

# 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, practice and research in languages, creative arts, 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:

- add to the capacities of an educated society by providing education, including honours and postgraduate programs, in languages, the social sciences, the humanities, and in the skills, practices, theories and histories of the creative arts;
- provide professional education in such fields as anthropology, arts management, Australian indigenous studies, cultural material conservation and art curatorship, cinema management, criminology, digital media, environmental studies, development studies, geography, media and communications, public history and heritage, public policy and planning, publishing and communications, social work, linguistics and applied linguistics, as well as provide accelerated pathways to professional qualifications in urban planning and landscape architecture;
- use the critical and scholarly disciplines of the languages, the humanities, and the social and behavioural sciences to understand, critique and expand knowledge of the world and of human society and creativity in all its forms; and to disseminate the results of such scholarship and research both nationally and internationally;
- contribute to the intellectual and cultural life of the community through public lectures, exhibitions, the preservation of cultural materials, 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, electronic databases, 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, creative 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 and seminar discussion;
- **written communication**  
through essay preparation and assignment writing;
- **public speaking**  
through tutorial and seminar 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.

## Time commitment to study

Time management plays a key role in relation to successful university study. Students need to keep in mind that as well as scheduled contact hours for lectures, tutorials and seminars a considerable addition time commitment is needed to complete the academic requirements of each subject.

The Faculty recommends that full-time students do not undertake more than 10 hours of paid work per week. Students must make sure that they have sufficient time and resources to successfully complete their studies. On-going work commitments will not usually be grounds for extensions for the submission of work or for special consideration.

A subject-specific time commitment to study will be provided by your lecturer or tutor at the beginning of semester to help you schedule your workload and successfully manage your time during the semester. Below are **estimates** of the total time commitment required to study a 12.5-point single semester subject in the Faculty of Arts.

Total time commitment to study a **standard 12.5-point arts subject:**

- **first year level**  
(undergraduate degrees, concurrent diplomas, graduate certificates, graduate diplomas)  
36 contact hours per semester;  
30 hours of class preparation and reading per semester;  
30 hours of assessment-related tasks per semester;
  - 96 hours total time commitment per semester
  - 8 hours total time commitment per week
- **second and third year level**  
(undergraduate degrees, concurrent diplomas, graduate certificates, graduate diplomas)  
30 contact hours per semester;  
36 hours of class preparation and reading per semester;  
36 hours of assessment-related tasks per semester;
  - 102 hours total time commitment per semester
  - 8.5 hours total time commitment per week
- **fourth year and postgraduate level**  
(honours programs, postgraduate certificates, postgraduate diplomas, coursework masters)  
24 contact hours per semester;  
36 hours of class preparation and reading per semester;  
60 hours of assessment-related tasks per semester;

- 120 hours total time commitment per semester
- 10 hours total time commitment per week

Total time commitment to study a **language acquisition subject**:

- **first, second and third year level**  
(undergraduate degrees, concurrent diplomas, graduate certificates, graduate diplomas)  
36-48 contact hours per semester;  
36-48 hours of class preparation and reading per semester;  
36-48 hours of assessment-related tasks per semester;
  - 108-144 hours total time commitment per semester
  - 9-12 hours total time commitment per week
- **fourth year and postgraduate level**  
(honours programs, postgraduate certificates, postgraduate diplomas, coursework masters)  
24 contact hours per semester;  
48-60 hours of class preparation and reading per semester;  
48-60 hours of assessment-related tasks per semester;
  - 120-144 hours total time commitment per semester
  - 10-12 hours total time commitment per week

### Tutorial attendance requirement

For the Faculty of Arts, 75% attendance at tutorials and other forms of small-group teaching is the standard minimum requirement. At the start of teaching, subject coordinators will publicise this expectation, reminding students that failure to attend classes is often related to failure in the subject as a whole.

Departments and subject co-ordinators may choose to specify a minimum attendance requirement as a hurdle requirement. This may be greater than the standard requirement of 75%. If a minimum attendance hurdle is required, it will be published in the subject description in this Handbook, in subject readers, and it will be board-posted with other assessment details. A class roll will be taken.

### Students' responsibilities to contribute to their own learning

At the commencement of each semester students are made aware, through subject readers, departmental notice boards, web raft and other means, of their responsibilities to contribute to their own learning. All students must:

- familiarise themselves with departmental guidelines for assessment;
- be aware of the requirements and due dates for each of the components of assessment, including examination times;
- ensure that they take into account the total time commitment to study each subject of their enrolment (page 1);
- make sure that their studies are not impeded by part-time work or other outside commitments;
- regularly consult subject noticeboards or wherever subject information is regularly posted;
- seek assistance if they experience difficulties with any aspect of their studies.

**It is also each student's responsibility to plan a course that satisfies course requirements by ensuring timely enrolment in the correct number of subjects at the appropriate year level.** See *Planning your BA course* (p.7).

### Careers for arts graduates

Melbourne Arts alumni secure employment outcomes well above the national average for humanities and social sciences graduates. They are highly sought after by both public and private industry, entering the employment market as flexible, highly literate and well informed individuals with outstanding teamwork and communication skills.

Subject choice plays a key role in determining career outcomes. The University's Graduate Destination Survey shows that Arts graduates often gain employment in professional areas closely linked to the subjects they have studied. With that in mind, the Bachelor of Arts degree may be directed towards specific careers in government, education, communications, business and not-for-profit industries. More specialist degrees such as creative arts, media and communications, public policy and management and social work provide specific skills for particular employment sectors. Graduates with an interest in Arts industries may choose careers in art curatorship, theatre management, film distribution and cultural events promotion. Those with an interest in community development might focus on careers managing community programs both locally and internationally. Detailed graduate profiles can be found at <<http://www.arts.unimelb.edu.au/about/careers>>.

As well as its degree programs, the Faculty of Arts provides opportunities for students to secure strong career outcomes through diplomas, internships, skill-based subjects, student exchange opportunities and career development

programs. Melbourne Arts graduates are equipped to adapt to career changes, acquiring skills that prepare them for work in various workplace situations. During their studies, Arts students develop expertise in specific disciplines and generalist skills in independent research, problem solving and written and verbal communication. They develop skills in critical thinking and apply those skills to the analysis, organization and presentation of complex subject material. They learn to think creatively and work both independently and in group situations. These are all highly marketable skills, which can be put to use in many different career situations.

Arts graduates are also well placed to upgrade and increase their skills by pursuing further study in graduate coursework programs, through further research work leading to a Masters of Arts or PhD, or by completing a coursework Masters with a strong vocational focus and/or a workplace internship.

For more details about further study options, see page 18 or visit the Arts section of the University's on-line Postgraduate Studies Catalogue at <<http://www.arts.unimelb.edu.au/futurestudents/programs>>.

### The Faculty of Arts' Asian focus

The Faculty and the University acknowledges that teaching Asian-focused subjects is crucial at a time of rapid globalisation and social change. Arts students wishing to include Asian-focused studies within their qualifications will find a broad range of subjects taught by experts in the Asian region.

The Faculty offers a comprehensive range of subjects in the rich intellectual, cultural, legal, economic, political and religious traditions of Asia, with a focus on China, Indonesia, Japan, the Middle East and Southeast Asian and Pacific societies. Asian studies subjects are normally taught in English and do not require language prerequisites.

Students might focus on Asian studies in the Faculty of Arts by:

- including one or more subjects in the Bachelor of Arts, or combined Arts degree;
- completing an Asian Studies major within the Bachelor of Arts or combined Arts degree, see page 1;
- enrolling in a concurrent Diploma in Arts (Asian Studies) alongside their degree course (this option adds an extra year of study but students graduate with both a degree and a diploma);
- enrolling in combined Asian Studies Honours after completion of the Bachelor of Arts with a major in Asian studies.

Graduates may choose to enhance their qualifications by enrolling in an Asian-focused postgraduate coursework program:

- Graduate Certificate in Arts (Asian Studies);
- Graduate Diploma in Arts (Asian Studies);
- Postgraduate Diploma in Arts (Asian Studies);
- Master of Arts (Asian Societies).

For more details on Asian-focused subjects see page 1.

### Arts departments, schools and centres

#### Departments and schools

*Department of Criminology*

*Department of English*

*Department of French, Italian and Spanish Studies (FRITSS)*

*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 Art History, Cinema, Classics and Archaeology (AHCCA)*

*School of Creative Arts*

*School of Languages*

*School of Social Work*

#### Centres and Programs

*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 Cultural Material Conservation*

*Centre for Jewish History and Culture*

*Centre for Public Policy*

*Centre for the Study of Health and Society (CSHS)*

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Contemporary Europe Research Centre (CERC)  
Horwood Language Centre  
Language Testing Research Centre  
Media and Communications Program  
Socio-Legal Studies Program  
Sociology Program

## General information

Commencing a course in a new environment can be challenging. All students are encouraged to make themselves aware of the wide range of support programs and services available to them as students in the Faculty of Arts. Overseas student exchanges, internships, careers seminars, public lectures and events and many other diverse and enriching programs all add to the Arts experience. A good place to start your introduction to the University, and to the Faculty, would be by visiting the Faculty website at <<http://www.arts.unimelb.edu.au/>>.

If you have any concerns about your course or require assistance with your enrolment at any stage of your degree, you are always welcome at the Student Support Centre (SSC). You should contact the SSC to seek assistance. Faculty staff contact details are located at the end of this section, see *The Faculty of Arts Student Support Centre* (p.17) or visit <<http://www.arts.unimelb.edu.au/about/contact.htm>>.

Students must also make themselves 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 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/>>.

## Arts' Transition Program

The Faculty of Arts provides a Transition Program to first-year students that is designed to help students adjust to life on campus and university study. 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 available in the English, History and Political Science departments. Students attend a series of introductory lectures that begin to equip students with new skills for a successful university experience. Students nominate their preferred study groups, which meet weekly during Semester One. The study groups are deliberately small, and are facilitated by a senior student Mentor. The purpose of the study groups is to provide an informal forum for discussion of issues that arise in lectures, tutorials, essays and exams.

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

### Study skills seminars

These seminars are open to all first-year Arts students and help students have been designed specifically for Arts students. The seminars help students to understand what is expected of them in terms of University study. The program covers the skills which are important for success at University: such as how to construct effective notes from lectures and tutorials and how to plan, draft and edit your essays. Students can attend as few or as many of the six sessions as they wish. Seminars are run in lunchtimes in first semester and a repeat program is offered in second semester. The program and session overheads can be found at <<http://www.arts.unimelb.edu.au/currentstudents/transition/studyskills.htm>>

### Tutorials in arts

All new tutors in the Faculty receive training in 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 one subject or more in their first semester of study. Students are invited to meet with the program coordinator to discuss their situation and to work out effective strategies to help improve their academic performance.

## Transition website

The University's transition website is an excellent resource for new students with practical information on all kind of issues relating to starting out as a student at the University. Further details on Arts' Transition Program can be found at <<http://www.arts.unimelb.edu.au/currentstudents/firstyear>>

## Disability support scheme

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. Further details on the disability support scheme can be found at <<http://rachmaninov.acad-reg.unimelb.edu.au:8002/disability/index.html>>

## The web

Visit the Faculty of Arts website 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 website 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/>>.

## Email

Each student must set up a University of Melbourne email account as part of the enrolment process. Your University of Melbourne email account is the primary means by which the Faculty of Arts and Student Administration will contact you to make you aware of important dates and administrative requirements that you must fulfil. Therefore, you must check and clear your email account regularly. There are often negative consequences if you do not act on advice sent to you by email.

**If you do not re-enrol by the date outlined in an email about course planning you will be liable for enrolment fines and/or have your enrolment terminated. This will result in the forfeit of your place in your course.**

Failure to check your email account or being unable to receive mail because your account is full are not valid reasons for avoiding the negative consequences of not acting on email advice.

## The award of grades

The Faculty of Arts has a policy on the award of marks that is aimed at promoting fairness and consistency in grading across all departments.

The grading of student work is 'criteria-based' (ie. students are assessed according to their performance against the assessment criteria) and 'norm-referenced' (ie. students are also ranked according to their performance among peers).

Faculty policy requires departments to maintain a specified average mark and a distribution of grades across their entire cohort at each year level.

In the awarding of grades in any department, the average of all marks 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.

Students are advised that their work will be marked on its academic merit, in relation to the following grade descriptions and taking into account the type of assessment used and the nature of the discipline. Grades and marks for *individual* pieces of assessment are indicative only. Lecturers will provide specific advice to students on how final marks and grades are to be determined in each subject.

- **N 0%-49% Fail** — *not satisfactory*
  - Work that fails to meet the basic assessment criteria;
  - Work that contravenes the policies and regulations set out for the assessment exercise.

Where a student fails a subject, all failed components of assessment are double marked.

- **P 50%-64% Pass** — *satisfactory*

Completion of key tasks at an adequate level of performance in argumentation, documentation and expression.

- Work that meets a limited number of the key assessment criteria;
- Work that shows substantial room for improvement in many areas.
- **H3 65%-69% Third-class honours — competent**  
Completion of key tasks at a satisfactory level, with demonstrated understanding of key ideas and some analytical skills, and satisfactory presentation, research and documentation.
  - Work that meets most of the key assessment criteria;
  - Work that shows room for improvement in several areas.
- **H2B 70%-74% Second-class honours level B — good**  
Good work that is solidly researched, shows a good understanding of key ideas, demonstrates some use of critical analysis along with good presentation and documentation.
  - Work that meets most of the key assessment criteria and performs well in some;
  - Work that shows some room for improvement.
- **H2A 75%-79% Second-class honours level A — very good**  
Very good work that is very well researched, shows critical analytical skills, is well argued, with scholarly presentation and documentation.
  - Work that meets all the key assessment criteria and exceeds in some;
  - Work that shows limited room for improvement.
- **H1 80%-100% First-class honours — excellent**  
Excellent analysis, comprehensive research, sophisticated theoretical or methodological understanding, impeccable presentation.
  - Work that meets all the key assessment criteria and excels in most.
  - Work that meets these criteria and is also in some way original, exciting or challenging could be awarded marks in the high 80s or above.
 Marks of 90% and above may be awarded to the best student work in the H1 range.

#### FAQs about the grading policy

##### • Why have such a policy?

Without a policy of this kind the distribution of grades could vary considerably across the Faculty. Grade inflation—a steady increase in the proportion of high grades over time—would diminish the value of a higher grade. Some disparities across departments might exist, and could be attributed to differences in teaching and assessment practices, however it is not acceptable for students to receive different marks for similar work completed in different departments of the Faculty.

##### • Will I be disadvantaged by the policy?

No. It is important to note that your relative position compared to your peers is not affected. All students will be marked according to a common policy.

##### • Does this mean each subject or tutorial group will be marked to these averages?

The policy will not result in a complete standardisation of the award of grades in every tutorial or subject of the Faculty. The policy applies to the year cohort in a department. Any variations from the norm will be considered by the boards of examiners for individual departments, and reported by the Head of Department to the Dean of Arts.

##### • Will my grades be 'scaled' to ensure that the averages are met?

It would be possible to 'scale' grades in individual subjects (or even over year cohorts) so that they meet the approved averages, but the Faculty does not recommend scaling as a way to adjust marking practices to the Faculty standard. Departments will be asked to introduce methods of cross-marking (or validation) rather than scale marks in subjects, so that individual academic staff members are free to award marks according to academic merit, using a marking scale common to all departments of the Faculty. However, the marks that you receive for an individual piece of assessment may be adjusted upwards or downwards if the marks awarded do not compare with those of the rest of Faculty, should the relevant department consider that the 'raw' scores awarded differ too markedly from the departmental averages.

##### • Will I be disadvantaged compared to other students from other institutions when applying for further study or scholarships?

No. The Faculty's policy compares well with those of other Arts faculties around Australia, many of which have their own policies for the award of grades. One aim of the policy is to ensure that excellent work receives high marks that reflect the full range of the marks available in the H1 category. No student is expected to be disadvantaged with regard to his or her fellow students in any way by the policy.

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.

## Withdrawal from subjects

**Students are not permitted to withdraw late from a subject because they are likely to fail.**

**A student is deemed to have committed him/herself to assessment by remaining enrolled after the cut-off dates below.**

After cut-off dates, students are eligible to apply for Special Consideration, ie. they are rarely eligible to withdraw late. See *Late withdrawal from subjects* below.

Students who withdraw after census dates are liable for course fees for subjects for which they have withdrawn.

Students are able to withdraw from a standard semester one or semester two subject according to the following timetable:

- withdrawal before the second Friday of semester (*before 10 March for semester one, before 4 August for semester two*), no record of the subject on your academic transcript;
- withdrawal after the second Friday of semester but before the census date (*before 31 March for semester one, before 31 August for semester two*), WD (withdrawn) will be added to your academic transcript;
- withdrawal after the census date but before the Friday of the fourth last week of semester (*5 May for semester one, 6 October for semester two*), WD (withdrawn) will be added to your academic transcript and you will be liable for course/subject fees.

## Late withdrawal from subjects

**Students are not permitted to withdraw late from a subject because they are likely to fail.**

**A student is deemed to have committed him/herself to assessment by remaining enrolled after the cut-off dates below.**

After cut-off dates, students are eligible to apply for Special Consideration, ie. they are rarely eligible for late withdrawal.

Students who withdraw after census dates are liable for course fees for subjects for which they have withdrawn.

Students are able to withdraw late from a subject:

- for standard semester one and semester two subjects, after the first two weeks of semester (*after 10 March for semester one, after 4 August for semester two*) and up until the Friday of the fourth last week of semester (*up to 5 May for semester one, up to 6 October for semester two*);
- for summer semester subjects of six weeks or more duration, until the end of the first week of teaching; and
- for summer or winter intensive subjects, the end of the *first day*, or at the end of the second-last week (if more than one week in duration).

## Undergraduate courses

### Degree courses

*Bachelor of Arts*, page 5

*Bachelor of Arts (Honours)*, page 13

*Bachelor of Arts (Media and Communications)*, page 1

*Bachelor of Arts (Media and Communications) Honours*, page 14

*Bachelor of Creative Arts*, page 1

*Bachelor of Creative Arts (Honours)*, page 3

*Bachelor of Arts and Sciences*, page 5

*Bachelor of Letters (Honours)*, page 14

*Bachelor of Social Work*, page 1

*Bachelor of Social Work (Honours)*, page 2

### Combined/Double degrees

*Bachelor of Arts/Bachelor of Commerce*, page 3

*Bachelor of Arts/Bachelor of Engineering*, page 5

*Bachelor of Arts/Bachelor of Geomatic Engineering*, page 8

*Bachelor of Arts/Bachelor of Laws*, page 7

*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 3

*Bachelor of Arts/Bachelor of Teaching*, page 1

*Bachelor of Arts/Bachelor of Theology*, page 1

*Bachelor of Creative Arts/Bachelor of Laws*, page 8

*Bachelor of Creative Arts/Bachelor of Music*, page 5

*Bachelor of Creative Arts/Bachelor of Social Work*, page 5

*Bachelor of Creative Arts/Bachelor of Teaching*, page 6

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

*Bachelor of Arts (Media and Communications)/Bachelor of Laws*, page 3

### Concurrent certificate

*Universitas 21 Certificate in Global Issues*, page 1

### Concurrent diplomas

*Diploma in Arts*, page 15

*Diploma in Creative Arts*, page 6

*Diploma in Geographic Information Systems*, page 5

*Diploma in Modern Languages*, page 14

### Non-award study

*Community Access Program (CAP)*, page 16

## 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 other IT systems, for the acquisition, processing and interpretation of data.

### BA course requirements

#### The basic rules

An ordinary BA degree requires the completion of:

- no more than 300 points of study comprising a **minimum** of 75 points (usually six subjects) and a **maximum** of 125 points (usually 10 subjects) at each year level.

Students should aim to complete 100 points at each of first, second and third year levels. However, BA students (excluding those in the Media and Communications stream) who, at the end of their first year, wish to commence study in a new area may choose to enrol in a maximum of 25 additional points of first-year level subjects (and fewer second-year level subjects), see *Completing additional first-year level study* (p.8).

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

- subject year-level entry requirements (see page 5)
- breadth of study requirements (see page 5)
- arts-approved subject requirement (see page 5)

**It is the student's responsibility to ensure that s/he enrolls in the correct number of subjects at the appropriate year level and within the rules outlined in this Handbook to meet the requirements of her/his degree. Once the semester census date has passed it is not possible to alter subject year levels or other enrolment details.**

#### Subject year-level entry requirements and Faculty policy on subject level enrolment

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

*Second/third-year subjects are not available to students enrolled in fourth-year honours, postgraduate certificates, postgraduate diplomas, or masters programs.*

##### Third-year subjects

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

*Third-year subjects are not available to students enrolled in fourth-year honours, postgraduate certificates, postgraduate diplomas, or masters programs.*

##### 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 a postgraduate certificate, postgraduate diploma or fourth-year honours in order to enrol in a third/fourth-year subject at fourth-year level.

*Third/fourth-year subjects are not available to students enrolled in one-year masters programs.*

##### Fourth-year (400-level or honours) subjects

Students must meet the conditions for entry to a postgraduate certificate, postgraduate diploma, fourth-year honours, or the first year of a two-year coursework masters program in order to enrol in a fourth-year subject.

*Fourth-year subjects are not available to students enrolled in undergraduate degrees, concurrent certificates, concurrent diplomas, graduate certificates, graduate diplomas or one-year masters programs.*

##### Fifth-year (500-level or postgraduate) subjects

While some 500-level subjects are available to postgraduate diploma and fourth-year honours students on a limited basis, students usually must be enrolled in a one-year coursework masters program in order to enrol in a fifth-year subject.

*Fifth-year subjects are not available to students enrolled in undergraduate degrees, concurrent certificates, concurrent diplomas, graduate certificates, or graduate diplomas. They are not usually available in postgraduate certificates, postgraduate diplomas, honours programs, or the first year of two-year masters programs.*

##### Breadth of study requirement

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

These maximums are proportionally reduced for BA combined degrees where students are required to complete fewer subjects towards the Arts component of the combined degree. For more details, see *Combined arts degree structure* (p.12).

##### 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 usually available for credit towards the BA or other arts courses outside the SCA. However, a limited number of subjects in art history, cinema studies, visual arts, theatre studies and creative writing have been approved for cross-listing for students enrolled in the Bachelor of Arts or the Bachelor of Creative Arts, see page 1 and page 1. Only subjects that have been previously approved for cross-listing are permitted.

Students who are currently enrolled in a degree or diploma who wish to complete subjects for which they will not receive credit towards the degree or diploma should enrol in such subjects through CAP. For further details see *Community Access Program (CAP)* (p.16).

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

##### Arts-approved subjects

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 full details:

- *American Studies* (p.1)
- *Ancient, Medieval and Early Modern Studies* (p.1) (some non-arts approved subjects included)

- *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)*
- *Classical Studies and Archaeology (p.1)*
- *Communication Skills (p.1)*
- *Computer applications in the Social Sciences and Humanities (p.1)*
- *Creative Writing (p.1)*
- *Criminology (p.1)*
- *Cultural Studies (p.1)*
- *Development Studies (p.1)* (some non-arts approved subjects included)
- *English Literary Studies (p.1)*
- *English as a Second Language (p.1)*
- *English Language Studies (p.1)*
- *Environmental Studies (p.1)* (some non-arts approved subjects included)
- *European Studies (p.1)*
- *Gender Studies (p.1)*
- *Geography (p.1)*
- *Hebrew and Jewish Studies (p.1)*
- *History (p.1)*
- *History and Philosophy of Science (p.1)*
- *Horwood Language Centre (language and technology) (p.1)*
- *International Studies (p.1)*
- *Islamic 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)

## FAQs about BA course requirements

### 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 are worth 25 points. Preparation and assessment for these subjects involves twice the workload of a 12.5 point subject.

### Are points for languages the same as those for non-language arts subjects?

No, some language study requires the completion of a 12.5 point subject and an additional 6.25 point corequisite subject, amounting to 18.75 points of study in each semester. In such cases, two semesters of language study are equivalent to three semesters of non-language study (ie. 2 x 12.5 points + 2 x 6.25 points = 3 x 12.5 points). See page 9 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
- fourth year/postgraduate

Some language subjects are also offered at:

- first and second year
- first, second and third year
- second, third and fourth year<sup>1</sup>

<sup>1</sup> Intermediate and advanced level ancient Greek and Latin are the only languages in this category.

You should ensure that you 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/course fee census date for that subject has passed.

### 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.

### What are 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.

### What are corequisites?

Some subjects (usually language acquisition subjects) require concurrent enrolment in another subject with related content (a *corequisite* subject). These subjects cannot be taken without an appropriate corequisite enrolment.

### Can I enrol in subjects outside the Faculty of Arts?

Provided you 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 non-Arts approved subjects included in the areas above, subjects are also available from:

- *Architectural History (p.1)*
- *Astronomy (p.1)*
- *Biology and Botany (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)*

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 are not permitted to credit subjects offered within these areas of study towards the BA component of the combined degree.

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.

### Can I enrol in 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, for credit towards their degree. This is called *complementary course study*. It requires the approval of the Faculty of Arts as well as permission from the host university.

The process also operates in reverse for students of other Australian institutions wishing to enrol in subjects taught at the University of Melbourne.

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The Faculty of Arts has formal complementary course arrangements with La Trobe University to offer languages not taught at the University of Melbourne (Spanish and Modern Greek) and La Trobe University (French and German). For some subject levels, Spanish and Modern Greek classes are held at the University of Melbourne Parkville campus.

Arrangement for complementary course enrolment (for both outgoing and incoming students) must be made at the beginning of the year in which you wish to enrol in the subject/s concerned. This application deadline applies to subjects taught in semester one and/or semester two. 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.10).

### Exchange agreement with Melbourne College of Divinity (MCD)

The University of Melbourne has established a student exchange agreement with the Melbourne College of Divinity (MCD). Arts students may be enrolled in subjects offered by the MCD and MCD students may be enrolled in subjects offered by the Faculty of Arts. *Exchange students participating in this program must undertake full-time study at the host institution for either one semester or one academic year.* Students wishing to enrol in less than full-time study should apply for complementary course studies. See *Can I enrol in subjects at other universities?* above.

The minimum academic requirement for an arts student to study on exchange is an average grade of at least H2B (70%) across all subjects attempted as part of her/his course. In addition, applicants must ensure that they have sufficient space in their degree to accommodate credit for studies completed on exchange. Applicants must also comply with other normal course requirements set out by her/his home institution.

Before undertaking an exchange program, University of Melbourne students must arrange a credit contract with the Faculty of Arts. The Associate Dean determines how many points the MCD subjects are worth in terms of credit and at what year level the credit will be granted. You must sign a credit contract before you go on exchange for guaranteed credit. MCD students should contact the exchange program coordinator (details below) for advice on credit arrangements.

All enquiries and applications for University of Melbourne Arts students wishing to study at the MCD as an exchange student should be directed to Ms Sylvia De Luca, Complementary Course Adviser, Faculty of Arts, Old Arts Building, telephone +61 3 8344 4731 email <sdl@unimelb.edu.au>. MCD students wishing to study in the Faculty of Arts as an exchange student should contact Mr Bruce Tudball, Melbourne College of Divinity, telephone +61 3 9853 3177, email <b.tudball@mcd.edu.au>.

## 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-long subjects for each 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 range of subjects or to begin to specialise (or *major*) in an area of study of particular interest.

### Subject choice at first year (on-line enrolment)

In semester one 2007 all new BA students (excluding combined degree students) will enrol on-line through the University's Student Information System (SIS) at <<https://sis.unimelb.edu.au>>. In order to complete your on-line enrolment satisfactorily, and so you choose subjects that facilitate your plans for later-year study in the BA, you must make yourself aware of BA course rules and regulations. All the information you need to complete your enrolment on-line is available in this Handbook and at the Faculty of Arts FAQ site <<http://arts-unimelb.custhelp.com>>.

### Choosing areas of study and subjects

It is important to plan your BA degree from the first year. **All students are responsible for planning a course that satisfies course requirements.** See *What are my responsibilities as a student?* (p.1).

You need to be aware, for instance, that most areas of study offer majors. Some, such as *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 8). As a full-time first year student you need to choose four first-year level subjects that are taught in semester one and four first-year level subjects taught in semester two. Each subject entry in this Handbook provides details of the subject level as well as which semester it is taught in.

## FAQs about planning your Arts degree

### • 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.

### • 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 2). 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 Literary Studies* (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 usually requires the completion of **112.5 points** of study comprising:

- 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.

Some areas of study (eg. languages, computer science, economics, psychology) require 125 points of study to fulfil the requirements of the major.

### • Is a language major the same as a non-language arts major?

No, a language major requires the completion of 125 points of study from first year to third year, *not* the usual 112.5 points required for other arts majors, see *Language majors* (p.9). Exceptions to this exist for BA majors taught by faculties outside the Faculty of Arts, eg. the computer science major, the economics major, and the psychology which each require 125 points.

### • Do I have to complete a major?

No, 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 in the regular 300-point BA is not possible or permitted. Students enrolled in a combined BA degree may only be able to complete one Arts major within the structure of the BA component of the combined degree.

### • 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.

### • Can I complete majors in two areas of study?

Yes, with careful planning from first year it is possible to complete two majors in the 300-point BA and in some BA combined degrees but if you plan to complete two majors within your degree, you may wish to consider choosing 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 might enhance studies in Renaissance art history, just as Ancient Greek or Latin might complement the study of classics and archaeology. See *Language study* (p.9).

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.

Due to the reduced number of Arts subjects available in BA combined degrees the completion of two majors is sometimes not structurally possible. For further details see *Taking extra subjects (over-enrolling)* (p.11).

**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. Note how four areas of study may be completed at first year, three areas of study at second year, and how specialisations in two areas of study are formed at third year.

First year: eight subjects	Sem 1	History 12.5 points	English 12.5 points	Geography 12.5 points	<i>Cinema Studies 12.5 points</i>
	Sem 2	History 12.5 points	English 12.5 points	Geography 12.5 points	<i>Cinema Studies 12.5 points</i>
Second year: eight subjects	Sem 1	History 12.5 points	English 12.5 points	English 12.5 points	<i>Cinema Studies 12.5 points</i>
	Sem 2	History 12.5 points	History 12.5 points	<i>Cinema Studies 12.5 points</i>	<i>Cinema Studies 12.5 points</i>
Third year: eight subjects	Sem 1	History 12.5 points	History 12.5 points	<i>Cinema Studies 12.5 points</i>	<i>Cinema Studies 12.5 points</i>
	Sem 2	History 12.5 points	History 12.5 points	<i>Cinema Studies 12.5 points</i>	<i>Cinema Studies 12.5 points</i>

**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 have their own requirements for entry, see page 8.

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

**Completing additional first-year level study**

*This option is not available to students enrolled in BA combined degrees or the Media and Communications stream of the BA.*

Students who have completed only 100 points of first-year study in the single 300-point BA and find that they wish to take extra first-year subjects in order to commence an additional or new major because of poor subject choice at first year 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, a maximum of 75 points of second-year subjects, and 100 points of third-year subjects. It is the student's responsibility to ensure that they enrol in the correct number of subjects at the appropriate year level to meet the requirements of the degree. See also *Taking extra subjects (over-enrolling) (p.11)* and *Third-year subjects and postgraduate scholarships (p.6)*.

**Interdepartmental programs**

*Interdepartmental or ID programs* (IDPs) are specialised interdisciplinary areas of study which represent some of the newest developments in the social sciences and humanities.

Each IDP is housed in a parent department or school within the Faculty. IDPs enable you to incorporate subjects from a range of disciplines into a focused program of study and the completion of a major. For instance, the Asian studies program includes Asia-focused subjects from history, anthropology, geography, Indonesian studies, Chinese studies, etc.

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 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 European studies, require or recommend concurrent language study.

For full details on each IDP listed below consult the relevant entries in this Handbook.

- *Ancient, Medieval and Early Modern Studies (p.1)*
- *Asian Studies (p.1)*
- *Australian Indigenous Studies (p.1)*
- *Australian Studies (p.1)*
- *Cinema Studies (p.1)*
- *Cultural Studies (p.1)*
- *Development Studies (p.1)*

- *English Language Studies (p.1)*
- *Environmental Studies (p.1)*
- *European Studies (p.1)*
- *Gender Studies (p.1)*
- *International Studies (p.1)*
- *Islamic Studies (p.1)*
- *Social Theory (p.1)*
- *Socio-Legal Studies (p.1)*
- *Sociology (p.1)*
- *Theatre Studies (p.1)*

**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 staff at 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 and English as a second language. Other skills-based subjects such as work placements and internships are designed to aid in the transition from tertiary study to the workplace.

**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 Working with New Media (p.1)

**First, second or third year**

175-120 Advanced ESL 1 (p.2)\*

175-121 Advanced ESL 2 (p.2)\*

175-124 Spoken Interaction (p.2)\*

175-134 Project Based Communication (p.1)

**Second and/or third year**

103-002 Internet Applications (p.1)

103-006 Multimedia Authoring (p.1)

175-210 Business and Management Writing (p.1)

175-211 Technical Writing (p.1)

\* 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 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. High-achieving BA students (ie, those with an H2A average across their degree) who have not completed a skills subject at first year level may, with departmental and Faculty approval, be permitted to enrol in a maximum of two (25-point) internship programs at second and/or third year. See *Skills-based subjects (p.8)* for more information.

**Subjects that focus on workplace skills development****Second and/or third year**

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)

175-210 Business and Management Writing (p.1)

175-211 Technical Writing (p.1)

**Third year**

100-310 Media and Communications Internship (p.6) (25 points)

175-300 Managing Work and Projects (p.2)

**Third/fourth year**

166-453 Executive Internship (p.3) (25 points)

**Summer Semester**

Several arts subjects are available during the Summer Semester, which runs from early January to late February. Please note that many of these subjects have strict prerequisites that you must meet in order to be eligible to enrol.

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Check the full subject descriptions in this Handbook for subject availability and prerequisites.

**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/course fee census dates. See *Withdrawal from subjects* (p.4).**

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

### Subjects taught during the Summer Semester

#### First year

- 183-101 Intensive Beginners German (p.2) (37.5 points)  
183-106 Intensive Beginners Spanish (p.1) (37.5 points) (not offered 2006)  
183-109 Intensive Beginners French (p.1) (37.5 points) (not offered 2006)  
183-110 Intensive Beginners Italian (p.1) (37.5 points) (not offered 2006)

#### First, second or third year

- 107-149 Intensive Beginners Latin (p.2) (25 points)

#### Second/third year

- 103-002 Internet Applications (p.1)  
110-226 Intensive Chinese Program: China (p.8) \*  
116-030 Paris: Ville Lumiere (on site in Paris) (p.6) \*  
116-224 Rome: Fact or Fiction (p.5)  
131-025 Empire, Race and Human Rights: 1800-2000 (p.6) (not offered 2006)  
131-047 From Great Exhibition to Great War (p.8)  
131-066 The Modern Middle East (p.10) (not offered 2006)  
131-075 The Graeco-Roman City in Antiquity (p.10) \*  
131-237 The Crusades (p.15)  
136-213 Environmental History of Australia (p.5)  
161-053 The Good Life in Ancient Thought (p.7) (not offered 2006)  
161-054 Human Life in Modern Thought (p.7) (not offered 2006)  
161-215 The Nature of Mind (p.8)  
161-216 Science, Knowledge and Dogma (p.9)  
922-015 LaTrobe-Study Abroad Spain (p.8)

\* these subjects are taught in December and January: students enrol for semester two.

#### Third year

- 136-313 Environmental History of Australia (Sc3) (p.7)

#### Third/fourth year

- 107-467 Renaissance and Baroque Rome 1450-1750 (p.7) (25 points) (not offered 2006)  
191-419 Violence in Australia (p.4) (not offered 2006)  
191-436 What Works in Criminal Justice (p.6)

#### Fourth year

- 121-454 Computer-aided Policymaking (p.7)  
131-401 History 4A (p.17)

#### Fourth year/postgraduate

- 121-503 Research Methods and Design (p.8)  
107-509 Film Production: from Script to Screen \*  
107-542 The Director's Cut \*  
191-510 Issues in Forensic Psychology \*  
191-512 Intellectually Disabled Offenders \*

\* For subject details see the University's Postgraduate Studies Catalogue: <<http://psc.unimelb.edu.au>>.

### Subjects taught intensively during Semester One, Semester Two, or the Winter Recess

Some arts departments teach subjects in intensive mode during the semester while others are taught intensively 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. Check the full subject descriptions in this Handbook for subject availability, class schedules and prerequisites.

**Subjects taught intensively and/or during the Winter Recess have strict enrolment deadlines. Any enrolment in, or withdrawal from the subjects listed below must be made in line with HECS/course fee census dates. See *Withdrawal from subjects* (p.4).**

Arts students are not usually permitted to enrol in more than 25 points (two subjects) during the Winter Recess.

### Subjects taught intensively during Semester One or Semester Two

#### Second/third year

- 131-076 Asia, the Pacific & the West in History (p.11) 2

#### Fourth year

- 175-428 Seminars in Descriptive Linguistics (p.7) 2

#### Fourth year/postgraduate

### Subjects taught intensively during Semester One or Semester Two

- |   | Sem. |
|---|------|
| 102-507 Themes in International Studies (p.4)   | 1    |
| 102-508 Theories in International Studies (p.4) | 2    |
| 166-544 The EU and Globalisation (p.12)         | 1    |

### Subjects taught intensively during the Winter Recess

#### Second/third year

- 102-213 Face, Place, Race: Images of Australia (p.3)  
106-050 Australian Authorship (p.8)  
107-085 Australian Cinema (p.3) (not offered 2006)  
131-018 Searching for the American Dream (p.6) (25 points)  
131-044 Renaissance Nuremberg & Central Europe (p.8) (25 points)  
131-242 Marvellous Melbourne: A Cultural History (p.16)  
166-214 US Scandals from Watergate (p.7)

#### Third/fourth year

- 107-472 Aboriginal Art in the Northern Territory (p.7)  
191-434 Victims (p.5)

#### Fourth year/postgraduate

- 107-511 Issues in Art Conservation \*  
107-512 Art Conservation Appraisal & Planning \*  
107-513 Introduction to Conservation Techniques \*  
136-506 Pacific History, Environment & Science (p.9)  
166-539 Governance and Sustainable Development (p.4)  
175-514 Australian Linguistics Institute (p.7)  
191-507 Sex Offenders and Offending \*  
191-520 Compliance, Regulation & Crime (p.7)

\* For subject details see the University's Postgraduate Studies Catalogue: <<http://psc.unimelb.edu.au>>.

### 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 can be one 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 usually permitted for credit within the BA degree.<sup>1</sup> A maximum of one language is permitted in BA combined degrees. The concurrent *Diploma in Modern Languages* (p.14) provides further opportunities for additional language study. See also <<http://www.arts.unimelb.edu.au/futurestudents/programs/concurrent.htm>> for more information on the concurrent diploma.

### The School of Languages

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

### 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. **You must sit a placement test before you are permitted to enrol in some languages.**

Refer to the individual language entries in this Handbook for detailed information about available streams of study, placement tests, and procedures for language 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.10) 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;

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

- 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.

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 *Can I enrol in subjects at other universities?* (p.6).

#### Studying languages overseas

Students are encouraged to consider taking some of their language study overseas. For further details see *Studying overseas for credit* (p.10) and visit our website <<http://www.arts.unimelb.edu.au/currentstudents/opportunities.htm>>.

#### Summer intensive beginners subjects

In the cases of French, Italian and Spanish, summer intensive beginners subjects are usually available through the Horwood Language Centre, and in most cases may be undertaken as part of an arts degree. In 2006, the Department of German, Russian and Swedish Studies will take responsibility for teaching intensive beginners German during the Summer Semester. 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. Beginners Latin is also taught in intensive mode during the Summer Semester. See *Horwood Language Centre (language and technology)* (p.1) and 107-149 Intensive Beginners Latin (p.2) 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 website at <<http://www.hlc.unimelb.edu.au>>. See also *Horwood Language Centre (language and technology)* (p.1).

#### 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 14 for further information.

#### Further requirements for the BA

##### Studying 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. However, students should note that all arts programs must be completed within 10 years (see below).

Students intending to study part time should note that most classes are held during business 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. See also *Time commitment to study* (p.1).

##### Maximum time to complete your studies

All arts courses—the Bachelor of Arts, Bachelor of Arts and Sciences, arts combined degrees, concurrent diplomas, the Bachelor of Creative Arts and Bachelor of Letters—must be completed within 10 years from the date of commencement of study.

##### 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. For more details of overseas study options visit our website <<http://www.arts.unimelb.edu.au/currentstudents/opportunities.htm>>.

The minimum academic requirement to study overseas is an average grade of H2B across all subjects attempted as part of your course. If you wish 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 sufficient 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 asking academic staff in Faculty of Arts department/s to agree that the subjects you want to take overseas are equivalent to subjects taught in this Faculty. The Faculty of Arts office then determines how many points credit you will be granted for these subjects 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 exchange and study abroad programs Administrative Officer in the Faculty of Arts on +61 3 8344 8032.

In addition, several departments of the Faculty of Arts teach subjects overseas as intensive fieldwork programs in the Summer Semester or Winter Recess.

##### See individual subject entries for details:

- 107-264 Art and Revolution: 19th Century Europe (p.5)
- 107-466 Contemporary Culture: Art in New York (p.7)
- 107-467 Renaissance and Baroque Rome 1450-1750 (p.7)
- 110-226 Intensive Chinese Program: China (p.8)
- 116-030 Paris: Ville Lumiere (on site in Paris) (p.6)
- 116-224 Rome: Fact or Fiction (p.5)
- 131-018 Searching for the American Dream (p.6)
- 131-044 Renaissance Nuremberg & Central Europe (p.8)
- 131-075 The Graeco-Roman City in Antiquity (p.10)

##### Taking more than 50 points in a semester (over-loading)

The standard workload for arts students is 100 points per year (eight subjects) with subjects distributed evenly and totalling 50 points per semester (four subjects).

Students who attempt more than 50 points in a semester usually withdraw from subjects to reduce their enrolment back to 50 points, or they sometimes fail one or more subjects. Nevertheless, if you have a strong academic record (H2B average in the previous semester) *and* good reasons to overload your

## Faculty of Arts

enrolment, consult a Faculty course adviser for permission to overload. An overload increases the number of points you complete in a semester but does not increase the number of points you require overall to complete the degree (eg. 300 points for the regular BA).

Language students should note that 56.25 points in a semester is *not* considered an overload.

### Taking extra subjects (over-enrolling)

Students are not usually permitted to enrol in more than the 300 points required for the single BA, more than the minimum number of arts points required for a combined arts degree, or more than 100 points for the Diploma in Modern Languages or Diploma in Arts. However, if you have an excellent academic record (honours-entry standard) and good reasons to *over-enrol*, you may consult a course adviser for permission to take up to a maximum of 12.5 points of extra subjects.

**All extra study is liable for additional course/subject fees.**

### 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. Students who require more than 12 months away from their studies should discontinue their course and re-apply once they are able to continue.

Application forms are available from the Student Support Centre or SIS website, see page 17.

### Repeat a failed subject

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' Unsatisfactory 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 Unsatisfactory 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 Unsatisfactory Progress Committee's review will depend very much on the nature and degree of your unsatisfactory progress, the nature 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 Unsatisfactory 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, or studies through the Community Access Program.

### Subject changes, course planning and re-enrolment

BA and BA combined course students change their subjects online using the Student Information System (SIS) <<http://sis.unimelb.edu.au>>. Students attempting a change that cannot be made online (eg. an overload) must meet with a Faculty of Arts course adviser to have the change approved. If approved, the change will be made immediately. BA combined degree students can only make changes to the BA component of their degree at the Faculty of Arts. Changes to the other component must be made by the Faculty administering that component of the course. The dates relating to subject changes are published on the Faculty of Arts website prior to the commencement of each semester.

Before the end of each academic year, continuing students are required to select subjects (course plan) via the SIS for the following year. Students will be provided with full details of the course planning and re-enrolment process in September/October.

It is important to carefully plan your BA degree each year. **All students are responsible for planning a course that satisfies course requirements.** See *What are my responsibilities as a student?* (p.1).

**Students who do not course plan or re-enrol by the required date will incur a late fee, have their enrolment terminated, and will need to re-apply for admission to their course.**

### Resumption of course

Applications to resume studies after discontinuation, suspension or lapsed enrolment from an Arts course at the University of Melbourne must be submitted through VTAC (<<http://www.vtac.edu.au>>).

### 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 credit granted by another faculty or institution;
- 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 a degree or diploma with credit.<sup>1</sup>

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

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

### Credit for previous tertiary studies toward the 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 that 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.17).

### Credit towards BA combined degrees

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

Students who have completed subjects elsewhere that 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.

### 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; including Bachelor of Arts/Engineering (Information Technology)*, page 5
- *Bachelor of Arts/Laws*, page 7
- *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

<sup>1</sup> Except via previously approved **exchange** study through the University of Melbourne.

- *Bachelor of Arts/Social Work*, page 3
- *Bachelor of Arts/Teaching*, page 1
- *Bachelor of Arts/Theology*, page 1

For information on combined Bachelor of Arts (Media and Communications) and combined Bachelor of Creative Arts degrees see page 2 and page 4.

**Combined arts degree structure**

A combined degree involves completing 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 full-time years of study for arts/teaching; six full-time years of study for arts/social work; seven full-time years of study for arts/medicine).

Each degree component will require the completion of a minimum/maximum 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. In other words, you must complete all the requirements for both components before you are eligible to graduate from either. If you discontinue either component of your combined course, you must complete the full requirements of the remaining degree (ie. the full amount of points required for the single degree, eg. 300 points for the BA).

**The arts component of the arts/engineering, arts/geomatic engineering, arts/laws and arts/medicine degrees**

Students must complete **200 points** towards the arts component of these degrees, comprising:

- no more than 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)

No more than 150 points may be taken in any one area of study: a maximum of 25 points at first year level and 125 points at second/third year level.

**The arts component of the arts/commerce, arts/music, arts/science and arts/theology degrees**

Students must complete **225 points** towards the arts component of these degrees, comprising:

- no more than 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)

No more than 162.5 points may be taken in any one area of study: a maximum of 25 points at first year level and 137.5 points at second/third year level.

**The arts component of the arts/social work degree**

See page 3 for the details regarding the BA/BSW degree.

**The arts component of the arts/teaching degree**

Students must complete **250 points** towards the arts component of this degree, comprising:

- no more than 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)

No more than 187.5 points may be taken in any one area of study: a maximum of 50 points at first year level and 137.5 points at second/third year level.

See page 2 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 degrees.

The BA course requirements regarding part-time study, credit, leave of absence, overloading etc. outlined on page 10 apply to combined degree students, as does much of the general information on page 7.

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.5). The arts-approved subject requirement means that students in most combined degrees are usually not able to complete the number of points required for a major in areas of study from *outside* the Faculty of Arts.

In the 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 arts/commerce degree, where up to 75 additional points must be completed on top of the minimum arts and commerce requirements, non-arts subjects are available provided that the subjects are available within the regular (300-point) BA degree.

Students in combined arts degrees other than arts/commerce are not permitted to enrol in subjects that are not arts-approved, see *Arts-approved subjects* (p.5).

Students who are currently enrolled in BA combined degrees who wish to complete subjects for which they will not receive credit in their course should enrol in such subjects through CAP. For further details see *Community Access Program (CAP)* (p.16).

**Language study in combined arts degree**

The study of languages is encouraged in BA combined degrees (and the Bachelor of Arts and Sciences), and language learning can be one 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 permitted for credit within the arts component of BA combined degrees and the BASc.<sup>1</sup> The concurrent *Diploma in Modern Languages* (p.14) provides further opportunities for additional language study.

Combined degree students who enrol themselves through SIS in a second language (excluding Ancient languages) may not receive credit for the additional language study. Such students may find themselves liable for additional course/subject fees as they will be required to make up credit points by completing additional non-language study.

**All students are responsible for planning a course that satisfies course requirements.** See *What are my responsibilities as a student?* (p.1).

**Completing a major in a combined arts degree**

All combined course students are permitted to complete a major in areas of study that offer arts-approved subjects. In the case of majors where non-arts subjects are available, combined degree students may count *up to two* non-arts subjects towards the arts major.

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 over-enrolling their arts course, see *Taking extra subjects (over-enrolling)* (p.11).

If you wish to complete a major in a combined degree, you should choose your first-year subjects carefully, and make sure that you have completed any prerequisite first year subjects for the major. **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.**

**Completing an interdepartmental major in a combined arts degree**

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). However, *for the purpose of completing a major in a BA Interdepartmental Program* (where non-arts subjects are available), combined degree students may count *up to two* IDP non-arts subjects towards the arts major.

**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.

First year: four subjects	Philosophy 12.5 points	English 12.5 points		
	Philosophy 12.5 points	English 12.5 points		

<sup>1</sup> Students who wish to enrol in Ancient Greek and/or Latin are exempt from this restriction.

Second year: six subjects	Philosophy 12.5 points	<i>Cultural Studies 12.5 points</i>	<i>Cultural Studies 12.5 points</i>	
	Philosophy 12.5 points	Philosophy 12.5 points	<i>Cultural Studies 12.5 points</i>	
Third year: eight sub- jects	Philosophy 12.5 points	Philosophy 12.5 points	<i>Cultural Studies 12.5 points</i>	<i>Cultural Studies 12.5 points</i>
	Philosophy 12.5 points	Philosophy 12.5 points	<i>Cultural Studies 12.5 points</i>	<i>Cultural Studies 12.5 points</i>

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. See *Taking extra subjects (over-enrolling) (p.11)*.

## Bachelor of Arts (Honours)

The BA (Honours) is an 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.

### Applying for Honours

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

As well as the Bachelor of Arts (Honours) and Bachelor of Arts (Honours) combined degrees, the application process described below should also be followed for applications to the following programs:

- *Bachelor of Arts (Media and Communications) Honours*
- *Bachelor of Creative Arts (Honours)*
- *Bachelor of Letters (Honours)*
- *Bachelor of Social Work (Honours)*

Applications for honours entry are made via the University of Melbourne on-line application system at <<http://sis.unimelb.edu.au/cgi-bin/course-application>>.

After submitting application details via the web, your application must also be printed and lodged, with all necessary attachments, at the Faculty of Arts Student Service Centre (Ground Floor, Old Arts Building, University of Melbourne, Victoria 3010) no later than 31 October (for semester one entry) or 31 May (for semester two entry). For further details please visit <<http://www.arts.unimelb.edu.au/futurestudents/applying.htm>>.

Prospective students with an arts degree from an outside institution must have completed, within the last five years, a sequence of study in a particular discipline that is deemed equivalent to a BA major sequence of study at the University of Melbourne.

### 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 also 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 H2A (75%) or H2B (70%) in the final year of the

course. The Postgraduate Diploma in Arts is similar in structure to the BA (Honours) and may provide an alternative pathway to higher degree research. For more information on which areas of study are available see the University's Postgraduate Studies Catalogue <<https://psc.unimelb.edu.au>>.

Applications for entry to the Postgraduate Diploma in Arts are made via the University of Melbourne on-line application system at: <<http://sis.unimelb.edu.au/cgi-bin/course-application>>.

After submitting application details via the web, your application must also be printed and lodged, with all necessary attachments, at the Faculty of Arts Student Service Centre (Ground Floor, Old Arts Building, University of Melbourne, Victoria 3010) no later than 31 October (for semester one entry) or 31 May (for semester two entry). For further details go to: <<http://www.arts.unimelb.edu.au/futurestudents/applying.htm>>.

### Honours entry for BA combined degree and BASc students

In most cases, BA combined degree and BASc students who meet the required academic entry standards can enter the BA (Honours) program. However, before you are admitted to fourth-year level studies 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. You will not be eligible to graduate with the BA (Honours) degree until all the requirements of the combining degree or program are met. BASc students must have met all requirements of the BASc degree before they can be admitted to the BA(Hons). Please consult the Faculty's honours course adviser for further 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 any of 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 a maximum of 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, defer the commencement of their fourth-year studies for a maximum of 12 months.

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 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 follow the application process outlined above. See *Applying for Honours (p.13)*.

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

#### Over-enrolment

Over-enrolment in the Bachelor of Arts (Honours) is not permitted. Students wishing to complete more than 100 points of study at fourth-year level must apply to enrol in any additional subjects through CAP. For further details see *Community Access Program (CAP) (p.16)*.

### 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 one subjects and mid-year-entry year long subjects). 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. Extensions past 31 December or 30 June will attract additional subject/course fees.

### 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 Honours Course Adviser in 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 through the Faculty of Arts, Student Service Centre.

### More information

More detailed information about the honours degree can be obtained at the Faculty of Arts Student Service Centre.

## Bachelor of Arts and Sciences

The Bachelor of Arts and Sciences (BASc) is a four-year *single degree* course which allows students to study subjects from both the Faculty of Arts and the Faculty of Science. Students wishing to transfer from the BASc to the Bachelor of Arts (BA) must submit an application in September for entry the following year and must meet later-year entry requirements for the Bachelor of Arts degree, ie. they cannot transfer into the BA by discontinuing the Science component of the degree. See *Bachelor of Arts and Sciences (BASc) (p.7)* and *Language study in combined arts degree (p.12)*.

## 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 *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, visual media and theatre studies. The BCA is also available as a five year combined degree with law, music and teaching, and a six year combined degree with social work. See *Creative Arts (p.1)* for details of the School of Creative Arts and its offerings.

## 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 combined degrees in arts/social work and creative arts/social work. See *Social Work (p.1)*.

## Bachelor of Letters (BLitt), BLitt (Hons)

The Bachelor of Letters is no longer available. 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 University's Postgraduate Studies Catalogue at: <<http://psc.unimelb.edu.au>>.

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 level consisting of subjects totalling 100 points. The BLitt (Hons) is structurally equivalent to the BA (Hons).

The BLitt (Honours) 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 University's Postgraduate Studies Catalogue at <http://psc.unimelb.edu.au/>.

### 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 relevant department/s 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.13)*.

BLitt (Honours) students should refer to *Bachelor of Arts (Honours) (p.13)* for information regarding workload, change of enrolment status, leave of absence, overseas study etc.

## Certificate in Global Issues

The Universitas 21 Certificate in Global Issues permits University of Melbourne degree students to combine their studies with selected subjects from four partner universities of the U21 network. See page 1.

## 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 Geographic Information Systems

The Diploma in Geographic Information Systems permits first or second year University of Melbourne degree students to combine their degree studies with studies in GIS. See page 5 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

## Faculty of Arts

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 who do not commence the Diploma concurrently with the first year of their degree studies may not be able to complete the Diploma at the same time as the degree. This means that graduation from one of the courses may be delayed until the other course is completed.

The DML is not equivalent to a BA major.

The DML does not qualify you to enter programs for which a BA major is required. However, high-achieving DML students wishing to complete the equivalent of a BA major (those with honours entry standard marks) may, with Faculty and departmental approval, complete an additional two subjects, see *Taking extra subjects (over-enrolling) (p.11)*. These additional subjects may be completed within your degree course if sufficient space is available and if your home Faculty approves the enrolment. Otherwise, the additional subjects must be taken as an over-enrolment, see page 11.

Students wishing to undertake an honours or postgraduate diploma program on completion of the DML (100 points) should note that they are required to complete the equivalent of a BA major (125 points) before being eligible for entry to a fourth year level program.

Diploma graduates with the equivalent of a BA major must have completed a BA degree to be eligible to apply for the BA (Honours), otherwise they may apply to enter the postgraduate diploma, see page 13.

### 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 (DML) is only available to students who are currently enrolled in an undergraduate degree course at the University of Melbourne. The DML must be completed alongside your degree studies and can only be awarded on the completion of your degree.

For continuing students, selection to the Diploma is based upon the weighted average of subjects across your entire course. For first-year students, eligibility is based on your ENTER score. The entry cut-off fluctuates from year-to-year. It is determined by the number of places available and the number of applications received.

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 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.

**It is the student's responsibility to ensure that s/he meets the requirements of the Diploma by enrolling in the correct number of subjects at the appropriate year level and within the rules outlined for the relevant language stream of the DML.**

Students need to keep in mind that the points requirement for the DML (100 points) is *not* equivalent to a language major (125 points), see *Diploma in Modern Languages* above.

#### 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 2006:

- 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
- Spanish (beginners and intermediate), 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.10)*.

#### Leave of absence

It is not possible to defer commencement of the Diploma; students not intending to commence study in 2006 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 a maximum 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 Unsatisfactory 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.11)*.

#### 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 permission to enrol in a higher 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 25 November 2005
- new students: Friday 10 February 2006

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

## Diploma in Arts

The Diploma in 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.** Students who do not commence the Diploma concurrently with the first year of their degree studies may not be able to complete the Diploma at the same time as the degree. This means that graduation from one of the courses may be delayed until the other course is completed.

### 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 in Arts is only available to students who are currently enrolled in an undergraduate 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.

For continuing students, selection to the Diploma is based upon the weighted average of subjects across your entire course. For first-year students, eligibility is based on your ENTER score. The entry cut-off fluctuates from year-to-year. It is determined by the number of places available and the number of applications received.

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 in 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 in 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).

**It is the student's responsibility to ensure that s/he meets the requirements of the Diploma by enrolling in the correct number of subjects at the appropriate year level and within the rules outlined for the relevant stream of the Diploma in Arts.**

The Diploma in Arts is not equivalent to a BA major.

The Diploma does not qualify you to enter programs for which a BA major is required. However, high-achieving Diploma students wishing to complete the equivalent of a BA major (those with honours entry standard marks) may, with Faculty and departmental approval, complete an additional subject, see *Taking extra subjects (over-enrolling) (p.11)*. The additional subject may be completed within your degree course if sufficient space is available and if your home Faculty approves the enrolment. Otherwise, the additional subject must be taken as an over-enrolment, see page 11.

Students wishing to undertake an honours or postgraduate diploma program on completion of the Diploma (100 points) should note that they are required to complete the equivalent of a BA major (112.5 points) before being eligible for entry to a fourth year level program.

Diploma graduates with the equivalent of a BA major must have completed a BA degree to be eligible to apply for the BA (Honours), otherwise they may apply to enter the Postgraduate Diploma, see page 13.

## 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, Medieval and Early Modern Studies (p.1)*
- *Anthropology (p.1)*
- *Art History (p.1)*
- *Asian Studies (p.1)*
- *Australian Studies (p.1)*
- *Cinema Studies (p.1)*
- *Classical Studies 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 Studies (p.1)*
- *English Literary Studies (p.1)*
- *English Language Studies (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)*
- *Hebrew and Jewish Studies (p.1)* (the Diploma in Arts is available in Jewish Studies. Hebrew is available in the Diploma in Modern Languages)
- *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 2006 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 a maximum 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 Unsatisfactory 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.11)*.

## 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

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

- re-enrolling students: Friday 25 November 2005
- new students: Friday 10 February 2006

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

## 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. CAP is not available to students enrolled in a course at another institution who wish to credit arts subjects to their course. Students in this situation should enrol through (cross-institutional) Complementary Course arrangements. See *Can I enrol in subjects at other universities? (p.6)*. The CAP program makes individual subjects available for *assessed* or *non-assessed* study:

## Faculty of Arts

- 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. Neither HECS-HELP nor AUSTUDY are available for CAP study.

Applications are available at the Faculty of Arts Student Service Centre. 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 115, Ground Floor, Old Arts Building  
University of Melbourne  
Victoria 3010  
Tel: +61 3 8344 8844

Email: [arts-cap@unimelb.edu.au](mailto:arts-cap@unimelb.edu.au)

Web: <http://www.arts.unimelb.edu.au/community/programs>

## Credit for Community Access Program subjects

Students who complete subjects through the Community Access Program and subsequently gain 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 Year 12 or tertiary studies were undertaken more than 10 years ago, credit will be granted for all arts subjects passed, up to the maximum credit allowable for the course.
- Where the CAP subjects are used because academic performance within the last 10 years at Year 12 or in subsequent tertiary study was insufficient, or to demonstrate academic rehabilitation after suspension or termination within the last 10 years, credit will only be given where a grade of H2B or higher is achieved.
- 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-enrolling) (p.11)*.

## The Faculty of Arts Student Support Centre

The Faculty of Arts Student Support Centre is located on the ground floor of the Old Arts Building.

The Student Support team 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 arranging an appointment with a course adviser.

Contact the Student Support Centre for requests for, and assistance with:

- general course entry and subject 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;
- 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 Student Support Centre  
Ground Floor, Old Arts Building  
The University of Melbourne  
Victoria 3010  
Tel: + 61 3 8344 5235  
Fax: +61 3 9347 0424  
Email: <http://arts-unimelb.custhelp.com>  
Web: <http://www.arts.unimelb.edu.au>

## Arts Student Support Team

All enquiries about issues listed above should be made to the Faculty of Arts Student Support Centre. To contact support staff in the Faculty of Arts about other issues please refer to the following contact lists. International students

should seek advice from the Arts International student support team, see *Arts International and External Relations (p.18)*.

If you wish to make an appointment with one of the following staff you may do so in person at the Faculty of Arts Student Support Centre or through the Office contact details above.

## Arts Academic Programs

The Academic Programs (AP) student support team provides support and advice to more than 7000 local students in Arts undergraduate degrees, concurrent diplomas, graduate certificates and diplomas, and professional postgraduate coursework certificates, diplomas and masters programs. AP is the first point of contact for new local BA students and its support team is dedicated to assisting new students in their transition to university life. Administrative staff in Arts AP are available for appointments throughout the year to personally assist you in planning an appropriate course of study, to work out strategies to help improve your academic performance and to assist you in gaining the full benefit of your Arts experience. Appointments can be made at the Student Support Centre, Ground Floor, Old Arts Building.

- **Ms Sarah Griggs**, Manager (Academic Programs)  
Coordinates the AP team under the academic leadership and strategic direction of the Associate Dean (Academic Programs)  
ph: +61 3 8344 4107  
email: [sarahjg@unimelb.edu.au](mailto:sarahjg@unimelb.edu.au)
- **Dr Craig Bird**, Manager (Academic Policy)  
Supports the Manager (Academic Programs) and responds to local student appeals and enquiries about Faculty policy for all Arts undergraduate and postgraduate programs under the academic leadership of the Associate Dean (Academic Programs)  
ph: +61 3 8344 5249  
email: [c.bird@unimelb.edu.au](mailto:c.bird@unimelb.edu.au)
- **Ms Caroline Fuller**, Team Leader (Undergraduate Programs)  
For local student course advice and enquiries for undergraduate programs including the Bachelor of Arts, Bachelor of Arts (Media and Communications) and Bachelor of Arts combined degrees.  
ph: +61 3 8344 8032  
email: [cjfuller@unimelb.edu.au](mailto:cjfuller@unimelb.edu.au)
- **Mr Peter Andrews**, Team Leader (Honours and Postgraduate Coursework Programs)  
For local student selection enquiries for postgraduate coursework programs and the Bachelor of Arts (Honours) program, course administrator for the Bachelor of Arts (Honours) and all postgraduate coursework programs  
ph: +61 3 8344 4002  
email: [pdandrews@unimelb.edu.au](mailto:pdandrews@unimelb.edu.au)
- **Ms Kirsty Fotheringham** and **Ms Radha O'Meara**, Course Advisers and Undergraduate Selection Officers  
For local student course advice and admission, selection and course enquiries for undergraduate programs including the Bachelor of Arts and Bachelor of Arts combined degrees  
ph: +61 3 8344 4696  
email: [dgwalton@unimelb.edu.au](mailto:dgw Walton@unimelb.edu.au) or [romeara@unimelb.edu.au](mailto:romeara@unimelb.edu.au)
- **Mr Lindsay Hutchinson**, Course Adviser and Postgraduate Selection Officer  
For local student selection enquiries for all postgraduate coursework programs including graduate certificates, graduate diplomas, postgraduate certificates, postgraduate diplomas and masters by coursework, and the Bachelor of Arts (Honours) program, local student course advice and enquiries for all postgraduate coursework programs, course administrator for postgraduate diplomas  
ph: +61 3 8344 5248  
email: [l.hutchinson@unimelb.edu.au](mailto:l.hutchinson@unimelb.edu.au)
- **Ms Sylvia De Luca**, Course Adviser and Student Support Officer for Concurrent Diplomas, Complementary Course (Cross-Institutional Enrolment), Scholarships and Prizes  
For local student course advice and admission, selection, and course enquiries for complementary course (cross-institutional study), the Diploma in Modern Languages and the Diploma in Arts, and enquiries about Faculty scholarships and prizes  
ph: +61 3 8344 4731  
email: [sdl@unimelb.edu.au](mailto:sdl@unimelb.edu.au)
- **Ms Antoinette Cunsolo**, Course Adviser and Student Support Officer  
For local student selection enquiries and course advice for the Bachelor of Arts, the Bachelor of Social Work, course administrator for the Bachelor of Social Work and Bachelor of Public Policy and Management  
ph: +61 3 8344 3837

email: <acunsolo@unimelb.edu.au>

- **Ms Sanchia Draper**, Course Adviser and Transition Programs Student Support Officer

For local student course advice and enquiries about Arts Transition Program, study group programs, Arts students at risk program, the unsatisfactory progress process, and the Bachelor of Arts and Bachelor of Arts combined degrees

ph: +61 3 8344 4204

email: <sdraper@unimelb.edu.au>

- **Ms Ellen Gavva**, Course Adviser and Community Access Program Student Support Officer

For local student course advice and admission, selection and program enquiries for Arts Community Access Program (CAP)

ph: +61 3 8344 8844

email: <elleng@unimelb.edu.au>

## Arts International and External Relations

Arts International is a dedicated team of specialised administrative support staff dealing with around 1000 international students in the Faculty. The team provides personalised assistance and advice for international students. External Relations coordinates school visits, Arts Alumni, and Arts' contribution to the University's Discovery Day, Welcome Day and the Melbourne University Program for High Achieving Students (MUPHAS).

- **Ms Justine Jones**, Manager (Arts International and External Relations)  
Coordinates the Arts International and External Relations team under the academic and strategic direction of the Associate Dean (Arts International). Student adviser for all international undergraduate and postgraduate students  
ph: +61 3 8344 5160  
email: <jc.jones@unimelb.edu.au>
- **Ms Angela Angelopoulos**, Manager, Study Abroad and Exchange (Arts International)  
For international study abroad and exchange enquiries for the Bachelor of Arts and Bachelor of Arts combined degrees and student adviser for international postgraduate coursework programs  
ph: +61 3 8344 8690  
email: <a.angelopoulos@unimelb.edu.au>
- **Ms Nadia Aly**, Student Advisor and International Selection Officer (Arts International)  
For international admission and selection of international undergraduate and postgraduate course work programs and student adviser for all international undergraduate and postgraduate students  
ph: +61 3 8344 9905  
email: <naly@unimelb.edu.au>
- **Ms Jessica Van Dyk**, Student Adviser and Student Support (Arts International)  
For international student enquiries and course advice for study abroad and exchange and international undergraduate students  
ph: +61 3 8344 5247  
email: <jvdyke@unimelb.edu.au>
- **Ms Emily Serong**, International Programs and Student Advisor (Arts International)  
For student advice for all international undergraduate and postgraduate students  
ph: +61 3 8344 6342  
email: <eserong@unimelb.edu.au>
- **Ms Bree Claffey**, Student Advisor and Student Support (Arts International)  
For international student enquiries and course advice for study abroad and (incoming) exchange students  
ph: +61 3 8344 4788  
email: <bclaffey@unimelb.edu.au>
- **Mr Rohan Mahoney**, Student Advisor and Student Support (Arts International)  
For international student enquiries, study abroad and exchange enquiries and course advice for study abroad and exchange students  
ph: +61 3 8344 9802  
email: <mahoney@unimelb.edu.au>
- **Mr John Paul Collins**, External Relations and Student Support (Arts International)  
For enquiries about external relations, alumni, school visits, outreach and development  
ph: +61 3 8344 4788

email: <collins@unimelb.edu.au>

## Arts Research

Research is a major function of the Faculty and the Arts Research team provides assistance and support to masters by research and PhD students in the Faculty. Fourth year students wishing to enrol in a research MA or PhD should seek advice from the Arts Research Team.

General Arts Research enquiries ph: +61 3 8344 9080

- **Ms Joanne Ligouris**, Manager (Arts Research)  
Coordinates the Arts Research team of course advisers and staff support officers under the academic leadership of the Associate Dean (Arts Research)  
ph: +61 3 8344 4330  
email: <j.ligouris@unimelb.edu.au>
- **Ms Catherine Scoutas**, Staff and Support (Arts Research)  
For postgraduate research enquiries, Faculty scholarships and prizes, course planning and research grants  
ph: +61 3 8344 9035  
email: <c.scoutas@unimelb.edu.au>
- **Ms Allison Dutka**, Staff and Student Support (Arts Research)  
For local postgraduate research enquiries, admission, selection, examinations, research grants, and student support services  
ph: +61 3 8344 4734  
email: <adutka@unimelb.edu.au>
- **Administrative Officer**, Student Support (Arts Research)  
For international student postgraduate research enquiries, admission, selection, scholarships and grants, and support services  
ph: +61 3 8344 8152  
email: <j.decolongon@unimelb.edu.au>
- **Administrative Assistant**, (Arts Research)  
For local student postgraduate research enquiries, admission, examinations, and support services  
ph: +61 3 8344 9080

## 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, Management, Art Conservation and Curatorial Studies, Arts Management, Criminology, Economics, Linguistics, Information Management, Landscape Architecture, and Science Communication. 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

Fifty points (usually six months full-time): usually four subjects at level one, two and three.

- *Graduate Certificate in Arts*  
Options available: American Studies, Ancient and Medieval 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 and Renaissance Studies, Philosophy, Political Science, Public History and Heritage, Renaissance and Early Modern Studies, Social Theory, Sociology.  
A general Graduate Certificate in Arts is also available, in which subjects from a number of different arts areas may be completed.
- *Graduate Certificate in Arts Management*
- *Graduate Certificate in Criminology*
- *Graduate Certificate in Criminology (Forensic Disability)*
- *Graduate Certificate in Cross-cultural Communication*

## Faculty of Arts

- *Graduate Certificate in Digital Media*

### Graduate diplomas

One hundred points (usually twelve months full-time): usually eight subjects at level one, two and three

- *Graduate Diploma in Arts*  
Options available: American Studies, Ancient and Medieval Studies, Anthropology, Arabic Studies, Art History, Asian Studies, Australian Indigenous Studies, Australian Studies, Chinese, Chinese Studies, 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, Logic and Philosophy of Science, Medieval and Renaissance Studies, Philosophy, Philosophy and Social Theory, Political Science, Public History And Heritage, Renaissance and Early Modern Studies, Russian, Social Theory, Sociology, Swedish.

A general Graduate Diploma in Arts is also available, in which subjects from a number of different arts areas may be completed.

- *Graduate Diploma in Creative Arts*

### Postgraduate certificates

Fifty points (usually six months full-time): usually four subjects at honours level

- *Postgraduate Certificate in Arts*  
Options available: Art History, Australian Studies, Cinema Studies, Classics and Archaeology, 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, Publishing and Communications, Social Theory, Social Work, Sociology.
- *Postgraduate Certificate in Art Conservation Studies*
- *Postgraduate Certificate in International Studies*
- *Postgraduate Certificate in Professional Ethics*

### Postgraduate diplomas

One hundred points (usually twelve months full-time): usually five subjects and a 12,000-word thesis at honours level

- *Postgraduate Diploma in Arts*  
Options available: Ancient and Medieval Studies, Anthropology, Arabic Studies, Art History, Asian Studies, Australian Studies, Chinese, Cinema Studies, Classical Studies and Archaeology, Classics, Criminology, Cultural and Material Conservation, 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, Medieval and Renaissance Studies, Philosophy, Political Science, Public History and Heritage, Publishing and Communications, Renaissance and Early Modern Studies, Social Theory, Socio-Legal Studies, Sociology.
- *Postgraduate Diploma in Arts Management*
- *Postgraduate Diploma in Creative Arts*
- *Postgraduate Diploma in International Studies*
- *Postgraduate Diploma in Professional Ethics*
- *Postgraduate Diploma in Social Work*

### Masters by coursework

One hundred points (usually twelve months full-time): usually five subjects and a 12,000-word thesis at masters level

or

Two hundred points (usually twenty-four months full-time): usually eight subjects at honours level, as well as five subjects and a 12,000-word thesis at masters level

- *Master of Arts*  
Areas of study available: Asian Societies, Cinema Management, Cultural Material Conservation, Editing and Communications, English Language, Gender and Development, Geography, Global Journalism, Global Media Communication, Islamic Studies, Media and Communications, Public History and Heritage, Publishing and Communications.
- *Master of Applied Linguistics*

- *Master of Art Curatorship*
- *Master of Arts Management*
- *Master of Creative Writing*
- *Master of Criminology*
- *Master of Criminology (Forensic Psychology)*
- *Master of Development Studies*
- *Master of Digital Media (not available 2007)*
- *Master of International Politics*
- *Master of International Studies*
- *Master of Public Policy and Management*
- *Master of Social Policy*
- *Master of Social Work*
- *Master of Social Work (Clinical)*
- *Master of Social Work (Health)*
- *Master of Social Work (Mental Health)*
- *Master of Social Work in Human Services*

### Masters by research

#### Masters by advanced seminar and shorter thesis

- *Master of Arts*  
Options available: Australian Studies, Applied Linguistics, Art History, Chinese, Gender Studies, History, History and Philosophy of Science, International Justice, Islamic Studies, International Politics, Linguistics, Media and Communications, Philosophy, Policy Studies, Public History, Social Theory.
- *Master of Social Work*

#### Masters by 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 Material Conservation, Cultural Studies, Development Studies, English Literature, Environmental Studies, 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, Socio-Legal Studies, Sociology, Swedish.
- *Master of Creative Arts*
- *Master of Social Work*

### Doctorate

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

