their studies are not considered extenuating circumstances. In particular, full-time students should not take more than six to eight hours of employment per week in the academic year.

Re-enrolment/course planning

First year students receive individual assistance in planning their courses when they enrol. Continuing students are required to annually submit and have approved a course plan of their intended studies for the year ahead. If required, you should consult with a Faculty course adviser for assistance in planning your subject enrolment. Full details of the re-enrolment process will be provided to students in September.

Provided students have had their course plan approved by the faculty and have passed all their subjects, they should receive an authorised enrolment from student administration. If an authorised enrolment is received students will not be required to attend the University during the re-enrolment period to complete re-enrolment. Re-enrolment is completed by following all the procedures set out in the information pack sent to students. Students who do not receive re-enrolment information should contact the faculty office for further information. If students do not re-enrol by the required date, a late fee will be incurred.

Leave of absence or course discontinuation

Bachelor of Commerce or Bachelor of Commerce combined students may be granted up to two semesters of leave from study. In extenuating circumstances

additional leave may be granted. Applications for leave of absence are available from the faculty office.

Students wishing to discontinue their studies must provide written advice of this to the faculty. Forms to advise of a course discontinuation are also available from the faculty office.

Resumption of course

Students suspended from a course, or who discontinue from a course, may apply to be re-selected into the course in competition with other applicants during the selection period. Students may not retain credit for a subject for longer than 10 years.

Communication skills and ESL subjects

BCom students are permitted to enrol in a maximum of one subject from communication skills and ESL in their course. Approval for such enrolments is discretionary and is given on an individual basis.

Concurrent diplomas

The Faculty of Arts offers a Diploma in Modern Languages and a Diploma of Arts to students undertaking courses in faculties other than arts. For further information see *Diploma in Modern Languages (p.11)* and see *Diploma of Arts (p.12)*. The Faculty of Music offers a Diploma of Music to students undertaking courses in faculties other than music. For more information see *Diploma in Music (Practical) (p.6)*. The Faculty of Science offers a Diploma in Information Systems to students undertaking courses in faculties other than science. For further information see *Diploma in Information Systems (p.24)*. The School of Creative Arts (Faculty of Arts) offers a Diploma in Creative Arts. For further information, please see *Diploma in Creative Arts (p.11)*.

Community Access Program (CAP)

The Community Access Program (CAP) enables students to undertake individual subjects on a fee-paying basis. Students wishing to resume their studies after being suspended may apply to enrol through CAP to show academic rehabilitation.

Students currently enrolled in Faculty of Economics and Commerce courses who wish to enrol in subjects for which they will not receive credit in their course should enrol in such subjects through CAP. For further information see *Community Access Program (for enrolled students) (p.2)*.

Members of the public interested in undertaking CAP subjects for professional body requirements or to enhance knowledge in a particular area should visit the CAP website at <<http://www.unimelb.edu.au/ExtReIs/CAP/>>.

All CAP applicants must meet relevant subject prerequisites. For further information, please contact the CAP officer in the faculty office or email commerce-cap@unimelb.edu.au.

Professional experience program

Opportunities are available for students studying a Bachelor of Commerce degree to gain valuable employment experience with a large range of employers.

There are several ways in which students can participate in professional experience programs, these include:

- **industry year**
The industry year component of the Professional Experience Program's activities generally targets students with between 6-18 months remaining in their degree(s) and recruits them to commence work in positions the following year for a period of 12 months. Some employers offer employment in the year prior to entering the honours (fourth) year of the degree.
- **vacation work**
eight-12 weeks paid industry placement offered during summer break, usually offered to penultimate year students.
- **graduate employment program**
Employers come onto campus to recruit final year students for graduate positions.
- **international student programs**
Information about employers and work opportunities for international students studying at the University of Melbourne.
- **industry consultancy**
Project-based work for students from all faculties at all year levels.

Faculty awards

Subject prizes

There are a number of prizes awarded in commerce subjects across all disciplines. Students who receive a subject prize will usually have this noted on their academic transcript. Details of all subject prizes are available on the faculty's homepage <<http://www.ecom.unimelb.edu.au/>>.

Dean's Honours List

The Dean's Honours List recognises high achieving students in the Bachelor of Commerce. Students on the Dean's Honours List receive a certificate from the Dean of the Faculty at an annual presentation evening and will have the award noted on their academic transcript.

Membership of professional bodies

CPA Australia

Individuals who hold the Bachelor of Commerce degree with a three-year sequence in accounting and finance may apply for associate membership of CPA Australia.

Specific requirements of associate membership are a core set of subjects and one of two 'associate sequences'.

Core subjects include the compulsory subjects from the commerce degree plus 306-103 Accounting 1A (p.1) and 306-104 Accounting 1B (p.1), 306-202 Intermediate Financial Accounting (p.2), 306-201 Cost Management (p.1) (previously titled Intermediate Managerial Accounting), 306-106 Enterprise Process Analysis (p.1)¹, 306-301 Financial Accounting (p.2), 306-302 Enterprise Performance Management (p.2) (previously titled Managerial Accounting), 333-201 Business Finance (p.1) and 732-103 Principles of Business Law (p.1) (previously titled Introduction to Business Law).

Associate sequences are:

- 306-304 Auditing and Assurance Services (p.3), 732-202 Corporate Law (p.1) and 732-303 Taxation Law (p.1);
- 333-302 Corporate Finance (p.1), 333-301 Investments (p.1), 732-302 Banking And Finance Law (p.1), and one of 316-306 Money and Banking (p.3), 316-351 Economics of Financial Markets (p.5), 333-202 Management of Financial Institutions (p.1), 333-303 International Finance (p.1) and 333-203 Personal Financial Management (p.1).

Persons who seek full CPA membership after graduation must complete further external studies specified by CPA Australia. For more information, including details of admission requirements, contact the State Registrar of the CPA, Victorian Division, 28th floor, 385 Bourke Street, Melbourne 3000.

Institute of Chartered Accountants in Australia

Those who hold the Bachelor of Commerce degree including 306-103 Accounting 1A (p.1) and 306-104 Accounting 1B (p.1), 306-201 Cost Management (p.1) (previously titled Intermediate Managerial Accounting), 306-202 Intermediate Financial Accounting (p.2), 306-106 Enterprise Process Analysis (p.1)¹, 306-301 Financial Accounting (p.2), 306-302 Enterprise Performance Management (p.2) (previously titled Managerial Accounting), 333-201 Business Finance (p.1), 306-304 Auditing and Assurance Services (p.3), 732-103 Principles of Business Law (p.1) (previously titled Introduction to Business Law), 732-202 Corporate Law (p.1) and 732-303 Taxation Law (p.1), may apply to participate in the ICAA's professional year of study.

The ICAA requires professional year students other than holders of honours degrees to complete a minimum of 52 weeks' (at least 39 of which must be mentored by a chartered accountant) service with a firm of chartered accountants in public practice or one of more than 400 accredited organisations in Australia before the commencement of the professional year. For further information on admission requirements, contact the State Director, ICAA, Level 10, 600 Bourke Street, Melbourne 3000.

Institute of Chartered Secretaries and Administrators

Persons who have completed the Bachelor of Commerce degree, including the accounting and business law sequences, may apply for exemption from eight of the 13 subjects of the institute's examinations.

Australian Institute of Banking and Finance

Persons who have completed the degree of Bachelor of Commerce and are employed in the banking and finance industry are eligible for affiliate membership of the institute. Student membership is also available. Interested students should consult the institute at level 19, 385 Bourke Street, Melbourne 3000.

Institute of Actuaries of Australia

The Bachelor of Commerce course allows students with strong mathematical backgrounds to undertake studies for the actuarial profession in their degrees. Students who pass 300-203 Financial Mathematics I (p.1), 620-201 Probability (p.6), 620-202 Statistics (p.6), 316-102 Introductory Microeconomics (p.1), 316-201 Intermediate Macroeconomics (p.1), 306-104 Accounting 1B (p.1), 300-330 Survival Models: Theory and Applications (p.1), 300-331 Modelling in Insurance and Finance I (p.1), 300-332 Modelling in Insurance

1. Alternatively the business systems requirement may be satisfied by completing either 615-120 Information Systems in Organisations (p.1) or 615-150 Organisational Processes (p.2) or 316-205 Business Computing (in 2001 or earlier only) instead of 306-106 Enterprise Process Analysis (p.1).

and Finance II (p.1), 300-341 Actuarial Mathematics I (p.1), 300-342 Actuarial Mathematics II (p.1) at the appropriate high standard are able to apply for exemption from seven of the nine subjects required to complete Part I of the examinations of the IAAust. Exemption from the remaining Part I subjects and from Part II may be obtained by passing all taught honours actuarial studies subjects plus 333-301 Investments (p.1) at an appropriate high standard. For more information, refer to the Centre for Actuarial Studies web page <www.ecom.unimelb.edu.au/actwww/>.

BCom specialisations

The formal requirements for the Bachelor of Commerce degree allow for very flexible course plans. They relate only to the four compulsory subjects required and to the number of subjects at both first and third year which must be taken. This flexibility is a response to the demand from employers for students with a broad education. However, in order to assist students to choose subjects from the wide range of areas taught, the faculty has developed illustrative specialisations in which related subjects are grouped. These specialisations are listed below and on the following pages.

Students are not required to follow them in every detail and should vary them according to their own particular interests. Students are encouraged to consider taking combinations of subjects from different discipline areas within the faculty, and to include in their course subjects such as languages, psychology and mathematics from other faculties. Students should ensure when planning their course that they have completed the prerequisite subjects which will allow them a wide choice of subjects at later years.

Combined course students should note that, depending upon the particular combined course in which they are enrolled, they may not be able to undertake all subjects listed within a particular specialisation. Students can seek advice from the faculty office regarding the most appropriate choice of subjects.

Specialisation in accounting	Points
First year	
306-103 Accounting 1A (p.1) (unless exempt)	12.5
306-104 Accounting 1B (p.1)	12.5
306-105 Business Computing (p.1)	12.5
306-106 Enterprise Process Analysis (p.1)	12.5
316-101 Introductory Macroeconomics (p.1)	12.5
316-102 Introductory Microeconomics (p.1)	12.5
316-130 Quantitative Methods 1 (p.1)	12.5
732-103 Principles of Business Law (p.1)	12.5
Second year	
306-201 Cost Management (p.1)	12.5
306-202 Intermediate Financial Accounting (p.2)	12.5
316-202 Intermediate Microeconomics (p.1)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5
316-205 Introductory Econometrics (p.1)	12.5
333-201 Business Finance (p.1)	12.5
732-202 Corporate Law (p.1)	12.5
Two additional subjects. Recommended subjects include:	
306-207 Enterprise Information Systems (p.2)	12.5
306-208 Accounting for Corporate Entities (p.2)	12.5
306-209 Management Information Systems (p.2)	12.5
Third year	
306-301 Financial Accounting (p.2)	12.5
306-302 Enterprise Performance Management (p.2)	12.5
306-304 Auditing and Assurance Services (p.3)	12.5
732-303 Taxation Law (p.1)	12.5
Four additional subjects. Recommended subjects include:	
306-303 International Accounting (p.2)	12.5
306-313 Management Control Systems (p.3)	12.5
306-315 Analysis of Financial Statements (p.3)	12.5
306-316 Electronic Commerce (p.3)	12.5
306-317 Strategic Enterprise Systems (p.3)	12.5
306-318 Enterprise Resource Planning Systems (p.3)	12.5
306-319 Business Systems Development (p.3)	12.5
306-320 Knowledge Management Systems (p.3)	12.5
306-328 Business Modelling (p.4)	12.5
306-329 Strategic Cost Management (p.4)	12.5
306-330 Business Analysis (p.4)	12.5
306-334 Designing Cost Management Systems (p.4)	12.5

Note: for specific information about professional requirements students should refer to *Membership of professional bodies* (p.6).

Specialisation in actuarial studies	Points
First year	
300-101 Introduction to Actuarial Studies (p.1)	12.5

Specialisation in actuarial studies	Points
306-103 Accounting 1A (p.1)	12.5
306-104 Accounting 1B (p.1)	12.5
316-101 Introductory Macroeconomics (p.1)	12.5
316-102 Introductory Microeconomics (p.1)	12.5
620-121 Mathematics A (Advanced) (p.4)	12.5
620-123 Applied Mathematics (Advanced) (p.4)	12.5
One additional subject. Recommended subjects include:	
620-131 Scientific Programming & Simulation (p.4)	12.5

Second year		
316-201 Intermediate Macroeconomics (p.1)	12.5	
316-202 Intermediate Microeconomics (p.1)	12.5	
620-201 Probability (p.6)	12.5	
620-202 Statistics (p.6)	12.5	
300-203 Financial Mathematics I (p.1)	12.5	
300-204 Financial Mathematics II (p.1)	12.5	
Two additional subjects		25.0

Third year		
300-330 Survival Models: Theory and Applications (p.1)	25	
300-331 Modelling in Insurance and Finance I (p.1)	12.5	
300-332 Modelling in Insurance and Finance II (p.1)	12.5	
300-341 Actuarial Mathematics I (p.1)	12.5	
300-342 Actuarial Mathematics II (p.1)	12.5	
Two additional subjects		25.0

Note: for specific information about professional requirements, students should refer to *Membership of professional bodies* (p.6).

Specialisation in business analysis and systems	Points	
First year		
306-103 Accounting 1A (p.1)	12.5	
306-104 Accounting 1B (p.1)	12.5	
306-105 Business Computing (p.1) (unless exempt)	12.5	
306-106 Enterprise Process Analysis (p.1)	12.5	
316-101 Introductory Macroeconomics (p.1)	12.5	
316-102 Introductory Microeconomics (p.1)	12.5	
316-130 Quantitative Methods 1 (p.1)	12.5	
One additional subject		12.5
Second year		
306-201 Cost Management (p.1)	12.5	
306-202 Intermediate Financial Accounting (p.2)	12.5	
306-207 Enterprise Information Systems (p.2)	12.5	
306-209 Management Information Systems (p.2)	12.5	
316-206 Quantitative Methods 2 (p.1) or	12.5	
316-205 Introductory Econometrics (p.1) or	12.5	
325-210 Managerial Decision Analysis (p.2)	12.5	
316-202 Intermediate Microeconomics (p.1)	12.5	
333-201 Business Finance (p.1)	12.5	
One additional subject		12.5

Third year	
306-316 Electronic Commerce (p.3)	12.5
306-317 Strategic Enterprise Systems (p.3)	12.5
306-330 Business Analysis (p.4)	12.5
Five additional subjects. Recommended subjects include:	
306-301 Financial Accounting (p.2)	12.5
306-302 Enterprise Performance Management (p.2)	12.5
306-313 Management Control Systems (p.3)	12.5
306-315 Analysis of Financial Statements (p.3)	12.5
306-318 Enterprise Resource Planning Systems (p.3)	12.5
306-319 Business Systems Development (p.3)	12.5
306-320 Knowledge Management Systems (p.3)	12.5
306-328 Business Modelling (p.4)	12.5
306-329 Strategic Cost Management (p.4)	12.5
306-334 Designing Cost Management Systems (p.4)	12.5
325-203 Operations Management (p.1)	12.5
325-228 Strategy (p.3)	12.5
325-318 Quality Management (p.5)	12.5
Or other approved electives	

Specialisation in business law	Points	
First year		
316-101 Introductory Macroeconomics (p.1)	12.5	
316-102 Introductory Microeconomics (p.1)	12.5	
316-130 Quantitative Methods 1 (p.1)	12.5	
732-103 Principles of Business Law (p.1)	12.5	
Four additional subjects		50.0

Specialisation in business law	Points	Specialisation in e-commerce	Points
Second year		306-316 Electronic Commerce (p.3)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5	325-320 e-Business Strategy (p.5)	12.5
316-205 Introductory Econometrics (p.1) or	12.5	325-322 Managing e-Business Supply Chains (p.5)	12.5
325-210 Managerial Decision Analysis (p.2) or	12.5	Four of the following subjects:	
325-212 Market Research (p.2)	12.5	306-317 Strategic Enterprise Systems (p.3)	12.5
732-202 Corporate Law (p.1)	12.5	306-318 Enterprise Resource Planning Systems (p.3)	12.5
Six additional subjects	75.0	306-319 Business Systems Development (p.3)	12.5
Third year		316-313 Microeconomics (p.3)	12.5
Two of the following:		316-336 Economic Analysis of e-Commerce (p.5)	12.5
732-302 Banking And Finance Law (p.1)	12.5	325-301 Business-to-Business Marketing (p.3)	12.5
732-303 Taxation Law (p.1)	12.5	325-314 Managing Organisational Innovation (p.4)	12.5
732-304 Labour Law (p.1)	12.5	325-315 Managing the Learning Organisation (p.4)	12.5
732-305 Law of Insolvency (p.1)	12.5	325-323 Managing the Virtual Workforce (p.5)	12.5
732-307 Law and Labour Relations In East Asia (p.1)	12.5	333-308 Finance for New Ventures (p.2)	12.5
Six additional subjects	75.0		
Specialisation in business systems	Points	1. Students who complete 316-202 Intermediate Microeconomics rather than 316-212 Economics for e-Commerce are advised to enrol in 316-336 Economic Analysis for e-Commerce in a later year.	
First year		Students are invited to take additional approved subjects from the Department of Information Systems and/or Computer Science as well as from within the faculty to complement this specialisation.	
306-103 Accounting 1A (p.1)	12.5	Specialisation in economics	Points
306-104 Accounting 1B (p.1)	12.5	First year	
306-105 Business Computing (p.1) (unless exempt)	12.5	316-101 Introductory Macroeconomics (p.1)	12.5
306-106 Enterprise Process Analysis (p.1)	12.5	316-102 Introductory Microeconomics (p.1)	12.5
316-101 Introductory Macroeconomics (p.1)	12.5	316-130 Quantitative Methods 1 (p.1)	12.5
316-102 Introductory Microeconomics (p.1)	12.5	Five additional subjects	62.5
316-130 Quantitative Methods 1 (p.1)	12.5	Second year	
325-101 Management (p.1)	12.5	316-202 Intermediate Microeconomics (p.1)	12.5
Second year		316-201 Intermediate Macroeconomics (p.1)	12.5
306-207 Enterprise Information Systems (p.2)	12.5	316-206 Quantitative Methods 2 (p.1) or	12.5
306-209 Management Information Systems (p.2)	12.5	316-205 Introductory Econometrics (p.1)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5	Five additional subjects	62.5
316-205 Introductory Econometrics (p.1) or	12.5	Third year	
325-210 Managerial Decision Analysis (p.2)	12.5	316-313 Microeconomics (p.3)	12.5
325-203 Operations Management (p.1)	12.5	316-312 Macroeconomics (p.3)	12.5
Four additional subjects	50.0	316-301 International Trade Policy (p.2)	12.5
Third year		316-316 Basic Econometrics (p.3) or	12.5
306-316 Electronic Commerce (p.3)	12.5	316-317 Econometrics (p.3)	12.5
306-317 Strategic Enterprise Systems (p.3)	12.5	Four additional subjects	50.0
At least four of the following six subjects:		Specialisation in economics and environmental studies	Points
306-318 Enterprise Resource Planning Systems (p.3)	12.5	First year	
306-319 Business Systems Development (p.3)	12.5	316-101 Introductory Macroeconomics (p.1)	12.5
306-320 Knowledge Management Systems (p.3)	12.5	316-102 Introductory Microeconomics (p.1)	12.5
306-328 Business Modelling (p.4)	12.5	316-130 Quantitative Methods 1 (p.1)	12.5
325-314 Managing Organisational Innovation (p.4)	12.5	121-012 Environmental Change (p.2)	12.5
325-315 Managing the Learning Organisation (p.4)	12.5	121-013 Global Ecology and Biogeography (p.2)	12.5
Two additional subjects		Three additional economics and commerce subjects	37.5
Specialisation in e-commerce	Points	Second year	
First year		316-202 Intermediate Microeconomics (p.1)	12.5
306-102 Accounting Concepts (p.1) or	12.5	316-201 Intermediate Macroeconomics (p.1)	12.5
306-103 Accounting 1A (p.1)	12.5	316-206 Quantitative Methods 2 (p.1) or	12.5
306-105 Business Computing (p.1) (unless exempt)	12.5	316-205 Introductory Econometrics (p.1)	12.5
306-106 Enterprise Process Analysis (p.1)	12.5	Two of the following:	
316-101 Introductory Macroeconomics (p.1)	12.5	121-017 Society and Environments (p.3)	12.5
316-102 Introductory Microeconomics (p.1)	12.5	121-018 Geomorphology (p.3)	12.5
316-130 Quantitative Methods 1 (p.1)	12.5	121-021 Environmental Politics and Management (p.4)	12.5
325-101 Management (p.1)	12.5	121-025 Biodiversity (p.7)	12.5
One or two (if exempt from 306-105 Business Computing (p.1)) additional subjects		161-014 Environmental Philosophy (p.8)	12.5
Second year		Three additional economics and commerce subjects	37.5
306-207 Enterprise Information Systems (p.2)	12.5	Third year	
316-202 Intermediate Microeconomics (p.1) or ¹	12.5	316-302 Economic Development (p.2)	12.5
316-212 Economics for e-Commerce (p.2)	12.5	316-324 Environmental Economics (p.4)	12.5
325-203 Operations Management (p.1)	12.5	316-325 Ecological Economics (p.4)	12.5
325-206 e-Marketing and Retailing (p.1)	12.5	Three or four of the following:	
325-211 Principles of Marketing (p.2)	12.5	121-022 Development and Urban Environments (p.4)	12.5
316-205 Introductory Econometrics (p.1) or	12.5	121-028 Sustainable Development (p.4)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5	121-432 Environmental Field Class (p.8) ¹	25
325-210 Managerial Decision Analysis (p.2) or	12.5	733-213 Legal Studies:Environmental Law (p.2)	12.5
325-212 Market Research (p.2)	12.5	One additional level-3 Economics and Commerce subject	12.5
Two additional subjects. Recommended subjects include:			
306-209 Management Information Systems (p.2)	12.5		
325-207 Managing in Information Societies (p.1)	12.5		
333-201 Business Finance (p.1)	12.5		
Third year			
		1. Students taking 121-034 should take only two other subjects from this list.	

Specialisation in econometrics	Points	Specialisation in human resource management¹	Points
First year		325-312 International Human Resource Management (p.4)	12.5
316-101 Introductory Macroeconomics (p.1)	12.5	325-331 International Industrial Relations (p.5)	12.5
316-102 Introductory Microeconomics (p.1)	12.5	325-334 Current Trends in Work and Employment (p.6)	12.5
316-130 Quantitative Methods 1 (p.1)	12.5	325-201 Organisational Behaviour (p.1)*	12.5
Five additional subjects	62.5	325-214 The Social and Political Context of Work (p.2)*	12.5
Second year		325-215 Managerial Strategies in Organising Work (p.2)*	12.5
316-202 Intermediate Microeconomics (p.1)	12.5	Additional subjects to total eight.	
316-201 Intermediate Macroeconomics (p.1)	12.5	* may be taken as level-2 subjects in the second or third year.	
316-205 Introductory Econometrics (p.1)	12.5	1. Students undertaking this specialisation may be eligible to graduate with a Bachelor of Commerce (Management).	
Five additional subjects	62.5	2. Students wishing to undertake the Bachelor of Commerce (Management) must complete 306-103 Accounting 1A or 306-102 Accounting Concepts.	
Third year		Specialisation in international commerce	Points
316-312 Macroeconomics (p.3)	12.5	First year	
316-313 Microeconomics (p.3)	12.5	316-101 Introductory Macroeconomics (p.1)	12.5
316-317 Econometrics (p.3)	12.5	316-102 Introductory Microeconomics (p.1)	12.5
316-318 Applied Microeconomic Modelling (p.4)	12.5	316-130 Quantitative Methods 1 (p.1)	12.5
316-350 Time Series Analysis and Forecasting (p.5)	12.5	325-101 Management (p.1)	12.5
Three additional subjects	37.5	306-103 Accounting 1A (p.1)	12.5
Specialisation in finance	Points	306-104 Accounting 1B (p.1)	12.5
First year		Two additional subjects	25.0
306-103 Accounting 1A (p.1) and	12.5	Second year	
306-104 Accounting 1B (p.1) or	12.5	333-201 Business Finance (p.1)	12.5
306-102 Accounting Concepts (p.1)	12.5	316-206 Quantitative Methods 2 (p.1) or	12.5
316-101 Introductory Macroeconomics (p.1)	12.5	316-205 Introductory Econometrics (p.1)	12.5
316-102 Introductory Microeconomics (p.1)	12.5	316-202 Intermediate Microeconomics (p.1)	12.5
316-130 Quantitative Methods 1 (p.1)	12.5	316-201 Intermediate Macroeconomics (p.1)	12.5
Three or four additional subjects		Four additional subjects	50.0
Second year		Third year	
333-201 Business Finance (p.1)	12.5	333-303 International Finance (p.1)	12.5
333-202 Management of Financial Institutions (p.1)	12.5	316-301 International Trade Policy (p.2)	12.5
333-203 Personal Financial Management (p.1)	12.5	325-303 International Management (p.3)	12.5
316-202 Intermediate Microeconomics (p.1)	12.5	Five additional subjects. Recommended subjects include:	
316-206 Quantitative Methods 2 (p.1) or	12.5	306-313 Management Control Systems (p.3)	12.5
316-205 Introductory Econometrics (p.1)	12.5	316-302 Economic Development (p.2)	12.5
Three additional subjects. Recommended subjects include:		316-319 Economic Development of East Asia (p.4)	12.5
306-202 Intermediate Financial Accounting (p.2)	12.5	316-330 Organisations, Economics and Incentives (p.5)	12.5
316-201 Intermediate Macroeconomics (p.1)	12.5	325-309 Global Marketing (p.4)	12.5
Third year		325-331 International Industrial Relations (p.5)	12.5
333-301 Investments (p.1)	12.5	Specialisation in international management¹	Points
333-302 Corporate Finance (p.1)	12.5	First year	
333-303 International Finance (p.1)	12.5	316-101 Introductory Macroeconomics (p.1)	12.5
Five additional subjects. Recommended subjects include:		316-102 Introductory Microeconomics (p.1)	12.5
306-315 Analysis of Financial Statements (p.3)	12.5	316-130 Quantitative Methods 1 (p.1)	12.5
316-306 Money and Banking (p.3)	12.5	325-101 Management (p.1)	12.5
316-316 Basic Econometrics (p.3) or	12.5	325-102 Business in the Global Economy (p.1)	12.5
316-317 Econometrics (p.3)	12.5	Three additional subjects. ²	
316-351 Economics of Financial Markets (p.5)	12.5	Second year	
333-304 Asian Capital Markets (p.1)	12.5	325-209 Human Resource Management (p.2)	12.5
333-307 Real Estate Finance (p.1)	12.5	325-211 Principles of Marketing (p.2)	12.5
Specialisation in human resource management¹	Points	325-203 Operations Management (p.1)	12.5
First year		325-228 Strategy (p.3)	12.5
316-101 Introductory Macroeconomics (p.1)	12.5	316-206 Quantitative Methods 2 (p.1) or	12.5
316-102 Introductory Microeconomics (p.1)	12.5	316-205 Introductory Econometrics (p.1) or	12.5
316-130 Quantitative Methods 1 (p.1)	12.5	325-210 Managerial Decision Analysis (p.2) or	12.5
325-101 Management (p.1)	12.5	325-212 Market Research (p.2)	12.5
325-102 Business in the Global Economy (p.1)	12.5	Three additional subjects which may include those marked * below.	
Three additional subjects. ²	37.5	Third year	
Second year		At least five of the following (including any marked * taken in the second year):	
325-203 Operations Management (p.1)	12.5	325-303 International Management (p.3)	12.5
325-209 Human Resource Management (p.2)	12.5	325-304 Organisational Analysis (p.3)	12.5
325-211 Principles of Marketing (p.2)	12.5	325-309 Global Marketing (p.4)	12.5
325-228 Strategy (p.3)	12.5	325-310 The Japanese Business System (p.4)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5	325-312 International Human Resource Management (p.4)	12.5
316-205 Introductory Econometrics (p.1) or	12.5	325-331 International Industrial Relations (p.5)	12.5
325-210 Managerial Decision Analysis (p.2) or	12.5	325-332 Chinese Business and Economy (p.6)	12.5
325-212 Market Research (p.2)	12.5	325-226 Business and Economy in South East Asia (p.2)*	12.5
Three additional subjects which may include those marked * below.		325-231 International Business Strategy (p.3)*	12.5
Third year		Additional subjects to total eight.	
At least five of the following (including any marked * taken in the second year):		* may be taken as level-2 subjects in the second or third year	
325-304 Organisational Analysis (p.3)	12.5		
325-308 Industrial Relations (p.4)	12.5		

1. Students undertaking this specialisation may be eligible to graduate with a Bachelor of Commerce (Management).
2. Students wishing to undertake the Bachelor of Commerce (Management) must complete 306-103 Accounting 1A or 306-102 Accounting Concepts.

Specialisation in marketing and economics Points

First year

316-101	Introductory Macroeconomics (p.1)	12.5
316-102	Introductory Microeconomics (p.1)	12.5
316-130	Quantitative Methods 1 (p.1)	12.5
325-101	Management (p.1)	12.5
325-102	Business in the Global Economy (p.1)	12.5
Three additional subjects		37.5

Second year

316-206	Quantitative Methods 2 (p.1) or	12.5
316-205	Introductory Econometrics (p.1)	12.5
316-202	Intermediate Microeconomics (p.1)	12.5
325-202	Consumer Behaviour (p.1)	12.5
325-211	Principles of Marketing (p.2)	12.5
325-212	Market Research (p.2)	12.5

One of the following:

316-201	Intermediate Macroeconomics (p.1)	12.5
316-210	Competition and Strategy (p.2)	12.5
325-201	Organisational Behaviour (p.1)	12.5

Two additional subjects 25.0

Third year

316-316	Basic Econometrics (p.3) or	12.5
316-317	Econometrics (p.3)	12.5
316-328	Marketing Economics (p.4)	12.5
316-350	Time Series Analysis and Forecasting (p.5) ¹	12.5
325-302	Strategic Marketing (p.3)	12.5

Two of the following:

325-309	Global Marketing (p.4) ¹	12.5
325-306	Services and Relationship Marketing (p.3) ¹	12.5
325-307	Product and Brand Management (p.3) ¹	12.5

Two additional subjects 25.0

1. Students in a combined degree should not include 316-350 and should choose only one of 325-309, 325-306 and 325-307.

Specialisation in marketing management¹ Points

First year

316-101	Introductory Macroeconomics (p.1)	12.5
316-102	Introductory Microeconomics (p.1)	12.5
316-130	Quantitative Methods 1 (p.1)	12.5
325-101	Management (p.1)	12.5
325-102	Business in the Global Economy (p.1)	12.5

Three additional subjects.²

Second year

325-203	Operations Management (p.1)	12.5
325-209	Human Resource Management (p.2)	12.5
325-211	Principles of Marketing (p.2)	12.5
325-228	Strategy (p.3)	12.5
316-206	Quantitative Methods 2 (p.1) or	12.5
316-205	Introductory Econometrics (p.1) or	12.5
325-210	Managerial Decision Analysis (p.2) or	12.5
325-212	Market Research (p.2)	12.5

Three additional subjects which may include those marked * below.

Third year

At least five of the following (including any marked * taken in second year):

325-301	Business-to-Business Marketing (p.3)	12.5
325-302	Strategic Marketing (p.3)	12.5
325-306	Services and Relationship Marketing (p.3)	12.5
325-307	Product and Brand Management (p.3)	12.5
325-309	Global Marketing (p.4)	12.5
325-202	Consumer Behaviour (p.1)*	12.5
325-206	e-Marketing and Retailing (p.1)*	12.5
325-213	Marketing Communications (p.2)*	12.5

Additional subjects to total eight.
* may be taken as level-2 subjects in the second or third year

1. Students undertaking this specialisation may be eligible to graduate with a Bachelor of Commerce (Management).
2. Students wishing to undertake the Bachelor of Commerce (Management) must complete 306-103 Accounting 1A or 306-102 Accounting Concepts.

Specialisation in operations and strategic management¹ Points

First year

316-101	Introductory Macroeconomics (p.1)	12.5
316-102	Introductory Microeconomics (p.1)	12.5
316-130	Quantitative Methods 1 (p.1)	12.5
325-101	Management (p.1)	12.5
325-102	Business in the Global Economy (p.1)	12.5

Three additional subjects.²

Second year

325-203	Operations Management (p.1)	12.5
325-209	Human Resource Management (p.2)	12.5
325-211	Principles of Marketing (p.2)	12.5
325-228	Strategy (p.3)	12.5
316-206	Quantitative Methods 2 (p.1) or	12.5
316-205	Introductory Econometrics (p.1) or	12.5
325-210	Managerial Decision Analysis (p.2) or	12.5
325-212	Market Research (p.2)	12.5

Third year
At least five of the following (including any marked * taken in the second year):

306-313	Management Control Systems (p.3)	12.5
325-302	Strategic Marketing (p.3)	12.5
325-304	Organisational Analysis (p.3)	12.5
325-313	Managing Strategic Change (p.4)	12.5
325-314	Managing Organisational Innovation (p.4)	12.5
325-315	Managing the Learning Organisation (p.4)	12.5
325-316	Organisations, Ethics and Society (p.5)	12.5
325-317	Research for Managers and Consultants (p.5)	12.5
325-318	Quality Management (p.5)	12.5
325-201	Organisational Behaviour (p.1)*	12.5
325-215	Managerial Strategies in Organising Work (p.2)*	12.5
325-231	International Business Strategy (p.3)*	12.5

Additional subjects to total eight.
* may be taken as a level-2 subject in the second or third year.

1. Students undertaking this specialisation may be eligible to graduate with a Bachelor of Commerce (Management).
2. Students wishing to undertake the Bachelor of Commerce (Management) must complete 306-103 Accounting 1A or 306-102 Accounting Concepts.

Bachelor of Commerce (Honours)

Students who have reached the required standard must make a formal application to the General Manager for admission to fourth year honours. Those who seek entry to fourth year honours must ascertain from the head of the relevant department whether any additional work or special subjects will be required at third year level. If planning to change specialisation, students should consult the head of the appropriate department for advice on any required additional work. The Bachelor of Commerce (Honours) is offered for full time, Semester 1 entry only.

To be eligible for consideration applicants must have:

- completed the requirements of the pass degree (combined course students see *Combined course students and eligibility for honours* also)
- achieved an average mark of H2B in at least four subjects at level-3 in the intended area of specialisation (including subjects nominated by the department as relevant to the discipline).
- achieved a mark of H2B or better in three of the four subjects.

Selection into honours is at the discretion of the relevant Head of Department. Some departments will impose a quota on the number of places available in their respective honours programs. In these instances the criteria listed below refers to the minimum level of achievement required to be considered for entry.

Intending honours students should lodge a formal application with the General Manager, using the form obtainable from the faculty office, no later than the last Friday of November.

Combined course students and eligibility for honours

To be eligible for entry to the Bachelor of Commerce (Honours) students undertaking a BA/BCom, BA(M&C)/BCom, BAgSc/BCom, BAg/BCom, BE/BCom, BForSc/BCom, BFor/BCom, BCom/BIS, BCom/BSc or BPC/BCom must have *either* completed the requirements for the combined degree (i.e. completed 500 points and satisfied the minimum requirements of the BCom and the other component of the combined degree) *or* completed at least 300 points within which the normal BCom requirements are met. That is:

Faculty of Economics and Commerce

- at least 200 points of commerce subjects have been completed;
- between 87.5 and 125 level-1 points have been completed, of which at least 50 points are commerce;
- at least 75 level-3 points have been completed, of which at least 50 points are commerce.

Commerce/law students intending to undertake commerce (honours) must complete 75 level-3 commerce points if they wish to gain entry to honours in their fourth year of study. Commerce/Law students should consult a commerce course adviser if they intend varying the standard course structure for the *Combined commerce/law degree* (p.7).

In addition combined course students must have:

- achieved an average mark of H2B in at least four subjects at level-3 in the intended area of specialisation (including subjects nominated by the department as relevant to the discipline);
- achieved a mark of H2B or better in three of the four subjects.

Accounting

Third year

To be eligible for admission to honours in accounting, students must have satisfied the requirements of the pass degree and must have achieved a grade average of H2B in at least four level-3 subjects offered within the Faculty of Economics and Commerce. In addition, three of the four subjects must be from the Department of Accounting, at least two of them core, with a mark of H2B or better.

Core subjects

- 306-301 Financial Accounting (p.2);
- 306-302 Enterprise Performance Management (p.2) (previously titled Managerial Accounting);
- 306-304 Auditing and Assurance Services (p.3);
- 306-317 Strategic Enterprise Systems (p.3)
- 306-316 Electronic Commerce (p.3)
- 306-330 Business Analysis (p.4)

Electives

- 306-303 International Accounting (p.2);
- 306-313 Management Control Systems (p.3);
- 306-315 Analysis of Financial Statements (p.3);
- 306-318 Enterprise Resource Planning Systems (p.3)
- 306-320 Knowledge Management Systems (p.3).
- 306-329 Strategic Cost Management (p.4)

In addition students should complete either 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.3).

Selection into honours is at the discretion of the Head of the Department of Accounting.

Fourth year (honours year)

Students are required to study the equivalent of eight subjects (100 points) in fourth year honours. Students must take the following subjects:

- 306-466 Research Methods In Accounting (p.5);
- 306-467 Research Essay in Accounting (p.5).

plus two of the following four subjects:

- 306-461 Issues in Corporate Reporting (p.4);
- 306-462 Strategic Management Accounting (p.4);
- 306-464 Managing Information Technology (p.4);
- 306-465 Issues in Audit and Assurance Services (p.4).

In addition students must take three other level-4 optional subjects or one level-3 and two level-4 subjects as approved by the Head of the Department of Accounting.

Actuarial studies

Level-3 requirements

To be eligible for admission to honours in actuarial studies students must have:

- satisfied the requirements for the pass degree;
- achieved a grade average of at least H2B over four relevant subjects at level-3 (a list of relevant subjects is available from the Centre for Actuarial Studies);
- achieved a grade of at least H2B in three of these subjects of which at least two must be level-3 actuarial studies subjects.

Selection into honours is at the discretion of the Director of the Centre for Actuarial Studies.

Fourth year (honours year)

Students are required to study the equivalent of eight subjects (100 points) in fourth year honours. Students must complete the following subjects:

- 300-400 Actuarial Studies Research Essay (p.2);
- 37.5 points of level-4 actuarial studies subjects;
- 12.5 points of level-4 subjects taught by the Faculty of Economics and Commerce;
- 25 points of approved level-3 or level-4 subjects taught within or outside the Faculty of Economics and Commerce.

Economics

Level-3 requirements

To be eligible for admission to honours in economics students must have satisfied the requirements of the pass degree and they should complete:

- 316-312 Macroeconomics (p.3);
- 316-313 Microeconomics (p.3);
- 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.3);
- another level-3 economics subject (prefix 316) or other approved subject.

Normally students should have achieved an average grade of H2B in at least four economics subjects at level-3 and have achieved a grade average of H2B or better in three of the four subjects.

Students are strongly advised to give early consideration to a topic for their fourth year research essay. They should obtain approval for it from an adviser by the start of fourth year.

Selection into honours is at the discretion of the Head of the Department of Economics.

Fourth year (honours year)

Students are required to study the equivalent of eight subjects (100 points) in fourth year honours. Students must undertake the following subjects:

- 316-402 Advanced Microeconomics (p.5);
- 316-475 Economics Research Essay (p.7);
- 316-403 Advanced Macroeconomics (p.6).
- By the end of the honours year students must have completed at least one level-3 or level-4 econometrics subject in addition to 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.3) (namely one of 316-318 Applied Microeconomic Modelling (p.4), 316-350 Time Series Analysis and Forecasting (p.5), 316-401 Microeconomics (p.5), 316-449 Financial Econometrics (p.6) or 316-470 Econometric Techniques (p.7));
- Three other subjects (if the econometrics requirement has been satisfied in third year then four other subjects), normally level-4 economics subjects.
- Students may choose up to two level-3 economics subjects (to include an econometrics subject) and one subject from another department within the University with the honours convenor's approval.
- Students who take 316-469 Financial Economics (p.7) cannot include 316-351 Economics of Financial Markets (p.5) in their final honours year program.

Finance

Level-3 requirements

To be eligible for admission to honours in finance students must have completed the requirements of the pass degree, must have achieved an average grade of H2B in at least four subjects offered within the Faculty of Economics and Commerce and must have achieved an H2B in at least three of the four subjects. These subjects must include:

- 333-301 Investments (p.1);
- 333-302 Corporate Finance (p.1).

Students must also have passed 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.3).

Selection into honours is at the discretion of the Head of the Department of Finance. Students should note that a quota will be applied to the number of places available for honours in finance.

Fourth year (honours year)

Students are required to complete the equivalent of eight subjects (100 points) Students must complete the following:

- 333-402 Advanced Finance (p.2);
- 333-404 Research Methods in Finance (p.2);
- 333-410 Finance Research Essay (p.2);
- 25 points of subjects taught by the Department of Finance;
- 25 points of subjects taught within or outside the Faculty of Economics and Commerce as approved by the Head of the Department of Finance.

Level-3 subjects may not be taken with the exception of 316-350 Time Series Analysis and Forecasting (p.5) and normally no more than 12.5 points can be taken from level-3 or level-8 subjects.

Management

Level-3 requirements

To be eligible for honours in management students must have completed the requirements of the pass degree, must have achieved an average grade of H2B in at least four level-3 management subjects and must have achieved an H2B in at least three of the four subjects.

Selection into honours is at the discretion of the Head of the Department of Management. Students should note that a quota will be applied to the number of places available for honours in management.

Fourth year (honours year)

Students are required to study the equivalent of eight subjects (100 points) in fourth year honours year. Students are required to take the following:

- 325-408 Management Research Essay (p.6);
- 325-407 Advanced Management Theory (p.6).

The remaining five subjects may be selected from the list of level-4 subjects taught by the Department of Management.

Students may also include up to two subjects taught by the Faculty of Economics and Commerce or other faculty as approved by the Head of Department. No more than two level-3 subjects can be included in the program of study.

If students wish to specialise they will be advised regarding a customised program of study in their particular area of interest.

Combined honours programs

Level-3 requirements

Students may undertake a combined honours program across two disciplines within the faculty. For example honours in economics/finance or accounting/management.

Requirements for entry to a combined honours program where one discipline is:

Accounting

Three of the following subjects, including at least one core subject:

Core subjects

- 306-301 Financial Accounting (p.2)
- 306-302 Enterprise Performance Management (p.2)
- 306-304 Auditing and Assurance Services (p.3)
- 306-317 Strategic Enterprise Systems (p.3)
- 306-316 Electronic Commerce (p.3)
- 306-330 Business Analysis (p.4)

Elective subjects

- 306-303 International Accounting (p.2)
- 306-313 Management Control Systems (p.3)
- 306-315 Analysis of Financial Statements (p.3)
- 306-320 Knowledge Management Systems (p.3) (previously titled 306-332 Special Topics in Accounting)
- 306-318 Enterprise Resource Planning Systems (p.3)
- 306-329 Strategic Cost Management (p.4)

Economics

Three level-3 Economics subjects (316-3XX) including at least two of the following:

- 316-312 Macroeconomics (p.3)
- 316-313 Microeconomics (p.3)
- 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.3)

Finance

333-301 Investments (p.1), 333-302 Corporate Finance (p.1) and either 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.3)

Management

Three level-3 management subjects (325-3XX).

Fourth year (honours year) requirements

All students will undertake a research essay in one of accounting, economics, finance or management plus the following subjects from the relevant discipline for the combined honours program. Up to one level-3 subject may be included in a combined honours program as approved by the relevant honours convenor.

Accounting

Students undertaking 306-467 Research Essay in Accounting (p.5) must also enrol in 306-466 Research Methods In Accounting (p.5) and two of the following subjects:

- 306-461 Issues in Corporate Reporting (p.4);
- 306-462 Strategic Management Accounting (p.4);
- 306-464 Managing Information Technology (p.4);
- 306-465 Issues in Audit and Assurance Services (p.4). *or*

students undertaking the research essay in another discipline must take three accounting subjects as approved by the Department of Accounting

Economics

Students undertaking 316-475 Economics Research Essay (p.7) must also enrol in three other level-4 Economics subjects (316-4XX); *or*

Students undertaking the research essay in another discipline must enrol in three level-4 economics subjects with the exception of 316-475 Economics Research Essay.

Finance

Students undertaking 333-410 Finance Research Essay (p.2) must also enrol in 333-404 Research Methods in Finance (p.2) and two level-4/8 Finance subjects as approved by the Head of the Department of Finance. *or*

Students undertaking the research essay in another discipline must also enrol in the following:

- 333-401 Financial Management (p.2)
- 333-402 Advanced Finance (p.2)
- 333-618 Option Pricing

Management

325-407 Advanced Management Theory (p.6) and two other level-4 management subjects (325-4XX).

Postgraduate courses

Graduates with a BCom pass degree or its equivalent may apply for enrolment in a Postgraduate Diploma in Economics or Finance, or in a Graduate Diploma in Employee Relations and Human Resource Management or Actuarial Studies.

It is expected that diploma students will perform at honours level during their courses.

Graduate Diploma in Actuarial Studies

The graduate diploma is designed for students who have not undertaken an undergraduate actuarial program but who decide to pursue a career in actuarial science. To obtain entry to the program, students must have completed a degree from a recognised university, have a good academic record, and have an appropriate background (e.g. in statistics or applied mathematics). The course requires one year of full-time or two years of part-time study.

Graduate Diploma in Employee Relations and Human Resource Management

The GDipER&HRM course normally takes one year full time or two years part time (two or four consecutive semesters) study and offers advanced studies in employee relations and related disciplines.

Admission is open to graduates from any discipline. Candidates who have not previously studied employee relations or human resource management will usually enrol as part-time students in order to sequence their studies appropriately.

Graduate Diploma in Enterprise Analysis and Systems

The Graduate Diploma in Enterprise Analysis and Systems has been designed to fill the growing need from graduates for further study in business analysis and systems. Students have the opportunity to specialise in either area. Graduates of the course will have enhanced their marketability through having gained specialised knowledge and capacity in business analysis and systems. The course requires one year of full-time study or two years of part-time study.

Graduate Diploma in Management Studies

The graduate diploma is designed to give graduates from any discipline the opportunity to acquire specialised expertise associated with particular sub-disciplines of management that complement their interests, such as human resource management, international management, operations and strategic management, and marketing management; and to provide a coherent education in management that will complement students' existing expertise with an understanding of management research and theory. The course requires one year of full-time study or two years of part-time study.

Postgraduate Diploma in Economics

The PGDipEco advanced course of study normally takes one year full time or two years part time, entailing two or four consecutive semesters in economics and related disciplines. It provides introductory training for students seeking to do an MCom degree by coursework or by thesis.

Admission is open to graduates in economics and to others with approved tertiary qualifications. Those without an adequate economics background will be required to undertake preliminary work. The course assumes an ability to cope with work of honours degree standard.

Postgraduate Diploma in Finance

The PGDipFin advanced course normally takes one year full time or two years part time (two or four consecutive semesters) and provides a basic understanding of modern finance and financial economics.

Admission is open to graduates with an economics or finance background or equivalent. Applicants without the appropriate background are required to undertake preliminary work.

Preliminary work normally involves satisfactory completion of the undergraduate subjects Business Finance, Accounting Concepts, Microeconomics and Macroeconomics. An applicant may be required to complete other preliminary work.

Master of Commerce by coursework or thesis

The MCom degree by coursework is a one-year, full-time (two-year, part-time) program specialising in economics or finance.

The course consists of six coursework subjects plus production of an article for publication or a research report, which counts as a double subject.

Candidates for an MCom degree by thesis pursue original research on an approved topic for at least one year full time, or two years part time.

Each candidate has a supervisor appointed by the faculty. Candidates present the results of their research in a thesis of about 50 000 words or (on the recommendation of their supervisor) a series of papers.

The MCom degree by thesis should be completed within two years for full-time candidates and four years for part-time candidates.

Admission to the MCom degree course (whether by thesis or coursework) is open to students with a first or second-class BCom(Hons) degree or its equivalent.

Master of Accounting

The Master of Accounting course provides the necessary skills and competencies required for the practising accountant. The program builds on a foundation of previous study in accounting through enhancing critical thinking and analytic skills, developing oral and written communication skills and providing the opportunity, where desired, to gain experience in applied research techniques and methods. Full-time students will enrol in four subjects per semester for three semesters (about 16 months). Part-time students will usually enrol in two subjects per semester for six semesters.

Master of Applied Commerce

The Master of Applied Commerce degree draws upon the strengths of the faculty's marketing, management, economics, accounting and finance areas to offer a coursework degree for those already in or intending to pursue a management career. The Master of Applied Commerce includes foundation subjects in accounting, finance, information systems, marketing, human resources, strategic managerial accounting, quantitative methods for managers, and a synthesis subject in management strategy. In addition to these nine core subjects three elective subjects may be selected, such as Product Management, Service and Relationship Marketing, Management Control Systems, Marketing Strategies and Plans and other subjects offered in the faculty for which the student has suitable preparation.

Full-time students will enrol in four subjects per semester for three semesters (about 16 months). Part-time students will usually enrol in two subjects per semester for six semesters.

Master of Applied Commerce (Marketing)

The Master of Applied Commerce (Marketing) has been designed to assist young professionals to develop, implement and control integrated marketing programs, work closely with managers in other functional areas, and pursue a career in marketing management. The program provides foundation training in business and economics, including accounting, human resource management, microeconomics, macroeconomics, marketing management, business finance or management information systems and in-depth specialist training in the important areas of marketing and management. Full-time students will enrol in four subjects per semester for three semesters (about 16 months). Part-time students will usually enrol in two subjects per semester for six semesters.

Master of Applied Commerce (Organisational Change)

The Master of Applied Commerce (Organisational Change) provides students with a foundation training in business and economics and in-depth specialist training in various areas of change management, including an understanding of how organisations work and engage with their environment, dealing with issues of change in the new, 'information society', managing organisational learning, managing new organisational forms, understanding the role of management ideas and knowledge in organisational change and exploring different perspectives on managing organisational change. Full-time students will enrol in four subjects per semester for three semesters (about 16 months). Part-time students will usually enrol in two subjects per semester for six semesters.

Master of Applied Finance

The Master of Applied Finance is a two-year part-time or one-year full-time program. The program has been designed to suit the needs of financial managers and financial markets practitioners.

The philosophy behind the program is to provide an intensive, practically oriented advanced program in finance that meets the needs of participants and their workplaces.

Graduates of the course will have an enhanced understanding of financial markets and activities and will be able to operate more effectively in these areas.

Master of e-Commerce

The Master of e-Commerce has been designed to enhance the skills, competencies and capabilities of students across the range of business disciplines with a focus on the emerging e-business models. The course provides students with foundation training in business and in-depth specialist training in various areas of e-commerce, including managing e-business supply chains, electronic marketing, electronic commerce and managing the e-organisation. Graduates of the program will have the business systems knowledge and capabilities necessary to manage in an electronic environment. Full-time students will enrol in four subjects per semester for three semesters (about 16 months). Part-time students will usually enrol in two subjects per semester for six semesters.

Master of Financial Management

The Master of Financial Management is a two-year masters degree that has been designed to provide students with an understanding of financial management principles and their application to corporate financial policy. Graduates of the program will have an understanding of Australian and international financial markets, knowledge of derivative assets and the operation of the markets in these assets, applied knowledge of various specialised aspects of the finance industry and the appropriate skills for analysing and interpreting developments in finance practice. The first year of the Master of Financial Management can be taken out as a separate degree, the Postgraduate Diploma in Finance.

Master of International Business

The Master of International Business is a program designed to prepare students for a future in international business. The program is offered on a two-year part-time or one-year full-time basis.

The program deals with the problems and challenges facing business organisations that do business across borders and between cultures. The Asian region is used as a focus of study to explore strategic management issues.

Peer learning between students is encouraged by the use of case studies and small project teams. This gives students the opportunity to work in small cross-cultural groups.

Doctor of Philosophy

Studies for a PhD may be pursued in any department of the faculty, including the Faculty's Melbourne Institute of Applied Economic and Social Research (MIAESR). Intending applicants should approach the relevant Head of Department for further details and seek advice from the University's Office for Research.

Doctor of Commerce

The DCom degree may be taken by a graduate of the University of Melbourne, or any other tertiary educational institution, of not less than seven years standing after first qualifying for a degree. The candidate must satisfy the faculty of adequate training and experience in a discipline recognised by the faculty.

Candidates submit for examination published or unpublished original work which in subject, scope and character is deemed appropriate by the faculty.

