FROM THE DIRECTOR

Welcome to the August edition of the newsletter. We have a new feature, ‘Who’s who in Student Services’; thanks to Ange for being our first staff profile.

Recently the Sydney Morning Herald reported on two New South Wales Universities that provided confidential student information to law enforcement officials without demanding a warrant, subpoena or an explanation. This is a timely reminder to all of us that personal student information is not released outside the University except when required or authorised by law, such as in response to a subpoena or in the case of mandatory government reporting under relevant legislation. For further information see the Student Privacy Code of Practice at https://my.unsw.edu.au/student/privacy.html.

Many of you would know by now that our Kathy Keane has opted to leave UNSW to take up residence on her farm north of Scone, NSW. Her last day at UNSW will be 31 August. We wish her every happiness as she chases dogs, rabbits and goats across her own rolling hills. Kathy has been a stalwart of Student Services for many years and has made an enduring contribution to the Department and the work of Faculties and Schools. She has been a friend and confidant to many troubled students and to staff far and wide. Kathy has given sage and welcome advice on student matters on countless occasions. We are all saddened to see her go, but pleased that she has the courage to follow her dreams. I will really miss her laughter and her fearless support.

There will be a farewell - please email me if you would like to attend.

Best wishes
Jane Gatwood

KEY DATES

August
Fri 3 Deadline for submission of Winter Session results for graduating students
Last day to process students for September graduation ceremonies
Mon 6 Term Planning/Clash-Free Course Combinations (CFCC) Review – start
Tues 14 Deadline for course catalogue updates in 2008 Online Handbook release
(Individual changes can be made after this date but will miss the main release)
Fri 10 Deadline for submission of Winter Session results
Fri 24 Deadline for school to finalise examination paper details on myUNSW
Tue 28 Graduation ceremonies commence
Fri 31 Deadline for requests for special timetabling of examinations
Census date
2008 Online Handbook published

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STUDENT SUPPORT CENTRAL

UAC ADMISSIONS
The recent UAC mid-year admissions process generated approximately 300 offers to undergraduate programs for Semester 2, 2007 and the team has been processing Credit Transfer applications for this intake of students, as well as approximately 1,200 Non Award/Cross Institutional applications for Semester 2.

2008 UAC Guide
UAC applications open in early August via UAC’s website. Reference copies of the 2008 Guide will be distributed to Faculties and Schools in the near future. Also included in the Guide mail-out will be information on ‘Key Dates for 2008 Admissions and Undergraduate Application Procedures for 2008’. **Please note new information in relation to the cohort of international students who apply via UAC International**.

On time UAC applications for admission in Semester 1, 2008 close on Friday 28 September.

HSC Plus
More detailed information is now available at www.unsw.edu.au/HSCPlus. The information is presented in Q&A format and includes;

⇒ A description of HSC Plus
⇒ Why UNSW has introduced the scheme
⇒ Who may be eligible for bonus points
⇒ UNSW programs not included in the scheme
⇒ How many bonus points an applicant may receive

Examples are provided to illustrate how the bonus system works. There is also a link to a website, developed by the Institutional Analysis and Reporting Office, where applicants can view the HSC courses included in HSC Plus for each UNSW program, performance bands required and bonus points.

We expect to receive numerous enquiries in relation to HSC Plus at Courses & Careers Day so it would be very helpful if all staff who have contact with prospective students familiarise themselves with this information. If, after reading the information on the website, you have any queries or suggestions please contact Sonia Nitchell extn 53089 s.nitchell@unsw.edu.au or Rebecca Kimber extn 53155 r.kimber@unsw.edu.au.

UNSW ASIA
The UNSW Asia transition team disbanded on Friday 27 July having successfully supported 115 students to enrol in Kensington programs for Session 2, 2007. The students are a mix of those who were enrolled at UNSW Asia and those who were holding offers to take up programs in Singapore from Session 2.

The students who were formerly enrolled at the Singapore campus will receive a Living Allowance for the duration of their program and would have received their first payment on 26 July. In addition, the University has paid for their Overseas Students Health Cover (OSHC). All students will have their visa application and medical health check costs refunded.

With thanks to everyone who participated in the team and who worked extremely hard to make the transition as seamless as possible for the students affected by the closure of the UNSW Asia campus.
STUDENT SUPPORT CENTRAL continued

DIRECT ADMISSIONS
Comparative statistics will be circulated shortly which indicate one of the biggest mid-year intakes in close to five years. In relation to undergraduate and postgraduate coursework internationals, some 1300 + students accepted and enrolled this semester - comparing that to last year with a figure of some 900 + students. Despite the increase in numbers it is important to keep in mind that the Office is processing up to four admission periods concurrently; already for Semester 1 2008 over 2000 offers have been made to international UG and PG coursework students - this is almost 60% up on this time last year.

UAC International will be the title of the new admission mechanism for UAC-eligible internationals and will open shortly. UAC have developed a different version of the normal database domestic students apply through to cater to the different needs of international students. The scope of the project includes automatic conditional offers and admission reports to agents - who were identified as a crucial link in the recruitment process. As with domestic Australian Year 12 students, HSC Plus also applies to eligible international applicants applying through UAC.

Recent farewells in the Office include team members Nathan Allan and Anna Nguyen, with recruitment action commencing shortly.

CAREERS AND EMPLOYMENT

Careers Expos in August
Careers and Employment have been planning for three Careers Expos in August, all to be held in the John Niland Scientia Building.

We are offering the second annual UNSW Vacation/Internship Careers Expo on Thursday 2 August (11.00am to 2.00pm). This is for employers interested in promoting employment opportunities to non-final year students. Currently 34 employers are registered to attend and we are again expecting over 1,000 students to attend. See http://www.careers.unsw.edu.au/student/VICE/

We are introducing a Volunteer Work Expo, also on Thursday 2 August (3.00pm to 6.00pm). The purpose of this Expo is to bring not-for-profit organisations and students together through presentations, panel discussions and company displays. Volunteering is an excellent way for students to gain experience and practical skills in their field of study, or in a field in which they are interested. The event will be open to all UNSW students from all Faculties. Companies proposing to participate will need to prove their not-for-profit status. See http://www.careers.unsw.edu.au/student/VWE/

We will be offering the third annual UNSW International Careers Expo on Wednesday 29 August (12.00pm to 3.00pm). Last year’s ICE attracted 1,100 students and 15 participating organisations. Participation in the International Careers Expo allows employers to strengthen and expand their profile with our high achieving international students and graduates from all Faculties and countries. See http://www.careers.unsw.edu.au/student/ICE/

We are delighted that 15 of our volunteers from our main Careers Expo (held in March at the Randwick Racecourse) have offered to assist with marketing and planning the Expos, as well as meeting and greeting employers at the events.

Please email d.white@unsw.edu.au if you would like to receive a promotional pack to promote these events to UNSW students. We would be delighted for UNSW staff members to attend any of these Expos to find out more about employers who recruit UNSW students and graduates.

Item continued over page
STUDENT ADMINISTRATION AND RECORDS (STAR)

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.

Entering Results

Results can now be entered for whole courses and/or individual students on myUNSW. The ‘Assessment Results’ page can be accessed via the Academic Admin tab of myUNSW. Results Controllers can select courses and enter results for some or all students in that course in a similar way to the NSS grade roster. This functionality includes the ability to view all courses in a School and see the percentage of results that are finalised or withheld in each course.

In time, entering results on myUNSW will replace the NSS grade roster but for now either method can be used to enter Winter Session results. Eccles uploads will also be accepted for Winter Session courses. These should be submitted in the normal way.

Grade Rosters will be generated by Student Administration and Records (STAR) on Thursday 26 July. Once this has occurred, results can be entered via any method. Please be aware that results saved on myUNSW or NSS grade rosters can be posted without notice. This may occur when results from Eccles uploads are being posted.

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.

Release of Results

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

CAREERS AND EMPLOYMENT continued

Hong Kong and Singapore Employer Visits
Taye Morris visited employers in Hong Kong and Singapore to promote Careers and Employment services to international organisations. Demand for talented graduates is high across a range of industries including Banking, Accounting, Engineering and IT. Organisations such as Barclays Capital Global Services, HSBC, Deutsche Bank Asia and UBS Asia are stepping up their focus on UNSW and will be presenting Information Sessions and/or attending the International Careers Expo in August.

Staff Changes
We would like to welcome our new Careers Consultant, Carmel Wallington. Carmel’s wealth of experience in recruitment, business and education makes her a great addition to the Careers and Employment team.
Assessment continued

Potential Graduands

If a final result needs to be processed for a potential graduand before other results for the class are finalised, it can be processed as follows:

- add the single result on the NSS grade roster, select the Partial Post checkbox and post the result, or
- add the single result on myUNSW and post

The result can also be sent to STAR for processing.

Please note that Potential Graduands for Winter Session have a potential completion term of 5074 (not 5077) and show with a reason of WINT on the potential graduand query.

To process a potential graduand for Winter Session, you must confirm the student for 5074 and add (F7) the Winter Session classes to the Required Classes sub-panel.

Deadline for Submission of results for students completing degree requirements
The deadline for submission of Winter Session results for graduating students is 5.00pm Friday 3 August. This deadline will allow students who are completing degree requirements following Winter Session studies to graduate in the August/September/October 2007 ceremonies.

Deadline for Submission of results for all other students
The deadline for submission of Winter Session results for all other students is 5.00pm Friday 10 August. After the 10 August Result Submission deadline, the grade rosters will be closed and all outstanding results will be given a grade of LE (Late Entry).

Concession Algorithm
Following the deadline for submission of results, the concession algorithm will be applied and, where appropriate, concessional passes awarded. As Winter Session is part of Term 5077, a Pass Conceded (PC) grade will be awarded if a student's cumulative WAM at the end of Session 1 is 55 or greater. Otherwise, the result will remain Grade Pending (GP) until the concession algorithm is applied at the end of Session 2, where further concessional passes may be awarded on the basis of the term WAM.

Late Results
After 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.

If further details or advice are required, please contact Kylie Doust, Team Leader, Academic Progression and Assessment ext 51079 or k.doust@unsw.edu.au
COMMONWEALTH SUPPORT AND FEES

Semester 2, 2007 Fee Payment Due Date – 27 July 2007
Friday 27 July was the UNSW payment due date for payment of Tuition Fees and upfront Student Contributions. Please note that the fee payment due date is not the Census date.

Census Date – 31 August 2007
The census date, Friday 31 August, is the deadline for finalisation of all details and arrangements for Commonwealth Supported Students and FEE-HELP applications.

Fee Statements
Session 2 2007 Fee Statements are now available on-line. Students have been advised of this via email and notices on myUNSW.

For further information regarding Commonwealth Support and Fees please contact csandfees@unsw.edu.au or ext 53157.

GRADUATIONS

Graduations
The Session 2 2007 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 August/September/October 2007 round of ceremonies is Friday 3 August 2007. 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

If further details or advice are required, please contact Veronika Roth, Team Leader Graduations and Data Verification ext 52435 or v.roth@unsw.edu.au

EXAMINATIONS

We are pleased to announce the release of a new exam paper management service on myUNSW called Assessment Planning. This new interface, to be found under the Academic Admin tab, will allow both Schools and Student Services to enter a broader range of exam details than possible on NSS, as well as incorporate this information into a printable certificate. It will bring multiple data sources (i.e. what used to be done on NSS together, the exam certificate and exam papers) into one flexible, user-friendly myUNSW based data source.

Item continued over page
Examinations continued

Examinations and SSABS staff will provide training on the new myUNSW Assessment Planning service to all school staff members involved with exam processing on Monday 6 August at 10.00am and Tuesday 7 August at 3.00pm – just in time for the real exam processing for Semester 2 to begin!

Please register your interest with the Examinations and Enrolments Unit exams@unsw.edu.au

The following schedule for preparations for the end of session examinations for Semester 2 is provided for information:

- **Mon 6 August**: Training for schools for myUNSW examinations module
- **Tues 7 August**: Training for schools for myUNSW examinations module
- **Weds 8 August**: myUNSW examinations module released
- **Fri 31 August**: Deadline to finalise exam details on myUNSW
- **Fri 31 August**: Deadline for requests for special timetabling
- **Mon 17 September**: Deadline for lodging papers to be printed by Registrar
- **Fri 28 September**: Deadline for lodging papers printed by academic units
- **Tues 2 October**: Provisional timetable published
- **Weds 10 October**: Last day to advise clashes, corrections and changes
- **Tues 23 October**: Final timetable published

In order to assess whether UNSW Student Services can provide additional support for supplementary and/or deferred examinations or mid-semester examinations, we recently emailed a short survey to Schools and Faculties.

We seek your assistance in completing the survey in order to provide us with sufficient detail to measure what examinations Schools conduct in-house, when and where they are conducted, and any other relevant information that will allow us to quantify the level of activity and assess options for support.

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

To receive the UNSW Student Services Newsletter, please email unswstudentservices@unsw.edu.au
WHO’S WHO IN STUDENT SERVICES
Staff Profile - Angeline (Ange) Fong, SSABS

My role in Student Services is ...
My official title is Portal Specialist for the myUNSW student portal. My main role is to maintain the business processes that provide the various services within myUNSW. The work includes identifying and pursuing fixes and enhancements to the current services and scoping the development of new services.

My earliest memory is ...
When I climbed onto my father's lap and asked for a puff of his cigarette - I would have been about 3 or 4. I took in one drag and went green in the face. Unfortunately it was in front of Dad's friends and they laughed at me. I haven't picked up a cigarette since.

At school I ...
Was as quiet as a mouse. You wouldn’t hear a peep from me … honest. (This is scarcely credible – Ed.)

I wish I’d never worn ...
Those denim shorts that went just below the knees. Not a good look!!

My passions are ...
Travelling and dragonboat racing. With travelling, I love visiting new countries; delving into the culture and getting to know people there. My focus at the moment is Asia and I try to visit one new country every year. Last year, it was Mongolia; this year, Japan. I think Morocco will be the next stop.
As for dragonboat racing, it started as a social activity but quickly became more than that. I had the opportunity to represent NSW in 2006 and have been to a few international regattas. I recently returned from Hong Kong, where we raced at Stanley and took out the Stanley Cup. But what I'm most excited about is the Dragonboat World Championship that's happening this coming September at the Sydney International Regatta Centre. GO AUSTRALIA!!

If I were a book I'd be ...
A mystery or crime novel.

Cat or dog?
Definitely dog but if no other choice but a cat, a Russian Blue (they have dog-like personalities)

I'll never forget ...
My time spent in India. I worked there as a tour guide for 6 months, taking people from Australia, UK, and the USA (mainly) around the sites and sharing with them the culture. I learnt a lot, saw a lot and did a lot. It was also then that I worked out what I wanted or didn't want in my life. A truly unforgettable experience!!

Photo right:
Ange eating Fugu
STUDENT SYSTEMS AND BUSINESS SOLUTIONS (SSABS)

Timetabling 2008 – Semester 1 Flight Schedule

From our offices on Level 12 of the Mathews Building the timetabling team are lucky enough to have a commanding view out over the inner south-eastern suburbs towards Botany Bay. It’s a dynamic view with the constant activity of planes coming and going from the airport. We can see parallels in the role of our team and that of the flight planners and air traffic controllers. At times the pressures here have seemed almost as intense as those felt by our aviation colleagues! But fortunately for us our crash landings have far less dire consequences!!

As the 2008 Term Planning season is due to kick off next week (we’ll be in touch to confirm when the service is available) we’d encourage those in need of training to contact us as soon as possible. We can organise a session in our Level 12 Mathews simulator! Express your interest by emailing timetabling@unsw.edu.au. Let us know if you have some flying hours under your belt, or if you’re a total novice. Don’t forget while you’re up here to ask Lester for a demo of our in-flight safety routine!!

Further information and details of our key dates can be found in a recent memo at https://my.unsw.edu.au/student/Staff/2008_CourseTimetablingPlanning.pdf

We’re happy to report that the commencement of Session Two teaching has been characterised by clear skies and relatively few mid-air incidents (from a timetabling perspective). CATS and SARU have been assisting with requests for ‘upgrades’ and ‘seating reallocations’ as we do like to ensure there are no passengers seated in the aisles.

Now is the time to reflect on the experiences of the last 12 months. Let us know if you’ve experienced any turbulence, or indeed if you had the holiday of a lifetime! Feedback to timetabling@unsw.edu.au

Up … up … and away!

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COUNSELLING SERVICE

Staffing Changes in our Administrative Team

David Vallance has commenced work as our part-time receptionist. David has previously been a student employee in a casual receptionist role and was successful in gaining the continuous part-time position. We congratulate David and welcome him to the position. David will be assisted in the receptionist role by Kellie Mathews - also a student at UNSW - who will step into the remaining portion of the receptionist position. Kellie is replacing Godette Haggar who is stepping into an acting position as part-time office coordinator while Georgina Barratt-See is acting Peer Mentoring Coordinator.

David and Kellie will be supported in the receptionist role by both Godette and Georgina so you can expect to meet any of the administration/reception team on the Service’s phone number, 9385 5418.
COUNSELLING SERVICE continued

Peer Mentoring @UNSW

The UPP Peer Mentoring program for Session 2 has commenced. So far 28 students have been matched with 6 mentors across 4 timeslots. Any new UPP students can still register for the program at the Counselling Service website: http://www.counselling.unsw.edu.au

Our Peer Mentoring coordinator, Georgina Barraett-See, will shortly be hosting a Peer Mentor coordinators meeting in August. If you suspect you are not on the list of coordinators, please contact Georgina on peermentoring@unsw.edu.au. Also, Georgina is interested in expanding the programs offered at UNSW in 2008. If your School or Faculty currently does not offer a mentoring program, please contact her to discuss your options for 2008. Georgina is very keen to assist you to enhance the first year experience for UNSW students.

Workshops for Session 2

The following workshops (see below) are available to students in Session 2. Registration is now open for workshops offered up to the end of Week 5. We appreciate your promotion of these workshops and your encouragement of students to enrol. More workshops are likely to be offered as the session progresses.

We would be delighted if you could display a workshop poster in your area, so please contact counselling@unsw.edu.au for a poster. Alternatively, we can supply a .PDF of the poster for forwarding to students. Students can seek further information and register, via the Counselling Service website: www.counselling.unsw.edu.au

Relaxation & Meditation

Weeks 3 to 14: Thursdays from 9/8 until 1/11, 4.00 – 5.00pm in East Wing Quad Bldg Room 1001

Managing your Time

Week 3: Tuesday 7/8, 11.00am - 1.00pm in East Wing Quad Bldg Room 2008

What makes people happy? Tips on thinking and behaving in ways that create Happiness

Week 3: Thursday 9/8, 12.00pm - 2.00pm in East Wing Quad Bldg Room 2008

Making the most of your Memory

Week 3: Tuesday 7/8, 2.00-4.00pm in East Wing Quad Bldg Room 1001

Decision Making for Postgrads

Week 4: Monday 13/8, 11.00am - 1.00pm in East Wing Quad Bldg Room 2008

POSTGRADUATE RESEARCH STUDENTS ONLY

Writers Block Demystified

Week 5: Monday 20/8, 11.00am - 1.00pm in East Wing Quad Bldg Room 2008

POSTGRADUATE RESEARCH STUDENTS ONLY

Managing Low Mood (Series of 4 workshops)

Weeks 6 to 9: Mondays 27/8 until 17/9, 11.00am - 1.00pm in East Wing Quad Bldg Room 2008

Preventing Procrastination

Week 7: Friday 7/9, 11.00am - 1.00pm, East Wing Quad Bldg Room Quad 2008

Enhance your Self-Esteem

Week 9: Thursday 20/9, 11.00am - 1.00pm, East Wing Quad Bldg Room Quad 2008
RED BAG SIGHTING .....

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