

PROGRAMME REGULATIONS

Programme Schedule

Certificate in Communication and Media Arts

To be read in conjunction with the [Certificate Generic Regulations](#).

1. Programme Schedule

This schedule applies to the Certificate in Communication and Media Arts (CertCMA) (Level 4, 60 credits).

2. Programme Specific Admission

To be admitted to this programme, all applicants must meet the following requirement in addition to the requirements set out in the Certificate Generic Regulations:

- the applicant must demonstrate the spoken, written, and practical abilities to succeed in the programme, which will usually be determined by interview.

3. Selection Criteria

When the number of eligible applications for admission exceeds the number of places available, the following selection criteria will be applied:

- a. relevant experience in a related field
- b. enthusiasm for communication and media arts related issues
- c. motivation to complete the programme
- d. exceeding the minimum entry requirements.

These criteria are not ranked in any order. Applicants who meet the greatest number of criteria will be the preferred applicants.

4. Selection Process

Selection will be made by a Programme Committee set up for the purpose and with the delegated authority of that committee to offer places to applicants.

5. Requirements for the Award of the Qualification

5.1 Credits and courses

To be awarded a Certificate a student must have satisfied the following requirement:

- the successful completion of the required total of credits and courses specified in the programme schedule for the Certificate, including the completion of all compulsory courses and any pre and co-requisites specified;

5.2 Progress through the Certificate

To be awarded the Certificate in Communication and Media Arts (Level 4, 60 credits), a student must:

- successfully complete all courses listed in Table 1
- attend and/or attempt all summative assessment

Table 1: Course Details: Compulsory and Elective Courses

Compulsory courses are shown in **bold**.

Elective courses are shown in *italics*.

Course No.	Course Name	Credits	Pre-requisites	Restrictions
Level 3				
COMM3431	Communicating Now	15		
Level 4				
PASA4801	Interpreting Media	15		
And two of the following¹				
<i>COMM4442</i>	<i>Writing Well</i>	<i>15</i>		
<i>COMM4432</i>	<i>Speaking Up</i>	<i>15</i>		<i>PASA4201</i>
<i>COMM4435</i>	<i>Digital World</i>	<i>15</i>		<i>PASA4301</i>
<i>PASA4201</i>	<i>Telling Stories</i>	<i>15</i>		<i>COMM4432</i>
<i>PASA4225</i>	<i>Dance Moves</i>	<i>15</i>		
<i>PASA4301</i>	<i>Moving Images</i>	<i>15</i>		<i>COMM4435</i>
<i>PASA4221</i>	<i>Making Dance</i>	<i>15</i>		
<i>PASA4501</i>	<i>Behind the Scenes</i>	<i>15</i>		

¹ Subject to timetable availability

Minimum credit requirements

These tables show the number of compulsory and elective credits required:

Table 1 (a) Credit accumulation – Compulsory

Course Level	Number of credits
3	15
4	15

Table 1 (b) Credit accumulation – Elective

Course Level	Number of credits
4	30

6. Assessment

6.1 General

Assessment is achievement based using an 11-point grading system.

6.2 Calculation of course grades

- a. Course grades will be reported according to the following grades:

Table 2: Course Grades

Grade	Percentage	
A+	90 – 100	Pass
A	85 – 89	Pass
A-	80 – 84	Pass
B+	75 – 79	Pass
B	70 – 74	Pass
B-	65 – 69	Pass
C+	60 – 64	Pass
C	55 – 59	Pass
C-	50 – 54	Pass
D	40 – 49	Fail
E	0 - 39	Fail

- b. Students may also be awarded one of the following grades where appropriate:

Grade	Meaning	Criteria
CR	Credit Recognition	The student has applied for and been awarded a cross credit from another qualification
DEF	Deferred	The course result has been deferred
W	Withdrawn	If a student withdraws from a course after the 10% date of the course is completed and up to or at the 75% date of the course. No credits earned.
DNC	Did Not Complete	A student has either withdrawn after the 75% date of the course has been taught or not attempted a compulsory item of assessment within a course. No Credits earned.
R	Restricted Pass	The Programme Committee may award a “restricted pass” in a course which was narrowly failed and where the Programme Committee considers that marginal failure is compensated by good overall performance.

- c. In order to achieve a passing grade for the course, all assessment items must be attempted and submitted.

6.3 Coursework

- a. The due dates for all summative assessment work will be notified in course information.
- b. Assignment work that is handed in late without an extension will incur penalties as outlined in the programme handbook and course information.

6.4 Resubmissions

- a. Where a student is deemed to have narrowly failed a course, the Programme Committee may offer the student a chance to submit an additional assessment event for this course.
- b. The decision on whether to offer the opportunity for additional submission as per 8.5.a will be made by the Programme Committee on a case by case basis.
- c. If the result of the additional assessment event is deemed by the Programme Committee to demonstrate that the student has met the learning outcomes specified for the course, the student may be given a maximum grade of C-.
- d. If the result of the additional assessment event is not deemed by the Programme Committee to demonstrate that the student has met the learning outcomes specified for the course, the student's original failing grade will stand.
- e. All such submissions will be carried out within a specified time period. This time period will be notified to the student by the Programme Committee.

6.5 Special Assessment Circumstances and Late Submission

Students who, due to circumstances beyond their control, are prevented from completing an assessment item by the due date, or believe their performance on an assessment was impaired, can complete a Special Assessment Circumstances form. The application must be lodged with the appropriate documentation within 5 working days of the due date of the assessment. Students are only allowed to submit one SAC per course, per semester.

Students who have not applied for a SAC and had a SAC approved by the Programme Leader, may only receive a maximum grade of C- if the assessment is submitted up to three days beyond the deadline.

7. Commencement

These regulations came into force in Semester 2, 2015.