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The information contained within this handbook was correct at time of printing. Students should refer to School Notice Boards for additional information and / or changes as and when they may occur.

© 2007 RMIT Design & Social Context Portfolio
School of Property, Construction and Project Management
The Design and Social Context Portfolio delivers a very broad and diverse range of programs in the architecture, building, planning, art, design, media, communication, education, community services, manufacturing, printing, environment and social science discipline areas.

The Portfolio offers programs at certificate and bachelor level through to masters and PhD and also provides Foundation Studies programs to international students.

RMIT is committed to providing an environment that fosters professional and personal development through community and vocational study and research.

RMIT aims to equip graduates with the skills, qualities and attributes to make a valuable contribution to their future workplaces and the wider community. Our graduates communicate effectively at all levels, understand the contemporary workforce in a global context and are flexible and adaptable.

The Design and Social Context Portfolio supports these aims in a number of ways.

• Incorporating field education into many of our programs;
• Delivering programs recognised by Australian and international professional bodies;
• Fostering linkages between disciplines within the Portfolio and the University;
• Developing global awareness through study tours and projects and exchanges with institutions nationally and internationally;
• Academic staff that are experts in their fields and dedicated to providing well-rounded high quality education;
• Student work is open to public and peer review through exhibitions, conferences and publications;
• Established research centres that work closely with industry and the community on research and collaborative, cross-disciplinary projects;
• Students encouraged to take a proactive role in their education and to seek opportunities for development outside their formal curriculum including involvement in clubs and organisations and Portfolio/University committees and forums;
• Giving students full and open access to the knowledge, experience and support of staff within the Portfolio and its Schools.

I wish you all the best for your time at RMIT University. I’m positive you’ll find it a rewarding and enriching experience.

Professor Tony Dalton
PVC, Design & Social Context
It is my pleasure to welcome you to the School. We are honoured that you have chosen our school as the place to further your education.

The School was formed in 2003 bringing together staff, and programs from Construction, Property and Project Management. These disciplines are very complimentary and result in the School being able to offer comprehensive programs across the Property, Construction and Project Management disciplines at the TAFE, undergraduate and postgraduate levels.

In undergraduate education, the School offers four programs; Bachelor of Applied Science (Construction Management), Bachelor of Applied Science (Project Management), Bachelor of Applied Science (Property) and Bachelor of Applied Science (Valuation). The programs have been designed to enable students to experience aspects of each of the disciplines through both common courses and a choice of electives. The common courses are an exciting opportunity for dialogue between the disciplines and will enable students to get a comprehensive understanding of the entire industry that they will be entering.

In keeping with RMIT’s strong tradition of interaction with industry, all four undergraduate programs have a significant work experience component within the curriculum. This ensures that our students have an opportunity to apply the material they have learnt in the academic program in industry as they proceed to graduation.

At the postgraduate level we offer both coursework and research programs. The coursework programs are Master of Project Management, Master of Business (Property) and a Graduate Diploma - Valuation. The research degrees we offer are the Master of Applied Science (Building), the Doctor of Philosophy degree and the Doctor of Project Management degree. These programs provide excellent opportunities for further education at the postgraduate level and have an excellent national and international reputation.

The School also offers the TAFE Real Estate program. This program offers a wide spectrum of courses including courses for Real Estate Licence, Real Estate Agent’s Representatives, a Certificate in Property (Real Estate Agency Practice), and a Certificate in Property Services (Real Estate Operations). The TAFE program widens the spectrum of opportunities available to students in the School.

During your time with us, I hope you will take full advantage of the educational and cultural environment offered by the School and the University. The School has excellent, well qualified staff who are enthusiastic about their work and your educational experience. We also have strong international links that you can take advantage of in terms of study abroad options and international exchanges.

RMIT has a stated aim to equip its graduates with the skills, qualities and attributes to make a valuable contribution to their chosen workplace and to the wider community. I would like to think that our graduates meet this aim with the added attribute that they have the capacity to become leaders in their chosen fields. Using the chance you have to interact with other students in the School and throughout the University is important in furthering these aims.

I am very pleased that you have chosen to join us and I look forward to working with you to make your time with the School a most interesting and rewarding educational experience.

All the best for the coming year,

Professor Ron Wakefield
Head of School
School Information

School of Property, Construction & Project Management

Introduction

This Student Handbook has been compiled for the undergraduate students within the School of Property, Construction & Project Management.

The handbook includes staff contact details, information on our undergraduate programs and a compilation of some of the University’s and the School’s policies and procedures.

The handbook is a useful guide but it must be read in conjunction with such policies and procedures found on the RMIT website, http://www.rmit.edu.au

School Details

Office Location:
Building 8, Level 8, Room 74
(abbreviated = 8.8.74)
Telephone: 03 9925 2230
Facsimile: 03 9925 1939
School Web site:
www.rmit.edu.au/pcpm

School Staff

HEAD OF SCHOOL
Ron Wakefield
Telephone: 9925 2230 / 9925 3448
Email: ron.wakefield@rmit.edu.au

ADMINISTRATIVE STAFF
Manager, Undergraduate Administration
Jenny Balzan
Telephone: 9925 5264
Email: jenny.balzan@rmit.edu.au

Program Admin Officer - Postgraduate
Nicole Gillard
Telephone: 9925 3450
Email: nicole.gillard@rmit.edu.au

Program Admin Officer – Offshore
Caroline Barnes
Telephone: 9925 9830
Email: caroline.barnes@rmit.edu.au

Receptionist
Patricia Seymour
Telephone: 9925 2230
Email: patricia.seymour@rmit.edu.au

Finance / Resources Manager
TBA

Senior Administration Officer & Assistant to HOS
Bob Bishop
Telephone: 9925 1934
Email: robert.bishop@rmit.edu.au

PROGRAM DIRECTORS

Program Director – Undergraduate Onshore
Mark Vines
Telephone: 9925 3479
Email: mark.vines@rmit.edu.au

Program Director – Construction Management (Undergraduate Offshore)
Kathryn Robson
Telephone: 9925 3424
Email: kathryn.robson@rmit.edu.au

Program Director – Project Management (Postgraduate)
Ian McBean
Telephone: 9925 3907
Email: ian.mcbean@rmit.edu.au

Program Director – Property (Postgraduate)
Rob Webster
Telephone: 9925 1936
Email: rob.webster@rmit.edu.au

Program Director – Doctor of Project Management
Derek Walker
Telephone: 9925 3908
Email: derek.walker@rmit.edu.au
**ACADEMIC STAFF**

**PROFESSORS**

Ron Wakefield, Ph.D.
Telephone: 9925 2230 / 9925 3448
Email: ron.wakefield@rmit.edu.au

Derek Walker, Ph.D.
Telephone: 9925 3908
Email: derek.walker@rmit.edu.au

**ASSOCIATE PROFESSORS**

James Baxter, Ph.D.
Telephone: 9925 2813
Email: james.baxter@rmit.edu.au

Helen Lingard, Ph.D.
Telephone: 9925 3449
Email: helen.lingard@rmit.edu.au

Anthony Mills, Ph.D.
Telephone: 9925 1735
Email: anthony.mills@rmit.edu.au

Jennie Carroll, Ph.D.
Telephone: 9925 3289
Email: jennie.carroll@rmit.edu.au

**SENIOR LECTURERS**

Guillermo Aranda-Mena, Ph.D.
Telephone: 9925 9512
Email: guillermo.arandamena@rmit.edu.au

Nicholas Blismas, Ph.D.
Telephone: 9925 5056
Email: nick.blismas@rmit.edu.au

Simon Degaris
Telephone: 9925 2230
Email: simon.degaris@rmit.edu.au

Leo Di Giorgio
Telephone: 9925 1927
leo.digorgio@rmit.edu.au

Ric Lombardo
Telephone: 9925 3905
Email: ric.lombardo@rmit.edu.au

Ian McBean
Telephone: 9925 3907
Email: ian.mcbbean@rmit.edu.au

Patricia McLaughlin
Telephone: 9925 9794
Email: patricia.mclaughlin@rmit.edu.au

Matthew Myers
Telephone: 9925 2230
Email: matthew.myers@rmit.edu.au

Geoffrey Outhred
Telephone: 9925 3906
Email: geoff.outhred@rmit.edu.au

Andrew Purton
Telephone: 9925 2230
Email: andrew.purton@rmit.edu.au

Mark Vines
Telephone: 9925 3479
Email: mark.vines@rmit.edu.au

Rob Webster
Telephone: 9925 1936
Email: rob.webster@rmit.edu.au

**LECTURERS**

Koorosh Gharehbaghi
Telephone: 9925 5019
Email: koorosh.gharehbaghi@rmit.edu.au

Guinevere Gilbert
Telephone: 9925 3476
Email: guinevere.gilbert@rmit.edu.au

Tayyab Maqsood
Telephone: 9925 3916
Email: tayyab.maqsood@rmit.edu.au

Kathryn Robson
Telephone: 9925 3424
Email: kathryn.robson@rmit.edu.au

Kenny T.C Tse
Telephone: 9925 2230

**ADJUNCT STAFF**

Peter Edwards, Ph.D.
Telephone: 9925 3478
Email: peter.edwards@rmit.edu.au

**RESEARCH ASSOCIATE**

Bilal Succar
Telephone: 9925 9659
Email: bilal.succar@rmit.edu.au

**TEACHING FELLOW**

Tim French
Telephone: 9925 9660
Email: timothy.french@rmit.edu.au

**RESEARCH FELLOWS**

Tracy Cooke
Telephone: 9925 9543
Email: tracy.cooke@rmit.edu.au

**SESSIONAL LECTURERS**

Part-time lecturers will provide you with their contact details during the first lecture. Students can also contact Part-time lecturers through the School Office.

Sue Chambers
Tim Regan
Bill Cameron
Peter Dunn
Digby Forbes
Norman Franz
Theo Theodorou
Barbara Hewitt
Harley Price
Steve Wilding
## Undergraduate Programs

### Program Structure

BP 105 Bachelor of Applied Science (Construction Management)

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>CPs</th>
<th>Course Title</th>
<th>Pre-requisites</th>
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<td>Semester 2</td>
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<td>Residential Design and Measurement</td>
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# Program Structure

**BP 208 Bachelor of Applied Science (Project Management)**

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### Semester 2

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<td>BUIL1149</td>
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## 2nd Year

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<td>OMG1117</td>
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### Semester 2

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## 3rd Year

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### Semester 2

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### Semester 2

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<td>BUIL1215</td>
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## Program Structure

**BP 209 Bachelor of Applied Science (Property)**

<table>
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<th>1st Year</th>
<th>CPs</th>
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<tbody>
<tr>
<td>BUIL1107</td>
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<td>Residential Documentation</td>
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<td>BUIL1103</td>
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<td>Construction Technology (Residential)</td>
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<td>OMGT1113</td>
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**Semester 2**

| BUIL1114 | 12  | Residential Design and Measurement | (BUIL1107) |
| OMGT1116 | 12  | Residential Valuation | |
| BUIL1149 | 12  | Property Economics | |
| BUIL1109 | 12  | Construction Technology (General) | |

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<th>2nd Year</th>
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<td>JUST2236</td>
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**Semester 2**

| OMGT1122 | 12  | Investment Evaluation | (BUIL1130) |
| JUST1136 | 12  | Advanced Property Law | (JUST2236) |
| ECON1069 | 12  | Business Forecasting | (OMGT1117) |

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<th>3rd Year</th>
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**Semester 2**

| BUIL1217 | 12  | Research & Sustainability | |
| OMGT2122 | 12  | Feasibility Studies | (OMGT1138, OMGT1122) |
| OMGT1155 | 12  | Property Funding & Portfolio Management | (ECON1069, OMGT1147) |

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<th>4th Year</th>
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**Semester 2**

| BUIL1215 | 12  | Research Project | (BUIL1217) |
| OMGT1150 | 12  | Current Issues | (1st 2 yrs) |
| OMGT2121 | 12  | Property Work Experience in Industry 2 | |
## Program Structure

**BP 210 Bachelor of Applied Science (Valuation)**

<table>
<thead>
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<th>1st Year</th>
<th>CPs</th>
<th>Semester 1</th>
<th>Pre-requisites</th>
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<td>BUIL1107</td>
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<td>Residential Documentation</td>
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<td>Construction Technology (Residential)</td>
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**Semester 2**

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<td>BUIL1149</td>
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<td>12</td>
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<tr>
<td>BUIL1109</td>
<td>Construction Technology (General)</td>
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<table>
<thead>
<tr>
<th>2nd Year</th>
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<tr>
<td>BUIL1130</td>
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<td>Financial Reporting</td>
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<tr>
<td>OMG1T1124</td>
<td>12</td>
<td>Urban Economics</td>
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<tr>
<td>OMG1T1117</td>
<td>12</td>
<td>Property Data Analysis</td>
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<td>JUST2236</td>
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<td>Property Law</td>
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**Semester 2**

<table>
<thead>
<tr>
<th>CPs</th>
<th>Subject</th>
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<tbody>
<tr>
<td>OMG1T1122</td>
<td>Investment Evaluation</td>
<td>12</td>
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<tr>
<td>JUST1136</td>
<td>Advances Property Law</td>
<td>12</td>
</tr>
<tr>
<td>ECON1069</td>
<td>Business Forecasting Methods</td>
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<tr>
<td>OMG1T1129</td>
<td>Statutory Valuation</td>
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<th>3rd Year</th>
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<tbody>
<tr>
<td>BUIL1216</td>
<td>12</td>
<td>Human Relations and OH&amp;S</td>
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<tr>
<td>OMG1T1147</td>
<td>12</td>
<td>Property Investment</td>
<td>(OMG1T1122, ECON1069)</td>
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<tr>
<td>OMG1T1138</td>
<td>12</td>
<td>Property Development</td>
<td>(OMG1T1113, BUIL1149)</td>
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<td>OMG1T2067</td>
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<td>Urban Valuation</td>
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**Semester 2**

<table>
<thead>
<tr>
<th>CPs</th>
<th>Subject</th>
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<tbody>
<tr>
<td>BUIL1217</td>
<td>Research &amp; Sustainability</td>
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<tr>
<td>OMG1T2122</td>
<td>Feasibility Studies</td>
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<td>OMG1T1145</td>
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<th>4th Year</th>
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<tbody>
<tr>
<td>OMG1T2119</td>
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<td>Property Work Integrated Learning</td>
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<tr>
<td>OMG1T2120</td>
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<td>Property Work Experience in Industry 1</td>
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<tr>
<td>OMG1T1152</td>
<td>12</td>
<td>Advanced Valuation</td>
<td>(OMG1T2067, OMG1T1145)</td>
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**Semester 2**

<table>
<thead>
<tr>
<th>CPs</th>
<th>Subject</th>
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<tr>
<td>BUIL1215</td>
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<tr>
<td>OMG1T1150</td>
<td>Current Issues (1st 2 yrs)</td>
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</tr>
<tr>
<td>OMG1T2121</td>
<td>Property Work Experience in Industry 2</td>
<td>12</td>
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</table>
As part of the Programs there are a certain number of elective studies that students are required to undertake. Electives can be any courses offered within RMIT that have been designated as electives indicated on the RMIT website www.rmit.edu.au. If the course or courses you wish to undertake do not appear on this list, you may wish to contact the Schools offering such courses directly for their approval to enrol. Students must be mindful that some courses have prerequisites attached to them which may prevent enrolment.

**SCHOOL ELECTIVES**

BUIL1161 International Development - (Study Tour)  
BUIL1207 International Development - Asia  (Study Tour)  
BUIL1208 Project Management of the Sustainability Agenda in Building Projects

RMIT Website for elective options: http://apps-farm.rmit.edu.au/studentelectives/

You may also wish to undertake courses offered by this School from other programs. Refer to ‘Advanced Standing for Second Degree Options’ and ‘Further Accreditation’ in this handbook for possible course options.
Undergraduate Programs

Advanced Standing for second degree options

BP 105 Bachelor of Applied Science (Construction Management)

Graduates of the BP105 Bachelor of Applied Science (Construction Management) will be given Advanced Standing and need to complete the listed courses in order to gain a Bachelor of Applied Science in the nominated discipline.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Pre-Requisites</th>
<th>BP208 Project Management</th>
<th>BP209 Property</th>
<th>BP210 Valuations</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMGT1117</td>
<td>Property Data Analysis</td>
<td>NIL</td>
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<td>X</td>
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<td>OMGT2122</td>
<td>Feasibility Studies</td>
<td>OMGT1122, OMGT1138</td>
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<td>Asset Management</td>
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<td>OMGT1145</td>
<td>Rural Valuation</td>
<td>OMGT1129</td>
<td></td>
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<tr>
<td>OMGT1147</td>
<td>Property Investment</td>
<td>OMGT1122, ECON1069</td>
<td></td>
<td>X</td>
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</tr>
<tr>
<td>OMGT1152</td>
<td>Advanced Valuations</td>
<td>OMGT2067, OMGT1145</td>
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<tr>
<td>OMGT1155</td>
<td>Property Funding &amp;Portfolio Management</td>
<td>ECON1069, OMGT1147</td>
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<td></td>
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<tr>
<td>OMGT2119</td>
<td>Work Integrated Learning</td>
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<td>Statutory valuation</td>
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<td>OMGT2067</td>
<td>Urban Valuation</td>
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<tr>
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<td>Project Management Fundamentals</td>
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<td>BUSM3130</td>
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<tr>
<td>BUSM3131</td>
<td>Leadership/Teams</td>
<td>BUIL3130, BUIL1136</td>
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<tr>
<td>BUSM3132</td>
<td>Quality Management</td>
<td>NIL</td>
<td>X</td>
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<tr>
<td>BUSM3133</td>
<td>Project Planning &amp; Reporting</td>
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<td>BUSM3134</td>
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<td>Advanced Property Law</td>
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<td>ECON1069</td>
<td>Business Forecasting Methods</td>
<td>OMGT1117</td>
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</table>

Total Courses 9 11 12

Note:

• In line with RMIT policies, students must complete a minimum of 96 credit points of courses that have not been used for any other program to obtain a second degree

• Students must take into consideration potential timetable clashes of courses

• In order to be considered for a place in the nominated discipline, an application must be made through VTAC  http://www.vtac.edu.au/
Successful applicants will gain a Full Fee place only.
Advanced Standing for second degree options

BP 208 Bachelor of Applied Science (Project Management)

Graduates of the BP 208 Bachelor of Applied Science (Project Management) will be given Advanced Standing and need to complete the listed courses in order to gain a Bachelor of Applied Science in the nominated discipline.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Pre-Requisites</th>
<th>BP105 Construction Management</th>
<th>BP209 Property</th>
<th>BP210 Valuations</th>
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<tbody>
<tr>
<td>BUIL111</td>
<td>Structures</td>
<td>NIL</td>
<td>X</td>
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<tr>
<td>BUIL118</td>
<td>Construction Technology (Commercial)</td>
<td>NIL</td>
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<tr>
<td>BUIL132</td>
<td>Advanced Measuring &amp; Estimating</td>
<td>BUIL1122</td>
<td>X</td>
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<tr>
<td>BUIL124</td>
<td>Advanced Construction Technology</td>
<td>NIL</td>
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<tr>
<td>BUIL128</td>
<td>Building Services</td>
<td>NIL</td>
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<tr>
<td>BUIL142</td>
<td>Cost Planning &amp; Tendering</td>
<td>BUIL1122</td>
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<td>BUIL151</td>
<td>Advanced Cost Planning</td>
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<td>BUIL147</td>
<td>Law &amp; Urban Development</td>
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<td>OMG1124</td>
<td>Urban Economics</td>
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<td>JUST1136</td>
<td>Advanced Property Law</td>
<td>JUST2236</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>ECON1069</td>
<td>Business Forecasting Methods</td>
<td>OGMT1147</td>
<td>X</td>
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<td>OMG1129</td>
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<td>OMG1145</td>
<td>Rural Valuations</td>
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<td>OMG1147</td>
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<td>ECON1069</td>
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Note:

- In line with RMIT policies, students must complete a minimum of 96 credit points of courses that have not been used for any other program to obtain a second degree
- Students must take into consideration potential timetable clashes of courses
- In order to be considered for a place in the nominated discipline, an application must be made through VTAC http://www.vtac.edu.au/
- Successful applicants will gain a Full Fee place.
Advanced Standing for second degree options

BP 209 Bachelor of Applied Science (Property)

Graduates of the BP 209 Bachelor of Applied Science (Property) will be given Advanced Standing and need to complete the listed courses in order to gain a Bachelor of Applied Science in the nominated discipline.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Pre-Requisites</th>
<th>BP105 Construction Management</th>
<th>BP208 Project Management</th>
<th>BP210 Valuations</th>
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<tbody>
<tr>
<td>BUil1122</td>
<td>Measurement &amp; Estimating</td>
<td>BUil114</td>
<td>X</td>
<td>X</td>
<td>Not Available</td>
</tr>
<tr>
<td>BUil1111</td>
<td>Structures</td>
<td>NIL</td>
<td>X</td>
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</tr>
<tr>
<td>BUil1118</td>
<td>Construction Technology (Commercial)</td>
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<tr>
<td>BUil1132</td>
<td>Advanced Measuring &amp; Estimating</td>
<td>BUil1122</td>
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<td>BUil1124</td>
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<tr>
<td>BUil1128</td>
<td>Building Services</td>
<td>NIL</td>
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<tr>
<td>BUil1142</td>
<td>Cost Planning &amp; Tendering</td>
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<td>BUil1136</td>
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<td>BUil1151</td>
<td>Advanced Cost Planning</td>
<td>BUil1142</td>
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<tr>
<td>BUil1155</td>
<td>Industrial Relations &amp; Dispute Resolution</td>
<td>NIL</td>
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<td>X</td>
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<tr>
<td>BUil1156</td>
<td>Project Administration</td>
<td>NIL</td>
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<tr>
<td>BUil1154</td>
<td>Advanced Construction Management</td>
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<tr>
<td>BUSM3130</td>
<td>Risk Management</td>
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<td>BUSM3131</td>
<td>Leadership/Teams</td>
<td>BUSM3130, BUil1136</td>
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<tr>
<td>BUSM3132</td>
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<td>NIL</td>
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<tr>
<td>BUSM3133</td>
<td>Project Planning &amp; Reporting</td>
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<td>Advanced Project Management</td>
<td>BUSM3108</td>
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</table>

Total Courses: 12

Note:

• In line with RMIT policies, students must complete a minimum of 96 credit points of courses that have not been used for any other program to obtain a second degree

• Students must take into consideration potential timetable clashes of courses

• In order to be considered for a place in the nominated discipline, an application must be made through VTAC http://www.vtac.edu.au/

Successful applicants will gain a Full Fee place only.
Advanced Standing for second degree options

BP 210 Bachelor of Applied Science (Valuations)

Graduates of the BP 210 Bachelor of Applied Science (Valuations) will be given Advanced Standing and need to complete the listed courses in order to gain a Bachelor of Applied Science in the nominated discipline.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Pre-Requisites</th>
<th>BP105 Construction Management</th>
<th>BP208 Project Management</th>
<th>BP209 Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUIL1122</td>
<td>Measurement &amp; Estimating</td>
<td>BUIL114</td>
<td>X</td>
<td>X</td>
<td>Not Available</td>
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<tr>
<td>BUIL1111</td>
<td>Structures</td>
<td>NIL</td>
<td>X</td>
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<td>BUIL1118</td>
<td>Construction Technology (Commercial)</td>
<td>NIL</td>
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<tr>
<td>BUIL1132</td>
<td>Advanced Measuring &amp; Estimating</td>
<td>BUIL1122</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>BUIL1124</td>
<td>Advanced Construction Technology</td>
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</tr>
<tr>
<td>BUIL1128</td>
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<td>NIL</td>
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</tr>
<tr>
<td>BUIL1142</td>
<td>Cost Planning &amp; Tendering</td>
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<tr>
<td>BUIL1136</td>
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<td>Advanced Cost Planning</td>
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<td>BUIL1155</td>
<td>Industrial Relations &amp; Dispute Resolution</td>
<td>NIL</td>
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<td>X</td>
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<tr>
<td>BUIL1156</td>
<td>Project Administration</td>
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<tr>
<td>BUIL1154</td>
<td>Advanced Construction Management</td>
<td>YEARS 1&amp;2</td>
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<tr>
<td>BUSM3108</td>
<td>Project Management Fundamentals</td>
<td>1ST YEAR</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>BUSM3130</td>
<td>Risk Management</td>
<td>NIL</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSM3131</td>
<td>Leadership/Teams</td>
<td>BUSM3130, BUIL1136</td>
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<td>X</td>
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</tr>
<tr>
<td>BUSM3132</td>
<td>Quality Management</td>
<td>NIL</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSM3133</td>
<td>Project Planning &amp; Reporting</td>
<td>BUIL3156</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSM3134</td>
<td>Advanced Project Management</td>
<td>BUSM3108</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OMGT1130</td>
<td>Asset Management</td>
<td>NIL</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Courses 13 11

Note:

- In line with RMIT policies, students must complete a minimum of 96 credit points of courses that have not been used for any other program to obtain a second degree
- Students must take into consideration potential timetable clashes of courses
- In order to be considered for a place in the nominated discipline, an application must be made through VTAC
  http://www.vtac.edu.au/
Successful applicants will gain a Full Fee place only.
WORK EXPERIENCE DIARIES

The Construction Management program is accredited by many professional bodies. It is the requirement of two of these professional bodies that each student undertake and complete 80 days work experience within the industry by the end of the fourth year of the program.

It is also a requirement that each student provide evidence that they have completed this component of the program. Evidence is to be provided to the School in the form of a work experience diary, which is to be completed on a weekly basis. Each student also needs to provide a letter from their employer verifying their 80 days employment. The 80 days does not have to be undertaken consecutively.

A copy of the work experience diary can be obtained from the School Reception Area or from the following web site: www.rmit.edu.au/online.

Please note the work experience component is a formal requirement of the program and therefore must be completed in order for students to be eligible to graduate.

The Property and Valuation programs have a work experience component covered by the course numbers OMGT2119, OMGT2120, and OMGT2121. These courses are part of the formal programs and run in the final year. The course guides provide the detailed requirements. The Project Management program currently has no work experience requirement. However, this is likely to change in the near future.

EMPLOYMENT

The School is often contacted by employers looking for graduates or students.

A noticeboard outside the reception area displays any information regarding employment opportunities. All employment opportunities will also be sent out via the School’s Alumni email group list.

STUDENT EXCHANGE

Our School has several student exchange programs. These currently include Oxford Brooks University and Nottingham Trent University in the UK, and in the USA, CalPoly at San Luis Obispo in California, University of Florida at Gainesville, and Purdue University in Indiana.

Students from overseas Universities add greatly to the information and cultural interchange at RMIT, as do our students going to the overseas Universities.

Students have to provide their own living expenses plus travel and provision for holidays etc. The overseas universities will assist with locating suitable accommodation, often in their halls of residence on campus or nearby houses to share etc.

Students should also be aware that exchanges are normally undertaken on a one year basis in the third year of the program and that semesters between Universities are not aligned.

Any student interested should contact Prof. Ron Wakefield or look up the RMIT International Programs web page.

STUDENT AWARDS AND SCHOLARSHIPS

School Awards

The following awards are presented to students demonstrating excellent results and progress throughout the academic year. Please check the noticeboards opposite Reception (8.8.74) for upcoming awards.

Eric Romcke Award in Building

This prize is awarded to the student demonstrating the most improvement in attitude and academic achievement in the Construction Management program. The award is accompanied by a $100 cheque.

Gold Awards in Construction Management

The Gold Awards in Construction Management are awarded to the students who achieve the highest overall results in the second and third years of the Construction Management program. The award is accompanied by a $100 cheque.

Silver and Bronze School Certificates

The Silver and Bronze School Awards are presented to the students who achieve the second and third highest results in the each year of the Construction Management program. Industry awards to be advised on an annual basis.
COMMITTEES AND ASSOCIATIONS

STUDENT/STAFF CONSULTATIVE COMMITTEE
In accordance with RMIT Procedures the School holds two Student/Staff Consultative Committee Meetings every semester. These meetings will be held during the lectures.

The meetings provide the students with a chance to discuss any issues or provide comments and feedback to the staff regarding the program and general matters.

Minutes are recorded at each meeting with a copy posted on the Schools noticeboard. A copy of the minutes will also be forwarded to the Faculty/Portfolio Board for their information.

Student Services and Facilities
There are many services and facilities available to students. More information regarding student services and facilities can be found at: www.rmit.edu.au

ALUMNI GROUP
This group is for graduates from the School. A web site has been created with the aim to create a site where graduates can communicate with each other, serve as a resource for the School and students and a way for members to keep in touch no matter where they are scattered around Australia and the world. Past overseas exchange graduates are welcome to join.

Student can become a member by emailing: rmit-edu-graduates@yahoogroups.com or by contacting Patricia McLaughlin: email patricia.mclaughlin@rmit.edu.au

SIGMA LAMBDA CHI
(Construction Management Students only) The School has formed the first non U.S.A Chapter of Sigma Lambda Chi. Sigma Lambda Chi stands for Student Leaders in Construction. Only students who have completed 2 years in the program and have finished in the top 20% of students in year 2 are eligible to be invited to join S.L.C. The fundamental purpose of S.L.C is to recognise outstanding students in the field of construction.

Membership in the society is an honour and is based upon outstanding scholarship, leadership and character, regardless of gender, race, colour or creed. Details are to be found on the student noticeboard

ACCREDITATION OF PROFESSIONAL BODIES
The undergraduate Programs are currently accredited by the following professional bodies:

Construction Management
- Australian Institute of Building (AIB)
- Australian Institute of Quantity Surveyors (AIQS)
- Singapore Institute of Surveyors and Valuers (SISIV)
- Board of Surveyors Malaysia

Property
- Australian Property Institute (API)

These accreditations provide students with the opportunity to become members of a professional body, during their studies and on completion of the program.

If students wish to undertake additional courses as part of their elective studies further accreditation and second degrees is possible.

The following table provides a guide for additional courses to be undertaken.

FURTHER ACCREDITATIONS
To obtain membership with the Australian Property Institute (API) or obtain status as a Certified Practicing Valuer (CPV), the following courses need to be undertaken as part of the elective courses within your respective Bachelor of Applied Science Programs:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CPV status</th>
<th>API Associate Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>Not available</td>
<td>OMGT 1147 Property Investment *</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td>OMGT 2122 Feasibility Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OMGT 1130 Asset Management</td>
</tr>
<tr>
<td>Project Management</td>
<td>Not available</td>
<td>OMGT 1147 Property Investment *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JUST 1136 Advanced Property Law</td>
</tr>
<tr>
<td>Property</td>
<td>OMGT 1129 Statutory Valuation</td>
<td>Met</td>
</tr>
<tr>
<td></td>
<td>OMGT 2067 Urban Valuation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OMGT 1145 Rural Valuation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OMGT 1152 Advanced Valuation</td>
<td></td>
</tr>
<tr>
<td>Valuation</td>
<td>Met</td>
<td>Met</td>
</tr>
</tbody>
</table>

* denotes pre-requisites
A GUIDE TO REFERENCING AND CITING WORK IN TEXT

You should use the Author/Date System for assignment and project reports. The following describes and illustrates this method of citation.

BOOKS AND JOURNALS

Reference to material written by others in your reports can be handled in one of two ways:

1. Author’s family name (Year)
   or
2. (Author’s family name Year).

The former is used when the author is mentioned in the text itself, eg. Larsen (1971) was the first to propound the theory.

A second opinion is to place the author’s family name and date at the end of the relevant sentence eg. The theory was first propounded in 1970 (Larsen, 1971).

If an author wrote more than once in the same year, and you have used both in your work, use small alphabetic letters to distinguish them: (Larsen, 1971a)

It is a good idea to include relevant page numbers, with a comma between the year and the “p.” or “pp.”: (Larsen, 1971, pp. 245-7)

You should abbreviate references to a particular volume: (Larsen, 1971, Vol.2)

When both volume and page numbers are required they should be presented volume first: (Larsen, 1971, Vol.2, p.23)

If more than one reference is cited, the authors can be included in the text: Larsen (1971) and Hadden (1969) demonstrated that....

or they can be in parentheses: (Larsen, 1971; Hadden, 1969).

Page numbers and volumes can be included too: (Larsen, 1971, p.11; Hadden, 1969, Vol.3, pp. 734-736). Where two authors write a book or article, both names should be given: (Larsen and Hadden, 1970). Three or more authors may be referred to as “et al” (“and others”): (Larsen et al, 1970).

NEWSPAPERS

Whilst both books and journals are dealt with in this manner, newspapers can be slightly different. The following rules apply:

1. If the author is named, use the format for books and journals.
2. If no author is printed, the title of the newspaper (in italics) replaces the individual: (The Age, 10 Feb. 1997, p.26)

THE INTERNET

In text, references from the internet are not different to books; give the author and the date that the page was last updated. For instance, look up the URL “http://www.rdg.ac.uk/~kcshuwil/teaching/intro.html”.

This would appear in your text as (Hughes, 1996).

Citing work in the references or bibliography

A reference list only contains details of work cited in your report. A bibliography is a list of references from the text and other work that is relevant to the subject. A reference list and a bibliography are presented the same way.

BOOKS

Books should follow the format below:


- Family name, initials or given name (Year), Title of book. edition (if applicable), Publisher,
- Place of publication.
- Where two or more authors have written, you must name all the authors (do not use the abbreviation as in the text “et al”):


JOURNALS

In journals, the title of the journal itself is indicated by italics, and remember to stick to the same issue numbering system throughout:

Author’s given name, Initials (Year), “Title of article”, Title of journal, Volume number and/or issue.


NEWSPAPERS

As before, if the article in the newspaper has an author that is named, used the same procedure for journals, just read “Title of newspaper” for “Title of journal”. Replace the volume and issue number with the date.


If there does not appear to be an author, the reference should be the same as the citation in the text: (Financial Review 23 Jan. 1987, p.26)
INTERNET

Each web page should be considered as an individual reference:

Author’s family name, author’s given name (Year), Title, Journal (if appropriate), URL address.


If you have to split up the URL, it should be before or after a slash, or at a hyphen if one occurs in the address.

CONFERENCES

Papers at conferences regard the conference organisation as the publisher. Titles are not indicated in this case, but the format follows that of Author, Title, Conference Organiser, Place and Date:


LEGISLATION AND LEGAL CASES

Legislation should be referred to in the same manner whether in the main text of your work or as part of the references or bibliography. You should always refer to legislation by the full title and in italics; if referred to a second time, the date may be omitted, and the title presented in your main body text. It is also necessary to include the jurisdiction in the first reference, eg.

Interstate Road Transport Act 1985 (Cwlth) and then Interstate Road Transport Act

Legal cases. The details that should be included in your citation of legal cases are:

• name of case
• year and/or volume number
• abbreviated name of report series
• beginning of page reference.

For example:

The State of New South Wales v. The Commonwealth (1915) 20 CLR 54

There should be no punctuation, and no stylistic spelling or use of capital letters.

BIBLIOGRAPHY

Style manual for authors, editors and printers, 5th edn., 1995, AGPS, Canberra.


STUDENT ENQUIRIES

For student enquiries the following should be followed:

• All lecturers have student access times which are posted on the School notice board.
• Queries email to pcpmg.student.action@rmii.edu.au

These queries will be sent direct to the Program Administration Manager for follow-up.

ASSESSMENTS

The assessment in the School varies from course to course. Some of the methods of assessment are assignments, examinations and presentations or a combination of these.

Assessment for all courses are noted in detail in the individual course guides.

As a general rule, students receiving less than 40% in an examination, regardless of the combined aggregate score from other assessable pieces of work, will result in an overall course fail.

MARKING SCHEDULE

High Distinction (HDH) 80%-100%
Distinction (DID) 70% - 79%
Credit (CRC) 60% - 69%
Pass (PAP) 50% - 59%
Pass no higher grading available
Fail (NNN) 0% - 49%

GRADE POINT AVERAGE (GPA)

Your transcript of results incorporates the Grade point Average (GPA).

Grade point Average (GPA) is used to determine the honors calculation for graduating students. The formula used calculates grades attained from the total number of credit points attempted.

Marks are proportioned to the different grade levels indicating the level at which the student achieves.

\[
\begin{align*}
\text{HDH} &= 4 \\
\text{DID} &= 3 \\
\text{NNN} &= 0 \\
\text{CRC} &= 2 \\
\text{PAP} &= 1
\end{align*}
\]

Marks from each grading are then multiplied by the course credit points allocation, added together for all courses, then divided by the total credit points attempted throughout the duration of the program. An example is below.

Example: A student attempted four 12 credit point courses and received the following grades – DID, DID, CRC, PAP. The calculation would be:-
\[
\begin{align*}
\text{DID} & = 3 \times 12 = 36 \\
\text{CRC} & = 2 \times 12 = 24 \\
\text{PAP} & = 1 \times 12 = 12
\end{align*}
\]

Total points would be 108 credit points divided by the number of courses attempted \( x \) 12 credit points per course. In the example above \( (36+36+24+12)/(4 \times 12) = 2.25 \)

There are three honours levels and they are calculated using the following minimum:-

- First Class honours > 3.00
- Second Class honours 2A = 2.75 to 2.99
- Second Class honours 2B = 2.5 to 2.74

**ASSESSMENT REVIEW**

Students who are dissatisfied with their assessment pieces have the right to clarification and written review of how their assessment was determined.

Undergraduate students must submit a request for review of assessment form (available from pcpmug.student.action@rmit.edu.au)

All requests will be forwarded to the stated lecturer. Once written requests have been received, written and/or verbal clarification and assessment review will be provided firstly through consultation with the original assessor.

If the student still seeks further clarification, a second request may be made to the program director and if the student remains dissatisfied, deems it necessary a request may be made to the Head of School for clarification.

**APPEAL PROCESS**

Students who remain dissatisfied with their assessment after the review process may wish to take the matter further through a formal appeal process.

A Form for Appeal must be lodged within 10 working days of the receipt of final results. This form can be obtained through the Portfolio Student Administration Office, Building 8, level 8, room 22.
MARGINAL RESULTS

The School reviews marginal results at its Student Academic Progress Review Committee meeting at the end of each semester. If a student fails no more than two courses in any one semester and the course results are between 48%-49% then the assessment components will be remarked by another lecturer.

Any student whose work is being reviewed through this process will be notified of the outcome by the School.

Any final year student who fails no more than one course in their final year will be given the opportunity to undertake supplementary assessment for the outstanding course at the discretion of the Program Director. Where such supplementary work is granted the maximum mark will be 50% PAP.

SUPPLEMENTARY EXAMINATIONS

Supplementary examinations or piece of work will only be considered when students have submitted a Special Consideration Form. A maximum of a PA will only be granted upon successful completion of such supplementary work.

PASS BY COMPENSATION

Student Progress Committees may awarded a Pass by Compensation result for a failed course where:

* The failed course is taken in the final semester of study and is the final requirement for a student to quality for an award; and

* The failed course is weighted no more than 12 credit points or equivalent, and

* The student has a pass result for all other courses in the teaching period and the failed course has a result in the range 45-49%.

Exempted Programs

The relevant Portfolio Board may decide to exempt a program from the provision of Pass by Compensation due to legislative or external accreditation requirements. A Student Progress Committee may not award a Pass by Compensation result for any student in such a program.

Recording a Pass by Compensation

The Student Progress Committee may award an ungraded result of “PC” to record the award of a Pass by Compensation. This mark will generate a Grade Point of zero.

STUDENT COMPLAINTS

The following outlines the School’s process for student complaints;

1. Depending on the complaint, in the first instance you should either verbally approach the appropriate lecturer if it is related to a course or lodge a student action form to the attention of the lecturer outlining the issues.

2. If you are unsatisfied with the response you receive, you should contact your relevant Student Admin Officer via the appropriate student action process. The Admin Officer will ensure your complaint is forwarded to the Program Director.

3. If you are also unsatisfied with the response you receive from the Program Director, you may choose to have your complaint forwarded to the Portfolio Executive Officer for further action.

Student should also refer to RMIT’s web site for further details regarding the RMIT Complaints Policy.

SUBMISSIONS

It is your responsibility to ensure that all written work is submitted by 9.30am, on the due date. Assignments must be submitted via the assignment box outside the School's reception. The assignment box will be emptied at 9.30 am everyday and submissions recorded with the date.

You must ensure that a school assignment submission sheet is filled out correctly and attached to any assignment or piece of assessment submitted (as courses may have one or more assignments per semester). Keep a copy – hard and secure electronic of all work handed in.

LATE SUBMISSIONS

Any submissions after the due date will be deemed late unless prior permission is obtained from the appropriate lecturer. Late submissions will be returned unmarked. Refer to the individual course guides for more specific details. A 10% penalty for every day late generally applies. Once assignments are handed back, the late penalty is 100%.
Extension for Assignment Submission

Students requesting extensions for assignments or other assessments must lodge an extension for assessment form (which can be obtained from the School’s reception area) prior to the due date of submission, for the lecturer’s approval.

Students should be aware that lodging the form does not mean that automatic approval for an extension of time has been granted. Students must ensure that they contact the lecturer and receive a copy of the approved form and that the new due date is negotiated accordingly.

A copy of the form is to be attached when the assignment is submitted.

Special Consideration

Special Consideration is a process that enables the University to take account of unexpected circumstances such as illness, injury or bereavement that affect a student’s performance in assessment. The University introduced a number of important changes to its Special Consideration policy in Semester 1, 2007. These changes are designed to simplify the application process for students and ensure a more consistent outcome.

You must complete a Special Consideration Application Form and lodge the original and one photocopy at the Hub no later than two working days after the examination or assignment that has been affected.

Where you are able to scan the original application and documents you may also lodge your application via email to special.consideration@rmit.edu.au. If emailing your application, you must still lodge the original documents at the Hub within five working days of sending the email.

All applications are considered by a central panel with health and academic expertise, convened by the Academic Registrar. All communication about your lodged application (including notification of the outcome) will be via your RMIT student email account.

You should be aware that lodging an application for Special Consideration does not automatically mean that grading consideration, an extension of time, or a deferred exam will be granted.

STUDENT ACADEMIC PROGRESS

The School regularly reviews all student progress. Any student who may be deemed “at risk” will be invited to attend an interview with a member of the Academic Progress Review Committee and an administrative staff member.

Further information regarding RMIT’s policies and procedures can be found at the following web site: www.rmit.edu.au

EXCLUSION FROM THE PROGRAM

Students can be recommended for exclusion from a program on the following grounds.

i) If a student has repeatedly been advised about their unsatisfactory performance in the program.

ii) Mis-conduct in examinations.

iii) Plagiarism of work.

Further information regarding RMIT’s policies and procedures can be found at the following web site: www.rmit.edu.au

PLAGIARISM

Students who submit work which is not their own or which uses large portions of unacknowledged materials will be subject to the disciplinary procedures of the University. The penalties may include exclusion from the program.

Further information regarding plagiarism can be found at the following web site: www.rmit.edu.au

MIS-CONDUCT IN EXAMINATIONS

Students who are found consulting a book or article during an examination (except for “open-book” examinations), or attempting to copy from the paper of another candidate during an examination, will be subject to the disciplinary procedures of the University. The penalties may include exclusion from the program.

FAILED COURSES

Students who fail any course/s in a semester will be required to repeat those course/s in the following year subject to their load. A student in the final year of study in a course may be allowed to undertake supplementary assessment work in not more than two fail courses.

If the failed course/s is a pre-requisite to a course in the following semester or year the student will not be eligible to undertake the follow-on course until he or she has at least a pass grade in the pre-requisite course.

REPEATING FAILED COURSES (MORE THAN TWICE)

Students who fail a course more than twice may be given one of the following options:

a) Repeat the course again in the following year and be allowed to continue with further courses concurrently.

b) Repeat the courses again in the following year and not be allowed to continue with any further courses concurrently.

c) Successfully complete an equivalent course outside the School either with RMIT or at an alternative University or Institute, with approval by the School.

The School and the student will come to a written agreement to ensure that both parties mutually agree with one of these options.

Students should note that the School will review each student’s case on an individual basis before any decision is made.
Repeating Course/s (to get a better result)
Students will not be allowed to repeat any course in which they have already obtained a pass grade.

APPEALS

EXAMINATION APPEALS
Students may appeal in writing to the Academic Review Committee outlining the reasons they believe their assessment is unjustified. The work may then be re-assessed. There are two points which students need to be aware of:

- The work will be assessed by another lecturer and this may take time depending upon the other lecturer’s commitments;
- Students may get a lower mark on re-assessment.

Students are advised to read RMIT’s Policy on Appeal Against Assessment: RMIT’s web site: www.rmit.edu.au.

ASSESSMENT REVIEW
Students who are dissatisfied with their assessments have the right to clarification of how their assessment was determined through:

i) consultation with original assessor and, if necessary

ii) consultation with the Program Directors

Students should submit a request for review in writing directly to the lecturer in the first instance.

GENERAL MANAGEMENT

STUDENT FEEDBACK
There are many avenues available for students to provide feedback and suggestions in regards to the overall program as well as individual courses. These ways are listed below:

a) Via the Student/Staff Consultative Committee Meetings, which are held twice every semester.

b) Individual course evaluations which are undertaken at the end of each semester.

c) Electronic Student action form.

NOTICEBOARDS
The School’s noticeboards are located in the Building 8, Level 8 corridor. There is a noticeboard dedicated to postgraduate information (directly opposite the office reception). Another noticeboard is dedicated to undergraduate information (located to the right of the reception area).

Students are encouraged to check the noticeboards regularly for general information and special notices, including job vacancies.

NOTIFICATION OF RESULTS
Results are available online and unofficial copies can be printed http://www.rmit.edu.au/students/results

Official transcripts of results are posted to the student when they have completed their program. If a student requires an Official Transcript of Results earlier, they may obtain one from the HUB or by telephoning 9925 8980. A cost of $18 applies.

If you cannot access your results, this may indicate one of a number of situations:

(i) You are a debtor to the University (this could be anything from a full semester’s fees to a few dollars underpayment),

(ii) You have a Library book/s or other borrowed material overdue.

Any student who has a query regarding any result, should contact the relevant Student Administrative Officer in the first instance.

ASSIGNMENT/ASSESSMENT RETURNS
Students are required to submit a stamp self-addressed envelope with every submission, unless advised otherwise by the lecturer. This is to ensure that assignments can be posted back to students once they have been marked. Any assignments that do not contain a self addressed envelope will not be returned. Assignments will no longer be handed back via the school’s reception area.

ELECTIVES
-May be undertaken outside the School with prior permission by the appropriate Program Director.

-A maximum of one elective course in this way.

COURSE GUIDES/LECTURE NOTES
A copy of every course guide will also be available through RMIT’s web site – www.rmit.edu.au

This sets out the syllabus details, the objectives and expected outcomes, the method and weighting of assessment and a list of reference books. “Prescribed” textbooks may be listed but are relatively rare as textbooks are often very expensive and we are loath to make their purchase mandatory. Hence, most books will be “recommended” rather than “prescribed”.

It is the student’s responsibility to familiarise him/herself with the content of these documents. Note especially that the guides may include due dates for assignments, or a requirement for some specific action by the student! Such information may not necessarily be repeated during contact periods.

Lecture notes will also be available for some courses on the RMIT Learning Hub prior to lectures or at the beginning of the semester. Hard copies of notes are generally not available. Students are encouraged to use the learning hub as much as possible. Certain other materials may be available for purchase through reception.
REVIEW OF EXAMINATIONS AND COURSE GUIDES

All course guides and examinations are reviewed internally by the Student Academic Progress Review Committee.

To meet the relevant professional bodies’ requirements, as a part of accreditation, all examination papers and course guides are also reviewed by external practitioners/academics, who have been appointed by these bodies.

CREDIT TRANSFERS (APPLICATION FOR EXEMPTIONS)

It is the students’ responsibility to ensure that all applications for exemptions are submitted by each semester’s HEC’s census date. This includes articulation students (that is students that enter the program with advance standing). It is recommended that these students make an appointment with the appropriate student administrator within the first week of semester to finalise such credit transfers.

Credit transfer forms can be obtained via RMIT’s web site: www.rmit.edu.au or from the School’s reception area. Students must ensure that the form is filled out appropriately with all relevant documentation attached at the time of submission.

SCHOOL ONLINE COURSES

The school delivers courses in mixed modes. As a part of this flexible mode of teaching some courses have a combination of face-to-face lectures and online delivery. This means that students will be undertaking a proportion of these courses by accessing RMIT’s Learning Hub.

Students will be informed if any parts of their courses will be delivered in this mode.

RMIT’s Learning Hub can be found by accessing the following site: www.online.rmit.edu.au.

STUDENT MATERIAL FEES

Students have the opportunity of purchasing course notes, course CDs and other student materials or excursions through the school. As the school no longer takes cash over the counter, students wanting to purchase student materials from the school can nominate to add any of these optional fees to their student account. Students are required to submit an Optional Fees Form to the school for processing. Students will receive an invoice which will include the payment of any these fees. Please see the school web site for a list of the optional student material fees for each course.

TIMETABLES

Semester timetables will be posted on the School’s noticeboard, outside the reception area in Building, 8, Level 8, Room 74, also via the School’s web site: www.rmit.edu.au/pcpm

It is important to note that due to unforeseen circumstances, the timetable will view changes. Such changes will be posted on the noticeboard, or if sufficient time is available students will be notified during class. Please also refer to the change/postponements of lectures.

EXAMINATIONS

RMIT University examinations (exams) are held each semester to assess your academic performance in many courses. Most Higher Education exams and some TAFE exams are held in a central venue for each campus. You should check the exam timetables carefully before each exam period for details of your exam times and venues. Exam details will be posted on the RMIT Exams website at www.rmit.edu.au.

Examination Clashes

Student who have two or more exams scheduled at the same time will:

a) Complete the Application to sit for Clash Examinations available from The Hub.

b) Lodge the completed form with The Hub.

c) Check with The Hub one week prior to the commencement of the examination period to ascertain arrangements for clash exams.

d) Report to the Clash Examination Venue to sit the examinations as advised.

RE-ENROLMENT

Re-enrolment takes place late 2008. Students will be notified by mail and email of the appropriate date.

APPLICATION FOR AWARD (TO GRADUATE)

Application for Award forms are automatically sent to final year students. However forms can be obtained from the School’s reception area, Building 8, Level 8, Room 74 or students can apply online via: www.rmit.edu.au/graduations

Once you have received your Application for Award form, return it filled in with as much information as possible to RMIT’s Awards Branch. A review of your academic record will then be undertaken to ensure that you have met the requirements of the program. At this stage the School will indicate if you are eligible to graduate.

If you are missing or have outstanding courses the School will notify you by mail.

RMIT will send out information regarding the graduation ceremony by mail approximately six to seven weeks prior to the actual ceremony. The date for the ceremony is not fixed, however the ceremony is usually held in December every year.
PROJECT SPACES - UNDERGRADUATES

The School has a Project Room in Building 8, Level 7, Room 152, allocated for student use for project work. The room consists of computers, a meeting table, chairs and a whiteboard.

The space must be booked on a hourly basis through the Technical Services reception area located Building 8, Level 7. A group or individual will only be allowed to book the room for a two hour period on any given day. The student booking the space will be required to leave his/her student card with reception when they pick up the key. The key must then be returned to the reception area.

When a booking is made for after hours use (after 5.00 pm) the student/s must ensure that the key is picked up prior to 4.00pm on the day of the booking. The key must be returned via the return slot located on the technical reception main entry door by the end of the same day or by 9.00am the next morning, otherwise a penalty will be applied.

For your safety the project space is continually under video surveillance. Any student caught abusing this facility in any way will be banned from using it.

CHANGE/POSTPONEMENT OF LECTURE

If a lecture has changed venue or has been postponed a notice will be placed on the School’s noticeboard and also on the door of the lecture venue as soon as possible.

The School will also ensure that an announcement is placed on the Program online web site.

The School will also attempt to send out a global email to all students.

CENTRAL LIBRARY

The Central Library is located in Building 8, Level 5 and is available for use by all RMIT Students.

The Library hours are:
Monday - Thursday 8.30 am to 10.00 pm
Friday 8.30 am to 8.00 pm
Saturday and Sunday 12.00 noon to 5.00 pm
(only during the semester period)

TECHNICAL SERVICES UNIT

The Portfolio Technical Services Unit supplies a wide range of facilities and services to help you with your study. The Unit is based in Building 8, Level 7 on the City Campus.

All students of the Portfolio can access these resources and facilities.

More detailed information (including forms and handouts) is available at our Web address: http://tech.tce.rmit.edu.au

FORMS

* All the forms listed below are available from the School’s reception area or via the student hub, which can be accessed via RMIT’s web site:- www.rmit.edu.au.

ALL FORMS MUST BE LODGED AT THE SCHOOL’S RECEPTION AREA

Application for credit transfer (Exemptions)

Where you have undertaken study of a course outside the program, which you believe is equivalent to a course in the program, you may request credit for that program by filling in this form. You must supply documentation to justify your claim.

The School will notify you in writing of the outcome of your application after reviewing the documentation.

Special Consideration Form

The form must be completed by the general practitioner or relevant person. All supporting documentation should also be attached and submitted to the HUB within 48 hours from the scheduled time of the examination or presentation of assignment.

Change of Program

This form must be approved by both your current Program Director and the Program Director of the proposed new program you wish to enter.

Change of program within the School is not automatic but must be requested and will be discussed by the relevant Program Director. Program quota and your progress in the original program will be considered.

Cancellation of Enrolment

If for any reason you decide not to continue with the program, you must fill in this form before the due date for HEC’s fees. Otherwise you will not get your RMIT fees refunded and you will remain HEC’s liable for the year in which you are enrolled.

Application for Award (to Graduate)

Application for Award forms are automatically sent to final year students. However forms can be obtained from the School’s Reception Area or online: www.rmit.edu.au/graduations

Leave of Absence Form

Student’s may require a leave of absence from the program during this course of study. A leave of absence form can be obtained from the School’s Reception Area or through the student hub, which can be accessed via RMIT’s web site:www.rmit.edu.au

Extension of Assignment/Assessment work

This form must be filled out and submitted if you require an extension for submission of your work. It must be submitted well before the due date. It is the student’s responsibility to ensure that they receive a copy of the form back from the lecturer and that a copy is attached at the time of submission.
When you enroll (or re-enroll) you will receive a lot of information. It is important that you keep this in an accessible place for easy reference. In this section we will refer to these documents as they contain important information. At enrolment you will receive your student diary. It is an essential first reference as it contains a lot of information that you will need for university life. If you are in doubt about anything regarding your study or other matters, please do not hesitate to ask someone, whether this be your tutor, lecturer, program coordinator or program / student administrative officer.

These include
- Distributed Learning System (online@rmit);
- Syllabus Plus – which coordinates timetabling and physical resources across the university; and online payment and enquiry options.

These integrated systems will assist RMIT to operate in an increasingly complex and global environment, and to respond effectively to the needs of students and other clients.

**ENROLMENT**

*When and where do I enroll and re-enrol?*

Enrolments for the 2008 academic year will take place through Enrolment online. Students will be advised via mail / email of enrolment period and census dates.

*When do I pay my fees?*

All students are required to pay the Compulsory Non-Academic Fee or Full Fees by the date listed in the Student Administration Guide (early March). Refer to your Student Administration Guide for full details about your fees. International students studying in Australia should speak to RMIT International (Building 108, Tivoli Arcade, Bourke St) for all fee related questions.

*How can I pay my fees?*

There are a range of methods by which you can pay your HECS and any other fees owing. When you receive your invoice you will be able to pay

- At the Student HUB (Building 8 – City Campus;
  Building 202 – Bundoora Campus. Cash not accepted.)
- Via B-Pay Electronic payment via the Internet to ANZ e-Gate facility.

*If I withdraw, do I get any money back?*

You may be eligible for a refund of some or all of your fees; however, this depends on when you are withdrawing from your program. This should be done as soon as possible in the semester before the HECS census dates. You must refer to your Student Administration Guide for the closing dates.

*What is HECS – HELP (Higher Education Contribution Scheme)?*

Information on HECS - HELP is available in the HECS - HELP Booklet, available at enrolment or from The Hub. All new students who are HECS - HELP liable must complete a HECS - HELP Payment Options Declaration form to indicate their chosen method of
payment at enrolment. You will need your Tax File Number. If you vary your enrolment, your HECS liability could change so it's important that you make yourself aware of key dates for 1st and 2nd semesters. Any information you need to know about HECS - HELP is available in your HECS - HELP information book.

**What is FEE - HELP (Higher Education Contribution Scheme)?**

FEE – HELP is an interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). FEE-HELP enables eligible students to obtain a loan from the Commonwealth Government to pay all or part of their tuition fees incurred from 2002 onwards. It is available for both commencing and continuing students. The Commonwealth pays the amount of the loan directly to the student’s institution. Students repay their loan through the taxation system once their income reaches the minimum threshold for compulsory repayment.


**Why do I need my Tax File number?**

All students paying HECS must supply their Tax File Number. Refer to your Student Administration Guide and the HECS - HELP booklet for further information.

**When will I get a confirmation of my enrolment?**

When you enroll you will receive your first confirmation of enrolment statement. This statement is a detailed listing of the courses that you have enrolled in, and the compulsory fees, including HECS and tuition fees, that relate to your enrolment. In addition you will receive four Confirmation of Enrolment and Invoice statements throughout the year. All statements are to be carefully checked by you and any errors are to be reported immediately to the School. It is up to you to ensure that all details on each statement are correct and to correct any errors. Refer to your Student Administration Guide for a more detailed description of the statements and important dates relating to the information contained in the statement.

**How do I alter my enrolment?**

It may be necessary from time to time to withdraw from or pick up additional courses. This can be done via Enrolment Online.

**Do I have to keep copies of forms?**

It is important that you keep a copy of all the forms that you fill out for your own records.