GUIDELINES – Choosing ELECTIVES in the BE; BE Duals; BE/ME Programs –
(in courses that are not on the BE Course List)

Failure to follow these guidelines may result in delays to your graduation in the BE. Read the information carefully and consult the EAIT Faculty Academic Office if you have any questions.

Limits on number of electives

- There are limits on the number of electives that are permitted from outside engineering (courses not on the BE course list). This limit depends on the BE major / dual major / extended major / major + minor undertaken. Within this limit, students will not be given permission to include more than 4 units of level one non-BE courses towards their BE program.

- Please consult the program rules (for the current year) and relevant course list (for the current year) for your field when selecting electives.


Advice for selecting electives

This section gives general advice in the selection of what are commonly referred to as ‘free electives’ in the Bachelor of Engineering; Bachelor of Engineering dual degree programs; and the BE/ME.

These electives, which do not count towards engineering majors or minors, are credited towards the BE degree or the BE component of the dual degree.

- Students are encouraged to choose electives from the Bachelor of Engineering electives lists for their chosen engineering field, or other engineering fields.

- Students must demonstrate how any proposed elective course that is NOT on the BE course list will:
  - contribute to the graduate attributes of the BE program;
  - benefit the student’s engineering education;
  - enhance the student’s preparation for the engineering profession.

- Written approval for enrolment in electives NOT on the BE list must be obtained from the Associate Dean (Academic) before enrolling in the elective course.

- Students are advised to seek approval at least two weeks before the appropriate cut-off dates for addition and cancellation of courses. Failure to obtain approval to enrol in a course as a non-BE elective before week two of the semester in which the course is taken may result in non-approval of the course towards the BE. It is the student’s responsibility to secure the approval prior to enrolling in the course.

- Courses that are not on the BE list and are enrolled in without prior approval will not be counted towards the BE. This may affect your semester of graduation.

- Refer to the Lists of: Restricted, Approved, and Not Approved courses attached to the Elective Approval Form.

- Approval is not required for an elective course where that course is on the BE list of courses. This includes courses from the course lists for other BE majors. However you must comply with restrictions, incompatibilities or limits that apply.

Approval Form - Application for Approval of Elective Course NOT on the BE List.

Approval for enrolment in courses that are NOT on the BE list must be requested on the approval form (overleaf):

- Complete this form for non-BE courses only
- Submit the form to the EAIT Faculty Office, Hawken Engineering Building
- Once the Associate Dean (Academic) has approved your proposed electives, a noting will be added to your Studies Report.
- If approval is not given, you will be notified by email to your UQ student email address.
Faculty of Engineering, Architecture & Information Technology

BACHELOR OF ENGINEERING
APPLICATION FOR APPROVAL OF ELECTIVE COURSE NOT ON THE BE LIST

<table>
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<tr>
<th>Student Details</th>
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<tr>
<td>Student Number</td>
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<tr>
<td>Phone Number</td>
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<td>Family Name</td>
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<tr>
<td>Given Names</td>
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| BE Major / Ext (e.g. Civil) | Extended Major or minor (if applic, e.g. Minor in Mining) | Dual Program (if any, e.g. BE/BSc) |

<table>
<thead>
<tr>
<th>Proposed Electives not on the BE list</th>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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Please indicate which of the BE graduate attributes listed below will be met by the nominated course

- Ability to apply knowledge of basic science and engineering fundamentals
- Ability to communicate effectively, not only with engineers but also with the community at large
- In-depth technical competence in at least one engineering discipline
- Ability to undertake problem identification, formulation and solution
- Ability to utilise a systems approach to design and operational performance
- Ability to function effectively as an individual and in multi-disciplinary and multi-cultural teams, with the capacity to be a leader or manager as well as an effective team member
- Understanding of the social, cultural, global and environmental responsibilities of the professional engineer, and the need for sustainable development
- Understanding of the principles of sustainable design and development
- Understanding of and commitment to professional and ethical responsibilities
- Expectation and capacity to undertake lifelong learning

Reason for enrolling in nominated course/s

Provide an argument as to how completion of the elective courses will benefit your engineering education or professional skills. If you wish to change a previously approved elective plan, please justify the change.

I certify that the information above is correct and that I have sufficient elective openings in my program for the number of elective units planned. I agree that any incorrect or incomplete information given above may invalidate any approval.

| Signature of student | Date |

Approval Process – Office Use Only

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<tr>
<th>Enrolment in the above non-BE course/s is recommended as indicated</th>
<th>Comments</th>
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| Associate Dean (Academic) | Signature |

<table>
<thead>
<tr>
<th>EAIT Administrator</th>
<th>Enrolment Checked</th>
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<td>Transcript Updated</td>
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Approved by Associate Dean (Academic) 20 June 2014