

# Faculty of Pharmacy

## Frequently Asked Questions

### [Undergraduates](#)

#### Enrolment Issues

<i>Enrolling in units of study</i> .....	2
<i>Withdrawing from units of study</i> .....	2
<i>Enrolment for the following year (Pre- enrolment)</i> .....	2
<i>Credit application</i> .....	2

#### Timetable Questions

<i>Clashes</i> .....	3
<i>Making changes to personalised timetables</i> .....	3

#### Academic Progression

<i>Special consideration</i> .....	4
<i>Non-standard enrolment</i> .....	4
<i>Concessional Pass (PCON)</i> .....	5
<i>Final Year Rule</i> .....	5

#### Graduation

<i>Procedure</i> .....	6
<i>First semester completion</i> .....	6

#### Miscellaneous

<i>Lockers</i> .....	6
<i>Student obligations</i> .....	6
<i>Personal data</i> .....	7
<i>Faculty Handbooks</i> .....	7

## Enrolment Issues

### **Enrolling in units of study**

**Q. I can't enrol in a unit of study through MyUni. Who can help me?**

A. Make sure that you meet all the required prerequisites and corequisites and then send an email with your full name, SID and the relevant units to [pharmacy.ug@sydney.edu.au](mailto:pharmacy.ug@sydney.edu.au)

### **Withdrawing from units of study**

**Q. I wish to withdraw from a unit of study. Who can help me?**

A. The Pharmacy degree is a fulltime course and therefore you should not need to withdraw from any units unless you have received credit from previous study or under other exceptional circumstances. Please send an email with your name, SID and the relevant units to [pharmacy.ug@sydney.edu.au](mailto:pharmacy.ug@sydney.edu.au) together with a detailed reason as to why you wish to withdraw from the unit(s).

**Q. If I fail a unit of study in first semester do I have to withdraw from the equivalent unit in second semester?**

A. No you don't. Second semester units of study require first semester units as a co-requisite and not a prerequisite. You must have attempted (not necessarily passed) a co-requisite to continue on to second semester. However, there are some exceptions to this rule. Honours students will not be able to enrol in second semester units unless they obtain a Credit average in their first semester units of study.

### **Enrolment for the following year (Pre-enrolment)**

**Q. When and where do I need to enrol for next year?**

A. Towards the end of second semester all students will be emailed information regarding enrolment for the following year. Enrolment is done electronically via MyUni. Students failing to meet the deadline will be required to personally attend the following year to enrol.

**Q. Why won't my electronic enrolment work?**

A. The main reason that electronic enrolment fails is that all prerequisites and co-requisites have not been met or you have received credit for previous study. However, if you believe that this is not the case please email your name, SID and the units of study to [pharmacy.ug@sydney.edu.au](mailto:pharmacy.ug@sydney.edu.au)

### **Credit application**

**Q. I have completed previous tertiary studies. How can I apply for credits?**

A. Credit applications can be downloaded from the Faculty of Pharmacy website or obtained from the Faculty Administration Office.

**Q. What information do I need to provide to apply for credit?**

A. You will require your original transcripts and course descriptions for each unit of study that is being used as credit. If web printed course descriptions are used the URL of the site must be displayed on each page. Foreign language course descriptions must be officially translated.

**Q. I was not granted credits for previous study. Why?**

A. There are numerous reasons as to why you may not have been granted credit. Each application is assessed on a case by case basis. The main reasons include the previous units studied are not equivalent to the units studied in the Bachelor of Pharmacy, you have completed your studies more than 5 years ago or you did not include sufficient official course descriptions.

**Q. I am an International Student. Can I apply for credit?**

A. Yes you can apply for credit. Receiving credits for previous study can save you money and time. Changes to the ESOS Act in July 2007 means that international students no longer have to be enrolled fulltime (18 credit points) if they do not meet the prerequisite or co-requisite criteria for fulltime enrolment.

**Q. Will receiving credits reduce my workload?**

A. Yes it can. However, it has been found that in the majority of cases the number of years at university will remain the same but the first one to two years will involve a reduced workload. Local students may also have a problem with any government funding (eg. Austudy). Remaining in fulltime study (a minimum of 18 credit points per semester) may be required to receive these payments.

**Q. Will I complete the degree in less than 4 years with approved credits?**

A. Yes it is possible. However, as the timetable for all units is fixed, and enrolling in a semester 2 unit in semester 1 is not possible, you may find that you will have timetabling issues which cannot be resolved unless you withdraw from the higher level unit. Enrolling successfully in "cross-years" (i.e. 2<sup>nd</sup> and 3<sup>rd</sup> years, 3<sup>rd</sup> and 4<sup>th</sup> years), as a result of receiving credits, may then not be possible.

## Timetable Questions

### Clashes

**Q. Why do I have a timetable clash?**

A. Timetable clashes occur as a result of enrolling in cross-year units of study (i.e. 2<sup>nd</sup> and 3<sup>rd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>). If the clash cannot be resolved by making direct swaps into a non-clashing class you will have to withdraw from the higher level unit. Timetables are built only to accommodate same year classes and not to accommodate cross-year enrolments.

### Making changes to personalised timetables

**Q. How do I make changes to my personalised timetable?**

A. Some units of study have early cut-off dates due to restricted class sizes therefore timetable changes cannot be made. Otherwise changes can be made up to the end of the first week of semester 1, during the examination period of semester 1 for the semester 2 timetable and up to the end of the first week of semester 2, subject to the restrictions mentioned below.

Changes can be made online but are subject to the following restrictions:

- You may select what times you are unavailable to attend classes. **At no point can you request to be allocated to a particular class for any subject.**
- You cannot request your timetable to be made similar to your friend's timetable.

- Any change in your timetable will re-allocate ALL your classes. You cannot choose to keep some classes the same while moving others.

For further current information please visit the [University Timetable Unit](#)

## Academic Progression

### **Special consideration – Exams/Assessments**

#### **Q. What is Special Consideration?**

A. The University's assessment practices are designed to ensure that conditions are fair to all students, as consistent as possible and that all individual students are not disadvantaged by adverse personal circumstances beyond their control or by the activities of other students.

Special Consideration application details and the relevant policies can be found on the Faculty's website at [http://sydney.edu.au/pharmacy/current\\_students/special\\_consideration.shtml](http://sydney.edu.au/pharmacy/current_students/special_consideration.shtml)

Students are advised to thoroughly read all information found at the above link prior to applying for Special Consideration.

#### **Q. If I am granted Special Consideration will I need to re-sit my assessment?**

A. Yes. All successful Special Consideration applicants must sit for a supplementary assessment.

#### **Q. Does Special Consideration cover long term illness or difficulties?**

A. No. Students with long term illnesses or difficulties are advised to contact the Associate Dean (Learning and Teaching).

### **Non-standard enrolment**

#### **Q. What is non-standard enrolment?**

A. Non-standard enrolment allows commencing second year students to be permitted, on approved application, to carry a failed unit from first year into second year even if the unit is a prerequisite for a unit in the following semester/year. Applications can be downloaded from the Faculty website. Each application is assessed individually and decisions are based on weighted average mark (WAM) and the particular unit failed among other criteria.

Non standard enrolments are not available to students who fail a second or third year unit of study.

#### **Q. When can I apply for non-standard enrolment?**

A. A non-standard enrolment application form can be found on the Faculty website or at the Faculty Administration Office several weeks prior to the start of each semester. The deadline for submission of the application is the second Friday of semester.

## **Concessional Pass (PCON)**

### **Q. Can I complete my degree with Concessional Passes (PCON)?**

- A. Students that commenced their degree prior to 2006 are permitted no more than 12 credit points at First Year level, 10 credit points at Second Year level, 6 credit points at Third year level and No credit points at Fourth year level to successfully complete the BPharm or BPharm (Rural) degrees.
- B. The Concessional Pass grade is obsolete as of 2007.

Students with excessive PCON credits must repeat a unit with a PCON result and achieve a Pass or greater to reduce the number of PCON credit points.

## **Final Year Rule**

### **Q. What is the Final Year Rule?**

- A. With the consent of the Faculty, additional assessment will only be permitted where:  
A student in his or her final year has failed a single assessment in a unit of study in their final year that prevents him or her from completing the degree.

### **Q. What does this mean for me?**

- A. If you are a final year student who has received one, and only one, FAIL in a single assessment in a **unit of study in your final year**, which prevents you from graduating, you will be permitted an additional assessment in order for you to graduate should you successfully complete the additional assessment task(s).

*Note that excessive Concessional Pass (PCON) 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year units of study being completed in the final year of study are not eligible under this rule.*

### **Q. What if I receive more than one Fail in my final year?**

- A. You are not eligible for additional assessment and therefore must re-enrol in all failed units of study in the following academic year.

### **Q. What Additional Assessment(s) will I be set?**

- A. You could be set a variety of tasks, not limited to supplementary examinations, additional placements, tutorials, lectures or lab sessions.

### **Q. When will the Additional Assessments be held?**

- A. Additional assessments for the Final Year Rule will be held during the special consideration additional assessment period at the end of the year. Dates can be found on the Faculty website.

### **Q. Who do I contact for Additional Assessment Task information?**

- A. If you believe you are eligible for an additional assessment under this resolution please contact the Student Services Officer (Undergraduate) in the Faculty's Administration Office on 9036 9293 or via email on [pharmacy.ug@sydney.edu.au](mailto:pharmacy.ug@sydney.edu.au) as soon as possible.

### **Q. What happens if I pass the Additional Assessment?**

- A. If you pass the additional assessment you will receive a grade of 50 (pass) for that unit of study.

**Q. What happens if I fail the Additional Assessment?**

A. If you fail the additional assessment you will need to re-enrol in that unit of study in the following academic year.

## Graduation

### Procedure

**Q. I have completed my studies. What now?**

A. An invitation to graduate is sent from the Graduations Unit located in the Student Centre. Invitations, together with relevant information, are sent approximately 3-4 weeks prior to the ceremony. Pharmacy graduates usually attend a ceremony in March.

The Faculty does not send information to potential graduates.

### First semester completion

**Q. I have completed my studies in July. When do I graduate?**

A. Students completing their degree following semester 1 may attend either the December "All Faculties" graduation ceremony or the Pharmacy ceremony the following year. If you wish to attend the December graduation ceremony you must contact the Graduations Office to arrange this, otherwise you will be included in the Faculty ceremony the following March.

## Miscellaneous

### Lockers

**Q. Can I get a locker and how much are they?**

A. Locker fees are \$10 (non refundable) and are on a first come first serve basis. Lockers can be obtained from the Faculty Administration Office on producing your student identity card. Locker keys must be returned on completion of your study at the Faculty of Pharmacy.

### Student obligations

**Q. What are my responsibilities as a student?**

A. As students of the University of Sydney you have responsibilities to each other, academic staff and university property. A student code of conduct in a downloadable PDF format can be found at [http://www.usyd.edu.au/ab/policies/Student\\_code\\_conduct.pdf](http://www.usyd.edu.au/ab/policies/Student_code_conduct.pdf) .

## **Personal data**

### **Q. I have moved. How can I change my address?**

A. Students can make changes to contact details through their MyUni account. It is the student's responsibility to keep their contact details up-to-date. The university sends the majority of information to students by email to their official university email account. As a student you must regularly check your university email account. Failing to do so may result in missing valuable information with regards to your enrolment.

### **Q. Can I use my personal email account to contact the faculty or university?**

A. No. All correspondence from a student must be either via mail or through the student's official university email account. Emails sent from a free or private email address, such as Hotmail, Yahoo etc, will not be read and will be destroyed.

## **Faculty Handbooks**

### **Q. Where can I find a copy of the Faculty Handbook?**

A. Faculty handbooks can be downloaded from the following university website location <http://www.usyd.edu.au/handbooks/> or can be purchased from the Student Centre.