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/2012/programs](http://studyat.anu.edu.au/2012/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](http://programsandcourses.anu.edu.au)

Study these rules

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 subject you study via 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.
  - **Elective courses** are ones you choose from a number of optional courses in your degree.
> **Units** are the building blocks for each course. Usually each course is worth 6 units and occasionally courses may be worth 12-24 units each.

> **A major** is 48 units worth of courses (usually 8: 8 courses x 6 units = 48 units) in a particular subject.

> **A minor or specialisation** is 24 units worth of courses (usually 4: 4 courses x 6 units = 24 units) in a particular subject.

> **An Honours specialisation** is 48 units worth of courses in a particular subject or discipline.

**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 on the same page as your degree in either Studyat or Programs and Courses. Follow the links on the previous page.

**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.
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**
  Specified courses in Majors, Minors, Specialisations or lists of courses
- **48 units**
  Completion of elective courses offered by ANU

**Total = 144 units**

**A single Master degree**
consists of 96 units.

**Master**

- **72 units**
  Specified courses in Specialisations or lists of courses
- **24 units**
  Completion of elective courses offered by ANU

**Master (Advanced)**

- **72 units**
  Specified 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. Each individual degree consists of 96 units (specified courses in Majors, Minors, Specialisations or lists of courses). You complete a total of 192 units across both degrees.

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

**Bachelor 1**
- 96 units
  - Specified courses in Majors, Minors, specialisations or lists of courses
- 48 units
  - Completion of elective courses offered by the ANU

**Bachelor 2**
- 96 units
  - Specified courses in Majors, Minors, specialisations or lists of courses
- 48 units
  - Completion of elective courses offered by the ANU

Total = 192 units

The structures of some ANU Flexible Double Degrees (e.g. programs that include Honours) are complex. Please consult the ANU College of Arts & Social Sciences Student Office for detailed advice.
The Flexible Double Master program allows you to combine two 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.

Master 1
- 72 units
- Specified courses in specialisations or lists of courses
- 24 units

Master 2
- 72 units
- Specified courses in specialisations or lists of courses
- 24 units

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 Vertical 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.

Three examples of vertical degrees are:

- Bachelor of Arts / Master of International Affairs
- Bachelor of Asian Studies / Master of Globalisation
- Bachelor of Politics, Philosophy and Economics / Juris Doctor

How vertical degrees work is specific to the combination

Please contact the ANU College of Arts & Social Sciences Student and Education Office. 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.

You may also find that the University will 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 25 per cent rule

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 per cent 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 per cent of their courses online (as long as this does not exceed the 25 per cent total). This means that if you are enrolling in less than four courses in one term (usually semester), none of your courses can be taken as online or by distance. 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 courses are not online.
A Single Bachelor Degree example

Year tab – as this is selected on 2015, only students who began studying in that year will follow these rules.
A Single Bachelor Degree example

This degree requires you to complete one of the listed majors. If you click on the link, the major’s rules will appear.

As with most post-2012 single degrees, the rules state that you may only complete 60 units of 1000-level first-year courses.

This degree also requires you complete one of the listed minors (which must be different from your chosen major). If you click on the link, the minor’s rules will appear.

Another 24 units need to be selected from this list. This may include courses (ARCH-coded courses) and/or courses listed in the three majors (and not already taken as part of the above major or minor.)

These are the units that are not available in the Undergraduate FDD.
COURSEWORK PROGRESSION GUIDELINES

Bachelor (Pass)  
(at least 144 units)

Average marks of 70%+ in a cognate field for courses taken in Bachelor degree

Bachelor (Honours)  
+ 48 units

Average marks of 65%+ in a cognate or non-cognate field for courses taken for Honours

Graduate Certificate  
24 units

Average marks of 65%+ for courses taken in Bachelor degree in cognate field

Average marks of 65%+ for courses taken in Graduate Certificate

Average marks of 50%+ in a cognate or non-cognate field for courses taken in Bachelor degree
Master (Part 1)
72 units *^ 

1. Average marks of 70%+ across all courses taken in Part 1
2. Supervisor finalised for thesis

Master Advanced
Master (Part 1) + 24 units thesis

Master (Part 2)
24 units
(The last 24 units of the program will come from free electives selected from any approved ANU course at the right level.)

Average marks of 70%+ for all courses taken at Honours or Master level and the thesis

PhD

* 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 will be given 24 units of credit for a cognate Bachelor program or Graduate Certificate.

^ These 72 units must include 12 units of ‘research training’ + 12 units of ‘research project work’.
UNDERSTAND THE RULES

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

> **Maximum** (for example, maximum of 12 units) – at most; though you need not take any of the courses, you are only allowed to take the prescribed number of units at most.

> **Minimum** (for example, minimum of 36 units) – at least; you must take at least the prescribed number of units, though you may take more if you wish.

> **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.

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)

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 general 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
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