

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 remains 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 contemporary and traditional disciplines.

Arts embraces a variety of challenging and innovative study programs that draw on 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. They 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.

Students will benefit from highly developed systems for the delivery of multi-media 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 the Faculty, these skills enable arts graduates to take advantage of every career opportunity.

The Faculty of Arts is 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, as well as 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.

Skills profile

Arts students are encouraged to pursue their academic interests and professional aspirations by taking a variety of subjects in a range of different areas of study. All arts subjects provide students with transferable generic skills that prepare them for further study and the workplace.

As a result of attendance at scheduled classes, participation in planned activities and discussion groups, and timely completion of essays and assignments, arts graduates should acquire transferable generic skills in the following areas:

- **research**
through competent use of the library and other information sources, and the definition of areas of inquiry and methods of research;
- **critical thinking and analysis**
through recommended reading, essay writing and tutorial discussion, and by determining the strength of an argument;
- **thinking in theoretical terms**
through lectures, tutorial discussion, essay writing and engagement in the methodologies of the humanities and social sciences;
- **thinking creatively**
through essay writing, tutorial discussions and presentations, conceptualising theoretical problems, forming judgements and arguments from conflicting evidence and by critical analysis;
- **understanding of social, ethical and cultural context**

through the contextualisation of judgements, developing a critical self-awareness, being open to new ideas and possibilities and by constructing an argument;

- **communicating knowledge intelligibly and economically**
through essay writing and tutorial discussion;
- **written communication**
through essay preparation and writing;
- **public speaking**
through tutorial discussion and class presentations;
- **attention to detail**
through essay preparation and writing, and examination revision;
- **time management and planning**
through managing and organising workloads for recommended reading, essay and assignment completion and examination revision;
- **teamwork**
through joint projects and group discussions.

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 and communications, public policy and management or social work provide specific skills for particular sectors of the work force.

Arts 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 13.

Arts departments, schools and centres

Departments and schools

Department of Criminology
Department of English
Department of French and Italian Studies
Department of German and Swedish Studies
Department of History
Department of History and Philosophy of Science (HPS)
Department of Linguistics and Applied Linguistics
Department of Philosophy

Department of Political Science
 Melbourne Institute of Asian Languages and Societies (MIALS)
 School of Anthropology, Geography and Environmental Studies (SAGES)
 School of Creative Arts
 School of Fine Arts, Classical Studies and Archaeology (FACSA)
 School of Languages
 School of Social Work

Centres

Ashworth Program in Social Theory
 The Australian Centre
 Australian Science and Technology Heritage Centre
 Centre for Applied Philosophy and Public Ethics (CAPPE)
 Centre for Classics and Archaeology
 Centre for Communication Skills and English as a Second Language (CCS & ESL)
 Contemporary Europe Research Centre (CERC)
 Centre for Cultural Material Conservation
 Horwood Language Centre
 Centre for Jewish History and Culture
 Language Testing Research Centre
 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 Arts Office

The Faculty of Arts 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 via email, over the counter, or by appointment with a course adviser.

Consult the Faculty of Arts office for assistance with:

- selection advice
- 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, discontinuation)
- special consideration
- course planning and re-enrolment
- study abroad opportunities
- complementary course enrolment
- referral to another section of the University

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
 Web: <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 (eg. Bachelor of Arts, Bachelor of Social Work, BA combined courses, etc.);
- the area of study entries (eg. history, creative arts, etc.), which detail requirements for majors and honours programs, prerequisites, subject descriptions, and other information necessary for course planning.

The most up-to-date version of this Handbook is available on-line 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 arts area of study homepages.

Links to admissions and enrolment information for undergraduate students provide information to complement the course requirements outlined in the Handbook.

To log on to our web site from the University home page, select *Arts* from the *Quick Find: Faculties and Schools* menu, or go directly to <http://www.arts.unimelb.edu.au/>.

Student support schemes

The Faculty of Arts runs a number of programs which are designed to help students with their transition to university studies. These programs are aimed at reducing some of the problems typically experienced by first-year students, for example adapting to different methods of teaching and learning; making connections with fellow students and staff; and knowing where to go to for help in relation to both study and other matters.

Study group program

The Faculty runs a study group program for students enrolled in first-year subjects in several departments. Students attend a series of introductory lectures that provide information on new skills for successful university study. They are allocated to small study groups which meet weekly during semester one. The purpose of the study groups is to provide a forum for discussion of issues that arise in lectures, tutorials, essays and exams. The Faculty is working towards making this program available to all student in the next few years.

Information on the study group program can be found on the web at <http://www.arts.unimelb.edu.au/courses/ugs/firstyear.html>.

Tutorials in arts

All new tutors in the Faculty are fully briefed on the kinds of difficulties faced by new students. The Faculty's Tutor Induction Program ensures that front-line teaching staff have up-to-date information on identifying students at risk and on the referral services available within the University.

Students at Risk Program

The Student at Risk Program aims to assist first year students who have failed half or more of their enrolment in their first semester of study. Students are asked to meet with a course adviser to discuss their situation and to work out strategies to help improve their academic performance.

Disability Liaison Office

The Faculty employs a course adviser who specialises in assisting students with disabilities: the faculty disability contact officer. This adviser works with the student, the University Disability Liaison Unit and teaching staff to assist students with their special requirements.

Transition web site

The University's transition web site is an excellent resource for new students with practical information on all kinds issues relating to starting out as a student at the University. The web site address is <http://www.services.unimelb.edu.au/sss/transition/index.html>.

Guidelines for the award of grades

To promote fairness and consistency across all arts departments and schools, 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 1% and 100% should be:

- 70% of the first-year cohort
- 72% of the second year cohort
- 74% of the third year cohort

A year cohort is the term used for all students at a particular year level within one discipline or department. The University's standard grading system for subjects is detailed on page 2 of this handbook.

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.

The University's standard grading system for subjects is detailed on page 3 of this Handbook.

Students wishing to obtain more information on the award of grades within the Faculty of Arts should contact individual departments or the Faculty of Arts Office.

Undergraduate courses

Non-award study

Community Access Program (CAP), page 3

Degree courses

Bachelor of Arts, page 3

Bachelor of Arts (Honours), page 10

Bachelor of Arts (Media and Communications), page 1

Bachelor of Arts (Media and Communications) Honours, page 11

Bachelor of Creative Arts, page 1

Bachelor of Creative Arts (Honours), page 4

Bachelor of Arts and Sciences, page 5

*Bachelor of Letters**

Bachelor of Letters (Honours), page 11

Bachelor of Public Policy and Management, page 1

Bachelor of Public Policy and Management (Honours), page 1

Bachelor of Social Work, page 1

Bachelor of Social Work (Honours), page 2

*no intake in 2003

Concurrent diplomas

Diploma of Arts, page 12

Diploma in Modern Languages, page 12

Diploma in Creative Arts, page 6

Combined degrees

Bachelor of Arts/Bachelor of Commerce, page 3

Bachelor of Arts/Bachelor of Engineering, page 4

Bachelor of Arts/Bachelor of Geomatic Engineering, page 7

Bachelor of Arts/Bachelor of Laws, page 6

Bachelor of Arts/Bachelor of Medicine/Bachelor of Surgery, page 6

Bachelor of Arts/Bachelor of Music, page 4

Bachelor of Arts/Bachelor of Science, page 5

Bachelor of Arts/Bachelor of Social Work, page 2

Bachelor of Arts/Bachelor of Teaching, page 1

Bachelor of Arts/Bachelor of Theology, page 10

Bachelor of Creative Arts/Bachelor of Laws, page 7

Bachelor of Creative Arts/Bachelor of Music, page 5

Bachelor of Creative Arts/Bachelor of Teaching, page 5

Bachelor of Arts (Media and Communications)/Bachelor of Commerce, page 2

Bachelor of Arts (Media and Communications)/Bachelor of Laws, page 2

Dual award programs

- *Bachelor of Creative Arts/Diploma of Arts (Professional Writing and Editing)*, Box Hill or Kangan Batman TAFE, page 6
- *Bachelor of Creative Arts/Advanced Diploma of Arts (Electronic Design and Interactive Media)*, Box Hill Institute, page 6

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 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 Arts 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:

Room 102, Old Arts Building

University of Melbourne

Victoria 3010

Tel: +61 3 8344 8844

Email: cap@arts.unimelb.edu.au

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, BA combined degrees or the Bachelor of Arts and Sciences may be eligible for credit:

- 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.
- 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.
- However, where CAP subjects are used as the sole basis for admission (ie. for applicants without the usual entry requirements), no credit will be granted.

Students with approval to undertake CAP subjects in addition to their degree studies may be granted credit for all arts subjects passed, unless the subjects were approved for CAP study as an over-enrolment only, see *Taking extra subjects (over-enrolment)* (p.8).

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 work force;
- 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;
- 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 (usually) eight subjects per year (four subject or 50 points per semester) at each year level

Most students complete 100 points at each of first, second and third year levels. However, students who, at the end of their first year, wish to commence study in a new area may choose to enrol in an additional 25 points of first-year subjects, see *Completing addition first-year level study* (p.6).

As well as the completion of 300 points of BA study, **three** further basic rules apply:

- year-level entry requirements (see page 4)
- breadth of study requirements (see page 4)
- arts-approved subject requirement (see page 4)

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 involves 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 equiva-

lent to three semesters of non-language study (ie. 2 x 12.5 points + 2 x 6.25 points = 3 x 12.5 points). See page 7 for more details about language study.

What are year levels?

Each subject entry in this Handbook indicates the year level to which the subject 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

You would normally complete 100 points at first year level, 100 points at second year level and 100 points at third year level.

Third-year subjects and postgraduate scholarships

Students who intend to study beyond fourth year to the MA or PhD should keep in mind that results achieved in their third-year level subjects will be taken into account if they apply for a postgraduate scholarship.

Many arts subjects are available at both second- and third-year level. However, a maximum of 100 points may be undertaken at third-year level. Students who plan to continue to higher degree study after the completion of an honours year, or after a postgraduate diploma, should ensure appropriate year-level allocation of their second/third-year level subjects.

The year level allocated to a second/third year subject cannot be changed once the HECS census date for that subject has passed. See *HECS census date* (p.7).

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 the postgraduate certificate, postgraduate diploma or fourth-year honours in order to enrol in a fourth-year subject. All fourth year subjects are honours subjects. See the Faculty of Arts Postgraduate Handbook for information on the postgraduate certificate and the postgraduate diploma.

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). These subjects cannot be taken without an appropriate corequisite enrolment.

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 taught by the School of Creative Arts are not available for credit towards the BA or other arts courses outside the SCA, unless these subjects are taken as part of a theatre studies or creative writing major within the BA, see page 1 and see page 1.

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). See the area of study entry for details:

- *American studies* (p.1)
- *Ancient to early modern studies* (p.1)
- *Anthropology* (p.1)
- *Art history* (p.1)
- *Asian studies* (p.1) (some non-arts approved subjects included)
- *Australian Indigenous studies* (p.1)
- *Australian studies* (p.1)
- *Cinema studies* (p.1)
- *Classics and archaeology* (p.1)
- *Communication skills and English as a second language* (p.1)
- *Computer applications in the social sciences and humanities* (p.1)
- *Creative writing* (p.1)
- *Criminology* (p.1)
- *Cultural studies* (p.1)
- *Development* (p.1) (some non-arts approved subjects included)
- *English* (p.1)
- *English language* (p.1)
- *Environmental studies* (p.1) (some non-arts approved subjects included)
- *Specialist program in environmental studies* (p.1) (some non-arts approved subjects included)
- *European studies* (p.1)
- *Gender studies* (p.1)
- *Geography* (p.1)
- *Hellenic studies* (p.1)
- *History* (p.1)
- *History and philosophy of science* (p.1)
- *Ibero-American studies* (p.1)
- *International studies* (p.1)
- *Islamic studies* (p.1)
- *Jewish studies* (p.1)
- *Linguistics and applied linguistics* (p.1)
- *Philosophy* (p.1)
- *Planning and design* (p.1)
- *Political science* (p.1)
- *Psychology* (p.1)
- *Social theory* (p.1)
- *Socio-legal studies* (p.1)
- *Sociology* (p.1)
- *Theatre studies* (p.1) (some non-arts approved subjects included)

Subjects offered from outside the Faculty of Arts

Provided they meet the arts-approved subject requirement, and any specific subject prerequisites, BA students (but not BA combined degree 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 also available from:

Faculty of Arts

- *Architectural history (p.1)*
- *Astronomy (p.1)*
- *Biology (p.1)*
- *Business law (p.1)*
- *Chemistry (p.1)*
- *Computer science (p.1)*
- *Earth sciences (p.1)*
- *Economics (p.1)*
- *Management (p.1)*
- *Mathematics and statistics (p.1)*
- *Music history (p.1)*
- *Physics (p.1)*
- *Theology (p.1)*

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 (eg. arts/law, arts/engineering) are not 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.

Studying subjects at other universities

Enrolment in individual subjects at other Australian universities is available to high-achieving students—those with at least an H2B average grade across their course—who wish to take a subject from an area of study not offered at the University of Melbourne towards their degree. This is called *complementary course study*. It requires the approval of the Faculty of Arts as well as permission from the relevant university.

The Faculty of Arts has formal complementary course arrangements with other universities that offer languages not taught at the University of Melbourne. These include La Trobe University and Monash University. In some cases classes may be held at the University of Melbourne Parkville campus.

Arrangement for complementary course enrolment 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 Arts office and further enquiries should be directed to the faculty course adviser for complementary course studies. See also *Studying languages at other universities (p.7)*.

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. Students in combined arts degrees would normally enrol in two different areas of study at first year level. 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.1)* or *Astronomy (p.1)*, 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 6).

What is the relationship between areas of study and departments?

A variety of different departments, schools and centers within the Faculty of Arts teach and administer various areas of study (see page 1). Sometimes the relationship between an area of study and a department is very straightforward; for instance, the Department of Philosophy offers philosophy 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.1)* (ie. literary studies), *Creative writing (p.1)*, and *Cultural studies (p.1)*.

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) at first-year level;
- 37.5 points (usually three subjects) at second-year level;
- 50 points (usually four subjects) at third-year level.

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

Some areas of study have *compulsory subjects* that you must complete in order to fulfil 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.7)*.

Do I have to complete a major?

You do not have to complete 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.

The completion of more than two majors is not possible or permitted.

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.7)*.

Subjects may not be counted towards more than one major. Students wishing to complete two majors should note that they need to complete two separate majors with no overlap in subjects.

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 English subjects have also been completed.

	Sem	history	English	geography	cinema studies
First year: eight subjects	1	12.5 points	12.5 points	12.5 points	12.5 points
	2	12.5 points	12.5 points	12.5 points	12.5 points
Second year: eight subjects	1	12.5 points	12.5 points	12.5 points	12.5 points
	2	12.5 points	12.5 points	12.5 points	12.5 points

Table 1: Arts degree with majors in history and cinema studies

Third year: eight subjects	Sem 1	history 12.5 points	history 12.5 points	cinema studies 12.5 points	cinema studies 12.5 points
	Sem 2	history 12.5 points	history 12.5 points	cinema studies 12.5 points	cinema studies 12.5 points

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.

Subject choices after first year

At second- and third-year level many additional areas of study become available. In most cases, these areas of study form part of *interdepartmental programs* that their own requirements for entry, see page 6.

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

Completing addition first-year level study

This option is not available to students enrolled in BA combined degrees.

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 a maximum of two additional first-year subjects (25 points) from a new area of study, thereby completing a total of 125 points of first-year subjects *within* the overall total of 300 points for their degree. In other words, students choosing this option will enrol in 125 points of first-year subjects, only 75 points of second-year subjects, but the full 100 points of third-year subjects. See also *Taking extra subjects (over-enrolment)* (p.8) and *Third-year subjects and postgraduate scholarships* (p.4).

What is an interdepartmental program?

Interdepartmental or ID programs (IDPs) 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, social theory and gender studies.

The Faculty of Arts offers 17 IDPs to BA students. Each program is housed in a parent department or school within the faculty. IDPs 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 IDPs offer particularly flexible and exciting paths for major study. Students are advised to familiarise themselves with IDPs that touch upon their academic interests, and to plan well in advance for entry. Some IDPs, such as development studies, 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 IDP 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 (eg. creative writing subjects) have special entry requirements which you must fulfil in order to enrol.

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

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

Skills-based subjects

Several arts areas of study offer skills subjects designed to develop study and career skills. Skills-based subjects involve study skills in areas such as computer applications, communications skills, English as a second language, or through subjects designed to aid in the transition from tertiary study to the workplace such as work placements or internships.

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*.

The following subjects are designed to be taken in conjunction with core academic content subjects offered as part of an arts degree. The limits described above are imposed on the number of these subjects that students can take as part of the BA and other arts degrees.

Subjects that focus on specific skills development

First year

103-100 Computer Applications (p.1)

First, second or third year

145-134 Project Based Communication Skills (p.1)

145-120 Advanced ESL 1 (p.3)*

145-121 Advanced ESL 2 (p.3)*

145-122 Exploring Style and Meaning in Language (p.3)*

145-124 Spoken Interaction (p.3)

Second and/or third year

103-002 Internet Applications (p.1)

103-006 Multimedia Authoring (p.1)

103-302 Computing in Qualitative Research (p.1)

103-401 Advanced Multimedia Applications (p.2)

145-210 Business and Management Writing (p.1)

145-211 Technical Writing (p.2)

* Students undertaking two of these 12.5-point ESL subjects within the BA are permitted to enrol in one 25-point internship program, a total of 50 points.

Workplace skills

The Faculty offers several subjects designed to help students to bridge the gap between study and the workplace. Along with the subjects above, the subjects listed below are included in the limitation of skills subjects. See *Skills-based subjects* (p.6) for more information.

Subjects that focus on workplace skills development

Second and/or third year

100-310 Media & Communications Internship (p.5) (25 points)

145-210 Business and Management Writing (p.1)

145-300 Managing Work and Projects (p.2)

166-013 Parliamentary Internship (p.8) (25 points)

166-043 Public Affairs Internship (p.8) (25 points)

166-089 Sociology Internship (p.3) (25 points)

Summer Semester

Several arts subjects are available during the Summer Semester which runs from early January to late February. As well as first-year level intensive beginners language subjects, offered through the Horwood Language Centre, see page 1, 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.

Subjects offered in the Summer Semester have strict enrolment deadlines. **Any enrolment in, or withdrawal from, a Summer Semester subject must be made in line with HECS census dates for the Summer Semester.** For more information HECS census dates for summer subjects see, *HECS census date* (p.7).

Excluding those students who enrol in a 37.5-point intensive beginners language subject, arts students may not enrol in more than 25 points (usually two subjects) in the Summer Semester.

Subjects taught during the Summer Semester

First year

183-101 Intensive Beginners German (p.1) (37.5 points)

183-106 Intensive Beginners Spanish (p.1) (37.5 points)

183-109 Intensive Beginners French (p.1) (37.5 points)

183-110 Intensive Beginners Italian (p.1) (37.5 points)

First/second year

145-120 Advanced ESL 1 (p.3)

175-108 Cross-Cultural Communication (p.2)

Second/third year

100-210 From Mateship to Mardi Gras (p.3)

103-002 Internet Applications (p.1)

116-025 Special Study Program (p.6)

131-075 The Graeco-Roman City in Antiquity (p.10) (25 points)

131-076 Asia, the Pacific & the West in History (p.10)

131-299 Australia in the World: 1914-2001 (p.15)

136-213 Environmental History of Australia (p.5)

161-053 The Good Life in Ancient Thought (p.6)

161-054 Human Life in Modern Thought (p.6)

922-187 LaTrobe-Study Abroad Program (p.4)

Third year

136-313 Environmental History of Australia (Sc3) (p.6)

922-125 LaTrobe-Modern Greek Reading Course A (p.5)

922-325 LaTrobe-Modern Greek Reading Course B (p.5)

Subjects taught during the Summer Semester

Third/fourth year

- 121-454 Computer-aided Policymaking (p.8)
- 175-417 Structure of Aboriginal Languages (p.5)
- 191-436 What Works in Criminal Justice (p.5)

Fourth year

- 121-422 Hydrology & Fluvial Geomorphology (p.2)
- 121-503 Research Methods and Design (p.8)
- 922-219 LaTrobe-Individual Reading A (p.6)
- 922-419 LaTrobe-Individual Reading B (p.7)

Winter intensive subjects

Some arts departments teach subjects in intensive mode during the Winter Recess in June and/or July. Please note that several of these subjects have strict prerequisites that you must meet in order to be eligible to enrol.

Subjects taught during the Winter Recess

Second/third year

- 131-018 Searching for the American Dream (p.5) (25 points)
- 131-044 Medieval and Renaissance Nuremberg (p.7) (25 points)
- 131-057 Twentieth-Century Britain (p.9)
- 175-044 Conflict, Culture and Language (p.5)
- 760-224 Media Production: Video (p.10)

Third/fourth year

- 191-422 Women, Gender and Crime (p.4)
- 191-434 Victims (p.5)

Language study

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

The study of languages is encouraged in the BA degree, and language learning is one expected outcome of the BA, which allows for extended study of two languages. Because the degree also seeks to provide a broad base of learning in humanities and social sciences, a third language is not normally permitted for credit within the BA degree.¹ The concurrent *Diploma in Modern Languages* (p.12) provides further opportunities for additional language study.

The School of Languages

The School of Languages was founded in 1993 and has established a worldwide 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.

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 (ie. 2 x 12.5 points + 2 x 6.25 points = 3 x 12.5 points). See Table 2 (p.7) 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 a BA with a language major

The following table 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 2: 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	Arabic 1A 12.5 points	Arabic 1A-C 6.25 points
	Sem 2	politics 12.5 points		Australian studies 12.5 points	Arabic 1B 12.5 points	Arabic 1B-C 6.25 points
Second year	Sem 1	politics 12.5 points	Australian studies 12.5 points	Australian studies 12.5 points	Arabic 2A 12.5 points	Arabic 2A-C 6.25 points
	Sem 2	politics 12.5 points	politics 12.5 points		Arabic 2B 12.5 points	Arabic 2B-C 6.25 points
Third year	Sem 1	politics 12.5 points	politics 12.5 points	Arabic 3A 12.5 points	Arabic option 12.5 points	
	Sem 2	politics 12.5 points	politics 12.5 points	Arabic 3B 12.5 points	Arabic option 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

For details on complementary course study see *Studying subjects at other universities* (p.5).

Studying languages overseas

Students are encouraged to consider taking some of their language study overseas. For further details see *Studying overseas for credit* (p.8).

Summer intensive beginners subjects

In the cases of French, German, Italian and Spanish, summer intensive beginners subjects may be available from the Horwood Language Centre, and may be undertaken as part of an arts degree. Each intensive subject is the equivalent of a full year of language study (37.5 points) at first year level only and candidates may continue directly to second year language study, subject to academic performance. Students should see *Intensive languages* (p.1) 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 12 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

1. Students who wish to enrol in both Ancient Greek and Latin as well as another language are exempt from this restriction.

be completed within 10 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 10 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 overseas. 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 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 (ie. 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 (37.5 points towards honours or the DML) for study taken overseas.

You must arrange a credit contract with the Faculty of Arts if you wish to study overseas for credit towards the BA or the arts component of a BA combined degree. This involves having your Melbourne department/s approve the subjects you want to take overseas as the equivalent of subjects taught in this faculty. The Faculty of Arts 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 8032.

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 Recess. See individual subject entries for details:

- 107-086 City as Film (p.4)
- 107-466 Postmodern Culture: Art in New York (p.6)
- 107-467 Renaissance and Baroque Rome 1450-1750 (p.7)
- 107-485 Siena and its Environs (p.7)
- 116-030 Paris: Capitale du XIX siecle (p.7)
- 131-018 Searching for the American Dream (p.5)
- 131-044 Medieval and Renaissance Nuremberg (p.7)
- 131-075 The Graeco-Roman City in Antiquity (p.10)
- 131-106 Holy War, Piracy or Commerce? (p.12)

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 up to a maximum of 25 points of 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 strong academic record.

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.

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

Application forms are available from the Faculty of Arts Office, see page 2.

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.

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 will be examined by the Faculty of Arts' Student Progress Committee.

Each student's case is considered individually, and each student is asked to explain the reasons for their poor performance, in writing as well as in an interview. If you have failed two out of the last three semesters, despite repeated warnings of the consequences, you will be required to see the full Student Progress 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 problems 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, 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 (course plan) via the internet for the following year. Full details of the course planning and re-enrolment process will be sent to you in September/October. Before course planning, you are encouraged to seek the advice of departments in choosing your subjects.

Students who do not course plan or re-enrol by the required date will incur a late fee and/or have their enrolment terminated.

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, BA combined degrees and the Bachelor of Arts and Sciences will be awarded such credit for previous study as the faculty considers appropriate at the time of first enrolment in the degree.

- Credit will only be awarded for study deemed to be the equivalent of studies normally undertaken within the relevant award course;
- Credit will only be granted for approved completed subjects, not for exemptions or credit granted by another faculty or institution;
- Credit will not be granted for subjects counting towards another award course;¹
- Credit will not be granted for previous postgraduate study;
- Credit will not be granted for any complete or incomplete tertiary studies undertaken 10 or more years prior to admission to the degree;
- Subjects may not be double counted for both specified and unspecified credit;
- No student may complete an award with credit.²

Currently enrolled students who wish to undertake additional studies for credit (ie. 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.

1. Except for graduates who are applying for undergraduate level **unspecified** credit towards the 300-point BA.

2. Except via previously approved **exchange** study.

Faculty of Arts

Credit for previous tertiary studies toward the BA

Students transferring from other faculties or institutions may be offered *unspecified* credit for undergraduate subjects, which are not available as subjects for the Bachelor of Arts degree 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 not counting towards another award course, and 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 total 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 Arts office. See also *Credit for Community Access Program subjects* (p.3).

Credit towards BA combined degrees

BA combined degree students are **not** eligible for *unspecified* credit.

Students who have completed subjects elsewhere, which are not counting towards another award course, and are considered to be equivalent to those available to students in combined arts 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.

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 Bachelor of Arts can be taken together with other degrees as a *combined degree*. There are 10 combined arts degree options:

- *Bachelor of Arts/Commerce*, page 3
- *Bachelor of Arts/Engineering*, page 4
- *Bachelor of Arts/Laws*, page 6
- *Bachelor of Arts/Geomatic Engineering*, page 2
- *Bachelor of Arts/Medicine*, page 6
- *Bachelor of Arts/Music*, page 4
- *Bachelor of Arts/Science*, page 5
- *Bachelor of Arts/Social Work*, page 2
- *Bachelor of Arts/Teaching*, page 1
- *Bachelor of Arts/Theology*, page 10

For information on combined Bachelor of Arts (Media and Communications) and combined Bachelor of Creative Arts degrees see page 2 and page 5.

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 to **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*.

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 (ie. the full amount of points required for the single degree).

The arts component of the arts/engineering, arts/geomatic engineering, arts/laws and arts/medicine 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 six subjects)

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/social work degree

See page 2 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 1 for further details regarding the BA/BTeaching 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 7 apply to combined course students, as does much of the general information on page 5.

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 Arts Office.

The arts-approved subject requirement for combined arts degrees

The arts component of a combined degree is subject to the faculty's *Arts-approved subject requirement* (p.4). 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 the combined arts/science degree, where up to 37.5 additional points must be completed on top of the minimum arts and science requirements, subjects other than arts or science subjects are not available. In the combined arts/commerce degree it may be possible to complete up to 75 points of non-arts subjects provided that the subjects are available within the regular (300-point) BA degree. Students in other combined arts degrees are not able to complete studies that are not arts approved, see *Which subjects are arts-approved?* (p.4).

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, and economics subjects will always count towards commerce in the arts/commerce degree).

Language study in combined arts degree

The study of languages is encouraged in BA combined degrees, and language learning is one expected outcome of the arts component, which allows for extended study of one language. As the BA also seeks to provide a broad base of learning in humanities and social sciences, a second language is not normally permitted for credit within the arts component of BA combined degrees.¹ The concurrent *Diploma in Modern Languages* (p.12) provides further opportunities for additional language study.

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. With careful planning from first year some combined courses (arts/commerce, arts/music, arts/science and arts/theology) can accommodate the completion of two arts majors within the combined degree.

Students in the arts/engineering, arts/geomatic engineering, arts/law, arts/social work, arts/teaching and arts/medicine will not be able to complete two majors without overenrolling their arts course, see *Taking extra subjects (over-enrolment)* (p.8).

1. Students who wish to enrol in both Ancient Greek and Latin are exempt from this restriction.

If you do intend to 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. Once you have completed the maximum 50 points of first-year level arts subjects you will not be permitted to enrol in more arts subjects at that level.

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.

Year	Subjects	Points	Notes	Notes
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 the BA/BE, BA/BGeomEng, BA/LLB and BA/MBBS, the example above with two majors would require the completion of two extra subjects beyond the 200 points required for the arts component of these combined degrees (and extra HECS/course fee liability). See *Taking extra subjects (over-enrolment)* (p.8).

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

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.9).

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.

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, (PO Box 146) 278 Victoria Parade, East Melbourne, 3002

Evangelical Theological Association, c/o Whitley College, 271 Royal Parade, Parkville, 3052

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

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

Bachelor of Arts (Honours)

The BA (Honours) degree is a more advanced and specialised course of study requiring a higher standard of performance than for the pass degree. It enhances your ability to acquire advanced skills of analysis, to develop original ideas, and to apply innovative solutions to complex problems. The BA (Hons) 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 the Faculty.

Admission to the BA (Hons) degree

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

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 must have completed within the last five years a sequence of study in a particular discipline that is deemed equivalent to a major at the University of Melbourne. Contact the Faculty of Arts 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 or BASc degree within the last five years and;
- 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.

In some circumstances, prospective honours students may, with departmental support and faculty approval, be permitted to enrol in a maximum of one 12.5-point subject in order to fulfil outstanding subject points requirement of the BA (Pass) degree. If approved, the final subject of the BA (Pass) degree will be taken concurrently in the first semester of enrolment in the BA (Honours). **This option is not available for BA combined degree students or for the purposes of completing a major sequence in the proposed honours area of study.**

Students who do not meet the entry requirements for the BA (Honours) degree may be eligible to apply for the Postgraduate Diploma in Arts. This course allows students to undertake a research project in a specialist field of study. Admission to the Postgraduate Diploma requires the completion of an undergraduate degree with a major in an approved area of study with a grade average of at least H2B (70 per cent) in the final year of the course. The course is similar in structure to the BA (Honours) and provides an alternative pathway to higher degree research. For more information on which areas of study are available see page 14 or the Faculty of Arts Postgraduate Handbook.

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 enough relevant subjects from your combining degree to allow you to take out the BA pass degree if you were to discontinue your combining degree. Please consult the faculty's honours course adviser for specific advice.

Honours degree requirements

In order to meet the requirements for the BA (Honours) 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).

Honours grade requirement

You are required to achieve an honours grade (ie. 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 (P) or fail (N) grade in any component of assessment will disqualify you from taking out the BA (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 your fourth-year studies 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

University of Melbourne BA (Pass) degree graduates who have been accepted into honours may, with departmental approval, be granted a maximum of 12 months leave of absence before commencing their fourth-year studies.

Once you have commenced study at fourth-year level, 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.

Students who wish to resume a discontinued University of Melbourne honours degree must lodge a written request to resume studies including a letter of support from the honours coordinator of the relevant department/s. These submissions must be lodged with the Faculty of Arts office before the first Friday in December for commencement in the following year.

In all cases, the BA (Honours) degree must be recommenced within five years of the completion of the BA (Pass) degree.

Extensions of time

Extensions of time for outstanding work during fourth-year studies (eg. as a result of illness) may be granted to 31 December (30 June for Semester 1 subjects and 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 Head of 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 Arts Office.

More information

More detailed information about the honours degree can be obtained at the Faculty of Arts Office.

Bachelor of Arts and Sciences

The Bachelor of Arts and Sciences is a four-year single degree course which allows students to study subjects from both the Faculty of Arts and the Faculty of Science. See *Bachelor of Arts and Sciences (BASc) (p.6)*.

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.1)*

Bachelor of Arts (Media and Communications) combined degrees

The Faculty of Arts offers a combined Bachelor of Arts (Media and Communications)/Bachelor of Commerce and a combined Bachelor of Arts (Media and Communications)/Bachelor of Laws degree.

To fulfil the requirements for these courses you must complete subjects from both degrees to a **minimum of 500 points** or five full-time years of study. Each degree component requires the completion of a minimum number of points from each faculty within the total of 500 points. *No subject can count towards both degrees.*

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 (ie. the full amount of points required for the single degree). See page 2.

Bachelor of Arts (Media and Communications) Honours

The BA (Media and Communications) Honours 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 media and communications is offered in either pure or combined honours. See *Honours entry (p.3)*.

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

The Faculty of Arts offers a three-year Bachelor of Creative Arts degree through the School of Creative Arts. 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. The BCA is also available as a combined degree with laws, music and teaching. See *Creative arts (p.1)* 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, in both pass and honours streams, 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.1)*.

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

The Faculty of Arts offers a Bachelor of Social Work degree at both pass and honours standard, and a combined degree in arts/social work. See *Bachelor of Social Work (BSW) (p.1)*.

Bachelor of Letters (BLitt), BLitt (Hons)

The Bachelor of Letters is not available in 2003. Graduates wishing to undertake further undergraduate-level study within the Faculty of Arts should apply for a Graduate Certificate or Graduate Diploma in Arts. For more information, please see the faculty's Postgraduate Handbook.

The BLitt (Honours) degree, for BLitt graduates, 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) is structurally equivalent to fourth-year studies in the BA (Hons) 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 the BLitt (Pass) with 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.11)*.

BLitt (Hons) students should refer to *Bachelor of Arts (Honours) (p.10)* for information regarding workload, change of enrolment status, leave of absence, overseas study etc.

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 6 for details.

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 (90.85 in 2002) to be eligible for selection.

For combined degree students and students from faculties other than arts, entry to the diploma requires the approval of both the Faculty of Arts and the other faculty.

DML course requirements

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 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 2003:

- Arabic (beginners and post-VCE), page 1

- Chinese (beginners, non-dialect speakers with VCE Chinese, and background speakers), page 1
- French (beginners, intermediate and post-VCE), page 1
- German (beginners, intermediate and post-VCE), page 1
- Hebrew (beginners and post-VCE), page 1
- Indonesian (beginners and post-VCE), page 1
- Italian (beginners, intermediate and post-VCE), page 1
- Japanese (beginners, post-VCE, and more advanced standing), page 1
- Russian (beginners and post-VCE), page 1
- Swedish (beginners), page 1

Summer intensive beginners subjects

In the cases of French, German, Italian and Spanish, summer intensive beginners subjects may be 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) at first-year level and candidates may continue directly to second-year language study, subject to academic performance. Students should see the *Intensive languages (p.1)* 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 Outgoing Exchange at the Faculty of Arts Office. See also *Studying languages overseas (p.7)*.

Leave of absence

It is not possible to defer commencement of the diploma; students not intending to commence study in 2003 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 student be suspended from the course. See *What if I fail a significant part of my studies? (p.8)*.

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 29 November 2002
- new students: Friday 14 February 2003

For further information and application forms, please telephone the Faculty of Arts 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 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 (90.85 in 2002) to be eligible for selection.

For combined degree students and students from faculties other than arts, entry to the diploma requires the approval of both the Faculty of Arts and the other faculty.

Diploma of Arts course requirements

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 an 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 Program (IDP) that normally commences at second-year level should contact the IDP 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 1), and Latin, (page 1).

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 equivalent of a full major may do so, but must note that they will incur HECS or course fees accordingly. The completion of a major equivalent in the Diploma of Arts will not make you eligible for the BA (Hons) unless you have also completed a BA degree and you fulfil all other entry requirements for the BA (Hons), see page 10.

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.1)
- *Ancient languages:*
 - Ancient Greek* (p.1) (four-year sequence)
 - Latin* (p.1) (four-year sequence)
- *Ancient to early modern studies* (p.1)
- *Anthropology* (p.1)
- *Art history* (p.1)
- *Asian studies* (p.1)
- *Australian studies* (p.1)
- *Cinema studies* (p.1)
- *Classics and archaeology* (p.1)
- *Creative writing* (p.1)
(special entry conditions apply: contact the Department of English for details)
- *Criminology* (p.1)
- *Cultural studies* (p.1)
- *Development* (p.1)
- *English* (p.1)
- *English language* (p.1)
- *Environmental studies* (p.1)
- *Gender studies* (p.1)
- *Geography* (p.1)
- *History* (p.1)

- *History and philosophy of science* (p.1)
- *Islamic studies* (p.1)
- *International studies* (p.1)
- *Jewish studies* (p.1)
- *Linguistics and applied linguistics* (p.1)
- *Philosophy* (p.1)
- *Political science* (p.1)
- *Social theory* (p.1)
- *Sociology* (p.1)

Leave of absence

It is not possible to defer commencement of the diploma; students not intending to commence study in 2003 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 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 staff at the Faculty of Arts Office for advice. If you fail a subject in the diploma you will be asked to see either a faculty course adviser or the 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 student be suspended from the course. See *What if I fail a significant part of my studies?* (p.8).

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 2003, applications must be received by:

- re-enrolling students: Friday 29 November 2002
- new students: Friday 14 February 2003

For mid-year (July 2003) entry:

- all applicants: Friday 30 May 2003

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

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 Bachelor of Arts 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 certificates

50 points: usually four subjects at level one, two and three

- *Graduate Certificate in Arts*

Options available: American studies, anthropology, art history, Asian studies, Australian indigenous studies, Australian studies, cinema studies, classics and archaeology, creative writing, cultural studies, development studies, English language studies, English literature, environmental studies, European studies, gender studies, geography, history, history education, history and philosophy of science, Islamic studies, Jewish studies, linguistics and applied linguistics, medieval studies, philosophy, political science, public history, social theory, sociology.

- *Graduate Certificate in Criminology (Crime and Violence Prevention)*
- *Graduate Certificate in Criminology (Enforcement Studies)*
- *Graduate Certificate in Criminology (Policy Studies)*
- *Graduate Certificate in Cross-cultural Communication*

Graduate diplomas

100 points: usually eight subjects at level one, two and three

- *Graduate Diploma in Arts*

Options available: American studies, anthropology, Arabic studies, art history, Asian studies, Australian indigenous 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, Gender studies, geography, German, Hebrew, history, history education, history and philosophy of science, Indonesian, Islamic studies, Italian, Japanese, Jewish studies, linguistics and applied linguistics, medieval studies, philosophy, political science, public history, social theory, sociology, Swedish.

- *Graduate Diploma in Creative Arts*

Postgraduate certificates

50 points: usually four subjects at honours level

- *Postgraduate Certificate in Arts*

Options available: art history, arts criticism, Australian arts and culture, Australian studies, cinema studies, classics and archaeology, computer-assisted language learning (CALL), cultural studies, development studies, English language studies, English literature, French, gender studies, German, history, history and philosophy of science, Italian, Jewish studies, language testing and language program evaluation, linguistics and applied linguistics, media and communications, philosophy, political science, public policy and management, publishing and communications, social theory, social work, sociology.

- *Postgraduate Certificate in Art Conservation Studies*
- *Postgraduate Certificate in French Studies*
- *Postgraduate Certificate in Professional Ethics*

Postgraduate diplomas

100 points: usually five subjects and a 12 000-word thesis at honours level

- *Postgraduate Diploma in Arts*

Options available: anthropology, Arabic studies, art history, Asian studies, Australian studies, Chinese, cinema studies, classics and archaeology, criminology, cultural studies, development studies, English language studies, English literature, environmental studies, French, gender studies, geography, German, history, history and philosophy of science, Indonesian, Islamic studies, Italian, Japanese, Jewish studies, linguistics and applied linguistics, mathematics and statistics, media and communications, philosophy, political science, public history, publishing and communications, social theory, sociology.

- *Postgraduate Diploma in Arts Criticism*
- *Postgraduate Diploma in Australian Art and Culture*
- *Postgraduate Diploma in Creative Arts*
- *Postgraduate Diploma in Creative Writing*
- *Postgraduate Diploma in Professional Ethics*
- *Postgraduate Diploma in Public Policy and Management*
- *Postgraduate Diploma in Social Work*

Masters by coursework

100 points: usually five subjects and a 12 000-word thesis at masters level or

200 points: usually eight subjects at honours level, as well as five subjects and a 12 000-word thesis at masters level

Options available: applied linguistics, art curatorship, arts management, computer-assisted language learning (CALL), contemporary Asian analysis, creative writing, criminology, criminology (forensic psychology), development studies, editing and communications, English language, gender studies (gender and development), geography, international masters (Asia), global journalism, global media communication, international

politics, Islamic studies, Japanese applied linguistics, linguistics, mathematics and statistics, media and communications, public history, public policy and management, publishing and communications, social work, social work (clinical), social work (human services management).

Masters by research

Masters by advanced seminar and shorter thesis

- *Master of Arts*

Options available: applied linguistics, art history, Chinese, creative arts, gender studies, history, history and philosophy of science, Islamic studies, international politics, linguistics, media and communications, philosophy, social theory.

- *Master of Social Work*

Masters by major thesis

- *Master of Arts*

Options available: anthropology, applied linguistics, Arabic studies, art history, Australian indigenous studies, Australian studies, Chinese, cinema studies, classics and archaeology, computer-assisted language learning (CALL), computer science, creative writing, criminology, cultural studies, development studies, English literature, French, gender studies, geography, German, history, history and philosophy of science, Indonesian, Islamic studies, Italian, Japanese, Jewish studies, linguistics, mathematics and statistics, media and communications, music, philosophy, political science, psychology, public history, public policy, social theory, social work, sociology, Swedish.

- *Master of Creative Arts*
- *Master of Social Work*

Doctorate

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