

University of Melbourne
New Generation Concurrent Diplomas

Title	New Generation Concurrent Diplomas
Overview	This policy establishes principles for the operation of New Generation concurrent diplomas in the University.
Key Words	Diploma, enrolment, progress, cross-crediting
Scope	For all new generation undergraduate degrees, and, up to 2010, for the revised BE
Administrative Category	Academic aspects of student management Regulation R3.8 Concurrent Diploma Regulation R5.4R1 Courses
Related documents	Regulation 11.1.R3 Principles of Selection for Entry to Courses (Attachment A) Academic Board Resolutions on Selection.
Approved by	Academic Board
Date approved	20 November 2008
Start Date	1 January 2009
Date for review	1 January 2012
Business Owner	Academic Board
Contact Name/extension/email	Chris Reid, xtn 46945 crei@unimelb.edu.au
Version	1.0

New Generation Concurrent Diplomas

Definition:

Concurrent Diploma: An award course, involving study equivalent in depth to an undergraduate major which is undertaken simultaneously with a bachelors degree at the University of Melbourne.

New Generation Diploma: A concurrent diploma available to students enrolled in an undergraduate degree allowing some special cross-crediting arrangements that reduce the length of time required to complete the diploma.

Cross-credit: Where a subject taken towards one award course may also be included in the points required for a second award. Cross-crediting allows a student to complete awards without accumulating the combined total points of each award.

Legislative context

Regulation R3.8 Concurrent Diploma

Regulation R5.4R1 Courses

Regulation 11.1.R3 Principles of Selection for Entry to Courses (Attachment A) Academic Board Resolutions on Selection.

Scope

This policy applies to all New Generation undergraduate degrees and the revised BE up to 2010

Policy

This policy establishes principles for the operation of New Generation concurrent diplomas in the University. The purpose of the diploma is to allow students to undertake additional studies in a designated area of study and hence expand their options for employment or further study in coursework, professional or research higher degrees.

1. New Generation concurrent diplomas

A New Generation concurrent diploma requires the completion of a specified 100-point program, which is equivalent to a major in an undergraduate degree in the University.

Students may 'cross-credit' up to 50 points of studies undertaken towards their substantive degree. This means a student may complete their diploma and degree with the addition of only 50 points. A student may elect to complete more than the minimum points and may take up to 100 points in addition to their degree thus completing the full 100 points of the diploma without cross-credit or without the full amount of cross-credit.

The DipMus(Prac) requires the completion of a minimum of 75 points in all, with a maximum of 25 points cross-credited.

2. Structure of a diploma

The award of a diploma requires:

- completion of a major in an area of study separate to that which the student is undertaking as part of a bachelor's degree; and,
- a minimum of 50 points of study in addition to that completed through the bachelors degree (75 points for the DipMus(Prac) and up to a maximum of 100 points, in addition to the bachelors degree; and,
- Completion of a bachelors degree.

3. Entry to New Generation concurrent diplomas

In most cases, New Generation concurrent diplomas are designed such that entry to the diploma takes place after a student has completed one year of study in their New

Generation degree course, including subjects that may be cross-credited towards their diploma. Students may elect to enrol in the diploma from the commencement of their degree studies or after completion of two years of study in their degree course. This permits a student to make a change of direction within their degree studies.

Entry to the Diploma in Music Practical (DipMus(Prac)) is only available at the commencement of the student's undergraduate degree (to prevent disruption to sequential practical study).

New Generation Concurrent Diplomas available to students enrolling in undergraduate degrees are listed in Regulation 5.4R1 Courses.

4. Enrolment and Eligibility

Students must be enrolled in a New Generation bachelors degree or the revised Bachelor of Engineering (commencing 2008 or later) at the University of Melbourne to be eligible to apply for a place in a Concurrent Diploma. Commonwealth supported and International fee paying places will be available in each of the diplomas. Students must satisfy any prerequisites for the diploma before being accepted into that course and will only be permitted to enrol in one diploma at a time concurrently with their undergraduate degree course.

Entry may be competitive, with selection based upon academic merit (and audition for the Diploma in Music Practical) and subject to availability of places and completion of prerequisite study.

Students enrolling in bachelors degree programs who may be interested in enrolling in a concurrent diploma later in their program of study will need to choose appropriate subjects in first year to ensure they have completed the preparatory study required for entry to the diploma. Comprehensive advice will be provided to all newly enrolling students to inform their choices about enrolment in a concurrent diploma.

4.1 Application and Selection – Languages, Informatics and Mathematical Sciences

- Applications for the diploma may be made at any time before the commencement of the final semester of study for the bachelors degree.
- Applications should be made directly through the student's home Student Centre, with selection queries directed to a relevant Selection Officer
- Closing dates for applications will be published each semester. Subject to the availability and sequencing of relevant subjects, there may be two intakes into the diploma in any each teaching year.
- Selection into the diploma will be undertaken by an appropriately constituted Selection Committee
- Selection is based on academic merit determined by all tertiary results achieved prior to application (with the exception of students commencing in their first year for whom the ENTER is the primary determinate of merit). The Selection Committee may take into account performance in preliminary or prerequisite subjects in the relevant subject area.
- For intakes where the availability of places in a Diploma is adequate compared to expected demand, criteria for automatic selection into a CSP or into a fee place may be set.
- Selection into the Diploma in Mathematical Sciences requires successful completion of one of the prerequisite subjects VCE Mathematical Methods (either) or Specialist Mathematics (or equivalent) with a study score of at least 25. Applicants with a study score of 35 or above in either Mathematical Methods or Specialist Mathematics are normally automatically selected, although students in this group who have failed one or more subjects at the University of Melbourne will be referred to the Selection Committee.

- There are no prerequisite requirements for the Diploma in Languages or the Diploma in Informatics.
- Students will only be permitted to commence an overloaded program of 62.5 points if they have an average in their first year of 70% (H2B) with no failed subjects. Students will not be permitted to overload in their first year (refer to the Workload Policy for more details). Continued overload is also subject to conditions set out in Workload Policy.

4.2 Application and Selection – Music

- Applications for the Diploma should normally be made before the semester in which a student commences their studies in the bachelors degree.
- Selection is based on academic merit determined by an audition and ENTER (An audition and tertiary results achieved prior to application will be considered for those applying in their second or subsequent semesters). The Selection Committee may take into account all results achieved, with particular reference to performance in preliminary or prerequisite subjects.
- Applications should be made directly to the faculty through the students home Student Centre at the time of enrolment and applicants must seek the approval of the co-ordinator of their degree through their relevant student centre. Applicants will be contacted by the Arts and Music Student Centre to arrange an Audition.
- Closing dates for applications will be published in each enrolment period.
- Selection into the Diploma will be undertaken by the Selection Committee of the Faculty of Music.

4.3 Enrolment Matters

- Students are not permitted to defer a place offered in a diploma. Applicants will be advised to re-apply when able to commence their studies.
- Student advisers in the Student Centre where the student is enrolled for their bachelors degree will provide enrolment advice to a student enrolled in the diploma on an annual basis.
- Advice will be tailored for each student enrolling in the diploma to allow them to take advantage of the cross-crediting arrangements between the diploma and their bachelors degree.
- Students whose performance in their bachelors degree studies leads them to be designated a ‘Student At Risk’ may be required by a progress committee to suspend or discontinue their diploma studies.

5. Accelerated progress through New Generation concurrent diplomas

Depending on their capacity to maintain a certain level of academic achievement, students selected into the diploma may be able to complete the requirements of this award within the minimum time required for their bachelors degree by completing an overloaded program in their second and third years of study or, where possible, electing to undertake an approved accelerated program (such as that offered within the DipMus(Prac)).

High achieving students may fast-track the completion of their diploma by undertaking an overload of a total of 62.5 points per semester (the normal 50 points per semester plus an additional 12.5 points) in accordance with the conditions established by the Workload Policy. A student must continue to perform at a high standard in order to continue with an overloaded program. Except for approved accelerated learning programs, an overload is not permitted in the student’s first year of enrolment.

6. Course completions

- Students who complete the requirements of their bachelors degree prior to completing the requirements of their diploma should not graduate from the

bachelors degree and should continue their enrolment in the diploma until completion of that course. A student must nevertheless complete their studies within the timeframe specified in the Course Duration policy.

- In exceptional circumstances a student may be permitted to continue their enrolment in a diploma concurrently with graduate courses subject to meeting the criteria for overload, if required, provided the permission of the relevant graduate school is granted.
- Students who elect to discontinue their bachelors degree prior to completion will not be permitted to graduate with a diploma, even if they have completed the course requirements. Exceptions will be permitted for students who transfer from one bachelors degree to another.
- Studies completed as a concurrent diploma would not usually be able to be credited to a graduate course; however, provided the credit guidelines for the graduate course permit it, and the student discontinues their concurrent diploma, this may be permitted.

7. Appeals

Appeals against any decision made under this policy will be dealt with according to the Student Grievance Policy.

**CONCURRENT DIPLOMAS AVAILABLE TO STUDENTS IN NEW
GENERATION UNDERGRADUATE DEGREES~**

The diplomas listed below are those approved under Regulation R5.4R1.

- Diploma of Languages DipL
- Diploma of Mathematical Sciences DipMathSc
- Diploma of Music (Practical) DipMus(Prac)
- Diploma of Informatics DipInf.
- Diploma of Global Issues DipGI - proposed for development and availability in 2009/2010.

~ This list may be updated from time to time as required