



School of Public Health and
Community Medicine
UNSW Australia
Faculty of Medicine
UNSW Sydney NSW 2052
Australia

Tel: +61 (2) 9385 1699
Fax: +61 (2) 9385 1526
Email: postgrad-sphcm@unsw.edu.au
Web: www.sphcm.med.unsw.edu.au

CRICOS Provider No 00098G

KEY DATES AND ACADEMIC CALENDAR

All information for student key dates and the academic calendar can be found here:

student.unsw.edu.au/dates
student.unsw.edu.au/calendar

RESULTS

Results are emailed to your zMail account after examinations have finished for each semester.

- **Semester 1: July**
- **Semester 2: December**
- **Summer Term: February**

You must contact your course authority if you receive any withheld results. Withheld results are indicated by a grade category of WC or WD. More information about the results process can be found at [UNSW Results](#).

LEAVE OF ABSENCE

Leave is generally restricted to no more than two semesters over the duration of a student's enrolment in a program. Applications for leave in excess of two semesters will be approved only in exceptional circumstances at the discretion of the program authority. The deadline for submitting applications for leave are as follows:

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

More information about program leave can be found at [UNSW Program Leave](#).

COURSE PACKS

Please ensure that you obtain a copy of the course pack 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 your first class, please ensure that you download the course outline and bring it to class. Arrangements can be made with the Bookshop to post course notes. See details under [UNSW Bookshop](#). Course notes are available as follows:

1. For purchase in printed format from the [UNSW Bookshop](#).
2. In electronic format via [UNSW Moodle](#) with links to course readings.

TEXTBOOKS

For some courses, required or recommended texts are nominated by the course lecturer in addition to the course notes. Students are strongly advised to buy the recommended texts. Copies are usually available in Open Reserve in the [UNSW Library](#) or can be obtained from the [UNSW Bookshop](#).

UNSW BOOKSHOP

Textbooks and course notes can be purchased from the [UNSW Bookshop](#) which is located on campus. Text lists and course notes are listed with prices and ordering information under course codes on the [UNSW Bookshop website](#) prior to the start of each

semester. The UNSW Bookshop also has a mail order service for external students. See [UNSW Bookshop](#) for more details.

IT REQUIREMENTS FOR UNSW STUDENTS

Our courses have online components which have been developed and are taught on the assumption that all students meet the UNSW IT Requirements for UNSW Students. All students are expected to have off-campus access to a standard computer with internet access. Please refer to [IT Requirements for UNSW Students Guidelines](#).

COMPUTER LABS

- UNSW provides a 24-hour computer lab for all postgraduate students. The lab is located on the ground floor of the library. Swipe card access is required. Go to [FM Assist](#) to have the Postgraduate Lounge encoded on your student card on an annual basis.
- The UNSW Library provides networked workstations for UNSW students to access electronic information resources.
- The School of Public Health and Community Medicine provides a computer laboratory in Room 306, Samuels Building.
- [Arc @ UNSW](#) provides computers for postgraduate students in the Postgraduate Lounge, Blockhouse.

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students. You can also access the Student A-Z Guide through myUNSW

which is a valuable resource for all students. my.unsw.edu.au/portal/dt
my.unsw.edu.au/student/atoz/ABC.html

UNSW LIBRARY SUPPORT

Library Homepage:
www.library.unsw.edu.au
Library Postgraduate Services:
www.library.unsw.edu.au/servicesfor/PGandH.html
Tel: 02 9385 2650
Location: UNSW Library, Level 2
Service desk

ONLINE TRAINING AND RESOURCES

There are a variety of online tutorials and resources available to postgraduate students to help equip you with the information skills you will need to get started in your program such as: searching databases (which include videos and screen captures), evaluating different types of resources like peer-reviewed journals and websites, and citing references. It is highly recommended that students complete the [Online Information Skills Tutorial](#) prior to commencing their studies and assignments.

SUBJECT GUIDES

Use these guides as a quick and easy pathway to locating resources in your subject area. These excellent guides bring together the core web and print resources in one place and provide a one click portal into the online resources.

- [UNSW Library Subject Guides](#)
- [Public Health and Community Medicine Subject Guide](#)

LEARNING CENTRE

The [Learning Centre](#) provides a wide range of workshops and study skills resources to students enrolled

in degree programs at the University. Students can access information on: essay and assignment writing, exam skills, reading and writing skills, referencing and plagiarism, organisation skills, oral presentations.

GRADING AND MARKING

Grades are represented by the following symbols (and corresponding range of marks):

HD (85%-100%),
DN (75%-84%),
CR (65%-74%),
PS (50%-64%),
FL (<50%)

HD This grade represents a High Distinction. This level of performance involves all of the characteristics of a DN performance but also a level of excellence that makes it outstanding. The level of originality, creativity, or depth of thought and understanding shown would be higher than normally expected for postgraduate students. It demonstrates a higher order of critical thinking and reflection than that demonstrated at the level of DN.

DN This grade represents a Distinction. This level of performance involves all of the characteristics of a CR performance but also a level of originality, creativity, or depth of thought and understanding. The work might involve a high level of abstract thinking, or the ability to take an idea or an application into a new context, understand the demands of that context and make modifications. Specific assessment criteria relevant to this assignment are adequately addressed and ALL aspects well done. (This distinguishes it from a CR in which one or two aspects may be

incomplete or otherwise not well done.)

CR This grade represents a Credit. The assignment or project comes together to make a broadly coherent whole. The response answers the question, makes a good argument, draws on appropriate evidence, and shows some selectivity and judgment in deciding what is important and what is not. Communication is clear and effective. Specific assessment criteria relevant to this assignment are adequately addressed. (One or two aspects may not be well done but the overall result is still MORE THAN satisfactory).

PS This grade represents a pass. The student has demonstrated understanding of the basic aspects of the topic, but they may be minimally integrated and fail to make a convincing coherent statement or argument. Written work may be descriptive rather than analytical. It may rely too much on retelling other sources such as texts and lecture notes, with little evidence that the student is capable of transforming these into a personal understanding. Significant elements of the assignment are treated superficially. Assessment criteria relevant to the assignment are sufficiently addressed to warrant a PS however the overall standard is no more than satisfactory.

FL This grade represents a clear fail. This grade is used when the student has misunderstood the point of the assignment, or failed to address the most important aspects of the topic. In other words a substantial failure, which would need major work before it could be passed.

UNSW SUPPORT SERVICES

SEADU

Students with a disability, and those with ongoing physical or mental health conditions, who require consideration of their circumstances and support, are advised to register with the Student Equity and Diversity Unit (SEADU). Registration is advisable but not obligatory. To receive support from SEADU, students must be registered with SEADU. Contact details can be found on the [SEADU website](#).

STUDENT DEVELOPMENT INTERNATIONAL

Student Development International (SDI) provides support and development services for all international students at UNSW. Students are also able to make appointments with international student advisors for personalised advice and support. Contact details can be found on the [SDI website](#).

THE HUB

The Hub is a welcoming space set up by Student Life and Learning for students to study in, find support and explore development opportunities. It is a shared area where students can read, use meeting rooms for group work activities or just hang out with friends. The Hub is a location where you can also access student services. For personal support you can book an appointment with one of the student participation advisors. Contact details can be found on the [Hub website](#).

COUNSELLING AND PSYCHOLOGICAL SERVICES

The UNSW Counselling and Psychological Services (CAPS) provides a free and confidential service

to all students enrolled at UNSW. A range of services are offered to assist students to make the most of their university experiences, such as:

- individual counselling
- specific programs, workshops and seminars for skills development
- self-help resources that promote wellbeing and adjustment to university life.

Contact details can be found on the [CAPS website](#).

UNSW HEALTH SERVICES

UNSW Health Services provides quality medical and dental health care for all UNSW students. General practitioners and specialists operate their own practice within the facility which is located on the ground floor East Wing, Quadrangle Building. Further information including how to make an appointment can be found on the [UNSW Health Services website](#).

CAREERS AND EMPLOYMENT

Students can find resources to help develop their career and link with potential employers. Careers and Employment also assists students to find employment while completing their studies. Career guidance is also available through career planning workshops and individual appointments. For more information see the [Careers and Employment website](#).

UNSW FITNESS AND AQUATIC CENTRE

UNSW Fitness and Aquatic Centre provides students with everything they need to keep active, including an indoor pool, cardio/weights gym, group fitness classes, personal training and indoor soccer and basketball courts. For more information see their [website](#).