Contact us
If you would like further information, please contact
Student Administrative Services:
Email: sas@adfa.edu.au
Telephone: +61 (2) 6268 6000
Facsimile: +61 (2) 6268 8666
http://sas.unsw.adfa.edu.au

Student Administrative Services
UNSW Canberra
PO Box 7916
Canberra BC ACT 2610

Cricos Provider Code: 00098C • C150523 • 27/2015
Welcome

Welcome to the University of New South Wales campus at the Australian Defence Force Academy, Canberra (UNSW Canberra at ADFA). You will be studying at a small and specialised institution that forms part of one of Australia’s leading universities, with a reputation for teaching and research of the highest quality. Whether you are studying on-campus or by off-campus or intensive delivery mode, I hope that you make the most of the educational opportunities that we can offer.

This guide is designed to help you get started as efficiently and smoothly as possible. It explains administrative processes and requirements, and provides details of where to find any further information you may need.

I hope you find your studies with us enjoyable and rewarding.

With best wishes,

Associate Professor David Blaazer
Associate Dean (Education)
Frequently Used Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADFA</td>
<td>Australian Defence Force Academy</td>
</tr>
<tr>
<td>ADO</td>
<td>Australian Defence Organisation</td>
</tr>
<tr>
<td>ALL Unit</td>
<td>Academic Language and Learning Unit</td>
</tr>
<tr>
<td>BUS</td>
<td>School of Business</td>
</tr>
<tr>
<td>CMU</td>
<td>Creative Media Unit</td>
</tr>
<tr>
<td>FLT</td>
<td>Flexible Learning Team</td>
</tr>
<tr>
<td>HASS</td>
<td>School of Humanities and Social Sciences</td>
</tr>
<tr>
<td>ICTS</td>
<td>Information Communication and Technology Services</td>
</tr>
<tr>
<td>IDM</td>
<td>Intensive Delivery Mode</td>
</tr>
<tr>
<td>LSM</td>
<td>Learning Management System</td>
</tr>
<tr>
<td>LTG</td>
<td>Learning and Teaching Group</td>
</tr>
<tr>
<td>PEMS</td>
<td>School of Physical, Environmental and Mathematical Sciences</td>
</tr>
<tr>
<td>SAS</td>
<td>Student Administrative Services</td>
</tr>
<tr>
<td>SEIT</td>
<td>School of Engineering and Information Technology</td>
</tr>
<tr>
<td>TELT</td>
<td>Technology Enabled Learning and Teaching</td>
</tr>
<tr>
<td>UNSW Canberra</td>
<td>University of New South Wales at Canberra</td>
</tr>
</tbody>
</table>

Disclaimer for Defence Students

Due to Defence constraints, students attempting to use UNSW Canberra online services, such as Moodle or SearchGateway from behind the DRN or similar firewalls may have difficulties in accessing materials.

It is therefore required by UNSW Canberra that you have reliable Internet access independent of the DRN, on a computer on which you can install software, throughout your period of study at UNSW Canberra.

If it is likely that you will be deployed in places where such access is impossible during a semester, you should seriously consider taking leave from your program. (http://sas.unsw.adfa.edu.au/forms/leave.html)

If, after beginning a semester, you find that you will be deployed without the computer access described above, you should be aware of the following:

- You should consult in the first instance with the course coordinator about options for completing the course. It will not always be possible to make the necessary arrangements.
- While some leeway regarding assignment due dates etc. may be possible, this is not guaranteed, and should not be considered as certain.
- Due to copyright constraints, it is not possible for UNSW Canberra to provide you with a disk of readings for your period of deployment.
- If you cannot devise a satisfactory arrangement with the course coordinator you should consider withdrawing before the Census Date or last day to drop a course without academic penalty.

To check the dates, see page 11

http://sas.unsw.adfa.edu.au/future_students/info/dates.html
Contents

Checklists 4
Completing your Checklist - Undergraduate Students ............................................................ 4
Completing your Checklist - Postgraduate Students ............................................................... 5
1. Generate your UNIPASS, zPASS and ADFAPASS Passwords ........................................... 6
2. Update Your Personal Information ...................................................................................... 7
3. Study Modes for Postgraduate Students Only ................................................................. 7
4. Enrol in your Courses Online ............................................................................................. 8
5. Get your Student ID card from ICTS .................................................................................. 9
6. UNSW Canberra Email Account ......................................................................................... 10
7. Apply for Credit from Previous Tertiary Study ............................................................... 10
8. Mark Important Dates in your Diary ................................................................................ 11
9. Moodle – Online Learning Management System (LMS) .................................................. 11
10. Student Gateway .............................................................................................................. 12

Academy Library 13
ELISE for Undergraduate Students Only ............................................................................... 13
Computing Facilities .............................................................................................................. 13
Borrowing .............................................................................................................................. 13
Finding Information ............................................................................................................... 14
Managing Information .......................................................................................................... 14
Help/Contact Us ................................................................................................................... 14

Other Important Information 15
Academic Misconduct ........................................................................................................... 15
Special Consideration for Illness or Misadventure .............................................................. 15
Review of Results .................................................................................................................. 15
Permission to Withdraw from a Course without Academic or Financial Penalty ............... 15
Academic Standing Rules ...................................................................................................... 15
Student Complaints .............................................................................................................. 15
Tuition Fees for Postgraduate Students Only ....................................................................... 16

Getting Help 17
Where do I get advice and who does what? ........................................................................ 17
Student Administrative Services ........................................................................................... 17
School Coordinators ............................................................................................................. 17
School Administration Offices .............................................................................................. 18
Course Convenors ................................................................................................................ 18
Student Academic Support Units .......................................................................................... 18
Frequently Asked Questions for Postgraduate Students ...................................................... 18
Useful Information and Websites for both Undergraduates and Postgraduates ............... 20
# Checklists

## Completing your Checklist – Undergraduate Students

### Instructions for the different cohorts of students:

<table>
<thead>
<tr>
<th>Instructions for the different cohorts of students:</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defence Force Recruiting ARA and RAAF students, Direct Entry transfers and Gap Year transfers</td>
<td>1, 4 - 6, 8-10</td>
</tr>
<tr>
<td>Naval Officers Year One (NOYO)</td>
<td>4 - 6, 8 - 10</td>
</tr>
<tr>
<td>Advanced Students, ie. RAAF - AAA, RAN - SEA, ARA - RAEME and other ranks</td>
<td>1 - 3, 5, 6, 8 - 10</td>
</tr>
<tr>
<td>Defence Materiels Organisation (DMO) - Materiel Engineering Undergraduate Scholarship (MEUS) Students</td>
<td>1, 3, 5 - 10</td>
</tr>
<tr>
<td>International Students</td>
<td>4 - 6, 8 - 10</td>
</tr>
</tbody>
</table>

### Step Task Page Check

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Page</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Following notification by UAC of successful entry, students need to:</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- accept their UNSW Canberra offer via myUNSW Accept Online by the designated deadline – see <a href="https://my.unsw.edu.au/student/commencing/Accept.html">https://my.unsw.edu.au/student/commencing/Accept.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- generate a UNIPASS to accept offer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- generate a zPass in order to go back into myUNSW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Advanced Student Induction Program.</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attend program which will include setting up ADFAPass, UNSW (ADFA) email account and Student ID Card.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Academic Preparation Program.</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Students and DMO students: all Engineering and Science students need to attend the APP including the Benchmarking quiz.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>See <a href="http://sas.unsw.adfa.edu.au/new_students/index.html">http://sas.unsw.adfa.edu.au/new_students/index.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DFR Recruits: During the Year One Familiarisation Period (YOFT) students should:</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- access Student ID Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- set-up ADFAPass</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- sign into your UNSW (ADFA) student email account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Apply for credit from previous undergraduate university study.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year One Familiarisation Period (YOFT) – relevant students will attend a session scheduled during this period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Student and DMO students – the application form must be submitted at least one week before the Enrolment Day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Attend the New UG Student Enrolment Day to:</td>
<td>11 - 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- update your personal details via myUNSW – such as Mailing Address being your Divisional address and phone extension for DIV and mobile number</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- complete enrolment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- complete timetable check for any clashes – submit Class Assistance form if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- if relevant, discuss credit outcome with relevant UG Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- set-up zMail (UNSW) account for Moodle notifications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Getting Started Guide

### DMO students Induction (held afternoon of Enrolment Day):
- set-up internet account with ICTS.
- get your Student ID Card from ICTS. You must have a Student ID Card before you can borrow books from the Academy Library.
- visit Library and register as borrower (must have Student ID Card)

### Mark Important Dates in your diary/calendar.

### Add the Student Gateway website as a bookmark in your browser.
https://gateway.unsw.adfa.edu.au/ (access via ADFAPass)

### Chief of the Defence Force (CDF) Week – all students should:
- check their timetables for any changes and check the location of their class rooms for all course related activities, such as labs and tutorials.
- complete all steps above!

### Completing your Checklist - Postgraduate Students

Students should complete the following steps before the commencement of the semester.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Page</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Generate your zPASS, UNIPASS, and ADFAPASS passwords. You will generate your UNIPASS if you accept your university offer online. As part of this acceptance process you will be able to enrol into courses. To access myUNSW after initial enrolment and to change your personal details, use your zPASS. To access Moodle and the Library's e-journals and databases via SearchGateway and some other Library services, use your zPASS. To access UNSW Canberra services (including the Student Gateway website), and your UNSW Canberra email, use your ADFAPASS. Students are strongly encouraged to use the same password for Unipass, zPASS and ADFAPASS passwords.</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Update your personal information. Using your student ID number and zPASS go to myUNSW and update your personal details – in particular mailing address and daytime phone number.</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Read the Guidelines for Online Learning and check how to access course outlines and textbooks.</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Enrol in your courses online. While in myUNSW, enrol into the required courses for the semester. Your zPASS will give access to Moodle within 1 hour of enrolment.</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Get your Student ID Card from ICTS. You MUST have a Student ID Card before you can borrow books from the Academy Library.</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sign into your student email accounts. Email is the primary mode of communication between UNSW Canberra and students, so it is vital that you check your email regularly. You have the option of forwarding your UNSW Canberra email and zMail (Moodle notifications) to an external account.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Apply for credit from previous postgraduate university study.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mark Important Dates in your diary/calendar.</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Setting up zMail for Moodle notification/messages from your lecturer/s. For access, course information and course outlines go to: Moodle – <a href="https://moodle.telt.unsw.edu.au/login/index.php">https://moodle.telt.unsw.edu.au/login/index.php</a></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Add the Student Gateway website as a bookmark in your browser. <a href="https://gateway.unsw.adfa.edu.au/">https://gateway.unsw.adfa.edu.au/</a> (access via ADFAPass)</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>
I. Generate your UNIPASS, zPASS and ADFAPASS Passwords

UNSW Canberra requires students to utilise three different computer systems, each using different accounts. These are named zPASS, UNIPASS and ADFAPASS. The Username for all 3 accounts is your student ID number preceded by a lowercase 'z'. The password management for each of the systems is different as detailed below.

1. UNIPASS

The UNIPASS password provides initial access to myUNSW for enrolment. [https://www.it.unsw.edu.au/students/unipass/](https://www.it.unsw.edu.au/students/unipass/)

Initial UNIPASS Password

Both the student ID number and program code are required to create the online UNIPASS login. This information is contained in the student Letter of Offer.

To gain initial UNIPASS access go to:

[https://idm.unsw.edu.au](https://idm.unsw.edu.au)

Click on the “New to UNSW? Start here...”. This will direct you to this site:


Follow the Enrolment Procedures.

UNIPASS passwords must be between 6 and 16 characters long. As it is encouraged to use the same password for Unipass, zPASS and ADFAPASS passwords, the common criteria for passwords is as follows:

1. Your password must be at least 8 characters long
2. Your password must contain characters from at least three of the following four categories
   - Uppercase letters eg A B C ...
   - Lowercase letters eg a b c ...
   - Numbers eg 0 1 2 3 4 5 6 7 8 9
   - Non-alphanumeric and Unicode characters eg ( ) ` ~ ! @ # $ % ^ & * - + = | \ { } [ ] : ; " ' < > , . ? /
3. Your password must not contain your user ID or any part of your name

Changing your UNIPASS Password

The UNIPASS password is able to be changed online by visiting:

[https://idm.unsw.edu.au](https://idm.unsw.edu.au) and following the instructions.

If you have forgotten the password, and you have not previously registered a secret question and answer online, then you must contact the IT service desk in Kensington on 02 9385 1333 or email: itservicecentre@unsw.edu.au.

Locked UNIPASS Password / zPASS Password

Your UNIPASS or zPASS account will be locked following five unsuccessful login attempts. Please visit the website below to reset or unlock your Unipass and zPASS account:

[https://idm.unsw.edu.au](https://idm.unsw.edu.au)

The Identity Manager website (IDM) can be accessed using UNIPASS and zPASS.

If you have problems with the Identity Manager web site, please contact the IT service desk in Kensington on 02 9385 1333 or email: itservicecentre@unsw.edu.au.

Please note: Passwords are not sent by email. Passwords may not be given to anyone other than the person to whom the password belongs.

2. Your password must contain characters from at least three of the following four categories

   - Uppercase letters eg A B C ...
   - Lowercase letters eg a b c ...
   - Numbers eg 0 1 2 3 4 5 6 7 8 9
   - Non-alphanumeric and Unicode characters eg ( ) ` ~ ! @ # $ % ^ & * - + = | \ { } [ ] : ; " ' < > , . ? /

3. Your password must not contain your user ID or any part of your name

Please note: To accept your offer, you must create your UNIPASS. To enter myUNSW after your initial enrolment, use your zPASS.

IMPORTANT INFORMATION

After enrolling in your courses via myUNSW you can generate your:

- ADFAPASS and zPASS
- student ID card
- student email accounts - ADFA email and zMail

Some of these services will not be activated until a minimum of two working days following your enrolment.

Accessing your course information and materials on Moodle (Learning Management Systems) will be possible within 1 hour of enrolment but note that most course materials will only become available on Moodle from 1 week before the start of the semester.

Provide your student ID number when corresponding with any UNSW Canberra staff member.
zPASS

Your zPASS is used to access myUNSW where you can enrol (add, drop, or swap courses), change contact details, and check your academic record and results. It is also used to access Library resources via the SearchGateway, Moodle and your ELISE library tutorial.

Initial zPASS Password
To gain your zPASS access go to:
https://idm.unsw.edu.au

Logon the website with your initial UniPASS and follow the instructions in the IDM website.

If you have any issues with your zPASS please call UNSW IT services on 02 9385 1333 or email: itservicecentre@unsw.edu.au

ADFAPASS

Your ADFAPASS password provides access to your UNSW Canberra student email account, some Academy Library resources such as Equella), on-campus computer, ADFA Wireless Access and the Student Gateway website.

Initial ADFAPASS Password
Your initial password must be changed before you can access our services. After you have received your enrolment confirmation, visit:
www.unsw.adfa.edu.au/passwordreset

The initial ADFAPASS password is your date of birth in the format of ddmmyyyy.

Your username is your student number preceded by a ‘z’.

At your first login, you will be prompted to reset your password. You will also be required to set a secret question and answer so you can enter the system and set a new password at a later time if you ever forget your password.

Changing Your ADFAPASS Password
The ADFAPass password is able to be changed online by visiting: www.unsw.adfa.edu.au/passwordreset and following the instructions. The online change password facility can only be used following the registration of a secret question and answer by the user.

The ADFAPass Password Management site displays the password criteria you must follow when entering in a new password.

Re-setting Your ADFAPASS Password
The ADFAPass password can be reset online by visiting: www.unsw.adfa.edu.au/passwordreset and following the instructions.

If you have forgotten your password and / or have problems with the registered secret question and answer, please visit the ICTS Service Desk in person with your Student ID Card. The ICTS Service Desk is located in Building 14.

2. Update Your Personal Information

Using your zPASS access myUNSW to check and update all personal information, particularly your mailing address and daytime phone numbers. You must also supply a next-of-kin contact.

UNSW Canberra staff use this information to contact you or send hard-copy materials, so it is important to update this whenever you change address or phone number. Keeping this information current is also a requirement of the Commonwealth Higher Education Support Act. Check this information when you enrol for each new semester.
https://my.unsw.edu.au

3. Study Modes for Postgraduate Students Only

3.1 Off Campus Mode delivery

Studying off campus is an excellent way to make your study schedule fit with your other work/life commitments, as off campus mode gives you a high degree of flexibility. But even if you’ve studied on-campus before, you’ll find studying off campus a new challenge because it requires a somewhat different approach. Off campus students are not required to be physically present in the classroom. Lecturers may deliver learning materials to you in a number of ways, including written material, online lectures/tutorials, and email. Many off campus courses are now referred to as ‘online courses’, because this is the main method of delivering learning resources via the Learning Management System called Moodle.

Guidelines for Off Campus Education for Students
The guidelines about studying off campus can be found on the Off Campus Learning site at:

Information about Online Learning is at:
https://gateway.unsw.adfa.edu.au/iteaching/online

3.2 Intensive Delivery Mode

These are courses that are also delivered using a variety of media including printed material and the internet using the Learning Management System, Moodle. Students undertaking IDM courses will attend the UNSW Canberra campus for a period of face-to-face instruction, usually in the form of one full-time week intensive, or over two consecutive weekends. This on-campus component is preceded and followed by a period of online interaction via Moodle.

IDM courses delivered AFTER the ‘Census’ Date – 31 March (Sem 1) and 31 August (Sem 2) MUST be enrolled BEFORE the relevant ‘Census’ Date. Any student requesting a late course enrolment after the Census Date will be charged a $250 fee.
3.3 Course Outlines

Course outlines are made available on Moodle from two weeks before the start of semester or delivery of an Intensive Delivery Mode (IDM) course.

SAS holds a web-based repository of course outlines and each semester academic staff are requested to provide the current semesters course outline to upload to the web from two weeks before the start of semester or IDM delivery – see https://gateway.unsw.adfa.edu.au/isas/current_students/outlines

Getting your Materials

Check your course outline to see if you will be sent hard-copy materials. If so, please ensure that your mailing address is correct in myUNSW. If you have any queries about your learning materials or studying off campus, please contact the:

Flexible Learning Team
email: fltsupport@adfa.edu.au
phone: 02 6268 9504

3.4 Text Books and References

A textbook is a book on which the majority of a course is based, and to which you must have ready access. All prescribed (compulsory) textbooks will be available from the Co-op Bookshop and/or as e-books through the Academy Library if published electronically. Check your course outline to see if you are required to order a prescribed text book.

References are materials you may require to complete course work and/or assignments. Dependent on the Course Convener, references listed on a course guide or course outline may be available in digital form through Moodle or the Academy Library. Please note that the Library will not send you hard copy of materials listed as textbooks or course readings.

Ordering prescribed (compulsory) textbooks

You can order your prescribed text book online by going to the Co-op Bookshop website at www.coop.com.au/bookshop/action/DataSubjSelect. To order:

- Step 1: Select the institution UNSW Canberra at ADFA;
- Step 2: Select the relevant semester; and
- Step 3: Select your course code.

Ordering Academy Library items:

Off Campus students can access the Home Delivery service (for addresses located in Australia and New Zealand only), where the Library will

- post items available for loan from the Library shelves; and/or
- digitise a chapter and make this available electronically.

For more Information visit http://lib.unsw.adfa.edu.au/callslips.html.

4. Enrol in your Courses Online

Enrolment into courses is via myUNSW: https://my.unsw.edu.au

In myUNSW, begin enrolling by clicking on ‘Update your enrolment’. All students are responsible for ensuring they are enrolled in their correct courses by the appropriate deadline.

If you experience any difficulties with your online enrolment, please contact SAS who can provide you with assistance.

When enrolling online the semester indicator codes used in myUNSW during enrolment are Semester 1 ‘Z1’, and Semester 2 ‘Z2’.

Postgraduate Students Only

The class delivery codes used in myUNSW are:

DM02 = indicates the class will be via Distance Mode delivery

IDM3 = indicates Intensive Delivery Mode delivery

IDM courses delivered AFTER the ‘Census’ Date - 31 March (Sem 1) and 31 August (Sem 2) MUST be enrolled BEFORE the relevant ‘Census’ Date.

To swap a course, you should add the required course, then drop the course you do not want to do. If you wish to drop all courses, you must contact SAS at: email: sas@adfa.edu.au

All students are responsible for ensuring they are enrolled in their correct courses by the appropriate deadline. Any student requesting a late course enrolment after the Census Date will be charged a $250 fee.

myUNSW will not allow you to drop a course if this is the ONLY course you are enrolled in. If you do not intend to study, you must apply for Program (Study) Leave.

Program Leave

If you do NOT intend to study in any semester you must submit an Application for Program Leave form preferably before the commencement of the semester. This form can be downloaded from the Student Gateway under the Forms page at: https://gateway.unsw.adfa.edu.au/isas/current_students/forms/

The deadline for submission for program leave is that semester’s Census Date – 31 March (Semester 1) or 31 August (Semester 2).
4.1 Course Offerings/Availability

A simple listing of all courses to be offered for the whole year and their mode(s) of delivery can be found on the New Students website at: http://sas.unsw.adfa.edu.au then go to Popular links, Course Offerings Undergraduate or Postgraduate.

4.2 Course Advice

If you require course selection advice please contact the Undergraduate or Postgraduate Coursework Coordinator in your School or a SAS Client Service Officer. School contact information can be accessed at: http://sas.unsw.adfa.edu.au/contacts/schools.html

Students who expect to complete their program in this current year should have their final course selection checked for eligibility purposes.

4.3 UNSW Handbook

The UNSW Online Handbook has the most up-to-date course information. The course description is linked to the corresponding timetable information, including the venue and lecturer details. Visit the online handbook: www.handbook.unsw.edu.au

To search the Online Handbook:
- Click on Undergraduate Study or Postgraduate Coursework Study
- In the left side panel – click on search ‘Programs by Faculty’
- Select ‘UNSW Canberra at ADFA’
- Select the program you are about to commence
- The ‘Program Description’ will identify the program structure and rules, any specialisations and courses.
- When you select a course, click on ‘See Class Timetable’. This will give you class time, room, venue and lecturer name. See also information below.
- If you wish to search for other courses – go to the left panel and click on ‘Courses A-Z’
- All UNSW Canberra courses are coded with a Z prefix. The Z prefix also identifies which School is responsible for the delivery of the course, e.g.
  - ZBUS - School of Business
  - ZEIT - School of Engineering and IT
  - ZHSS - School of Humanities and Social Sciences
  - ZPEM - School of Physical, Environmental and Mathematical Sciences

The UNSW Handbook is automatically updated for any late changes to course offerings, timetable changes or lecturer information.

4.4 Timetable and Room Location

For on-campus delivery, such as Intensive Delivery Mode course delivery - once you have enrolled in your course/s, go to ‘Timetable Details’ on the left panel of your myUNSW record. You can now print your timetable.

Your timetable details will be listed, e.g. Lecture Theatre North 12 (Z-32-LT12)

The coding means:
- Z = UNSW Canberra at ADFA campus
- 32 = Building 32
- LT = Lecture Theatre
- LT12 = Theatre Number 12

For further information about room locations see: https://gateway.unsw.adfa.edu.au/isas/current_students/timetable

5. Get your Student ID Card from ICTS

The Student ID Card serves as a means of identification, allows access to the Academy Library resources and enables access into selected areas at UNSW Canberra. The Student ID card is the sole form of accepted identification for services provided at UNSW Canberra (such as the ICTS Help Desk, attending examinations etc.).

Students should note that it is a condition of enrolment at UNSW Canberra that you obtain and retain a Student ID Card for the entirety of your study with UNSW Canberra. Failure to obtain a Student ID Card will severely limit your access to services and may result in termination of your enrolment.

If you are on campus, present yourself to the ICTS Helpdesk (Building 14) and have a photo taken. If we can verify that you are a valid student we can give you a card immediately.

If you cannot come to the ICTS Helpdesk, send a passport photo of yourself, together with your student number and contact details (including return postal address), to the ICTS Helpdesk. Please DO NOT send any other type of photo as it cannot be used. The address to post this information to is:

ICTS Service Desk
Building 14

UNSW Canberra
Australian Defence Force Academy

1 Northcott Drive
Campbell ACT 2612

Alternatively, you can email a passport photo of yourself, along with your student number and contact details (including return postal address) to: email: helpdesk@adfa.edu.au

The JPEG file needs the following minimum specifications: 328 pixels wide x 370 pixels high in true colour.
In all instances the Student ID card will be mailed to you unless you advise the ICTS Helpdesk that you wish to collect the card in person at the ICTS Service Desk.

ICTS may need to contact you to verify some details so please ensure that all your personal details in myUNSW are current and correct.

If you have any queries, please contact the ICTS Service Desk.

email: helpdesk@adfa.edu.au
phone: 02 6268 8140

For information about lost, stolen or damaged cards and accessing buildings using your Student ID Card visit:
https://gateway.unsw.adfa.edu.au/isas/current_students/idcard

6. UNSW Canberra Email Account

A condition of your acceptance to study at UNSW Canberra is that you take responsibility to use your UNSW Canberra email account, as this is the main form of official communication between you and the University.

To access your Student email account visit:
https://owa.adfa.edu.au/exchange

Log on using your Student ID no. (z1234567) and your ADFAPASS password.

You can redirect your UNSW Canberra email account to your preferred email account. Instructions on how to set up this redirect are detailed at:

Under the ‘Email and Calendar’ section, select the tip sheet relating to creating a forwarding rule in Microsoft Exchange Outlook Web App.

If you have any difficulty regarding redirecting your email please contact the ICTS Helpdesk.
email: helpdesk@adfa.edu.au
phone: 02 6268 8140

Note: As part of your enrolment, you will need to set up your zMail (Kensington), now it is known as “Microsoft Office 365”, which is web-based email for UNSW students and alumni.

The instruction for Zmail setup can be found from the website below:
www.it.unsw.edu.au/students/zmail/index.html

Please Note: If you have forwarded your email, please go into your Student email account periodically to clean out old messages, or your mailbox will become full and you will not be able to access new emails.
icts.unsw.adfa.edu.au/support/tip_sheets.html

7. Apply for Credit from Previous Tertiary Study

Coursework students who have previously completed tertiary studies at an equivalent university level may be eligible to gain credit (sometimes referred to as Advanced Standing) towards their degree at UNSW Canberra. Credit may be awarded for complete or incomplete degrees from any recognised tertiary institution.

No credit will be approved if the courses being claimed for credit were completed 10 or more years ago.

Undergraduate Students

Undergraduate students will be required to attend a “credit” session during early February. Details will be provided on your arrival at UNSW Canberra at ADFA.

Postgraduate Students

UNSW policy on Postgraduate Coursework Credit Transfer and Articulation Guidelines can be found at:
https://my.unsw.edu.au/student/research/PGCourseworkCreditTransfer.html

At least 50% of program requirements must be completed at UNSW for the award of a UNSW postgraduate coursework degree or diploma. Credit Transfer to a maximum of 50% of UNSW program requirements may be granted for completed or partially completed postgraduate awards from UNSW or from another institution. When considering the granting of credit transfer on the basis of previous postgraduate study at another institution, the program authority must take into account the quality of the institution and the quality, level and content of postgraduate courses previously undertaken.

Credit for VET/TAFE Diploma courses will NOT be granted unless they are ‘Graduate’ Diploma level courses.

You should apply for credit as soon as possible. To download the request for credit from previous study form go to:
https://gateway.unsw.adfa.edu.au/isas/current_students/credit/
8. Mark Important Dates in your Diary

Semester 1:

Friday February 27 - Last date to enrol in off campus mode courses. Please ensure your ‘mailing address’ is correct in myUNSW.

Monday March 2 - Semester 1 (S1) commences.

Sunday 8 March (midnight) - Final day to enrol in Semester 1 courses via myUNSW web portal. Enrolments after this date must be submitted via an Enrolment Variation form available from: http://sas.unsw.adfa.edu.au/

Please ensure your ‘mailing address’ is correct in myUNSW.

Tuesday March 31 (‘Census Date’) - The last day to drop S1 courses without academic or financial penalty - courses will not appear on your academic transcript. Last day to enrol in IDM courses which are delivered after this date. Also, last date to add course without incurring a $250 late fee.

Friday 24 April - The last day to drop S1 courses without academic or financial penalty. Financial penalty will apply.

SEMESTER 1 BREAK - 4 MAY – 16 MAY

Saturday 13 - Sunday 21 June - Semester 1 study recess - no classes.

Monday June 22 - Friday 3 July - Examination period. Courses cannot be dropped once the formal examination period commences.

Friday July 17 - S1 results are released to students myUNSW account.

MID YEAR BREAK - 7 JULY – 18 JULY

Semester 2:

Friday July 17 - Last date to enrol in off campus mode courses. Please ensure your ‘mailing address’ is correct in myUNSW.

Monday July 20 - Semester 2 (S2) commences.

Sunday July 26 (by midnight) - Final day to enrol in Semester 2 courses via myUNSW web portal. Enrolments after this date must be submitted via an Enrolment Variation form available from: http://sas.unsw.adfa.edu.au/

Please ensure your ‘mailing address’ is correct in myUNSW.

Monday August 31 (‘Census Date’) - The last day to drop S2 courses without academic or financial penalty - courses will not appear on your academic transcript. Last day to enrol in IDM courses which are delivered after this date. Also, last date to add course without incurring a $250 late fee.

Friday September 11 - Last day to drop S2 courses without academic penalty. Financial penalty will apply.

SEMESTER 2 BREAK - 28 SEPTEMBER – 2 OCTOBER

Saturday 24 October - Sunday 1 November - Semester 2 study recess - no classes.

Monday 2 - Friday 13 November - Examination period. Courses cannot be dropped once the formal examination period commences.

Friday November 27 - S2 results are released via myUNSW.

All Important Dates can be found at http://sas.unsw.adfa.edu.au/future_students/info/dates.html

9. Moodle – Online Learning Management System (LMS)

What do I need to use Moodle?

- Your zPASS password.
- You must have popups enabled in your browser.

Courses normally begin to become available from 1 week before the start of semester. However, some courses may not be available then due to lecturers’ requirements. If in doubt, contact your lecturer.

Queries? Need help?

For more information about Moodle, try: http://telt.unsw.wikispaces.net/Moodle

For enrolment and login issues contact the IT Service Centre:

Email: itservicecentre@unsw.edu.au
Internal: Ext 851333
External: (02) 9385 1333
International: +61 2 9385 1333

For ALL other Moodle issues contact the external TELT Support unit:

Email: externalteltsupport@unsw.edu.au
Internal: Ext 853331
External: (02) 938 53331
International: +61 2 938 53331
**Will my computer be adequate?**

Any recently purchased computer should be able to access Moodle. The most recent versions of the following software should be installed to ensure that you can make the most of your studies at UNSW Canberra:

UNSW Moodle supports these web browsers:

- Google Chrome 30 or later (recommended for optimal compatibility)
- Safari 6 or later (please note that there are known issues with Safari and TinyMCE, the editor used in the text editor throughout Moodle)
- Mozilla Firefox 15 or later—a free download is available from the Firefox site.
- MS Internet Explorer 9.0 or later—a download is available from Internet Explorer site.
- Opera 9 or later.

Add-ons and toolbars can affect any browser’s performance.

If you have any difficulty accessing UNSW Moodle, check that you are using one of the supported browsers above before you contact external support.


**Your student email accounts**

a) Your z1234567@student.adfa.edu.au

UNSW Canberra email account

In accordance with UNSW Canberra policy, your official correspondence will go to your UNSW Canberra student email account. To access your student email account, go to the URL [https://owa.adfa.edu.au/exchange](https://owa.adfa.edu.au/exchange). Logging in requires your ADFAPASS password. For assistance contact the ICTS helpdesk:

- email: helpdesk@adfa.edu.au
- phone: 02 6268 8140.

b) As part of your student enrolment, you will also need to set up your zMail (Microsoft Office 365) email account (Kensington), as this will be the default account used by lecturers using the online learning management system Moodle. But remember, vital information from UNSW Canberra will be sent to your UNSW Canberra student email account, i.e. z1234567@student.adfa.edu.au.

You need to check this email regularly. We suggest setting up a mail forward for UNSW (Kensington – zMail) emails to your ADFA student email account. A guide to doing this can be found at: [www.it.unsw.edu.au/students/zmail/redirect_external.html](http://www.it.unsw.edu.au/students/zmail/redirect_external.html) How can I ensure that Email Forwarding works correctly for me?

Forwarding may cause you problems receiving some emails, because your reply-to address may change from ‘@student.unsw.edu.au’ when using both email forwarding and the zMail service.

Problems can arise if you implement email forwarding then use the zMail service to send an email. In this case, your outgoing email (sent from zMail) will have the extension of ‘@zmail.unsw.edu.au’ which will mean that if someone replies to that email, it won’t be forwarded to your external email service - it will be returned to zMail (this is a consequence of the way Office 365 - which is the application behind zMail - works and cannot be changed).

To overcome this issue, you either need to set your e-mail delivery location to zMail (i.e. turn off email forwarding) or else do not use the zMail service for sending emails (because you may never see the replies if you do not check your zMail account regularly). Additional information can be found at Redirecting UNSW Email to Another Provider

[www.it.unsw.edu.au/students/zmail/redirect_external.html](http://www.it.unsw.edu.au/students/zmail/redirect_external.html)

Additional information about Zmail (FAQ) can be found at [www.it.unsw.edu.au/students/zmail/faq.html](http://www.it.unsw.edu.au/students/zmail/faq.html)

**Other software**

You should also have the latest versions of the following installed on your computer:

- Adobe Acrobat Reader
- Adobe Flash Player
- Java
- Windows media player

**10. Student Gateway**

The Student Gateway website provides you with easy access to important information you will need during your study. Please bookmark this link: [https://gateway.unsw.adfa.edu.au](https://gateway.unsw.adfa.edu.au)

To gain access to the Gateway you need to use your student ID number eg z1234567 and ADFAPASS password.
Academy Library

http://lib.unsw.adfa.edu.au

Opening Hours During Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon - Thu</td>
<td>8.00 am - 9.00 pm</td>
</tr>
<tr>
<td>Fri</td>
<td>8.00 am - 5.00 pm</td>
</tr>
<tr>
<td>Sat &amp; Sun</td>
<td>1.00 pm - 5.00 pm</td>
</tr>
</tbody>
</table>

For out of session and public holiday opening hours see: http://lib.unsw.adfa.edu.au/about/hours.html

To access some of the Library resources, you may be prompted for either your zPASS or ADFAPASS. Please have them available when you come to the Library or use the Library website.

ELISE (for Undergraduate Students Only)
(zPass authentication required)

ELISE is a UNSW Study Skills tutorial and completion of the ELISE quiz is mandatory for all new undergraduate students by 5pm Friday in week 5 in Semester 1. If not completed students are unable to enrol in the following semester. Read through the online tutorial first, and then answer the quiz questions (through Moodle), based on the tutorial, and obtain a pass mark of 80%. You may do the quiz more than once. This exercise equips students with the study skills needed in time for first assignments. Access ELISE at: http://lib.unsw.adfa.edu.au/elise.html

Computing Facilities in the Library
(ADFAPASS authentication required)

The library has approximately 30 computers with Internet access, Microsoft Office Suite and full suite of discipline specific software available for student use. Printing from computers is available along with two photocopiers and scanners.

Borrowing

Your Student ID Card is also your Library card. The card barcode is your Library borrower number. To borrow material:

- On Campus students present your Student ID Card with the items you wish to borrow at the Service desk or use the Self Service checkout machine
- Off Campus students also need to have their Student ID Card number to be able to borrow items from our collection or access some library services. Please ensure that you arrange through Information, Communication and Technology Services for this to be sent out to you.

Loan Period
Borrowing rights and loan periods are outlined on the library website at: http://lib.unsw.adfa.edu.au/borrowing/borrow_rights.html

Renewal online is possible via the MyLibrary service (http://lib.unsw.adfa.edu.au/mylibrary.html) provided the items are neither overdue nor have been recalled by another user.

Fines and Fees
Fines and fees apply to overdue (recalled) items in instances where failure to return an item negatively impacts another borrower, and for replacement costs associated with lost items. Keep track of due dates (these may change) using your myLibrary account and by reading library email notifications sent to your ADFA student email account.

http://lib.unsw.adfa.edu.au/borrowing/fines_fees.html

Requests (Recalls)
If the item that you need is on loan to someone else you can use the Library’s SearchGateway (catalogue) to have the item recalled: http://lib.unsw.adfa.edu.au/borrowing/recall_items.html
Inter City Loans

The Inter City Loans service allows staff and students of UNSW Canberra, to request items that are held at one of the UNSW Sydney libraries. Requests can be placed on items that are on loan or items that are on the shelf.


Borrowing items not held in the library

If you have checked SearchGateway (catalogue) and it does not show the item you require, you are able to request the item via the Library’s Document Supply Service.

http://lib.unsw.adfa.edu.au/services/doc-supply.html

Borrowing privileges at other University libraries

UNSW Canberra students can apply for borrowing privileges at other Australian and New Zealand university libraries.

You will need to show your Student ID Card (or other proof of enrolment) and proof of living address. At some libraries you may have to pay a small processing fee.

http://lib.unsw.adfa.edu.au/borrowing/other_library.html

Finding Information

Course Readings (Reading lists)
Course reading Lists can be found in your course site via Moodle:

http://lib.unsw.adfa.edu.au/howdoi/course_reading_lists.html

E-books

(zPass authentication required)

E-book titles are available via the Academy Library’s SearchGateway (catalogue):

http://lib.unsw.adfa.edu.au/searchgateway.html

This includes access to all e-books acquired by UNSW.

For further information access ‘How do I find e-books?’ on the Library’s website:

http://lib.unsw.adfa.edu.au/howdoi/find_ebooks.html

Journal Articles

(zPass authentication required)

Journal articles are searchable via the Library’s SearchGateway. For further information access ‘How do I find journal articles?’ on the Library’s website:

http://lib.unsw.adfa.edu.au/howdoi/articles.html

Training

Library staff provide sessions on various topics and one-on-one consultations for specific queries.

Managing Information

Managing Citations

Information and online training related to creating citations and managing bibliographic details can be found at:

http://lib.unsw.adfa.edu.au/services/citing.html
http://lib.unsw.adfa.edu.au/software/refworks.html

Off Campus Students

If you’re studying off-campus, please visit http://lib.unsw.adfa.edu.au/servicesfor/off-campus.html for more information about how the Library can support your studies.

Help/Contact Us

For any questions or assistance, please contact the library via the AskUs service.

http://lib.unsw.adfa.edu.au/askus.html

The AskUs Service consists of a searchable Knowledge Base of questions with answers that may assist you in your inquiry.

Clients have the ability to submit a query to the library via the “Ask Us a Question” form.

http://lib.unsw.adfa.edu.au/askusq.html

or phone: 02 6268 8116
Other Important Information

Academic Misconduct
UNSW Canberra takes academic misconduct most seriously and where a case is substantiated, significant penalties may apply. The guidelines covering Student Academic Misconduct and Student Misconduct are included in the information for all students in the UNSW Canberra Handbook. You are strongly urged you to read these guidelines before you commence your study this semester. Visit: https://gateway.unsw.adfa.edu.au/isas/current_students/misconduct/

If your study is funded by the Defence DASS or StudyBank Funded Postgraduate Study at ADFA Scheme, and you have committed a proven incident of academic misconduct will be reported to the Executive Officer, Business Management Unit at the Australian Defence College. Academic misconduct may jeopardise any future funding application.

Special Consideration for Illness or Misadventure
Sickness, misadventure, or other circumstances beyond your control may prevent you from completing a course requirement or attending or submitting assessable work for a course, or may significantly affect your performance in assessable work, e.g. formal end of session examination, class test, laboratory test, seminar presentation, etc. You can apply for special consideration for the affected assessments at: https://gateway.unsw.adfa.edu.au/isas/current_students/special_consideration/

Review of Results
Students may make an application for the review of a result for any of their assessment. A review of a result may take one of two forms:
- Checking a mark - An administrative check that all marks have been included in the final composite mark.
- Re-assessment - An academic re-assessment of a piece of work.

Deadlines apply - please check information on: https://my.unsw.edu.au/student/academiclife/assessment/Results.html

The review of results form can be downloaded from https://gateway.unsw.adfa.edu.au/isas/current_students/forms/ugforms.html

Permission to Withdraw from a Course without Academic or Financial Penalty
To withdraw from a course after both the ‘Census’ Date and the withdrawal without academic penalty deadline date have passed, you need special permission. This is only granted in exceptional circumstances. You must demonstrate that you were prevented from completing a course by circumstances beyond your control, which extended over a significant period of time. Visit: https://my.unsw.edu.au/student/atoz/CourseChanges.html

Academic Standing Rules
Please be aware of the importance of the relevant drop dates shown in the ‘Important Dates’ information. If you do not drop courses by the last date you will record a FN (Fail) or AF (Absent Fail) grade. Continued fail grades in your academic record – either by not formally dropping a course or by poor academic performance - can result in exclusion/termination from UNSW for a period of up to two years. Visit: https://my.unsw.edu.au/student/atoz/AcademicStanding.html

Student Complaints
A complaint is any type of problem, concern or grievance about the University or the University environment. You may make a complaint about a matter relating to your studies or student life at the University, which concerns the University and relates to the operations of the University and where you have had an adverse experience. This may include but is not limited to bullying, discrimination, harassment, sexual harassment, victimisation or vilification. Visit: https://my.unsw.edu.au/student/atoz/Complaints.html
Tuition Fees for Postgraduate Students Only

Non-Defence Funded

Within the first two weeks of any semester, you should confirm that your enrolment for the semester is correct and pay any tuition fees that may be listed on your Fee Statement. Both of these tasks can be performed online through myUNSW. Tuition fees are calculated on your enrolment in specific courses. Tuition fees are derived from the relative cost of providing each type of course and will be calculated on the basis of that year’s current fee.

The Census Date for each session (31 March for Semester 1 and 31 August for Semester 2) is very important in relation to tuition fee calculations. You will be liable for the tuition fee for any courses that you remain enrolled in after this date. If you fail to pay your tuition fees you will be denied access to your results, you will not be permitted to enrol in a future session and you will be denied graduation status.

For further information on tuition fees, visit:
https://my.unsw.edu.au/student/fees/FeesMainPage.html

Please note: The University will not mail your current enrolment or Fee Statement to you, so you must check these online. Should you notice any errors with your enrolment or your tuition fee calculation, please advise Student Administrative Services immediately. If you fail to undertake these checks you may have to pay increased tuition fees or have a fail result on your academic record. Please take five minutes to check these items via myUNSW.

Defence Funded Students

There are two funding options for Australian Defence Organisation (ADO) employees:

Option 1: Fully funded via the ‘Defence Funded Postgraduate Study at ADFA’

ADO staff who have applied for full tuition fee sponsorship should have already been notified of your outcome. All defence civilian or military staff funded under the ‘Defence Funded Postgraduate Study at ADFA Scheme’ will NOT show any tuition fee on your myUNSW Fee Statement. If your Fee Statement DOES show a tuition fee, please contact SAS on:
email: sas@adfa.edu.au
phone: 02 6268 6000

Option 2: Partial funding via Studybank/DASS

If you are funded via your local Studybank/DASS scheme then you will be expected to pay tuition fees. Following successful completion of your studies, you can then claim for reimbursement through your local Studybank/DASS Office.

ALL ADO staff

Once you have been admitted to a UNSW Canberra program of study you are considered a ‘continuing student’. To retain your defence funding you do NOT need to submit another UNSW Canberra application but you MUST have re-applied and been approved for continued defence funding.

Contact details and information on the application and approval process is outlined in a DEFGRAM. Visit:
https://gateway.unsw.adfa.edu.au/isas/current_students/fees/

Please note: SAS is not able to provide any advice or assistance relating to this Department of Defence application process.
Where do I get advice and who does what?

There are many sources of academic and administrative advice and assistance available to students at UNSW Canberra. Initial points of contact include:

- Student Administrative Services
- School Postgraduate Coordinators
- School Administration Offices
- Course Convenors - lecturers and tutors
- Learning and Teaching Group - Flexible Learning Team and Academic Language and Learning Unit
- Information Communication and Technology Services
- Academy Library

Student Administrative Services

SAS is responsible for a number of general academic administrative services. Students should seek advice at SAS for matters relating to:

- Admission to programs
- Credit from previous study
- Coordinating enrolment/re-enrolment advisory sessions
- Seeking advice about your program of study
- Enrolment advice - adding or dropping courses
- Program Transfer requests
- Program (Study) Leave requests
- Articulation from GradDip to Masters program
- Tuition fee enquiries
- Special Consideration
- Coordination of class and examination timetabling

- Coordination of end-of-semester examinations
- Release of end-of-semester results
- Coordination of graduation/conferral ceremonies
- Advice on any UNSW policy or procedure

School Coordinators

Undergraduate and Postgraduate Coordinators are members of academic staff delegated by their Head of School to advise students on matters requiring academic knowledge and judgment. Talk to the Postgraduate Coordinator regarding:

- The nature and content of specialisations and courses
- Approval of enrolment variations, class and examination clashes
- Assessment and approval of requests for program transfers, program leave, cross-institutional study and concurrent enrolment
- Determination and approval of credit for students who have undertaken studies at other appropriate tertiary institutions
- Advice on assessment and academic standing policies and practices related to the postgraduate programs
- Matters of special consideration – advice on intensity of enrolment when study is interrupted by illness or other personal difficulties

If you are worried about a particular course, first discuss the problem with the staff member concerned, rather than the Undergraduate or Postgraduate Coordinator. General worries about the faculty or personal problems can be raised with any member of staff whom students feel comfortable discussing their concerns. For contact details visit: [http://sas.unsw.adfa.edu.au/contacts/schools.html](http://sas.unsw.adfa.edu.au/contacts/schools.html)
School Administration Offices

Each School has its own administration office located close to staff and the teaching areas. These are responsible for the support of academic staff and students. Administrative staff organise the lecture rooms, labs and tutorials etc, for your courses and carry out the administrative support for areas within the School.

Students should seek advice at the School Administration Offices or with the School Student Administrative Officer for matters relating to:
  - General enquiries for staff and courses taught within the School
  - Handling of assessment items
  - Postgraduate Off campus study mode queries
  - Course outline queries

Course Convenors

Convenors are responsible for the administration of a course. Responsibilities include the coordination of the academic staff teaching and/or marking in the course, the determination of the assessment, preparation and distribution of course hand-outs, and the determination of the provisional final mark for students enrolled in the course. The course convenor, or their nominee, also acts as a referee who must be available to resolve queries at the time of any examination in the course.

Lecturers and tutors are available by arrangement outside regular class times to assist students with their studies.

Student Academic Support Units

Learning and Teaching Group

Flexible Learning Team
The Flexible Learning Team provides assistance with off campus learning, online learning. Assistance for Moodle users should contact the External TELT Support Unit at the Kensington campus – see page 11 for contact details.

Academic Language and Learning Unit (ALL Unit)
The ALL Unit assists students enrolled at UNSW, Canberra to develop the academic language and learning capabilities required for success in their chosen field of study and in their future careers.

ALL Unit staff are experts in academic language and learning and can help students:
  - Clarify academic expectations
  - Structure essays and arguments
  - Read, evaluate and reference information appropriately
  - Improve academic writing and communication practices

For more information, or to book an appointment with an ALL lecturer, please visit our webpage:
https://gateway.unsw.adfa.edu.au/iteaching/iall/
Phone: 02 6268 9514

Information Communication and Technology Services

ICTS provide technical information and help for those who have forgotten their passwords. They also issue ADFACards (Student ID Cards).
email: helpdesk@adfa.edu.au
phone: 02 6268 8140

Academy Library
Access the extensive collection of e-material, books, journals and multimedia holdings, such as DVDs. The Library also offers support services, such as information sessions.

For any questions or assistance please complete the Ask Us form:
http://lib.unsw.adfa.edu.au/askus.html
phone: 02 6268 8116

Frequently Asked Questions for Postgraduate Students

Which forms should I use?
All UNSW Canberra students should use the Canberra campus forms which can be found at either:
  - http://sas.unsw.adfa.edu.au
  - https://gateway.unsw.adfa.edu.au/isas/current_students/forms/pgindex.html

How many courses CAN I do?
A full-time load is enrolment in four courses each semester (24UOC).
It is up to you to determine how many courses that you would like to undertake each semester. In considering the number of courses, we ask that you carefully consider:
  - possible family and social pressures and changes that might arise during a session
  - your previous study experiences and outcomes; and
  - any travel or possible work commitments.

How many courses SHOULD I do?
If you have not studied at university or in the last 5 years, it is strongly recommended that you should initially start your studies with one course in the first semester so that you are able to determine what is entailed and how to balance your study, home and work commitments. From this first experience you can then determine if it is feasible to commit to two courses of study per semester.
What are the workload expectations?

The normal workload expectations are 25-30 hours per session for each unit of credit. So the expected hours of study for a 6 unit of credit course is 150-180 hours which equates to 12-14 hours per week or approx. 2 hours per day. As the normal full-time workload for a student at UNSW Canberra is 24 units of credit, this means a total average workload of 600-700 hours for the semester or 40-50 hours per week.

This may be spread across a combination of face-to-face contact (e.g. lectures, seminars, tutorials, and laboratories), preparation for classes and time spent on assessable work (e.g. reading, using library resources, working on assignments, group study).

How much program (study) leave can I request?

You are allowed a maximum of two semesters of Program Leave for the duration of your program. Only in exceptional circumstances (with supporting documentation to be supplied) will a students’ situation be assessed for eligibility for further leave, e.g. short notice deployment, major illness or injury.

What are my responsibilities when undertaking study?

The university expects you to meet course requirements and deadlines for assignments; participate actively in the learning process; monitor your own progress and seek advice when necessary; and notify your lecturer as soon as you become aware of issues that may affect your ability to successfully complete your courses.

For any administrative matter, you should contact Student Administrative Services at:
sas@adfa.edu.au

Would I be able to obtain credit for undergraduate study or work experience?

Credit will only be granted for courses completed at the same tertiary level, i.e. postgraduate level. If a student believes their previous studies and/or work experience has given them the knowledge and skills taught within a core course, but they have not completed suitable studies at a recognised tertiary institution, then they may seek approval from the relevant Head of School to substitute this course for one outside of their degree rules.

What is the maximum amount of credit that I can claim?

Credit up to a maximum of 50% of UNSW Canberra coursework program requirements may be granted for completed or partially completed postgraduate awards in the same or related discipline from UNSW or another recognised tertiary institution, as follows:

- In the same or related discipline, a maximum of 50% of UNSW Canberra program requirements
- In an unrelated discipline, a maximum of 25% of UNSW Canberra program requirements

Visit:
https://my.unsw.edu.au/student/research/PGCourseworkCreditTransfer.html

See also page 10 Section 7.
Useful Information and Websites for both Undergraduates and Postgraduates

**Student Gateway**
A starting point for finding information about your studies.
[https://gateway.unsw.adfa.edu.au](https://gateway.unsw.adfa.edu.au)

**myUNSW**
An essential online portal for enrolments and academic records.
[www.my.unsw.edu.au](http://www.my.unsw.edu.au)

**Timetable Information**
Information on current course and exam timetables.
[https://gateway.unsw.adfa.edu.au/isas/current_students/timetable/](https://gateway.unsw.adfa.edu.au/isas/current_students/timetable/)

**Examinations**
Information about the exam period held at the end of each semester.
[https://gateway.unsw.adfa.edu.au/isas/current_students/exams/](https://gateway.unsw.adfa.edu.au/isas/current_students/exams/)

**Student Forms**
Most administrative processes require a student to complete and lodge a form.
[https://gateway.unsw.adfa.edu.au/isas/current_students/forms/pgindex.html](https://gateway.unsw.adfa.edu.au/isas/current_students/forms/pgindex.html)

**Graduation**
For information on the graduation ceremony.

**UNSW A-Z Student Guide**
Log onto myUNSW (zPASS) to access this useful resource which provides information on a wide range of subjects.

An electronic copy of this guide with hyperlinks is available at:
Getting Started Guide

Student Administrative Services
Contact us
If you would like further information, please contact
Student Administrative Services:
Email: sas@adfa.edu.au
Telephone: +61 (2) 6268 6000
Facsimile: +61 (2) 6268 8666
http://sas.adfa.edu.au
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