FROM THE DIRECTOR

Dear Colleagues across UNSW,

Welcome to the April newsletter. This will be the last newsletter from Student Services which will cease to exist as a Department on 30 April. A new structure for the portfolio of the Pro-Vice-Chancellor (Students) and Registrar has been agreed and is reproduced for you on page 2 of this newsletter. You will see that the Student Management Group is headed by Kathryn Whittingham and Academic Administration (previously known as SSABS) by Robert Morrell. The Director of Student Development is a new position and will be advertised.

It has been a great pleasure working at UNSW and I will miss it and you.

Thank you in particular for all the laughs we have shared along the way.

With my best wishes

Jane

SUMMARY OF KEY DATES

Friday 11 April  
Semester Two 2008 Provisional Teaching Timetable released (to staff)

Monday 21 April  
Deadline for submission of exam papers for printing by STAR

Monday 28 April  
Semester Two 2008 Teaching Timetable released (to students)

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STUDENT ADMINISTRATION AND RECORDS (STAR)

STUDENT CENTRAL

Information regarding enrolment for Semester 2, 2008 is currently being finalised and will be communicated very soon.

ACADEMIC PROGRESSION

The Semester 1, 2008 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 Assessments dates (Kensington and COFA) are:

- Tues 3 June: Grade Rosters generated
- Thurs 26 June: Examinations end
- Thurs 3 July: 6.00pm DEADLINE: electronic submission of results by Eccles
- Fri 4 July: 9.00am DEADLINE: online entry of results on to Grade Rosters
- Tues 8 – Thurs 10 July: Faculty Assessment Review Group Meetings
- Fri 11 July: 9.00am Official release of results. All students will receive a result email in their student email account
- 6.00pm Results and Academic Standing available on myUNSW
- Wed 16 July: 5.00pm DEADLINE: submission of University Medal Recommendations

For queries regarding Semester 1 assessments, please contact Michelle Chhuy on ext 51079 or m.chhuy@unsw.edu.au

EXAMINATIONS

Important dates
21 April: Deadline for submission of exam papers for printing by STAR

Mid-term tests

The Squarehouse may be available for mid-term tests.

For Semester 1 2008 only, STAR will co-ordinate requests to book examinations/tests in the Squarehouse.

Venues are:

- **Kingsford Room** – capacity 140 (available only as a combined room)
  - Kingsford 1 and/or Kingsford 2 are not available separately
- **Anzac Room** – capacity 100

We can also assist with the provision of trained invigilation staff

For further information please contact Grant Walter x53086 or g.walter@unsw.edu.au
EXAMINATIONS continued

The new academic calendar adopted from 2008 requires a number of changes to the way examinations are conducted. The principal changes are:

- a shorter examination period
- timetabling of examinations in 3 exam periods each day
- exams on Saturdays

In order to accommodate the proposed number of exams in a 3 exam per day schedule, exams in June 2008 will be scheduled Monday to Friday as follows:

- Morning 08:45 – 12:00 (3 hour examinations)
- Afternoon 13:45 – 16:00 (2 hour examinations)
- Evening 17:45 – 20:00 (2 hour examinations)

Examinations on Saturdays will be scheduled:

- Morning 08:45 – 12:00
- Afternoon 13:45 – 17:00

All evening and Saturday examinations will be held at Randwick Racecourse.

The number of examinations timetabled to occur on an evening or a Saturday will be restricted to the minimum necessary to meet Faculty needs.

Evening examinations will be restricted to examinations of 2 or less hour’s duration. In scheduling of evening examinations, preference will be given to examinations where course convenors have specifically requested an evening exam.

Saturday examinations will be restricted to examinations of 2.5 or 3 hours duration. In scheduling Saturday examinations, preference will be given to examinations where course convenors have specifically requested a Saturday examination.

Please note that while we attempt to meet reasonable requests for preferential scheduling, the scheduling of Semester 1 2008 examinations is particularly challenging. We regret that some examinations will need to be scheduled in the evening, or on Saturday, where this not the preference of the examiner.

GRADUATIONS

The processing deadline for Semester 1 graduation ceremonies has now passed. However, students may still be added to the All Faculties ceremonies to be held in May, provided processing time is adequate. Please note students will not be added to the Faculty specific ceremonies and will only be allocated to the All Faculties ceremonies on Monday 19 May 6.30pm, or Tuesday 27 May 6.30pm. Please consult the Graduations team before advising students about graduation details.

For further information regarding graduations please contact Ben Carthy b.carthy@unsw.edu.au or Mai-Lynda Jackson m.jackson@unsw.edu.au
COMMONWEALTH SUPPORT AND FEES

Semester 1, 2008
As you are aware the census date Teaching Period One (T1) and Teaching Period One A (T1A) for Semester 1, 2008 was 31 March 2008. The Commonwealth Support and Fees Section will commence cancelling the enrolment of Commonwealth Supported Students who have failed to make an upfront payment of their Student contributions in the week beginning 7 April. Faculties and Schools will be provided with a list of students who have had their enrolment cancelled by 11 April.

Denial of Services Block
A Denial of Services Block will be added this week to the records of students who have outstanding fees. A Denial of Services Block prevents access to the following Services:

- receipt of examination results
- access to buildings and computer labs
- release of transcripts
- graduation
- future course enrolment

For further information regarding Commonwealth Support and Fees, please contact csandfees@unsw.edu.au or ext. 53119

STUDENT SUPPORT CENTRAL

DIRECT ADMISSIONS

Semester 1 2008 has proven to be one of the biggest admissions periods for over five years, particularly in regard to international numbers with acceptances up by 16%. A significant success has been through the new UAC International model, this year managed by the Direct Admissions team with final comparative numbers shaping up as below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
<th>Arts</th>
<th>FBE</th>
<th>COFA</th>
<th>Business</th>
<th>Engineering</th>
<th>Law</th>
<th>Medicine</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>273</td>
<td>20</td>
<td>22</td>
<td>4</td>
<td>94</td>
<td>86</td>
<td>10</td>
<td>10</td>
<td>27</td>
</tr>
<tr>
<td>2007</td>
<td>210</td>
<td>16</td>
<td>15</td>
<td>5</td>
<td>71</td>
<td>55</td>
<td>13</td>
<td>16</td>
<td>19</td>
</tr>
<tr>
<td>2006</td>
<td>192</td>
<td>13</td>
<td>13</td>
<td>1</td>
<td>93</td>
<td>38</td>
<td>9</td>
<td>4</td>
<td>21</td>
</tr>
</tbody>
</table>

Processing for Semester 2 is well and truly underway with the office receiving some 700+ applications from overseas exhibitions alone - just within the last two weeks. Already, collectively over 3,000 offers have been made with almost 200 acceptances.
The Semester Two Provisional Teaching Timetable will be released to staff on Friday 11 April. Program authorities are asked to check timetables for their cohorts of students carefully. Course Convenors should also carefully check the delivery structure, teaching weeks, allocated teaching spaces and timetable for their courses.

All academic staff are also advised to check their personal teaching timetables (noting that in some Schools adjustments to teaching allocations may be made after the timetable is released, but in keeping with the days/times allocated).

Any issues with the Provisional Timetable or requested changes should be notified to timetabling@unsw.edu.au, or your timetabling contact in the Scheduling and Academic Requirements Unit.

Please note that while we are willing to consider changes to the teaching timetable for valid reasons while the timetable is in provisional status, we are reluctant to make non-critical changes once the timetable has been released to students and even more reluctant to do so once students have commenced enrolling.

Late changes to the timing of classes can seriously inconvenience those students who have constructed their timetable and made their choice of classes on the expectation that the timetable is finalised. Once enrolled, many students arrange other commitments including work and childcare etc.

A reminder re the following Key Dates and Deadlines

Semester Two 2008 Teaching Timetable

Friday 11 April: Semester Two 2008 Provisional Teaching Timetable released (to staff)
Monday 28 April: Semester Two 2008 Teaching Timetable released (to students)
Monday 12 May: Semester Two 2008 enrolment commences progressively by enrolment appointment

Proposed dates for the Semester One 2009 Teaching Timetable

Sunday 14 September
myUNSW Term Planning deadline for all Summer Term 2008/09 courses to be offered in teaching period U1B and all Semester One 2009 courses.
Timetabling requirements deadline for Semester One 2009 centrally timetabled courses.

Wednesday 1 October
DEEWR reporting/publication deadline for courses with a census date between 1 January and 30 June 2009 (i.e. all Semester One courses and Summer Term 2008/9 courses commencing in the teaching period after Christmas i.e. U1B)

Friday 7 November
Semester One 2009 Provisional Teaching Timetable released (to staff)

Friday 21 November:
Semester Two 2009 Teaching Timetable released (to students)

Thursday 4 December:
Semester One 2009 enrolment commences (TBC) progressively by enrolment appointment
SSABS continued

UNSW Handbook 2009

Work on the UNSW Handbook for 2009 is set to start soon. Although we are unable to provide exact dates yet, we anticipate that Faculties and Schools should be able to start editing and updating the 2009 content around the end of April/beginning of May. Amendments to the course catalogue data for inclusion in the UNSW Handbook 2009 will also start at this time. Once we have successfully rolled forward 2008 handbook data to 2009, an email will be sent to all handbook editors giving notice that editing can begin.

The UNSW Handbook will be released during the last week of August, in time for this year’s Courses and Careers Day which is to be held on Saturday 6 September. All handbook editors will be given until mid-August to review their Faculty’s handbook content before the batch deployment process begins. In this process all 2009 program, plan, and course records that are active and ticked for publication will be deployed to the new UNSW Handbook 2009 website.

More information on the handbook editing process, along with handbook key dates will be included in the email sent to handbook editors after the roll-forward has completed.

Two new faces in SSABS are also heading the UNSW Handbook team this year, so if you need any help, please do not hesitate to contact Nino Maulana n.maulana@unsw.edu.au or Keryl Harman keryl.harman@unsw.edu.au. If you think you may also need to update your CMS Online Handbook training, please contact David England d.england@unsw.edu.au.

CAREERS AND EMPLOYMENT

O Week 2008

Careers and Employment arranged 10 workshops in O-Week 2008 with an impressive attendance of 1,450 students. Topics included:

- Get that Part-Time Job
- Applying to Graduate Programs Online
- Deloitte Presents: What Employers Want in Graduates
- Institute of Chartered Accountants Presents: Work Experience for First Years
- Boston Consulting Group Presents: The Case Study Interview

Full workshop schedule available at www.careers.unsw.edu.au/careered/workshops
Faculty staff members are welcome to attend to meet employers of UNSW graduates, and are invited to advertise this event to their students.

**CAREERS AND EMPLOYMENT continued**

21st Annual UNSW Careers Expo in 2008!
Thursday 10 April

*Get your career off to a flying start!*
*Students from all years of study welcome*

From 22 employers in the first year the Expo was offered to students, a record 150 employers are already booked in for 2008.

**Where?**
Randwick Pavilion and Shannon Room, AJC Convention Centre, Royal Randwick Racecourse

**Getting there?**
Free parking is available at the Racecourse.
Shuttle buses will operate from Gate 2 and Gate 9, High Street.

**Hours?**
Priority Hour: 12.00 – 1.00pm (for final year students who have attended an Expo Preparation workshop ‘Make a positive impression before the rush!’)
All Students and graduates: 1 - 5pm

**Registration?**
Register at [www.careers.unsw.edu.au](http://www.careers.unsw.edu.au)
Also see participating organisations, workshop schedules and tips on preparing for the Expo

*NB Students, please bring your student card!*
COUNSELLING SERVICE

Achieve Your Personal Best

We have recently revamped the self-help section of our website and now have great resources on a variety of Academic enhancement, Life management skills, and Personal Development topics, such as;

Anxiety, coping with trauma, grief, dieting and body image, depression, procrastination, perfectionism, self-esteem, stress management, time management, communication, relationships, relaxation, student life, drugs and alcohol, and study skills. Please refer students to our website http://www.counselling.unsw.edu.au/help_yourself/index.htm

Back on Track

*Back on Track* is a personalised program to assist students to get ‘back on track’ with their studies. This program is for all undergraduate and coursework postgraduate students who:

- thought that they could have done better in their studies last semester
- are on an academic standing of Referral or Probation
- plan to return from a period of Suspension
- have re-enrolled after a period on Exclusion

Please refer appropriate students to the *Back on Track* website [www.backontrack.unsw.edu.au](http://www.backontrack.unsw.edu.au) or contact the *Back on Track* program for further details at backontrack@unsw.edu.au

Peer Mentoring

There are now 21 mentoring programs running for Semester 1. The Counselling Service staff trained over 600 students up to the end of Week Zero. This year all Faculties are running mentoring programs and supervision of mentors is ongoing.

Week Zero

In Week Zero the Counselling Service ran 14 different workshops for new and returning students under the MyStart and ReStart banners. Registration and attendance details were as follows:

- MyStart (1st year students) 180 registrations 345 attendees
- ReStart (returning students) 223 registrations 153 attendees

**Total attendees at our workshops 498 students.**

Overall it was a successful outreach to new and continuing students.

Counselling Service workshops

The following workshops are being offered to students in April: Managing Low Mood, Working in Groups, Relaxation and Meditation, Preventing procrastination, Demystifying the Student-Supervisor Relationship, Exam Anxiety, Improving Relationships (female), Improving Relationships (male) and Taking Charge of Fear and Anxiety.

For further details, see our website: [www.counselling.unsw.edu.au](http://www.counselling.unsw.edu.au)