

Plan Your Degree

A guide for Faculty of Arts undergraduate students
2018



THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

ARTS

Contents

Help, advice and information	3
Useful contacts	4
Useful web addresses	4
Introduction to planning your degree	5
Bachelor of Arts subjects and courses	7
Planning your Bachelor of Arts	9
Planning your BA conjoint	13
The Diploma in Languages	17
The Certificate in Languages	19
Glossary	21

How to use this book

Faculty of Arts undergraduate programmes give you a lot of freedom and flexibility. However, to be able to graduate you must still follow the rules and meet the requirements for your programme. We have compiled this guide to help you plan your study whether you are about to begin your first year or your final year.

Familiarise yourself with the information about your programme's requirements.

Find out which subjects you can study and where you can get up-to-date information about subjects and courses.

Find out about the services the Arts Students' Centre offers, including help with degree planning.

Changes to the Bachelor of Arts and Bachelor of Arts conjoint for 2018

The structure of the BA and BA conjoint degrees is changing for 2018. The new requirements are provided in this handbook, and include the following changes:

Changes to the BA

- Two BA majors (a double major) or a specialisation in Communication are required.
- You must include at least 90 points (six courses) at Stage III level (includes courses for the double major).
- You have the option of taking one or two modules.

Visit www.arts.auckland.ac.nz/ba

Changes to the BA conjoint

- You will study one or two majors, including at least 45 points (three courses) at Stage III in each major.
- You must include at least 165 points (11 courses) above Stage I (includes courses for the major).
- You have the option of taking one or two modules.

Important: if you started your BA before 2018

The structure of the BA is changing and the information in this handbook is intended for students starting their BA in 2018.

If you started your BA before 2018, you can complete your degree with the requirements that were in place when you first enrolled. If you wish, you can choose to opt in to the new BA structure instead, completing a double major with the option of taking one or two modules as part of your degree.

Note that you cannot mix the old and new BA requirements. If you wish to take a module, you must opt in to the new BA structure, which requires a double major.

If you started your BA prior to 2018, you can find degree planning information at www.arts.auckland.ac.nz/ba/2017

Privacy

The University of Auckland undertakes to collect, store, use and disclose your information in accordance with the provisions of the Privacy Act 1993. Further details of how the University handles your information are set out in a brochure available by phoning 0800 61 62 63.

Disclaimer

Although every reasonable effort is made to ensure accuracy, the information in this document is provided as a general guide only for students and is subject to alteration. All students enrolling at the University of Auckland must consult its official document, the current *Calendar* of the University of Auckland, to ensure that they are aware of and comply with all regulations, requirements and policies.

PUBLICATION DATE: September 2017

Help, advice and information

The Arts Students' Centre

The Arts Students' Centre (ASC) is available to all Faculty of Arts students. You can drop in without an appointment if you have any questions about study or University life. We can help you with:

- Application and enrolment procedures.
- StudyLink forms and various other forms that require signed confirmation that you are enrolled.
- Planning your degree and organising your study (see pg. 5 for full information).

The following Student Engagement services are based at the ASC:

- Tuākana Arts for Māori and Pacific students – www.arts.auckland.ac.nz/tuakana
- The First Year Experience Programme – www.arts.auckland.ac.nz/fye
- The Associate Dean (Students). Contact the ASC to make an appointment.

The Arts Students' Centre

Room 416 (Symonds Street level)

Social Sciences Building, 10 Symonds Street

Phone: 0800 61 62 63

Email: asc@auckland.ac.nz

Open: Monday to Friday, 9am-4.30pm (except public holidays, Christmas Eve and the day after Easter Monday)

www.arts.auckland.ac.nz/asc

Academic advice

You can see an Undergraduate Adviser, lecturer or tutor.

Each subject has an Undergraduate Adviser. To find their contact details, go to the website for the subject and then follow the link to the website of the discipline area which teaches that subject. You will then find "key contacts" pages.

General University enquiries

Student Information Centre

The Student Information Centre can help with:

- General enquiries.
- Applying and enrolling.
- Replacement ID cards.
- NetAccount passwords.
- University forms.

Student Information Centre

Room 112, Level 1 (Ground Floor), The ClockTower, 22 Princes Street

Phone: 0800 61 62 63

www.askauckland.ac.nz

AskAuckland

For the answers to frequently asked questions, visit www.askauckland.ac.nz

Schools in the Faculty of Arts

Each school is a grouping of disciplines that carry out teaching and research in one or more subjects.

School of Cultures, Languages and Linguistics

www.arts.auckland.ac.nz/cll

- Academic English
- Applied Linguistics and Language Teaching
- Asian Studies
- Chinese
- Comparative Literature
- European Studies
- French
- German and Russian
- Italian
- Japanese
- Korean
- Linguistics
- Spanish and Latin American Studies
- Translation Studies

School of Humanities

www.arts.auckland.ac.nz/humanities

- Art History
- Classics and Ancient History
- English and Drama
- History
- Museums and Cultural Heritage
- Philosophy
- Theological and Religious Studies

School of Social Sciences

www.arts.auckland.ac.nz/social-sciences

- Anthropology
- Criminology
- Development Studies
- Gender Studies
- Media and Communication
- Politics and International Relations
- Public Policy
- Screen Production
- Sociology
- Social Science for Public Health

Te Wānanga o Waipapa – School of Māori Studies and Pacific Studies

www.arts.auckland.ac.nz/wananga-o-waipapa

- Māori Studies
- Pacific Studies

Arts student support contacts

International Student Adviser

Nicole Duran – n.duran@auckland.ac.nz

Student Experience Adviser

Nina Riikonen – n.riikonen@auckland.ac.nz

Student Support Adviser

Chip Matthews – c.matthews@auckland.ac.nz

Student Support Adviser

Tanya Savage – t.savage@auckland.ac.nz

Useful contacts

AskAuckland

visit www.askauckland.ac.nz

International Office

Phone: +64 9 373 7513

Email: int-questions@auckland.ac.nz

Security

Phone: 373 7599 ext 85000 (or ext 85000 directly from a University telephone)

Useful web addresses

Arts Labs

www.arts.auckland.ac.nz/artslabs

Arts Student Engagement

www.arts.auckland.ac.nz/tuakana

www.arts.auckland.ac.nz/equity

Career Development and Employment Services

www.cdes.auckland.ac.nz

Conditional Admission

www.arts.auckland.ac.nz/conditional-admission

Current students

www.arts.auckland.ac.nz/currentundergraduates

www.auckland.ac.nz/facilities

Dates

www.auckland.ac.nz/dates

Enrolment

www.arts.auckland.ac.nz/ug-enrolment

www.arts.auckland.ac.nz/changing-enrolment

www.arts.auckland.ac.nz/language-enrolment

Exams

www.auckland.ac.nz/exams

Faculty of Arts

www.arts.auckland.ac.nz

Finances, scholarships and fees

www.auckland.ac.nz/fees

www.auckland.ac.nz/scholarships

www.auckland.ac.nz/studentloansandallowances

First Year Experience

www.arts.auckland.ac.nz/fye

Frequently asked questions

www.askauckland.ac.nz

General Education

www.auckland.ac.nz/generaleducation

International students

www.auckland.ac.nz/international

IT essentials

www.auckland.ac.nz/it-essentials

Libraries and Learning Services

www.library.auckland.ac.nz

Māori and Pacific students

www.arts.auckland.ac.nz/tuakana

Overseas exchanges

www.auckland.ac.nz/360

Scholarships

www.auckland.ac.nz/scholarships

Schools in the Faculty of Arts

www.arts.auckland.ac.nz/schools

Student Services Online

www.studentservices.auckland.ac.nz

StudyLink

www.studylink.govt.nz

Subjects and courses

www.arts.auckland.ac.nz/subjects-courses

Targeted Admission Scheme enrolment

www.arts.auckland.ac.nz/tas

The University of Auckland

www.auckland.ac.nz

The University of Auckland Calendar

www.calendar.auckland.ac.nz

Undergraduate course finder

To see all Faculty of Arts undergraduate courses, go to www.artsfaculty.auckland.ac.nz/ug-courses

Introduction to planning your degree

Why plan your degree?

You need to plan your degree so you can graduate. Each University degree, diploma and certificate has specific requirements that you must complete in order to be awarded the qualification. You need to plan your study so that you meet these requirements.

There are other good reasons to plan your degree.

- You won't waste money by taking courses you can't count.
- You'll finish your degree on time.
- You will be more likely to be able to complete the double major that you want.
- You need to pass prerequisites to enrol in Stage II and III courses.
- You will have the choice of progressing to postgraduate study.
- You will be able to fit in a study abroad course or 360° Auckland Abroad exchange.

What you need to do

To plan and complete your degree successfully, you need to take responsibility for yourself, be proactive about finding information and make your own (well informed) study choices. It's also essential to ask for help when you need it.

- First of all, familiarise yourself with the information in this book.
- Get to know the Faculty of Arts website (www.arts.auckland.ac.nz) and the University of Auckland *Calendar* website (www.calendar.auckland.ac.nz). These websites are essential sources of information. Use the Faculty of Arts website to find out about subjects and courses.
- Use the services provided by the Arts Students' Centre.
- For academic advice, don't hesitate to ask an Undergraduate Adviser, lecturer or tutor. See pg. 3 for contact information.
- If you are thinking about postgraduate study, talk to the Graduate Adviser for your subject in your third year (or even before).
- Make use of the academic and personal support services available to you. These include the Faculty's First Year Experience programme (www.arts.auckland.ac.nz/fye) and Tuākana Arts for Māori and Pacific students (www.arts.auckland.ac.nz/tuakana). Find out about the many University services and resources at www.auckland.ac.nz/facilities

How the Arts Students' Centre can help you

General advice for first-year students

We can help you if you have questions about any of the information in this book. We can help you to plan your first year's enrolment, show you how your degree might fit together and give general course advice. However we cannot tell you what to study – this has to be your choice.

Second and third-year students

You can see us at any time if you have questions about any of the information in this book.

Official degree completion planners

After enrolling in courses for your first year, you should see us to get an official, personalised degree planner completed. This is an official degree check specific to you, so you will know that you are on track to complete your degree. It is essential to get a degree planner completed before you enrol for your final year. If you are a conjoint student you should get one done with us every year.

Avoid queues and wait times

If you are coming to see us for degree planning advice, please avoid our peak busy times. These are the two weeks before and after the start of each semester (including Summer School). You can also email us instead of coming in at asc@auckland.ac.nz

When to see the Arts Students' Centre

As well as help with degree planning, you need to see the Arts Students' Centre if any of the following apply to you:

General Education enquiries

We can clarify the General Education requirements and how to enrol in General Education courses.

You have not completed a required (core) course for your major

In some cases students have good reasons for not completing core courses. For example, because of prior knowledge you may have taken a higher level language course instead of a core course at a lower level. You will need the Associate Dean (Students) to approve a programme concession so that you can graduate.

You want to enrol in a course from another degree

There are strict limits governing the courses you can take from other degrees. Check with us before you enrol to ensure that you will still meet your degree requirements.

You want to count courses passed for another programme

We can advise about and deal with reassignments (transferring courses out of one programme and into another) and cross credits (counting courses towards two University of Auckland programmes).

You want credit for study you have done, or want to do, elsewhere

We can give you general advice about credit possibilities and tell you what to do next (you will need to formally apply).

You have transferred from another institution or are changing to an Arts programme

Other institutions and programmes within this University have very different requirements. You will need to make the transition from your previous study to the requirements for your new Faculty of Arts programme. We will ensure that you are aware of what you need to do so you can make the right study choices.

Common student mistakes and how to avoid them

1. Taking the wrong courses for General Education

It's really important to choose the right General Education courses for your degree. See the information in this book under your programme and ask the Arts Students' Centre if you are in any doubt.

2. Missing application and enrolment deadlines

If you don't comply with the closing dates for applying and enrolling you may not get in to the programme or courses you want. It's also very important to know the deadline dates for changing your enrolment so you don't find yourself stuck with a course you don't want or need.

Application dates are under "How to apply" at www.arts.auckland.ac.nz/futureundergraduates

To find deadline dates for enrolment and changing enrolment, go to www.arts.auckland.ac.nz/ug-enrolment and www.arts.auckland.ac.nz/changing-enrolment

3. Taking too many courses from another degree

There are strict limits as to how many courses you can include from another degree. See the information in this book under your programme and check with the Arts Students' Centre before you enrol.

4. Not taking required (core) courses

Completing a major may involve more than just taking the right number of points. For some subjects you need to have passed specific courses. You should know what these required courses are early in your degree for any subject you are considering as a major. The information on pg. 7 explains how to find this out.

5. Enrolling in too many Stage I courses

All undergraduate programmes have limits on how many Stage I courses you can include. You won't be able to count any Stage I courses over the limit. See the information in this book under your programme.

6. Not being aware of all the requirements

Be thorough in your approach to degree planning – just one requirement not met means taking extra time to finish your degree. If you are not sure, see the Arts Students' Centre.

7. Not asking for help soon enough

Plan ahead and see the Arts Students' Centre to ensure you know what you need to do and are on track to complete. It's never too early – and checking this out in your final year is often too late.

Don't struggle on and let academic difficulties or personal problems affect your study when there is so much help available. Your lecturer, tutor or the Arts Students' Centre can point you in the right direction, or check out the resources at www.auckland.ac.nz/facilities

Advisement

Advisement is a module of Student Services Online that you can access under "My programme requirements." Advisement checks the courses you have passed or have enrolled in against the requirements for your programme. Advisement supplements the services provided by the Arts Students' Centre.

Enrolment information

You can find enrolment information, including enrolment deadlines, at www.arts.auckland.ac.nz/ug-enrolment

If you want to change your enrolment, deadlines apply. Visit www.arts.auckland.ac.nz/changing-enrolment

- If you are enrolling in a language course for the first time, see the information at www.arts.auckland.ac.nz/language-enrolment
- If you have been admitted under the Targeted Admission Scheme, see the information at www.arts.auckland.ac.nz/tas
- If you have been admitted under Conditional Admission, see the information at www.arts.auckland.ac.nz/conditional-admission
- If you have not met the Academic English Language Requirement (AELR) through your entrance qualification, you will be provided with advice at the time of enrolment. See www.auckland.ac.nz/aelr

The University's academic dates are available at www.auckland.ac.nz/dates

Bachelor of Arts (BA) subjects and courses

Each Bachelor of Arts (BA) subject has its own set of web pages on the Faculty of Arts website. On these pages you will find:

- An overview of the subject (on the “Undergraduate study” page).
- The requirements for a major (on the “Undergraduate study” page).
- Information about the courses you can take for the subject.
- A link to the website of the discipline which teaches the subject (Undergraduate Advisers are listed under “Key contacts”).

You can access all Faculty of Arts subjects in one place at www.arts.auckland.ac.nz/subjects-courses

Choosing BA subjects

Choose your subjects from the list on pg. 8. You can take any combination of BA subjects. You may get more out of your study if you construct a coherent degree made up of subjects that complement and enhance each other.

Choosing BA courses

Each BA subject has a list of the courses you can take for that subject. This is called the BA schedule (a schedule is a list of the subjects and courses you can take for a particular programme). Choose your courses from those that are listed in the BA schedule for the subject. Some courses appear in the lists for more than one subject, but you can only count a course once, and for one subject.

To find which courses are listed in the BA schedule:

- Go to the subject’s web page and then to the “Undergraduate study” page.
- Under the “Bachelor of Arts” heading you’ll find information about different majors with a link to the BA schedule for that subject.

The BA schedule is published in the University of Auckland *Calendar*. The *Calendar* is the official document of the University of Auckland, containing all regulations, requirements and policies for students. You can access the BA schedule in the online *Calendar* directly at www.calendar.auckland.ac.nz/regulations/arts/BA.html

A link to updates appears near the top of every web page in the online University *Calendar*. Follow this link for any subsequent changes that may apply.

Choosing courses for your majors

See the information above about choosing BA courses, so that you choose courses you can count towards your majors.

There may also be special requirements you need to meet for your majors. The BA schedule is important in that it not only lists the courses you can take for the subject, but specifies any courses you must take (or cannot count) for the major.

When is this information available for the following year?

The *Calendar* is published annually in early November for the following year. The links on the Faculty of Arts “Undergraduate study” web pages are updated by the end of October.

Courses not in the BA schedule

If a course is not listed in the BA schedule it is not a BA course but is available for another degree. Note that some BA subjects are also available for other degrees, and there may be some courses in those subjects that are not in the BA schedule but are available for other degrees.

You can include a limited number of courses from other degrees in your BA (this is not permitted in the BA conjoint). Check with the Arts Students’ Centre before you enrol to ensure you will still meet the BA degree requirements.

To get course information

Information about individual courses is published on the Faculty of Arts website at www.arts.auckland.ac.nz/subjects-courses under the subjects. You will see links to Stage I, II and III course pages. On these pages you’ll see course availability and can follow links for each course to see a course description, prerequisites for enrolment and other information.

Availability can often change, which is why we do not print course information. Changes to availability are kept up-to-date on the Faculty website and Student Services Online, so be sure to check before you plan your enrolment and again before you go to enrol.

Timetables are available on Student Services Online. Timetables are subject to change and should be checked as you plan your enrolment and again before you finalise your enrolment.

Room allocations – These are posted on Student Services Online (in Class Search, Enrolment Cart and Course Catalogue). Rooms may change in the first two weeks of semester – check room allocations either the night before or the day of your class. If “TBA” (to be advised) is indicated, contact the relevant school (see pg. 3).

To browse all Faculty of Arts courses you can use our Undergraduate Course Finder at www.artsfaculty.auckland.ac.nz/ug-courses (this also shows the latest availability information).

When is this information available for the following year?

Course information for the following year is on the Faculty website in October and on Student Services Online in early November.

Academic integrity requirement

All undergraduate and postgraduate students admitted for the first time to a programme at the University are required to take an online academic integrity course. Visit www.academicintegrity.auckland.ac.nz

BA majors

For information about subjects and courses, go to www.arts.auckland.ac.nz/subjects-courses. You can also access all Faculty of Arts subjects in one place.

Academic English Studies and Linguistics	Ancient History
Anthropology	Art History
Asian Studies	Chinese
Classical Studies	Communication
Criminology	Drama
Economics	Education
Employment Relations and Organisation Studies	English
European Studies	French
Gender Studies	Geography
German	Greek
History	Italian
Japanese	Korean
Latin	Linguistics
Logic and Computation	Māori Studies
Mathematics	Media, Film and Television
Music	Pacific Studies
Philosophy	Politics and International Relations
Psychology	Screen Production
Social Science for Public Health	Sociology
Spanish	Statistics
Teaching English to Speakers of Other Languages	Theological and Religious Studies

Additional BA subjects

You can take elective courses in the following subjects (majors not available). For information about subjects and courses, go to the web addresses listed below. You can also access all subjects in one place at www.arts.auckland.ac.nz/subjects-courses

Web pages for these subjects do not generally provide links to the BA schedule. The courses you can take as BA courses are indicated on either the main subject page or listed on the course pages.

Academic English Studies	Arts General
Biological Sciences (one BA course only)	Comparative Literature
Computer Science (selected courses only)	Cook Islands Maori
English Writing	Physics (selected courses only)
Russian	Samoan
Tongan	

Planning your Bachelor of Arts

First-year students

Treat your first year as an opportunity to discover your interests and strengths. The best strategy is to try out different subjects while giving yourself a good foundation for later years. You should choose subjects you think you may want to continue with in later years. At the end of your first year, you will be asked to confirm your two majors.

Choose the three BA subjects that interest you the most and take two courses in each. Take one course in a fourth BA subject or from a module, and your eighth course in General Education.

You should not take more than five different subjects in your first year or you may need to take more courses (and time) to complete your degree.

The diagram below shows the enrolment pattern we recommend for your first year. You would normally enrol in four courses in Semester One and four courses in Semester Two.

BA subject 1	BA subject 2	BA subject 3	BA subject 4 or module	General Education
2	2	2	1	1
= 8 courses				

This enrolment pattern will leave your options open. For your second year you will be able to choose two or three of these subjects to take at Stage II. Two subjects will eventually become your two majors. See the degree examples on pg. 12.

BA degree requirements

Also see the degree examples on pg. 12.

Please see the note on the inside front cover about changes to the BA for 2018.

Your BA MUST include:	Subjects	Courses/points
1. 360 points, including at least 300 points from BA courses		24 15-point courses, including at least 20 15-point BA courses
2. At least three BA subjects	(This may include your double major)	
3. A double major	Two BA major subjects consisting of:	120 points (8 courses) in each major, including at least 45 points (3 courses) at Stage III in each major
4. A proportion of courses above Stage I, including a Stage III requirement		At least 180 points (12 courses) above Stage I, including at least 90 points (6 courses) at Stage III
5. General Education	Open or Arts schedules only	30 points (2 courses)
Your BA MAY include:	Subjects	Courses/points
A limited number of courses from other degrees	Non-Arts	Up to 30 points
Up to two modules	See 'Modules' p. 11	45 points (3 courses) per module

How many courses to enrol in

To complete in three years you would enrol in (and pass) 120 points (eight 15-point courses) each year – 60 points (four courses) in Semester One and 60 points (four courses) in Semester Two.

The University limits how many courses you can enrol in per year and per semester. Refer to the enrolment information at www.arts.auckland.ac.nz/ug-enrolment

Students admitted under the Targeted Admission Scheme (TAS) or Conditional Admission

If you have been admitted under the TAS scheme or Conditional Admission, your enrolment is restricted to seven courses for your first year – three courses in your first semester and four courses in your second semester. You need to see the Arts Students' Centre to be enrolled in your first semester courses.

- You must enrol in any course recommended by DELNA (Diagnostic English Language Needs Assessment) as part of your Semester One enrolment. See the Arts Students' Centre if DELNA have recommended two courses for you.
- Choose the three BA subjects that interest you the most and take two courses in each subject.
- You should not take General Education in your first year (and cannot do so in your first semester).

Transferring students

Students who have transferred from another tertiary institution should note the following.

- Your BA must include two majors (a double major).
- To be awarded a University of Auckland degree, you must complete the equivalent of at least one full-time year of study as an enrolled student at the University of Auckland, regardless of the transfer credit you have been awarded. You will not normally be given credit at Stage III level.
- You may be exempt from having to take General Education if you enrolled in a BA or BA conjoint before 2006, or depending on the number of transfer credit points you've been awarded. See the Arts Students' Centre.

Choosing your double major

For your first year you don't need to know your majors. You should have made this decision by the end of your first year; after that it can be difficult to change your mind without having to take extra courses. Depending on the courses you've already passed, you may be able to change your majors.

Choosing courses for your majors

You must not only choose your courses from those listed in the BA schedule for the subject, but you also need to be aware of any special requirements for your majors, such as required courses or courses you cannot count. See the information on pg. 7.

The BA major and specialisation in Communication

You can either take Communication as one of your two majors or as a specialisation.*

If you want your degree to predominantly focus on Communication, you can take the specialisation which consists of 240 points or 16 courses. You do not need to select a second major.

If you want to combine Communication with another BA major, you can take the double major option of 120 points or eight courses from Communication.

Whether you choose the specialisation or double major, your BA as a whole will consist of 360 points or 24 courses.

Your first year

In your first year you will normally take eight courses: four in Semester One and four in Semester Two.

For the specialisation, you will take three core (compulsory) courses in Communication. You will also choose an additional elective course for the specialisation. After adding in your two General Education courses, you will be able to select two more courses from any subject in the BA to round out your first year of study.

Stage I courses

You can take Stage I courses in your second or third year, provided they fit into the degree requirements. There is a limited number of Stage I courses you can count towards your BA.

Your Stage I allowance

It's very important not to take too many Stage I courses. Your BA can only include up to 180 points at Stage I (12 15-point courses). General Education courses are included in this allowance of 12 Stage I courses.

Stage II and III courses

At least half the courses in your BA (180 points or 12 courses) must be above Stage I, including at least 90 points (six courses) at Stage III (including courses for your majors).

Prerequisites for enrolment

Stage II and III courses have prerequisites, which are courses or points you must have passed to be able to enrol. As a very general rule, you must have passed two courses in your chosen subject at Stage I to enrol in Stage II in that subject, and two courses at Stage II to enrol in Stage III. Prerequisites are listed with course information online.

Language courses

There are many opportunities to study another language as part of your degree, whether you want to take just one course or complete a major. There are courses for beginners as well as those for students with prior knowledge, including native speakers.

Studying a language for General Education

BA (and BA conjoint) students can take one or two beginners' language courses for General Education. You must choose your course/s from those listed in the General Education Open Schedule or Arts Schedule, and conditions apply. See the information about General Education (including how to enrol) below.

The structure of the specialisation

During your study, you will take specific core courses in Communication. You will also choose elective courses to include in your specialisation on related topics from subjects such as Marketing, Politics and International Relations, and Media, Film and Television. You will have the opportunity to apply for an internship in your third year.

As you advance through the degree, you will be able to supplement your Communication specialisation with courses from other BA subjects of your choice.

Below is an example of how a BA with a specialisation in Communication might be structured.

Example: a BA with a specialisation in Communication

□ Stage One course ■ Stage Two course ■ Stage Three course

	Year One	Year Two	Year Three
Core courses	3	3	3
Electives in the Communication major	1	3	3
Other BA courses	2	2	2
General Education	2		

**The double major option for Communication is subject to approval for 2018. The specialisation in Communication consists of 255 points in 2017; the change to 240 points is subject to approval for 2018.*

Enrolling in a language course

You must enrol in the appropriate course for your level of competency. Read the course description and if necessary get advice from an Undergraduate Adviser.

If you are enrolling in a language course for the first time you must submit a Language Ability Declaration. Visit www.arts.auckland.ac.nz/language-enrolment

As well as prerequisites (courses you must have passed to be able to enrol), some language courses have co-requisites, requiring you to be enrolled in another specified course at the same time.

General Education

General Education is a component of undergraduate degrees at the University of Auckland. It is designed to give you an appreciation and understanding of fields outside your usual area of study.

General Education courses involve the same workload and standard of work as other University courses. Many are also available as standard degree courses. All students attend the same classes and complete the same coursework. For more information visit www.auckland.ac.nz/generaleducation

When to take General Education

You can take your two General Education courses at any time. We recommend that you take one in your first year.

How to choose your General Education courses

The courses you can take depend on your degree and the other subjects you are taking. You must choose your General Education courses from the correct General Education schedules (lists of courses) for your degree.

All BA students regardless of when they first enrolled can choose their two General Education courses from the following schedules.

- The Open Schedule. All students can take these courses, except where same subject restrictions apply (see below).

- General Education Faculty Schedule – Arts. BA students can take these courses, except where same subject restrictions apply (see below).

You can choose your two General Education courses from either the Open Schedule, from the General Education Faculty Schedule – Arts, or from a combination of both schedules.

Same subject restrictions

- You cannot take a General Education course in a subject which you have already passed, are currently enrolled in, or in which you are intending to enrol (such as a course that will be included in your majors).
- You cannot take two General Education courses in the same subject.
- Courses count as the same subject if they have the same alpha-numeric course code, e.g. GERMAN 130 and GERMAN 101G are courses within the same subject.

How to enrol in General Education courses

General Education courses have G course codes (e.g. ENGLISH 102G). Many courses are available as both standard degree courses and General Education courses. For enrolment purposes these courses have both a standard course code (e.g. FRENCH 101) and a G course code (e.g. FRENCH 101G).

If you are taking the course for General Education you must enrol in the G course code for it to count as General Education. If you are not taking the course for General Education enrol in the standard course code.

General Education language courses

There are many Stage I language courses in the Open Schedule which BA students can choose from. However, please note the same subject restrictions and the following conditions.

- Language courses do not satisfy the General Education requirement if you have prior knowledge of the language (either as a native speaker, through formal or informal study, or through living with others who speak the language).
- You will need to submit a Language Ability Declaration. Visit www.arts.auckland.ac.nz/language-enrolment. If you have prior knowledge of the language your enrolment may be declined or deleted, as General Education language courses are designed for students who are unfamiliar with the language.

If you have transferred from another tertiary institution

You may be exempt from having to take General Education.

You can be eligible for a 15 point exemption from General Education:

- If you undertake an exchange programme of one full-time semester, equivalent to 50 points or more.
- If you have been granted 120 points credit or more from previous study at another institution.

You can be eligible for a 30 point exemption from General Education:

- If you have already completed an undergraduate degree.
- If you have been granted 240 points credit from study at another institution.
- If you enrolled in a BA or BA conjoint before 2006, or depending on the number of transfer credit points you've been awarded.

For further information see the Arts Students' Centre.

Modules

New for 2018, modules are optional sets of three related courses (45 points) on a particular theme. They are designed to complement the skills you will develop through your other studies and add to your skill set for future employment.

Modules confirmed for 2018 include:

- Critical Thinking
- Visual Literacy: Researching Images
- Citizenship of Aotearoa New Zealand
- Arts Scholars
- Doing Social and Cultural Research
- Various modern language modules (including Māori, Chinese, French, German, Italian, Japanese, Korean, Spanish, Russian, Samoan and Tongan).

If you wish to, you may take one or two modules in addition to your two majors within the overall structure of the BA. Here are two examples of how a module might fit into your degree.

Example 1: BA with module

□ Stage One course ■ Stage Two course ■ Stage Three course

	Year One	Year Two	Year Three
Major One	2	3	3
Major Two	2	3	3
Module	1	1	1
Elective courses	2		1
General Education	1	1	

Example 2: BA conjoint with major and module

□ Stage One course ■ Stage Two course ■ Stage Three course

	Year One	Year Two	Year Three	Year Four
Major One	2	2	1 1	2
Module	1	1	1	
Elective courses	1	2	1 1	1

Courses from other degrees

You may include up to 30 points in your BA from courses which are not BA courses but are available for other degrees. If a course is not in the BA schedule it is not a BA course – see the information on pg. 7.

Check with the Arts Students' Centre before you enrol to ensure you will still meet the BA degree requirements.

First-year students – you should not take non-Arts courses in your first year, as this will limit your options for later years.

The tables below explain how courses within the BA may be organised.

BA courses only	
BA courses	330 points
General Education courses	30 points
BA total	360 points

OR

BA + non-Arts courses	
BA courses	At least 300 points
Non-Arts courses	Up to 30 points
General Education courses	30 points
BA total	360 points

BA degree examples

Example 1: A BA with a double major

□ Stage One course ■ Stage Two course ■ Stage Three course

	Year One	Year Two	Year Three
Major One	□ 2	■ 3	■ 3
Major Two	□ 2	■ 2	■ 1 ■ 3
Elective One	□ 2	□ 2	
Elective Two	□ 1		□ 1
General Education	□ 1	□ 1	

Example 2: A BA with a double major and a module

□ Stage One course ■ Stage Two course ■ Stage Three course

	Year One	Year Two	Year Three
Major One	□ 2	■ 3	■ 3
Major Two	□ 2	■ 3	■ 3
Module	□ 1	■ 1	■ 1
Elective courses	□ 2		□ 1
General Education	□ 1	□ 1	

Enrich your degree

Internship

Our third year-internship course (ARTSGEN 301 Internship) places you with an employer for a semester to enhance your degree with real workplace experience. You will have the opportunity to develop and showcase a variety of transferable skills, including critical-thinking, analysis, writing, teamwork and communication.

Students have undertaken projects at organisations such as:

- The Auckland University Press
- Teach First NZ
- YWCA
- Intelligent Ink
- Artists Alliance
- Transparency International

www.arts.auckland.ac.nz/internship

Exchange programme

360° Auckland Abroad is a programme which allows you to attend an overseas university while earning credits towards your University of Auckland degree. You can choose from 125 partner universities in 25 countries.

Options range from short-term opportunities (e.g. internships, summer schools) through to two semesters.

To be eligible for the 360° Auckland Abroad programme, you must:

- Be enrolled at the University in an undergraduate programme.
- Be able to demonstrate academic merit (a minimum GPA of 5).
- Be able to demonstrate proficiency in the language of instruction.

The best time to do an exchange is in your second year, but going during your third year may be possible.

www.auckland.ac.nz/360

Planning your BA conjoint

BA conjoint programmes available

- Bachelor of Arts/Bachelor of Commerce (BA/BCom)
- Bachelor of Arts/Bachelor of Engineering (Honours) (BA/BE(Hons))
- Bachelor of Arts/Bachelor of Fine Arts or Bachelor of Fine Arts (Honours) (BA/BFA, BA/BFA(Hons))
- Bachelor of Arts/Bachelor of Global Studies (BA/BGlobalSt)
- Bachelor of Arts/Bachelor of Health Sciences (BA/BHSc)
- Bachelor of Arts/Bachelor of Laws or Bachelor of Laws (Honours) (BA/LLB, BA/LLB(Hons))
- Bachelor of Arts/Bachelor of Music (BA/BMus)
- Bachelor of Arts/Bachelor of Science (BA/BSc)

Differences with the stand-alone BA

- Most conjoint programmes take 4-5 years to complete.
- In the BA conjoint you take fewer subjects and courses. You'll need to be clear about what you want to study as there is less scope for you to change your mind.
- Conjoint programmes involve a heavier workload. They are intended for more able students and have higher admission requirements. To stay in a conjoint you must maintain a Grade Point Average (GPA) of at least 3.5 (B-) each year, depending on the programme.

If you have already begun a stand-alone degree, you can apply to transfer to a conjoint programme.

You must not have completed more than 270 points towards either degree (eg if more than 270 points have already been taken towards a BA, then a conjoint programme cannot be transferred into). You will need a Grade Point Equivalent (GPE) of at least 3.9 in your last year of full-time study, depending on the programme.

Sign into Student Services Online at www.studentservices.auckland.ac.nz, go to "Change my programme" and submit an application.

BA conjoint degree requirements

Please see the note on the inside front cover about changes to the BA conjoint for 2018. If you were first enrolled in your conjoint programme before 2013, see the Arts Students' Centre.

Your BA conjoint MUST include:	Subjects	Courses/points
1. 255 points		17 15-point BA courses (255 points)
2. A major	A BA major subject consisting of:	At least 120 points (8 courses), including at least 45 points (3 courses) at Stage III
3. A proportion of BA courses above Stage I, including a Stage III requirement	BA subjects	At least 165 points (11 courses) above Stage I, including at least 75 points (5 courses) at Stage III
Your BA conjoint MAY include:	Subjects	Courses/points
A double major	Two BA major subjects consisting of:	120 points (8 courses) in each major, including at least 45 points (3 courses) at Stage III in each major
Up to two modules	See 'Modules' p. 11	45 points (3 courses) per module
Your conjoint programme as a whole MUST include:	Subjects	Courses/points
An overall total number of points		<ul style="list-style-type: none"> • 540 points (for the BA/BCom, BA/BGlobalSt, BA/BHSc, BA/BMus, BA/BSc) OR • 660 points (for the BA/LLB) OR • 675 points (for the BA/BE(Hons), BA/BFA, BA/BFA(Hons)) OR • 720 points (for the BA/LLB(Hons))
The total points must include:		<ul style="list-style-type: none"> • General Education • A course from any University programme*
		15 points (one course) 15 further points (one course) from any programme at this University, including the General Education programme

*The exceptions are conjoints with Engineering or Law.

Getting advice

You'll need to consult both faculties for advice about your conjoint programme. See the Arts Students' Centre for advice about the BA conjoint.

How many courses to enrol in

Total courses per year

Enrol in a total of 135 points each year to finish in four or five years, depending on your programme (135 points is the equivalent of nine 15-point courses). It may be possible to take extra courses in Summer School, or to take only 120 points each year and take one extra semester to complete.

The University limits how many courses you can enrol in per year and per semester. Refer to the enrolment information at www.arts.auckland.ac.nz/ug-enrolment

BA courses per year

You would normally take four or five BA courses each year. However, the number of BA courses you take in any given year may depend on the demands of your other degree.

Advice for first-year students

You need to be clear about what you want to study, and you should be prepared to major in one of the subjects you study in your first year. However, you should still use your first year to explore your interests and plan your enrolment to leave your options open for later years.

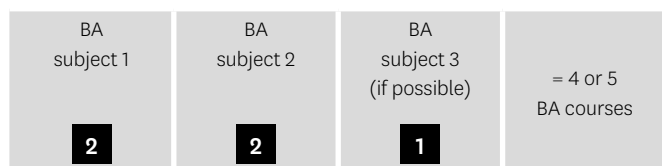
In your first year you will usually enrol in a total of nine courses. Unless you have to give priority to courses for your other degree, you should take four or five BA courses.

Choose the two BA subjects which interest you the most and take two courses in each (both subjects should be available as BA majors). If possible, take a course from a third BA subject.

You should not take a General Education course in your first year. It is more important to study BA subjects so that you have as many options as possible for your second year.

We don't recommend that first-year students take five courses (75 points) in their first semester at University, as this is too heavy a workload to begin with.

The diagram below shows the BA enrolment pattern we recommend for your first year.



For your second BA year you can then choose one or two subjects to take at Stage II. If you take two subjects at Stage II, you should have a choice of majors and also the option of doing a double major.

Each conjoint combination is different. Your BA enrolment will depend on what you need to do for your other degree and you may not be able to follow the first-year pattern above. Get advice from both faculties and work out how to meet the requirements for both degrees.

BA subjects and courses

The BA conjoint must include 255 points from BA courses. See the information on pg. 7 about choosing BA subjects and courses.

You cannot include courses that are not BA courses in the 255 points that make up the BA conjoint. However, you can take 15 points from any University programme as part of your conjoint programme as a whole (unless your programme includes Engineering or Law). Check with the Arts Students' Centre before you enrol.

The major or double major

The BA conjoint must include one major subject or two major subjects (a double major) – see the information on pg. 13.

The major for your BA and for your other degree must not be in the same subject.

Stage I courses

You can take Stage I courses after your first year, provided they fit into the degree requirements. There is a limited number of Stage I courses you can count towards your BA conjoint.

Your Stage I allowance

It's very important not to take too many Stage I courses.

You can only include up to 90 points at Stage I (six 15-point courses) in your BA conjoint.

Stage II and III courses

Your BA conjoint must include at least 165 points (eleven courses) above Stage I, including at least 75 points (five courses) at Stage III (this includes courses for your major).

Prerequisites for enrolment

Stage II and III courses have prerequisites, which are courses or points you must have passed to be able to enrol. As a very general rule, you must have passed two courses at Stage I to enrol in Stage II, and two courses at Stage II to enrol in Stage III. Prerequisites are listed with course information online.

The Stage III requirement

The overall Stage III requirement (five courses) is two more than you need for a single major (three courses). You may take these fourth and fifth Stage III courses in any BA subject, provided you have the prerequisites.

Language courses

Refer to the information on pg. 10.

General Education and a course from any University programme

You must ensure that your BA conjoint will consist of 255 points and that your conjoint programme as a whole will consist of the points specified in the requirements table on pg. 13.

General Education requirements for conjoint programmes

Your conjoint programme as a whole must include 15 points (one course) in General Education. This General Education course will not be taken as part of either component degree. You are not required to complete 15 points in General Education for each component degree, but as part of your conjoint programme.

How to choose your General Education course

You can choose your General Education course from the General Education Open Schedule or from the General Education Faculty Schedule available for either of your degrees.

- For an introduction to General Education, see pg. 10-11.
- For information about choosing and enrolling in General Education courses, see pg. 10-11.
- For more information visit www.auckland.ac.nz/generaleducation

A course from any University programme

As well as 15 points in General Education, you will take 15 points from any University programme as part of your conjoint programme as a whole (unless your conjoint programme includes Engineering or Law). This course will not be taken as part of either component degree.

Your choices for this course include:

- A BA course.
- A course from any other degree.
- A General Education course from any of the General Education schedules.

When to take General Education and a course from any University programme

You can take these courses at any time, although we do not recommend that you take them in your first year. You should avoid leaving General Education until your final year.

Conjoint programmes with Engineering or Law

If you are in the BA/BE(Hons), BA/LLB or BA/LLB(Hons), you must take 15 points in General Education as part of the conjoint programme as a whole. You will not be able to include 15 points from any University programme.

Examples of the structure for conjoint programmes

Example 1

For a BA/BSc students will usually complete:

- BA component – 255 points
- BSc component – 255 points
- General Education – 15 points
- Any University programme – 15 points

Total points = 540

Example 2

For a BA/BE(Hons) students will usually complete:

- BE(Hons) component – 405 points
- BA component – 255 points
- General Education – 15 points

Total points = 675

Planning advice for specific conjoints

Note: the major for your BA and for your other degree must not be in the same subject.

BA/BCom

Some Management courses are BCom courses and not BA courses. If you want to count a Management course as a BA course, you must ensure that it is included in the BA schedule (list of courses) for Employment Relations and Organisation Studies. See the information on pg. 7 about choosing courses.

You may not major in both Management in the BCom and Employment Relations and Organisation Studies in the BA. You may not have a major in Economics in both degrees.

BA/BE(Hons)

Check with the Faculty of Engineering if you want to take Mathematics courses for your BA. You should not take Mathematics courses if their content overlaps with BE courses.

BA/BHSc

You should not take Social Science for Public Health as a BA major as there are compulsory courses common to both degrees.

BA/LLB

In your first year you take two Law courses and six BA courses (a total of 120 points). If you are accepted into Law Part II, consult the Arts Students' Centre.

The BA/LLB requires particularly careful planning – consult both faculties before you enrol each year.

BA/BMus

You may include up to 30 points from BA Music courses in your BA conjoint. These courses must be chosen from the BA schedule (list of courses) for Music. See the information on pg. 7 about choosing courses.

BA conjoint degree examples

Example 1: a BA conjoint with a single major and module

This is an example only. Many patterns of study are possible. Refer also to "Aroha's degree" on pg. 17.

Note that this is a basic indication of the BA component of a conjoint programme. You will also complete points for your other degree and points for the conjoint programme as a whole (General Education and a course from any University programme). Note that this pattern of enrolment does not apply to all conjoint combinations.

Example 1: BA conjoint with major and module

Stage One course
 Stage Two course
 Stage Three course

	Year One	Year Two	Year Three	Year Four
Major One	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 1	<input type="checkbox"/> 2
Module	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	
Elective courses	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 1

Example 2: BA conjoint with a double major

Stage One course
 Stage Two course
 Stage Three course

	Year One	Year Two	Year Three	Year Four
Major One	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 1	<input type="checkbox"/> 2
Major Two	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 1 <input type="checkbox"/> 1	<input type="checkbox"/> 2
Elective courses	<input type="checkbox"/> 1			

The Diploma in Languages

Quick facts

Time to complete: You would normally take the Diploma in Languages (DipLang) part-time concurrently with a degree. It is equivalent to one year's full-time study – the time you take to complete will depend on how you structure your enrolment in combination with your other programme.

Points: 120

Courses: 8 (each course is worth 15 points)

Application closing date: 8 December 2017. Late applications may be considered if places are available.

Highlights

- If you want to study one or two foreign languages, the DipLang is an alternative or an adjunct to the BA. You can combine language study with enrolment in any degree (including the BA) and graduate with an additional qualification.
- The DipLang was introduced to help meet the demand of the business community for graduates with language skills. Knowledge of another language is useful in many careers. You can add to your skills, distinguish yourself from other graduates and enhance your career opportunities.
- Knowledge of another language and culture enriches the study of many other subjects, and can be a considerable advantage for postgraduate study and research.

DipLang requirements

Your DipLang MUST include:	Subjects	Courses/points
1. 120 points		8 15-point courses chosen from the DipLang schedule
2. One or two languages	See the list below	
3. Courses at more advanced levels		At least 60 points (4 courses) above Stage I, including at least 30 points (2 courses) above Stage II

For more information about the regulations governing the Diploma in Languages, consult the University of Auckland's *Calendar* at www.calendar.auckland.ac.nz/regulations/arts/DipLang.html

The *Calendar* is the official document of the University of Auckland, containing all regulations, requirements and policies for students.

Structuring your study

The DipLang is intended to be taken part-time while you are enrolled in a degree. (If you have already completed a degree, you may take the DipLang on its own as a part-time student). Because language study is progressive, it is not usually possible to study a single language full-time. You need to build up your knowledge gradually and spread your study over time. (For example, you cannot take consecutive language acquisition courses at different levels in the same language in a single semester.)

You have considerable flexibility as to how you structure your study. You may also be able to undertake some of your language study overseas, as Study Abroad, in a country where your target language is spoken.

It may be possible to obtain credit towards this Diploma of up to 30 points.

Enrolment limits

The University limits how many courses you can enrol in per year and per semester. See the enrolment information at www.arts.auckland.ac.nz/ug-enrolment

Languages available

Chinese, Cook Islands Maori, Egyptian, French, German, Greek (Ancient), Italian, Japanese, Korean, Latin, Māori, Russian, Samoan, Spanish, Tongan.

You may study one or two languages for the DipLang. Note that courses may not always be available in all languages. Some languages offer study abroad courses.

Choosing your courses

Not all language courses are able to be taken for the DipLang. You must choose your courses from the DipLang schedule, which is a list of the specific courses you can count towards the Diploma for each language. You can take these specified courses in one or two languages. To see the DipLang schedule, go to www.calendar.auckland.ac.nz/regulations/arts/DipLang.html

The schedule is published in the University of Auckland *Calendar*, the University's official document, which is updated for the following year in November. A link to updates appears near the top of every web page in the online University *Calendar*. Follow this link for any subsequent changes that may apply.

To find out how to get information about subjects and courses, see pg. 7.

Enrolling in language courses

See the information on pg. 10.

Diploma in Languages examples

Note that the following are examples only and there are many possible patterns of study.

Example 1

Courses for the DipLang
 Courses for your degree (eg, BA, BCom, BSc)

	Year One	Year Two	Year Three	Year Four
Summer School		2	1	1
Semester One	4	1 3	1 3	1 3
Semester Two	3 1	1 3	2 2	

Example 2

Courses for the DipLang
 Courses for your degree (eg, BA, BCom, BSc)

	Year One	Year Two	Year Three	Year Four
Summer School				
Semester One	4	1 3	1 3	2 2
Semester Two	3 1	2 2	1 3	4

The Certificate in Languages

Quick facts

Time to complete: You would normally take the Certificate in Languages (CertLang) part-time concurrently with a degree. It is equivalent to one semester of full-time study – the time you take to complete will depend on how you structure your enrolment.

Points: 60

Courses: 4 (each course is worth 15 points)

Application closing date: 8 December 2017. Late applications may be considered if places are available.

Highlights

- The CertLang is a way of taking language courses at the same time as you study for any degree (including the BA), and having this recognised through the award of an additional qualification.
- Learning a language is an invaluable way of gaining insight into another culture. You can also add context to your study of other subjects and increase your skill set for future employment.
- You have the option of converting the courses you have passed for the CertLang to the Diploma in Languages (provided you have not already been awarded the CertLang).

CertLang requirements

Your CertLang MUST include:	Subjects	Courses/points
1. 60 points		4 15-point courses chosen from the CertLang schedule
2. One or two languages	See the list below	
3. Courses at more advanced levels		At least 30 points (2 courses) above Stage I

For more information about the regulations governing the Certificate in Languages, consult the University of Auckland's *Calendar* at www.calendar.auckland.ac.nz/regulations/arts/CertLang.html

The *Calendar* is the official document of the University of Auckland, containing all regulations, requirements and policies for students.

Structuring your study

The CertLang is intended to be taken part-time while you are enrolled in a degree. (If you have already completed a degree, you may take the CertLang on its own as a part-time student). Because language study is progressive, it is not usually possible to study a single language full-time. You need to build up your knowledge gradually and spread your study over time. (For example, you cannot take consecutive language acquisition courses at different levels in the same language in a single semester.)

You have considerable flexibility as to how you structure your study. You may also be able to undertake some of your language study overseas, as Study Abroad, in a country where your target language is spoken.

It may be possible to obtain 15 points credit towards this Certificate.

Enrolment limits

The University limits how many courses you can enrol in per year and per semester. See the enrolment information at www.arts.auckland.ac.nz/ug-enrolment

Languages available

Chinese, Cook Islands Maori, Egyptian, French, German, Greek (Ancient), Italian, Japanese, Korean, Latin, Māori, Russian, Samoan, Spanish, Tongan.

You may study one or two languages for the CertLang. Note that courses may not always be available in all languages. Some languages offer study abroad courses.

Choosing your courses

Not all language courses are able to be taken for the CertLang. You must choose your courses from the CertLang schedule, which is a list of the specific courses you can count towards the Certificate for each language. You can take these specified courses in one or two languages. To see the CertLang schedule, go to www.calendar.auckland.ac.nz/regulations/arts/CertLang.html#schedule

The schedule is published in the University of Auckland *Calendar*, the University's official document, which is updated for the following year in November. A link to updates appears near the top of every web page in the online University *Calendar*. Follow this link for any subsequent changes that may apply.

To find out how to get information about subjects and courses, see pg. 7.

Enrolling in language courses

See the information on pg. 10.

Certificate in Languages examples

Note that the following are examples only and there are many possible patterns of study.

Example 1

Courses for the CertLang
 Courses for your degree (eg, BA, BCom, BSc)

	Year One	Year Two	Year Three	Year Four
Summer School		1	1	2
Semester One	4	1 3	1 3	
Semester Two	4	1 3	1 3	

Example 2

Courses for the CertLang
 Courses for your degree (eg, BA, BCom, BSc)

	Year One	Year Two	Year Three	Year Four
Summer School			1	
Semester One	4	4	1 2	1 2
Semester Two	4	4	1 4	

Glossary

Academic standing: At the end of each semester, including Summer School, the University will check how well you are progressing through your qualification and assign you to a category showing your Academic Standing. Visit www.auckland.ac.nz/uoa/cs-academic-standing

Admission: The process whereby you apply for, and are admitted to, the University and a University programme.

Associate Dean (Students): A senior academic member of the Faculty. The Associate Dean (Students) has office hours at the Arts Students' Centre and can help if you have a problem relating to regulations or need Dean's approval. See the Arts Students' Centre in the first instance.

Calendar: The official document of the University of Auckland, containing all regulations, requirements and policies for students. The *Calendar* is updated annually and is online at www.auckland.ac.nz/calendar (on 1 November for the following year).

All students must comply with the regulations, requirements and policies set out in the *Calendar*. The material in this book and on the Faculty of Arts website is based on this information.

Class: A teaching component of a course, eg, a lecture, tutorial or laboratory.

Concession: Special permission to have a regulation or requirement waived. Concessions must be formally approved by the school or discipline and the Associate Dean (Students).

Conjoint: An approved combination of two degrees.

Core course: A course you are required to take to meet the requirements for your programme, usually for the completion of a specific major.

Corequisite: A course you must take in the same semester as another course.

Course: The basic unit of a degree (or other programme) in which you study a specific topic within a subject. Each course has its own identifying code, eg, ARTHIST 210 Modernism and Design is a Stage II course within the subject Art History.

Coursework: Work you must do throughout the semester, such as essays, assignments or tests. Coursework counts towards your final grade for a course and there are strict requirements about completing it.

Credit: Recognition for study successfully undertaken at this or another institution.

Cross-credit: May allow you to count up to one third of a completed University of Auckland qualification towards a second University of Auckland qualification, so that these courses can count towards both. See the Arts Students' Centre.

Discipline: An academic area based within one of the faculty's four schools (see pg. 3).

Double major: Two majors.

Enrolment: The process whereby you choose and gain entry into individual courses. New students can enrol in courses after they have gained admission into a programme and accepted their offer of place online.

Enrolment concession: Special permission to have a course enrolment requirement waived. You can apply for an enrolment concession on Student Services Online but should only do so as a last resort. For more information see www.arts.auckland.ac.nz/ug-enrolment

Faculty: The generic term used to differentiate each broad area of study and the staff who teach in, research and manage that area. The Faculty of Arts is the overall term used to describe the organisation surrounding humanities, languages, social sciences and indigenous studies at the University.

Full-time: At least 100 points over two semesters in one year, or at least 50 points in one semester, or at least 25 points in Summer School. Not fewer than 25 points in one quarter.

General Education: A component of your degree or conjoint programme designed to give you an understanding of fields outside your usual area of study.

GPA (Grade Point Average): The grade average you have attained from courses completed at this University.

Major: A subject that is the main focus of your degree.

Module: A grouping of three courses on a particular theme which enables you to add value to your BA degree.

Part-time: Fewer than 100 points over two semesters in one year, or fewer than 50 points in one semester, or fewer than 25 points in Summer School.

Plan: Your majors. See the Arts Students' Centre if you change your plan.

Points: A value assigned to a course to indicate its weighting within a degree, diploma or certificate. All Faculty of Arts undergraduate courses are worth 15 points each, with the exception of DRAMA 204.

Postgraduate: Relates to a second degree or qualification taken after the completion of a first degree.

Prerequisite: Courses or points you must have passed before you can enrol in a course.

Programme: A University of Auckland degree, diploma or certificate.

Programme concession: Special permission to have a requirement or regulation waived in order to complete your major or programme. Concessions must be approved by your school or discipline and the Associate Dean (Students). For more information see www.arts.auckland.ac.nz/ug-enrolment

Reassignment: The process whereby you transfer courses out of one University programme and into another. See the Arts Students' Centre.

Restriction: A course which is so similar to another that you cannot take them both.

Schedule: The list of BA courses for each subject. You must choose courses from the schedule for your degree. You can only include a limited number of "out of schedule" courses in the BA.

School: A school in the Faculty of Arts is a grouping of disciplinary areas each carrying out teaching and research in their own subjects. There are four schools in the Faculty of Arts (see pg. 3).

Semester: A University term of teaching and examinations.

Stage: The level of a course. Stage I courses are for students beginning University study in a subject, Stage III courses are the most advanced undergraduate level.

Undergraduate: Describes students who have not yet completed a first degree and first (bachelors) degrees.

Notes



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