Today’s Speakers

Dan Bruce
Deputy Director (Teaching & Learning), CET

Peter O’Carroll
Lecturer
Learning Centre

Dr Sophia Barnes
Student Experience Coordinator
Student Support Services

Wencong Chai
Head of Admissions

Kelly Wang
International Student Programs Officer
University of Sydney Union (USU)

Introduction to Faculties
Dear DEC 10 Student,

Thank you for completing this short survey. Your responses help us improve our courses.

Good luck with your future study!

CET Teachers, Admin Staff and Managers

**Friday Awards Ceremony**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>9.30am-11.15am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 2</td>
<td>12.10pm-1.30pm</td>
<td></td>
<td></td>
<td></td>
<td>Students who arrived in Nov 2015 (DEC10)</td>
<td>Students who arrived in Jan 2016 (DEC5)</td>
<td></td>
</tr>
<tr>
<td>Session 3</td>
<td>1.40pm-3.00pm</td>
<td></td>
<td></td>
<td></td>
<td>Students who arrived in Oct 2015 (DEC15)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This information is also in your DEC10 Week 10 booklet.
Introduction to Faculties
A message from CET

reflection  engagement  experimentation  open-mindedness  questioning
The Learning Centre: an orientation for CET students

Presenter: Peter O’Carroll
Learning Centre
Contacting the Learning Centre

Level 7
Education Building
Manning Road

Email: learningcentre@usyd.edu.au
Web: www.sydney.edu.au/lc
Phone: 9351 3853
Fax: 9351 4865
What is the Learning Centre?

- Our purpose is to help students at all levels to build or adjust the skills needed for university.
- We have expertise in English linguistics and education.
- Our help is free of charge to all students who are enrolled at Sydney Uni.
Academic expectations

As a university student, you are expected to:

- be autonomous: motivate yourself, know how to find and use information
- manage a large and irregular workload
- attend lectures and submit assignments on time
- actively seek help and information when you need it
- think, read and write analytically and critically
- write the right academic genre for an assignment (e.g. essay, report, case study, critical review, annotated bibliography, etc)
- behave with academic honesty (i.e. correct referencing and no plagiarism)
What we can do for you

Learning Centre services

- Individual appointments
- Support programs within some specific units of study
- Online resources - e.g. Help Yourself or The Write Site
- Central workshops throughout the year
The Learning Centre provides resources for students to build and extend the skills they need for study and research at university.

The Learning Centre’s services include a wide range of workshops throughout the year on academic writing, research and other skills, as well as individual consultations, discipline-specific support programs within some faculties, and both online and print resources for students.

We are located on the Camperdown and Cumberland campuses, and are committed to helping both undergraduate and postgraduate students achieve their academic goals.
The Learning Centre provides resources for students to build and extend the skills they need for study and research at university.

The Learning Centre’s services include a wide range of workshops throughout the year on academic writing, research and other skills, as well as individual consultations, discipline-specific support programs within some faculties, and both online and print resources for students.

We are located on the Camperdown and Cumberland campuses, and are committed to helping both undergraduate and postgraduate students achieve their academic goals.
What is the right way to write references?

There are quite a few different ways of writing references (also called citations). The referencing conventions (also called citation styles) are usually named after a university or professional body which uses them, or which wrote the rules (e.g. Harvard, American Psychological Association, Oxford). Generally, each discipline, school, department and/or faculty has one or more systems which they prefer students and other scholars to use.

Students should be told which system to use by their lecturer, school, department and/or faculty at the beginning of the year or semester — either in a set of general guidelines, the outline for the unit of study or in the instructions for a particular assignment. Occasionally, students will be allowed to choose the citation style they prefer, as long as it is consistently used. If you don’t know what referencing system is expected, however, it is a good idea to ask.

References in an essay or other academic text usually have two parts. The first part is inside your text, immediately after the source material you are paraphrasing or quoting. This first part is very short: depending on what system you are using, it is usually just a number — e.g. [1] for a numbered set of footnotes, or [3] for a numbered set of endnotes — or else a set of brackets enclosing the author(s) and year of publication — e.g. (Oppenheimer & Rada, 2007).

The second part of the referencing/citation contains the complete details about the source. Depending on the system you are using, it is either in a footnote at the bottom of the page, in a numbered list of endnotes at the end of your paper, or in an alphabetical reference list at the end of your paper.

Different citation conventions have different rules about the order of Information and formatting such as underlining, italics and punctuation. These are set out in published referencing/citation style guides for each system, which you can find in the library. You can use software such as Endnote if you have a lot of references, to automatically apply the right format to each reference. Endnote can be downloaded for free from the library’s site. The library also runs classes on using Endnote. (See links to the library, on the right.)

For more on this topic, see the links on the right...
The Learning Centre provides resources for students to build and extend the skills they need for study and research at university.

The Learning Centre’s services include a wide range of workshops throughout the year on academic writing, research and other skills, as well as individual consultations, discipline-specific support programs within some faculties, and both online and print resources for students.

We are located on the Camperdown and Cumberland campuses, and are committed to helping both undergraduate and postgraduate students achieve their academic goals.
LEARNING RESOURCES FOR STUDENTS

Online Resources

- The Getting Your Message Across in Science site provides guidelines and examples of how to give a successful oral presentation and how to make a poster. Authentic footage of student presentations given in the School of Biological Sciences is used to illustrate the skills of presenting. In addition, activities in evaluating both oral presentations and posters are included.

- The Write Site provides online support to help you develop your academic and professional writing skills. There are modules on grammar, using sources and structuring assignments.

- The WRiSE (Writing a Report in Science and Engineering) site is an online learning environment designed to help you develop and improve your report writing skills in science and engineering.

- The Write site contains interactive tutorials to help engineering students to improve their assignment writing across the undergraduate years. It is especially useful for students writing their 3rd or 4th year thesis or project report.

- Help Yourself provides quick answers to the most common questions and problems for students, from first year undergraduates to PhD students. It also includes links to follow for more detailed information.
The WriteSite provides online support to help you develop your academic and professional writing skills.

Each module provides descriptions of common problems in academic and professional writing and strategies for addressing them. You will see samples of good writing and also do some practice activities in error correction.
The Learning Centre provides resources for students to build and extend the skills they need for study and research at university.

The Learning Centre's services include a wide range of workshops throughout the year on academic writing, research and other skills, as well as individual consultations, discipline-specific support programs within some faculties, and both online and print resources for students.

We are located on the Camperdown and Cumberland campuses, and are committed to helping both undergraduate and postgraduate students achieve their academic goals.
What we can do for you

Workshops coming soon...

**March/April Program**
Monday 14 March – Friday 29 April  
Registration: Monday 7 March

**Honours Program**
Tuesday 29 March – Thursday 31 March  
Registration: Monday 21 March

**Exam Preparation**
Monday 2 May – Friday 27 May  
Registration: Tuesday 26 April

**Postgraduate Research Program**
Monday 13 June – Friday 8 July  
Registration: Tuesday 7 June
Examples of workshops

Academic Writing

- Essay Writing
- Paraphrasing and Summarising
- Writing in an Academic Style
- Clearer Writing
- Functional Grammar for Academic Writing
Examples of workshops

Learning skills

- Concentration and Procrastination
- Managing Time
- Preparing for Exams
- Spoken presentations
- Working in groups
- Discussion Skills
The Learning Centre provides resources for students to build and extend the skills they need for study and research at university.

The Learning Centre’s services include a wide range of workshops throughout the year on academic writing, research and other skills, as well as individual consultations, discipline-specific support programs within some faculties, and both online and print resources for students.

We are located on the Camperdown and Cumberland campuses, and are committed to helping both undergraduate and postgraduate students achieve their academic goals.
The Learning Centre provides resources for students to build and extend the skills they need for study and research at university.

The Learning Centre’s services include a wide range of workshops throughout the year on academic writing, research and other skills, as well as individual consultations, discipline-specific support programs within some faculties, and both online and print resources for students.

We are located on the Camperdown and Cumberland campuses, and are committed to helping both undergraduate and postgraduate students achieve their academic goals.
We do not

- Proof read assignments
- Edit writing
- Teach general English language courses
Contacting the Learning Centre

Level 7
Education Building
Manning Road

sydney.edu.au/lc

Email: learning.centre@usyd.edu.au
Web: www.sydney.edu.au/lc
Phone: 9351 3853
Fax: 9351 4865
Enjoy your study here at the University of Sydney. I’m sure it will prove to be a very stimulating and rewarding experience for you.
STUDENT SUPPORT SERVICES

Information Presentation

Presented by
Dr Sophia Barnes
Student Experience Coordinator
Student Support Services
Student Support Services

Services for Students

- Aim to help you achieve your goals while at University by providing a range of personal, academic, welfare, administrative and other support services.

- These services are available to you at all stages of your University of Sydney student career and are free of charge.
Campus life

- Accommodation
- Clubs and societies
- Student representation
- Maps and locations
- What's on
- Getting to campus
- Food, shops and bars
- Life in Sydney
- Health, wellbeing and success
- Sports and fitness
- Safety and security
Student Support Services
Student Support Services

What services do we provide?

The following services are located on Level 5, Jane Foss Russell Building:

- Aboriginal and Torres Strait Islander Student Support
- Careers Centre
- Child Care Information Office
- Counselling and Psychological Services (CAPS)
- Disability Services
- Student Accommodation Services

Other support services include:

- Learning Centre (Level 7, Education Building)
- Mathematics Learning Centre (Level 4, Carslaw)
- Multifaith Chaplaincy Centre (M240 – Lvl 2 Merewether Bldg)
Student Support Services

Aboriginal and Torres Strait Islander Student Support

Open to all Aboriginal and Torres Strait Islander students at any point of their degree

• Offers academic, pastoral and administrative support
  - ITAS – Indigenous Tutorial Assistance Scheme
  - Cadigal Orientation and Academic Skills workshop
  - Student Support Officers - for ongoing support

• Student also have access to a culturally safe space (Old Teacher’s College, main campus) and Yooroang Garang (Cumberland campus)

[URL: sydney.edu.au/indigenous-support]
Student Support Services

Careers Centre  sydney.edu.au/careers

- One-on-one appointments for careers advice
- Workshops run throughout the semester to develop resume writing, interview skills and how to find graduate positions
- Organise events and recruitment sessions on campus with employers including the annual Careers and Internship/Vacation work Fairs
- Sign up for Sydney CareerHub where you can get job alerts and access a range of services provided by the Careers Centre
Student Support Services

Child Care Information Office

Provides information about:

- Child care centres on and around campus
- Application processes
- Community resources
- Local contacts

sydney.edu.au/child_care
Student Support Services

CAPS - Counselling & Psychological Services  sydney.edu.au/counselling

- Free and confidential
- For Local and International Students
- Registered Psychologists and Social Workers
- Social, academic, work, relationship, personal or mental health concerns
- Open 9am-5pm Monday to Friday
  - Short appointments (25mins) 11.00am-3.00pm
  - Long appointments (50mins)
- Workshops available throughout semester
- eTools: online self-help resources and eBooks
Student Support Services

Disability Services

sydney.edu.au/disability

• Students with temporary or chronic medical or physical problems, hearing or vision impairments, psychiatric conditions and learning disabilities can register

• Practical support:
  ➢ Assistive technology
  ➢ Note taking
  ➢ Library assistance
  ➢ Academic adjustments
  ➢ Equipment loans

❖ Students needing assistance must register with this service – email disability.services@sydney.edu.au
Student Support Services

Scholarships and Financial Support

Scholarships: scholarships.officer@sydney.edu.au

The University of Sydney offers a diverse range of scholarships and prizes to currently enrolled undergraduate and postgraduate coursework students. Take a look online at the:

- ‘Now open’ page
- Wentworth Medal – worth $10,000
- Literary prizes

Financial Support Service: student.financialsupport@sydney.edu.au

This service offers financial assistance to currently enrolled students who can demonstrate financial need.

- Bursaries
- Interest free loans
- Emergency cash payments

Enquiries: 1800 SYD UNI (1800 793 864)
Student Support Services

Student Accommodation Services  sydney.edu.au/accommodation

• Apply for university-owned housing
• Accommodation database for currently enrolled students
• Information about housing options in Sydney
• Resources for renting, setting-up a house, finding a place to live
• Tips for different kinds of students
  ➢ International students
  ➢ Postgraduate students
  ➢ Rural Placement students
Student Support Services

Multifaith Chaplaincy Centre sydney.edu.au/chaplains

Chaplains have been appointed by their faith community and are officially recognised by the University to give spiritual support and pastoral care to students
Student Support Services

Security Services

• Free after hours (4:30pm – 10:15pm) shuttle bus to Redfern Station, Monday - Friday
• Unisafe program
  ➢ Personal safety
  ➢ Preferred pedestrian routes
  ➢ Minimising risk

• Campus patrols and emergency response service - 9351 3333 or 1300 CAMPUS (226 787)

sydney.edu.au/student-security
Student Support Services

Academic Support

1. Learning Centre  sydney.edu.au/lc
2. Maths Learning Centre  sydney.edu.au/mlc

- Workshops
- Online resources
- Self-help guides
- Supplementary tutorials
- Bridging courses
- Assignment feedback
Student Support Services

University Health Service

- GP and emergency medical care to University community
- Booked and walk in appointments
- Male and female GPs
- Medicare bulk bill for most services
- Bring Medicare or OSHC card

sydney.edu.au/unihealth
Student Support Services

More support

There are many other forms of support at the University, which can help you adjust:

- Volunteering – AIME, Compass
- Clubs and societies – Bushwalkers, Costume Society, SoulXPress
- Mentoring - most faculties have a program
- Student organisations – SRC, USU, SUPRA
- Faculty representation – get involved in how your Faculty operates
Student Support Services

We are here to help!

Know where to go – sydney.edu.au

Jane Foss Russell Building is where you can find:

- Aboriginal and Torres Strait Islander Student Support
- Careers Centre
- Child Care Information Office
- Counselling and Psychological Services (CAPS)
- Disability Services
- Student Accommodation Services
ADMISSIONS

Information Presentation

Presented by
Wencong Chai
Head of Admissions
Introduction

Accepting your offer and enrolling in your course

To view this presentation go to the CET website and select

Students
Enrolling in University

ACCEPT YOUR OFFER

Your University of Sydney letter of offer

1. Make sure CET have your current email address
2. Email admissions.cet@sydney.edu.au if you have more than 1 conditional offer
3. We will send you an email with your offer letter attached
4. Confirm all of the details are correct
   - Confirm that your name and course details are correct
5. Read the terms and conditions carefully
6. Click on the link in your offer email to go to Sydney Student, or go to https://sydneystudent.sydney.edu.au/sitsvision/wrd/siw_lgn
**ACCEPT YOUR OFFER**

Log in to Sydney Student to accept your offer

1. Log in using your student ID number and password
   - Your student ID number is at the top of your offer letter, eg 450012345
   - Your password is the one you set when you received your packaged offer

2. If you do not remember your password click the [retrieve your password online](#) link
ACCEPT YOUR OFFER

Accept your offer in Sydney Student

1. Go to the Applications tab
2. Select My application
3. Click the Respond to offer link
4. You must accept your offer before 22 February 2016
5. As some courses are competitive and you should complete offer acceptance as soon as possible.
**ACCEPT YOUR OFFER**

Accept your offer in Sydney Student

1. **Select Accept**
2. **Click Continue**
ACCEPT YOUR OFFER

Agree to the terms and conditions and refund policy

1. Click in the checkbox to accept the terms and conditions
2. Click in the checkbox to accept the Refund policy
3. Click Continue
ACCEPT YOUR OFFER

Overseas Student Health Cover

1. Select I will arrange cover through a recognised Australian provider
2. This is because you already purchased health cover as part of your packaged offer
3. Click Continue
4. On the next screen select No to confirm you do not need additional health cover
1. You have 3 payment options:

- **Exit and pay later**: leave this page and log in later to make this payment.
- **Pay offline**: pay by Travelex, bank cheque or BPay. Offline payments take a few days to transfer to our system.
- **Pay now**: make the payment now by credit card.

By selecting this option you will still be able to accept your offer, but you will not be able to commence enrolment until the above amount has been paid in full.
YOUT ENROLMENT

1. You will then get an email with your Unikey, and enrolment instructions
2. This email may take 48 hours to send
3. Log into your Sydney Student portal with your Unikey, eg stud1234 and the password in your email
Complete your enrolment

1. **Get ready for enrolment**
   - [View the enrolment checklist](#) to ensure you have everything you need before you enrol
   - You must complete enrolment before 7 March 2016

2. Go to **My Studies**

3. **Select Enrolment**

4. Click the **Enrol** button
YOUR ENROLMENT

Personal details and demographic information

1. Agree to the terms and conditions of enrolment
2. Confirm your personal and contact details
3. Add an emergency contact
4. Answer demographic questions
YOUR ENROLMENT

Select your units of study

1. Select your major and/or units of study
2. If you need help, click the unit of study selection guide link or call 1800 SYD UNI and select option 2
3. You can change your unit of study selection anytime until 9 March 2016
4. On the next screen confirm your units of study
5. Do not click the browser back button
YOUR ENROLMENT

Complete enrolment

1. View your financial summary
2. Confirm your enrolment summary information
YOUR ENROLMENT

You are now enrolled

1. Upload a photo to get your Student Card

2. You will receive an email confirmation after you submit your enrolment

ENROLLED COURSE LIST

<table>
<thead>
<tr>
<th>Course title</th>
<th>Faculty</th>
<th>Attendance mode</th>
<th>Campus</th>
<th>Semester start</th>
<th>Enrolment</th>
<th>Student card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Certificate in Human Resource Management and Industrial Relations</td>
<td>Business (Business School)</td>
<td>Semester 2 Full time</td>
<td>Camperdown/Darlington, Sydney</td>
<td>Semester 2</td>
<td>✔ Complete</td>
<td>✖ Photo not submitted</td>
</tr>
</tbody>
</table>

To complete your enrolment

Please read the following information carefully:

- If you would like to receive SA-HELP assistance to pay the Student Services and Amenities fee, please submit a Request for SA-HELP assistance before the date when the SSA fee is due. The request is available through your Sydney Student portal or from the Student Centre. You will need to provide either a valid Tax File Number or a Certificate of Application for a Tax File Number when you apply.
- If you would like to receive a FEE-HELP plan, please complete a Request for FEE-HELP Assistance form, available through your Sydney Student portal or before the relevant census date. Forms are also available from the Student Centre. You will need to provide either a valid Tax File Number or a Certificate of Application for a Tax File Number when you apply.
- Your Student Campus Card is your University identification card. You can use it to borrow items from the library and access buildings with faculty approval. To obtain your Student Campus Card, you will need to upload your passport-style photo.

- We will send an email to your University email address providing details on how to collect your card once your photograph has been approved.
Any problems?

1800 SYD UNI
(1800 793 864)
and press 2

http://sydney.edu.au/courses/ask_a_question
What is the USU?
* Australia's oldest and largest student union.

* Non-profit organisation

• All profits from our commercial operations are directly invested back into our student programs and services.

* We offer a huge range of co-curricular activities like our student leadership opportunities, entertainment

• Over 200 clubs on campus.

We now have more than 16,600 members.
International Student Lounge
International Student Lounge

LEVEL 4, WENTWORTH BUILDING

- General enquiries
- ACCESS card sales
- Locker hire
- Club social events
- Volunteering opportunities
- Piano
- UniMates
- Free computer use
- 2nd hand bookshop
- Pool table hire / Pool competition
  - Every Thursday 4pm~6pm
- Free English workshops – Tuesday 2pm~3pm (week 2-6)
International Day

Wednesday 20 April 2016
Week 1: City Tour
Week 2: Hunter Valley
Week 3: Surfing
Week 4: AFL: Sydney VS Collingwood
Week 5: Scavenger Hunt
Week 6: Contemporary Museum of Arts
Week 7: Blue Mountains
Week 8: Intersociety Event
Week 9: Jet Boating

Week 10: Urban Jungle Adventure Park

MIDSEMESTER BREAK: To be revealed!
Week 11: Manly Scenic Walk
Week 12: Unimates Night!

Weekly FREE Coffee and Cakes!
Sydney Day Trips

Tuesday 23 Feb 2016
2pm, meet at the International Student Lounge, level 4 Wentworth

Registration required

bit.ly/usudaytrips
Manning Bar

7pm
Tuesday, 23 February

Free Food and entry

Passport required
GET INVOLVED!

ONLINE STUDENT COMMUNITY

www.usu.edu.au/international
Starting uni is scary enough without having to settle into a new country at the same time. We give international students support and guidance, as well as a place to hang out at the International Student Lounge (ISL) on Level 4, Wentworth Building.
## Public Forum

### Featured Topic Title

<table>
<thead>
<tr>
<th>Topic Title</th>
<th>Author</th>
<th>Replies</th>
<th>Views</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Internatio...</td>
<td>1</td>
<td>118</td>
<td>Jun 25 15 6:03 PM</td>
</tr>
</tbody>
</table>

### Topic Title

<table>
<thead>
<tr>
<th>Topic Title</th>
<th>Author</th>
<th>Replies</th>
<th>Views</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>✰ Welcome</td>
<td>Internatio...</td>
<td>1</td>
<td>118</td>
<td>Jun 25 15 6:03 PM</td>
</tr>
<tr>
<td>Handy Hints</td>
<td>Internatio...</td>
<td>3</td>
<td>46</td>
<td>Internationalprograms 2 days ago</td>
</tr>
<tr>
<td>International Student Stories</td>
<td>Internatio...</td>
<td>2</td>
<td>92</td>
<td>Internationalprograms 5 days ago</td>
</tr>
<tr>
<td>How to join and post in the forum</td>
<td>Internatio...</td>
<td>0</td>
<td>21</td>
<td>Jun 17 15 4:03 PM</td>
</tr>
</tbody>
</table>
INTERNATIONAL STUDENTS

Starting uni is scary enough without having to settle into a new country at the same time. We give international students support and guidance, as well as a place to hang out at the International Student Lounge (ISL) on Level 4, Wentworth Building.

Contact Us
International Student Lounge

Mail to:
Level 4, Wentworth Building University of Sydney, NSW, 2006

Email us:
internationalprograms@usu.edu.au

Call us:
T. 02 9563 6094

Say Hello to Sydney

INT. ONLINE COMMUNITY

NEWSLETTER

LOCKER HIRE

SPACE BOOKING
Benefits of Joining ACCESS

> Get **15% off** all over campus: Save on tea, coffee, food, stationary and Sydney University clothing
> Make new friends through **clubs and societies**
> Go to **parties, events and festivals all year round** with discounted or free entry
> Get **off campus discounts**: Cafes, laundromats, chemists, gyms, movies, etc

$45 for 1 semester
$175 for 3 years (expires 31 December, 2017)

Get your ACCESS card at **International Student Lounge** (Level 4, Wentworth Building) or find out more at usu.edu.au/hellosydney
INTERNSHIPS & STUDENT LEADERSHIP ROLES

Previously Advertised roles

- O-Week Festival Director
- Hermes Student Editor
- Indigenous Festival Director
- Women's Student Events Coordinator
- Humanitarian Program Director
- Campus Culture Director
- Postgraduate Student Events Coordinator
- International Student Program Intern
- Director of Debates
- Charity Officer
- Interfaith Program Director
- Queer Student Events Coordinator
- Debates Committee member
- Clubs and Societies (C&S) Committee member
- Art Collection Intern
- BULL Student Editor
- Sustainability Student Events Coordinator
- Verge Festival Director
INCUBATE is an award-winning startup accelerator and entrepreneur program open to students and alumni at the University of Sydney. The program encourages entrepreneurship, promotes calculated risk-taking and supports the creation of startup ventures.
International Student Lounge
Level 4 Wentworth Building
10am-6pm Mon-Fri (during semester)
10am-2pm Mon-Fri (out of semester)