Undergraduate Student Welcome Information
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.
Frequently asked questions... continued

- **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
Frequently asked questions... continued

- 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

- 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: sydney.edu.au/campus-life/maps-and-locations.html

- 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. sydney.edu.au/campus-life/getting-to-campus

- 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.

- 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.
Frequently asked questions... continued

– 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. For further information: sydney.edu.au/legal/regulations/conduct

– What should I do if I am sick and can’t get an assignment or exam done on time?
  – You will need to apply for special consideration, which varies between faculties. Contact your faculty for the correct procedure for applying. It will soon become a centralised, standardised process through Sydney Student.

– Can I get an extension on my assignment?
  – Extensions differ from faculty to faculty and depend on the reason you require one and the documentation you can provide. Directly contact your appropriate faculty for the most current and up to date information.

– Where can I get advice about university administration like enrolment and change of subjects?
  – You can ask your faculty advisers or visit Level 3, Jane Foss Russell Building. Current students can also call the help line on 1800 SYD UNI (1800 793 864)

– What should I do if I am scared or injured on campus?
  – Our Campus Security hotline (9351 3333) is available to anyone who feels unsafe on campus. Our security officers wear distinctive uniforms that are easy to identify and we encourage you to approach them if you need assistance. Please note that if you are in danger or emergency medical assistance is required, contact triple zero immediately (000).
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.

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
Things you need to know
INSIDER STUDENT TIPS – ADVICE FROM SENIOR STUDENTS

• Try and get your Student Card AS SOON AS POSSIBLE! Student Cards are your identification. Upload your photo early to avoid the queues! Find out more: sydney.edu.au/campus-cards/student/

• 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! Check out: tp.transportnsw.info

• 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.
GET INVOLVED

IT’S NOT JUST ABOUT STUDYING

— 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 its suburbs, beaches, national parks and festivals all through the year.

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

GETTING INVOLVED ON CAMPUS

— There are University-affiliated organisations on campus in which you can get involved:

— **Student Representatives Council (SRC)** – they can provide you with free, confidential legal and academic advice!

— **Sydney Uni Sports & Fitness (SUSF)**

— **University of Sydney Union (USU)** - Discover over 200 clubs and societies!  
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!
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
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:

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

They are Free and Confidential for all students
- **Counselling and Psychological Services (CAPS)**
  
  - They’re 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.
  
  - 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
  
  - **Open 9am-5pm Monday to Friday**
  
  - **Short appointments (25mins) 11.00am-3.00pm**
  
  - **Long appointments (50mins)**
  
  - Find out more or access their online resources at sydney.edu.au/current_students/counselling
- **Careers Centre**

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

  - 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:
    - Assistive technology
    - Note taking
    - Library assistance
    - Academic adjustments
    - Equipment loans
  - For more information go to [http://sydney.edu.au/current_students/disability](http://sydney.edu.au/current_students/disability)

- **Aboriginal and Torres Strait Islander students**
  - 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)
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 (Cont.)

Find out more about these services on the website: sydney.edu.au/

- **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.
OTHER STUDENT SERVICES INCLUDE:

- **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
  - Nurse and pathology collection facilities available.
  
  Contact: (02) 9351 3484 or [Book an online appointment](#)

- **Multifaith Chaplaincy Centre (Level 2, Merewether)**
  - 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: [http://sydney.edu.au/campus-life/health-wellbeing-success/faith-and-religion.html](http://sydney.edu.au/campus-life/health-wellbeing-success/faith-and-religion.html)
  - There is an Islamic Prayer Room available in the Old Teachers College from 7am to 6pm during semester.

  – **Campus Security**

  – Our Campus Security hotline (9351 3333) is available to anyone who feels unsafe on campus. Our security officers wear distinctive uniforms that are easy to identify and we encourage you to approach them if you need assistance. Please note that if you are in danger or emergency medical assistance is required, contact triple zero immediately (000).
ACADEMIC SUPPORT

1. Learning Centre  sydney.edu.au/lc
2. Maths Learning Centre  sydney.edu.au/mlc
   - Workshops
   - Online resources including Self-help guides
   - Supplementary tutorials
   - Bridging courses
   - Assignment feedback (after you receive your mark)

3. Libraries
There are 11 libraries across the University of Sydney, every Faculty has dedicated librarians to assist you and lots of resources are available online: sydney.edu.au/library/

4. 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 6000 or visit sydney.edu.au/ict/student/

5. Student Affairs Unit
Administer the University student appeals process and offer you advice: sydney.edu.au/student_affairs/index.shtml
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
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, Trans-gender, Queer and Intersex people. Queer spaces and unisex bathrooms are available on campus.

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

Student’s Representative Council (SRC)
srcusyd.net.au

Melissa De Silva
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.
Additional SRC services include:

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

Mr Matthew Etherden
Information and Communications Technology
General Student Computing Information

Staff available at:
Carslaw West, Fisher Library

24 Hour computer Access
Carslaw West, Carslaw East and Fisher Library Learning Hubs

Free internet access – UniSydney

Paid Printing

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

Sydney Mail
– Student email address: <YourUniKey>@uni.sydney.edu.au
– Log in via MyUni
Have you uploaded your student card photo yet?

Your student card identifies you as a student of the University of Sydney, and is used for library borrowing, building access, examinations as well as being proof of entitlement while travelling with your Concession Opal card. Log into Sydney Student and go to My Studies > Enrolment and upload a passport-style photo.

Continuing enrolments 2015

Enrolment remains open for students continuing in their course in 2015. Please complete your enrolment to secure your place in your course and gain access to your timetable and study resources as soon as they are available.

Please note, HDR students need to enrol no later than Friday 30 January in order to be considered enrolled for the full 2015 academic year.

If you require help with Unit of Study in the Sydney Student system go to the online guide. For other information about enrolment, please visit the enrolment website.

Pay by BPAY for your chance to win

All students paying their Semester 1 fees via BPAY will be entered into a draw to win one of five $1,000 Coles Group and Myers vouchers (NSW Permit No. LTPS/14/00977). Terms and Conditions apply. Find out more.

Student cards now valid for duration of enrolment

Your student card will now be valid for the duration of your enrolment at the University of Sydney.

You will no longer be issued with a new card each year. You can continue to use your card to borrow items from the library and access buildings approved by your faculty. Travel concession arrangements for 2015 will be announced in the coming months. 2014 travel concession will remain valid until 31 March 2015.
The Student IT website – sydney.edu.au/ict/student
The Library Homepage
Library staff are here to help you in person and online

Library services for:
- Students
- Academics
- Research
- Teaching
- Distance clients
- Clients with disabilities
- Alumni
- Schools

Using the Library:
- Getting Started
  - Our libraries
  - Borrowing
  - About us, facilities & services
  - Study room booking
  - Membership
  - Document & book delivery
  - Suggestions & feedback
  - Frequently asked questions
  - Study spaces
  - Exhibitions & events

Research & Study:
- Academic Liaison Librarians
- Library workshops
- Learn
- Guides
- EndNote
- Ensure access to your research
- Rare Books & Special Collections
- Digital collections
- Sydney eScholarship
- Sydney University Press

Opening Hours:
- Thursday 28/01/2016

- Camden: 7am - 9pm
- Conservatorium: 9am - 5pm
- Dentistry: Closed
- Fisher: 9am - 8pm
- Fisher Study Zone: Open 24 hrs
- Health Sciences: 9am - 5pm
- Law: 9am - 8pm
- Medical: 7am - 9pm
- Nursing: 9am - 5pm
- SCA: 9am - 5pm
- SciTech: 9am - 5pm
- The Quarter: 7am - 9pm
Library Services for Students

Welcome! One Library. 11 locations on 8 campuses.

ALL STUDENTS
Your student card is your Library card
Use the barcode number on it to:
- borrow books
- access libraries after hours and more...

Find the library that suits you
There are libraries in different locations, on different subjects with different facilities. Whether you need a quiet space for individual study or want to work on assignments with friends, there is a library space to meet your needs.
- look at location maps
- check opening hours
- computing facilities
- wireless access
- which library? English podcast! Mandarin podcast

POSTGRADUATES AND HONOURS
- Request journal articles or books not held by any of the Sydney University libraries
- Sign up for a class on Endnote or download the software from our website
- Download a research plan
- Submit your thesis or publish it online
- Contact your Academic Liaison Librarian

INTERNATIONAL STUDENTS
- Always check your faculty/school for special library training sessions they may arrange.
- The University of Sydney International Students website has up to date news, events and relevant programs.
- Our CrossSearch service has multi language support, which you can access via the top right corner drop down menu.
- Many of our databases have multi language interface support, such as Factiva, Expanded Academic ASAP, LexisNexis, Gale Virtual Reference Library and the databases on Proquest and Ebsco platforms.

Study and research help
Our role and services

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
- Faculty Program
- Individual student consultations
- Online resources for self study
- Programs for international students (Workshops for English Language and Learning)
- Research and publications
Our services are free to all enrolled students.

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
Workshops coming soon…

March / April Program
Monday 14 March - Friday 29 April 2016

Register online from Monday 7 March
Get in early – workshops fill up fast!
Learning Centre

Room 722, Level 7
Education Building
Manning Road

Email: learning.centre@sydney.edu.au
Web: www.sydney.edu.au/lc
Phone: 9351 3853
Electronic Resources

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 **WriteSite** 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 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 **Cleare 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.