

## FROM THE DIRECTOR

Dear Colleagues,

Welcome to the July newsletter.

This month we say farewell to Lyn O'Brien who is retiring from Accommodation Services. Lyn's friendly assistance will be missed by us all, including the many students she has helped in her years at UNSW. We wish Lyn and her family a long and happy retirement.

Best wishes  
Jane Gatwood

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## KEY DATES

### JULY

- Fri 6 9.00am DEADLINE for online entry of results onto Grade Roster  
Schools notified via NSS Student Mailing List that submission of provisional results has finished
- Mon 9 Schools notified via NSS Student Mailing List that Faculty Assessment Review Reports, Grade Distribution and Academic Standing Reports are available for School Meeting use
- Tues 10 Graduation ceremony in Hong Kong  
Faculty Assessment Review Groups
- Weds 11 Faculty Assessment Review Groups cont.
- Thurs 12 Faculty Assessment Review Groups cont.  
12.00pm DEADLINE for final amendments to results
- Fri 13 Graduation ceremony in Singapore  
9.00am Release of Session 1 Results for Kensington and COFA (Students will receive an email in their account)  
6.00pm Results and Provisional Academic Standing available on myUNSW  
Deadline to accept Mid year UAC offers for Session 2
- Weds 18 DEADLINE for submission of University Medal Recommendation forms  
DEADLINE for submission of Honours, Distinction and Merit Recommendation forms
- Mon 27 Payment due date for all fees including upfront student contribution payments and Student Activity fees

### AUGUST

- Fri 3 DEADLINE to process students for August-October graduation ceremonies

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## INDEX

- |  |   |
|--|---|
| Page 1 ... From the Director,<br>Summary of Key Dates        | Page 8 ... Counselling Service  |
| Page 2 ... UNSW Asia,<br>Student Support Central             | Page 9 ... Counselling Service cont.  |
| Page 3 ... Student Support Central cont.                     | Page 10 .. Counselling Service cont.  |
| Page 4 ... Student Support Central cont.                     | Page 11 .. Counselling Service cont.<br>Student Administration and Records (STAR) |
| Page 5 ... Careers and Employment                            | Page 12 .. STAR cont.   |
| Page 6 ... Student Systems and Business Solutions<br>(SSABS) | Page 13 .. STAR cont.   |
| Page 7 ... SSABS cont.                                       | Page 14 .. Red Bag sighting   |
-

## UNSW ASIA

As colleagues will have read in the fun-filled June edition of the *Student Services Newsletter*, Student Services is actively engaged in supporting students affected by the closure of UNSW Asia to continue their studies either in Australia or elsewhere.

At the time of writing, over 140 students have accepted offers to transition to Sydney, with a significantly smaller number deferring their offer to Session 1 2008.

Information regarding Academic Advising and Enrolment for Session 2 2007 has recently been published on the UNSW Asia web, in addition to information regarding the University's responsibilities under the ESOS Act.

Results for students enrolled at UNSW Asia are due to be published and sent to students via their UNSW Asia email address on or around 10 July.

For further information, contact Kathryn Whittingham on 9385 1868 or at [kwhittingham@unsw.edu.au](mailto:kwhittingham@unsw.edu.au)

## STUDENT SUPPORT CENTRAL

### Education Services for Overseas Students (ESOS)

As a result of the new national code, the rules that govern international students studying in Australia will change on the 1 July 2007. The new Education Services for Overseas Students (ESOS) websites are now up to date with the latest national code changes.

Some of the major changes affecting both the University and international student visa holders are;

#### *Full Time/Part Time Study Rules*

Under the new rules, international student visa holders will be required to complete their program within the timeframe set on their Confirmation of Enrolment (COE). A student will only be permitted to extend the duration of their student visa under very restricted circumstances, with approval and evidence provided to the University. The circumstances will need to be of compassionate or compelling circumstances.

#### *No Change of Provider in first 12 months/Letter of Release Rules*

Under the new national code students will be permitted to change their education provider after 6 months instead of the current first 12 months.

#### *Leave of Absence/Deferring, Suspending or Cancelling of Enrolment*

International student visa holders are only permitted to take program leave under very limited circumstances. The circumstances under which UNSW can approve a leave of absence will need to be of compelling or compassionate circumstances. Students will still need to provide this supporting evidence along with their application for program leave.

#### *Distance/Online Studies*

Students are now permitted to study no more than 25% of their total program via distance/online studies.

The websites are;

<http://my.unsw.edu.au/student/resources/ESOSstudent.html>

<https://my.unsw.edu.au/student/Staff/ESOSstaff.html>

**STUDENT SUPPORT CENTRAL cont****SCHOLARSHIPS AND FINANCIAL SUPPORT**

The team has been preparing for the 2008 round of scholarships to be offered at UNSW. There are a number of awards that are available for first year scholarships across the Faculties:

- Business - 15
- Built Environment - 6
- Arts And Social Sciences - 14
- Law - 14
- Engineering - 51
- College of Fine Arts - 1
- Science - 19
- Medicine - 20
- University wide - 29

We are also working on:

- ❖ A review of the scholarships application form to assist students and meet the needs of the UNSW community;
- ❖ Revising our website to provide help to students who are considering making a scholarships application. We are offering advice on how to address the eligibility criteria to enable students to “sell” themselves well and be given the best chance of being considered for the scholarship;
- ❖ Updating our contact lists for Selection Committee Panels within Schools and Faculties.

**Scholarship Application Opening Dates**

Applications for scholarships for students entering first year at UNSW in 2008 open on July 1, 2007 and close on September 30, 2007 (unless stated otherwise).

For all other scholarships, applications open 6 weeks before the stated closing date.

(Scholarship application opening and closing date information below is also listed on our web home page). See <http://www.scholarships.unsw.edu.au/home.html>

*Something new!* We are working with the Student Recruitment Office on the design and production of a new **First Year Scholarship Brochure** to mail out to all Schools in July and for distribution on Careers & Courses Day.

To receive the UNSW Student Services Newsletter, please email  
[unswstudentservices@unsw.edu.au](mailto:unswstudentservices@unsw.edu.au)

**STUDENT SUPPORT CENTRAL continued****DIRECT ADMISSIONS****Statistics**

Putting aside some 'inflation' caused by the transfer of UNSW Asia students to Second Semester, comparative statistics indicate we are on track for another successful intake as compared to this time last year - especially in postgraduate international numbers where there has been a noticeable increase in offers and acceptances. If you would like to be added to the distribution list, please email Ken Bright at [k.bright@unsw.edu.au](mailto:k.bright@unsw.edu.au)

**Assumption University Thailand**

Following up on concerns regarding Medium of Instruction (MOI) from Assumption University in Thailand, Michelle Lee had a positive meeting with staff from that institution while participating in recent recruitment events overseas. *See photo below.* UNSW raised concerns about which areas of study are solely instructed and examined in English. One of the outcomes of that meeting is confirmation that UNSW will not accept MOI for Assumption University from students studying Law due to Thai instruction within those programs.

*From left:*

Glen Chatelier, Director, Office of International Affairs  
Phu Panjaphongse, Associate Director of Admissions, Office of the University Registrar  
Michelle Lee, Direct Admissions Office  
Yutthana Suwannatarn, Deputy University Registrar

**UAC ADMISSIONS****Mid Year UAC admissions**

The UAC team has recently completed the mid-year admissions round which generated approximately 300 offers for local undergraduate students commencing in Semester 2, 2007. Offers were released via UAC on Monday 25 June and applicants have until Friday 13 July to accept their offers. Online enrolment will be permitted until 5.00pm, Friday 20 July. Credit transfer applications for students commencing in Semester 2 continue to be forwarded to Faculties.

**University Preparation Program (UPP)**

The team is currently processing applications for the Semester 2 intake and processing offers to undergraduate programs for UPP students who completed the program in Semester 1. Late applications for the UPP for Semester 2 will be accepted until mid July, provided there are places available.

**Non-Award/Cross Institutional applications**

The team is processing applications for Semester 2. Applications for local Non-Award/Cross institutional applicants close on **10 July**. Complete applications (i.e. with correctly certified documents, letter of approval etc) will be accepted, with payment of a \$100.00 late fee, until 5.00pm on Friday 20 July. **\*\*\*Applications will not be accepted after 21 July\*\*\***

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## CAREERS AND EMPLOYMENT

### LUCY MENTORING PROGRAM

The University of New South Wales in partnership with the New South Wales Department of Premier and Cabinet, Office for Women are preparing to launch the Lucy Mentoring Program in Session 2, 2007. Lucy is an innovative leadership program with a primary focus on female university students studying business, finance, accounting and law. The Program inspires, motivates and educates women about the opportunities available for employment and leadership in the public and private sectors. The Universities of Western Sydney and Sydney have been successfully running the program for a number of years now and the University of Newcastle have recently launched their Lucy Program.

We are seeking expressions of interest from senior women to become mentors in the program. Mentors will benefit from:

- Networking with other senior managers in the public and private sectors;
- Knowing that their contribution will assist in the development of future women leaders; and
- Knowing that they have contributed to the goal of increasing the numbers of women with potential to reach middle and senior management.

For further information, please go to: [www.careers.unsw.edu.au/news/lucy.aspx](http://www.careers.unsw.edu.au/news/lucy.aspx) or contact Taye Morris, Manager UNSW Careers and Employment (02) 9385 5432 email [t.morris@unsw.edu.au](mailto:t.morris@unsw.edu.au)

### Vocational Guidance Workshop - Identify Your Career Options

Jill McAlister from Careers and Employment is presenting a workshop for the general public. Your friends and family may be interested in attending. Please see details below:

Are you at a crossroads in your career and unsure about which path to take? In this 2 hour workshop you will explore your strengths and preferences and identify career options that match. You will:

- Develop an understanding of the career planning process;
- Complete vocational assessment tools to learn about your:
  - Career interests
  - Most important values
  - Achievements
  - Key skills and knowledge areas;
- Identify your top 3 career options and learn how to research and evaluate them to find a satisfying career direction.

**Date:** Thursday 19th July, 2007

**Time:** 6:00 to 8:00 pm

**Location:** The University of New South Wales, Kensington

**Fee:** \$50 (including GST) - includes the cost of the Occupational Search Inventory and other career planning materials.

**Workshop Facilitator:** Jill McAlister is a Psychologist and Career Consultant with over 10 years experience providing vocational guidance and career counselling to individuals and groups in a variety of settings, including university, private practice and to organisations.

**Places are strictly limited. Please call 02 9385 5429 for further information.**

## STUDENT SYSTEMS AND BUSINESS SOLUTIONS (SSABS)

### My Survey channel

myUNSW now has a dedicated survey channel on the Home tab, aptly called 'My Surveys'. The channel is visible to all users, and contains links to externally hosted surveys. 'My Surveys' can generally be used to advertise various surveys being run by the UNSW community.



Surveys can be targeted to appear to known cohorts within myUNSW, as we currently do with the News and Announcements channels (e.g. UG/PG/RSCHE Local/International students, etc). Surveys can also be targeted by attributes such as program status (students), department and employment code (staff) and gender. For more detail, or to request a hosted link to a survey, please contact Elisabeth Crawford [elisabeth.crawford@unsw.edu.au](mailto:elisabeth.crawford@unsw.edu.au) or Angeline Fong [angeline@unsw.edu.au](mailto:angeline@unsw.edu.au).

### Timetabling Update

Following the successful release of the 2007 Semester 2 timetable, the Scheduling and Academic Requirements Unit (SARU) is taking the opportunity to reflect on the experience and look for ways of improving the system for 2008. So far SARU has received a lot of good feedback about the Semester 2 timetable and it appears that the process has been even more successful than in Semester 1.

A recent CATS audit of the use of CATS space in Semester 1 revealed that, when compared with Semester 1, 2006, there is a 10% reduction overall in unused booked teaching hours. This saving equates roughly to the equivalent of the combined teaching space of a large Faculty/building. This is tremendous news as it means that rooms that previously were booked but unused have been available to be assigned to classes that needed them.

Last week Sarah Thomson and Geoff Whale (Systems Development Services) attended the Australian Syllabus Plus Reference Group to give a presentation on UNSW's timetabling solution, including the myUNSW "front end" tools for term planning and class and enrolment management.

With a little over a month before the next scheduling cycle begins in earnest, the SARU team are busy with the scheduling of new classes in response to enrolments for Semester 2 and also a few last minute timetable and room changes. We have also commenced scoping the planned casual room booking service to be incorporated into the myUNSW scheduling service suite.

In the lead up to scheduling Semester 1 2008, we are also squeezing in some much needed R&R ... rostered of course!

## SSABS continued

### Staff Changes

Use this handy reckoner to keep track of your favourite SSABSans!

Who	Player Status	Why	When
Claire Allen	Reserve Bench	Maternity Leave	Until mid 2008
Emily Middleton	Reserve Bench	Maternity Leave	Until mid 2008
Richard Sanchez	Guernsey swap	Acting Head, Student Portal & Pubs	Until mid 2008
Keryl Harman	In (transfer from STAR FC)	Senior Portal Specialist	From late July 2007

### Other “Engagements”

Well there's Tats' exciting news ... but apart from that, SSABS is currently involved in leading or supporting the following initiatives (listed in alphabetical order):

- Academic Calendar Reforms
- Academic Proposals Review
- Academic Standing Review
- AGSM Integration Program
- Apply Yourself (prospective student enquiry and event management system)
- Casual Room Bookings service
- ELISE (new business processes, supported by NSS)
- Graduate Research Student Management (new NSS-myUNSW services)
- Identity Management Program (Z-Day is coming!!!)
- JULIA (data warehouse solution)
- My Handbook Builder Project
- myUNSW (new staff services for assessment and exams planning, and online results – available for Semester 2 services)
- Non-Award Student Services (new NSS-myUNSW services)
- Online Handbook (new graphic design)
- Scholarships (enhancements)
- Timetabling (COFA and ADFA integration – options review)
- UNSW Asia (systems and services closedown and student transition)
- Web@UNSW program

For further information about any of these, contact Robert Morrell or Richard Sanchez. Some of these will be the subject of news stories in future newsletters.



## COUNSELLING SERVICE



### News and services for July

During July some of the counsellors are taking a well earned break and refreshing themselves for the business of Semester 2, so our counsellor numbers are fewer than normal. This may mean student and staff enquiries may encounter slightly longer response times. We thank you for your patience in relation to any delay you may encounter. If your matter is urgent please make this clear in your email or phone contact with our reception.

We are continuing to provide individual counselling services and some student workshops during July via our Drop-In options, our Intake provisions (pre-booked first visit appointment) and the usual repeat appointment options. Appointment option details are located at:

<http://www.counselling.unsw.edu.au/appointments/index.htm>

### Peer Mentoring @UNSW

Peer Mentoring Program Coordinators please note that due to an unexpected personal matter, Martin Healy will be on extended leave until the end of August.

In Martin's absence Georgina Barratt-See will be standing in as Peer Mentoring Coordinator and will maintain this role until at least the end of February next year. Georgina will be well known to many from her role as our office coordinator and her previous activities in planning for O-week. Georgina has been developing her knowledge and skills in project management and group facilitation for sometime now as part of her career and professional development plan and this role offers her a great opportunity to expand her achievement and experience. She is looking forward to meeting the Faculty based coordinators and assisting you with your set up for Semester 1 2008 programs. Georgina is currently planning the Semester 2 UPP Peer Mentoring Program and will soon be convening the Peer Mentoring@UNSW Steering Committee and will host a meeting for the Faculty Peer Mentoring Co-ordinators in August.

Faculty based Peer Mentoring Co-ordinators are invited to contact Georgina directly on xtn 55418 or email [peermentoring@unsw.edu.au](mailto:peermentoring@unsw.edu.au)

## WORKSHOP PROGRAMS

### 1) Workshops being held during session break for ALL students not in good academic standing



**Phoenix Rising Workshops** – designed for those students who have results that leave them with an academic standing other than 'good'. We would be very pleased if academic staff and academic advisors refer students with academic

standing of 'referral' or 'probation' to these workshops. This applies to both U/G and P/G students. This workshop is designed to assist students in their preparation for their academic advising interview and to help them identify any changes to lifestyle or behaviour, motivation or academic application that would assist them to **Get Back on Track**. It would be to the advantage of both student and the academic advisor if the relevant students were able to attend this workshop prior to their academic advising interview. See our website for full details and dates

[http://www.counselling.unsw.edu.au/programs\\_workshops\\_seminars/phoenix\\_rising.htm](http://www.counselling.unsw.edu.au/programs_workshops_seminars/phoenix_rising.htm)

Students are requested to register for a place in the workshops via our online booking process,

[http://www.counselling.unsw.edu.au/programs\\_workshops\\_seminars/student\\_register.htm](http://www.counselling.unsw.edu.au/programs_workshops_seminars/student_register.htm)

or phone our reception 93855418, or drop into the service reception between 9-5 Mon-Fri, Level 2 East Wing Quadrangle Building.

#### Online Phoenix Rising Workshop

Students and academic advisors can also access the workshop materials for the Phoenix Rising Workshop online at

[http://www.counselling.unsw.edu.au/help\\_yourself/academic\\_progress/index.htm](http://www.counselling.unsw.edu.au/help_yourself/academic_progress/index.htm)



## COUNSELLING SERVICE cont.

*Item continued***For Staff****Academic Advisor – Introductory Workshop****For Academic Advisors new to the role or who have not attended this workshop previously**

This workshop introduces the basics of the Academic Progress rules, outlines the content of the Phoenix Rising workshop for students, familiarises the new academic advisor with their role, promotes resources useful to the role and identifies referral options available through UNSW student support services.

**Academic Advisor – Introductory Workshop (repeated Friday 13 July)**

Wednesday 11 July 2.00 – 4.00 pm

Venue: East Wing Quadrangle Building Level 1 Room 1001

**Academic Advisor – Introductory Workshop**

Friday 13 July 2.00 – 4.00 pm

Venue: East Wing Quadrangle Building Level 2 Room 2008

**2) Workshops being held during Semester 2****For ALL students**

Relaxation & Meditation

Managing your Time

What makes people happy? Tips on thinking and behaving in ways that create happiness.

Making the most of your memory

Taking Charge of Fear and Anxiety – Series of 6 x weekly workshops

Managing Low Mood - Series of 4 workshops

Preventing Procrastination

Enhance your Self-Esteem

**For Postgraduate Research Students only**

Decision Making Skills

Overcoming Writers Block

For more details about our workshop program see

[http://www.counselling.unsw.edu.au/programs\\_workshops\\_seminars/index.htm](http://www.counselling.unsw.edu.au/programs_workshops_seminars/index.htm)

**Campus Care and Students at Risk Workshop**

From time to time members of the UNSW community (students and staff) are managing difficult life circumstances or threats to wellbeing from health or personal circumstances. The Counselling Service provides useful information and advice for those in these circumstances and for those who observe changes in behaviour by students or colleagues via our Campus Care page on the CS website

<http://www.counselling.unsw.edu.au/crises/index.htm>

Staff at UNSW regularly refer students of concern to our service and the Brochure “**Two Heads are Better Than One**” available at <http://www.counselling.unsw.edu.au/campus%20care.pdf> will provide some tips as to how to facilitate such a referral.

The **Students at Risk Workshop** is also provided on request for Faculty and Division staff, College staff and College student leaders, Arc staff and office bearers and student leaders. The Counselling Service would be pleased to provide this 2 hour workshop to any staffing or student group of 6 or more. Please contact Annie Andrews, extn 55418 email [a.andrews@unsw.edu.au](mailto:a.andrews@unsw.edu.au) if you would like more information about this workshop.

**Please note:** UNSW staff and family members can access confidential support, advice and counselling from the UNSW Employee Assistance Program managed by Human Resources. See <http://www.hr.unsw.edu.au/employee/eap.html> for more detail.

### COUNSELLING SERVICE cont.

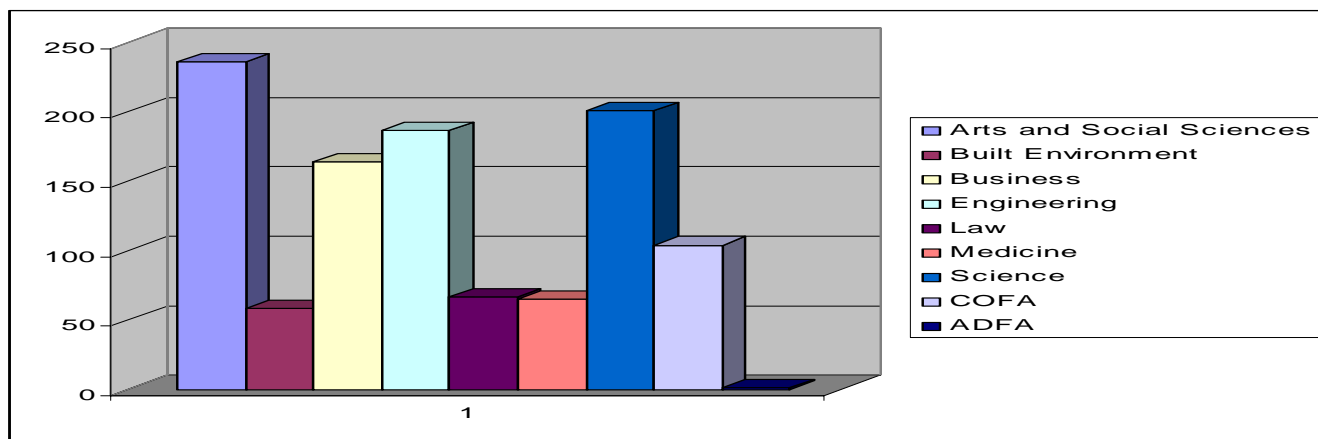
#### Reports prepared to date for 2007 include:

- Counselling Service and Compass Programs Annual Report for 2006
- Peer Mentoring @ UNSW Report for 2006 and for the first half of 2007

These are available from the Counselling Service Director, Annie Andrews, email [a.andrews@unsw.edu.au](mailto:a.andrews@unsw.edu.au) and will soon be published within the Student Services Annual Report for 2006.

#### Counselling Service Statistics January to June 2007

The following statistics provide a brief summary of the profile of our student users.



#### Service attendance statistics January - June 2007 (compared with January - June 2006)

1293 students attended for counselling services (Jan-June)  
(927 accessed the service during the same period in 2006)

2804 occasions of service across all student presentations (Jan-June)  
(2381 total occasions of service during the same period in 2006)

286 students who have attended workshops (Jan-June)  
(147 attended workshops during the same period in 2006)

1007 students attending the service had 1-1 counselling and no workshop attendance (Jan-June)  
(780 students had 1-1 and no workshop attendance during the same period in 2006)

2.2 occasions of service was the average per student (Jan-June)  
(2.6 was the average occasions of service per student during the same period in 2006)

51 students assessed by counsellors as being personally at risk (Jan-June)  
(53 assessed as at personal risk during the same period in 2006)

94 students were identified by counsellors as being "at academic risk" low-high (Jan-June)  
(219 assessed as "at academic risk" during the same period in 2006)

398 students who attended the service identified as being of CALD background (Jan-June)  
(274 identified as being of CALD background during the same period in 2006)

10 students who attended the service identified with ATSI background (Jan-June)  
(15 identified as being of ATSI background during the same period in 2006)

*Item continued over page*

### COUNSELLING SERVICE cont

105 female students who attended the service identified as studying a non-traditional area (51 identified as being a female studying in a non traditional area during the same period in 2006)

99 students who attended the service identified as being from a rural or isolated background (72 identified as being from a rural or isolated background during the same period in 2006)

117 students who attended the service identified as being of low socio-economic background (116 identified as being of low socio-economic background during the same period in 2006)

66 students who attended the service identified as having a temporary or permanent disability (68 identified as having a temporary or permanent disability during the same period in 2006)

291 students who attended the service declared receiving a Government allowance/pension (282 declared being on a Government allowance/pension during the same period in 2006)

## STUDENT ADMINISTRATION AND RECORDS (STAR)

### COMMONWEALTH SUPPORT AND FEES

#### Denial of Services Blocks (DSI)

We still have a small number of students who have DSI blocks on their accounts because of unpaid fees for Semester 1. Please refer any inquires to the Commonwealth Support and Fees Section on extn 53119.

#### Semester 2, 2007 Fee Statements

Semester 2, 2007 Fee statements will be available on-line in mid July; students will be advised of this via email and in notices on myUNSW. The payment due date is 27 July 2007 for all fees including upfront student contribution payments.

#### 2008 Fee Schedule

The 2008 Fee Schedule has been sent out to Faculties and Schools. If you did not receive a copy and would like one, please contact Peter Secomb on extn 53157 or email [p.secomb@unsw.edu.au](mailto:p.secomb@unsw.edu.au) Postgraduate local fees have not yet been finalised, we will publicise details once rates have been approved.

### EXAMINATIONS

The final examination in the Semester 1 2007 examination period was held on Tuesday 3 July.

During this semester's examinations we again encountered considerable disruption arising through a lack of proof-reading of papers. During examinations we were required to announce an exceptional number of corrections to examination papers, including corrections to corrections.

A related issue is the ongoing problem of referee availability. We were often unable to contact the nominated referee when seeking clarification of examination questions during an exam; we also found administrative staff nominated as referees who were simply unable to address the academic matters raised by concerned students.

For further information about examinations, please contact Grant Walter ext 53086 or email [g.walter@unsw.edu.au](mailto:g.walter@unsw.edu.au)

## STAR continued

### ACADEMIC STANDING

Academic Standing will be recalculated on Thursday 12 July (prior to the release of results on 13 July). Following recalculation, Academic Standing reports will be sent to Program Authorities. Program Authorities are asked to review students' standing, assign advisers and, where necessary, apply overrides. All changes should be finalised on NSS by 5.00pm on Friday 13 July 2007. After this deadline program authorities are asked not to make any further changes to student's Academic Standing on NSS, but rather notify STAR if changes are needed.

Academic Standing will be considered provisional until Monday 16 July. Students will be advised in their results email that they should check their Academic Standing on myUNSW after this date and follow any instruction given (e.g. consult an Academic Advisor).

Academic Standing Letters will be mailed to students who have a standing of 'Suspension' or 'Exclusion'. All students with a standing other than 'Good' or 'Pending' will be able to view their academic standing letter on myUNSW when they choose the 'Academic Standing' option. Emails will also be sent to all students who have a standing other than 'Good' or 'Pending'. Students with a standing of 'Suspension' or 'Exclusion' will have until 5.00pm, Monday 30 July to lodge an appeal.

Due to the limited time period we have in which to finalise the appeal process, from Monday 16 July Academic Standing will be recalculated, but no student will be placed on 'Suspension' or 'Exclusion' even though his or her late results may be Fails. These students will be manually allocated their previous Semesters standing.

It is important that late or withheld results are finalised as soon as possible so that academic standing can be determined accurately. Students whose standing cannot be determined will be assigned 'Pending' standing.

Academic Standing policy and procedures can be found on the myUNSW website:

<https://my.unsw.edu.au/student/academiclife/assessment/AcademicStandingExplanation.html>

For further information about Academic Standing please contact Kylie Doust, [k.doust@unsw.edu.au](mailto:k.doust@unsw.edu.au) or ext 51079

### CEREMONIES, GRADUATION & DATA VERIFICATIONS

#### Ceremonies

The Ceremonies Office works in conjunction with the Graduations Section and is responsible for the event management of graduation ceremonies, including arrangements for venues, Guest Speakers, Honorary Degrees, VIP attendance, Academic Procession and special seating for ceremonies.

The Semester 2 Graduation Schedule has now been approved. The Graduation Invitation for Academics (booking sheet) is also available. An email regarding the Academic Invitation will also be sent to all academic staff in late July.

Both documents are on the Graduations website at [www.graduations.unsw.edu.au](http://www.graduations.unsw.edu.au). For any enquiries relating to ceremony arrangements please email [ceremonies@unsw.edu.au](mailto:ceremonies@unsw.edu.au).

## STAR continued

### Graduations

The Graduations Section works in conjunction with the Ceremonies Office to administer the student side of Graduations.

Potential graduand records for Semester 1 (Term 5074) and Winter Session have been created. Program authorities can now review student eligibility to graduate and process changes on NSS. The deadline for students to be confirmed for the August to October ceremonies is Friday 3 August.

Students can now see potential graduand information on myUNSW and the student information pages relating to graduation have also been updated. Please direct students with enquiries to visit the website [www.graduations.unsw.edu.au](http://www.graduations.unsw.edu.au)

If you have any queries in regards to Graduation Processing, please contact Veronika Roth via [v.roth@unsw.edu.au](mailto:v.roth@unsw.edu.au) or ext 52435. Enquiries regarding graduation can also be directed to our new Assistant Team Leader, Ben Carthy, via [graduations@unsw.edu.au](mailto:graduations@unsw.edu.au) or ext 53092/51768.

### Data Verifications

#### Award Statements & Academic Transcripts

Leading up to and following the release of end of semester results, Student Services receives a noticeable increase in requests for Award Statements and Academic Transcripts.

The Award Statement (aka Completion Letter) is a document that confirms that a student has completed their studies at UNSW, and the date of their graduation ceremony. Award Statements can only be produced once the student's graduation status has been updated to 'Awarded'. Award statements are free of charge. Requests take 3-4 days to process in peak periods after the release of results.

Students requiring Academic transcripts which include Semester 1 2007 results should ensure that all results are visible on myUNSW before submitting their request. In addition, students who require their graduation status to be included will need to ensure that their graduation status on myUNSW has been updated to 'Awarded'. Transcripts cost \$25 for two copies and \$10 for each additional copy ordered at the same time. Transcripts requests can take approx 5-7 days to process in peak periods after the release of results. Application forms for both Academic Transcript and Award Statements are available at UNSW Student Central or can be downloaded from myUNSW.

*Award Statement:*

<https://www.my.unsw.edu.au/student/academiclife/graduations.html#Forms>

*Academic Transcript:*

<https://my.unsw.edu.au/student/atoz/AcademicTranscript.html>

Academic Transcripts/Award Statements cannot be provided to any student with outstanding fees (including library fines). Academic transcripts with Semester 1 2007 results and/or Award Statements will be issued from Monday 16 July.

## Red Bag Sighting

... captured near the Century Regional Detention Facility, Los Angeles, California.

