COURSEWORK STUDENT GUIDE

Understanding the rules of your degree

ANU College of
Arts & Social
Sciences
This guide has been developed to help current CASS coursework students ensure they are on the right track for meeting the requirements of their degree.

Locate your degree rules

Each degree has different rules. To fulfil the requirements of your degree, you must follow the rules for the year you started. If you transferred degrees, follow the rules for the year that you transferred.

Pre-2014

Pre-2014 rules are found on ‘Studyat’, at the following links, under the ‘program requirements’ tab:

> studyat.anu.edu.au/2013/programs
> studyat.anu.edu.au/2012/programs
> studyat.anu.edu.au/2011/programs
> studyat.anu.edu.au/2010/programs

Post-2014

Post-2014 rules are found on ‘Programs and Courses’, at the following link (the year is selected at the top right of each degree page):

> programsandcourses.anu.edu.au

Note that requirements for future years are draft until 01 January of that year.

Programs and Courses is the University’s online handbook. This is the website that sets out the rules for every ANU program. It also includes a catalogue of courses on offer.

All efforts have been made to ensure the accuracy of the information enclosed in the ANU College of Arts and Social Sciences Coursework Student Guide. The College reserves the right to change the details contained within this publication at any point.
ANU PROGRAMS AND COURSES

A Single Bachelor Degree example

Year tab – as this is selected on 2018, only students who began studying in that year will follow these rules.

Study tab – this will take you to the program requirements (the rules for the degree).
This degree requires you to complete one of the listed majors. If you click on the link here or in the majors section*, the major's rules will appear.

This degree also requires you complete one of the listed minors (which must have a different name to your chosen major). If you click on the link here or in the minors section**, the minor’s rules will appear.

Another 24 units need to be selected from this list. This may include courses listed in the three majors (and not already taken as part of the above major or minor) or one of ARCH1111, ARCH1112 or ARCH2037.

These are the units that are not available in the Undergraduate FDD.

### Program Requirements

The Bachelor of Classical Studies requires completion of 144 units, of which:

- A maximum of 60 units may come from completion of 1000-level courses.
- The 144 units must include:
  - 48 units from the completion of one of the following majors:
    - Ancient History
    - Ancient Greek
    - Latin
  - 48 units from the completion of one of the following minors, which must be in a different discipline to the major:
    - Ancient History
    - Ancient Greek
    - Latin
  - 24 units from completion of courses from the following:
    - Ancient History major
    - Ancient Greek major
    - Latin major
    - ARCH1111 Archaeology: Finding treasure and history
    - ARCH1112 From Origins to Civilizations
    - ARCH2037 Post-Roman Archaeology of Britain: Arthur and the Anglo-Saxons
  - 48 units from completion of elective courses offered by ANU

### Honours

For information about honours, please see [Bachelor of Classical Studies (Honours)](http://example.com)

### Majors

- Ancient Greek
- Ancient History
- Latin

### Minors

- Ancient Greek
- Ancient History
- Latin
The Single Degree allows you to complete one degree of your choice.

**The single Bachelor degree**

- consists of 144 units, which includes 48 units of elective courses.

**Bachelor**

- 96 units
  - Compulsory and specified elective courses in Majors, Minors, Specialisations or lists of courses
- 48 units
  - Completion of unspecified elective courses offered by ANU

**Total = 144 units**

**A single Master degree**

- consists of 96 units.

**Master**

- 72 units
  - Compulsory and specified elective courses in Specialisations or lists of courses
- 24 units
  - Completion of unspecified elective courses offered by ANU

**Master (Advanced)**

- 72 units
  - Compulsory and specified elective courses in Specialisations or lists of courses
- 24 units
  - Thesis

**Total = 96 units**
THE FLEXIBLE DOUBLE DEGREE (FDD) — UNDERGRADUATE

The Flexible Double Degree allows you to combine two Bachelor degrees of your choice.

**Bachelor 1**

96 units
Compulsory and specified elective courses in Majors, Minors, Specialisations or lists of courses

48 units
Completion of unspecified elective courses offered by ANU

**Bachelor 2**

96 units
Compulsory and specified elective courses in Majors, Minors, Specialisations or lists of courses

48 units
Completion of unspecified elective courses offered by ANU

Total = 192 units

The 48 units from completion of elective courses offered by ANU are not available in FDDs.

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**Bachelor (Honours) 1**

96 units
Compulsory and specified elective courses in Majors, Minors, Specialisations or lists of courses

48 units
Specified courses towards Honours

48 units
Completion of unspecified elective courses offered by ANU

**Bachelor 2**

96 units
Compulsory and specified elective courses in Majors, Minors, Specialisations or lists of courses

48 units
Completion of unspecified elective courses offered by ANU

Total = 240 units
The Flexible Double Master program allows you to combine two listed Master (non-advanced) degrees of your choice. Each individual degree consists of 72 units (specified courses in Specialisations or lists of courses). You complete a total of 144 units across both degrees.

The 24 units from completion of elective courses offered by ANU are not available in FDMs.

<table>
<thead>
<tr>
<th>Master 1</th>
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<th>Master 2</th>
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<td>72 units</td>
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<td>Compulsory and specified elective courses in specialisations or lists of courses</td>
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<td>Compulsory and specified elective courses in specialisations or lists of courses</td>
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<tr>
<td>Completion of unspecified elective courses offered by ANU</td>
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<td>Completion of unspecified elective courses offered by ANU</td>
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Total = 144 units

The structures of some ANU Flexible Double Degrees are complex. Please consult the ANU College of Arts & Social Sciences Student Office for detailed advice.
THE FLEXIBLE VERTICAL DOUBLE DEGREE (FVDD)

The Flexible Vertical Double Degree allows you to combine a Bachelor and a Master degree. Masters coursework is incorporated into the final year of the undergraduate Bachelor degree, allowing you to transition into graduate study up to a year earlier.

These programs offer time and cost savings when compared to studying a Bachelor and a Master degree separately.

Please see programsandcourses.anu.edu.au for available combinations or contact the ANU College of Arts & Social Sciences Student and Education Office.
E ug.students.cass@anu.edu.au

Bachelor
96 units
Compulsory and specified elective courses in Majors, Minors, specialisations or lists of courses

24 units
Completion of elective courses offered by ANU

Master
24 units
Graduate (6000-8000 level) introductory master’s courses

48 units
Compulsory and specified elective courses in Specialisations or lists of courses

24 units
Completion of elective courses offered by ANU

Total = 192 units
UNDERSTAND THE RULES

Terminology

Within your degree, you will be required to complete courses according to a specific set of rules that can include majors, minors, specialisations and/or courses:

- **A course** is a particular connected series of lectures, tutorials or seminars etc. Each course has a unique code, for example, ‘POLS1005’.
  - **Compulsory courses** are courses that must be completed in order to complete your degree.
  - **Specified Elective courses** are chosen from a number of optional courses in your degree.
  - **Unspecified Elective courses** are chosen from any courses across the University and sometimes called “free” electives

- **Units** are the building blocks for each course. Usually each course is worth 6 units. Occasionally courses may be worth 12-24 units each.

- **A major** is 48 units worth of specified courses (usually 8: 8 courses x 6 units = 48 units) in a particular discipline or field.

- **A minor or undergraduate specialisation** is 24 units worth of specified 1000 - 3000 level courses (usually 4 courses x 6 units = 24 units) in a particular discipline or field.

- **An Honours specialisation** is 48 units worth of specified 4000 level courses in a particular discipline or field.

- **A graduate specialisation** is 24 units worth of specified 6000-8000 level courses in a particular discipline or field.

- **Majors, minors and specialisations** (like degrees) have their own rules, which must be followed in order for you to complete your degree. Follow these rules for the year you started your degree or when you transferred into it. They can be found online in Studyat or Programs and Courses. Follow the links on the previous page.

- **Full Time Load** – A Full Time Load requires you to take 24 units worth of courses (usually 4: 4 courses x 6 units = 24 units) per semester.

You are likely to come across some key words when checking your degree:

- **# units from** for example “24 units from completion of the following courses”: Take courses that add up to exactly 24 units, e.g. 4 x 6u courses, or 2 x 12u courses.

- **Maximum** for example “a maximum of 18 units must come from completion of courses from the following list”: Take no more than 18u from courses on this list, e.g. 3 x 6u courses, or 1 x 6u course + 1 x 12u course. You may choose to take none of the courses on this list.

- **Minimum** for example, “a minimum of 6 units must come from completion of courses from the following list”: Take at least one 6u course from the list; you may take more than one.
1000-level course rules

You are only permitted to take a certain number of 1000-level first-year courses. The number depends on the year you started and the type of degree you are enrolled in:

Pre-2012

> **Single Degree** – maximum of 48 units (8 x 1000-level courses)
> **Combined/Double Degree** – maximum of 24 units (4 x 1000-level courses)

Post-2012

> **Single Degree** – maximum of 60 units (10 x 1000-level courses)
> **Combined/Double Degree** – maximum of 36 units (6 x 1000-level courses) in each degree

Credit

If you received credit for previous study and/or exchange or cross-institutional study please note that these units do not necessarily count towards your majors, minors or specialisations. There are three types of credit you may be given:

1. Unspecified arts credit being either ARTS1900 (first year/1000-level) or ARTS2900 (later year/2000-3000-level). This credit will count toward the unspecified elective component of your program. Please check that your program allows electives.

2. Unspecified area credit (such as POLS2900). This may count towards the elective component of the major/minor/specialisation of that same area. If the major/minor/specialisation does not have allowance for such credit, then the specific area credit will be counted as unspecified elective arts credit (see 1).

3. Specified course credit (such as POLS1005). This credit will count as that particular course in your program.

Please contact the ANU College of Arts & Social Sciences Student and Education Office to confirm what type of credit you receive. E ug.students.cass@anu.edu.au
STUDYING OVERSEAS FOR CREDIT TOWARDS YOUR ANU DEGREE

When you are planning your studies, you may wish to make room for some study at another university (here in Australia, or perhaps overseas), or a field school, or even an internship.

These are all possible, as long as you ensure that you have room to include them and count them for credit. For most students, this means reserving your elective courses for those purposes. Make sure that you discuss your plans early with a student advisor from the CASS Student and Education Office especially if you are enrolled in a Flexible Double Degree. We recommend that you begin discussion in your first year.

You may also find that the University may assist you with the costs of such programs. The CASS Student and Education Office and the University's Global Programs (anu.edu.au/study/student-experience/international-exchange) team will help you with further advice on the matter.

**International students and online study: the 33 per cent rule**

Under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), international student visa holders are allowed to take only 33 per cent of their total program as online or distance courses. In any one study session, international student visa holders must be taking at least one unit that is not by distance or online learning, unless the international student is completing the last unit of their course.

This does not affect in person (on campus) courses.

If the lecturer expects you to attend classes (lectures, seminars, workshops, or labs) and says so in the Course Outline, those courses are not online.
DEGREE SELF-CHECK

The CASS Student Office is always available to help you understand how you are going with completion of your degree. To help yourself and the student advisors you are asked to have a shot at planning out your degree before you come in.

Go to: cass.anu.edu.au/undergraduate/cass-undergraduate-degrees-and-program-plans

Download the program plan for the degree you are in or want to do.

Flexible Double Degree (FDD) students must complete 96 units (16 courses x 6 units per course) per program. If you are a FDD student you do not have 48 units of electives in each program. Use the plans to check your degree, but disregard 48 units listed on the plan. If you are in two CASS programs, download and complete both degree plans for each of your degrees.

Follow the instructions for completing your plan.

If after completing the plan you want to talk to a CASS student advisor, bring the completed plan with you to a CASS Undergraduate drop-in session.

Don’t forget, if you started your degree before 2014, you should consult the Studyat site. Students have 10 years maximum to complete a single undergraduate degree and 11 years for a flexible double undergraduate degree.

Plans for Masters degrees will be coming soon.
Please note that Master degrees in Applied Anthropology and Participatory Development, Design, Digital Arts, Music, Translation and Visual Arts have additional entry requirements.

** Students with an Honours degree may receive up to 48 units specified or unspecified credit towards their Master program, if approved by the Program Convenor.

*** Students may receive up to 24 units of credit for a cognate Bachelor program or Graduate Certificate.
Not sure where to begin? Refer to the progression guidelines below to determine what program is right for you given your prior level of study and previous qualifications.

- **Master**
- **Master Advanced**
- **Master***
- **Master Advanced***
- **Master***
- **Master Advanced***
- **PhD**

Minimum of Second Class Honours (Division A) plus written agreement of an academic staff member to supervise the thesis

Minimum equivalent to Second Class Honours (Division A) plus written agreement of an academic staff member to supervise the thesis
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