

2009 Course Summary Sheet

■ Graduate Certificate in Health Services Management (PU38)

This document will assist you with the selection of your study program and completion of your enrolment. Other useful information can be found on the Student Services website studentservices.qut.com, which can also be accessed via the Online Enrolment portlet.

* Continuing Students Only

From 2008, this course will be discontinued. New students wishing to undertake studies in Health Services Management can enrol in the Health Services Management Study Area within HL38 Graduate Certificate in Health Science.

Continuing students will be permitted to remain enrolled and graduate from PU38. To obtain information on the structure of the Health Services Management Study Area in HL38 Graduate Certificate in Health Science, please refer to the HL38 Course Summary Sheet.

Location: Kelvin Grove campus

Course Duration: 2 semesters part-time

Total Credit Points: 48

Course Coordinator: Dr Thomas Tenkate, Room O-D725, phone: 3138 5790, email: t.tenkate@qut.edu.au
(Initial enquiries should be directed to School of Public Health Student Centre, phone: 3138 5878, email: sph.studentcentre@qut.edu.au)

IMPORTANT ENROLMENT INFORMATION

Student Responsibility: You are responsible for ensuring that your enrolment is completed correctly and that your enrolment status is accurate at all times. Students should attempt to follow the standard course progression as outlined in the course summary sheet. You are expected to abide by the University's due dates when submitting enrolment or credit applications and should ensure that your address details are up to date. Failure to do any of the above may result in financial and academic penalties, and difficulties in unit selection.

Commencing Students: You are required to enrol as specified in the University's letter of offer in regards to your course, major, attendance mode and type, location and class codes.

Overloads: It is not expected that you should overload, i.e. undertake more credit points than the standard semester load (48 credit points or 4 units). Overloads are not permitted in the first semester of study without Course Coordinator approval. If your circumstances require you to overload you should be aware of the possible course progression and timetable problems.

Underloads: It is not expected that you should underload, i.e. undertake less credit points than the standard semester load as outlined in this course summary sheet. If, however, your circumstances require you to undertake fewer units, you are permitted to underload by 12 credit points (1 unit). Note that taking an underload may lead to course progression and timetable problems.

Attendance Mode and Class Code: You are required to enrol in the attendance mode and type as specified in the University's letter of offer. It is your responsibility to ensure correct location and class codes are entered on your enrolment as incorrect or missing information may lead to enrolment difficulties.

Requests to change class code for specific units from internal to external (or vice versa) will only be considered if the unit is offered in that mode and the request is made prior to week 2 of semester. Late requests may result in long delays for posting of external note packages which may consequently affect assessment, and no special allowance for assessment extensions will be considered. If you are enrolling late in a unit via external mode, you should advise the unit coordinator. Only students officially enrolled in a unit in the external class code (EXT) will receive external note packages.

Class Codes

INT Classes are held at Kelvin Grove, Gardens Point or Carseldine campus

EXT The unit is offered externally via Teaching and Learning Support Services (TALSS)

Location Codes

KG Unit is taught on the Kelvin Grove campus

GP Unit is taught on the Gardens Point campus

CA Unit is taught on the Carseldine campus

Timetabling of Units: A clash-free timetable is guaranteed for the standard programs of study only. Students following a non-standard enrolment program may need to substitute units or take an underload as a result of timetabling clashes. **Note that part-time mode is a reference to credit points load and does not indicate attendance type (eg evening classes). You should note that units may be timetabled between 8am and 10pm Monday to Friday. Specific units may require attendance outside these times (eg weekends).**

Prerequisite Units: You are expected to complete prerequisite units as outlined in the Course Summary Sheet before proceeding to subsequent units.

Change of Course/Major and Transfer Policy: You must complete at least one semester of study in your course of offer before applying for an intra-faculty transfer to another Health Faculty course/major. You will be allowed to transfer to another Faculty of Health course only if you (a) meet the minimum entry requirements which applied for that course/major in the most recent admission period *and* (b) there is a quota place available.

Academic Credit Applications: You should apply for academic credit by the due date as delays may cause enrolment difficulties. You should enrol in the standard program until the success of any academic credit application is known. You should seek advice from your Course Coordinator before altering your enrolment program after receiving academic credit or exemptions.

Important Note: please ensure you select the correct teaching period, class and location code for all units you are enrolled in.

Part-time Course Structure

		Credit Points	Location Code	Class Code	Contact Hrs/Wk	Prerequisite Units
Year 1, Semester 1						
PUN640	Health Care Delivery and Reform	12	KG	INT/EXT	3	
PUB545	Health Policy, Planning & Advocacy	12	KG	INT	3.5	
OR						
PUB514	Contract/Project Management	12	KG	INT	3	
OR						
PUN211	Health Care Finance and Economics	12	KG	INT/EXT	3	
Year 1, Semester 2						
PUN632	Health Services Management, Leadership & Change	12	KG	INT/EXT	3	
PUN688	International Health Policy & Management	12	KG	INT/EXT	3	
OR						
PUB609	Health Resource Allocation	12	KG	INT	3	