



THE UNIVERSITY OF  
SYDNEY

# STUDENT GUIDE 2012



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## Environmental Policy

The University of Sydney's Environmental Policy promotes sustainable use of resources and products and encourages the practice of environmental stewardship by staff and students. The policy is supported by the University-wide Sustainable Campus program.

To find out what the University is doing, and how you can get involved, make suggestions or receive the Sustainable Campus Newsletter, visit [sydney.edu.au/about/sustainability](http://sydney.edu.au/about/sustainability)



“Orientation was so much fun. It was really enjoyable and helped me become familiar with my surroundings.”

## ORIENTATION 2012

27 FEBRUARY TO  
2 MARCH

Orientation is the perfect introduction to university life. It includes:

- faculty welcomes
- transition talks
- opportunities to join clubs and societies
- social events.

Visit the Orientation website to find out more about what’s on. The website also tells you about year-round transition support, and has podcasts and links to useful services. See [sydney.edu.au/orientation](http://sydney.edu.au/orientation)

### New student fee

In October 2011 the federal government introduced legislation allowing universities to charge a maximum of \$263 in 2012 (amount to be indexed annually) for a Student Services and Amenities fee (SSA fee). For more information on this fee, please refer to page 12, and see [sydney.edu.au/current\\_students/student\\_administration/hecs\\_fees.shtml](http://sydney.edu.au/current_students/student_administration/hecs_fees.shtml)

## IMPORTANT DATES FOR 2012

### SEMESTER ONE DATES

**18 FEBRUARY**  
PERSONAL TIMETABLES  
AVAILABLE (tentative)

**5 MARCH**  
LECTURES BEGIN

**31 MARCH**  
CENSUS DATE FOR  
MOST SESSION 1 UNITS  
OF STUDY\*

**6 TO 13 APRIL**  
AUSTRALIAN  
VICE-CHANCELLORS  
COMMITTEE (AVCC)  
COMMON WEEK/  
NON-TEACHING  
EASTER PERIOD

**11 TO 15 JUNE**  
STUDY VACATION

**18 TO 30 JUNE**  
EXAMINATION PERIOD

**30 JUNE**  
SEMESTER ENDS

**2 TO 6 JULY**  
AVCC COMMON WEEK/  
NON-TEACHING PERIOD

### SEMESTER TWO DATES

**30 JULY**  
LECTURES BEGIN

**31 AUGUST**  
CENSUS DATE FOR  
MOST SESSION 2 UNITS  
OF STUDY\*

**24 TO 28 SEPTEMBER**  
AVCC COMMON WEEK/  
NON-TEACHING PERIOD

**5 TO 9 NOVEMBER**  
STUDY VACATION

**12 TO 24 NOVEMBER**  
EXAMINATION PERIOD

**24 NOVEMBER**  
SEMESTER ENDS

### SUMMER SCHOOL DATES

**5 JANUARY**  
SUMMER SCHOOL  
LECTURES BEGIN

**2 MARCH**  
SUMMER SCHOOL ENDS

**2 TO 28 JULY**  
WINTER SCHOOL RUNS

### PUBLIC HOLIDAYS

**26 JANUARY**  
AUSTRALIA DAY

**6 APRIL**  
GOOD FRIDAY

**9 APRIL**  
EASTER MONDAY  
HOLIDAY

**25 APRIL**  
ANZAC DAY

**11 JUNE**  
QUEEN’S BIRTHDAY

**1 OCTOBER**  
LABOUR DAY

**19 DECEMBER TO  
2 JANUARY**  
CHRISTMAS CLOSEDOWN

\*Units of study offered in non-standard sessions have census dates that may vary significantly from those mentioned above. If you are enrolling in any units offered in non-standard sessions, make sure you’re aware of the census dates relevant to those units.

Whether you are starting first year or resuming your studies, this checklist will help you get off to a good start at the University of Sydney in 2012.

## CONDITIONS OF ENROLMENT

- Be aware of and comply with the by-laws and regulations of the University of Sydney.
- Ensure your enrolment is correct at all times.
- Pay all HECS or fees by the date due.
- Know your UniKey login, check your Sydney Mail account regularly and read all University correspondence, responding promptly when required.
- Keep your address and phone details accurate at all times via Student Administration Services.
- Know all important dates regarding changes to your enrolment.
- Know the rules of your course.

All of the above represent the conditions of your enrolment.

## ☐ ATTEND ORIENTATION WEEK

If 2012 is your first year here, make sure you find out about the services and resources available to help you settle in to student life. Come along to Orientation Week and find out everything you need to know about becoming a Sydney student. See [sydney.edu.au/orientation](http://sydney.edu.au/orientation)

## ☐ READ THE UNIVERSITY OF SYDNEY CODE OF CONDUCT FOR STUDENTS

As a student at Sydney you are required to behave in accordance with the values and principles outlined in this code. Understanding your rights and responsibilities will improve your own student experience and that of your fellow students.

You will find an extract from the code on page 49. Alternatively, you can read the code in full at [sydney.edu.au/ab/policies/Student\\_code\\_conduct.pdf](http://sydney.edu.au/ab/policies/Student_code_conduct.pdf)

## ☐ MAKE A NOTE OF ALL IMPORTANT DATES

See page 2 for a list of important dates, including census dates.

## ☐ CHECK YOUR ENROLMENT WAS SUCCESSFUL

### If you pre-enrolled for 2012

If you received a Confirmation of Enrolment in the mail at your preferred correspondence address by the end of January, that means you have successfully enrolled for 2012.

### If you enrolled in-person

If you received a Confirmation of Enrolment in the mail at your preferred correspondence address within 14 days, you have successfully enrolled for 2012.

Congratulations. Make sure your enrolment information is accurate by the relevant census date for each session.

You can check your enrolment at [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin)

## ☐ MAKE SURE ALL YOUR CONTACT DETAILS ARE CORRECT

You must make sure that your contact details are accurate at all times.

You can do this through Student Administration Services. Visit the website [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin) and click on 'Personal, address and phone information'.

See *Communication* on page 8 for more information on keeping in touch with the University.

## □ GET YOUR STUDENT CAMPUS CARD

### Students enrolling in-person

We will take your photograph on the day that you enrol in-person. Your 2012 Student Campus Card will be mailed by registered post to your preferred correspondence address before Semester One commences.

At the time of your photo capture you will need to complete a travel concession request form (if you are eligible) to ensure that your entitlement is printed on your card.

Students from the following faculties who enrol in-person will be taking part in the online photo submission pilot:

- Arts and Social Sciences
- Veterinary Science
- Health Sciences.

We will advise students from these faculties about the Student Campus Card collection process during their enrolment.

### Continuing students

Continuing students who have successfully pre-enrolled will receive their 2012 student card by mail before Semester One commences. If you are eligible for a travel concession and have completed the online declaration

during pre-enrolment, your card will be mailed with a travel concession already printed on it. Students who have nominated an overseas correspondence address will have their cards held by the Campus Card Centre for collection in-person. Find out about card collection arrangements at [sydney.edu.au/card\\_centre](http://sydney.edu.au/card_centre)

If you have applied for and are eligible for a transport concession, the University will print it on your Student Campus Card. For more information about your card, visit [sydney.edu.au/card\\_centre](http://sydney.edu.au/card_centre)

Transport NSW governs the issuance of transport concessions, and the University has no discretion to alter the eligible guidelines. If you have any enquiries relating to travel concessions, please phone the RailCorp Passes and Concession office (toll-free 1300 302 130 or +61 2 9379 4441) or visit the Transport NSW website at [www.transport.nsw.gov.au/concessions](http://www.transport.nsw.gov.au/concessions)

You should not obtain a student travel concession if you no longer comply with the eligibility conditions. If you cease studies or enter employment before the card expiry date, you must return your Student Campus Card to the

Campus Card Centre office immediately. Providing false information or breaching any other conditions could render you liable for prosecution.

## □ COLLECT YOUR TIMETABLE

Most undergraduate units of study and many postgraduate units of study are centrally timetabled. If you are enrolled in any of these subjects you will need to collect a personal timetable.

Personal timetables will be available by 18 February 2012 (date to be confirmed). You can collect them from [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin) or from the Student Centre. See page 50 for contact details.

If you are not enrolled in any centrally timetabled units then you will receive a message to that effect when you attempt to collect your personal timetable via Student Administration Services. You must then consult the school or department administering each unit of study, as these timetables will be prepared by your faculty. See page 32 for faculty contact details.

You can find information on centrally timetabled units of study, including draft timetables, at [sydney.edu.au/timetable](http://sydney.edu.au/timetable)

## WHAT SHOULD I DO IF ...

|   |  |
|---|--|
| I did not receive a Confirmation of Enrolment?  | Step 1. Check that your correspondence address is correct by visiting our website: <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a><br>Step 2. Contact the Student Centre. See page 50 for contact details.  |
| I have enrolled but I don't want to continue my enrolment?  | You can withdraw your enrolment without penalty before the census date. See <i>Your responsibilities</i> on page 7 for more information.   |
| I want to withdraw from some units of study?  | You can withdraw from a unit of study without penalty before the census date. See <i>Your responsibilities</i> on page 7 for more information.   |
| I want to change my enrolment after the census date?  | This is only possible under special circumstances. See <i>Your responsibilities</i> on page 7 for more information.  |
| I am a Commonwealth-supported or Commonwealth-assisted student and want to change my mind about paying upfront or obtaining a HECS-HELP loan? | It is possible to change your mind before the census dates. See <i>Your finances</i> on page 13 for more information.  |
| I am a Commonwealth-supported student and am eligible for HECS-HELP but would like to make an upfront partial payment?                        | It is possible to make an upfront partial payment. See <i>Your finances</i> on page 14 for more information.   |
| I am a domestic full-fee-paying student and want to change my mind about paying upfront or obtaining a FEE-HELP loan?                         | It is possible to change your mind before the census dates. See <i>Your finances</i> on page 14 for more information.  |
| I've lost my student card?  | If your card is lost or stolen, you need to report it to the Campus Card Centre on +61 2 9351 2423 (Monday to Friday, 9am–5pm), or to Campus Assist on 1300 CAMPUS (1300 226 787) at all other times. To apply for a replacement student card, visit the Campus Card Centre. For further information and costs, see <a href="http://sydney.edu.au/card_centre/student/how.shtml#replace">sydney.edu.au/card_centre/student/how.shtml#replace</a> |
| I want to get a refund after withdrawing from a full-fee-paying award or non-award unit of study or a course?                                 | It is possible to get a refund if you withdraw before the census dates. See <i>Your finances</i> on page 15 for more information.  |

### □ PAY YOUR FEES

If you are a student who is eligible and have opted to defer your semester course fees, you will not be invoiced for these fees. However, if you have successfully pre-enrolled for 2012, you will be invoiced for your Student Services and Amenities fee (SSA fee).

If you are eligible for SA-HELP and want to obtain a SA-HELP loan, we will send you the required information and a SA-HELP loan form, along with your invoice and Confirmation of Enrolment. Please ensure that appropriate forms are completed and lodged by the relevant census and payable dates. For more details see [sydney.edu.au/current\\_students/student\\_administration/hecs\\_fees.shtml](http://sydney.edu.au/current_students/student_administration/hecs_fees.shtml)

If you are a student who has opted to or are required to pay your semester fees upfront, you will receive a Student Financial Statement for February Semester with your Confirmation of Enrolment. Payment instructions will be shown on this statement.

Failure to pay your fees by the due date may place your enrolment at risk of cancellation.

Should this occur, the following apply.

- There will be no automatic right of re-entry; however, should re-entry be granted it will be subject to the payment of a \$100 penalty in addition to all outstanding charges.
- If you are a Commonwealth-supported (HECS-liable) student, re-entry after the census date in the semester of cancellation can be only as a full fee-paying, non-award student. The fee for a non-award program is significantly higher than the corresponding student contribution amount and no deferment of payment is possible.
- If you are an international student and hold a student visa, enrolment cancellation may result in visa cancellation.
- You will be denied access to the library and your academic record will be withheld. You will also be denied access to all other University facilities and will not be permitted to attend lectures, tutorials or sit examinations.

- Should you manage to sit a final examination (or achieve a final result in a unit that is progressively assessed), while your enrolment is cancelled, that result will be disallowed. This situation will become permanent with respect to that result, should payment not be forthcoming on or before the last day of teaching of that unit.

If you are a domestic student and are having trouble paying your fees, please contact the HECS and Domestic Fees Office as soon as possible (see page 50 for contact details).

If you are an international student, please contact the International Student Office (see page 51).

### □ CHECK YOUR UNIKEY AND ACCESS TO STUDENT ADMINISTRATION SERVICES

Visit the student administration portal at [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin) and use your UniKey and password to log in. This portal will help you manage your student administration online, and give you access to essential e-learning tools, the Library, your Sydney Mail email account and more.

### □ KNOW WHAT YOU ARE DOING

Every course at the University has a set of rules and pathways that you need to follow in order to graduate. Having a solid understanding of those rules from the beginning of your course will make an enormous difference to the choices you make and your experience at Sydney.

Find the rules for your faculty and course at [sydney.edu.au/handbooks](http://sydney.edu.au/handbooks)

And remember, if you are unsure about any aspect of your course, or the choices you are making, contact your faculty office for advice. See page 32 for faculty contact details.

### □ KNOW WHERE YOU ARE GOING

Get to know your campus and find the location of your lecture rooms before your first class. If you are a new student, come to Orientation Week and take a campus tour. See [sydney.edu.au/orientation](http://sydney.edu.au/orientation)

For campus maps, cycle maps, public transport routes to and from campuses, parking and security information, visit these helpful pages on our website: [sydney.edu.au/maps](http://sydney.edu.au/maps)  
[sydney.edu.au/student-transport](http://sydney.edu.au/student-transport)  
[sydney.edu.au/student-security](http://sydney.edu.au/student-security)

### I NEED HELP

The University has a broad range of services and departments available to help you while you are at Sydney. The most important step is finding out what is available and how to access it. Here is a quick list showing who to speak to and where you can find their details in this guide.

|   |   |    |
|---|---|----|
| I need help with my enrolment   | I need advice about an academic appeal .....          | 22 |
| – Your faculty office.....  |   | 32 |
| – Student Centre for all domestic students.....                         | I need help finding a job or planning my career ..... | 25 |
| – Student Central for Faculty of Health Sciences domestic students..... | I need financial assistance.....                      | 25 |
| – International Student Office.....                                     | I need a doctor .....                                 | 26 |
| I need IT support .....   | I need help coping with stress .....                  | 26 |
| I need academic support .....   | I am an Indigenous student and need support .....     | 26 |
| I need to find somewhere to live.....                                   | I am an international student and need support .....  | 27 |

Check the index for the many other student services. Also, visit **Ask Sydney** to read frequently asked questions or ask your own: [current.ask.sydney.edu.au](http://current.ask.sydney.edu.au)

# 6

# YOUR RESPONSIBILITIES

As a student at the University of Sydney you have certain responsibilities relating to your enrolment, variations, communication and student visas (if you are an international student).

## YOUR ENROLMENT

**You must ensure your enrolment is correct at the time of the census dates**

If you don't, and there is an error with your enrolment, this error will remain on your record. This is because the *Higher Education Support Act 2003* makes it an offence for the University to alter your record after the census dates, other than in clearly defined exceptional circumstances.

Units of study offered over the full duration of either Semester One or Semester Two have census dates of 31 March and 31 August respectively. Units of study offered in non-standard sessions have census dates that may vary significantly from those mentioned above.

If you are enrolling in any units offered in non-standard sessions, make sure you are aware of the census dates relevant to those units.

**You must ensure your Commonwealth Assistance Notice is accurate**

If you are a Commonwealth-supported or Commonwealth-assisted student, you have a final opportunity to correct any errors with your enrolment once you receive your Commonwealth Assistance Notice (CAN).

This notice is sent to you electronically within 28 days following each census date relevant to your enrolment. The final date for the correction of any errors you detect is clearly displayed on the notice.

If you do not wish to receive your CAN via email, you should write to the Director, Student Centre, briefly outlining the reasons why.

Should you receive an exemption from electronic delivery, a copy of your CAN will be sent to you by mail.

To request an exemption, write to:  
Director, Student Centre  
Jane Foss Russell Building (G02)  
The University of Sydney, NSW 2006

Note that you need to send your request by mail; email will not be considered.

**You must ensure your Confirmation of Enrolment is accurate**

To help you maintain your enrolment, the University provides you with a Confirmation of Enrolment after you complete enrolment and also after any variations. If you do not receive this, please contact the Student Centre (see page 50 for contact details).

**If you are a domestic full-fee-paying student, you must know your FEE-HELP balance at all times**

Additionally, you must inform the University if you don't have enough FEE-HELP balance to cover your full enrolment.

To find out what your FEE-HELP balance is, its relevance to you, and how to calculate it, see *Your finances* on page 12.

## CENSUS DATES

The Commonwealth government requires the University to set census dates for each unit of study it offers. Units that share a common census date are allocated into sessions.

Most units of study have the census date of 31 March (session 1) and 31 August (session 2).

A few units have different census dates that are allocated to other sessions – these are referred to as non-standard sessions.

The census date is the last date to finalise all enrolment matters related to a unit of study. If you wish to withdraw from a unit, make sure this occurs on or before the census date to avoid financial and academic penalties.

If you wish to withdraw from a course, ensure this is done on or before the first census date for all the units of study enrolled.

Details of census dates and sessions can be found at:  
<https://ssa.usyd.edu.au/ssa/enrolment/help/sessiondates.jsp>



## VARYING YOUR ENROLMENT

### You must follow the correct procedure for varying or withdrawing from a course

If you want to vary any aspect of your enrolment, you must do so formally and in writing. Contact your faculty office (see page 32) for advice.

Under no circumstances should you ask any academic staff member to process a withdrawal on your behalf.

Be aware that variations of enrolment after the relevant census dates carry serious penalties.

#### *To withdraw your enrolment after you have enrolled:*

If you do not want to continue with your enrolment in 2012, please advise your faculty formally in writing. It is essential that you do this by the relevant census dates.

If you do not formally withdraw, you may be subject to financial and academic penalties.

#### *To withdraw from some units of study:*

You can withdraw from any unit of study without academic or financial penalty provided this is done before the relevant census date.

All variations to your units of study are also subject to published prerequisite and corequisite requirements.

Variations to your units of study prior to the census dates can be made through your faculty or by contacting student administration services. See [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin)

If you are an international student, please ensure that your course load is in compliance with visa regulations. Contact the International Student Office for more details (see page 51).

#### *To vary your enrolment after the census date:*

Changes requested after the census dates will not be approved without penalty unless special circumstances apply. Such circumstances will, in all cases, be events considered beyond the control of the student. While you

may vary enrolment after the census date, academic or financial penalties can still apply.

If you need to vary your enrolment, please contact your faculty for advice (see page 32 for contact details).

#### *To vary your enrolment while overseas on exchange:*

If you are overseas on an official University of Sydney exchange program, you must contact your home faculty for all enrolment changes and updates. If you are overseas, you may authorise another person to act on your behalf. Changes cannot be made online.

Exchange credit is not guaranteed unless all unit changes are approved. If you have any questions regarding progression and graduation requirements, they should also be directed to your home faculty.

For more information, please contact the Study Abroad and Student Exchange Office (see page 51 for contact details).



### DEFINING PART-TIME VERSUS FULL-TIME ATTENDANCE

#### Undergraduate students

Undergraduate students are usually considered full-time if they have a student load of at least 0.375 (usually 18 credit points) each semester. Anything under this amount is considered a part-time study load. Some faculties have minimum study load requirements for satisfactory progress.

#### Postgraduate students (coursework)

Part-time or full-time status for postgraduate coursework students is determined by credit point load. Enrolment in units of study that total at least 18 credit points in a semester is classed as full time. Anything under this amount is a part-time study load.

#### Postgraduate students (research)

Full-time candidates for research degrees do not keep to the normal semester schedule. Instead they work continuously throughout the year, with a period of four weeks recreational leave. There is no strict definition of what constitutes full-time candidature. However, if you have employment or other commitments that would prevent you from devoting at least the equivalent of a 35-hour working week to your candidature (including attendance at the University for lectures, seminars, practical work and consultation with your supervisor), you should enrol as a part-time candidate. If in doubt, consult your faculty or supervisor.

#### International students

Student visa regulations require international students to undertake full-time study. International students on visas other than student visas may be permitted to study part-time.

### COMMUNICATION

#### You must keep your contact details up to date

It is your responsibility to ensure that your contact details are accurate at all times. You can update your details in the following ways.

#### ONLINE

Student administration services  
Go to [sydney.edu.au/student-admin](https://sydney.edu.au/student-admin) and click on 'Personal, address and phone information'.

#### IN PERSON

Student Centre  
Camperdown/Darlington Campus  
Level 3, Jane Foss Russell Building

Student Central  
Cumberland Campus  
Ground Floor, Block F



#### **BY MAIL**

Student Centre  
Jane Foss Russell Building (G02)  
The University of Sydney  
NSW 2006

Throughout the year the University will send important information to your preferred correspondence address. If you do not keep these details up to date, you may be disadvantaged. Please make sure your phone numbers are also current. The University may call your mobile phone number (for example) in an emergency.

If you update your contact details by mail or in-person, and you provide more than one address, you are required to nominate your preferred correspondence address.

#### **You must know your UniKey and password**

When you enrol at Sydney you will be issued with a UniKey and password, which is your personal key to access the online services and electronic facilities provided to students.

For more information, see *Your information technology services* on page 19.

#### **You must check your Sydney Mail email address regularly**

When you enrol at Sydney you will be issued with a Sydney Mail email account with the address format of [unikey@uni.sydney.edu.au](mailto:unikey@uni.sydney.edu.au)

For more information, see *Your information technology services* on page 19.

#### **You must read all correspondence from the University, by email and mail, and respond as required**

Failure to read and respond (where necessary) to formal University communication could mean that you fail to correctly maintain your enrolment, which may lead to unnecessary financial and/or academic liability. This can be easily avoided by reading all emails and letters from the University.

If you receive any official communication from the University that you do not understand, please contact us as soon as possible and we will do what we can to assist.

See page 32 for faculty contact details.

See page 50 for Student Centre contact details.

See page 11 for a list of important correspondence you can expect to receive from the University throughout the year.



### **YOUR ADDITIONAL RESPONSIBILITIES AS AN INTERNATIONAL STUDENT**

#### **You must comply with your student visa conditions**

If you are an international student holding an Australian student visa, you must make sure you comply with your visa conditions at all times.

#### **You must complete your studies within the expected duration**

Higher education providers are required to ensure that international students complete their studies within the duration specified on their electronic Confirmation of Enrolment (eCoE).

Extensions to your course duration can only be allowed in limited circumstances and with the permission of your faculty. The allowable circumstances are for compassionate or compelling circumstances where an intervention strategy has been implemented or where there has been an approved leave of absence or suspension.

#### **You must not exceed the limits on online/distance study**

As an international student staying in Australia on a student visa, you may not undertake more than 25 percent of your total course by distance and/or online learning. You must not enrol exclusively in distance or online study in any compulsory study period.

#### **You must make satisfactory progress in your course at all times**

The University is required to advise the Department of Immigration and Citizenship (DIAC) when an Australian student visa holder is not maintaining satisfactory academic progress. This may result in an automatic visa cancellation. If you experience any difficulties with your studies, please contact your faculty immediately.

The website of the International Student Office ([sydney.edu.au/io](http://sydney.edu.au/io)) has comprehensive information on the support services available to international students. If you're not sure where to turn to for help, please contact the University's international student advisers by email: [io.studentadvisers@sydney.edu.au](mailto:io.studentadvisers@sydney.edu.au)

#### **You must notify the University if you intend to take a leave of absence**

The University is required to advise DIAC when an Australian student visa holder discontinues their studies.

If your faculty grants you a leave of absence or suspension for medical or serious compassionate reasons, contact the International Student Office's Compliance Unit for advice on how this will affect your student visa. Email: [io.compliance@sydney.edu.au](mailto:io.compliance@sydney.edu.au)

Below is a list of the important correspondence you can expect to receive from the University throughout the year.

| MAILED CORRESPONDENCE  |   |   |   |
|--|---|---|---|
| WHAT   | WHO WILL RECEIVE IT   | WHEN YOU SHOULD RECEIVE IT  | WHAT TO DO IF IT DOESN'T ARRIVE   |
| <b>Semester One Student Financial Statement – following successful pre-enrolment</b> | Continuing Commonwealth-supported students and domestic or international full-fee-paying students.  | Late January/early February   | Contact the Student Centre if it has not arrived by mid-February 2012.  |
| <b>Confirmation of Enrolment</b>   | All students who enrol in the new academic year either in-person or via pre-enrolment.  | In January of the new academic year for successfully re-enrolled students and within 14 days for in-person enrolled students.   | Contact the Student Centre if it has not arrived within 14 days of in-person enrolment or if there are any changes to your student record.  |
| <b>Semester One Student Financial Statement – following in-person enrolment</b>      | Commencing or continuing Commonwealth-supported students and domestic or international full-fee-paying students who enrol in-person.                            | Within 14 days of your in-person enrolment  | Contact the Student Centre if it has not arrived within 14 days of your in-person enrolment.  |
| <b>February Semester Student Financial Statement</b>                                 | Most students, confirming enrolment details, financial liability and payments. It will also invoice any unpaid balance, relevant to Semester One.               | Mid-April   | Contact the Student Centre if it has not arrived by April 2012.   |
| <b>Semester Two Student Financial Statement</b>                                      | Students paying their SSA fee, student contribution amount and or domestic tuition fees upfront.  | Mid-August  | Contact the Student Centre if it has not arrived by mid-August 2012. International full-fee-paying students will be advised by email as to the timing of the payment of their fees for Semester Two.  |
| <b>July Semester Student Financial Statement</b>                                     | Most students, confirming enrolment details, financial liability and payments. It will also invoice any unpaid balance relevant to Semester Two.                | Mid-September   | Contact the Student Centre if it has not arrived by the end of September 2012.  |
| EMAILED CORRESPONDENCE   |   |   |   |
| WHAT   | WHO WILL RECEIVE IT   | WHEN YOU SHOULD RECEIVE IT  | WHAT TO DO IF IT DOESN'T ARRIVE   |
| <b>Electronic Commonwealth Assistance Notice (eCAN)</b>                              | Continuing Commonwealth supported students, domestic fee-paying students obtaining a FEE-HELP loan and all students obtaining a SA-HELP loan for their SSA fee. | The notices are dispatched up to 28 days after each census date relevant to enrolment. For most coursework and research students, the two principal census dates remain 31 March for Semester One and 31 August for Semester Two. | Given the importance of these notices, it is essential that you check your Sydney Mail email address regularly. If your eCAN does not arrive within 28 dates of each census date, contact the Student Centre.                                     |
| <b>Semester Two Statement of Fees due for international students</b>                 | Private fee-paying international students.  | Early July concerning the payment of fees for Semester Two.   | Fee statements can be accessed by clicking on 'Financial information' at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a> , where online payments may also be made. The payment due-by date will be advised by email. |

The Higher Education Support Act 2003 requires that universities provide all Commonwealth-supported and Commonwealth-assisted students with a Commonwealth Assistance Notice (CAN) shortly after each census date relevant to a student's enrolment.

This notice confirms your enrolment details, those financial details relevant to your status as a Commonwealth-supported or Commonwealth-assisted student, and a range of other information.

The University has determined that this notice will be delivered as a PDF attachment directed to your Sydney Mail email address. It is known as the electronic Commonwealth Assistance Notice (eCAN). Provision has also been made for you to view the notice within student administration services. Click on 'Commonwealth Assistance Notice' at [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin)

If you are a Commonwealth-supported, Commonwealth-assisted, or a local fee-paying student, you need to stay in touch with relevant Commonwealth legislation so you understand your options and responsibilities. Do this at [www.studyassist.gov.au](http://www.studyassist.gov.au)

You can pick up current booklets on any of these Higher Education Loan Programs from the Camperdown/Darlington Campus Student Centre or Cumberland Student Central. See page 50 for contact details.

### YOUR STUDENT FINANCIAL STATEMENT

If you are a Commonwealth-supported student paying your student contribution amount upfront, or a domestic or international fee-paying student, you will receive a statement for your HECS or fees at your preferred correspondence address. The statement will also include the Student Services and Amenities fee (SSA fee) payable for the semester.

Please examine your statement carefully and direct any enquiries you have to the telephone numbers provided on the statement.

Please ensure you make your payment by the due date shown.

An electronic 'Statement of Fees Due' is available to all students by clicking on 'Financial information' at [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin)

You'll be provided with a PDF copy of your Statement of Fees Due (which is a tax invoice upon payment) and the payment methods available.

You can also pay through student administration services. Having selected

the Financial Information page, you'll see any amount due immediately above the box containing the View buttons. Click on the To Pay Now link (in blue) and you'll be directed to a secure web payment site, or go to [sydney.edu.au/epay](http://sydney.edu.au/epay)

### THE STUDENT SERVICES AND AMENITIES FEE (SSA FEE)

The federal government introduced legislation allowing universities to charge the SSA fee from 1 January 2012. This fee, \$263 in 2012 (to be indexed annually), will be payable by most students and the proceeds from this fee can only be spent to support student amenities, advocacy, representation and other similar activities.

The fee will be charged per semester and will be based on your attendance pattern (full-time/part-time status). Eligible students can opt to defer the fee by obtaining a SA-HELP loan. The fee or a valid 'Request for SA-HELP Assistance' form (from those eligible for SA-HELP) must be received by the SSA fee payable date.

At the time of publication, the federal government had only provided limited information. For up-to-date and detailed information, please refer to [sydney.edu.au/current\\_students/student\\_administration/hecs\\_fees.shtml](http://sydney.edu.au/current_students/student_administration/hecs_fees.shtml)

### CALCULATING YOUR STUDENT CONTRIBUTION AMOUNT (HECS LIABILITY) OR FEES

#### Undergraduate and postgraduate coursework students

The units of study in which you are enrolled, on each census date, are used to calculate your student contribution amount (HECS liability) or fee liability for that semester.

Units of study offered in non-standard sessions may have different census dates, all of which you should be aware of. Details can be found at <https://ssa.usyd.edu.au/ssa/enrolment/help/sessiondates.jsp>

It is your responsibility to ensure you are aware of the census date for each of your units of study, that your enrolment is accurate by each census date and that your Commonwealth Assistance Notice (CAN) is accurate at the time of issuance.

See *Your responsibilities* on page 6 for more information.



## YOUR AWARD COURSE CANDIDATURE

### Postgraduate research students

Your enrolment status as at the census dates of 31 March and 31 August will determine your remaining candidature entitlement, your SSA fee amount for the semester and your fee liability (if you are not exempt) for that semester.

You must lodge any application to withdraw, discontinue or suspend your candidature with your faculty office on or before those dates to avoid any financial and/or academic liability for that semester.

See page 32 for faculty contact details.

## COMMONWEALTH-SUPPORTED OR COMMONWEALTH-ASSISTED STUDENTS

### If you want to change your mind about whether to pay upfront or obtain a HECS-HELP loan

If you are a Commonwealth-supported student who is eligible for HECS-HELP and you change your mind about whether to pay upfront or obtain a HECS-HELP loan, you can make that change before the relevant census dates.

If you initially obtained a HECS-HELP loan for your student contribution, you may elect to pay your semester's student contribution amount upfront with the 10 percent discount (the federal government introduced legislation to reduce the discount rate from 2012 onwards). Alternatively, you may obtain a HECS-HELP loan for all or part of your student contribution, if you initially paid upfront.

You need to make these changes in-person at the Student Centre on Camperdown/Darlington Campus or at Student Central on Cumberland Campus. See page 50 for contact details. Make sure you bring your Tax File Number with you if you decide to obtain a loan.

An Electronic Commonwealth Assistance Notice (eCAN) will be emailed to you as a PDF attachment no later than 28 days after the relevant census date. You'll need to check your Sydney Mail email address regularly during these periods, as receipt of these documents is essential.

Any units of study you undertake in non-standard sessions will also be confirmed with emailed eCANs no later than 28 days after the census dates relevant to those units.

If you think the information on the CAN is incorrect, please contact the University by the due date. The final date for the correction of any errors detected on these notices is displayed on the notice.

You can also check your Commonwealth assistance details by logging in to myUniAssist at the federal government's Study Assist website: [www.studyassist.gov.au](http://www.studyassist.gov.au)

In order to log in, you will need your Commonwealth Higher Education Student Support Number (CHESSN), which appears on your CAN. Be aware there may be a delay in your Commonwealth assistance details appearing on this website.



**If you want to make a partial payment of your Student Contribution Amount**

If you are a Commonwealth-supported student who is eligible for HECS-HELP, you are able to make a partial upfront payment at the University. A discount applies to your student contribution amount if you make a partial payment of \$500 or more. For more details visit [sydney.edu.au/ug-csp](http://sydney.edu.au/ug-csp)

Partial payments may be paid to the University only in respect of a current session's liability, and only one payment will be received during this period. As this is a voluntary payment, no statements will be issued.

The University will accept partial payments for Semester One between 26 and 30 March 2012, and for Semester Two between 27 and 31 August 2012. These payments need to be made in person at the Student Centre. See page 50 for contact details.

**FULL-FEE-PAYING DOMESTIC STUDENTS AND FEE-HELP**

**If you want to change your mind about whether to pay upfront or obtain a FEE-HELP loan**

If you are a domestic full-fee-paying student who is eligible for FEE-HELP, you can change your mind about whether to pay upfront or obtain a FEE-HELP loan if you do so before the census dates.

You can also find census date details at [sydney.edu.au/current\\_students/student\\_administration/hecs\\_fees](http://sydney.edu.au/current_students/student_administration/hecs_fees)

You may elect to pay upfront if you initially obtained a FEE-HELP loan for your course fees. Alternatively, you may obtain a FEE-HELP loan for all or part of your course fees if you initially paid upfront.

To determine whether you're eligible for a FEE-HELP loan, contact the HECS and Domestic Fees Office at the Student Centre (see page 50 for contact details), or check the FEE-HELP guidelines at the Study Assist website: [www.studyassist.gov.au](http://www.studyassist.gov.au)

You must make these changes in-person at the Student Centre on Camperdown/Darlington Campus or at Student Central on Cumberland Campus. See page 50 for contact details. Make sure you bring your Tax File Number with you if you decide to obtain a loan.

**Your FEE-HELP balance and what it means to you**

If you are a full-fee-paying domestic student and you defer your course fees by obtaining a FEE-HELP loan, it is your responsibility to be aware of your FEE-HELP balance at all times.

You are only able to borrow a maximum of \$112,134 for medicine, dentistry and veterinary science courses (completion of which satisfies the academic requirements for provisional registration to practise in one of these fields) and \$89,706 for all other courses in 2012. This amount is the maximum amount that you can borrow under FEE-HELP over your lifetime and it excludes any loan fee that may be payable. Repayments do not reset the maximum that can be borrowed.



You must advise the University if your FEE-HELP balance is less than the tuition fees you are required to pay for your current enrolment. If you enrol in a unit of study and the tuition fee exceeds your FEE-HELP balance, you'll need to pay your tuition fees upfront.

Within 28 days of each census date the University will send your Commonwealth Assistance Notice (CAN) for that session to your Sydney Mail email address. It will contain information about your FEE-HELP balance.

If you think the information on the CAN is incorrect, please contact the University. The final date for the correction of any errors detected on these notices is displayed on the notice.

You can also check how much of your FEE-HELP balance you have used by logging in to myUniAssist at [www.studyassist.gov.au](http://www.studyassist.gov.au)

You will need your Commonwealth Higher Education Student Support Number (CHESSN) to log in. Be aware there may be a delay in your balance appearing on this website.

### **CAN YOU GET A REFUND IF YOU WITHDRAW FROM A UNIT OF STUDY OR A COURSE?**

#### **IF YOU ARE A DOMESTIC STUDENT Withdrawing from a unit of study or course before the census date**

If you withdraw from a full-fee-paying or HECS-liable award or non-award course (where all units undertaken are of a standard semester's length) or a standard semester-length unit of study, by the census date, you will be refunded 100 percent of your tuition fees or upfront fees for that course. Students deferring their fees or HECS will incur no liability.

Where you are withdrawing from a course and your enrolment includes one or more units offered in non-standard semesters, you must withdraw from the course on or before the earliest census date of all the units in which you are enrolled or you will receive no refund.

Where you are withdrawing from one unit of study offered in a non-standard semester, you must withdraw on or before the census date for that unit of study.

At the time of publication, the federal government had only provided limited information on the SSA fee. For current and detailed information about refunds for the SSA fee, please refer to [sydney.edu.au/current\\_students/student\\_administration/hecs\\_fees](http://sydney.edu.au/current_students/student_administration/hecs_fees)

Census date details can also be found on this webpage.

#### **Withdrawing from a unit of study or course after the census date**

If you withdraw from a full-fee-paying award or non-award course after all census dates relevant to that enrolment have elapsed, you are not eligible for any refund. For information on potential exemptions to the above rules, contact the HECS and Domestic Fees Office of the Student Centre. See page 50 for contact details.

#### **IF YOU ARE AN INTERNATIONAL STUDENT**

You can find a detailed explanation of the relevant refund policy at [sydney.edu.au/future\\_students/international\\_postgraduate\\_research/costs\\_scholarships/fees/refund\\_policy](http://sydney.edu.au/future_students/international_postgraduate_research_costs_scholarships/fees/refund_policy)



### AUSTUDY/YOUTH ALLOWANCE FOR DOMESTIC STUDENTS

To satisfy the workload requirements for AUSTUDY/Youth Allowance eligibility, your enrolment in a semester must be full time. To be full time in a semester, your combined unit of study weights must be equal to or greater than 0.375 (approximately 18 credit points). This value is provided on your Confirmation of Enrolment and all financial statements that list your units of study.

Under special circumstances you may be eligible for a concession to this requirement, but you should seek advice from the Students' Representative Council welfare staff before applying. In normal circumstances, if your combined unit of study weighting in a semester is below 0.375, any AUSTUDY/Youth Allowance you receive will be an overpayment.

You are also advised to review your combined unit of study weighting in a semester when discontinuing units of study or if you are granted exemptions.

See page 30 for contact details for the Students' Representative Council.

### FACULTY- OR COURSE-SPECIFIC FINANCE INFORMATION

#### Commonwealth-supported students enrolling in education or nursing units of study

Since 1 January 2010 the federal government has permitted universities to set the student contribution amount for education and nursing units of study to the same level as that for units of study in disciplines such as arts and humanities.

The change in the student contribution amount for units of study in these disciplines will affect those students who commence their course of study at the University of Sydney after 1 January 2010. These students will be identified as 2010-on liable.

Students who enrolled in these disciplines before 1 January 2010, who are identified as either pre-2008, pre-2009 or pre-2010 liable, will continue their enrolment under the existing arrangements and will not be subject to the higher student contribution amount.

The various notices and financial statements that the University produces subsequent to 1 January 2010 will classify these education and nursing units as Band 7 units. The student identifiers referenced above will enable the University to appropriately calculate the student contribution for each student.

For more information, visit the federal government's Study Assist website at [www.studyassist.gov.au](http://www.studyassist.gov.au)

Alternatively, you can seek advice at the Student Centre based on the Camperdown/Darlington Campus or the Cumberland Campus. See page 50 for contact details.



**Commonwealth-supported students enrolling in accounting, administration, commerce or economics units of study**

The federal government has, from 1 January 2008, allowed universities to set the student contribution amount for accounting, administration, economics and commerce units of study to the same level as that for units of study in disciplines such as law and medicine.

The change in the student contribution amount for the units in these disciplines will affect students who have commenced their course of study at university after 1 January 2008. Students enrolled before this date (and subsequent to 1 January 2005) will remain, subject to transition arrangements, until the end of 2012.

The various notices and financial statements produced by the University subsequent to 1 January 2008 will classify the units in these disciplines as Band 5 units. Students subject to the higher student contribution amount will be identified, on these notices and statements, as pre-2009, pre-2010 or 2010-on liable.

For more information, visit [www.studyassist.gov.au](http://www.studyassist.gov.au)

Alternatively, you can seek advice at the Student Centre based on the Camperdown/Darlington Campus or the Cumberland Campus. See page 50 for contact details.

**Commonwealth-supported students enrolling in mathematics, statistics or science units of study**

From 1 January 2009, a federal government national priority scheme has been enacted which permits a reduced maximum student contribution amount (HECS amount) for units of study undertaken in mathematics, statistics or science for all Commonwealth-supported students who have commenced their course of study on or after 1 January 2009, regardless of the course of study.

Continuing Commonwealth-supported students who commenced a non-natural and physical sciences course of study before 1 January 2009, who have not completed that course of study and transfer to a natural and physical sciences course of study\* on or after that date, will also be subject to a reduced maximum student contribution amount for units of study they undertake in mathematics, statistics or science.

The various notices and financial statements that the University produces subsequent to 1 January 2009 will classify the units of study undertaken in mathematics, statistics or science as Band 6 units. Students will be identified as pre-2010 or 2010-on liable, and this identification will be used to select the reduced student contribution amount.

For more information, visit [www.studyassist.gov.au](http://www.studyassist.gov.au)

Alternatively, you can seek advice at the Student Centre based on the Camperdown/Darlington Campus or the Cumberland Campus. See page 50 for contact details.

\*Natural and physical sciences courses at the University are listed on our webpage about HECS and fees. Look for the 'List of University of Sydney Natural and Physical Sciences Courses' at [sydney.edu.au/current\\_students/student\\_administration/hecs\\_fees.shtml](http://sydney.edu.au/current_students/student_administration/hecs_fees.shtml)



The University of Sydney provides a range of IT services to assist you. For information about these services visit our student IT website: [sydney.edu.au/ict/student](http://sydney.edu.au/ict/student)

## GETTING STARTED

You receive your UniKey account login and password at enrolment. This is your key to accessing University services such as student administration services, your Sydney Mail email account, computer laboratories, the University's internet service, and library resources.

When you receive your UniKey account you need to activate your account by signing into MyUni at [sydney.edu.au/myuni](http://sydney.edu.au/myuni)

When you log into MyUni with your UniKey and password you will find important messages for students and access to the University's eLearning system, online course materials, your Sydney Mail email account, and the student administration system.

Lecturers may choose to make use of various eLearning tools to support your learning. These tools can include (but are not limited to) having online access to your learning materials, interacting with your lecturer and other students online, streaming lectures, and other discipline-specific tools.

You need to check with your lecturer if these resources are essential or supplementary to your study. For help using these tools visit [sydney.edu.au/elearning/student](http://sydney.edu.au/elearning/student)

## SYDNEY MAIL EMAIL ACCOUNT

Every student is issued with a Sydney Mail email account. The University sends official electronic correspondence to your Sydney Mail email account, so it is essential that you check this account regularly or forward emails to an account you do check regularly.

To access your inbox, log in via the current students website ([sydney.edu.au/current\\_students](http://sydney.edu.au/current_students)) or MyUni, using your Sydney Mail email address, which is in the format of yourUniKey@uni.sydney.edu.au

## COMPUTER AND INTERNET ACCESS

If you need to use a computer, the internet, printing or scanning facilities, or require IT support from our staff, there are several types of computing spaces available. To view the locations, opening hours and the computing facilities available on campus, visit [sydney.edu.au/accesslabs](http://sydney.edu.au/accesslabs)

All students have access to their own virtual desktop. Where the virtual desktop is available, students have access to a personalised Windows 7 environment and hundreds of applications, including course-specific software. The applications you download and the desktop customisations you make will be saved for the next time you log onto your virtual desktop.

You can browse the web on University computers, your personal computer, or smart phone, by connecting to the University's wireless network – available on campus. Free internet access is provided for education and reasonable personal usage. For help connecting to the wireless network, visit [sydney.edu.au/ict/student/internet](http://sydney.edu.au/ict/student/internet)

You can also browse the University website's key elements on your mobile phone through Sydney Mobile. Visit [m.sydney.edu.au](http://m.sydney.edu.au) to search the library database, view maps, find staff contact details, and read the latest University news. Note that viewing Sydney Mobile from your mobile phone will incur data charges from your service provider unless you are connected to a University wireless access point.

## USING IT RESOURCES AND PROTECTING YOUR PRIVACY

Your use of IT resources provided by the University is subject to its Information and Communication Technology Resources Policy, available at [sydney.edu.au/ictpolicy](http://sydney.edu.au/ictpolicy)

After receiving your UniKey login and password you are required to activate your account and agree to the ICT Resources Policy when you first sign into the MyUni student portal.

As your UniKey account enables you to perform personal and confidential tasks electronically (such as varying your enrolment, checking your examination results or making payments), it is critical that you keep your login and password secure and do not share it with anyone. Sharing your login and password would breach the conditions of use as outlined in the ICT Resources Policy and could result in serious cases where your identity is used to access illegal content or reproduce copyrighted material. The University has the right to take disciplinary action in accordance with the ICT Resources Policy.

If you need to get a new UniKey password, you can do this over the phone by calling the ICT Helpdesk on 9351 6000 and answering some questions to confirm your identity.

## IT SUPPORT

If you need assistance to use the University's IT services, ICT staff are available to help you at any of the staffed student computing spaces. You can find information at [sydney.edu.au/ict/student](http://sydney.edu.au/ict/student)

For urgent enquiries, please call the ICT Helpdesk on 9351 6000 between 8am and 9pm, Monday to Friday.

## ACADEMIC SUPPORT AND SERVICES

We invite you to make the most of Sydney's extensive range of academic support and services. These resources are available to all students, whether you are looking to maximise your academic performance or need a little extra support.

### Arts Digital Resource Centre

This centre is an excellent resource for students and teachers of languages other than English, as well as people who are learning or teaching English as a second language.

For more information, visit [sydney.edu.au/arts/artsdigital/language\\_learning/index.shtml](http://sydney.edu.au/arts/artsdigital/language_learning/index.shtml)

### Bridging courses

These intensive courses cover assumed knowledge for a number of courses and include biology, chemistry, mathematics, physics and grammatical analysis.

For more information, visit [sydney.edu.au/ug-bridging](http://sydney.edu.au/ug-bridging)

### Centre for Continuing Education (CCE)

The centre offers short courses in all areas of the humanities and social sciences, languages, science and technology, business and management and continuing professional development.

For more information, visit [sydney.edu.au/cce](http://sydney.edu.au/cce)

### Centre for English Teaching (CET)

This centre offers English language and academic study skills programs to international students who need to develop their English language skills in order to meet academic entry requirements.

For more information, visit [sydney.edu.au/cet](http://sydney.edu.au/cet)

### Computer access

The University provides several types of computing spaces across several campuses to ensure that all students have easy access to computers, the internet, printing and scanning facilities, in-person staff assistance and free basic laptop support.

Free Internet access is also provided, via the University's wireless network, for education and reasonable personal usage.

For more information, visit [sydney.edu.au/ict/student](http://sydney.edu.au/ict/student)

### Counselling and Psychological Services (CAPS)

See *Health and welfare support and services* on page 26.

### Learning Centre

The Learning Centre helps students develop the broad range of academic skills necessary for successful university study.

For more information, visit [sydney.edu.au/lc](http://sydney.edu.au/lc)

### Library

The University of Sydney Library provides services through a network of libraries across several campuses and numerous online databases. Library staff are available to support students with their study and research. As well, faculty liaison librarians provide training on using a wide range of resources.

To learn how to make the most of the library, and develop valuable research and information skills online, visit [sydney.edu.au/library/skills](http://sydney.edu.au/library/skills)

For general library information, visit [sydney.edu.au/library](http://sydney.edu.au/library)

### Mathematics Learning Centre

The Mathematics Learning Centre helps eligible undergraduate students develop the mathematical knowledge, skills and confidence needed to study mathematics or statistics at university.

For more information, visit [sydney.edu.au/mlc](http://sydney.edu.au/mlc)

### Staying on Track program

The University has developed the Staying on Track program to identify when a student is having difficulty meeting the minimum academic progression requirements for their course. This program helps to identify the problem and provides the student with a range of support services.

If you feel that you are struggling academically, or if you have been informed by your faculty that you are being placed on this program, visit [sydney.edu.au/student\\_affairs](http://sydney.edu.au/student_affairs)



### **Student Exchange Unit**

University of Sydney students can choose to spend a semester or a year of their course overseas at a partner university through our International Exchange Program.

For more information, visit [sydney.edu.au/studentexchange](https://sydney.edu.au/studentexchange)

### **The Sydney Summer School**

The Sydney Summer School is a full-fee-paying award program of intense study running over three sessions from December to March each year.

A Winter School also runs for four weeks in July.

For more information, visit [sydney.edu.au/summer](https://sydney.edu.au/summer)

### **ACCOMMODATION**

The University's Accommodation Information Service helps students to find off-campus accommodation. It maintains an extensive database of accommodation covering a wide range of budgets and locations that are either close to campus or have easy access to public transport.

The service also provides information about accommodation owned by the University or affiliated with it. Staff at the service can also explain the rights and responsibilities of tenants renting a property.

#### **Low-cost accommodation**

We offer limited low-cost housing that caters to students who have a very limited budget.

#### **Residential colleges**

The residential colleges are affiliated with, but not owned by, the University. Each one is run independently and provides furnished rooms and meals.

### **University-owned accommodation**

The University owns catered and self-catering accommodation on or near several campuses.

#### **STUCCO**

This property cooperative is affiliated with, but not owned by, the University. Students are required to attend meetings and assist with running the accommodation.

#### **Sydney University Village**

Sydney University Village offers self-catering apartments to enrolled students. Studios and units with two, four and five bedrooms are available.

For more information, visit [sydney.edu.au/accommodation](https://sydney.edu.au/accommodation)

**APPEALS AND ADVICE**

If you need advice about your academic progression or an appeal, you should, in the first instance, contact your faculty office. See page 32 for faculty contact details.

**Staff and Student Equal Opportunity Unit (SSEOU)**

The University of Sydney is committed to providing a work and study environment that is free from harassment and discrimination.

For more information, visit [sydney.edu.au/eoo](http://sydney.edu.au/eoo)

**Student Affairs Unit**

The Student Affairs Unit manages and provides advice about all aspects of the University's processes for appeals, student plagiarism and academic honesty. It also coordinates the Staying on Track program, and information sessions.

For more information, visit [sydney.edu.au/student\\_affairs](http://sydney.edu.au/student_affairs)

**Policy online**

This website provides access to current policies, procedures and guidelines of the University.

For more information, visit [sydney.edu.au/policy](http://sydney.edu.au/policy)

**Right to information**

Under the NSW *Government Information (Public Access) Act 2009* you can ask for access to personal information, including your academic records, health, welfare and examination records. The University's 'Right to Information' officers are available to provide advice on the operation of the Act within the University.

For more information visit [sydney.edu.au/arms/gipa](http://sydney.edu.au/arms/gipa)

**Student organisations**

Undergraduate students seeking assistance or advice regarding an appeal should contact the Students' Representative Council (SRC).

For more information, visit [sydney.edu.au/src](http://sydney.edu.au/src)

Postgraduate students seeking assistance or advice regarding an appeal should contact the Sydney University Postgraduate Representative Association (SUPRA).

For more information, visit [sydney.edu.au/supra](http://sydney.edu.au/supra)

**CHILD CARE****Child Care Information Office**

Five child care centres operate on or near the Camperdown/Darlington and Cumberland campuses, catering for more than 220 children aged from six weeks to five years.

For more information, visit [sydney.edu.au/child\\_care](http://sydney.edu.au/child_care)

**COURSE MATERIAL****Co-op Bookshop**

Darlington Campus  
University Sports & Aquatic Centre  
Corner of Codrington Street and  
Darlington Road  
T +61 2 9351 3705  
T +61 2 9351 2807

**Course collateral**

Some units of study require you to purchase certain materials other than textbooks or course notes, such as lab coats, placement requirements or dissection kits.

Your faculty's online eStore offers faculty-approved products that you can order online and have delivered to your door.

Current participating faculties include Agriculture, Food and Natural Resources; Engineering and Information Technologies; Health Sciences; Pharmacy; Science; Sydney Nursing School; Sydney Medical School; and Veterinary Science.

For more information, visit your faculty website and follow the links to the online eStore, or visit

[sydney.edu.au/campus\\_card\\_services/estore/course\\_collateral](http://sydney.edu.au/campus_card_services/estore/course_collateral)

**SRC Bookshop**

The SRC Bookshop on Level 4 of the Wentworth Building on the Camperdown/Darlington Campus is the perfect place to sell and buy second-hand textbooks at a low cost.

For more information, visit [www.src.usyd.edu.au/?q=bookshop](http://www.src.usyd.edu.au/?q=bookshop)



### University Copy Centre

You can buy all your student notes in-person or beat the queues and order them online for express pick-up.

For more information, visit [sydney.edu.au/ups/ucc/student\\_notes](http://sydney.edu.au/ups/ucc/student_notes)

### ENTERTAINMENT AND CULTURE

The University of Sydney contributes greatly to local, national and international cultural life and provides one of the most vibrant student experiences of any university in Australia.

#### Concerts at the Sydney Conservatorium of Music

These concerts are performed by students, staff and visiting guest musicians, and feature an eclectic selection of jazz, percussion, early music, chamber music, choral music and opera.

For more information, visit [sydney.edu.au/news/music](http://sydney.edu.au/news/music)

### LIVE MUSIC VENUES AND BARS

#### Hermann's Bar

Hermann's offers a relaxed atmosphere where you can study or use your computer (wireless internet is available; log in with your UniKey) from the comfort of the lounges, while enjoying a fine selection of beers, wines, hot beverages and food. Hermann's also hosts free events such as lunchtime trivia, sunset jazz, comedy nights and games.

For more information, visit [www.hermannsbar.com](http://www.hermannsbar.com)

#### Manning Bar

Manning Bar has long been the iconic heart of student life at the University of Sydney. It hosts many big-name gigs and parties hosted by the University of Sydney Union (USU) throughout the year. It is also home to Theatresports, trivia, debates, forums, club and society events and lunchtime favourite Manning Grill.

For more information, visit [www.manningbar.com](http://www.manningbar.com)

### MUSEUMS AND ART GALLERIES

Sydney has one of the largest and finest university collections of antiquities, art, ethnography and natural history in Australia. We welcome members of the public and entry is free.

#### Macleay Museum

The oldest of its kind in Australia, the Macleay Museum holds significant collections of ethnographic artefacts, scientific instruments, biological specimens and historic photographs.

For more information, visit [sydney.edu.au/museums/collections/macleay.shtml](http://sydney.edu.au/museums/collections/macleay.shtml)

#### Nicholson Museum

The Nicholson Museum contains the largest collection of antiquities in the Southern Hemisphere and was voted Sydney's number two museum by *Time Out* in 2011.

For more information, visit [sydney.edu.au/museums/collections/nicholson.shtml](http://sydney.edu.au/museums/collections/nicholson.shtml)



#### **Pathology Museum**

The museum originated in 1889 as the Museum of Normal and Morbid Anatomy. It now houses approximately 1600 pathological specimens. The most prized exhibit on display is a flask of broth prepared by Louis Pasteur for the culture of bacteria. Visits by appointment only.

For more information, visit [sydney.edu.au/medicine/pathology/museum](http://sydney.edu.au/medicine/pathology/museum)

#### **Rare Books and Special Collections Library**

The library holds early printed books from Europe, Australia, America and Asia, and currently has more than 170,000 items in its collection.

For more information, visit [sydney.edu.au/library/libraries/rare](http://sydney.edu.au/library/libraries/rare)

#### **SCA Galleries**

These galleries are located in the heart of the Sydney College of the Arts campus. They present an annual program of exhibitions and events by local and international artists. An annual program of artist talks accompanies the exhibitions program.

For more information, visit [sydney.edu.au/sca/galleries](http://sydney.edu.au/sca/galleries)

#### **The Tin Sheds Gallery**

The gallery is part of the Art Workshop complex within the University's Faculty of Architecture, Design and Planning. It hosts exhibitions across a wide variety of contemporary visual arts practices from individuals and groups, as well as community projects and curated exhibitions.

For more information, visit [sydney.edu.au/architecture/about/tinsheds/gallery](http://sydney.edu.au/architecture/about/tinsheds/gallery)

#### **University Art Gallery**

The gallery contains more than 3000 works of art including paintings, works on paper, sculpture and decorative arts that have been acquired by donation and bequest since 1850.

For more information, visit [sydney.edu.au/museums/collections/uniart](http://sydney.edu.au/museums/collections/uniart)

#### **Verge Gallery**

The gallery is the home of unique and rousing student art on campus. It is open to all to enjoy its regular, unique exhibitions.

For more information, visit [verge-gallery.net](http://verge-gallery.net)

#### **THEATRE**

##### **Seymour Centre**

The Seymour Centre presents a range of innovative musical and dramatic arts events throughout the year. Its program includes dramatic and musical productions, public lectures including Sydney Ideas, the Sound Lounge live music venue and, of course, student revues.

For more information, visit [sydney.edu.au/seymour](http://sydney.edu.au/seymour)

## EMPLOYMENT SUPPORT AND SERVICES

### Careers Centre

The Careers Centre assists all current and recently graduated students to develop their career plans, connect with employers and find employment. It offers workshops across a wide range of areas to support you to find a job and move into employment.

For more information, visit [sydney.edu.au/careers](http://sydney.edu.au/careers)

### SydneyTalent

SydneyTalent provides registered students with opportunities for paid employment and work-related development.

For more information, visit [sydney.edu.au/sydneytalent](http://sydney.edu.au/sydneytalent)

## FINANCIAL SUPPORT

### Financial assistance

The University offers a number of loan funds and bursaries to assist students who experience financial difficulties.

For more information, visit [sydney.edu.au/financial\\_assistance](http://sydney.edu.au/financial_assistance)

### Scholarships Office

The Scholarships Office provides a wide variety of support and prizes for students who are already enrolled at the University of Sydney.

For more information, visit [sydney.edu.au/scholarships](http://sydney.edu.au/scholarships)

## FOOD AND RETAIL OUTLETS

### SERVICES ON THE CAMPERDOWN AND DARLINGTON CAMPUSES

For a complete list of food outlets, banks, ATMs and retail outlets on the Camperdown/Darlington Campus, visit

[www.usu.usyd.edu.au/Food\\_\\_Service/Food/Default.aspx](http://www.usu.usyd.edu.au/Food__Service/Food/Default.aspx)

### BOOKSTORES

#### Camperdown/Darlington Campus

See the Co-op Bookshop and SRC Bookshop on page 22.

#### Cumberland Campus Book Store

[www.campusrewards.com.au/content/?page\\_id=53](http://www.campusrewards.com.au/content/?page_id=53)

## OTHER FOOD OUTLETS

### Cumberland Campus

For a complete list of food outlets, visit [www.campusrewards.com.au](http://www.campusrewards.com.au)

### Mallett Street Campus (Faculty of Nursing and Midwifery)

During semester the University of Sydney Union (USU) operates the Nursing Café at the Sydney Nursing School, serving hot and cold drinks, light snacks and lunches.

### Sydney College of the Arts Café, Building 21

The café offers a comprehensive selection of hot and cold food and beverages. Café hours during teaching periods are from 8.30am to 4.30pm. The café seats up to 50 people outdoors in the adjacent courtyard.

### The Sydney Conservatorium of Music

The Con has two USU-operated cafés. Music Café Lower Level has inside seating and offers a weekly meal deal plus many other meal choices. Music Café Mezzanine Level has inside and outside seating and a light modern café-style menu.

## GRADUATION AND BEYOND

### Academic transcripts

An academic transcript is an official record of all study undertaken at the University of Sydney and/or its amalgamated colleges. Transcripts are available only in hard copy.

For more information about how to order your transcript, visit [sydney.edu.au/current\\_students/student\\_administration/academic\\_transcripts](http://sydney.edu.au/current_students/student_administration/academic_transcripts)

### Alumni

University of Sydney students have an opportunity to be part of a vibrant global alumni network and enjoy a growing range of services, including online mentoring.

For more information, visit [sydney.edu.au/alumni](http://sydney.edu.au/alumni)

### Graduation

When you graduate, you will be provided with a date for your ceremony and information about how to prepare. If you are unable to attend on that date, it is possible to graduate *in absentia*.

For more information, visit [sydney.edu.au/current\\_students/student\\_administration/graduations](http://sydney.edu.au/current_students/student_administration/graduations)

### Academic dress

Graduands can hire or buy academic dress and a wide selection of University memorabilia, clothing and giftware for all occasions, from the Academic Dress outlet run by the University of Sydney Union. For more details visit

[www.usuonline.com/Food\\_\\_Service/Academic\\_Dress/Default.aspx](http://www.usuonline.com/Food__Service/Academic_Dress/Default.aspx)



### HEALTH AND WELFARE SUPPORT AND SERVICES

#### Medical services on campus

The University Health Service offers a comprehensive and confidential bulk-billing general practitioner service and emergency medical care to all students. The Camperdown/Darlington Campus also houses a dentist, an optometrist and two pharmacists.

For more information, visit [sydney.edu.au/unihealth](http://sydney.edu.au/unihealth)

#### Counselling and Psychological Services (CAPS)

CAPS helps students develop skills to achieve their academic and personal goals. Its services include workshops, groups and individual sessions with a psychologist. Counsellors are on hand at the Darlington and Cumberland campuses.

For more information, visit [sydney.edu.au/counselling](http://sydney.edu.au/counselling)

#### Disability Services

Disability Services is the main point of contact and support for students with disabilities. Available help includes academic assistance, assistive technology, note-taking, interpreters and advocacy with academic staff. Students must register with Disability Services to receive assistance. Staff are available on the Darlington and Cumberland campuses.

For more information, visit [sydney.edu.au/disability](http://sydney.edu.au/disability)

### INDIGENOUS AUSTRALIAN STUDENTS

The Koori Centre offers programs, services and facilities to encourage and support Indigenous students through their studies. It also offers all students the opportunity to study Indigenous Australian history and cultures.

T +61 2 9351 2046  
[sydney.edu.au/koori](http://sydney.edu.au/koori)

Yooroang Garang is the Indigenous student support unit for the Faculty of Health Sciences, located at Cumberland Campus. It provides support programs, services and facilities to assist Indigenous students throughout their studies.

T +61 2 9351 9066

[sydney.edu.au/yooroang-garang](http://sydney.edu.au/yooroang-garang)

#### Cadigal Alternative Entry Program

The Cadigal Alternative Entry Program is an access and support program available to Indigenous students. It facilitates entry to university and offers academic and social support from admission through to graduation.

Camperdown/Darlington Campus

T +61 2 8627 8619

[sydney.edu.au/cadigal](http://sydney.edu.au/cadigal)

Cumberland Campus

T +61 2 9351 9114

[sydney.edu.au/yooroang\\_garang](http://sydney.edu.au/yooroang_garang)



### **Indigenous Tutorial Assistance Scheme**

This commonwealth-funded program provides Indigenous students with qualified scheme tutors via one-on-one or group tuition. For more information visit [sydney.edu.au/itas](http://sydney.edu.au/itas) or call:

T +61 2 8627 8650  
(Camperdown/Darlington Campus)

T +61 2 9351 9114  
(Cumberland Campus)

### **INTERNATIONAL STUDENT SERVICES**

#### **International Student Office**

See contact details on page 51, and visit [sydney.edu.au/io](http://sydney.edu.au/io)

#### **International Student Lounge**

The lounge is a resource and cultural centre for all international students studying at the University of Sydney. It is located on Level 4 of the Wentworth Building on the Darlington Campus.

### **Student Exchange Unit**

See *Academic support and services* on page 20.

### **Study Abroad Unit**

The Study Abroad Unit assists international students who wish to complete a semester or a year of their course at the University of Sydney.

For more information, visit [sydney.edu.au/studyabroad](http://sydney.edu.au/studyabroad)

### **RELIGIOUS FACILITIES**

#### **Multifaith Chaplaincy Centre**

Located on the Camperdown Campus, this centre hosts chaplains of Anglican, Assemblies of God, Baptist, Buddhist, Catholic, Coptic Orthodox, Greek Orthodox, Islamic, Jewish, Presbyterian, the Salvation Army and Uniting Church faiths.

For more information, visit [sydney.edu.au/chaplains](http://sydney.edu.au/chaplains)

### **SAFETY AND SECURITY**

#### **Student safety tips**

Your safety is a top priority for the University. For information about how to stay safe on campus, visit [sydney.edu.au/ohs/responsibilities/students](http://sydney.edu.au/ohs/responsibilities/students)

#### **Security bus**

A free afternoon/evening bus service operates from Monday to Friday during semester, linking the Camperdown and Darlington campuses to Redfern railway station.

For more information, visit [sydney.edu.au/facilities/security/bus.shtml](http://sydney.edu.au/facilities/security/bus.shtml)

#### **Security Services**

Security Services operates 24 hours a day, seven days a week to provide a safe campus for the University community. Students can call for security support or assistance at any time. For more information, visit [sydney.edu.au/facilities/security](http://sydney.edu.au/facilities/security)

**SPORTING FACILITIES****CAMPERDOWN/DARLINGTON  
CAMPUS****Arena Sports Centre**

The Arena Sports Centre is home to an extensive range of free weights and resistance equipment, including two Olympic power platforms. Be inspired as you train alongside top athletes from every discipline.

For more information, visit [www.susf.com.au/page/the\\_arena.html](http://www.susf.com.au/page/the_arena.html)

**Grounds**

The Camperdown/Darlington Campus offers ovals and squares that are used for training and competition by many sporting clubs. They also provide an ideal venue for lunchtime social sport, recreational activities and interfaculty sport.

For more information, visit [www.susf.com.au/page/grounds\\_notices.html](http://www.susf.com.au/page/grounds_notices.html)

**HK Ward Gymnasium**

This facility is a focal point for high-performance sports, recreational activities and club sport and caters for elite athletes as well as members of the University community.

For more information, visit [www.susf.com.au/page/hk\\_ward\\_gymnasium.html](http://www.susf.com.au/page/hk_ward_gymnasium.html)

**Ledge Climbing Centre**

The centre offers more than 300m<sup>2</sup> of textured walls up to eight metres high, as well as a variety of vertical and overhanging wall systems complete with arêtes, roofs and slabs.

For more information, visit [www.susf.com.au/page/the\\_ledge.html](http://www.susf.com.au/page/the_ledge.html)

**Tennis and squash courts**

We offer numerous indoor and outdoor tennis and squash courts across campus.

For more information, visit [www.susf.com.au/page/squash\\_and\\_tennis\\_courts.html](http://www.susf.com.au/page/squash_and_tennis_courts.html)

**University Sports & Aquatic Centre**

The centre offers a wide range of fitness services, an indoor swimming pool, state-of-the-art cardio and resistance equipment and group fitness classes.

For more information, visit [www.susf.com.au/page/sports\\_aquatic\\_centre.html](http://www.susf.com.au/page/sports_aquatic_centre.html)

**CUMBERLAND CAMPUS****The Sports Centre**

The Sports Centre offers gym facilities, tennis courts and a basketball court.

For more information, visit [sydney.edu.au/health\\_sciences/campus\\_information/food\\_retail\\_sports\\_centre](http://sydney.edu.au/health_sciences/campus_information/food_retail_sports_centre)

**OFF-CAMPUS****Boatsheds**

The Sydney University Women's Rowing Club rows out of the Blackwattle Bay boathouse on Ferry Road, Glebe.

For more information, visit [www.susf.com.au/page/boatsheds.html](http://www.susf.com.au/page/boatsheds.html)

**The Robyn Webster Sports Centre**

The centre, based at Tempe, is available for use by schools, clubs, sporting teams, cultural groups and members of the general public.

For more information, visit [www.susf.com.au/page/robyn\\_webster\\_sports\\_centre.html](http://www.susf.com.au/page/robyn_webster_sports_centre.html)

**TRANSPORT CONCESSIONS**

If you are eligible for a transport concession, the University will make the appropriate endorsement on your student card.

For more information, visit [sydney.edu.au/card\\_centre](http://sydney.edu.au/card_centre)

Transport NSW governs the issuance of transport concessions, and the University has no discretion to alter the eligibility guidelines. If you have any enquiries relating to travel concessions,

please phone the RailCorp Passes and Concessions Office (toll free 1300 302 130, +61 2 9379 4441) or visit the Transport NSW website at [www.transport.nsw.gov.au/concessions](http://www.transport.nsw.gov.au/concessions)

**VOLUNTEER OPPORTUNITIES****Australian Indigenous Mentoring Experience (AIME) – will you walk with us?**

AIME partners volunteer university students one-on-one with Indigenous high school students in a university-based interactive mentoring program.

Student volunteer mentors need only commit one hour per week over 15 weeks – that's only 15 hours that could change an Indigenous student's life and your own.

Apply now to be an AIME Mentor at [www.aimementoring.com](http://www.aimementoring.com)

**Compass – find your way to higher education**

The Compass project aims to encourage primary and secondary school children to stay at school and go on to study at university. Student volunteers are asked to bring their skills, enthusiasm and energy to this grassroots volunteer program. Full training is provided.

For more information, visit [sydney.edu.au/compass](http://sydney.edu.au/compass)

**University of Sydney Union Volunteer Program**

Volunteer opportunities are designed to cater for all students on campus and provide scope for personal and professional development, the chance to make some great new friends and an ideal way to become active and get involved within the University of Sydney Union.

For more information, visit [www.usuonline.com/Get\\_Involved/Volunteering/Default.aspx](http://www.usuonline.com/Get_Involved/Volunteering/Default.aspx)



Learning at the University of Sydney reaches far beyond the classroom. The University has a long tradition of organisations run by students for students that are both stimulating and fun.

Getting involved in a student organisation is a great way to meet new people and share common interests. It will also help you develop valuable social and leadership skills, and offers the opportunity to engage in a wide range of cultural, political and sporting activities.

Student organisations can also be key providers of support, advocacy and advice during your time on campus.

#### THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

Run by students since 1929, the SRC offers undergraduate students free membership, confidential advice and more.

##### Get help

Caseworkers can help with:

- Centrelink advice
- academic appeals
- discontinuing/withdrawing
- students at risk
- showing cause
- exclusion
- tenancy advice
- fee refunds
- harassment and discrimination
- particular problems facing international students
- instances of plagiarism and misconduct.

The SRC also provides free legal advice and representation on most legal matters, a second-hand bookshop to sell your old books and get your new ones at low cost, and a \$50 emergency loan to help tide you over if your funds could use a boost.

##### Get involved

If you're passionate about issues that relate to University life and beyond, you can get involved in the SRC by running in an election for a position on the Council and Executive or join one of the SRC's collectives, which campaign and provide space and resources to student communities.

You can also contribute to student publications such as *Honi Soit*, the SRC's weekly student newspaper, which showcases the talents of editors, writers and artists of all kinds.

For more information, visit [sydney.edu.au/src](http://sydney.edu.au/src)

#### SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA)

SUPRA is a representative organisation run by postgrads for postgrads. SUPRA's goal is to promote and support the interests of all postgraduate students and to provide assistance with any issues that may confront them – both academically and personally – during their time at the University of Sydney.

##### Advice and advocacy service

SUPRA provides free advice and acts on behalf of individual students. It can assist with anything that may affect your academic or general welfare, including:

- Centrelink advice
- fee issues
- academic appeals
- supervision issues
- tenancy advice.

##### Get involved

You can play an active part in postgraduate student advocacy by:

- attending SUPRA's annual general meeting, or nominating yourself for a Council position (Council terms run from July to June)
- subscribing to the international, women's, Indigenous, or queer networks
- getting involved in activities and campaigns
- dropping by the SUPRA office and making use of the free computer facilities, having a cup of coffee and reading the paper
- making suggestions and comments and asking questions of your student representatives
- subscribing to *eGrad*, SUPRA's regular electronic newsletter.

For more information, visit [sydney.edu.au/supra](http://sydney.edu.au/supra)

## UNIVERSITY OF SYDNEY UNION (USU)

The USU provides key programs, products and services to enhance our students' experiences. The USU is a not-for-profit organisation that has served the campus since 1874.

Our student experience programs reach out to all on campus, and we promote social connections, leadership, culture and intellectual challenges outside of the classroom – plus offering one of the best university entertainment programs in the country.

As a starting point, we offer large-scale events such as O-Week and the Verge Festival, food and retail outlets, student leadership positions, competitions, revues, *Bull* magazine and literary journal *Hermes*, but we provide much more.

And, as a non-profit organisation, all our revenue is invested directly back into our student programs.

### USU Access Card

Our Access Card offers exclusive benefits, services, programs and discounts, with great-value savings at USU and partner outlets and services on campus. You also receive extensive off-campus discounts, freebies and special deals on movie tickets, restaurants and cafés, fashion, travel, outdoor activities, bottleshop purchases, nightclubs, music shops and more.

For more information, visit [www.AccessBenefits.com.au](http://www.AccessBenefits.com.au)

### Debating

The USU Debating Team is currently ranked number one in the world, and represents the University at national and international tournaments.

## Clubs and societies

The USU supports more than 200 student-run clubs and societies, where students meet to celebrate common interests, faculty networks or religious, philanthropic or cultural passions. There are clubs for almost everyone – and students can even band together and start their own. This is just a small sample of benefits that USU brings to campus. For more information, visit [www.usuonline.com](http://www.usuonline.com)

## SYDNEY UNI SPORT & FITNESS (SUSF)

Wherever your sporting aspirations lie, there is something on offer to suit everybody at Sydney Uni Sport & Fitness, from state-of-the-art facilities and tailored programs to athletic scholarships and relationships with some of Australia's leading sports people and organisations.

There are educational programs and numerous inter-college and inter-faculty competitions, while the University's 43 sporting clubs will also feed your competitive spirit.

### Elite Athlete Program

Through the Elite Athlete Program, the University of Sydney has a long and proud history of helping promising athletes and sportsmen and women to pursue their sporting and academic goals.

The services and facilities of Sydney Uni Sport & Fitness are extensive. For a full list, see *Sporting facilities* on page 28.

In addition, all members of Sydney Uni Sport & Fitness receive a wide range of on- and off-campus benefits and discounts from our affiliates and partners including MBF, Rebel Sport, the Co-op Bookshop and many more.

For more information, visit [www.susf.com.au](http://www.susf.com.au)

## CAMPUS REWARDS, CUMBERLAND CAMPUS

Campus Rewards is the student discount and loyalty program on the Cumberland Campus. It offers members savings of more than 16 percent on textbooks, clothing, food and entertainment bought on campus.

It also helps with course requirements such as CPR and first aid courses, clinical ID badges and stethoscopes. Additionally, the Campus Rewards program is responsible for the food and drinks on campus, O-Week celebrations, the Sports Centre, entertainment and parties.

### Clubs and societies

Campus Rewards support the various clubs and societies on the Cumberland Campus. Students can join sporting, religious, discipline-based and social clubs, which are all an active part of campus life.

For more information, visit [www.campusrewards.com.au](http://www.campusrewards.com.au)

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**AGRICULTURE, FOOD AND NATURAL RESOURCES**

|  |   |  |  |
|--|---|--|--|
| <b>LOCATION</b>  | Suite 401, Biomedical Building<br>Australian Technology Park<br>1 Central Avenue<br>Eveleigh NSW 2015   |  |  |
| <b>GENERAL INFORMATION</b>   | <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>– Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul>   |  |  |
| <b>CONTACT DETAILS</b>   | <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><b>General enquiries</b><br/>T +61 2 8627 1000<br/>E <a href="mailto:agriculture.generalenquiries@sydney.edu.au">agriculture.generalenquiries@sydney.edu.au</a></p> <p><b>Undergraduate students</b><br/>Fortunee Cantrell<br/>T +61 2 8627 1001</p> <p><b>Faculty Undergraduate Student Services Office</b><br/>Room S212<br/>John Woolley Building<br/>(entrance via Manning Road)<br/>Camperdown Campus</p> <p><b>Postgraduate students</b><br/>Pamela Stern<br/>T +61 2 8627 1002</p> </td> <td style="vertical-align: top; width: 50%;"> <p><b>Course coordinators</b><br/>Bachelor of Science in Agriculture, and<br/>Bachelor of Horticultural Science<br/>Dr Brian Jones<br/>E <a href="mailto:brian.jones@sydney.edu.au">brian.jones@sydney.edu.au</a></p> <p>Bachelor of Agricultural Economics, and<br/>Bachelor of Resource Economics<br/>Shauna Phillips<br/>E <a href="mailto:shauna.phillips@sydney.edu.au">shauna.phillips@sydney.edu.au</a></p> <p>Bachelor of Environmental Systems, and<br/>Bachelor of Land and Water Science<br/>Dr Tom Bishop<br/>E <a href="mailto:thomas.bishop@sydney.edu.au">thomas.bishop@sydney.edu.au</a></p> </td> </tr> </table> | <p><b>General enquiries</b><br/>T +61 2 8627 1000<br/>E <a href="mailto:agriculture.generalenquiries@sydney.edu.au">agriculture.generalenquiries@sydney.edu.au</a></p> <p><b>Undergraduate students</b><br/>Fortunee Cantrell<br/>T +61 2 8627 1001</p> <p><b>Faculty Undergraduate Student Services Office</b><br/>Room S212<br/>John Woolley Building<br/>(entrance via Manning Road)<br/>Camperdown Campus</p> <p><b>Postgraduate students</b><br/>Pamela Stern<br/>T +61 2 8627 1002</p> | <p><b>Course coordinators</b><br/>Bachelor of Science in Agriculture, and<br/>Bachelor of Horticultural Science<br/>Dr Brian Jones<br/>E <a href="mailto:brian.jones@sydney.edu.au">brian.jones@sydney.edu.au</a></p> <p>Bachelor of Agricultural Economics, and<br/>Bachelor of Resource Economics<br/>Shauna Phillips<br/>E <a href="mailto:shauna.phillips@sydney.edu.au">shauna.phillips@sydney.edu.au</a></p> <p>Bachelor of Environmental Systems, and<br/>Bachelor of Land and Water Science<br/>Dr Tom Bishop<br/>E <a href="mailto:thomas.bishop@sydney.edu.au">thomas.bishop@sydney.edu.au</a></p> |
| <p><b>General enquiries</b><br/>T +61 2 8627 1000<br/>E <a href="mailto:agriculture.generalenquiries@sydney.edu.au">agriculture.generalenquiries@sydney.edu.au</a></p> <p><b>Undergraduate students</b><br/>Fortunee Cantrell<br/>T +61 2 8627 1001</p> <p><b>Faculty Undergraduate Student Services Office</b><br/>Room S212<br/>John Woolley Building<br/>(entrance via Manning Road)<br/>Camperdown Campus</p> <p><b>Postgraduate students</b><br/>Pamela Stern<br/>T +61 2 8627 1002</p> | <p><b>Course coordinators</b><br/>Bachelor of Science in Agriculture, and<br/>Bachelor of Horticultural Science<br/>Dr Brian Jones<br/>E <a href="mailto:brian.jones@sydney.edu.au">brian.jones@sydney.edu.au</a></p> <p>Bachelor of Agricultural Economics, and<br/>Bachelor of Resource Economics<br/>Shauna Phillips<br/>E <a href="mailto:shauna.phillips@sydney.edu.au">shauna.phillips@sydney.edu.au</a></p> <p>Bachelor of Environmental Systems, and<br/>Bachelor of Land and Water Science<br/>Dr Tom Bishop<br/>E <a href="mailto:thomas.bishop@sydney.edu.au">thomas.bishop@sydney.edu.au</a></p>  |  |  |
| <b>COUNTER HOURS</b>   | Monday to Friday from 10am to 4pm (closed from 1 to 2pm)  |  |  |
| <b>WEBSITE</b>   | <a href="http://sydney.edu.au/agriculture">sydney.edu.au/agriculture</a>  |  |  |

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**ARCHITECTURE, DESIGN AND PLANNING**

|                            |   |
|----------------------------|---|
| <b>LOCATION</b>            | Student Administration Centre (SAC)<br>Level 2, Wilkinson Building<br>Darlington Campus   |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>– Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact the Student Administration Centre.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |
| <b>CONTACT DETAILS</b>     | <p>T +61 2 9351 3248<br/>F +61 2 9036 9532<br/>E <a href="mailto:arch.sac@sydney.edu.au">arch.sac@sydney.edu.au</a></p>   |
| <b>COUNTER HOURS</b>       | Monday to Friday from 9.30am to 4.30pm  |
| <b>WEBSITE</b>             | <a href="http://sydney.edu.au/architecture">sydney.edu.au/architecture</a>  |

## ARTS AND SOCIAL SCIENCES

|  |  |  |   |
|--|--|--|---|
| <b>LOCATION</b>  | Student Services Office<br>Lobby H, Quadrangle<br>Camperdown Campus  |  |   |
| <b>GENERAL INFORMATION</b>   | <ul style="list-style-type: none"> <li>- You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>, or in-person at the faculty office. See page 2 for a list of all important dates, including census dates.</li> <li>- Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>- If you require assistance or wish to vary your enrolment after the census date, contact your faculty office. You may email your request to the faculty (see contacts below) from your University email account including your full name, student number and degree in your request.</li> <li>- Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>- You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |  |   |
| <b>CONTACT DETAILS</b>   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Undergraduate students</b><br/>           T +61 2 9351 3129<br/>           T +61 2 9351 5436<br/>           F +61 2 9351 2045<br/>           E <a href="mailto:arts.undergraduate@sydney.edu.au">arts.undergraduate@sydney.edu.au</a> </td> <td style="width: 50%; vertical-align: top;"> <b>Postgraduate students</b><br/>           T +61 2 9351 3240<br/>           T +61 2 9351 4807<br/>           F +61 2 9351 2045<br/>           E <a href="mailto:arts.postgraduate@sydney.edu.au">arts.postgraduate@sydney.edu.au</a> </td> </tr> </table>  | <b>Undergraduate students</b><br>T +61 2 9351 3129<br>T +61 2 9351 5436<br>F +61 2 9351 2045<br>E <a href="mailto:arts.undergraduate@sydney.edu.au">arts.undergraduate@sydney.edu.au</a> | <b>Postgraduate students</b><br>T +61 2 9351 3240<br>T +61 2 9351 4807<br>F +61 2 9351 2045<br>E <a href="mailto:arts.postgraduate@sydney.edu.au">arts.postgraduate@sydney.edu.au</a> |
| <b>Undergraduate students</b><br>T +61 2 9351 3129<br>T +61 2 9351 5436<br>F +61 2 9351 2045<br>E <a href="mailto:arts.undergraduate@sydney.edu.au">arts.undergraduate@sydney.edu.au</a> | <b>Postgraduate students</b><br>T +61 2 9351 3240<br>T +61 2 9351 4807<br>F +61 2 9351 2045<br>E <a href="mailto:arts.postgraduate@sydney.edu.au">arts.postgraduate@sydney.edu.au</a>  |  |   |
| <b>COUNTER HOURS</b>   | Monday to Thursday from 10am to 4pm, and Friday from 10am to 2pm   |  |   |
| <b>WEBSITE</b>   | <a href="http://sydney.edu.au/arts">sydney.edu.au/arts</a>   |  |   |

## BUSINESS (THE UNIVERSITY OF SYDNEY BUSINESS SCHOOL)

|                            |  |
|----------------------------|--|
| <b>LOCATION</b>            | Student Information Office (SIO)<br>Level 2, Merewether Building<br>Darlington Campus  |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>- International students can vary their enrolment up until the end of Week 2. Local students can add units up until the end of Week 2, and can withdraw from units up until the census date.</li> <li>- Units of study cannot be added to your enrolment after the second week of semester.</li> <li>- For more information regarding enrolment please refer to <a href="http://sydney.edu.au/business/futurestudents/admissions_and_enrolment/enrolment">sydney.edu.au/business/futurestudents/admissions_and_enrolment/enrolment</a></li> <li>- Applications to waive a prerequisite or corequisite unit must be received by Friday 24 February 2012. Applications for leave of absence must be lodged by the census date.</li> <li>- Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>- You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> <li>- It is also your responsibility to check your University email account regularly once you have enrolled, as all University correspondence will be sent to this email address.</li> </ul> |
| <b>CONTACT DETAILS</b>     | Student Information Office (SIO)<br>T +61 2 9351 3076<br>F +61 2 9351 4433<br>E <a href="mailto:business.student@sydney.edu.au">business.student@sydney.edu.au</a>   |
| <b>COUNTER HOURS</b>       | Monday to Friday from 9am to 6pm, and from 8.30am to 6pm during the first two weeks of semester  |
| <b>WEBSITE</b>             | <a href="http://sydney.edu.au/business">sydney.edu.au/business</a><br>Forms and further information, including deadlines for applications, can be found at <a href="http://sydney.edu.au/business/currentstudents/forms">sydney.edu.au/business/currentstudents/forms</a><br>The Administration Manual for Students is available at <a href="http://sydney.edu.au/business/currentstudents/student_information/student_administration_manual">sydney.edu.au/business/currentstudents/student_information/student_administration_manual</a>   |



## DENTISTRY

|                     |  |   |
|---------------------|--|---|
| LOCATION            | Level 6, Sydney Dental Hospital<br>Surry Hills Campus  |   |
| GENERAL INFORMATION | <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– For any enquiries regarding student cards, refer to the Campus Card Centre (contact details on page 51).</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |   |
| CONTACT DETAILS     | <b>Undergraduate students</b><br><br><b>Bachelor of Oral Health</b><br>T +61 2 9845 6977<br>+61 2 8890 4740<br>E <a href="mailto:bohstudents@dentistry.sydney.edu.au">bohstudents@dentistry.sydney.edu.au</a>  | <b>Postgraduate students</b><br><br><b>Doctor of Dental Medicine</b><br>T +61 2 9351 8304<br>E <a href="mailto:dmdstudents@dentistry.sydney.edu.au">dmdstudents@dentistry.sydney.edu.au</a><br><br><b>Doctor of Clinical Dentistry</b><br>Room 230, Edward Ford Building<br>Camperdown Campus<br>T +61 2 9351 3132<br>F +61 2 9351 8529<br>E <a href="mailto:medicine.info@sydney.edu.au">medicine.info@sydney.edu.au</a> |
| COUNTER HOURS       | Monday to Friday from 9am to 3pm   |   |
| WEBSITE             | <b>Undergraduate</b><br><a href="http://sydney.edu.au/dentistry">sydney.edu.au/dentistry</a>   | <b>Postgraduate</b><br><a href="http://sydney.edu.au/medicine/futurestudent/postgrad">sydney.edu.au/medicine/futurestudent/postgrad</a>   |

## EDUCATION AND SOCIAL WORK

|                     |   |   |
|---------------------|---|---|
| LOCATION            | Level 3, Education Building<br>Camperdown Campus  |   |
| GENERAL INFORMATION | <p>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</p> <p>– Units of study generally cannot be added to your enrolment after the second week of semester.</p> <p>– If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</p> <p>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</p> <p>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</p> <p>Bachelor of Education and Bachelor of Social Work students must attend the following compulsory orientation meetings.</p> <p><b>Bachelor of Education</b></p> <p><b>Primary</b><br/> Year 1: 10 to 11am Thursday 1 March, Education Lecture Theatre 351<br/> Year 2: 11am to 12pm Thursday 1 March, Education Lecture Theatre 351<br/> Year 3: 12 to 1pm Thursday 1 March, Education Lecture Theatre 351<br/> Year 4: 2 to 3pm Thursday 1 March, Education Lecture Theatre 351</p> <p><b>Human Movement and Health Education</b><br/> Year 1: 9 to 11am Thursday 1 March, Education Lecture Theatre 424<br/> Year 2: 11am to 12pm Thursday 1 March, Education Lecture Theatre 424<br/> Year 3: 12 to 1pm Thursday 1 March, Education Lecture Theatre 424<br/> Year 4: 1 to 2pm Thursday 1 March, Education Lecture Theatre 424</p> <p><b>Early Childhood</b><br/> Year 1: 9 to 10am Wednesday 29 February, Education Seminar Room 459<br/> Year 2 and 3: 12 to 1pm Wednesday 29 February, Education Seminar Room 459</p> <p><b>Bachelor of Education (Secondary Humanities)/Bachelor of Arts</b><br/> <b>Bachelor of Education (Secondary Maths)/Bachelor of Science</b><br/> <b>Bachelor of Education (Secondary Science)/Bachelor of Science</b><br/> Year 1: 10 to 11am Wednesday 29 February, Bosch Lecture Theatre 1<br/> Year 2: 11am to 12pm Wednesday 29 February, Bosch Lecture Theatre 1<br/> Year 3: 12 to 1pm Wednesday 29 February, Bosch Lecture Theatre 1<br/> Year 4: 2 to 3pm Wednesday 29 February, Bosch Lecture Theatre 1<br/> Year 5: 3 to 4pm Wednesday 29 February, Bosch Lecture Theatre 1</p> <p><b>Bachelor of Social Work</b><br/> Years 1, 2 and 3 (commencing students only): 11am to 1pm Wednesday 29 February, Teachers College Lecture Theatre 306.</p> <p><b>Compulsory orientation meetings for Master of Teaching students</b><br/> Year 1: 10am to 3pm Wednesday 29 February, Wallace Theatre</p> |   |
| CONTACT DETAILS     | <p><b>Undergraduate students</b></p> <p><b>Undergraduate</b><br/> T +61 2 9351 2634<br/> E <a href="mailto:edsw.ugenquiries@sydney.edu.au">edsw.ugenquiries@sydney.edu.au</a></p> <p><b>Graduate-entry students</b><br/> Master of Teaching<br/> T +61 2 9036 5344<br/> E <a href="mailto:nathan.allan@sydney.edu.au">nathan.allan@sydney.edu.au</a></p>  | <p><b>Postgraduate students</b></p> <p><b>Postgraduate coursework, domestic</b><br/> T +61 2 9351 4054<br/> E <a href="mailto:edsw.pgenquiries@sydney.edu.au">edsw.pgenquiries@sydney.edu.au</a></p> <p><b>Postgraduate coursework, international</b><br/> T +61 2 9351 4054<br/> E <a href="mailto:edsw.pgenquiries@sydney.edu.au">edsw.pgenquiries@sydney.edu.au</a></p> <p><b>Postgraduate research</b><br/> T +61 2 9351 7049<br/> E <a href="mailto:venice.jureidini@sydney.edu.au">venice.jureidini@sydney.edu.au</a></p> |
| COUNTER HOURS       | Monday to Thursday from 10am to 4pm<br>Friday from 10am to 1pm  | Monday to Friday during the first week of semester<br>from 9am to 5pm   |
| WEBSITE             | <a href="http://sydney.edu.au/education_social_work">sydney.edu.au/education_social_work</a>  |   |

## ENGINEERING AND INFORMATION TECHNOLOGIES

|                            |  |  |
|----------------------------|--|--|
| <b>LOCATION</b>            | Level 3, Peter Nicol Russell (PNR) Building<br>Darlington Campus   |  |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>- You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>- If you wish to vary your enrolment in-person you should complete a Variation of Enrolment form and hand this in at the Student Services Office.</li> <li>- Postgraduate forms are available from <a href="http://sydney.edu.au/engineering/forms">sydney.edu.au/engineering/forms</a> and need to be submitted to the Graduate School of Engineering and Information Technologies.</li> <li>- Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>- If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>- Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>- Visit <a href="http://cusp.sydney.edu.au/engineering">cusp.sydney.edu.au/engineering</a> to find standard degree plans for your course as well as detailed information on units of study.</li> <li>- You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |  |
| <b>CONTACT DETAILS</b>     | <b>Undergraduate</b><br>T +61 2 9351 2534<br>E <a href="mailto:engineering.undergraduate@sydney.edu.au">engineering.undergraduate@sydney.edu.au</a>  | <b>Postgraduate</b><br>T +61 2 9351 8617<br>E <a href="mailto:engineering.postgraduate@sydney.edu.au">engineering.postgraduate@sydney.edu.au</a> |
| <b>COUNTER HOURS</b>       | <b>Undergraduate</b><br>Monday to Thursday from 10am to 4pm<br>Friday from 10am to 1pm   | <b>Postgraduate</b><br>Monday to Friday from 10am to 4pm   |
| <b>WEBSITE</b>             | <b>Undergraduate</b><br><a href="http://sydney.edu.au/engineering">sydney.edu.au/engineering</a>   | <b>Postgraduate</b><br><a href="http://sydney.edu.au/engineering/gse">sydney.edu.au/engineering/gse</a>  |

## HEALTH SCIENCES

|                            |  |
|----------------------------|--|
| <b>LOCATION</b>            | Student Central Office<br>Block F (next door to the Depot)<br>Cumberland Campus<br>75 East Street, Lidcombe NSW 2141   |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>- You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>- Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>- If you require assistance or wish to vary your enrolment after the census date, contact your faculty office. You should seek advice from your program coordinator if you wish to vary your enrolment.</li> <li>- Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>- You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |
| <b>CONTACT DETAILS</b>     | T +61 2 9351 9161<br>Submit any questions via 'Ask a question' on the faculty website at <a href="http://current.ask.sydney.edu.au/app/ask">current.ask.sydney.edu.au/app/ask</a>  |
| <b>COUNTER HOURS</b>       | Monday to Thursday from 10am to 4pm<br>Fridays from 10am to 2pm  |
| <b>WEBSITE</b>             | <a href="http://sydney.edu.au/health_sciences">sydney.edu.au/health_sciences</a>   |

## LAW (SYDNEY LAW SCHOOL)

|                     |   |  |
|---------------------|---|--|
| LOCATION            | New Law School Building<br>Eastern Avenue<br>Camperdown Campus  |  |
| GENERAL INFORMATION | <p><b>Postgraduate students</b></p> <ul style="list-style-type: none"> <li>– Please visit the Sydney Law School website (<a href="http://sydney.edu.au/law">sydney.edu.au/law</a>) for latest information on lecture timetable, enrolment and withdrawal census dates.</li> </ul> <p><b>Undergraduate and Juris Doctor students</b></p> <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a></li> <li>– See page 2 for a list of all important dates, including census dates.</li> <li>– Paper-based variation of enrolment requests and waiting list applications can be submitted to the Law School Information Desk from Monday 27 February 2012.</li> <li>– Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>– Students seeking to suspend or withdraw from their award course must submit a Change of Candidature form by Friday 30 March 2012.</li> <li>– Combined law students in years 1 to 3 can vary their enrolment online or with their partner faculty.</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |  |
| CONTACT DETAILS     | <p><b>Information Desk</b><br/>Level 3, New Law School Building<br/>T +61 2 9351 0351<br/>F +61 2 9351 0200<br/>E <a href="mailto:law.info@sydney.edu.au">law.info@sydney.edu.au</a></p> <p><b>Professional law programs team</b><br/>T +61 2 9351 0344<br/>T +61 2 9351 0346<br/>F +61 2 9351 0200<br/>E <a href="mailto:law.professional@sydney.edu.au">law.professional@sydney.edu.au</a></p>  | <p><b>Postgraduate team</b><br/>T +61 2 9351 0451<br/>T +61 2 9351 0361<br/>T +61 2 9351 0267<br/>F +61 2 9351 0200<br/>E <a href="mailto:law.postgraduate@sydney.edu.au">law.postgraduate@sydney.edu.au</a></p> |
| COUNTER HOURS       | Monday to Friday between 9am and 5pm  |  |
| WEBSITE             | <a href="http://sydney.edu.au/law">sydney.edu.au/law</a>  |  |

## MEDICINE (SYDNEY MEDICAL SCHOOL)

|                     |  |  |
|---------------------|--|--|
| LOCATION            | Student Counter<br>Room 230, Edward Ford Building<br>Camperdown Campus   |  |
| GENERAL INFORMATION | <ul style="list-style-type: none"> <li>– Students commencing in one of the Combined Medicine courses will need to refer to the faculties where they are undertaking their first degree for relevant information about varying enrolments and changing units of study.</li> <li>– Students commencing in the postgraduate MBBS degree will need to refer to the Sydney Medical School office to discuss changing enrolments.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |  |
| CONTACT DETAILS     | <p><b>Student Counter</b><br/>T +61 2 9351 3132<br/>F +61 2 9351 3196<br/>E <a href="mailto:medicine.info@sydney.edu.au">medicine.info@sydney.edu.au</a></p>   |  |
| COUNTER HOURS       | Monday from 1 to 5pm<br>Tuesday to Thursday from 9am to 5pm<br>Friday from 9am to 1pm  |  |
| WEBSITE             | <a href="http://sydney.edu.au/medicine">sydney.edu.au/medicine</a>   |  |

## MUSIC (SYDNEY CONSERVATORIUM OF MUSIC)

|                      |  |
|----------------------|--|
| LOCATION             | Student Administration<br>Level 3, Room 3013<br>Sydney Conservatorium of Music Campus<br>Corner Bridge and Macquarie Streets<br>Sydney NSW 2000  |
| GENERAL INFORMATION  | <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>– Units of study generally cannot be added to your enrolment after the second week of semester. If you need to add a unit after the second week of lectures it must be approved by the relevant chair of unit.</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |
| ACADEMIC INFORMATION | <p><b>Continuing students</b></p> <p>If some of your pre-enrolment choices don't appear on your Confirmation of Enrolment form, the reason could be:</p> <ul style="list-style-type: none"> <li>– a problem with certain units of study, eg you have not met the prerequisite requirements for that unit.</li> <li>– you have selected more than 30 credit points in a semester, in which case you'll need to seek special permission from the Associate Dean.</li> <li>– you didn't submit a special permission form containing an approval signature for units of study that require academic approval and special permission.</li> </ul>  |
| CONTACT DETAILS      | <p>T +61 2 9351 1216<br/>T +61 2 9351 1241<br/>T +61 2 9351 1242<br/>F +61 2 9351 1200<br/>E <a href="mailto:con.info@sydney.edu.au">con.info@sydney.edu.au</a></p>  |
| COUNTER HOURS        | Monday to Friday from 10am to 4pm  |
| WEBSITE              | <a href="http://sydney.edu.au/music">sydney.edu.au/music</a>   |

## NURSING (SYDNEY NURSING SCHOOL)

|  |   |  |   |
|--|---|--|---|
| LOCATION   | Building C<br>Mallett Street Campus<br>88 Mallett Street, Camperdown  |  |   |
| GENERAL INFORMATION  | <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>– Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul>   |  |   |
| CONTACT DETAILS  | <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>All coursework and honours students</b></p> <p>Nursing Student Services<br/>Ground floor, Building C<br/>Mallett Street Campus<br/>T +61 2 9351 0693<br/>E <a href="mailto:nursing.info@sydney.edu.au">nursing.info@sydney.edu.au</a></p> <p><b>PhD and MPhil students</b></p> <p>Postgraduate Student Administration Unit<br/>Room 206, Edward Ford Building<br/>Camperdown Campus<br/>E <a href="mailto:medicine.info@sydney.edu.au">medicine.info@sydney.edu.au</a></p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><b>Clinical advice</b></p> <p>Clinical Education Office<br/>Room C4.17, Building C<br/>Mallett Street Campus<br/>T +61 2 9351 0525<br/>T +61 2 9351 0518<br/>E <a href="mailto:maria.carlisle@sydney.edu.au">maria.carlisle@sydney.edu.au</a><br/>E <a href="mailto:natalie.lindeman@sydney.edu.au">natalie.lindeman@sydney.edu.au</a></p> <p>For academic advice regarding unit of study selection please contact the relevant academic adviser/coordinator. Details are available at <a href="http://sydney.edu.au/nursing">sydney.edu.au/nursing</a>.</p> <p>If enquiring by email you should use your Sydney Mail email account and quote your full name and student number.</p> </td> </tr> </table> | <p><b>All coursework and honours students</b></p> <p>Nursing Student Services<br/>Ground floor, Building C<br/>Mallett Street Campus<br/>T +61 2 9351 0693<br/>E <a href="mailto:nursing.info@sydney.edu.au">nursing.info@sydney.edu.au</a></p> <p><b>PhD and MPhil students</b></p> <p>Postgraduate Student Administration Unit<br/>Room 206, Edward Ford Building<br/>Camperdown Campus<br/>E <a href="mailto:medicine.info@sydney.edu.au">medicine.info@sydney.edu.au</a></p> | <p><b>Clinical advice</b></p> <p>Clinical Education Office<br/>Room C4.17, Building C<br/>Mallett Street Campus<br/>T +61 2 9351 0525<br/>T +61 2 9351 0518<br/>E <a href="mailto:maria.carlisle@sydney.edu.au">maria.carlisle@sydney.edu.au</a><br/>E <a href="mailto:natalie.lindeman@sydney.edu.au">natalie.lindeman@sydney.edu.au</a></p> <p>For academic advice regarding unit of study selection please contact the relevant academic adviser/coordinator. Details are available at <a href="http://sydney.edu.au/nursing">sydney.edu.au/nursing</a>.</p> <p>If enquiring by email you should use your Sydney Mail email account and quote your full name and student number.</p> |
| <p><b>All coursework and honours students</b></p> <p>Nursing Student Services<br/>Ground floor, Building C<br/>Mallett Street Campus<br/>T +61 2 9351 0693<br/>E <a href="mailto:nursing.info@sydney.edu.au">nursing.info@sydney.edu.au</a></p> <p><b>PhD and MPhil students</b></p> <p>Postgraduate Student Administration Unit<br/>Room 206, Edward Ford Building<br/>Camperdown Campus<br/>E <a href="mailto:medicine.info@sydney.edu.au">medicine.info@sydney.edu.au</a></p> | <p><b>Clinical advice</b></p> <p>Clinical Education Office<br/>Room C4.17, Building C<br/>Mallett Street Campus<br/>T +61 2 9351 0525<br/>T +61 2 9351 0518<br/>E <a href="mailto:maria.carlisle@sydney.edu.au">maria.carlisle@sydney.edu.au</a><br/>E <a href="mailto:natalie.lindeman@sydney.edu.au">natalie.lindeman@sydney.edu.au</a></p> <p>For academic advice regarding unit of study selection please contact the relevant academic adviser/coordinator. Details are available at <a href="http://sydney.edu.au/nursing">sydney.edu.au/nursing</a>.</p> <p>If enquiring by email you should use your Sydney Mail email account and quote your full name and student number.</p>   |  |   |
| COUNTER HOURS  | Monday to Thursday from 10am to 4pm<br>Friday from 10am to 1pm  |  |   |
| WEBSITE  | <a href="http://sydney.edu.au/nursing">sydney.edu.au/nursing</a>  |  |   |

## PHARMACY

|                            |  |   |
|----------------------------|--|---|
| <b>LOCATION</b>            | <b>Undergraduate and postgraduate coursework</b><br>Faculty Administration Office<br>Pharmacy/Bank Building<br>Camperdown Campus   | <b>Postgraduate research</b><br>Student Services<br>Sydney Medical School<br>Edward Ford Building<br>Camperdown Campus  |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>– Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact the Student Services Officer via email.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– All students are advised to check their enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |   |
| <b>CONTACT DETAILS</b>     | <b>Undergraduate students</b><br>T +61 2 9036 9293<br>E <a href="mailto:pharmacy.ug@sydney.edu.au">pharmacy.ug@sydney.edu.au</a>   | <b>Postgraduate research students</b><br>E <a href="mailto:medicine.info@sydney.edu.au">medicine.info@sydney.edu.au</a> |
|                            | <b>Postgraduate coursework students</b><br>T +61 2 9036 9552<br>E <a href="mailto:pharmacy.pg@sydney.edu.au">pharmacy.pg@sydney.edu.au</a>   |   |
| <b>COUNTER HOURS</b>       | Monday to Friday from 9am to 3pm   |   |
| <b>WEBSITE</b>             | <a href="http://sydney.edu.au/pharmacy">sydney.edu.au/pharmacy</a>   |   |

## SCIENCE

|                            |  |
|----------------------------|--|
| <b>LOCATION</b>            | Information Office<br>Level 2, Carlaw Building<br>Camperdown Campus  |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>– You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. In-person variations of enrolment will be processed from 21 February 2012 at the Faculty of Science Office during counter hours. See page 2 for a list of all important dates, including census dates.</li> <li>– Units of study cannot be added to your enrolment after the second week of semester. For the latest dates for withdrawals and discontinuations from units of study in 2012, and for other enrolment queries, refer to the faculty website (see below).</li> <li>– If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>– You should notify the faculty in writing if you wish to suspend your candidature for 2012 and you should consult the faculty handbook regarding suspension and time limit rules that apply to all undergraduate students. Requests for the first semester or the full 2012 year must be processed by the Semester One census date.</li> <li>– Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>– You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |
| <b>CONTACT DETAILS</b>     | T +61 2 9351 3021<br>F +61 2 9351 4846<br>E <a href="mailto:science.information@sydney.edu.au">science.information@sydney.edu.au</a>   |
| <b>COUNTER HOURS</b>       | Monday to Thursday from 10am to 4pm<br>Friday from 10am to 1pm   |
| <b>WEBSITE</b>             | <a href="http://sydney.edu.au/science">sydney.edu.au/science</a>   |

## VETERINARY SCIENCE

|                            |  |  |
|----------------------------|--|--|
| <b>LOCATION</b>            | Faculty Office<br>Ground Floor, JD Stewart Building<br>Camperdown Campus   |  |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>- You can vary your enrolment from mid-February until the census date at <a href="http://sydney.edu.au/student-admin">sydney.edu.au/student-admin</a>. See page 2 for a list of all important dates, including census dates.</li> <li>- Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>- If you require assistance or wish to vary your enrolment after the census date, contact your faculty office.</li> <li>- Commencing and continuing students who wish to apply for credit for previous tertiary study should lodge their applications, including certified copies of course outlines and academic transcripts, at the Faculty Office no later than three weeks before the commencement of lectures.</li> <li>- Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>- You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |  |
| <b>CONTACT DETAILS</b>     | <b>Undergraduate students</b><br>T +61 2 9351 2441<br>T +61 2 9351 8783<br>E <a href="mailto:vet.science@sydney.edu.au">vet.science@sydney.edu.au</a><br><br>Re-enrolling Animal and Veterinary Bioscience students requiring advice regarding elective selection should contact their year coordinator.   | <b>Postgraduate coursework students</b><br>T +61 2 9036 9105<br>E <a href="mailto:vetscience.pginfo@sydney.edu.au">vetscience.pginfo@sydney.edu.au</a><br><br><b>Postgraduate research students</b><br>T +61 2 9351 6933<br>E <a href="mailto:vetscience.pg@sydney.edu.au">vetscience.pg@sydney.edu.au</a> |
| <b>COUNTER HOURS</b>       | Monday to Friday from 9am to 4pm   |  |
| <b>WEBSITE</b>             | <a href="http://sydney.edu.au/vetscience">sydney.edu.au/vetscience</a>   |  |

## VISUAL ARTS (SYDNEY COLLEGE OF THE ARTS)

|                            |   |
|----------------------------|---|
| <b>LOCATION</b>            | Student Administration Office<br>Building 13<br>Rozelle Campus<br>Balmain Road (enter opposite Cecily Street)<br>Rozelle NSW 2039   |
| <b>GENERAL INFORMATION</b> | <ul style="list-style-type: none"> <li>- You can vary your enrolment from mid-February until the census date, by visiting the SCA Student Administration Office. See page 2 for a list of all important dates, including census dates.</li> <li>- Units of study generally cannot be added to your enrolment after the second week of semester.</li> <li>- If you require assistance or wish to vary your enrolment after the census date, contact your faculty student administration office.</li> <li>- Visit <a href="http://sydney.edu.au/handbooks">sydney.edu.au/handbooks</a> to find the rules for your course as well as a glossary of terms and acronyms commonly used at the University.</li> <li>- You are advised to check your enrolment details for 2012 carefully before the census date, as it is your responsibility to ensure your enrolment details are correct.</li> </ul> |
| <b>CONTACT DETAILS</b>     | T +61 2 9351 1104<br>E <a href="mailto:sca.enquiries@sydney.edu.au">sca.enquiries@sydney.edu.au</a>   |
| <b>COUNTER HOURS</b>       | Monday to Friday from 9.30am to 4.30pm  |
| <b>WEBSITE</b>             | <a href="http://sydney.edu.au/sca">sydney.edu.au/sca</a>  |





## University buildings

|     |   |
|-----|---|
| O6  | Aeronautical Engineering Building                     |
| J4  | Anderson Stuart Building                              |
| G3  | Badham Building                                       |
| L2  | Bank Building   |
| L8  | Baxter's Lodge  |
| E6  | Biochemistry and Microbiology Building                |
| D9  | Bligh Building  |
| E7  | Bosch Building 1A                                     |
| E7  | Bosch Building 1B                                     |
| E6  | Brennan MacCallum Building                            |
| E6  | Bruce Williams Pavilion                               |
| L6  | Carlaw Building                                       |
| F4  | Chaplaincy  |
| M8  | Chemical Engineering Building                         |
| J5  | Chemistry Building                                    |
| N8  | Civil Engineering Building                            |
| N9  | Civil Engineering Workshop                            |
| K10 | Clark Building  |
| D10 | Darling Building                                      |
| J9  | Darlington Centre                                     |
| J10 | Darlington House                                      |
| K9  | Darlington Road Terraces                              |
| L10 | Demountable Village                                   |
| K5  | Eastern Avenue Auditorium and Lecture Theatre Complex |
| L9  | Economics and Business Building                       |
| H2  | Edgeworth David Building                              |
| G4  | Education Building                                    |
| H5  | Edward Ford Building                                  |
| N7  | Electrical Engineering Building                       |
| C3  | Engineering Link Building                             |
| C3  | Evelyn Williams Building                              |
| K3  | Fisher Library  |
| K4  | Fisher Library Stock                                  |
| G2  | Footbridge Theatre                                    |
| C3  | Gatekeeper's Lodge                                    |
| J7  | Gatekeeper's Lodge (City Road)                        |
| M8  | Gordon Yu-Hoi Chu Building                            |
| J2  | Great Hall  |
| G3  | Griffith Taylor Building                              |
| D4  | HK Ward Gymnasium                                     |
| F2  | Heydon-Laurence Building                              |
| G2  | Holme Building  |
| K8  | Institute Building                                    |
| N5  | International House                                   |
| J10 | IXL Building  |
| D3  | JD Stewart Building                                   |
| L7  | Jane Foss Russell Building                            |
| F3  | John Woolley Building                                 |
| F1  | Mackie Building                                       |
| H3  | MacLaurin Hall  |
| H2  | Macleay Building                                      |
| G1  | Margaret Telfer Building                              |
| J6  | Marsden Building                                      |
| H4  | Manning House   |
| D3  | Manning Squash Courts                                 |
| D3  | McMaster Building                                     |
| O6  | Mechanical Engineering Building                       |
| A2  | Medical Foundation Building                           |
| K8  | Merewether Building                                   |
| L8  | Molecular Bioscience Building                         |
| L4  | New Law Building                                      |
| K5  | New Law Building Amex                                 |
| E1  | No. 1-3 Ross Street                                   |
| M9  | Noel Martin Sports and Aquatic Centre                 |
| M7  | Old School Building                                   |
| F4  | Old Teachers' College                                 |
| H3  | Pharmacy Building                                     |
| H6  | Physics Annex   |
| G5  | Physics Building                                      |
| N8  | PNR Building  |
| E6  | Queen Elizabeth II Research Institute                 |
| H5  | RC Mills Building                                     |
| F2  | RD West Building                                      |
| D4  | RMC Churn Building                                    |
| N7  | Rose Street Building                                  |
| G2  | Science Road Cottage                                  |
| E1  | Selle House   |
| M10 | Services Building                                     |
| N6  | Seymour Centre  |
| K10 | Shepherd Centre                                       |
| O6  | Shepherd Street Carpark                               |
| N5  | ST T Building   |
| K9  | Storie Dixon Wing                                     |
| F5  | The Arena Sports Centre                               |
| J3  | The Quadrangle  |
| J5  | Transient Building                                    |
| L10 | University Computing Centre                           |
| J10 | University Garage                                     |
| M9  | University Sports and Aquatic Centre                  |
| D3  | Veterinary Science Conference Centre                  |
| E6  | Victor Coppleston Building                            |
| F3  | Wallace Theatre                                       |
| N5  | Wentworth Building                                    |
| E7  | Western Avenue Carpark                                |
| M6  | WH Maze Building                                      |
| M6  | Wilkinson Building                                    |

## Childcare centres

|     |                   |
|-----|-------------------|
| K11 | Boundary Lane     |
| F9  | Carillon Avenue   |
| N9  | KU Union          |
| H1  | Laurel Tree House |

## Colleges and residential accommodation

|     |                           |
|-----|---------------------------|
| J10 | Darlington House          |
| K9  | Darlington Road Terraces  |
| N5  | International House       |
| L10 | Mandelbaum House          |
| A4  | Sancti Sophia College     |
| C8  | St Andrew's College       |
| B5  | St John's College         |
| G7  | St Paul's College         |
| E1  | Selle House               |
| D10 | Sydney University Village |
| F7  | Wesley College            |
| G8  | Women's College           |

## Computer Access Centres

|    |                   |
|----|-------------------|
| H3 | Brennan           |
| G4 | Education         |
| K3 | Fisher            |
| N7 | Link              |
| L6 | McGrath (Carslaw) |
| H3 | Pharmacy          |
| N8 | PNR Building      |

## Cultural venues

|    |                           |
|----|---------------------------|
| H2 | Macleay Museum            |
| J3 | Nicholson Museum          |
| N6 | Seymour Centre            |
| K7 | Sir Hermann Black Gallery |
| M6 | Tin Sheds Gallery         |
| J2 | University Art Gallery    |
| L6 | Verge Gallery             |

## Faculties (offices)

|    |  |
|----|--|
| F2 | Agriculture, Food and Natural Resources  |
| M6 | Architecture                             |
| H3 | Arts and Social Sciences                 |
| K8 | Business                                 |
| G4 | Education and Social Work                |
| N7 | Engineering and Information Technologies |
| L4 | Law                                      |
| H3 | Medicine                                 |
| H3 | Pharmacy                                 |
| L6 | Science                                  |
| D3 | Veterinary Science                       |

## Libraries

|    |                       |
|----|-----------------------|
| G3 | Badham                |
| F3 | Fisher                |
| L4 | Freehills Law Library |
| E7 | Medical               |
| N6 | Music                 |
| H5 | Schaefer Fine Arts    |
| L7 | Scitech               |

## Retail

|    |                                       |
|----|---------------------------------------|
| H3 | Australia Post                        |
| J9 | Darlington Centre                     |
| G2 | Holme Building                        |
| J2 | Jane Foss Russell Building            |
| H4 | Manning House                         |
| F5 | The Arena Sports Centre               |
| M9 | University Copy Centre                |
| K7 | University Health Service             |
| M9 | Noel Martin Sports and Aquatic Centre |
| M9 | University Co-op Bookshop             |
| C3 | Valentine Charlton Cat Centre         |
| K7 | Wentworth Building                    |

## Security

|     |                     |
|-----|---------------------|
| M10 | Emergency Services  |
| M10 | Lost Property       |
| M10 | Traffic and Parking |

## Sports and recreational venues

|    |                                    |
|----|------------------------------------|
| K2 | Fisher Tennis Courts               |
| D4 | HK Ward Gymnasium                  |
| H5 | Levin Tennis Courts                |
| H4 | Manning Squash Courts              |
| F5 | The Arena Sports Centre            |
| E3 | The Squares                        |
| E3 | University Oval No. 1              |
| E3 | University Oval No. 2              |
| M9 | University Sports & Aquatic Centre |

## Unions and associations (offices)

|     |   |
|-----|---|
| K7  | Students' Representative Council (SRC)                            |
| L10 | Sydney University Postgraduate Representative Association (SUPRA) |
| M9  | Sydney University Sports Union                                    |
| G2  | University of Sydney Union  |

## University administration, centres and services

|     |   |
|-----|---|
| L7  | Accommodation Information Service                               |
| H3  | Alumni and Events Office  |
| M10 | Campus Infrastructure and Services                              |
| L7  | Cashier   |
| L7  | Centre for Continuing Education                                 |
| K7  | Centre for English Teaching                                     |
| H3  | Chancellor  |
| L7  | Child Care Information Office                                   |
| E4  | China Studies Centre  |
| L7  | Counselling and Psychological Services                          |
| L7  | Disability Services   |
| L7  | Equity Support Services   |
| H2  | Executive Offices   |
| L7  | Financial Assistance Service                                    |
| G1  | Financial Services  |
| J3  | Information Centre  |
| M10 | Information and Communications Technology Services              |
| L6  | Institute for Teaching and Learning                             |
| L7  | International Student Office                                    |
| G4  | Learning Centre   |
| D9  | Learning Solutions  |
| M10 | Marketing and Communications Division                           |
| L6  | Mathematics Learning Centre                                     |
| M10 | Media and Communications  |
| G1  | Office of General Counsel                                       |
| L7  | Research Portfolio  |
| L7  | Scholarships Office   |
| L2  | Social Inclusion Unit   |
| L7  | Student Centre  |
| L7  | Student Support Services  |
| K8  | Summer School   |
| L7  | Support Sydney  |
| E1  | SydneyPeople – HR Service Centre                                |
| D9  | SydneyPeople – Learning Solutions                               |
| E1  | SydneyPeople – Recruitment/Unistaff                             |
| L10 | SydneyPeople – Staff Support and Student Equal Opportunity Unit |
| L7  | Sydney Talent   |
| O5  | Synovate  |
| K8  | United States Studies Centre                                    |
| G2  | University of Sydney Venue Collection                           |
| M10 | University Owned Student Housing                                |
| L10 | University Publishing Service                                   |
| D3  | Veterinary Hospital and Clinic                                  |
| H2  | Vice-Chancellor   |
| M10 | Web and Print Production  |

CUMBERLAND CAMPUS



Directory

University Buildings

- E4 A Block – Jeffrey Miller Administration Building
- F3 B Building
- C4 C Building
- C4 D Building
- G3 D2 Building – Sport Centre
- D4 E Block
- F4 F Block
- F2 G Building
- E5 Gatehouse
- D3 H Block
- G3 Horticulture Centre
- F2 J Building
- D4 K Block
- F3 L Block
- E2 M Building
- E2 N Building
- E2 O Building
- F3 O.T. Annex
- G3 P Building
- H4 Q Building – Ngallia Childcare Centre
- F3 R Block
- E3 S Block
- G4 T Building
- F4 U Building – Campus Rewards
- C4 V Building – Sport Centre
- D2 W Building – Campus Infrastructure & Services
- G3 Y Building – Yannadah/Residential Building

Childcare

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Clinics, community services and research units

- C4 Australian Stuttering Research Centre ASRC (Building D)
- F2 Driver Rehabilitation and Fleet Safety Services (Building J)
- C4 Fitability (Building C)
- E2 National Centre for Classification in Health NCCH (Building M)
- C4 Rehabilitation Research Centre (Building C)

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- F4 Campus bookstore (Building U)
- F4 Campus Rewards administration (Building U)
- F4 JDV food court (Building U)
- F4 The Depot & Rewards information (Block F)

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- E3 Biomedical Science (Block S)
- D4 Exercise and Sport Science (Block K)
- E2 Health Informatics (Building M)
- E2 Medical Radiation Sciences (Building M)
- F2 Occupational Therapy (Building J)
- G4 Orthoptics (Building T)
- E2 Physiotherapy (Building O)
- F2 Rehabilitation Counselling (Building G)
- E3 Speech Pathology (Block S)
- G4 Yooroang Garang: Indigenous Support Unit (Building T)
- G4 Graduate Program in Sexual Health (Building T)

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- E5 Emergency
- E5 Parking

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- B3 Oval
- C4 Sport centre (Building V)
- C4 Tennis courts

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- E4 Disability service (Block A)
- E4 International student support service (Block A)
- E4 Learning centre (Block A)
- E4 Lost property (Block A)
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- F3 Official notice board (Block R, outside main entrance)
- F3 Open access computer laboratories (B Building)
- G3 Prayer Rooms (Building P)
- F2 Research Student Inquiries (Research & Innovation Office) (Building G)
- E4 Student central (Block F)
- G3 Student residence (Building Y)
- E4 Student services (Block A)

University administration and services

- E4 Campus Infrastructure & Services (Block A)
- F4 Central store (Block F)
- E4 Dean's office (Block A)
- E4 Faculty services (Block A)
- E4 Finance / Cashier (Block A)
- F3 Information Technology services (Building B)
- E4 Learning & Teaching office (Block A)
- E4 Marketing (Block A)
- F3 Printing (Block R)
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- E4 Purchasing (Block A)
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ROZELLE CAMPUS



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- D2 Administration (B24)
- D4 Building B13
- C4 Building B14
- B5 Building B15
- C3 Building B18
- C3 Building B19
- A3 Building B2
- D3 Building B23
- F3 Building B27
- E4 Building B29
- A3 Building B3
- A3 Building B30
- C3 Building B31
- E3 Building B32
- B3 Building B4
- C3 Building B5
- E3 Building B6
- F3 Building B7
- G3 Building B8
- F3 Building B97
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- B3 Foundation studios (B16)
- E4 Graduate school (B11)
- D3 Lecture Theatre / SCA Gallery (B21)
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- C3 SCA Workshop (B17)
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- C4 Artist flat (B14)
- D2 Computer laboratory (B24)
- B3 Drawing room (B2)
- D3 SCA Auditorium (B21)
- D3 SCA Gallery
- D4 SCA Gallery 1 (B13)
- D4 SCA Gallery 2 (B13)
- D3 SCA Lecture theatre
- C4 SCA Workshop
- D4 Seminar rooms 1 and 2 (B13)

**Library**

- B4 SCA Library

**Parking**

- F5 Northern carpark
- B4 Southern carpark
- D4 Visitor carpark
- C2 Western carpark






**Student services**

- E3 Café
- D4 Security office (B13)
- D2 Student administration (B24)
- D4 Student association – SASCA (B13)

**Studios**

- A-B3 Ceramics (B2 – B30)
- A-B3 Film and digital art – FDA (B3 – B4)
- C3 Glass (B18 – B19)
- C3 Glass hot shop (B31)
- C4 Jewellery & Object Design (B14)
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- B-C3 Photomedia (B4 – B5)
- F-G3 Printmedia (B7 – B8 – B97 – B27)
- E3-4 Sculpture (B29 – B32)

MALLET STREET CAMPUS

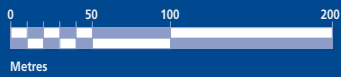
-  Information
-  Telephone
-  Eateries
-  ATM
-  STA bus stop

**Getting there**









By bus from the city:  
 Catch route 413, 435, 436, 437, 438, 440, 461  
 or 480 from George St or Railway Square.  
 Get off at Mallett Street and turn left.  
 The campus is located about 200 metres on  
 the left-hand side.

**PARKING**

No University-sponsored parking.  
 Some street parking of 1 and 2 hours is available.



### SURRY HILLS CAMPUS

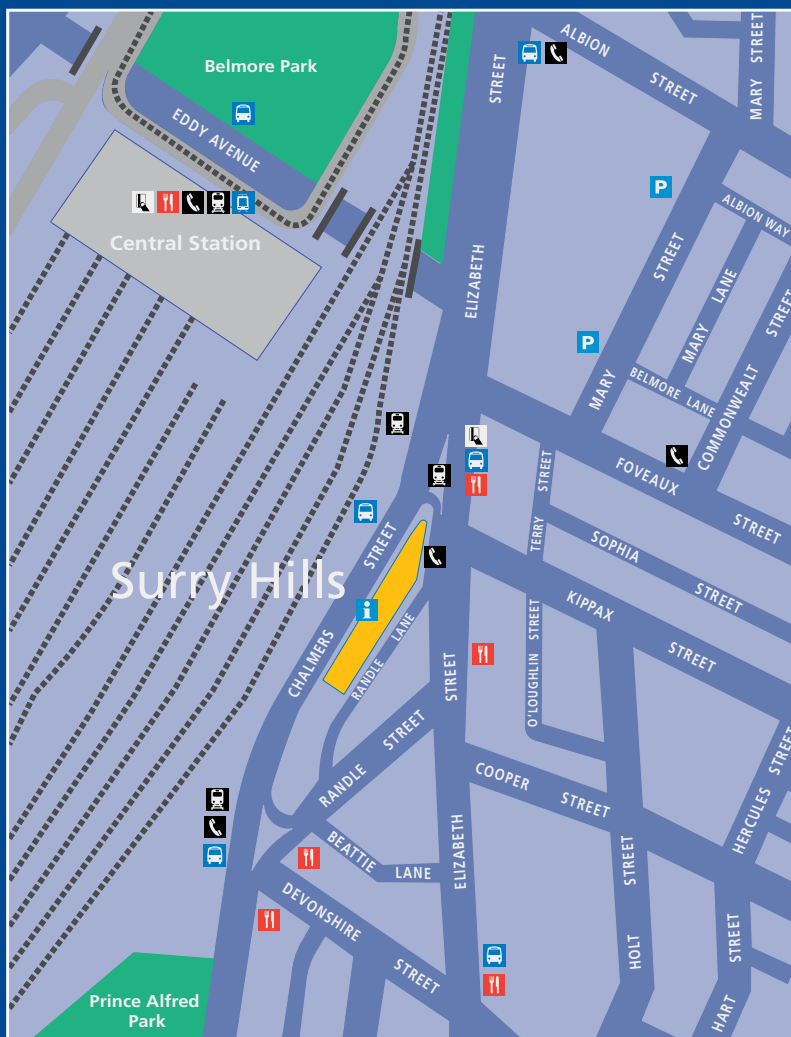
-  Carpark
-  Information
-  Telephone
-  Eateries
-  ATM
-  Train Station
-  STA bus stop
-  Light rail stop

#### Getting there

**By train:**  
Catch any train to Central Station.

**By bus:**  
Catch any buses that run along Elizabeth Street or Eddy Avenue, and get off at Central Station.

**PARKING**  
Metered parking available. Privately run parking stations are within walking distance of the dental hospital.





# THE UNIVERSITY OF SYDNEY CODE OF CONDUCT FOR STUDENTS

## THIS IS AN EXTRACT

For the full code of conduct, visit [sydney.edu.au/ab/policies/Student\\_code\\_conduct.pdf](https://sydney.edu.au/ab/policies/Student_code_conduct.pdf)

## PRINCIPLES

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students for academic matters and personal behaviour.

Study at the University presents opportunities to interact with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The University reaffirms its commitment to:

- high academic standards, intellectual rigour and a high-quality education
- intellectual freedom and social responsibility
- recognition of the importance of ideas and the pursuit of critical and open enquiry
- tolerance, honesty and respect as the hallmarks of relationships throughout the University community, and
- high standards of ethical behaviour.

All students are required to be aware of and act consistently with these values.

## PERSONAL CONDUCT

All students must:

- treat all employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity
- maintain a cooperative and collaborative approach to interpersonal relationships
- act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students
- respect the privacy of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students to carry out their study, research or work at the University. This includes the University of Sydney Library, lecture theatres and laboratories
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students to access or use the resources of the University, including the University of Sydney Library resources, lecture theatres and laboratories
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers, any other members of the public or other students.

## ACADEMIC CONDUCT

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rules and resolutions of the University of Sydney. Students must not enrol in additional units of study outside the degree resolutions, even if the student information system allows it when enrolling online. It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines
- read all official correspondence from the University, including email
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically
- conform to the University's requirements for working with humans, animals and biohazards
- behave professionally, ethically and respectfully in all dealings with the University's learning partners during extramural placements and practicums, and
- use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage.

# IMPORTANT CONTACT DETAILS

## GENERAL CONTACT INFORMATION

### University switchboard

T +61 2 9351 2222

### Ask Sydney

You can gain answers to frequently asked questions. If you can't find what you are looking for you can submit a question and receive an emailed response from the University.

[current.ask.sydney.edu.au](http://current.ask.sydney.edu.au)

### Faculties

See pages 32 to 40 for individual faculty contacts.

### IT support

For information, tools, quick links, troubleshooting and IT advice, visit [sydney.edu.au/ict/student](http://sydney.edu.au/ict/student)

### Library

For contact details, opening hours and locations, visit

[sydney.edu.au/library/contacts](http://sydney.edu.au/library/contacts)

### Security

Services Building (G12)  
Darlington Campus  
The University of Sydney  
NSW 2006 Australia

T +61 2 9351 3487  
or 1300 CAMPUS (1300 226 787)

**Emergency number:** +61 2 9351 3333  
(13333 from an internal phone)

[sydney.edu.au/facilities/security](http://sydney.edu.au/facilities/security)

## STUDENT ADMINISTRATION

### Student Centre

Camperdown/Darlington Campus  
Level 3, Jane Foss Russell Building  
The University of Sydney  
NSW 2006 Australia

T +61 2 8627 8200

F +61 2 8627 8279

E [student.centre@sydney.edu.au](mailto:student.centre@sydney.edu.au)  
[sydney.edu.au/student\\_centre](http://sydney.edu.au/student_centre)

Service counter opening hours:  
9am to 5pm, Monday to Friday

The Student Centre provides the following core student administration services:

- academic records, including examination results
- enrolment
- processing undergraduate admissions, including special admissions
- examinations
- exclusions
- HECS and domestic fee administration
- systems management, including key aspects of enrolment and pre-enrolment
- timetabling
- graduations.

### Admissions Office, Student Centre

The Admissions Office handles questions about undergraduate, domestic UAC admission.

T +61 2 8627 8210

F +61 2 8627 8278

E [admissions.office@sydney.edu.au](mailto:admissions.office@sydney.edu.au)

### Enrolments Office, Student Centre

The Enrolments Office provides advice about enrolment.

T +61 2 8627 8211

E [enrolments.office@sydney.edu.au](mailto:enrolments.office@sydney.edu.au)

### Graduations Office, Student Centre

This office is responsible for organising all graduation ceremonies and helping students with graduation arrangements.

T +61 2 8627 8223

T +61 2 8627 8224

### Protocol enquiries:

T +61 2 8627 8221

F +61 2 8627 8281

E [grads.office@sydney.edu.au](mailto:grads.office@sydney.edu.au)

### HECS and Domestic Fees Office, Student Centre

This office helps domestic students with queries relating to their entitlements for Commonwealth support, SSA fee, HELP loans, domestic full fees and the Research Training Scheme (RTS).

T +61 2 8627 8239

F +61 2 8627 8285

E [hecs.office@sydney.edu.au](mailto:hecs.office@sydney.edu.au)

[sydney.edu.au/current\\_students/student\\_administration/hecs\\_fees.shtml](http://sydney.edu.au/current_students/student_administration/hecs_fees.shtml)

### Timetables

Access general information, including draft timetables, at

[sydney.edu.au/timetable](http://sydney.edu.au/timetable)

Access your personal timetable through student administration services at [sydney.edu.au/student-admin](http://sydney.edu.au/student-admin) and follow the prompts, or visit the Student Centre in person.

### Student Central

Cumberland Campus  
Faculty of Health Sciences  
Ground Floor, Block F

T +61 2 9351 9161

F +61 2 9351 9412

[sydney.edu.au/health\\_sciences/current\\_students](http://sydney.edu.au/health_sciences/current_students)

The Faculty of Health Sciences Student Administration Central Unit provides information and advice on the various courses offered by the faculty, manages student records and administers admissions, enrolment, examinations and graduations.

**Campus Card Centre**

For all your campus card enquiries

T +61 2 9351 2423

E [university.cards@sydney.edu.au](mailto:university.cards@sydney.edu.au)

[sydney.edu.au/card\\_centre](http://sydney.edu.au/card_centre)

**STUDENT SUPPORT AND SERVICES****Counselling and Psychological Services (CAPS) – available to domestic and international enrolled students**

Camperdown/Darlington Campus

Level 5, Jane Foss Russell Building

T +61 2 8627 8433

E [caps.admin@sydney.edu.au](mailto:caps.admin@sydney.edu.au)

Cumberland Campus

Ground Floor, A Block

T +61 2 9351 9638

E [cumberland.cs@sydney.edu.au](mailto:cumberland.cs@sydney.edu.au)

Counselling is also available during semester at Sydney College of the Arts and the Conservatorium of Music. Contact the Darlington office to make an appointment.

[sydney.edu.au/counselling](http://sydney.edu.au/counselling)

**Disability Services**

Camperdown/Darlington Campus

Level 5, Jane Foss Russell Building

T +61 2 8627 8422

E [disability.services@sydney.edu.au](mailto:disability.services@sydney.edu.au)

Cumberland Campus

Ground Floor, A Block

T +61 2 9351 9638 (Tuesdays only)

E [cumberland.ds@sydney.edu.au](mailto:cumberland.ds@sydney.edu.au)

[sydney.edu.au/disability](http://sydney.edu.au/disability)

**Financial Assistance Service**

Camperdown/Darlington Campus

Level 5, Jane Foss Russell Building

T +61 2 9351 2416

E [financial.assistance@sydney.edu.au](mailto:financial.assistance@sydney.edu.au)

[sydney.edu.au/financial\\_assistance](http://sydney.edu.au/financial_assistance)

**University Health Service (UHS)****GP service**

UHS Wentworth

Darlington Campus

Level 3, Wentworth Building

T +61 2 9351 3484

UHS Holme

Camperdown Campus

Main Entrance, Holme Building

T +61 2 9351 4095

After-hours GP care: 5.30 to 10pm

General Practice Casualty

Balmain Hospital

T +61 2 9395 2165

After-hours home visits:

Sydney Medical Service

T +61 2 8724 6300

– Weeknights: 6pm to 8am

– Weekends: 12pm Saturday to 8am Monday

– Public holidays: 24 hours

**INTERNATIONAL STUDENT SERVICES****International Student Office**

Level 4, Jane Foss Russell Building

Camperdown/Darlington Campus

The University of Sydney

NSW 2006 Australia

T +61 2 8627 8300

F +61 2 8627 8387

E [io.info@sydney.edu.au](mailto:io.info@sydney.edu.au)

[sydney.edu.au/internationaloffice](http://sydney.edu.au/internationaloffice)

International fee enquiries:

T +61 2 8627 8348

The International Student Office provides advice and assistance on academic programs for international students, as well as administrative services including application, admission, fee payment and enrolment services.

**Study Abroad & Student Exchange**

Camperdown/Darlington Campus

Level 4, Jane Foss Russell Building

T +61 2 8627 8322

F +61 2 8627 8390

E [study.abroad@sydney.edu.au](mailto:study.abroad@sydney.edu.au)

E [international.exchange@sydney.edu.au](mailto:international.exchange@sydney.edu.au)

Study Abroad website

[sydney.edu.au/studyabroad](http://sydney.edu.au/studyabroad)

Student Exchange website

[sydney.edu.au/studentexchange](http://sydney.edu.au/studentexchange)

Each year more than 1000 students join or leave the University through one of our established international networks. The University of Sydney provides excellent opportunities for both incoming and outgoing students to internationalise their studies.

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**Student Centre**

T +61 2 8627 8200

E [student.centre@sydney.edu.au](mailto:student.centre@sydney.edu.au)

[sydney.edu.au/current\\_students](http://sydney.edu.au/current_students)



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