

The University of Tasmania

Course Selection Guide For Exchange and Study Abroad Students

What Can I Study?

Which course programs are open to me? What can't I study?

The University of Tasmania has around 140 Bachelor Degrees and 100 Masters Courses on offer in 9 Faculties and Specialist Institutes:

- [Arts](#)
- [Education](#)
- [Health](#)
- [Law](#)
- [Science, Engineering & Technology](#)
- [Tasmanian School of Business and Economics](#)
- [Australian Maritime College \(AMC\)](#)
- [Institute for Marine and Antarctic Studies \(IMAS\)](#)
- [Menzies Institute for Medical Research](#)

Study Abroad and Exchange students are free to choose units from any areas across all schools, with the exception of Pharmacy and Medicine. This means that you are able to choose units from multiple faculties during your study with us.

Restrictions

Study Abroad and Exchange students are unable to select units within the Schools of Pharmacy or Medicine.

There may be restrictions on class sizes, especially within the Australian Maritime College and the Hunter Street School of Fine Arts.

Some units are taught entirely online. We recommend that you take classes offered on campus and not online, where possible.

If you are studying 4 units one of those units can be taught online. If you are studying three units, all three must to be studied on campus, face-to-face.

Some units have prerequisites needed to understand the content of the unit. See “How Do Pre-Requisites Work’ on page 6.

What Does it all Mean?

What is a course? What is a unit? What is a workshop?

Course	This is the name given to the overall program of Study such as a 'Bachelor of Science' or 'Masters of Business'.
eStudent	Web Portal where you can view your enrolment, change your address details, access your exam timetable, and see your final results.
Lecture	This is a large room where the Lecturer will present unit content using a variety of means. Students will listen to the lecturers speak and will take notes. They are 1—2 hour blocks and may be compulsory. Lectures are generally recorded and will be uploaded to MyLO after the lecture.
MyLO	"My Learning Online". This is our online classroom, supplementing the face-to-face teaching. Students will use MyLO daily as a valuable resource for <u>Unit Outlines</u> , <u>Lecture Notes</u> , <u>Recorded Lectures</u> , <u>Weekly Quizzes</u> , <u>Assessment Information</u> , and your <u>Assessment Submission Drop Box</u> .
Practicals	Medium sized hands-on classes (~30—60 students) run under the guidance of a demonstrator. These classes will be held in Computer Labs, Chemistry Labs, Outdoors etc. Practical can be 1—4 hours long and generally run every week.
Tutorial	Smaller interactive classes (~20 students) in a more traditional classroom setting. Tutors will promote discussion on a specific topic. You will be required to have prepared for discussions by completing weekly readings. Tutorial class registration does not open until week one of semester.
Unit	Also known as a subject or class. Most students will study 3 or 4 units per semester. Most units are weighted at 12.5%.
Weighting/ Credit	<p>The maximum credit load allowed per semester is 50% and the minimum is 37.5% for a Study Abroad or Exchange student. Most units are worth 12.5% but some will be larger at 25%.</p> <p><u>One 12.5% UTAS unit is equivalent to ~7.5 ECTS</u></p> <p><u>One 12.5% UTAS unit is equivalent to ~4.5 US contact hours</u></p>
Workshops	Workshops often run in place of (or in addition to) tutorials. The teaching styles will vary from unit to unit. Workshops can be 1—4 hours and can run every week, or only on some weeks. Check your timetable on MyLO.

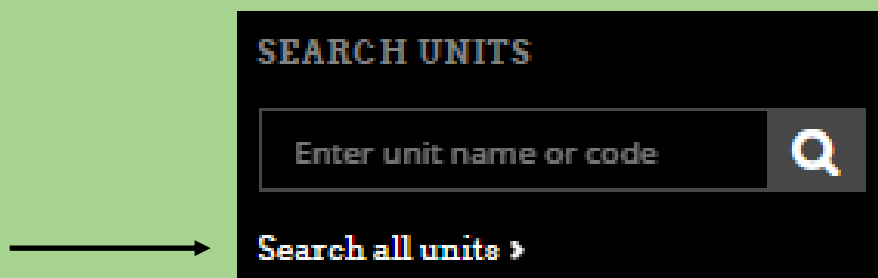
How Do I Find My Units?

Where can I search for courses? What do the codes mean?

There are few different ways to search for units. Here are step by step guides.

By Searching All Units:

1. Head here <http://www.utas.edu.au/courses>
2. Click on “Search All Units” below the search box, as seen here:



3. Enter details that apply to you from the drop down menus and press go.

E.g. Study Period = Semester 1, Location = Hobart, Study Area = Earth Sciences.

Hint: The broader you make the search the more you will find.

If you are looking for units at a particular level, look at the unit codes. The first three alphabetical digits refer to the school the unit belongs to, and the last three numerical digits denote the unit's level.

XXX100	—	Introductory / First Year
XXX200	—	Intermediate / Second Year
XXX300	—	Advanced / Third Year
XXX400	—	Honours / Fourth Year
XXX500	—	Postgraduate / Masters
XXX600	—	Postgraduate / Masters

4. Select a unit you wish to view and open in a new tab.
5. Make sure the unit is available under the “Availability Section”. This will list ALL availabilities for this unit. On the right hand side of the page make sure it says “You are currently viewing the 2017 unit entry details”. See page 5.

📍 Hobart

1 Introduction

Intended for students who have no previous knowledge of the language. The unit is designed to provide a rapid survey of the Latin language sufficient to enable students to read selected passages of adapted Latin. It includes some historical and cultural background.



Summary

2

Unit name	Latin 1A
Unit code	HTL101
3 Credit points	12.5
Faculty/School	Faculty of Arts School of Humanities
Discipline	History and Classics
Teaching staff	Dr Jonathan Wallis
4 Level	Introductory
Available as student elective?	Yes
Breadth Unit?	No

Availability

5

Location	Study period	Attendance options	Available to
Hobart	Semester 1	 	 

Key:  On-campus  Off-Campus  International students  Domestic students

Need to Know Points

1. Introduction: A brief summary of what you will study in the unit
2. Unit Name and Unit Code: You'll need these to apply for the units
3. Credit Points: How the unit is weighted
4. Level: Introductory/ Intermediate/ Advanced
5. Availability: Which campus it is taught on and which study period it is taught in. If it says "This Unit is Currently Unavailable" then there is no chance the unit will be taught that semester.

How Do I Find My Units?

But I need more ways to search...

Here's your second search option:

By Searching Through Degree Programs

1. Head here <http://www.utas.edu.au/courses> and click on the Study Area you want.
2. Once the new page loads, scroll down until you see "Course List" and select the course that you want.
3. When the course page loads, you can scroll down again to "Course Structure" where you can use the drop down menus to browse available units in that particular course stream.
4. Make sure to check the availabilities as shown on page 5. You will only be able to select units from the Teaching Periods "Semester 1" and "Semester 2".

Don't Forget:

Study Abroad and Exchange students are free to choose units from any areas across all schools, with the exception of Pharmacy and Medicine.

This means that you are able to choose units from multiple faculties during your study with us.

You will need to select at least 3 or 4 units for assessment, but it's always a good idea to select up to 6 —just in case one of your options doesn't work out.

How Do Pre-Requisites Work?

Some units have specific prerequisites that UTAS students must have completed before registering for the unit. For most courses, exchange students are not required to prove that they meet the prerequisites of a particular unit. For units that do need evidence, assessment will be based upon your submission of your official academic transcript and your previous study at your home institution. The Course Coordinator will determine whether you have enough background knowledge to complete the unit.

How Do I Enrol In Them?

Okay, I've found my units. Now what?

Your Application

Now that you've chosen your units, you can go ahead and apply. If you are an exchange student you'll need to make sure your Home University has officially nominated you. If you are a Study Abroad student, you can go ahead and apply using this link:

<http://www.utas.edu.au/international/how-to-apply>

The last step of the Study Link application, before the Applicant Declaration, is to input your chosen units. Make sure to type in the correct Unit Code, Unit Title, Credit Points, Semester, and Campus.

You'll have the option to select up to 6 units. It's a good idea to fill in all 6 just in case units you select are not taught that semester, or you aren't granted entry into them.

Unit 1				
Unit code *	Unit title *	Credit points *	Semester *	Campus *
<input type="text" value="KHA111"/>	<input type="text" value="Psychology A"/>	<input type="text" value="12.5"/>	<input type="text" value="Semester"/>	<input type="text" value="Hobart"/>

You'll find out if you've been successfully granted entry into your units when you receive your Offer of Enrolment from us. There will be a list of units that have been assessed and you will be able to select from.

After you have sent back the signed Acceptance Letter and evidence of OSHC/fees payment (if applicable), then we will send you your Confirmation of Enrolment. It's at this point that we will enrol you in your selected units.

Class Registration

In the first week of semester you will find out how to register for each class. Unfortunately each class has a different registration system making things a little confusing. Some classes you will sign up for online, and some you will write your name on a slip of paper in your first lecture! We'll go through this more with you during our Orientation Session! Remember: You are already enrolled in your units just not registered for particular class times. This is the same for all UTAS students.

Can I Change My Units?

I don't know if this is the right unit for me... Help!!

There are many reasons why a student may have to change their units and it is your responsibility to ensure that your enrolment is accurate.

If you find that you need to withdraw from and/or select a new unit there are some steps you will need to follow:

1. Make sure it is okay with your home institute to drop the subject/s you intend on withdrawing. You will need to make sure you have email confirmation that you can change these units.
2. Contact the GLOW Lounge via email or in person to obtain a "Withdrawal Form". In the email tell us which unit/s you wish to drop/change/pick up and we will be able to either; 1. Organise it for you, or 2. Provide you with a "Unit Withdrawal / Change of Enrolment Form".
3. Unit Withdrawal / Change of Enrolment Form

This form will need to be filled in with your personal details, the unit information for both withdrawal and the new enrolment (unit code, unit title, study period, unit credit weighting). If you are required to seek approval from a lecturer to take the unit (we will let you know if you do) then you will need to obtain the lecturers signature. You will be provided with more detailed steps together with the form.

Once the form is complete you will need to hand it in to the GLOW Lounge and we will process it for you as soon as possible. It is your responsibility to check your eStudent account to make sure that this has occurred and that your course enrolment is correct.

How am I Assessed?

What score do I need to get to pass?

GRADE	PERCENT	
HD (High Distinction)	Pass with High Distinction	80% - 100%
DN (Distinction)	Pass with Distinction	70% - 79%
CR (Credit)	Pass with Credit	60% - 69%
PP (Pass)	Pass Grade	50% - 59%
NN (Failure)	Failure	0% - 49%
AN (Absent Deemed Failed)	Student did not attend examination or complete major assessment.	
NS (Failure, Supplementary Exam Granted)	Faculty can grant Supplementary Examinations after a student has failed an ordinary exam, where the fail was close to a pass mark and the student has an otherwise good record.	

Your final grade will be determined based on a combination of written and oral assignments, tests, project work, tutorial and workshop participation, and final exams.

All examinations are conducted in English (not including language units). English dictionaries are available in the examination venue. If you wish to use a dictionary during the exam, you will need to raise your hand and a supervisor will assist you. You can apply to use a bilingual dictionary if you are an international student. Application forms are available from the Student Centre and you must take your dictionary with you when you apply.

If you have a disability, alternative exam arrangements are available to reduce the impact of your condition on your exam performance. Make sure to contact the Student Centre and make an appointment to speak to a Disability Advisor. The staff at the GLOW Lounge can help you set up a meeting if required.

Your semester results will be released a few weeks after exams have concluded. You will be able to view your results on your eStudent account. To view your results you will need to log into your eStudent and find them listed separately under each course you are studying.

When Will I Study? 2017

When is registration? When are exams? When are the holidays?

SEMESTER 1	
Feb 20—Feb 24	Orientation Week
Feb 27	Classes Begin
	Tutorial Registration Opens
March 13	Public Holiday: Eight Hour Day
March 23	Census Date (No more class changes)
April 13—20	Mid-Semester Break
April 25	Public Holiday: ANZAC Day
May 12	Exam Timetable Released
June 2—9	Study Break
June 10—27	Examination Period (incl. Public Holiday Jun 12)
July 12	Results Released

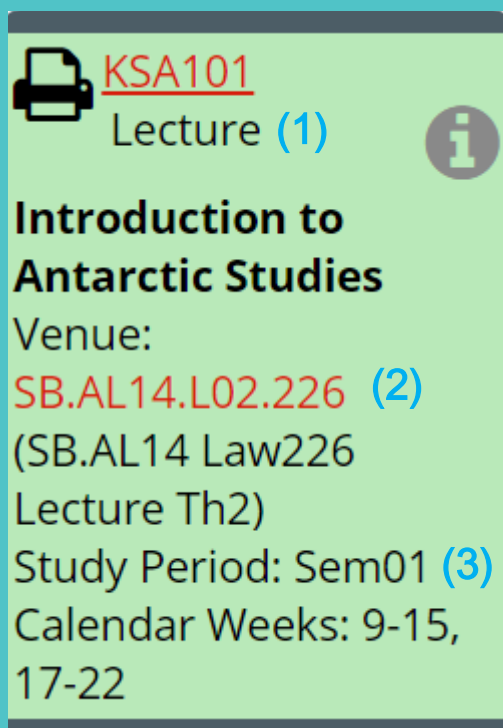
SEMESTER 2	
July 10—14	Orientation Week
July 17	Classes Begin
	Tutorial Registration Opens
August 10	Census Date (No more class changes)
September 4—11	Mid-Semester Break
September 29	Exam Timetable Released
October 23—27	Study Break
October 28—November 14	Examination Period
November 29	Results Released

How Do I See My Timetable?



When are my classes taught? And where?

While timetables won't be finalised until very close to the beginning of Semester, you can still search and see your 'indicative' timetable before you arrive on campus.

1. Head to <http://student-timetable.utas.edu.au/>
2. Select the options that apply to you:
 - Study Period = Semester 1 / Semester 2
 - Year = 2017
 - Campus = Hobart / Launceston
 - Type of Events = All classes (tutorials, lectures, workshops) / Lectures Only
 - Search by Unit Codes, rather than your Student ID, as your enrolment may not be finalised.
3. Click on "View Details" and your timetable will generate on the next page.



The screenshot shows a class entry for KSA101 Lecture (1). It includes the unit code KSA101, the title 'Introduction to Antarctic Studies', the venue SB.AL14.L02.226 (2), and the study period Sem01 (3) with calendar weeks 9-15 and 17-22. There are icons for a printer and information.

 **KSA101**
Lecture (1) 

Introduction to Antarctic Studies

Venue:
SB.AL14.L02.226 (2)
(SB.AL14 Law226 Lecture Th2)

Study Period: Sem01 (3)
Calendar Weeks: 9-15, 17-22

The classes will display on a weekly 'grid' pattern, with the individual classes displaying like the image to the left. All available classes will display. (You can work out how many classes you need to attend by clicking on the Unit Code and then scrolling down to find "Teaching Pattern" on the unit homepage.)

This information on the left tells you that your Introduction to Antarctic Studies 'Lecture' (1) is in the Law Building Lecture Theatre 2. You can click on the red 'Venue Code' (2) to see detailed room names, descriptions, buildings, and maps.

The 'Study Period' (3) will tell you which weeks this class will be on. **Week 9 is the 1st week of classes**, this lecture continues every week until Easter Break at week 16, and then continues again until the examination period.

How Do I See My Timetable?

There's a class clash! Help!

Clashes

It's common with Exchange and Study Abroad students to experience a timetable 'clash' - where two classes are on at the same time. The chance of a timetable clash is increased where classes are taken from a range of faculties.

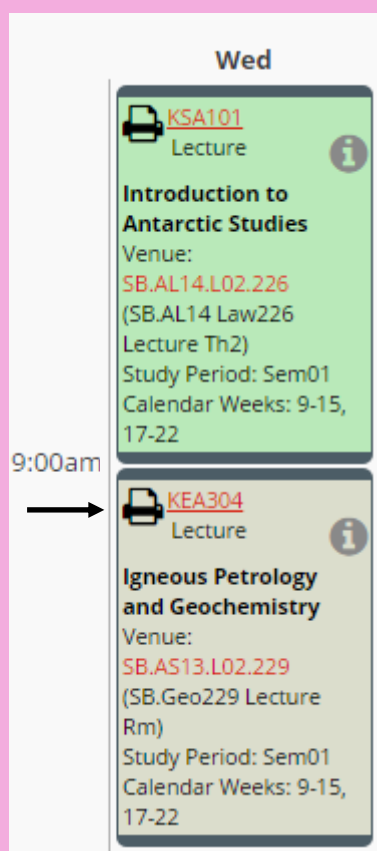
How Do I Identify a Clash?

Lecture Clash:

As shown left, this is a lecture clash where both classes are taught at 9:00am. Most lectures are recorded and uploaded to MyLO for students' use. It is up to you if you want to enrol in another unit or listen to the lecture recording later. Please note that some lectures are compulsory and some are not recorded.

Workshop / Tutorial / Practical Clash

Where there is only one workshop time available for your unit and there is a clash, this may pose a larger problem. If there are multiple times that class is taught, you will need to select that class on a different day or think about choosing another class. Workshops/tutorials are compulsory, so pick times that suit your timetable.



Clashes are confusing and we are very happy to help you work your timetable out in the GLOW Lounge.

When you want to print your timetable you can click on the "print icon" of each class to hide or display the class times you want to show. (Shown above, left)

Australian Maritime College units and Conservatorium of Music units use their own timetable system and can be found on MyLO or the Schools Home Page.

Information on how to navigate your timetable will be gone over in detail at your Orientation session. See you soon!!