

## Enrolment and registration

### When to undertake the course

The course addresses critical aspects of the literature review process and may significantly enhance your efficiency in finding and managing information and data. To take full advantage of the skills and strategies you will learn, it is advisable to undertake the course early in your course/program.

### How to enrol and register for the course

- PhD students are automatically enrolled in this course
- Other research staff and students should enrol through QUT Virtual
- Once enrolled, attendees must register for each of the four individual classes (for the on-campus mode) or a full course (for the online mode) at [www.library.qut.edu.au/learn](http://www.library.qut.edu.au/learn)

### Exemptions

If you are enrolled in IFN001 and you wish to seek an exemption from the course, you and your supervisor will need to apply to the Research Students Centre in writing (or email) and advise the conditions of the exemption. If your exemption is approved, IFN001 will be removed from your enrolment records.

## Contacts

AIRS Librarian Peter Fell  
Phone 07 3138 1048  
Fax 07 3138 5191  
Email [p.fell@qut.edu.au](mailto:p.fell@qut.edu.au)  
Website [www.library.qut.edu.au/learn/airs](http://www.library.qut.edu.au/learn/airs)

Alternatively, please contact your Faculty Liaison Librarian [www.library.qut.edu.au/about/contact/liaisonlibrarians.jsp](http://www.library.qut.edu.au/about/contact/liaisonlibrarians.jsp)

# IFN001: Advanced Information Retrieval Skills (AIRS)

Enhance your information and research strategies



‘To be a truly successful researcher, it is vital that you are a highly competent and effective user of information and information resources, be they online or in print.

The AIRS course will equip you with the critical information literacy concepts and skills you need – skills which will significantly impact upon the quality of your research and facilitate the successful completion of your studies.’

*Professor Rod Wissler*  
Dean of Graduate Studies

## What is AIRS?

**IFN001: Advanced Information Retrieval Skills (AIRS)** is a credit course for QUT Higher Degree Research students and research staff.

Sponsored by the Office of Research, the unit is designed to assist you to develop advanced information and research literacy skills, as well as guide you in the efficient use of information resources, processes and systems.

The unit is facilitated by the AIRS Librarian, in collaboration with subject-specialist Liaison Librarians who provide additional expertise on the specific resources particular to each discipline.

## Why is AIRS important?

In completing the course, you will learn:

- efficient pathways to information resources and data sources
- strategies for proficient retrieval, evaluation and storage of information from different sources
- strategies for updating and managing information and data.

You will save time by receiving expert guidance on the most appropriate sources (print and electronic) for your research needs.

The unit outline is available at [www.library.qut.edu.au/learn/airs/airs\\_onsampus.jsp#outline](http://www.library.qut.edu.au/learn/airs/airs_onsampus.jsp#outline)

*The information literacy program has made a real difference; providing students with a scaffold to develop the foundation information skills that are essential for university study.*

QUT lecturer and unit coordinator

*I have been very impressed by the amount of learning I can achieve quickly in the AIRS course.*

*The program is very innovative and practical. It gives in-depth help to students [...] in accessing information online as well as in person at the Library.*

QUT postgraduate students

## Course details

### IFN001: AIRS – ON CAMPUS

Contact hours: 12 (maximum)

Credit points: 4

In this mode, the facilitated course runs over four sessions, one per week, for four weeks. You must register for *each of the four sessions*. On campus classes are held during business hours, evenings and vacation periods across all campuses. Formal assessment includes the preparation of an Information Resource Log. Students based in the Brisbane metropolitan or South East Queensland areas are advised to register for the on campus mode.

### IFN001: AIRS – ONLINE

Contact hours: variable

Credit points: 4

The online mode offers you the opportunity to complete the course independently and off campus. The course duration is 12 weeks, although you may progress at your own pace. You are required to participate in scheduled online consultations for each course, and meet scheduled assessment deadlines. Formal assessment includes the preparation

of an Information Resource Log, completion of a Reflective Journal and participation in chat sessions and discussion forums. Students who are based internationally or in rural/remote areas will have first preference as there are limited places available in this mode.

## Who can attend?

**Doctoral students complete IFN001 as a coursework requirement and are automatically enrolled by the Office of Research.** This unit will appear on their course summary (see QUT Manual of Policies and Procedures, Appendix 9 – Doctor of Philosophy Regulations: Item 6.2).

Other groups encouraged to participate in the course include:

- Masters by Research students
- Research supervisors
- Professional doctoral students
- Academic, research and professional staff.

If credit is required for the course, these groups must enrol individually in the unit via QUT Virtual at <http://qutvirtual.qut.edu.au>