Undergraduate Student Information
Welcome to the academic community of the University of Sydney
Things you need to know
Frequently asked questions...

UNIVERSITY JARGON

- Do you know what these often-used terms mean?
  - **Unit of Study (UoS):** Subject
  - **Unit of Study Outline/Course Outline:** Your source of information about all your important course content, assessment timetables and unit requirements. Make sure you download these for each of your units so you know everything you need to know, and use them to plan your semester!
  - **Census Date:** Last day to add or withdraw from units of study without academic or financial penalty—usually around the end of March and the end of August each semester. Find out dates!
  - **Discontinue Not Fail (DNF) Date:** Last day to add or withdraw from units of study without financial penalty—the unit will not be listed on your transcript but you will still be liable for fees for the unit. Usually around Week 6 of each semester but check the website for exact dates.
  - **Credit Points:** Value attached to each UoS undertaken as part of your degree
  - **Electives and Core Subjects:** UoS required to complete as part of your degree
  - **Majors:** An area of specialisation you can select to undertake within eligible courses.
  - **Course readers:** A collection of journal articles, book chapters and other material from a range of sources that may be provided to you for a unit. Check your UoS Outline to find if you have prescribed ‘Course readers’.
  - **MyUni:** Your central portal to all the important services, such as; Blackboard, Sydney Student, Timetable, CareerHub, Library Services and your student emails!
  - **UG/PG:** Undergraduate (Bachelor degree) or Postgraduate degrees (Grad Certificate, Diploma, Masters)
  - **HDR:** Higher degree research – a Masters or Doctorate (PhD) achieved by writing a research thesis.
    - Check the University Glossary for more terms

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Frequently asked questions...terminology

What are the different terms for staff?

- **Tutor**: An academic or research student who teaches content in small, interactive groups
- **Associate Lecturer**: Early career academic who provides lectures to students and researches
- **Lecturer**: A more highly ranked academic who provides lectures to students and researches
- **Senior Lecturer**: A more highly ranked academic, usually based on research, who lectures and researches
- **Associate Professor**: A more highly ranked academic, attained through sustained research, teaching and a well-recognised international academic profile; who lectures and researches
- **Professor**: A highly ranked academic, attained through outstanding research, teaching and a well-recognised international academic profile. They may provide lectures to students.
- **Dr**: Someone who has completed a PhD, medical or juris doctor (law) degree
- **Dean**: Academic head of your Faculty
- **Chair**: Head of your particular discipline within your Faculty
- **Vice-Chancellor**: Academic Head of the University
- **Deputy Vice-Chancellor**: Head of a particular area of the University – Education, Research etc
- **Faculty Manager**: Administrative Head of your Faculty

What is the difference between a lecture, tutorial, seminar and lab?

* **Lecture** – An educational deliverance of information to a large body of students
* **Tutorial** – An smaller, interactive engagement to discuss critical concepts
* **Seminar** – Similar to a lecture, but more interactive and discussion based
* **Lab** – Opportunity for hands-on experience and practical application of concepts
Frequently asked questions...Administration

– Where can I get advice about university administration like enrolment and change of subjects?
  – You can ask for advice from support officers at the student centre on Level 3, Jane Foss Russell Building. Current students can also call the help line on 1800 SYD UNI (1800 793 864)

– How do I get my student card?
  – You need to upload a photo via Sydney Student and collect your card when you are emailed that it is ready. Further information is available online here.

– What is my Unikey?
  – Your unikey is your passport into all of the University’s systems, including Sydney Student, email, Blackboard and wifi. Think of a password you won’t forget but no one can guess (use capitals and numbers) and do not tell anyone. If you are having issues with access, contact ICT on: 9351 2000.

– What is MyUni?
  – The student portal that links to all student systems, including Sydney Student, Blackboard, email, the library and Turnitin. You can access it from the link at the top of the front page of the website.

– What is Blackboard?
  – Online network of UOS content, including lecture content, tutorial and lab work information. There may also be assessments or quizzes. It is accessible via MyUni.

– What is Turnitin?
  – A system that allows you to electronically submit your assignments that also checks for originality and plagiarism. It is used to maintain academic honestly and complies with the University of Sydney’s Code of Conduct for Students.

– How will I find out about exams?
  – Your unit of study outline will let you know if there are exams in your unit. The exam schedule comes out during semester and you can download it from MyUni. Find out the date, time and venue early.
Frequently asked questions...continued

– How will I know what I need for each unit?
  – Your unit of study outline will state what you need in terms of textbooks, course readers and any additional equipment like a lab coat or stethoscope. It also contains important information like due dates for assessment and contact details for tutors and unit of study coordinators. You will be given a hard copy in your first lecture and it can be downloaded from Blackboard.

– Where can I buy textbooks?
  – Your unit of study outline, that is available on Blackboard, will tell you which textbooks you need to buy. The Co-Op bookshop is located on the corner of Codrington Street and Darlington Road, just next to the University Sports and Aquatic Centre. Order your books online to skip the queues. Students can also get textbooks from the SRC second-hand bookshop on level 4 in the Wentworth Building.

– Where do I get course readers?
  – Unit of study outlines will state whether students require a course reader and where to obtain it. Most readers can be ordered from Publish Partner online and collected from the Copy Centres on either Darlington or Cumberland campuses.

– What do I do if I am sick or I can’t get an assignment done or time or attend an exam?
  – The special consideration portal provides you with all the information you need about the time frames and supporting documentation required for requesting an extension, supplementary exam or special consideration. Ensure you are clear about all necessary requirements and policies. You can then apply through Sydney Student.

– Where do I go for help?
  – If you have a question about your course content or an assessment, contact your tutor, unit of study coordinator or librarian. If you need assistance with an administrative or enrolment issue, contact the Student Centre. If your issue is personal, there are a range of support services available – information is on p. 19 of this presentation.
Frequently asked questions... Campus

- How do I find out where my classes are located on campus?
  - Class locations can be found on your personal timetables. Ask someone if you don't know where to find a room or you can use the app ‘LOST ON CAMPUS’ or campus maps.

- What do I do if I have classes on an campus other than Camperdown?
  - Getting around and between our campuses is easy with our free inter-campus shuttle bus, which runs regularly during semester. We also have services for Rozelle, Lidcombe and Camden.

- Where do I catch buses?
  - Bus stops are located along City Road and Parramatta Road. They are marked with small blue bus icons on the campus maps: sydney.edu.au/campus-life/maps-and-locations.html. You can also use the Transport Info site to plan your trip.

- Is there a bank on campus?
  - Commonwealth and National bank branches are located on level 3 of the Wentworth Building. There are several ATMs on campus: see the campus maps. Further banking facilities can be found in Broadway Shopping Centre, opposite the University and Victoria Park.

- Can I smoke on campus?
  - The campus is non-smoking except for designated smoking areas.

- How do I pay for printing on campus?
  - The printing system will debit directly from your UniKey account that is linked to your Student Card. You can recharge your UniKey account from the University of Sydney UniKey account webpage.

- Are there 24-hour computer labs on campus?
  - There are three Learning Hubs that are open 24 hours on main campus: Carslaw Learning Hub on Eastern Avenue, PNR on Maze Crescent and Fisher Library. Use your student card for after-hours access. Find out more about IT including free wifi on the Student ICT site.
Student conduct and safety

- **Every student** has the right to feel **safe, welcome and respected** at all times on all University of Sydney campuses.

- The University of Sydney has a campaign called Safer Communities for All - a ZERO tolerance policy to anti-social behaviour including bullying, harassment, racial vilification, homophobia and sexual violence or assault.

- The [Student Code of Conduct](#) explains the rights and responsibilities of students – familiarise yourself because ignorance is no excuse. It is available in the University Policy Register.

- Student misconduct has serious implications, including expulsion and legal consequences.

- If you ever feel unsafe on campus, call security, 24 hours a day, 7 days a week: 9351 3333 (further details on page 28 of this presentation).

- In an emergency, call 000 for police, ambulance and fire brigade services.

- Visit the [Student Affairs website](#) if you would like to make a formal or anonymous complaint about unacceptable behaviour. You can also call 8627 5559 Monday – Friday, 9am – 5pm or email studentaffairs@sydney.edu.au

- If you need to talk to someone confidentially about an upsetting incident experience, call **1800 SYD HLP (1800 793 457)**. This service can also connect you to other University support services during business hours (9am-5pm), and 24-hour external help from the NSW Rape Crisis Centre or other services.
CREATING A SAFER COMMUNITY FOR ALL

– Being inclusive is embedded in our culture, but we know it has no meaning unless we do as we say. That’s why we run programs and initiatives that demonstrate how we live our values.

– We believe racism in any form is abhorrent and must be countered, so we’ve partnered with the Australian Human Rights Commission's campaign Racism. It Stops with Me.

– Sydney University is an ALLY of Lesbian, Gay, Bi-sexual, Trans-sexual, Transgender, Queer and Intersex people. Queer spaces and unisex bathrooms are available on campus.

– Sexual violence and harassment are unacceptable and not tolerated at Sydney.

Academic Honesty

What is plagiarism and how can I avoid it?

This is the dishonest practice of taking someone else's work or ideas and passing them off as one's own, and is not acceptable at the University. Submit only your own work.

Undertake the Academic Honesty module and download the certificate after completion.

Academic dishonesty is a serious student misconduct issue and has consequences including expulsion.

There are a range of resources to assist you to ensure the academic honesty of your work:

- [www.itl.usyd.edu.au/projects/eah/student_resources.htm](http://www.itl.usyd.edu.au/projects/eah/student_resources.htm) - Educating for Academic Honesty resources and workshops specifically for students

Or speak to your Faculty Liaison Librarian for more information.
INSIDER STUDENT TIPS – ADVICE FROM SENIOR STUDENTS

• Try and get your Student Card AS SOON AS POSSIBLE! Student Cards are your identification, library card and access to buildings. Upload your photo early to avoid the queues! Find out more here.
• Get your OPAL Card (full-time students only) - students eligible for Opal Card pay only half fare, it’s a no brainer!
• Use TripPlanner to work out which public transport you need to take to get you where you need to go – great if you are not familiar with Sydney!
• Get an ACCESS Card during O Week – it allows you to join any club or society you like and provides discounts at most retail, food and drink outlets on campus – you pay it off in no time!
• Join Sydney Uni Sport and Fitness during OWeek for a special pack to get you started at the gym – you can join team for fun competitions and use all their facilities including the gym, classes, pool and indoor climbing wall – great to keep fit and relax. Remember – it’s all about Work/Life/Study BALANCE!
• Unless a deathly illness stops you, get to your first lecture (and all the others) for every unit – that is where you will receive a copy of your unit of study outline and find out everything you need to know about that unit.
• Get a wall calendar free from the Co-Op bookshop and put in all your classes and assessments from your Course Outline so you have a visual representation to plan your semester.
• Don’t be afraid to ASK FOR HELP! Your lecturers and tutors are here to help you learn, the Student Centre staff can assist with administrative issues and the Support Staff, especially the Counselling Service can help you manage any issues before they become BIG PROBLEMS.
Student IT resources
sydney.edu.au/ict/student/
LOGGING ON TO ‘MY UNI’

It’s really important to log on to MyUni and to check your University email address every day. The easiest way to do this is from the TOP of the homepage: sydney.edu.au
LOGGING ON TO ‘MY UNI’

• The Quick Launch pane has all the important systems that students should access on a regular basis, and includes:
  • **Blackboard** – access to UoS outlines and resources for your subjects
  • **Email** – your Sydney Mail account
  • **Timetable** – timetabling system
  • **Careers** – Sydney Career Hub
  • **Sydney Student** – self-administration system

**IMPORTANT!**
Keep Sydney Student up to date!
If you change your address, phone number, bank account or name, make sure you update Sydney Student!
ICT Help
ICT can help you with your unikey and password, accessing wifi, finding out how to get the software you need and provide learning spaces across campus. Call them on 9351 2000 or visit sydney.edu.au/ict/student/
General Student Computing Information

- **Staff available at:** Carslaw West, Fisher Library, PNR
- **24 hour computer access:** Carslaw West, Carslaw East, PNR and Fisher Library Learning Hubs
- **Free wifi access**
- **Virtual desk tops**

**UniKey**
- Student login/username
- Guidelines for use are under the [Use of ICT Resources policy](#)
- Visit a staffed Learning Hub to reset your UniKey password or call 9351 2000

**Sydney Mail**
- Student email address: <YourUniKey>@uni.sydney.edu.au
- Log in via MyUni

**Printing and scanning**

Information available [online](#) about locations and costs
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 services not in JFR -

- University Health Services (Lvl 3, Wentworth Bldg)
- Multifaith Chaplaincy Centre (M240 – Lvl 2 Merewether Bldg)

They are free and confidential for all students
Counselling and Psychological Services (CAPS)

Not just there for major crises – they can also help with the stress or anxiety of juggling study and work, help you build skills to manage your time better, deal with procrastination and manage exam nerves.

**Services include:**

- Free and confidential
- For Local and International Students
- Registered Clinical Psychologists and Social Workers
- Social, academic, work, relationship, personal or mental health concerns
- Workshops available throughout semester
- eTools: online self-help resources and eBooks

**Level 5, Jane Foss Russell Building**

Open 9am-5pm Monday to Friday

Phone 8627 8433 for an appointment or drop in

- Short appointments (25mins)
- Long appointments (50mins)

Find out more on the [website](http://caps.usyd.edu.au), including access to their online resources.
Careers Centre

Comprehensive range of workshops and services to help develop your employability skills. Book an appointment to see a professional careers advisor via CareerHub or phone (02) 8627 8403 for an appointment.

Services include:

• 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
Disability Services

Can help liaise with you faculty to provide reasonable adjustments to help you in your studies and provide practical assistance to students who require it.

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

- Practical support:
  - Disability support officers for one on one appointments
  - Academic plans
  - Assistive technology
  - Note taking
  - Library assistance
  - Academic adjustments
  - Equipment loans

- Level 5, Jane Foss Russell Building (accessible premises)
- Phone 8627 8422 or email: disability.services@sydney.edu.au
- For more information go to sydney.edu.au/current_students/disability
Financial Support Service:

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

For students demonstrating financial need, they can provide:

- Bursaries
- Interest free loans
- Emergency cash payments
- Apply online: sydney.edu.au/study/finances-fees-costs/financial-assistance.html
- Email: student.financialsupport@sydney.edu.au

Aboriginal and Torres Strait Islander Student Support:

- 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)
- Visit the Aboriginal and Torres Strait Islander student support website for information and contact details
Student Accommodation Services

Wondering where you’ll live while studying at The University of Sydney? There are a wide range of on-campus options, both catered and self catered, as well as access to off-campus, private accommodation through the accommodation database.

For information about your options, visit Accommodation Services online or drop into their office in the Jane Foss Russell Building (Level 5).

Child Care Information Office

- Provides information about childcare centres on and around Sydney University campuses, application processes, community resources and local contacts
- Further information available on their website.
Sydney Health Service

- **Level 3, Wentworth Building**
  - Bulk billed services you can book online, over the phone or in-person
  - Drop-ins are subject to availabilities on the day
  - Remember to bring your Medicare Card or OSHC card (international)
  - Nurse and pathology collection facilities available.
  - Appointments 9am – 5pm, Monday to Friday

Contact: (02) 9351 3484 or [Book an online appointment](#)

Multifaith Chaplaincy Centre

**Level 2, Merewether Building**

- Professional women and men who have been appointed by their faith community and officially recognised by the University to provide spiritual support and pastoral care to students and staff on campus. See their [website](#) for more details
- There is an Islamic Prayer Room available in the Old Teachers College from 7am to 6pm during semester.
Work/life balance

It’s not just about study...

— SSEE Project Finding: “While 85% of lecturers and incoming students think it is important to have outside interests, only 50% of continuing students actually had structured interests outside study.”

— Study is really important, but so is your social and mental health! Sydney is a leading city in the world – get out and explore it’s suburbs, beaches, national parks and festivals all through the year.

— Keep fit and healthy! Eat well, get enough sleep, be social and ensure you have regular exercise – there are lots of options available through Sydney Uni Sport and Fitness and the USU

Getting involved on campus

Sydney Uni Sports & Fitness (SUSF)

State of the art facilities including aquatic centre, weights and fitness equipment, indoor climbing centre, group fitness classes, social team sports and on-site personal trainers.

Visit: susf.com.au

University of Sydney Union (USU)

Discover over 200 clubs and societies!  
University Of Sydney
Campus Security
sydney.edu.au/campus-life/safety-security.html
Security Services

Location
G12 Services - Corner of Codrington St and Abercrombie St, Darlington
Security Enquiries: 9351 3487
Security Emergency: 9351 3333

Role and Responsibility
The University Campus Security Unit provides services to students and staff, 24 hours a day, 365 days a year

- Vehicle Patrols
- Foot Patrols
- Gate Box Security
- Static Security
- First Aid Response
- Emergency Response
- Escort services for students
- Campus security bus
Student’s Representative Council (SRC)
srcusyd.net.au
The Students’ Representative Council (SRC), run by students offer undergraduate students free and confidential advice on matters such as:

- Youth Allowance and Centrelink
- academic appeals
- discontinuing/withdrawing
- students at risk
- showing cause
- exclusion
- tenancy advice
- fee refunds
- harassment and discrimination
- international student issues
- plagiarism and misconduct.

srcusyd.net.au
Additional SRC services include:

– Caseworker help
– Legal services
– Justice of the Peace
– Secondhand bookshop
– Publications including Honi Soit
– Events
– Departments including:

Students’ Representative Council (SRC)
02 9660 5222 | Level 1, Wentworth Building
www.srcusyd.net.au
Library services include

– 11 libraries across the campuses
– 24/7 access to Fisher
– Dedicated spaces including The Quarter (PG Coursework), SciTech, Thinkspace
– Online access to full catalogue
– Electronic access to huge range of eBooks, journal articles and other resources
– Dedicated Faculty Liaison Librarians
– Online Chat
– Workshops and online training courses
– Research assistance including using EndNote, systematic literature searches and referencing
– Information about academic honesty policies
– Bookable study spaces

Visit www.library.sydney.edu.au
Learning Centre
sydney.edu.au/lc
Learning Centre  sydney.edu.au/lc

Our services are free to all enrolled students.

The primary role of the Learning Centre is to assist students to develop the skills which are necessary for learning and communicating knowledge and ideas at university. The services offered by the Learning Centre include:

– Central Workshop Program: Register online early – workshops fill up fast!
– Individual student consultations
– Online resources for self study
– Programs for international students (Workshops for English Language and Learning)
– Research and publications

What we can assist you with:

✓ Academic writing workshops
✓ One-to-one writing consultations
✓ Online writing resources
✓ Presentation skills workshops

We don’t provide the following:

✗ Editing and proof reading of assignments
✗ Course content tutoring
✗ Teaching of general English Language courses

Room 722, Level 7       Email:   learning.centre@sydney.edu.au
Education Building, Manning Road       Web:   www.sydney.edu.au/lc
Camperdown Campus       Phone: 9351 3853

sydney.edu.au/lc
Electronic Resources

- The Successful Writing at Uni website lists resources to help you write better assignments and theses.
- 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 iWrite 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 Clearer Writing site is an on-line interactive course to improve the clarity of your writing, with a particular focus on well-structured and coherent paragraphs.
- This site is designed to assist you to develop the general and critical reading skills you need to help you with report writing. http://bugs.bio.usyd.edu.au/learning/resources/biology_reading/
The Mathematics Learning Centre offers bridging courses and assists eligible undergraduate students to develop the mathematical knowledge, skills and confidence that are needed for studying mathematics or statistics at university.

Individual assistance and group tutorials are free. There are fees for bridging courses.

**Services available include:**

– Bridging courses
– Assistance with specific issues with units of study and supplementary tutorials for MATHS1013, MATHS1014 and MATHS1003
– Workshops, lecture notes and unit of study materials
– Drop in sessions and one on one consultations

Room 177, Level 1
Carslaw Building, Eastern Ave
Camperdown Campus

Email: mlc.enquiries@sydney.edu.au
Phone: 9351 4061
Centre for English Teaching (CET)

Academic Skills for University Success MOOC
Collaboration and teamwork
– Creativity and imagination
– Critical thinking
– Problem solving
Are “soft skills” considered to be essential 21st Century Skills for student success.

If you want the opportunity to develop these and other academic skills, CET’s MOOCs (Massive Open Online Courses) provide you with an innovative online experience and gives you the opportunity to develop your academic skills anywhere, anytime, extending your learning beyond the classroom and connecting you with our global community of learners.

https://vimeo.com/175649439

Available courses:
• Information & Digital Literacy for University Success
• Problem-Solving Skills for University Success
• Critical Thinking Skills for University Success
• Communication Skills for University Success
• Academic Skills for University Success: Capstone

Further information available at CET website: http://sydney.edu.au/cet/
Good luck and enjoy your time at the University of Sydney!