

## Taking a break from study

If you need to take a break from study there are three options available:

- ✦ Program leave (leave of absence)
- ✦ Program deferral
- ✦ Program discontinuation

Each option has its own requirements. If you intend to take a break from study, you should contact the FASS Student Centre to discuss your options.

## Things you might like to know

### Transfer to another program in UNSW

Current undergraduate students can apply via myUNSW to transfer between UNSW undergraduate programs. In most cases you do not have to apply through the Universities Admissions Centre (UAC). Not all programs are available for both Semesters 1 and 2. See the A-Z Student Guide for further details.

### Our Schools

- ✦ School of Education
- ✦ School of the Arts & Media
- ✦ School of Humanities
- ✦ School of International Studies
- ✦ School of Social Sciences

### Key UNSW Dates

Keep track of important dates and actions.

<https://my.unsw.edu.au/student/resources/KeyDates.html>

### Some useful links

#### A-Z Student Guide

Provides comprehensive information on policies, procedures and rules from all areas of the university.

<https://my.unsw.edu.au/student/atoz/A.html>

#### Faculty of Arts and Social Sciences current students' website

Keep up to date with what is happening in the Faculty and access to many useful resources

<http://www.arts.unsw.edu.au/current-students/undergraduate/>

#### UNSW Accommodation

Explore the different types of accommodation on offer at UNSW.

<http://www.housing.unsw.edu.au/housing/>

#### UNSW Careers and Employment

Empowers students with the skills to successfully manage their careers and links employers with students and graduates.

<http://www.careers.unsw.edu.au/>

## UNSWSpeak.... Let us translate it for you

### Breadth requirement

The Breadth requirement are free elective and General Education courses that are taken in addition to those courses that meet the program's depth requirement. Students enrolled in a program in concurrent mode do not complete the breadth requirement.

### Capstone Course

A course taken towards the end of a degree designed to draw together the various strands of an undergraduate education. It is an opportunity for students to demonstrate that they have achieved the goals for learning. Typically, capstone activities will incorporate a research project or examination which encourages students to consider the broad context of their discipline. Capstone courses must be studied at UNSW and cannot be replaced by other courses.

### Core

Those courses within a program which are compulsory. They must be completed for the award of the degree.

### Course

Also known as a subject, a course is an individual study unit offered within a program and plan (for example, ARTS1450 Introductory Chinese A). Students enrol in many courses to make up their program or study, made up of compulsory and elective courses.

### Course Authority

The lecturer who is responsible for the course.

### Depth Requirement

Those core and prescribed elective courses that are essential to the successful completion of the program.

### Designated Minor

A field of study that cannot be completed as a major.

### Discipline

An area of academic or vocational specialisation, leading to a major or a minor.

### Dual Mode

A program offered in dual mode requires on the completion of the depth component when the student is completing a second dual program. For example a student completing the BA and the Bachelor of Laws would only complete the 96 UOC depth component for the BA and not the remaining 48 UOC depth component.

### Free Elective

A Free Elective is any course offered either within or outside the Faculty of Arts and Social Sciences in which the student is able to enrol.

### General Education

Students must complete 12 units of credit selected from courses outside the Faculty of Arts and Social Sciences.

### Major

It is an approved depth sequence of study in a discipline or an area of academic or vocational specialisation. To qualify as a major, a specific number of courses set out by the faculty must be undertaken to meet the required UoC. Most programs require students to complete a major chosen from a list provided by the faculty.

### Minor

In some programs, students are required to supplement their study major with a 'minor'. This is a sequence of depth study in a secondary area of specialisation, comprising fewer units of credit than a major. For example,

a student enrolled in a Bachelor of Arts might complete a major in Theatre and Performance Studies and a minor in Art History and Theory. Lists of minors are available from faculties.

### Pre-requisite

A pre-requisite is a requirement which must be completed before enrolling in the course or the next level of courses.

### Prescribed Elective

A Prescribed Elective is a course from a specific list of offerings provided by the program of study.

### Program

It is a combination of compulsory, restricted electives and/or free elective courses which are sequentially organised into plans. Students will enrol in a Program as the first step towards being awarded with a degree, diploma or a certificate. Programs may be undergraduate or postgraduate and are identified by a four-digit numeric code e.g. the program code for the Bachelor of Arts is 3403.

### Program authority

The program authority is responsible for all matters that affect students enrolled in an award program is the Faculty Student Centre. Students in dual degree programs with the exception of Music/Science and Music/Science (Advanced) and internal dual FASS degree come under the control of the non-Arts Faculty for matters such as academic advising, late withdrawal of courses and leave from the program, although each program authority is separately responsible for certifying that students have satisfied requirements for their particular degree.

### Progression

Rules and procedures to ensure students can appropriately complete their degree. This can refer to completing the required number of units of credit at each Level, and undertaking the required prerequisites.

### Single Mode

A program offered in single mode includes both the depth and breadth component.

### Units of Credit

Each course at UNSW has a particular load or weighting which is referred to as a unit of credit. Most courses are 6 units in value. The standard full-time study load for degree programs is 48 UoC per academic year, or 24 UoC in each of the 1st and 2nd semesters often totalling 144uoc for a 3 year general undergraduate program. UNSW programs require the successful completion of a certain number of UoC and fees are also charged on a UoC basis.

### WAM

The Weighted Average Mark (WAM) is calculated by multiplying the mark obtained for each relevant result by the particular course, adding up the products and dividing by the total number of units of credit for the relevant courses. A 'Term WAM' is calculated for relevant results in a semester, and a separate cumulative WAM is calculated for relevant results over the student's entire program.

### Faculty of Arts and Social Sciences Student Centre

Morven Brown Building, Ground Floor

Phone: +61 2 9385 2289

Email: [arts@unsw.edu.au](mailto:arts@unsw.edu.au)

<http://www.arts.unsw.edu.au>

Version 2.0.

This information was correct as of January 13, 2012 and may be subject to change.

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## FASS track 2012 Undergraduate student guide to academic planning

Never Stand Still

Faculty of Arts and Social Sciences

This guide provides you with key information that will help you to be on track with your program and to address common questions frequently asked by students. As a first year student the information in this guide should answer most of your questions and ensure that your time in the university, particularly in the Faculty of Arts and Social Sciences (FASS), will be a positive experience.

## First steps towards your degree: What you need to know?

### Planning your enrolment

To be regarded by the University as an enrolled student for the academic year, you must enrol in both Semester 1 and Semester 2.

The principal teaching sessions are Semester 1 and Semester 2. Summer Session is not a full teaching session. A small number of courses may be offered in the Summer Session. The Summer Session provides an extra opportunity for students to fast-track their studies or catch up on courses that they need to repeat.

### Program Rules

Program rules guide the structure of your degree. It is VERY important to be aware of these and always consider them in the selection of your majors/minors and individual courses.

You must ensure that you enrol only in courses included in the program and majors/minors which you are studying.

Remember it is your responsibility to ensure that your enrolment is correct and that the courses chosen are consistent with the rules of the program

## Choosing your courses

You must choose your courses carefully to meet your program requirements. The Online Handbook provides the relevant courses for your program.

The Online Handbook is an online searchable catalogue of programs, plans and courses.

<http://www.handbook.unsw.edu.au>

There is also a current list of courses always available on the relevant school website.

<http://www.arts.unsw.edu.au>

Another important resource is the UNSW Class Timetable via myUNSW for course offerings each semester.

<http://www.timetable.unsw.edu.au/current/subjectSearch.html>

## Use the Quick Guides

Quick Guides have been prepared for all FASS programs to assist students with planning their studies. It is an easy-to-use reference tool to help you understand your program. Get your Quick Guide from the FASS Student Centre or from the FASS web site at

<http://www.arts.unsw.edu.au/current-students>

## Not sure what to enrol in your first Semester?

The simplest way is to refer to the Quick Guide for your program.

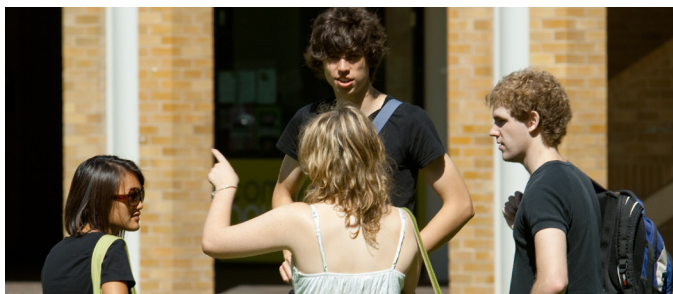
## What if my classes clash?

Every effort is made to avoid timetable clashes, however, with so many courses available in the university it is not possible to provide for every combination of courses.

It is not possible to enrol in clashing tutorials. In some circumstances, you may be able to enrol into clashing lectures. To enquire about possibly enrolling in a clashing course, you need to contact the relevant School office.

## Declaring your majors/minor

If your program requires you to complete major/minor sequences you must declare them before enrolling in Level 2 courses. This is a simple matter to complete. Just send an email to the FASS Student Centre – ([arts@unsw.edu.au](mailto:arts@unsw.edu.au)) or complete the FASS plan declaration form – ([http://www.arts.unsw.edu.au/media/File/Plan\\_Declaration\\_Form.pdf](http://www.arts.unsw.edu.au/media/File/Plan_Declaration_Form.pdf))



## Dates you need to know!

### Census dates are very important

The census date is the date on which all your enrolment arrangements in a particular semester must be finalised. It is important that you finalise your course prior to the census dates to avoid financial and academic penalty.

### Adding courses

*Semester 1*

4 March – last day to add courses

*Semester 2*

22 July - last day to add courses

### Dropping courses

*Semester 1*

31 March – last day to discontinue without financial penalty

22 April – last day to discontinue without academic penalty

*Semester 2*

31 August - last day to discontinue without financial penalty

2 September - last day to discontinue without academic penalty

## How do I know I am on track with my degree?

### Use the Online Handbook

It is not exciting but it is essential! Not only does the Handbook show you which courses are available when but it also provides essential information on the rules of your program. It explains the structure of your degree and the structure of your majors and minors. If you follow this information you can be confident that you are on track to graduate.

### Stay on track! Have a progression check done

The FASS Student Centre can inform you of your progress through your degree. A progression check will let you know how many courses you have completed and how many courses you have remaining to complete in order to graduate.

### Academic Standing

Your academic standing is an indication of your current status with the university in any given semester. Academic Standing has many levels. All students are in good academic standing when they commence studying at UNSW. To remain in good academic standing you must pass 51% of all enrolled units of credit in every semester. See further details in the A-Z Student Guide at myUNSW.

## What if I get off track?

### Seek Help!

If you are struggling with your studies for whatever reason, below are some key points you should remember:

- ✦ If you think you are behind in your studies then you probably are!
- ✦ The earlier you speak to someone the greater chance there is of getting a positive outcome for you.
- ✦ Even though it may feel like it you are certainly not the only one experiencing the same issues.

## Where can I get help?

### Speak to your tutors and course convenors

If you are having issues with the course content, readings, attendance or assessments you need to let your tutor or course convenor know. They can assist you with any questions or issues that you are having with a course.

You can find your course convenor by checking in your course guides or contacting the School Office of the course you are studying.

### Your Student Centre

The FASS Student Centre is the first point of contact for advice about your program and other related matters.

*We can help you with:*

- ✦ Advanced standing/credit transfer
- ✦ Change of major and/ or minor
- ✦ Course prerequisites
- ✦ Cross-institutional study
- ✦ Enrolment advice
- ✦ Enrolment overload
- ✦ Exchange study
- ✦ Faculty rules for undergraduate students
- ✦ Graduation
- ✦ Internal program transfers
- ✦ Planning your program
- ✦ Program leave (time off from study), deferral and discontinuation
- ✦ Program and course advice
- ✦ Progression checks

*Contact Us:*

**Student Centre**  
Room G1 Ground Floor, Morven Brown Building (C20)  
**Phone:** (02) 9385 2289  
**Email:** [arts@unsw.edu.au](mailto:arts@unsw.edu.au)

*Opening Hours:*

Monday – Friday 9.00am - 4.00pm

## Faculty Student Advisor

The Faculty Student Advisor, Michael Bowen, can provide you with high level academic support during your studies with us. He is part of the FASS Student Centre team and is available for individual consultations with students. He case manages students who are at risk of poor academic performance and also students not in good academic standing, with the goal of assisting them in returning to good academic standing.

*His contact details are:*

**Location:** Room G69 Morven Brown Building  
**Phone:** (02) 9385 3995  
**Email:** [m.bowen@unsw.edu.au](mailto:m.bowen@unsw.edu.au)

You can also make an appointment with Michael by accessing the Online Academic Advising System through the FASS website at

<http://www.arts.unsw.edu.au/current-students>.

## Facebook

Like us! We post important information on our FASS Student Centre page. Visit our Facebook page for important academic information, events and other advice.

## Other places to get help

### The Learning Centre

The Learning Centre provides support for your academic studies.

<http://www.lc.unsw.edu.au/>

### UNSW Counselling and Psychological Services

The UNSW Counselling and Psychological Services provides a free and confidential service to all students enrolled at UNSW.

<https://www.counselling.unsw.edu.au>

