

General Information

What are my responsibilities as a student?

The University is obliged to ensure that the information students need to plan their courses is accurate, timely and generally available. Much of this information is provided through this University Handbook, the Student Diary which is provided upon enrolment, and the Student Information System. In turn, students have responsibilities that include the following:

- to be well informed about courses and course requirements;
- to plan a course which satisfies course requirements;
- to attend all set classes;
- to be aware of rights and obligations - see the Student Diary for the most comprehensive coverage;
- to abide by the University's rules and regulations.

Privacy legislation

The University of Melbourne has a statutory obligation to comply with the *Information Privacy Act 2000* and the *Health Records Act 2001* in its treatment of personal and health information regarding students.

What we collect and why

The University collects information about a student for a number of purposes. The main purposes are to enable proper administration of an individual's course of study and to assist the University to organise programs for the health and welfare of students. Information is also collected under Commonwealth or State Government legislation for the purposes of reporting annually to these governments and for the administration of, but not limited to, the Higher Education Loan Programme (HELP) and the Youth Allowance Scheme (Austudy and Abstudy). Information may also be collected to facilitate internal planning.

Accuracy, security and storage of information

The University holds personal information on computer and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Disclosure of information

Information concerning enrolled students is maintained by the Student Administration and Systems Department in the University's Academic Services Division. The University will not disclose personal information about you without your permission or unless permitted or required by law.

Examples of instances when personal information about you may be disclosed are:

- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Education, Science and Training;
- releasing statistical information to the Office of Training and Tertiary Education;
- releasing enrolment information to the Department of Immigration and Multicultural and Indigenous Affairs
- informing the Australian Taxation Office of your taxation liabilities;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies, and
- publishing the names of graduates.

Access to personal information

Access to and correction of your information are handled in accordance with the *Freedom of Information Act 1982*. Data obtained via the Enrolment Questionnaire that is reported to the Commonwealth Government can be viewed (and, if necessary, corrected) at <<http://sis.unimelb.edu.au>>.

University Privacy Officer/Privacy Policy

The University's Privacy Officer is the University Secretary, Mr Len Currie. The Privacy Officer's website contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

Questions

If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer.

Student Grievances Policy

Preamble

- The University is committed to providing students with an education of the highest possible quality. However, from time to time, students may raise concerns, complaints or grievances about matters or issues relating to their experiences at the University.
- The Student Grievances Policy outlines transparent, fair and timely procedures for addressing complaints and grievances. These procedures will be conducted in accordance with principles of natural justice and all parties will be treated equally and fairly.

Principles

The student grievance resolution procedures of the University are based on the following principles:

- That the procedures used to review and resolve complaints are fair and must be seen to be fair;
- Confidentiality will be respected for all parties, unless the use of the information is authorised by law;
- That staff involved in resolving complaints will apply rules of natural justice and conclusions will be based on a fair hearing of each point of view;
- There will be no reprisals or any disadvantage arising as a result of a student making a complaint in good faith;
- That complaints are processed in a timely manner with achievable deadlines specified for each stage in the resolution of a complaint;
- Any student who makes a complaint and any staff member on whom the complaint has a direct impact, is regularly informed of the progress of the matter;
- Where the complainant is not satisfied with the outcome proposed by the decision-maker, the student may access appropriate external or higher bodies which may rule on such resolutions and the processes used to arrive at the resolution.

Types of student grievances

Academic grievances

These are usually complaints or appeals against academic decisions. They include:

- academic progress decisions;
- assessment matters;
- a decision of a member of academic staff that affects an individual or groups of students;
- selection or admission decisions;
- content or structure of academic programs, nature of teaching, or assessment;
- supervision issues for research degree students;
- issues relating to authorship and intellectual property.

Administrative grievances

These include decisions and actions related to administrative or academic services. They include:

- Administration of policies, procedures and rules by central administrative and student support groups, faculties and departments;
- A decision by an administrative staff member that affects an individual or groups of students;
- Access to resources and facilities.

Discrimination, equity and harassment

- Discrimination on the grounds of gender, race or disability;
- Sexual harassment;
- Bullying.

The following procedures apply to the grievances described in *Academic grievances (p.1)* and *Administrative grievances (p.1)*. Grievances of type *Dis-*

crimination, equity and harassment (p.1) will be dealt with independently of the following processes in accordance with the documented anti-discrimination policies and procedures of the University. Details of these processes are found on the University's website at: <<http://www.unimelb.edu.au/ppp/docs/21.html#21.2>>.

Grounds for complaint or appeal

- Improper, irregular or negligent conduct by the person involved.
- Discrimination, prejudice or bias.
- Failure to adhere to appropriate or relevant published University policies and procedures.
- The decision was made without sufficient consideration to facts, evidence or circumstances of specific relevance to the student.
- A penalty, where applied, was too harsh.

Procedures for the handling and resolution of academic and administrative complaints and grievances

Informal approach

- When a student has a complaint or a grievance about any of the matters listed in *Academic grievances (p.1)* or *Administrative grievances (p.1)* above, he or she should first discuss the matter with the person concerned. If the student is anxious about raising the matter with this person, then he or she should discuss it with the Head of the relevant department or administrative unit or with the Associate Dean or General Manager of the relevant faculty. Problems about a decision of a committee may be raised if appropriate with the Chair of the committee.
- The University expects that in most, if not all, cases the discussion of the concern or complaint with the relevant staff member will result in a prompt resolution of the matter which both parties will find acceptable.
- If this informal approach to dealing with the student's concerns does not lead to satisfactory resolution then the student should pursue the more formal process for resolution of the matter consisting of the stages described below.

Stage 1

- Having first attempted resolution of the grievance through the informal processes, the student who believes that their grievance has not been adequately addressed should then seek information and advice from the central support services of the University or from the services provided for students by the appropriate student associations. Contact details for appropriate staff are provided in *Indicative timelines for resolution of grievances (p.2)* below.
- Having taken this advice the student may then decide to:
 - Take no further action, or
 - Make a formal complaint.

Stage 2

- If the student decides to make a formal complaint, they must make it in writing to the Head of the Department or the Dean of the Faculty or the Administrative Manager, as appropriate to the particular complaint. In most cases this will be the Head of the Department but if that person is the subject of the complaint or has a conflict of interest in the case, then the next most senior staff member must be approached. This may be the Dean of the Faculty or the Head of the Administrative Division.
- The staff member investigating the grievance will acknowledge receipt of the written complaint in writing within 5 working days from lodgment and indicate when a resolution of the matter can be expected.
- The staff member will independently review the complaint and attempt to find a resolution of the problem.
- If the complaint is found to be frivolous or vexatious or no grounds or evidence can be found for the complaint, the staff member will not offer any resolution of the grievance.
- The staff member investigating the complaint must keep formal records of the actions taken and notify the student in writing of the outcome of Stage 2 of the grievance process and document the reasons that resolution was or was not achieved, as the case may be.

Stage 3

- If after Stage 2 of the process the student still does not believe that the grievance has been adequately resolved, then they may appeal to the Academic Board for resolution of the matter. Statute 4.1.2(2)b of the Academic Board states that the Academic Board acts as a final appeal body in all matters relating to students and their grievances against decisions made by University bodies or by individual officers and relating to persons who have ceased to be students because of decisions complained of. However, the Academic Board cannot consider grievances that are related to decisions based solely on academic judgment, or relating to student dis-

cipline, for which separate procedures are documented in Statute 13.1-Student Discipline.

- The student will submit a written case for appeal to the Secretary of the Academic Board within 20 working days of the date of notification of the outcome of Stage 2 of the grievance process, citing the grounds on which the appeal is based.
- The Secretary of the Board will acknowledge receipt of the notice of appeal within 5 working days of lodgment.
- The President of the Academic Board will appoint an Academic Board Officer to convene an appeals committee to hear the case, ensuring that the persons chosen have had no prior involvement in the grievance in any of the earlier stages, or in informal discussions with the student about the matter.
- The Academic Board Officer will ensure that the Appeals Committee meets within 15 days of nomination, that it investigates the case fully and that it acts according to natural justice and equity principles.
- The student lodging the grievance will be given the opportunity of appearing before the Academic Board Appeals Committee to present his or her case, as will the person against which the grievance is made.
- The Academic Board Appeals Committee may endorse the Stage 2 findings in relation to the grievance; determine an alternative resolution; and may initiate an internal review of procedures relating to the academic or administrative subject of the grievance.
- The Secretary of the Academic Board will confirm the decision of the Board Appeals Committee in writing to the student within 5 working days of the decision being made and will document the outcome of the considerations of the Committee and the reasons for the decision and forward that advice to the Academic Board for confirmation.
- The decision of the Academic Board shall be final.

Withdrawal of grievances

- A student may withdraw a complaint at any time during the grievance resolution process and in this case the grievance will be concluded and deemed to be resolved. If the original complaint was made in writing then the withdrawal must also be in writing to the relevant person depending at which of the above stages the withdrawal is effected.

Indicative timelines for resolution of grievances

Stage/action	Responsible	Timeline
Stage 1 Making a complaint	Student	Seek information within 10 working days of the event which is the focus of the grievance
Stage 2 Acknowledgement of the receipt of the complaint	Staff member	Within 5 working days of receipt
Notification of the resolution	Staff member	Dependent on the case but in a timely manner - no more than 10 working days after the commencement of the investigation
Stage 3 Lodging an appeal with the Academic Board	Student	Within 20 working days
Acknowledgement of appeal	Secretary of the Academic Board	Within 5 working days
Hearing of the appeal	Academic Board Appeals Committee	Within 15 days of acknowledgement
Notification of the appeal decision	Secretary of the Academic Board	Within 5 working days

Information and contacts

Students who are concerned about an issue covered by these procedures are advised to seek assistance from one or more of the following:

University Services	Interim SRC/UMPA Services
Teaching staff	Staff or elected representatives in the Interim SRC or UMPA
Faculty or departmental office staff	
Student support services staff	Welfare services in the student associations
International Centre staff	

General Information

Table 2: Information and contacts

Staff of the Centre for Indigenous Education	MUOSS - Education Vice-President
The Dean of the School of Graduate Studies	
Administrative staff in the School	
Postgraduate coordinators in faculties	

Who can help me find out...?

Faculty offices carry out the general academic administration of the University. You plan your course, enrol in subjects, change your subjects, change your address, talk to an adviser etc. at a faculty office.

Academic departments grouped within the faculties carry out the teaching of undergraduate and postgraduate degree programs. Departments offer the subjects you study, organise lectures, practical classes and tutorials, and conduct your assessment.

The Student Administration Office collects your fees, issues student cards, organises examinations and notifies you of your results.

Intellectual property

In general, students of the University of Melbourne retain ownership of intellectual property they create while enrolled. There are exceptions in cases where, for example, the student and the University may have an employer/employee relationship.

The general law governs student ownership rights in relation to intellectual property (IP). The creator of an original work as defined by the Copyright Act 1968 (includes the rights relating to literary, including computer programs, dramatic, musical or artistic works) owns the work and all the rights which attach to it, unless (in most cases) the work was created as part of an employment relationship. In relation to other intellectual property, such as inventions and designs, if the creators wish to protect their rights they must take action to register their rights in some way, for example by taking out a patent or registering a design.

The University's policy requires that students who are working on a project where the intellectual property rights that come out of the project have been contractually assigned to a third party, such as a commercial partner, must be made aware of the rights of the third party before agreeing to work on the project. The students' consent to work on the project must be informed. See <<http://www.unimelb.edu.au/compliance/5.html#5.1>>.

University Policy on Academic Honesty and Plagiarism

Excellence in teaching and learning can best be achieved in an intellectual environment where academic integrity is highly valued and rigorously upheld. The University does not tolerate cheating by students in any form.

University policy on Academic Honesty and Plagiarism is based on two elements:

1. Education and awareness-raising about why academic integrity is important and how students may ensure that their work is their own. The website for the University of Melbourne's Policy on Academic Honesty and Plagiarism is <<http://www.services.unimelb.edu.au/plagiarism/policy.html>>.

2. A policy that work submitted for assessment purposes must be the independent work of the student concerned (or, where joint work is permitted, of the students concerned). This position reflects the rules made by University Council under Regulation 12.2.10.R1 - provided for under Statute 12.2.10 - Assessment, and Statute 13.1 - Student Discipline, which prescribe the conduct and discipline of students in relation to both supervised and unsupervised components of assessment.

The University is implementing plagiarism detection software. Student work submitted for assessment may be scanned using this software.

Melbourne undergraduate scholarships

The Melbourne Scholarships Program is nationally recognised as a highly innovative and comprehensive scheme which is designed to attract outstanding national and international students to the University.

The Program places a special emphasis on assisting Indigenous Australians and students from a broad range of equity groups to enter the University.

Melbourne Honours Scholarships reward high-achieving students undertaking an honours year. They are available to currently enrolled students and students entering the university at honours level. Melbourne Abroad Scholarships are available to support currently enrolled students who wish to study overseas.

Melbourne Scholarships for school leavers:

Melbourne National Scholarships

National Medicine Scholarships
Melbourne Access Scholarships
Commonwealth Learning Scholarships

Melbourne Scholarships for currently enrolled students:

Commonwealth Learning Scholarships
Melbourne Honours Scholarships
Melbourne Abroad Scholarships

Melbourne Scholarships for international students:

International Undergraduate Scholarships

Other scholarships, awards and prizes may be offered by individual faculties. Information about these can be found on individual faculty websites, noticeboards and from <<http://www.unimelb.edu.au/unisec/awards/>>.

For further information contact:

Melbourne Scholarships Office (Undergraduate)

The University of Melbourne

Victoria 3010

<ug-schols@unimelb.edu.au>

<<http://www.services.unimelb.edu.au/scholarships/ugrad>>

Semester dates

Table 3: Semester Dates

Summer Term 2006	Tuesday 3 January to Sunday 19 February.
Semester 1	Monday 27 February to Sunday 28 May No teaching in the period 14 April (Good Friday) to 23 April.
Winter Recess	Monday 29 May to Sunday 23 July Examinations will normally be conducted within the period Monday 5 June to Friday 23 June.
Semester 2	Monday 24 July to Sunday 29 October No teaching in the period Monday 18 September to Sunday 1 October.
Annual Examination Period	Monday 30 October to Sunday 10 December Examinations will commence on Monday 6 November.
Summer Term 2007	Tuesday 2 January to Sunday 25 February.

Some faculties operate different academic year dates. Where applicable, these will be published on notice boards.

Enrolment for new students

Enrolment for new students takes place before the academic year starts in February. The letter offering you a place at the University will specify the date by which you must enrol and where to go to enrol.

If you are offered mid-year entry into a course, you will be provided with course advice before you are required to complete your enrolment.

For further information on new enrolments, please refer to your enrolment guide.

Summer Semester enrolment

You can complete study towards your degree by undertaking subjects in Summer Semester. By completing subjects during Summer Semester you may be able to either complete your degree earlier than expected or repeat failed subjects and resume a standard course structure.

Consult your faculty office about Summer Semester enrolment and the availability of subjects. Low demand by students or the lack of availability of teaching staff may result in some subjects being withdrawn.

Your Summer Semester enrolment is normally on a fee basis although subjects available only in Summer Semester can be undertaken on a Commonwealth supported basis by students in Commonwealth supported places.

Credit for previous study

Credit for studies already completed at tertiary level may be granted if any of your previous studies are:

- comparable in content;
- equivalent in standard; and
- suitable to be included as part of your University of Melbourne course.

In some courses you may qualify for credit for experience relevant to a course.

Faculties specify the maximum credit allowable, but will always try to give eligible students maximum credit for previous relevant study. Each faculty publishes faculty credit guidelines and will ensure that credit is awarded at the time of enrolment.

Contact your faculty for further advice.

Additional subjects

Your faculty may allow you to enrol in additional or "above-load" subjects which are above the minimum requirements for your degree or diploma. Please note that you will incur additional fees for each additional subject.

If you are in a Commonwealth supported place, and your faculty approves an additional subject as contributing to your award course, you may undertake that subject on a Commonwealth supported basis. Your student contribution amount will increase, as will your consumption of your Student Learning Entitlement (SLE).

Please note that there are strict timeframes for the addition of subjects. See also Community Access Program (below).

Community Access Program

If you would like to take a subject that is not available within your degree course, it may be possible to take that subject through the University's Community Access Program (CAP). An up-front fee, based upon the relative weight of the subject, will be charged for CAP enrolment. Most undergraduate and some postgraduate subjects are available through the Program. You can take the subject as either an assessed (ie. complete all assessment and have the subject appear on your academic transcript) or non-assessed (attend lectures only) subject. However, those with a significant practical component (such as languages or laboratory-based subjects) are only available as assessed subjects. You will require the approval of your faculty to undertake subjects through this program in addition to normal degree requirements.

For advice and application forms contact the relevant faculty/ies. Application forms can also be obtained from the Information Centre on Swanston Street.

Administrative changes to subjects/courses

The University may suspend or change the details of any subject. Subjects may be suspended if enrolments are low (less than 16 students), or if teaching staff become unavailable. The content, assessment, timetables, lecturers and coordinators of subjects may change from the details appearing in this Handbook or in other University publications, and in some cases it may not be practicable to offer particular subjects, streams within a course, or a course itself. You should note that if it becomes necessary to change any of these details, the changes will be notified by announcements on official notice boards as soon as practicable. If a subject in which you are enrolled is cancelled or it becomes necessary to teach it in another semester, you will be permitted to enrol in a replacement subject (subject to available quota places, if applicable). The changes will be incorporated in the version of this Handbook appearing on the web at <<http://www.unimelb.edu.au/HB/>>.

Booklists and timetables

Faculties and departments may indicate prescribed reading for particular subjects in this Handbook. However, you will be given a more comprehensive booklist for each subject at the beginning of teaching in the subject. It is recommended that you do not purchase books until you receive advice from lecturing staff in the departments.

The timetable for the Parkville campus will appear on the web at <<http://sis.unimelb.edu.au/>>. Subject timetables may also be available from some faculty offices and relevant departments, during Orientation Week.

If you have any enquiries about booklists or timetables, you should contact the relevant department or faculty.

Workloads

The workload of many undergraduate courses is represented using a points system. The normal maximum workload allowed for each year of a course is 100 points.

Where this system applies, each subject has a points value which reflects the overall study time a student is expected to apportion to that subject. Overall study time includes class contact time of all kinds and private study time. As class time varies between different subjects and subject areas, there is no simple relationship between points values for subjects, and the number of hours involved in class contact or independent study.

You should check the relevant faculty course entry information in this Handbook for workload details which apply to studies of interest to you. If you are a full-time student, you should make sure that the subjects you have chosen to do for a particular year level add up to not less than 100 points.

Attendance at lectures

Once you have enrolled you are expected to attend all classes (lectures, tutorials, practical work etc.) and submit all set assignments. If you do not meet

these conditions, you may be excluded from examinations in the subject concerned.

It is important, therefore, to keep informed of the requirements of each subject you undertake. Make sure that you obtain all programs, instructions and guidelines issued by staff.

Assessment

How your work is assessed depends on the course and subjects you are taking. Generally, assessment is made on the basis of assignments, essays, tutorial work and practical work. There may also be formal written examinations at the end of each semester or at the end of the academic year.

Methods of assessment in individual subjects are included in the subject descriptions provided by faculties later in this Handbook. At the end of each semester, your final results will be made available through:

- Student Information System (SIS) at <<https://sis.unimelb.edu.au/>>
- Student Infoline (Interactive Voice Response System), telephone +61 3 9933 9480

You should note that results statements are not mailed out at the end of each semester, except to those students who complete their course. If you require a printed official Academic Transcript, you may purchase one at cost at Student Administration.

Subject grades and marks

There is a standard grading system for all subjects studied at the University. These are the grades and corresponding ranges of marks:

H1	First Class Honours 80%-100%
H2A	Second Class Honours Division A 75%-79%
H2B	Second Class Honours Division B 70%-74%
H3	Third Class Honours 65%-69%
P	Pass 50%-64%
N	Fail 0%-49%
NCP	Conceded Pass
N+	Fail (failure to meet hurdle requirement)
WD	Withdrawal approved by Faculty for good cause
WH	Withheld Result
CNT	Subject continuing over more than one academic year
***	Inapplicable or unavailable
S	Admitted to Supplementary Assessment

Cross-institutional enrolments (complementary courses)

Students who wish to take a subject only offered at another university may be able to enrol in their chosen subject on a complementary course basis. You can find out more about cross-institutional enrolments from your faculty office.

Additional general studies of importance

Applications for the following concurrent diplomas can only be made after an offer of a place in a course at the University has been made.

Diploma in Arts

If you wish to undertake study in one area of the humanities or social sciences, but do not wish to complete a three-year Bachelor of Arts degree, you may apply to take a Diploma in Arts. To be eligible to apply for the diploma, you need to have been admitted to a degree course at the University of Melbourne. The concurrent Diploma in Arts can not be taken on its own; it must be taken in conjunction with a Bachelor degree. The Diploma normally consists of a three-year sequence in an approved arts area of study and adds one year to the duration of your degree course. Psychology, languages and planning and design are not available in the diploma. The Diploma may only be awarded on the successful completion of your bachelors degree course.

More information on the Diploma in Arts can be obtained from the Faculty of Arts Office, see also the *Diploma in Arts* (p.15) section of this Handbook.

Diploma in Creative Arts

If you wish to undertake studies in one of the areas of creative writing, media arts and multimedia, theatre studies or visual arts, without completing the full Bachelor of Creative Arts degree, you may apply to take a Diploma in Creative Arts. The Diploma in Creative Arts is only available to students admitted to a degree course at the University of Melbourne. The concurrent Diploma in Creative Arts cannot be taken on its own; it must be undertaken in conjunction with a bachelors degree.

The diploma course normally consists of a three-year sequence in the chosen area of study and adds one year to the duration of your degree course. Students are required to complete 100 points for the diploma, comprising two 12.5 point one-semester subjects in the first year (25 points), two 12.5 point one-semester subjects in the second year (25 points), and four 12.5 point one-semester subjects in the third year (50 points). The diploma can only be awarded on completion of your bachelors degree course.

Applications should be made directly to the School of Creative Arts by the first Friday in February of each year. Selection will be based on academic merit. International students who have been offered a place at the University of Melbourne and who wish to undertake the diploma should contact the School as soon as possible after the offer of a place has been made.

Diploma in Information Systems

The Diploma in Information Systems is designed to provide a core of information systems skills to graduates in other disciplines. The concurrent Diploma in Information Systems is to be undertaken in conjunction with a degree in some other discipline in the University.

The diploma requires students to complete eight core technical subjects from the existing Bachelor of Information Systems course, including programming, database concepts and telecommunications. Students must gain a pass in subjects totalling 100 points.

For further information, please see *Diploma in Information Systems (p.28)* in this Handbook.

Diploma in Modern Languages

As part of the University's commitment to the study of languages, the Faculty of Arts offers a concurrent Diploma in Modern Languages to students wishing to study a language together with an undergraduate degree course. Students complete a three-year study of a language in a sequence approved by their home faculty and the relevant language department. The diploma will normally add one year to the duration of the student's main degree.

More information on the Diploma in Modern Languages can be obtained from the Faculty of Arts Office, see also the *Diploma in Modern Languages (p.14)* section of this Handbook.

Diploma in Music (Practical)

If you have already had musical training and wish to continue that training while pursuing a degree in another area you can now undertake the Diploma in Music (Practical). The diploma adds one year to the total duration of your main degree course and can only be awarded on the successful completion of your main degree.

The course comprises a three-year sequence of study in music, alongside your existing degree studies. At the conclusion of the course, you should have acquired practical abilities that compare with the end of the second year of the Bachelor of Music course and have a basic understanding of the historical and theoretical knowledge that forms part of advanced musical training.

Selection into the Diploma of Music (Practical) will be based on your performance in a 20-minute audition on your practical instrument and a one-hour musicianship test.

For further information, see *Diploma in Music (Practical) (p.8)*.

Diploma in Geographic Information Systems (GIS)

The Diploma in Geographic Information Systems provides students with a critical understanding of Geographic Information Systems and what associated technologies may achieve. It acts as an entry qualification for a career as an applied GIS researcher or practitioner with a wide range of public and private organisations.

For further information contact the Faculty of Engineering. Telephone: +613 8344 6703, Email: <http://eng-unimelb/custhelp.com>, website <http://www.eng.unimelb.edu.au/>.

Studying at an overseas university as part of an exchange program

As part of its commitment to internationalisation, the University encourages its students to undertake studies at selected international universities. To foster overseas study the University has established Melbourne Abroad Scholarships which are available to enrolled students of the University.

You may be interested in participating in one of the many exchange programs with overseas universities organised by the University's International Centre. The University of Melbourne has exchange agreements with institutions in the USA, Canada, Japan, Korea, Sweden and many other countries. Exchanges can be arranged for single degree and combined course students, for one or two semesters. You are able to apply in both the second or third year level of your course. You must act early as applications are normally required two semesters before you intend to go on exchange.

You will normally receive credit (up to 100 points or one full year) for the study you do on exchange. This means that in most cases you can still complete your degree in the normal time.

In some cases you can receive credit for studies taken at a university overseas with which the University does not have a formal exchange agreement.

You must negotiate a credit agreement with your faculty office before commencing your studies at the host university. You will need full details of the subjects you will take overseas (assessment, subject content and contact hours), and details of the university at which you wish to study.

If you are interested in applying for an exchange program, you should make an appointment at your faculty office to speak with the student adviser responsible for exchange students. You can also get information and application forms from the International Centre which is located in the John Smyth Building off Swanston Street.

Study Abroad and Exchange Students from overseas institutions

Each year the University of Melbourne welcomes students into the Study Abroad and Exchange Program from institutions around the world. Students need to be enrolled in a full-degree program at their home institution, meet the Program's entry requirements, and can undertake 6 months or 1 year of study which is credited to their home program of study.

The Study Abroad and Exchange Program allows students to select subjects from across various faculties of the University. Advice should be sought from your home institution to ensure that you select classes that are appropriate for you and meet the requirements of your degree program. This handbook provides extensive information that will be useful for this process, including subject content, text books used, contact hours and assessment.

Further syllabus information or advice on selection of subjects is provided by each of the faculties. Contact details are listed in each faculty section for you to contact academic advisors in each faculty. Further details of the full Study Abroad and Exchange Program is available at <http://www.futurestudents.unimelb.edu.au/int/saex>.

Melbourne College of Divinity

The Melbourne College of Divinity offers a comprehensive undergraduate degree in theology. The University of Melbourne is an Associated Teaching Institution of the Melbourne College of Divinity, and has established a student exchange agreement. The exchange agreement enables students enrolled in the faculties of Arts, Economics & Commerce and Education to undertake approved studies for up to one year at the College. The Bachelor of Theology may be undertaken as a combined course with a Bachelor of Arts degree. Students interested in undertaking the degree of Bachelor of Theology should refer to the Melbourne College of Divinity website <http://www.mcd.unimelb.edu.au>. Further information regarding the student exchange agreement is available from the relevant faculty office.

Re-enrolment for continuing students

Every year, you must confirm your intention to continue studying the following year by re-enrolling in your course. You will be required to accept the terms and conditions of your re-enrolment for the following year and select your subjects. If you are in a fixed course (such as some medicine or research higher degree courses), your Faculty may arrange to automatically update your course details, but you will be advised of this and you will still be required to accept the terms and conditions of your re-enrolment.

Failure to re-enrol in a timely manner will result in a Failure to Re-enrol Fine. Your enrolment may also be cancelled.

Re-enrolment usually occurs in October/November. You will be notified of the exact timeframes, and details will also appear on the SIS.

Before you enrol, it is strongly suggested that you examine carefully the course information in this Handbook so that you are familiar with the course structures and subjects in which you are interested.

If you wish to later alter your course plan for any other reason, you are able to do so within certain timeframes (outlined in the Course and Subject Changes section of this Handbook). Please contact your Faculty office for further advice.

Subject descriptions

The subject descriptions in this Handbook contain the following details:

Credit points

These represent the value of subjects as a part of a normal full-time year of a course. They also indicate the proportion of your study time that you should allocate to the subject.

Contact

The formal classes per week expressed as one or more lectures, tutorials, seminars or laboratory hours. Alternatively, contact may be shown as the total contact hours for the subject.

Semester

The teaching period(s) in which the subject is taught. The following descriptors are used:

- *Year long* - The subject is available once only and is taught over the full academic year;
- *Semester 1* - The subject is available once only in Semester 1;
- *Semester 2* - The subject is available once only in Semester 2;
- *Summer* - The subject is available in Summer Semester;
- *Semester 1, repeat 2* - The subject is available in Semester 1 and is repeated in Semester 2;
- *Semester 1, repeat Summer* - The subject is available in Semester 1 and is repeated in Summer Semester;
- *Semester 2, repeat Summer* - The subject is available in Semester 2 and is repeated in Summer Semester;
- *Semester 1, repeat 2, Summer* - The subject is available in Semester 1, is repeated in Semester 2 and again in Summer Semester.

Coordinator

The member of academic staff who, at the time of publication, is expected to manage the teaching and assessment in the subject. The staff member listed is the person to whom you should direct your queries about the subject.

Prerequisites

Subjects which you must pass or have credited to your course before you are eligible to enrol in this subject.

Census Dates

Every subject offered by the University has its own census date. Standard semester-based subjects have census dates of 31 March and 31 August respectively. The census date for all year-long subjects is 31 May.

All non-standard subjects will have an individual census date. The census date for each subject in which you are enrolled will appear on your Enrolment Record. If you have a subject with a census date that does not fall on a business day, then you must finalise details for that subject by the last working day prior to the census date.

You become financially liable for a subject on the subject census date.

If you are a Commonwealth supported student, the census date is the date by which you must:

- submit your completed *Request for Commonwealth Support and HECS-HELP form*, and
- finalise the arrangements for the payment of your student contribution.

If you are a fee-paying student, the census date is the date by which the Commonwealth requires you to submit your FEE-HELP form if you are eligible for, and require HELP assistance. Please note, however, that if your invoiced due date for a subject is earlier than the census date, you must either pay your tuition fees or submit your FEE-HELP form by the earlier date.

Census dates for all subjects are also published at <http://fee.acs.unimelb.edu.au/index.aspx>.

Taking time away from study

It is possible to **defer** commencing a course until the following year. However, you must apply in writing to your faculty prior to the date set for enrolment. Deferment may not be granted for students intending to undertake tertiary studies elsewhere.

Leave of Absence (LOA) from your studies can be sought in the event of health, financial and personal difficulties, or for other good reasons. Faculties normally grant up to 12 months leave if a student has good reason to be absent from studies and if academic performance is of a standard sufficient to warrant a place in the course being reserved.

Leave is granted on the condition that you undertake to inform your faculty office of your intention to resume your course a month before you return. Failure to do this is interpreted as termination of the course. If you are on leave during semester 2, you will also be asked to re-enrol for the following year while you are on leave. In this case the University will inform you of your re-

enrolment requirements by mail and email. Failure to re-enrol or to contact your faculty office will lead to a Failure to Re-enrol Fine and cancellation of your enrolment at the University.

It is also important to note the following:

- during a period of LOA you are not a student of the University and will therefore not have access to libraries and other University facilities
- International students holding a Student visa can only be granted LOA on grounds of illness or exceptional circumstances beyond the student's control. You are required to remain outside Australia for the term of your LOA. Please consult International Support Services for further advice.

Cancellation of enrolment

Your enrolment will be cancelled if:

- you do not have a confirmed enrolment eg. if you have not completed your Enrolment Declaration and Questionnaire, provided citizenship details etc., or
- you have not finalised arrangements for the payment of your tuition fee or student contribution, or
- you have not re-enrolled or have not been granted leave of absence by the end of the re-enrolment period.

If you are in any doubt about the cancellation of your enrolment, you should contact your Faculty office.

If you are an international student, there may be some serious implications for your student visa and you should contact International Student Services.

What do I do if things start going wrong?

Ask for help.

Many students have difficulty in one or more subjects for a variety of reasons. If you find yourself in trouble it may be helpful to discuss your problem with a student adviser at your faculty office. You should always feel free to ask for assistance with any problem affecting your study.

Special consideration

If a situation beyond your control is affecting your studies, you should apply for 'special consideration'. The reasons for applying for special consideration are many. If you are not sure whether you should apply, please consult your faculty office.

Special consideration is not given for timetable clashes in lectures, seminars, tutorials or other work. You must ensure that there are no timetable clashes when you plan your subjects at the beginning of each year.

If you apply for special consideration the details of your situation will be regarded in strictest confidence. Your subject coordinators, however, will be informed of your situation so that they are able to take this into account in the processing of your final result. You may be granted an extension for a piece of assessment, allowed to resit an exam, excused from a component of assessment or given other consideration as appropriate. On the other hand, there may be no action taken.

Application forms for special consideration (and guidelines), are available at <http://www.studentadmin.unimelb.edu.au/exams/specconsid.pdf>. You should submit an online application if possible, and no later than three days after the relevant piece of assessment (including an examination) is due.

Study skills

Some students need extra help with their studies. Often difficulties are associated with study methods and techniques, or keeping up with assignments, writing essays, managing time and coping with exam nerves. The Learning Skills Centre at 723 Swanston Street, Carlton (telephone 8344 0930), can help students with these and any other study-related problems. You can drop in for a chat, make an appointment for an individual consultation, or meet with groups of students with similar problems. All consultations are free and confidential.

English language assistance

The Language and Learning Skills Unit (L&LSU) offers local and international students from non-English speaking backgrounds (NESB) assistance with developing their academic English language skills. L&LSU offers two main types of language assistance - the Free Individual Tutorial scheme, and free academic short courses and workshops for undergraduate and postgraduate students who wish to improve their academic performance in all disciplines. The Department of Linguistics and Applied Linguistics within the School of Languages offers a number of credit subjects in ESL and Communication Skills. See the individual entries in this Handbook for details.

Student support services

The University of Melbourne delivers a wide range of services which aim to provide all students with the best possible opportunities for enjoying and exploring the many different aspects of university life. Services offered through the central University, faculties and student associations at various campuses include health and counselling, sports and recreation, child-care, equity programs, financial, housing and employment support, careers advice, computing services, student societies, legal services and many others. Further information about the complete range of services available and how to access them is provided to students at enrolment. If you need further information before enrolment, contact Student Support Services on 8344 6550, or the Student Union Contact Office on 8344 6546.

Supplementary assessment

There are some situations where students who have not passed or otherwise satisfied subject examiners may be offered supplementary assessment. This assessment is usually in the form of a written examination held in July for Semester 1 assessment and in February of the following year for Semester 2 assessment (although it may be organised at any time of the year).

Supplementary assessment is only available to students who have been deemed eligible for special consideration, unless a faculty has published details of other grounds on which it may be available.

Unsatisfactory progress

'Unsatisfactory progress' is a term used to describe performance which is not up to the academic standard determined by the faculty.

Students whose results are not up to a required academic standard, may receive a letter requesting them to appear before a Faculty Progress Committee to discuss their results and any problems that may have affected results. The focus of the Progress Committee is positive. Its main concern is to look at the options available to enable a student to progress at a satisfactory rate. However, in some circumstances, faculties may recommend to the Academic Board that a student's enrolment be terminated because of poor academic progress.

Some faculties also offer what they call a Student At Risk Program in Semester 1, in which students' results are monitored so that any student considered at risk of failing may be given extra assistance. If you are having trouble or are concerned with your progress, please make an appointment to see a student adviser in your faculty office.

Commonwealth Supported Places and student contributions

A Commonwealth supported place is a higher education place for which the Commonwealth makes a contribution towards the cost of your education. The amount you are required to pay is known as the student contribution. Each year the Department of Education, Science and Training publishes the 'Information for Commonwealth supported students' booklet. On enrolment you will be given a copy of this booklet and it is important you familiarise yourself with the information it contains, or you can download the booklet from the internet at www.goingtouni.gov.au.

Your student contribution amounts are calculated on your study load per semester.

If your enrolment in a subject is on the basis of a Commonwealth supported place, you will become financially liable for a subject on that subject's census date. More information about census dates is available in the Census Date section of this Handbook. Before each subject census date you will receive a statement of your enrolment from the Student Administration office, or you can check your Statement of Liability on the SIS.

You MUST check this statement and make sure that the details it contains are correct. The semester statement is used to calculate your Student Contribution liability for the semester. If you fail to correct errors in this statement, it is possible that you will be charged more for your studies than you should. After the census date you will receive a Commonwealth Assistance Notice showing the current enrolment and your student contribution payment or debt.

For more information, please refer to the 'Information for Commonwealth supported students' booklet available on the Commonwealth Government website <www.goingtouni.gov.au>

Student Financial Aid, Ground Floor, Baldwin Spencer Building, can also provide you with information and advice about the different ways to pay your student contribution.

Important information for international students

The Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) made several amendments and adjustments to student visa conditions with effect from 1 July 2001. It is very important that all international

students take note of the changes. It is your responsibility to make sure you understand the changes and seek clarification from the International Student Support Unit or your faculty office if you have any queries.

Notification of change of contact details

As the holder of an international student visa you must notify the University within seven days of any changes to your Australian residential address and telephone number.

Meet course requirements

As an international student visa holder, DIMIA requires that you maintain a full time enrolment of at least 75% study load in each semester of your course and achieve satisfactory academic progress. The University is required to report continuing poor academic progress to DIMIA. If you are reported to DIMIA for non-attendance or unsatisfactory progress, you will be issued with a written notice requiring you to report to DIMIA within 28 days. Failure to report will result in cancellation of your visa.

- If you fail more than 50% of the subjects in two successive semesters, we must report you to DIMIA.
- As a research student, if you receive an unsatisfactory supervisor's report in two successive semesters we must report you to DIMIA.
- If you are a course work student, you are not allowed to repeat any failed subject more than once. DIMIA will not permit you to continue if you fail a core subject twice.
- As an international student, DIMIA will not permit you to extend the length of your course by more than one third of the original duration of the course.

Leave of Absence

As an international student you may obtain leave of absence for a maximum of 6 months in exceptional circumstances. You must produce an airline ticket and other supporting evidence to the faculty when you apply for leave of absence. If you are granted leave of absence, you must depart Australia within 2 weeks of the date of commencement of the leave.

If you require leave of absence for longer than six months, you must obtain support from your faculty and seek approval from DIMIA. However, if you obtain extended leave of absence (more than six months), your student visa will normally be cancelled and you will have to reapply for a new visa when you return to study.

Fees

The University publishes a comprehensive Fees Policy that is provided to all fee-paying students at the time an offer of admission is made. Copies of the policy booklet are available from faculty offices, the Information Centre, International Centre and Student Administration Office. <<http://www.futurestudents.unimelb.edu.au/aust/fees/policy/index.html>>

You can log onto the SIS at any time and check your Statement of Liability at any time. We strongly recommend this be checked in early January, and that you check the SIS regularly after that.

Due dates will be shown against each fee, and you must ensure payment is made by the due date(s). Print your Statement of Liability and you can pay using any of the options listed on the Statement, including BPay or at Australia Post.

All up-front student contribution amounts must be paid by the subject census date(s).

Please note that if you do not pay your fees by the due date(s) your enrolment will be cancelled. You will be reinstated upon payment of a reinstatement fine and any outstanding fees.

More information about fees and due dates is available on the Student Administration website at <<http://www.studentadmin.unimelb.edu.au/student/fees/>>

Fees refund policy

If you have paid fees for a subject and withdraw from that subject by the subject census date, or you have discontinued or taken leave of absence from your course before all relevant subject census dates, you may apply for a refund of fees as follows:

- Community Access Program students: you would be eligible for a full refund of fees paid for a subject.
- Full-fee paying students: full details of the fee refund provisions are set out in the booklet 'Fee-based Enrolments - Arrangements Relating to the Payment of Student Fees' available from your faculty office, Student Administration Office and at <<http://www.futurestudents.unimelb.edu.au/aust/fees/policy/index.html>>
- Amenities and Services Fee (ASF): if you pay a separate ASF, your load for a semester may decrease and you may be eligible for a partial or full refund of your ASF for that semester. If you are undertaking a degree by research (Master or PhD), your ASF refund will be assessed on a pro-rata basis.

- If you are a Commonwealth supported student who has made an up-front payment of your student contribution amounts, you would be eligible for a full refund.

In Special Circumstances (as defined by DEST), students may also apply for remission of HECS-HELP or FEE-HELP debt; refunds of student contribution amounts, tuition fees, and Amenities and Services fees; and reinstatement of Student Learning Entitlement (SLE) where applicable.

Information and forms are available at <<http://www.studentadmin.unimelb.edu.au/student/fees/refunds/html.>>

Financial assistance

Should you need help to meet fees or living costs, you could consider applying for assistance through the Youth Allowance (AUSTUDY) Scheme or for a student loan. The Youth Allowance provides assistance to full-time students in approved courses. Awards are subject to a means test and satisfactory academic progress.

You are advised to go to the Student Financial Aid Office in the first instance, where staff will discuss your situation and options. They are experts on students' financial difficulties, who can advise on the Youth Allowance, obtaining loans, bursaries, unemployment benefits, budgeting etc.

Once you are further advanced in your course, there may be scholarships and prizes for which you are eligible. They are generally awarded on the basis of academic excellence in certain subjects, and often contain some financial reward.

You should contact your faculty or the Scholarships Office for further advice.

Youth Allowance workload requirements

Your eligibility for the Youth Allowance is determined on a semester basis. To be eligible for the Youth Allowance your enrolment load must normally be at least 0.375 in each semester. If your enrolment load is above this limit, you are classified as 'full-time' by the Youth Allowance authorities. It is not sufficient that your enrolment load average 0.375 or above over a full year. For example, a first semester load of 0.3 and a second semester load of 0.7 would result in the student being ineligible for the youth Allowance in Semester 1, on the basis of the 'part-time' workload in that semester. (Note: A semester enrolment load of 0.375 usually equates to 37.5 points. An annual enrolment load of 1.00 usually equates to 100 points.)

Your enrolment load is shown on your enrolment record.

If your enrolment load falls below 0.375, you will normally cease to be eligible for the Youth Allowance and may incur overpayment necessitating repayment to the Australian Government. To avoid this situation, we encourage you to clarify your course load with a faculty course adviser when selecting subjects and enrolling, or whenever you change the subjects in which you are enrolled. In certain circumstances students may retain Youth Allowance eligibility despite having a semester enrolment load which falls below 0.375. For further information contact Student Financial Aid in the Student Advisory Service, Ground Floor, Baldwin Spencer Building, or a faculty course adviser.

Course and subject changes

If you feel that you have made a wrong choice of course or subjects, or if some personal circumstances cause you to reconsider your enrolment, you should contact your faculty office immediately.

It is possible to change subjects in which you have enrolled, but you must do so within certain time limits. You should be aware of these time limits and the correct procedures for changing subjects, so that your academic record is not adversely affected.

If you wish to add or withdraw from subjects, you must do so by the dates detailed below, or by the individual subject census date, whichever occurs earlier.

Table 5: Critical dates for adding or withdrawing from subjects and consequences (Interim)			
Dates for 2006	Action	Consequences - Academic Transcript	Consequences - Financial Liability
A. Before the end of the first week of teaching			

Table 5: Critical dates for adding or withdrawing from subjects and consequences (Interim)			
Summer Semester subjects OR by the individual subject census date, if it occurs earlier Semester 1 and Year-long subjects Monday 27 February - Friday 3 March 2006 Semester 2 subjects Monday 24 July - Friday 28 July 2006	Add subject Withdraw from subject	Subject appears with result Subject does not appear	Financial liability for a subject is incurred after the individual census date. Standard census dates for standard subjects are: Semester 1 subjects: 31 March 2006 Year-long subjects: 31 May 2006 Semester 2 subjects: 31 August 2006 Please check your enrolment record for the census date of each individual subject you are enrolled in.
B. Between the end of the first and the end of the second week of teaching			
Summer Semester subjects OR by the individual subject census date, if it occurs earlier Semester 1 and Year-long subjects Saturday 4 March - Friday 10 March 2006 Semester 2 subjects Saturday 29 July - Friday 4 August 2006	Add subject with Faculty Office approval Withdraw from subject with Faculty Office approval	Subject appears with result Subject does not appear	Financial liability for a subject is incurred after the individual census date. Standard census dates for standard subjects are: Semester 1 subjects: 31 March 2006 Year-long subjects: 31 May 2006 Semester 2 subjects: 31 August 2006 Please check your enrolment record for the census date of each individual subject you are enrolled in.
C. Between the end of the second week of teaching and the individual subject census date			
Summer Semester subjects OR by the individual subject census date, if it occurs earlier Semester 1 subjects Saturday 11 March - Friday 31 March 2006 Year-long subjects Saturday 11 March - Wednesday 31 May 2006 Semester 2 subjects Saturday 5 August - Thursday 31 August 2006	Add subject with Faculty Office approval Withdraw from subject with Faculty Office approval	Subject appears with result Subject appears with WD result	Financial liability for a subject is incurred after the individual census date. Standard census dates for standard subjects are: Semester 1 subjects: 31 March 2006 Year-long subjects: 31 May 2006 Semester 2 subjects: 31 August 2006 Please check your enrolment record for the census date of each individual subject you are enrolled in.
D. After the individual subject census date and before the final date of withdrawal for Semesters 1&2			

General Information

Table 5: Critical dates for adding or withdrawing from subjects and consequences (Interim)			
Summer Semester and Year-long subjects N/A See E below Semester 1 subjects Saturday 1 April - Friday 5 May 2006 Semester 2 subjects Friday 1 September - Friday 6 October 2006	Add subject with Faculty Office approval* Withdraw from subject with Faculty Office approval*	Subject appears with result Subject appears with WD result	Financial liability for a subject is incurred after the individual census date. Standard census dates for standard subjects are: Semester 1 subjects: 31 March 2006 Year-long subjects: 31 May 2006 Semester 2 subjects: 31 August 2006 Please check your enrolment record for the census date for each individual subject you are enrolled in.
E. After the individual subject census date			
Summer Semester subjects AND the end of the subject's teaching period Semester 1 subjects AND after the final date of withdrawal ie. Friday 5 May 2006 Semester 2 and Year-long subjects AND after the final date of withdrawal ie. Friday 6 October 2006	Add subject with Faculty Office approval* Withdraw from subject with Faculty Office approval*	Subject appears with result Subject appears with N result	Financial liability for a subject is incurred after the individual census date. Standard census dates for standard subjects are: Semester 1 subjects: 31 March 2006 Year-long subjects: 31 May 2006 Semester 2 subjects: 31 August 2006 Please check your enrolment record for the census date for each individual subject you are enrolled in.

* in exceptional circumstances only.

Transferring to another course

If you wish to transfer from one course to another within the University, or to resume a course, you may apply using an internal transfer form which is available from the web at <<https://sis.unimelb.edu.au>> or contact your relevant Faculty office.

