

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



# Key Contacts



The most important thing you need to know is who you can contact if you have a question or are unsure of something? You should contact staff from the SPHCM Education Support Team – see contact info below.

- **Education Support Team**
- [UNSW Ask Us](#) or on (02) 9385 1699
- 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 in regards to the administration of your degree. If we can't help you then we will find out who can!**

**If you are on campus please come and say hello!**

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

- **SPHCM Residential Week** – always the week preceding T1 & T3 includes SPHCM Induction sessions, Meet & Greet and Orientation
- **Start of Term** – Classes Start. 3<sup>rd</sup> week in February for T1, 1<sup>st</sup> week in June for T2, 3<sup>rd</sup> week in September for T3.
- **Sunday at end of week 1** -
  - last day to class register in a course on myUNSW
  - last day to pay tuition fees (if paying upfront)
- **CENSUS DATE** – always the **Sunday of week 4** – the last day to drop a course without incurring tuition fees and DEFER your program (if necessary).
- **Last day of Term** – end of exams period of each term.
- **Results available** on myUNSW – a week after the end of exams period.

Please check your student email regularly for key communication

# 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 **Term** 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 term.

# 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 (once in T1 T2 or T3)
5. Take into account timetable – when is the course offered and does this suit you.
6. Courses do change terms from time to time but we do try to minimise this so students can plan their courses.
7. Spread your courses out across terms.

# Moodle

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

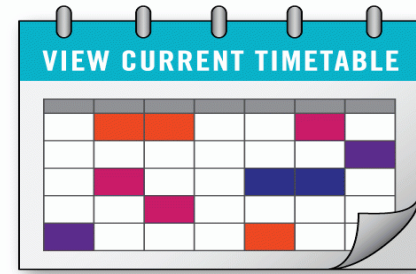
- Other course materials which your course convenor might upload

- 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.

# Timetable Information



Term 1, Term 2 and Term 3 information can be found on the [SPHCM Timetables](#) website.

Residential Week will be held before T1 & T3 – 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 and Class Registration in Courses

Students are responsible for enrolling and class registering in the courses for their program **online** via myUNSW each term.

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

Term 1, Term 2 and Term 3 enrolment for the year ahead will open in **early October each year**.

## Class Registration

Although Enrolment opens for the year ahead in October each year, Class registration for each term will only open approximately 8 weeks prior to the start of each term



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## 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 and register in courses that meet your needs in any given term. We're FLEXIBLE! Students working full-time are recommended to complete 1 course per term.

**International Students** – must be enrolled on a full-time basis (18uoc per term) 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. Maximum load is **18uoc** in **T1 T2 and T3**.

## 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**

# Late Withdrawal Dates

**What happens if I need to withdraw after Census Date?**

**There are 3 options.**

## **Withdraw no academic penalty**

- 1. Withdraw no academic penalty for Term 1, 2 and 3 – always Sunday of week 6.**  
Last day to withdraw without academic penalty **No Fail (NF) grade** – you are still liable for tuition fees.

## **Academic Withdrawal**

- 2. Up to last day of teaching period** – you can still withdraw but receive an **Academic Withdrawal (AW) grade**. You are still liable for tuition fees and is considered a Fail and included in your WAM and Academic Standing calculation.

## **Fee Remission**

- 3. Special Circumstances** – if there a exceptional circumstances which prevent you from completing the course after Census Date – you can also apply for **fee remission**. If approved you will receive a **Permitted Withdrawal (PW) grade**. You are not liable for tuition fees and is not included in your WAM.

# 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 which is the Sunday of Week 4 of each term. Deferral can be for 1 term 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.**

# LEAVE from Program

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

All students are entitled to 3 terms 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>

If students need more than 3 terms leave from their studies – assessed on a case by case basis and there needs to be exceptional circumstances.

**Note:** If students do not enrol in a term and do not apply for leave then they 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

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 and register in courses each term
3. Access your own personal class schedule each term
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 long run.

# When to contact your **Course Convenors** vs **Program Directors** vs **Education Support 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.

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

**EMAIL THE EDUCATION SUPPORT TEAM FOR ALL 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!**