College of Design and Social Context

School of Media and Communication

Program Information Guide for Students
2010

Title: Master of Communication by Coursework
Program code: MC080
Program plan code: MC080P8

Web reference:
http://www.rmit.edu.au/mediacommunication/masterofcommunication
http://www.rmit.edu.au/mediacommunication/programinfoguides
WELCOME TO THE MASTER OF COMMUNICATION BY COURSEWORK PROGRAM

If this is the first time you have studied at RMIT, welcome to the university! If you are returning, welcome back! Whichever applies, I hope that your time at the university is satisfying, productive and enlightening.

RMIT University has a tradition of providing excellent communication programs that are relevant in the professional world. As such, the Master of Communication program aims to provide students with a mix of theoretical and professional knowledge in the various communication areas. We expect our students to develop professional knowledge alongside the theories that will help them decide when to apply them strategically. We also aim to provide students with a broad orientation to the industries as they operate within a social context.

This is a professionally oriented coursework program designed both for recent graduates from generic undergraduate degrees and for communication professionals interested in broadening their knowledge of the communication field. It combines professional education in Public Relations, Journalism, Editing, Cinema, and New Media Technology, with courses exploring the theory and practice of communication research.

While the research component is compulsory, the program offers you flexibility to tailor your study according to your needs. The varieties of courses on offer are the most I’ve seen in similar programs in the state. Our courses are offered in day and evening sessions, regular semester or intensive sessions, to cater to the needs of our diverse student body.

We believe this diversity of our students is integral to the learning experience we have in our classrooms. As you all know, we are living in an environment where change is constant and diversity is inevitable. The program works on the philosophy that adaptation to change is important and you have a choice.

Best wishes,

Michael Webster
Program Director, Master of Communication
michael.webster@rmit.edu.au
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1. PROGRAM INFORMATION – MASTER OF COMMUNICATION BY COURSEWORK

Program Structure

The Master of Communication (MComm) by Coursework program is a 144-credit point degree.

There are three (3) core courses which are compulsory – Introduction to Communication Research, Research Strategies and either a Minor or Major Project. These courses must be successfully completed in a sequence. Introduction to Communication Research is to be taken in your first semester of study.

The table below shows the basic difference in program structure between selecting the Major or Minor Project (see the relevant Program Map for more details).

<table>
<thead>
<tr>
<th>Option A</th>
<th>Compulsory Courses</th>
<th>Elective Courses</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Communication Research</td>
<td>+ six (6) Electives</td>
</tr>
<tr>
<td></td>
<td>Research Strategies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Major Project (48 credit points)</td>
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</tbody>
</table>

| Or |
|----------|------------------|
| Option B | Compulsory Courses | Elective Courses |
|          | Introduction to Communication Research | + eight (8) Electives |
|          | Research Strategies |                |
|          | Minor Project (24 credit points) |                |

Students can select from a wide choice of postgraduate 12-credit point courses within this program to complete their remaining quota of credit points.

Subject to written (email) approval from the Program Director, a maximum of two postgraduate-level, 12-credit point courses can be selected from other programs within RMIT. Any extra external electives completed will not count towards completion of the degree. Failure to meet the minimum program requirements as specified in the program map will prevent students from graduating.

The program duration is three semesters full-time or six semesters part-time.

Program Map (Full-time)

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM1096 Intro to Communication Research</td>
</tr>
<tr>
<td>plus three electives each at 12 credit points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
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</thead>
<tbody>
<tr>
<td>HUSO2079 Research Strategies</td>
</tr>
<tr>
<td>plus three electives each at 12 credit points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
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<tbody>
<tr>
<td>Option A: COMM1100 Major Project</td>
</tr>
<tr>
<td>Or</td>
</tr>
<tr>
<td>Option B: COMM1102 Minor Project</td>
</tr>
<tr>
<td>plus two electives each at 12 credit points</td>
</tr>
</tbody>
</table>

Total number of credit points to complete program = 144 cps
### Program Map (Part-time)

**1st Semester**
- COMM1096 Intro to Communication Research = 12 cps
- plus one 12 credit point elective = 12 cps
  = 24 cps for the semester

**2nd Semester**
- Two electives each at 12 credit points = 24 cps for the semester

**3rd Semester**
- Two electives each at 12 credit points = 24 cps for the semester

**4th Semester**
- HUSO2079 Research Strategies = 12 cps
- plus one 12 credit point elective = 12 cps
  = 24 cps for the semester

**5th Semester**
- Option A: COMM1138 Major Project 1A = 24 cps = 24 cps for the semester
- Or
- Option B: COMM1137 Minor Project 1A = 12 cps
- plus one 12 credit point elective = 12 cps
  = 24 cps for the semester

**6th Semester**
- Option A: COMM1140 Major Project 1B = 24 cps = 24 cps for the semester
- Or
- Option B: COMM1139 Minor Project 1B = 12 cps
- plus one 12 credit point elective = 12 cps
  = 24 cps for the semester

**Total number of credit points to complete program** = 144 cps

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**Information for students articulating from a Graduate Diploma program**

An articulation agreement exists for those who have successfully completed one the School’s Graduate Diplomas to enter the final year of the Master of Communication by coursework program. To formalise the articulation, students are required to submit an Internal Credit Transfer application form.

By entering the masters program with advanced standing of 96 credit points, students need only complete another 48 credit points to satisfy the requirements for the masters degree.

The 48 credit points to be completed must comprise two compulsory courses (HUSO2079 Research Strategies and COMM1102 Minor Project) plus one program elective worth 12-credit points.

Students articulating from a Graduate Diploma program to the Masters program can choose to undertake the ‘general’ Master of Communication (MC080) or a discipline specific Master of Communication (Journalism), Master of Communication (Book Publishing) or Master of Communication (Public Relations).

If you are interested in articulating to one of the discipline specific Masters, please contact your Graduate Diploma program director, or Michael Webster, michael.webster@rmit.edu.au.
Core (compulsory) Courses

COMM1096 Introduction to Communication Research
Credit Points: 12
Pre-requisites: NIL.
This course is to be undertaken in the first semester of study.

This course introduces postgraduate students to the exciting field of communication studies and research. It provides an overview of some of the key debates in the field (past and present): the typical research questions asked; and styles of research employed. Communication studies is extremely broad in its scope and the main emphasis here will be on the ‘sub-fields’ covered in the MComm program (eg, Public Relations, Media and Cultural Studies, Journalism, Organisational Communication, and Asian Media and Culture).

At a practical level, the course will focus on: the multiple considerations required to construct good research questions; generating a preliminary question for your minor/major research project; the choice and selection of appropriate theoretical/analytical frameworks; and the skills required to conduct basic preliminary research in the form of a literature review.

HUSO2079 Research Strategies
Credit Points: 12
Pre-requisites: COMM1096 Introduction to Communication Research

This course is generally undertaken in the semester immediately prior to undertaking the Minor or Major Project.

The course is designed primarily to assist you to begin a focused preparation for writing successful text-based theses in disciplines such as social science, education, planning, social work, communications, environmental studies or international development. The course will also cater for you if you need to acquire advanced skills in analysing and commissioning research, but do not wish to undertake a thesis at this time. Its flexible format makes it suitable for those embarking on a minor Masters thesis in a coursework degree, and Masters and Doctoral research theses. Since different students will come into the course with a different mix of skills and will want to embark on a wide range of research projects, the course is designed to identify your capacities relevant to conducting research, provide focused specialist input, offer a collective forum for debating research approaches, and provide assistance with locating other necessary skills which fall outside the scope of this course.

COMM1100 Major Project (full-time)
Credit Points: 48
This course code is for students completing their Major Project in one semester.

COMM1138 Major Project 1A (part-time)
Credit Points: 24
This course code is for students completing their Major Project part-time over two semesters. Major Project 1A should be the first of the two relevant courses a part-time student enrols in.

COMM1140 Major Project 1B (part-time)
Credit Points: 24
This course code is for students completing their Major Project part-time over two semesters. COMM1140 Major Project 1B should be the second of the two relevant courses a part-time student enrols in.

COMM1102 Minor Project (full-time)
Credit Points: 24
This course code is for students completing their Minor Project in one semester.
COMM1137 Minor Project 1A (part-time)
Credit Points: 12
This course code is for students completing their Minor Project part-time over two semesters. Minor Project 1A should be the first of the two relevant courses a part-time student enrols in.

COMM1139 Minor Project 1B (part-time)
Credit Points: 12
This course code is for students completing their Minor Project part-time over two semesters. COMM1139 Minor Project 1B should be the second of the two relevant courses a part-time student enrols in.

Pre-requisite (for all of the above): HUSO2079 Research Strategies, (formerly COMM1095 Research Project Workshop).

To complete the Master of Communication by Coursework program, students are required to submit either a Major Project (16,000 words) or a Minor Project (10,000 words).

Research projects must involve original research and offer an opportunity for students to define and implement independent research in an area of communication of their own interest or of relevance to their own future professional direction. Students are required to provide a declaration that the project contains no material which has been accepted for the award of any other degree at any university and to the student’s knowledge and belief contains no material previously written by any other person, except where due reference is made in the text.

Definition of the research is undertaken during the Research Strategies course and a proposal submitted to the Master of Communication by Coursework Research Committee. When the proposal has been approved, students will be allocated a project supervisor who then meets with the student four times during the semester to advise and provide guidance during the research project. Each of these meetings must be logged on the appropriate form.
2. PROGRAM ELECTIVES 2010

The following course descriptions are listed under the semester in which they are being offered, and correspond in the same order as they appear on the timetables.

Any of these offerings might be cancelled if enrolment numbers within each course do not meet the minimum quota.

Semester One

COMM1114 Cinema Industry and Culture
Credit Points: 12
Pre-requisites: NIL
The subject will examine the dynamics of cinema industries with a particular focus on Australia. The course will begin with a snapshot of the current Australian film industry, then unravel how it got there by looking at Australian film history. The mechanics of how films are made will be explored in terms of development, production, distribution and exhibition, and why government support plays a crucial role. The key players in screen culture will be identified, both government and non-government, and the roles these agencies have played in supporting and encouraging the Australian film industry. As well, the influence of government policy interventions will be examined. The impact of globalisation, and cultural and technological convergence on Australian and other national cinema industries and cultures will also be explored.

COMM1125 Strategic Communication Management
Credit Points: 12
Pre-requisites: COMM1123 PR Theory & Prac or relevant industry experience/academic qualifications discussed and accepted in writing by the Course Co-ordinator.

This course aims to introduce the student to relevant communications and management theories that support strategic planning and public relations management. The course will focus on the thinking and actions required to communicate strategically in today's dynamic socio-economic environment. Theoretical and practical knowledge about 'strategic communications' and its importance to organisational success.

This course aims to help students understand the use of the major communication disciplines-public relations, marketing and advertising, in the strategic planning process and their responsibilities as professionals charged with the role of delivering strategic communications.

COMM2223 Asian Media Systems
Credit Points: 12
Pre-requisites: NIL
This course offers critical and comparative analysis of news media systems in Asia. The purpose of the course is two-fold: (1) to strengthen and expand students' knowledge of Asian media systems and (2) to develop their critical ability in analysing Asian media systems by applying different theories from various media and social sciences disciplines. The course will discuss the historical development of Asian media philosophies and systems, the structure and function of media systems in various Asian societies, media's roles in Asian politics and socio-economic transformation, patterns of media ownership and control in the Asian region, journalistic practices in Asia, and Asia's accommodation of, and resistance to, the globalisation of Western communication ideas and technologies. These issues will be examined through both general discussion and important case studies.
COMM2317 Terrorism, Media and Morality  
Credit Points: 12  
Pre-requisites: NIL  

*Terrorism, Media and Morality* is a critical response to mediated terrorism in the 21st century. Late last century, media-orientated terrorism began displacing earlier forms by targeting media-users as well as those marked for death. ‘Theatre of Terror’ (Jenkins 1975) has become an accepted term for this phenomenon, but the Ethics of Media Use implied by that term has been largely overlooked.

Drawing extensively on scholarly literature, yet offering a fresh approach, *Terrorism, Media and Morality* studies the Theatre of Terror from an audience or media-user perspective, seeking answers to three main questions: How is terrorism ‘framed’ in its mediation and during our use of that news? What truths can be discerned in journalism on terrorism? What should media-users do with news about terrorism and related phenomena?

COMM1115 Film and TV Industries: Professional Practice  
Credit Points: 12  
Pre-requisites: NIL  

This course is designed to enhance students’ ability to build careers in the film and television production industry by providing them with an understanding of legal, business, marketing and careers issues specific to the media production industry. Students will learn about the structure of the film and TV industries, common career paths and industry employment practices. Professional research skills will be developed in a short individual industry research project. They will also learn how to market themselves as freelancers and potential employees, through the production of a career plan.

COMM2054 Organisational Communication Theory and Research  
Credit Points: 12  
Pre-requisites: NIL  

The course aims to introduce you to a range of theories and current research in organisational communication and their applications to contemporary workplaces. It will help you understand the role of communication in organisational culture and behaviour, in the management and development of organisations, and their internal and external relationships. You will develop your critical thinking skills through your exposure to different perspectives and to the extent that you are able to debate and/or argue issues at a theoretical and scholarly level. It will enhance your ability to evaluate and implement organisational communication policies and methods.

COMM1123 Public Relations Theory and Practice  
Credit Points: 12  
Pre-requisites: NIL  

This course introduces students to the theories and the professional practice of public relations and communication. It introduces students to the history and development of public relations, the four-step process and the major areas of public relations practice. It discusses current perspectives and debate in public relations scholarship.

COMM1120 News and Communication Theory  
Credit Points: 12  
Pre-requisites: NIL  

This course examines the phenomenon of news, in particular the functions of news in society, how news is gathered, and how news is processed and communicated. The course will examine selected aspects of the media from three perspectives: the journalistic processes which lead to the selection and presentation of news by journalists and editors; the role of news media in the lives of individuals and communities; and the Australian news media as an industry, including issues such as patterns of ownership, government
regulatory debates and the changing nature of media publishing brought about by new technologies and the growth of the electronic media.

**COMM1132 Writing for the Media**  
Credit Points: 12  
Pre-requisites: NIL

*Writing for the Media* aims to equip students with writing skills integral to professional writing practice for different media, including the internet. Students will learn the principles of writing clearly and concisely, and writing for specific audiences, at a professional level. This includes consideration of the elements of style, particularly the elimination of corporate-speak, jargon and gobbledygook. The course is a pre-requisite for COMM2199 Literary Journalism and there will be a strong focus on feature writing. The essentials of public relations writing will also be covered.

**COMM1179 Law and Regulation**  
Credit Points: 12  
Pre-requisites: This is a Grad Dip PR course, due to limited places students must contact maggie.walsh@rmit.edu.au before enrolling.

Laws and regulations affect all members of society, including the public relations practitioner. This course will provide an introduction to those areas of law, regulation and ethics, which most affect current practitioners.

Knowledge of law and regulation is essential to the modern practitioner. This course is designed to improve the skills of the practitioner in advising clients and employees, and in the operation of their own practice. A practitioner who has undertaken this course will be aware of potential traps and pitfalls before they happen and will understand the appropriate courses of action to overcome potential problems.

However, this course is not intended to make the practitioner a lawyer.

**COMM1123 Public Relations Theory and Practice**  
Credit Points: 12  
Pre-requisites: NIL

This course introduces students to the theories and the professional practice of public relations and communication. It introduces students to the history and development of public relations, the four-step process and the major areas of public relations practice. It discusses current perspectives and debate in public relations scholarship.

**COMM2055 Magazine Publishing: Context, Theory and Practice**  
Credit Points: 12  
Pre-requisites: NIL

This course examines the history of magazines in western culture with specific reference to Australia. Part of this analysis is an examination of the relationship between government culture and policy and its influence on magazine content. This includes an analysis of magazine production in Singapore and Malaysia. Strands of theory are drawn from this base and the course then focuses on 'how to' production issues, including the influence of new communication technology. The tutorial component of the course includes formal tutorials prepared by small groups, general discussions, individual research and production exercises.
COMM2328 Transient Spaces: Participatory Media
Credit Points: 12
Pre-requisites: NIL
(If you have previously completed COMM2056 New Media Networks, you should not enrol in this course.)

Identity and community have become contested concepts in the contemporary era of late capitalism. They are themes which are increasingly explored and represented in user-generated content on social software websites. We will consider themes and tensions surrounding identity and community in late capitalism, with reference to theorists such as Anthony Giddens. We will undertake textual analysis of the user-generated ‘identity media’ which is common on social software websites such as Facebook, Myspace and Youtube. Finally, we will use social software ourselves. What is it good for? What types of relationships does it establish?

Semester Two

COMM2222 Asian Popular Culture
Credit Points: 12
Pre-requisites: NIL

This course introduces a range of critical approaches within media and cultural studies frameworks to examine contemporary Asian popular culture. It will consider how popular cultures are constructed, marketed and then consumed by their audiences. Attention will also be focused on the intersecting local, national and transnational contexts in which forms of contemporary popular culture circulate. The course looks at the everyday practices for culture using lived experiences and considers, with reference to historical perspective, changing meanings and cultural significance of particular popular cultural forms. The course explores forms of popular culture in public discourses and through examples and close readings of specific popular cultural texts and practices. As such, the course will offer insights into broader cultural forms such as cinema, television, music and the internet. By the conclusion of the course students will have gained knowledge of significant debates in the academic study of popular culture as well as the critical skills necessary for them to carry out their own small-scale studies of examples.

COMM1107 International Communication and Culture
Credit Points: 12
Pre-requisites: NIL

The course examines intercultural communication flows, with attention both to general theoretical arguments (regarding ‘postcolonialism’, ‘globalisation’, ‘nationalism’, ‘cultural imperialism’ etc.) and a variety of empirical case studies.

The course poses a series of questions. For example, what happens when cultural forms migrate from one context to another? What contemporary phenomena are referred to by the term ‘globalisation’, and how may these be understood historically? How may formations of power which characterise international relations be understood, and how have these impacted on particular social groups and contexts?

COMM2058 Political Communication
Credit Points: 12
Pre-requisites: NIL

Around the globe, politicians, government departments, NGOs and corporations are increasingly embracing professionalised, modernised and Americanised political communication strategies. Why, and to what effect? This course introduces students to the field of political communication. It examines the role of globalisation and new technologies, and questions how these dramatic changes affect civic engagement, political participation and voter turnout. It considers the effects of political communication, including concrete evidence regarding persuasion, political beliefs and behaviour. It addresses national and
international political communication, and comparative perspectives from a number of different socio-political systems.

**COMM1130 Electronic Publishing**  
**Credit Points:** 12  
**Pre-requisites:** NIL  
This course introduces students to current developments in electronic publishing, with specific focus on design, usability, communication, copyrights, choice of content and technology, and the practical issues faced by those engaged in the publication and delivery of online product. The aim of this course is to give students a broad overview of key aspects of electronic publishing in a communication and business context.

**COMM2316 Change Communication and Management**  
**Credit Points:** 12  
**Pre-requisites:** COMM1125 Strategic Comm Mgmt, or COMM2054 Org Comm, or COMM1123 PR Theory & Prac, or relevant industry experience/academic qualifications discussed and accepted in writing by the Course Co-ordinator.  
This course will cover general issues about organisational change; the principles and practices of communication within changing organizations; and communication strategies for supporting effective change.  
This course builds on previous studies in public relations and organisational communication as it relates to developing change communication programs for internal stakeholders. The course presents a variety of theories and case studies that focus on how organisational change can be managed. Organisational change may be focused at either a macro or micro level; therefore the course will examine how communication can be used to support changes in individual’s attitudes and behaviours as well as how changes in an organisations policies and practices might be communicated effectively.

**COMM1126 Editing Principles and Practice**  
**Credit Points:** 12  
**Pre-requisites:** NIL  
This course introduces students to various aspects of the text editor’s role, with a particular focus on book production. The subject encompasses the principles and practices involved in editing, from commissioning through to structural editing, copyediting and proofreading. Students are expected to complete in-class exercises and take-home assignments, and to participate in class discussions. There will be some in-class and out-of-class reading. Each student will give one short class presentation at the end of semester.  
No prior knowledge of editing or proofreading is assumed, although students are expected to have excellent language skills.

**COMM1123 Public Relations Theory and Practice**  
**Credit Points:** 12  
**Pre-requisites:** NIL  
This course introduces students to the theories and the professional practice of public relations and communication. It introduces students to the history and development of public relations, the four-step process and the major areas of public relations practice. It discusses current perspectives and debate in public relations scholarship.

**COMM2199 Literary Journalism: The Art and Craft of Telling True Stories**  
**Credit Points:** 12  
**Pre-requisites:** COMM1132 Writing for the Media or relevant industry experience/academic qualifications discussed and accepted in writing by the Course Co-ordinator.  
Literary journalism is an extension of feature writing; another name for it might be advanced feature writing. Compared to straight news reporting, with its adherence to the inverted
pyramid format, feature articles vary in length, style and scope. An elementary feature story might be 1000 words long; an advanced feature would be at least 2500 words, and pieces of literary journalism run considerably longer, culminating in full-length books. Students will learn a method of reporting and writing that encompasses elementary and more sophisticated feature stories. Students will also examine the debates surrounding literary journalism (or advanced feature writing).

**COMM1099 Communication Theory and Practice**  
Credit Points: 12  
Pre-requisites: NIL

This course will provide a survey of three major approaches to theorising the production of meaning within the field of communication studies through audience, political economy, and text.

The course surveys these approaches as a means of complicating the transmission model of how communication is conventionally thought to work in order to provide students with both a history of the dominant paradigms in communication and an orientation for their own research interests.

**COMM1104 Communication and New Technology**  
Credit Points: 12  
Pre-requisites: NIL

At a time of rapid technological change and considerable turbulence in media and information industries, this course provides an overview of some of the key debates. It asks how do we define technology? What is the role of technology in shaping and organising the social landscape and its inhabitants? Are emergent media and communication technologies inaugurating a new epoch in human history and how can we critically assess and analyse the assumptions, claims and theories about them?

**COMM2318 Risk Communication & Management**  
Credit Points: 12  
Pre-requisites: COMM1123 PR Theory & Prac or relevant industry experience/academic qualifications discussed and accepted in writing by the Course Co-ordinator.

Managing risk communication is only part of the risk communication process but an extremely important one. How risks are communicated can make the difference between a nation that panics and a nation that does nothing. It is crucial for communication practitioners to understand the context in which their role is involved. Risk communication will be explored from the perspectives of the producers and consumers of the messages. The concepts of trust, credibility and control will be discussed and recent case studies in Australia and overseas will be explored.

**COMM2057 Ethics, Philosophy, and Professional Communication**  
Credit Points: 12  
Pre-requisites: NIL

This course is designed to help students think in an informed way about the philosophical and ethical underpinnings and implications of professional communication practices. The course assumes that moral theories can help us analyse ethical issues faced by media workers and, conversely, that those issues can help us test the strengths and weaknesses of the theories. Consequently, during the semester, lectures on ‘modern’ and ‘postmodern’ moral theories (and their related epistemologies) will be interspersed with lectures and seminars on some common ethical issues that confront journalists and other professional communicators. This approach ensures that our theoretical study is grounded in practice and tested against actual cases, examples and analysed themes.
3. OTHER ELECTIVES

Approved External Electives

You can either take a maximum of two postgraduate-level, 12-credit point courses can be selected from other programs within RMIT. Or apply for recognition of prior learning/study for a maximum of two courses (total of 24-credit points). Any extra external electives completed will not count towards completion of the degree. Failure to meet the minimum program requirements as specified in the program map will prevent students from graduating.

For timetable details of courses offered by other programs or schools, visit the Student Timetabling System website (link can be found on page 23 of this document).

Students who wish to undertake electives offered outside of the MComm by coursework program must seek permission to enrol via email from both the course coordinator in charge of the elective AND the MComm program director.

External electives must be delivered at postgraduate-level and worth 12-credit points. It is the student’s responsibility to ensure that pre-requisites are met prior to enrolling in electives.

Courses undertaken without permission from the program coordinator will not be counted towards the completion of your program.

Spring Intensive Course

A Spring semester elective may be offered but it will not be confirmed until the second semester.

This is for your information only. Enrolments into spring electives will not open online until September/October.

Confirmation of the spring offerings, enrolment information and timetable will be distributed via email to students during second semester each year.
4. TIMETABLES

For the latest versions of the School of Media and Communication timetables, please see:

http://www.rmit.edu.au/mediacommunication/students/timetables

Please note that timetables are subject to change
5. ONLINE CLASS BOOKING

- Bookings for preferred classes and tutorials for face to face courses in the School of Media and Communication are made on the internet using the Student Timetabling System (STS), prior to the commencement of each semester.

- If you want to book into classes that are offered by another School, (assuming that your program allows this, e.g. Social Science, Psychology, Business, Marketing etc), you can also book into classes and tutorials online using the Student Timetabling System prior to the commencement of each semester.

- Look out for notices on campus, as well as letters or emails for details regarding the dates and the web address – information is usually released approximately two weeks before classes start.

- The School of Media and Communication online class booking system is generally available to students in the week prior to the commencement of classes.

- You can access the online class booking system (usually one week prior to the commencement of classes) at: http://www.rmit.edu.au/mediacommunication/students/timetables

Queries/Problems:
Carey Walden, Senior Academic Services Officer
Phone: 9925 3130
Email: carey.walden@rmit.edu.au

Simon Lovell, Program Administrative Officer
Phone: 9925 2987
Email: simon.lovell@rmit.edu.au

Technical queries:
helpdesk@ems.rmit.edu.au
Phone: 9925 8888

Class booking queries:
Tim Moore
Email: tim.moore@rmit.edu.au
6. ENROLMENT ADVICE

Students are required to enrol as specified in the University’s letter of offer.

Course Substitution (Bulk/Individual)

Exemptions/RPL: If you think you should get exemption/RPL for previous study or life experience, make sure you see your program/stream coordinator before enrolling.

The credit points system

The credit points system is used to represent the total student workload in a program in Higher Education and is the basis for calculating all fees.

Credit points reflect the course workload. They reflect Teacher Guided Hours plus Learner Directed Hours per week, for each semester.

Generally undergraduate programs comprise 96 credit points per year with these allocated in approximately equal numbers per semester, totalling 288 credit points for the program.

| Per course       | 12 credit points |
| Per semester     | 48 credit points |
| Per year         | 96 credit points |
| Per degree       | 288 credit points |

Study Loads

**Full-time loads (local students)**

You will not be permitted to enrol in more than a standard full-time load for the year of the program in which you are enrolling, unless under exceptional circumstances.

A full time load is 96 credit points per year (48 credit points per semester)

**Part-time loads (local students)**

Part-time students are required to enrol in a minimum of two courses per semester, unless only one course is required to complete the program.

**Study loads (International students)**

The Australian Commonwealth Government has placed a number of conditions and restrictions on students who are studying at Australian Universities on student visas.

**Underload**

Choosing to underload (i.e. enrol in less than the standard credit point load for your attendance mode) may mean that you will be out of step with the program’s offerings. There can be no guarantee that courses will be available when required for your progression or you will have the requisites for progression.

**Overload**

It is not expected that you should overload (i.e. enrol in more credit points that the standard semester load). If you wish to overload (i.e. only in exceptional circumstances), you should
see your Program Director. Overloads will only be permitted where an agreement has been reached with the Program Director.

**Attendance requirements**

International students are required by the Australian government to be enrolled in a full time load. The University itself has no attendance requirements for Under Graduate and Post Graduate programs; however, you must remember that you are bound by the conditions of your student visa. If you fail to meet the conditions of your visa you may be deported.

If you are away for more than five consecutive days, you must contact your Program / Course Coordinator immediately. You may be required to provide documentary evidence such as a medical certificate. Approval must be obtained from your Program / Course Coordinator for any absences exceeding five consecutive days.

**Pre-requisites and co-requisites**

It is your responsibility to ensure you have met pre-requisite and co-requisite requirements when selecting your courses of study.

**Enrolment in courses outside program**

Enrolment in courses outside your program, excluding Student Electives, will not contribute to your degree requirement.

**Student Electives – Undergraduate students only**

Any 12 credit point course without pre-requisite and advertised on the university’s student elective website can be considered a Student Elective.

**Rules, Policies and Procedures**

- For more information about RMIT University’s rules, policies and procedures refer to the Student Diary and the RMIT University web site at: [http://www.rmit.edu.au/students/policies](http://www.rmit.edu.au/students/policies)
- For general information about the School of Media and Communication and your program, refer to the School’s website at: [http://www.rmit.edu.au/mediacommunication](http://www.rmit.edu.au/mediacommunication)

**Student Administration Forms**

- Student Administration forms, eg., Application for Single Credit/Block Credit/RPL etc, are available to students online at URL: [http://www.rmit.edu.au/students/forms](http://www.rmit.edu.au/students/forms)
- Enrolled students wanting to take a period of leave must complete a Leave of Absence Information form. This form is only available from The Hub (student service centre) in building 12 or from your School reception office in building 9, level 4.

**Student Essentials Website**

Need to get help with administration, access student services or find out what’s around on campus? See the list of information available which is accessed via [http://www.rmit.edu.au/students](http://www.rmit.edu.au/students) and visit The Hub student service centre to help you get the most from your student life. This site and its links will provide information concerning:
STUDENT ESSENTIALS

Manage your studies, access student services and find out what’s on around campus.

- Need to Know
- Computers and IT
- Manage your password
- Course and program information
- Enrolment
- Exams, results and assessment
- Fees and charges
- Graduation
- Study and work abroad
- Rights and responsibilities
- Services for students
- Student Charter
- Student life
- Study resources
- The Hub

As part of your student responsibilities you must check your RMIT student email account at least once a week. RMIT sends updates about your enrolment, program, invoices, key dates and messages from your lecturers.

Disclaimer

This publication was prepared in October 2009. It is an information document for enrolling and re-enrolling students of RMIT University. Every reasonable effort was made to ensure that the information was correct at the time of printing. RMIT reserves the right to alter any program, course, admission requirement, staffing or other arrangement without prior notice. Readers are advised to confirm any possible changes with the School of Media and Communication.
## BLANK TIMETABLES

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