



Cinema Studies Program

Faculty of Humanities and Social Sciences
School of Communication, Arts and Critical Enquiry

Postgraduate Handbook

- 2008 –

For Prospective and Current Postgraduate & Research Students

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GENERAL INFORMATION

The Cinema Studies Program at La Trobe University is unique in Australia. It offers a specialist education in Cinema Studies and has a strong faculty with a wide range of areas of expertise in the discipline.

We also have a wide range of coursework and research-based fourth-year and fifth-year postgraduate programs designed to cater for students with varied backgrounds and qualifications.

We are confident that you will find a program to meet your needs among those details below.

2. POSTGRADUATE COORDINATORS

In 2008, the Postgraduate Coordinator (Masters by Research & PhD) in Cinema Studies will be Dr Hester Joyce.

- room: Hu2, 324
- tel: 03 9479 1422
- fax: 03 9479 3638
- email: h.joyce@latrobe.edu.au

In 2008, the Postgraduate Coordinator (Masters Preliminary, Postgraduate Diploma in Cinema Studies & Media Studies and Masters by Coursework in Cinema Studies & Media Studies) will be Dr Gabrielle Murray.

- room: Hu2, 326
- tel: 03 9479 2512
- fax: 03 9479 3638
- email: gabrielle.murray@latrobe.edu.au

1. INFORMATION REGARDING POSTGRADUATE STUDIES IN CINEMA STUDIES

Graduate Diploma in Humanities and Social Sciences/Graduate Certificate in HUSS

Fees may apply for any coursework units. Please contact the Faculty of Humanities & Social Sciences on 9479 2023 for more information.

This degree is designed for students who have completed a degree, or its equivalent, with little or no background in Cinema Studies, and who wish to develop an understanding of, and/or skills in Cinema Studies.

Postgraduate Diploma in Cinema Studies & Media Studies

Fees may apply for any coursework units. Please contact the Faculty of Humanities & Social Sciences on 9479 2023 for more information.

The Postgraduate Diploma in Cinema Studies & Media Studies requires completion of six Cinema Studies/and or Media Studies level 4 coursework units (120 credit points). 20 credit points from another part of the University and recognised by the Program at level 4 may be used to substitute for one of these coursework units.

One core unit, *4IAM: Issues and Methods*, is required of all students, and must normally be taken in the first available semester after enrolment.

Because all items are double-marked, you must hand in two copies, double-spaced and typed on one side of the paper only, with a cover sheet (available from the pigeon holes outside Cinema Studies Office (Hu2, Room 224)).

Full-time the course should take one year to eighteen months. Part-time, it should take two to three years.

Possibilities for further study

Students who maintain a "B" average in a Postgraduate Diploma in Cinema Studies & Media Studies are qualified for direct entry to the Master of Arts by Coursework in Cinema Studies & Media Studies. The Postgraduate Diploma acts as Part I of a two-part Master of Arts by Coursework in Cinema Studies & Media Studies, to be taken by those whose prior experience in our discipline is not sufficient to qualify them for direct entry into the Part II.

Students who complete the Postgraduate Diploma in Cinema Studies & Media Studies with exceptional results may wish to discuss entry to Master of Arts by Research or Doctor of Philosophy courses with the postgraduate co-ordinator. It is anticipated that students wishing to take this course of action will complete a 10,000-12,000 word research essay during the Diploma.

Application deadlines and procedures

For further information contact the Cinema Studies Postgraduate Co-ordinator, by letter, telephone or email.

The deadline for all applications is the last Friday in November. Mid year entry is also possible.

Application forms may be obtained from the Faculty of Humanities & Social Sciences.

Enquiries about late applications should be directed to the Faculty of Humanities & Social Sciences, Tel: (03) 9479 2023.

MA Preliminary

Fees may apply for any coursework units.

The MA Preliminary program is individually tailored for students whose needs are not met by any of the above programmes. If you are enrolled in an MA Preliminary consult with your supervisor if you have one or with the Cinema Studies Postgraduate Co-ordinator for further information regarding this program.

The program

A MA Preliminary program is a fourth year of study specially designed to prepare individual students to take up a new discipline instead of pursuing whatever they majored in for their BA degrees.

Application deadlines and procedures

Our MA Prelim program allows the Program and the student maximum flexibility in planning a program to prepare for work at the Master's level, so those who feel our Postgraduate Diploma in Cinema Studies or the Graduate Diploma in Humanities & Social Sciences will not meet their requirements should consult the Postgraduate Co-ordinator, by letter, telephone or email about this further option.

MA by Coursework in Cinema Studies & Media Studies

Fees may apply for any coursework units.

Possibilities for further study

Students who maintain a "B" average in Honours or Postgraduate Diploma are qualified to continue into the Master of Arts by Coursework in Cinema Studies & Media Studies.

Students who complete a Masters by Coursework in Cinema Studies & Media Studies with exceptional results may wish to discuss entry to the Master of Arts by Research or Doctor of Philosophy courses with the postgraduate coordinator.

You may be considered for a scholarship if your results are good enough.

Application deadlines and admission requirements

Deadlines and procedures are the same as for the Postgraduate Diploma in Cinema Studies.

For further information, contact the Cinema Studies Postgraduate Co-ordinator, by letter, telephone or email.

The program

Three level 5 coursework units (one of which must be the core unit, Cinema Studies 5IAM: *Issues and Methods*, if you have not taken it before) and the preparation and submission of a 15,000 word thesis supervised by a member of the academic staff.

All postgraduate coursework submissions are marked by at least two qualified persons. Because all items are double-marked, you must hand in two copies, double-spaced and typed on one side of the paper only, with a cover sheet available from the pigeon holes outside the Cinema Studies Office (HU2, Room 224).

Under some circumstances a level 5 unit offered elsewhere in the University may be substituted for one of ours.

A supervisor from the academic staff will work closely with each Masters by Coursework student in the preparation of the minor thesis. Full-time students should meet with their supervisor on a fortnightly basis - this is a minimum requirement. In normal circumstances, your supervisor should be given two weeks to read a draft of each chapter of your thesis.

Students who submit their thesis after October 19 cannot expect to be graded in time for scholarship consideration. Extensions can only be considered in exceptional circumstances and you must make your own application to the Postgraduate Co-ordinator.

Candidates must submit to the Registrar, on a prescribed form, a notice of intention to present your thesis for examination, at least three months before the thesis is submitted, specifying in the notice the precise title of the thesis. You must present four copies of your thesis, as prescribed in Schedule C of Regulation 12.1(2) Examinations in the La Trobe University Act, Statutes and Regulations. Schedule C should be consulted for full details of thesis layout and presentation. The Masters Degree Committee will appoint two or more examiners of the thesis, at least one of whom will be an external examiner. Note that you may also be required by the Masters Degree Committee, after considering the reports of the examiners, to present for an oral examination on the unit matter of the thesis.

Full-time, this course should take from a year to eighteen months to complete. Part-time, it should take from two to three years.

Schedule for full-time

Masters by Coursework – Part II

First/Second Semester	Completion of 60 credit points of coursework.
October 19	Submission of the thesis for scholarship applicants.

Before March 31 of the following year - Submission of thesis for all other students.

You will be expected to present a paper or lead a discussion of your work to staff and students in the program seminar.

Review procedures

The progress of all postgraduate thesis students will be reviewed by staff twice every year. Procedures are as follows.

- Entering students will prepare a written research plan in consultation with their supervisors within the first six months of their candidacy.
- Each year of your candidacy you are expected to make a short seminar presentation covering your proposed topic, the issues it addresses and something of the current direction of research in the area.

- All Research students are expected to deliver a one-hour seminar paper on their thesis at least once in their candidature.

A written review report will be required for first semester, and progress reviews of all research candidates will be held by supervisory staff during the second semester each year.

- Prior to the review supervisors will meet individually with each research student they supervise to go over, and to modify if need be, the student's current research plan.
- You are expected to hand in a written revised plan to your supervisor in time for the scheduled meeting.
- At the review, meeting supervisors will present the written plans of all research students under their supervision and will report to the meeting on the student's current progress.
- Students may be required to attend an interview with the Program if there are problems with progress.
- Should any problem with the progress of a student arise that cannot be resolved within the Program or the School, the matter will be referred to the Faculty Research and Higher Degrees Committee.

Possibilities for further study

The attainment of a high standard in the Master of Arts by Coursework (Part II) in Cinema Studies qualifies you for admission to MAR or PhD programs in Cinema Studies.

MA by Research

The program

To obtain a Master of Arts by Research, you need to submit a thesis that must not exceed 40,000 words, and usually about 30,000 words, that constitutes an original contribution to the discipline, and has been supervised by at least one qualified senior member of the academic staff.

It is possible to incorporate some practical or production work into a Master of Arts research thesis. In some cases, we may require a certain amount of coursework before the candidate embarks on research and writing for the thesis.

There are procedures which allow particularly worthy Master's work to be upgraded to doctoral (PhD) level after a minimum of one year's enrolment. Please consult the postgraduate co-ordinator for further details.

Candidates enrolled full-time will usually be expected to complete the degree between twelve and eighteen months, or two to three years part-time.

Review procedures

The progress of all postgraduate thesis students will be reviewed by staff twice every year. Procedures are as follows:

- Entering students will prepare a written research plan in consultation with their supervisors within the first six months of their candidacy.
- Each year of your candidacy you are expected to make a short seminar presentation covering your proposed topic, the issues it addresses and something of the current direction of research in the area.
- All Research students are expected to deliver a one-hour seminar paper on their thesis at least once in their candidature.

A written progress report will be required for first semester, and progress reviews of all research candidates will be held by supervisory staff during the second semester each year.

- Prior to the review supervisors will meet individually with each research student they supervise to go over, and to modify if need be, the student's current research plan.
- You are expected to hand in a written revised plan to your supervisor in time for the scheduled meeting.
- At the review, supervisors will present the written plans of all research students under their supervision and will report to the meeting on the student's current progress.

- Students may be required to attend an interview with the Program if there are problems with progress.
- Should any problem with the progress of a student arise that cannot be resolved within the Program or the School, the matter will be referred to the Faculty Research and Higher Degrees Committee.

Possibilities for further study

Successful completion of the MA by Research qualifies the student to apply for admission to the PhD course.

Application deadlines and procedures

For further information, contact the Cinema Studies Postgraduate Co-ordinator, by letter, telephone or email. Application forms may be obtained from the Faculty of Humanities and Social Sciences.

A limited number of scholarships are available for Research students. See more specific details in the section “A Note on Scholarships” later in this document. Note - Students who do not wish to be considered for scholarships may apply for admission to the MA by Research course at any time.

PhD

The program

Candidate writes a thesis that must not exceed 100,000 words, and is usually about 75,000 words. It constitutes an original contribution to the discipline, and is supervised by at least one qualified senior member of the academic staff.

It is possible to incorporate some practical or production work into a PhD thesis. In some cases, we may require a certain amount of coursework before the candidate embarks on research and writing for the thesis.

The PhD normally involves three to four years of study full-time, or up to eight years part-time.

Review procedures

The progress of all postgraduate thesis students will be reviewed by staff twice every year. Procedures are as follows:

- Entering students will prepare a written research plan in consultation with their supervisors within the first six months of their candidacy.
- Each year of your candidacy you are expected to make a short seminar presentation covering your proposed topic, the issues it addresses and something of the current direction of research in the area.
- All Research students are expected to deliver a one-hour seminar paper on their thesis at least once in their candidature.

A written progress report will be required for first semester, and progress reviews of all research candidates will be held by supervisory staff during the second semester each year.

- Prior to the review supervisors will meet individually with each research student they supervise to go over, and to modify if need be, the student’s current research plan.
- You are expected to hand in a written revised plan to your supervisor in time for the scheduled meeting.
- At the review, meeting supervisors will present the written plans of all research students under their supervision and will report to the meeting on the student’s current progress.
- Students may be required to attend an interview with the Program if there are problems with progress.
- Should any problem with the progress of a student arise that cannot be resolved within the Program or the School, the matter will be referred to the Faculty Research and Higher Degrees Committee.

Application deadlines and procedures

Deadlines and procedures are the same as for the MA by Research.

For further information, contact the Cinema Studies Postgraduate Co-ordinator, by letter, telephone or email.

2. ADMISSION REQUIREMENTS FOR POSTGRADUATE STUDIES IN CINEMA STUDIES

Graduate Diploma in Humanities and Social Sciences/Graduate Certificate in HUSS

- The Graduate Diploma in Humanities and Social Sciences course is designed for students who have completed a degree, or its equivalent, with little or no background in Cinema Studies, and who wish to develop an understanding of, and/or skills in Cinema Studies.
- The Graduate Diploma course consists of units to a total value of at least 120 credit points. At least 40 credit points must be at or above third-year level and no more than 45 credit points may be at first-year level. It is a bridging course which may lead into further postgraduate studies within Cinema Studies (depending upon results). You may study full-time or part-time and mid year entry is available.
- The Graduate Certificate in Humanities and Social Sciences course normally requires the completion of a pass degree of at least three years' full-time duration. The Graduate Certificate course consists of units to the value of at least 60 credit points. No more than 45 credit points may be at first-year level.

Postgraduate Diploma in Cinema Studies & Media Studies

- A 3 year Bachelor's degree in a relevant discipline, usually with at least a "B" average in the relevant disciplines. If you have a four-year degree you may still need to do another year's worth of postgraduate level coursework before going on to other postgraduate work in the field.

Masters Preliminary

- A three-year Bachelor's degree in a discipline other than Cinema Studies with a "B" average in your major field of study. If you have a four-year degree you may still need to do another year's worth of postgraduate level coursework before going on to other postgraduate work in the field.

Masters by Coursework in Cinema Studies & Media Studies

- Four years of study with a "B" average and a reasonable amount of Cinema Studies and/or Media Studies academic work during those four years is required.
- Your four-year program might consist of a BA (Honours), a BA plus an MA Prelim program, a BA plus a Postgraduate Diploma in Cinema Studies and/or Media Studies, or similar combinations.
- Students who have maintained a "B" average over 4 years but who are considered to lack adequate Cinema Studies and/or Media Studies training for direct entry to Masters by Coursework in Cinema Studies & Media Studies are encouraged to consider applying for a Postgraduate Diploma in Cinema Studies & Media Studies.

Masters by Research

- The MA by Research expects applicants to have completed four years of study with excellent grades and a major focus in Cinema Studies academic work. Usually you will be expected to have completed work demonstrating potential for research-based study, such as an Honours thesis.
- Your four-year program might consist of a BA (Honours), a BA plus an MA Prelim program, a BA plus a Postgraduate Diploma in Cinema Studies, or similar combinations.
- If you have maintained a "B" average over 4 years but are considered to lack adequate Cinema Studies background, high enough grades, or the ability to demonstrate research experience you are encouraged to consider applying for the Master of Arts by Coursework in Cinema Studies or a MA Preliminary program.

PhD

- The basic requirement is either an outstanding MA or a First Class Honours in Cinema Studies of exceptionally high standard.

A Note on Scholarships

Scholarships are awarded to Masters by Research and Doctoral students only. In the recent past it has not been easy for Australian students with first class Honours degrees to get scholarships, although other factors ("demonstrated research capability", "publication record") play a part in the process.

Applicants should be aware that these competitive scholarships are awarded by the University, not the Program. It may be worth noting that in the past some students have been awarded scholarships after having been unsuccessful in the first round (that is, because others have not taken up scholarships offered).

Students from abroad cannot usually be expected to have an Australian Honours degree. For those who may qualify for Australian scholarships, academic excellence will usually be the most significant factor. However, foreign students should include examples of their writing in the discipline to maximise their chances.

Scholarship application forms are available from the RGSO web site <http://www.latrobe.edu.au/RGSO>. The forms, together with all the required supporting documents, should be returned to the address noted on the application form by September for international students and October for Australian students (please check application forms for exact dates).

All Research Scholarship applicants are encouraged to make *early* contact with the Cinema Studies Coordinator to discuss study plans. As well as sending the original application forms to the required address, candidates are requested to supply a copy of all forms and supporting documents to Postgraduate Coordinator, C/- Cinema Studies Program, La Trobe University, Bundoora, Vic 3086. This will assist the Program when assessing applications.

Resource Guide

Computing and postgraduate rooms

The program has access to a number of postgraduate rooms equipped with PC computers (networked with Netscape, Ethernet, Email facilities, printers and various word processing packages) and telephones (local calls only). These are allocated at the beginning of each academic year, and you will be invited to apply for a desk at that time.

Funds

New budgeting procedures have made it very difficult for us to figure out exactly how our expenses are going to work out this year. We would like to be able to help you with minor expenses (photocopying, film hire, some conference money). Even more, we would like to know the level of assistance you might need in the future so that we can include that figure in future budget requests. So, please request assistance by writing a letter to the Cinema Studies Program with details and request that it be discussed at a staff meeting. The staff meeting will decide whether it will be approved.

For sums over \$150.00, you should apply for a Humanities Research Grant. Research Grant applications can be obtained through the La Trobe University Web Site <http://www.latrobe.edu.au/humanities/resources/forms>. You will need your supervisor's written approval on the application.

Audio-visual resources

All of these must be consulted in-house only. Consultation should be arranged through the Cinema Studies office or your supervisor and times must be booked through the Office for viewing times.

- Cinema Studies/Media Studies DVD, video and laserdisc collection: Quite a large (and intriguing!) sampling of material. A list of holdings, alphabetised by title, is available for consultation through the Office.
- Staff collections: Staff members do have personal research collections of material. Postgraduate students can gain access to some of this material under certain conditions - including the express permission of the staff member involved.

Other

- The La Trobe Library - The Library AV collection has grown considerably and is worth consulting.
- The National Film and Sound Archive - The NFSA maintains an office in South Melbourne. Ken Berryman is anxious to help researchers. Material available is mainly Australian, and is quite extensive.
- ACMI (formerly Cinemedia) - maintains an enormous tape and film collection that contains a number of useful items. For more information about borrowing from the ACMI collection please see the AV Section of the Borchardt Library. All postgraduates (except Honours students) can borrow from the collection through La Trobe's Borchardt Library with no charge. Honours students should consult with their supervisors.
- Other tertiary resources - Tape and film holdings can sometimes be borrowed through inter-library loan.
- Films for hire - Sometimes, for specific projects, specific films can be hired for a day or more in consultation with supervisors

Viewing

Viewing of DVD's, videos and laser disks can be arranged through the Cinema Studies office. Currently Hu2, Room 224a contains television, DVD, video and laser disk players.

Print resources

Most print resources may be consulted for research only and may not leave the corridor. Arrange for access through your supervisor or the staff member in whose office the material resides.

- The Readings File - A large collection of articles, etc. alphabetised by author is available. Material can be borrowed only through the Cinema Studies office or your supervisor.

The La Trobe Library has acquired the library of Ken Caldecott, an invaluable resource for those interested in left and documentary cinema in Australia in the 30s-50s.

Donations

You might consider donating material or passing potential donors along.

Further information

La Trobe University

Cinema Studies program

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Australia

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