



THE UNIVERSITY OF  
**AUCKLAND**  
NEW ZEALAND

# PLAN YOUR DEGREE

A GUIDE FOR FACULTY OF ARTS  
UNDERGRADUATE STUDENTS

2016



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## 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.

### 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.

# Help, advice and information

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## 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 and WINZ 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 specialist services are based at the ASC:

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

### The Arts Students' Centre

Room 416-418 (Symonds Street level, to the right of the café),  
Human Sciences Building, 10 Symonds Street

**Phone:** 0800 61 62 63

**Fax:** +64 9 308 2395

**Email:** [asc@auckland.ac.nz](mailto: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](http://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 disciplinary area which teaches that subject. You will then find "key contacts" pages. Subject web addresses are provided on pg. 8.

## 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](http://www.askauckland.ac.nz)

### AskAuckland

For the answers to frequently asked questions, visit [www.askauckland.ac.nz](http://www.askauckland.ac.nz)

## Schools in the Faculty of Arts

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

### School of Cultures, Languages and Linguistics [www.arts.auckland.ac.nz/cll](http://www.arts.auckland.ac.nz/cll)

- Applied Language Studies and Linguistics
- Asian Studies
- European Languages and Literatures

### School of Humanities [www.arts.auckland.ac.nz/humanities](http://www.arts.auckland.ac.nz/humanities)

- Art History
- Classics and Ancient History
- English, Drama and Writing Studies
- History
- Philosophy
- Theological and Religious Studies

### School of Social Sciences [www.arts.auckland.ac.nz/social-sciences](http://www.arts.auckland.ac.nz/social-sciences)

- Anthropology
- Media, Film and Television
- Politics and International Relations
- Sociology

### Te Wānanga o Waipapa – School of Māori Studies and Pacific Studies [www.arts.auckland.ac.nz/wananga-o-waipapa](http://www.arts.auckland.ac.nz/wananga-o-waipapa)

- Māori Studies
- Pacific Studies

## Student support contacts

### International Student Adviser

Nicole Duran – [n.duran@auckland.ac.nz](mailto:n.duran@auckland.ac.nz)

### Student Experience Adviser

Nina Riikonen – [n.riikonen@auckland.ac.nz](mailto:n.riikonen@auckland.ac.nz)

### Student Support Adviser

Chip Matthews – [c.matthews@auckland.ac.nz](mailto:c.matthews@auckland.ac.nz)

### Student Support Adviser

Tanya Savage – [t.savage@auckland.ac.nz](mailto:t.savage@auckland.ac.nz)

## Useful contacts

### Application and admission enquiries

**Phone:** 923 5025 (within Auckland)  
0800 61 62 63 (outside Auckland)  
+64 9 373 7513 (overseas)  
**Email:** [admission@auckland.ac.nz](mailto:admission@auckland.ac.nz)

### Arts Labs Help Desk

Room 158, Human Sciences Building,  
15 Wynyard Street (opposite the Fale Pasifika)  
**Phone:** 373 7599 ext 87959  
**Email:** [artslabs@auckland.ac.nz](mailto:artslabs@auckland.ac.nz)

### Exam enquiries

**Phone:** 923 5776 (within Auckland)  
0800 61 62 63 (outside Auckland)  
+64 9 373 7513 (overseas)  
**Email:** [exams@auckland.ac.nz](mailto:exams@auckland.ac.nz)

### Fee enquiries

**Phone:** 923 4422 (within Auckland)  
0800 61 62 63 (outside Auckland)  
+64 9 373 7513 (overseas)  
**Email:** [fees@auckland.ac.nz](mailto:fees@auckland.ac.nz)

### Graduation enquiries

**Phone:** 923 7565 (within Auckland)  
0800 61 62 63 (outside Auckland)  
+64 9 373 7513 (overseas)  
**Email:** [graduation@auckland.ac.nz](mailto:graduation@auckland.ac.nz)

### International Office

**Phone:** +64 9 373 7513  
**Email:** [int-questions@auckland.ac.nz](mailto:int-questions@auckland.ac.nz)

### Records enquiries

**Phone:** 923 7676 (within Auckland)  
0800 61 62 63 (outside Auckland)  
+64 9 373 7513 (overseas)  
**Email:** [records@auckland.ac.nz](mailto:records@auckland.ac.nz)

### Scholarship enquiries

**Phone:** 923 7494 (within Auckland)  
0800 61 62 63 (outside Auckland)  
+64 9 373 7513 (overseas)  
**Email:** [scholarships@auckland.ac.nz](mailto:scholarships@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](http://www.arts.auckland.ac.nz/artslabs)

### Arts Student Engagement

[www.arts.auckland.ac.nz/tuakana](http://www.arts.auckland.ac.nz/tuakana)  
[www.arts.auckland.ac.nz/equity](http://www.arts.auckland.ac.nz/equity)

### Career Development and Employment Services

[www.cdes.auckland.ac.nz](http://www.cdes.auckland.ac.nz)

### Conditional Admission

[www.arts.auckland.ac.nz/conditional-admission](http://www.arts.auckland.ac.nz/conditional-admission)

### Current students

[www.arts.auckland.ac.nz/currentundergraduates](http://www.arts.auckland.ac.nz/currentundergraduates)  
[www.auckland.ac.nz/currentstudents](http://www.auckland.ac.nz/currentstudents)

### Dates

[www.auckland.ac.nz/dates](http://www.auckland.ac.nz/dates)

### Enrolment

[www.arts.auckland.ac.nz/ug-enrolment](http://www.arts.auckland.ac.nz/ug-enrolment)  
[www.arts.auckland.ac.nz/changing-enrolment](http://www.arts.auckland.ac.nz/changing-enrolment)  
[www.arts.auckland.ac.nz/language-enrolment](http://www.arts.auckland.ac.nz/language-enrolment)

### Faculty of Arts

[www.arts.auckland.ac.nz](http://www.arts.auckland.ac.nz)

### Finances, scholarships and fees

[www.auckland.ac.nz/fees](http://www.auckland.ac.nz/fees)  
[www.auckland.ac.nz/scholarships](http://www.auckland.ac.nz/scholarships)  
[www.auckland.ac.nz/studentloansandallowances](http://www.auckland.ac.nz/studentloansandallowances)

### First Year Experience

[www.arts.auckland.ac.nz/fye](http://www.arts.auckland.ac.nz/fye)

### Frequently asked questions

[www.askauckland.ac.nz](http://www.askauckland.ac.nz)

### General Education

[www.auckland.ac.nz/generaleducation](http://www.auckland.ac.nz/generaleducation)

### International students

[www.auckland.ac.nz/international](http://www.auckland.ac.nz/international)

### IT essentials

[www.auckland.ac.nz/it-essentials](http://www.auckland.ac.nz/it-essentials)

### Libraries and Learning Services

[www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)

### Māori and Pacific students

[www.arts.auckland.ac.nz/tuakana](http://www.arts.auckland.ac.nz/tuakana)

### Overseas exchanges

[www.auckland.ac.nz/360](http://www.auckland.ac.nz/360)

### Schools in the Faculty of Arts

[www.arts.auckland.ac.nz/schools](http://www.arts.auckland.ac.nz/schools)

### Student Services Online

[www.studentservices.auckland.ac.nz](http://www.studentservices.auckland.ac.nz)

### StudyLink

[www.studylink.govt.nz](http://www.studylink.govt.nz)

### Subjects and courses

[www.arts.auckland.ac.nz/subjects-courses](http://www.arts.auckland.ac.nz/subjects-courses)

### Targeted Admission Scheme enrolment

[www.arts.auckland.ac.nz/tas](http://www.arts.auckland.ac.nz/tas)

### The University of Auckland

[www.auckland.ac.nz](http://www.auckland.ac.nz)

### The University of Auckland Calendar

[www.calendar.auckland.ac.nz](http://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](http://www.artsfaculty.auckland.ac.nz/ug-courses)



# Introduction to planning your degree

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## 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 take the major, double major or minor 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 overseas 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](http://www.arts.auckland.ac.nz)) and the University of Auckland *Calendar* website ([www.auckland.ac.nz/calendar](http://www.auckland.ac.nz/calendar)). 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](http://www.arts.auckland.ac.nz/fye)) and Tuākana Arts for Māori and Pacific students ([www.arts.auckland.ac.nz/tuakana](http://www.arts.auckland.ac.nz/tuakana)). Find out about the many University services and resources at [www.auckland.ac.nz/currentstudents](http://www.auckland.ac.nz/currentstudents)

## 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.

### Degree planners

You can see us to get a degree planner filled in as a general degree plan at any time (and every semester if you wish).

### Official degree completion planners

In your second year you should see us to get an official, personalised degree planner completed (we also recommend this at the end of your first year). 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).

## 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 or minor

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](http://www.arts.auckland.ac.nz/futureundergraduates)

To find deadline dates for enrolment and changing enrolment, go to [www.arts.auckland.ac.nz/ug-enrolment](http://www.arts.auckland.ac.nz/ug-enrolment) and [www.arts.auckland.ac.nz/changing-enrolment](http://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 or minor 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 or minor. 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/currentstudents](http://www.auckland.ac.nz/currentstudents)

## 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.

You cannot use Advisement if you began your programme before 2008.

## Enrolment information

You can find enrolment information, including enrolment deadlines, at [www.arts.auckland.ac.nz/ug-enrolment](http://www.arts.auckland.ac.nz/ug-enrolment)

If you want to change your enrolment, deadlines apply. Visit [www.arts.auckland.ac.nz/changing-enrolment](http://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](http://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](http://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](http://www.arts.auckland.ac.nz/conditional-admission)
- If you have not met the AELR through your entrance qualification, you will be provided with advice at the time of enrolment. See [www.auckland.ac.nz/aclr](http://www.auckland.ac.nz/aclr)

The University's academic dates are available at [www.auckland.ac.nz/dates](http://www.auckland.ac.nz/dates)

## The Arts Students' Centre

Room 416-418 (Symonds Street level, to the right of the café),  
Human Sciences Building, 10 Symonds Street

**Phone:** 0800 61 62 63

**Fax:** +64 9 308 2395

**Email:** [asc@auckland.ac.nz](mailto: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](http://www.arts.auckland.ac.nz/asc)

# BA subjects and courses

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Each 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 or minor (on the “Undergraduate study” page).
- Information about the courses you can take for the subject.
- A link to the website of the disciplinary area which teaches the subject (Undergraduate Advisers are listed under “Key contacts”).

The web address for each BA subject is listed on pg. 8-9. You can also access all Faculty of Arts subjects in one place at [www.arts.auckland.ac.nz/subjects-courses](http://www.arts.auckland.ac.nz/subjects-courses)

## Choosing BA subjects

Choose your subjects from the list on pg. 8-9. 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.

See the degree planning pages that follow about majors, minors and double majors.

## 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 majors and minors 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](http://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 major or minor

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

There may also be special requirements you need to meet for your major or minor. 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 or minor.

### 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 in early November.

### 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. Go to the web address for your subject in the list on pg. 8-9. 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](http://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](http://www.academicintegrity.auckland.ac.nz)

## BA majors and minors

For information about subjects and courses, go to the web addresses listed below. You can also access all Faculty of Arts subjects in one place at [www.arts.auckland.ac.nz/subjects-courses](http://www.arts.auckland.ac.nz/subjects-courses)

Academic English Studies and Linguistics	<a href="http://www.arts.auckland.ac.nz/academic-english-linguistics">www.arts.auckland.ac.nz/academic-english-linguistics</a>
Ancient History	<a href="http://www.arts.auckland.ac.nz/ancient-history">www.arts.auckland.ac.nz/ancient-history</a>
Anthropology	<a href="http://www.arts.auckland.ac.nz/anthropology">www.arts.auckland.ac.nz/anthropology</a>
Art History	<a href="http://www.arts.auckland.ac.nz/art-history">www.arts.auckland.ac.nz/art-history</a>
Asian Studies	<a href="http://www.arts.auckland.ac.nz/asian">www.arts.auckland.ac.nz/asian</a>
Chinese	<a href="http://www.arts.auckland.ac.nz/chinese">www.arts.auckland.ac.nz/chinese</a>
Classical Studies	<a href="http://www.arts.auckland.ac.nz/classical-studies">www.arts.auckland.ac.nz/classical-studies</a>
Criminology	<a href="http://www.arts.auckland.ac.nz/criminology">www.arts.auckland.ac.nz/criminology</a>
Dance (minor only)	<a href="http://www.arts.auckland.ac.nz/dance">www.arts.auckland.ac.nz/dance</a>
Drama	<a href="http://www.arts.auckland.ac.nz/drama">www.arts.auckland.ac.nz/drama</a>
Economics	<a href="http://www.arts.auckland.ac.nz/economics">www.arts.auckland.ac.nz/economics</a>
Education	<a href="http://www.arts.auckland.ac.nz/education">www.arts.auckland.ac.nz/education</a>
Employment Relations and Organisation Studies	<a href="http://www.arts.auckland.ac.nz/employment-relations">www.arts.auckland.ac.nz/employment-relations</a>
English	<a href="http://www.arts.auckland.ac.nz/english">www.arts.auckland.ac.nz/english</a>
Ethnomusicology (minor only)	<a href="http://www.arts.auckland.ac.nz/ethnomusicology">www.arts.auckland.ac.nz/ethnomusicology</a>
European Studies	<a href="http://www.arts.auckland.ac.nz/european">www.arts.auckland.ac.nz/european</a>
French	<a href="http://www.arts.auckland.ac.nz/french">www.arts.auckland.ac.nz/french</a>
Gender Studies	<a href="http://www.arts.auckland.ac.nz/gender">www.arts.auckland.ac.nz/gender</a>
Geography	<a href="http://www.arts.auckland.ac.nz/geography">www.arts.auckland.ac.nz/geography</a>
German	<a href="http://www.arts.auckland.ac.nz/german">www.arts.auckland.ac.nz/german</a>
Greek	<a href="http://www.arts.auckland.ac.nz/greek">www.arts.auckland.ac.nz/greek</a>
History	<a href="http://www.arts.auckland.ac.nz/history">www.arts.auckland.ac.nz/history</a>
Italian	<a href="http://www.arts.auckland.ac.nz/italian">www.arts.auckland.ac.nz/italian</a>
Japanese	<a href="http://www.arts.auckland.ac.nz/japanese">www.arts.auckland.ac.nz/japanese</a>
Korean	<a href="http://www.arts.auckland.ac.nz/korean">www.arts.auckland.ac.nz/korean</a>
Latin	<a href="http://www.arts.auckland.ac.nz/latin">www.arts.auckland.ac.nz/latin</a>
Latin American Studies (minor only)	<a href="http://www.arts.auckland.ac.nz/latin-american">www.arts.auckland.ac.nz/latin-american</a>
Linguistics	<a href="http://www.arts.auckland.ac.nz/linguistics">www.arts.auckland.ac.nz/linguistics</a>
Logic and Computation	<a href="http://www.arts.auckland.ac.nz/logic-computation">www.arts.auckland.ac.nz/logic-computation</a>
Māori Studies	<a href="http://www.arts.auckland.ac.nz/maori">www.arts.auckland.ac.nz/maori</a>
Mathematics	<a href="http://www.arts.auckland.ac.nz/maths">www.arts.auckland.ac.nz/maths</a>
Media, Film and Television	<a href="http://www.arts.auckland.ac.nz/media-film-tv">www.arts.auckland.ac.nz/media-film-tv</a>
Music	<a href="http://www.arts.auckland.ac.nz/music">www.arts.auckland.ac.nz/music</a>
Pacific Studies	<a href="http://www.arts.auckland.ac.nz/pacific">www.arts.auckland.ac.nz/pacific</a>
Philosophy	<a href="http://www.arts.auckland.ac.nz/philosophy">www.arts.auckland.ac.nz/philosophy</a>
Politics and International Relations	<a href="http://www.arts.auckland.ac.nz/politics">www.arts.auckland.ac.nz/politics</a>
Psychology	<a href="http://www.arts.auckland.ac.nz/psychology">www.arts.auckland.ac.nz/psychology</a>
Screen Production	<a href="http://www.arts.auckland.ac.nz/screen">www.arts.auckland.ac.nz/screen</a>
Social Science for Public Health	<a href="http://www.arts.auckland.ac.nz/public-health">www.arts.auckland.ac.nz/public-health</a>
Sociology	<a href="http://www.arts.auckland.ac.nz/sociology">www.arts.auckland.ac.nz/sociology</a>
Spanish	<a href="http://www.arts.auckland.ac.nz/spanish">www.arts.auckland.ac.nz/spanish</a>
Statistics	<a href="http://www.arts.auckland.ac.nz/statistics">www.arts.auckland.ac.nz/statistics</a>
Teaching English to Speakers of Other Languages	<a href="http://www.arts.auckland.ac.nz/tesol">www.arts.auckland.ac.nz/tesol</a>
Theological and Religious Studies	<a href="http://www.arts.auckland.ac.nz/theology">www.arts.auckland.ac.nz/theology</a>
Writing Studies	<a href="http://www.arts.auckland.ac.nz/writing-studies">www.arts.auckland.ac.nz/writing-studies</a>



## Additional BA subjects

You can take elective courses in the following subjects (majors and minors 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](http://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	<a href="http://www.arts.auckland.ac.nz/academic-english">www.arts.auckland.ac.nz/academic-english</a>
Biological Sciences (one BA course only)	<a href="http://www.arts.auckland.ac.nz/biological-sciences">www.arts.auckland.ac.nz/biological-sciences</a>
Comparative Literature	<a href="http://www.arts.auckland.ac.nz/comparative-literature">www.arts.auckland.ac.nz/comparative-literature</a>
Computer Science (selected courses only)	<a href="http://www.arts.auckland.ac.nz/computer-science">www.arts.auckland.ac.nz/computer-science</a>
Cook Islands Maori	<a href="http://www.arts.auckland.ac.nz/cook-islands-maori">www.arts.auckland.ac.nz/cook-islands-maori</a>
English Writing	<a href="http://www.arts.auckland.ac.nz/english-writing">www.arts.auckland.ac.nz/english-writing</a>
Physics (selected courses only)	<a href="http://www.arts.auckland.ac.nz/physics">www.arts.auckland.ac.nz/physics</a>
Russian	<a href="http://www.arts.auckland.ac.nz/russian">www.arts.auckland.ac.nz/russian</a>
Samoan	<a href="http://www.arts.auckland.ac.nz/samoan">www.arts.auckland.ac.nz/samoan</a>
Tongan	<a href="http://www.arts.auckland.ac.nz/tongan">www.arts.auckland.ac.nz/tongan</a>

# Planning your BA

## 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 – but you don't need to decide your major or minor until the middle of your second year.

Choose the three BA subjects that interest you the most and take two courses in each. Take one course in a fourth BA subject, and your eighth course in General Education. For maximum flexibility all the BA subjects you take in your first year should be available as both majors and minors.

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	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 major and minor, or your two majors. See the degree examples on pg. 14-15.

## BA degree requirements

Also see the degree examples on pg. 14-15.

For more information about the regulations governing the BA, consult the University of Auckland's *Calendar* (the *Calendar* is the University's official document, containing all regulations, requirements and policies for students). Go to [www.calendar.auckland.ac.nz/regulations/arts/BA.html](http://www.calendar.auckland.ac.nz/regulations/arts/BA.html)

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 major and minor or double major)	
3. EITHER a major  and a minor  OR A double major	A BA major subject consisting of:  and a BA minor subject consisting of:  OR Two BA major subjects consisting of:	At least 135 points (9 courses), including at least 60 points (4 courses) at Stage III  At least 90 points (6 courses), including at least 60 points (4 courses) above Stage I  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 75 points (5 courses) at Stage III
5. General Education		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

## 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.

- As well as a major, your BA must include either a minor or a second 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.

## 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](http://www.arts.auckland.ac.nz/ug-enrolment)

## Majors and minors

Your BA must include either a major and a minor OR two majors (a double major).

**The major** is the subject which is the main focus of your degree, and which you take to the most advanced undergraduate level.

**A double major** allows you to study two subjects to an advanced level.

**The minor** is the secondary focus of your BA.

### Choosing your major/minor

See pg. 8-9 for the BA majors and minors available.

For your first year you don't need to know your major or minor. You should have made this decision by the middle of your second 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 swap your major and minor, or turn your minor into a second major, at the end of your second year.

### Requirements for a single major

Courses	Points
At least 9, including at least 4 at Stage III	135, including at least 60 at Stage III

### Requirements for a double major

Courses	Points
For each major: At least 8, including at least 3 at Stage III	For each major: At least 120, including at least 45 at Stage III

### Requirements for a minor

Courses	Points
At least 6, including at least 4 above Stage I*	At least 90, including at least 60 above Stage I*

*\*These can be at Stages II and III or all at Stage II, provided you meet the overall Stage III requirement for the degree.*

### Single and double majors

The number of courses you must take for your major depends on whether it is a single major or one subject of a double major.

If you are taking a double major:

- You still have to meet any specific requirements for each major.
- You will not take longer to finish your degree – your 360 points will just be organised in a different way.

### Choosing courses for your major/minor

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 major or minor, such as required courses or courses you cannot count. See the information on pg. 7.

## 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 75 points (five courses) at Stage III for a single major and at least 90 points (six courses) at Stage III for a double 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 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.

### The Stage III requirement

Your BA must include 75 points (5 courses) at Stage III for a single major. This is one more course than you need for a single major (4 courses). You may take this fifth Stage III course in any subject, provided you have the prerequisites. For a double major your BA must include 90 points (six courses) at Stage III.

The table below explains the requirement for courses above Stage I.

Stage I	Stage II	Stage III for single major	Stage III for double major
Can take up to 180 points at Stage I	Must take at least 180 points above Stage I, including at least 75 points at Stage III for a single major and 90 points (6 courses) at Stage III for a double major.		
30 points (2 courses) in General Education*		At least 75 points (5 courses) at Stage III**	At least 90 points (6 courses) at Stage III**
Can take up to 150 more points (10 courses)			
= 12 courses at most		= 12 courses at least, including Stage III requirement	

*\*There are some Stage II General Education courses. These do not count towards the requirement for 180 points above Stage I in the BA.*

*\*\*This includes courses for your major/s.*

## 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 or minor. 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, and conditions apply. See the information about General Education (including how to enrol) on pg. 12.

## 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](http://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](http://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, or from 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.
- 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, eg, GERMAN 130 and GERMAN 101G are courses within the same subject.

### To find General Education courses and for more information

Visit [www.auckland.ac.nz/generaleducation](http://www.auckland.ac.nz/generaleducation)

### How to enrol in General Education courses

General Education courses have G course codes (eg, GENED 101G). Many courses are available as both standard degree courses and General Education courses. For enrolment purposes these courses have both a standard course code (eg, FRENCH 101) and a G course code (eg, FRENCH 101G).

**If you are taking the course for General Education** – You must enrol in the G course code (eg, FRENCH 101G) for it to count as General Education.

**If you are not taking the course for General Education** – Enrol in the standard course code (eg, FRENCH 101).

## 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 (whether 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](http://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.

## 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
<b>BA total</b>	<b>360 points</b>

OR

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

## BA degree examples

### Example 1: a BA with a major and minor

This is an example only. Many patterns of study are possible.

■ Stage I course   ■ Stage II course   ■ Stage III course

	BA subject 1	BA subject 2	BA subject 3	BA subject 4	BA subject 5	General Education	BA courses
<b>Year 1</b>	■ ■	■ ■	■ ■	■		■	8 courses (120 points)
<b>Year 2</b>	■ ■ ■	■ ■	■		■	■	8 courses (120 points)
<b>Year 3</b>	■ ■ ■ ■	■ ■	■		■		8 courses (120 points)
	= major (9 courses – 135 points)	= minor (6 courses – 90 points)					BA total = 24 courses (360 points)

### In your first year

#### Explore

- Try out different subjects and establish a good foundation for the future.
- Choose four BA subjects which are available as both majors and minors.
- Don't be too focused – don't take more than two Stage I courses in any one subject.
- Don't be not focused enough – don't take one Stage I course in lots of different subjects.
- Enrol in a General Education course.

### In your second year

#### Clarify

- Narrow down your interests but keep your options open for your major and minor or double major. Make a final decision about these by the end of the year.
- Be clear about which courses you need for your major and minor.
- Don't focus too much on one subject and take too many Stage II courses in that subject. Consider your degree as a whole and don't jeopardise your minor or second major.
- Try to take your second General Education course.
- See the Arts Students' Centre to get an official degree planner completed.

### In your third year

#### Complete

- Before you enrol, check with the Arts Students' Centre that you're taking the courses you need to complete your degree.
- Be aware of the differences between a single and a double major.
- Make sure your degree will include enough Stage III courses.
- Don't take Stage I courses unless you're sure you are within the Stage I allowance.



## Siniva's degree: a BA with a major and minor

Siniva is about to begin her BA and is not quite sure what to study. She goes to the Arts Students' Centre for some ideas. Together they fill in a degree planner to see how her degree might fit together.

I really want to get away from the same old school subjects and do something different.

Which subjects appeal to you? What sort of things are you interested in?

Well, I'm interested in European history, I suppose. And I like discussing films.

Some ideas could be Media, Film and Television, European Studies and History. You'll need another BA subject for your first year as well.

I'd quite like to try learning a language – can I start from scratch? I'd like to have a go at learning French, but I never did it at school.

You certainly can start from scratch. Let's put down a beginner's course in French – and then with a General Education course you'd have the eight courses you need for your first year.

OK, that's my first year sorted! But what if I get to the start of my second year and I still don't know what I want to major and minor in? Just say I couldn't decide between European Studies and History.

That's not a problem – you'd still have time to decide which one was going to be your major or minor. As long as you've narrowed it down to these two, you could keep thinking about it during your second year. In fact, if you wanted to continue with Media, Film and Television you could take a Stage II course in that as well. At least half your BA has to be in courses above Stage I, so that course will help with that.

But what if I wanted to pick up a Stage I course in something else in my second or third year? Can you only take Stage I courses in your first year?

No – that's an idea a lot of new students have, but it's not correct. You can take Stage I courses in your second or third year as long as you don't end up with too many Stage I courses in your degree. Lots of people take Stage I courses in their second or third year.

Now let's imagine I'm at the end of my second year. I could now have my major in either European Studies or History, couldn't I?

























European Studies would be easier, because you'd have taken more courses in that. You'd have to take five History courses in your third year otherwise. You could do a double major fairly easily, though.

Well let's say I major in European Studies and minor in History. But why are you putting a Stage III course in History into my degree planner?

Because you have to have five Stage III courses overall in your BA, not just the four you need for your major – although if we arranged things differently you could do all five in European Studies.

*Siniva is a fictional character and these subjects are examples only.*

☐ Stage I course    ☐ Stage II course    ☐ Stage III course

	European Studies	History	Media, Film and Television	French	Māori Studies	General Education	BA courses
Year 1	 	 	 				8 courses (120 points)
Year 2	  	 					8 courses (120 points)
Year 3	   	 					8 courses (120 points)
	= major (9 courses – 135 points)	= minor (6 courses – 90 points)					BA total = 24 courses (360 points)

## Example 2: a BA with a double major

This is an example only. Many patterns of study are possible.

■ Stage I course   ■ Stage II course   ■ Stage III course

	BA subject 1	BA subject 2	BA subject 3	BA subject 4	General Education	BA courses
Year 1	■ ■	■ ■	■ ■	■	■	8 courses (120 points)
Year 2	■ ■ ■	■ ■	■ ■		■	8 courses (120 points)
Year 3	■ ■ ■	■ ■ ■ ■		■		8 courses (120 points)
	= (double) major (8 courses – 120 points)	= (double) major (8 courses – 120 points)				BA total = 24 courses (360 points)

## Steve's degree: a BA with a double major

Steve knows exactly what he wants to study, but needs advice about how his BA might work.

I love English and Philosophy and want to study them. And I'm really interested in languages so I want to do Linguistics as well as Latin. But what if I enjoy all my subjects? What if I get to the end of my first year and I know I want to major in English, but I want to keep on with both Philosophy and Linguistics?

That would actually be a good thing – it would leave your options open for your minor or even a double major. You could take two Stage II courses in both English and Philosophy.

Is a double major the same as a conjoint?

No, a conjoint programme is where you take two degrees together, like a BA and a BSc. A double major is where you major in two subjects in your BA degree. Some students take a double major in the BA component of their conjoint programme.

Now let's imagine that during my second year I decide I want a double major in English and Philosophy.

Looking at the plan we've drawn up, that would be fine.

■ Stage I course   ■ Stage II course   ■ Stage III course

	English	Philosophy	Linguistics	Latin	General Education	BA courses
Year 1	■ ■	■ ■	■ ■	■	■	8 courses (120 points)
Year 2	■ ■ ■	■ ■	■ ■		■	8 courses (120 points)
Year 3	■ ■ ■	■ ■ ■ ■		■		8 courses (120 points)
	= (double) major (8 courses – 120 points)	= (double) major (8 courses – 120 points)				BA total = 24 courses (360 points)

So for my second year, it would not have been a good idea to have assumed I wanted a single major in English and take lots of Stage II English courses?

No, it wouldn't! Even if you're doing a single major, it's not a good idea to concentrate too much on one subject at Stage II. It probably rules out the option of doing a double major. But even worse, you might not even have enough courses for a minor in one of your other subjects. So you might have to take extra courses just to be able to graduate.

What's the difference between taking a subject as a single or a double major?

If you do a double major, you take eight courses in each major instead of nine. And you take three courses at Stage III in each major instead of four. But that's the only difference. You still finish in three years, and you still have to do any required courses for each major.

Steve is a fictional character and these subjects are examples only.

# 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 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 component degree. 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](http://www.studentservices.auckland.ac.nz), go to "Change my programme" and submit an application.

## BA conjoint degree requirements

The following requirements apply to you if you first enrolled in your conjoint programme in or after 2013 (also see the degree examples on pg. 20-22). If you first enrolled in your conjoint programme before 2013, and have not completed your General Education requirements, you may choose to follow EITHER the requirements set out below OR those that were in place when you first enrolled (see pg. 17).

For more information about the regulations governing BA conjoint programmes, consult the University of Auckland's *Calendar* (the *Calendar* is the University's official document, containing all regulations, requirements and policies for students). Go to [www.calendar.auckland.ac.nz/regulations/conjoint/index.html](http://www.calendar.auckland.ac.nz/regulations/conjoint/index.html)

Your BA conjoint MUST include:	Subjects	Courses/points
1. 255 points		17 15-point courses
2. BA subjects and courses only		17 BA courses (255 points)
3. A major	A BA major subject consisting of:	At least 135 points (9 courses), including at least 60 points (4 courses) at Stage III
4. A proportion of BA courses above Stage I, including a Stage III requirement	BA subjects	At least 150 points (10 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
Your conjoint programme as a whole MUST include:	Subjects	Courses/points
An overall total number of points		<ul style="list-style-type: none"><li>• 540 points (for the BA/BCom, BA/BHSc, BA/BMus, BA/BSc) OR</li><li>• 660 points (for the BA/LLB) OR</li><li>• 675 points (for the BA/BE(Hons), BA/BFA, BA/BFA(Hons)) OR</li><li>• 720 points (for the BA/LLB(Hons))</li></ul>
The total points must include: <ul style="list-style-type: none"><li>• General Education</li><li>• A course from any University programme**</li></ul>		15 points (one course)  15 further points (one course) from any programme at this University, including the General Education programme

\*The BA conjoint does not include a minor.

\*\*The exceptions are conjoints with Engineering or Law.

## BA conjoint degree requirements (for students first enrolled in their conjoint programme before 2013)

If you first enrolled in your conjoint programme before 2013, and have not completed your General Education requirements, you may follow EITHER the requirements in place when you first enrolled (see below) OR the new requirements (see pg. 16).

Your BA conjoint MUST include:	Subjects	Courses/points
1. 270 points		18 15-point courses
2. BA subjects and courses only		17 BA courses (255 points) (the additional 15 points is in General Education)
3. A major	A BA major subject consisting of:	At least 135 points (9 courses), including at least 60 points (4 courses) at Stage III
4. A proportion of courses above Stage I, including a Stage III requirement		At least 150 points (10 courses) above Stage I, including at least 75 points (5 courses) at Stage III
5. General Education		15 points (1 course)*
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

\*A second General Education course is usually included in the other degree component.

\*\*The BA conjoint does not include a minor.

### 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](http://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 from the list on pg. 8 and take two courses in each. (Both subjects should be available as BA majors.) If possible, take a fifth 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.

BA subject 1	BA subject 2	BA subject 3 (if possible)	= 4 or 5 BA courses
2	2	1	

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.

#### For students first enrolled in their conjoint programme before 2013

If you have not met your General Education requirements, you may choose to meet EITHER the requirements set out above, OR those in place when you first enrolled, as follows.

The BA conjoint must include 255 points from BA courses; the remaining 15 points are from General Education. With the exception of General Education, your BA conjoint cannot include any courses that are not BA courses (you may only take a G-coded course if you are taking it for General Education). See the information on pg. 7 about choosing BA subjects and courses.

## 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. 11.

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

Note that the BA conjoint does not include a minor.

## 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 105 points at Stage I (seven 15-point courses) in your BA conjoint.

### For students first enrolled in their conjoint programme before 2013 –

If you have chosen to complete under the requirements in place when you first enrolled, you can only include up to 120 points at Stage I (eight 15-point courses) in your BA conjoint – this includes any Stage I General Education course.

## Stage II and III courses

Your BA conjoint must include at least 150 points (ten 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 one more than you need for a single major (four courses). You may take this fifth Stage III course in any BA subject, provided you have the prerequisites.

## Language courses

Refer to the information on pg. 11-12.

## General Education and a course from any University programme

The following requirements apply to all students first enrolled in their conjoint programme in or after 2013. 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. 16.

If you first enrolled in your conjoint programme before 2013, and have not completed your General Education requirement, you may choose to complete EITHER under the following requirements OR under those outlined on pg. 17 and pg. 19.

### 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. 12.
- For information about choosing and enrolling in General Education courses, see pg. 12.
- For more information visit [www.auckland.ac.nz/generaleducation](http://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

## General Education (for students first enrolled in their conjoint programme before 2013)

You may choose to complete the requirements that were in place when you first enrolled in your conjoint programme. For most conjoint programmes this means that you must take 30 points (two courses) in General Education – 15 points (one course) for each component degree. You must include 15 points (one course) from General Education in your BA conjoint.



## When to take General Education

You can take the General Education course required for the BA conjoint at any time, but we recommend that you avoid taking it in your final year.

## How to choose your General Education course

You can choose your BA conjoint General Education course (for the BA component of your programme) from the Open Schedule, or the General Education Faculty Schedule – Arts. You can choose your other conjoint General Education course from the Open Schedule, or the General Education Faculty Schedule available for your other degree.

- For an introduction to General Education, see pg. 12.
- For information about choosing and enrolling in General Education courses, see pg. 12.
- For more information visit [www.auckland.ac.nz/generaleducation](http://www.auckland.ac.nz/generaleducation)

## Planning advice for specific conjoins

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 Maths courses for your BA. You should not take Maths 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

This is an example only. Many patterns of study are possible. Refer also to “Ashley's degree” on pg. 21.

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.

■ Stage I course   ■ Stage II course   ■ Stage III course

	BA subject 1	BA subject 2	BA subject 3	BA subject 4	BA courses
<b>Year 1</b>	■ ■	■ ■		■	5 BA courses (75 points)
<b>Year 2</b>	■ ■	■			3 BA courses (45 points)
<b>Year 3</b>	■ ■ ■		■ ■		5 BA courses (75 points)
<b>Year 4</b>	■ ■		■ ■		4 BA courses (60 points)
	= major (9 courses – 135 points)				BA conjoint total = 17 courses (255 points)

### In your first year

#### Explore

- Try out two or three different BA subjects. Make these your priority and don't take General Education yet.
- Keep your options open for future study and take two Stage I courses in each of two BA major subjects.

### In your second year

#### Consolidate

- Try to take two BA subjects at Stage II to give yourself a choice about a major or double major.
- Don't take too many Stage II courses in any one subject – this will close off possibilities for the future.
- Don't take Stage I courses in another subject at the expense of your possible major/s.
- Decide your major or double major by the end of your second year.
- See the Arts Students' Centre to get an official degree planner completed.

### In your third and fourth years

#### Complete

- Make sure you know exactly what you need to do to meet the degree requirements. Don't enrol in any course unless you're certain it will help you complete – check with the Arts Students' Centre.
- Be aware of the differences between a single and a double major, and which courses you need to take for your major.
- Make sure your degree will have enough Stage III courses.
- Be very careful about taking Stage I courses. Before you enrol in a Stage I course make sure that you will be within your Stage I allowance.
- Ensure you have met the requirements for the conjoint programme as a whole (General Education and a course from any University programme, if this applies to you).

\*If you first enrolled in your conjoint programme before 2013 and are completing under the previous General Education requirements, see the Arts Students' Centre for a personalised degree planner.

## Ashley's degree: a BA conjoint with a single major\*

Ashley goes to the Arts Students' Centre to check that she's enrolling in the right courses for her first year of the BA conjoint.

### Can I just do all my Stage I courses in Art History?

There's nothing to stop you, but to be honest that would not be a wise thing to do. We see lots of students who are certain they want to study something, and then by the end of their first year they have changed their minds completely! There's always the possibility that you may change your mind, so why not take another subject or two just in case?

**OK, I admit it does sound like a good idea to take courses in another subject. I guess Anthropology was my second choice, so let's go for that. And I've seen a course in Pacific Studies that looks pretty interesting.**

Now if we fill in a degree planner with all that you'll be able to see how this plan leaves your options open. And let's imagine that at the end of your first year you've changed your mind completely and you want to major in Anthropology.

**And after my second year I don't want to take any more Art History courses. Now when should I start taking Stage III courses for my Anthropology major?**

Don't leave them all for your last year. Get some under way in your third year so that you don't have too much pressure in your final year.

### What if by studying Art History I got interested in Italian. Could I do a minor in Italian?


















There's no minor in the BA conjoint. But you can certainly branch out by taking some courses in Italian. In fact these courses would help get you the courses you need above Stage I and also the five Stage III courses you need for your degree.

### I shouldn't do too many Stage I courses, should I?

You do have to be careful not to take too many Stage I courses, especially in a conjoint. Sometimes students just keep on taking Stage I courses without really thinking about it. The trouble is, they find out too late that they can't count them towards their degree.

*Ashley is a fictional character and these subjects are examples only.*

☐ Stage I course    ☒ Stage II course    ☒ Stage III course

	Anthropology	Art History	Italian	Pacific Studies	BA courses
Year 1	 	 			5 BA courses (75 points)
Year 2	 				3 BA courses (45 points)
Year 3	  		 		5 BA courses (75 points)
Year 4	 		 		4 BA courses (60 points)
	= major (9 courses – 135 points)				BA conjoint total = 17 courses (255 points)

\*If you first enrolled in your conjoint programme before 2013 and are completing under the previous General Education requirements, see the Arts Students' Centre for a personalised degree planner.

## Example 2: a BA conjoint with a double major\*

This is an example only. Many patterns of study are possible. Refer also to the year-by-year planning advice on pg. 20.

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.

□ Stage I course    ■ Stage II course    ■ Stage III course

	BA subject 1	BA subject 2	BA subject 3	BA courses
Year 1	□ □	□ □		4 BA courses (60 points)
Year 2	■ ■	■ ■		4 BA courses (60 points)
Year 3	■ ■ ■ ■	■	□	5 BA courses (75 points)
Year 4	■	■ ■ ■		4 BA courses (60 points)
	= (double) major (8 courses – 120 points)	= (double) major (8 courses – 120 points)		BA conjoint total = 17 courses (255 points)

\*If you first enrolled in your conjoint programme before 2013 and are completing under the previous General Education requirements, see the Arts Students' Centre for a personalised degree planner.

## Robert's degree: a BA conjoint with a double major\*

Robert asks for help to plan his BA conjoint. The Arts Students' Centre shows him what he might be able to do.

**I can only enrol in four BA courses in my first year because of what I need to do for my other degree. I'm not sure how to plan my BA enrolment.**

Concentrate on two BA subjects. If you take two courses in each of those subjects you'll give yourself a good foundation for later years.

**I think I might want to do a double major. But I could still pick up other subjects, couldn't I?**

A double major in a conjoint would give you less scope to study other subjects, but there would be a little bit of room. You can do Stage I courses in other subjects at any time – just make sure they'll fit into the degree requirements, as you can't take too many Stage I courses. But there's nothing to stop you from just taking your two major subjects if you want.

**Let's imagine I pick up just one Stage I course in another subject – Japanese might appeal to me. But getting back to my double major – do I have to do all my Stage II courses in one year and all my Stage III courses the next?**

No, it's a lot more flexible than that. You can take courses as soon as you've passed the prerequisites, and it works on semesters rather than years. For example, to enrol in Stage III Sociology you often need to have passed three courses at Stage II. So you might be able to take your last Stage II Sociology course in Semester One, and then start Stage III in Semester Two.

*Robert is a fictional character and these subjects are examples only.*

□ Stage I course    ■ Stage II course    ■ Stage III course

	Sociology	Asian Studies	Japanese	BA courses
Year 1	□ □	□ □		4 BA courses (60 points)
Year 2	■ ■	■ ■		4 BA courses (60 points)
Year 3	■ ■ ■ ■	■	□	5 BA courses (75 points)
Year 4	■	■ ■ ■		4 BA courses (60 points)
	= (double) major (8 courses – 120 points)	= (double) major (8 courses – 120 points)		BA conjoint total = 17 courses (255 points)

\*If you first enrolled in your conjoint programme before 2013 and are completing under the previous General Education requirements, see the Arts Students' Centre for a personalised degree planner.

# 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.

**Points:** 120

**Courses:** 8 (each course is worth 15 points)

**Application closing date:** 8 December 2015

## 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](http://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 language full-time. You cannot take courses at different levels in a single semester or year but need to spread your study over time so that you gradually build up your knowledge. You have considerable flexibility as to how you structure your study.

It may be possible to obtain credit towards this Diploma of up to 30 points (including a General Education course).

## 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](http://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](http://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. 12.



## 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)

	Summer School	Semester One	Semester Two	Courses for the DipLang	Courses for your degree
Year 1		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	1 course (15 points)	7 courses (105 points)
Year 2	<div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	2 courses (30 points)	7 courses (105 points)
Year 3	<div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>	3 courses (45 points)	7 courses (105 points)
Year 4	<div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>		2 courses (30 points)	3 courses (45 points)
				DipLang total = 8 courses (120 points)	Degree total = 24 courses (360 points) + other courses if necessary

### Example 2

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

	Summer School	Semester One	Semester Two	Courses for the DipLang	Courses for your degree
Year 1		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	1 course (15 points)	7 courses (105 points)
Year 2		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	3 courses (45 points)	5 courses (75 points)
Year 3		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	2 courses (30 points)	6 courses (90 points)
Year 4		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	2 courses (30 points)	6 courses (90 points)
				DipLang total = 8 courses (120 points)	Degree total = 24 courses (360 points) + other courses if necessary

# 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 2015

## 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](http://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 languages full-time.

You cannot take courses at different levels in a single semester or year but need to spread your study over time so that you gradually build up your knowledge. You have considerable flexibility as to how you structure your study.

It may be possible to obtain 15 points credit towards this Certificate, including a General Education course.

## 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](http://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](http://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. 12.

## 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)

	Summer School	Semester One	Semester Two	Courses for the CertLang	Courses for your degree
Year 1		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>		8 courses (120 points)
Year 2	<div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	2 courses (30 points)	7 courses (105 points)
Year 3	<div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	2 courses (30 points)	7 courses (105 points)
Year 4	<div><div></div><div></div></div>				2 courses (30 points)
				CertLang total = 4 courses (60 points)	Degree total = 24 courses (360 points) + other courses if necessary

### Example 2

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

	Summer School	Semester One	Semester Two	Courses for the CertLang	Courses for your degree
Year 1		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>		8 courses (120 points)
Year 2		<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>		8 courses (120 points)
Year 3	<div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>	3 courses (45 points)	5 courses (75 points)
Year 4		<div><div></div><div></div><div></div><div></div></div>		1 course (15 points)	3 courses (45 points)
				CertLang total = 4 courses (60 points)	Degree total = 24 courses (360 points) + other courses if necessary

# Glossary

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**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/uoac/cs-academic-standing](http://www.auckland.ac.nz/uoac/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](http://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 disciplinary area 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 or minor.

**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.

**Course concession:** Special permission to have a course enrolment requirement waived. You can apply for a course 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](http://www.arts.auckland.ac.nz/ug-enrolment)

**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.

**Disciplinary area:** An academic unit based within one of the faculty's four schools that carries out teaching and research in one or more subjects (see pg. 3).

**Double major:** Two majors instead of a major and minor.

**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.

**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 theology 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.

**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.

**GPE (Grade Point Equivalent):** The University's assessment of a grade average based on your study at another institution or from an external qualification.

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

**Minor:** The subject that is the secondary focus of your 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 major and minor. 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, minor or programme. Concessions must be approved by your school or disciplinary area and the Associate Dean (Students). For more information see [www.arts.auckland.ac.nz/ug-enrolment](http://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.



### **The Arts Students' Centre**

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