



May 2008

Dear Student

POSTGRADUATE  
COURSEWORK OFFICE  
School of Public Health  
and Community Medicine

## Graduate Health Management and Public Health Programs

Please read the enclosed information carefully to ensure that your study continues as smoothly as possible.

### Timetables and Workshops

- The School timetable (Internal and External) is available at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHTime>. Students are able to select electives across the range of programs – Health Management, Public Health, and Clinical Education.
- University wide timetable for all internal weekly classes is available at: <http://www.timetable.unsw.edu.au>. This website provides the most current information on date, time, venue, and mode of each of the courses.
- Last minute changes to the timetable may occur, so please check the website regularly as no hard copies will be mailed out. A course will be conducted only when at least 15 students are enrolled.
- **Compulsory Workshops:** Workshops for external students will be held in the Residential Week from 21 July to 29 July 2008. Some internal courses also require attendance at workshops held during the Residential Week. Please check if this applies to courses in which you are enrolled, as attendance is compulsory.

### Course Descriptions

- Detailed information regarding our course outlines and availability can be viewed at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail>

### Enrolment

- Enrolment is currently open and students need to enrol via myUNSW ([www.my.unsw.edu.au](http://www.my.unsw.edu.au)). The **School requires all students to complete enrolment by Friday, 27 June 2008**. Guidance in updating personal details and enrolling online is available at: <https://my.unsw.edu.au/student/myunswNotice.html#PreviewsofkeymyUNSWfunctionalityforstudents>

### Course Packs

Please ensure that you obtain a copy of your course notes before your first class or workshop or before Week 1 if your course has no face-to-face component. If you are unable to obtain a copy of the course notes before the first class, please ensure that you download the course outline by following the course links from the School website (<http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail>) and bring it to class.

Complete sets (includes outline, course notes and readings) of course packs for Public Health and Health Management courses will be made available approximately one week before start of semester **for purchase in printed format from the UNSW Bookshop**. To locate course notes and textlist for individual courses, visit the Bookshop website at: <http://www.bookshop.unsw.edu.au/>, click on 'SPHCM Textlist' on the right hand side under 'Special Textlist Pages', and type in the course code of your course, for example - for PHCM9012 Health Promotion, type PHCM9012. If required, the Bookshop will mail course notes for a fee.

Course notes in electronic format are also posted in the resources section of the online course on **My eLearning Vista** (<http://vista.elearning.unsw.edu.au/>). Readings (and some course notes) are often made available progressively through the semester. To access your notes and readings, you need to be enrolled in the course, and have a valid UNSW Student ID and UNIPASS to log in - (see enclosed flyers on UniPass and My eLearning Vista). Please allow 24-48 hours after enrolment in a course for your access to Vista to be activated.

### Potential Graduands

- If you have completed 48 units of credit and all core requirements of your program, please email your program administrator about your status. Once the School has confirmed your status, the Graduations Office will mail a graduation information package and contact you **4 to 6 weeks prior** to the ceremony via your **student email address**. For more information, visit: <https://my.unsw.edu.au/student/academiclife/graduations.html>

## Program Leave

- If you wish to take program leave, you need to inform your Program Administrator by email before the census date of Semester 2 – 29 August. Please include your name, student number, the program, and the Semester you wish to take leave.

## Outstanding Results

- Students with Withheld result (WD – withheld pending completion of assessment ) on their academic records are advised that all WDs are automatically converted by Student Services to a final mark of NC (not complete) by the census date in the semester following enrolment, unless extension has been requested and approved by both the lecturer and your Program Administrator prior to assessment deadlines.

## Assignments

- We remind you that assignments submitted will not be returned, and you are expected to keep a copy for your reference. Details about assessment for individual courses are included in the course outline. More information about submission, how to prepare for assessment tasks, and further resources is available at: <http://www.sphcm.med.unsw.edu.au/sphcmweb.nsf/page/AssessmentGuidelines>

## Major Project

- Students planning to enrol in the major project require approval for enrolment. Please see details at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/MajorProject>

## Postgraduate Student Welcome

- You are warmly invited to the Postgraduate Student Welcome for staff and students on **Wednesday, 23 July, 2008 from 4:00pm to 6:00pm at The Bar & Lounge Area, AGSM – Kensington Campus, Gate 11, Botany Street, Randwick** (map ref G27). Refreshments will be provided. Please inform us if you will be attending by returning the enclosed RSVP form. We hope you can join us.

Finally, if you have any queries about your program, please contact:

Postgraduate Coursework Office  
School of Public Health & Community Medicine  
Phone: +61 (02) 9385 1699 – Graduate Health Management Programs  
+61 (02) 9385 2507 – Graduate Public Health Programs  
Email: [postgrad-sphcm@unsw.edu.au](mailto:postgrad-sphcm@unsw.edu.au)

We look forward to seeing you in Semester 2.

*Postgraduate Coursework Team*