GET STARTED!
Click through the links below to information in this Guide

STEP 1 Have a look at your Course Map for the structure of your course. This may vary depending on the campus and the year you started the course. Make a note of the core units you need to enrol in for 2020.

STEP 2 Make sure you’ve read the Course Information. It has links to the Handbook which contains information on the major, minor and specialisation options available in your course. Be sure you are familiar with the rules and structure of your course.

STEP 3 Next up, check the Unit Information for details about elective units offered at your campus this year. Pay particular attention to prerequisite requirements.

STEP 4 Head over to the Enrolment page on the ACU website. You’ll see step-by-step instructions on how to enrol in units via Student Connect. IMPORTANT: Please enroll for both Semester 1 and Semester 2 in 2020. You can still change your Semester 2 enrolment up to the end of August without financial penalty. It is possible that some units may be cancelled if student numbers are very low.

The Course Enrolment Guide is designed to assist you in the selection of units and to ensure that you are aware of the requirements of your degree, diploma or certificate. Specific information relating to unit content and assessments are provided on the relevant course map.

Before you go, did you know?
Course Enrolment Guides can change so you should check the website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student email address or notices placed on LEO (Learning Environment Online) so make sure you have got it set up and that you check it regularly.

All email communication with University staff must be sent from your ACU student email account and SHOULD include your student ID number.
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Useful Information

Students who do not follow the sequence recommended in a Course Map cannot be guaranteed a clash free timetable or completion within the normal course duration period.

STUDY MODES

**Attendance: Indicated by the letter ‘C’ on timetables and in enrolment selection**
Unit is delivered face-to-face on campus and can also include a video conference incorporating students from another campus or location.

**Multi-mode: Indicated by the letter ‘M’ on timetables and in enrolment selection**
Unit delivered via a combination of online content and a compulsory attendance component (including examinations, practicums, residentials etc).

**Online: Indicated by the letter ‘O’ on timetables and in enrolment selection**
Unit delivered fully online (including assessments).

PREREQUISITE

A unit that must be successfully completed before a student can enrol into a stipulated unit. It is the student’s responsibility to ensure that prerequisites are met prior to enrolling in a unit that has a prerequisite listed.

INCOMPATIBLE UNITS

The content of the unit listed has been developed or incorporated into a new unit which is listed above the incompatible unit. A student should undertake the new unit if they have not successfully completed the unit listed as “incompatible”. **Students will not receive credit for both units.**

EQUIVALENT UNIT

This unit is the same as another one and only one should be completed.

COMMUNITY ENGAGEMENT

In 2020, students commencing their undergraduate courses will be required to study the unit BIPX202 Community Engagement: Building Strengths and Capabilities. This unit will also be studied by students who commenced from Semester 2 2016.

Applying for Credit/Recognition of Prior Learning

An Application for Credit or Recognition of Prior Learning CR/RPL Form must be completed if a student:
1. Transfers between degrees within ACU.
2. Is assessed as eligible for credits during the enrolment process. The credited units will be listed on the student offer letter.
3. Has previously studied at another higher education provider and would like units successfully completed which are deemed comparable to units taught within the student’s chosen degree.
1. COURSE & UNIT INFORMATION

Course Structure

The ACU Handbook1 provides detailed information about each ACU course, including Campus Offerings, minimum duration, requirements for completion, exit points, any available majors/minors/specialisations, Core Curriculum Program units and descriptions of units.

Please follow the links below to view the rules for your course in the Peter Faber Business School:

<table>
<thead>
<tr>
<th>Course</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Accounting and Finance</td>
<td><a href="https://handbook.acu.edu.au/1422725">https://handbook.acu.edu.au/1422725</a></td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td><a href="https://handbook.acu.edu.au/1422745">https://handbook.acu.edu.au/1422745</a></td>
</tr>
<tr>
<td>Bachelor of Commerce (including Majors)</td>
<td><a href="https://handbook.acu.edu.au/1422753">https://handbook.acu.edu.au/1422753</a></td>
</tr>
<tr>
<td>Bachelor of Commerce Minors</td>
<td><a href="https://handbook.acu.edu.au/1422757">https://handbook.acu.edu.au/1422757</a></td>
</tr>
<tr>
<td>Bachelor of Information Technology</td>
<td><a href="https://handbook.acu.edu.au/1422777">https://handbook.acu.edu.au/1422777</a></td>
</tr>
<tr>
<td>Bachelor of Applied Public Health / Bachelor of Business Administration (Student enquiries should be directed to the FHS in the first instance)</td>
<td><a href="https://handbook.acu.edu.au/1422729">https://handbook.acu.edu.au/1422729</a></td>
</tr>
<tr>
<td>Bachelor of Arts / Bachelor of Commerce</td>
<td><a href="https://handbook.acu.edu.au/1422733">https://handbook.acu.edu.au/1422733</a></td>
</tr>
<tr>
<td>Bachelor of Business Administration / Bachelor of Laws (Student enquiries should be directed to the Thomas More Law School in the first instance)</td>
<td><a href="https://handbook.acu.edu.au/142279">https://handbook.acu.edu.au/142279</a></td>
</tr>
<tr>
<td>Bachelor of Commerce / Bachelor of Business Administration</td>
<td><a href="https://handbook.acu.edu.au/1422765">https://handbook.acu.edu.au/1422765</a></td>
</tr>
<tr>
<td>Bachelor of Commerce / Bachelor of Laws (Student enquiries should be directed to the Thomas More Law School in the first instance)</td>
<td><a href="https://handbook.acu.edu.au/1422769">https://handbook.acu.edu.au/1422769</a></td>
</tr>
<tr>
<td>Bachelor of Information Technology / Bachelor of Business Administration</td>
<td><a href="https://handbook.acu.edu.au/1422781">https://handbook.acu.edu.au/1422781</a></td>
</tr>
<tr>
<td>Bachelor of Nutrition Science / Bachelor of Business Administration (Student enquiries should be directed to the FHS in the first instance)</td>
<td><a href="https://handbook.acu.edu.au/1422801">https://handbook.acu.edu.au/1422801</a></td>
</tr>
</tbody>
</table>


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Information last updated on 4 September 2019
2. GETTING ADVICE

General Advice

All queries not specifically related to your course, such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to ASK ACU. The Administration & Enrolment webpage also has useful information to help you in managing your studies (log in required).

Social Media Policy

ACU encourages its staff, students and affiliates to participate in social media in ways that demonstrate respect for the dignity of all human beings, and do not bring ACU into disrepute or imply ACU endorsement of personal views.

Please visit the link below for more information about your obligation and responsibilities: Social Media Policy

The Core Curriculum

Compulsory for all undergraduate courses

All undergraduate students are required to complete the University Core Curriculum as part of their course. The Core Curriculum is comprised of three units and further information on its structure can be found on the Core Curriculum webpage. The Core Curriculum units specific to your course are indicated on the course map and can also be found in the Handbook.

The Australian Catholic University Core Curriculum has been designed to focus on aspects of the University’s identity and mission. These units emphasise critical judgment, clear expression, ethical decision-making and concern for others, as individuals and as a community.

The two University Core Curriculum units are:
UNCC100 Self and Community: Exploring the Anatomy of Modern Society
UNCC300 Justice and Change in a Global World (offered as a campus delivered unit as well as being offered offshore)

Alternative to Core Curriculum Units

In the course maps UNCC100 Self and Community: Exploring the Anatomy of Modern Society and UNCC300 Justice and Change in a Global World are Core Curriculum units. As an alternative, students may be eligible to take PHIL102 Theories of Human Nature or PHIL104 Introduction to Ethics in place of UNCC100; and PHIL320 Ethics, Justice and the Good Society in place of UNCC300. Full details of the eligibility requirements are available on the Philosophy Units section of the Core Curriculum website.

These units are also offered during different teaching cycles outside of the standard Semester 1 and Semester 2 offerings. Students should take special care to note the week pattern of tutorials when they allocate in tutorial direct to ensure that they are choosing the correct stream for their course.

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1 https://acu.service-now.com/kb/
2 https://students.acu.edu.au/332297
Course Advice

All general advice and questions relating to your university enrolment should be directed to AskACU. Students can contact AskACU on 1300 ASKACU or askacu@acu.edu.au.

The following staff should be contacted to seek assistance with Unit specific questions.

- Campus Lecturer information for advice on a specific unit – *Contact details can be found on your Unit Outline on LEO*
- National Lecturer information in charge of a specific unit – *Contact details can be found on your Unit Outline on LEO*

The following sources should be contacted to seek assistance with Course specific questions

**CAMPUS BASED COURSE ADVISORS**

<table>
<thead>
<tr>
<th>Brisbane Campus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All Undergraduate Degrees</td>
<td><a href="mailto:Andrew.Papadimos@acu.edu.au">Andrew.Papadimos@acu.edu.au</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Melbourne Campus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Accounting / Bachelor of Commerce majors: Accounting or Finance</td>
<td><a href="mailto:Thomas.Kobinah@acu.edu.au">Thomas.Kobinah@acu.edu.au</a></td>
</tr>
<tr>
<td>Bachelor of Business Administration I Double Degrees I Diplomas I Bachelor of Commerce majors HRMG, MKTG, MGMT and Event MGMT</td>
<td><a href="mailto:Luigi.Belmonte@acu.edu.au">Luigi.Belmonte@acu.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>North Sydney Campus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Accounting and Finance / Bachelor of Commerce majors: Accounting or Finance</td>
<td><a href="mailto:Waleed.Abdel-Qader@acu.edu.au">Waleed.Abdel-Qader@acu.edu.au</a></td>
</tr>
<tr>
<td>Bachelor of Commerce majors: HRMG, MKTG, MKTG and Event MGMT (Excl: Accounting and Finance) / Bachelor of Business Administration / Dual Degrees / Diplomas</td>
<td><a href="mailto:Ralitza.Bell@acu.edu.au">Ralitza.Bell@acu.edu.au</a></td>
</tr>
<tr>
<td>Bachelor of Information Technology</td>
<td><a href="mailto:Alireza.Amoraollahi@acu.edu.au">Alireza.Amoraollahi@acu.edu.au</a></td>
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</table>

<table>
<thead>
<tr>
<th>Strathfield Campus</th>
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</tr>
</thead>
<tbody>
<tr>
<td>All Degrees</td>
<td><a href="mailto:Waleed.Abdel-Qader@acu.edu.au">Waleed.Abdel-Qader@acu.edu.au</a></td>
</tr>
</tbody>
</table>
### NATIONAL COURSE COORDINATORS

ALL ENQUIRIES MUST BE FORWARDED TO COURSE ADVISORS (ABOVE) IN THE FIRST INSTANCE

<table>
<thead>
<tr>
<th>Program</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bachelor of Accounting and Finance Bachelor of Commerce (Majors: Accounting or Finance)</td>
<td><a href="mailto:Philip.Cheng@acu.edu.au">Philip.Cheng@acu.edu.au</a></td>
</tr>
<tr>
<td>Bachelor of Commerce (Majors: HRMG, MKTG, MGMT and Event MGMT)</td>
<td><a href="mailto:Nasir.Butrous@acu.edu.au">Nasir.Butrous@acu.edu.au</a></td>
</tr>
<tr>
<td>Bachelor of Business Administration Double Degrees Diplomas</td>
<td><a href="mailto:Pandula.Gamage@acu.edu.au">Pandula.Gamage@acu.edu.au</a></td>
</tr>
<tr>
<td>Bachelor of Information Technology</td>
<td><a href="mailto:Haifeng.Shen@acu.edu.au">Haifeng.Shen@acu.edu.au</a></td>
</tr>
</tbody>
</table>
Students who Commenced in 2018 or Prior

How to Enrol in 2020 Using the Current Course Map

If you enrolled in 2018 or prior, the current course map is different to when you first enrolled. Here is a quick “How To” guide and a few explanations of terminology used in the course progression tool used on Student Connect to help you enrol into units for 2020.

Remember, enrolling into semester 1 and semester 2 is requested to avoid the closure of units due to low enrolment.

What does a FALL THROUGH UNIT mean and how does it affect my course?
*Fall Through Unit means this is a unit that you have completed that sits outside the current course rules and unit structure according to the “current” Handbook.

Why are Units Listed Not Counted?
*These could be units that exceed the maximum allowable credit transfer or, are units undertaken in a course previously to the current academic year. Often these are units that have not been replaced by another unit according to the Course Rules.

2018 and PRIOR ENROLMENT COURSE MAPPING:
You can map your course progression by marking off (using an X as an example, in each square on the map) a unit you have successfully completed against the units listed on the current course map. You should be able to see what units you have remaining that need to be completed if you follow these simple steps;

1. Mark off all units you have completed that match the current map as being complete. **If you have completed a unit that is now listed as “incompatible”, you should mark off the unit you have completed in that space.

2. If you have a fall through unit, refer to the Revised Units list link on last page of this document to see if the unit has been renamed, replaced or discontinued. Mark the unit off the course map as per the listed change.

3. After completing steps 1-3 if you still have completed unit/s that are not listed on this current map but have spare “Elective” spaces, you should assign one unit per elective space until you have no units left to allocate to the current map.

4. The remaining unmarked units are the units needed to complete your degree and this may include elective spaces.

**PLEASE NOTE:** If you commenced your degree in 2018 or prior and believe you are eligible for course completion and have successfully used the above steps to map your course progress, you should *always* check your course mapping with your campus course advisor.

* All units successfully completed are considered when assessing course completion requests even if the unit is listed as a unit that is Not Counted.

**If you have completed a unit listed as incompatible on this map do not enrol into the unit that is listed above it... Only if you are a student who failed the incompatible unit, should the new unit listed above be undertaken in its place. The incompatible unit is no longer offered.
New in 2020

Due to a recent course review, the Information Technology Units and some Entrepreneurial and Event Managements Unit codes have changed.

Please keep an eye on the incompatible units list to ensure you are not repeating a unit you have already done. If you do enrol into an incompatible unit, you need to be aware that you will only receive credit for one of these units.

FOUNDATION UNITS

If you are a student who is in their 2nd or 3rd year but are yet to complete or have failed a unit that is listed in the table on the left below, refer to the 2020 Foundation Unit list on the right and complete the unit listed in that column in its place. *If you have completed a unit on the left, please DO NOT enrol into the unit on the right. These units are incompatible, and only one unit can have credit points awarded.*

<table>
<thead>
<tr>
<th>2018 and prior Foundation Unit</th>
<th>2020 Foundation Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISYS111 <em>Business Information Systems</em> (recoded to ISYS228)</td>
<td>BUSN111 <em>Working with Technology</em></td>
</tr>
<tr>
<td>MGMT100 <em>Managing: People, Systems and Culture</em></td>
<td>BUSN113 <em>Managing people and Organisations</em></td>
</tr>
<tr>
<td>MKTG100 <em>Marketing: Creating and Capturing Customer Value</em></td>
<td>BUSN112 <em>Managing Markets</em></td>
</tr>
</tbody>
</table>

What is the Structure of the Bachelor of Commerce Degree

The BCOM course has been designed to offer students the chance to study an 8x8x8 unit structure.

The degree comprises of 8 core units, 8 units selected for the major and a further 8 units that can be attributed in the following:

1) a second major which uses all remaining 8 units (these must be 2nd and 3rd year units)
2) choose two minors, 4 units each in two disciplines (these must be 2nd and 3rd year units)

Examples:
- Double Major
  - Bachelor of Commerce with a Major in Accounting and Management; or
- Single major with 2 minors
  - Bachelor of Commerce with a Major in Management with minors in HRMG and Event Management

Course maps on the next page are an example of the generic course map for both single and double majors.

**Dual Degree course structure is different, and the following maps are not relevant to you. Students must refer to the course maps and course rules for the applicable degree structure.**
## Generic Course Maps
### Single Major

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th></th>
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<th></th>
<th></th>
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<tbody>
<tr>
<td>Semester 1</td>
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<td>Business Foundation Unit</td>
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<tr>
<td>Semester 2</td>
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<td>Major</td>
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</table>

<table>
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<tbody>
<tr>
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<td>Major</td>
<td>Major</td>
<td>Elective</td>
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<td>Semester 2</td>
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<table>
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<td>Major</td>
<td>Elective</td>
<td>University Core Curriculum Unit</td>
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<tr>
<td>Semester 2</td>
<td>Major</td>
<td>Elective</td>
<td>Elective</td>
<td>Business Foundation Unit</td>
</tr>
</tbody>
</table>

### Key
- University Core Curriculum Units
- Business Foundation Units
- Major/Minor Units
- Elective Units

### NOTES:  
- When selecting units, students should complete the four foundation units (BUSN111, BUSN112, BUSN113, BUSN104/ACCT100) before undertaking discipline specific units.
- Students should complete units at an introductory level (100 and 200) before undertaking advanced level units (300-level) in that sequence.
### Double Major

#### YEAR 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Business Foundation Unit</th>
<th>Business Foundation Unit</th>
<th>Business Foundation Unit</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Major</td>
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<td>Major</td>
<td>University Core Curriculum Unit</td>
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#### YEAR 2

<table>
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</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Major</td>
<td>Major</td>
<td>Major</td>
<td>Business Foundation Unit</td>
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</tbody>
</table>

#### YEAR 3

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Major</th>
<th>Major</th>
<th>Major</th>
<th>University Core Curriculum Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Major</td>
<td>Major</td>
<td>Major</td>
<td>Business Foundation Unit</td>
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</tbody>
</table>

**Key**

- University Core Curriculum Units
- Business Foundation Units
- Major 1 Units
- Major 2 Units

### NOTES:

- When selecting units, students should complete the four foundation units (BUSN111, BUSN112, BUSN113, BUSN104/ACCT100) before undertaking discipline specific units.
- Students should complete units at an introductory level (100 and 200) before undertaking advanced level units (300-level) in that sequence.

Dual Degree course structure is different, and the following maps are not relevant to you. Students must refer to the course maps and course rules for the applicable degree structure.

### 2020 Unit Selection

*Please enroll for both Semester 1 and Semester 2 in 2020. Remember, you can change your Semester 2 enrolment up until the second week of Semester 2. Units may be cancelled if there are very small enrolment numbers. Semester 2 tuition fees are not payable until August 2020.*

PLEASE NOTE: Study modes and unit availability are subject to change as not all units are offered all the time. Students must refer to the course map first and then check the relevant offering list/s below for the 2020 unit availability prior to enrolling. Students can enrol in their campus-based units for attendance units and multi-mode units and can also enrol in those units offered fully online.
3. COURSE MAPS

2020 Course Maps

Please click the link below to the degree you have enrolled into for the relevant course map.

PLEASE NOTE: Not all degrees and majors are offered on every campus. The campus codes where the degree is offered are listed next to the degree and on the course map. The campus codes are: (BNE) Brisbane, (MEL) Melbourne, (NSY) North Sydney and (STR) Strathfield

Some units within your degree have prerequisite units that must be completed first. The course rules (links located on page 5 of this guide) govern the units you need to complete in all instances and should be referred to as the source of course information rather than the following Course Map.

Business Single Degrees

Bachelor of Accounting and Finance (BNE MEL NSY)

Bachelor of Business Administration (BNE MEL NSY STR)

Bachelor of Commerce

Single Majors:

Accounting (BNE MEL NSY STR)
Accounting Accredited (BNE MEL NSY STR)
Event Management (MEL NSY)
Finance (MEL NSY)
Human Resource Management (BNE MEL NSY STR)
Human Resource Management Accredited (BNE MEL NSY STR)
Informatics (BNE MEL NSY)
Management (BNE MEL NSY)
Marketing (BNE MEL NSY STR)
Double Majors:
- Accounting and Event Management (MEL NSY)
- Finance and Event Management (MEL NSY)
- HRM and Event Management (MEL NSY)
- Management and Event Management (MEL NSY)
- Marketing and Event Management (MEL NSY)
- Informatics and Event Management (MEL NSY)
- Accounting and Management (BNE MEL NSY)
- Accounting and Marketing (BNE MEL NSY STR)
- Accounting and Human Resource Management (BNE MEL NSY STR)
- Accounting and Informatics (MEL NSY)
- Finance and Informatics (MEL NSY)
- Finance and Management (MEL NSY)
- Finance and Marketing (MEL NSY)
- Finance and Human Resource Management (MEL NSY)
- Human Resource Management and Management (BNE MEL NSY)
- Marketing and Human Resource Management (BNE MEL NSY STR)
- Marketing and Management (BNE MEL NSY)
- Marketing and Informatics (BNE MEL NSY)
- Management and Informatics (MEL NSY)
- Human Resources and Informatics (BNE MEL NSY)

Bachelor of Information Technology (NSY)
Certificate in Business Information Systems (NSY)
Certificate in Commerce (BNE MEL NSY)
Diploma in Business Information Systems (NSY)
Diploma in Commerce (BNE MEL NSY)

Business Double Degrees
Bachelor of Applied Public Health / Bachelor of Business Administration (MEL)
Bachelor of Arts/Bachelor of Commerce (BNE MEL NSY STR)
Bachelor of Commerce / Bachelor of Business Administration (BNE MEL NSY STR)
Bachelor of Information Technology / Bachelor of Business Administration (NSY)
Bachelor of Nutrition Science / Bachelor of Business Administration (MEL NSY)
**For the dual degree list of Units for BA/BCOM, please refer to degree course map.**

You will also find this information in the list of units that have changed names, been removed or are no longer offered. Click on the following link for more information:

**IMPORTANT!** Minimum enrolment numbers apply to all units. The Faculty of Law and Business reserves the right to cancel units with low enrolment numbers. Students’ progression will not be compromised, and they will be advised of cancellations prior to the start of semester and offered an alternative unit.