

Coursework Units for the Bachelor of Arts (Honours) – FAQ

Coursework units give students enrolled in the Bachelor of Arts (Honours) the opportunity to develop and demonstrate growing expertise in their discipline. Some of the common questions about these units are answered below.

What level of unit should I choose my coursework units from?

All units should be Honours level (or Masters). You may not choose undergraduate units.

Should my coursework units be taken internally (at ACU) or cross-institutionally (at another university)?

All BA (Honours) students will normally take the ACU unit HUMA402 Thesis Research and Design in the first semester they commence their Honours degree. You may in addition choose to complete the interdisciplinary ACU unit HUMA412 Countercultures and/or an internship/fieldwork/coursework unit via ACU (if these options are on offer). Alternatively, you may take 1-2 units that relate to your thesis topic at another university via cross-institutional study.

I would like to do an internship as part of Honours, how do I apply for that?

An Honours research internship can be a very rewarding alternative to one of the coursework unit that typically forms part of the Bachelor of Arts (Honours) degree. An example of an Honours internship would be working with the Queensland-based Our Lives research project whose aim is to analyse the changing experiences of a cohort of young people. Please contact your Honours Course Coordinator the semester before you commence Honours to discuss available options.

When should I apply for Cross-institutional study?

There are often unexpected administrative hurdles to overcome and delays to factor into the process of applying for cross-institutional study, so it's best to start the application process well ahead of semester, at least 3-4 weeks beforehand if not earlier. Universities often have very early cut-off dates for cross-institutional enrolment, so make sure you check these carefully. Some universities also require steps that take extra time e.g. getting permission from a particular lecturer at the external university to join their class, or you may need to get an ACU stamp on your form for some universities. Not all Honours programs at other universities take cross-institutional students, so always select a back-up.

For cross-institutional enrolment, how do I show proof of my enrolment as an Honours student, or of my Commonwealth Supported Status?

- For proof of your enrolment in Honours, you can upload your letter of offer and a copy of your enrolment record, or ask your course coordinator to provide you with a letter. Some universities have a form that your Course Coordinator needs to sign.
- AskACU can also verify your status as a Commonwealth Supported Student.
- For your Commonwealth Supported status, you can provide your Commonwealth Assistance Notice which is available two weeks after the census date (this will not be available in time for semester one enrolment). https://acu.service-now.com/askacu?id=askacu_kb_article&sys_id=9365c69b71502140c04b31c7202e9a53&table=

Why are there two forms for Cross-Institutional Enrolment?

If you're an ACU student, you can complete units of study at another university and have those units credited towards your ACU degree. You'll need to log into the AskACU portal and submit an Application for Cross-Institutional Enrolment prior to commencing studies at the host university.

You will need to attach a copy of the unit outline from the host university.

You will be advised of the outcome of your application via your ACU student email address.

You'll also need to check cross-institutional study enrolment processes at your destination university and submit their form as well.

Related Links:

ACU students:

[Application for Cross-Institutional Enrolment](#)
[Change your Enrolment](#) (Cross-institutional studies)

Remember:

You need to complete one form for ACU and the equivalent form for the external university. This ensures that both institutions have approved the enrolment, will transfer fees, and will recognise your result.

If I am taking a cross-institutional unit, should I enrol in HUMA410 or HUMA411?

No, enrol in the cross-institutional unit following the process above, and when you have completed the unit and have supplied your authorized transcript to ACU, either HUMA410 or 411 will be credited to your transcript. You should not enrol in these codes unless a special offering of the units is available on campus.

How should I supply my transcript to ACU when I have finished my cross-institutional unit?

You will most likely be supplied the transcript digitally via the My Equals system. You should be able to share that (and a password) with your course coordinator and ASKACU who can then register that credit has been granted to your ACU degree. It is also possible to request a hardcopy of your transcript and bring that to AskACU in person.

How is my mark for cross-institutional study counted towards my ACU degree?

Your Course Coordinator will need to record a percentage mark for any cross-institutional unit you complete. This is often provided on the transcript you have requested from your external University, which you can then make available to your Course Coordinator. Students may complete up to two 10-cp Advanced coursework units, and the mark for each of these makes up one-eighth of the final mark for Honours. Where a student has course coordinator approval to undertake a single 20cp unit at another university the course coordinator may count it as two 10cp units at ACU.

Once the credit for Cross Institutional Study has been processed, credit for unit/s successfully completed at the host university will be recorded on your ACU academic transcript as a 'CG' grade. However, the final Honours grade will include your cross-institutional mark/s and will be:

- a. calculated as the average of the marks obtained by the student in all units contributing to the honours program, including any approved cross-institutional units, weighted by the credit point value of each unit; and
- b. awarded in accordance with the table of Grading Codes contained in the Academic Regulations.
- c. where cross institutional units employ a different marking schema to ACU, this will be taken into account.

See:

https://policies.acu.edu.au/student_policies/assessment_policy_and_assessment_procedures/guidelines-for-assessment-of-research-in-coursework-programs

For further information on the Bachelor of Arts (Honours), see:

- ACU's Guidelines for Honours programs:
- The School of Arts (Honours) Handbook – available from the HUMA402 Thesis Research and Design LEO page.