Acknowledgments: The Academic Registrar’s Division would like to acknowledge the support of the staff and services from across the university and satellite campuses who have provided information to be included in this handbook.
INTRODUCTION

Coming to university can be a daunting experience whether coming straight from high school, entering with a little bit more life experience behind you or returning to study after a break. This book is designed as a resource to keep with you throughout your studies whether you are an undergraduate or postgraduate student. It will answer many of your questions, point you in the direction of places where you can go to get help and remind you of information you may have forgotten.

If after consulting this guide you still have any questions regarding university life, the information in this guide or anything else, feel free to contact us at Student Central.

safety info

Be aware at night. DON’T WALK ALONE! CALL Ext. 4555 Security

FIRST AID IN AN EMERGENCY

CALL 000 Ambulance Service Free call on a Security Phone CALL Ext. 4555 Security Free call on a Security Phone Contact the First Aid Officer

FIRE SAFETY

In the event of fire, follow these steps
Your actions in a fire or other emergency may be the difference between life and death.
THERE IS NO EXCUSE FOR NOT EVACUATING!
Follow the directions of Building Wardens.

RESCUE any person/s in immediate danger & LEAVE THE BUILDING.

RAISE the ALARM. CALL 000 Fire Brigade CALL Ext. 4555

CONTAIN the fire by closing doors.

EXTINGUISH the fire ONLY if you are trained and it is safe
# IMPORTANT ACADEMIC DATES IN 2011 AND 2012

## Session dates

<table>
<thead>
<tr>
<th>Key activity</th>
<th>Autumn Session</th>
<th>Spring Session</th>
<th>Summer Session 2011/2012</th>
<th>Annual Session (Autumn/Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Session</td>
<td>28 February</td>
<td>25 July</td>
<td>28 November</td>
<td>28 February</td>
</tr>
<tr>
<td>Mid-Session Recess</td>
<td>11 - 17 April</td>
<td>26 September - 3 October*</td>
<td>24 December - 1 January</td>
<td>As per Autumn and Spring</td>
</tr>
<tr>
<td>End of Session</td>
<td>23 June</td>
<td>17 November</td>
<td>3 February</td>
<td>17 November</td>
</tr>
<tr>
<td>Study Recess</td>
<td>6 - 10 June</td>
<td>31 October - 4 November</td>
<td>23 - 27 January</td>
<td>As per Autumn and Spring</td>
</tr>
</tbody>
</table>

## Enrolment and orientation

<table>
<thead>
<tr>
<th>Key event</th>
<th>Autumn Session</th>
<th>Spring Session</th>
<th>Summer Session 2011/2012</th>
<th>Annual Session (Autumn/Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to re-enrol without late fee</td>
<td>31 January</td>
<td>17 July</td>
<td>Not applicable</td>
<td>31 January</td>
</tr>
<tr>
<td>Enrolment of new undergraduates</td>
<td>24 - 28 January</td>
<td>18 July</td>
<td>Before 28 November</td>
<td>24 - 28 January</td>
</tr>
<tr>
<td>(Wollongong campus)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrolment of new undergraduates</td>
<td>BE - 7 February</td>
<td>Contact relevant campus</td>
<td>Contact relevant campus</td>
<td>BE - 7 February</td>
</tr>
<tr>
<td>(other campus)</td>
<td>BB - 8 February</td>
<td></td>
<td></td>
<td>BB - 8 February</td>
</tr>
<tr>
<td></td>
<td>SH - 9 February</td>
<td></td>
<td></td>
<td>SH - 9 February</td>
</tr>
<tr>
<td></td>
<td>MV - 16 February</td>
<td></td>
<td></td>
<td>MV - 16 February</td>
</tr>
<tr>
<td></td>
<td>SS - 11 February</td>
<td></td>
<td></td>
<td>SS - 11 February</td>
</tr>
<tr>
<td>Enrolment of new International</td>
<td>17 - 18 February</td>
<td>18 July</td>
<td>Before 28 November</td>
<td>17 - 18 February</td>
</tr>
<tr>
<td>students (Wollongong campus)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation (Wollongong campus)</td>
<td>22 - 24 February</td>
<td>19 July</td>
<td>Not applicable</td>
<td>22 - 24 February</td>
</tr>
<tr>
<td>Research Students - orientation</td>
<td>23 February</td>
<td>20 July</td>
<td>Not applicable</td>
<td>23 February</td>
</tr>
<tr>
<td>Last day for late re-enrolment</td>
<td>13 March</td>
<td>7 August</td>
<td>4 December</td>
<td>13 March</td>
</tr>
<tr>
<td>Last day to add subject via the Web</td>
<td>13 March</td>
<td>7 August</td>
<td>4 December</td>
<td>13 March</td>
</tr>
</tbody>
</table>

## Withdrawal

<table>
<thead>
<tr>
<th>Key event</th>
<th>Autumn Session</th>
<th>Spring Session</th>
<th>Summer Session</th>
<th>Annual Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Examinations

<table>
<thead>
<tr>
<th>Key event</th>
<th>Autumn Session</th>
<th>Spring Session</th>
<th>Summer Session 2011/2012</th>
<th>Annual Session (Autumn/Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Period</td>
<td>11 - 23 June</td>
<td>5 - 17 November</td>
<td>30 January - 3 February</td>
<td>5 - 17 November</td>
</tr>
<tr>
<td>Release of Results</td>
<td>5 July</td>
<td>29 November</td>
<td>10 February</td>
<td>29 November</td>
</tr>
</tbody>
</table>

### Charges

<table>
<thead>
<tr>
<th>Key event</th>
<th>Autumn Session</th>
<th>Spring Session</th>
<th>Summer Session 2011/2012</th>
<th>Annual Session (Autumn/Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date to nominate full up-front payment of HECS-HELP Upfront</td>
<td>31 March</td>
<td>31 August</td>
<td>12 December</td>
<td>23 May</td>
</tr>
<tr>
<td>Due Date for HECS-HELP Upfront, Postgraduate Tuition fees</td>
<td>31 March</td>
<td>31 August</td>
<td>12 December</td>
<td>23 May</td>
</tr>
<tr>
<td>Due date for payment of International Student Tuition Fees</td>
<td>31 March</td>
<td>31 August</td>
<td>12 December</td>
<td>23 May</td>
</tr>
<tr>
<td>Census Date</td>
<td>31 March</td>
<td>31 August</td>
<td>12 December</td>
<td>23 May</td>
</tr>
</tbody>
</table>

### Graduation

<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Closing Date for Applications</th>
<th>Graduation Ceremonies</th>
</tr>
</thead>
<tbody>
<tr>
<td>July graduation</td>
<td>13 May</td>
<td>20 - 22 July</td>
</tr>
<tr>
<td>December graduation</td>
<td>14 October</td>
<td>12 - 16 December</td>
</tr>
</tbody>
</table>

* The 1st Monday of October is a public holiday. Lectures recommence on the Tuesday.

Please note the 2011 dates may change. For the most recent information please visit
BY THE END OF ORIENTATION WEEK YOU SHOULD KNOW:

- What SOLS is
- What Faculty your degree belongs to
- What First Year subjects are compulsory requirements of your degree
- Where your Faculty is (if you are on Wollongong campus)
- Where to go if you need help organising your subjects or picking your classes
- How to organise your tutorial enrolment
- Where Student Central is (on Wollongong campus) or where you can go to sort out any student administration issues which may arise.
- What is Start Smart is and how to complete it
- What type of assistance you can get from the Learning Development staff
- Where you can go if you want to get counselling
- Where you can get additional assistance, if you are a student with a disability
- Where you can get additional assistance, if you are an International Student
- Where the Library is
- Which computer labs you can use
- What is UniCentre
- Who WUSA and WUPA are, what services they provide and what benefits membership may have
- Where URAC is, on Wollongong campus, and what membership means for you

BY THE END OF 1ST WEEK OF ANY SESSION YOU SHOULD KNOW:

- What the important dates for this session are—when is the last day you can enrol, when is the last you can withdraw from subjects, when your fees are due.
- Where your classes are
- Who your lecturers and tutors are
- How to contact your lecturers and tutors
- What the assessment requirements of your subjects are
- Whether your subjects have Web CT Vista Components
- What textbooks you need and where to get them

BY THE CENSUS DATE (I.E. THE DUE DATE FOR FEES) FOR EACH SESSION YOU ARE ENROLLED IN, YOU SHOULD:

- Pay all your fees (unless you have deferred your HECS-HELP payment or are on a scholarship) so you are current student status is not cancelled.
- Withdraw from any subjects you do not plan to complete that semester

BY MID-WAY THROUGH, YOUR 1ST SESSION OF STUDY YOU SHOULD:

- Know how to pay your fees
- Know how to find out when and where your exams are
Know where to find your marks
Know how to apply for special consideration

BY THE TIME MARKS ARE RELEASED EACH SESSION YOU SHOULD:
☐ Have paid all your library fines (if you have any) or your marks will be withheld

BY THE WEEKEND BEFORE SPRING SESSION STARTS YOU SHOULD HAVE:
☐ Enrolled in your Spring Session subjects

BY THE BEGINNING OF AUTUMN SESSION IN YOUR 2ND YEAR YOU SHOULD KNOW:
☐ How to re-enrol and have done so by the due date

BY THE BEGINNING OF EACH NEW YEAR OF YOUR DEGREE, YOU SHOULD KNOW:
☐ What subjects are compulsory for you in that year of your degree
☐ Whether you have any pre-requisites you have not met

BY THE END OF YOUR 2ND YEAR YOU SHOULD:
☐ Have an idea of what your major will be
☐ Declare your major

BY THE MIDDLE OF YOUR 3RD YEAR YOU MAY WANT TO KNOW ABOUT:
☐ Honours programs offered in your faculty and how to apply for them

BY THE BEGINNING OF YOUR FINAL SESSION YOU SHOULD KNOW:
☐ How to apply to graduate
☐ Whether you have completed the requirements of your degree
☐ Where on campus you can find help looking for a job
☐ Where on campus you can find out about postgraduate studies

STUDENT ONLINE SERVICES (SOLS) & SOLSMAIL
SOLS is the University of Wollongong’s Student Online System which is an essential tool for you to manage your enrolment at the University. You can access it through the internet from anywhere in the world, using your username and password.

SOLS provides you with a range of services including:

- subject enrolment and variation
- fee information
- e-learning@UOW
- tutorial enrolment
- exam results
- managing your contact details
- access to student forms online
- SOLS Mail and more...

**WHAT IS SOLS MAIL?**

SOLS Mail, not to be confused with your student email account, is the system which allows you to keep track of messages the University sends you. **It is the primary method of communication between UOW and students on important matters.** This communication is known as SOLS Mail. Lecturers and tutors often use this system to inform students of last minute changes including class times and assessment information.

It is recommended that you check SOLS Mail at least once per week to access important lecture/tutorial and administration messages... you may even find the information you seek has already been sent to you via a SOLS Mail message!

**HOW DO I ACCESS SOLS?**

Access to SOLS is via the ‘Current Students’ page on the University website [www.uow.edu.au/student](http://www.uow.edu.au/student). You can log on to SOLS by:

- Entering your username and password, OR
- If you can’t remember your username and password you can click “Logon Help” and use the Student ID & barcode logon. (NB: your barcode is displayed on your student identification card)

If you need more information or help using SOLS, go to [www.uow.edu.au/solshelp](http://www.uow.edu.au/solshelp)

**SOLS PASSWORD**

Your SOLS password is the one you are given at enrolment and the one you use to log into all student systems. For more information or if you have forgotten your password, please see page 16.

**UOW GRADUATE QUALITIES**


As a graduate of the University of Wollongong you are more than just the sum of the knowledge you have acquired through your subjects. During your studies you will have developed other skills, values, and attitudes that are essential for gaining employment and advancing lifelong learning. The University refers to these skills, values, and attitudes as the Graduate Qualities. Examples of the Graduate Qualities include a commitment to continued and independent learning, the capacity for teamwork, and an appreciation and valuing of cultural and intellectual diversity.
Policies and Responsibilities for Students

Undergraduate and Postgraduate Coursework Students

As a UOW student, you are to abide by the rules and policies of the University and uphold your responsibilities as a student.

The following information is a reminder of some of the more critical rules, policies and codes with which you should be familiar.

A breach of these policies will result in misconduct action so we advise that you familiarise yourself with the rules and polices at UOW. If you are found in breach of any policy at any time during your studies, the excuse, “I did not know...” will not be accepted.

If you have any questions about what a policy means or require advice, please feel free to discuss with Student Central staff, WUSA or WUPA representatives or with your faculty. For a comprehensive list of policies at UOW, please see: a-z Listing of policies: [http://www.uow.edu.au/about/policy/alphalisting/index.html](http://www.uow.edu.au/about/policy/alphalisting/index.html).

Academic Policies

Acknowledgment Practice & Plagiarism

Ideas are important, and it is also important that you give appropriate credit, or acknowledgement, to other people’s ideas in your academic work, to ensure:

- fairness to authors and other students;
- that students take responsibility for doing independent work; and
- respect for ownership rights.

Acknowledgement practice methods exist for acknowledging ideas in all forms of expression, for example written work, art and graphics, diagrams, graphs and tables, video and audio recordings, and computer programs or codes. The University provides a number of services to help students learn how to acknowledge ideas appropriately, through the Library, Learning Development and the UOW website.

Plagiarism means using the ideas of someone else without giving them proper credit and is one of the most serious offences a student can commit. It can be intentional or unintentional.

So, if you feel like you have no other option and are considering doing this, or if you are not sure if you might be plagiarising, we suggest you talk to your faculty or with Learning Development rather than submit work that may result in you receiving an automatic fail for the subject or possible suspension or exclusion (being kicked out) from UOW.

Each year a large number of students are caught plagiarising, so do not assume that you will get away with it. It is not worth the risk.


Or talk to the UOW Learning Development Centre or your Faculty for assistance.

Cheating in Exams

Cheating in exams is an attempt to gain an unfair advantage over other students and it will not be tolerated. You are informed of the materials you are allowed to bring into the exam and if you have anything else that is not permitted, you will be investigated for academic misconduct and serious penalties. Penalties may include a fail grade for the subject or suspension or exclusion from UOW.

If you feel that you have no other option but to cheat, please talk to your faculty, learning development or a counsellor. They will help you find a better solution than cheating, which may cost you your degree. For more
information on examinations see the webpage at: http://www.uow.edu.au/student/examinations/index.html

OWNERSHIP OF WORK AND INTELLECTUAL PROPERTY
For information please visit: http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html

COPYRIGHT
There are limitations on the amount of published material a student may copy for study or research purposes. For more detail on the limits please see: http://www.library.uow.edu.au/copyright/UOW026682.html#study

MINIMUM RATE OF PROGRESS (MRP) OR SATISFACTORY PROGRESSION
Minimum Rate of Progress is a process where the University seeks to identify and provide assistance to students who are experiencing difficulties with their studies. The intent of this policy is to provide students with the opportunity of remedial assistance and prevent a decline in performance and results (or possible exclusion from study). The Minimum Rate of Progress policy applies to Undergraduate and postgraduate Coursework Students Only.
For further information please see the MRP policy and guidelines at:

SPECIAL CONSIDERATION OR ACADEMIC CONSIDERATION
Special consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progression in a degree and their performance in subjects.
Application for Special Consideration is done via SOLS and supporting documentation is required. We suggest you review the policy to ensure you understand how the procedure works or talk to your faculty or Student Central staff if you have any questions or concerns. The policy can be found at:

ACADEMIC WRITING
WHAT IS ACADEMIC WRITING LIKE?
Academic writing at University is analytical and critical. You are expected not only to repeat what you have read and heard, but to synthesise it, understand how its various parts fit together and influence each other, and evaluate it. In short, you are expected to demonstrate that you have understood and interpreted the material, not just memorised it. The questions you are asked in assignments and exams will usually make this expectation quite clear, for example, you may be asked to ‘evaluate the author’s argument’ or ‘critically review the research’. It is most important that you understand the difference between being descriptive and being analytical and critical.

THE NATURE OF ACADEMIC WRITING
Academic writing in this context is also formal and impersonal. It is made formal through the use of sophisticated and technical vocabulary rather than conversational usage and through the avoidance of idioms and proverbs. It is impersonal through its avoidance of making reference to the writer or reader (i.e. avoidance of the personal pronouns ‘I’, ‘we’ and ‘you’) and its avoidance of rhetorical questions (i.e. any question which you write in your paper). Thus instead of writing phrases such as ‘I think that this is true’, we use ‘This seems to be true’, ‘It is possible that this is true’ and instead of writing questions like ‘What can be done about this’, we can write ‘It is important to consider what can be done about this’.
If you are unsure of how to use language in a formal and impersonal way, you can use your readings as models.
The type of language used in the books and articles you read is the type of language your lecturers expect you to use.

FOR ASSISTANCE WITH ACADEMIC WRITING

You could attend workshops on academic skills and English language at Learning Development, building 11, level 3 (ph 4221 3977), or download self-access resources which cover a range of topics including “Essay Writing” from http://learning.uow.edu.au/resources

PLAGIARISM IN ACADEMIC WRITING

(see also ‘ACKNOWLEDGMENT PRACTICE & PLAGIARISM’ page 9)

In academic writing, it is extremely important to let the reader know who the ideas you are using belong to and where they come from if they are not your own. You should always use a reference (give the name of the author and the date of publication) when you have included an idea which is not your own original idea and is not common knowledge. That is, you must reference when you use an idea which is recognisable as belonging to a particular author. It does not matter whether you have presented the idea in the author’s original words (ie. as a quote) or in your own words (ie. as a paraphrase); you must reference it! If you do not do this, you are, in effect, stealing other people’s ideas. This is called plagiarism and can lead to heavy penalties, including failure of subjects and exclusion from the University. To avoid problems like this, you should follow the guidelines for referencing at all times, ensuring that you use references appropriately and correctly.

Detailed guidelines for referencing can be found in faculty handbooks and some subject outlines, and can also be obtained from the Learning Resource Centre (Building 11, level 3, room 209).

However, some general guidelines are as follows:

- If the idea is not yours and is not common sense, reference it.
- When you are using the author’s exact words, put them in quotation marks (“...”).
- When you are presenting the author’s idea in your own words, do not use quotation marks.
- There are three common ways to give references: the Harvard system (also called ‘in text’ referencing), the Oxbridge system (also called the ‘footnote’ system), and the MLA system. Find out which one is required by your faculty or department and use it.

Sometimes students plagiarise because they are in the habit of taking down notes in the author’s exact words as they read. They then forget the source of those notes and thus do not give a reference. To avoid this, only take down direct quotes (the exact words of the author) if you think that it is absolutely essential that the reader see the original quote. If you do take down a direct quote, remember to write the details of where it came from next to it. Otherwise, try to take notes in point form, using key words only (still noting where it came from, of course). This will help you to understand the idea in your own way and be able to communicate it in your own words later.

It is also important not to assist others to plagiarise. Do not lend your assignments to other students. If they plagiarise from you, it will be difficult for the lecturer to know whose the original piece of work was and you may both be penalised.

Remember that plagiarism is a serious offence and is easily detected by lecturers: they are familiar with the text books and articles and have probably written or edited some of them themselves. It is not worth putting yourself or others at risk: DON’T PLAGIARISE!

Complete StartSmart: Essential Academic Information Skills an online program with compulsory quiz that will help you learn how to avoid plagiarism by acknowledging other’s ideas using referencing and citing. Before you start your first assignment, go through the guides and complete the quiz. Go to: www.library.uow.edu.au > Quick links > StartSmart
STUDENT GRIEVANCES

The University has both informal and formal means of resolving student grievances. An academic grievance is a grievance or complaint that involves an academic matter. If you want to make a complaint about an academic decision, act or omission by a member of UOW staff which affects your academic experience, please follow this process. The stages to lodging and resolving an academic grievance are outlined in the Student Academic Grievance policy at:


Please also see your faculty’s website for additional details on the faculty’s academic grievance procedures. If you have any questions about how to make a complaint about any type of issue, please see the STUDENT Complaints webpage at: www.uow.edu.au/student/complaints/

STUDENTS’ RIGHTS & RESPONSIBILITIES

As a UOW student, you are expected to conduct yourself as a professional and responsible member of the UOW community. Such expectations are outlined in the following Codes and rules.

STUDENT CHARTER

The Student Charter is a central and comprehensive document outlining the expectations that students have of the University and the expectations that the University has of its students. The Student Charter is available at www.uow.edu.au/student/charter.

CURRENT ENROLMENT

It is your responsibility as a student to ensure your enrolment is current with UOW. Anytime you wish to take a break from your studies, you are required to apply for a LEAVE OF ABSENCE and obtain approval. If you have been absent from the University for any period of time without approval and notification to the University, your enrolment in your course will be Lapsed or discontinued and you will have to re-apply to be admitted back to UOW according to current Admission criteria.

STUDENT NON-ACADEMIC CONDUCT

As a UOW student, you are to treat your fellow students and staff members with respect and tolerance. The University will not accept disorderly, offensive or criminal conduct that brings the University into disrepute or is detrimental to the proper conduct of UOW.

The following policies and guidelines provide the framework on how you are expected to conduct yourself. If you are found in breach of these policies or guidelines, misconduct action will take place and serious penalties may be imposed.

RULES FOR STUDENT CONDUCT AND DISCIPLINE


ANTI-BULLYING POLICY


CAMPUS ACCESS AND ORDER RULES

Employment Equity and Diversity

http://staff.uow.edu.au/eed/index.html

The Employment Equity and Diversity (EED) Unit mainly deals with staff matters. However, where there are instances of serious staff and student bullying, harassment and discrimination the Director of EED may become involved. A series of policies which underpin appropriate behaviour include the Respect for Diversity Policy, Sexual Harassment Prevention Policy and Guidelines on Non-Discriminatory Language Practice and Presentation.

When a serious matter is reported to the Director EED and an investigation is required the Grievance Policy and Procedures for Investigating a Grievance are followed.

STUDENT RESIDENCE RULES

For those students in UOW Residence, there are specific UOW Residence rules you must follow outlined in the Residence handbook. Please speak to your Residence Head if you have any questions.

INFORMATION TECHNOLOGY POLICIES

As a student of the University of Wollongong you are bound by the University’s Information Technology (IT) Policies each time you use the University’s IT facilities. The University of Wollongong is committed to the appropriate use of Information Technology and Services in support of its teaching, research, administrative and service functions. The University has adopted IT policies which define the acceptable behaviour expected of users and intending users of the facilities. Students are expected to read the policies which are accessible at http://www.uow.edu.au/its/policies/

- IT Acceptable Use;
- Internet Access;
- Email Access; and
- Music Video & Software Piracy.

Information on copyright is accessible at: http://www.library.uow.edu.au/copyright/

Breaching University IT Policies can lead to disciplinary action being taken against you.

The Rules for Student Conduct is accessible at:

HIGH-RISK ACTIVITIES, WHICH COULD SEE YOU END UP IN A COURT OF LAW, ARE:

- Using the University’s IT facilities to copy, download or store music or video files
- Installing unauthorised software on University IT facilities without the approval of an appropriately authorised IT staff member
ALUMNI NETWORK

http://www.uow.edu.au/alumni/

Once you graduate from UOW, you automatically become a member of the UOW Alumni Network. As a member, you will gain access to a range of benefits and discounts from alumni seminars, networking opportunities, campus news updates, and discounts on car hire, accommodation, clothing and much more.

The Alumni Network will help you stay in touch with your friends and the University after graduation. The Alumni Network will also assist you in maintaining contact with other graduates through professional development, seminars, functions, reunions and other activities.

The UOW Alumni Network is located in the Administration Building (Building 36) and can be contacted on (02) 4221 3169 or (02) 4221 4676 or email alumni@uow.edu.au

CAREERS CENTRAL

www.uow.edu.au/careers/

Connecting students to career and job opportunities
Connecting business to student and graduate talent
Connecting disciplines to employability and graduate outcomes

Careers Central provides a range of free services, programs and resources to assist undergraduate and postgraduate students establish career goals and develop employability skills while at University.

Careers Central assists with:

• **Finding your direction** – access to career exploration and planning resources, including careers counselling and workshops.

• **Exploring your options** – online and print resources relating to occupations, careers, and industries. Face to face meetings with employers via careers fairs and information sessions

• **Discovering your employability** – opportunities to put your knowledge to work and to check out the world of work via workplace learning programs, individual or group based.

• **Getting your job** – access to career and job vacancy websites, including our own, with the chance to register on My JobAlert to be informed directly of relevant job opportunities. Workshops on job seeking skills and strategies.

Careers Central is located on the Lower ground floor, UniCentre, Building 11, For enquiries telephone (02) 4221 3325, or start with our website: www.uow.edu.au/careers

Information Technology Services

http://www.uow.edu.au/its

UNIVERSITY USER ACCOUNT
As a student of the University of Wollongong you will be allocated a UOW user account which allows you to access the internet from computers connected to the University network. The University of Wollongong provides this account for educational purposes only and it is regulated by setting a download limit on the account. This is referred to as your quota.

Your UOW user account also provides you with an email account. The University has its own browser-based email service which can be accessed from anywhere in the world and requires very little setup. It is available at http://www.uow.edu.au/student/elearning/email/index.html

During enrolment you will receive a username and password to activate and access your user account. Visit www.uow.edu.au/student/it for further information about managing your UOW user account and quota.

PASSWORD RESET

Your username and password are used to access the Internet, your email, SOLS, eLearning and more, so it is very important that you remember them. If you forget your username and/or password you will need to make a request in person at an authorised centre to have the password reset and you must bring your student identification card with you. It is not possible to do this via telephone or email.

To avoid the above inconvenience, the Password Reset Challenge has been developed to allow University user account holders to reset their passwords without needing to make a request in person at an authorised centre. It is suggested that you take the time to establish a password reset by clicking on the Manage User Account link on the Current Students webpage or go to http://www.uow.edu.au/its/services/manage-mail

CLOSURE OF USER ACCOUNT

Continued access to a user account is maintained automatically based on records in the University Student Management Package. A user account remains open while:

- An undergraduate, postgraduate coursework or postgraduate research student has an “active” course. A retention period of three months is accommodated; as such the account closes three months after the course is completed. Where a course is closed for reasons other than completion, eg, where a course is lapsed, given exclusion due to minimum rate of progress, a retention period of 14 days applies;
- A non-award or WUC student has a current or future subject enrolment. A retention period of 21 days is accommodated i.e., accounts in this category close 21 days after the end date of the student’s most recent subject enrolment;
- A miscellaneous student is attached to a current miscellaneous student group. A retention period of 7 days is accommodated, i.e. accounts in this category close one week after the end date of the student’s most recent miscellaneous student group enrolment.

More information on user account management is available in the User Account Management Policy and User Account Guidelines at www.uow.edu.au/its/policies

STUDENT ONLINE SERVICES (SOLS)

SOLS provides easy access to your email account as well as information on how to manage your user account (including how to change your password). You can access information on subjects and courses, key dates, exam timetables, tutorial preferences and much more.

The University uses SOLS Mail for all official communications with students. Don’t confuse your SOLS Mail with email. They are not the same and they work in very different ways. You must check your SOLS mail regularly. For information and help using SOLS, go to the Current Students webpage and logon to SOLS, then click SOLS HELP or go to www.uow.edu.au/solshelp

If you experience difficulties with your University user account please visit the Student Central Laboratories, Building 17, Level 1. You should bring your student identification card with you.
INTERNET CAFES
The University is in the process of establishing internet cafes at residences and the Wollongong campus. Currently there is an Everywhere Internet café on the ground floor of Building 17 at the Wollongong campus. For information on locations and cost, please visit www.uow.edu.au/about/accommodation/it

WIRELESS NETWORK ON CAMPUS
For information about using your personal laptop or PDA on campus with our wireless network, please visit www.uow.edu.au/its/wireless

COMPUTER LABORATORIES FOR GENERAL STUDENT USE
WOLLONGONG CAMPUS: STUDENT CENTRAL COMPUTER LABORATORIES
The Student Central Computer Laboratories (located on level 1 of building 17) have eight teaching laboratories and one general purpose open area. The open area is in the atrium and provides students with access to email, the internet, common applications and several laser printers. The teaching laboratories contain special purpose software for tutorials run by individual departments. When there are no tutorials in progress the teaching laboratories may be used by any UOW student (please check the tutorial timetable posted outside each lab). Roving helpers are available Monday – Friday (11.30am – 2.30pm) during session to help students with any computing problems.

Open hours during session
Monday - Friday 8.00am - 11.45pm
Saturday 10.00am - 4.45pm
Sunday 10.00am - 4.45pm

Open hours during non-session
(including: Summer Session)
Monday - Friday 8.30am - 5.45pm
Sunday 10.00am - 4.45pm

Note: The Student Central Laboratories are closed on public holidays

SHOALHAVEN CAMPUS
There are two computer labs at Shoalhaven campus— one in the Library (Access Centre) and one in the main University building. Students have 24 hour access to the computers in the Access Centre, which can be accessed by using their unique swipe cards. Students using the computer lab in the main University building should always check if there is a class in the lab before entering.

EDUCATION CENTRES
All of the Education Centres— Bega, Batemans Bay, Moss Vale and Loftus, have 24 hour computer labs in their main University buildings. Students can access these labs by using their swipe card.

COUNSELLING SERVICE
http://www.uow.edu.au/student/services/cs/
The University Counsellors offer free and confidential counselling to students or staff who want to talk through and change areas of difficulty, conflict or crisis in their lives. University Counsellors can assist people with a wide range of personal difficulties including feeling stressed, anxious or depressed; wanting to become more confident and assertive; experiencing family and relationship conflicts; coping with grief; and dealing with emotional stresses associated with balancing work, family life and university studies as well as other help to explore and
manage difficult circumstances in their life.

COUNSELLING APPOINTMENTS CAN BE MADE BY:

On the Wollongong campus, students can make an appointment to see one of the counsellors by phoning (02) 4221 3445, or calling in at the office located on the third floor of Building 11.

On the Shoalhaven campus, counselling session are available each Thursday and second Wednesday in the Library Interview Room – appointments are essential and can be made by calling 02 4448 0810.

At Sydney Business School, students can make appointments for a counsellor via the Reception Desk, and a counselling appointment will be arranged.

At Bateman’s Bay Education Centre, appointments are arranged by contacting the Centre Manager on 4472 2125.

At Bega Education Centre, appointments are arranged by contacting the Centre Manager on 6494 7035.

At Loftus Education Centre, the counsellor normally visits the campus once a fortnight, on Tuesdays. To make an appointment students can contact Melinda Tippett on 02 8536 2000 or email the counsellor directly via jocelyn@uow.edu.au.

At Moss Vale Education Centre, the TAFE counsellor will also see university students. The counsellor is located in E Block (EG-16) and is available on Tuesdays and Thursdays between the hours of 9am and 6pm. To make an appointment call 4868 0162 or just call into the counsellor office, or, email her on karen.mundell@det.nsw.edu.au. Alternatively you can make an appointment at the TAFE administration office any day of the week, phone 4868 0111.

At all UOW sites, the counselling service is free and completely confidential

LEARNING DEVELOPMENT

http://www.uow.edu.au/student/services/ld/

Learning Development provides a range of free resources and learning services to all enrolled students who wish to improve their academic performance. These include:

- Online or downloadable resources on academic reading, writing and learning- covering topics such as essay and report writing, structuring arguments, critical thinking, exam preparation, taking notes in lectures and more. http://learning.uow.edu.au/resources/
- Workshops on essay writing, critical reading, note taking, grammar and more. The current workshop program is available at http://www.uow.edu.au/student/services/ld/students/UOW021308.html
- Resources and learning activities within selected subjects - available through your subject e-learning site or in classes.
- Individual consultations related to academic learning and language. Students wishing to consult Learning Development lecturers on Wollongong campuses and Education Centres can do so by calling the following numbers:

Wollongong - Learning Development (Building 11, level 3, room 217) (02) 4221 3977
Batemans Bay (02) 44722125
Bega (02) 6494 7035
Loftus (02) 9545 0000
DISABILITIES PROGRAM


The Disability Liaison Officer can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. Various programs are available for students with disability; these include provision of access to lecture and reading material, assistive technology and workshops on independent learning skills.

Students with a disability who need assistance during their studies should contact the Disability Liaison Officer by phone (02) 4221 4942; or facsimile (02) 4221 5667 or call in at the office located on the third floor of the UniCentre building. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study.

FIRST YEAR AT UOW

First year at university is an exciting experience, but it can also be quite a shock for many new students, with new routines, expectations and responsibilities. DON'T panic!! You are not alone in facing these issues and there is a large volume of information and resources available to assist you. This site is designed to help students in their first year at UOW to settle in, answer common questions and to act as a guide to useful services and information.

For more information visit the First Year at UOW site at http://www.uow.edu.au/student/services/fye/

HIGHER DEGREE RESEARCH (HDR) STUDENTS

http://www.uow.edu.au/research/rsc/

The Research Student Centre provides a one-stop-shop service centre for students and staff on all higher degree research candidature matters, including:

Orientation; Enrolment and re-enrolment; Leave of Absence applications; Enrolment variations; Annual Progress Reports; Higher Degree Research scholarships; Thesis submission and examination; Information workshops for students and staff

For information on any HDR administrative or general enquiries or on the HDR Student Orientation please contact the Research Student Centre:

Email: research_student_centre@uow.edu.au (when using this email facility remember to provide your full name, student number, the degree you are studying, your phone number and briefly state your enquiry)

Telephone: (02) 4221 5452
Location: Building 20, Ground Floor

ILLAWARRA COMMITTEE FOR INTERNATIONAL STUDENTS (ICIS)

ICIS is a committee made up of local community members and international students. It has a coordinator who is based in Building 11, lower ground floor opposite the medical centre. ICIS offers support to international students.
and their families by:

- Operating a Friendship Program which links international students and members of the local community for cross cultural friendship with opportunities for social interaction at Picnics and barbecues.
- Provision of low cost sightseeing trips.
- Conduct of an English Conversation Group (English Corner) where light refreshments are provided and the atmosphere is friendly and supportive.
- Provision of Department of Fair Trading multi lingual DVDs and Handouts which contain information about customer rights such as tenancy (renting) purchasing a car, borrowing money, and lots more.
- Offering opportunities to interact with other groups (Community Linking) and acting as guest speaker at Clubs and Societies.

Phone: 4221 3158  
Email: icis_info@uow.edu.au  
Location: Building 38. Room G -12.  

INNOVATION CAMPUS

The University of Wollongong’s Innovation Campus (iC) is currently being built as a joint venture between the university and, construction company, Baulderstone Hornibrook. As the innovation and business hub and home to the first commercial tenants, iC Central showcases the vision of the new campus. iC is a place where creative companies can grow in the company of UOW’s top research and education teams. iC will offer exciting employment possibilities for UOW students and graduates and help to further strengthen the University’s proud international reputation.

During 2008, two new iC buildings became home to the Institute for Innovative Materials and Global Centre of Excellence for Transnational Crime Prevention. They will be followed by a Digital Media and Graduate School of Business facility and commercial buildings. Current UOW organisations located on the Innovation Campus include the Science Centre and Planetarium, Campus East student residences and an Outside Of School Hours childcare centre.

INTERNATIONAL FRIENDSHIP PROGRAM (IFP)

Would you like to extend a warm welcome to an International Student?

The Illawarra Committee for International Students operates an International Friendship Program which links international students and members of the community for cross cultural friendship and friendly support for the students while they adjust to their new surrounds and campus life. The program is based on informal activities such as meeting up for a regular chat over coffee, some local sightseeing, perhaps an invitation to attend a social event with your friends or family.

ICIS conducts some social events such as picnics, a walk up Mt Keira with a picnic at the summit to support the program. These programs are flexible and we welcome suggestions on suitable activities. You may also like to travel with your friend on some of the low cost tours operated by ICIS. You benefit by gaining knowledge of another culture, learning (or brushing up on) a foreign language or perhaps travelling to meet your friend in their homeland one day. The opportunities are there for you and your international friend to develop.

For more information please contact the ICIS coordinator who is located on the lower ground floor of Building 11 opposite the Medical Centre. The contact details are phone: 4221 3158. Email: icis@uow.edu.au

KIDS’ UNI
Kids’ Uni, located on the Wollongong campus, is the Illawarra’s premier Childcare Centre, providing care and education for 0 - 15 year olds in long day care, occasional care, late school care and vacation care with all services accredited at the highest level.

Phone: 4221 8035

LIBRARY

www.library.uow.edu.au

- Library locations
- Opening Hours
- Head Start online orientation
- StartSmart - Essential Academic Information Skills program

The Library, with its resources, staff and study space, is here to support you in gaining the most from your UOW degree.

The Library is the best place to study, whatever your style.

- Need a computer? Need to print or copy?
- Studying for an exam? Choose a desk in a quiet study area.
- Working on a group assignment? Book a Group Study Room online.
- Catching up on readings? Relax on a lounge, they’re on all levels.
- Connect to the wireless network anywhere in the Library, via your laptop or ours.

The Library connects you with essential academic research and information. Finding what you need, when you need it is the biggest challenge when researching your assignments. Consult our online Guides or ask our expert, friendly staff, in person or via Ask a librarian. We can save you precious time.

Explore our website

www.library.uow.edu.au

- Get off to a good start by using the HeadStart orientation program. You can take online tours of the building and website and audio tours of the Main Library. Guided tours are available during enrolment, orientation week and Weeks 1 – 4, see advertisements for times.
- Complete the compulsory StartSmart - Essential Academic Information Skills program (LIBR001) online before you start your first assignment.
- Download essential Readings for your subjects.
- Use Summon to access a range of full text electronic resources for free, including electronic books, journal articles, newspaper articles, encyclopaedias and dictionaries and much more.
- Find the best sources of information to use in Uni assignments by using the Library’s Guides.
- Check your library record, renew loans and place holds on items already out.
- Avoid Library fines (usually $1 per item/day) by regularly checking when items are due back.

ASK US! TELL US!

Our friendly staff provide help whenever you need it. Drop in and ask us, or get the help you need from home! You can Ask a Librarian for a response within 24 hours or you’re always welcome to call us on 02 4221 3548.

Don’t forget to tell us what you like about the Library and what you think we could do better. Give us your feedback online via the Tell Us box on the Library homepage.
LOST PROPERTY

It is best if you first return to where you lost it, some places on campus keep lost items for a while behind their reception desk. If you go to where you lost it and the item isn’t there, go to the security office on the ground floor of Building 116 located on Northfields drive.

If you lose your student card and someone hands it in, it will be given to Student Central. If this is the case, you should receive a SOLS Mail from the staff at Student Central informing you that your card has been found.

If you find lost property, please hand it to either security, the security office or any member of staff on campus.

OCCUPATIONAL HEALTH AND SAFETY

The University of Wollongong is committed to the provision of a safe and healthy environment for its students, staff and visitors. Therefore, the University encourages all members of the University community to regard injury prevention and working safely as a collective and individual responsibility. To view the University’s OHS policy or further information on health and safety initiatives please visit the UOW OHS Home Page on http://staff.uow.edu.au/ohs/

FIRST AID

- If you require treatment for an injury, a first aid officer may be contacted either by the First Aid Officer Contact List or calling UOW Security on either 02 4221 4900 or from a Blue Security Phone by dialling 1. All Security Officers are first aid trained and can arrange for an ambulance if further medical treatment is required.

EMERGENCY EVACUATION

- All buildings have emergency evacuation procedures located in foyers and emergency exits. Please familiarise yourself with the procedures and the evacuation meeting point. Remember to call security on 02 4221 4900 or dial 1 from a Blue Security Phone in the event of an emergency.

HAZARD REPORTING

- If you identify a hazard which could have the potential to cause an injury or illness or have been injured at the University, please report the issue via the University’s online hazard and incident reporting form which can be located at https://claims.sbcit.com.au/uowimsentry/

For further information on UOW OHS programs and initiatives please visit the UOW OHS web site: http://staff.uow.edu.au/ohs/

PARENT SPACE

The UniCentre Parent Space is located on the Ground Floor of Bldg 11 in the UniCentre Foyer, around the corner from the University Hall next to the stairs.

The space provides:

- Change Table
- Sink
- Hot Water Jug
- Microwave
- Curtain Breastfeeding Area
- Lounges

Key access available from the UniCentre General Office and UniShop Ticket Counter.

For more information:
P: 4221 8000
PASS PROGRAM (PEER ASSISTED STUDY SESSIONS)

PASS is a program where students work together to consolidate understanding, reinforce key concepts, and develop effective study strategies. PASS consists of weekly one-hour, non-compulsory sessions led by ‘Peer Leaders’, students who have excelled at the subject in the past. PASS is provided for all students who want to improve their understanding of course material and improve their grades. To find out more see: www.uow.edu.au/student/services/pass

“pass has been an awesome learning experience............you guys rock!”

POSTSHOP

Wollongong University PostShop (managed by UniCentre) is located within the UniShop in Bldg 11. The PostShop offers full postal services and accepts payment of most common household bills - look for the Pay it by Post symbol.

The PostShop provides:

- Postage – Domestic, International, Express, EMS, Registered Banking Facilities
- Library Fine Payments
- Parking Permits
- MyZone Tickets
- Philatelic Products
- Australian Mint Coin Collections
- Prepaid Mobiles, Sim Cards and Recharges
- International Calling Cards
- Postcards & Australian Souvenirs
- Gift Lines, Book Packs & Store Gift Cards
- PO Box Leases & Mail Redirections
- Australian Passports Photos & Interviews
- Darrell Lea Confectionery range
- Western Union Send/Receive
- Foreign Currency & Travel Accessories

P: 4221 8070

For the operating hours & more information, please visit the website.

W: http://www.australiapost.com.au

TRAVELLING TO UOW

Demand for parking on campus is very high during session particularly during the first few weeks. This demand has an impact on peak traffic periods in the morning and afternoon when vehicles arrive and depart campus. To avoid traffic congestion and delays in finding a parking space it is suggested that the following ‘green’ alternatives be considered.

Living within 2km of the campus
- Walk, Cycle, Shuttle Bus and/or public transport

Living more than 2km but within 5km of the campus
- Cycle, Shuttle Bus and/or public transport or Rideshare

Living more than 5km away from campus
Shuttle bus and/or public transport or Rideshare

To find out how to obtain a travel concession pass refer to

For more specific information on travel options eg. timetables and routes please refer to the following websites:

|                   | http://www.131500.info/realtime/default.asp |
| Parking           | http://www.uow.edu.au/about/parking/ |

### SCIENCE CENTRE AND PLANETARIUM

The Science Centre and Planetarium is located just north of North Wollongong Beach at the University of Wollongong’s Innovation Campus. It offers hands-on experiences to students and the public and is open every day from 10am to 4pm. A number of paid Internships are available to students of the University of Wollongong.

For further information please telephone (02) 4286 5000 or take a look at the following web site:

http://sciencecentre.uow.edu.au

### STUDENT ADMINISTRATION AT SHOALHAVEN CAMPUS AND AT EDUCATION CENTRES

If you need help with administration issues at Shoalhaven Campus, please contact student administration on the campus. If you are at any of the Education Centres, please contact the Centre Manager. You may be told to go through Student Central on the Wollongong Campus to resolve the issue, so please take note of the location and contact details of Student Central (see below).

### STUDENT CENTRAL

Student Administration, Accommodation Services and the Study Abroad/ Exchange office are all located in Student Central on the ground floor of Building 17. At this one handy location students can arrange all their administration needs, find accommodation, and explore the possibility of spending time studying overseas. There are also self service computer terminals available.

The Student Central staff members are friendly and very helpful, and they look forward to meeting you during your studies at UOW.

### STUDENT ADMINISTRATION- FOR UNDERGRADUATE AND POSTGRADUATE COURSEWORK STUDENTS

The Current Students website provides students with extensive resources to organise their study at UOW. The website, http://www.uow.edu.au/student/index.html contains current information regarding student administration, enrolment, fees, and assessments, in addition to online forms and other important information and updates. Remember to bookmark this site for quick reference! See also the information on page 8 about SOLS.

For further administrative enquiries relating to your studies please contact Student Central:
STUDENT EXCHANGE PROGRAM

The UOW International Exchange Program gives UOW students the opportunity to complete one or two sessions of study overseas, and to count that study towards their Wollongong degree. International Exchange provides a wonderful opportunity for personal growth and leads to superior employment prospects.

There are possible exchange destinations in 38 different countries around the world.

For more information on international exchange opportunities, visit the UOW Study Abroad & Exchange Office, located in Student Central (Bldg 17) or visit [http://www.uow.edu.au/student/exchange/](http://www.uow.edu.au/student/exchange/) for further details.

Regular information sessions are also held in Student Central every Tuesday and Thursday from 12:30 – 1:30pm.

Come along to learn more about your options for overseas study.

ACCOMMODATION SERVICES


Location: Student Central, Ground Floor, Building 17 (across from Out to Lunch)
Phone: (02) 4221 5467 Email: accom_services@uow.edu.au
At Accommodation Services we help with the following:

**Living @ UOW:** Accommodation Services manages a range of accommodation options, including self catered, fully catered and flexi catered options. If you are already in residence, you can visit us in person at student central between 9am - 5pm, Monday to Friday. Students can pay their fees here and we are happy to help you with any queries you may have.

**Housing Officer:** The Housing Officer can assist you with private, rental or shared accommodation. You can visit the Housing Officer in person or contact by phone or email. Accommodation Services has listings from local real estate agents as well as listings of share accommodation. These listings are updated daily are also available on the website [http://accommodation.uow.edu.au](http://accommodation.uow.edu.au)

Housing Officer Contact Details: Ph: 4221 564 Email: housing-officer@uow.edu.au

FREE STUDENT DIARY

You can collect your FREE 2011 UniCentre Student Diary from the UniCentre stall during Orientation Week (O-Week). From Week 1 of session and onwards you can collect your Student Diary from the UniShop Ticket Counter. The Diary keeps you organised and it also contains heaps of information about campus life and the all important Student A-Z Guide, plus Academic key dates, vouchers and more!

STUDENT SAFETY AND SECURITY

On the Wollongong Campus, the Security Service is available 24 hours a day, seven days a week throughout the calendar year. The Security Unit in Wollongong has an office located adjacent to the UniCentre Retail Shop, in the UniCentre Building, Number 11.

Although Security staff are not in attendance at the office on a continuous basis, they are readily contactable by using the security telephones and dialling #1 for emergencies or #3 for Safety Escorts, assistance or inquiries.

The Service relies on members of the campus community to report problems, suspicious persons or incidents immediately. Without this assistance from the campus community the Service cannot function effectively.

Security can be contacted on +61 (0)2 4221 4555 for security escorts or enquiries or in case of emergency call: 4221-4900 (x4900) or dial #1 from any campus security telephone

STUDENT SUPPORT ADVISORS

SEDLOs are based in each Faculty and provide support to UOW students. They are available to help in a number of areas including:

- Student Welfare for International and Domestic students
- Provision of equity information
- Transition programs for International Students
- Liaison for the University’s Disability Service
- Liaison for other Student Services and referral to services such as Counselling, Learning Development, and Careers services, etc.
- Liaison with the Academic Registrar’s Division and other areas of the University
- Liaison with external agencies
  - An emergency point of contact and for ongoing information and support for students at risk and students involved in critical incidents

STUDENT SUPPORT ADVISORS CONTACT LIST

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<thead>
<tr>
<th>Faculty</th>
<th>SSA</th>
<th>Location</th>
<th>Phone No.</th>
<th>Email@uow</th>
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<tbody>
<tr>
<td>Arts</td>
<td>Viv McIlroy</td>
<td>Bld 19 Rm 1075 - Wed - Fri In Law office other days</td>
<td>4221 3635</td>
<td><a href="mailto:vmcilroy@uow.edu.au">vmcilroy@uow.edu.au</a></td>
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<tr>
<td>Commerce</td>
<td>Danial Morgan</td>
<td>Bld 40 Rm 06</td>
<td>42215776</td>
<td><a href="mailto:dan@uow.edu.au">dan@uow.edu.au</a></td>
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<tr>
<td></td>
<td>Ann-Marce Smith</td>
<td>Bld 40 Rm 133</td>
<td>4221 4714</td>
<td><a href="mailto:ams@uow.edu.au">ams@uow.edu.au</a></td>
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<tr>
<td></td>
<td>(Student Support Adviser Coordinator)</td>
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<tr>
<td>Creative Arts</td>
<td>Kerry Banks</td>
<td>Bld 23 Rm 03</td>
<td>4221 4529</td>
<td><a href="mailto:kerryb@uow.edu.au">kerryb@uow.edu.au</a></td>
</tr>
<tr>
<td>Education</td>
<td>Kerry Banks</td>
<td>Bld 23 Rm 03</td>
<td>4221 4529</td>
<td><a href="mailto:kerryb@uow.edu.au">kerryb@uow.edu.au</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Virginie Schmelitschek</td>
<td>Bld 4 Rm 140 Mon, Tues, Wed(am)</td>
<td>4221 5670</td>
<td><a href="mailto:virginie@uow.edu.au">virginie@uow.edu.au</a></td>
</tr>
<tr>
<td>Graduate School of Medicine</td>
<td>Jenny Walsh</td>
<td>Bld 41 Rm 230</td>
<td>4221 5332</td>
<td><a href="mailto:jenwalsh@uow.edu.au">jenwalsh@uow.edu.au</a></td>
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<tr>
<td>Health &amp; Behavioural Sciences</td>
<td>Jenny Walsh</td>
<td>Bld 41 Rm 230</td>
<td>4221 5332</td>
<td><a href="mailto:jenwalsh@uow.edu.au">jenwalsh@uow.edu.au</a></td>
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<tr>
<td></td>
<td>Michelle Collis</td>
<td>Blg 41.168a</td>
<td>4221 5297</td>
<td><a href="mailto:mcollis@uow.edu.au">mcollis@uow.edu.au</a></td>
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<tr>
<td>Informatics</td>
<td>Virginie Schmelitschek</td>
<td>Bld 3 Rm 120A inside</td>
<td>4221 3833</td>
<td><a href="mailto:virginie@uow.edu.au">virginie@uow.edu.au</a></td>
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<tr>
<td>Informatics Enquiry Centre</td>
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<td>Law</td>
<td>Viv McIlroy</td>
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<td>Bld 67 Rm 207 - Mon &amp; Tue In Arts office other days</td>
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<td>4221 3635</td>
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<td>Sydney Business School</td>
<td>Danial Morgan</td>
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<td>Sydney -Monday fortnightly 1st and 3rd week of the month.</td>
<td>Bld 40 Rm G06</td>
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<tr>
<td>iCampus-Thursday afternoons- in session</td>
<td>Break out room - near Library</td>
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<td>4221 5776</td>
<td><a href="mailto:dan@uow.edu.au">dan@uow.edu.au</a></td>
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### STUDENT SERVICES


Student Services provides a range of services and programs to help students progress their studies including:

- Careers Service (See Page 14)
- Counselling Service (See Page 16)
- Learning Development (See Page 17)
- PASS Program (See Page 21)

Student Equity and Diversity Liaison Officers (See Page 25) For general enquiries phone (02) 4221 3445 or call in at the office located on the third floor of the UniCentre Building on Wollongong campus. Access to this office is available through the lift in the IT Resource Centre or the multi-storey car park stairs.

### UNIADEVICE


UniAdvice provides prospective student information for the University of Wollongong (UOW) and Wollongong College Australia (WCA). To obtain course information, brochures and application forms, or to make a reservation at a prospective student information session, please contact UniAdvice on uniadvice@uow.edu.au, by phone on 1300 367 869 or visit UniAdvice at the UOW Administration Building (Building 36).

### UNICENTRE

UniCentre exists to create a dynamic, inspiring and unique environment for students at the University of Wollongong. We are the centre of social activity on campus offering retail, food, events, student involvement programs, services and facilities. Our sole purpose is to enhance the student experience and create a complement to academic life.

Get involved with UniCentre to make sure that your time at UOW is both enjoyable and engaging!

UniCentre provides a huge range of facilities and services, including:

- Retail outlets – UniShop, Post Office, Eleven, Hairdresser & STA Travel
- Food and coffee outlets – UniBar, Fuel, Subway, Rush & Rush 2
- UniMovies & UniClassifieds
- Entertainment & activities
- Theme Weeks – Fashion Week, Anti-Poverty Week & more
- Marketing, Sponsorship & Advertising
- Centre for Student Engagement (CSE)
- Kid’s Uni Child Care Centres
- Campus Health Centre
- Events & Venues team
and heaps more!

For more information about UniCentre:


P: 4221 8000

**UNICREW**

The UniCentre Centre for Student Engagement (CSE) is the extra curricular service centre at UOW, providing opportunities for students to involve themselves in student life, their campus and the local community. CSE runs the UniCrew Volunteering Program, the volunteer teams who coordinate the Annual Student 4 Student National Leadership Conference and the Community Impact Team as well as the Clubs and Societies Program.

For more information feel free to visit CSE, Bldg 11, Level 1

P: 4221 8179

E: cse_unicentre@uow.edu.au


**UNIMOVIES**

There’s more to campus life than lectures and studying – like the cheapest cinema in town, Uni Movies! For just $4 pre purchase and $5 on the night you can see a new release film, ranging from comedies and dramas to foreign films and art-house flicks. The best way to know what’s playing each week is visit [http://unimovies.uow.edu.au/](http://unimovies.uow.edu.au/)

**UNISHOP**

The UniShop is the largest bookshop in the Illawarra & is your one stop shop for:

- Textbooks & course notes
- General fiction & non fiction
- Children’s books & teacher/pupil aides
- Stationary, IT products & consumables
- Newsagency, Gift wrapping & cards

UniShop also stocks a selection of confectionery, cold drinks, grocery items, gift lines, telephony and so much more.

See you in-store soon – located on the ground floor of Bldg 11 or visit our website for more information and trading hours.

Eleven – Clothing & Memorabilia Store

Want to remember your time at UOW? Come and visit the Eleven store and check out our large range of UOW clothing & memorabilia, souvenirs and graduation gifts. Located on the lower ground floor of Bldg 11 – check out our website for trading hours.


URAC (UNIVERSITY RECREATION AND AQUATIC CENTRE)

Building 13, Ph: 42 21 4700

URAC is a fully equipped health club including a 50m heated Olympic swimming pool, tennis & squash courts, a range of dynamic group exercise classes, basketball & volleyball courts, physiotherapy centre, outdoor playing fields, student run sports clubs and lifestyle programs such as the Girls Only Bootcamp.

URAC is the perfect oasis on campus - a place where you can relax & unwind in a yoga class or express yourself in a high energy boxing class! Our personal trainers can assist you with all your health and fitness needs. Kick back with a freshly squeezed juice or arrange your next group assignment meeting over a coffee at our café.


WOLLONGONG UNDERGRADUATE STUDENTS’ ASSOCIATION (WUSA)

For over thirty years the University of Wollongong students’ association has provided services and representation to the students of UOW. The University of Wollongong Undergraduate Students’ Association (WUSA) and its governing body, the WUSA Council, are semi-autonomous sub-bodies of the University, run by democratically elected undergraduate students who volunteer their time to represent undergraduate student interests and to help provide services such as free barbeques, cheap photocopying, bike repairs and fax services.

WHAT DOES WUSA DO?

Advocacy: Elected WUSA representatives provide independent and confidential advocacy for undergraduate students on matters including dealing with University administration, academic staff, the library, CentreLink or your landlord/ tenant.

Representation: WUSA Council provides an essential political voice for undergraduate students both with the University and the broader community. We are a vital mechanism in student governance and in ensuring that the rights and interests of students are heard.

Publications: Each year WUSA produced seven editions of the UOW magazine the Tertangala. Our website, [http://wusa.uow.edu.au](http://wusa.uow.edu.au), also contains highly useful information regarding WUSA’s activities, services and other student matters.

Second-hand book bank: WUSA sell over $130,000 worth of textbooks on consignment for students. If you need cheap text books or need to sell some old ones. Check our website to see if we have or need your book.

Free barbeques: On Tuesdays at 12:30, WUSA provide a free barbeque on Duckpond Lawn for its members.

Justice of the peace: available by appointment.

More information about WUSA can be found at [http://wusa.uow.edu.au](http://wusa.uow.edu.au) or call 4221 4201 or email wusa@wusa.uow.edu

WOLLONGONG UNIVERSITY POSTGRADUATE
ASSOCIATION (WUPA)

The Wollongong University Postgraduate Association (WUPA) is an independent student organisation representing approximately 4500 students at the University of Wollongong and Satellite Campuses. WUPA’s membership is open to all students currently enrolled in postgraduate studies including: Doctorates, Masters by Coursework, Masters by Research, Graduate Diploma, Graduate Certificate, Postgraduate Qualifying and discrete Honours. WUPA engages in representation and lobbying, provides advisory and advocacy services, publications, induction, outreach, social and cultural activities, academic workshops, printing, IT facilities and a variety of other student services. The Association provides computer, study and lounge facilities for postgraduates in the Postgraduate Resource Centre (Bld 115 - 116).

WUPA employs several staff including an Advocacy Officer and Operations Manager. The vision, policy and direction of the association are determined by the WUPA Council, consisting of 14 elected postgraduate students. For more information about the association, please visit the WUPA web site at www.uow.edu.au/wupa.

The services and representation provided by WUPA include (but not limited to):

- Advocacy (free confidential advice) for students who have complaints or grievances (e.g. appeals, or problems with university administration, etc),
- WUPA makes submissions in response to proposed policy and procedural changes in the university,
- Academic and student help brochure series,
- Co-funding of various University services & scholarships,
- Momentum, a student mentoring program for international students,
- Migration Seminars,
- Free Legal advice days
- Outreach activities (departmental meetings and activities),
- WUPA is an affiliate to the Council of Australian Postgraduate Associations (CAPA),
- Annual postgraduate party,*
- Meeting and conference rooms (booking required),
- Multilingual computers (PCs),*
- Cheap photocopying (5 cents/page)* Free laser printing (if you bring your own paper),*
- Lounge and TV room.*

*These services are only available to Financial Members.

Location: Buildings 115-116 Opening Hours: Tuesdays, Thursdays and Fridays 8:30-4:30pm Website: http://www.uow.edu.au/wupa E-mail: wupa@uow.edu.au Phone: (02) 4221 5397 Fax: (02) 4221 4248

WOOLYUNGAH INDIGENOUS CENTRE

The Woolyungah Indigenous Centre (WIC) is located in Building 30. The centre is open Monday to Friday 9am -5pm (excluding public holidays). The WIC offers all Aboriginal and Torres Strait Islander students enrolled in subjects at the University of Wollongong the services of a student support officer, a supplementary tutorial service, a computer lab, a student lounge and kitchen facilities.

The Centre provides regular social events for Indigenous students to attend throughout the year, along with an open invitation to all students to attend and meet with staff and students from the centre. The WIC also has a Resource Library, which provides general research, teaching, and study resources for all students enrolled in Aboriginal Studies subjects and other related subjects. The collection includes books, documents and manuscripts, audio visual material and a collection of tools, weapons, implements, photographs, paintings and other cultural artefacts which concentrate on the Illawarra and the New South Wales coast knowledge.

Come in and visit the Centre, visit the website http://www.uow.edu.au/wic or phone on (02) 4221 3776.

STUDENT ADMINISTRATION INFORMATION
ACADEMIC TRANSCRIPT

An academic transcript is an official record of all subjects attempted at this University and the corresponding grades. Each student will receive a free copy of their academic transcript upon graduation. You are able to print copies of your enrolment record from SOLS free of charge.

ADDING OR DELETING SUBJECTS

If you wish to vary your enrolment, you may do so online via SOLS. Variations can only be made before the dates listed on the SOLS website.

WATCH OUT FOR DEADLINES

The first half of a subject’s duration is regarded as an “experimental” time. If you find that the subject does not suit you either because you lack interest or find the work beyond your capabilities (this is difficult to assess so don’t be hasty about coming to this conclusion) you can withdraw without failure from the subject. If you do withdraw from a subject, make sure that you can still meet the minimum progress requirements of your degree http://www.uow.edu.au/student/mrp/index.html. For help understanding the rules ask your academic adviser or Student Central. If you don’t know who your academic advisor is, ask the secretary of the department whose subjects you are predominantly enrolled in. You can consult an academic adviser whenever you want advice about selecting subjects or how to structure your degree.

Higher Degree Research Students are advised to contact the Research Student Centre before varying their enrolment.

ADVANCED STANDING


Advanced Standing is credit or exemption granted on the basis of previous studies. Applicants for courses at the UOW may seek advanced standing prior to their enrolment at the University. Studies undertaken at other tertiary institutions and TAFE may be considered for advanced standing. Applications for advanced standing must be accompanied by full documentation of previous studies, including photocopies of the relevant pages from the Handbook/Calendar of the institution concerned and a certified transcript of results. The amount of Advanced Standing you receive varies depending on the type of course(s) you have previously studied, when you commenced study, and whether or not you have completed them. With prior approval, you may be permitted to enrol for a subject at another tertiary institution and, on satisfactory completion of that subject, have it count towards a course at UOW.

GRADUATION

Graduation Ceremonies are held in July and December each year and students must apply in advance via SOLS. Students may attend the first ceremony following the completion of their course, have their degree conferred in their absence or defer graduation until a later ceremony. Deferral must be notified by a certain date – refer to the ‘Application to Graduate’ form for these dates. Please note you must submit an application to graduate and this must be submitted via SOLS by the due date. Late applications to graduate will not be considered.

Postgraduate Research students may apply to graduate on SOLS and this application will be approved by the Research Student Centre after satisfactory examination of theses. Alternatively, the HDR Thesis & Student Progress Officer at the Research Student Centre can apply for graduation on your behalf after you become eligible. The closing dates for applications noted at the above website do not apply to Postgraduate Research students. You may enquire at the Research Student Centre for the last day to satisfy Thesis Examination
Committee resolution in order to graduate at a particular ceremony.

Further information on graduation, including information on Academic Dress, is available on the Graduation website at: http://www.uow.edu.au/student/graduation/index.html

ATTENDANCE

University is not like school, it’s all up to you to go. You will find that a lot of people don’t go to all their lectures, however if you want to get good grades, it is definitely a good idea to go to all your classes. Some lecturers actively encourage class attendance by stating that you have to attend a certain percentage of your lectures and they may enforce this by making you write and submit a comment on what was said in the lecture, or by taking the roll during certain lectures.

Unlike lectures, tutorials and practicals are always compulsory and a roll is always taken. In the case of tutorials, some classes have a percentage of tutorials you must attend (e.g. it is 80% in most Arts subjects) and if you miss more tutorials than this without an adequate explanation (one for which you can provide documentation) you run the risk of failing. Practicals are usually compulsory and you will need documentation of why you could not attend.

CHANGING TO ANOTHER COURSE


If you wish to change your course (called a ‘Course Transfer’), you should first consult the Sub-Dean of the Faculty you wish to join before submitting an “Application to Vary Course Registration” form.

CHANGING YOUR ADDRESS

Please ensure that you keep your contact details and address up to date on Student OnLine Services (SOLS)- http://www.uow.edu.au/student/index.html. Please note that failure to advise of a change of address could result in important correspondence or course information not reaching you. The University cannot accept responsibility if official communications fail to reach you if you have not notified of a change of address. For International students, failure to advise the University of your Latest Address could result in cancellation of your Student Visa.

CHANGING YOUR NAME

If you wish to change your name on University records, you should complete a Change of Name form available from Student Central in Building 17 and provide an original Marriage Certificate, Deed Poll Certificate or other valid evidence for notation.

CREDIT POINT

Credit points refer to the value attached to each subject as a part of a degree. Credit points are also a guide to the number of hours per week you should be studying for a subject. Most subjects are single session (half yearly duration, offered in Autumn or Spring session, and normally have a value of 6 or 8 credit points. Double session (annual) subjects usually have a value of 12 or 16 credit points. Each credit point has an implied workload of 26 hours over the duration of the subject. For example, for a 6 credit point single session subject you should spend a total of 12 hours per week in attending classes and studying for that subject. Summer session subjects require twice as many hours per week as subjects run in Autumn or Spring session.

CROSS INSTITUTIONAL ENROLMENT

If you wish to enrol at another tertiary institution, either concurrently or otherwise, and wish to have subjects successfully completed at that institution counted towards your course at the University of Wollongong, you
must gain the prior approval of your Faculty Sub-Dean. Application forms for Cross Institutional Enrolment must be submitted to Student Central. Applications must contain full details of the course(s), including a photocopy of the Handbook entry for the course(s), for which approval is being sought. Applications are available from http://www.uow.edu.au/student/forms/UOW008135.html

DEFERMENT OF ENROLMENT
Some programs or faculties may permit you to defer your enrolment for up to 1 year. Applications for deferment must be received within one month from the commencement of your first session. Some programs may not allow this so please check with the faculty. Go to http://coursefinder.uow.edu.au/coursefinder/DeferralrequestDetail.aspx for more information on deferment of an offer.

ENROLMENTS
Enrolment involves the selection of subjects to make up a course of study. Domestic students may enrol on either a full-time or part-time basis. International Students are required to enrol fulltime to meet the conditions of their student visa. The university has an On Line Enrolment system. This means that you input your enrolment information directly in the student computer labs with academic and administrative staff on hand to provide advice and assistance. At the time of enrolment you will be issued with your Student Identification card. Prior to enrolments you should seek academic advice and information on study options. Higher Degree Research Students are enrolled by Research Student Centre staff and must contact the Research Students Centre before varying their enrolment.

ENROLMENT IN A DOUBLE DEGREE
If you are enrolled in a double degree program, you are required to comply with the course requirements for double degrees and with the requirements of the two individual degrees for which you are enrolled. You should consult with the Sub-Deans of the Faculties participating in the degree before finalising your enrolment.

ENROLMENT IN PROGRAMS EXCEEDING CREDIT POINT LIMITS
If you wish to enrol in a program which exceeds the credit point limits, you should first consult the Sub-Dean of your Faculty before submitting the appropriate form, available from Student Central. For details of situations where students may be allowed to exceed credit point limits, please refer to the Course Rules at http://www.uow.edu.au/handbook

ENROLMENT RECORD
An enrolment record is a list of subjects in which you are officially enrolled. You should carefully check your Enrolment Record to ensure that it accurately reflects the subjects you are attempting. Enrolment records are available on SOLS.

LEAVE OF ABSENCE
If you wish to take a break from your studies, you need to notify UOW or your course enrolment may lapse. Please see information under ‘Vary or Defer’ Studies on the Current Students page at http://www.uow.edu.au/student/enrolment/UOW008111.html
FINAL DATE FOR COMPLETION OF ENROLMENT


No new enrolments will be accepted after the end of the second week of the relevant session, except with the recommendation of the relevant faculty Sub-Dean.

NON-AWARD SUBJECT ENROLMENTS

If you wish to enrol in non-award subjects (i.e. subjects not to be counted towards an award) you will require the permission of the Head of the Academic Unit offering the subject. To be eligible for admission as a non-award student, you must meet the University’s normal entrance requirements. Applications for subject enrolments are not considered until after all undergraduate and postgraduate degree/diploma students have enrolled. Results of applications for admission will not be advised until the first week of lectures. Only in exceptional cases will subjects taken this way count towards an award. Where a student is under exclusion they may not be enrolled in subjects unless given approval by the Academic Senate. Applicants permitted to enrol in non-award subjects are required to pay non award student fees. All non-award student charges must be paid at the time of enrolment. Further information and the Non-Award application form is available at

http://www.uow.edu.au/student/forms/UOW008135.html#NonUOW

PREREQUISITES

A pre-requisite is a subject or a requirement that you must meet before you can do a certain subject. Many 200-level subjects have prerequisite 100-level subjects and most 300-level subjects have 200-level prerequisite subjects. Some higher level subjects will have a prerequisite number of credit points instead of specific subject prerequisites. Some 100-level subjects have a prerequisite based on the subjects you took for the HSC. Other subjects have what are called co-requisites which mean that you have to take another subject at the same time.

RE-ENROLMENT

http://www.uow.edu.au/student/admission/

In early December each year, students who will be continuing their studies next year can re-enrol. There is a set time for re-enrolments and if you do not do so in the required period, you will incur a late re-enrolment fee.

REMOVAL OF FAIL GRADES

It is important to note that the University of Wollongong takes its awarding of grades seriously. Beyond the eighth week, you are no longer able to withdraw from a subject without being awarded a fail grade. Fail grades will only be removed under very exceptional circumstances.

SPECIAL (OR ACADEMIC) CONSIDERATION

If you believe that your performance in a subject (including an examination) has been affected by illness or other cause beyond your control, you may apply for special consideration. To apply for special consideration you will need to do so via SOLS, please visit http://www.uow.edu.au/student/.

STUDENT ID CARDS

All students are issued with an Identification Card at the beginning of their first year of enrolment. It is advisable to have your card with you at all times during attendance at the University. The number appearing on the front of the card is your student number used in the University’s records. This number should be quoted in all correspondence. The card must be presented when attending examinations and collecting examination results, when requesting an enrolment record, when applying for travel concessions and when requested, for any
appropriate reason, by a member of University staff. If you lose your ID card you should notify the University as
soon as possible. Proof of identification must be produced before a replacement card can be issued. Replacing
your ID card will incur a charge.

Students on Shoalhaven Campus or at any of the Education Centre can collect their student card from student
administration at their campus/centre.

**STUDENT VISA**


International students who hold a student visa have several conditions they must comply with while studying in
Australia. The University is required by law to report any breaches of these conditions to the Department of
Immigration and Citizenship (DIAC) ([http://www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm)). Please refer to the
International Student Website for more information.

**STUDENT VISA WITH PERMISSION TO WORK**

You can apply online for a Student Visa for permission to work. For further information for step by step
instructions, please go to the following link:


**SUBJECT LEVELS (100, 200, 300, 400, 600, 800 AND 900)**

The first digit of a subject number gives you an indication of what year of study most of the students taking this
subject will be. 100-level are also known as ‘first year subjects’- these subjects usually do not have any
prerequisite subjects. 200-level or “second year” subjects usually have some prerequisites at 100 level. 300-level
or “third year” subjects usually have prerequisites at 200 level. 400-level or “fourth year” or “honours” subjects in
some faculties are subjects with 300-level prerequisites, in others these are subjects you can only take if you
have been accepted into an honours year of your degree. 900-level and 800-level subjects are postgraduate
subjects and you can only take these subjects if you have completed an undergraduate degree and are enrolled
in a postgraduate course.

**TIMETABLE**

University timetables are more confusing than high school timetables as you often have the option of multiple
classes to choose from. However don’t let this worry you, if you are a Wollongong campus student and you look
in the purple bag you got when you enrolled, you will find a helpful sheet entitled “Timetable Information- How do
I view my Timetable?” If you follow the steps on this sheet, you will find your way to the online version
of the University of Wollongong’s Wollongong campus timetable and to the timetable entries for your particular
Subjects. Students at Shoalhaven Campus or the Education Centres can find the find the timetables for their site

As you look at the timetable and pick classes which may suit you, always keep in mind the timetables for
your other subjects so you don’t end up with clashing classes. It is a good idea to write or type a copy of your
personal timetable as you look at the wider university timetable. This will help you to avoid clashes and to
work your timetable around other commitments such as part time work.

**TRAVEL CONCESSION**

**Train & bus:** Concession passes are available to eligible full-time domestic, permanent resident and exchange
students to enable them to travel at concession rates on trains and buses. Renewal of these passes is provided
to eligible students at Student Central. International students are **NOT** eligible for rail concession passes.

**TUTORIAL ENROLMENT**

If you look in the purple bag you got when you enrolled, you will find a sheet entitled “Enrolment in Tutorials and
Practicals”. This sheet tells you what tutorial enrolment system your faculty uses and when the enrolment starts and finishes. To find out how many tutorials and practicals you have to attend, check the entry for your subject on the university timetable. Once you have found this out, log on to the relevant system when the enrolments open and select the classes which are best for you. Pick classes carefully and always have a backup class you can attend, as classes fill quickly and you may not get your first choice.

WITHDRAWING FROM YOUR COURSE

If you wish to withdraw from your course, you must do so via the Student OnLine Services (SOLS) web page. Please note the deadlines to withdraw from subjects and your course, if you do not wish to incur tuition fees or academic penalty. If you withdraw after the Census date for your session, you will be charged the fees for that Subjects If you are an International Student, you need to be aware you may have Visa conditions that require you to be enrolled full-time. If you want to leave or withdraw from your course you must inform Student Central.

Many of the forms involved in these procedures are now available online and can be accessed on the Student Central webpage at www.uow.edu.au/student/ whenever you fill out a form, please take note of any key dates which may affect your decision. If you are experiencing problems, it would be best to first discuss your decision with your faculty.

UNDERSTANDING THE UNIVERSITY SYSTEM

SESSIONS, SUBJECTS AND COURSES

The academic year consists of 28 weeks of teaching divided into two 14-week sessions. A subject may be taught in the autumn or Spring Session or over the autumn and spring Sessions (that is, both sessions). There is also a Summer Session which runs from December to February of the following year. The course or pattern of studies you are enrolled in is specified. The rules governing your degree course can be found on the University home page at www.uow.edu.au under ‘Information for Current Students’. These rules tell you which subjects you will have to study (or may choose from) as well as the sequence and length of time you will have to study them.

STUDENT NUMBERS AND SUBJECT NUMBERS

Like most large organisations the University makes extensive use of computers. As most computers are used to ‘thinking’ in numbers, most things in the university have a number, including you. The main numbers you need to be concerned with are:

Your Student Number – On entering the university, each student is given a seven-digit Student Number. Your Student Number is used for various administrative purposes, such as enrolment in courses, arranging examinations and mailing our results to you. Because someone may have the same name as you, it is wise to give your number in any correspondence with the university. Your Student Identity Card carries this number and identifies you as a student currently enrolled at the University of Wollongong. The main uses for this card are in borrowing books from the library, obtaining details from Student Enquiries and sitting examinations.

Subject Numbers – Each of the subjects you are taking as part of your course has its own unique number, which consists of four letters followed by three digits. The four letters indicate the School or Department and the three numbers identify the subject, for instance: PSYC235, MGMT101, MATH324.

ACADEMIC MISCONDUCT

Students and staff on the campus are, of course, governed by the normal laws which regulate our daily lives. But in addition the University has its own code of rules and conduct, and can impose heavy penalties on students who breach them. These penalties range from failure in a subject, loss of privileges, fines, payment of compensation, and suspension, to exclusion from study for a certain period or even permanent expulsion from
It is important to realise, however, that misconduct within the University covers more than behaviour that is offensive or unruly, or which may cause damage to other people or property. Misconduct that could lead to a student being disciplined within the University includes anything regarded as academic misconduct according to current academic usage, as well as any conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the University.

It is important that students realise how broad the definition of academic misconduct (refer to Examination and Assessment Rules on the UOW web page) may be. It certainly covers practices such as cheating or copying or using another person’s work. Sometimes, however, practices which may have been acceptable at school are considered to be misconduct according to current academic usage within a University. See also www.uow.edu.au/about/policy/

For example, this can occur where you fail to acknowledge adequately the use you have made of ideas or material from other sources (refer to Department/Faculty handouts and/or subject outlines - requirements might be detailed). If you are unsure whether, or how, to make acknowledgement, consult the section on writing in this handbook.

ACADEMIC SURVIVAL

How can I get the most out of lectures?

Although lectures are not the only source of important content, they are the best guide to what is most crucial in your course. Therefore it is important to make most of them. This does not only mean attending, although that’s a good start! It means preparing, engaging with the material, and taking effective notes. It is especially important to learn how to do these things (and to do them!), as lecturers see them as YOUR responsibility. Most lecturers will not provide copies of notes or give you time to take extensive notes, nor will their lectures necessarily indicate how the information presented fits into the wider framework.

PREPARING

Being prepared for lectures is the best way of improving your chances of understanding the lecture content. You can prepare by:

- looking up the lecture topic in your subject outline
- skimming the required readings for that topic
- looking up any unfamiliar vocabulary you come across
- thinking about any questions you might have on the topic

If you do these things, you will not be left wondering about the terminology being used in the lecture or struggling with the main concepts. Instead, you will have time to process and think about what is being said. Also, you will not waste time taking notes of what is already written for you in the readings, as you will be familiar with the resources which you already have.

ENGAGING

Engaging with the content involves listening closely and reflecting on it, thinking about its relevance and how it fits into the broader context. As was mentioned above, you will be more able to do this if you have prepared for the lecture. Another way of encouraging your own engagement is drawing a column on your page for any questions or comments which you might have on the material. This will get you thinking during the lecture and will give you some indications of what to follow up after the lecture.

TAKING NOTES

Many university lecturers will not provide notes for you to copy down, copies of notes already made, or extra time to take notes. Some will simply talk, and might use some visuals such as over-head transparencies with diagrams or key points. Thus it is extremely important that you learn to take good notes. This means:

- not trying to copy down every word the lecturer says: you won’t have time and don’t need to anyway
WHAT SHOULD I DO IN TUTORIALS AND SEMINARS?

The purpose of tutorials and seminars is to provide an opportunity for students to consolidate and expand on what has been learned in lectures by discussing key issues and asking questions. The success of a tutorial or seminar depends on the participation of all students: you need to be a participant, not a passenger!

Participation in a tutorial or seminar can mean doing presentations (usually once for each subject) and discussing the issues raised with the tutor and other students. Presentations involve giving an analysis (not just a description) of a set topic. Students usually use an overhead projector and/or handouts to summarise their key points and present any useful diagrams. They also prepare some questions to promote discussion at the end of the presentation and provide time for others to ask questions. It’s a good idea to talk from notes rather than to read, as listeners can get bored if you are not maintaining eye contact with them.

In order to build up your confidence to do this, you can:

• make sure that you know the material well
• practise several times beforehand, either in front of the mirror or with a friend
• be organised on the day
• speak loudly, slowly and clearly
• stress key points with your voice or with gestures
• maintain eye contact with the other students
• have a clear introduction, body and conclusion
• use clear visuals (over-head transparencies and/or handouts)

In order to participate in the tutorial, you should prepare beforehand. If you have prepared, you will be able to follow what is going on and you will also feel more confident about joining in the discussion. Preparing means finding out what the topic of the tutorial is (from your subject outline), doing the required readings, thinking about the topic, and identifying issues which you don’t understand, questions you want answered, and aspects you’d like to hear other people’s ideas on.

For assistance with participating in tutorials and seminars:

Attend workshops at the Learning Resource Centre. Visit the centre in building 19, room G102 or call 4221 3977 for details and enrolments

WHEN SHOULD I TALK TO LECTURERS AND TUTORS, AND HOW?

You will probably notice that students often talk to lecturers and tutors at University. For example, students might ask questions during lectures, usually towards the end, when the lecturer may allocate ‘question time’. Also, students talk with tutors during tutorials, as mentioned in section on tutorials and seminars above. In fact, it is required that students participate in tutorials by talking with the tutor and the other students. However, you may also talk to lecturers and tutors outside of class times.

WHY MEET WITH A TUTOR?

Your tutor should be your first ‘point of contact’ for questions relating to subject content or assignments.

WHEN TO MEET WITH YOUR TUTOR

The best time to ask your tutor a question is during the tutorial. This is what tutorials are for, and that way the other students can benefit from the information also. If you have a good reason for not asking the question during the tutorial (eg. you have not been able to attend due to sickness, the question is urgent, of a personal nature, or is not relevant to other students, such as a request for an extension), you can approach the tutor after the tutorial. Tutors may also provide contact details such as phone numbers and office locations so that you can contact
them outside of tutorial times. Usually they will inform you of when they are contactable.

WHY MEET WITH A LECTURER?

There are no rules governing in which situations you can meet with your lecturer, however the usual reason is that there is no tutorial and you have a question about the lecture content or an assignment. You can also see your lecturer if you have already talked to your tutor and she/he has been unable to help you.

WHEN TO MEET WITH YOUR LECTURER

All lecturers have set times when they are available for consultations with students. These times are advertised on lecturers’ office doors and are usually in subject outlines. Other information about how and when to contact lecturers, for example phone numbers and email addresses, is usually given in subject outlines also.

HOW TO ADDRESS TUTORS AND LECTURERS

In the University context, most lecturers and tutors are very informal and relaxed with their students. You will notice students using their lecturers’ and tutors’ first names (personal names, not family names) and joking and chatting with them. It is not necessary to be formal with your teachers: you should not call them ‘sir’ or ‘madam’, or ‘teacher’. Rather, you should use whichever name they introduce themselves with, or what you hear other students calling them. If you are not sure what to call them use their title and family name (e.g. Professor Wong) at first. If they want you to use a first name, they will tell you.

MANAGING YOUR TIME

Working in an unsystematic or haphazard manner can only succeed for a limited time while you are at university. Often, students find that they seem to have been managing without doing much work throughout the session, but are left with a pile of work to do at the end of session and not enough time to do it. This experience can be very stressful and is self-defeating, as you cheat yourself out of using your learning potential. You can also place yourself at risk of academic failure, as not handing in work on time can result in failing a subject even if you have passed other components of it.

The best way to avoid this situation is to plan your study. As the saying goes, ‘fail to plan and you plan to fail’. At the start of each session, find out how many major and minor assignments, essays, practical reports, tutorial papers, exams and class tests you are required to do for each subject (this information will be in your subject outline) and how much they contribute to the assessment of the subject. To get the results you want, you may have to focus your efforts on the tasks that are given more priority in your assessment for a subject. For example, if an assignment is worth 40% of the total mark, then it makes sense to spend more time on it than an assignment worth 10%.

READING ACADEMIC TEXTS

There is no doubt that you will be given a long list of books and articles to read for each subject. You will also probably find that you come up with piles of articles to read for your essays, reports or thesis. This can seem overwhelming at first, however, there are some things you can remember and strategies you can use to help you get through.

Always read with a purpose: know which questions you want answer.

Find out which readings answer your questions by reading the abstract, contents page, introduction, headings and conclusion rather than the whole article.

Only read those books/articles which answer your questions.

Only read in detail the parts of the article/book which are relevant to you. Skim the rest.

LEARNING AND REMEMBERING FOR EXAMS
University exams in Australia are the same as other types of assessment: you are expected to demonstrate not only that you have read and remembered the material, but that you understand it, can apply it, can be critical of it, and can formulate your own ideas about it. Thus studying for exams should be active. You should:

- Ask yourself questions about what you are learning (eg. ‘why is that so?’ ‘how does this relate to other issues?’).
- Evaluate the ideas/arguments you are reading.
- Try to apply the material to real life contexts if possible.

In order to study for exams effectively, you can:

- Make lots of notes.
- Talk aloud about the material (alone or with others).
- Get copies of past exams from your lecturers or from the library and write mock exam answers.
- Plan answers to questions which you think will be in the exam.

If you are restless, try studying in short bursts to begin with, perhaps 30 minutes at a time. Making sure that you are active during exam time (playing sport, going for walks, etc.) can also make it easier to concentrate when you sit down to study. You might even motivate yourself by promising yourself a game of tennis or a swim at the beach after you have done your study for the day. If you have had enough study and can no longer concentrate, decide when you will study next and what you will do, then leave it for the moment.

**WHAT ARE EXAMS LIKE AT UNIVERSITY?**

Information about the format of the exam will be provided in the subject outline, distributed at the beginning of session, and may be repeated or elaborated on by the lecturer.

The exact time and location of exams is posted on the internet at: [www.uow.edu.au/student/](http://www.uow.edu.au/student/)

Strict rules about cheating exist and are applied. Cheating is an extremely serious offence and can lead to the student being suspended from the University or receiving a Fail grade for the subject, if found guilty. For information about University Rules and penalties for cheating, visit the University home page at [www.uow.edu.au](http://www.uow.edu.au) and click on ‘Information for Current Students’ then ‘Student Rights and Responsibilities’.

**WORKING WITH OTHER STUDENTS**

Other students are often willing to help you when you get stuck. This can be reciprocal - you can help each other. It’s very rewarding to study with a group of students, as discussion about your work is an effective way of learning. This is why you are provided with tutorials, seminars and practical classes; however, you can also organise your own study groups outside of class time.

It is very important that you do not take this group work to the point where you are doing each other’s work. You are not learning anything if you rely too much on others. You will soon realise this when you are in an exam or you are trying to do an assignment based on learning that was supposed to take place in a previous assignment. Assignments are given so that you will learn by doing. Copying each other's assignments is counter-productive as you are not learning anything. Furthermore, it is obvious to teaching staff, no matter how clever you are disguising what you have done, and they will not hesitate to penalise you for it.

**FACULTY CONTACT DETAILS**

**Faculty of Arts**

Arts Central: Building 19 Room 1050 Phone: 4221 5328 Fax: 4221 5341

Office Hours: 8.30am – 5.30 pm

Email: fac_arts@uow.edu.au
Website: www.uow.edu.au/arts/
Postal address: Faculty of Arts University of Wollongong Northfields Avenue NSW 2522 Australia

**Faculty of Commerce**
Commerce Central: Building 40, First Floor, Phone: 4221 4478 Fax: 4221 3257
Email: commerce@uow.edu.au
Website: www.uow.edu.au/commerce/cc/
Postal Address: Commerce Central Building 40, Room 130 University of Wollongong Northfields Avenue NSW 2522 Australia

**Faculty of Creative Arts**
Enquiries: Faculty of Creative Arts Reception Building 25 Room 113 Phone: 4221 3996
Office Hours: 9am- 5pm
Email: fca_enquiries@uow.edu.au Fax: 4221 3301
Website: www.uow.edu.au/crearts/
Postal Address: University of Wollongong Northfields Avenue NSW 2522 Australia

**Faculty of Education**
Faculty Student Service Centre: Building 23 Phone: 4221 3981 Fax: 4221 3892
Email: ssc@uow.edu.au
Website: www.uow.edu.au/educ/
Postal Address: Faculty of Education, University of Wollongong Northfields Avenue NSW 2522 Australia

**Faculty of Engineering**
Engineering Enquiry Centre: Building 4 Phone: 4221-3491 Fax: 4221-3143
Email: engineering@uow.edu.au
Website: www.uow.edu.au/eng/
Mailing Address: Faculty of Engineering University of Wollongong Northfields Avenue NSW 2522

**Faculty of Health and Behavioural Science**
HBS Central: Building 41 Room 152.
Phone: 4221 3492
Email: hbs_ssc@uow.edu.au
Website: www.uow.edu.au/health/
Mailing Address: HBS Central, University of Wollongong, Northfields Avenue, Wollongong, NSW 2522 Australia.

**Faculty of Informatics**
Faculty Student Enquiry Centre: Building 3
Phone: 42 21 3606
Fax: 42 21 4843
Email: informatics_student@uow.edu.au
Website: http://www.uow.edu.au/informatics/
Postal Address: Faculty of Informatics University of Wollongong Northfields Avenue Wollongong NSW 2522 Australia
Faculty of Law
Faculty of Law Administration Office: Building 67, Level 2, Room 239
Phone: 4221 3456
Fax: 4221 3188
Email: law@uow.edu.au
Website: www.uow.edu.au/law/
Postal Address: Faculty of Law University of Wollongong Northfields Avenue Wollongong NSW 2522 Australia

Faculty of Science
Science Faculty Office: Building 41, Room 258
Phone: 42 21 3530
Email: science_office@uow.edu.au
Website: www.uow.edu.au/science/
Postal Address: Faculty of Science University of Wollongong Northfields Avenue Wollongong NSW 2522 Australia
Hours of Operation: Monday to Friday 8.30am to 5pm

Sydney Business School
The Sydney Business School is located on the first floor of building 38
Phone: 42 21 3751
Fax: 42 21 4709
Email: gsb@uow.edu.au
Website: http://www.uow.edu.au/gsb/
Postal Address: Sydney Business School University of Wollongong Northfields Avenue Wollongong NSW 2522 Australia
Office Hours: Monday to Thursday 9.30am to 5.00pm and Friday 9.30am – 3.00pm

Graduate School of Medicine
The Graduate School of Medicine is located in Building 28
Phone: + 61 2 4221 4111 Fax: + 61 2 4221 4341
Email: Admissions – jb@uow.edu.au Office of the Dean – bmuir@uow.edu.au
Website: http://www.uow.edu.au/gsm/
Postal Address: University of Wollongong Northfields Avenue Wollongong NSW 2522 Australia
Hours of Operation: Monday to Friday 8.30am to 5pm

UNIVERSITY CONTACT NUMBERS TO REMEMBER

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