

KEY TIPS TO ENSURE SUCCESS FOR THE ADMINISTRATION OF YOUR SPHCM DEGREE

Phillip Raponi, Student Services Manager



Key Contacts



The most important thing you need to know is who to contact if you have a question or are unsure of something? Staff from the PG Student Administration team are listed below.

- **Vanessa Green, Shereen Matthews and Tessa Ho**
- Postgrad-sphcm@unsw.edu.au
- or on (02) 9385 8774
- Monday to Friday 9.00am to 5.00pm (Sydney time)
- Level 2 of Samuels Building, Ref F25
- on [UNSW Map](#)

We are your first point of contact if you have a question. If we are unable to assist you then we will re-direct you to someone who can!



Key Dates <https://student.unsw.edu.au/dates>

- **17-21 July 2017** – SPHCM Residential Week
- **18 July 2017** – SPHCM Induction sessions and Meet and Greet
- **19-21 July 2017**- S2 2017 UNSW Orientation for New Students
- **24 July 2017** – Start of Semester 2 2017 – Classes Start
- **30 July 2017**
- last day to enrol in a S2 2017 course on myUNSW
- last day to pay tuition fees (if paying upfront)
- **31 August 2017** – CENSUS DATE – last day to drop a course without incurring tuition fees and DEFER your program (if necessary).
- **23 September – 2 October 2017** – Mid-Semester Break
- **27 October 2017** – Last day of Semester 2 2017 – Semester ends!
- **1 December 2017** – Results available on myUNSW

Reminders about key dates and deadlines will be emailed to you throughout the semester.

Course Information

SPHCM Course Information is available on the [Course Offerings website](#).

This is updated on a regular basis and includes key information on all Postgraduate courses offered in the school.

It includes information on the **semester** courses are offered, the **mode of study, course outlines, assessment, course learning outcomes** etc

Detailed **Course Outlines** are available on the Moodle course page. These are released 1 week before the start of semester.

Choosing Courses for your Degree

1. Refer to the [SPHCM Course Offerings](#) Website for course information, assessment, course learning outcomes etc
2. Refer to **Study Plans** to help you plan out your courses (eg [Master of Public Health](#))
3. Recommended to complete core courses prior to electives.
4. Courses are only offered once in each academic year (so either in S1, S2 or Summer).
5. Take into account timetable – when is the course offered and does this suit you.
6. Courses do change semesters from time to time but we do try to minimise this so students can plan their courses.
7. Spread your courses out across semesters including Summer.

Moodle <https://student.unsw.edu.au/moodle-support>

This is the online learning management system used by UNSW. All your courses will have a Moodle page where all the course information will be located. This includes:

- Course Outline – overall outline for the course

- Course Notes – online readings for your course

- Discussion Forums – where you can participate in discussion forums

- Other course materials which your course convenor might upload

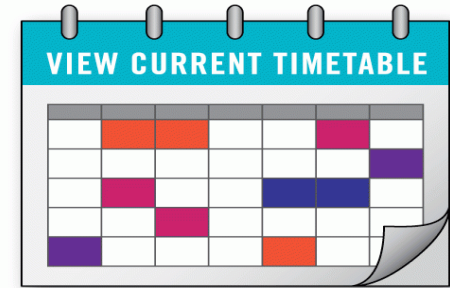
- All Assessment is submitted online via Moodle

- Grades for individual pieces of assessment

Its essentially the place where you will access any information related to your course.

Note that Moodle Course pages are released 1 week before the start of the semester.

Timetable Information



Summer/Semester 1 timetable is released in **late September** each year
Semester 2 timetable is released in **mid April** each year

Information can be found on the [SPHCM Timetables](#) website.

Residential Week held before S1 and S2 each semester – optional workshops, induction sessions and Meet and Greet to welcome new students.

There is also the [UNSW Class Timetables](#) website.

Students can also see their own personal [Class Schedule](#) on their student profile on myUNSW

Note from time to time there are changes to the timetable, rooms etc we will email you if you are affected by any timetable/room changes.

Enrolment in Courses

Students are responsible for enrolling in the courses for their program **online** via myUNSW each semester.

SPHCM Enrolment Guides – created as a comprehensive guide for students regarding enrolment located on [SPHCM enrolment](#) website.

Summer/Semester 1 enrolment begins in **early October** each year

Semester 2 enrolment begins in **late April** each year

Enrolment Deadlines (recommended)

Semester 1 – **1 February**

Semester 2 – **1 July**

Summer – **no deadline**



Key Websites

Step by Step Enrolment Guides: <https://student.unsw.edu.au/enrol-guides>

UNSW Enrolment Website: <https://student.unsw.edu.au/enrolment>

Enrolment Options

Study Loads

Domestic Students – can change from full-time to part-time, internal to external. Enrol in courses that meet your needs in any given semester. We're FLEXIBLE! Students working full-time are recommended to complete 1 course per semester.

International Students – must be enrolled on a full-time basis (24uoc) each semester as per student visa requirements. If you wish to decrease your study load please discuss this with [Student Development International](#). Can only study a max. 25% of their degree by distance/online.

Enrolment Limits

Postgraduate Students are not allowed to overload and be enrolled in more than **24uoc in S1 and S2** and **12uoc in Summer**.

Maximum Time to complete your degrees (domestic students only)

Graduate Certificate – **2 years** Graduate Diplomas – **3 years**

Masters and Masters with Extension degrees – **4 years**

Dual Degrees – **6 years**

Deferrals

Deferral refers to a new student who has not completed any courses but would like to defer the start of their degree.

If you need to defer the start of your program, you must do this preferably before the start of the academic year. The final date to defer is the Census Date **31 August. You can defer for 1 semester or 1 year.**

If you decide not to continue the degree and do not defer then you will lose your place on the program and will need to re-apply for your place again.

You can apply for Deferral via myUNSW or by contacting the UNSW Admissions Office <https://enquiry.unsw.edu.au/>

Leave from Program

Leave refers to students who have completed at least 1 semester of study (even 1 course) and wish to take a break from their studies.

All students are entitled to 2 semesters leave from their studies.

Students apply for leave via Student Profile on myUNSW by **Census Date**.

CLICK on [UNSW Program Leave](#) to find out more!

International students will need to contact **Student Development International** as leave will affect your student visa → <https://student.unsw.edu.au/icontacts>

Note: If students do not enrol in a semester and do not apply for leave then you will be administratively withdrawn from the program and may need to re-apply for your place on the program. You must either be ENROLLED or on LEAVE at all times!

myUNSW <https://my.unsw.edu.au/>

myUNSW is your ONLINE student portal where you will manage the administration of your degree at UNSW.

You will be able to do the following on myUNSW:

1. Update personal details like address, emergency contacts
2. Enrol in courses each semester
3. Access your own personal class schedule each semester
4. Print off your own unofficial academic statements
5. Access your fee statements and pay fees
6. Access your final results for courses
7. Apply for program leave, request student letters and transcripts
8. Change specialisations/streams (relevant for some programs only)
9. Access your graduation status and ceremony details
10. Announcements from UNSW

Spend some time in your student profile and get familiar with myUNSW as it will make your life easier in the longrun.

When to contact your **Course Convenors** vs **Program Directors** vs **Student Services Team**

Course Convenors – questions about course assessment, course content, extensions to assignments, extenuating circumstances which prevent you from completing assessment for the course.

Program Directors – questions about your program overall, course advice, questions about careers, more high level advice and guidance for students.

Student Services Team – questions about enrolment, key deadlines, withdrawal dates, leave, changing degrees, anything administrative to do with your degree.

EMAIL LECTURERS AT YOUR OWN RISK RE ADMINISTRATIVE MATTERS!

Keeping in touch with you

UNSW Email

We will use your UNSW email to contact you. Please check this on a regular basis. If you are studying part-time please re-direct your UNSW email to a work or personal email address. CLICK [HERE](#) for more information.

Student Newsletter – emailed to students *every Wednesday* and we will remind you of key deadlines, study options, jobs, seminars and anything else which we think might be of interest to you.

Social Media



LIKE SPHCM on [Facebook](#)



Join the SPHCM Group on [LinkedIn](#)



Follow us on [Twitter](#)

Key Websites

There is useful information for students provided via the UNSW and SPHCM websites. The below links are good sources of information for you!



- **School of Public Health and Community Medicine Current Students Website**
• <https://sphcm.med.unsw.edu.au/current-students>
- **SPHCM Course Information**
• <https://sphcm.med.unsw.edu.au/current-students/postgraduate-coursework/course-offerings>
- **SPHCM Timetables**
• <https://sphcm.med.unsw.edu.au/current-students/postgraduate-coursework/timetables>
- **SPHCM Enrolment**
• <https://sphcm.med.unsw.edu.au/current-students/postgraduate-coursework/enrolment>
- [UNSW Current Students website](#)
- [UNSW Key Dates](#)
- [UNSW Academic Calendar dates](#)
- [UNSW Online Handbook](#)
- [UNSW Support for Current Students](#)



**KEEP
CALM
AND
Good Luck
In Your Studies!**