Dear Student

Graduate Health Management, Public Health and International 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: 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 International Public Health.
- The University wide timetable for all internal weekly classes is available at: 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 10 students are enrolled.
- Compulsory Workshops: Workshops for external students will be held in the Residential Week from 25 February to 1 March 2013. Some courses also require internal students to attend workshops held during the Residential Week e.g. PHCM9498, PHCM9605. Please check the School timetables to find out 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: www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail

Enrolment
Enrolment appointments for S1 2013 commence on 8th October 2012. The School requires all students to complete online enrolment via myUNSW (www.my.unsw.edu.au) by Monday, 4th February 2013.

Guidance in updating personal details and enrolling online is available at: www.my.unsw.edu.au/student/myunswNotice.html
Course Packs

- A course pack (including course outline, course notes and readings) is produced for most courses (subjects) in the Public Health, Health Management and International Public Health programs. Please ensure that you obtain a copy of your course pack before your first workshop. If you are unable to do so, please ensure that you download the course outline and bring it to class by following the course links from the School website: www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail
- Course packs for some courses will be made available for purchase in printed format from the UNSW Bookshop closer to the start of the workshop. To locate course packs and textlists for individual courses, visit the Bookshop website www.bookshop.unsw.edu.au, click on ‘Textbooks’ on the top bar of the page, and type in the course code of your course. For example, for PHCM9041 Foundations in Public Health & Health Care Systems, type PHCM9041. If required, the Bookshop will mail course packs.
- An electronic copy of the course notes with links to some readings will also be available in the ‘Course Resource’ section of the online course in Blackboard (Bb) www.tefl.unsw.edu.au

BbTraining will be held during the Residential Week on Wednesday, 27 February 2013. The training will give you an opportunity to become familiar with the tools and services available. See the external timetable for venue and time.

Potential Graduands

- Once the School has confirmed your graduation status this will appear on your student record on myUNSW. The Graduations Office will send you an information package and will contact you 4 to 6 weeks prior to the ceremony via your student email address. For more information and to view the graduations checklist, visit: www.my.unsw.edu.au/student/academiclife/graduation/index.html If you have queries about your graduation status, please contact your program administrator.

Program Leave

- If you wish to take program leave, you must complete the ‘Program Enrolment Variation Form’ before the Semester 1 census date – 31 March. The form should be returned to your Program Administrator for School approval. Further details are available at: www.my.unsw.edu.au/student/academiclife/Forms.html

Outstanding Results

- Please note that all Withheld results (WD – withheld pending completion of assessment) from the previous semester will be automatically converted by Student Services to a final mark of NC (Not Complete) by the census date in the semester following enrolment. The result will remain NC unless an extension has been requested and granted by the course convenor and confirmed with your program administrator prior to relevant assessment deadlines.

Assignments

- Students are expected to keep a copy of their assignment for their 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 are available at the link below: www.sphcm.med.unsw.edu.au/sphcmweb.nsf/page/AssessmentGuidelines

Projects and Independent Studies

- Students planning to enrol in a project or an independent study require approval for enrolment. Please see details about projects at: www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/MajorProject
- Details about independent studies at: www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/IndStudies
**Staff and Student Meet & Greet**

A Staff and Student Meet & Greet session is available for students to meet with Program Directors and course convenors to discuss their program of study:

**4pm to 6pm Wednesday 27th February, 2013 in SAM305 Level 3 Samuels Building**

Finally, if you have any queries about your program, please contact us on postgrad-sphcm@unsw.edu.au.

We look forward to seeing you in Semester 1 2013.

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