FROM THE DEPUTY DIRECTOR

Welcome!

In this issue we farewell the Scholarships and Financial Support team as they prepare to make the move to other parts of the UNSW organisation.

This issue has important information about the academic calendar changes for 2008 – most of the administrative arrangements have now been settled and we are in implementation mode. Students may have contacted staff about the changes – the October newsletter for students will answer many of their questions. The issue also has updates on the next cycle in processes from admission to assessment and graduations.

We also have another staff profile, this time from Direct Admissions. I am constantly amazed to learn about the diverse out-of-work experiences and interests of staff in the University. We really do work in a dynamic community!

Director of Student Services, and regular newsletter editor, Jane Gatwood, is “on assignment” in Asia. She’ll be back in the editor’s chair for the November issue. It promises to be a bumper edition – with news about General Education, the intriguing secondary transcript project, planned enhancements to student and academic administration systems, and arrangements for the busy end of year cycles for admission, enrolment, assessment, progression, and graduation.

Thanks to Elizabeth Davis in Jane’s office for her continuing work in putting (and keeping!) this newsletter together.

Robert Morrell

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SUMMARY OF KEY DATES

(See also the detailed Assessment and Academic Calendar dates on page 8)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tue 9 Oct</td>
<td>Provisional exam timetable published on myUNSW</td>
</tr>
<tr>
<td>Wed 10 Oct</td>
<td>Summer 07 enrolment starts</td>
</tr>
<tr>
<td>Tue 23 Oct</td>
<td>Final exam timetable published on myUNSW</td>
</tr>
<tr>
<td>Tue 30 Oct</td>
<td>Grade Rosters generated</td>
</tr>
<tr>
<td>Tue 27 Nov</td>
<td>Examinations end</td>
</tr>
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<td>Thu 29 Nov</td>
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</tr>
<tr>
<td>Tue 4 - 6 Dec</td>
<td>Faculty Assessment Review Group Meetings</td>
</tr>
<tr>
<td>Fri 7 Dec</td>
<td>9.00am OFFICIAL RELEASE OF RESULTS - All students will receive a result email in their student email account</td>
</tr>
<tr>
<td>Fri 7 Dec</td>
<td>6.00pm Results and Provisional Academic Standing available on myUNSW</td>
</tr>
<tr>
<td>Mon 10 Dec</td>
<td>Semester 1 2008 enrolment starts</td>
</tr>
<tr>
<td>Wed 12 Dec</td>
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STUDENT SUPPORT CENTRAL

Organisational move for Scholarships and Financial Support (SAFS)

From October 2007, Scholarships & Financial Support will be joining forces with the Co-Op Program to form a more integrated service for undergraduate and postgraduate coursework scholarships and holders. At the same time, Jude Forder, AusAID Officer, and Gerry BrAddon, ESOS co-ordinator, will transfer to International Student Services with the view to providing a holistic, 'one-stop-shop' for international student support. Chummy Aluwihare, who has been co-ordinating University Prizes, will move to the Graduations Team within Student Administration and Records.

Since the 'birth' of SAFS in 2005 the team has achieved a number of significant goals. For example, the roll-out of a new website to promote and inform existing and prospective students and donors about scholarships has received very positive feedback from the UNSW community, as has the recent publication on undergraduate scholarships, published under the auspices of the Student Recruitment Office. Working in concert with colleagues from IT Services and SSABS, the team has delivered a suite of system changes to the management of scholarships, including the development of an online application process and the implementation of a robust management system on NSS. To improve communication between different teams, SAFS initiated and facilitated the Scholarships Interest Group (SIG), with representation from across the University.

Colleagues in Student Services, and in particular Student Support Central, wish Janette Murdoch and all the SAFS staff continued success in their future endeavours.

DIRECT ADMISSIONS

Staffing

Recent recruitment action has been finalised and the team formally welcomes Ezzat Refaei to the vacant Admissions Clerk position, while Olivia Huang and Eric Chu have been appointed as Admissions Officers.

UAC International

Applications have been open for the last two months and already some 500 international Australian Year 12 students have UNSW as their first preference, with a potential total from all preferences of 1,600 offers. The UAC International model varies slightly from the current domestic version in that offers will be made in a progressive run cycle after the release of UAIs, as opposed to the traditional and formal set of offer rounds. Enquiries regarding UAC International can be directed to Ken Bright x58794 k.bright@unsw.edu.au , Julie Groth x53599 j.groth@unsw.edu.au and Hector Romero x51761 h.romero@unsw.edu.au.

2008 admissions period

Early comparative figures indicate strong growth in all areas processed by the Direct Admissions team, particularly in the area of postgraduate international. As an example, for that cohort the team has already processed some 2,500 postgraduate coursework international offers compared to 1,400 for the same period last year.
STUDENT ADMINISTRATION AND RECORDS (STAR)

COMMONWEALTH SUPPORT AND FEES

Denial of Service Block
The Denial of Services (DSI) block has now been placed on student accounts with outstanding debt. The block prevents access to:

- Buildings and Computer labs
- Transcripts
- Graduation
- Future course enrolment
- Receipt of examination results

The Denial of Services block appears as a Negative Service Indicator on a student’s record. Negative Service Indicators can be viewed from most NSS Panels including Student Program Plan, Customer Account and Enrolment Summary. To view details of a student’s DSI block, click on the Negative Service Indicator that appears on the student’s record. If a student has a Denial of Services block, advise them to access their online statement and arrange payment.

Refer students with enquiries about the DSI block to the Commonwealth Support and Fees Section, on ext 53119 or 53157.

Cancellation of Enrolment Session 2, 2007 – Commonwealth Supported Students
19 Commonwealth Supported Students have had their enrolment cancelled for non-payment of upfront Student Contributions. Ten of these students have now been reinstated following payment.

EXAMINATIONS

The provisional Semester 2 2007 end of session examination timetable will be released on myUNSW on Tuesday 9 October and the final timetable on Tuesday 23 October.

Examiners, lecturers and referees will be able to view details of examinations for their courses after Tuesday 9 October. The navigation path is: myUNSW > Academic Admin tab > Services for Lecturers channel > View my ... > Scheduled Exams. Course Convenors should check scheduling/materials and other details for all the exams they are running.

It is a matter of concern that proof reading of examination papers remains an issue, with many papers requiring amendment. The co-operation of Schools/Faculties is sought in relation to maintaining academic standards through appropriate proof reading of examination papers.

For information about examinations or timetabling please contact Grant Walter x53086 or email g.walter@unsw.edu.au
STAR continued

Assessment Schedule for Session 2, 2007

The Session 2, 2007 Assessment Schedule has now been finalised. Details, including dates and times of Assessment Review Group meetings, will be sent to Program Authorities, Course Authorities and Presiding Members in the next few weeks.

The main Assessment dates (Kensington and COFA) are:

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For queries regarding Session 2 assessments, please contact Kylie Doust x51079 or k.doust@unsw.edu.au

ENROLMENT

Enrolment for Summer Session 2007 will open on Wednesday 10 October 2007. Information for students concerning Summer Session will shortly be available at https://my.unsw.edu.au/student/academiclife/enrolment/SummerSemesterOverview.html. (See also the Academic Calendar story elsewhere in this newsletter.)

UNSW Student Services will again co-ordinate an Academic Advising Day, in early 2008, for new and continuing undergraduate and postgraduate coursework students enrolling in generalist or combined programs. This event will supplement rather than replace Faculty/School based Academic Advising activities.

As we need to publicise all Academic Advising activities, would Faculties and Schools please advise Grant Walter x53086 or g.walter@unsw.edu.au of their proposed undergraduate and postgraduate coursework advising schedule/activities as soon as possible.

For information about enrolment please contact Grant Walter x53086 or g.walter@unsw.edu.au

GRADUATIONS

Late Session 1 2007 and Winter Session Completions

At least one late reserved graduation ceremony will be held on 13 or 14 December for students who missed the August-October ceremonies. If there are a large number of students, we may run an additional ceremony.

Students to be added to the list for these late ceremonies, must be confirmed on NSS for Term 5074. We also recommend you email the Grads Team to ensure the student is added to the list. Please also ensure any late Honours recommendations are submitted for these students as soon as possible.

Item continued over page
STAR continued

GRADUATIONS continued

Session 2 2007 Completions
The Potential Graduand Identifier for Term 5077 has now been run and potential graduand records have been created. Program authorities are now able to run the potential graduand query and statements and review students for graduation and process changes on NSS. Please ensure you also check last session’s potential graduand list and update any students who were not completed for graduation.

If you are new to graduations processing and will be required to process potential graduand records, please contact the Grads Team to arrange a training session.

Grads Team contacts:

Veronika Roth       Ext 52435       v.roth@unsw.edu.au
Ben Carthy          Ext 51768       b.carthy@unsw.edu.au

CAREERS AND EMPLOYMENT

NSW Minister for Women, Verity Firth launched an exciting new mentoring program for female students at the University of New South Wales on Wednesday 5 September. The Lucy Mentoring Program targets female students studying business, finance, economics, accounting and law, pairing them with mentors in senior management positions and offering them the opportunity to spend 35 hours in their mentor's workplace. The program, coordinated by Taye Morris, UNSW Careers and Employment, aims to help students achieve senior leadership positions in both the private and public sectors.

Photo below left: Prof Richard Henry, DVC (Academic) with the Lucy Mentees
Photo below right: The Hon Verity Firth MP, at the launch

For more photos and a video of the launch see:
The Pro-Vice Chancellor (Students), Professor Joan Cooper, is now communicating regularly with students through a newsletter called Low Down. Students and staff can view the October newsletter at https://my.unsw.edu.au/student/PVCnewsOct07.html.

**Academic Calendar Reform – Communication with Students; Key Dates; Summer Term**

A number of arrangements for the 2008 academic calendar have now been finalised. Details are included in the October Low Down newsletter (see previous story). The following should be noted by staff.

**New terminology**

“Semester”, “Summer Term” and “Teaching Period” will be used in future to describe the key periods in the calendar. “Sessions” has been retired!

**2008 teaching periods**

2008 teaching period dates can be found at https://my.unsw.edu.au/student/resources/AcademicCalendar.html.

The majority of courses will continue to be offered in the main teaching periods. However a range of General Education, elective, and postgraduate courses are expected to be offered in the shorter 6 or 4 week periods. Program and School Advisors should urge students to check the teaching periods and class meeting times carefully for all courses they propose to enrol in. Where students are enrolling in courses in both main and shorter teaching periods in a semester they should check that classes don’t clash.

**Administrative changes**

A number of changes to business rules and processes are being introduced to support the new academic calendar:

- The deadline for students to **add a course** is the first week of classes for all teaching periods;
- The deadline for students to **discontinue a course without failure** is the end of teaching Week 6 for the main teaching periods in Semesters 1 and 2, and the census date for all other teaching periods;
- **Census dates** for courses will be set for each teaching period; and tuition fee, HECS-HELP, and FEE-HELP will be **charged and payable** by teaching period. Students who discontinue their program or a course (unit of study) after the relevant teaching period census date will remain liable for the fees incurred;
- **Fee statements** will summarise information by Semester / Summer Term, and will include enrolment and fee details for all courses taken in teaching periods associated with a Semester / Summer Term;
- Further details about fee processes will be included in the **November** newsletter.
SSABS continued

Summer Term 2007-8

All courses will be offered in the new calendar, that is, within either the 8 week teaching period (commencing 26 November 2007) or one of the two four week teaching periods (commencing 26 November 2007 and 7 January 2008). The offering period for courses may change from previous years.

- Enrolment in the Summer Term is **not compulsory** for students (though some undergraduate students who commenced their program in mid-year will take core courses in the Summer Term);
- A few courses may be offered over more than 8 weeks in Summer Term 2007/8 (e.g. 1st year Science and Engineering courses offered primarily to students who commenced in Semester 2);
- No courses will be offered in February – it is a “teaching free” month, allowing all students a break from study. That said, Summer 2007/8 is the transition period for the new Calendar, and some courses will have learning activities that run in February;
- The **census date** for all 2007/8 Summer Term courses is **3 February 2008**;
- The 2007/8 Summer Term **class schedule** was published on the class timetable website at [http://www.timetable.unsw.edu.au](http://www.timetable.unsw.edu.au) on **Tuesday 2 October 2007**. Students are able to search for courses by teaching period offerings;
- Students will be able to **enrol** in Summer Term courses from **Wednesday 10 October 2007**. Students will be able to enrol in courses offered in any of the Summer teaching periods from this date.
- Students planning to enrol in Summer Term courses should read carefully the 2008 Handbook course entry [http://www.handbook.unsw.edu.au](http://www.handbook.unsw.edu.au), as well as the **class notes** for the course on myUNSW; and note the **teaching period** and **class meeting date** details on the class timetable.

Week Zero

**WEEK ZERO**

Week Zero is being introduced as the official first week of Semester 1 and Semester 2 at the Kensington and COFA campuses. It is the week before the commencement of the main 12-week teaching periods. All students should ensure that they are available to attend in Week Zero.

A range of activities are held in Week Zero, including: O-Week (for commencing students), introductions to laboratories (for both 1st year and some later year courses); projects week (e.g. at COFA and in the Faculty of Engineering); field trips; and residentials (for some programs).

While no formal class teaching takes place in Week Zero, a range of compulsory academic activities are held in some programs and courses. Students should note carefully the advice provided by program offices and course offices. In particular, students should read carefully the **class notes** for courses on myUNSW for instructions regarding course activities in Week Zero. Faculties will make information available to students regarding specific program activities.
SSABS continued

New Academic Calendar Key Dates

2007

Tuesday 2 Oct  
Summer Term 2007/8 timetable published

Wednesday 10 Oct  
Summer Term enrolment commences

Monday 26 Nov  
Semester 1 2008 timetable published

Monday 26 Nov  
Summer Term commences (8 week and first 4 week teaching periods) [Kensington and COFA]

Monday 10 Dec  
Semester 1 2008 enrolments commence (progressively; staggered by appointment)

2008

Monday 7 Jan  
Summer Term – second 4 week teaching period commences [Kensington and COFA]

Sunday 3 February  
Summer Term – census date for all courses

Monday 3 March  
Semester 1 commences – Week Zero [Kensington and COFA]

Monday 10 March  
Classes commence - 12 week and first 6 week teaching periods [Kensington and COFA]

Further Information
Academic Calendar information for students:
https://my.unsw.edu.au/unsw/CalendarFAQstudents.html

Academic Calendar information for staff:  https://my.unsw.edu.au/unsw/Calendar.html

UTES - User Training, Education and Support – Web Pages Updated

User resources on the UTES pages on myUNSW have been updated – easier to read; easier to access resources. To access the site, log into myUNSW and click on the User Training, Education & Support (UTES) link in the Academic Admin tab.

ECCLES Training

Yes it’s back, by popular demand, just as big and as better as ever! Eccles is the Excel-based system used by most schools to obtain class lists and provide results back to NSS.

Classes will be scheduled shortly before the start of the end of year assessment cycle. If you’re interested in attending a session, contact David England  d.england@unsw.edu.au

Dates and venues will be published on the UTES page on myUNSW as soon as they’re confirmed.
The UNSW Counselling Service is pleased to announce the following series of workshops during Safe Work Australia Week:

**STUDENTS AT RISK**

**What the Students at Risk workshop is about**
This workshop helps you to recognise signs and symptoms of students at risk, to talk to at-risk students about seeking help, as well as advice on where to refer them to. This workshop also has a practical component, allowing you to practise these skills through case scenarios.

**Who should attend?**
This workshop helps prepare you to assist at-risk students when the situation arises. Therefore, these workshops will benefit staff members who deal with students on a regular basis, as well as their managers. Below are the dates and times for workshops for various staff groups:

<table>
<thead>
<tr>
<th>Group</th>
<th>Venue &amp; Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisors</td>
<td>Monday 22 October 3.00 – 5.00pm</td>
<td>Room 2008, Quadrangle Level 2, East Wing</td>
</tr>
<tr>
<td>Professional and Technical Staff</td>
<td>Tuesday 23 October 11.00am – 12.00pm</td>
<td>Room 2008, Quadrangle Level 2, East Wing</td>
</tr>
<tr>
<td>Program/Course Coordinators, First Year Coordinators, or other academics</td>
<td>Wednesday 24 October 2.00 – 4.00pm</td>
<td>Room 2008, Quadrangle Level 2, East Wing</td>
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<tr>
<td>COFA staff</td>
<td>TBA</td>
<td>TBA</td>
</tr>
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**Relaxation & Meditation**

**What the Relaxation and Meditation workshop is about:**
This workshop, as its name suggests, is to help you relax and de-clutter your mind to keep you in good mental shape for work. We are offering the one workshop, held at three different times:

- Wednesday 24 October, 12.30 - 1.30pm
- Thursday 25 October, 12.00 – 1.00pm
- Friday 26 October, 3.00 – 4.00pm

All relaxation workshops will be held in Room 2008, Level 2, East Wing Quadrangle

Sign up for the Students At Risk and Relaxation and Meditation workshops at [http://www.counselling.unsw.edu.au/rsvp.html](http://www.counselling.unsw.edu.au/rsvp.html)
WHO’S WHO IN STUDENT SERVICES

Julijana Baric, Direct Admissions

What do you do?
I’m currently acting as an Assessment Officer in the Direct Admissions Office. I deal with International and local students on a daily basis and assess their eligibility for entry into Undergraduate and Postgraduate programs. My role includes a number of different tasks ranging from processing applications to assessing English proficiency, running various reports, supervising staff; the list goes on and on.

How long have you worked for UNSW?
5 loooong years …

Earliest childhood memory?
Chucking a tantrum in K-Mart because I wanted the “My Child” doll. My argument was that I had already kissed the nose and according to the TV ad the doll was MINE … FOREVER!!!! We left K-Mart with me in tears, kicking and screaming; my Mum was not impressed - as you can imagine. I was in a lot of trouble once we got home. FYI - I never got the “My Child” doll, I wasn’t game enough to ask for it again!

At school I was
… not very cool, laughed a lot and talked too much!! (Manager’s note - same applies now at work!)

I wish I’d never worn
… Angelina Jolie’s outfit from Tomb Raider to a fancy dress party, where only 5 of us dressed up!!!!! Not a good look unless you actually are Angelina!!!

The most inspirational person I know is
… Bert Newton - ahahahaaaa not really. My Parents - I could list all of the reasons why, but the list would never end!

Best part of my job is
… The people, dealing with so many diverse cultures and backgrounds, both within and outside of the office. Another bonus is that I got to travel to Thailand for an expo last year and to Malaysia this year which was a great experience both for my personal and professional development.

My worst habit is
… red wine!

If I wasn't working here I'd be
… a rock star in a rock band - lead singer of course, touring the world!!!!!

The meaning of life is
… to love and to be loved!