

**LIBERAL ARTS
COURSES
HANDBOOK 2019**

**Christian Heritage College
School of Education and Business
Liberal Arts Courses Handbook 2019**

Published by:

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Information in this publication was correct at time of printing: December 2018
Version 1

All CHC [policies](#), [documents](#) and [forms](#) referred to in this Handbook are available on relevant pages of the [CHC website](#).

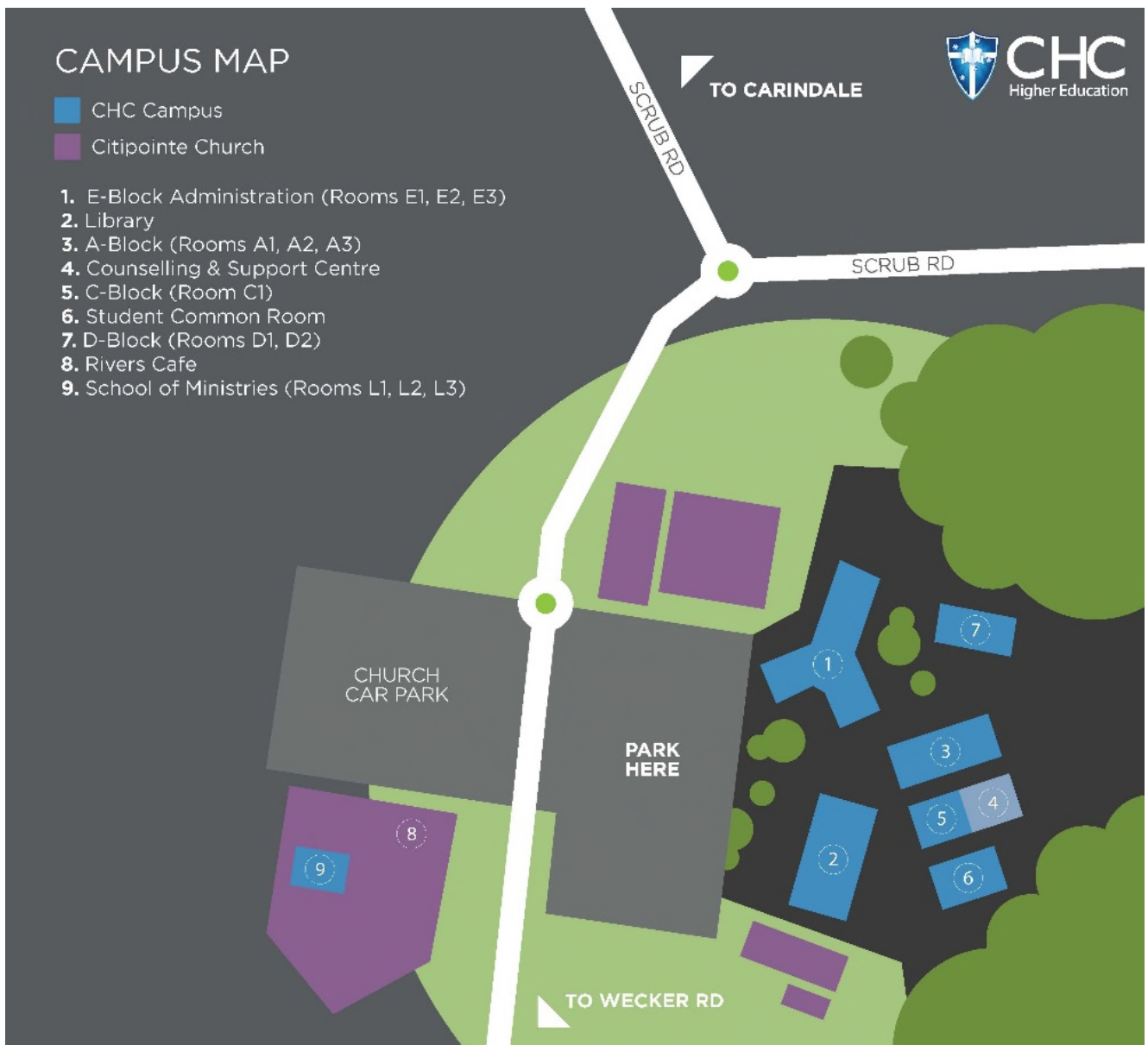
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Campus map



Welcome

For undergraduate students:

Welcome to the Millis Institute! You have chosen a very strategic pathway to prepare for your future.

The education we provide is different from what you will find at the typical Australian university. That difference can be found not only in the degrees we offer but also in our approach and our purpose.

The Millis Institute views education as more than merely job training. Our aim is to train you how to think critically, communicate effectively and love what is true, good and beautiful. With these habits and skills, you'll be more likely to succeed in any field to which you are called. A liberal arts degree at the Millis Institute forms not a tool for any single career but a key to unlocking many.

Our curriculum also trains you to bring historical, literary, philosophical and theological perspectives to bear on central human questions from a Christian perspective. Our aim is to form graduates with hearts oriented towards the good, and minds sharpened by habits of questioning, discussion, and critical thinking - all within a vibrant community of scholarly tradition and intellectual formation.

Your university years will be some of the most important of your life. The relationships, ideas and dreams you form here will shape your worldview and identity for decades. I am glad you've chosen to be a member of the Millis Institute learning community, and I look forward to your contribution to this great conversation.

For postgraduate students:

Welcome to the Millis Institute! You have chosen a very strategic degree to help foster the examined life.

Socrates argued that the unexamined life is not worth living. The Millis Institute seeks to help university graduates and professionals in Australia pursue the examined life in their institutions, organisations, communities and careers.

Knowing goes far beyond merely possessing information. It is a more relational, holistic venture, involving different human dimensions and capacities. The Millis Institute provides training in knowing mathematically, historically, musically, scientifically, poetically, propositionally, philosophically and theologically. The ability to see the world from these various angles – that is, to deepen lateral thinking and integrate modes of reasoning – would benefit professionals in many fields.

Our curriculum also trains you to bring these ways of knowing to bear on central human questions from a Christian perspective. Our aim is to form graduates with hearts oriented towards the good, and minds sharpened by habits of questioning, discussion, and critical thinking - all within a vibrant community of scholarly tradition and intellectual formation.

Welcome to the Millis Institute learning community.

With warm regards,

Dr Ben Myers
Director, Millis Institute

CHC calendar 2019

For up-to-date information, please check the *Calendar* on the [Documents](#) page of the CHC website on a regular basis as dates are subject to change.

SEMESTER 1, 2019								WINTER SEMESTER, 2019 ³		
COMMENCING	CHC WEEK	AUSTRALIA STUDIES CENTRE	POSTGRADUATE BUSINESS COURSES (STUDY PERIODS 1-3)	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION ¹	MINISTRIES	LIBERAL ARTS	COMMENCING	CHC WEEK	ALL SCHOOLS
28 January	-		<i>SP1 Last day to add: 1 Feb</i>					3 June	1	⊗
4 February	-		Study Period 1 begins [1]					10 June	2	*
11 February	-		<i>SP1 census date: 11 Feb</i> [2]					17 June	3	■
18 February	0	Arrive 19 Feb <i>2019S1 Orientation</i>		<i>2019S1 Orientation</i>	<i>2019S1 Orientation</i>	<i>2019S1 Orientation</i>	<i>2019S1 Orientation</i>	24 June	4	
25 February	1		<i>SP1 Last day to drop: 1 Mar</i> [4]					1 July	5	
4 March	2							8 July	6	
11 March	3	CS254 trip: 16-17 Mar	Study Period 1 ends [6]					15 July		<i>2019S1 Def/Supp exams</i> <i>2019S2 Orientation</i>
18 March	4		<i>PG Bus Break</i> <i>SP2 Last day to add: 22 Mar</i>							
25 March	5		Study Period 2 begins [1]							
1 April	6	Outback trip: 4-7 Apr	<i>SP2 Census date: 1 Apr</i> [2]							
8 April	7									
15 April	8		<i>SP2 Last day to drop: 18 Apr</i> [4]			<i>Easter Break²</i>				
22 April	-	<i>Easter Break</i>		<i>Easter Break</i>	<i>Easter Break</i>	<i>Easter Break²</i>	<i>Easter Break</i>			
29 April	9		Study Period 2 ends [6]							
6 May	10	Sydney trip: 10-12 May	<i>PG Bus Break</i> <i>SP3 Last day to add: 10 May</i>			<i>Ministry Development Week</i>				
13 May	11		Study Period 3 begins [1]							
20 May	12		<i>SP3 Census date: 20 May</i> [2]							
27 May	13						<i>Study Week</i>			
3 June	14	<i>Exam Week</i> Depart 6 June: Non-STEM	<i>SP3 Last day to drop: 6 Jun</i> [4]	<i>Study Week</i>						
10 June	15			<i>Exam Week</i>	<i>Study Week</i>					
17 June	16	Depart 22 June: QUT STEM	Study Period 3 ends [6]	<i>Exam Week</i>	<i>Exam Week</i>	<i>Study Week</i>				

Important Dates: ⊗ Last day for adding units: 2019S1 - **Friday 8 March**; 2019SW - **Friday, 7 June** * Census date (Last day for dropping units without financial penalty): 2019S1 - **Wednesday 20 March**; 2019SW - **Monday, 10 June**

■ Last day for dropping units without academic penalty: 2019S1 - **Friday 19 April**; 2019SW - **Friday 21 June**

CHC Events: ✈ School of Ministries Graduation (2018 graduands): 31 March

Public Holidays: ① Good Friday: Friday 19 April

② Easter Monday: Monday 22 April

③ ANZAC Day: Thursday 25 April

④ Labour Day: Monday 6 May

Notes:

(1) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study/Exam Weeks depending upon the semester of enrolment in their course.

(3) The School of Ministries has a two-week Easter break. (3) 2019SW is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

SEMESTER 2, 2019								SEMESTER 3, 2019 ⁶		
COMMENCING	CHC WEEK	AUSTRALIA STUDIES CENTRE	POSTGRADUATE BUSINESS COURSES (STUDY PERIODS 4-6)	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION ⁴	MINISTRIES	LIBERAL ARTS	COMMENCING	CHC WEEK	ALL SCHOOLS
1 July	-		SP4 Last day to add: 5 July					18 November	1	
8 July	-		Study Period 4 begins [1]					25 November	2	⊗
15 July	0	Arrive 17 July 2019S2 Orientation	SP4 Census date: 15 July [2]	2019S1 Def/Supp exams 2019S2 Orientation	2019S1 Def/Supp exams 2019S2 Orientation	2019S1 Def/Supp exams 2019S2 Orientation	2019S1 Def/Supp exams 2019S2 Orientation	2 December	3	
22 July	1		[3]					9 December	4	* 2019S2 Def/Supp exams
29 July	2		SP4 Last day to drop: 2 Aug [4]					16 December	5	
5 August	3	CS254 trip: 10-11 Aug	[5]					23 December ⁷	-	⊗ Summer Break
12 August	4		Study Period 4 ends [6]					30 December ⁷	-	⊗ Summer Break
19 August	5		PG Bus Break SP5 Last day to add: 23 Aug					6 January	6	■
26 August	6		Study Period 5 begins [1]					13 January	7	
2 September	7		SP5 Census date: 2 Sep [2]					20 January	8	
9 September	8	■ Outback trip: 12-15 Sept	[3]			Ministry Development Week		27 January	9	⊗
16 September	9		SP5 Last day to drop: 20 Sep [4]					3 February	10	
23 September	10		[5]			Spring Break ⁵		10 February	11	
30 September	-	Spring Break	Study Period 5 ends [6]	Spring Break	Spring Break	Spring Break ⁵	Spring Break	17 February	12	2019S3 Exam Week
7 October	11	⊗ Sydney trip: 11-13 Oct	PG Bus Break SP6 Last day to add: 11 Oct							
14 October	12		Study Period 6 begins [1]							
21 October	13		SP6 Census date: 21 Oct [2]							
28 October	14	Exam Week Depart 31 Oct: Non-STEM	[3]	Study Week			Study Week			
4 November	15		SP6 Last day to drop: 8 Nov [4]	Exam Week	Study Week		Exam Week			
11 November	16	Depart 16 Nov: QUT STEM	[5]		Exam Week	Study Week				
18 November	-		Study Period 5 ends [6]							

Important Dates: ⊗ Last day for adding units: 2019S2 - **Friday 2 August**; 2019S3 - **Friday 29 November** * Census date (Last day for dropping units without financial penalty): 2019S2 - **Thursday 15 August**; 2019S3 - **Monday 9 December**

■ Last day for dropping units without academic penalty: 2019S2 - **Friday 13 September**; 2019S3 - **Friday 10 January**

CHC Events: 🎓 Graduation (2019 graduands - not School of Ministries): Friday 13 December

Public Holidays: Ⓞ Brisbane Exhibition: Wednesday 14 August Ⓞ Queen's Birthday: Monday 7 October Ⓞ Christmas Day: Wednesday 25 December Ⓞ Boxing Day: Thursday 26 December Ⓞ New Year's Day: Wednesday 1 January Ⓞ Australia Day: Monday 27 January

Notes: (4) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study / Exam Weeks depending upon the semester of enrolment in their course.

(5) The School of Ministries has a two-week Spring break. (6) 2019S3 is a non-compulsory study period with a limited range of units on offer. Not available to commencing students. (7) CHC closed Monday 23 December - Friday 3 January (inclusive)

Important dates 2019

For up-to-date information, please check the *Important Dates* on the [Documents](#) page of the CHC website on a regular basis as dates are subject to change.

Semester 1, 2019	
Close of applications for commencing overseas students (applying from overseas)	1 November 2018
Close of applications for commencing overseas students (applying from within Australia)	14 January
Close of applications for commencing Postgraduate Business students	14 January
Unit Selection Forms – on-time submission (continuing domestic students)	18 January
Unit Selection Forms – on-time submission (commencing and continuing overseas students) ¹	4 February
Close of applications for all other commencing domestic students	18 February
Orientation program for commencing overseas students (<i>compulsory</i>)	20-21 February
Orientation program for ALL commencing students	21 February
Classes commence	25 February
Last day for adding units	8 March
Last day for dropping units without financial penalty (CENSUS DATE)	20 March
Mid-semester break (School of Ministries)	15-26 April
Last day for dropping units without academic penalty	19 April
Mid-semester break (not School of Ministries)	22-26 April
On-time date for application to graduate - mid-year conferral period	1 June
Ministry Development Week (School of Ministries)	6-10 May
Semester 1, 2019 exam period	10-21 June
End of Semester 1, 2019	21 June
Semester 1, 2019 results released	8 July
Semester 1, 2019 deferred and supplementary exam period	15-19 July

CHC Events	
School of Ministries graduation ceremony (2018 graduands)	31 March

Study Period 1, 2019 (Postgraduate Business courses only)	
Last day for adding units	1 February
Classes commence	4 February
Last day for dropping units without financial penalty (CENSUS DATE)	11 February
Last day for dropping units without academic penalty	1 March
End of Study Period 1	15 March

Study Period 2, 2019 (Postgraduate Business courses only)	
Last day for adding units	22 March
Classes commence	25 March
Last day for dropping units without financial penalty (CENSUS DATE)	1 April
Last day for dropping units without academic penalty	18 April
End of Study Period 2	3 May

Study Period 3, 2019 (Postgraduate Business courses only)	
Last day for adding units	10 May
Classes commence	13 May
Last day for dropping units without financial penalty (CENSUS DATE)	20 May
Last day for dropping units without academic penalty	6 June
End of Study Period 3	21 June

Winter Semester 2019 ²	
Unit Selection Forms – on-time submission (continuing students)	13 May
Classes commence	3 June
Last day for adding units	7 June
Last day for dropping units without financial penalty (CENSUS DATE)	10 June
Last day for dropping units without academic penalty	21 June
End of Winter Semester, 2019	12 July
Winter Semester, 2019 results released	29 July

¹ A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 1, 2019 by this date.

² Winter Semester is not available to commencing students.

Semester 2, 2019	
Close of applications for commencing overseas students (applying from overseas)	1 May
Close of applications for commencing overseas students (applying from within Australia)	10 June
Close of applications for commencing Postgraduate Business students	10 June
Unit Selection Forms – on-time submission (commencing and continuing overseas students) ³	1 July
Unit Selection Forms – on-time submission (continuing domestic students)	1 July
Close of applications for all other commencing domestic students	15 July
Orientation program for commencing overseas students (<i>compulsory</i>)	18-19 July
Orientation program for ALL commencing students	19 July
Classes commence	22 July
Last day for adding units	2 August
Last day for dropping units without financial penalty (CENSUS DATE)	15 August
On-time date for application to graduate - end-of-year conferral period	1 October
Ministry Development Week (School of Ministries)	9-12 September
Last day for dropping units without academic penalty	13 September
Mid-semester break (School of Ministries)	23 September-4 October
Mid-semester break (not School of Ministries)	30 September-4 October
Semester 2, 2019 exam period	5-15 November
End of Semester 2, 2019	15 November
Semester 2, 2019 results released	9 December
Semester 2, 2019 deferred and supplementary exam period	10-14 December

CHC Events	
CHC graduation ceremony (2019 graduands) (not School of Ministries)	14 December
CHC closed	23 December-3 January

Study Period 4, 2019 (Postgraduate Business courses only)	
Last day for adding units	5 July
Classes commence	8 July
Last day for dropping units without financial penalty (CENSUS DATE)	15 July
Last day for dropping units without academic penalty	2 August
End of Study Period 4	16 August

Study Period 5, 2019 (Postgraduate Business courses only)	
Last day for adding units	23 August
Classes commence	26 August
Last day for dropping units without financial penalty (CENSUS DATE)	2 September
Last day for dropping units without academic penalty	20 September
End of Study Period 5	4 October

Study Period 6, 2019 (Postgraduate Business courses only)	
Last day for adding units	11 October
Classes commence	14 October
Last day for dropping units without financial penalty (CENSUS DATE)	21 October
Last day for dropping units without academic penalty	8 November
End of Study Period 6	22 November

Semester 3, 2019⁴	
Unit Selection Forms – on-time submission (continuing students)	25 October
Classes commence	18 November
Last day for adding units	30 November
Last day for dropping units without financial penalty (CENSUS DATE)	10 December
Last day for dropping units without academic penalty	10 January 2020
End of Semester 3, 2019	21 February 2020
Semester 3, 2019 results released	9 March 2020

³ A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 2, 2019 by this date.

⁴ Semester 3 is not available to commencing students.

Section 1: General information

- 1.1 Millis Institute staff
- 1.2 Millis Institute practices
 - 1.2.1 Attendance
 - 1.2.2 Classroom conduct
 - 1.2.3 Extensions
 - 1.2.4 Plagiarism
- 1.3 Modes of study
- 1.4 Transfer of credit

1.1 Millis Institute staff

Academic staff

Dr Ben Myers (Director)
Dr Jamie Parr
Mr Richard Leo

Sessional staff

Each semester the Millis Institute contracts sessional lecturers to teach a range of units in its courses. In the main, these are academic scholars or practising professionals who specialise in the areas related to the units which they teach.

Administration staff

Alexandra Crook (Administration Officer)

1.2 Millis Institute practices

1.2.1 Attendance

In order to maximise learning, it is important to engage appropriately in the learning opportunities and activities of your course. Students are therefore expected to attend **at least 80% of class time** unless a reason for absence (such as traffic hold-ups, mechanical breakdown or attendance at family ceremonies) has been accepted by the unit lecturer. Students who are unable to attend classes on a given day should phone the CHC Reception (3347 7900) by 9.00am so that lecturers can be notified.

Varied attendance expectations may apply to CHC Schools and courses, and students have a responsibility to ensure that they are fully aware of the attendance policies that apply to their enrolment. Students may place their results for the semester in jeopardy because of their inability to satisfy course attendance requirements.

Students are also expected to be punctual in their attendance at all Millis Institute activities.

1.2.2 Classroom conduct

CHC aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect and CHC expects all students to maintain high standards of Christian conduct. Respect for your fellow students and lecturers include the following:

- referring to lecturers by appropriate title and surname at all times, and referring to fellow students by appropriate title and surname during class;
- appropriate and modest dress during class and all Millis Institute functions (please note that on some occasions students will be expected to wear formal academic dress);
- polite and appropriate engagement in the planned learning activities;
- appropriate use of personal computers (see below);
- turning mobile phones off or on silent mode;
- ignoring calls and messages during class times; and
- avoiding eating in classes, except where required by medical conditions.

Use of notebook computers may be restricted in some Millis Institute classes. In cases where students are granted permission to use computers, these are for class note-taking only and students must ensure that such use does not impede the learning of fellow students. It is understood that such use does NOT include any forms of social media, etc. Appropriate security of personal property remains the responsibility of individual students.

1.2.3 Extensions

CHC Policy: *Extensions* sets out the circumstances under which extensions to due dates for assessment tasks may be given and allows for schools-based conditions for the granting of extensions, including penalties. It is recognised that students may need extensions for work-, illness-, personal-, or mission-related issues and CHC is committed to working with students to accommodate reasonable requests that are made on or before the due date of an assessment item.

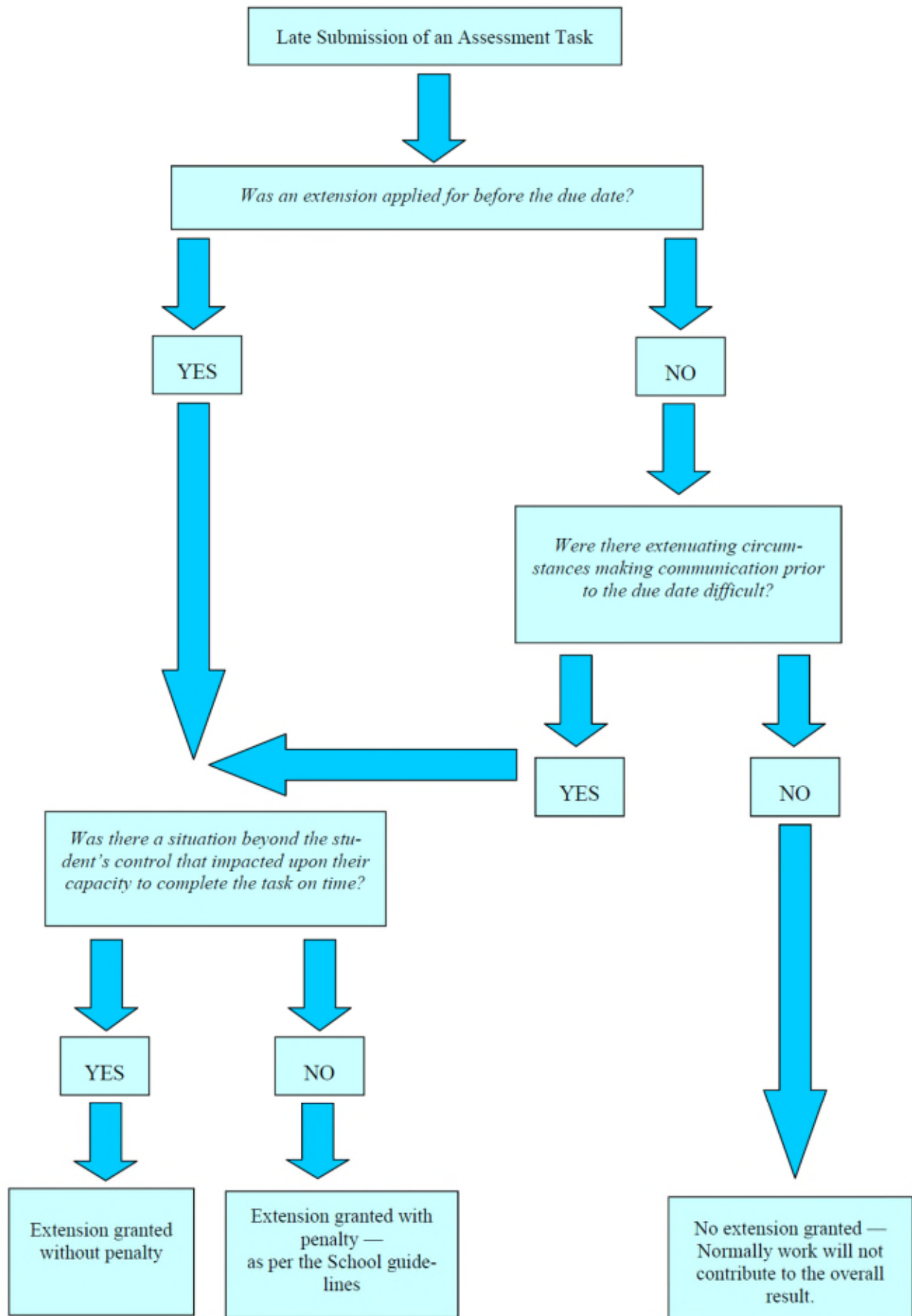
The details of the conditions applied by the Millis Institute are indicated below:

- A *Request for Extension* form must be submitted prior to the due date.
- In the case that an assessment task is submitted after the original due date without a completed *Request for Extension* form attached, or after a revised due date without a further completed *Request for Extension* form attached, the assessment task will receive a penalty of one grade per day that it is overdue, unless an extension with penalty is negotiated with the Course Coordinator.
- Extensions that are granted with penalty will be for a maximum period of *one week* only.
- For extensions that are granted with penalty, the penalty will be *one grade level*. This is defined as a whole grade level, not as gradations within a grade level, as in the following examples:
 - a task awarded an original grade of Distinction will be awarded a revised grade of Credit;
 - a task awarded an original grade of Credit+ (plus) will be awarded a revised grade of Pass+ (plus).

Please see CHC Policy: *Extensions* for a full statement regarding the process for applying for an extension, the circumstances under which extensions may be given and the conditions which apply to extensions.

The following diagram, which is reproduced from CHC Policy: *Extensions*, sets out the conditions under which requests for extensions will be considered and when penalties will be applied:

CHC EXTENSION POLICY



Please be aware that, if you are granted an extension of the due date for an assessment item within a unit and that extension continues into a subsequent semester, you are *not* considered to be enrolled in that unit in the subsequent semester. If you are reliant on study support payments through Centrelink and are not undertaking a full-time load in a particular semester (as determined by the Australian government) then your eligibility for payments may be nullified, resulting in you not receiving payment for that semester. This arrangement is determined by Australian government legislation and is a not a matter that CHC is able to vary.

Students who receive study support payments through Centrelink are to be aware that eligibility for such payments normally requires full-time enrolment in a course of study in the specific semester for which payment is made. If you are in any doubt regarding your eligibility, please see the Centrelink website or visit a Centrelink office. Please note that this is general advice only, and that CHC does not provide advice concerning individual students' eligibility for Centrelink payments.

1.2.4 Plagiarism

Any assignment submitted as part of CHC work must be the original work of the student who submits it. Although the thinking which goes into preparing the assignment will be based on research and reading, the paper submitted should constitute the student's own ideas, or an evaluation and critique of the ideas of others, and should be written in the student's own words. The ideas of others that have been used in forming opinions must be acknowledged where they occur in the text.

CHC defines plagiarism as the action or practice of using someone else's ideas or phrasing and representing them as your own, either on purpose or through carelessness, without acknowledgment. 'Ideas or phrasing' includes written or spoken material, from whole papers and paragraphs to sentences, statistics and graphs, and even phrases. 'Someone else' can mean an author of a book or journal, an electronic resource such as material found on the worldwide web or another student. Plagiarism also relates to work that is produced co-operatively between two or more students without the lecturer's consent.

Further information regarding, and examples of, plagiarism can be found in CHC Policy: *Academic Integrity*.

1.3 Modes of study

Units in the undergraduate Liberal Arts courses are normally delivered by the *internal* mode, while units in the postgraduate Liberal Arts courses are delivered either by the *internal* mode or the *intensive* mode. Some units in the Liberal Arts courses may occasionally be offered by the *external/online* mode.

Internal mode

Units that are delivered in the internal mode are conducted on campus in a face-to-face context. These are normally conducted as weekly classes across the semester with three hours of classes per week, although this can differ according to the requirements of particular units.

<i>Involves:</i>		
- on campus lectures and tutorials	- normally 3 hours per week of face-to-face contact	- digital communication
- weekly schedule	- 10 to 11 hours per week of reading and assessment preparation	- digital learning support
- at least 80% attendance		- communication with staff and students

Intensive mode

Units that are offered as intensives are scheduled in such a way that the contact hours are condensed into a number of whole days. These may be scheduled together as consecutive days, or as a series of one-, two- or three-day sessions at various points during the semester and may be held both at weekends and during holiday periods.

Involves:		
- on campus activities	- normally 4-5 days per semester of face-to-face contact	- digital communication
- in whole-day blocks		- digital learning support
- attendance at each day and at least 80% attendance overall	- 10 to 11 hours per week of reading and assessment preparation	- communication with staff and students

External/online mode

Units that are offered in the external/online mode are those that are not offered on campus but are undertaken in students' own locations. This mode was traditionally provided for students who did not live within travelling distance of their institution. In today's work, study and social contexts, external/online students include those who enrol in units in the external/online mode for reasons of convenience as well as location.

Involves:		
- off campus activities	- digital communication	- appointments can be made with unit lecturers
- study materials	- digital learning support	
- 10 to 11 hours per week of reading and assessment preparation	- communication with staff and students	

All arrangements regarding units that are delivered in the internal mode and as intensives are advertised prior to the beginning of the semester in which they are being offered, in the *CHC Timetable and Intensives Schedule*.

1.4 Transfer of credit

Students may apply for transfer of credit from previous studies, according to the provisions of CHC Policy: *Transfer of Credit for Domestic Students* and CHC Policy: *Transfer of Credit for Overseas Students*.

Application for transfer of credit should be made at the time of entry into the course, although later applications will be accepted. Students should be aware, however, that transfer of credit will not be granted for units in which students are currently enrolled. Applications for transfer of credit may be made using the *Application for Transfer of Credit* form. Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Students may also apply to engage in cross-institutional study towards the requirements of their CHC courses. This involves enrolment at a 'host' institution to undertake studies in units that are relevant to students' courses but are not offered by CHC. *Approval will not be given for cross-institutional study for which equivalent units are offered by CHC.* Applications for cross-institutional study may be made using the *Application for Cross-Institutional Enrolment – Form A*. Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Transfer of credit is not allowed into the Graduate Certificate in the Liberal Arts but is allowed in all other courses offered by the Millis Institute.

Where transfer of credit is allowed, a maximum of 50% of a course may be undertaken through transfer of credit and/or cross-institutional study. Any variations to this are indicated in the relevant statement of course rules.

Section 2: Undergraduate courses information

- 2.1 Courses and modes
- 2.2 Rationale for the courses
- 2.3 Diploma of Liberal Arts: Foundations of Learning (MI01)
- 2.4 Diploma of Liberal Arts: Foundations of Wisdom (MI02)
- 2.5 Bachelor of Arts in the Liberal Arts (MI11)
 - 2.5.1 Standard track
 - 2.5.2 Accelerated track
- 2.6 Study at Oxford

2.1 Courses and modes

The undergraduate Liberal Arts courses offered are:

- Diploma of Liberal Arts: Foundations of Learning (MI01)
- Diploma of Liberal Arts: Foundations of Wisdom (MI02)
- Bachelor of Arts in the Liberal Arts (MI11)

Given the desire to form students in the context of an intentional learning community, all units are offered face-to-face. Furthermore, the intention is to provoke students' own reflection on primary texts rather than to have them simply repeat information from class on an exam; thus, in addition to lectures, special emphasis is placed on *discussion-based learning in seminars and tutorials*, allowing students to ask questions directly to faculty and faculty to challenge students with questions about their readings. Moreover, the assessments are primarily personal reflections, essays and oral presentations rather than exams, and are designed to require students to demonstrate not only basic knowledge of the assigned texts but also careful engagement with and reflection on them. Constructive contribution to discussion is very important for this kind of conversational pedagogy; therefore, students are also assessed on the quality of their class participation.

Please note that not all units are offered in every semester. For advice regarding the availability of units, modes of offering and unit prerequisite requirements, students should consult the Course Coordinator.

2.2 Rationale for the courses

The liberal arts are the arts that help students to become free, primarily by training them to think critically, communicate effectively and understand the world in which they live. A good liberal arts education provides a foundation in critical reasoning, analysing, evaluating, calculating, writing and speaking, and equips students to discern meaning in the physical, logical, numerical, spatial, musical and moral orders of the universe. Further, a liberal education at a Christian institution trains students to bring historical, literary, philosophical and theological perspectives to bear on central human questions from a Christian worldview perspective. A liberal arts education also initiates students into a culture. The curriculum immerses students into the achievements of thought and culture in the Western Tradition, and especially the Christian influence on that tradition.

The courses aim to cultivate a desire for knowledge, a love of learning and a capacity for graduate level study. While a liberal arts education is valuable for its own sake, it also provides excellent personal and academic preparation for, and facilitates success in, a broad range of careers. Students who are taught how to think critically, discern arguments and create innovative solutions are very attractive to prospective employers.

2.3 Diploma of Liberal Arts: Foundations of Learning (MI01)

The Diploma of Liberal Arts: Foundations of Learning is a one-year course (full-time equivalent) and is available on both a full-time and part-time basis.

The Diploma of Liberal Arts: Foundations of Learning is nested within the Bachelor of Arts in the Liberal Arts and provides both an early exit point from the bachelor degree and a stand-alone qualification for students seeking an introduction to the great books tradition, Socratic method, and study of Western Civilisation. It develops cognitive and communication skills that facilitate a heightened success in further learning. This diploma articulates into the second year of the bachelor course.

The maximum time allowed for the completion of the Diploma of Liberal Arts: Foundations of Learning is six years.

Students who successfully complete the Diploma of Liberal Arts: Foundations of Learning may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Learning, subject to the completion of course requirements.

Table 1: Course Requirements – Diploma of Liberal Arts: Foundations of Learning

Course title:	Diploma of Liberal Arts: Foundations of Learning		
Course structure:	<p>The Diploma of Liberal Arts: Foundations of Learning comprises eight (8) core units. The units undertaken are those of the first year of the Bachelor of Arts in the Liberal Arts. These units are supplemented with two Christian worldview units that study the relationship between faith and learning.</p> <p>A standard unit carrying a weighting of 10 credit points has an EFTSL value of 0.125 and a semester workload of 150 hours. This includes elements such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these elements as they apply to each unit.</p> <p>The standard full-time load for the course is four units, or 40 credit points, per semester. Part-time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Diploma of Liberal Arts: Foundations of Learning, a candidate shall accrue an aggregate of at least 80 credit points.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	CS116 Christian Foundations for Work and Vocation I	10	Nil
	CS216 Christian Foundations for Work and Vocation II	10	Prerequisite: CS116
	LIT101 Great Books of the Western World I	10	Nil
	LIT102 Great Books of the Western World II	10	Nil
	PHL100 Logic	10	Nil
	PHL103 Introduction to Philosophy	10	Nil
	PHL104 Philosophy and Science	10	Nil
	THL171 Christian Thought and the Liberal Arts	10	Nil
	<i>Elective units</i>		
	There are no elective units available in this course.		
Rules of progression:	All pre- and co-requisite requirements must be met, except with the permission of the Course Coordinator.		
Other protocols:	In order to be considered for a passing grade, students are required to attend at least 80% of classes in each unit, except in extenuating circumstances beyond their control, supported by appropriate documentation.		

Recommended full-time enrolment pattern:	Unit	Credit points	Enrolment requirements	
	<i>Semester 1</i>			
	CS116 Christian Foundations for Work and Vocation I	10	Nil	
	LIT101 Great Books of the Western World I	10	Nil	
	PHL103 Introduction to Philosophy	10	Nil	
	THL171 Christian Thought and the Liberal Arts	10	Nil	
	<i>Semester 2</i>			
	CS216 Christian Foundations for Work and Vocation II	10	Prerequisite: CS116	
	LIT102 Great Books of the Western World II	10	Nil	
	PHL100 Logic	10	Nil	
PHL104 Philosophy and Science	10	Nil		

2.4 Diploma of Liberal Arts: Foundations of Wisdom (MI02)

The Diploma of Liberal Arts: Foundations of Wisdom is a one-year course (full-time equivalent) and is available on both a full-time and part-time basis.

The Diploma of Liberal Arts: Foundations of Wisdom is nested within the Bachelor of Arts in the Liberal Arts and is a stand-alone qualification designed to provide an introduction to great texts in history, literature and philosophy. This diploma provides a sampling of subjects studied in the bachelor degree core curriculum and develops cognitive and communication skills to facilitate heightened success in further learning.

The maximum time allowed for the completion of the Diploma of Liberal Arts: Foundations of Wisdom is six years.

Students who successfully complete the Diploma of Liberal Arts: Foundations of Wisdom may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Wisdom, subject to the completion of course requirements.

Table 2: Course Requirements – Diploma of Liberal Arts: Foundations of Wisdom

Course title:	Diploma of Liberal Arts: Foundations of Wisdom
Course structure:	<p>The Diploma of Liberal Arts: Foundations of Wisdom comprises two (2) core units and six (6) elective units. It is designed to provide students with a sampling of different subjects that comprise the Bachelor of Arts in the Liberal Arts. Students take at least two Christian worldview/theology units, and at least one unit each in philosophy, history and literature. Thus, this course initiates students into each of the key disciplines taught at the Millis Institute.</p> <p>A standard unit carrying a weighting of 10 credit points has an EFTSL value of 0.125 and a semester workload of 150 hours. This includes elements such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these elements as they apply to each unit.</p> <p>The standard full-time load for the course is four units, or 40 credit points, per semester. Part-time students normally undertake one or two units per semester.</p> <p>To qualify for the award of the Diploma of Liberal Arts: Foundations of Wisdom, a candidate shall accrue an aggregate of at least 80 credit points.</p>

Course content:	Unit	Credit points	Enrolment requirements	
	<i>Core units</i>			
	CS116 Christian Foundations for Work and Vocation I	10	Nil	
	THL171 Christian Thought and the Liberal Arts	10	Nil	
	<i>Elective units - Semester 1</i>			
	HT101 A Map in Time: An Introduction to History LIT101 Great Books of the Western World I LIT200 Classical Literature and Drama: Greece and Rome PHL103 Introduction to Philosophy PHL210 Ancient Philosophy	10	Nil	
	<i>Elective units - Semester 2</i>			
	HT102 The West: Culture and Ideas LIT102 Great Books of the Western World II LIT201 Medieval and Renaissance Literature PHL100 Logic PHL104 Philosophy and Science PHL220 Ancient Philosophy II	10	Nil	
	Rules of progression:	All pre- and co-requisite requirements must be met, except with the permission of the Course Coordinator.		
	Other protocols:	In order to be considered for a passing grade, students are required to attend at least 80% of classes in each unit, except in extenuating circumstances beyond their control, supported by appropriate documentation.		
Sample full-time enrolment pattern:	Unit	Credit points	Enrolment requirements	
	<i>Semester 1</i>			
	CS116 Christian Foundations for Work and Vocation I	10	Nil	
	LIT200 Classical Literature and Drama: Greece and Rome	10	Nil	
	PHL210 Ancient Philosophy	10	Nil	
	THL171 Christian Thought and the Liberal Arts	10	Nil	
	<i>Semester 2</i>			
	HT102 The West: Culture and Ideas	10	Nil	
	LIT201 Medieval and Renaissance Literature	10	Nil	
	PHL220 Ancient Philosophy II	10	Prerequisite: PHL210	
PHL100 Logic	10	Prerequisite: LIT200		

2.5 Bachelor of Arts in the Liberal Arts (MI11)

The Bachelor of Arts in the Liberal Arts is a three-year course (full-time equivalent) and is available on both a full-time and part-time basis.

The Bachelor of Arts in the Liberal Arts provides the basis of entry to graduate courses in a variety of disciplines, including but not limited to history, philosophy, theology, and literature (subjects in which students in the bachelor degree can pursue a major) as well as law, journalism, teaching and public policy.

The maximum time allowed for the completion of the Bachelor of Arts in the Liberal Arts is 10 years.

Students can choose to accelerate their degree allowing them to finish in either 2 or 2.5 years. This option requires students to undertake a study load in Semesters 1 and 2 that is above a standard full-time load, and to enrol in intensive units in the Winter Semester and Semester 3. Students have the ability to choose when and how to accelerate based on their personal circumstances and in consultation with the Course Coordinator.

Students who successfully complete the Diploma of Liberal Arts: Foundations of Learning or the Diploma of Liberal Arts: Foundations of Wisdom may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Learning or the Diploma of Liberal Arts: Foundations of Wisdom, subject to the completion of course requirements.

Table 3: Course Requirements – Bachelor of Arts in the Liberal Arts

Course title:	Bachelor of Arts in the Liberal Arts
Course structure:	<p>The first year of the Bachelor of Arts in the Liberal Arts comprises units providing an introduction to the four main areas of discipline: theology, philosophy, literature and history.</p> <p>The second and third years of the course focus on deepening students' understanding of, skills of critique in, and proficiency of engagement with these four areas in which students can choose to major.</p> <p>Theology begins with the Christian Thought and the Liberal Arts unit, includes three Christian worldview units, an Early Christian Theology unit, and culminates in a combination of 200- and 300-level elective units that the student majoring in theology can choose based on their interests.</p> <p>Philosophy is covered by a solid introduction to the reasons for studying philosophy, the ways of logically thinking through ideas, and a deep foundation in the ancients. These units are supplemented by a suite of electives that include modern, political, ethical, moral, and metaphysical philosophy.</p> <p>Literature begins with an introduction to the ways of reading, writing and conversing that the great books tradition teaches us, includes the classical literature and drama of ancient Greece and Rome, and the literature of the middle ages and Renaissance. These units are supplemented by a suite of electives that include modern literature, Australian literature, the novel, the Bible as literature and others.</p> <p>History is introduced through a study of time and human development, and the culture and ideas of Western Civilisation. It includes units on Christian history and a survey of ancient civilisations and culminates in units that consider the philosophies of history and the ways memory, story and meaning-making come together to create the narratives that we use to understand history.</p>
Course content:	See the relevant sections below for the course content for the <i>standard</i> track and the <i>accelerated</i> track.
Rules of progression:	All pre- and co-requisite requirements must be met, except with the permission of the Course Coordinator.
Other protocols:	<ul style="list-style-type: none"> To be considered for a passing grade, students are required to attend at least 80% of classes in each unit, except in extenuating circumstances beyond their control, supported by appropriate documentation. Students who choose not to pursue a major must, in addition to all core units, take five elective units from those prescribed that include a maximum of one 100-level unit and a minimum of one 300-level unit.
Recommended full-time enrolment pattern:	See the relevant sections below for the recommended enrolment patterns for the <i>standard</i> track and the <i>accelerated</i> track.
Oxford intensives:	CHC has pre-approved a suite of intensive units in Oxford offered through the Council for Christian Colleges and Universities' Best Semester Program. Students may select any two of the seminar subjects taught in the Oxford Summer Programme (offered in June-July) and receive credit (as electives) toward the course.

Majors

Students may undertake a major in *history, literature, philosophy or theology*. The units that comprise the majors contain both core and elective units, and the particular units required by each major can be determined in discussion with Millis Institute staff. A major comprises eight units in a particular discipline, with a maximum of three units at 100-level and a minimum of five units at 200- and 300-level, as well as the prescribed capstone unit (indicated by ^), which is a 300-level unit.

It is possible for students to complete two majors in the course, in the fields of *philosophy* and *theology*, without taking above-load units, and still have one elective unit left for a different subject area. Should a student wish to undertake two majors involving either *history* or *literature*, this will entail taking above-load units, meaning more than the 24 units required for the bachelor degree. Students should be aware that this option will impact university fees, graduation dates and course workload, and should take appropriate steps to find out what these implications are for them personally.

Students may also elect to not undertake a major and may choose to use their elective units to broaden their knowledge across different disciplines, such as Biblical Studies and Drama, and in other units offered by the Millis Institute. If students choose not to pursue a major, their five elective units must include a maximum of one 100-level unit and a minimum of one 300-level unit, and they must have accumulated the required prerequisites for any elective unit(s) chosen. Students who choose to not undertake a major are to discuss their course plans with the Course Coordinator.

2.5.1 Standard track

The recommended enrolment patterns for the standard track of the Bachelor of Arts in the Liberal Arts, for entry in Semester 1 and Semester 2, are provided below.

**Table 4: Course content and recommended full-time enrolment pattern:
Standard track – Semester 1 entry**

Year/Semester	Unit Code	Unit Title	Credit Points
Year 1, Semester 1	HT101	A Map in Time: An Introduction to History	10
	LIT101	Great Books of the Western World I	10
	PHL103	Introduction to Philosophy	10
	THL171	Christian Thought and the Liberal Arts	10
Year 1, Semester 2	HT102	The West: Culture and Ideas	10
	LIT102	Great Books of the Western World II	10
	PHL100	Logic	10
	PHL104	Philosophy and Science	10
Year 2, Semester 1	CS116	Christian Foundations for Work and Vocation I	10
	HT241	History of Christianity	10
	LIT200	Classical Literature and Drama: Greece and Rome	10
	PHL210	Ancient Philosophy I	10
Year 2, Semester 2	HT251	Survey of Ancient Civilisations	10
	LIT201	Medieval and Renaissance Literature	10
	PHL220	Ancient Philosophy II	10
	THL190	Early Christian Thought	10
Year 3, Semester 1	CS216	Christian Foundations for Work and Vocation II	10
	Elective		10
	Elective		10
	Elective		10
Year 3, Winter Semester (optional)	OXF301	Oxford Study Experience I	10
	OXF302	Oxford Study Experience II	10
Year 3, Semester 2	CS316	Christian Foundations for Work and Vocation III	10
	Elective		10
	Elective		10
	Elective		10

2.5.2 Accelerated track

The recommended enrolment pattern for the accelerated track of the Bachelor of Arts in the Liberal Arts is provided below. Students in the accelerated track must undertake a full-time study load.

**Table 9: Course content and recommended full-time enrolment pattern:
Accelerated track – Semester 1 entry**

Year/Semester	Unit Code	Unit Title	Credit Points
Year 1, Semester 1	LIT101	Great Books of the Western World I	10
	THL171	Christian Thought and the Liberal Arts	10
	HT101	A Map in Time: An Introduction to History	10
	PHL210	Ancient Philosophy I	10
	LIT200	Classical Literature and Drama: Greece and Rome	10
Year 1, Winter Semester	PHL100	Logic	10
	PHL103	Introduction to Philosophy	10
Year 1, Semester 2	LIT102	Great Books of the Western World II	10
	THL190	Early Christian Thought	10
	HT102	The West: Culture and Ideas	10
	PHL220	Ancient Philosophy II	10
	PHL104	Philosophy and Science	10
Year 1, Semester 3	CS116	Christian Foundations for Work and Vocation I	10
	Elective	Elective if not going to Oxford	
Year 2, Semester 1	HT241	History of Christianity	10
	CS216	Christian Foundations for Work and Vocation II	10
	Elective		10
	Elective		10
	Elective	<i>if not going to Oxford or empty if going to Oxford</i>	10
Year 2, Winter Semester (optional)	OXF301	<i>Oxford Study Experience I</i>	10
	OXF302	<i>Oxford Study Experience II</i>	10
Year 2, Semester 2	LIT201	Medieval and Renaissance Literature	10
	HT251	Survey of Ancient Civilisations	10
	CS316	Christian Foundations for Work and Vocation III	10
	Elective		10
	Elective		10

2.6 Study at Oxford

CHC has pre-approved a suite of five-week intensives in Oxford, UK offered through the Council for Christian Colleges and Universities Best Semester program. Bachelor students may select any two of the seminar subjects taught in this Oxford Summer Programme (offered in June-July) and receive credit (as electives) toward the Bachelor of Arts in the Liberal Arts.

To ensure a successful progression through the required course units, students must register their interest in the Oxford Summer Programme with the Director of the Millis Institute in their first year of study. Students will need to apply to and be accepted by the Best Semester Program (www.bestsemester.com). Spaces are limited.

In addition to abiding by all policies of the Oxford Summer Programme, students will be expected to uphold the academic and conduct policies and guidelines of the Millis Institute and CHC during their course in Oxford. The tuition fees and boarding costs of the Oxford Summer program is covered by FEE-HELP for eligible students; however, students must fund other associated costs, such as airfares, visas and travel insurance, as upfront costs.

Section 3: Postgraduate courses information

- 3.1 Courses and modes**
- 3.2 Rationale for the courses**
- 3.3 Graduate Certificate in the Liberal Arts (MI31)**
- 3.4 Graduate Diploma in the Liberal Arts (MI32)**

3.1 Courses and modes

The postgraduate Liberal Arts courses offered are:

- Graduate Certificate in the Liberal Arts (MI31)
- Graduate Diploma in the Liberal Arts (MI32)

The Graduate Certificate in the Liberal Arts and the Graduate Diploma in the Liberal Arts are both comprised of units that are delivered by *internal* mode only, as either ‘intensive’ sessions that consist of whole days that are scheduled at various points during the semester, or as weekly classes on the CHC timetable. Students are to prepare for all sessions by completing prior reading of nominated texts. This is based upon an approach that aims to provoke students’ own reflection on primary texts within the setting of an intentional learning community. As such, emphasis is placed on discussion-based learning that allows students to ask questions directly to faculty, and faculty to challenge students with questions about their readings. This conversational pedagogy also expects students to learn from each other as they listen, share and respond to each other’s ideas. Constructive contribution to discussion is very important for this kind of Socratic-style approach; therefore, students must attend at least 80% of class sessions for a unit in order to be considered for a passing grade in that unit.

Please note that not all units are offered in every semester. For advice regarding the availability of units, modes of offering and unit prerequisite requirements, students should consult the Course Coordinator.

3.2 Rationale for the courses

Humans are rational creatures; we were created to reason about what, how and why things are. The ability to *reason well* is a crucial skill in any realm, but especially for education, faith, relationships and work. Socrates argued that the *unexamined life* is not worth living. The Millis Institute seeks to help university graduates and professionals in Australia pursue the examined life in their institutions, organisations, communities and careers.

Toward this end, the Graduate Certificate in the Liberal Arts and Graduate Diploma in the Liberal Arts engage students in subjects that train certain modes of reasoning and knowing.

Knowing goes far beyond merely possessing information. From a Christian worldview perspective, it is a more relational, holistic venture, involving different human dimensions and capacities. The liberal arts provide training in knowing mathematically, historically, musically, scientifically, poetically, propositionally, philosophically and theologically. The ability to see the world from these various angles – that is, to deepen lateral thinking and integrate modes of reasoning – would benefit professionals in many fields. Acquiring these skills would be especially attractive to teachers desiring to expand and deepen ways of knowing in their classrooms.

Moreover, these postgraduate courses in the liberal arts help address a desire among Christian professionals for deeper knowledge and skills in writing, speaking, and engaging today’s culture, as well as relating a biblical worldview to their work.

3.3 Graduate Certificate in the Liberal Arts (MI31)

The Graduate Certificate in the Liberal Arts is a one-semester course (full-time equivalent) but is available on a part-time basis only.

The maximum time allowed for the completion of the Graduate Certificate in the Liberal Arts is five years.

The Graduate Certificate in the Liberal Arts is nested within the Graduate Diploma in the Liberal Arts and provides both an early exit point from that award and a stand-alone qualification.

Students who successfully complete the Graduate Certificate in the Liberal Arts may apply to enter the Graduate Diploma in the Liberal Arts.

Students who are enrolled in the Graduate Diploma in the Liberal Arts may exit with the Graduate Certificate in the Liberal Arts, subject to the completion of course requirements.

Table 10: Course Requirements – Graduate Certificate in the Liberal Arts

Course title:	Graduate Certificate in the Liberal Arts		
Course structure:	<p>The Graduate Certificate in the Liberal Arts comprises one core unit and any three elective units offered as part of the Graduate Diploma in the Liberal Arts.</p> <p>There are no prerequisite or co-requisite requirements, or restrictions, that apply to any units within the course.</p> <p>A standard unit carrying a weighting of 10 credit points has an EFTSL value of 0.125 and a semester workload of 150 hours. This includes elements such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these elements as they apply to each unit.</p> <p>To qualify for the award of the Graduate Certificate in the Liberal Arts, a candidate shall accrue an aggregate of at least 40 credit points, including satisfactory completion of the core unit and three elective units.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	CS501 Thinking Theologically: Foundations for Interpreting Western Civilisation	10	Nil
	<i>Elective units</i>		
	LAN501 Thinking Persuasively: Effective Writing and Speaking	10	Nil
	MUS501 Thinking Musically and Poetically	10	Nil
	PHL500 Thinking Logically: Foundations of Liberal Arts Study	10	Nil
	PHL501 Great Texts in Philosophy	10	Nil
	PHL502 The Examined Life in Modern Culture	10	Nil
	SCI501 Thinking Scientifically and Mathematically	10	Nil
	SEM501 Literature and History of Western Civilisation	10	Nil
Exit pathways:	There are no exit pathways available from the Graduate Certificate in the Liberal Arts		

3.4 Graduate Diploma in the Liberal Arts (MI32)

The Graduate Diploma in the Liberal Arts is a one-year course (full-time equivalent) but is available on a part-time basis only.

The maximum time allowed for the completion of the Graduate Diploma in the Liberal Arts is five years.

The Graduate Certificate in the Liberal Arts is nested within the Graduate Diploma in the Liberal Arts. Students who successfully complete the Graduate Certificate in the Liberal Arts may apply to enter the Graduate Diploma in the Liberal Arts.

Students who are enrolled in the Graduate Diploma in the Liberal Arts may exit with the Graduate Certificate in the Liberal Arts, subject to the completion of course requirements.

Table 11: Course Requirements – Graduate Diploma in the Liberal Arts

Course title:	Graduate Diploma in the Liberal Arts		
Course structure:	<p>The Graduate Diploma in the Liberal Arts comprises eight core units.</p> <p>There are no prerequisite or co-requisite requirements, or restrictions, that apply to any units within the course.</p> <p>A standard unit carrying a weighting of 10 credit points has an EFTSL value of 0.125 and a semester workload of 150 hours. This includes elements such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). Unit outlines include a breakdown of these elements as they apply to each unit.</p> <p>To qualify for the award of the Graduate Diploma in the Liberal Arts, a candidate shall accrue an aggregate of at least 80 credit points, including satisfactory completion of the core unit and three elective units.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	CS501 Thinking Theologically: Foundations for Interpreting Western Civilisation	10	Nil
	LAN501 Thinking Persuasively: Effective Writing and Speaking	10	Nil
	MUS501 Thinking Musically and Poetically	10	Nil
	PHL500 Thinking Logically: Foundations of Liberal Arts Study	10	Nil
	PHL501 Great Texts in Philosophy	10	Nil
	PHL502 The Examined Life in Modern Culture	10	Nil
	SCI501 Thinking Scientifically and Mathematically	10	Nil
	SEM501 Literature and History of Western Civilisation	10	Nil
Exit pathways:	Students who are enrolled in the Graduate Diploma in the Liberal Arts may exit early with the Graduate Certificate in the Liberal Arts, subject to the fulfilment of course rules.		

Section 4: Resource requirements

- 4.1 Computing facilities**
- 4.2 Text books**
- 4.3 Other requirements**

4.1 Computing facilities

All students will require computer and internet access for engaging with their studies. A limited number of computers are available for student use at the Learning Hub.

Students at CHC are assigned a dedicated email address and this will be used to deliver important information and documentation. You will be assigned individualised login details for using Library services and the Moodle™ learning platform. You are also assigned individual space on the student server for the purpose of data storage. You are expected to check your email and access the Moodle™ site for relevant class materials and online activities on a regular basis.

All courses offered by CHC require the ongoing use of computer technology. To engage fully with the learning experience for the duration of their studies, students will need to have access to and be able to use internet-connected devices and have reliable connectivity to the internet. Students are expected to find, use and disseminate information, upload and download documents and video and audio files, prepare assessments and presentations, communicate with faculty using CHC student email and audio-visual communication tools, and manage and back up files.

4.2 Text books

Each semester a text book list is published on the CHC website along with information about suggested locations where students could purchase the texts. These retailers are not given textbook list requirements by CHC so at times they may not have sufficient stock. Students are expected to source the required readings no later than orientation week. Information about required text books is also included in unit outlines. Students will be expected to have all required textbooks available, to read them as required by the lecturer and to use them as relevant in the preparation of assessment tasks. While the CHC Library does maintain copies of all text books, class sizes and reading requirements may make it impossible to access the required information as needed for classes in a timely fashion without a personal copy of the text book.

4.3 Other requirements

Information regarding any additional specific requirements is published in the 'Specialist resource requirements' section in unit outlines.

Section 5: Staff contacts

5.1 Staff contacts

5.1 Staff contacts

Knowing who to contact means that you will be able to deliver and receive communication more effectively. The table below indicates the person(s) to whom you should direct your enquiries depending upon the issue involved.

While all staff may be consulted about general matters and questions, certain issues are the responsibility of the staff members listed below. If in doubt about whom you should approach regarding an issue, please ask at the CHC Reception.

Topic/Issue	Staff Member
Accommodation	Stephanie Germain (sgermain@chc.edu.au)
Australia Studies Centre	Joyce Mok (joyce.mok@chc.edu.au)
Counselling and Support Centre	counselling@chc.edu.au
Disability support	disabilitysupport@chc.edu.au
End-of-Semester examinations	Student Administration (sadmin@chc.edu.au)
Enrolment issues and student enquiries	Student Administration (sadmin@chc.edu.au)
FEE-HELP and HECS-HELP enquiries	Student Administration (sadmin@chc.edu.au)
IT support	itsupport@chc.edu.au
LAUNCH	Student Administration (sadmin@chc.edu.au)
Moodle™ support	moodle@chc.edu.au
Overseas Student Liaison Officer (OSLO)	Stephanie Germain (sgermain@chc.edu.au)
Payment of monies	Pay Online or Student Administration
Resource materials	Library staff
Student Advocacy Officer	studentadvocacy@chc.edu.au
Student grievances	Student Administration (sadmin@chc.edu.au)
Student Life Coordinator	Stephanie Germain (sgermain@chc.edu.au)
Student Representative Council	studentcouncil@chc.edu.au
Student Services	Stephanie Germain (sgermain@chc.edu.au)
Study Support Tutor	studysupport@chc.edu.au
Timetable and Intensives Schedule	Student Administration (sadmin@chc.edu.au)
Tuition fees and student contribution amounts	CHC Business Office
Unit work	Unit lecturers/tutors
<i>Institute staff</i>	
Executive Director, Millis Institute	Dr Ben Myers
Course Coordination	Dr Ben Myers
Administration Officer	Alexandra Crook