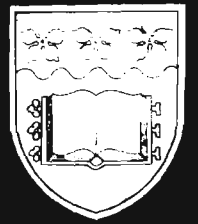
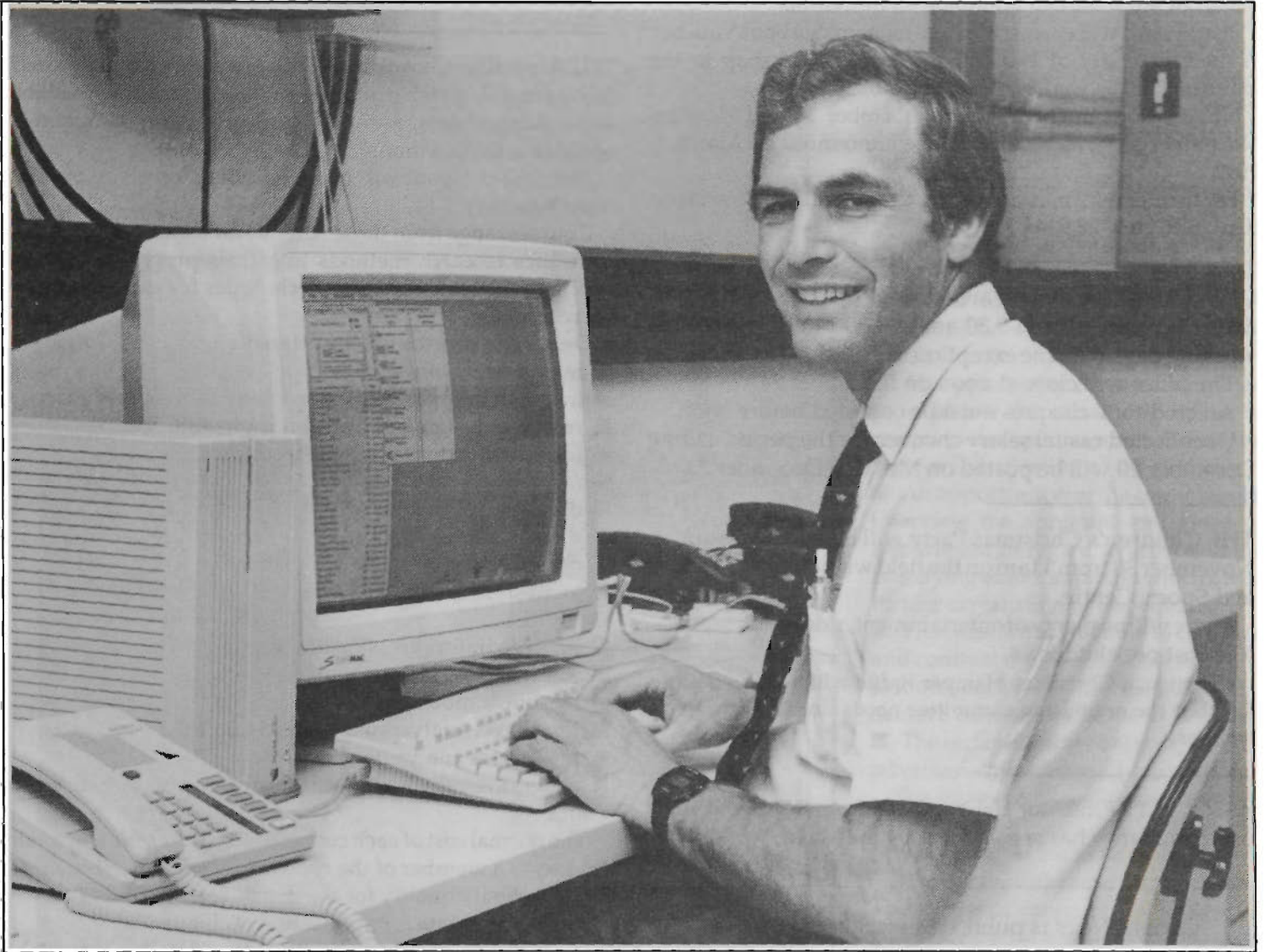


THE UNIVERSITY OF WOLLONGONG CAMPUS NEWS



Number 31

October 30, 1991



Professor Hugh Bradlow – honoured by Australian Academy of Technological Science and Engineering

THE prestigious Australian Academy of Technological Sciences and Engineering has elected Professor Hugh Bradlow to its Fellowship.

Professor Bradlow occupies a Chair of Electrical and Computer Engineering and in addition is the Director of the Nortel Technology Centre and Director of Telecom's Switched Network Research Centre, both within the Illawarra Technology Corporation Ltd.

He is the youngest Fellow ever to be elected.

The honour, decided at the academy's annual general meeting in Canberra on October 15, is in recognition of his

Hugh Bradlow honoured with Academy Fellowship

"important and internationally recognised contributions to both biomedical engineering and telecommunications, including the development and commercialisation of an automatic control system for neuromuscular blocking

during anaesthesia".

Two other professors of the University are Fellows of the Academy, Professor Ron Johnston and Professor Howard Worner. The latter was one of the Founding Fellows.

THE Students' Representative Council is offering for the first time three undergraduate and one postgraduate awards for students at the University of Wollongong.

The Merit Equity Scholarship Awards to be presented on March 1, 1992 represent a unique opportunity for units to reward students who have performed well in their chosen field despite equity barriers that might reasonably have been expected to impede this achievement.

In defining equity the Government's six equity targets would be a good starting point.

Staff or students can nominate an individual.

Each award will consist of a non-redeemable book voucher at the University of Wollongong Union Bookshop to the value of \$200 as well as a cash prize of \$50.

Nominations opened Monday October 14 and close on November 11. The results will be announced on March 1, 1992.

For further information contact Craig Wallace, Vice-President, SRC, tel: 28 9144.

UNIVERSITY personnel are advised that the cashier's office will be open from 9.30 am to 4.30 pm on all normal working days with the exception of Tuesday December 24.

The office will close at noon on December 24.

All creditors' cheques must be collected before noon.

Uncollected casual salary cheques for the period ending December 20 will be posted on Monday December 23.

THE Children's Christmas Party will be held on Saturday November 30 from 11 am on the field west of the Recreation and Sports Centre.

There will be plenty of entertainment, rides and surprises. The cost per child is \$8.

The usual Christmas Hamper Raffle will be drawn on the day, but the organising committee needs donations to fill the hamper.

ASSOCIATE Professor Hai Yap Teoh from the Department of Accountancy has been invited by the Malaysian Institute

Brief News

of Accountants to present a paper at their next national conference in Kuala Lumpur.

Associate Professor Teoh gave two papers at this year's conference in September.

His next paper is called Discretionary or Non-discretionary costs: managing ballooning indirect costs in a profitable manner..

THE Australian Consortium for Social and Political Research Incorporated, which promotes the use of machine-readable social science data, annually runs a summer program in social research methods.

The next program will be held at the University of NSW from February 2-14.

Courses range from those suitable for lecturers wanting to introduce research methods into their programs to those dealing with state-of-the-art techniques for experienced researchers.

One-week courses will be offered on:

- introduction to statistics
- in-depth interviewing and participation observation
- research design and statistics for health
- introduction to multiple regression
- factor analysis
- data analysis in SPSS-X
- data analysis in SAS
- data analysis on the Macintosh
- analysis of qualitative data
- LISREL
- intermediate regression analysis
- advanced regression analysis
- log-linear modelling
- multilevel analysis using HLM and ML3
- models for analysing change
- program evaluation research: design and measurement issues

The normal cost of each course is \$750 but as the University Library is a member of the consortium staff and students of the University qualify for the discount price of \$300.

The closing date for applications is November 22.

Further information and application details are available from: The Executive Officer, ACSPRI, Social Science Data Archives, Australian National University, GPO Box 4, Canberra ACT 2601, or tel. (06) 249 4400 or 2200.

THE University of Wollongong will be the venue for the next World Indigenous Peoples' Conference: Education in 1993.

World conferences have previously been held in Canada (1987) and New Zealand (1990).

More than 5000 indigenous educators from all over the world could be expected to meet on the Wollongong campus during December 1993.

This decision was made at a meeting of prominent Aboriginal and non-Aboriginal educators held at the University of Wollongong on September 30.

Delegates to the meeting were welcomed by Pro Vice-Chancellor of the University, Professor Lauchlan Chipman.

Campus News is published weekly on Tuesday during Autumn and Spring sessions

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Material for *Campus News* should be sent by Microsoft Mail to Gillian Curtis, or left, preferably, on a Macintosh-formatted floppy disk, or on hard copy in the *Campus News* tray in Planning and Marketing Branch, Administration Building.

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Reclassification system working

STAFF will be aware that in January this year the University introduced an interim reclassification system for general staff.

The new procedure is significantly different in its operation to the old reclassification system.

The main feature of the new procedure lies in the establishment of a four-

person Reclassification Committee in place of a single reviewing officer.

The committee is chaired by the senior personnel officer and also includes representation by the SPSF, the Dean of the applicants faculty and a Dean or other senior person from outside the applicant's faculty.

The reclassification committee met

for the first time in August and considered applications for reclassification from staff in many classifications.

Feedback received from these staff suggests they were satisfied they had been given a fair hearing and that the new system was superior to the old.

In the University's strong view the outcome of the applications, while not favorable to the applicants in all cases, proved fair assessments of the positions reviewed and accurate benchmarks for determining further applications in the future.

Improved features of the interim system include:

- Review and assessment of the reclassification application by a representative committee which includes staff familiar with the work covered by the application.

- An opportunity for the committee to interview the classifying officer in regard to the opinion reached as to the correct classification of the position.

- An opportunity for the committee to interview the applicant and Head of Department in regard to aspects of the classifying officer's opinion which needs further explanation or elaboration.

- The committee was able to compare and contrast the level of work assigned to the respective applicants and thereby achieve consistency in their decisions.

- The reclassification exercise was less adversarial and more user friendly.

The current reclassification system is based on the duties and responsibilities assigned to the position.

It is position rather than person based. The personal merit of the candidate and their performance in the position are not able to be taken into account.

In the university's view there is a case for adding an opportunity for staff to mount a case based on merit to the current system.

Such opportunity has been trialled and is available under the personal promotion system, but is limited to administrative assistants occupying positions formerly designated department secretary. Unfortunately negotiations with the SPSF have not achieved agreement to add a similar merit dimension to the reclassification process.

Staff are encouraged to make their views known either through their Head of department or their SPSF representative.



Graduate wins management accounting prize

Linda O'Loughlin has won the 1990 Office of State Revenue Prize in Management Accounting which is organised in conjunction with the Australian Society of Certified Practising Accountants to recognise outstanding academic work. A cheque and medallion was presented by Denis Lucas from the Office of State Revenue at a ceremony recently. Linda, who graduated this year, is employed with Andersen Consulting as an information consultant. She obtained this position through the campus interview program organised by the University's Careers and Appointments Section.

Staff Round-up

Current vacancies:

LECTURERS (2) IN GEOGRAPHY – Limited Term – five years (Convertible)

Social/Economic/Political Geography, (full-time position): Reference AC91-121;

Environmental/Resource Management (half-time position): Reference AC91-207,

Closing date October 31.

LECTURERS/SENIOR LECTURERS IN LAW – Continuing or Limited Term – five years (Convertible), Reference AC91-204, November 1.

LECTURER IN BUSINESS SYSTEMS – Continuing or Limited Term – five years (Convertible), Reference AC91-205, October 31.

COMPUTER SYSTEMS OFFICER (Professional Officer Grade 1 or 2) in Business Systems, Reference GS91-206, October 31.

ASSOCIATE PROFESSOR OF COMPUTER SCIENCE – Continuing Appointment, Reference AC91-212, November 1.

ASSOCIATE PROFESSOR IN MARKETING – Continuing or Limited Term – five years (Convertible), Reference AC91-213, November 8.

SENIOR LECTURER OR LECTURER (Production and Operations Management) – Continuing or Limited Term – five years (Convertible) or Contract up to four years, Reference AC91-214, November 8.

SENIOR LECTURER OR LECTURER (Small Business Management, Competitive Strategy and/or Innovation/Entrepreneurship) – Continuing or Limited Term – five years (Convertible) or Contract up to four years, Reference AC91-215, November 8.

SENIOR LECTURER OR LECTURER (Marketing) – Continuing or Limited Term – five years (Convertible) or Contract up to four years, Reference AC91-216, November 8.



Kevin Fish (right) and the team who helped in his project.

Awards to two Mechanical Engineering students

TWO students from the Department of Mechanical Engineering gained two of the three major awards in the Society of Manufacturing Engineers Sydney Chapter 144 student project presentation competition recently held in Sydney.

First place went to Kevin Fish who presented his project 'Design and optimisation of dust collection systems', and third place was awarded to Petar Mali for his presentation 'Machining of high-strength, low-alloy steels'.

These major places reflect the professional quality of their presentations.

Kevin's supervisors were Dr A. Basu and Dr A. McLean, while Petar's was Dr A. Basu.

The competition is held annually between final year students from UNSW, UTS, TAFE and Wollongong with the format for each presentation consisting of a 15-minute formal discussion followed by five-minute question period.

Kevin received a cash prize of \$200 and Petar \$74 and inscribed certificates.

Kevin and Petar were nominated for this competition as a result of gaining second and first places, respectively, in the inaugural Department of Mechanical Engineering Student Thesis Presentation Competition.



Petar Mali working on a CNC lathe.

Science Centre's meteorite on display

Director of the Science Centre, Glen Moore, displays the meteorite



THE Science Centre has received a meteorite from the famous Henbury craters in Northern Territory.

Weighing 10kg the specimen was acquired due to the generosity of Don McColl, one of Australia's leading meteorite researchers, who is spending his retirement not only researching but also prospecting for meteorites in central Australia.

This donation is one of the most significant private gifts to the Science Centre and has allowed the Centre to expand its astronomical exhibits with a unique specimen.

The meteorite will be housed in such a way that visitors are able to touch it and feel its surprising weight.

The Henbury craters was only the third grouping to be positively identified and is located just a few hours drive from Alice Springs.

Discovered in 1931, the craters form a group, the largest being 200m across.

When the meteorite plunged to earth 5000 years ago, it created a vast explosion due to its speed which may have been as much as 100,000 km/hour.

The Henbury meteorite was probably formed in the asteroid belt, almost five billion years ago. Here it was part of the iron/nickel core of an asteroid sized body, 1000s of km across.

Centre for Staff Development workshops

November 6: Liz Ellis, CSD. Subject and Course Design - 9.30am-4.30pm.

This workshop is designed to assist academic staff to design subjects and courses in accordance with requirements outlined by the Undergraduate Studies Committee.

November 7 and 8: Jan James, CSD. Selection Techniques for Academics 9.30am-4.30pm.

This workshop offers academic staff the opportunity to develop an awareness of the official procedures for staff selection in the University and the skills required to ensure proper applications of these procedures.

November 8 and 15: Dr Robyn Iredale, CMS. Cross-Cultural Communication 10am-1pm

This workshop will emphasise the development of skills for operating in a culturally diverse environment.

November 11 and 12: Dr Max Gillett,

CSD. The Lecture Method - 9.30am-12.30pm.

This workshop will deal with preparing, giving and evaluating lectures with a view to improving personal performance.

November 13: Barry Russell, ACS. Small Group Teaching 9.30am-12.30pm.

Participants will experience a range of small group techniques and will consider the theoretical underpinnings and purposes of the method.

November 14: Dr John Panter, CSD. An Introduction to Problem-Based Learning 1.30-4.30pm.

Problem-based learning is grounded in the belief that learning is most effective when students learn in the context where the knowledge is to be used. This implies a way of shaping the learning program. This course will involve exposition and discussion and should lead to trial course modules for particular discipline groups.

November 14: Lynette Simons, On-the-

Spot Productions. Introductory Media Training 9.30am-4.30pm.

This workshop is designed to teach staff how to communicate clearly and effectively with the media. It will involve writing press releases, conducting radio and television interviews and evaluating personal performance in these exercises.

November 15: Lynette Simons, On-the-Spot Productions. Advanced Media Training 9.30am-4.30pm.

Only staff who have completed the Introductory Media Training workshop or who have had equivalent experiences should enrol in Advanced Media Training as the course consolidates previously acquired skills. Participants will practise mounting publicity campaigns and holding prolonged interviews. They also will investigate ethical questions in journalism.

Enquiries: Dr Max Gillett, ext. 4101, or Jan James, ext. 3946.

CONDITIONS for the Frederick May Memorial Essay Prize 1992 are:

1. The prize, to be called the Frederick May Memorial Essay Prize, will have an annual value of \$400 or such value as the Council shall from time to time determine.

2. The prize will be awarded for the best original essay on any aspect of Italian thought, letters, art, music, history or culture submitted to the judges by an undergraduate student of an Australian university. If it should be decided that no essay submitted deserves the full Prize, the Frederick May Foundation for Italian Studies may award one or two prizes of \$100 or may make no award.

3. Essays (in English or Italian) shall be up to 5000 words long, typed double-spaced and submitted in duplicate. Closing date 5pm, February 28, 1992. Each entrant must also complete an entry form which is obtainable by contacting the foundation, tel. (02) 692 2875.

Centre for Advanced Manufacturing and Industrial Automation

November 8 and 15: Dr Peter Gibson and Paul Bryant, *Accreditation (Quality Standards)*.

November 14: Dr Yixin Yao, *Condition Monitoring in Manufacturing*.

November 27 and 28: Professor G. Arndt, Ross Kennedy, Rex Honey, *Total Productive Maintenance*.

December 2: Dr Des Tedford, *Industrial Ergonomics Today*.

December 3: Dr J.D. Tedford, *Project Planning and Control*.

December 4, 5 and 6: Professor G. Arndt, Dr P. Gibson, *Advanced Quality Techniques*.

December 10: Dr S. Ghahreman, Dr C. Gulati, *Introduction to Statistical Process Control*.

All of the seminars will take place at the Wollongong Surf Leisure Resort

Seminars

Conference Centre, Pioneer Road, Fairy Meadow starting at 9am.

Department of Biology

November 12: Associate Professor Tony Hulbert, *Oils ain't oils- why cats eat meat*

November 19: Associate Professor Ted Steele, *Somatic hypermutation in antibody V-genes*

November 26: Dr Glenda Sullivan-Tailour - to be announced

December 3: Associate Professor Rob Whelan - to be announced

Location: Lecture Theatre 35.G19 at 12.30pm - 1.30pm.

Department of Civil and Mining Engineering

Research Seminar

October 31: D.W. Xu, *Geotechnical System Reliability*

All seminars will be held in photogrammetry room, building 4, room 138 at 12.30pm.

Enquiries: Judy Thompson, ext 3040.

Department of Economics

November 6: Richard Bryan, Department of Economics, University of Sydney, *Coal Mine Closures*.

All seminars 11.30am-pm. Room 40.224 (unless otherwise stated).

Enquiries: Associate Professor Tran Van Hoa. Office: 40.207, Fax: (042) 21 3725, Ph: (042) 21 3659.

Department of Management

Postgraduate Research Seminars

October 31: Dr Gail Graham, *International Students: Opportunities or Probabilities?*

All seminars will be held in building 40, room 130 at 12.30pm. For additional information contact Dr Muayyad Jabri (ext. 3647).

Department of Mechanical Engineering

November 6: Professor Colin Andrew:

Continued page eight

Development Leave for General Staff 1992

Development leave is available to all members of the General Staff. There are two categories or levels. Senior staff (with salaries above the minimum rate for Senior Administrative Officer Grade 1) and other staff. Similar policies and procedures apply in both cases.

Development leave provides an opportunity for an experienced staff member to revitalise his/her performance or gain new skills through a carefully planned and individually tailored programme of activities.

Development leave aims to:

- i) Provide an opportunity for new experience or skills development not available in the workplace;
- ii) Facilitate new work contributions by the staff member;
- iii) Generate new ideas and approaches to a familiar set of responsibilities.

Development leave may be sought to:

- i) Attend conferences or short courses, seminars and workshops of demonstrated direct relevance to the work of the applicant and of demonstrably high quality;
- ii) Undertake a brief (not exceeding 2 weeks) series of visits to other institutions or employers to observe work practices and establish relevant senior contacts;
- iii) Gain relevant additional work experience with another employer either on secondment or as part of an exchange.

For senior staff, normally no more than 4 weeks paid leave and an assistance grant of up to \$3,000 will be approved. Leave may be taken in Australia or overseas. For other staff, normally no more than 3 weeks and an assistance grant of up to \$1,500 will be approved. A special case would need to be made for leave to be taken outside Australia. There is no provision for funding the costs of spouse or dependent expenses.

Members of staff applying for development leave must generally have been employed by the University for more than 3 years and must have occupied their current position for at least 2 years.

Normally no reapplication will be allowed within 3 years.

Further information in regard to this matter and a suggested application format may be obtained from Peter Maywald on extension 3929.

Applications close on 29 November.

NSW Dept of Community Services
Registration of Consultancy Services
 Consultants are called for to register with Community Services for future projects in a large variety of areas. There is no closing date.

Australian Institute of Health
NISU Support and Development Program
 Applications are called for projects in the National Injury Surveillance Unit involving injury prevention and other injury topics. The University closing date is November 8.

Advisory Council for Children with Impaired Hearing
Elisabeth Murdoch Scholarships
 Applications are called for persons undertaking a Master of Education or PhD for teachers of the deaf or other professionals in allied disciplines. The external closing date is November 18.

Wool Research and Development Corporation
Research Committee/Technical Panel Members
 Applications are called for persons to fill advisory positions on the newly created Research Committee and Technical Panel. The external closing date is November 11.

Department of Industry, Technology and Commerce
Service Industries Research Program
 Applications are called for projects in the area of the service industry, its standards, competitiveness and factors influencing the range of service industries. The external closing date is November 8.

Astronomical Association of Queensland
Project Funding for Astronomical Research
 Applications are called for research projects (very small amounts) from postgraduate students for 1992. A total of \$4000 is available overall. The University closing date is February 14.

Dept of Health, Housing and Community Services
Rural Health Support, Education and Training Program

Research Funds

The sources of research funds given below are available to members of academic staff. Further information, including application forms, may be obtained from Lyndal Manton (ext. 3201). Intending applicants are reminded that all research applications must be forwarded through the Graduate Office.

Applications are called for national development projects to support the development of workforce initiatives which address identified requirements of rural health care workers. The University closing date is November 15.

Previously Advertised Closing Date

The British Council Travel Grants	Any Time
Australian Academy of Humanities (Publication Subsidies)	Any Time
Clive and Vera Ramaciotti Travel Grants	Any Time
Criminology Research Grants	Any Time
Japanese Science and Technology Awards	Any Time
National Teaching Company Scheme	Any Time
AITEA Scholarships	October 31
University Postgraduate Research Awards	October 31
Australian Postgraduate Research Awards	October 31
University Research/Program Grants 1992	October 31
Kobe Steel Scholarships 1992	October 31
Menzies Scholarship (Aust. Britain Society)	November 1
Grains Research and Development Grants	November 1
Frank Knox (Harvard) Memorial Fellowships	November 1
International Conference Support Scheme (DITAC)	November 1
Korean Government Scholarships 1992	November 8
Wool Rand D Corp New Grants 1992/93	November 15
General Practice Evaluation Program	November 22
Pig R and D Corp Project Awards 1992	November 22

ATERB Project Grants 1992	November 22
Netherlands Government Scholarships 1992	November 29
NSW Coal Preparation Scholarship 1992	November 30
Canadian International Postdoctoral Fellowship	December 1
Coopers and Lybrand Accounting Grants	December 20
AINSE P/Grad Research Awards 1992	December 20
BTR/FCO Oxford/Cambridge Scholarships	December 31
CBI Scholarship (Aust. Britain Society)	December 31
Cotton R and D Project Awards 1992	January 31

Publications Received at the Graduate Office

Dept of Community Services and Health 1990: "Towards Evaluation in General Practice - A Workshop on Vocational Registration"

Health Care in Australia - Directions for Reform in the 1991-92 Budget.

Grains Research and Development Corporation - Newsletter No. 2 August 1991.

Australian Energy Research - Newsletter October 1991.

DITAC - Australia/United States Science and Technology Workshop Report - August 1990.

Antarctic Research - Priorities for the 1990s - A Review.

Advertisements

Due to the increased demand for this section, in future it will be available only to staff and present students. Anyone wishing to advertise must complete a form in Planning and Marketing, Administration Building. This advertisement will be run once. For a repeat it will be necessary to complete another form.

WANTED TO RENT

Publisher, doctor and baby are looking for a house to rent in the Wollongong area from late January 1992 for 6-12 months. We need a 3br house with a studio or largest study area and are happy to house mind a partially or fully-furnished house. If interested write to: Mrs J Player, 441 Balmain Road, Lilyfield, 2040.

■ The School of Creative Arts Art of Lunch program includes: October 31: Third-year acting students preview professional auditions.

■ Toshiba Information Systems Division is holding seminars and demonstrations on their range of notebooks and laptops on November 6. The day starts at 11am in Kemira Rooms 1, 2 and 3 in the Union Building. Seminars include: Windows to the future, Technology now and in the future, and Get connected...technologically speaking. All staff and students are welcome. Toshiba machines will be on display all day. Contact Karolyn Wilson, ext. 4116, or Allen Chang, ext. 3831, for more information.

■ The popular Bridge Recitals of music, food and wine conclude for 1991 on November 10 with Australia's internationally acclaimed classic-folk ensemble, Sirocco. The four members of Sirocco play a dazzling array of instruments, including the didgeridoo, the

What's On

bagpipes and the Mongolian lute. Along with gourmet 'finger food' and the excellent music, the afternoon's entertainment will cost \$28 (\$18 concession). Bookings can be made with Margaret Sharad on 28 1843 or Bridge Theatre, 29 6144.

■ A three-hour workshop – Effective Planning of Study Leave – will be offered by Professor Lauchlan Chipman and Ross Walker (Personnel) on Friday November 15 in the staff training room at 9.30am. If you wish to enrol please contact Max Gillett on E-mail – ITS PO – or ext. 4101 or Val Roberts on ext. 3618.

■ The City of Wollongong Symphony Orchestra is holding its fourth and final subscription concert for 1991 at the IMB Theatre, Illawarra Performing Arts Centre, on November 23. Bass singer Keith Hempton and soprano Danielle

Everett will perform arias and duets on stage, with some acting and costuming, in the roles of Figaro and Dr Bartolo, Cherubino and Susanna. Keith Hempton is Lecturer-in-Charge of the Wollongong Conservatorium. Danielle Everett is completing her Bachelor of Creative Arts studies at the University of Wollongong.

■ Upcoming events for the Illawarra Committee for Overseas Students are: November 30: Australia Wonderland \$15 and \$10. Persons participating in ICOS activities are responsible for themselves in case of injury or accident. Tickets and details are available from the ICOS office in the Union Building next to the Careers and Appointments Service, Tuesday, Wednesday and Friday 9.30am-2pm. Tel. 21 3158 or ext. 3158.

■ Agenda deadlines for meetings of the University's ethics committees are: Human Experimentation Ethics Committee: December 7.

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Seminar one, 2 pm; "Education in manufacturing at Cambridge"
Seminar two, 3.15pm: Flexible processes for sheet metal.
Seminar Room, Department of Mechanical Engineering, Building Eight level one.

Department of Philosophy Colloquia

November 1: Denise Meyerson, University of Cape Town, The real self. 2pm Room 1034, Level 1, Building 19.

Department of Physics

October 31: Dr W J Zealey, Imaging in the Physics Department.

Department of Sociology

October 31: Professor Lois Bryson, Department of Sociology, University of Newcastle, Economic Rationalism and the Transformation of the Australian Welfare State, 1.30-3pm in 19.2085, Social Sciences Building.
Enquiries: Stephanie Short, tel. 213745.

Education Policy Program

November 1: Nita Temmerman, *Perception of the music community about the role of the Australia Council Performing Arts Board.*

November 14: Ian Brown, *Introduction of design education: Implication of educational policy.*

November 15: Associate Professor John Hedberg, *Information technology and education organisation.*

All seminars will be held in building 21, room 101 at 12.30pm.

School of Creative Arts

Research Colloquia

October 31: *Studies in Contemporary Arts Practice and Performance in Australia.* Presented by members of the University research program: Diana Conroy, Ian McGrath, Sue Rowley, John Senczuk, Andrew Schultz, Peter Shepherd and David Vance.

All colloquia are held in Building 24, G01 - Music Auditorium from 4.30-6.30pm.

Enquiries: (042) 21 3302.

Stop Press

Council election: academic staff member

An election is being held for one of the two academic staff members of the University Council.

The formal notice of election has been forwarded to the Administrative Assistants of all academic units for posting on an appropriate departmental notice board.

Nomination forms may be obtained personally from the Academic Services Branch or by phoning ext. 3947. Nominations close on November 6.