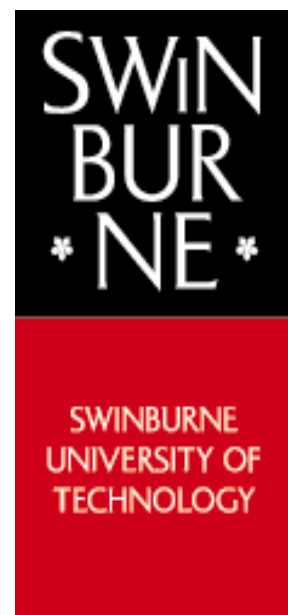


**GRADUATE CERTIFICATE,  
GRADUATE DIPLOMA AND MASTERS OF SOCIAL SCIENCE  
IN  
HOUSING MANAGEMENT AND POLICY  
2009  
TUTORIAL DIARY AND ADMINISTRATION GUIDE**

DISTANCE EDUCATION  
INSTITUTE FOR SOCIAL RESEARCH  
FACULTY OF LIFE AND SOCIAL SCIENCES



**2009**

## **TUTORIAL DIARY AND ADMINISTRATION GUIDE**

### **Orientation**

The first tutorial for the year will include an orientation session. This will provide an overview of the year, outline expectations of the course work, spend some time discussing report writing and assignments, deal with the first weeks of the unit of study, and review administrative matters and the range of support available. Year One students should bring the Orientation Module on *Report Writing for Housing Workers* to this session.

### **Notes on Academic Year**

#### **Teaching Periods**

##### **Semesters**

The university year is divided into two semesters, with a total of eight teaching periods. In Semester One, Housing students are enrolled in Teaching Period One. In Semester Two, they are enrolled in Teaching Period Five.

##### **Units of Study**

In all correspondence you receive from the university, subjects are referred to as 'units of study'.

##### **Leave of Absence (LOA)**

Once students have been accepted into a Housing Studies course, they are not permitted to take leave of absence in the **first** semester of study.

##### **Tutorials**

Graduate Certificate students will have up to three tutorials in Teaching Period One and up to three tutorials in Teaching Period Five, depending on student numbers in each state.

The Residential for Year Two students will be held in Melbourne on February 19-20, before the semester commences.

Attendance at tutorials is not compulsory but is **highly recommended**. Graduate Diploma students who are taking units of study from the Graduate Certificate may also attend the tutorials.

Students who are unable to attend tutorials need to make regular contact with their tutors by telephone or email. All students are welcome to discuss their work with tutors at any time.

The tutorials give you a forum to ask questions, discuss the topics and themes outlined in the modules, and undertake class exercises to facilitate understanding. They are not intended to introduce new material. In order to benefit from the tutorials, it is essential that you have read the relevant modules otherwise you will have difficulty in discussing the themes and will not be able to ask questions to clarify any problems.

Tutorials are subject to student numbers, and dates/times are also subject to change. Wherever possible, you will be notified by email in advance, but sometimes changes are beyond our control.

Students will need to make their own parking arrangements and should note that this may be difficult as tutorials are usually held in inner city locations.

##### **Residential**

A residential for Year Two students will be held in Melbourne on February 19-20. This provides an opportunity for you to discuss the course work with your tutors, meet other students, and consider your assignments for Semester One. Cost of airfares, at discounted rates, will be met by Swinburne University through the course fees. Accommodation, meals and transfer costs are the responsibility of the students and/or their sponsoring agencies. However, the student dinner will be funded by the Housing Studies group.

SISRQ/EL 03/09

## DEPARTMENT AND AGENCY CONTACTS

### ACT

ACT Housing

[www.dhcs.act.gov.au/hcs/](http://www.dhcs.act.gov.au/hcs/)

(02) 6207 8776

### NSW

Dept of Housing

Office of Community Housing

[www.housing.nsw.gov.au](http://www.housing.nsw.gov.au)

Grant Mcclafferty (02) 8753 8855

Christie Farnon (02) 8753 8551

John Hyde (02) 8753 8281

### NZ

Housing New Zealand Corporation

[www.hnzc.co.nz](http://www.hnzc.co.nz)

Sharee Ngaheu +64 4439 3212

Donna Leddy +64 4439 3305

### NT

Dept of Local Government and Housing

[www.housing.nt.gov.au](http://www.housing.nt.gov.au)

Shirley Wilkshire (08) 8999 8874

### Qld

Dept of Housing

Client Services

Community Housing

[www.housing.qld.gov.au](http://www.housing.qld.gov.au)

Kris Whiteoak (07) 3227 7915

Sharon Miller (07) 3225 2213

### SA

Dept for Families and Communities

Learning and Development

Office for Community Housing

[www.housingtrust.sa.gov.au](http://www.housingtrust.sa.gov.au)

Melissa McMahon (08) 8226 6799

Frances Richards (08) 8207 0151

### Tas

Dept of Health and Human Services

[www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)

Serena Cox (03) 6233 5078

### Vic

Office of Housing

[www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)

Lee-Ann Anderson (03) 9096 7421

### WA

Dept of Housing

[www.housing.wa.gov.au](http://www.housing.wa.gov.au)

Melissa Watts (08) 9222 4782

# KEY DATES

**Residential: Melbourne, February 19-20 (Thursday and Friday)  
for Year Two students**

## **SEMESTER ONE**

**Commences March 2  
Ends May 29**

**Assignment One due  
April 20 (Australian students)  
April 27 (NZ students)**

**Assignment Two due  
May 25 (Australian students)  
June 1 (NZ students)**

### **Late submissions**

Must be applied for and approved prior to due date of assignment. Students may be penalised unless this is adhered to.

*If you feel you are behind in preparing your assignments, please contact us sooner rather than later. It is easier for us to help you get back on track if we tackle the problem early.*

### **Census date: March 31**

This is the final date for lodgement of applications for amendment to enrolment for the current semester, e.g. leave of absence or withdrawal. If you are considering either leave of absence or withdrawal you must inform us prior to March 31.

## **SEMESTER TWO**

**Commences August 10  
Ends November 6**

**Assignment One due  
September 14 (Australian students)  
September 21 (NZ students)**

**Assignment Two due  
October 19 (Australian students)  
October 26 (NZ students)**

### **Census date: September 4**

This is the final date for lodgement of applications for amendment to enrolment for the current semester, for example, leave of absence (LOA) or withdrawal. If you are considering either leave of absence or withdrawal, you must inform us prior to September 4.

## INDICATIVE STUDY PROGRAM DATES

In a distance education course, the weekly modules take the place of formal lectures. They include readings that expand upon and/or provide case study material around the major themes.

The advantage of distance education is that you can pace your learning to take account of your workload and personal responsibilities. We do expect a certain progress in reading of modules. The chart below is a guideline as to where students should be on a week by week basis.

Semester One		Semester Two	
Module	Week beginning	Module	Week beginning
<b>Residential for Year Two students, Melbourne, February 19-20</b>			
1	March 2	1	August 10
2	March 9	2	August 17
3	March 16	3	August 24
4	March 23	4	August 31
5	March 30		
<b>Census Date: March 31: Last day for withdrawal, leave of absence or change of unit of study for Semester One</b> <b>Assignment One due:</b> <b>April 20 (Australian students)</b> <b>April 27 (NZ students)</b>		<b>Census Date: September 4: Last day for withdrawal, leave of absence or change of unit of study for Semester Two</b> <b>Assignment One due:</b> <b>September 14 (Australian students)</b> <b>September 21 (NZ students)</b>	
6	April 6	5	September 7
<b>Easter break, April 10-19</b>		<b>Mid-term break, September 14-20</b>	
7	April 20	6	September 21
8	April 27	7	September 28
9	May 4	8	October 5
10	May 11	9	October 12
11	May 18	10	October 19
12	May 25	11	October 26
		12	November 2
<b>Assignment Two due:</b> <b>May 25 (Australian students)</b> <b>June 1 (NZ students)</b>		<b>Assignment Two due:</b> <b>October 19 (Australian students)</b> <b>October 26 (NZ students)</b>	

## ASSIGNMENTS

In most units of study, students are required to complete two assignments, one of which may be a workplace observations diary.

## Referencing

All ideas arising from an article, text or other source must be cited. We recommend that you follow the referencing system which we use in the modules for citing sources and for preparing bibliographies. However, any other standard system is acceptable, if used consistently.

## **Submitting assignments**

When you submit assignments, please make sure that the following details are included:

- ▶ Assignment coversheet (which will be provided electronically);
- ▶ Your name on each page of the assignment;
- ▶ Your mailing address, phone number and email address;
- ▶ Your student number, unit of study code, topic and assignment number (One or Two);
- ▶ Each page is numbered; and,
- ▶ A signed declaration confirming that the assignment is your own work. Penalties may apply where there is evidence of plagiarism, collusion or other forms of cheating. For more information on plagiarism, see <[http://www.it.swin.edu.au/students/plagiarism\\_guide.pdf](http://www.it.swin.edu.au/students/plagiarism_guide.pdf)>.

You will receive an email as confirmation of receipt of your assignment. The assignment will then be forwarded on to an assessor. Our aim is to have a maximum turnaround time of three weeks. Your mark will be recorded and the assignment returned with the assessor's comments. Work submitted more than two weeks after the due date will be marked but students will receive no feedback. If an extension has been granted, this will not apply. If you have either mailed or emailed your assignment and have not received a confirmation of receipt, contact Robyn Timms (Student Coordinator) immediately to check if it has been received.

## **Extensions**

Extensions can be granted *in extenuating circumstances*. To obtain an extension, please mail or fax a Request for Extension Form to Robyn Timms. Your request will be reviewed by the course convenor and you will only be contacted if an extension is NOT granted.

## **Penalties**

The form and approval must be completed before the due date of the assignment. Unless an extension has been granted by the course convenor before this date, any late work will receive no higher than a Pass result.

## **Deferred results**

Assignments submitted after the due date will be given a deferred result which will be indicated by 'DEF' on results available on My Swinburne. This does not mean that you have deferred from the course. The deferred result will be amended once your assignment has been submitted and marked.

## **Reporting to sponsoring organisations**

Housing Departments and other sponsoring organisations will receive a report on the status of all students at the end of each semester.

## **Address for sending assignments (unless emailing assignments)**

Attention: Robyn Timms  
Institute for Social Research, Mail H53  
Swinburne University of Technology  
PO Box 218  
Hawthorn  
Vic. 3122

## **DO NOT GIVE ASSIGNMENTS TO TUTORS AT TUTORIALS UNDER ANY CIRCUMSTANCES.**

## **EVALUATIONS**

We require your cooperation with three forms of course evaluation:

- ▶ You will receive an evaluation form for each unit of study. Please complete and return it with the second assignment in each semester. These evaluations assist us with developing and improving the course;
- ▶ Year Two students attending the residential will be requested to complete a questionnaire;
- ▶ Students completing the course will also receive an exit evaluation questionnaire.

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## TUTORIALS: MELBOURNE

### VENUE:

OFFICE OF HOUSING  
LEVEL 2, 50 LONSDALE ST, MELBOURNE

CONTACT: LEE-ANN ANDERSON, 9096 7421

### WEDNESDAY MARCH 4

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 2.12 and 2.13	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### WEDNESDAY APRIL 8

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 2.11	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### WEDNESDAY MAY 6

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 2.11	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### WEDNESDAY AUGUST 5

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Room 2.21	9.30 – 12.30
HAS489	Two	As above	1.00 – 2.30
HAS493	Two	As above	2.30-4.00

### WEDNESDAY SEPTEMBER 9

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Room 2.09	9.30 – 12.30
HAS489	Two	As above	1.00 – 2.30
HAS493	Two	As above	2.30-4.00

### WEDNESDAY OCTOBER 7

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Room 2.12 and 2.13	9.30 – 12.30
HAS489	Two	As above	1.00 – 2.30
HAS493	Two	As above	2.30-4.00

## TUTORIALS: BRISBANE

### VENUE:

HOUSING QUEENSLAND  
ROOM 5.01, LEVEL 5  
133 MARY ST, BRISBANE

CONTACT: SHARON MILLER 3225 2213

### MONDAY MARCH 2

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 5.01, Level 5	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### MONDAY APRIL 6

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 5.01, Level 5	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### FRIDAY MAY 8

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 5.01, Level 5	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### MONDAY AUGUST 3

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 5.01, Level 5	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.00
HAS493	Two	As above	3.00 – 4.30

### MONDAY SEPTEMBER 7

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 5.01, Level 5	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.00
HAS493	Two	As above	3.00 – 4.30

### MONDAY OCTOBER 5

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 5.01, Level 5	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.00
HAS493	Two	As above	3.00 – 4.30

## TUTORIALS: HOBART

### VENUE:

HOUSING TASMANIA

LEVEL 4

99 BATHURST ST, HOBART

CONTACT: SERENA COX

TEL:(03) 6233 5078

### FRIDAY MARCH 6

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 3.01, Level 3	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### FRIDAY APRIL 3

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 3.01, Level 3	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### FRIDAY MAY 8

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 3.01, Level 3	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### FRIDAY AUGUST 7

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 3.01, Level 3	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.00
HAS493	Two	As above	3.00 – 4.30

### FRIDAY SEPTEMBER 4

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 3.01, Level 3	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.00
HAS493	Two	As above	3.00 – 4.30

### FRIDAY OCTOBER 9

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Room 3.01, Level 3	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.00
HAS493	Two	As above	3.00 – 4.30

## TUTORIALS: SYDNEY

### VENUE:

DEPARTMENT OF HOUSING  
223 – 239 LIVERPOOL RD, ASHFIELD

CONTACT: GRANT MCCLAFFERTY, 8753 8855

(PLEASE GO TO RECEPTION ON LEVEL 2 TO OBTAIN A VISITOR'S PASS)

### TUESDAY MARCH 3

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Training Room G1	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### TUESDAY APRIL 7

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Training Room G2	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### TUESDAY MAY 5

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Training Room G2	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### TUESDAY AUGUST 4

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Training Room G2	9.30 – 12.30
HAS489	Two	As above	12.30 – 2.30
HAS493	Two	As above	2.30 – 4.30

### TUESDAY SEPTEMBER 8

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Training Room G2	9.30 – 12.00
HAS489	Two	As above	12.30 – 2.30
HAS493	Two	As above	2.30 – 4.30

### TUESDAY OCTOBER 6

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Training Room G2	9.30 – 12.00
HAS489	Two	As above	12.30 – 2.30
HAS493	Two	As above	2.30 – 4.30

## TUTORIALS: ADELAIDE

### VENUE:

DEPARTMENT FOR FAMILIES AND COMMUNITIES  
RIVERSIDE CENTRE, ADELAIDE

CONTACT: MELISSA McMAHON, 8207 0107

### MONDAY MARCH 2

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Meeting Room 2C, Level 2 South West	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### MONDAY APRIL 6

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Meeting Room 2D, Level 2 South West	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### MONDAY MAY 4

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Meeting Room 2D, Level 2 South West	9.30 – 12.30
HAS494	Two	As above	1.30 – 4.30

### MONDAY AUGUST 3

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Meeting Room 2D, Level 2 South West	9.30 – 12.30
HAS493	Two	As above	1.30 – 4.00

### MONDAY SEPTEMBER 7

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Meeting Room 2D, Level 2 South West	9.30 – 12.30
HAS493	Two	As above	1.30 – 4.00

### MONDAY OCTOBER 5

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Meeting Room 2D, Level 2 South West	9.30 – 12.30
HAS493	Two	As above	1.30 – 4.00

## TUTORIALS: PERTH

### VENUE:

DEPARTMENT OF HOUSING  
LEVEL 2  
HEAD OFFICE  
99 PLAIN ST, EAST PERTH

CONTACT: MELISSA WATTS, 9222 4782

### TUESDAY MARCH 3

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Conference Room 2, Level 2	9.30 – 11.30
HAS494	Two	As above	12.30 – 4.00

### TUESDAY APRIL 7

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Conference Room 2, Level 2	9.30 – 11.30
HAS494	Two	As above	12.30 – 4.00

### TUESDAY MAY 5

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS487	One	Conference Room 2, Level 2	9.30 – 11.30
HAS494	Two	As above	12.30 – 4.00

### TUESDAY AUGUST 4

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Conference Room 2, Level 2	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.30

### TUESDAY SEPTEMBER 8

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Conference Room 2, Level 2	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.30

### TUESDAY OCTOBER 13

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS485	One	Conference Room 2, Level 2	9.30 – 12.30
HAS489	Two	As above	1.30 – 3.30

***SUBJECT TO STUDENT NUMBERS***

## NEW ZEALAND

### TUTORIALS: WELLINGTON

#### VENUE:

THE HARCOURTS BUILDING  
28 GREY ST  
WELLINGTON  
LEVEL 6 HAWKE MEETING ROOM  
NATIONAL OFFICE WELLINGTON

CONTACT: DONNA LEDDY, (04) 4393305 or C/P 2763645

#### THURSDAY MARCH 12

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS494	Two	Level 6 Hawke Meeting Room	9.30 – 12.30
HAS487	One	As above	1.30– 4.00

#### WEDNESDAY APRIL 15

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS494	Two	Level 6 Hawke Meeting Room	9.30 – 12.30
HAS487	One	As above	1.30– 4.00

#### THURSDAY MAY 21

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS494	Two	To be advised	9.30 – 12.30

#### TUESDAY AUGUST 11

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS489	Two	Level 6 Hawke Meeting Room	9.30 – 12.00
HAS493	Two	As above	12.30 – 2.30
HAS487	One	As above	2.30– 4.00

#### THURSDAY SEPTEMBER 17

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS489	Two	To be advised	9.30 – 12.00
HAS493	Two	As above	12.30 – 2.30

#### TUESDAY OCTOBER 13

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS489	Two	Level 6 Hawke Meeting Room	9.30 – 12.00
HAS493	Two	As above	12.30 – 2.30
HAS487	One	As above	2.30– 4.00

**SUBJECT TO STUDENT NUMBERS**

## NEW ZEALAND

### TUTORIALS: AUCKLAND

#### VENUE:

THE AMI BUILDING  
15 OSTERLEY WAY  
MANUKAU  
SOUTH AUCKLAND  
MEETING ROOM 5.3  
LEVEL 5  
NATIONAL OFFICE AUCKLAND

CONTACT: DONNA LEDDY, (04) 4393305 or C/P 2763645

#### WEDNESDAY MARCH 11

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS494	Two	Meeting Room 5.3, Level 5	9.30 – 12.30
HAS487	One	As above	1.30– 4.00

#### WEDNESDAY MAY 20

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS494	Two	Meeting Room 5.3, Level 5	9.30 – 12.30
HAS487	One	As above	1.30– 4.00

#### WEDNESDAY SEPTEMBER 16

<i>Unit of Study</i>	<i>Year</i>	<i>Venue</i>	<i>Time</i>
HAS489	Two	Meeting Room 5.3, Level 5	9.30 – 12.00
HAS493	Two	As above	12.30 – 2.30
HAS487	One	As above	2.30– 4.00

***SUBJECT TO STUDENT NUMBERS***