FROM THE DIRECTOR

Dear colleagues

Welcome to our August newsletter and to the start to Session 2, 2006.

Many of you will already know that Lene Jensen is leaving Student Services on 4 August to take up the position of Manager of the UNSW Hong Kong office. Lene has headed Careers and Employment since 1998 and during this time has lead the service through major changes that has focussed the energies and resources of the office to providing a superior career service to students. We will miss her and wish her well in her exciting new role but take comfort from the fact that she will be still be a member of the UNSW family. Taye Morris will be acting head for the remainder of 2006 and I am looking forward to working closely with her and the team.

Congratulations also to Annie Andrews, Director of Counselling who was invited to be the keynote speaker at the Irish Confederation of Student Services conference held at Athlone in late June. This honour is a wonderful example of the recognition of Annie’s standing in the global student counselling arena. Annie spoke on ‘Change and challenge in higher education: scoping the implications and directions for student services from global to local’ and I am sure she would be happy to share her thoughts on this with you (a.andrews@unsw.edu.au). Closer to home Robert Morrell addressed an ATEM conference in Adelaide about delivering customer service in an increasingly ‘virtual’ world and he too would be happy to share this with anyone interested in this important area of student service.

Last week I attended a small gathering to celebrate Jill Rheuben’s 25th year of employment at UNSW. Jill is our prolific academic transcript producer. She produced and issued over 43,000 in 2005. Over 25 years the total number of transcripts Jill has produced exceeds 1 million. This quite an achievement - congratulations and thank you Jill.

Best wishes
Jane Gatwood

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UNSW@ADFA

There have been more staff changes in SAS ...

Ms Suzette Heffernan will retire from her role as Office Manager on 10 August after 30 years of service with the University. We wish Suzette all the best for very long and relaxed retirement on the golf course!

Ms Pauline Baragry, previously our Student Systems Officer (Timetabling & Examinations) will take over the role of Office Manager from Monday 7 August. The vacancy created by Pauline’s move has just been advertised.

Ms Dani Johnson, who joined us on secondment last year from the Faculty of Law at Kensington, has resigned from the position of Deputy Manager. Dani is returning to Sydney to take up a position at Central Queensland University’s international campus in Sydney. The position of Deputy Manager has been advertised.

Coming Events:

- Breakfast for ACT Careers Advisors at ADFA on Monday 31 July
- Canberra Courses and Careers Expo on Wednesday 2 and Thursday 3 August
- ADFA Open Day on Saturday, 26 August 2006 from 9.00am to 4.00pm.

STUDENT ADMINISTRATION AND RECORDS (STAR)

KEY DATES

**July**

- Fri 28  
  Semester 2, 2006 Fee Payment Due Date

**August**

- Fri 11  
  Last day to process students for September graduation ceremonies
- Wed 9  
  5pm: Deadline for submission of winter session results
- Fri 25  
  Deadline for school to finalise examination paper details in NSS
- Thu 31  
  Census date

**September**

- Fri 1  
  Deadline for requests for special timetabling of examinations
- Tue 8  
  Graduation ceremonies commence
- Mon 18  
  Deadline for lodging exam papers to be printed by the Registrar
- Fri 29  
  Deadline for lodging exam papers printed by academic units
WINTER SESSION ASSESSMENTS

Because of the variable start and end dates for Winter Session there is no fixed assessment period or formal assessment review process.

Grade Rosters will be generated by Student Administration and Records (STAR) on Thursday 27 July. Results can then be returned by entering them directly on to the Grade Roster or by sending an Eccles upload to STAR in the usual way.

For undergraduate and non-award students, results of 46-49 should be sent to STAR for processing. They will be entered as GP (Grade Pending) and concessional passes will be assigned where appropriate.

Regardless of which processing method is used, results will appear on myUNSW and will be seen by students immediately.

If a final result needs to be processed for a potential graduand before other results for the class are finalised, it can be processed by adding the single result on the grade roster, selecting the Partial Post checkbox and posting the result. These results can also be sent to STAR for processing.

The deadline for submission of Winter Session results is 5.00pm Wednesday, 9 August. This deadline will allow students who are completing degree requirements following Winter Session studies to graduate in the September/October 2006 ceremonies. After the 9 August Result Submission deadline, the grade rosters will be closed and all outstanding results will be given a grade of LE (Late Entry).

Following the deadline for submission of results, Schools can amend late or withheld results i.e. change WC, WD or LE to a mark and grade using the Enrolment Request panel. All other amendments must be sent to STAR. For further information regarding Winter Session assessments please contact Kylie Doust at k.doust@unsw.edu.au or ext 51079.

COMMONWEALTH SUPPORT AND FEES

Semester 2, 2006 Fee Payment Due Date – 28 July 2006
Friday 28 July is the UNSW payment due date for payment of Tuition Fees, Activity Fees (if applicable) and upfront Student Contributions. Please note that the fee payment due date is not the Census date.

Census Date – 31 August 2006
The census date, Thursday 31 August, is the deadline for finalisation of all details and arrangements for Commonwealth Supported Students and FEE-HELP applications.

Fee Statements
Session 2 2006 Fee statements are now available on-line, and students have been advised of this via email and notices on myUNSW.

‘Reminder Flyers’ have also been distributed to students and Faculty Offices advising students to check their enrolment and make payment of their Semester 2 Fees by 28 July 2006. For further information regarding Commonwealth Support and Fees please contact csandfees@unsw.edu.au or ext 53157.
GRADUATIONS

The Session 2 2006 graduation schedule can be found at:
https://my.unsw.edu.au/student/academiclife/graduations.html

Potential graduand processing is now well under way. The deadline for processing students for the September/October 2006 is Friday 11 August 2006. Please make sure you use the Attendees Inquiry to ensure all students have been processed correctly.

Academic Procession
All academics will be emailed at the beginning of August to invite them to attend Session 2 ceremonies. The invitation and reply form can be found at

https://my.unsw.edu.au/student/academiclife/GraduationInvitationForAcademics.pdf

EXAMINATIONS

Academic units are asked to begin preparations for the end-of-session examinations for Semester 2. The following schedule is provided for information:

- **Friday 25 August**: Deadline for school to finalise exam paper details in NSS
- **Friday 1 September**: Deadline requests for special timetabling of examinations
- **Monday 18 September**: Deadline for lodging exam papers to be printed by Registrar
- **Friday 29 September**: Deadline for lodging exam papers printed by academic units
- **Tuesday 3 October**: Provisional timetable published
- **Wednesday 11 October**: Last day to advise of clashes, timetable corrections & changes
- **Tuesday 24 October**: Final timetable published
- **Friday 10 November**: Exams commence
- **Tuesday 28 November**: Exams end

During the Semester 1 2006 examinations an unprecedented number of corrections were made to examination papers; mostly to papers that had been produced entirely in-house by Schools. Academic units are therefore asked to pay particular attention to both the presentation and proof-reading of examination papers. Details about the preparation of examination papers are available on myUNSW at:


If further details or advice are required, please contact Grant Walter, Team Leader, Examinations & Enrolments ext 53086 or g.walter@unsw.edu.au.
CAREERS AND EMPLOYMENT

NAGCAS Employer Visits
Careers and Employment staff attended the National Association of Graduate Careers Advisory Services (NAGCAS) Sydney Employer visits. The theme of the three day event was Corporate Social Responsibility and it involved visits and talks from representatives from organisations including Westpac, Unilever, AstraZeneca, Boral and Mission Australia. The event also provided Careers staff with the opportunity to visit Careers Services at UTS, Macquarie University and UNSW. The final day was hosted by UNSW and included a talk on Graduate Programs in Professional Ethics by Professor Stephen Cohen and Associate Professor Damian Grace from UNSW School of Philosophy.

Faculty Workshops
In keeping with the success of 2005 workshops we ran 15 workshops in Session 1 for the Faculty of Science, 16 for the Faculty of Commerce and Economics and 8 for the Faculty of Engineering. That means that in 7 months we have already achieved 70% of the number of students who attended similar workshops in 2005. For Session 2 we are looking busy, having made arrangements for numerous workshops and events within the Faculties. Highlights include a repeat of our employer panel programs in Optometry and Psychology which we launched successfully in 2005.

Workshops for High School Students
Taye presented two workshops, to 54 and 83 students, as part of the GERRIC Career Development Day – a program for gifted students that allows students to explore career options that may harness their abilities and interests. Student feedback included “I found it useful to learn about what uni is all about and how important it is to build your resume” and “It was good because Taye involved the audience during the lecture”.

Taye also presented a workshop for the Faculty of Commerce and Economics Indigenous Winter School. The program runs for a week and aims to encourage indigenous high school students from around Australia to study at UNSW. Student feedback included “It was useful to be able to identify my skills which has built my confidence to strive for even higher success in later years and set huge but realistic goals” and “I wish it could have been longer”.

Workshops for International Students
Eva and Taye presented two workshops in conjunction with the International Student Service. 58 students attended ‘Preparing for the Australian Workplace’ and 56 students attended ‘Applying for Jobs Internationally’. The feedback from students was very good; “This workshop was very helpful” and “It’s excellent”.

Orientations
Careers and Employment was invited to speak at the Faculty of Commerce and Economics Undergraduate Orientation Program, the Master of Commerce Program Briefing and the Postgraduate Orientation Program for Coursework Students.

Singapore and Hong Kong
Meetings were arranged with 14 organisations in Singapore and 11 in Hong Kong. Most organisations are recruiting more graduates than in 2005 and UNSW is increasingly on their radars. There was a lot of interest in UNSW Asia and employers are keen to know when the first graduates will be available. Since the meetings Macquarie Bank, AIA and Hewitt Associates SE Asia have joined the International Employment Program to advertise their opportunities. The Government of Singapore Investment Corporation, the Monetary Authority of Singapore, Accenture Asia and Capitaland are scheduled to give Information Sessions on campus. Accenture, Macquarie Bank, Capitaland, CPA and KPMG will attend the International Careers Expo and the MTR Corporation and HSBC in Hong Kong and Barclays Capital in Singapore have placed ads on Jobs Online.
Here is a word from our volunteer Marketing Coordinator for both events: “My name is Tommy Chen and I am the Marketing Coordinator of the Vacation/Internship Careers Expo and the International Careers Expo. I started to get involved with Careers and Employment through volunteering at the UNSW Career Expo earlier this year. Since then I have made friends and have had a lot of opportunities to network.

There are so many exciting aspects about volunteering for the Careers Expo. Apart from attending the Expos, helping behind the scenes is equally rewarding. For example, the team of marketing volunteers have come up with strategies about how to market and tell students about the Expos. We had meetings and did a convergent/divergent thinking brainstorming session. We have even produced our design for the Expo flyers, how cool was that!

This year, there are more organisations coming to the Expos and 753 students have already registered to attend so it will be very exciting. So come and make the most of it - we will see you there!”

**UNSW Vacation/Internship Careers Expo** (35 organisations are registered)

Wednesday 9 August 12.00 – 3.00pm

The John Niland Scientia Building (The Galleries and foyer), UNSW. Open to all non-final year students from all Faculties.

**UNSW International Careers Expo** (14 organisations are registered)

Wednesday 23 August 3.00 – 6.00pm

The John Niland Scientia Building (The Galleries and foyer), UNSW. Open to all students seeking international opportunities.
STUDENT SYSTEMS AND BUSINESS SOLUTIONS (SSABS)

10 short observations about timetabling at UNSW
For those that haven’t yet caught up with Uni-wide timetabling here are ten things you need to know!

1. **Policy.** A timetabling policy and operational guidelines were endorsed by the Academic Board in June. The policy is at [https://my.unsw.edu.au/student/Staff/UNSWideTimetablePolicy.pdf](https://my.unsw.edu.au/student/Staff/UNSWideTimetablePolicy.pdf)

2. **Software.** The timetable will be produced using Syllabus Plus scheduling software. This is a mature product in use at a large number of Australian and overseas institutions. It is highly configurable in terms of supporting the timetabling priorities and preferences of individual institutions.

3. **Clash Free Course Combinations (CFCCs).** These will ensure student needs are supported by specifying to the timetabling system those combinations of courses which must be available clash-free so that students may fulfil program requirements and so that popular elective combinations are available. Session One CFCCs based on 2006 enrolment data are currently with program authorities for review. These need to be modified as appropriate and prioritised. Further information is available at [https://my.unsw.edu.au/student/Staff/CFCC.html](https://my.unsw.edu.au/student/Staff/CFCC.html)

4. **Data collection.** A new myUNSW Term Planning service will be introduced on 31 August. Schools will use this to enter their scheduling requests including detailed timetabling requirements. See [https://my.unsw.edu.au/student/Staff/Timetabling_Data_Collection.xls](https://my.unsw.edu.au/student/Staff/Timetabling_Data_Collection.xls) for further information on the data to be collected through this service. The deadline for provision of Session One timetabling requirements will be 6 October. Data regarding the courses to be offered for 2007 is required a little earlier, by 22 September, and this data will also be entered through the Term Planning service.

5. **Student impacts.** The timetable will remain a planning timetable produced ahead of enrolment. Students will continue to self-enrol into their chosen classes through the existing myUNSW enrolment service. The transition to Uni-wide timetabling should be seamless for students.

6. **Staff needs.** Where teaching staff are identified with scheduling requests it will be possible to accommodate the needs of teaching staff into the timetable, including allowance for at least one teaching-free day per week. School and Faculty meetings will also be incorporated into the timetable. A pro-forma will be made available to academic units in the near future to provide a process for staff to apply for special timetabling arrangements in exceptional circumstances.

7. **Teaching space.** Requirements for space and equipment will be specified through the Term Planning service. Preferred campus precincts will also be specified as part of scheduling requests. The pool of rooms to support casual bookings (including some non-standard teaching bookings) will be expanded. School space will also be incorporated into the timetabling solution with appropriate controls. Data regarding school space is currently being collected.

8. **Timelines.** Iterative draft timetables will be distributed to academic units for review and feedback throughout October/November. We expect to have a provisional Session One timetable released to staff on 17 November, with the final timetable to be released to students on 1 December. Note, timetabling and enrolment will operate on a semester by semester basis rather than an annual basis for 2007. Further information on timelines is available in a memo recently distributed to academic units [https://my.unsw.edu.au/student/Staff/2007Courses_TimetablingMemo.pdf](https://my.unsw.edu.au/student/Staff/2007Courses_TimetablingMemo.pdf)

*Item continued over page …*
9. **User Education.** Don’t panic! We will be conducting User Education activities to support staff in the transition to Uni-wide timetabling. User Education on the Term Planning service will be provided in late August/early September. We will also conduct Uni-wide timetabling overview presentations for academic staff on 8 August (2.00 – 3.00pm) and 17 August (3.00 – 4.00pm), in the Council Chamber. Enquiries regarding these sessions to timetabling@unsw.edu.au or telephone 58757 or 58056.

10. **Our goal.** Timetabling, centralised or otherwise, is inherently an exercise in balancing conflicting needs so compromises will be inevitable. However, the introduction of Uni-wide timetabling is aimed at producing a timetable that is equitable, effective and complete; takes into account the needs of both students and staff; and maximises the efficient use of space and resources. The timetabling team will do their best to meet this challenge. We ask you to support us by attending user education activities, by providing accurate data, and by reviewing and providing feedback on draft timetables.

Further information on Uni-wide Timetabling is available at https://my.unsw.edu.au/student/Staff/UNSWideTimetabling.html

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**STUDENT PUBLICATIONS**

**Portfolio Review: Discontinuation of Printed Handbooks**

On Wednesday 26 July, the Senior Management Group agreed to discontinue production of the Undergraduate and Postgraduate Handbooks.

We hope that this decision will help alleviate workload for Faculties associated with the previous double-handling of information and will facilitate a more appropriate resource dedication to the Online Handbook, as the single, most authoritative, up-to-date point of reference for official UNSW program, plan and course information.

This will also give us the opportunity to extend Online Handbook services, for example through the development of My Handbook Builder, a web application that will enable prospective students and other users to request a "Personal Handbook" e-document to be created and emailed to them. SSABS will be commencing development on the Handbook Builder later in the year and plan to expand the University Calendar to include enhanced information on UNSW services and academic programs.

Also, just a reminder that we are able to provide you with program or course extracts from the Online Handbook for use in other publications - please don't hesitate to contact Emily Middleton e.middleton@unsw.edu.au to discuss your requirements.
**STUDENT SUPPORT CENTRAL**

**UAC ADMISSIONS**

The recent UAC mid-year admissions process generated approximately 650 offers to undergraduate programs which resulted in approximately 480 enrolments for Semester 2, 2006. The team has been processing Credit Transfer applications for this intake of students, as well as approximately 1,250 Non Award/Cross Institutional applications for Semester 2.

On 12 July a forum was held to discuss UAC Admissions for 2008. The Vice-Chancellor opened the forum which was attended by Deans and senior Faculty staff, as well as representatives from the Student Recruitment Office, Equity and Diversity and Student Services. Broad agreement was reached on a number of strategies for 2008 admissions for local undergraduate applicants and work to develop these will be undertaken with Faculties over the coming months.

The Semester 2 UPP Orientation was held on Wednesday 19 July for the 200 new students commencing the University Preparation Program and was attended by Faculty representatives as well as staff from the Counselling Service (a peer mentoring program is provided for UPP students) and the Equity and Diversity Unit.

UAC applications open in early August. Reference copies of the 2007 Guide, *Key Dates for 2007 Admissions* will be distributed to Faculties and Schools in the near future. Also included in the Guide will be information on Application Procedures for 2007. **Please note new information regarding Internal Program Transfers will be included in this document**.

On time UAC applications for admission in Semester 1, 2007 close on Friday 29 September.

**STUDENT CENTRAL**

The Enrolment Support Centre in the Library closed on Friday July 14 after four weeks of operation. During this period, just over 1,000 students contacted the Centre via telephone, email and in person for advice on their enrolment. In contrast, over 7,000 students have been served at the Student Central counter in the Chancellery during the month of July.

**DIRECT ADMISSIONS**

The Direct Admissions Office has begun recruiting for a number of vacancies and expect to finalise selections shortly. Staff soon to or have recently departed include Johan Gautama, Gordon Chow, Susan Supriadi, and Angeline Fong - with Linda Nolan commencing an extended period of maternity leave. Many thanks for their contributions and good luck in their future endeavours at other areas of UNSW.

Comparative stats for Semester 2, 2006 have also recently been distributed. If you would like a copy or wish to be added to the circulation list, please contact either Kathryn Whittingham kwhittingham@unsw.edu.au or Ken Bright k.bright@unsw.edu.au.

Early numbers for Semester 1, 2007 show over 3,000 applications have been received with (approx) 1,700 offers already made.
SCHOLARSHIPS AND FINANCIAL SUPPORT

The Scholarships and Financial Support Office will be relocating to Level 12 Matthews Building; the move is currently scheduled for the week commencing 7 August. Our contact details will remain the same and we will more widely advise of our new location as soon as we are settled. We will be working with Student Central to set up systems to help manage in person student related enquiries.

Prizes

The Scholarships and Financial Support Office administers University Prizes – approximately 900 per annum with a total value of $195,000. Nominations for prizes for the 2006 academic year are required by 15 December 2006 to meet publication deadlines for the Sydney Morning Herald. The finalised list will be published on the UNSW website early in 2007.

The prize giving ceremonies are usually held between March and May each year.

For information about prizes please contact Chummy (extension 53066) or email c.aluwihare@unsw.edu.au

AusAID

Jo Ronalds and her team welcomed 6 APS students and 22 ADS students to UNSW this Semester. 31 students will be returning home at the end of July having successfully completed their programs.

The new contract with AusAID has been signed, thereby paving the way for UNSW to accept Australian Development Scholarship holders and Australian Leadership Award holders from Semester 1, 2007.

The International Compliance Team, with SAFS, undertook a benchmarking/feedback meeting with IDP on 27 July to mark the first six month anniversary of the Australian Partnership Scholarships and received very positive feedback from IDP on our performance to date.

ESOS

A reminder that the International Compliance Unit will be holding a follow-up ESOS Awareness Information Session on Wednesday 9 August. The session will run for approximately one hour and will consist of a series of scenarios with Q & A’s to conclude.

These information sessions are designed to educate new staff and re-educate existing staff of their obligations when dealing with International Students under the ESOS Act.

If you are interested in attending one of the above ESOS Awareness Sessions please email Gerry Braddon, International Compliance Officer g.braddon@unsw.edu.au

All Staff are reminded when advising International Student Visa Holders on Academic study loads that all International Students holding a Student Visa are required by law to comply with Condition 8202 of their Visa. Condition 8202 states a Student must maintain a full-time study load at all times. DIMA will only accept part-time study if the Student is enrolled in their final session.

If you have any questions regarding any ESOS matters please contact the International Compliance Officer.
COUNSELLING SERVICE &

An Academic Advisor Orientation Workshop has been scheduled for:

Tuesday 8th August 2.00 - 4.00 pm
Room 2008 Level 2 East Wing Quadrangle Building.
Registration required, phone ext 55418 or email counselling@unsw.edu.au

Resources for Academic Advisors and Students not in good academic standing
The Counselling Service has a section on our website which places a focus on the Academic Progress rules and the content of the Phoenix Rising Workshops. You and your students can now access all the Phoenix Rising information and worksheets direct from the website
http://www.counselling.unsw.edu.au/ Go to the help your self section of the website and see Phoenix Rising Workshop Online

Please do send feedback comments about Phoenix Rising Online to a.andrews@unsw.edu.au

See also the information provided on my.unsw at the following link for details of academic progress rules https://my.unsw.edu.au/student/atoz/AcademicStanding.html for both undergraduate and postgraduate coursework students.

Phoenix Rising Workshops for students are scheduled to support those not in good standing at the start of each Session.
All workshops are held in Room 2008 Level 2 East Wing Quadrangle Building.
Students should be encouraged to attend and are required to register with the Counselling Service on 938 55418 or by sending an email to counselling@unsw.edu.au.

Please refer students not in good standing to the Counselling Service and/or to the Phoenix Rising Online Workshop.

Please pass on the information about the Academic Advisor Workshop to anyone who is new to the role of academic advisor.

Academic advisor Network
All Academic Advisors are encouraged to subscribe to the Academic Advisor Network explode elist. Academic Advisors are able to subscribe (or unsubscribe) using the instructions below.
Send an email message to majordomo@explode.unsw.edu.au include in the message area the words as appropriate: subscribe academic-advisor … or … unsubscribe academic-advisor

Counselling Service staffing changes for Session 2
Senior Counsellor Claire Nabke-Hatton has taken some extended leave to undertake a professional development opportunity. Claire will return in February 2007.

New members of the team that we are very pleased to introduce are:
Cindy Nour, Rina Baterna-Daluz and Heather Hayes who are currently completing their induction program to the service and beginning to meet with student clients. Cindy, Rina and Heather will be working with us until December or February.
COUNSELLING SERVICE continued

Changes to Counselling Service First Appointment Options
The Counselling Service is under heavy demand from students for counselling appointments and our Anxiety treatment workshops are currently fully subscribed for Session 2.

In an attempt to meet the perceived unmet demand for our service we have changed the first appointment options available to students and will be offering specific workshops a little later in Session when all our staff are able to join in the workshop delivery.

Drop-In appointments are now able to be booked on the day and we are doing our best to manage our counsellor resources to provide more Drop-In first appointment options. Students must present in person to the service to be eligible for a Drop-In appointment on the day. These cannot be booked by phone.

InTake appointments are able to be booked in advance (in person or by phone) and are now only able to be booked two weeks in advance.

We are hoping that these initiatives will increase the convenience for students and provide more opportunities for first appointments with reductions in late cancellations and missed appointments.

Counselling Service contact information:
Location - Kensington Level 2 East Wing Quadrangle Building
Phone 9385 5418

Location - CoFA Ground Floor G Block, Room 05
Phone 93850733

Web: http://www.counselling.unsw.edu.au
Email: counselling@unsw.edu.au

ACCOMMODATION SERVICES

We have held meetings with representatives from the various Colleges on the UNSW Campus to produce a Housing PowerPoint presentation for the coming Careers and Courses Day. The presentation will be held at the Central Lecture Block (Lecture Room 5) at 12.10pm on Saturday 2 September.

There has been a reduction in demand for the University Apartments at the start of Session 2. Accordingly we have decided to amend our allocation policy to prevent rooms remaining vacant for extended periods. After a pre-determined cut off date vacant rooms will be offered to UNSW students who make accommodation requests at our reception counter regardless of their having registered, or not, on our housing waiting list.

As part of the Nura Gili Winter School Program, Lyn O’Brien gave a presentation to indigenous students on the services provided by the UNSW Housing Office.

To receive the UNSW Student Services Newsletter, please email unswstudentservices@unsw.edu.au
THIS MONTH THE RED BAG HAS BEEN SEEN AT ….

Photo Left: A yurt in Mongolia …

Photo right: … in the Place Vendome, Paris …

Photo left: … and at Humboldt Universität, Berlin.