



THE UNIVERSITY OF
SYDNEY

Faculty of Health Sciences

2012

ENROLMENT

AND

RE-ENROLMENT

INFORMATION

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To new students: Welcome to the Faculty of Health Sciences. We hope that you will enjoy your time with us.

To students returning from suspension: Welcome back. The information provided here will help you during your studies in the Faculty of Health Sciences. If you have any further queries, please email 'Ask A Question' at:
<http://current.ask.sydney.edu.au/app/ask>

STUDENT CENTRAL

Student Central, located in F Block, is the first point of contact between the Faculty and all enrolled students. Student Central provides advice on all matters affecting course applications, enrolment, programs of study, progression in the course, examinations, graduation and any academic or administrative matters that may arise during your studies at the Faculty of Health Sciences. Student Central is open Monday to Thursday 10:00am to 4:00pm and Friday 10:00am to 2:00pm.

The correspondence address is:

Student Central
PO Box 170
Lidcombe NSW 1825

Telephone: (02) 93519161

Fax: (02) 93519412

Email: "Ask A Question" portal:
<http://current.ask.sydney.edu.au/app/ask>

ASK A QUESTION

The Faculty website has a link to 'Ask A Question', a site with a list of FAQs providing answers to common questions, problems and situations that students often have. If you can't find the answer in the FAQs, you can email your questions via the "Ask a Question" portal.

ACCEPTANCE OF OFFER

To accept your offer, you must return the appropriate forms to Student Central by 15 January 2012 (for semester 1, 2012 start) or 15 June 2012 (if you have been given an offer for semester 2, 2012)

THE ENROLMENT PROCESS

Enrolment consists of selecting your units of study (subjects) for both semesters 1 and 2 in 2012, providing the University with the required statistical information and finally paying the required course fees (if you are paying upfront) or submitting the Fee-Help form (if you are eligible and wish to apply for Fee-Help).

Enrolment by Proxy

Students in the Specialist Postgraduate programs enrol by proxy. Graduate Entry Masters students enrol by proxy if they are not able to attend the designated sessions at the In-Person enrolment to be held on 01 and 02 February 2012.

A proxy enrolment means that you authorise Student Central to act as your proxy to complete the enrolment in your absence.

Included with this enrolment information booklet is a set of forms that must be filled and returned to Student Central.

The set of proxy enrolment forms includes:

- **“*Authority to Enrol*”** form: this authorises Student Central in the Faculty of Health Sciences to enrol you for 2012.
- **“*Unit of study (subject) selection*”** form: you must select units of study for the whole year at the time of enrolment. Your discipline may have provided information on the program and which units are being offered in 2012. You can also find further information in the Health Sciences Handbook available online at: www.usyd.edu.au/handbooks/handbooks_admin/health_science.shtml

- **“Student data collection”** form: the information sought here is required by the Australian Department of Education, Employment and Workplace Relations (DEEWR).
- **“FEE-HELP”** form (to be returned only if you will be applying for a loan towards payment of your course fees): this option is available to Australian citizens and holders of humanitarian visas. You will need to supply your Tax File Number (TFN) on the form. An information booklet on Fee-Help is included in this package. You can also check the website: www.goingtouni.gov.au.

Once Student Central receives all appropriate paperwork from you, including any condition/s that you have to meet prior to enrolment, the enrolment will be completed for you. You will then be sent your UniKey login details (to allow access to your University email etc.). You can expect to receive this information in mid-February 2012 for semester 1 intake (05 March 2012) or early July 2012 for semester 2 intake (30 July 2012). .

COURSE COSTS

Fees are charged one semester at a time, based on units enrolled in and their credit points.

The fee statement/invoice, sent after enrolment, will indicate the fee owing for that semester. If you have chosen to use Fee-Help, and are eligible, the fee owing will be shown as \$0.00 and you will not have to pay any fees immediately. If you have chosen to pay your fees upfront, payment options are shown on your statement/invoice.

New Zealand citizens and Australian permanent residents (other than a permanent humanitarian visa) are not eligible for FEE-HELP but will have to pay their fees upfront.

Student Services and Amenities Fee (SA Fee)

In October 2011, the Australian Parliament passed the Higher Education Legislation Amendment (Student Services and Amenities) Bill allowing higher education providers to charge student services and amenities fee (SA fee/ SAF). The Federal

Government sets the annual SA fee limit (\$263 for 2012 indexed annually) that is common to all higher education providers. The proceeds from this fee can only be used by universities to support student services, amenities, advocacy, representation, and similar activities. The University of Sydney is charging the fee to students from 1 January 2012. .

Eligible students will be able to obtain a loan from the Government, known as SA-HELP, if required. In order to be eligible for SA-HELP, students must meet the following requirements:

- Be either an Australian citizen or a permanent humanitarian visa holder residing in Australia; and
- Be enrolled in a course of study; and
- Submit a valid SA-HELP debt confirmation form with a TFN (or a certificate of application for a TFN), on or before the SAF payable date.

Those students who are not eligible for SA-HELP will be required to pay the SAF on or before the SAF payable date.

Detailed information on the SAF and SA-HELP can be found at: http://sydney.edu.au/current_students/student_administration/hecs_fees.shtml

CENSUS DATES

There are two important Census dates that all students should remember: **31 March for Semester 1 and 31 August for Semester 2**. Your enrolment **MUST** be finalised by these dates if you wish to avoid paying extra fees or having a Fail or Discontinuation grade on your academic record. Also, any changes to fee payment options must be made by these dates as no changes are allowed after these dates.

ADMINISTRATION OF YOUR DEGREE

Much of the administration of your degree can be done by you online via the 'MyUni' website, although there are some important things that can only be done via Student Central.

MyUni

Upon enrolment, you will be sent a 'Unikey' login and password with your enrolment confirmation. This is required to access MyUni website: <http://www.usyd.edu.au/> or http://sydney.edu.au/health_sciences/current_students/index.shtml

From this website, you will be able to check your university email, make enrolment variations, pre-enrol for your studies for next year, check your course and exam timetables, exam seating, and view your exam results. You can also update your contact details. Note: It is essential that the University has the most recent home and postal address and telephone numbers.

A change of name, however, must be requested through Student Central by providing certified copies of appropriate evidence (eg. marriage certificate, etc) and completing 'Change of name/personal details' form.

University emails

The University and the faculty uses the email issued to all students as their official means of communication. This university email account must be checked regularly.

Please note that you must use this University email address for all official correspondence between yourself and the University. Emails sent from your private email address will not be responded to.

Changing your enrolment

Most students will also be able to add or withdraw units of study from their enrolment via MyUni (using the Self Administration section).

Sometimes you will not be able to make changes via MyUni (for example, if you want to enrol in a unit that is not normally part of

your course or if a unit requires 'Departmental Permission' for enrolment). You should then complete the 'Variation of Unit of Study' form* to seek approval to enrol. Once you have written confirmation, you should then forward the form to Student Central via "Ask A Question".

It is possible to add a unit of study up to the end of the second week of semester but you can withdraw from a unit up to the census dates. Any changes made by the census date will mean an adjustment of your course fees.

After each census date, you will be sent a financial statement stating your unit of study load, your course fees, the amount you have paid, and the amount owing or refundable.

If you discontinue units of study after the census date for that semester, you will incur a financial liability and a Fail or Discontinuation grade on your academic record.

Fee adjustments and Refunds

As mentioned above, any changes to your enrolment made before the census dates will adjust the amount of course fees to be paid.

If you have used Fee-Help to pay for your course, the amount to be paid will be adjusted automatically.

If you paid your fees upfront and then added a unit or two, you will be sent an invoice accordingly. Payment options will be listed on the invoice. If you have withdrawn from a unit of study, or suspended your enrolment for a semester or two, or discontinued the whole course, **prior to or by the census date for that semester**, you should be eligible for a refund. For information on how to apply for a refund and to access the refund application forms, go to the following site:

http://www.finance.usyd.edu.au/revenue_income/refund.shtml.

* This form can be found at the following website:

http://sydney.edu.au/health_sciences/current_students/forms_applications.shtml

Taking leave or suspending your studies

You may be able to take leave from your studies for a semester or two. If this is the case, you must submit a 'Suspension of Candidature' form* to Student Central. The form should be submitted by the census date for that semester so that your fees will be adjusted. Submitting the form after the census date can result in academic and financial penalties. Check 'Ask A Question': <http://current.ask.sydney.edu.au/app/ask> for further information.

You cannot suspend your studies via MyUni. You must complete the 'Suspension of Candidature' form* and lodge the form with Student Central.

Re-enrolment after an absence

To return to studies after a period of absence, the 'Recommencement of candidature' form* must be filled and submitted to Student Central three months before you intend to start your studies. Student Central will send you information on re-enrolment procedures. If you do not re-enrol at the end of your suspension period, your place in the course will lapse and you will need to re-apply for admission to the course.

Pre-enrolment for the following year

In October, students will be sent emails indicating that pre-enrolment is open to currently enrolled students. By logging into MyUni, students will be able to select units for the next year's enrolment. You pre-enrol for the following year only if you are continuing in the same course.

You do not pre-enrol if:

- you are completing your course in the current year, and are eligible to graduate in the following year; or

* This form can be found at the following website:

http://sydney.edu.au/health_sciences/current_students/forms_applications.shtml

- you are completing your course in the current year, and wish to articulate, or transfer, into a higher award course in the same discipline, the following year (see Course Transfer).

Course transfer

If you have completed your course and wish to articulate (or transfer) into a higher award course, within the same discipline, you will need to complete the 'Course Variation' form* and seek approval for articulation.

Discontinuation of studies

If you decide not to proceed in the enrolled course, you must submit a 'Discontinuation of Studies' form* to Student Central before the census date for that semester. If you do not notify Student Central of your withdrawal of enrolment by the census date, you may incur a financial liability and have Fail grades recorded on your academic record.

Results and transcripts

At the end of each semester, you will be sent a result notice to your postal address (another good reason to make sure that your personal details are kept up to date). If you need a copy of your full results at Sydney University, complete a 'Request for Academic Transcript' form* and send it to Student Central. A fee applies for this request.

Graduation

If you have satisfied all requirements for your degree, you should send a completed 'Conferral of Award' form* to Student Central to ensure that you are placed into the next available graduation ceremony.

* This form can be found at the following website:
http://sydney.edu.au/health_sciences/current_students/forms_applications.shtml

CREDIT FOR PREVIOUS TERTIARY STUDY

You may be eligible for academic credit if you have a record of previous tertiary studies. If you consider that your previous studies are comparable (in terms of content, level and duration) to a unit or units in the course you are commencing, you must apply for credit transfer prior to the commencement of the semester by submitting the 'Application for Credit form'^{*}

NOTE: Credit towards a postgraduate coursework degree (Graduate Certificate, Graduate Diploma, Masters) will not be given for undergraduate units of study or for completed postgraduate awards except in the case of embedded programs at the University of Sydney or other programs deemed by the faculty to be the equivalent of such embedded programs.

CLINICAL FIELDWORK, PROFESSIONAL EXPERIENCE

Any student who, as part of their course of study, undertakes clinical education/ professional experience within NSW government agencies or health services is required, under the Child Protection (Prohibited Employment) Act 1998, to complete a Working with Children Check Student Declaration. It will be necessary to undertake a national criminal record check as required by the NSW Department of Health. The NSW Department of Health also requires all students undertaking clinical placements to provide written evidence of their vaccination status before commencing the placement. Information will be sent to you after enrolment if clinical placement is a requirement of your course.

Please contact Student Central by phone (02) 93519161 or check 'Ask A Question': <http://current.ask.sydney.edu.au/app/ask> if you have any queries or concerns. All enquiries will be treated in the strictest confidence.

Students may also wish to discuss any questions or concerns with their discipline's clinical academic or Ms Marcelle Alam, Clinical

^{*} This form can be found at the following website:
http://sydney.edu.au/health_sciences/current_students/forms_applications.shtml

Educator - Operations Coordinator, on (02) 93519833, or email: marcelle.alam@sydney.edu.au.

For current information on the requirements for clinical fieldwork, visit the following website:

http://sydney.edu.au/health_sciences/current_students/professional_clinical.shtml

GUIDE TO PRESENTATION OF ASSIGNMENTS

The “Guide to Presentation of Assignments” contains essential information on academic writing, including appropriate format, correct referencing of your work and how to avoid plagiarism.

Refer to the link::

http://sydney.edu.au/health_sciences/pdfs_docs/assignment_guide.pdf

HEALTH SCIENCES LIBRARY

Students enrolled in the Faculty of Health Sciences are entitled to borrow from the entire University Library system, as well as the Health Sciences Library on the Cumberland campus. A detailed guide to the Health Sciences Library and a general guide to all libraries can be found at:

www.library.usyd.edu.au/libraries/healthsciences/2012PGGuide.docx or

<http://sydney.edu.au/library/libraries/healthsciences/>.

Note: You will need your UniKey login and password to log on to library electronic resources remotely.

TRANSPORT

The Faculty of Health Sciences is located in Lidcombe, approximately 15 km west of the central business district and close to Strathfield, Parramatta and Olympic Park at Homebush. The campus is readily accessible by public transport and the rail link to Lidcombe station from the city is both fast and frequent. During semester, there is a bus service from the Lidcombe railway station to the campus every fifteen minutes. The trip takes about 5-7 minutes. This bus stops outside the University grounds via Gate 1.

2012 Semester & Vacation dates

	<i>Semester 1</i>	<i>Semester 2</i>
Lectures begin	Monday 05 March	Monday 30 July
Recess (non-teaching period)	Friday 06 – Friday 13 April	Monday 24 - Friday 28 September
Last day of lectures	Friday 08 June	Friday 02 November
Study vacation	Monday 11 – Friday 15 June	Monday 05 - Friday 09 November
Examination period	Monday 18 – Saturday 30 June	Monday 12 - Saturday 24 November
Semester ends	Saturday 30 June	Saturday 24 November

Last dates for enrolment variation in 2012 (Withdrawal and discontinuation)

	<i>Semester 1</i>	<i>Semester 2</i>
Last day to add a unit	Friday 16 March	Friday 10 August
HECS Census Date - Last day for withdrawal (W) (without incurring financial liability)	Saturday 31 March	Friday 31 August
Last day to discontinue without failure (DNF) (will incur financial liability)	Friday 27 April	Friday 09 September
Last day to discontinue – fail (DF) (will incur financial liability)	Friday 08 June	Friday 02 November