Enrolment Information for New Students 2007

South Street, Murdoch
Western Australia 6150
Telephone: 08 9360 6000

- Graduate Certificate in Health, Safety and Environment
- Graduate Diploma in Health, Safety and Environment

School of Environmental Science

CRICOS Provider Code: 00125J
Enrolment queries
School of Environmental Science

Enrolment advice will be provided at the Course Advice Sessions being offered in the Orientation Week. If you have attended one of these Course Advice Sessions and still have queries regarding your enrolment please contact Christina Dyt.

Christina is the Manager of the Division of Science and Engineering Student Services Office and looks after all students enrolled in courses offered by the School of Environmental Science.

Email messages are preferred especially during busy times when Christina may be attending to other student queries.

Christina Dyt
Science and Computing Building Room 2.025
C.Dyt@murdoch.edu.au
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Information supplied in the booklet is correct as at 01/12/2006
Welcome to Murdoch University!

Congratulations on your offer of a place at Murdoch University. The details included in this booklet will assist you with accepting your offer, seeking advice on your options of enrolment, choosing your units and completing all of your enrolment selection online. Tick [√] the steps below as you complete them, to ensure you complete all parts of your enrolment successfully.

If you do not have ready access to computer facilities either at home, work, your local library etc. the University has many computers available on-campus for students. For further details contact the IT Helpdesk on 9360 2000 or refer http://www.murdoch.edu.au/studentit/labs.html.

External students who are unable to access computer facilities due to extenuating circumstances are able to apply to receive their University correspondence via hardcopy. A copy of the Application letter is included in your External Enrolment Pack. For further information please contact the External Studies Office on 9360 2710.

**STEP 1 Accept your offer and activate your Murdoch account**

Go to the Murdoch Home page (http://www.murdoch.edu.au/) and follow the links to the New Students website. You will need your Offer Letter (Domestic students) or Confirmation of Enrolment- eCOE (International students) handy as this contains your Student Number. From here you can;

- Choose to Accept, Defer or Reject your offer (domestic students only);
- Set your Murdoch Password
- Set and confirm your email address
- Select your course as offered.

**Important Point  Email Account**

*The University’s preferred form of correspondence to all students is via email.*

The University automatically provides you with an email address, of the format yourstudentnumber@student.murdoch.edu.au. You can access your Murdoch email account with webmail (available on any browser) at: https://wwwstudent.murdoch.edu.au/mail using your Murdoch User name (Student Number) and Murdoch Password (same as MyInfo).

It is essential that the University has your updated email preference so that you receive important communications from your lecturers and University Administrators.

External students that are unable to access computer facilities due to extenuating circumstances are able to apply to receive their University correspondence via hardcopy. A copy of this application letter is included in your Enrolment Pack. For further information please contact the External Studies office on 9360 2710.
**STEP 2 Research your Course, Unit Sets and Units**

Review your course description and structure (Appendix A).


Review your Timetable.

Once you have decided which units you will take in 2007 and before you enrol you are encouraged to check that the units you have chosen are not timetabled to run at the same time. Generally you should find that the lectures for the units you are required to take will not clash, however some elective units may not fit into your timetable. The quickest method of checking is to refer to the online teaching timetable’s nominated units website [http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html](http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html)

Here you can type in your 3 or 4 units for the semester and your lecture and tutorial timetable will be automatically generated. You will be able to print this out for your own records!

You may also need to consider whether you can attend campus for all units (internal option) or whether it would be better if you could take one or two units in the External option. The learning objectives of any unit are identical irrespective of whether you are studying the unit internally or externally. The External option is not available in all units, however you may have a choice within your course. Please note: Under visa requirements International students are not permitted to take external units.

Record your Personal Study Plan (Appendix B)

**STEP 3 Unit Enrolment Online**

The University’s student self enrolment and management system is known as MyInfo ([http://myinfo.murdoch.edu.au/](http://myinfo.murdoch.edu.au/)). Within Myinfo you can manage your enrolment in your course including unit selection, unit set enrolment and tutorial signup, as well as update your personal details (home and postal addresses, email address).

Log into MyInfo

Log into Myinfo at [http://myinfo.murdoch.edu.au/](http://myinfo.murdoch.edu.au/) by using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).

Check Personal Details

Click on the Personal Details menu item and then Change Address(es). You should check that this information is up to date and make any changes as necessary.

Enrol in Units for 2007

Click on the **Change Enrolment Details** menu item and then Self Enrolment Steps. Read all of the information on this page and then scroll down to the Self Enrolment Steps heading.

Starting with the Disclaimer work your way through each of the steps. Each step has an explanation to the process so please read each one carefully.

- Disclaimer – Statement concerning your use of MyInfo and adherence to the University’s legislation.
- Services – Your opportunity to join the Student Guild as a financial member
and access their many services and facilities.

☐ Course Completion Date – Keeping the university informed when you are likely to graduate.

☐ Unit Sets – Your method of adding or amending unit sets (Graduate Specialisations). You will need to have at least one Unit set recorded as your Primary one. Some courses will already have a pre-populated Unit Set others will require you to select one before you can select your Units.

☐ Units – This is where you add your new units. Use the Search function to find the unit you want. You can also just type in the first 3 alpha characters to list all of the units with that prefix. It is essential that you Save Changes when you have selected the unit(s) that you want added.

☐ Commonwealth Assistance Form (Domestic Students only) – This is a Commonwealth Government requirement. To complete this you will need your TAX FILE NUMBER (TFN). If you do not have TFN handy you can come back to this step later however this step must be completed by the Census date to avoid having your course cancelled as per Commonwealth Government regulations.

Once you have returned to the Self Enrolment Steps main page all items that you have successfully completed will be flagged with either a ‘Green Tick’, which means that you do not have to come back to these, or a ‘Circular Arrow’ which means that you have successfully completed this item but can come back and make changes at a later date as well.

**STEP 4 Statement of Enrolment**

When you have enrolled in all units that you intend to take in 2007 you are encouraged to view your latest Statement of Enrolment from the Current Enrolment Details menu item in MyInfo. You will need to check that all the units that you intend to take are included, and show as ENROLLED!

Print out a copy of your Statement of Enrolment

**Important Point Enrolment Deadlines**

You will be expected to enrol in all your units for both Semester 1, 2007 and Semester 2, 2007 as soon as possible. The last date to add an internally offered unit to your enrolment is the end of Week 1 of Semester; and the last date to add an externally offered unit, or to change from an internal offering to an external offering, is earlier to allow time for mail out of materials. You would need to enrol in an external offering no later than the end of Orientation week however please check Dates and Deadlines online for exact dates - [http://www.oss.murdoch.edu.au/enrolment/deadlines.html](http://www.oss.murdoch.edu.au/enrolment/deadlines.html).

**STEP 5 Attend your Course Advice session(s)**

If you are unsure about your choice of units or have specific course related questions that you need answered, you should attend the Course Advice Session for Postgraduate Students during Orientation Week (Week of 12th February).

At these sessions the Program Chair(s) will be available to advise students on the requirements of the degree and answer any unit selection and enrolment queries that may arise. The Orientation and Course advice session timetable will be available at [http://www.oss.murdoch.edu.au/orientation/](http://www.oss.murdoch.edu.au/orientation/) from Monday 11th December 2006.

If you have read through this booklet AND attended a Course Advice Session but still have a query or concern with your enrolment, your Divisional Student Administrative
staff will be able to assist you. You are encouraged to “have a go” by yourself and then either telephone or email your Divisional student administrative staff member (refer to the front cover of this booklet for the contact detail) with the specific concern, and they will look after you! However, please be aware that this assistance may be limited during the busy course advice session times, during Orientation Week and also Week 1 of semester.

Don’t panic if you are unsure of your choice of units. Do the best you can, and then seek advice either at your Course Advice Session, from the resources available on the Divisional Student Administration websites:-


or by contacting your Divisional Student Administrative staff member as listed at the front of this booklet.

**STEP 6 Student ID/Library Card and Parking Permit**

Get your Murdoch Student ID/Library Card, from the IT Service Desk in the Library (this can be done at any time or during Orientation Week) or, if you are an external student living more than 30 aerial kms from the South Street campus, contact Janice Pell (J.Pell@murdoch.edu.au or telephone 08 9360 2154) to request a Student ID/Library card application form or see URL: [http://wwwlib.murdoch.edu.au/for/external/forms/idlibrarycard.doc](http://wwwlib.murdoch.edu.au/for/external/forms/idlibrarycard.doc).

Purchase your Parking Permit. If you wish to drive to Uni and park your car on campus you will require a Murdoch parking permit or a valid ACROD sticker (for Easy Access bays only). Murdoch campus students will need to purchase a parking permit at either the Student Service Centre, Level 2 Chancellery Building, or by avoiding any queues and applying online at [http://www.oss.murdoch.edu.au/parking/](http://www.oss.murdoch.edu.au/parking/). The online facility will be open from 1st February 2007. Parking is free of charge on campus at the weekends and between the hours of 4:15pm and 8:00am Monday to Friday (including public holidays) in any Red, Green & Visitors ticket parking area. Permits are required for all Reserved, Disabled, Service Bays and Loading Zones.

Parking at the Murdoch campus in the Green zones will be also be free up until 28th February 2007, whilst you settle in to the University. After this date you will need a permit (Students at the Rockingham and Peel campuses will be required to apply for a 2007 permit, however there will be no charge for 2007. You can apply via the Rockingham and Peel administration offices.)

**STEP 7 Lectures, Tutorials, Labs and Workshop Enrolment – Activities**

From 2007 Murdoch, Rockingham and Peel students will be able to enrol in Lectures, Tutorials, Labs and Workshops online via MyInfo ([http://myinfo.murdoch.edu.au/](http://myinfo.murdoch.edu.au/)).

Enrol in your activities for 2007

This system will be available in mid January 2007.

Click on the Change Enrolment Details menu item and then Activity Enrolment. Read all of the information on this page and then scroll down to see your Unit enrolments and the available activities.
You will need to have completed your Unit Enrolment (See Step 3 above) before you can enrol in any associated lecture, tutorial, lab or workshop. If your unit attempt status is INVALID, you will not be able to select activities for that unit. Lecture activity enrolment is not mandatory, however it is highly recommended in order to avoid clashes on your timetable.

This system works on a first-in-first-served basis so you are advised to enrol in your activities as soon as possible.

STEP 8 Attend Orientation (Week of 12th February)

The Orientation program has been designed to meet your specific needs as a new student to Murdoch, to introduce you to key Murdoch University staff and the campus and facilities you will require. You can check the full orientation timetable at (http://www.oss.murdoch.edu.au/orientation/) for activities and Course Advice session details.

All students are strongly encouraged to attend Orientation. We've planned a number of activities that will give you lots of opportunity to experience the helpful and friendly atmosphere at Murdoch. During Orientation Week you will be able to;

- Meet other students in your same course. Never undervalue the benefits from having friends in your same course.
- Attend a Course Advice Session for information about your enrolment
- Go on Campus and Library tours.
- Attend information sessions about Student Support services. A wide range of services are available through our Teaching and Learning Centre and Equity, Health and Counselling. Make sure that you are aware of these BEFORE you ever need them.
- Have an introduction to the Student Guild and their services
- Be able to join one of the many Murdoch Clubs & Societies
- Purchase a parking permit.

Important Point  Start of Lectures

Semester 1, 2007 begins Monday 19th February and all students enrolled in INTERNAL units are expected to attend their first lecture during this week. All relevant assessment and tutorial information for will be provided at the first lecture. If you enrolled in a unit in the external option before the end of Orientation Week, your unit materials will be mailed to your home address before the end of Week 1.
Dictionary of Murdoch Enrolment Terms

Outlined below is a general summary of Murdoch enrolment information to help you with some of the more common terms that you will come across as you plan your studies. A full list of Murdoch terminology and relevant regulation requirements can be found in the Murdoch Glossary (http://handbook.murdoch.edu.au/geninfo/vocabulary.html).

<table>
<thead>
<tr>
<th>Booklists</th>
<th>Booklists are available online at <a href="https://www.murdoch.edu.au/ofm/services/bookshop/booklist.edo">https://www.murdoch.edu.au/ofm/services/bookshop/booklist.edo</a> and books can either be ordered online or direct from the Bookshop located on Bush Court at the Murdoch Campus and on the ground floor of the Arts and Commerce building at the Rockingham campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units</td>
<td>You will need to ensure that you take the Core units for the course that you have decided to complete.</td>
</tr>
<tr>
<td>Course description, Course checklist and Course structure</td>
<td>At the end of this booklet (appendices) you will find specific information to help you plan your enrolment, find which units you need to take and which pre-requisites are required. For full details of other courses refer to the 2007 Murdoch Handbook (<a href="http://handbook.murdoch.edu.au/">http://handbook.murdoch.edu.au/</a>), your Divisional Student Administrative office or the New Student website (<a href="http://www.murdoch.edu.au/students/new/">http://www.murdoch.edu.au/students/new/</a>). Hard copies of the Handbook are also available in your local library, in the Murdoch University library or can be purchased from the Bookshop.</td>
</tr>
<tr>
<td>Course or Degree</td>
<td>Murdoch uses the terms ‘course’ and ‘degree’ to identify the qualification that you will be studying towards.</td>
</tr>
<tr>
<td>Credit – Advanced Standing – Accreditation.</td>
<td>If you have studied at a University or TAFE before coming to Murdoch University you may be eligible for credit. Credit will mean that the amount of time and units that you need to study at Murdoch could be reduced. The University has two Accreditation Officers, one for domestic students and one for International students. The Accreditation Officers will need to see your past results to assess how much credit you can have. <a href="http://www.choose.murdoch.edu.au/advst.html">http://www.choose.murdoch.edu.au/advst.html</a></td>
</tr>
<tr>
<td>Exemptions</td>
<td>If the study that you completed before coming to Murdoch University was the same or similar to Murdoch’s requirements for your course/degree, you may be granted both credit (points) and exemption for some units. This will mean that you do not have to take those units again. The Accreditation Officer will assess your previous study record for Exemptions and advise you in writing as to the outcome.</td>
</tr>
<tr>
<td>Full time study/Part time study</td>
<td>Full time study at Murdoch is considered to be at least 12 points per semester. International students are required to be enrolled in a full time load every semester as per visa requirements. Part time study refers to the points load, of less than 12 points each semester, and does not mean that you can take units “After Hours”. The minimum study that you must take to retain your place at Murdoch University, is a single unit in the academic year.</td>
</tr>
<tr>
<td>Intermission</td>
<td>If you require a break in studies of one year or more due to serious illness or other exceptional personal circumstances which might prohibit you from continuing your enrolment you can apply for an INTERMISSION of study (<a href="http://www.oss.murdoch.edu.au/forms/">http://www.oss.murdoch.edu.au/forms/</a>). This may include but is not limited to, personal/family reasons, employment, sporting, cultural, legal or military duties. International Students MUST obtain permission from Murdoch International before applying for intermission of enrolment, as the Department of Immigration does not allow international students to intermit their studies except in exceptional circumstances. Intermission of Enrolment may result in cancellation of the student visa.</td>
</tr>
<tr>
<td>Internal and External</td>
<td>Murdoch offers most units as Internal (D) where students are expected to attend lectures and tutorials on campus. Some units are offered as External (X), where students would be mailed out the unit materials and would be expected to study at home, and submit all assignments through email or mail. The main challenge of external study will be your ability to commit yourself to a regular timetable of study over the semester. This will require a fair degree of self discipline and in some cases an understanding and supportive network of family and friends. For further information about studying in the external mode see <a href="http://external.murdoch.edu.au/offcampus.html">http://external.murdoch.edu.au/offcampus.html</a>. The closing date for enrolment in external units is earlier than the deadline for enrolment in internal units, to allow time for the materials to reach you before the end of Week 1 of Semester. International students are only permitted to take internal offerings of units, as per visa requirements.</td>
</tr>
<tr>
<td>Lecture, Workshops, Tutorials</td>
<td>The teaching method for most internal units is by Lecture where all students attend, as well as smaller tutorial groups of approximately 15 or workshop groups of approximately 30. Some units may have a single Lecture per week however many units have 2 or 3 lectures per week. A guide as to how many hours you will be required to attend on campus can be found in the Handbook entry for each unit. The online Teaching Timetable shows the Lecture, Laboratory and Workshop times. You will be required to signup for your tutorials as part of your online enrolment. Many tutorials commence in Week 2, and this information is provided at the first lecture.</td>
</tr>
<tr>
<td>Overload</td>
<td>In certain circumstances a student may wish to exceed the normal fulltime load. Enrolment in more than 14 points per semester requires permission of the Program Chair. Application forms are available from your Divisional Student Administration Office web site: Arts (<a href="http://www.arts.murdoch.edu.au/students/forms.html">http://www.arts.murdoch.edu.au/students/forms.html</a>) Health Sciences = <a href="http://www.murdoch.edu.au/dirs/adminassist.html#health">http://www.murdoch.edu.au/dirs/adminassist.html#health</a> Science and Engineering = <a href="http://www.murdoch.edu.au/dirs/adminassist.html#scieng">http://www.murdoch.edu.au/dirs/adminassist.html#scieng</a></td>
</tr>
<tr>
<td>Points</td>
<td>There are 48 points required as the minimum to complete the Master degrees, 24 pts required for the Postgraduate Diploma and 12 pts required for the Postgraduate Certificate.</td>
</tr>
<tr>
<td>Preclusion</td>
<td>A student may be granted exemptions on the basis of equivalent studies taken before coming to Murdoch, which are not eligible for credit or, in the case of language units, on the basis of language or other relevant proficiency. Such exemptions without credit are called PRECLUSIONS. Where a Preclusion has been awarded the student would not need to complete the precluded unit, however they WILL be required to replace the number of points of preclusion with other general elective Murdoch points.</td>
</tr>
<tr>
<td>Prerequisite Unit(s)</td>
<td>This is a requirement which a student must have met in order to be allowed to enrol in a unit. Some units assume a level of understanding before you start the unit. For example, it is expected that you will have an understanding of ENV250 Issues in Environmental and Occupational Health before taking the higher level unit ENV350 Occupational Health and Safety. Therefore ENV250 is the PREREQUISITE unit to ENV350.</td>
</tr>
<tr>
<td>Program Chair</td>
<td>This is the academic staff member who looks after you while you are studying. The names and contact details of some Program Chairs are listed at the back of this booklet or the full list can be found online at <a href="http://www.murdoch.edu.au/contacts/academic/">http://www.murdoch.edu.au/contacts/academic/</a></td>
</tr>
<tr>
<td>Specified Electives</td>
<td>Some courses may give you a choice of units from a defined list, and these are called Specified Electives. Please note that you do not need to take all of the Specified Electives, only sufficient to meet the requirements of the course.</td>
</tr>
<tr>
<td>Teaching Timetable</td>
<td>Before enrolling you should check that the units you have chosen are not timetabled to run at the same time. You can find Murdoch’s online timetable at <a href="http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html">http://www.murdoch.edu.au/admin/timetables/teaching/enquiry.html</a>. On this timetable you will find your lectures, workshop and tutorial times. Please note that there is a R(Repeat) against certain lectures/workshops/laboratories in the timetable. This is a repeat and you should attend at the time that fits best into your timetable. If there is no R against the time then you are expected to attend every session indicated.</td>
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<td>---</td>
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<tr>
<td>Unit Co-ordinator and Tutor</td>
<td>An academic staff member is usually the main lecturer of each unit, and is called the Unit Co-ordinator. When you attend the smaller tutorial group you may also be assigned a Tutor. The tutor or the Unit Co-ordinator are the people who you can go to if you have any queries about the individual unit. The names of the Unit co-ordinators are available on each Unit Welcome Page on the Murdoch website (<a href="http://www.murdoch.edu.au/index/units">http://www.murdoch.edu.au/index/units</a>).</td>
</tr>
<tr>
<td>Units</td>
<td>This is the name given to each individual package of study, for example ENV350 Occupational Health and Safety is a unit.</td>
</tr>
<tr>
<td>Unit Set</td>
<td>Murdoch’s online enrolment system refers to Unit Sets as being the name of the course and specializations (if applicable) that you are intending to complete during your course.</td>
</tr>
</tbody>
</table>
## Appendix A – Full Course Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Graduate Certificate in Health, Safety and Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Science and Engineering</td>
</tr>
<tr>
<td>School/Responsible Organisational Unit</td>
<td>School of Environmental Science</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Graduate Certificate in Health, Safety and Environment (GradCertHSE)</td>
</tr>
<tr>
<td>Credit Points for Course</td>
<td>12</td>
</tr>
<tr>
<td>Course Codes</td>
<td>C1050</td>
</tr>
<tr>
<td>Availability</td>
<td>Murdoch campus (internal)</td>
</tr>
<tr>
<td></td>
<td>Murdoch campus (external)</td>
</tr>
<tr>
<td>Duration</td>
<td>1 year part-time (due to unit availability)</td>
</tr>
<tr>
<td>Description</td>
<td>The Graduate Certificate in Health Safety and Environment has been designed to enable graduates in any discipline to gain knowledge and skills in occupational health and safety and environmental health. A knowledge of occupational health and safety systems and the protection of health in workplaces will enhance career prospects in this growing field.</td>
</tr>
<tr>
<td>Employment Prospects</td>
<td>Excellent employment prospects: there is a high demand for graduates in areas including occupational health and safety, environmental protection and public health.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Graduate Diploma in Health, Safety and Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Science and Engineering</td>
</tr>
<tr>
<td>School/Responsible Organisational Unit</td>
<td>School of Environmental Science</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Graduate Diploma in Health, Safety and Environment (GradDipHSE)</td>
</tr>
<tr>
<td>Credit Points for Course</td>
<td>24</td>
</tr>
<tr>
<td>Course Codes</td>
<td>G1039</td>
</tr>
<tr>
<td>Availability</td>
<td>Murdoch campus (internal)</td>
</tr>
<tr>
<td></td>
<td>Murdoch campus (external)</td>
</tr>
<tr>
<td>Duration</td>
<td>1 year full-time or part-time equivalent</td>
</tr>
<tr>
<td>Description</td>
<td>The Graduate Diploma in Health, Safety and Environment has been designed to enable graduates in any discipline to gain knowledge and skills in occupational health and safety and environmental protection. A knowledge of occupational health and safety systems and the practice of environmental protection will enhance career prospects in this growing field.</td>
</tr>
<tr>
<td>Employment Prospects</td>
<td>Excellent employment prospects: there is a high demand for graduates in areas including occupational health and safety, environmental protection and public health.</td>
</tr>
</tbody>
</table>
Appendix B – Checklist of Units and Prerequisites

Graduate Certificate in Health, Safety and Environment
School of Environmental Science
Graduate Certificate in Health, Safety and Environment (GradCertHSE)

Course Structure — 12 points
Core Units — 12 points
□ ENV250 Issues in Environmental and Occupational Health — 4 pts
   Murdoch: S1-internal, S1-external, S2-external
□ ENV350 Occupational Health and Safety — 4 pts
   Murdoch: S1-external, S2-internal, S2-external
□ ENV351 Health and the Environment — 4 pts
   Murdoch: S1-internal, S1-external

PREREQUISITES — GRADUATE CERTIFICATE IN HEALTH, SAFETY AND ENVIRONMENT
□ ENV351 Health and the Environment
   Nil.
□ ENV250 Issues in Environmental and Occupational Health
   Nil.
□ ENV350 Occupational Health and Safety
   ENV250 Issues in Environmental and Occupational Health.
**Graduate Diploma in Health, Safety and Environment**

*School of Environmental Science*

**Graduate Diploma in Health, Safety and Environment (GradDipHSE)**


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**Course Structure — 24 points**

**Core Units — 12 points**

- ENV250 Issues in Environmental and Occupational Health — 4 pts  
  Murdoch: S1-internal, S1-external, S2-external
- ENV350 Occupational Health and Safety — 4 pts  
  Murdoch: S1-external, S2-internal, S2-external
- ENV351 Health and the Environment — 4 pts  
  Murdoch: S1-internal, S1-external

**Specified Electives — 8 points**

Select from the following:

- ENV222 Pollutants and the Human Environment — 4 pts  
  Murdoch: S1-internal, S1-external
- SOC213 Health and Society — 4 pts  
  NA 2007
- MAS230 Biostatistical Methods — 4 pts  
  Murdoch: S2-internal, S2-external
- BMS264 Biomedical Physiology — 4 pts  
  Murdoch: S1-internal
- ENV319 Environmental Management — 4 pts  
  Murdoch: S2-internal, S2-external
- PSY512 Work and Well-being — 3 pts  
  Murdoch: S2-internal
- ENV228 Environmental Policy and Law — 4 pts  
  Murdoch: S2-internal, S2-external
- MBS570 Health and Well-Being in the Workplace — 4 pts  
  Murdoch: S2-internal, S2-external

**General Electives — 4 points**

Select from any units offered by the University, subject to individual unit prerequisites.

---

**Prerequisites**

- BMS264 Biomedical Physiology  
- MAS230 Biostatistical Methods  
  M180/MAS180 Introduction to Statistics or M183/MAS183 Statistical Data Analysis and Databases or M184/MAS184 Biostatistics and Information Retrieval.
- ENV319 Environmental Management  
  Completion of at least 18 points at Part II or enrolment in a graduate course.
- ENV228 Environmental Policy and Law — Nil.
- SOC213 Health and Society  
  Highly recommended: S134/SOC134 Introduction to Sociology.
- ENV351 Health and the Environment — Nil.
- MBS570 Health and Well-Being in the Workplace — Nil.
- ENV250 Issues in Environmental and Occupational Health — Nil.
- ENV222 Pollutants and the Human Environment — Nil.
- PSY512 Work and Well-being — Enrolment in GradCertOHRS or PgDipConsultPsych or MAppPsych or DPsych or MAppPsych/PhD, or for other Masters students with the permission of the Unit Coordinator.
Appendix C – Personal Study Plan

Student Number: ________________________________  Date: ________________

Course of Study:  _________________________________________________________

Semester and Year Commenced: ______________________________

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
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</thead>
<tbody>
<tr>
<td><strong>1st Semester of study</strong></td>
<td><strong>2nd Semester of study</strong></td>
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<table>
<thead>
<tr>
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<td><strong>3rd Semester of study</strong></td>
<td><strong>4th Semester of study</strong></td>
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<table>
<thead>
<tr>
<th>Year Three</th>
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<tbody>
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</table>
Appendix D – Personal Timetable planner

The Murdoch Teaching Timetable website provides a facility for students to key in their unit codes (Nominated Units Inquiry) where a personal Timetable for Lectures, Workshops and Tutorials will be displayed.

http://www.murdoch.edu.au/admin/timetables/teaching/

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>8.30</th>
<th>9.30</th>
<th>10.30</th>
<th>11.30</th>
<th>12.30</th>
<th>1.30</th>
<th>2.30</th>
<th>3.30</th>
<th>4.30</th>
<th>5.30</th>
<th>6.30</th>
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<tbody>
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<td>Monday</td>
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</table>

Appendix E – Academic Contact Details (Program Chairs) for your School

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact</th>
<th>Phone (+61 8)</th>
<th>Location</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Health, Safety and Environment</td>
<td>Associate Professor Peter Dingle</td>
<td>9360 2569</td>
<td>PhSc 3.043</td>
<td>Murdoch</td>
</tr>
<tr>
<td>Graduate Diploma in Health, Safety and Environment</td>
<td>Associate Professor Peter Dingle</td>
<td>9360 2569</td>
<td>PhSc 3.043</td>
<td>Murdoch</td>
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## Appendix F – University Academic Year and Dates & Deadlines

<table>
<thead>
<tr>
<th>Week</th>
<th>Teaching Period Code</th>
<th>Monday</th>
<th>Monsoch</th>
<th>University/Public Holidays</th>
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<tbody>
<tr>
<td>1-Jan</td>
<td>1</td>
<td>1-Jan - New Years Day</td>
<td>Break</td>
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<tr>
<td>8-Jan</td>
<td>2</td>
<td>8-Jan - Summer - Week 4</td>
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<td>15-Jan</td>
<td>3</td>
<td>15-Jan - Summer - Week 5</td>
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<tr>
<td>22-Jan</td>
<td>4</td>
<td>22-Jan - Summer - Week 6</td>
<td>26 Jan - Australia Day</td>
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<td>29-Jan</td>
<td>5</td>
<td>29-Jan - Study Break</td>
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<tr>
<td>5-Feb</td>
<td>6</td>
<td>5-Feb - Assessment Period</td>
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<td>12-Feb</td>
<td>7</td>
<td>12-Feb - Orientation</td>
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<td>19-Feb</td>
<td>8</td>
<td>19-Feb - Week 1</td>
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<td>26-Feb</td>
<td>9</td>
<td>26-Feb - Term 1 - Week 1</td>
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<td>5-Mar</td>
<td>10</td>
<td>5-Mar - Term 1 - Week 2</td>
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<td>12-Mar</td>
<td>11</td>
<td>12-Mar - Week 3</td>
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<td>19-Mar</td>
<td>12</td>
<td>19-Mar - Week 4</td>
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<td>26-Mar - Week 5</td>
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<tr>
<td>2-Apr</td>
<td>14</td>
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<td>6 Apr - Good Friday</td>
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<tr>
<td>9-Apr</td>
<td>15</td>
<td>9-Apr - Break</td>
<td>9 Apr - Easter Monday</td>
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<td>16-Apr</td>
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<td>23-Apr</td>
<td>17</td>
<td>23-Apr - Week 8</td>
<td>25 Apr - Anzac Day</td>
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<td>30-Apr</td>
<td>18</td>
<td>30-Apr - Term 2 - Week 9</td>
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<td>28-May</td>
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<td>28-May - Study Break</td>
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<td>23</td>
<td>4-Jun - Assessment Period</td>
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<td>11-Jun</td>
<td>24</td>
<td>11-Jun - Assessment Period</td>
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### Dates and Deadlines (as at 30th Nov, 2006)

<table>
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<tr>
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<tr>
<td><strong>Teaching Period Code</strong></td>
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<td><strong>S2</strong></td>
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</table>

### ENROLMENT

- **Adding Internal units**: 2/03/2007 to 17/08/2007, 19/02/2007 to 6/08/2007
- **Extending External units**: 31/03/2007 to 31/08/2007, 31/03/2007 to 31/08/2007

### WITHDRAWAL

- **Last date to withdraw without appearing on your academic record**: 31/03/2007 to 31/08/2007, 20/04/2007 to 12/10/2007
- **Last date to withdraw with a WITHDRAWN outcome**: 10/05/2007 to 25/10/2007, 26/09/2007 to 4/04/2008

### FEES

- **Due date for tuition fees**: 2/03/2007 to 17/08/2007, 2/03/2007 to 17/08/2007
- **Census Date at which tuition liabilities are determined**: 31/03/2007 to 31/08/2007, 20/04/2007 to 12/10/2007
- **Last date to lodge a HELP form**: 31/03/2007 to 31/08/2007, 20/04/2007 to 12/10/2007

### Breaks

- **Winter - Week 1**: 18-Jun
- **Winter - Week 2**: 25-Jun
- **Winter - Week 3**: 2-Jul
- **Winter - Week 4**: 9-Jul
- **Winter - Week 5**: 16-Jul
- **Study Break**: 23-Jul
- **Assessment Period**: 30-Jul, 6-Aug, 13-Aug, 20-Aug, 27-Aug
- **New Years Day**: 1-Jan
- **Christmas**: 25-26 Dec
- **New Years Day**: 1-Jan
- **Easter Monday**: 9-Apr
- **Good Friday**: 6-Apr
- **Anzac Day**: 25-Apr
- **Break**: 3-Sep, 10-Sep, 17-Sep, 24-Sep, 1-Oct, 8-Oct, 15-Oct, 22-Oct, 29-Oct, 5-Nov, 12-Nov, 19-Nov, 26-Nov, 3-Dec, 10-Dec, 17-Dec
- **Study Break**: 2-Dec
- **Week 1**: 18-Jun
- **Week 2**: 25-Jun
- **Week 3**: 2-Jul
- **Week 4**: 9-Jul
- **Week 5**: 16-Jul
- **Week 6**: 23-Jul
- **Week 7**: 2-Oct
- **Week 8**: 9-Oct
- **Week 9**: 16-Oct
- **Week 10**: 23-Oct
- **Week 11**: 30-Oct
- **Week 12**: 6-Nov
- **Week 13**: 13-Nov
- **Week 14**: 20-Nov
- **Week 15**: 27-Nov
- **Week 16**: 4-Dec
- **Week 17**: 11-Dec
- **Week 18**: 18-Dec
- **Week 19**: 25-Dec
- **Week 20**: 1-Jan

### Public Holidays

- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
- **1 Jan - New Years Day**: 1-Jan
- **8 Jan - Summer - Week 4**: 8-Jan
- **15 Jan - Summer - Week 5**: 15-Jan
- **22 Jan - Summer - Week 6**: 22-Jan
## Appendix G – Handy Contacts and Websites

<table>
<thead>
<tr>
<th>Need help with:-</th>
<th>Contact</th>
<th>Email</th>
<th>Phone (+618)</th>
<th>Location Murdoch Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment queries</td>
<td>Christina Dyt (Manager, Divisional Student Services Office)</td>
<td><a href="mailto:C.Dyt@murdoch.edu.au">C.Dyt@murdoch.edu.au</a></td>
<td>9360 2822</td>
<td>SC 2.025</td>
</tr>
<tr>
<td>General Student queries</td>
<td>Student Service Centre</td>
<td><a href="http://www.murdoch.edu.au/goto/AskTheOracle">http://www.murdoch.edu.au/goto/AskTheOracle</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
</tr>
<tr>
<td>IT/MyInfo (Computer problems)</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 3</td>
</tr>
<tr>
<td>Student ID/Library cards</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 3</td>
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<tr>
<td>Parking Permits</td>
<td>Student Service Centre</td>
<td><a href="mailto:parking@murdoch.edu.au">parking@murdoch.edu.au</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
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<td>HECS-Help and Fees</td>
<td>Student Service Centre</td>
<td><a href="mailto:fees@murdoch.edu.au">fees@murdoch.edu.au</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
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<tr>
<td>Books/Unit materials</td>
<td>Bookshop</td>
<td><a href="mailto:bookshop@murdoch.edu.au">bookshop@murdoch.edu.au</a></td>
<td>9360 2540</td>
<td>Refectory Building 2.051</td>
</tr>
<tr>
<td>International Students – arrivals, visas</td>
<td>Murdoch International</td>
<td><a href="mailto:internat@murdoch.edu.au">internat@murdoch.edu.au</a></td>
<td>9360 6770</td>
<td>Senate Building 1.001</td>
</tr>
<tr>
<td>Not Sure Who can help?</td>
<td>Murdoch Reception Switchboard or “Ask the Oracle” (online)</td>
<td><a href="http://www.murdoch.edu.au/goto/AskTheOracle">http://www.murdoch.edu.au/goto/AskTheOracle</a></td>
<td>9360 6000</td>
<td></td>
</tr>
</tbody>
</table>

### Handy Websites

- **Division of Health Sciences**: [http://www.healthsciences.murdoch.edu.au/](http://www.healthsciences.murdoch.edu.au/)
- **Division of Science and Engineering**: [http://www.dse.murdoch.edu.au/](http://www.dse.murdoch.edu.au/)
- **Guild of Students**: [http://guild.murdoch.edu.au](http://guild.murdoch.edu.au)
- **Murdoch International**: [http://www.international.murdoch.edu.au](http://www.international.murdoch.edu.au)
- **Murdoch University Homepage**: [http://www.murdoch.edu.au](http://www.murdoch.edu.au)
- **MyInfo (online enrolment)**: [http://myinfo.murdoch.edu.au](http://myinfo.murdoch.edu.au)
- **Parking and Transport**: [http://www.murdoch.edu.au/index/students/P&T](http://www.murdoch.edu.au/index/students/P&T)
- **Unit coordinator details (from Unit Welcome page)**: [http://www.murdoch.edu.au/index/units](http://www.murdoch.edu.au/index/units)