

Public Health Enrolment Guide



SPHCM students taking a stand for Ebola in 2014

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Welcome to the Public Health Program from the Program Director

A very warm welcome to you and congratulations on your decision to enrol in our Public Health Program and all that it has to offer at the School of Public Health and Community Medicine (SPHCM).

The Master of Public Health is a widely-recognised program which addresses both the continuing educational needs of public health professionals and provides an established career path for public health-related professionals. Our program provides you with the opportunity to advance your knowledge and skills relevant to public health and prepares you for a career aimed at improving the health of populations from epidemiology and disease control through to health promotion, health policy and health advocacy.

We are a leading school in public health teaching and research and we have offered a Master of Public Health for almost 30 years. Our alumni of public health professionals in Australia and internationally is increasing and hold key positions in government, non-governmental organisations, universities and research institutes. It is the largest program in the School and we are proud of our contribution to population health capacity building in Australia and internationally. Today and in the future, the public health workforce will shape the local, national and global response to established and emerging public health problems.

Our dual degrees, combined with a Master of Health Management or Master of International Public Health are growing in popularity. We also have nine areas of specialisation, which will allow you to focus your study in our areas of research and teaching strength, including Aboriginal Health and Wellbeing, Health Economic Evaluation, Health Promotion, International Health, Social Research, Primary Health Care, Quantitative Research Methods, Infectious Diseases Control and Public Security. A distinctive feature of the programs offered at the School of Public Health and Community Medicine are the opportunities for internship programs with placements at leading organisations in Australia and abroad. There are also opportunities to undertake research during your degree and I encourage you to start thinking about this option early in your program.

Public health is a broad field and attracts people from diverse professional backgrounds. The networking and peer-learning that a Master of Public Health affords you is invaluable to your time at SPHCM and your future career pathway. There are many opportunities at SPHCM to connect with staff and other students, including those studying online through student-led discussions in the courses you undertake and our active social media. Your time at the School is an opportunity to learn but to also network within the public health community.

On behalf of our academic and student support staff I welcome you to the School of Public Health and Community Medicine.

With best wishes

Dr Anita Heywood



Key Contacts

Administration: **SPHCM Postgraduate Student Services**
Email: postgrad-sphcm@unsw.edu.au
Tel: +61 2 9385 1699
Location: Level 2, Samuels Building, ref F25 on [UNSW Map](#)
Open Monday to Friday, 9am to 5pm

Program Director: **Dr Anita Heywood**
Email: a.heywood@unsw.edu.au
Tel: +61 2 9385 3667
Location: Room 321, Level 3, Samuels Building
Available by appointment – please email Anita to arrange a meeting.

Student Information Services and Websites

SPHCM Postgraduate Student Services

Your first point of contact for any administrative enquiries regarding your degree should be with the SPHCM Student Services team. They can assist you with any enquiries from admission through to graduation. If we are unable to assist you we will redirect you to the relevant unit or service at UNSW.

UNSW Student Central

UNSW also has a central student administration office that also provides support to students. Student Central provide enrolment support if having difficulty enrolling on myUNSW, requesting a student letter or official academic transcript. Please refer to the [UNSW Student Central](#) website for further information.

myUNSW

myUNSW is the online student portal where you will manage the administration of your degree at UNSW. You will enrol in your courses, access your results, apply for leave, special consideration or change of specialisation via myUNSW. Please refer to the [myUNSW](#) website for further information.

Key Websites

Please ensure you visit the following websites regularly:

- [SPHCM Postgraduate Current Students](#)
 - First point of call for all students and contains information regarding courses, timetables, graduation, internal transfers, study options and progression
- [SPHCM Course Offerings](#)
 - Lists all current Postgraduate courses, the semester they are offered with links to course information such as assessment, course learning outcomes.
- [SPHCM Timetables](#)
 - Contains Timetable information for all SPHCM PG courses
- [SPHCM Enrolment](#)
- [UNSW Enrolment – How to Enrol Guides](#)
- [UNSW Online Handbook](#)
- [UNSW Tuition Fees](#)
- [UNSW Key Dates](#)

General Information and Glossary

Units of Credit (UOC)

The University's academic structure is based on units of credit (UOC). Every course in the university has a UOC value. Program, i.e. degree requirements are defined in terms on the number of units of credit completed towards a degree.

Programs and Courses

A course is a subject which has a course code eg PHCM9041. A program is a combination of courses taken over a number of semesters that leads to the award of a degree. This can be a Masters degree, Graduate Diploma or Graduate Certificate. Each program has a program title, a program code and an abbreviation eg Master of Public Health is the program name, 9045 is the program code and MPH is the abbreviation.

Stream / Specialisation

A stream is a focused area of study within a program, usually requiring a student to complete an approved sequence of 'core' and 'elective' courses. For example, there are nine specialisations (areas of specialisation) within the Master of Public Health program. Students considering a specialisation should think about this very early in their degree so they enrol in the correct courses to meet the specialisation requirements.

Core courses

A core course is a compulsory course within a program that must be satisfactorily completed to meet the requirements of the program.

Elective courses

An elective course is a course a student can select towards their program to meet the requirement of the degree. Note that any individual course may be specified as a core course in one program and as an elective in another. The School offers a wide range of electives, enabling students to focus on areas of interest and professional relevance.

Mode of Delivery

The School's Postgraduate coursework programs can be taken either full-time or part-time, in the face to face mode known as Internal or online in the External/Distance mode. Courses are offered internally on campus with face-to-face teaching or externally by distance mode using a variety of online teaching methods. Please note international students on a student visa have restrictions to the amount of courses they can study by distance. These students are permitted to study 25% of their program in the distance mode.

Semesters

UNSW runs on a standard 2 semester academic calendar year with an additional summer semester where courses are taught more intensively.

- **Semester 1** **late February to Late June**
- **Semester 2** **mid July to late November**
- **Summer** **November- early February**

Please refer to the [UNSW Academic Calendar](#) for specific dates.

Residential Week

The School runs an Optional Residential Week in Semester 1 and 2 each year. Optional workshops are run for some courses which may run for 1 or 2 days and provide introductory information for the course. The workshops are a great way to meet fellow students and connect with your lecturers prior to the commencement of semester. The Residential Week timetable is available on the [SPHCM Timetables](#) website.

Program Information

Public Health Degrees Snapshot

Program Code	Program	Number of Courses/Units of Credit
9045	Master of Public Health	8 courses / 48 UOC
5507	Graduate Diploma in Public Health	6 courses / 36 UOC
7368	Graduate Certificate in Public Health	4 courses / 24 UOC
9046	Master of Public Health (Extension)	12 courses / 72 UOC
9043	Master of Public Health / MIPH	12 courses/ 72 UOC
9047	Master of Public Health / MHM	12 courses/ 72 UOC
9052	Master of Public Health / MIPH (Extn)	16 courses/ 96 UOC
9054	Master of Public Health (Extn) / MIPH	16 courses/ 96 UOC
9056	Master of Public Health (Extn) / MHM	16 courses/ 96 UOC
9057	Master of Public Health / MHM (Extn)	16 courses/ 96 UOC

Public Health Programs Online Handbook Links

All Degrees are made up of compulsory and elective courses. Students are required to successfully complete the correct combination of courses and units of credit to meet the requirements for their degree. It is the students responsibility to enrol in the correct courses. See the below list and click on the degree title to be taken to the [Online Handbook](#) entry where the program structure is outlined.

- [9045 Master of Public Health](#)
- [5507 Graduate Diploma in Public Health](#)
- [7368 Graduate Certificate in Public Health](#)
- [9046 Master of Public Health \(Extension\)](#)
- [9043 Master of Public Health/Master of International Public Health](#)
- [9047 Master of Public Health/Master of Health Management](#)
- [9052 Master of Public Health/Master of International Public Health \(Extension\)](#)
- [9054 Master of Public Health \(Extension\)/ Master of International Public Health](#)
- [9056 Master of Public Health \(Extension\)/ Master of Health Management](#)
- [9057 Master of Public Health / Master of Health Management \(Extension\)](#)

Special Notes regarding Public Health Programs

Please note: The Graduate Certificate in Public Health (7368) cannot be completed on a full-time basis if students commence in Semester 2 or Summer. Students should apply to commence in **Semester 1** if they want to complete the program on a full-time basis.

Course Information

This section is to provide you to the correct sources of information for course information.

SPHCM Course Offerings website

The School has a website that lists all its current postgraduate courses – the Course Offerings website. If you are looking for course information such as a course description, course learning outcomes, assessment information and so on this should be your first point of call.

[LINK to SPHCM Course Offerings Website](#)

The website is continually updated to reflect the current set of courses available to students. Please note each course is only offered in one semester during the year.

SPHCM Timetable website

The School also has a website that clearly lists timetable information for students. There is a timetable for each semester and this should be your first point of call if you are looking for timetable information.

[LINK to SPHCM Timetables Website](#)

Students should check the timetable prior to the start of semester for any changes.

Course Outlines

Detailed course outlines which have lecture information, assessment due dates and reading information for courses are only available on [Moodle](#). Students must be enrolled in the course to have access to the course outline on Moodle. These are usually released approximately 1 week before the start of semester. All students will be emailed with an update at the start of each semester.

Course Notes

Course notes refer to the all the course materials (readings, course outline and any other publications) that you will need to read for your course. All Course Notes are made available on [Moodle](#). Some courses may also have hard copy course notes (ie readings) that can be purchased from the [UNSW Bookshop](#). All students will be emailed which courses will have hard copy course notes at the start of each semester.

PHCM9100 Academic Practice

International Students who have not previously completed a degree in Australia and are enrolled in the full time program in Sydney (Kensington campus) are required to take the following additional course in their first semester.

- [PHCM9100 Academic Practice](#) (0 UOC)

This course is available for all students to assist them with academic literacy practice and includes critical reading, thinking and writing, oral communication and managing postgraduate study. The course is made available at no charge to students and does not contribute to the program requirements of the degree. Local students who have not studied recently are also welcome to enrol to assist them with the transition back to university and to assist them with their academic skills.

Enrolment

It is your responsibility to manage your enrolment online via myUNSW each semester. Students are advised in advance via email when enrolment will commence each semester. Enrolment commencement dates are available in [UNSW Key Dates](#).

How to Enrol

Once enrolment has started, you can enrol at any time until enrolment closes. To enrol, sign on to [myUNSW](#) and go to My Student Profile → Enrolment → [Update Your Enrolment](#)

Enrolment in courses is allocated on a first come, first served basis. All postgraduate students are required to finalise their enrolment by:

- **1 February for Semester 1**
- **1 July for Semester 2**

These deadlines ensure that the majority of students have enrolled and allows the school to manage courses to calculate support that might be required for a course.

Please refer to the web-links below on the UNSW website if you are having trouble enrolling:

- [UNSW Enrolment](#)
- [Step by Step Guides for Enrolling via myUNSW](#)
- [Enrolment Troubleshooting](#)

Amending Enrolment

You can vary your enrolment after you have enrolled until end of **Week 1** of the relevant semester via myUNSW. Please note that there are stipulated deadlines for withdrawing and adding courses in each semester. Information on changing your enrolment can be found on the [UNSW Late Enrolment Changes](#) website.

Withdrawal without Academic or Financial Penalty – Census Dates

The Census Date is the last date to withdraw without penalty or incur tuition fees from courses. There is no record of the course on your enrolment record if you withdraw by the Census Date.

- Semester 1 – **31 March**
- Semester 2 – **31 August**
- Summer – Refer to [UNSW Key Dates](#) website

Withdrawal without Academic Penalty – After the Census Date there is the opportunity to withdraw without any academic penalty. The course remains on your record as **NF** (Not Failure). Please note you will still incur the Tuition Fee liability. Refer to [UNSW Key Dates](#) website for more information.

Academic Withdrawal – Students can withdraw from courses up until the last day of the teaching in the relevant teaching period. The course remains on your record as **AW** (Academic Withdrawal). Please note you will still incur the tuition fee liability. This will not be included in the calculation of your WAM. The course will be taken into account when your [Academic Standing](#) is finalised at the end of the semester. Refer to [UNSW Key Dates](#) website for more information.

For a list of important dates relating to your enrolment and studies, please refer to the [UNSW Key Dates](#).

Enrolment Load

Domestic Students

Domestic students are able to change from full-time to part-time and vice versa at any time during their enrolment. Full-time students are expected to enrol in 3-4 courses per semester to ensure they complete their degree in the standard time. Part-time students are expected to enrol in a minimum of 1-2 course(s) per semester. Students who are working full-time and returning to study after an absence are recommended to start with 1 course and then see if you can manage 2 courses in future semesters with your work and other commitments.

International Students

International students should follow the conditions stipulated on their visa and are expected to enrol in a full-time study load - 24 UOC each semester. As an international student, you are only allowed to complete a maximum of 25% of your total program by distance or online learning. Please refer to the [UNSW Student VISA](#) website for further information.

Time Commitment per Course

Students are expected to spend approximately 10-12 hours each week on a course – this includes contact teaching (either online or face-to-face), reading and working on assessment. This is to be used as a **guide only** and each student is different and completes study in their own unique way.

Enrolment Limit (each semester)

You can enrol in a maximum of **24 UOC** in a single semester except for the Summer Semester where you can enrol in up to **12 UOC**. Postgraduate students are not allowed to overload (i.e. enrol in more than 24 UOC in any semester) under any circumstances.

Flexibility

All the postgraduate programs in the school are available on a full-time or part-time* basis as well as the online mode (external), the face to face mode (internal) or a mix of online and face to face classes. How you decide to enrol in your courses is really up to you and we have designed our degrees this way to enable the maximum amount of flexibility for our students.

There are suggested Study Plans on the [Master of Public Health](#) website under **Study Plans** Tab.

*International students on a student visa have limitations regarding part-time study.

Core Courses and Electives

All students are encouraged to enrol in core courses first so to provide the foundation for your program of study and future electives. Please note that some electives have pre-requisites and it is essential to have done the core courses prior to enrolling in some electives. Further information can be found on the [SPHCM Course Offerings](#) website.

Maximum time to complete your degree

The maximum time students have to complete their degrees are listed below.

- Graduate Certificate – 2 years
- Graduate Diplomas – 3 years
- Masters and Masters with Extension degrees – 4 years
- Dual Degrees – 6 years

TOP TIPS for Students

First Point of Contact for Queries

Your first point of contact if you have a question about enrolment, timetable or any administrative matter should be the **SPHCM Postgraduate Student Services Team** on postgrad-sphcm@unsw.edu.au or +61 2 9385 1699.

If we are unable to assist you, we will re-direct you to the correct contact or department at UNSW.



Study Options

Specialisations available in the Master of Public Health

Students enrolled in the Master of Public Health are also able to enrol in a Specialisation as part of their Masters. Students will be required to complete **specific set of courses** to be eligible for the specialisation. The specialisation will appear on your transcript and testamur. For example students enrolled in the Health Promotion specialisation will appear as *Master of Public Health in Health Promotion* on the testamur and transcript. Choosing a specialisation is optional.

The following specialisations are currently available in the Master of Public Health. Please click on the links below to be taken to the online handbook which lists the requirements for the specialisation.

- [Aboriginal Health and Wellbeing](#)
- [Health Economic Evaluation](#)
- [Health Promotion](#)
- [Infectious Diseases Control](#)
- [International Health](#)
- [Primary Health Care](#)
- [Public Security](#)
- [Quantitative Research Methods](#)
- [Social Research](#)

Students who would like to add or change their specialisation should visit the [SPHCM Specialisations](#) website for further information and instructions.

Internship

The **PHCM9143 Internship course (6 UOC)** aims to provide enrolled SPHCM in the Master's students with the opportunity to gain real-world experience in a relevant health organisation through a workplace internship of 6 weeks full-time equivalent duration (168 hours). Students can complete the Internship after the completion of 24 UOC with a Credit average (65%). Enrolment in an Internship is by **application only** and all students will be emailed when applications open. More information can be found on the [SPHCM Internship](#) website.

Research Projects

The **Research Project** comprises an in-depth study of a contemporary public health, health management, international health or infectious diseases intelligence issue and may be in the form of a small-scale research study, a case study, a program evaluation or a report on a field placement. Although candidates are advised to start planning a project early in their program, it is normally undertaken after completion of all core and elective courses. Students wishing to undertake a Project must have a Credit average (65%). Students wishing to enrol in a research project must find a supervisor and enrolment is completed manually (not via myUNSW).

- **6 UOC PHCM9148 Project is available for all Masters students**
- **18 UOC PHCM9150 Project is available for all Masters (Extension) students** (can be completed in one semester or over two semesters)

Students considering a Research Project should start the process of finding a supervisor approximately **2-3 months before** the semester commences in which they want to be enrolled in the Research Project. Potential Topics for Research Projects can be found on the [Research Project Topics](#) website. Further information can be found on the [SPHCM Research Project](#) website.

Summer School

The School offers a comprehensive Summer School each year with classes running from mid-November to early December where approximately ten courses are offered in the intensive mode (3 to 5 days). Some courses are also available in the distance mode. It allows students to fast track through their degree and complete a unique course that is not offered during any other semester. We highly recommend students consider completing a Summer course if they prefer being taught in the intensive mode. More information can be found on the [SPHCM Summer School](#) website.

Key Student Administration Processes

Applying for Credit/Advanced Standing

Students wishing to apply for Credit for postgraduate studies completed at another university should do so as soon as possible. The following documentation needs to be submitted:

- [Application for Credit Form](#)
- **Academic Transcript**
- **Detailed Course Outlines** which include course description, course learning outcomes, assessment, reading lists, contact hours and units of credit

The documentation should be sent to postgrad-sphcm@unsw.edu.au

Please note that Credit will not be granted for the following:

- Undergraduate courses
- Honours courses/degrees
- Research degrees

Please refer to the [SPHCM Credit Transfer](#) website for further information.

Program Leave

All students are entitled to take 2 semesters of **leave** from their program of study once they have completed 1 semester of study. Students need to apply for leave via [myUNSW](#). Applications for leave in excess of two semesters will be approved only in exceptional circumstances at the discretion of the Program Director. The deadline for applying for leave is the Census Date each semester:

- **31 March – Semester 1**
- **31 August - Semester 2**

If you do not enrol in a semester and don't apply for leave, your enrolment will lapse and you will be administratively withdrawn from your program. It is important that you are either enrolled each semester or apply for program leave if you are unable to study. More information can be found on the [UNSW Program Leave](#) website.

Articulation of Studies

Students can articulate between postgraduate programs in the school. See the below for more information:

Students can articulate to a higher level qualification upwards from: **Graduate Certificate > Graduate Diploma > Masters > Masters with Extension**

Students can also exit with a lower award from: **Masters with Extension > Masters > Graduate Diploma > Graduate Certificate**

Students wishing to **articulate upwards** are expected to have satisfactorily completed at least 50% of the courses in the degree in which you want to articulate into. For example if you are a Graduate Diploma student and you want to articulate to the Masters, you must complete at least **4 courses** (50% of the Masters degree) satisfactorily before you can apply to articulate to the Masters degree. If you do not meet this requirement your request to articulate will not be approved.

Students are not permitted to articulate from one degree to another if the degree has been **conferred** and **awarded**. Please note students are not able to receive 3 degrees – i.e. complete and graduate with a Graduate Certificate, Graduate Diploma and Masters degree in the same area. Students articulating between programs should graduate with one degree only.

Please refer to the information on the [SPHCM Articulation of Studies](#) website for the application form, deadlines and further information.

PG Internal Transfers

Students can transfer programs within the school without having to submit an application via the UAC or the UNSW Admissions Office. To be eligible to transfer programs internally, students must meet the *entry requirements* to that program and have undertaken a minimum of one semester of study in their current program and be in *Good Academic Standing*. Please refer to the information on the [SPHCM Program Transfers](#) website for the application form, deadlines and further information.

Specialisation Changes

Students can now amend their specialisations via myUNSW. Further information can be found on the [UNSW Stream Declaration](#) website. Students should plan their courses in advance if they intend on completing a specialisation and enrol in the correct courses to meet the specialisation requirements.

Results

Results are finalised at the end of each semester as per the below timelines:

- **Semester 1 – early July**
- **Semester 2 – early December**
- **Summer – late February**

Results will be emailed to your Student email account and will then be available on myUNSW shortly thereafter. Further information can be found on the [UNSW Results](#) website.

Graduation

Once students have completed the requirements for their degree, and the Student Administration team has confirmed that you have completed your degree requirements, you will be eligible to graduate. Please note students are assessed for graduation based on the program structure from the year you commenced your degree. The program structure including units of credit that you are required to complete can be found in the [Online Handbook](#). If you are completing a specialisation in your degree, it is important to ensure you have met the specialisation requirements as outlined in the Online Handbook. Students can check their graduation status on myUNSW, under their Student Profile.

Once students have been confirmed for graduation and “completed” on their academic record after the release of results, students can obtain further information in regards to the graduation ceremony from the Graduation Office. The Graduation Office organises the graduation ceremonies each year.

Further information can be found on the [SPHCM Graduations](#) website.



TOP TIPS for STUDENTS

Check UNSW Email account regularly

All students will get a UNSW student email account when they enrol. It is essential you check this on a regular basis as all communication from the school is sent to this email account. We recommend that students re-direct the UNSW email to a personal or work email account which is easy to set up. Visit the [UNSW Student Email](#) website for more information.

A **Student Newsletter** is emailed every Wednesday which has upcoming deadlines, job vacancies, scholarships and other opportunities for students.

Where to go for Help - UNSW Support Services

As a student of UNSW you will have a range of support services available to you. A summary of these are listed below. Please click on the title to be taken to the website for further detailed information.

Library

The library provides support to students in accessing resources for their studies.

- [Public Health and Community Medicine Study Guides](#)
- [Services for Students](#)

Contacts: Library [Online Form](#) or on +61 2 93852650

IT Help Desk

If you have problems with accessing any UNSW systems like myUNSW/Moodle or forgot your password please contact the UNSW IT Help Desk.

Contacts: itservicecentre@unsw.edu.au or on +61 2 9385 1333

The Learning Centre

The Learning Centre provides academic skills support to all UNSW students and run workshops on essay writing, referencing and communication skills.

Contacts: learningcentre@unsw.edu.au or on +61 2 9385 2060

Student Development International (International students only)

The Student Development International office provides support services to all international students which includes orientation workshops, social activities and other support services.

Contacts: international.student@unsw.edu.au or on +61 2 9385 4734

Educational Support Advisors

Advisors are available to work with students to develop their skills to succeed at university while also providing personal support throughout the process.

Contacts: advisors@unsw.edu.au or on +61 2 9385 4734

Careers Office

The Careers Office provides information and support to students on careers as well help students find employment while they are studying.

Contacts: careers@unsw.edu.au or on +61 2 9385 5429

Health Services

UNSW Health Services provides medical and dental care on campus. GP's and specialists operate their own practice at UNSW located in the Quadrangle Building.

Contacts: unihealth@unsw.edu.au or on +61 2 9385 5425

Counselling and Psychological Services

Counselling services are available for students suffering distress or need to speak to a counsellor regarding personal problems that are affecting their studies.

Contacts: counselling@unsw.edu.au or on +61 2 9385 5418

Disability Services

Students who have a disability should contact Disability services so provisions can be made to assist you during your studies.

Contacts: disabilities@unsw.edu.au or on +61 2 9385 4734

The Hub

The Hub is a welcoming space set up by Student Development for students to explore professional development opportunities (e.g. volunteering, peer mentoring, leadership skill development and student placements)

Contacts: studentdevelopment@unsw.edu.au or on +61 2 9385 9365