Australian National University

College of Science and Medicine

Master Convener Handbook

Science Teaching and Learning Centre

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This handbook is to be read in conjunction with the following:

Accreditation Handbook 2025
Policy: Recognition of prior and external learning
Policy: Student academic study load and progression

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1. Key roles and responsibilities

1.1 Access requirements:

- When you start in your role as Program Convener you will need to ensure that you have access to the following:

    - Student Administration System.
      This will allow you to access the transcripts of students enrolled in your program and to make appropriate transcript notes when you exercise your delegations.

    - The Master Program functional e-mail account.
      It is important that you use this as your primary communication with students and staff. If there is not currently a functional account for your Master Program please ask your School to set one up (Recommended format = program name.school@anu.edu.au).

1.2 Responsibilities:

Program administration

- Meetings
    - In November each year, you will be invited to the Honours and Post-graduate Course Work meeting hosted by the Associate Dean, Education. This is a forum to address any ANU wide or College initiatives. An agenda and previous minutes will be provided prior to the meeting date.

- Adjustments to Master Program requirements
    - You are able to propose adjustments to the academic requirements of the Master Program that you convene. Adjustments are welcomed and encouraged if you see opportunities to strengthen the program or to make it more desirable to prospective students. For assistance with curriculum amendment processes please reach out to science.curriculum@anu.edu.au to seek advice on how to proceed.

- Program review
    - The Science Curriculum team will reach out on a 5 yearly cycle to request a holistic program review. At the time of review you will be provided with a resource pack and clear instructions on what is required.

Student support

- Provision of Academic Advice
    - As Program Convener you will be called upon for discipline specific advice from students, student services and college subdeans. This handbook is intended to assist you with identifying your specific role in various scenarios and with providing more general advice to students.

- Development of study plans
    - It is good practice to check each student's study plan to make sure they are meeting the specified program requirements. You are then able to pro-actively recommend credit/exemptions/substitutions to the students. In the worst-case scenario, study plan errors are picked up in graduation checks and students may need to take additional units of study and/or extend their duration of study to meet the program requirements.

- Draft study plan templates can be found in Appendix II, III and IV of this document.

- Nomination of students for University Medals
  - Toward the end of each semester, you will be contacted by the Student Services team to nominate students for the University Medal and Postgraduate medal. All instructions will be given to you at the time of nomination, however, please note the strict deadlines. Typically, nominations are due the Friday before results are released to students. Students must have a cumulative GPA of 6.5 to be eligible for nomination.

- Identification of disengaged students and students in distress
  - Ideally at the start of each semester you should be aware of all students enrolled in your program (this can be managed by the school administrator). While course conveners will often identify at-risk students during semester, they are unable to see what is going on beyond their specific course. As program convener you are able to access the students' transcripts to gain a more holistic view of the student's progression through the Master Program.

Communication

- E-mail
  - It is important that you regularly check and use the Master Convener functional e-mail account as your primary communication with students and staff so that:
    - the contact details of the program do not change for students and staff when there is a change in convener
    - communication records are available to relevant staff should you need to take leave from your role
    - historical decisions and communications are available to incoming Program Conveners

- Going on leave
  - Please ensure that an appropriate academic has access and delegation to respond to the Master Program functional e-mail account. Please also ensure students are directed to the Master Program functional e-mail account or to an academic who can answer questions and process any student related administration for the period of leave.

2. Admissions

2.1 Direct Entry Pathway

The ANU now employs a 'rolling' admissions process where there are no specific due dates for admission applications.

Workflow for direct entry into a Master program:

1. Central Admissions assess the GPA requirements and send eligible applications to the College for review

2. Student Services review the applications and send the application to the Program Convener for a cognate assessment

3. Program convener assesses cognate requirements and informs Student Services

- ideal response time is 2-3 business days, maximum 5 business days

4. if applicant meets the cognate requirements, jump to 6.

5. if applicant does not meet the cognate requirements Student Services assess for possible alternative 'slip-back' entry options (e.g. a graduate certificate)
6. Student Services inform Central Admissions of the assessment outcome
7. Central Admissions send the applicant an offer or deny entry as appropriate.

2.2 Indirect Entry Pathways

Direct entry into the Master Program is the most common, however, if an applicant does not meet the admission requirements, or is unsure of their commitment, there are a number of alternative pathways:

- Testing the waters

Potential Master students who are unsure of their commitment can also 'test the water' by completing some Micro-credentials, or by entering a Graduate Certificate or Diploma program before committing to the associated Master Program (for logistical or financial reasons).

- Entry via the Graduate Diploma of Science

Students who do not meet the entry requirements for the coursework Master Program may begin their study in a Graduate Diploma after which they can apply for transfer to the Master Program.

- Entry via the coursework Master Program

Students who do not meet the entry requirements for the advanced Master Program may begin their study in a coursework Master Program. They can then apply for transfer to the advanced Master Program following completion of 48 units of coursework.

- Entry via the Vertical Double Degree program

Students who are intending to complete a Master Program and are already in an undergraduate degree offered by the College of Science & Medicine should seek academic advice from the Student Services team before completion of the first 72 units of their undergraduate studies.

The VDD is a complex program structure with no elective space within the Master Program. Students will be asked to submit a complete study plan for both their Bachelor and Master programs prior to beginning their final 48u of Bachelor Program study. This study plan is to be endorsed by you as the master program convener to ensure that they take a minimum of 4 relevant Master level courses in their final year of undergraduate study.

Workflow for entry into a VDD program:

1. Student to seek advice prior to completion of 72 units.
2. At 72 units the student is to provide Student Services with a study plan
3. Study plan must be endorsed by the Program Convener and is then reviewed and approved by the Subdean
4. At 96 units, if the student has a GPA ≥ 5, they will receive a conditional offer for entry into the destination Master Program
5. At graduation from Bachelor Program, Student Services complete a formal assessment of all requirements for admission to the Master Program
6. If the student meets all admission requirements, they progress to the Master Program with 48u credit (see section 2.1)

2.3 Transferring between programs

Transferring to a new program is an act of admission and all applications will be assessed against admission requirements. Detailed information on transferring between programs, including principle deadlines, can be found here:

https://www.anu.edu.au/students/program-administration/program-management/transferring-between-programs.

Workflow for program transfers:

1. Student to seek advice from Program Convener at the earliest opportunity
2. Student to submit an application for transfer via ISIS
3. Student Services seek endorsement for the transfer and credit from Program Convener
4. Student Services complete a formal assessment of admission requirements for the destination program
5. If the student meets all admission requirements, they receive an offer for entry to the destination program that they need to formally accept.
6. Student progresses to the destination program and receives a credit offer
7. Student accepts or declines credit
8. Appropriate credit is applied to the new program.

- Transferring from Graduate Diploma to Master Program

Students using a Graduate Diploma as a pathway to a destinations Master program are encouraged to seek academic advice from the Students Services team prior to finalising their application for admission, or at any time during the degree.

There are two potential pathways outlined on the Graduate Diploma of Science P&C page: https://programsandcourses.anu.edu.au/program/6600xgdsci

- Transferring from coursework Master Program to advanced Master Program:

Students have the option of applying to transfer from a coursework Master to the corresponding Advanced Master Program if they satisfy the following requirements:

- meet the published admission requirements for the advanced Master Program,

Credit for prior study in the coursework Master Program will be dependent on the student being able to satisfy all program requirements in the advanced Master Program.

If intending to enter directly into the research component of the Advanced Master Program, students must:

- have completed the compulsory courses in the first 48 units of coursework in the destination Advanced Master Program,
- satisfy any progression hurdle requirements within the Advanced Master Program (for example: achieve a minimum 70% weighted average mark in the initial 48 units of coursework), and
- have the approval of an identified supervisor.

2.4 Early exit pathways

Students who have completed 24 units and wish to exit the program have the option of transferring to graduate from a Graduate Certificate of Science.

Students who have completed 48 units and wish to exit the program have the option of transferring to graduate from a Graduate Diploma of Science.

Workflow for transferring to graduate:

1. Student to seek advice from Program Convener at the earliest opportunity
2. Student to submit a degree transfer application via ISIS for the next available semester/session, the student should indicate in the comments that they intend to transfer to graduate and email Student Services (students.cos@anu.edu.au) to let them know that they have submitted a transfer to graduate
3. Student Services assess the student for eligibility to graduate

4. If needed, Student Services will contact the Program Convener for endorsement of transfer and credit to graduate
5. Student will receive an offer for transfer and credit, both of which they should accept
6. Student graduates from their exit program

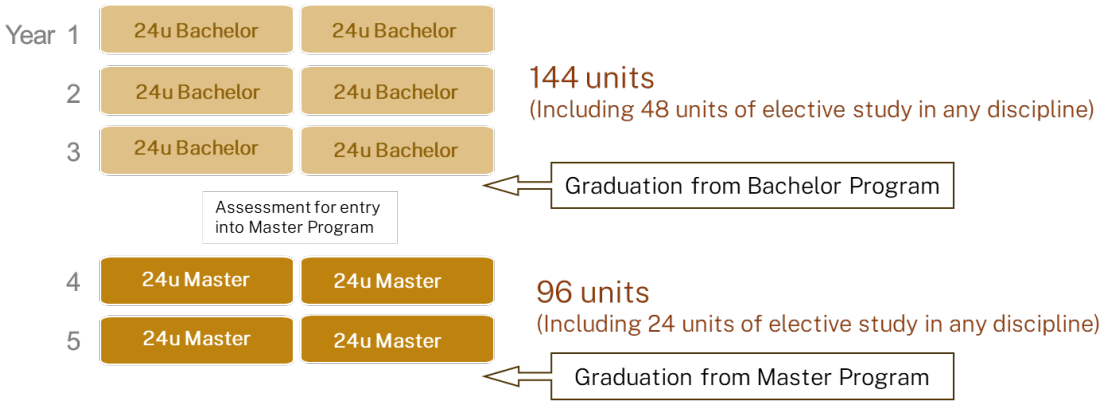
If the student desires to return to a Master Program within 7 years, they may be eligible for credit from their prior study.

3. Program Structure

Program Conveners are able to:

- make ad-hoc adjustments to the program requirements for individual students (see section 4.4).
- propose adjustments to the academic requirements of the Master Program as a whole. If you see opportunities to strengthen the program or to make it more desirable to prospective students, please reach out to science.curriculum@anu.edu.au to seek advice on how to proceed.

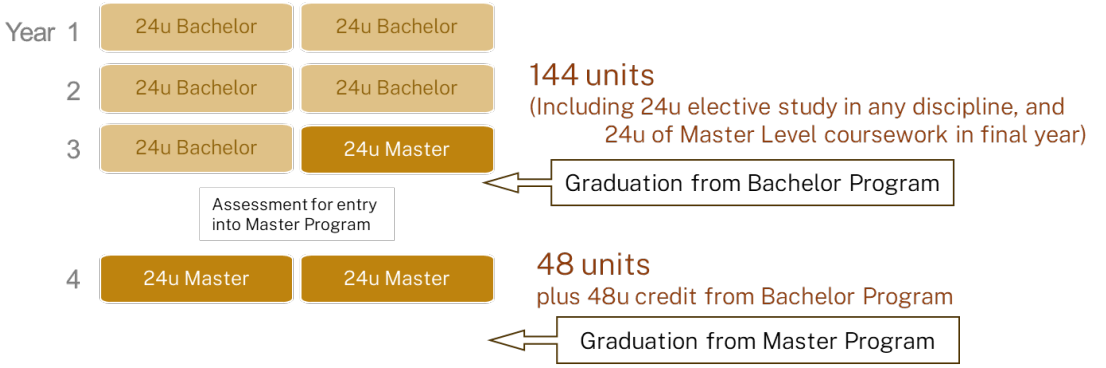
3.1 Traditional structure of a separate Bachelor and Master program:



3.2 Structure of a Vertical Double Degree program:

The VDD provides an accelerated pathway for ANU student to complete a Bachelor and coursework Master Program within 4 years. This is achieved by removing 24u of ANU-wide elective space from both the Bachelor and Master Programs (a total of 48u).

Students in this pathway are part of a special credit arrangement whereby they are able to claim 24u cognate undergraduate credit PLUS
24u specified credit for Master courses completed within their Bachelor Program
(a total of 48u)



Things to note:

- A student must formally graduate from their Bachelor Program BEFORE they can begin study towards their Master Program. If any grades remain unresolved the student cannot progress to the Master Program.
- Students must seek advice and permission to pursue entry into a VDD program in their second year of study. This is a very restricted program, with only 24u of undergraduate ANU-wide elective study. For this reason, all students entering this pathway must have an approved study plan to ensure they will meet all program requirements.
- If a student wishes to transfer to the Advanced Master Program, they will no longer be eligible for 48u credit from their undergraduate program as they are leaving the VDD pathway. Credit will be assessed as per section 4.1.

3.3 Minimum 8000-level requirements:

The minimum 24u 8000-level requirement can be met by completion of discipline specific courses, science and society courses and elective courses. If you would like to ensure students take at least 24u of discipline specific 8000-level courses, you will need to embed that into the program specific course lists.

3.4 Elective space:

You are not required to give permission to take elective courses, however, it is good practice to check each student's study plan to make sure they are meeting the specified program requirements.

We recommend that the available 24u cognate undergraduate credit fills the elective space within a program. If a student is not seeking credit for prior study, elective units can be completed in any discipline at 4000-, 6000-, 7000- or 8000-level.

Note: Master Programs allow for a maximum of 24u at 4000-level.

Enrolment in 4000-level courses is dependent on eligibility: many 4000-level courses in science disciplines are restricted to Honours students only.

4 Credit from prior study

Please refer to the College Master credit transfer process here:
https://students.science.anu.edu.au/program-admin/forms-policies-guidelines/college-master-credit-transfer-process-0

Workflow for credit applications:

1. Student to first approach Program Convener to discuss their study plan and how they are going to meet program requirements.
2. You, as program convener, then need to provide the student with a written endorsement of the proposed credit and study plan, confirming the student will meet all the program requirements while including the proposed credit.
   A draft study plan template can be found in Appendix I of this document.
3. The student submits their application documents online to:
   https://students.science.anu.edu.au/program-admin/forms-protocols-processes/application-status-credit-transfer
4. Credit application is assessed and approved by Student Administration (internal credit) or the Subdeans (external credit and informal learning).
5. Credit offer is sent to the student with the adjusted final date for completion of the Master degree (counted as seven years from the date at which the earliest course for which status is granted, was passed).
6. Student checks and formally accepts the credit toward their program.
7. Student Services applies the credit to their program.

4.1 Students who have completed a cognate Bachelor degree

Where a student has completed a cognate Bachelor degree within the last 7 years, they are eligible for up to 24u credit.

This is awarded as cognate undergraduate credit and can count towards either:

- ANU elective courses available in their program requirements, OR
- Exemption from specific 6000-level course requirements within their program.

For example:

If the student has completed ASTR3002 (or equivalent) during their undergraduate program, their credit would be:

6u SCNC5951 cognate undergraduate coursework credit PLUS

EXE (exemption) ASTR6002

The student can then complete 6u electives at the equivalent level, or higher, in place of the exempted course(s). Taking alternatives from the associated course lists is recommended, but not required.

4.2 Students who have completed a cognate Bachelor degree with Honours

Where a student has completed a cognate Bachelor degree, with Honours, within the last 7 years, they may be eligible for up to 48u credit.

Credit is awarded as:

- 24u cognate undergraduate coursework credit (same as above) PLUS
- 24u cognate research status

The research status in this case can count towards either:

- ANU elective courses available in their program requirements, OR
- Exemption from research focussed courses such as ASTR8010, with the condition that the student still completes at least 24u research within their Advanced Master Program.

4.3 Students who have completed a cognate Bachelor degree more than 7 years ago

If the student was working in an appropriate field prior to commencement of their study, they may apply for up to 24u recognition of informal learning.

4.4 Students who have completed a Graduate Certificate

Students are allowed a maximum of 48u credit towards a 96u Master Program. This may include 24u credit from their Graduate Certificate coursework plus 24u cognate undergraduate credit.

Prior learning is not used for credit if it has already been used for credit towards another completed degree at ANU or at a different university, unless that previous degree is an ANU program that is nested within the program for which credit is sought. For example a Graduate Certificate or Graduate Diploma with complete overlap of program orders with a Masters degree that is either of the same name, or identified in a credit register. Credit is only awarded for that portion of a completed degree that was not credit for prior learning.

4.5 Students who have completed a Graduate Diploma

Students are allowed a maximum of 48u credit towards a 96u Master Program. It is important that Graduate Diploma students are aware of their credit entitlements (up to 24u cognate undergraduate credit). If a student completes 48u coursework in their Graduate Diploma, they will no longer be eligible for 24u cognate undergraduate credit towards their Master Program.

Students who are entering their Master program from a completed ANU Graduate Diploma that is nested within the Master Program (has complete overlap of program orders or is identified on a credit register) are not eligible to receive credit towards their Master program beyond that which may have been granted towards their nested ANU Graduate Diploma.

Prior learning is not used for credit if it has already been used for credit towards another completed degree at ANU or at a different university, unless that previous degree is an ANU program that is nested within the program for which credit is sought. For example a Graduate Certificate or Graduate Diploma with complete overlap of program orders with a Masters degree that is either of the same name, or identified in a credit register. Credit is only awarded for that portion of a completed degree that was not credit for prior learning.

4.6 Students in a Vertical Double Degree

Students in a Vertical Double Degree program are eligible to receive up to 48u credit from their Bachelor program (see section 3.1).

5. Study plans

It is the Master Program Convener's responsibility to balance BOTH the needs of the student and the requirements of the university.

Draft study plan templates are included in Appendix II, III and IV of this document.

5.1 Reducing an international student's study load

ANU policy on reducing international students' study load can be found here: https://www.anu.edu.au/students/program-administration/program-management/reducing-your-study-load-as-an-international-student-coursework

International students on a student visa are expected to complete their program in the shortest possible timeframe. This requires them to enrol in a full-time study load of 24 units per semester. In accordance with Australian legislation, ANU can only extend a student's program duration and issue an extension eCoE if there are compassionate or compelling circumstances that necessitate the extension.

If an international student in their final Study Period has less than 24 units to complete, they are considered to be enrolled full time if they are enrolled in 100% of their remaining unit load and therefore do not need to apply for a reduced study load.

If a student is identified as possibly needing a Reduced Study Load we ask that you refer them to the Student Academic Study Load and Progression policy (https://policies.anu.edu.au/ppl/document/ANUP_002611) and direct them to the College of Science and Medicine Student Services.

5.2 Course Pre-requisites

If a student requests permission to enrol in a course for which they have not met the assumed knowledge statement:

Please ensure that you uphold the 'assumed knowledge' statement for courses. It is not helpful to enter students into PG courses when they don't meet the pre-requisite knowledge of the co-taught undergraduate course because this creates a scenario where:

- students have undue stress and difficulty completing the course
- conveners need to provide added support to assist the student

- students pass the course but with a grade that brings their GPA below the threshold for progression to the research component of advanced programs.

If a student requests permission to enrol in a course for which they have not met the formal pre-requisite:

The decision to allow enrolment is at the course convenor's discretion. However, for students with PX or DA grades, we are starting to see a trend where these grades aren't finalised before the census date, the student fails the pre-req and then the subsequent courses, falling further behind.

To minimise the potential negative impact on students' progression, we propose the following principles:

- Students requesting permission to enrol with a PX or DA grade in the pre-requisite course must include their transcript to enable convenors to evaluate student capacity based on past performance
- Admission to the course is granted on the provision that:
  - Students submit/sit and pass their deferred assessment and/or exam
  - Grades are finalised **before** the census date
- Students who fail the pre-req course, or whose grades are not finalised by the census date, will be deemed as not meeting the pre-requisites and unenrolled from the affected course.
- Students will be given this information at the time of application. They can choose to 'risk' not being allowed to continue in the course, or they may opt to enrol in different options and complete the course once they have satisfied the pre-requisites.

As a 'worked' example:

Course A is a pre-requisite for Course B. Two students have interim grades for course A but seek permission to enrol in course B. Both are granted conditional permission to enrol.

One of the students submits the assessment task causing the DA and subsequently passes Course A. They are then allowed to continue in course B for the remainder of the semester.

Scenario 1: The other student sits the supplementary exam from course A but fails the exam. They fail course A and are unenrolled from course B.

Scenario 2: The other student seeks to defer the unsubmitted task from course A again, meaning the grade will not be finalised by the census date. They are unenrolled from course B.

5.3 Approving alternate courses to count towards program requirements

Ideally students will use their elective space to complete courses outside of the program requirements.

In rare cases, it may be appropriate to approve an ad-hoc adjustment to program requirements provided the adjustment:

- is considered academically relevant for the student on an individual case-by-case basis
- does not compromise the ability of the student to meet all of the published program learning outcomes
- does not exceed 12 units of study within a 96u program.

As program convener, you are able to approve these adjustments. Please clearly articulate which program requirement the adjustment is counting towards and:

1. Seek endorsement from the Associate Director (Education) of your school
2. Formalise your approval in writing for the student, and
3. Make a brief but clear note on the student's transcript for the graduation assessment team

Note: If a student is seeking an adjustment that exceeds 12u of study you will need to seek endorsement from both the Associate Director (Education) of your school AND the Associate Dean (Education) to ensure consistency across all the schools. It may be more appropriate for the student to consider an alternative program.

If you find that a particular adjustment is made on a regular basis, please consider revising your formal program requirements.

5.4 Cross-institutional study, study abroad and exchange opportunities

The College of Science & Medicine is happy to consider cross-institutional study, study abroad and exchange opportunities for Master Program students with endorsement of the program convener.

Note: Students in the Advanced Master programs are required to complete a minimum of 24u research at ANU.

6. Assessment appeals

Appeals against a result for an individual assessment task are considered as a component of the final grade, after the final grade is published in ISIS.

Students are encouraged to seek advice from an independent person knowledgeable about the process and aware of potential outcomes. The Dean of Students and the ANU Student Association (ANUSA) are available to provide students with advice.

Students should be made aware that if they appeal a result, the outcome may be a higher mark, the same mark, or a lower mark.

Further information on assessment appeals including due dates and stages can be found here: https://www.anu.edu.au/students/program-administration/assessments-exams/assessment-appeals

6.1 Coursework appeals

Stage 1 assessment appeal: informal consideration by the course convener
The course convener may choose to re-mark, organise another person to re-mark, or undertake other action as appropriate.

Stage 2 assessment appeal: formal consideration by the Associate Dean (Student Experience and Integrity)

Stage 3 procedural appeal: formal consideration by the Dean or their Delegate
It may be determined that rules, policies or procedures have not been followed by the University and this has unfairly disadvantaged the student.

6.2 Thesis appeals

Stage 1 thesis appeal: informal consideration by the program convener
The program convener may choose to re-mark, organise another person to re-mark, or undertake other action as appropriate.

Stage 2 thesis appeal: formal consideration by a committee appointed by the Associate Dean (Education)

Stage 3 procedural appeal: formal consideration by the Dean
It may be determined that rules, policies or procedures have not been followed by the University and this has unfairly disadvantaged the student.

7. Identification and assistance of disengaged students

Course conveners are the most likely to identify disengaged students and they are asked to check their course LMS sites by week 4 to identify any students who are:

- not submitting assessment tasks, or not accessing course materials.

The course convener will then reach out to identified students and, if necessary, refer them to appropriate channels for support. Course conveners may come to you for assistance.

Program conveners can assist this process by looking across all the final grades of students in their Master program each semester. This will allow you to identify students who have:

- outstanding grades to be resolved
- consistently failed to complete courses
- had an unusual and significant drop in academic performance.

Students in crisis often face difficulty in advocating for themselves so offering to connect them with resources can be instrumental in getting them the help they need. But do give students the option of direct or indirect referral to ensure they still have agency.

If students are identified as being 'of concern' we ask that you:

1. E-mail the student to check that they are okay, if they need any support and, if so, if they would like you to refer them to appropriate channels for support. This referral can be direct (convenor emails resource directly, copying student on) or indirect (convenor provides link to student to follow up).
   It is important that you also ask them to respond within a week

2. If the student responds and says they would like support with their studies:
   - You, as program convener, are best placed to provide program, course and career pathway information
   - Student Services team (students.cos@anu.edu.au) can assist with any program administration matters, academic grievances, degree advice, general inquiries including pastoral care; or
   - the College Sub Deans (subdean.science@anu.edu.au) can provide broader program, course and career pathway information as well as pastoral care.
   - If students prefer the indirect referral, they can make their own appointment with either student services or the sub deans using this link: https://studentscos.simplybook.net/v2/

3. If the student fails to respond or responds that they are okay, and you are still concerned
   - You are welcome to reach out to the College Sub Deans (subdean.science@anu.edu.au) with your concerns (no details necessary). The subdeans will then reach out to the student independently.

8. Supporting students in distress

In every case, please prioritise your own wellbeing. It is important to remember that as an academic or professional staff, your role is to respond with compassion, provide students with information and support students to access the appropriate services to assist with their safety and wellbeing. Unless it is within your position description, you are not expected to provide mental health counselling or undertake responsibility for resolving the student's crisis or distress.

Please refer to the Supporting Students in Distress Guide, especially if the student needs wellbeing rather than academic support:
https://services.anu.edu.au/learning-teaching/supporting-students/supporting-students-in-distress-guide

This guide contains advice for situations where a student:

- has died (on or off-campus)
- is suspected to be missing
- has experienced bullying, discrimination or harassment
- has experienced sexual assault or sexual harassment
- is generally showing signs of strong emotional distress
- is at risk of self-harm or suicide.

Appendix I Master program delegations

Process	Delegation
Admission to Master Program	Cognate assessment completed by Program Convener Approved by Student Administration
Forced offer request	Prepared by Program Convener Endorsed by Associate Dean (Education) Approved by DVC(A)
Degree transfer	Endorsed by Program Convener Approved by Student Administration
Forced transfer (programs with progression hurdles)	Endorsed by Program Convener Approved by Student Administration
Admission from MAE	Associate Dean (Education)
Admission from PhD Clinical	Associate Dean (Education)
Request to study concurrently	Associate Dean (Education)
Internal credit	Endorsed by Program Convener Approved by Student Administration
External credit	Endorsed by Program Convener Approved by Subdean
Allowing alternate courses to count towards program requirements	Endorsed by Associate Director (Education) Endorsed by Associate Dean (Education) if more than 12 units. Approved by Program Convener
Reduced study load	Endorsed by Program Convener Endorsed by Subdeans Approved by Student Administration
Overload	Endorsed by Program Convener Approved by Student Administration and Associate Dean (Education)

Third Attempt	Endorsed by Course Convener Endorsed by Program Convener Approved by Student Administration
Appointment of co-supervisor if needed	Program Convener
Program Leave for up to 2 years (international students only)	Endorsed by Program Convener Approved by Student Administration
Program Leave for a period greater than 2 years (domestic students only)	Endorsed by Program Convener Approved by Associate Dean (Education)
Thesis extension up to 2 weeks	Program Convener
Thesis extension greater than 2 weeks	Associate Dean (Education)
Extension to maximum completion time	Associate Dean (Education)
Graduation assessment	Student Administration Referral to Program Convener when advice needed

Appendix II Master program study plan

Date:_____

Student Name:_____ Student ID:_____

Master Program:_____

Courses needed to complete Master Program:

Course name	Done?	Course name	Done?
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

****Check no fewer than 4 x 8000 level courses**

Study Plan for courses still to be completed:

Year						Out of semester *
	S1					
	S2					
	S1					
	S2					

* 'Out of semester' includes any courses taken outside of a regular semester (S1 or S2)
eg: Summer/Autumn/Winter/Spring courses, Cross institutional study, Short courses overseas

Office Use: Advised By: _____ Date: _____

Other notes:

Appendix III Vertical Double Degree study plan (pre 2025)

Date:_____

Student Name:_____ Student ID:_____

Undergraduate Program:_____

A) Major: _____
B) Other (2nd Major/Minor/Specialisation): _____
C) Other (elective Maj/Minor/Spec): _____

Courses needed to complete Bachelor program (pre 2025 program rules):

Major:	Done?	2nd Major/Minor/Spec	Done?	ANU wide electives:	Done?
1.		9.		1.	
2.		10.		2.	
3.		11.		3.	
4.		12.		4.	
5.		Other:		5.	
6.		13.		6.	
7.		14.		7.	
8.		15.		8.	
		16.			

**** Check no more than 10 x 1000 level courses**

**** Check no fewer than 5 x 3000 level Science courses**

**** Check no fewer than 1 x quantitative research skills course**

Master Program:_____

Courses needed to complete Master Program:

Credit from undergraduate Program:	Remaining courses:	Done?
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	

****Check no fewer than 4 x 8000 level courses**

Study Plan for courses still to be completed:

Year						Out of semester *
	S1					
	S2					
	S1					
	S2					
	S1					
	S2					
	S1					
	S2					

* 'Out of semester' includes any courses taken outside of a regular semester (S1 or S2)
eg: Summer/Autumn/Winter/Spring courses, Cross institutional study, Short courses overseas

Office Use: Advised By: _____ Date: _____

Other notes:

Appendix IV Vertical Double Degree study plan (2025)

Date:_____

Student Name:_____ Student ID:_____

Undergraduate Program:_____

D) Major: _____

E) Other (elective Maj/Minor/Spec): _____

Courses needed to complete Bachelor program (2025 program rules):

Major:	Done?	Other Science courses:	Done?	ANU wide electives:	Done?
1.		9.		1.	
2.		10.		2.	
3.		11.		3.	
4.		12.		4.	
5.		13.		5.	
6.		14.		6.	
7.				7.	
8.				8.	
				9.	
				10.	

** Check no more than 10 x 1000 level courses

** Check no fewer than 5 x 3000 level Science courses

** Check no fewer than 1 x quantitative research skills course

** Check no fewer than 2 x Transdisciplinary Problem Solving courses

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Master Program:_____

Courses needed to complete Master Program:

Credit from undergraduate Program:	Remaining courses:	Done?
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	

**Check no fewer than 4 x 8000 level courses

Study Plan for courses still to be completed:

Year						Out of semester *
	S1					
	S2					
	S1					
	S2					
	S1					
	S2					
	S1					
	S2					

* 'Out of semester' includes any courses taken outside of a regular semester (S1 or S2)
eg: Summer/Autumn/Winter/Spring courses, Cross institutional study, Short courses overseas

Office Use: Advised By: _____ Date: _____

Other notes: