Guide to using the
Course and Unit Handbook

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Guide to using the

Course and Unit Handbook

Step 1 – Get Prepared Before You Start
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Know your Faculty or Institute:
The University of Tasmania comprises six faculties (Arts, Business, Education, Health Science, Law, and Science, Engineering & Technology) and one institute (AMC). Each faculty and institute is responsible for a group of degree courses. If you are a new student, the name of the Faculty will be written on your letter of offer.
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To complete your course you are required to pass particular units in a certain sequence. The details vary across courses and it is important to understand the requirements of your course before you enrol. The course and unit database contains information on course rules and can help you to select the right units for your course.
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Step 2 – Go to the Course and Unit Handbook
Guide to using the
Course and Unit Handbook

Go to Course & Unit Handbook

When you are ready go to the UTAS home page, select Current Students and click on Course & Unit Handbook.
Choose your course structure

Tip: Most students will have new course structures.
After you choose your course structure you will see the Course and Unit Home page.

To obtain information about your course, you need to select the Faculty or Institute responsible for your course from the list on the left hand side of this page.

TIP: If you are a new student, the name of the Faculty or Institute will be written on your letter of offer.
After you choose the Faculty you will see a list of all the **Courses (undergraduate and postgraduate)** for your faculty.

This example shows **Faculty of Arts courses**. Select your course to see the course information.
The course link will show you information about your course including the **Description, Structure and Schedules and Specification**.

This example shows **Bachelor of Arts**. To find your enrolment details select Structure and Schedules.
This screen shows your **Course Structure and Schedules**.

It provides an overview of the course structure, schedule and rules. You will need to scroll down to see all the details for your course.

**Bachelor of Arts (13A)**

**Course Structure**

In the Bachelor of Arts, you choose a major, a minor, 4 degree electives and 8 student electives. This degree consists of a total of 24 units comprising:

- A major of 8 units: 2 introductory, 2 intermediate, 4 advanced units
- A minor of 4 units: 2 introductory, 2 intermediate units
- Four degree electives: 2 introductory, 2 intermediate or advanced units. Note: if you choose advanced level degree electives, you need to enrol in 2 student electives at intermediate level to meet the degree requirements of (a minimum of) 6 intermediate level units.
- Eight student electives: units which may be chosen from this or any other subject area within the University, provided they meet the unit level requirements for the degree (see next point below), unit pre-requisites and quotas. You may take individual units or study up to the equivalent of a second major or a minor through your student electives and try out different subject areas – it’s your choice.
- Unit level requirements for the degree are: between 6-10 units at introductory level, 6-10 units at intermediate level and 6-10 units at advanced level. For example, this means you could study 8 introductory, 8 intermediate and 8 advanced, or you could take 6 introductory, 7 intermediate and 9 advanced units or other combinations within these ranges.

The Bachelor of Arts has a choice of 29 majors. All the majors in the Bachelor of Arts are also available as a minor, with the exception of Behavioural Studies major.

- If students enrol in a major and minor combination or two majors (including inter-disciplinary majors) that have shared introductory units, they must take alternative introductory units from the appropriate schedule in order to meet the degree requirements. No unit will be counted toward both the identified major and the identified minor. Examples of inter-disciplinary majors: European Studies, Criminology, Gender Studies, Asian Religions and Comparative Philosophy
- In the first year of study, it is strongly recommended that students take 4 pairs of introductory units from 4 different major schedules to allow maximum flexibility in choice.
- At the end of year 1 or 8 introductory units, students must decide on their intended major(s) and re-enrol according to this choice.
- You may choose to study units at advanced level (subject to pre-requisites) before completing all the required units at intermediate level. However, you are advised to complete the 2 units at introductory level before progressing to units at intermediate or advanced level. If you are majoring in that discipline, as alternative patterns may delay the completion of your degree.

This diagram illustrates the course structure. Please check individual unit information for the semester that each unit is available in.

**TIP:** Some schedules are designed to assist students choose units for a particular year, while others provide information to assist students to specialise in an area.
This is a **course structure diagram** for our sample course Bachelor of Arts.

Many courses allow you to structure your studies around an area of specialisation known as a major. Majors are continued for the duration of your degree.

- You may choose to study units at advanced level (subject to pre-requisites) before completing all the required units at intermediate level. However, you are advised to complete the 2 units at introductory level before progressing to units at intermediate or advanced level, if you are majoring in that discipline, as alternative patterns may delay the completion of your degree.

This diagram illustrates the course structure. Please check individual unit information for the semester that each unit is available in.

### Year 1

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Degree Elective 1</th>
<th>Student Elective 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Unit 1</td>
<td>Introductory Unit 1</td>
<td>Choice from 67 units...</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Minor</td>
<td>Degree Elective 2</td>
<td>Student Elective 2</td>
</tr>
<tr>
<td>Introductory Unit 2</td>
<td>Introductory Unit 2</td>
<td>Choice from 67 units...</td>
<td></td>
</tr>
</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Degree Elective 3</th>
<th>Student Elective 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Unit 1</td>
<td>Introductory Unit 1</td>
<td>Choice from 67 units...</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Minor</td>
<td>Degree Elective 4</td>
<td>Student Elective 4</td>
</tr>
<tr>
<td>Introductory Unit 2</td>
<td>Introductory Unit 2</td>
<td>Choice from 67 units...</td>
<td></td>
</tr>
</tbody>
</table>

### Year 3

<table>
<thead>
<tr>
<th>Major</th>
<th>Major</th>
<th>Student Elective 5</th>
<th>Student Elective 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Unit 1</td>
<td>Advanced Unit 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Major</td>
<td>Student Elective 7</td>
<td>Student Elective 8</td>
</tr>
<tr>
<td>Advanced Unit 3</td>
<td>Advanced Unit 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any unit from the Bachelor of Arts majors may be taken as a student and/or degree elective (subject to pre-requisites). Students can take up to one additional major from the Bachelor of Arts majors list or from any other available electives within the University using their student electives.

Sample study plan - [Pathways into the Bachelor of Social Work](#)

**TIP:** Students undertake more units related to their major(s) than for other areas of study.
Majors are normally listed below the course structure diagram.

Clicking on a major will provide details on how you can structure the major over the duration of your course and list any core units if applicable.

In this example we will choose the schedule for the Aboriginal Studies major.
The **schedule** shows you which units you should enrol in for a year or major.

By clicking on a unit code within the schedule a unit description will appear for that unit.

In this example we will choose the unit **HAB103**.
The next screen will show you the **Unit Details** and the offering availability, semester details and census dates. You will need to scroll down.

**TIP:** There are links on this page to the timetable, withdrawal dates and census dates.
It is important to understand the structure of the **Unit Code**. Unit codes are made up of 6 characters. The first 3 letters indicate the area of study and the first number indicates the progress year or level.

In this example, HAB is for Aboriginal Studies.

**TIP:** You will become familiar with the unit code letters, but there’s no need to try and learn them.
It is important to understand the structure of the **Unit Code**. Unit codes are made up of 6 characters. The first 3 letters indicate the area of study and the first number indicates the progress year or level.

In this example, HAB is for Aboriginal Studies, and the number 1 is a first year or introductory unit.

**TIP:** Your first year enrolment in an undergraduate course will usually consist of Introductory level units. You might have all core units (compulsory), a mix of core and elective units or all elective units.
It is important to understand the structure of the **Unit Code**. Unit codes are made up of 6 characters. The first 3 letters indicate the area of study and the first number indicates the progress year or level.

In this example, HAB is for Aboriginal Studies, and the number 1 is a first year or introductory unit.

The offerings tell you in which semester, campus and study mode the unit is available. In this example the unit is offered only in semester 1, at several campus’ and is available by distance or on campus.
When you scroll down below the offering details you will find further information on the unit, including unit description, weight, assessment, teaching pattern (which helps you work out your timetable) and more.

**Available as a Student Elective:** Yes

View timetable of lectures only for this unit. View ALL timetable events for this unit.

### OFFERINGS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Sem 1</th>
<th>Sem 2</th>
<th>Full Yr</th>
<th>Spring</th>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAB16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAB18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAB19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAB20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key Semester Dates**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Campus</th>
<th>Attendance</th>
<th>Note</th>
<th>Start Date</th>
<th>Census Date</th>
<th>Final WAV Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>H</td>
<td>Distance</td>
<td></td>
<td>27-FEB-2012</td>
<td>25-MAR-2012</td>
<td>16-APR-2012</td>
<td>01-JUN-2012</td>
</tr>
<tr>
<td>Sem 1</td>
<td>I</td>
<td>Distance</td>
<td></td>
<td>27-FEB-2012</td>
<td>25-MAR-2012</td>
<td>16-APR-2012</td>
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</tr>
<tr>
<td>Sem 1</td>
<td>L</td>
<td>Distance</td>
<td></td>
<td>27-FEB-2012</td>
<td>25-MAR-2012</td>
<td>16-APR-2012</td>
<td>01-JUN-2012</td>
</tr>
<tr>
<td>Sem 1</td>
<td>N</td>
<td>Distance</td>
<td></td>
<td>27-FEB-2012</td>
<td>25-MAR-2012</td>
<td>16-APR-2012</td>
<td>01-JUN-2012</td>
</tr>
<tr>
<td>Sem 1</td>
<td>W</td>
<td>Distance</td>
<td></td>
<td>27-FEB-2012</td>
<td>25-MAR-2012</td>
<td>16-APR-2012</td>
<td>01-JUN-2012</td>
</tr>
</tbody>
</table>

*The Final WAV Date is the final date from which you can withdraw from the unit without academic penalty; however you will still incur a financial liability (see Withdrawal dates explained for more information).*

This unit can be taken in other courses

About Census Dates

### DESCRIPTION

Offers a general survey of Indigenous Australian societies and cultures from the earliest times to the mid-20th century. The unit explores some debates about aspects of Aboriginal social life before the British colonisation for example, social and political structures, economies, religious beliefs and land management. The history of contact between Aborigines and colonisers is examined and includes the following topics: responses to changing circumstances; Aboriginal resistance, and government attempts at conciliation, protection, segregation and assimilation. Attention is also given to the competing ways in which Australian historians have represented Aboriginal history.

**Weight:** 12.5%

### ASSESSMENT:

**Internal:** 1,000 word essay (15%), 1,500 word essay (35%), tutorial participation and information literacy exercise (10%); 2-hr exam (40%);

**Distance:** 1,000 word essay (30%), 1,500 word essay (40%), 2-hr exam (40%).

### TEACHING PATTERN:

**Internal:** 2x1-hr lectures and 1-hr tutorial weekly (13 wks);

**Distance:** 2x2.5-hr classes in HAB & LMS

### FLEXIBLE & ONLINE STUDY OPTIONS

Note: Class attendance may still be required

- Web supported: H, I, N, W
- Online access to some part of this unit online is optional

[About Flexible Study Options]
When you scroll down below the offering details you will find further information on the unit, including unit description, weight, assessment, teaching pattern (which helps you work out your timetable) and more.

Each unit has a weight which is its proportion of 100% load per year. In our example the unit is weighted at 12.5%.

### TIP:
Most units have a load weight of 12.5% and 8 x 12.5% units make up 100% load for the academic year.
Some units have **Requisites**. You can find out which units have requisites on the Course Structure page (scroll down).

### Introductory Unit 1

<table>
<thead>
<tr>
<th>Unit</th>
<th>Weight</th>
<th>Semester 3</th>
<th>Semester 1</th>
<th>Semester 4</th>
<th>Semester 2</th>
<th>Semester 5</th>
<th>Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARR101 Colonial Land Indigenous Australian History</td>
<td>12.5%</td>
<td></td>
<td>Distance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Unit availability shown for on-campus Hobart in 2012

### Introductory Unit 2

<table>
<thead>
<tr>
<th>Unit</th>
<th>Weight</th>
<th>Semester 3</th>
<th>Semester 1</th>
<th>Semester 4</th>
<th>Semester 2</th>
<th>Semester 5</th>
<th>Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARR102 Contemporary Indigenous Australia</td>
<td>12.5%</td>
<td></td>
<td>Distance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Intermediate Unit 1

A choice of one of the following:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Weight</th>
<th>Semester 3</th>
<th>Semester 1</th>
<th>Semester 4</th>
<th>Semester 2</th>
<th>Semester 5</th>
<th>Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HASS01 Special Topic in Aboriginal Studies</td>
<td>12.5%</td>
<td></td>
<td>Distance</td>
<td>Distance</td>
<td></td>
<td></td>
<td>Prerequisites: 25% at level 100 in Aboriginal Studies major or cognate. If completing the major, 25% at level 100 in any discipline in any faculty if taking as an elective.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Introductory Unit 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>HAB102: Colonial Land Indigenous Australian History</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Introductory Unit 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>HAB102: Contemporary Indigenous Australia</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Intermediate Unit 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>HAB201: Special Topic in Aboriginal Studies</td>
</tr>
</tbody>
</table>

A choice of one of the following

<table>
<thead>
<tr>
<th>Prerequisite Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIP: A prerequisite is a unit that must be passed before you can enrol in a follow-on unit or a unit at a higher level. In this example you cannot enrol in HAB201 until you pass 25% at level 100, ie you need to pass HAB102 and HAB103.</td>
</tr>
</tbody>
</table>
To have a quick look at the **Timetable** select the View Timetable link on the unit page.
The **Timetable** will show you when lectures are held for a certain unit.

Once you have enrolled in units, you can also view your personalised class timetable within the [eStudentCentre](https://www.example.com).

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**TIP:** For more detailed timetable information use the **Class Timetable** function. This will show you not only lectures, but also potential tutorial and/or practical times.
Need more help?

Call the Student Centre
8.30am – 5.00pm Monday – Friday
1300 361 928

or +61 6324 3197 from outside Australia

or drop in on campus in Hobart, Launceston or Cradle Coast

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