

Faculty of Arts

Arts: the critical faculty

Arts at the University of Melbourne offers an exciting and rewarding study experience. Students are part of a vibrant academic community at one of the most established and diverse faculties in Australia. The Faculty is positioned at the forefront of teaching and research in languages, humanities and social sciences. It aims to attract the most talented students and staff to inspire original research across a wide range of new and traditional disciplines.

Arts embraces a variety of challenging and innovative study programs that offer more than 900 subjects in over 50 areas of study. This diversity reflects the continuing strengths of traditional fields of study as well as the dynamism of emergent areas of critical inquiry. Students are encouraged to tailor their academic interests and professional aspirations with a variety of course options and will develop expertise in research, critical analysis and communications. These skills are indispensable in preparing students for further research and employment in an internationally competitive environment.

The Faculty has introduced highly developed systems for the delivery of multimedia teaching and learning. These new digital technologies have been incorporated into traditional methods of teaching to equip students with the skills required to navigate an increasingly technology-oriented world. An Arts degree offers a unique combination of skills, readily transferable from one career to the next. For example, highly developed analytic and critical thinking skills. In combination with the flexible outlook and global approach encouraged by Faculty, those skills enable arts graduates to take advantage of every career opportunity.

The Faculty of Arts remains committed to providing an attractive learning, research and working environment in a stimulating collegiate atmosphere for students and staff.

Faculty objectives

The Faculty aims to:

- advance, preserve and refine knowledge through critique and research in the languages, humanities, and social and behavioural sciences, and disseminate the results of such scholarship and research;
- provide education, including honours and postgraduate programs, in languages, the social sciences and the humanities;
- provide professional education in such fields as social work, criminology, public administration and planning, art conservation and curating, environmental studies, development studies, and applied linguistics, and provide accelerated pathways to professional qualifications in urban planning and landscape architecture;
- contribute to the intellectual and cultural life of the community through public lectures, conferences and continuing education programs.

Arts departments, schools and centres

Departments and schools

Melbourne Institute of Asian Languages and Societies (MIALS)
School of Creative Arts
Department of Criminology
Department of English
School of Fine Arts, Classical Studies and Archaeology (FACSA)
Department of French and Italian Studies
Department of Geography and Environmental Studies
Department of German and Swedish Studies
Department of History
Department of History and Philosophy of Science (HPS)
School of Languages
Department of Linguistics and Applied Linguistics
Department of Philosophy
Department of Political Science
School of Social Work

Centers

Ashworth Centre for Social Theory
The Australian Centre
Centre for Classics and Archaeology

Centre for Communication Skills and English as a Second Language (CCS&ESL)

Contemporary Europe Research Centre

Horwood Language Centre

Language Testing Research Centre

Centre for Philosophy and Public Issues

Centre for Public Policy

Centre for the Study of Health and Society

General information

Students should be aware of their rights and obligations while at the University. Essential information on matters such as enrolment, assessment, and special consideration in the event of illness is contained in this Handbook and in the Student Diary which is issued to every student upon enrolment.

The Faculty of Art office

The Faculty of Art office is located on the ground floor of the Old Arts Building (Room 116).

The office coordinates the formal requirements of a student's course and, in particular, provides information to students about degree structures and regulations, either over the counter, via email, or by appointment with one of the course advisers.

Consult the Faculty of Art office for assistance with:

- selection advice
- guidelines for credit for previous studies
- subject levels, points, prerequisites and codes
- changes to subject enrolment (adding subjects or withdrawing from subjects, overloads)
- changes to course enrolment (deferment, leave of absence, part-time/full-time enrolment or change, discontinuation)
- special consideration
- re-enrolment and course planning
- study abroad opportunities
- complementary course enrolment
- referral to another section of the University

General enquiries can be made over the counter, by email or by telephone. If you wish to discuss a matter in more detail it may be necessary to make an appointment with a course adviser.

When making an email enquiry, be sure to fully outline your circumstances, proposed course structure, and any other information related to the nature of your query in detail.

Faculty of Arts
 Ground Floor, Old Arts Building
 The University of Melbourne
 Victoria 3010
 Tel: + 61 3 8344 5235
 Fax: +61 3 9347 0424
 Email: arts-enquiries@unimelb.edu.au
 WWW: <http://www.arts.unimelb.edu.au>

The Handbook

Students are expected to read carefully:

- the *General information* (page 1) section at the front of this Handbook which explains the regulations and services that apply across the University;
- the Faculty of Arts introductory section, and in particular the specific course information (Bachelor of Arts, Bachelor of Social Work, combined courses, etc.);
- the area of study entries, which detail requirements for majors and honours programs, prerequisites, subject descriptions, and other information necessary for course planning.

The Handbook is available in hard-copy and online at <http://www.unimelb.edu.au/HB/>.

The web

Visit the Faculty of Arts web site for the latest course and subject information, Arts projects, and links to all the Arts area of study homepages.

The *Undergraduate Studies* link in particular provides information to complement the course requirements outlined in the Handbook.

To log onto our web site from the University Home Page, simply click on *Arts* under *Faculties, Departments & Schools*, or go directly to <http://www.arts.unimelb.edu.au/>.

Guidelines for the award of grades

To promote fairness and consistency in grading across all Arts departments, the Faculty of Arts has a faculty-wide scale for the award of grades at each year level.

In the awarding of grades in any department, the average of all marks between 50% and 100% should be:

- 68% for the first year cohort
- 70% for the second year cohort
- 72% for the third year cohort

A *year cohort* is the term used for all students at a particular year level within the one discipline or department.

The University's standard grading system for subjects is detailed on page 2 of this Handbook.

Careers for arts graduates

Employment opportunities for arts graduates reflect the scope and volume of subjects and disciplines available for study. Depending upon the subjects you choose, your arts degree may be directed toward specific vocational skills in areas such as criminology, psychology, or archaeology, or it may help you develop a range of more general skills which are applicable right across the job sector. More specialist degrees such as creative arts, media & communications, public policy & management or social work provide specific skills for particular sectors of the workforce.

Arts Faculty graduates come to the job market as flexible, highly literate and well-informed individuals with excellent communication skills. In the course of your degree you will develop expertise in research methods and problem-solving, and in written and spoken communication. You will learn to use these skills to harness your own creative and critical thinking to the effective analysis, organisation, and presentation of complex material. These are all highly marketable skills which employers in a wide range of organisations recognise as desirable, and which you can carry with you as you develop your career in one or more directions.

Combined with your personal interests and talents, an arts degree is valuable preparation for a variety of career paths and for leadership and management roles in many fields. The University's Graduate Destination Survey shows that The Faculty's graduates often gain employment in professional areas which are closely related to the subjects they have studied. Arts research skills are applicable in the workplace in many different contexts from research for politicians or trade unions, to market research. Many arts graduates also enter the business, corporate and government sectors in graduate trainee schemes.

Arts graduates are able to transfer the skills they acquire across many sectors, and may become administrators in government, the diplomatic service, the arts, commerce or industry. Arts graduates can become archivists, historians, criminologists, psychologists, social workers, publishers, journalists, media and advertising professionals, curators in art galleries and museums, art conservationists, theatre directors, writers, poets, film directors and producers.

Graduates are also well placed to upgrade and increase their skills by pursuing further study to gain a professional qualification, such as the Bachelor of Social Work, the Bachelor of Public Policy and Management, the Bachelor of Teaching (offered by the Faculty of Education), or through further research work leading to a higher degree.

For details about further study options, see page 46.

Undergraduate courses offered

Non-award study

Community Access Program (CAP), page 36

Degree courses

Bachelor of Arts, page 36

Bachelor of Arts (Honours), page 43

Bachelor of Arts (Media and Communications), page 353

Bachelor of Creative Arts, page 357

Bachelor of Creative Arts (Honours), page 360

Bachelor of Arts and Sciences, page 758

Bachelor of Letters, page 44*

Bachelor of Letters (Honours), page 44

Bachelor of Public Policy and Management, page 375

Bachelor of Public Policy and Management (Honours), page 376

Bachelor of Social Work, page 379

Bachelor of Social Work (Honours), page 380

*no intake in 2001

Concurrent diplomas

Diploma of Arts, page 45

Diploma in Modern Languages, page 44

Diploma in Creative Arts, page 362

Combined degrees

Bachelor of Arts/Bachelor of Commerce, page 391

Bachelor of Arts/Bachelor of Engineering, page 484

Bachelor of Arts/Bachelor of Geomatic Engineering, page 487

Bachelor of Arts/Bachelor of Laws, page 690

Bachelor of Arts/Bachelor of Medicine/Bachelor of Surgery, page 711

Bachelor of Arts/Bachelor of Music, page 740

Bachelor of Arts/Bachelor of Science, page 758

Bachelor of Arts/Bachelor of Social Work, page 381

Bachelor of Arts/Bachelor of Teaching, page 463

Bachelor of Arts/Bachelor of Theology, page 42

Bachelor of Creative Arts/Bachelor of Laws, page 691

Bachelor of Creative Arts/Bachelor of Teaching, page 361

Dual Award programs

- *Bachelor of Creative Arts/Diploma of Arts (Professional Writing & Editing)*, Box Hill or Kangan Batman TAFE, page 361
- *Bachelor of Creative Arts/Advanced Diploma of Arts (Electronic Design & Interactive Media)*, Box Hill Institute, page 361

Community Access Program (CAP)

The Community Access Program (CAP) allows students and members of the general public to sample arts subjects without being enrolled in a formal degree. It offers an initial arts experience if you are considering further study in the Faculty of Arts.

The program makes individual subjects available for *assessed* or *non-assessed* study. Assessed CAP students undertake the same subject workload and assessment as award course students and receive a formal academic record of their study. Non-assessed CAP students attend lectures and follow subject reading programs.

While most Arts subjects are available to CAP students, prerequisites do apply for subjects beyond first year level.

Fees for CAP subjects are charged up-front. Although neither HECS nor AUSTUDY apply to CAP, bursaries are available towards the cost of 'assessed' CAP subjects in Arts, and individual students are strongly encouraged to apply.

Applications are available at the Faculty of Art office. They may be lodged up until the commencement of the proposed semester of study.

All enquiries should be directed to the Faculty's CAP Officer, who is located in Room 105, Old Arts Building.

Telephone +61 3 8344 8844

Email: cap@arts.unimelb.edu.au

Bachelor of Arts

BA course objectives

The Bachelor of Arts course has as its objectives that graduates:

- can demonstrate a sound knowledge and understanding of selected fields of study in the humanities, languages and social and behavioural sciences;
- can access and appreciate national and international debates in their areas of study;
- can demonstrate an independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories and methodologies that are applied with intellectual honesty and a respect for ethical values;
- can apply critical and analytical skills and methods to the identification and resolution of problems within a changing social context;
- can act as informed and critically discriminating participants within the community of scholars, as citizens and in the workforce;
- can communicate effectively and, in the case of those students undertaking a language major, are able to read, write and speak another language with fluency and appreciate its cultural context;

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- qualify for employment in a wide range of occupations;
- have a continuing commitment to learning;
- are proficient in the use of appropriate modern technologies, such as the computer and audio-visual systems, for the acquisition, processing and interpretation of data.

BA course requirements

The basic rules

An ordinary BA degree requires the completion of:

- 300 points of study with a **minimum** of 75 points (usually six subjects) and a **maximum** of 125 points (usually 10 subjects) at each year level

Most students complete 100 points at each of first, second and third Year levels, that is, eight subjects per year, four subjects (50 points) per semester.

Aside from the completion of 300 points of BA study, **three** further basic rules apply:

- year-level entry requirements (see page 37)
- breadth of study requirements (see page 37)
- an *Arts-approved* subject requirement (see page 37)

What are points?

The points value of a subject depends on its year level, length and the workload involved. A standard single semester subject is worth 12.5 points. Students usually complete four subjects (50 points) in each semester of study.

Some single semester subjects offered at third year and at third/fourth year are worth 25 points. Preparation and assessment for these subjects will involve twice the workload of a 12.5 point subject.

Language study points

Some language study requires the completion of a 12.5 point subject and an additional 6.25 point corequisite subject, amounting to 18.75 points of study in each semester. In such cases, two semesters of language study are equivalent to three semesters of non-language study (i.e. $2 \times 12.5 \text{ points} + 2 \times 6.25 \text{ points} = 3 \times 12.5 \text{ points}$). See page 39 for more details about language study.

What are year levels?

Each subject entry in this Handbook details that subject's *availability*, that is, the year level to which it can be credited. Subjects are usually offered at the following year levels:

- *first year only*
- *second/third year*
- *third year only*
- *third/fourth year*
- *fourth year only*

Some language subjects are also offered at:

- *first and second year*
- *first, second and third Year*

Students must complete at least six subjects (75 points) at each year level, and cannot complete more than 10 subjects (125 points) at any year level.

Year level entry requirements

The following rules apply for entry into second/third year subjects, third year subjects, third/fourth year subjects, and fourth year subjects.

Second/third year subjects

Students must complete at least 50 points of first year (four subjects) in order to enrol in a second/third year subject.

Third year subjects

Students must complete at least 25 points of second/third Year (two subjects) in order to enrol in a third year subject.

Third/fourth year subjects

Students must complete at least 37.5 points of second/third year (usually three subjects) in order to enrol in a third/fourth year subject at third year level. Students must meet the conditions for entry to fourth year honours in order to enrol in a third/fourth year subject at fourth year level.

Fourth year subjects

Students must meet the conditions for entry to fourth year honours in order to enrol in a fourth year subject. All fourth year subjects are honours subjects.

What are prerequisites and corequisites?

Entry into some first year subjects and most second and third year subjects requires the successful completion of specified prior (*prerequisite*) study in the relevant area. For example, some streams of language require the completion of VCE language study.

Area of study prerequisites

Because subjects offered at second and third year are designed to build on study completed at first year, they generally have prerequisite requirements.

The prerequisite for entry to second/third year in any given area of study is usually 25 points of first year study in that area, although there are many exceptions to this rule.

Students will find detailed information about prerequisites in the introductory section of each area of study in this Handbook. Each separate subject entry also provides prerequisite details which either repeat the area of study's prerequisite information as it applies to that subject or specifies the particular prior study requirements for enrolment in that subject.

Corequisites

Some subjects (usually languages) require concurrent enrolment in another subject with related content (a *corequisite* subject).

Breadth of study requirements

When choosing your subjects, you should be aware that in order to encourage you to study widely, there are limitations to the number of points you can complete in any single area of study over each year level. They are:

First year

A maximum of 50 points (usually four subjects) in any one area of study

Second/third year

A maximum of 175 points (usually 14 subjects) in any one area of study

Arts-approved subject requirement

The BA degree requires that you complete a minimum number of points in *Arts-approved subjects*.

All of the subjects offered by departments and schools within the Faculty of Arts are Arts-approved. Some areas of study which may be taken in the BA, however, are offered by other faculties within the University or other institutions. In these cases only some of the subjects on offer are Arts-approved.

Subjects offered by the School of Creative Arts are not Arts-approved. SCA subjects are not available for credit towards the BA or other arts courses outside the School of Creative Arts.

Of the 300 points required for the BA degree, **at least 150 points** must be in Arts-approved subjects. They must be distributed as follows:

First year

At least 50 points of Arts-approved subjects

Second/third year

At least 100 points of Arts-approved subjects

Which subjects are Arts-approved?

All language subjects are Arts-approved. All subjects offered within the following areas of study are Arts-approved (unless indicated otherwise below - see the Area of study entry for details):

- *American studies* (p.47)
- *Ancient and Medieval studies* (p.53)
- *Anthropology* (p.55)
- *Art history* (p.69)
- *Asian studies* (p.79) (some non-Arts subjects included)
- *Australian studies* (p.83)
- *Cinema studies* (p.105)
- *Classics and archaeology* (p.111)
- *Communication skills and English as a second language* (p.117)
- *Computer applications in the social sciences and humanities* (p.121)
- *Creative writing* (p.125)
- *Criminology* (p.127)
- *Cultural Studies* (p.133)
- *Development* (p.135) (some non-Arts subjects included)
- *English* (p.141)
- *English language* (p.155)
- *Environmental studies* (p.159) (some non-Arts subjects included)
- *Specialist Program in Environmental studies* (p.163) (some non-Arts subjects included)
- *European studies* (p.167)
- *Geography* (p.179)
- *Hellenic studies* (p.201)
- *History* (p.203)
- *History and philosophy of science* (p.223)
- *Ibero-American studies* (p.231)
- *Islamic studies* (p.241)
- *Jewish studies* (p.259)
- *Linguistics and applied linguistics* (p.267)
- *Planning and design* (p.297)
- *Philosophy* (p.287)
- *Political science* (p.299)

- *Psychology* (p.313)
- *Russian and Slavic studies* (p.315)
- *Social theory* (p.323)
- *Sociology* (p.329)
- *Women's studies* (p.351)

Subjects offered from outside the Faculty of Arts

Provided they meet the Arts-approved subject requirement, BA students are able to complete selected subjects offered by other faculties within the University. Apart from individual subjects included in the areas above, subjects are available from:

- *Architectural history* (p.67)
- *Astronomy* (p.81)
- *Biology* (p.87)
- *Chemistry* (p.91)
- *Computer science* (p.123)
- *Earth sciences* (p.137)
- *Economics* (p.139)
- *Legal studies* (p.265)
- *Management* (p.275)
- *Mathematics and statistics* (p.277)
- *Music history* (p.285)
- *Physics* (p.295)
- *Theology* (p.347)

Students should note that a restricted selection of subjects within these areas of study is available for credit towards the BA. In some cases a three-year sequence or even a major and honours program of study is available, while others are limited to first year study only.

Students enrolled in combined Arts degrees (e.g. Arts/Law) are not usually permitted to enrol in subjects offered within these areas of study.

For details of the particular subjects that are available to Arts students, refer to the relevant area of study entries in the Arts section of this Handbook.

On rare occasions, permission is granted for study from non-Arts areas of study other than those listed above. Students requesting such permission must have an excellent academic record and strong academic reasons to take subjects from outside the standard Arts program.

Planning your BA course

The BA is an extremely flexible degree allowing you to select subjects from a wide variety of areas of study. In particular, the first year of the degree provides an opportunity to complete subjects from a broad selection of areas. You are encouraged to choose *at least four* different areas of study in your first year (two semester subjects per area of study) in order to have a wider range of options at second and third year. In the later years of the degree, you can choose to continue to enrol in a wide range of subjects or to begin to specialise (or *major*) in an area of study of particular interest.

What is an area of study?

An *area of study* is a grouping of subjects belonging to a particular discipline or interdisciplinary field. Within the BA degree you can choose from more than 70 different areas of study offered by departments, schools, and centres within the Faculty of Arts, and by some other faculties within the University.

Choosing areas of study and subjects

It is important to plan your BA degree from the first year.

You need to be aware, for instance, that most areas of study offer majors. Some, such as *Communication skills and English as a second language* (p.117) or *Astronomy* (p.81), offer subjects at first year only that can supplement your main program of study. Some areas include subjects that involve overseas study. While most areas of study offer a sequence of study beginning at first year, you need to know that some interdepartmental programs are available from second year only (see page 39).

What is the relationship between areas of study and departments?

A variety of different departments, schools and centres within the Faculty of Arts teach and administer various areas of study (see page 35). Sometimes the relationship between an area of study and a department is very straightforward; for instance, the Department of Criminology offers *Criminology* (p.127) subjects only. Increasingly, however, departments, schools and centres within the Faculty of Arts are responsible for more than one area of study. The Department of English, for instance, teaches *English* (p.141) (i.e. literary studies), *Creative writing* (p.125), and *Cultural Studies* (p.133).

You should also refer to the *For more information* section of any given area of study in this Handbook. There you will find the full contact and address details of the administering department or school.

What is a major?

A *major* is a specialisation in an area of study, requiring the completion of a specified number of subjects at each year level.

A Major requires the completion of **112.5 points** of study. It usually comprises:

- 25 points (usually two subjects) of first year;
- 37.5 points (usually three subjects) of second year;
- 50 points (usually four subjects) of third year.

Some areas of study simply require 25 points (two subjects) of first year and 87.5 points (seven subjects) of second and/or third year subjects.

Some areas of study have *compulsory subjects* that you must complete in order to fulfill the requirements for that major. You should check major requirements in each area of study entry in this Handbook to ensure that you are aware of what is required.

Language majors

A language major requires the completion of 125 points of study from first year to third year, *not* the regular 112.5 points required for other majors, see *Language majors* (p.39).

Do I have to complete a major?

You do not have to do a major in an Arts degree, but you are advised to consider both the career and further study advantages of completing one or more formal areas of specialisation within your degree. When you finish your studies, the formal transcript of your results will include acknowledgement of the major/s you have completed. If you wish to continue with fourth year honours study you are required to have completed a major within the relevant area/s of study.

It is not possible to complete more than two majors.

What can I major in?

Most areas of study offer a major. Detailed information on majors can be found at the beginning of each area's entry in this Handbook. There you will also find information on areas of studies offering honours programs, which build upon major study.

Majoring in two areas of study

If you plan to complete two majors within your degree, it pays to choose areas of study that complement each other, allowing you to bring different kinds of expertise to bear upon each field of interest.

In particular, language study is recommended as an area of specialisation in itself, or as a means of enhancing your expertise in a particular field of interest. For instance, a major in Italian would enhance studies in Renaissance art History, just as Ancient Greek or Latin complements the study of classics and archaeology. See *Language study* (p.39).

BA study with two majors

The following table charts the progress of a BA degree with majors in history and cinema studies, where geography and philosophy subjects have also been completed.

First year eight subjects	Sem 1	History 12.5 points	Philosophy 12.5 points	Geography 12.5 points	<i>Cinema studies 12.5 points</i>
	Sem 2	History 12.5 points	Philosophy 12.5 points	Geography 12.5 points	<i>Cinema studies 12.5 points</i>
Second year eight subjects	Sem 1	History 12.5 points	Philosophy 12.5 points	Geography 12.5 points	<i>Cinema studies 12.5 points</i>
	Sem 2	History 12.5 points	History 12.5 points	<i>Cinema studies 12.5 points</i>	<i>Cinema studies 12.5 points</i>
Third year eight subjects	Sem 1	History 12.5 points	History 12.5 points	<i>Cinema studies 12.5 points</i>	<i>Cinema studies 12.5 points</i>
	Sem 2	History 12.5 points	History 12.5 points	<i>Cinema studies 12.5 points</i>	<i>Cinema studies 12.5 points</i>

This table shows how a standard BA might comprise four areas of study at first year, three areas of study at second year, and specialisations in two areas of study at third year.

New choices after first year

At second and third year many additional areas of study are available to students. In most cases, areas of study that become available after first year (i.e. from second to third year only) are *interdepartmental programs* with their own requirements for entry. See page 39.

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Students should also note that some languages can be studied at beginners level in either first or second year.

Completing additional first year study

The Faculty of Arts introduced a new measure in 1999 which allows students to complete a maximum of 125 points of first year study.

This means that students who have already completed 100 points of first year study and find that they want to take extra first year subjects in order to broaden their second/third year study options may do so. In such cases, students may complete two additional first year subjects from a new area of study, thereby completing a total of 125 points of first year *within* the overall total of 300 points for their degree. See also *Taking extra subjects (over-enrolment)* (p.40).

What is an interdepartmental program?

Interdepartmental or *ID programs* are specialised interdisciplinary areas of study which represent some of the newest developments in the social sciences and humanities. These include environmental studies, cultural studies, Islamic studies, and women's studies.

The Faculty of Arts offers sixteen ID programs to BA students. Each program is housed in a parent department or school within the Faculty and has a convener responsible for its academic program. ID programs enable you to incorporate subjects from a range of other areas of study into a focused program of major study. For instance, the Asian studies program includes Asia-focused subjects from history, anthropology, economics, geography, Indonesian studies, Chinese studies, etc.

In this way ID programs offer particularly flexible and exciting paths for major study. Students are advised to familiarise themselves with the ID programs that touch upon their academic interests, and to plan well in advance for entry. Some ID programs, such as development, begin in first year and have no prerequisites. Some, like European studies or social theory, are available from second year, or in the case of cultural studies are formally available from second year but include subjects that are recommended for study at first year. Similarly, major requirements vary from program to program. Some include compulsory subjects, while others, such as Asian studies and medieval studies, require or recommend concurrent language study.

For full details on each ID program consult the relevant entries in this Handbook.

Linked subjects

Some first year and second/third year subjects are offered as *linked semester subjects*. Usually a student will enrol in both the Semester 1 and Semester 2 parts of linked subjects. While it is possible to enrol in the first semester subject only, students require special permission to take a second semester linked subject without completing its first semester counterpart.

Special entry and quota subjects

Some subjects (e.g. creative writing subjects) have special entry requirements which you must fulfil in order to enrol.

Quota subjects (such as summer intensive languages) have a limited number of places available and students are selected according to academic merit.

The subject entry will detail any special requirements and the Faculty of Art office can advise you on how to apply for special entry and quota subjects.

Skills subjects

The following two areas of study offer skills subjects designed to develop study and career skills. These are:

Communication skills and English as a second language (p.117);

Computer applications in the social sciences and humanities (p.121).

Skills subjects limitations

Students may take a *maximum of three skills subjects* for credit towards their Arts degree and *no more than two of these may be taken at second/third year*.

Summer semester subjects

Several arts subjects are available during the summer semester which runs from early January to late February. As well as Intensive Beginners Language subjects, offered through the Horwood Language Centre, see page 239, the following subjects also commence in the summer semester. Please note that many of these subjects have strict prerequisites that you must meet in order to be eligible to enrol.

116-025 Special Study Program (p.174)

121-503 Research Methods and Design (p.185)

131-057 Twentieth-Century Britain (p.209)

131-075 The Graeco-Roman City in Antiquity (p.211)

131-075 The Graeco-Roman City in Antiquity (p.211)

145-004 Advanced ESL 1 (p.118)

161-053 The Good Life in Ancient Thought (p.291)

161-054 Human Life in Modern Thought (p.291)

166-101 Executive Internship- BPPM (p.377)

175-006 Cross-cultural Communication (p.268)

191-031 What Works in Criminal Justice (p.131)

922-015 LaTrobe-2/3SAP:Spanish Study Abroad (p.338)

922-034 LaTrobe-2/3SAL:Study in Latin America (p.338)

922-125 LaTrobe-MG3RC:Individual Reading (p.283)

922-187 LaTrobe-MG2/3SAP:Study Abroad Program (p.282)

922-219 LaTrobe-MG4RC:Individual Reading (p.283)

Workplace skills subject

The Faculty has introduced in 2001 a new subject designed to provide Arts students with an insight into bridging the gap between study and the workplace. The quota subject, 145-002 Managing Work and Projects (p.117), is available only at third year level. It incorporates a work placement and is included in the limitation of skills subjects above. See page 117 for more information.

Studying subjects at other universities

Study at other Australian universities (*complementary course studies*) is available to high-achieving students, with a better than average academic standard, who wish to take a subject not offered at the University of Melbourne towards their degree. Complementary course studies require the approval of the Faculty of Arts as well as permission from the relevant university. Arrangements must be made at the beginning of the year in which you wish to enrol in the subject/s concerned. Application forms are available from the Faculty of Art office and further enquiries should be directed to the Faculty course adviser for complementary studies. See also *Studying languages at other universities* (p.40).

Language study

It is strongly recommended that students consider taking a language other than English as part of their BA degree.

The study of more than two languages will not usually be permitted within a single Arts degree. The concurrent *Diploma in Modern Languages* (p.44) provides further opportunities for additional language study.

The School of Languages

The School of Languages was founded in 1993 and has established a world-wide reputation for the teaching, research and promotion of language study. The school has a strong commitment to innovation and excellence in teaching with an emphasis on communicative competence and the use of state-of-the-art language learning technology. The social and cultural context of communication is an important aspect of the courses. The school also encompasses linguistics and applied linguistics, providing useful analytical skills for language learning. Language courses at the University of Melbourne aim to serve the student body across all disciplines including the scientific, technological and professional faculties. A wide range of combined Arts degrees is available; these allow a multiplicity of choice across disciplines, including language and related area studies.

Language streams

Most languages are offered in a variety of streams, from beginners to more advanced levels. Your stream enrolment depends on your previous language experience and is determined by the relevant department.

Refer to the individual language entries in this Handbook for detailed information about available streams of study and procedures for stream enrolment.

Language corequisite subjects

Some language study requires the completion of a 12.5 point subject and an additional 6.25 point corequisite subject, amounting to 18.75 points of study in each semester. In such cases, two semesters of language study is equivalent to three semesters of non-language study (i.e. 2 x 12.5 points + 2 x 6.25 points = 3 x 12.5 points). See Table 6 (p.40) for an example of how this might affect the distribution of subjects across first and second year.

Language majors

A language major usually requires the completion of 125 points of study comprising:

- 37.5 points of first year subjects;
- 37.5 points of second year subjects;
- 50 points of third year subjects.

Most language majors require the completion of a specified level of the language. See the relevant language entries in this Handbook for details.

Example of BA with a language major

Table 6 (p.40) demonstrates how a major in Arabic might be completed alongside a major in political science. Note that each semester of first and second year Arabic study involves the completion of *two* Arabic subjects (a subject *and* *corequisite* totalling 18.75 points per semester). In each of first, second and third year, this is equivalent to *three* regular 12.5 point subjects per year.

Table 6: Arts degree with majors in Arabic and political science

First year	Sem 1	Politics 12.5 points	Biology 12.5 points	Australian studies 12.5 points	<i>Arabic 1A</i> 12.5 points	<i>Arabic 1A-C</i> 6.25 points
	Sem 2	Politics 12.5 points		Australian studies 12.5 points	<i>Arabic 1B</i> 12.5 points	<i>Arabic 1B-C</i> 6.25 points
Second year	Sem 1	Politics 12.5 points	Australian studies 12.5 points	Australian studies 12.5 points	<i>Arabic 2A</i> 12.5 points	<i>Arabic 2A-C</i> 6.25 points
	Sem 2	Politics 12.5 points	Politics 12.5 points		<i>Arabic 2B</i> 12.5 points	<i>Arabic 2B-C</i> 6.25 points
Third year	Sem 1	Politics 12.5 points	Politics 12.5 points	<i>Arabic 3A</i> 12.5 points	<i>Arabic option</i> 12.5 points	
	Sem 2	Politics 12.5 points	Politics 12.5 points	<i>Arabic 3B</i> 12.5 points	<i>Arabic option</i> 12.5 points	

This example demonstrates that in each of first and second year, a student taking a language with corequisite subjects will complete one 'heavier' semester of 56.25 points and one 'lighter' semester of 43.75 points, totalling 100 points across the year.

Studying languages at other universities

Study at other Australian Universities is called *complementary course studies*, and is permitted when students with a better than average academic standard wish to take a subject not offered at the University of Melbourne for credit towards their degree.

The Faculty of Arts has formal arrangements with several institutions that offer languages not taught at the University of Melbourne. These include La Trobe University, RMIT, and Swinburne University of Technology. In some cases classes may be held at the University of Melbourne Parkville campus.

All complementary course study requires the approval of the Faculty of Arts as well as permission from the other university. Arrangements must be made at the beginning of the year in which you wish to enrol in the subject/s concerned.

Applications forms are available from the Faculty of Art office and assistance is available from the Faculty's course adviser for complementary studies.

Studying languages overseas

Students are encouraged to consider taking some of their language study overseas. For further details see *Studying overseas for credit* (p.40).

Summer intensive beginners subjects

In the cases of French, German, Italian, and Japanese, summer intensive beginners subjects are available from the Horwood Language Centre, and may be undertaken as part of any Arts degree. Each intensive subject is the equivalent of a full year of language study (37.5 points) and candidates may continue directly to second year language study, subject to academic performance. Students should see *Intensive languages* (p.239) for subject details.

Horwood Language Centre

The Horwood Language Centre provides technical support for language learning within the University. Its resources include computer-assisted and audio-visual language laboratories, a broadcast-quality recording studio, live satellite reception of eight international television stations, audio and video dubbing, video conversion, off-air recording facilities, and an extensive video and audio library of foreign language material.

Telephone enquiries can be made on +61 3 8344 5144 or visit the web site at <http://www.hlc.unimelb.edu.au>.

Diploma in Modern Languages

The Diploma in Modern Languages (DML) enables students to gain a diploma in language study while completing an undergraduate degree at the University of Melbourne. See page 44 for further information.

Further requirements for the BA

Can I study part time?

You do not require special permission from the Faculty of Arts to study on a part-time basis. The minimum enrolment allowable for Arts students is one subject in each semester.

Students intending to study part time should note that most classes are held during working hours. A small percentage of subjects are offered in the

evening, but choices are limited and timetabling is subject to change on a yearly basis. For these reasons students with full-time work commitments may find it very difficult to complete a degree without attending some day-time classes.

How long can I take to complete my degree?

All arts courses—the Bachelor of Arts, Bachelor of Arts and Sciences, Arts combined degrees, concurrent diplomas, and the Bachelor of Letters—must be completed within ten years from the date of commencement of study. Exemption from this requirement is rare. Students in a HECS-based place who are permitted to extend their studies beyond ten years are not eligible to continue in a HECS based place and may only re-enrol on a fee-based basis.

Studying overseas for credit

The Faculty of Arts encourages students who are strong academic performers to consider studying overseas for credit towards their degree. You can study as part of an official exchange program or take other studies, particularly intensive in-country language courses, at recognised tertiary institutions in any overseas country. The University and the Faculty offer a range of Melbourne Abroad Scholarships to assist very high achieving students to study overseas; these are awarded on a competitive basis.

The minimum academic requirement to study overseas is an average grade of H2B across all subjects attempted as part of your course. If you want to study in a language other than English you will also need an H2B in your previous semester of study in that language at Melbourne, and you must have studied beyond beginners level.

You must also ensure that you have the space in your degree to accommodate credit for studies taken overseas (i.e. usually 50 points for one semester's work or 100 points for two semesters' work).

Usually you are only eligible to apply to study overseas at second, third and fourth year levels, although special conditions apply to honours students studying overseas. You can receive a maximum of 100 points towards your degree (50 points towards honours) for study taken overseas, although other limits may apply to credit for some types of foreign studies.

You must arrange a credit contract with the Faculty of Arts if you wish to study overseas for credit towards your BA or the Arts component of your combined degree. This involves having your Melbourne department/s approve the subjects you want to take overseas as the equivalent of subjects in this Faculty. The Faculty of Art office then determines how many points these subjects are worth and at what year level. You must sign the credit contract before you leave the country and take approved subjects in exchange for guaranteed credit.

Please note that arranging overseas study is a lengthy process that requires planning at least a year in advance of when you intend to leave.

All enquiries about studying overseas as part of an exchange or other program should be directed to the Faculty of Arts, telephone +61 3 8344 4107.

In addition, several departments of the Faculty of Arts teach subjects in Europe and the United States as one-month intensive fieldwork programs in the Summer Semester or winter non-teaching period. See individual subject entries for details:

- 107-066 Postmodern Culture: Art in New York (p.76)
- 107-067 Renaissance and Baroque Rome 1450-1750 (p.74)
- 107-069 Siena and its Environs (p.76)
- 107-086 City as Film (p.107)
- 116-030 Paris: Capital of the Nineteenth Century (p.177)
- 131-018 Searching for the American Dream (p.206)
- 131-044 Medieval and Renaissance Nuremberg (p.208)
- 131-075 The Graeco-Roman City in Antiquity (p.211)
- 131-106 Holy War, Piracy or Commerce? (p.220)

Taking more than 50 points in a semester (overloading)

The standard workload for Arts students is a maximum of 100 points per year (eight subjects), or 50 points per semester (four subjects). Language students should note that 56.25 points in a semester is *not* considered an overload.

Students who attempt more than this workload more often than not withdraw from subjects and reduce their enrolment back to 100 points, or actually fail one or more subjects. Nevertheless, if you have a strong academic record and good reasons to overload your enrolment, consult a Faculty course adviser for permission to overload.

Taking extra subjects (over-enrolment)

You would not usually do more than the 300 points required for the BA. However, if you have a strong academic record and good reasons to *over-enrol*, you may consult a course adviser for permission to take extra subject/s. All extra study is liable for additional HECS or course fees.

Combined degree students required to over-enrol in order to complete two majors will normally be permitted to do so, provided they maintain a good academic record.

Faculty of Arts

Taking leave of absence

For a range of reasons many students find that they need to take a semester or an entire year break from study. To be eligible for leave of absence from any degree offered by the Faculty of Arts you normally must have successfully completed at least 25 points of study unless there are exceptional circumstances.

Over the course of your degree you may take up to two semesters (12 months) leave of absence. Again, in exceptional circumstances a further two semesters of leave may be approved.

Application forms are available from the Faculty of Art office, see page 35.

Can I repeat a subject if I fail?

If you fail a subject, at some later stage in your course you will be required either to repeat the failed subject, or to complete another subject worth the same number of points and available at the same year level (or higher) in order to complete your degree. However, you cannot enrol in a subject if you have attempted it *twice* before.

Academic Transition Program

The Faculty of Arts offers an Academic Transition Program to support students in making a successful transition to tertiary study. Workshops and individual consultations are offered by Faculty and departmental staff to enable students to get the most out of the university experience. Specialist support is provided to students who are having difficulty in meeting required academic standards.

Students are strongly encouraged to seek advice and assistance from staff of the Faculty if feeling unsure about any aspect of study at the University.

What if I fail a significant part of my studies?

Students who fail one or more subjects may be invited to discuss their situation with a course adviser.

If you fail 50 per cent or more of your course in a semester, your situation may be examined by the Faculty of Arts' *Student Progress Committee*.

The Student Progress Committee considers each student's case individually, and each student is given the chance to explain the reasons for their poor performance, in writing as well as in an interview with the committee. The committee is first and foremost concerned with understanding the problems you have faced during the year and what you propose to do about these problem to ensure they do not recur.

The outcome of the Student Progress Committee's review will depend very much on the nature and degree of your unsatisfactory progress, the legitimacy of your problems, the submission that you make to the committee, and the extent to which you can demonstrate that you can overcome the problems that have affected your study.

In most cases the Student Progress Committee will allow you to continue with your enrolment, but will require you to discuss your enrolment with a course adviser. If appropriate, the committee may enforce a number of restrictions on your enrolment, including limiting your enrolment to part-time, recommending some leave of absence or in some cases may recommend to the University's Academic Board that you be suspended from your course.

If you are suspended from your course, you will not be re-admitted until you can demonstrate academic rehabilitation by successfully completing a specified amount of tertiary studies elsewhere.

Course planning and re-enrolment

Before the end of each academic year, continuing students are required to select subjects for the following year. Full details of the re-enrolment process will be sent to you in September/October. Before enrolling, you are encouraged to seek the advice of departments in choosing your subjects.

Students who do not receive re-enrolment information should contact the Faculty of Art office for advice.

Students who do not re-enrol by the required date will incur a late fee.

Resumption of course

Applications to resume studies after discontinuation, suspension or lapsed enrolment from your course must be submitted within five years of your last successful enrolment.

Credit

Applicants for the Bachelor of Arts, Arts combined degrees and the Arts and Sciences degree will be awarded such credit for previous study as the Faculty considers appropriate at the time of first enrolment in the degree. Credit will not usually be granted for any complete or incomplete undergraduate studies undertaken 10 or more years prior to admission to the degree. Credit will not be granted for previous postgraduate study.

Currently enrolled students who wish to undertake additional studies for credit (i.e. overseas language studies, or Community Access Program subjects) *must* obtain approval for such an enrolment before it is undertaken, or credit may not be awarded.

No student is obliged to accept the credit that is awarded, but must notify the Faculty in writing of their intention to decline such credit within the year (full-time or part-time) of credit being granted.

Credit for previous tertiary studies toward the Bachelor of Arts degree

Students transferring from other faculties or institutions may be offered unspecified credit for subjects they have completed in their previous courses which are not available as subjects for the Bachelor of Arts course at Melbourne, up to a maximum of 50 points of first year level and 37.5 points of second year level.

Students who have completed subjects elsewhere which are considered to be equivalent to those available to students in the Bachelor of Arts at Melbourne may be granted *specified* credit for those subjects. It may be necessary for the relevant department to recommend such credit. Specified credit may be granted up to a maximum of 100 points of first year level and up to a maximum of 100 points of second year level. The maximum amount of specified and unspecified credit granted to a transferring student will be 200 points.

For more information on credit, refer to *Credit guidelines* available from the Faculty of Art office.

Credit towards Arts combined degrees

Students who have completed subjects elsewhere which are considered to be equivalent to those available to students in the Arts combined degrees at Melbourne may be granted *specified* credit for those subjects. Specified credit is usually approved on the recommendation of the relevant department. Specified credit may be granted up to a maximum of 50 points of first year level and up to a maximum of 75 points of second year level. The maximum amount of specified Arts credit granted to a transferring combined degree student will be 125 points.

Exemption from prerequisites

If you are not eligible for credit for a prerequisite subject but have completed work considered equivalent, you may be granted exemption from that subject. This means that you will be eligible to enrol for the next year level in that area of study and you will be exempted from completing these subjects towards a major; however, you will still be required to complete the usual number of degree points overall.

Credit for Community Access Program subjects

Students who have completed subjects through the Community Access Program and subsequently gained admission to the Bachelor of Arts, Arts combined degrees or the Bachelor of Arts and Sciences may be eligible for credit: however, where the subjects are used as the basis for admission (i.e. for applicants without the usual prerequisites), no credit will be granted.

Where the CAP subjects are used because academic performance at Year 12 or in subsequent tertiary study was insufficient, or to demonstrate academic rehabilitation after suspension or termination, credit will only be given where a grade of H2B or higher is achieved.

Where the CAP subjects are used because previous studies were undertaken more than 10 years ago, credit will be granted for all Arts subjects passed.

Students with approval to undertake CAP subjects in addition to their degree may be granted credit for all Arts subjects passed.

Programs for high achieving students

Students who have undertaken accelerated university programs concurrently with their VCE may be granted credit up to a maximum of 50 points of first year.

Combined Arts degrees

The Arts degree can be taken together with other degrees as a *combined degree*. There are ten combined Arts degree options:

- *Arts/Commerce*, page 391
- *Arts/Engineering*, page 484
- *Arts/Laws*, page 690
- *Arts/Geomatic Engineering*, page 513
- *Arts/Medicine*, page 712
- *Arts/Music*, page 740
- *Arts/Science*, page 758
- *Arts/Social Work*, page 381
- *Arts/Teaching*, page 463
- *Arts/Theology*, page 42

How do combined Arts degrees work?

Generally a combined degree involves doing fewer subjects or points than are required if both degrees were completed separately.

To complete the combined Arts degrees listed above you must complete subjects from both degrees worth a *minimum of 500 points* or five full-time

years of study (four years' full-time study for Arts/Teaching; seven years' full-time study for Arts/Medicine).

Each degree component will require the completion of a minimum number of points from each faculty within the total of 500 points (see the following sections for details). *No subject can count towards both degrees.*

Students should note that you cannot be awarded one component of your combined degree upon completion of the minimum requirements for that component. If you discontinue either component of your combined course, you must complete the full requirements of your remaining degree (i.e. the full number of points required for the single degree).

The Arts component of the Arts/Commerce, Arts/Music, Arts/Science and Arts/Theology degrees

Students must complete *at least 225 points* towards the Arts component of these degrees, comprising:

- 50 points of first year Arts (usually four subjects)
- 75 points of second year Arts (usually six subjects)
- 100 points of third year Arts (usually eight subjects)

The Arts component of the Arts/Engineering, Arts/Geomatic Engineering and Arts/Laws degrees

Students must complete *at least 200 points* towards the Arts component of these degrees, comprising:

- 50 points of first year Arts (usually four subjects)
- 75 points of second year Arts (usually six subjects)
- 75 points of third year Arts (usually eight subjects)

The Arts component of the Arts/Medicine degree

See page 709 for details regarding the BA/MBBS degree.

The Arts component of the Arts/Social Work degree

See page 381 for the details regarding the BA/BSW degree.

The Arts component of the Arts/Teaching degree

Students must complete *at least 250 points* towards the Arts component of this degree, comprising:

- 100 points of first year Arts (usually eight subjects)
- 75 points of second year Arts (usually six subjects)
- 75 points of third year Arts (usually six subjects)

See page 421 for further details regarding the BA/BTeach degree.

Combined Arts degree requirements

For more detailed information on each combined Arts degree, consult the relevant entries in this Handbook (see page references above). You are also expected to be familiar with the course requirements of both the components of your combined degree.

The BA course requirements regarding part-time study, credit, leave of absence, overloading, etc. outlined on page 40 apply to combined course students, as does much of the general information on page 38.

Useful examples of combined degree course structures may also be found in other faculties' entries. Further information on the general structure and requirements of each combined Arts degree is also available at the Faculty of Art office.

The Arts-approved subject requirement for combined courses

The Arts component of a combined degree is subject to the Faculty's *Arts-approved subject requirement* (p.37). The Arts-approved subject requirement means that students in most combined courses usually are not able to complete the number of points required for a major in areas of study from *outside* the Faculty of Arts.

In combined courses where additional points may be taken from either faculty (the Arts/Science and Arts/Commerce degrees), students should consult with a Faculty of Arts course adviser about fulfilling the Arts-approved subject requirement. In these cases it may be possible to complete a major outside of Arts-approved areas. Students in other combined degrees are unlikely to be able to complete studies that are not Arts approved. See *Which subjects are Arts-approved?* (p.37).

In all cases, a student may not count subjects usually available within the combining degree, towards their Arts degree (for example Mathematics or Computer Science subjects will always count towards Science in the Arts/Science degree).

Can I complete a major within a combined Arts degree?

All combined course students can complete a major in areas of study that offer Arts-approved subjects. Some combined courses (Arts/Commerce, Arts/Music, Arts/Science, Arts/Teaching and Arts/Theology) can accommodate the completion of two majors within the minimum points required for the Arts component of the degree.

Students in the Arts/Engineering, Arts/GeomEng, Arts/Law and Arts/Social Work will not be able to complete two majors without over-enrolling their Arts course, see *Taking extra subjects (over-enrolment)* (p.40).

If you do intend do two Arts majors in a combined degree, you should choose your first year subjects carefully, and make sure that you have completed the prerequisite subjects for the majors.

Example of an Arts component of a combined degree

The subjects in the following example total the *225 points of Arts* study required for Arts/Commerce, Arts/Music, Arts/Science and Arts/Theology degrees.

Table 7: The Arts component of a combined degree with majors in philosophy and cultural studies

First year four subjects	Philosophy 12.5 Points	English 12.5 Points		
	Philosophy 12.5 Points	English 12.5 Points		
Second year six subjects	Philosophy 12.5 Points	Cultural studies 12.5 points	Cultural studies 12.5 points	
	Philosophy 12.5 Points	Philosophy 12.5 Points	Cultural studies 12.5 points	
Third year eight subjects	Philosophy 12.5 Points	Philosophy 12.5 Points	Cultural studies 12.5 points	Cultural studies 12.5 points
	Philosophy 12.5 Points	Philosophy 12.5 Points	Cultural studies 12.5 points	Cultural studies 12.5 points

Please note that for BA/BE, BA/BGeomEng and BA/LLB students, the above Arts course with two majors would require the completion of two extra subjects beyond the 200 points required for the Arts component of their combined degree (and extra HECS/course fee liability). See *Taking extra subjects (over-enrolment)* (p.40).

Arts/Theology

The University of Melbourne and the Melbourne College of Divinity offer a combined degree in Arts and Theology.

Course structure

To meet the requirements for the BA/BTheology degree students must complete subjects *totalling at least 500 points*, usually five years of full-time study. A minimum number of subjects must be taken towards the Arts component, and a minimum number towards the Theology component of the combined degree:

Arts Faculty

225 points

Theology

240 points

From either Arts or Theology

45 points of Theology or 37.5 points of Arts

The Arts component

For a detailed breakdown of how the 225 points of Arts component of the BA/BTheology degree should be distributed across year levels, see *The Arts component of the Arts/Commerce, Arts/Music, Arts/Science and Arts/Theology degrees* (p.42).

Theology component

The Bachelor of Theology component of the combined degree requires the completion of a *minimum of 240 Theology points* (where one semester unit equals 15 points). These usually include:

- 30 points in Old Testament (field B)
- 30 points in New Testament (field B)
- 30 points in systematic theology (field C)
- 30 points in Church history (field C)
- 60 points in moral and practical theology (field D)

One discipline in either field B (Biblical studies) or field C (Christian thought and history) must be taken to Level 3 (90 points).

Applications

Applications must be made for both components of the degree. Admission is decided by a committee of academics from the University of Melbourne and the Melbourne College of Divinity.

Faculty of Arts

Applications to the Bachelor of Arts must be made through the Victorian Tertiary Admissions Centre. Applications to the Bachelor of Theology should be made directly to the Dean of one of the following Associated Teaching Institutions of the Melbourne College of Divinity:

Catholic Theological College, 278 Victoria Parade, East Melbourne, 3002
Evangelical Theological Association, c/o Whitley College, 271 Royal Parade, Parkville, Victoria 3052

United Faculty of Theology, Kernick House, Queens College, Parkville, 3052

Yarra Theological Union, PO Box 79, 90 Albion Road, Box Hill, Victoria 3128

Bachelor of Arts (Honours)

The BA (Hons) degree is a more advanced and specialised course of study requiring a higher standard of performance than for the pass degree. It involves one additional year of study at fourth year level. Students may specialise in one area of study (pure honours) or two (combined honours). Entry to the honours degree must be approved by the department/s concerned and formalised by the Faculty.

Admission to the BA (Hons) degree

Commencement of honours must occur within five years of the completion of your BA degree.

Mid-year honours entry requires departmental and faculty approval.

Current BA or BAsc students should refer to the relevant entries in this Handbook for information on departmental requirements. Requirements and application procedures will vary from department to department.

Prospective students with a Bachelor of Arts degree from other institutions should contact the Faculty of Art office for more information.

Eligibility

In order to be eligible for admission to fourth year honours you must have:

- satisfied the requirements of a BA pass degree;
- completed a major in the particular area/s of study, including any prerequisite subjects specified by the department/s concerned; and
- attained the appropriate standard across the major/s.

An appropriate standard is usually an average grade of H2A or H2B over the second/third year subjects of the major/s. Refer to the individual area of study entry for information on the minimum standard required.

Please note that you will *not* be required to achieve an overall honours standing in all your second/third year subjects for entry to honours.

Students undertaking combined honours may, under certain circumstances and subject to departmental and faculty approval, count two subjects (25 points) towards both areas of study for admission to fourth year honours. Such students should note that as a consequence they will be granted only one major within the BA.

Students who do not meet the minimum threshold requirement for admission to honours will require the approval of the relevant honours coordinator or head of department and the Associate Dean (Academic Programs) before being admitted to fourth year honours.

Honours degree requirements

In order to meet the requirements for the BA (Hons) degree, you must complete 100 points of study at fourth year level. Pure honours usually consists of 62.5 points of coursework and a thesis of 37.5 points. Combined honours usually consists of the thesis and two coursework subjects in one area of study (37.5 + 25 = 62.5 points) and three coursework subjects in the combined area of study (37.5 points).

Combined degree students

In most cases combined degree students can be admitted to an honours program. Before you are admitted to fourth year level studies, however, you must complete your Arts component as well as completing enough relevant subjects from your combining degree to allow you to take out your BA even if you were to discontinue your combining degree. Please consult the faculty's Honours course adviser for specific advice.

Honours grade requirement

You are required to achieve an honours grade (i.e. H1, H2A, H2B, H3) for each component of assessment in fourth year, and an overall grade of at least H3. Your overall grade will be based on the weighted average of your marks for each component of your fourth year studies: this is known as your *final examination (FE) result*.

If these requirements are not fulfilled, you will only be eligible for the BA pass degree. A pass or fail grade in any component will disqualify you from taking out an honours degree.

Workload

Fourth year studies are usually taken full-time. In exceptional circumstances (such as work commitments, ill-health etc.), and with both departmental and Faculty approval, you may be permitted to take fourth year part-time over two years.

You will not usually be permitted to transfer to part-time studies after commencing fourth year, nor will you be permitted to withdraw from fourth year subjects after the first two weeks of each semester without departmental and Faculty approval.

In all cases, your thesis must be completed over two consecutive semesters within a 12 month period of enrolment. Withdrawal from the thesis will only be permitted in very exceptional circumstances.

Leave of absence

It is possible for students accepted into honours to take leave of absence for 12 months before starting their fourth year.

Once you have commenced fourth year studies, leave of absence will only be approved in exceptional circumstances and with the support of the relevant department/s. The maximum leave that will be granted is two semesters (12 months). If you are granted 12 months leave you must still complete your studies within a maximum of three years of the original commencement date of your fourth year studies.

Extensions of time

Extensions of time for outstanding work during fourth year studies (e.g. as a result of illness) may be granted to 31 December (30 June for mid-year entry students). Extensions must be approved by the relevant head/s of department or honours coordinator/s.

Any further extensions will require the prior written approval of the Associate Dean (Academic Programs) as well as the written support of the department.

Study completed overseas, interstate or at another local university

Under certain circumstances you may be given credit for studies undertaken at an *overseas or interstate university* up to a maximum of 37.5 points for pure honours and up to 25 points in each area for combined honours to an overall maximum of 37.5 points.

In the case of studies completed at another *local university*, students may be permitted to undertake up to 37.5 points of coursework for pure honours. They may undertake up to 25 points in each area for combined honours to an overall maximum of 37.5 points.

Grades for work completed at other tertiary institutions will be translated by the relevant department/s and the faculty for the calculation of your final examination (FE) result.

If you wish to study abroad, interstate or at another local university, you must seek the prior approval of both the relevant department/s and the Faculty of Arts. Approval will depend on the appropriate level, weighting and standard of subjects, and, for the thesis, the provision of suitable co-supervision arrangements. Interested students should contact the honours course adviser in the Faculty of Art office.

More information

More detailed information about the honours degree can be obtained at the Faculty of Art office.

Bachelor of Arts (Media and Communications)

The Faculty of Arts offers a three-year Bachelor of Arts (Media and Communications) degree in which students may complete either a double major or an enriched major in media and communications. See *Bachelor of Arts (Media and Communications)* (p.353)

Bachelor of Creative Arts (BCA), BCA (Hons)

The Faculty of Arts offers a three-year Bachelor of Creative Arts degree through the School of Creative Arts, which was transferred into the faculty from the Victorian College of the Arts from 1 January 2001. The course provides a combination of theoretical and practical studies in and across the fields of creative writing, media arts and new media, theatre studies and visual arts. See *Creative arts* (p.357) for details of the School of Creative Arts and its offerings.

Bachelor of Public Policy and Management (BPPM), BPPM (Hons)

The Faculty of Arts offers a two-year Bachelor of Public Policy and Management degree to students who have completed at least two years of tertiary study in another degree course. See *Bachelor of Public Policy and Management (BPPM)* (p.375).

Bachelor of Social Work (BSW), BSW (Hons)

The Faculty of Arts offers a Bachelor of Social Work degree and a combined degree in Arts/Social Work. See *Bachelor of Social Work (BSW)* (p.379).

Bachelor of Letters (BLitt)

The Bachelor of Letters is not available in 2001.

Bachelor of Letters (Honours) degree

The BLitt (Hons) degree is a more advanced and specialised course of study requiring a higher standard of performance than for the pass degree. It involves study at fourth year consisting of subjects totalling 100 points. The honours year in the BLitt (Hons) course is equivalent to fourth year studies in the BA (Hons) course in either pure or combined honours.

The BLitt (Hons) degree enables graduates to study for a formal qualification which may lead to a Master of Arts or PhD. The faculty also offers a number of one year postgraduate diplomas which may qualify students for entry into the Master of Arts degree. For more information, please see the entry in the faculty's Postgraduate Handbook.

Eligibility

Students who have completed a BLitt pass degree may proceed to a BLitt (Hons) degree provided that they have:

- completed subjects totalling 100 points at second/third year; and
- completed a major in the area/s of study at the appropriate standard; and
- satisfied any honours prerequisite subjects within the major/s.

Entry to the honours degree must be approved by the department/s concerned and the faculty.

Honours degree requirements

In order to meet the requirements of the BLitt (Hons) degree, students must have completed subjects totalling 200 points, including 100 points at second/third year, and 100 points at fourth year at honours standard. Please refer to *Honours grade requirement* (p.43).

BLitt (Hons) students should refer to *Bachelor of Arts (Honours)* (p.43) for information regarding workload, change of enrolment status, leave of absence, overseas study, etc.

Diploma in Modern Languages

The Diploma in Modern Languages (DML) enables students to gain a diploma in language study while completing an undergraduate degree at the University of Melbourne. The diploma usually consists of a three-year sequence of first, second and third year language study and adds one year to the duration of your degree course. You take language subjects alongside your degree subjects in an integrated sequence. The diploma will only be awarded on the completion of your degree course.

Students wishing to undertake an honours program following completion of the DML should note that they are required to complete a major (125 points) before being eligible for honours - and therefore will need to complete an additional two subjects within their degree. These students will also need a BA degree to be eligible for the BA (Honours), otherwise they may apply to enter the postgraduate diploma.

Course objectives

At the completion of the diploma, students should:

- have acquired a mastery of both oral/aural and writing/reading skills comparable to that of a student majoring in a language discipline;
- have gained a basic understanding of selected aspects of the culture (or cultures) and of the society (or societies) associated with the language.

Eligibility

The Diploma in Modern Languages is only available to students who are currently enrolled in a bachelors degree course at the University of Melbourne. It must be completed alongside your degree studies and can only be awarded on the completion of your degree.

Selection to the diploma is based upon academic merit. Students generally need to meet the Arts clearly-in rank ENTER (89.70 in 2000) to be eligible for selection.

Combined degree students are not usually eligible for the diploma; however, your application will be considered if you are a high-achieving student.

Entry to the diploma requires the approval of both the Faculty of Arts and the student's home faculty, and the endorsement of the relevant language department.

Course structure

The diploma usually consists of a three-year sequence of study in one language (totalling a *minimum* of 100 points). The language subjects will be taken concurrently with an undergraduate degree in an integrated sequence approved by the student's home faculty and the language department, and will normally add one year to the duration of a student's degree course.

Students should note that the points requirement for the DML (100 points) is *not* equivalent to a language major (125 points). Students wishing to take extra subjects to complete a major may do so, but must note that they will incur HECS or course fees accordingly.

Language level

The diploma will be available to students with no prior knowledge of a language as well as to those who have completed several years of study (for instance, as part of the VCE).

Your stream enrolment depends on your previous language experience and is determined by the relevant department. Refer to the individual language entries in this Handbook for detailed information about available streams of study and procedures for stream enrolment.

DML languages

The following languages and levels are expected to be available for DML study in 2001:

- Arabic (beginners and post-VCE), page 61
- Chinese (beginners, non-dialect speakers with VCE Chinese, and background speakers), page 93
- French (beginners, intermediate and post-VCE), page 169
- German (beginners, intermediate and post-VCE), page 187
- Hebrew (beginners and post-VCE), page 195
- Indonesian (beginners and post-VCE), page 233
- Italian (beginners and post-VCE), page 243
- Japanese (beginners, post-VCE, and more advanced standing), page 251
- Swedish (beginners), page 341

Summer intensive beginners subjects

In the cases of French, German and Italian, summer intensive beginners subjects are available from the Horwood Language Centre, and may be undertaken as part of the diploma. Each intensive subject is the equivalent of a full year of language study (37.5 points) and candidates may continue directly to second year language study, subject to academic performance. Students should see the *Intensive languages* (p.239) entry in this Handbook for subject details.

Overseas language study

Students undertaking the diploma may in some circumstances undertake language study abroad for credit of up to 37.5 points toward their course. An application for credit must be made prior to proceeding overseas. Interested students should consult their subject coordinator or Arts International in the Faculty of Art office. See also *Studying languages overseas* (p.40).

Leave of absence

It is not possible to defer commencement of the diploma; students not intending to commence study in 2001 should apply for selection in a later year. Students who have completed at least one subject (12.5 points) may be permitted to take up to one year of leave of absence. Students who require time away from their studies but who have not completed a subject should discontinue their course and re-apply once they are able to continue.

Study progress

The Faculty of Arts is concerned about the progress of its students and monitors progress with the intention of providing assistance to those students who may need it. If you are concerned about your study, contact the faculty for advice. If you fail a subject in the Diploma you will be asked to see either a faculty course adviser, or the faculty Student Progress Committee. Students who attend the Committee may be asked to apply for leave of absence or to discontinue their course. In some cases, the committee may recommend that a

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student be suspended from the course. See *What if I fail a significant part of my studies?* (p.41).

Credit for previous study

Credit may be granted to diploma students at the time of first enrolment for tertiary studies taken within the last 10 years. The faculty offers credit up to a maximum of 50 points towards the diploma for equivalent language study not counted towards another qualification.

Students who have completed language subjects through the Community Access Program may be awarded credit up to a maximum of 50 points.

Students who have completed subjects through accelerated learning programs concurrently with their VCE may be awarded credit up to a maximum of 37.5 points.

Students who are not eligible for credit, but who have completed work considered to be the equivalent of a language subject or level may be granted an exemption from that subject and enrol in the next level of the language. However, the student must still complete at least 100 points of study to be eligible for the award of the diploma.

Applications

There is only one enrolment period for the DML (no mid-year entry). Applications must be received by:

- Re-enrolling students: Friday 1 December 2000
- New students: Friday 2 February 2001

For further information and application forms, please telephone the Faculty of Art office on +61 3 8344 5235.

Diploma of Arts

The Diploma of Arts enables students to gain a diploma in humanities or social sciences while completing an undergraduate degree at the University of Melbourne. The diploma usually consists of a three year sequence of first, second and third year study and adds one year to the duration of your degree. You take subjects in a single area of study alongside your degree subjects in an integrated sequence. The diploma will only be awarded on the completion of your degree course.

Course objectives

At the completion of the diploma, students should:

- demonstrate a sound knowledge and understanding of a selected field of study in the humanities or social sciences;
- be able to access and appreciate national and international debates in their area of study;
- demonstrate an independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories and methodologies that are applied with intellectual honesty and a respect for ethical values;
- be able to apply critical and analytical skills and methods to the identification and resolution of problems within a particular area of study.

Eligibility

The Diploma of Arts is only available to students who are currently enrolled in a bachelor degree course at the University of Melbourne. It must be completed alongside your degree studies and can only be awarded on the completion of your degree.

Selection to the diploma is based upon academic merit. Students generally need to meet the Arts clearly-in rank ENTER (89.70 in 2000) to be eligible for selection.

Combined degree students are not usually eligible for the diploma; however, your application will be considered if you are a high achieving student.

Entry to the diploma requires the approval of both the Faculty of Arts and the student's home faculty, and the endorsement of the relevant department.

Course structure

The diploma usually consists of a three-year sequence of study, and adds one year to the duration of your degree course. You will complete 25 points of first year, 25 points of second year and 50 points of third year studies in Arts-approved area of study (see below). If you have already completed studies in your chosen area of study, you may be permitted to complete 100 points of study at second/third year instead of the above structure.

Students interested in completing an Interdepartmental (ID) Program that normally commences at second year level should contact the ID Program coordinator for advice on first year options.

The diploma will specify the area of study you have completed, for example, Diploma of Arts (Development Studies).

Please note that the ancient languages stream of the diploma consists of a four-year sequence of study. For more details, see the area of study entries for Ancient Greek, (page 49), and Latin, (page 261).

Students should note that the points requirement for the Diploma of Arts (100 points) is *not* equivalent to an Arts major (112.5 points). Students wishing to take an extra subject to complete the full major may do so, but must note that they will incur HECS or course fees accordingly.

Areas of study available

The diploma assumes no previous study of a discipline. Students must complete a three-year sequence from one of the following Arts-approved areas of study:

- *American studies* (p.47)
- *Ancient languages:*
 - *Ancient Greek* (p.49) (four-year sequence, see above)
 - *Latin* (p.261) (four-year sequence, see above)
- *Ancient and Medieval studies* (p.53)
- *Anthropology* (p.55)
- *Art history* (p.69)
- *Asian studies* (p.79)
- *Australian studies* (p.83)
- *Cinema studies* (p.105)
- *Classics and archaeology* (p.111)
- *Creative writing* (p.125)
(special entry conditions apply: contact the Department of English for details)
- *Criminology* (p.127)
- *Cultural Studies* (p.133)
- *Development* (p.135)
- *English* (p.141)
- *English language* (p.155)
- *Environmental studies* (p.159)
- *European studies* (p.167)
- *Geography* (p.179)
- *History* (p.203)
- *History and philosophy of science* (p.223)
- *Islamic studies* (p.241)
- *Jewish studies* (p.259)
- *Linguistics and applied linguistics* (p.267)
- *Philosophy* (p.287)
- *Political science* (p.299)
- *Social theory* (p.323)
- *Sociology* (p.329)
- *Women's studies* (p.351)

Leave of absence

It is not possible to defer commencement of the diploma; students not intending to commence study in 2001 should apply for selection in a later year. Students who have completed at least one subject (12.5 points) may be permitted to take up to one year's leave of absence. Students who require time away from their studies but who have not completed a subject should discontinue their course and re-apply once they are able to continue.

Study progress

The Faculty of Arts is concerned about the progress of its students and monitors progress with the intention of providing assistance to those students who may need it. If you are concerned about your study contact the faculty for advice. If you fail a subject in the diploma you will be asked to see either a Faculty course adviser or the Faculty Progress Committee. Students who attend the committee may be asked to apply for leave of absence or to discontinue their course. In some cases, the committee may recommend that a student be suspended from the course. See *What if I fail a significant part of my studies?* (p.41).

Credit for previous study

Credit may be granted to diploma students at the time of first enrolment for tertiary studies taken within the last 10 years. The faculty offers credit to a maximum of 25 points at first year and 25 points at second year towards the diploma for equivalent study not counted towards another qualification.

Students who have completed Community Access Program subjects may be awarded credit up to a maximum of 25 points at first year and 25 points at second year.

Students who have completed subjects through accelerated learning programs concurrently with their VCE may be awarded credit up to a maximum of 25 points at first year.

Students who are not eligible for credit, but who have completed work considered to be the equivalent of a subject may be granted an exemption from that subject and enrol in the next year level of the area of study. However, the student must still complete 100 points of study to be eligible for the award of the diploma.

Applications

For commencement in Semester 1 2001, applications must be received by:

- Re-enrolling students: Friday 1 December 2000
- New students: Friday 2 February 2001

For mid-year (July 2001) entry:

- All applicants: Thursday 31 May 2001

For further information and application forms, please telephone the Faculty of Art office on +61 3 8344 5235.

Diploma in Creative Arts

The Diploma in Creative Arts permits students who are interested in completing studies in one area of creative arts to combine this study with another degree at the University of Melbourne. See page 362 for details.

Options for further study

Arts offers many opportunities for further study. An honours year or postgraduate diploma, leading on to a masters degree or PhD, can add vocational and/or research skills to your undergraduate Arts degree and increase your employment options. Arts graduates also use postgraduate study to explore in greater depth and detail subjects they found interesting during their undergraduate study or to study a completely new field of knowledge.

Graduate study of a vocational nature might include diplomas or masters in applied linguistics, business management, public policy, audiology, art curatorial studies, arts management, criminology, economics, linguistics, information management, landscape architecture and librarianship. The list of postgraduate courses you might wish to consider after finishing your undergraduate Arts degree is varied and growing.

The Arts degree is recognised by universities and institutions around the world. Many University of Melbourne graduates travel overseas to complete further study.

Graduate and postgraduate courses

Graduate/postgraduate certificates

- *Graduate Certificate in Arts*
Options available: American studies, anthropology, art history, Asian studies, Australian studies, cinema studies, classics and archaeology, creative writing, cultural studies, English language studies, English literature, environmental studies, European studies, geography, history, history & philosophy of science, Islamic studies, Jewish studies, linguistics & applied linguistics, Medieval studies, philosophy, political science, social theory, sociology, women's studies.
- *Graduate Certificate in Art Conservation Studies*
- *Graduate Certificate in Chinese Language Studies*
- *Graduate Certificate in Computer-Aided Language Learning (CALL)*
- *Graduate Certificate in Criminology (Business Crime and Regulation)*
- *Graduate Certificate in Criminology (Crime and Violence Prevention)*
- *Graduate Certificate in Criminology (Enforcement Studies)*
- *Graduate Certificate in Criminology (Police Studies)*
- *Graduate Certificate in Cross-Cultural Communication*
- *Graduate Certificate in Development (Environment and Development)*
- *Graduate Certificate in Development (Gender and Development)*
- *Graduate Certificate in Development (Managing Development)*
- *Graduate Certificate in Development (Principles of Development)*
- *Graduate Certificate in Development (Urbanisation and Development)*
- *Graduate Certificate in Professional Ethics*
- *Graduate Certificate in Public Policy and Management*
- *Postgraduate Certificate in French Studies*
- *Postgraduate Certificate in Language Testing and Language Program Evaluation*

Graduate diplomas

- *Graduate Diploma in Arts*
Options available: American studies, anthropology, Arabic studies, art history, Asian studies, Australian studies, Chinese, cinema studies, classics and archaeology, creative writing, criminology, cross-cultural communication, cultural studies, development studies, English language

studies, English literature, environmental studies, European studies, French, geography, German, Hebrew, history, history & philosophy of science, Indonesian, Islamic Studies, Italian, Japanese, Jewish Studies, linguistics & applied linguistics, Medieval studies, philosophy, political science, social theory, sociology, Swedish, women's studies.

Postgraduate diplomas

- *Postgraduate Diploma in Arts*
Options available: anthropology, Arabic studies, art history, Asian studies, Australian studies, Chinese, cinema studies, classics & archaeology, criminology, cultural studies, development studies, English language studies, English literature, environmental studies, French, geography, German, Hebrew, history, history & philosophy of science, Indonesian, Islamic studies, Italian, Japanese, Jewish studies, linguistics & applied linguistics, philosophy, political science, social theory, sociology, women's studies.
- *Postgraduate Diploma in Arts Criticism*
- *Postgraduate Diploma in Australian Art and Culture*
- *Postgraduate Diploma in Creative Writing*
- *Postgraduate Diploma in Social Work*

Masters by coursework

Options available: applied linguistics, applied linguistics (language testing and language program evaluation), art curatorship, arts management, Asian studies, Chinese, CALL, contemporary Asian analysis, criminology, criminology (forensic psychology), development studies, English language, environmental studies, geography, Germanic studies, International Masters (Asia), international politics, Islamic studies, Japanese applied linguistics, public policy and management, social research methods, social work, social work (clinical), social work (human services management), women's studies (gender and development).

Masters by research

Masters by advanced seminar and shorter thesis

- *Master of Arts*
Options available: anthropology, applied linguistics, Australian studies, Chinese, classics and archaeology, English language and literature, fine arts, French language and literature, history, history and philosophy of science, Indonesian, Islamic studies, international politics, Japanese, Jewish studies, linguistics, Medieval studies, philosophy, social theory, women's studies.
- *Master of Social Work*

Masters by major thesis

- *Master of Arts*
Options available: anthropology, applied linguistics, Arabic studies, Australian studies, Chinese, classics and archaeology, computer-assisted language learning (CALL), computer science, creative writing, criminology, cultural studies, development studies, English language and literature, environmental studies, fine arts, French language and literature, geography, Germanic studies, history, history and philosophy of science, Indonesian, Islamic studies, Italian, Japanese, Jewish studies, linguistics, mathematics and statistics, music, philosophy, political science, psychology, social theory, social work, sociology, women's studies.
- *Master of Creative Arts*
- *Master of Social Work*

Doctorate

- *Doctor of Philosophy*
- *Doctor of Letters*