# POSTGRADUATE (COURSEWORK) GUIDE 2017

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This publication is intended as a guide only. The University may vary the content outlined in this Postgraduate Student Guide.

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Available from: [http://cass.anu.edu.au/current-students/graduate-coursework](http://cass.anu.edu.au/current-students/graduate-coursework)
1. WELCOME

Deciding to do a Masters is a major step in your academic career. The main reason students
decide to do a Masters is to extend themselves in a new, and possibly different, direction.
Your choice may be related to the professional work you are doing, it may be related to a new
area of interest you have acquired or, in some cases, you may be building on your previous
studies. Whatever your reasoning you will find coming back to university a challenging and
rewarding endeavour.

The Master’s programs at ANU, and in the College of Arts and Social Sciences, are
predominantly coursework based, although as a graduate student, you will find that academic
expectations are higher than at undergraduate level. Lecturers will assume that you are
already able to focus on your study and that you are interested in stretching yourself and
exploring a topic in depth. You will get a first taste of what academics expect from
postgraduate students and, for some of you, you will be able to articulate into the Masters
(Advanced) Program.

In the Master’s program, you are likely to experience much more autonomy and responsibility
for your own intellectual development than previously, particularly in the development of
ideas. At the same time you will become better acquainted with some of the central features
of academic life: seminars, workshops, presentation of work to colleagues. It is a time when
some of the academic work that you have carried out previously as part of your
undergraduate degree will start to fall into place. To enable you to develop these social,
professional and intellectual skills the College has certain formal and informal expectations
about the arrangements for your Master’s program.

We trust that this guide will assist you to navigate your journey through
your postgraduate coursework study at ANU.

College Master’s website: http://cass.anu.edu.au/current-
students/graduate-coursework

Dr Johanna Rendle-Short
Associate Dean (Student Experience)
### 2. CRITICAL DATES 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Tues 31</td>
<td>Recommended re-enrol date for Semester 1 for returning students</td>
</tr>
<tr>
<td>February</td>
<td>13 - 17</td>
<td>Orientation Week for Semester 1</td>
</tr>
<tr>
<td></td>
<td>Mon 20</td>
<td>Semester 1, 2017 begins</td>
</tr>
<tr>
<td></td>
<td>Mon 27</td>
<td>Last day for students to ADD a Semester 1 course without financial penalty</td>
</tr>
<tr>
<td>March</td>
<td>Fri 10</td>
<td>Deadline to pay Semester 1 upfront student contributions and international/domestic tuition fees</td>
</tr>
</tbody>
</table>
|         | Fri 31  | • Course Census date – last day to drop Semester 1 courses without incurring HECS/HELP or Domestic Tuition Fees/International Student Fees and be withdrawn non-effectively i.e. the course will NOT be on the student’s official transcript.  
  • Last day to add a Semester 1 course with financial penalty ($50) (written approval from Convenor and College required) |
| May     | Fri 5   | Deadline to drop Semester 1 courses without failure (WD) |
|         | Wed 31  | • Closing date for program transfers to enter into Masters’ (Advanced) and other Master’s programs-Semester 2, 2017  
  • |
| June    | Thur 1  | Deadline to drop Semester 1 courses with failure (WN) |
|         | Fri 30  | Recommended re-enrol date for Semester 2 for returning students |
| July    | 17 – 21 | Orientation Week for Semester 2 |
|         | 12 - 14 | July conferring ceremonies |
|         | Mon 24  | Semester 2, 2017 begins |
| August  | Mon 31  | Last day for students to ADD a Semester 2 course without financial penalty |
|         | Thur 31 | • Course Census date – last day to drop Semester 2 courses without incurring HECS/HELP or Domestic Tuition Fees/International Student Fees and be withdrawn non-effectively i.e. the course will NOT be on the student’s official transcript  
  • Last day to add a Semester 2 course with Financial Penalty ($50) (written approval from convenor and College required) |
| October | Tues 31 | Closing date for degree transfers for the First Period, 2017 (including Summer, Semester 1, and Autumn session) |
| November | Wed 2 | Deadline to drop Semester 2 courses with failure (WN) |
| December | 12 - 15 | December conferring ceremonies |
3. FIRST THINGS FIRST

Deferring commencement of a Postgraduate program

You must commence your program in the session for which you have accepted an offer. If circumstances prevent you from commencing your study as you intended, you are able to withdraw from your program no later than the semester’s Census Date without the enrolment appearing on your academic transcript. When you are ready to return to study, you will need to re-apply for admission.

Part-Time study

Domestic students: to enrol part time you do not need to seek approval, you simply enrol in less than a 100% full-time load (normally 24 units per semester). If you enrol in less than a 100% load, then it will take you longer than the minimum duration to finish your program (noting that the maximum time for a 96-unit Master’s program is 7 years).

International student visa holders: you must maintain a 100% full-time load otherwise you will be in breach of your visa conditions. You can only reduce your study load in limited, exceptional circumstances, and you will be required to substantiate your request with supporting documentation (e.g. medical/ counselling certificates).

To apply for reduced study load, you will be required to submit an eForm to Isis – Program Management - Manage My Degree and choose the appropriate eForm. More information on eForms is contained in Section 12. EFORMS – MANAGE MY DEGREE.

Program Leave

Domestic students who have completed at least one course at ANU are not required to formally request program leave from their studies.

You are considered as being on program leave if you do not enrol, or drop all enrolled courses before the census date for that enrolment session. While on leave you will retain full access to ANU IT services including ANU email, ISIS, Alliance and Library services.

Your program will remain active in your program for a period of two years without course enrolment. Failure to re-enrol after this period will result in you being discontinued from your program.

International students are required to request program leave by way of submitting an application form.

It is important that international students understand their obligations and restrictions when applying for program leave.

Applications for leave should be submitted prior to the commencement of the academic session and no later than the census date of the session concerned. Leave will normally be approved for no more than one year in the first instance.

To apply for leave, you will be required to submit the appropriate eForm through Isis (Program Management – Manage My Degree). More information on eForms is contained in Section 12. EFORMS – MANAGE MY DEGREE.
4. STRUCTURE OF THE MASTER’S PROGRAM

The most important thing to remember is that you must follow the rules of your program for the year that you started.

Any changes to programs after you have started do not affect you unless you transfer into the new version of the program.

The sequence of courses that you need to take to complete your degree are listed under Study Tab of your program’s page on the Programs and Courses website.

Further information on each Master’s program can be found at the Programs and Courses links below. All of these links are specifically for 2017 programs.

Master of Anthropology  

Master of Applied Anthropology and Participatory Development  

Master of Archaeological Science  
http://programsandcourses.anu.edu.au/2017/program/MARSC

Master of Art History and Curatorial Studies  
http://programsandcourses.anu.edu.au/2017/program/MAHCS

Master of Arts - Arts Administration / Master of Museum and Heritage Studies  

Master of Arts (Advanced)  

Master of Biological Anthropology  

Master of Classical Studies  
http://programsandcourses.anu.edu.au/2017/program/MCLAS

Master of Culture Health and Medicine  
http://programsandcourses.anu.edu.au/2017/program/MCHAM

Master of Demography  
http://programsandcourses.anu.edu.au/2017/program/MDEMO

Master of Design  

Master of Digital Arts  
http://programsandcourses.anu.edu.au/2017/program/MDIGA

Master of Digital Humanities and Public Culture  
http://programsandcourses.anu.edu.au/2017/program/MDHPC
Master of General and Applied Linguistics  

Master of Globalisation  

Master of History  

Master of Islam in the Modern World  
http://programsandcourses.anu.edu.au/2017/program/MIIMW

Master of Middle Eastern and Central Asian Studies  
http://programsandcourses.anu.edu.au/2017/program/MMECA

Master of Museum and Heritage Studies  

Master of Music  

Master of Social Research  

Master of Studies  

Master of Translation  

Master of Visual Arts  

**Interested in writing a thesis?**

If you have an interest in writing a thesis you will have the option of transferring to the advanced version of your Master’s program to add a stronger research focus in your Master’s qualification.

The research for, and the writing of, the thesis is the single most distinctive feature of the Master’s (Advanced) program. You decide on the topic you want to pursue: perhaps something that has struck you during earlier studies, or there is something you have felt unable to pursue before. This could be a proposition or view of sufficient scale and scope to enable you to: develop it at length, offer supporting evidence and address a substantial body of material (this might be a single text, an archive, a social, cultural or political phenomenon, and so on). Academic staff will help you identify an interesting and challenging research topic with which you will be able to get results or reach a conclusion of some kind in the limited time available. Preparation of a Master’s thesis develops your ability to locate and classify relevant information or data efficiently; to analyse complex issues or texts from a range of viewpoints; to provide precise and sustained argumentation; and to communicate effectively, orally and in written or other appropriate forms. These are skills that will be invaluable in any career.

The thesis shows what you can do as researcher, thinker and writer. It can show that you are capable of doing further research for a doctorate or other graduate program, or it can be shown to a potential employer, along with Supervisors’ references, as a demonstration of your abilities.
In Visual Art and Design, a body of studio research and an exegesis constitute the thesis.

In Music Performance, one or two public recitals, to a total of approximately 90 minutes duration, and program notes accompanying the recital/s, constitute the thesis.

In Music Composition, Arranging, and Sound Design II, a portfolio of works and program notes accompanying the portfolio, constitute the thesis.

**Progressing to a Master’s (Advanced)**

If you want to progress to the Master’s (Advanced), you will need to first complete the majority of your coursework. The total amount of completed coursework may range between 48 and 72 units, and will depend on how much credit you’re eligible to receive for prior studies. You’ll need to achieve an overall average of at least 70% across the coursework and obtain the confirmation of an academic supervisor for your proposed thesis project. The Master of Studies (Advanced) can be used as a pathway to Higher Degree by Research programs (MPhil and PhD).

Please be aware that any courses taken as part of the 24 units from completion of elective courses offered by ANU list will not count towards the Advanced degree should you decide to transfer. This is because the Advanced degree has no free electives; they are, in practice, replaced by the 24 unit thesis. This replacement is not applicable to Master of Studies students who should refer to the information under Section 10: Graduate Studies Select.

Applications for degree transfers must be submitted by the relevant deadline, even if your final results are not available at the time.

**Deadlines to apply to transfer into Semester 1/2**

1. Apply to transfer by 31 October the previous year (For Semester 1) or 31 May (for Semester 2) at:
   [http://www.anu.edu.au/students/program-administration/program-management/transfer-between-degrees](http://www.anu.edu.au/students/program-administration/program-management/transfer-between-degrees)

2. Confirm Supervisor by emailing details by mid-November/mid-June to graduate.students.cass@anu.edu.au

3. Concurrently with point two, request your nominated Supervisor to email a confirmation of their agreement to graduate.students.cass@anu.edu.au

5. **WHO’S WHO?**

A number of people will assist to facilitate your studies and we recommend that you take the time to identify your ‘community’; get to know the lines of communication and who you can turn to for guidance when you need it.

**Other students** - you are a member of the cohort studying for a Master’s program. You may already know some of them through your undergraduate studies; others you will come to know during the semester. Your colleagues are among your most important resources at this level, sharing the highs and lows of the semester.

**Program Convenors** - are responsible for administrative and academic matters relating to students in their particular Master’s program. Their role includes advising on ANU rules and College guidelines, overseeing information in WATTLE for their discipline, and keeping Course Convenors in the program informed of policies and procedures within CASS and the School/Centre. Your Program Convenor will be listed on the [Master’s Program Convenors webpage](http://www.anu.edu.au) (also see Appendix A).

**Course Convenors** - are responsible for course queries and short extension or resubmission requests.
Administrators - each School has an administrator who is your first point of contact for course permission codes, room enquiries, seminars, assessment submission and adding you to School email lists. For their contact details, check the Cass Current Students website or Master’s Program Convenors webpage.

Student and Education Office – also known as the College or Student Office, is the first point of contact for matters relating to process and procedure for administrative matter, such as: admission, enrolment, transfers, credit and program completion. The Student and Education Office is located on the Ground Floor, Beryl Rawson Building (B. 13).

T: 6125 2898
E: graduate.students.cass@anu.edu.au

Associate Dean (Student Experience) – oversees policy and procedural matters relating to coursework degrees within the College including dealing with academic progress and misconduct.

T: 6125 6456
E: assocdeanst.cass@anu.edu.au

To make an appointment with the Associate Dean (Students), please book online at this link:


6. PROGRAM CONVENOR-STUDENT RELATIONSHIP

This relationship with your Program Convenor involves obligations on the part of both parties.

The Program Convenor will assist you with advice and guidance to help you to achieve your personal academic goals within your program whilst satisfying the prescribed program requirements. Such academic advice covers topics such as, advice on the best courses to choose in your program. They are expected to stay informed of policies and procedures within Cass and the School/Centre with relation to the Master’s program.

You are expected to enrol into courses that are on offer and that will contribute towards satisfying your program’s requirements. You are also expected to stay informed of enrolment processes and important dates. You will find all of this important information on the Current Students - Program Administration website.

7. CREDIT / STATUS / ADVANCED STANDING

Students commencing a 2-year Master’s program may be eligible for course credit in recognition of prior learning (e.g. a completed formal qualification) if that learning is considered to be cognate (related) to the program. This is to recognise that students coming into the program with background knowledge of the discipline are excused from doing introductory courses. Each program has a specific list or lists that students may be excused from having to take. This will reduce the total number of units you need to take in order to complete your program.

Students with a Bachelor Degree or Graduate Certificate in a cognate discipline may be eligible for 24 units (1 semester) of credit.

Students with a Graduate Diploma or Honours in a cognate discipline may be eligible for 48 units (1 year) of credit.

Master of Studies students should refer to the information under Section 10: Graduate Studies Select.

Credit assessment at admission
Some domestic students will have received information about how much credit they are eligible for with their offer of admission through the Universities Admissions Centre (UAC). If you would like to accept your credit offer please respond via email to Graduate.Students.CASS@anu.edu.au.

All other students (both domestic and international) who would like to be considered for credit should contact the CASS Student & Education Office at graduate.students.cass@anu.edu.au.

If you choose to accept the offer of credit, the total duration of your program will be reduced, which means that you will be studying less than two years in your Master's program. Please note that once transferred, credit is very difficult to rescind (give back).

Applying for credit after commencing

If you completed courses at another university but didn’t finish the program, you may be eligible for credit towards your program at ANU. The courses have to be relevant and you have to be able to demonstrate how they contribute towards the learning outcomes of your program at ANU. Refer to the Get course credit or exemption page for details. There are limits on how much credit you can get towards your program because you need to complete enough courses at ANU to ensure that you have met the program’s learning outcomes. Once again, please note that once transferred, credit is very difficult to rescind (give back).

8. SPECIALISATIONS

Many CASS Masters programs offer several specialisation streams that allow you gain specific academic theory, skills and experience in support of your current or future career and interests.

If you intend to register a specialisation, then email the CASS Student Office at graduate.students.cass@anu.edu.au with your decision by the end of your first semester.

9. ENROLMENT INFORMATION AND DEADLINES

It is critical that you are fully aware of and understand important deadlines for enrolment transactions as they will have significant academic and financial implications. Some key things to remember are listed below.

Census Dates

Census dates are the basis of many university deadlines.

If you are enrolled in a course once the course census date passes, you will remain liable for the full tuition and associated fees for that course.

The following standard census dates apply at ANU:

- First Semester Census Date is March 31
- Second Semester Census Date is August 31

Non-standard Sessions

Non-standard sessions (summer, autumn, winter and spring) are equal quarterly divisions of the academic year from 1 January to 31 December. Courses scheduled in non-standard sessions do not adhere to the session dates, and can be run at any time within that quarter. This means that some courses may be very short, intensive courses and other will span over the entire quarter. Each course in a non-standard session has a different Census Date. It is important to check non-standard session course dates in Programs & Courses.
Dropping courses in a semester in 2017

<table>
<thead>
<tr>
<th>When a course is dropped</th>
<th>Result on transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before Census Date</td>
<td>No grade on transcript</td>
</tr>
<tr>
<td>Semester 1: 31 March</td>
<td></td>
</tr>
<tr>
<td>Semester 2: 31 August</td>
<td></td>
</tr>
<tr>
<td>On or before the end of the 10th week of semester</td>
<td>Financial penalty only</td>
</tr>
<tr>
<td>Semester 1: 5 May</td>
<td>WD (withdrawn without failure)</td>
</tr>
<tr>
<td>Semester 2: 6 Oct</td>
<td></td>
</tr>
<tr>
<td>On or before the last teaching date of semester</td>
<td>Both financial and academic penalty</td>
</tr>
<tr>
<td>Semester 1: 31 May</td>
<td>WN (withdrawn with failure)</td>
</tr>
<tr>
<td>Semester 2: 1 November</td>
<td></td>
</tr>
</tbody>
</table>

Dropping courses in Summer, Autumn, Winter or Spring Session

<table>
<thead>
<tr>
<th>When a course is dropped</th>
<th>Result on transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before Census Date</td>
<td>No grade on transcript</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>On or before the last teaching day of the course</td>
<td>Financial penalty only</td>
</tr>
<tr>
<td></td>
<td>WD (withdrawn without failure)</td>
</tr>
<tr>
<td>On or before the last teaching date of the session</td>
<td>Both financial and academic penalty</td>
</tr>
<tr>
<td></td>
<td>WN (withdrawn with failure)</td>
</tr>
</tbody>
</table>

How to enrol into courses

Check out the informative videos on the Enrol for the first time as a coursework student page for instructions on how to find courses on the Programs and Courses website (P&C) and enrol via the ISIS system. Some courses will require permission codes to enrol from the offering area or Course Convenor. Please see disciplines and contacts for information on where to obtain enrolment permission.

Remember, if there is no ‘Term’ information showing on P&C for a course it means that course isn’t on offer that year and cannot be taken.

10. INTERNATIONAL STUDENTS

If you are at the ANU on an International Student Visa to undertake studies, then you must take note of the following important points.
Enrolling with a full-time load

You are expected to complete your course within the time specified in your electronic confirmation of enrolment (eCoE). This requires you to enrol at 100 per cent study load each semester – i.e. 24 units.

Reducing your study load will extend the duration of your program of study, violating the conditions of your student visa.

You can only reduce your study load in limited, exceptional circumstances, and you will be required to substantiate your request with supporting documentation (e.g. medical/ counselling certificates).

To apply for reduced study load, you will be required to submit an eForm to Isis (Degree Management - Manage My Degree) and choose the appropriate eForm. More information on eForms is contained in Section 12. EFORMS – MANAGE MY DEGREE.

Enrolling in Online courses

Under The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, international student visa holders are allowed to take only 25% of their total program as online or distance courses. In any one study session, international student visa holders must be taking no more than 75% of their courses online (so long as this does not exceed the 25% total). This means that you must be enrolled in at least one course which is taught as In Person in each study session (so long as this does not exceed the 25% total).

This does not affect face to face (on campus) courses.

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

To ensure that you do not breach your visa conditions, we strongly recommend that you enrol into the In Person (on campus) version of a course if it is offered in multiple delivery modes.

11. GRADUATE STUDIES SELECT

Graduate Studies Select (GSS) is a flexible option for students who wish to create a tailor-made degree based on their academic, personal and professional interests.

Program options

The GSS program is comprised of four degree awards.

Graduate Certificate of Studies (CSTUD) requires the successful completion of 24 units of 6000-, 7000- or 8000-level postgraduate courses.

Graduate Diploma of Studies (DSTUD) is an exit qualification only. It provides a flexible option for ANU students who require an early exit point from a single or double Master’s degree. The Graduate Diploma of Studies requires the successful completion of 48 units of 6000-, 7000- or 8000-level postgraduate courses. It also has a requirement of a maximum of 24 units from courses classified as ‘Transitional’ and a minimum of 24 units from courses classified as ‘Advanced’, ‘Specialist’ or ‘Research’.

Master of Studies (MSTUD) requires the successful completion of 96 units of 6000-, 7000- or 8000-level postgraduate courses. It also has a requirement of a maximum of 36 units from courses classified as ‘Transitional’, a minimum of 36 units from courses classified as ‘Advanced’ or ‘Specialist’, and a minimum of 12 units from courses classified as ‘Research’.
**Master of Studies (Advanced) (VSTUD)** requires the successful completion of 96 units of 6000-, 7000- or 8000-level postgraduate courses. It also has a requirement of a maximum of 36 units from courses classified as ‘Transitional’, a minimum of 36 units from courses classified as ‘Advanced’ or ‘Specialist, and a 24-unit thesis. Admission is by transfer from the Master of Studies, with a weighted average mark of at least 70% in the first 72 units of the Master of Studies, and approval of an identified supervisor for the 24-unit research project/thesis component. The Master of Studies (Advanced) can be used as a pathway to Higher Degree by Research programs (MPhil and PhD).

**Courses available**

Although the GSS is administered by the College of Arts and Social Sciences (CASS), it is a university-wide suite of programs. You can choose to study any 6000-, 7000- or 8000-level postgraduate course across the university so long as you meet any course entry requirements, such as any pre-requisites, and meet the program requirements concerning different classification levels. You are not required to take any CASS courses if you do not wish to.

**Course eligibility requirements**

While a majority of postgraduate courses are available, some courses may have additional requirements, such as undergraduate study in a particular academic discipline, or may be available only to students enrolled in a particular award program. For example, Medical School, and many Law courses are not normally available to GSS students. Course information webpages include a brief description of content, eligibility criteria, pre-requisites, indicative assessment, classification, mode of delivery, fees and dates.

**CBE and GSS pathway**

Students who have been admitted to a Graduate Certificate of Studies as a pathway into a College of Business and Economics (CBE) Master’s degree should refer to the [GSS Pathway page on the CBE website](#) for information on courses to take in their Graduate Certificate of Studies.

**Classification requirements**

The Graduate Diploma of Studies, Master of Studies and Master of Studies (Advanced) have additional requirements around the type of courses that are permitted. Each postgraduate course has been classified as ‘Transitional’, ‘Advanced’, ‘Specialist’ or ‘Research’. These classifications reflect the nature of the material to be covered in each course. Restrictions on the number of ‘Transitional’ courses, and a minimum number of ‘Advanced’, ‘Specialist’ and ‘Research’ courses, are designed to ensure that students acquire a breadth and depth of knowledge and skills, commensurate with other ANU graduate awards. The Graduate Certificate of Studies does not have any restrictions around classifications. Details on the requirements of each program can be found on the [Programs and Courses website](#).

**Classification definitions**

‘Transitional’ courses are designed for students from a broad range of backgrounds and learning achievements. They do not require any prior study in the field or discipline.

‘Advanced’ courses are designed for students with significant knowledge in a field of study or discipline and who may have previously undertaken one or more courses in a cognate area. Normally, ‘Advanced’ courses have formal requisites.

‘Specialist’ courses are designed for specific careers and are usually professionally accredited. They may have formal requisites.
‘Research’ courses include those which involve a coherent research project, normally assessed by means of a thesis or dissertation, which require students to have completed focussed study in a relevant field. They also include courses designed to develop research methodologies in a single- or multi-disciplinary context.

Enrolment

You need to familiarise yourself with the rules of your program as described on the Programs and Courses website. You will need to follow these rules in order to graduate.

Consider your areas of interest by searching for courses on the Programs and Courses catalogue. If you are specifically interested in online courses, you can find the list of offerings on the ANU online courses webpage. Please be aware that there are specific rules and restrictions on online study for international student visa holders.

Timetabling can be checked for most courses. (Note that some timetables are added under NOTICEBOARD). If you need more information, email the ‘academic contact’ for the course for clarification.

For GSS students, most courses will require permission codes to enrol from the offering area or Course Convenor. Please see disciplines and contacts for information on where to obtain enrolment permission.

Once you have finalised your course selection and gained appropriate permission codes you can log into ISIS and enrol online.

For any program or course advice, please contact the GSS Student Advisor or the GSS Sub-Dean/Academic Advisor by emailing gss@anu.edu.au.

12. EFORMS – MANAGE MY DEGREE

You can enrol and withdraw from courses (before the relevant closing dates) in ISIS. For further changes to your program, you should use the Manage My Degree section within ISIS.

Manage My Degree consists of a multi-function eForm and you can use it to apply for the following:

- **Late withdrawal:** For students who were unable to drop their enrolment before census date, due to unforeseen circumstances.
- **Reduced study load:** For international students who wish to reduce their study load below the required 100%.
- **Overloading:** For all students wishing to increase their study load beyond 24 units in a six month Study Period (1 January – 30 June and 1 July – 31 December). Permission will only be granted where the minimum criteria set out in the ANU policy have been met by the student. Those criteria include minimum grade averages attained by students in their prior courses. Students seeking to overload should carefully read the ANU policy at Student Academic Load and Progression: http://www.anu.edu.au/students/program-administration/enrolment/overload-your-enrolment
- **Third Attempt Course Enrolment:** For students wishing to enrol in a course that they will be attempting for the third time. All other courses should be added through ISIS before census date. If you are unable to add a course on ISIS for another reason, you should contact your College to request a permission code.
- **Program Withdrawal (voluntary discontinuation):** For students wanting to permanently withdraw from their program.
- **Program Leave:** For International students, Honours students (including post graduate coursework students who are under taking the research component of their degree) and wishing to apply for leave from their program. Please note that only one of these application types may be processed within a form. To apply for multiple processes, you must create a new form for each application.

Exceptions

In the following cases, you will be unable to use an eForm. Please read this link for the appropriate action to take:
Apply to retake a course for the third time, where one of the previous attempts was in a previous degree.

- Overload where you met one or more of the overload requirements in a previous degree/s.
- Apply for late withdrawal from a degree you are no longer in.

**How to access the Manage My Degree eForms from ISIS**

In ISIS, navigate to > ISIS > Degree Management > Manage My Degree

Select Manage My Degree Coursework and click ‘Apply’ to open the form in eForms.

For more information on eForms, this link will be of use:

[http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms](http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms)

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**13. TURNITIN**

The ANU uses Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University’s approach to managing Academic Integrity. While the use of Turnitin is not mandatory, the ANU highly recommends Turnitin be used by both teaching staff and students. For additional information regarding Turnitin please visit the ANU Online website.

When submitting your work through Turnitin, you only need to submit your main document. You do not have to include images, appendices, bibliography etc. in your Turnitin submission.

If you want to opt out from Turnitin, you need to approach your Program Convenor and explain why you do not want to use Turnitin at least four weeks before submission date. If opting out, you will be required to provide hard copies of all referenced documents.

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**14. ACADEMIC HONESTY**

Students enrolled in the College are expected to be able to express themselves and to sustain an argument in their own words. You may not submit written work containing improperly acknowledged transcription or excessive quotation of the work of others. The University considers academic dishonesty a most serious academic offence and severe penalties may be imposed on anyone found guilty of it. The University’s policy and other important information and advice can be found on the Academic honesty & plagiarism page - [http://www.anu.edu.au/students/program-administration/assessments-exams](http://www.anu.edu.au/students/program-administration/assessments-exams).

All students must familiarise themselves with this material.

Academic honesty embodies the principle that a student's work is original and authentic and completed only with the assistance allowed according to ANU rules, policies and guidelines.

In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged.

Breaches of academic integrity include: plagiarism, collusion, the fabrication or deliberate misrepresentation of data, and failure to adhere to the rules regarding examinations in such a way as to gain unfair academic advantage. Breaches of academic integrity may result in exclusion from the university.

The Academic Skills and Study Centre is available to help students who need assistance with academic writing.
15. PROBLEMS?
If you encounter difficulties throughout your program, you should first attempt to resolve them with your Program Convenor. If this does not produce a reasonable outcome, you should then consult the Head of School. Students experiencing ongoing difficulties are encouraged to make an appointment with the Associate Dean (Students). Any problems that arise need to be addressed at the time, rather than retrospectively after the completion of the semester.

16. USEFUL REFERENCES AND CONTACTS

**Academic Skills and Learning Centre**
The Academic Skills and Learning Centre works with all ANU students on the development of the academic language and learning strategies necessary to achieve their academic potential. Students can make an appointment for a free, confidential tutorial with a learning adviser. Students can also attend short courses and workshops that run throughout the semester. Our specialist programs cover strategies for academic writing, research and reading; effective tutorial/seminar participation and presentation; examination preparation; and undergraduate mathematical and statistical methods.

[Visit the ASLC website](#)

**Access and Inclusion**
Access and Inclusion is an educative hub on practices inclusive of disability within the Australian National University community.

Access and Inclusion aims to:

- Raise awareness and understanding of disability issues with all students and staff.
- Enable students with disability to participate fully in University life.

Access and Inclusion aims to be at the forefront of disability services provision in higher education by using evidence-based practice that leverages the University's strength as one of Australia's leading universities.

[Visit the A&I website](#)

**Tjabal Indigenous Higher Education Centre**
The Centre provides a meeting place for Aboriginal and Torres Strait Islander students studying at the Australian National University in Canberra. Here you will find Indigenous students and staff strongly committed to improving education outcomes that benefit Australian Indigenous communities.

The Centre offers:

- Academic support and advice.
- Pastoral care and personal support.
- Advice on cadetships and scholarships.
- Access to ANU services, such as counselling services, health centre and academic skills and learning.
- Academic & Studies Coordinator to assist students on campus
- Access to local Indigenous services and community events.

[Visit the Tjabal Centre website](#)
CASS Student and Education Office

The College Student Office administers students and degrees at the program level. This includes advice regarding program completion, admissions and enrolment matters. For course level administration, including permission codes and timetabling issues, please contact the relevant School or Centre.

Contact details
- T: 02 6125 2898
- E: graduate.students.cass@anu.edu.au

Opening hours
- Monday to Thursday: 9:00am to 5:00pm
- Friday: 9:00am to 3:00pm

CASS Associate Dean (Student Experience)

The Associate Dean (Student Experience) has responsibility for the resolution of issues/enquiries pertaining to individual coursework students and is the College’s delegating authority for many coursework issues. Check out the following Guidelines page for more information.

Notes