

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 and Business Information Systems, 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. The Intellectual Property Research Institute of Australia is a joint activity of the Faculty of Economics and Commerce, the Faculty of Law and the Melbourne Business School.

Studies in economics and commerce

The Bachelor of Commerce (BCom) and the Bachelor of Commerce (Management) 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 that 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 postgraduate 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)*

Postgraduate

- Graduate Diploma in Actuarial Studies *GDipActStuds*
- Graduate Diploma in Employee Relations and Human Resources Management *GDipER&HRM*
- Graduate Diploma in Management Studies *GDipMgmtStud*
- Postgraduate Diploma in Economics *PGDipEco*
- Postgraduate Diploma in Finance *PGDipFin*
- 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 Commerce in Employee Relations and Human Resource Management (by advanced seminar and shorter thesis) *MComER&HRM*
- Master of Accounting *MAcc*
- Master of Applied Commerce *MAC*
- Master of Applied Commerce (Accounting) *MAC(Acc)*
- Master of Applied Commerce (Business Analysis and Systems) *MAC(BAS)*
- Master of Applied Commerce (Marketing) *MAC(Mkt)*
- Master of Applied Commerce (Organisational Change) *MAC(Org. Chng)*
- Master of Applied Finance *MAF*
- Master of Business and Information Technology *MBIT*
- Master of e-Commerce *Me-Com*
- Master of Financial Management *MFM*
- Master of Human Resource Management *MHRM*
- Master of International Business *MIB*
- 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
Toll free 1800 227 117
Fax: + 61 3 8344 9674

Department of Accounting and Business Information Systems

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 (general enquiries) or
commerce-courseadvice@unimelb.edu.au (current students)
Web: <http://www.ecom.unimelb.edu.au>

Bachelor of Commerce

Attributes of a commerce graduate

On successful completion of the commerce course, graduates should be able to:

- explain the basic concepts and theories and institutional arrangements underlying the operations and performance of modern mixed economies using Australia as an example;
- critically evaluate the economy, commerce and business in the broader social and political context;
- explain and apply concepts from several economics and commerce disciplines in solving business and policy problems including specialised knowledge developed in one specific discipline;
- contribute positively to the development of organisations and society particularly related to business, government and the commercial professions.

By participating in all scheduled classes and activities and achieving the timely completion of assignments and other forms of assessment, Commerce graduates should acquire skills in:

- effective communication on matters related to economics and commerce through assignment preparation and writing and class discussions and presentations;
- skills in the use of computer systems and software used in business through practical assignments, exercises and demonstrations;
- critical thinking and analysis through recommended reading, report writing, assignments and discussion;
- information discovery and retrieval through the competent use of structured and unstructured sources including the internet;
- applying theory to practice through undertaking recommended reading, writing reports, completing assignments, analysing cases and discussing issues;
- interpretation and analysis of data with basic quantitative methods through assignments and discussion;
- attention to detail through assignment preparation, problem-solving exercises and examination revision;
- teamwork through joint projects and group discussion;
- understanding of social, ethical and cultural context through the analysis of case studies, the contextualisation of judgement, and being open to new ideas and possibilities;
- time management through managing and organising workloads for recommended reading, assignment completion and examination revision.

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 six 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; and
- include at least 75 level-3 points, 50 points of which must be commerce points; and
- include the four compulsory subjects, see *Compulsory subjects*; and
- 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
- 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 level-2 quantitative subject.

Actuarial studies and quantitative subjects

Students intending to specialise in actuarial studies are required to enrol in 620-201 Probability and 620-202 Statistics 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. 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. Please note: 620-201 Probability and 620-202 Statistics in this degree are considered as science points. 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 *Course requirements (p.2)* of the BCom apply to the BCom(Mgmt) also.

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.

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 and Business Information Systems (prefix 306-), Economics (prefix 316-), Management (prefix 325-), 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*), and 620-202 Statistics (*p.7*) taught by the Faculty of Science (except for students in the BCom/BSc).

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 or 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):

- 615-120 Introduction to Information Systems (*p.1*)
- 615-150 Organisational Processes (*p.2*)
- 615-251 Organisational Analysis and Change (*p.3*)
- 615-252 Electronic Commerce (*p.4*)

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 management 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.3*).

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 Engineering (IT), 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; and
- at least 50 level-3 commerce points; and
- 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 9.

- 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.17*). Note there is no first-year entry into this course from 2001 onwards. Also see *Bachelor of Agriculture/Bachelor of Commerce* (*p.7*).

Bachelor of Agriculture/Bachelor of Commerce

For further information, please see *Bachelor of Agriculture/Bachelor of Commerce* (*p.7*).

Bachelor of Engineering/Bachelor of Commerce

For further information, please see *Bachelor of Engineering/Bachelor of Commerce (BE/BCom)and Bachelor of Engineering(IT)/Bachelor of Commerce (BE(IT)/BCom)* (*p.5*).

Bachelor of Engineering (IT)/Bachelor of Commerce

For further information, please see *Bachelor of Engineering/Bachelor of Commerce (BE/BCom)and Bachelor of Engineering(IT)/Bachelor of Commerce (BE(IT)/BCom)* (*p.5*).

Bachelor of Forest Science/Bachelor of Commerce

For further information, please see *Bachelor of Forest Science/Bachelor of Commerce* (*p.18*). 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.11*).

Bachelor of Forestry/Bachelor of Commerce

For further information, please see *Bachelor of Forestry/Bachelor of Commerce* (*p.11*).

Bachelor of Commerce/Bachelor of Information Systems

For further information, please see *Bachelor of Commerce/Bachelor of Information Systems (BCom/BIS)* (*p.25*).

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 Property and Construction/Bachelor of Commerce* (*p.7*).

Bachelor of Commerce/Bachelor of Science

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

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 changes

BCom and BCom combined students can change their subjects online using the Student Information System (SIS) <<http://sis.unimelb.edu.au>>. Students attempting a subject change that cannot be approved on-line (eg. overloading) must attend a subject change session. 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.

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.

Workloads

Overloading in a semester means enrolling in more than the normal full-time load of 50 points (or four subjects). If you wish to take a language subject as part of your degree you will be permitted to enrol in 56.25 points in a semester. The following guidelines apply to the granting of permission to overload:

- First year students will not be permitted to overload **under any circumstances**.
- Students who have failed two or more subjects in their first year will not be given permission to overload in their second year.
- A maximum load of up to 62.5 points is permitted.
- Students who have achieved an average of at least 70 in the previous semester (in which they were enrolled in at least 50 points) may be permitted to overload in the subsequent semester.
- Third year students who have passed all subjects in the previous semester (in which they were enrolled in at least 50 points) will normally 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.

Repeated failure in a subject

Students will not be permitted to enrol in a non-compulsory subject for a third time. 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)

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. Students will be contacted by email with full details of the re-enrolment process during Semester 2.

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.

International students

The Department of Immigration, Multicultural and Indigenous Affairs (DIMIA) generally accepts deferment or postponement of studies (usually six months duration) on the grounds of illness, evidenced by a medical certificate, or other exceptional circumstances beyond the control of the student, for example bereavement. Inability to pay fees is not considered an exceptional circumstance. Although your leave of absence has been approved by the University, it is possible that DIMIA may cancel your student visa while you are out of Australia.

It is strongly advised that you contact the Australian Embassy in your home country to check the status of your student visa before you attempt to travel back to Australia. If your student visa has been cancelled you may wish to provide the Australian Embassy with documentation to substantiate and clarify the grounds that necessitated your leave of absence from your studies in Australia.

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.

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:

- a peer mentor program
- study groups
- individual learning skills consultations
- the Transition to Commerce subject

The Faculty of Economics and Commerce offers a study assistance subject for all first-year students. Transition to Commerce is an introductory subject which provides many of the skills needed to assist students to make the most of their learning in the Faculty. The subject provides a clear understanding of how to approach learning effectively and efficiently and indicates what is expected in each of the Faculty's departments. Transition to Commerce helps to develop learning strategies that are appropriate to university study.

Students enrolled in the Bachelor of Commerce or Bachelor of Commerce/Bachelor of Arts combined course are automatically enrolled in the Transition to Commerce subject. Students attend Transition to Commerce lectures for five weeks of the semester which is scheduled into their timetable. Transition to Commerce is a regular part of the study program and students are expected to attend. There is no formal assessment and it is not a credit subject. Transition to Commerce is one of the pathways through which the Faculty of Eco-

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nomics and Commerce hopes to make the learning experience at university an enjoyable and successful one.

Information about these programs is given to all new commerce students at enrolment and can be obtained from the Faculty Office or the *Faculty Teaching and Learning Unit (TLU)* (p.6)

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.

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.

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 regarding Economics and Commerce Faculty computing laboratories is available from the Facilities and Resources section of the Faculty web site <<http://www.ecom.unimelb.edu.au/>>.

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 officers

The Faculty of Economics and Commerce has a number of nominated mental health contact officers (MHCOs) who have 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 census 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.

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.12) 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.28). The School of Creative Arts (Faculty of Arts) offers a Diploma in Creative Arts. For further information, please see *Diploma in Creative Arts* (p.12).

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 piece of assessment (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 around the time of 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 *Study skills* (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 via their University email account and 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 (ie. one 6.25, 12.5 or 25 point subject) in their final year, (or, for students completing mid year, final three semesters including summer), 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 via their University email account and at the address held by the University as no rescheduling of these tests is possible.

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 whose performance was well below expectations, are required to discuss any problems and ways of improving their performance with a Faculty panel. These students will be notified as soon as possible after results are released and informed of the dates available for their panel interview. Attendance at this interview is required for continued enrolment in the Faculty. Students will not be permitted to continue in their next semester of study (including summer) if they have not attended this interview. Students will also be invited to participate in activities 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 not to disci-

pline but to identify specific difficulties which have contributed to unsatisfactory performance. The committee aims to determine the most suitable arrangements for a student's academic future and whether a student can successfully complete the course if permitted to continue.

Unsatisfactory progress is:

- failure in one half or more of a course load in two consecutive semesters in which a student is enrolled (not including Summer Semester); *or*
- failure in the same subject twice; *or*
- failure in any subject after receiving a warning letter.

Procedures

Students in the following categories will be sent a warning letter:

- full-time students who fail for the first time in half of their course load in two consecutive semesters (not including summer), or part-time students who fail for the first time in all their course load in two consecutive semesters;
- full-time students who fail in more than half of their course load (but less than 100%) in their first two consecutive semesters or part-time students who fail in half or more of their course load in their equivalent first year of study;
- students who fail a non-compulsory subject twice will not be permitted to enrol in that subject again;
- students who fail a compulsory subject twice will be permitted to enrol in that subject for a third and final time.

The warning letter will advise that there is to be no further failure and that the student must meet with a course adviser prior to the next semester of study and regularly during semester. Students are also normally instructed to attend the Teaching and Learning Unit.

Students will be considered individually by the Student Progress Committee if:

- there is failure in more than half of their course load in two consecutive semesters (not including summer) 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 failure in all of their course load in the first two consecutive semesters (not including summer);
- there is a failure of the same three or more subjects at two attempts;
- there is failure in a compulsory subject at three attempts;
- there is failure in any subject after receiving a warning letter.

Right to be heard

All students are invited to appear before the Student Progress Committee and submit written evidence 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.

Outcomes

Normally a student who has 50 points or less remaining to complete their degree will not be recommended for suspension.

- The committee will recommend to the Academic Board that a student be suspended from the course, unless there are extreme extenuating circumstances. 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 re-selected into the course in competition with other applicants during the selection period.
- The committee may permit a student to continue if there is evidence that difficulties will be overcome and it is likely the student can complete the course successfully. Students permitted to continue will be expected to meet with course advisers and staff from the Faculty's Teaching and Learning Unit regularly and may be restricted in the number and nature of subjects to be taken. Students may also be directed to seek help from the University's Student Support Services (including financial aid, housing) or advised to apply for leave of absence.

Complaint resolution

Academic matters:

In the first instance, a student should raise a serious complaint with the relevant subject coordinator. If a student is unable to resolve a problem with the subject coordinator, the matter should be taken up with the relevant Head of Department.

Administrative matters:

Students who are unable to resolve a serious problem for an administrative matter relating to the course should, in the first instance, refer the matter to the Manager (Undergraduate Studies). If the problem is still unresolved, the matter should then be referred to the General Manager.

Students can also seek assistance from the relevant department manager on the options for the resolution of a complaint.

Faculty Teaching and Learning Unit (TLU)

The Teaching and Learning Unit (TLU) in the Faculty of Economics and Commerce provides learning and language skills support that is specifically designed to meet the needs of the Faculty's students. These include individual consultations to assist students with their writing, reading and mathematical skills as well as motivation, exam preparation and time management. Written work can be submitted via email or through direct consultation to the TLU for comment on language and structure. A variety of learning support materials are available on the TLU web site <<http://www.ecom.unimelb.edu.au/tlu-www/>>. The unit also provides subject specific study groups and a range of workshops on research, communication and academic writing skills targeted to meet the needs of undergraduate students. Appointments to see TLU staff are made through the Faculty Office on the ground floor of the Babel Building. The Faculty TLU is committed to assisting students to make the most effective use of the learning environment in the Faculty and to make the learning experience a rewarding and successful one.

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 12-18 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 to 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 web site <<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'.

Faculty of Economics and Commerce

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 Business Process Analysis (*p.1*)¹ (previously titled Enterprise Process Analysis), 306-301 Financial Accounting (*p.3*), 306-302 Enterprise Performance Management (*p.3*) (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 Business Process Analysis (*p.1*)¹ (previously titled Enterprise Process Analysis), 306-301 Financial Accounting (*p.3*), 306-302 Enterprise Performance Management (*p.3*) (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 perform at an appropriately high standard in 300-203 Financial Mathematics I (*p.1*), 300-204 Financial Mathematics II (*p.1*), 620-201 Probability (*p.6*), 620-202 Statistics (*p.7*), 316-102 Introductory Microeconomics (*p.1*), 316-201 Intermediate Macroeconomics (*p.1*), 306-104 Accounting 1B (*p.1*), 333-201 Business Finance (*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 and Finance II (*p.1*), 300-341 Actuarial Mathematics I (*p.1*), 300-342 Actuarial Mathematics II (*p.2*) 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 completing all taught honours actuarial

1. Alternatively the business systems requirement may be satisfied by completing either 615-120 Introduction to Information Systems (*p.1*) or 615-150 Organisational Processes (*p.2*) or 316-205 Business Computing (in 2001 or earlier only) instead of 306-106 Business Process Analysis (*p.1*). Bachelor of Commerce students should note that they may not enrol in and gain credit for 615-120 and 615-150. Information on subjects available to Commerce students can be found in *Commerce and non-commerce subjects* (*p.3*)

studies subjects plus 300-334 Financial Mathematics III (*p.1*), at an appropriately high standard. For more information, refer to the Centre for Actuarial Studies web page <<http://www.economics.unimelb.edu.au/actwww/>>.

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 web site at <<http://www.unimelb.edu.au/ExtRels/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.

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.

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. Students interested in studying an honours year should read these specialisations in conjunction with the honours guide.

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 (<i>p.1</i>) (unless exempt)	12.5
306-104 Accounting 1B (<i>p.1</i>)	12.5
306-105 Business Computing (<i>p.1</i>)	12.5
306-106 Business Process Analysis (<i>p.1</i>)	12.5
316-101 Introductory Macroeconomics (<i>p.1</i>)	12.5
316-102 Introductory Microeconomics (<i>p.1</i>)	12.5
316-130 Quantitative Methods 1 (<i>p.1</i>)	12.5
732-103 Principles of Business Law (<i>p.1</i>)	12.5
Second year	
306-201 Cost Management (<i>p.1</i>)	12.5
306-202 Intermediate Financial Accounting (<i>p.2</i>)	12.5
316-206 Quantitative Methods 2 (<i>p.1</i>) or	12.5
316-205 Introductory Econometrics (<i>p.1</i>)	12.5
333-201 Business Finance (<i>p.1</i>)	12.5
732-202 Corporate Law (<i>p.1</i>)	12.5
Three additional subjects. Recommended subjects include:	
306-207 Enterprise Information Systems (<i>p.2</i>)	12.5
306-208 Accounting for Corporate Entities (<i>p.2</i>)	12.5
306-209 Management Information Systems (<i>p.2</i>)	12.5
306-219 Business Systems Development (<i>p.2</i>)	12.5
316-202 Intermediate Microeconomics (<i>p.1</i>)	12.5
Third year	
306-301 Financial Accounting (<i>p.3</i>)	12.5
306-302 Enterprise Performance Management (<i>p.3</i>)	12.5
306-304 Auditing and Assurance Services (<i>p.3</i>)	12.5
732-303 Taxation Law (<i>p.1</i>)	12.5
Four additional subjects. Recommended subjects include:	
306-303 International Accounting (<i>p.3</i>)	12.5
306-313 Management Control Systems (<i>p.3</i>)	12.5
306-316 Electronic Commerce (<i>p.3</i>)	12.5

Specialisation in accounting	Points	Specialisation in business analysis and systems	Points
306-317 Strategic Enterprise Systems (<i>p.3</i>)	12.5	306-334 Designing Cost Management Systems (<i>p.4</i>)	12.5
306-318 Enterprise Resource Planning Systems (<i>p.3</i>)	12.5	325-203 Operations Management (<i>p.1</i>)	12.5
306-320 Knowledge Management Systems (<i>p.4</i>)	12.5	325-228 Strategy (<i>p.3</i>)	12.5
306-328 Business Modelling (<i>p.4</i>)	12.5	325-318 Quality Management (<i>p.5</i>)	12.5
306-329 Strategic Cost Management (<i>p.4</i>)	12.5	Or other approved electives	
306-330 Business and Financial Analysis (<i>p.4</i>)	12.5		
306-334 Designing Cost Management Systems (<i>p.4</i>)	12.5	Specialisation in business law	Points
<i>Note:</i> for specific information about professional requirements students should refer to <i>Membership of professional bodies (p.6)</i>		First year	
Specialisation in actuarial studies	Points	316-101 Introductory Macroeconomics (<i>p.1</i>)	12.5
First year		316-102 Introductory Microeconomics (<i>p.1</i>)	12.5
300-101 Introduction to Actuarial Studies (<i>p.1</i>)	12.5	316-130 Quantitative Methods 1 (<i>p.1</i>)	12.5
306-103 Accounting 1A (<i>p.1</i>)	12.5	732-103 Principles of Business Law (<i>p.1</i>)	12.5
306-104 Accounting 1B (<i>p.1</i>)	12.5	Four additional subjects	50.0
316-101 Introductory Macroeconomics (<i>p.1</i>)	12.5	Second year	
316-102 Introductory Microeconomics (<i>p.1</i>)	12.5	316-206 Quantitative Methods 2 (<i>p.1</i>) or	12.5
620-121 Mathematics A (Advanced) (<i>p.4</i>)	12.5	316-205 Introductory Econometrics (<i>p.1</i>) or	12.5
620-123 Applied Mathematics (Advanced) (<i>p.4</i>)	12.5	325-210 Managerial Decision Analysis (<i>p.2</i>) or	12.5
One additional subject. Recommended subjects include:		325-212 Market Research (<i>p.2</i>)	12.5
620-131 Scientific Programming & Simulation (<i>p.5</i>)	12.5	732-202 Corporate Law (<i>p.1</i>)	12.5
Second year		Six additional subjects	75.0
300-203 Financial Mathematics I (<i>p.1</i>)	12.5	Third year	
300-204 Financial Mathematics II (<i>p.1</i>)	12.5	Two of the following:	
316-201 Intermediate Macroeconomics (<i>p.1</i>)	12.5	732-302 Banking And Finance Law (<i>p.1</i>)	12.5
620-201 Probability (<i>p.6</i>)	12.5	732-303 Taxation Law (<i>p.1</i>)	12.5
620-202 Statistics (<i>p.7</i>)	12.5	732-304 Labour Law (<i>p.1</i>)	12.5
333-201 Business Finance (<i>p.1</i>)	12.5	732-305 Law of Insolvency (<i>p.1</i>)	12.5
Two additional subjects. Recommended subjects include:		732-307 Law and Labour Relations In East Asia (<i>p.1</i>)	12.5
300-205 Introduction to Actuarial Practice (<i>p.1</i>)	12.5	Six additional subjects	75.0
316-202 Intermediate Microeconomics (<i>p.1</i>)	12.5	Specialisation in business systems	Points
Third year		First year	
300-330 Survival Models: Theory and Applications (<i>p.1</i>)	25	306-103 Accounting 1A (<i>p.1</i>) (unless exempt)	12.5
300-331 Modelling in Insurance and Finance I (<i>p.1</i>)	12.5	306-104 Accounting 1B (<i>p.1</i>)	12.5
300-332 Modelling in Insurance and Finance II (<i>p.1</i>)	12.5	306-105 Business Computing (<i>p.1</i>) (unless exempt)	12.5
300-334 Financial Mathematics III (<i>p.1</i>)	12.5	306-106 Business Process Analysis (<i>p.1</i>)	12.5
300-341 Actuarial Mathematics I (<i>p.1</i>)	12.5	316-101 Introductory Macroeconomics (<i>p.1</i>)	12.5
300-342 Actuarial Mathematics II (<i>p.2</i>)	12.5	316-102 Introductory Microeconomics (<i>p.1</i>)	12.5
One additional subject	12.5	316-130 Quantitative Methods 1 (<i>p.1</i>)	12.5
<i>Note:</i> for specific information about professional requirements, students should refer to <i>Membership of professional bodies (p.6)</i> .		325-101 Management (<i>p.1</i>)	12.5
Specialisation in business analysis and systems	Points	Second year	
First year		306-207 Enterprise Information Systems (<i>p.2</i>)	12.5
306-103 Accounting 1A (<i>p.1</i>) (unless exempt)	12.5	306-209 Management Information Systems (<i>p.2</i>)	12.5
306-104 Accounting 1B (<i>p.1</i>)	12.5	306-219 Business Systems Development (<i>p.2</i>)	12.5
306-105 Business Computing (<i>p.1</i>) (unless exempt)	12.5	316-206 Quantitative Methods 2 (<i>p.1</i>) or	12.5
306-106 Business Process Analysis (<i>p.1</i>)	12.5	316-205 Introductory Econometrics (<i>p.1</i>) or	12.5
316-101 Introductory Macroeconomics (<i>p.1</i>)	12.5	325-210 Managerial Decision Analysis (<i>p.2</i>)	12.5
316-102 Introductory Microeconomics (<i>p.1</i>)	12.5	325-203 Operations Management (<i>p.1</i>)	12.5
316-130 Quantitative Methods 1 (<i>p.1</i>)	12.5	Three additional subjects	37.5
One additional subject	12.5	Third year	
Second year		306-316 Electronic Commerce (<i>p.3</i>)	12.5
306-201 Cost Management (<i>p.1</i>)	12.5	306-317 Strategic Enterprise Systems (<i>p.3</i>)	12.5
306-202 Intermediate Financial Accounting (<i>p.2</i>)	12.5	At least three of the following five subjects:	
306-207 Enterprise Information Systems (<i>p.2</i>)	12.5	306-318 Enterprise Resource Planning Systems (<i>p.3</i>)	12.5
306-209 Management Information Systems (<i>p.2</i>)	12.5	306-320 Knowledge Management Systems (<i>p.4</i>)	12.5
306-219 Business Systems Development (<i>p.2</i>)	12.5	306-328 Business Modelling (<i>p.4</i>)	12.5
316-206 Quantitative Methods 2 (<i>p.1</i>) or	12.5	325-314 Managing Organisational Innovation (<i>p.5</i>)	12.5
316-205 Introductory Econometrics (<i>p.1</i>) or	12.5	325-315 Managing Organisational Learning (<i>p.5</i>)	12.5
325-210 Managerial Decision Analysis (<i>p.2</i>)	12.5	Three additional subjects	
333-201 Business Finance (<i>p.1</i>)	12.5	Specialisation in e-commerce	Points
One additional subject	12.5	First year	
Third year		306-102 Accounting Concepts (<i>p.1</i>) or	12.5
306-316 Electronic Commerce (<i>p.3</i>)	12.5	306-103 Accounting 1A (<i>p.1</i>) (unless exempt)	12.5
306-317 Strategic Enterprise Systems (<i>p.3</i>)	12.5	306-105 Business Computing (<i>p.1</i>) (unless exempt)	12.5
306-330 Business and Financial Analysis (<i>p.4</i>)	12.5	306-106 Business Process Analysis (<i>p.1</i>)	12.5
Five additional subjects. Recommended subjects include:		316-101 Introductory Macroeconomics (<i>p.1</i>)	12.5
306-301 Financial Accounting (<i>p.3</i>)	12.5	316-102 Introductory Microeconomics (<i>p.1</i>)	12.5
306-302 Enterprise Performance Management (<i>p.3</i>)	12.5	316-130 Quantitative Methods 1 (<i>p.1</i>)	12.5
306-313 Management Control Systems (<i>p.3</i>)	12.5	325-101 Management (<i>p.1</i>)	12.5
306-318 Enterprise Resource Planning Systems (<i>p.3</i>)	12.5	One additional subject	
306-320 Knowledge Management Systems (<i>p.4</i>)	12.5	Second year	
306-328 Business Modelling (<i>p.4</i>)	12.5	306-207 Enterprise Information Systems (<i>p.2</i>)	12.5
306-329 Strategic Cost Management (<i>p.4</i>)	12.5	316-202 Intermediate Microeconomics (<i>p.1</i>) or ¹	12.5
		316-212 Economics for e-Commerce (<i>p.2</i>)	12.5
		325-203 Operations Management (<i>p.1</i>)	12.5

Faculty of Economics and Commerce

Specialisation in e-commerce

	Points
325-206 e-Marketing and Retailing (p.1)	12.5
325-211 Principles of Marketing (p.2)	12.5
316-205 Introductory Econometrics (p.1) or	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5
325-210 Managerial Decision Analysis (p.2) or	12.5
325-212 Market Research (p.2)	12.5

Two additional subjects. Recommended subjects include:

306-209 Management Information Systems (p.2)	12.5
306-219 Business Systems Development (p.2)	12.5
325-207 Managing in Information Societies (p.1)	12.5
333-201 Business Finance (p.1)	12.5

Third year

306-316 Electronic Commerce (p.3)	12.5
325-320 e-Business Strategy (p.6)	12.5
325-322 Managing e-Business Supply Chains (p.6)	12.5

Five of the following subjects:

306-317 Strategic Enterprise Systems (p.3)	12.5
306-318 Enterprise Resource Planning Systems (p.3)	12.5
316-313 Microeconomics (p.3)	12.5
316-336 Economic Analysis of e-Commerce (p.5)	12.5
325-301 Business-to-Business Marketing (p.3)	12.5
325-314 Managing Organisational Innovation (p.5)	12.5
325-315 Managing Organisational Learning (p.5)	12.5
325-323 Managing the Virtual Workforce (p.6)	12.5
333-308 Finance for New Ventures (p.2)	12.5

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.

Specialisation in economics

	Points
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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

Five additional subjects 62.5

Second year

316-202 Intermediate Microeconomics (p.1)	12.5
316-201 Intermediate Macroeconomics (p.1)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5
316-205 Introductory Econometrics (p.1)	12.5

Five additional subjects 62.5

Third year

316-313 Microeconomics (p.3)	12.5
316-312 Macroeconomics (p.3)	12.5
316-301 International Trade Policy (p.2)	12.5
316-316 Basic Econometrics (p.3) or	12.5
316-317 Econometrics (p.4)	12.5

Four additional subjects 50.0

Specialisation in economics and environmental studies

	Points
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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
121-171 Environmental Change (p.2)	12.5
121-172 Global Ecology and Biogeography (p.2)	12.5

Three additional economics and commerce subjects 37.5

Second year

316-202 Intermediate Microeconomics (p.1)	12.5
316-201 Intermediate Macroeconomics (p.1)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5
316-205 Introductory Econometrics (p.1)	12.5

Two of the following:

121-017 Society and Environments (p.3)	12.5
121-018 Geomorphology (p.3)	12.5
121-021 Environmental Politics and Management (p.4)	12.5
121-025 Biodiversity (p.4)	12.5
161-014 Environmental Philosophy (p.4)	12.5

Three additional economics and commerce subjects 37.5

Third year

316-302 Economic Development (p.2)	12.5
316-324 Environmental Economics (p.4)	12.5
316-325 Ecological Economics (p.4)	12.5

Three or four of the following:

Specialisation in economics and environmental studies

	Points
121-022 Development and Urban Environments (p.4)	12.5
121-028 Sustainable Development (p.5)	12.5
121-432 Environmental Field Class (p.7) ¹	25

One additional level-3 economics and commerce subject 12.5

1. Students taking 121-432 should take only two other subjects from this list.

Specialisation in econometrics

	Points
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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

Five additional subjects 62.5

Second year

316-202 Intermediate Microeconomics (p.1)	12.5
316-201 Intermediate Macroeconomics (p.1)	12.5
316-205 Introductory Econometrics (p.1)	12.5

Five additional subjects 62.5

Third year

316-312 Macroeconomics (p.3)	12.5
316-313 Microeconomics (p.3)	12.5
316-317 Econometrics (p.4)	12.5
316-318 Applied Microeconomic Modelling (p.4)	12.5
316-350 Time Series Analysis and Forecasting (p.5)	12.5

Three additional subjects 37.5

Specialisation in finance

	Points
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First year

306-103 Accounting 1A (p.1) and	12.5
306-104 Accounting 1B (p.1) or	12.5
306-102 Accounting Concepts (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

Three or four additional subjects

Second year

333-201 Business Finance (p.1)	12.5
333-202 Management of Financial Institutions (p.1)	12.5
333-203 Personal Financial Management (p.1)	12.5
316-206 Quantitative Methods 2 (p.1) or	12.5
316-205 Introductory Econometrics (p.1)	12.5

Four additional subjects. Recommended subjects include:

306-202 Intermediate Financial Accounting (p.2)	12.5
316-202 Intermediate Microeconomics (p.1)	12.5
Third year	
333-301 Investments (p.1)	12.5
333-302 Corporate Finance (p.1)	12.5
333-303 International Finance (p.1)	12.5
333-309 Derivatives Securities (p.2)	12.5

Four additional subjects. Recommended subjects include:

316-306 Money and Banking (p.3)	12.5
316-316 Basic Econometrics (p.3)* or	12.5
316-317 Econometrics (p.4)*	12.5
316-351 Economics of Financial Markets (p.5)	12.5
333-304 Asian Capital Markets (p.1)	12.5
333-307 Real Estate Finance (p.2)	12.5
333-308 Finance for New Ventures (p.2)	12.5

* Not compulsory for the finance specialisation, but one of 316-316 Basic Econometrics or 316-317 Econometrics is required for entry into honours (finance). For full details of entry requirements for honours, refer to the honours guide.

Specialisation in human resource management¹

	Points
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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 37.5

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

Specialisation in human resource management¹ Points

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 the second year):

325-304	Organisational Analysis (p.4)	12.5
325-308	Industrial Relations (p.4)	12.5
325-312	International Human Resource Management (p.5)	12.5
325-331	International Industrial Relations (p.6)	12.5
325-334	Current Trends in Work and Employment (p.7)	12.5
325-201	Organisational Behaviour (p.1)*	12.5
325-214	The Social and Political Context of Work (p.2)*	12.5
325-215	Managerial Strategies in Organising Work (p.3)*	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 international commerce 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
306-103	Accounting 1A (p.1)	12.5
306-104	Accounting 1B (p.1)	12.5

Two additional subjects 25.0

Second year

333-201	Business Finance (p.1)	12.5
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
316-201	Intermediate Macroeconomics (p.1)	12.5

Four additional subjects 50.0

Third year

333-303	International Finance (p.1)	12.5
316-301	International Trade Policy (p.2)	12.5
325-303	International Management (p.4)	12.5

Five additional subjects. Recommended subjects include:

306-313	Management Control Systems (p.3)	12.5
316-302	Economic Development (p.2)	12.5
316-319	Economic Development of East Asia (p.4)	12.5
316-330	Organisations, Economics and Incentives (p.5)	12.5
325-309	Global Marketing (p.4)	12.5
325-331	International Industrial Relations (p.6)	12.5

Specialisation in international 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

325-209	Human Resource Management (p.2)	12.5
325-211	Principles of Marketing (p.2)	12.5
325-203	Operations Management (p.1)	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 the second year):

325-303	International Management (p.4)	12.5
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Specialisation in international management¹ Points

325-304	Organisational Analysis (p.4)	12.5
325-309	Global Marketing (p.4)	12.5
325-310	The Japanese Business System (p.4)	12.5
325-312	International Human Resource Management (p.5)	12.5
325-331	International Industrial Relations (p.6)	12.5
325-332	Chinese Business and Economy (p.7)	12.5
325-226	Business and Economy in South East Asia (p.3)*	12.5
325-231	International Business Strategy (p.3)*	12.5
325-216	Business Entrepreneurship and Leadership (p.3)	0
325-217	Multinationals and Globalisation (p.3)	0

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

Two of the following:

325-309	Global Marketing (p.4) ¹	12.5
325-306	Services and Relationship Marketing (p.4) ¹	12.5
325-307	Product and Brand Management (p.4) 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
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Specialisation in marketing management¹

	Points
325-302 Strategic Marketing (p.4)	12.5
325-306 Services and Relationship Marketing (p.4)	12.5
325-307 Product and Brand Management (p.4)	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

First year

	Points
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.4)	12.5
325-304 Organisational Analysis (p.4)	12.5
325-313 Managing Strategic Change (p.5)	12.5
325-314 Managing Organisational Innovation (p.5)	12.5
325-315 Managing Organisational Learning (p.5)	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.3)*	12.5
325-321 Supply Management (p.6)	12.5
325-208 Project Management (p.2)	12.5
325-322 Managing e-Business Supply Chains (p.6)	12.5
325-207 Managing in Information Societies (p.1)	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. The Bachelor of Commerce (Honours) is offered for full time, Semester 1 entry only. Intending applicants should note that students must commence the honours year within two years of completing the requirements of the ordinary degree.

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); and
- 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); and
- 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 (ie. 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:

- at least 200 points of commerce subjects have been completed; and
- between 87.5 and 125 level-1 points have been completed, of which at least 50 points are commerce; and
- 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 and business information systems

Third year

To be eligible for admission to honours in accounting and business information systems, 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 and Business Information Systems, at least two of them core, with a mark of H2B or better.

Core subjects

- 306-301 Financial Accounting (p.3)
- 306-302 Enterprise Performance Management (p.3) (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 and Financial Analysis (p.4)

Electives

- 306-303 International Accounting (p.3)
- 306-313 Management Control Systems (p.3)
- 306-318 Enterprise Resource Planning Systems (p.3)
- 306-320 Knowledge Management Systems (p.4)
- 306-329 Strategic Cost Management (p.4)

In addition students should complete either 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.4).

Selection into honours is at the discretion of the Head of the Department of Accounting and Business Information Systems.

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 Honours Research Methods (p.5);
 - 306-467 Honours Research Essay (p.5).
- plus two or more of the following four subjects:*
- 306-461 Studies in Corporate Reporting (p.4);
 - 306-462 Studies in Management Accounting (p.4);
 - 306-464 Studies in Business Information Systems (p.5);
 - 306-465 Studies in Audit and Assurance Services (p.5).

The remainder subjects as approved by the Head of Department of Accounting and Business Information Systems to meet the overall load of 100 points.

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; and
- achieved a grade average of H2B or better in any four level-3 actuarial subjects.

Note: As subject 300-330 Survival Models: Theory and Applications (p.1) is worth 25 points, it is treated as the equivalent of two 12.5 point subjects in the assessment of applications for honours.

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); and
- 37.5 points of level-4 actuarial studies subjects; and
- 12.5 points of level-4 subjects taught by the Faculty of Economics and Commerce; and
- 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); and
- 316-313 Microeconomics (p.3); and
- 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.4); and
- 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.6); and
- 316-475 Economics Research Essay (p.7); and
- 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.4) (namely one of 316-318 Applied Microeconomic Modelling (p.4), 316-350 Time Series Analysis and Forecasting (p.5), 316-401 Microeconomics (p.6), 316-449 Financial Econometrics (p.6) or 316-470 Econometric Techniques (p.7)); and
- 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 four subjects must include:

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

Students must also have passed 316-316 Basic Econometrics (p.3) or 316-317 Econometrics (p.4).

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:

- 333-401 Advanced Corporate Finance (p.2); and
- 333-402 Advanced Investments (p.2); and
- 333-404 Research Methods in Finance (p.2); and
- 333-410 Finance Research Essay (p.2); and
- 12.5 points of other subjects taught by the Department of Finance; and
- 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 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.7); and
- 325-407 Advanced Management Theory (p.7).

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 and business information systems/management.

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

Accounting and business information systems

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

Core subjects

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

Elective subjects

- 306-303 International Accounting (p.3)
- 306-313 Management Control Systems (p.3)
- 306-320 Knowledge Management Systems (p.4) (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.4)

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333-301 Investments (*p.1*), 333-302 Corporate Finance (*p.1*) and either 316-316 Basic Econometrics (*p.3*) or 316-317 Econometrics (*p.4*)

Management

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

Fourth-year (honours year) requirements

All students will undertake a research essay in one of accounting and business information systems, 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 and Business Information Systems

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

- 306-461 Studies in Corporate Reporting (*p.4*)
- 306-462 Studies in Management Accounting (*p.4*)
- 306-464 Studies in Business Information Systems (*p.5*)
- 306-465 Studies in Audit and Assurance Services (*p.5*)

or

students undertaking the research essay in another discipline must take three accounting subjects as approved by the Head of the Department of Accounting and Business Information Systems.

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 Advanced Corporate Finance (*p.2*)
- 333-402 Advanced Investments (*p.2*)
- 333-618 Option Pricing

Management

325-407 Advanced Management Theory (*p.7*) and two other level-4 management subjects (325-4XX).

Postgraduate courses

The Faculty of Economics and Commerce offers a wide range of postgraduate courses, many of which are available to graduates of any discipline. For information regarding entry requirements, course fees and course duration, please visit our web site <<http://www.ecom.unimelb.edu.au/prospective/pgrad.html>> or contact the Faculty directly.

Graduate Diploma in Actuarial Studies

The Graduate Diploma in Actuarial Studies provides graduates who have a mathematical or statistical specialisation with their initial actuarial education. The program enables students, who obtain a sufficiently high pass, to receive some exemptions from the professional actuarial examinations of the Institute of Actuaries of Australia or the British Professional Actuarial bodies.

Graduate Diploma in Employee Relations and Human Resource Management

The Graduate Diploma in Employee Relations and Human Resource Management has been designed to upgrade students' professional qualifications and to extend their level of knowledge and expertise in the area of employee relations and human resource management. The program is an appropriate preliminary program for students who do not have an honours degree but who are intending to proceed to a masters program in employment relations and human resource management.

Graduate Diploma in Management Studies

This program allows students from any discipline to enhance their career prospects by obtaining an understanding of key areas, practices and concepts in management. Students will further develop their understanding by studying specialised subjects in one or more of five management areas. Specialised subjects are available in the following fields: human resource management,

international management, marketing management, operations management and organisation studies.

Postgraduate Diploma in Economics

The Postgraduate Diploma in Economics enables Bachelor of Commerce or equivalent candidates to undertake a broader and deeper range of training in economics or econometrics than is typically feasible within an undergraduate degree. The program informs students of some of the major research and theoretical preoccupations current in the discipline and provides an appropriate preliminary program for students who do not have an honours degree but who are intending to proceed to a masters program in economics.

Postgraduate Diploma in Finance

The Postgraduate Diploma in Finance enables Bachelor of Commerce or equivalent candidates to undertake a broader and deeper range of training in finance than is typically feasible within an undergraduate degree. The program provides students with an enhanced understanding of applications of finance theory and increased knowledge of the operations and activities of financial markets. The Postgraduate Diploma in Finance is also the first year of a two-year degree course, the Master of Financial Management.

Master of Commerce (by coursework)

The Master of Commerce by coursework is available with specialisations in economics and finance. The Master of Commerce is designed to give students a rigorous training and a broad range of expertise in the chosen field. Students will have the capacity to pursue independent research through training in research methods and appropriate techniques and to read and critically evaluate the literature in the chosen field. The Master of Commerce also provides an appropriate foundation program for students intending to proceed to a PhD program in the chosen field.

Master of Commerce (by thesis)

The Master of Commerce (thesis) provides students with the opportunity to acquire an in-depth knowledge about a particular topic undertaken through the Departments of Accounting and Business Information Systems, Economics, Finance or Management, the Centre for Actuarial Studies or the Melbourne Institute of Applied Economic and Social Research. The Master of Commerce (thesis) aims to provide students with an opportunity to contribute original research and the capacity to critically evaluate scholarly literature in the chosen field as well as an appropriate foundation for students intending to proceed to a PhD program.

Master of Commerce in Employment Relations and Human Resource Management (by advanced seminar and shorter thesis)

The Master of Commerce in Employment Relations and Human Resource Management (by advanced seminar and shorter thesis) is a research-oriented program and is offered to meet the demands of practitioners wishing to move into research based careers. The program is designed to bridge the gap between practical and academic research experience in the areas of Employment Relations and Human Resource Management and comprises two semester long coursework subjects and a shorter thesis of between 20 000 and 22 000 words. It is also seen as ideal preparation for the PhD program.

Master of Accounting

The Master of Accounting builds competencies in leading edge accounting and business systems thinking and developments. The program develops students' skills in business analysis, critical and strategic thinking, problem solving and oral and written communication. Upon completion of the Master of Accounting, students should have a broad understanding of the key contemporary issues in accounting and specific competencies in the areas of external financial reporting, cost management, performance management, auditing and business systems. In their choice of electives, students may emphasise any one of these areas or broaden their understanding of financial management and business management.

Master of Applied Commerce

The Master of Applied Commerce has been designed to provide generalist business training for graduates from any discipline through study in economics, accounting, finance, management, marketing, information systems and e-commerce. Graduates of the Master of Applied Commerce have the opportunity to integrate and understand the application of knowledge from across these areas. The program is ideal for professionals requiring generalist business preparation who are in the early stages of their career.

Master of Applied Commerce (Accounting)

The Master of Applied Commerce (Accounting) has been designed to assist young professionals with a non-accounting degree to obtain an accounting

qualification. Successful completion of this degree prepares students for entry to the Institute of Chartered Accountants of Australia (ICAA) or Certified Practising Accountant (CPA) professional studies program. The program provides foundation training in the key areas of accounting, economics, management, auditing and information systems.

Master of Applied Commerce (Business Analysis and Systems)

The Master of Applied Commerce (Business Analysis and Systems) is designed to assist graduates to obtain skills in the important areas of business analysis and information systems. As well as providing a core grounding in business analysis and information systems, the program provides foundation training in accounting, microeconomics, business finance and strategy.

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 areas of marketing and management.

Master of Applied Commerce (Organisational Change)

The Master of Applied Commerce (Organisational Change) provides foundation training in business and economics and in-depth specialist training in various areas of change management. These areas include 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.

Master of Applied Finance

The Master of Applied Finance is designed for practitioners with a degree, and two or more years' experience in financial management and financial markets. Students will gain an insight into financial management principles and their application to corporate financial policy and will develop an understanding of derivatives and the operation of the markets in these assets. This is a practical and career-orientated program at the cutting edge of theory and practice. It is ideal for the professional working in finance or finance-related industry seeking to expand his or her ability and knowledge in the area.

Master of Business and Information Technology

The Master of Business and Information Technology is designed to provide a combination of business knowledge and skills together with an understanding of, as well as skills and capabilities in the business applications of information technology for graduates seeking managerial or commercial roles in the information and communications technology industry. On successful completion of this program, graduates should be able to analyse, apply and explain the role of information and communications technology in enabling innovation in accounting and financial management, marketing, people management and product choice, pricing and promotion. Exit points allow those unable to complete the Master of Business and Information Technology to exit the program after completing the first four specified subjects (graduate certificate) or after completing eight specified subjects (graduate diploma).

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 a 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.

Master of Financial Management

The Master of Financial Management is designed to provide students with an understanding of financial management principles and their application to corporate financial policy. Graduates of the program will have the opportunity to develop 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.

Master of Human Resource Management

The Master of Human Resource Management is designed to provide students with high-level knowledge and comprehension of the main approaches to managing people at work. Students will learn about the range of factors that influence human resource management practices and will study the integration of HRM with the management and strategy of the whole organisation. The program is based around five themes: the fundamentals of HRM, human resources and the competitive organisation, managing human resources, strategic outcomes and evaluation of HRM programs, and HRM in a changing world. On successful completion of this program, students should be able to analyse human resource policies and practices as used in a range of organisations. They should also be capable of developing and implementing human resource management systems integrated with any organisation's strategic aims.

Master of International Business

The Master of International Business is designed to develop the capabilities and resources of managers in the global economy. The program is open all graduates who want to accelerate their international business careers, building on two or more years professional experience in the field. Emphasising the practical application of specialised knowledge, the program aims to develop management skills tailored for the international business environment. The Master of International Business focuses on strategic planning for international operations and provides an in-depth understanding of the organisational capabilities required for international operations including specialised functions such as international marketing, finance, accounting and HRM.

Doctor of Philosophy

The degree of Doctor of Philosophy signifies that the holder has undertaken a substantial piece of original research that has been conducted and reported by the holder under proper academic supervision and in a research environment for a prescribed period. The PhD degree may be undertaken through the Departments of Accounting and Business Information Systems, Economics, Finance or Management, the Centre for Actuarial Studies or the Melbourne Institute of Applied Economic and Social Research. 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.