

INFORMATION SHEET

The Faculty assists current undergraduate students enrolled in single and combined **degrees administered by the Faculty of Science** through the provision of administrative and academic advice.

Administrative advice is handled through enquiries to the [Student Centre](#) and central [Faculty Services, Portfolio 3 \(Science\)](#). Academic advice can be provided by the relevant academic advisor, degree coordinator, program director or Associate Dean. Postgraduate Research and Honours students should consult their supervisor and program director.

The [current students](#) website has helpful information on [planning your course](#), [choosing your units of study](#) including your major and some relevant [deadlines](#).

A degree planner (see page 2) is an important tool in planning your degree:

- to ensure you meet your course requirements in accordance with the resolutions in the Faculty of Science [Handbook](#)
- to tailor your studies to your interests
- when seeking administrative and/or academic advice

You are most welcome to submit a degree plan for checking to [Faculty Services, Portfolio 3 \(Science\)](#).

If you require specific academic assistance with degree planning or progress, you may be directed to consult the relevant academic advisor, degree coordinator, program director or Associate Dean, **either via email or by appointment**. Appointments are for matters that cannot easily be resolved and generally run for 15-20 minutes. Refer to the appointment request form on page 3 for a list of reasons that are appropriate for an academic advice appointment. You will need to prepare a degree plan and attach this to your completed appointment request. Email your completed request form and degree planner to [Faculty Services, Portfolio 3 \(Science\)](#).

If your matter or concern can be resolved in another way, or requires a documented decision, you may be directed to another method for resolution of your concern. There are also many other commonly asked student requests that do not require appointments. Visit the [Current Student](#) website for information.



DEGREE PLANNER

This planner is for current students in degrees administered by the **Faculty of Science**. Complete your degree plan in accordance with the resolutions in the [Faculty of Science Handbook](#). Enter the units you have completed, the units you intend to undertake, and the credit point totals. You can find the units you have successfully completed on MyUni or Sydney Student.

| SID: | | | | Name: | | | | | | |
|----------------------------|-----------------|--|--|--|--|--|--|--|--|-----------------|
| Degree name: | | | | Intended major/s, minor/s, program/s: | | | | | | |
| Year | Semester | Unit of Study & credit points | Unit of Study & credit points | Unit of Study & credit points | Unit of Study & credit points | Unit of Study & credit points | Unit of Study & credit points | Unit of Study & credit points | Unit of Study & credit points | Total CP |
| 1 | 1 | | | | | | | | | |
| | 20_ | 2 | | | | | | | | |
| 2 | summer | | | | | | | | | |
| | 1 | 1 | | | | | | | | |
| | | winter | | | | | | | | |
| | 20_ | 2 | | | | | | | | |
| 3 | summer | | | | | | | | | |
| | 1 | 1 | | | | | | | | |
| | | winter | | | | | | | | |
| | 20_ | 2 | | | | | | | | |
| 4 | summer | | | | | | | | | |
| | 1 | 1 | | | | | | | | |
| | | winter | | | | | | | | |
| | 20_ | 2 | | | | | | | | |
| 5 | summer | | | | | | | | | |
| | 1 | 1 | | | | | | | | |
| | | winter | | | | | | | | |
| | 20_ | 2 | | | | | | | | |
| Total Credit Points | | | | | | | | | | |



REQUEST FOR ACADEMIC ADVICE APPOINTMENT

| | |
|--------------|--------------------------|
| Name: | Degree name: |
| SID: | Intended major/s: |

You can request an appointment with the relevant academic advisor, degree coordinator, program director or Associate Dean in certain circumstances.

At the time of requesting an appointment and submitting this form to [Faculty Services, Portfolio 3 \(Science\)](#), you **must provide:**

- Completed degree planner (see page 2), **and**
- Reason/s for appointment (select below), **and**
- Specific questions (complete below).

These reasons are appropriate for an Academic Advice appointment:

| Select | Reason |
|--------|---|
| | After an appeal outcome |
| | After an outcome in a case of plagiarism, academic dishonesty or misconduct |
| | I am an elite athlete/performer and need help to accommodate training commitments |
| | I am on the Academic Progression Register and need help to stay on track |
| | I am registered with Disability Services and need help with planning my degree |
| | I have breached a requirement of my degree |
| | Proposed exchange units or coming back from exchange |
| | Recommencement after exclusion |
| | Recommencement after suspension |
| | Some units for my degree are no longer offered |
| | Talented students fast tracking to completion |

Specific questions: