



THE UNIVERSITY OF
MELBOURNE

Semester 1, 2024
Graduate Welcome
Faculty of Arts





Acknowledgement of country



Running Order

- Welcome and Introduction by Delia Lin, *Director, Graduate School of Humanities & Social Sciences (GSHSS)*
- Course Planning and Student Services
- Student Programs
- Meet our Graduate Ambassador!
- Experiential Learning



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Welcome

Delia Lin

Director, Graduate School of Humanities
& Social Sciences (GSHSS)

Associate Professor in Chinese Studies,
Asia Institute





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Course Planning and Student Services

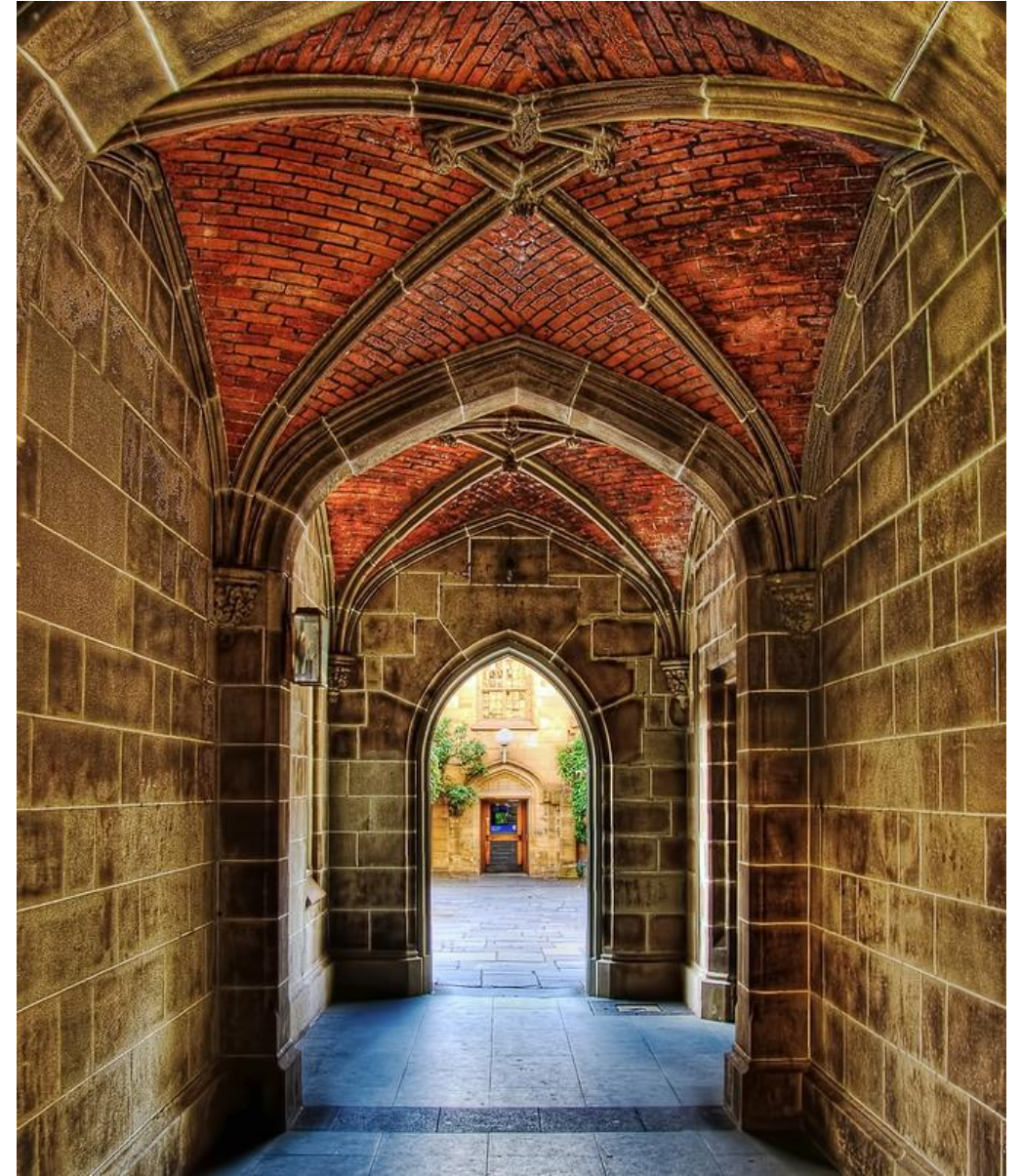
Faculty of Arts





Session Overview

- Enrolment requirements and key dates
- Course Planning resources
- Enrol in your subjects
- Timetable and LMS
- Student Services and Support





Enrolment Requirements



Enrolment Requirements

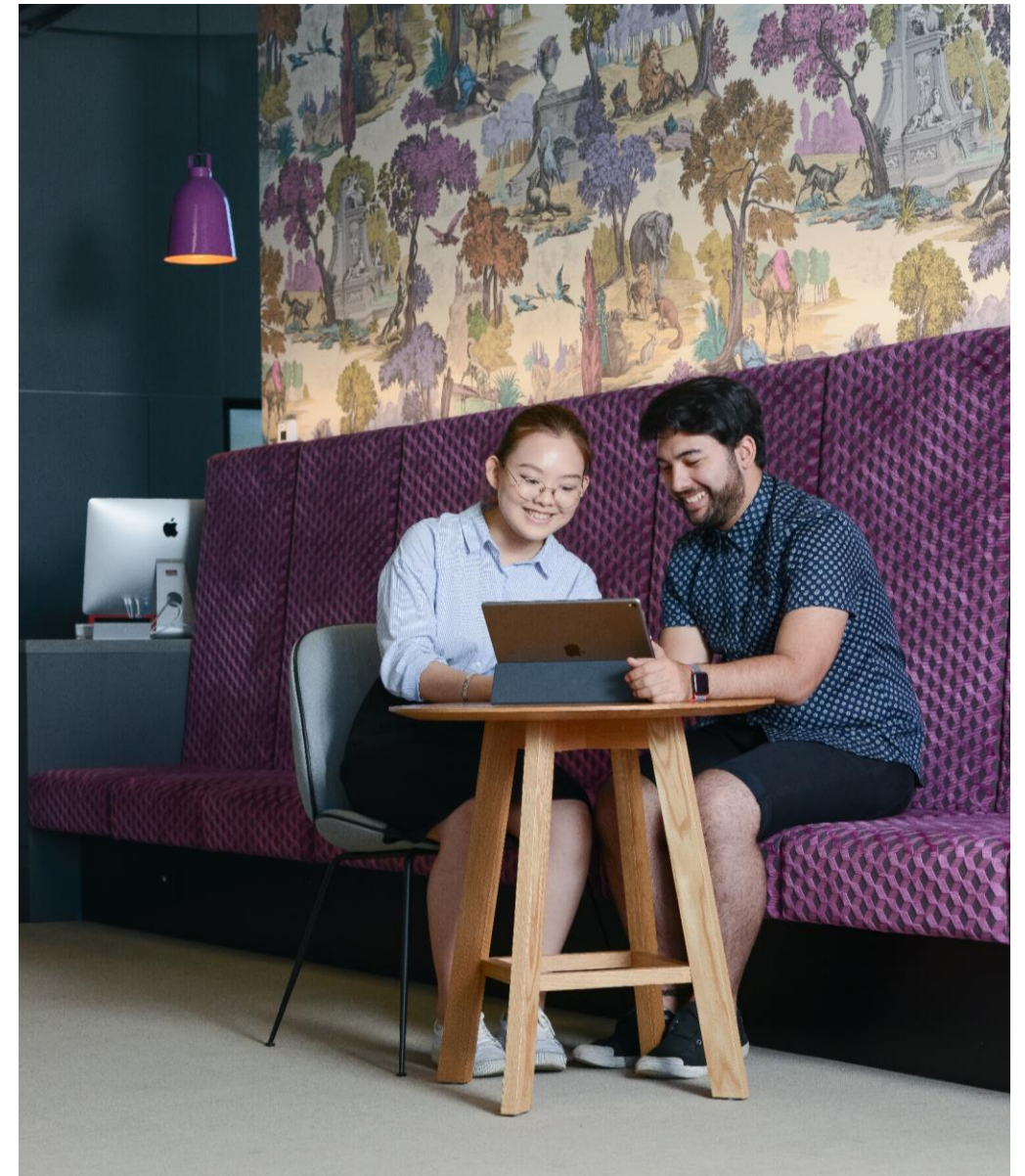
Domestic students:

Enrol in at least one subject each half-year period

International student visa holders:

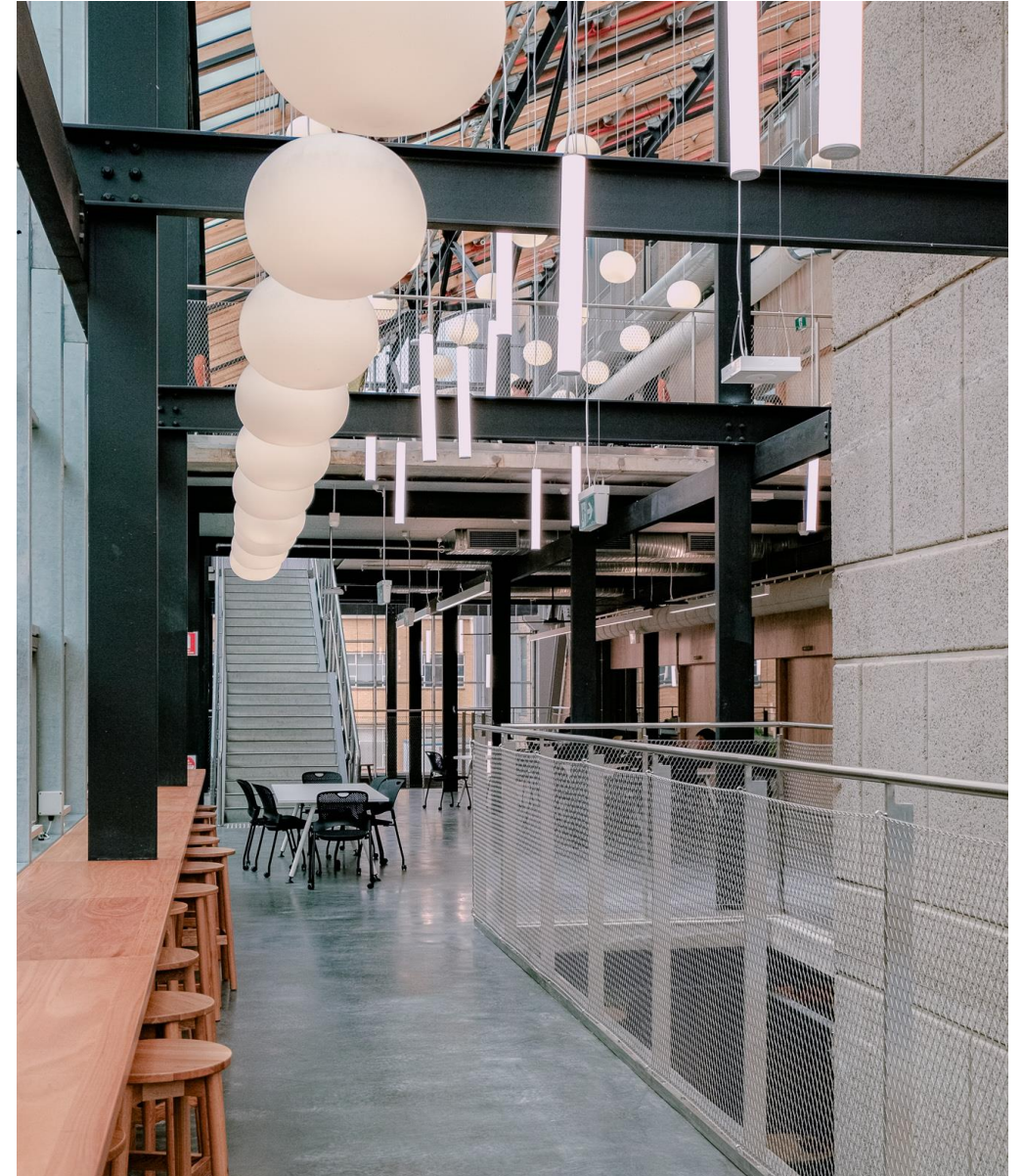
Full-time study load at least 50 credit points each half-year period

- ✓ **Make sure you have fully enrolled for Semester 2 via your Study Plan in my.unimelb**
- ✓ **Re-enrolment for next year opens in November**



Enrolment key dates

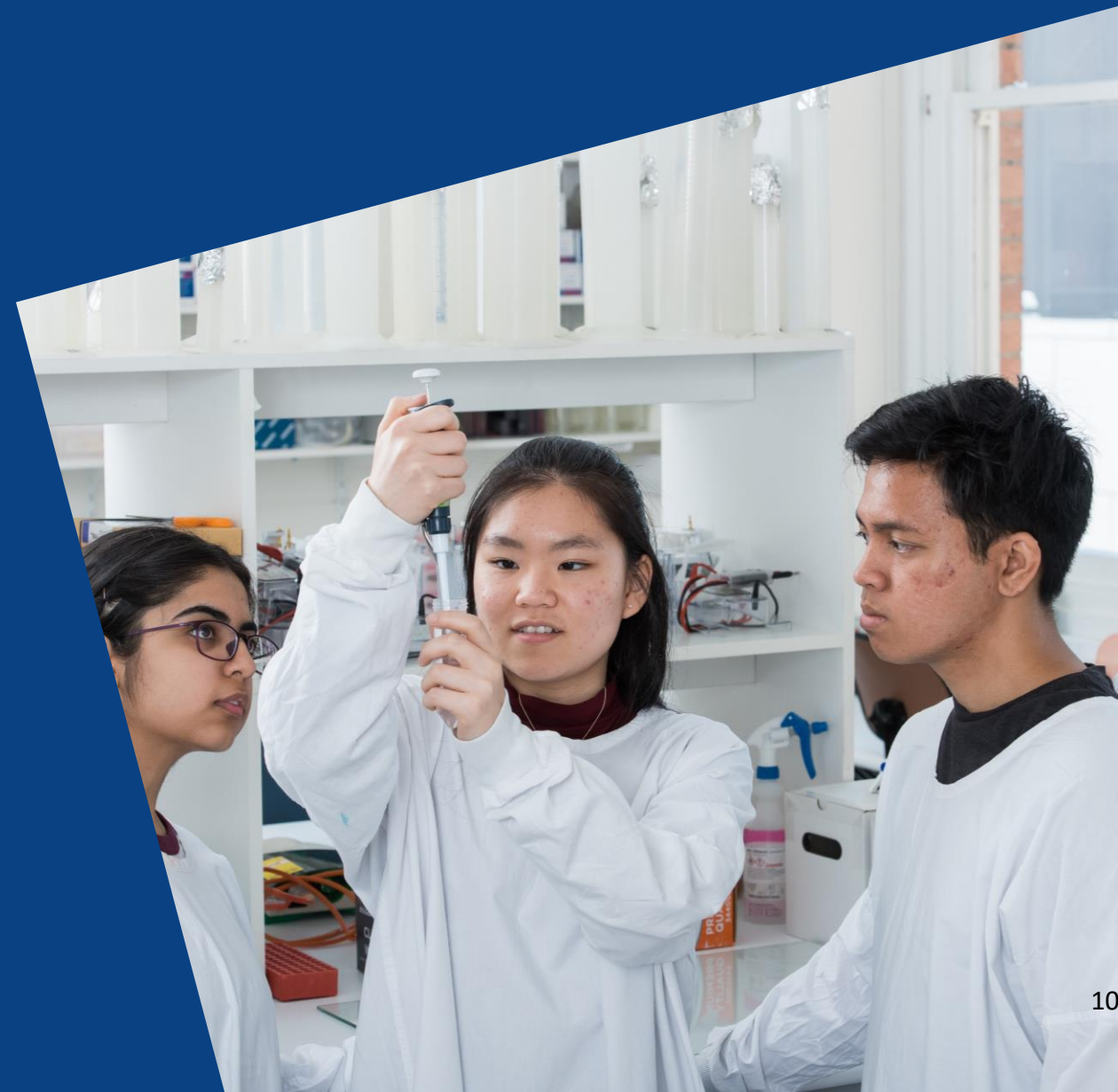
- Be aware of **standard** and **non-standard** study period dates
- The **Last date to self-enrol** is the final date you can enrol in a new subject or swap subjects
- The **Census date** is the last date you can withdraw from a subject without penalty. After the census date you are liable for the subject fees, and it will be recorded on your academic transcript
- The **Last date to withdraw without fail** is the final date you can withdraw from a subject without receiving a grade on your academic transcript
- Always check **the Handbook** for each subject





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Course Planning resources





The Handbook

The Handbook is the official syllabus for the University of Melbourne.

It contains:

- Handbook entry for every course and subject
- Course structure and rules
- Subject prerequisites and entry requirements
- Subject timetable information
- *And a whole lot more!*

The screenshot shows the University of Melbourne's official source of course and subject information. The interface includes a search bar with the text "Courses, subjects or keywords" and a "Search" button. Below the search bar, there are filters for "Show only" with options: "All result types" (6,970), "Courses" (560), "Subjects" (6,272), and "Breadth Track" (138). The main content area displays "6,970 results found" and "Page 1 of 349". The results are sorted by "Relevance". The first two results are:

- Bachelor of Environments** B-ENVS, Undergraduate Coursework, 300 credit points, Parkville, On Campus, 36 months full-time or 72 months part-time.
- Bachelor of Commerce** B-COM, Undergraduate Coursework, 300 credit points, Parkville, On Campus, 36 months full-time or 72 months part-time.

On the right side, there are filters for "Version" (Current Handbook – 2024), "Study Levels" (All study levels), "Campuses" (All campuses/attendance modes), and "Faculties" (All faculties). There is an "Update results" button. Below the filters, there are sections for "Admissions" (Visit Study for information on admissions.) and "Enquiries" (Current students should refer to the relevant contact section of each Handbook entry for).



URL: handbook.unimelb.edu.au



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Enrol in your Subjects





Planning your subjects

Useful information and guides to planning your course:

- How to plan your course
- Making changes to your course
- Study periods
- Study load
- Failing a subject
- Faculty course planning resources



URL: go.unimelb.edu.au/39ur

Planning your course and subjects

To make the most of your course, it's important to understand your course structure, choose the right subjects, and explore the options available to you.



Course and subject delivery

Find out how we're transitioning back to campus for all of our programs and students.

[Learn more](#)



Discover our online planner

Use My Course Planner to plan your subjects and majors for your bachelors degree and a range of graduate coursework courses.

[Learn more](#)

[How to plan your course](#)

Develop and refine a course plan to achieve your goals and ensure you are on track to graduate.

[Faculty course planning resources](#)

As a student, decisions about subject choices, major selections, and study pathways are yours. The following resources will assist in informing these choices to ensure you maximise your university experience.

[Choosing your major](#)

Research and planning is key to choosing your major in your undergraduate course. Learn about your options and check the requirements you will need to meet.

[Breadth subjects](#)

A breadth subject is a subject from a different area of study to the degree that you are enrolled in. Breadth subjects are only available to undergraduate students.

[Discovery subjects](#)

Each undergraduate degree will offer their own style of a Discovery Subject, designed to support your introduction to University.

[Study periods](#)

Find out about study periods to make the most of flexible subject options and know how to meet your enrolment requirements.

[Study load](#)

A standard full-time study load is 50 credit points per half-year period. However, you may be able to increase or decrease your study load if required.

[Failing a subject](#)

Information on what happens if you've failed a subject and what next steps you should take.

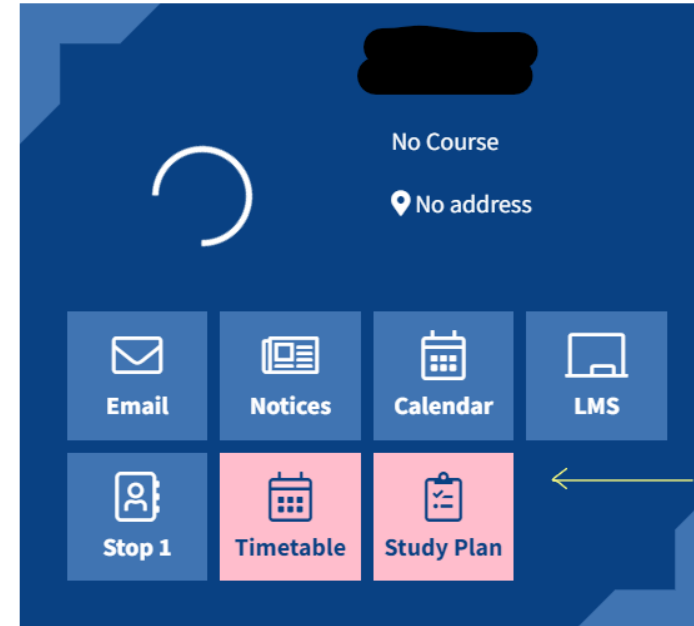
[Making changes to your course](#)

Understand your options if your personal or academic circumstances change.



How to enrol in your Study Plan

- My.unimelb.edu.au - Student portal
- Your study plan groups subjects according to subject types, e.g., foundation, elective or specialisation subjects
- You may need to select 'choose' to browse and add subjects or sections to your plan
- Subjects showing in yellow are **planned**
- Subjects change to green once **enrolled**
- You can self-manage most subject changes – but check your key dates!



Enrol in your 'Planned' subjects

1. Select the study period option from the dropdown menu next to the subject, if applicable.
2. Tick the 'Enrol' box on the right-hand side of the subject.
3. Scroll to the bottom of the Study Plan and click the button to 'continue to enrol'.



URL: <https://go.unimelb.edu.au/36or>



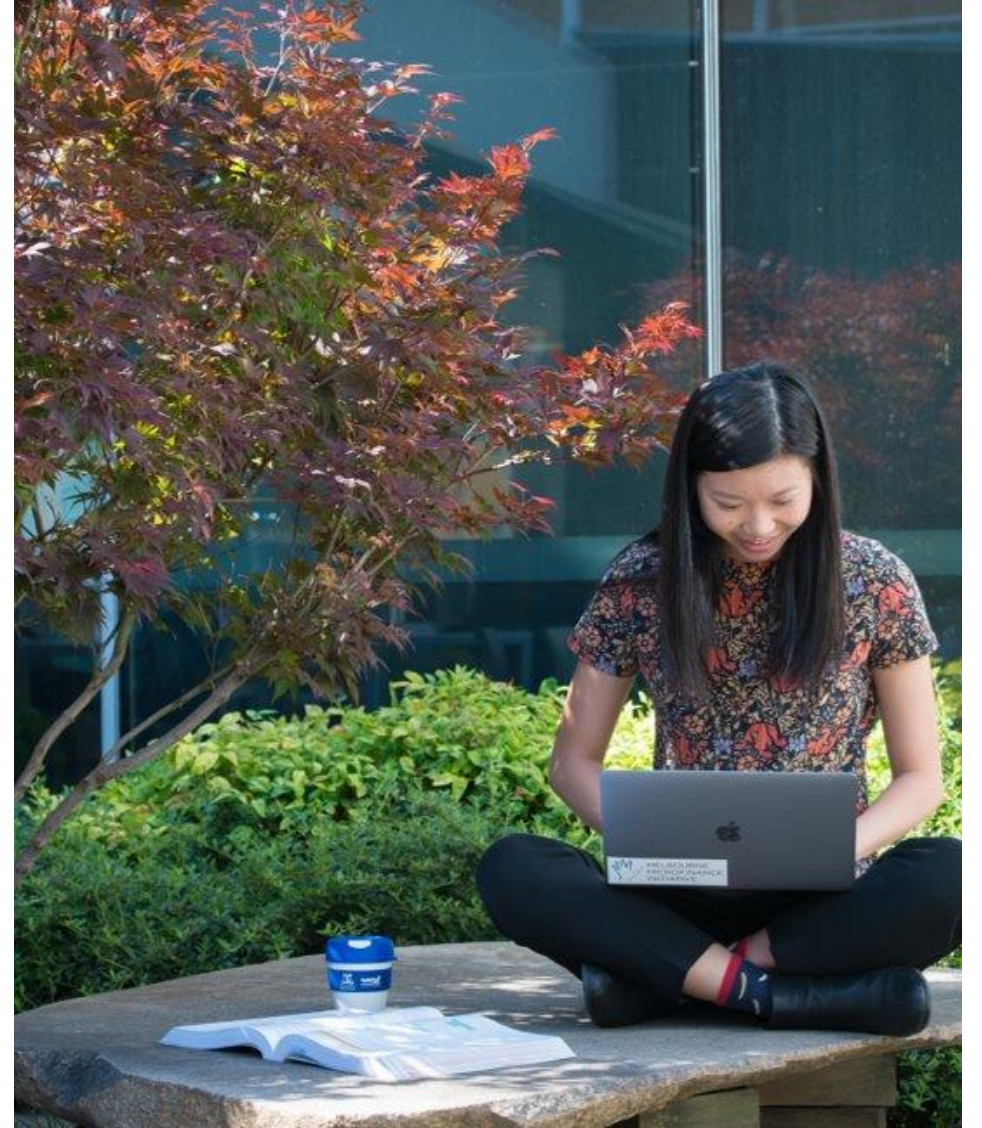
Enrolment Assistance

You can submit an Enrolment Assistance Form to:

- Change your specialisation or major
- Move subjects on your study plan
- Add a subject that is in the Handbook for your course
- Take a subject not in the Handbook for your course
- Waive a prerequisite
- Add approved advanced standing to your study plan
- Apply to overload
- Enrol after the last self-enrol date



URL: <https://go.unimelb.edu.au/fv8s>





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Timetable and LMS





Class Timetable

- Refer to Class timetable step-by-step instructions
- Check the opening and closing dates
- Up to 24 hour delay after enrolling in subjects
- Check *Timetable Help* for troubleshooting
- If you can't resolve an issue during the review and adjust period, submit a *Timetabling Assistance Form (TAF)* - assessed by your faculty



URL: <https://go.unimelb.edu.au/8our>





Learning Management Systems (LMS)

The LMS is your online classroom, where you will:

- Access your subject learning materials
- Collaborate with your tutor and peers
- Submit your assignments



URL: <https://go.unimelb.edu.au/s52s>

The screenshot shows the LMS dashboard for The University of Melbourne. At the top left is the university logo. Below it is a vertical navigation menu with icons and labels for: Account, Admin, Dashboard, Subjects, Calendar, Inbox, History, Commons, LMS support, Communities, Library, Study skills, and Student support. The main content area is titled 'Dashboard' and includes a 'What's new?' button. Below this, there are two sections: 'Published Subjects (3)' and 'Unpublished Subjects (2)'. The 'Published Subjects' section contains three cards: 'Course Planning Essentials' (COM_PDEV_000014), 'Careers and Employability' (COM_PDEV_000232), and 'My World First Steps Online' (COM_LIFE_000103). The 'Unpublished Subjects' section contains two cards: 'PPolivieria' and 'TWColivieria'. Each card features a representative image and a 'Publish' button.



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Student Services Assistance





Student Services and Support at Stop 1

ADMINISTRATION AND ENROLMENT SERVICES

- Course planning
- Class timetable
- Fees
- Student cards
- Subject enrolment

HEALTH AND WELLBEING

- Counselling and Psychological Support
- Student Equity and Disability Support
- Faith and spirituality
- Financial Service
- Health Service
- Housing
- Safety on campus

SKILLS AND OPPORTUNITIES

- Academic skills
- Careers and employability
- Future study
- Internships and mentoring
- Overseas Study
- Work on campus



URL: <https://go.unimelb.edu.au/n8rj>





Stop 1 Help Lab

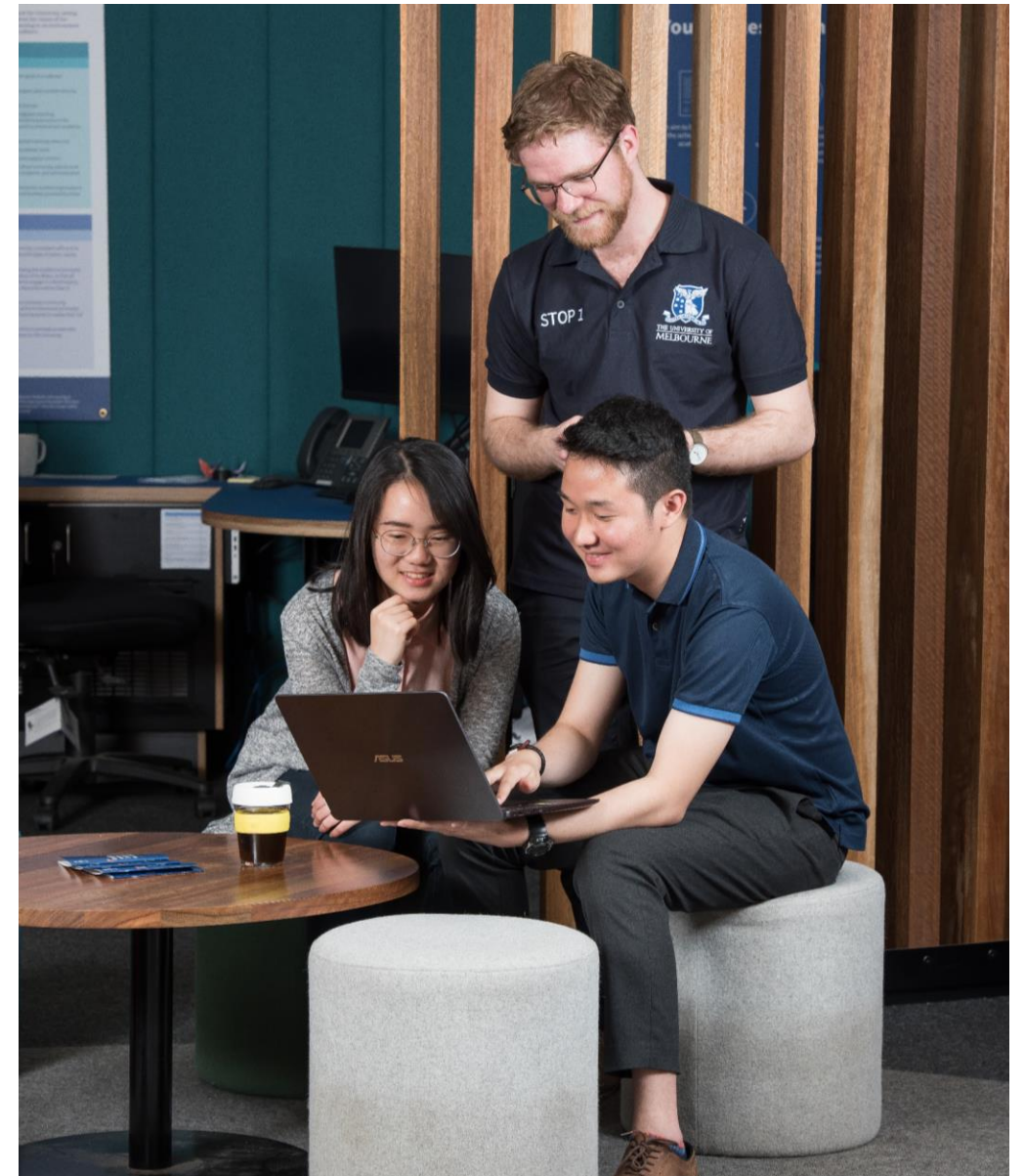
If you have more questions after this session, head over to our **Enrolment and Timetable Help Lab**.

Located at Stop 1 on Level 1.

You can BYO device or use one of our computers.

We can help you with:

- Finalising your Semester 1 **subject enrolment**
- **Troubleshooting** admin issues
- Understanding your **fees**
- Connecting to **UniWireless** (UoM Wi-Fi)





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Thank you!

Follow us for the latest updates:



Find us on Facebook:



Find us on Instagram:





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Enrichment

Nadia Aly

Manager, Student Enrichment
Faculty of Arts



Newsletter (a.k.a. Graduate Update)

Sent 4x per semester to your UoM email address, we publish **news, events, and opportunities** such as:

- Events
- Academic Support Sessions
- Career Guidance Opportunities
- Exchange & Study Abroad sessions
- Conferences & calls for papers
- Social activities
- Internship & Volunteering Opportunities
- Scholarships and grants
- Ticket Giveaways
- Discounted Memberships

Got something to advertise? **Submit your item through the Newsletter form** (yes, students can submit items too!).



Contents

1. **2020 Virtual Focus on China Program**
2. **Indo-Pacific Student Mobility Youth Dialogue – 26 August**
3. **Community Conversations: Alison Inglis and Melinda Martin**
4. **Critical Public Conversations: What does success in Indigenous higher education look like?**
5. **Screen or paper: How do you learn best?**
6. **Graduate Student Resilience Survey**
7. **Welcome to Sustainability at UoM! Two Events – 4 and 5 August**
8. **Careers & Employability Student Success Virtual Fair – 18 August**
9. **Webinar: The Social and Moral Campaigning of Australian Trade Unions, 1960s to 2015 – 29 July**
10. **Online Symposium: Asia at the Crossroads: Ruptures and Hopes – 31 July**

Details

1. **2020 Virtual Focus on China Program.** The virtual Focus on China program provides pathways to ta information from industry experts in China, including employers and alumni. Find out more: <https://s>
2. **Indo-Pacific Student Mobility Youth Dialogue – 26 August.** COVID-19 has resulted in study exchange impossible? How can we improve student mobility in the future? The Indo-Pacific Student Mobility Yo mobility. This Dialogue will document student perspectives and ideas to assist in re-imagining mobil report will be given to key stakeholders involved in international education, including universities and
3. **Community Conversations: Alison Inglis and Melinda Martin.** In the next discussion in our Commu thought-provoking exhibitions of new work. The organisation also hosts students from our [Master of https://arts.unimelb.edu.au/e/community-conversations/community-conversations-alison-inglis-and](https://arts.unimelb.edu.au/e/community-conversations/community-conversations-alison-inglis-and)
4. **Critical Public Conversations: What does success in Indigenous higher education look like?** In he



Enrichment Webpage

Our Enrichment website features new and established programs, web series, and opportunities including:

- Information on the Graduate Ambassador Program
- Links to online festivals, archives, special resources, and event recordings
- Recordings from and event listings for our Industry Conversations series
- Information about our Arts Academic English Tutorials series

<https://arts.unimelb.edu.au/students/graduate-coursework/enrich-your-program/enrichment-activities>

The screenshot shows a webpage titled "Enrichment activities" with a dark blue header. Below the header, there is a sub-header "Explore opportunities to enrich and extend your graduate study." followed by six activity cards arranged in a 2x3 grid. Each card features a representative image, a title, and a brief description. At the bottom of the page, there is a dark blue footer containing social media icons for Twitter, Facebook, Instagram, and LinkedIn.

Enrichment activities

Explore opportunities to enrich and extend your graduate study.

- Graduate Ambassador Program**
This program represents a leadership opportunity for current Graduate Coursework students. Graduate Student Ambassadors develop new activities and initiatives, advise and advocate for other students, represent the Graduate School at key events, and access specialised professional development opportunities.
- ANYTHING BUT**
In early 2020 Faculty of Arts students were invited to submit original creative compositions on the subject of 'ANYTHING BUT COVID-19'. This online treasury of multi-media creations is the result. Delve in to discover our imaginative students' works of audio, visual, tactile, and written art.
- Arts Academic English Tutorials**
A free, not-for-credit, eight week program for graduate students who have English as an additional language. Designed to help develop your English Language skills for use in the academic graduate environment.
- Arts Food Cookbook**
For mid-year Orientation 2020, which was held completely online, professional and academic staff came together to create a cookbook of favourite home recipes for Arts students.
- Industry Conversations**
Arts alumni answer your questions about moving from graduate study into industry employment.
- Hard Truths**
In late 2019 the Faculty of Arts at the University of Melbourne hosted Hard Truths: an exhibition of award winning photography from The New York Times. Here, for the first time, you can explore an online archive of photos and videos captured during the exhibition.

Twitter Facebook Instagram LinkedIn



Industry Conversations

Industry Conversations events

- A chance to have your questions answered by Arts graduates who have gone on to exciting careers across a range of industries
- Look out for upcoming Industry Conversations events run twice a semester during the academic year
- See The Industry Conversations [webpage](https://arts.unimelb.edu.au/students/graduate-coursework/enrich-your-program/enrichment-activities/industry-conversations) for recordings of past events

<https://arts.unimelb.edu.au/students/graduate-coursework/enrich-your-program/enrichment-activities/industry-conversations>

Industry Conversations: Social Policy

Recorded live via Zoom on 12 October 2020



Industry Conversations: International Relations

Recorded live via Zoom on 18 March 2021





Academic English Tutorials

Apply now for the Academic English Tutorial program (for graduate coursework students)

- Academic Skills offers a free Academic English Tutorials program for graduate coursework students in your first or second semester of study.
 - This 9-week tutorial series requires *no additional assessments* and can help you further develop your academic and English language skills within the context of your discipline.
- **Applications are now open!** Successful applicants will be contacted in Week 1 to confirm their place on the program.
- **Applications close Wednesday 28th February, 2024.**
- For more information and to apply, visit the [AET website](https://go.unimelb.edu.au/y9r8).



<https://go.unimelb.edu.au/y9r8>



Themed Days & Weeks

Themed Days & Special Weeks

Throughout the year, the Student Programs Team run special initiatives related to a ranged of themed days and weeks, such as:

- Wellness Week
- NAIDOC Week
- R U OK? Day
- SWOT Vac
- Diversity Week
- University Mental Health Day
... and more!





Overseas Subjects

Short-term Overseas Graduate Subjects

- The Faculty run a variety of subjects overseas at partner institutions
- You **must apply** for these subjects. They are **quota** restricted.
- Applications when open will be widely advertised by email and online on the [Overseas Experience webpage](https://arts.unimelb.edu.au/students/overseas-experience)



[ASEAN and Southeast Asian Regionalism \(POLS90044\)](#)
Indonesia. Not running in 2024.



[Advanced Art Fieldwork \(AHIS40013\)](#)
Varying locations, June 2024.



[Content in the Field \(CUMC90023\)](#)
Indonesia July 2024



[Criminal Justice: Australia and Japan \(CRIM90033\)](#)
Japan, September 2024



[Development and Inequality \(DEVT90062\)](#)
India, winter term (June - July). Not running in 2024.



[Developing Cultural Industries \(AMGT90031\)](#)
Indonesia, November. Not running in 2024.



[Future of Work in Comparative Contexts \(SOC190024\)](#)
Indonesia, November (20 November 2023 to 29 November 2023).



[Indonesia Rising? \(ASIA90018\)](#)
Indonesia, summer term (November - February). Not running in 2024



[International Publishing Project \(PUBL90016\)](#)



[Leaders, Business & Culture in Florence \(MGMT90234\)](#)



[New Horizons in Criminology \(CRIM90038\)](#)



[Post-Conflict Justice \(CRIM90034\)](#)



Conference Grants

Conferences are an amazing way to:

- **Engage** with established academics and emergent researchers in your field
- **Raise** the profile of your own research in the discipline
- Put presentation skills into **practice** and gain confidence
- Access **opportunities** to publish

The Faculty of Arts supports coursework students to attend conferences which are relevant to their program of study and to which they've been invited to attend or participate.

- Grants are awarded at the rate of 50% of documented travel and registration costs, up to a maximum value of \$500 for local conferences, \$1000 for interstate conferences, and \$2000 for international conferences.
- See the full set of terms and guidelines online on the [Graduate Coursework Conference Grant website](https://scholarships.unimelb.edu.au/awards/faculty-of-arts-graduate-coursework-conference-grants)





Scholarships

The Faculty of Arts has a **huge range of scholarships** that can help you to extend and enrich your experience with us.

The Faculty of Arts offers more scholarships than many other faculties, which can assist you with:

- Financial support
- Travel
- Research
- Your study experience.


<https://arts.unimelb.edu.au/scholarships>

The Faculty of Arts offers a unique range of scholarships to provide scholars with opportunities for development and research in the humanities, social sciences and languages.


Find a scholarship

[Undergraduate scholarships >](#) [Honours scholarships >](#) [Graduate coursework scholarships >](#) [Graduate research scholarships >](#)


All scholarships by school




[Asia Institute scholarships](#)
Asian studies, Arabic studies, Chinese language and studies, Gender studies, Indonesian language and studies, Islamic studies, Japanese language and studies




[Culture and Communication scholarships](#)
Art History and Art Curatorship, Arts and Cultural Management, Australian Indigenous Studies, Creative Writing, English and Theatre Studies, Gender Studies, Media and Communications, Publishing and Communication, Screen and Cultural Studies



[Historical and Philosophical Studies scholarships](#)
Classics and Archaeology, Gender Studies, Cultural Materials Conservation, History, History and Philosophy of Science, Jewish Culture and Society, Philosophy



[Languages and Linguistics scholarships](#)
English as a Second Language (ESL), European Studies, French Studies, German Studies, Italian Studies, Gender Studies, Linguistics and Applied Linguistics, Russian Studies, Spanish and Latin American Studies



[Social and Political Sciences scholarships](#)
Anthropology and Development Studies, Criminology, Gender Studies, Political Science, Sociology, Social Policy and Social Theory



Faculty of Arts Student Forum

This Forum gives Arts students the opportunity to let the Faculty know how we can better support your studies and enhance your experience:

- Application based
- **Meet** 4 times a year (x2 each semester)
- **Co-chaired** by three students
- **Attended** by the Dean, Associate Dean Education & Students and other senior academics
- Have **access** to specialised professional development opportunities
- Are automatically **invited** to be part of the Arts Leadership Community (ALC)
- Co-Chairs will **achieve** Melbourne Plus accreditation

<https://arts.unimelb.edu.au/students/arts-student-forum>




Graduate Ambassador Program

This program represents a **leadership opportunity** for current Graduate Coursework students. Graduate Student Ambassadors:





- **Develop** new activities and initiatives
- **Advise** and **advocate** for other students
- **Represent** the Graduate School at key events
- Have **access** to specialised professional development opportunities
- Are automatically **invited** to be part of the Arts Leadership Community (ALC)
- **Will achieve** Melbourne Plus accreditation

You must have completed 1 year of study to be eligible to apply for the 2025 program



Graduate Ambassador Program
Activities and recruitment information for the Faculty of Arts Graduate Student Ambassador Program

This program represents a leadership opportunity for current Graduate Coursework students. Graduate Student Ambassadors develop new activities and initiatives; advise and advocate for other students; represent the Graduate School at key events; and access specialised professional development opportunities.

 <p>Develop Champion new activities and events for graduate students in Arts. Engage the community and foster opportunities for students to connect.</p>	 <p>Assist Mentor and advise other students who need a hand. Share tips and insider knowledge about graduate study in Arts.</p>	 <p>Inspire Speak at Faculty events and emcee panel discussions. Create content or be featured in profiles for the University website.</p>	 <p>Grow Foster your professional self by accessing tailored training activities. Liaise directly with Faculty of Arts staff to influence and advocate on behalf of other students.</p>
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Get to know some of our 2024 Graduate Ambassadors!



Malika, Master of Development Studies



Megan, Master of International Relations
(International Governance & Diplomacy)



Malika and Megan's tips:

- **Meet your peers** and stay **connected**
- Attend **social events** put on by the Faculty
- Practice **navigating** around campus (prior to class)
- Find **study spaces** that work for you
- **Prepare** a plan for the semester
- Check out the **GSA**
- Attend **study sessions**
- Attend **career engagement** events
- Pursue an **Overseas study experience**
- Join a **student club** or **society**
- Look for events relating to your **interests** or **job prospects**, and **network!**
- Utilise **AskAlumni** to connect with people in your prospective careers
- **Speak to your Graduate Ambassadors for advice, or provide feedback of what you want to see this year!**





Contact



Contact the Faculty of Arts Student Programs Team at:
arts-studentprograms@unimelb.edu.au



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Experiential Learning @ Faculty of Arts

—
Internships
Social Impact Project
Social Enterprise Incubator
Industry Projects





What is Experiential Learning?

Experiential Learning (EL)

integrates your academic learning with its practical application in the workplace and in community, it is multi-sited learning (Schubert).

INDUSTRY PROJECTS

- Team projects based at the University where you work with an industry partner to deliver a specific project or solve an industry problem, with co-supervision by an academic.

<https://arts.unimelb.edu.au/students/wil/activities/industry-projects>

INTERNSHIPS / WORK PLACEMENTS

- An internship can be a capstone experience of your graduate education.
- It is a bridge between tertiary education and paid employment that prepares you for professional practice.
- The main purpose of an internship should be to provide experience to the student under the guidance of a senior staff at the host organisation.

SOCIAL IMPACT PROJECT

- Cocurricular project to start a social enterprise.

SOCIAL ENTERPRISE INCUBATOR

- Components of coursework or co-curricular activity within your degree that teaches professional skills, combining business with social purpose.
- Develop and pitch a social enterprise to address needs in a particular community or group.
- Available within Masters programs
<https://handbook.unimelb.edu.au/subjects/mult90059>



Benefits of an Internship

- Gain Experience** → Enhance employment prospects by strengthening your CV
- Network** → Gain access to valuable contacts and professional networks
- Build New Skills** → Complement your academic studies with work-relevant skills
- Sample Careers** → Explore industries you're curious about prior to graduating
- Personal Skills** → Build confidence, learn about your motivations
- Location** → in Melbourne, interstate, overseas, working from home
- Flexibility** → Fit your placement around your studies, whatever suits you





Masters by coursework programs which include an internship subject:

Arts and Society Programs

- Executive Master of Arts
- Master of Art Curatorship
- Master of Arts and Cultural Management
- Master of Criminology
- Master of Cultural Materials Conservation
- Master of Development Studies
- Master of International Relations
- Master of Public Policy and Management
- Master of Social Policy
- Graduate Certificate of Arts / Graduate Diploma of Arts

Communications and Languages Programs

- Master of Creative Writing, Publishing and Editing
- Master of Global Media Communication
- Master of International Journalism
- Master of Journalism
- Master of Marketing Communications
- Master of Publishing and Communications
- Master of Translation and Interpreting
- Graduate Certificate of Arts / Graduate Diploma of Arts
- Master of Contemporary Chinese Studies

Why start thinking about it now?

It takes time to
build your network

There are eligibility
requirements

Start accessing
career services and
resources to
prepare

Lead times to
secure an
internship



Previous Host Organisations:



Melbourne Connect



engineers
without borders
australia



SONY MUSIC

the
power of
humanity



Previous Host Organisations (cont):





Other opportunities

VOLUNTEERING

The University of Melbourne Student Union volunteer opportunities:

<https://umsu.unimelb.edu.au/buddy-up/volunteer/>

WORK ON CAMPUS

Students@Work: on-campus employment opportunities to develop employability skills:
<https://students.unimelb.edu.au/careers/find-a-job/working-on-campus>

CAREERS HUB

All careers workshops and learning opportunities:

careersonline.unimelb.edu.au/

MELBOURNE PLUS

Discover activities that develop your networks, skills and interests and be recognised for your participation with digital credentials:

<https://students.unimelb.edu.au/student-life/melbourne-plus>



Next steps for internships

When can I do an internship?

- Internships are available in 2nd half of your program.
- Subject choices: <https://arts.unimelb.edu.au/students/wil#subjects>
- Handbook subject eligibility: <https://handbook.unimelb.edu.au/>

What can I do to prepare?

- Start planning early! Identify your target organisations, research them, etc.
- Develop your CV / cover letter templates: <https://employe.careercentre.me/>

How can I find out more?

- Attend an Internships Info Session relevant to your program (check your emails)
- Review course/ subject information in the Handbook/ speak to your subject coordinator.

Contact Arts WIL Team

<https://arts.unimelb.edu.au/students/wil>

Utilise Careers Resources

<https://careers.unimelb.edu.au/>
<https://employe.careercentre.me/>

Take home message

1

Start early to think about your career interests and destinations

2

Internship subjects sit in the second part of your master's program

3

Build your employability skills and apply for EL subjects





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Questions?

Experiential Learning Team

Faculty of Arts

EMA students: arts-internships-info@unimelb.edu.au

School of Social and Political Sciences: sssps-internships@unimelb.edu.au

School of Culture and Communication: scc-internships@unimelb.edu.au



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Thank you!

