

FROM THE DIRECTOR

Welcome to the September newsletter.

As you know we farewelled Kathy Keane on 31 August. I know she really appreciated the large number of people who came to her farewell and gave so generously to the parting gift. The Council Chamber was crowded with well-wishers - a testimony to the high esteem in which she is held by the UNSW community.

This month we are also farewelling Lene Jensen who has been on leave from Careers and Employment since last year. Lene has been managing the UNSW Hong Kong office and has chosen to stay on in Hong Kong, but to take her career in a different direction. We wish her well and thank her for the tremendous changes she brought to the Careers Service.

Best wishes
Jane Gatwood

KEY DATES

September

- Fri 21 Term Planning deadline - Summer Term (intended offerings) and Semester One (intended offerings and timetabling requirements)
Clash free course combination (CFCC) review deadline - Semester One
- Fri 28 Deadline to submit 2008 Staff Scheduling forms to the Scheduling and Requirements Unit
UAC on-time applications close

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STUDENT ADMINISTRATION AND RECORDS (STAR)

COMMONWEALTH SUPPORT & FEES

With the Census date now passed, students who wish to withdraw from their studies for Semester 2, 2007 will retain their financial liability. Students who withdraw because of special circumstances should be advised to complete a remission form and send this to the Commonwealth Support & Fees Team, along with certified supporting documentation for an individual assessment. Remission and Re-crediting forms can be found on the UNSW site at <https://my.unsw.edu.au/student/fees/RefundPolicy.html>

Faculties and Schools should be aware that some students are yet to finalise their tuition fees for this semester. A block has now been placed on these students' records preventing access to various UNSW services. Student Services and Accounts Receivable are working together to contact these students and any enquiries should be directed to the Commonwealth Support & Fees Team on extensions 53119 or 53157, or by email csandfees@unsw.edu.au

EXAMINATIONS

It has come to our attention that some academic staff are unable to access and update their courses in the new Assessment Planning module in myUNSW. The problem lies with academic staff not having had a profile created in NSS and as a result, not being set up with the appropriate security classes in NSS to access their School's courses in Assessment Planning. We are working on a solution to update access for academic staff.

In the meantime we propose this interim solution. For academic staff who cannot access Assessment Planning, we suggest they forward exam data information to the appropriate School administrator who can enter the details for them. As this is likely to cause an increase in workload for administrators, the Examinations Section has extended the Friday 31 August deadline to **Friday 7 September**. If you are having difficulties meeting this deadline please contact an Examinations Section staff member immediately.

Please note that details that need to be updated by this deadline include:

- The kind of exam paper, e.g. Centrally Managed or School Exam Centrally Timetabled
- Facility type
- Duration of Examination
- Timetable Block-out duration
- Any combined exams
- If exam is compulsory
- Materials provided by Exams Section
- Materials provided by candidates
- Any concurrent exams
- Special timetabling requests

Please pass this information onto any academic staff who are involved in any centrally timetabled exams this semester. Many thanks for your co-operation and patience.

STAR continued

FACULTY LIAISON CONTACT EMAIL ADDRESSES

Faculty of Arts and Social Sciences	star.arts@unsw.edu.au
Faculty of the Built Environment	star.fbe@unsw.edu.au
Australian School of Business	star.business@unsw.edu.au
College of Fine Arts	star.cofa@unsw.edu.au
Faculty of Engineering	star.eng@unsw.edu.au
Faculty of Law	star.law@unsw.edu.au
Atax	star.atax@unsw.edu.au
Faculty of Medicine	star.med@unsw.edu.au
Faculty of Science	star.science@unsw.edu.au
Institute of Environmental Studies	star.iest@unsw.edu.au
ADFA	star.adfa@unsw.edu.au
UNSW Asia	star.asia@unsw.edu.au
Non-Award Programs	star.nonaward@unsw.edu.au

PROCESS SPECIFIC CONTACT EMAIL ADDRESSES

Examinations	exams@unsw.edu.au
Ceremonies	ceremonies@unsw.edu.au
Graduations	graduations@unsw.edu.au
Transcripts	transcripts@unsw.edu.au
Student Financials	csandfees@unsw.edu.au

GRADUATIONS AND DATA VERIFICATION

Graduations

Graduation information for students can be found at www.graduations.unsw.edu.au

The deadline for processing potential graduand records for students to graduate in the September/October 2007 ceremonies has now passed. Students who have completed requirements will only be added to October ceremonies if space is available and there is sufficient processing time prior to the ceremony.

Most students who have completed late will be allocated to cross-Faculty graduation ceremonies in December. The processing deadline for inclusion in the December ceremonies is Friday 16 November.

Remember:

- Students must be confirmed for Term 5074 to be allocated to the cross-Faculty December ceremonies
- If a student's plan or degree details need to be amended and the student is already completed, please forward details of the correction to be made to the Graduations Section so that all parts of the graduation record can be updated.

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STAR continued**Academic Procession**

All academic staff are encouraged to join the academic procession for their Faculty ceremonies. An invitation to attend Session 2 Graduation Ceremonies can be found at www.graduations.unsw.edu.au. If you wish to attend a ceremony, please ensure that you advise the Ceremonies Office. You can return the invitation by fax to ext 51588, or contact Ceremonies on ext 51152 or 53112 or ceremonies@unsw.edu.au.

Volunteering

Volunteering at a graduation ceremony gives you the opportunity to participate in one of the happiest and most memorable occasions of a student's life at UNSW. So why not get involved? You only need to commit 1¼ hours, and we provide a full briefing for all staff so that you know what you're doing. You can choose from a range of jobs including meeting and greeting, seating assistance and registration. Contact Ceremonies as above to volunteer for one of the upcoming ceremonies.

PROGRAM LEAVE

There have been some recent cases of students who have discontinued study during a semester having been advised by Faculty staff that he/she had a right to re-enrol in that program in the coming semester. This is not correct. If a student plans to resume studies in the next semester in the same program he/she should be granted leave from the program. Details of guidelines for Program Leave can be found at: <https://my.unsw.edu.au/student/atoz/ProgramLeave.html>

A student who does not intend to resume studies within 2 semesters, or whose program authority will not agree to leave because the student has already had a period of leave, should be discontinued and advised to seek re-admission through the Universities Admission Centre (undergraduate students) or the Admissions Office (postgraduate coursework students).

Please note that Program Leave will only be approved for International Students in extraordinary circumstances. For further advice about this please contact Gerry Braddon, ESOS Coordinator ext 53732.

CHANGES TO ACADEMIC STANDING RULES – UNDERGRADUATE STUDENTS

The academic standing system, first implemented in 2000, was devised to allow early intervention for undergraduate students at risk of continually failing, but also to allow several chances at rehabilitation. The resulting design was overly complex and there was little evidence that giving students many chances to fail has been beneficial.

A working party convened by Professor Anthony Dooley, President of the Academic Board, proposed a range of changes to how academic standing is administered. At its August meeting the Academic Board approved the proposed revisions.

On the following page is a brief summary of these changes. The Academic Standing pages on myUNSW are being revised

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

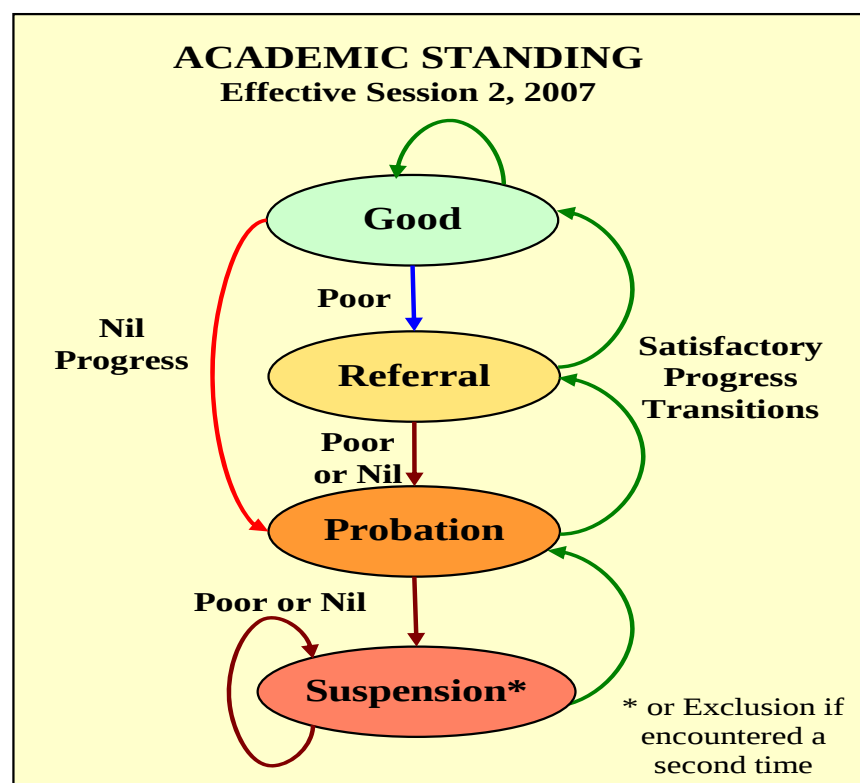
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STAR continued

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1. From Session 2, 2007 satisfactory progress will be defined as passing **more than** 50% of courses attempted.
2. From Semester 2, 2007 the number of levels of standing will be reduced to 4 levels – **good standing, referral, probation and suspension**.

Academic standing will be determined for coursework students at the end of both Semester 1 and Semester 2. A student will be in **good standing** if he/she passes more than 50% of load undertaken. Poor progress (less than 50% of load passed) will change a student's status to **referral**. Nil progress (no load passed) will change a student's status to **probation**. Likewise satisfactory progress (passing more than 50% of load undertaken) will improve a student's standing. The diagram below explains how this will work.



3. The revised scheme has one final level, labelled Suspension. After returning from suspension, should the student ever reach this state again, then he/she will be assigned Exclusion status instead. Following suspension it will take at least three sessions to regain Good Standing and there is very little leeway for further failure.
4. If a student attempts 6uoc or less in a semester, standing is carried forward from the previous semester unless all attempted load is failed. In this case progress will be assessed as Poor and the student will move from Good Standing to Referral, or from Referral to Probation, or from Probation to Suspension.
5. Students whose academic standing is determined as **Referral** or **Probation** will be required to have their next semester's enrolment approved by an academic advisor. It is essential that students at risk of continuing to fail receive academic advice at the earliest possible time. The academic advisor will assist the student to identify and overcome any problems that adversely impact on the student's ability to maintain acceptable progress towards completion of the program.

STAR continued

ASSESSMENT COVERSHEET TEMPLATES

The August meeting of the Academic Board approved revisions to templates for student assessment coversheets. The intent of the revisions is to be more specific in acknowledging the work of others, including students and tutors - paid and unpaid. These revisions were undertaken in response to an ICAC investigation into assistance from paid tutors employed by coaching colleges for HSC Extension English candidate's take home assessment tasks. You can read the ICAC report at

<http://www.icac.nsw.gov.au/index.cfm?objectid=004849E0-A6DD-74EB-5C0F37877344DE73>

The templates can be found at

www.my.unsw.edu.au/student/resources/AssessmentCoversheet.html

STUDENT SUPPORT CENTRAL

UAC ADMISSIONS

UAC applications for 2008 are now open and on-time applications close on 28 September. Email and telephone enquiries are increasing steadily and are expected to peak around the end of the month. Educational Access Schemes (EAS) applications for applicants who have experienced long-term educational disadvantage also close on 28 September. Applications for EAS are via UAC.

The team has been working on the processing of deferments for the Semester 2 intake, preparing for Courses and Careers Day and organising and promoting UNSW Bridging Courses for 2008. We are also continuing to work with Faculty staff and UAC on the implementation of HSC Plus for 2008 and on reviewing business processes for the 2008 peak admissions period.

To receive the UNSW Student Services Newsletter, please email
unswstudentservices@unsw.edu.au

STUDENT SYSTEMS AND BUSINESS SOLUTIONS (SSABS)

TIMETABLING REMINDERS

myUNSW Term Planning

Friday 21 September is the deadline to update **myUNSW Term Planning** records for **Summer Term** and **Semester One 2008**.

This serves two main purposes:

1. Details of intended offerings

For DEST - This data will be used to fulfil our obligation to report details of our intended offerings to DEST by 1 October 2007 for all teaching periods with a census date between 1 January 2008 and 30 June 2008 i.e. Summer Term and Semester One offerings. This reporting includes details of EFTSL values, fees and census dates. It is important therefore that all intended course offerings for the relevant period are not only indicated by this deadline but also that course details, such as units of credit, remain stable.

For Students - The 2008 Class Timetable site (scheduled to go live from late September) will also draw on Term Planning data so that students can see in which teaching periods courses are intended to be offered in 2008. Whilst the deadline for indicating Semester Two 2008 offerings is not until February 2008, you may also wish to enter these in Term Planning now in order to provide more complete information to students.

2. Timetabling requirements

All timetabling requirements for Semester One must be entered in Term Planning by the 21 September deadline. Following this deadline the timetabling team will complete a range of data checks before commencing the timetabling process.

Summer Term classes are not centrally timetabled. These should be scheduled by Schools in myUNSW Class Maintenance by the end of September if possible. Room bookings for Summer classes can be arranged by contacting CATS.

For further information see

<https://my.unsw.edu.au/student/Staff/TermPlanning2008MemoAugust2007.pdf>

Staff Scheduling forms

Staff timetabling request/notification of availability forms need to be returned to the Scheduling and Requirements Unit, Level 12 Mathews Building, by **28 September** for incorporation into the Semester One 2008 teaching timetable.

Forms are available at

https://my.unsw.edu.au/student/Staff/StaffSchedulingRequest_Fulltime_Final.pdf

https://my.unsw.edu.au/student/Staff/StaffSchedulingRequest_Parttime_Final.pdf

SSABS continued

2008 ACADEMIC CALENDAR

Semesters and Teaching Periods

- The Calendar is based on two main semesters with 12 week teaching periods and an 8 week summer term. In addition, new six-week teaching periods (in Semester One and Two) and four week Summer Term teaching periods are being introduced.
- New codes are being introduced for all teaching periods
- Separate teaching periods are being defined for ADFA, Undergraduate Medicine and AGSM
- Details of the relevant dates for each of the above teaching periods can be found at <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

Administrative changes

- Terminology is being standardised (e.g. Semester, Summer Term, Teaching Period)
- The deadline for students to add a course will be the end of the first week of classes for all teaching periods
- The deadline for students to discontinue a course without failure will be the end of the week halfway through the teaching period (excluding break weeks) for the main teaching periods in Semester 1 and 2, and the census date for all other teaching periods
- Census dates are being set for each teaching period
- All courses, including flexible delivery courses, must be offered within the date parameters of one of the defined teaching periods.

Summer Term 2007-8

- Some courses which are core requirements for a program may have longer offering periods in Summer 2007/8 as a transitional year (e.g. 1st year Science, Engineering and Business courses offered to students who commenced in Semester 2 or who need to repeat a course; and transition arrangements approved for curriculum changes to the Architecture program).
- No classes are otherwise to be offered in February – it is a “teaching free” month allowing academic staff to focus on their research
- The DVC (Academic) is prepared to consider applications outlining exceptional cases for courses to include teaching activity in February. Enquiries should be directed, in the first instance, to Robert Morrell, Deputy Director, Student Services c/- the dedicated Academic Calendar reforms email address calendar@unsw.edu.au

Timetabling

The 2008 timetable is being developed using the same principles as the 2007 timetable, including semester-based scheduling. All classes will be scheduled into the new teaching periods. Further information is available at <https://my.unsw.edu.au/student/Staff/UNSWideTimetabling.html>

Week Zero

Week Zero is being introduced as the first week of Semester 1 and Semester 2 at the Kensington and COFA campuses. It is the week before the commencement of the main 12-week teaching periods. The following activities are conducted in Week Zero: O-Week; introductions to laboratories; projects week (e.g. in the Faculty of Engineering); some field trips and residentials.



CAREERS AND EMPLOYMENT

2007 UNSW CAREERS EXPOS

Careers and Employment are delighted to advise that nearly 5,000 students have attended our Careers Expos this year!

This includes the annual UNSW Careers Expo held at the Randwick Racecourse, and our recent Vacation & Internship, Volunteer and International Careers Expos held in August.

Annual UNSW Careers Expo attracts the largest number of employers in Australia!

Recent research by the Australian Association of Graduate Employers shows that the 156 employers attracted to this year's annual Careers Expo was the largest number of employers out of all Careers Fairs nationally.

The date for the **21st annual UNSW Careers Expo** has been set at 10 April 2008, again at the Randwick Racecourse.

Did you know? UNSW pioneered the first university Careers Expo in NSW! The number of exhibitors has grown from 22 to 156!



Photo above: Volunteer Expo panel

AUGUST CAREER EXPOS

Our **Vacation/Internship Careers Expo** held on 2 August, attracted a record 1,500 students and 35 employers such as Deloitte, Exxon Mobil, Global Vision International and Macquarie Bank. *See photo above.*

This was followed by our inaugural **Volunteer Work Expo** which began with a panel that attracted 170 students. 350 students visited the 29 Expo displays which included [Arc@UNSW](#), Cancer Council NSW, Conservation Volunteers Australia and Lifeline Western Sydney.

CAREERS AND EMPLOYMENT continued

On 29 August we held our **International Careers Expo**, open to students from all universities in NSW/ACT. A record 1,300 students attended and were greeted by careers service staff from a range of other universities such as Macquarie, Sydney and UTS. A record 17 exhibitors participated, including Accenture Asia, Barclays Capital Global Services, Ernst & Young Vietnam and UBS Asia. Next year the International Careers Expo will be hosted by UTS as a shared careers services initiative under the auspices of the National Association of Graduate Careers Advisory Services (NSW/ACT), of which Dawn White, UNSW Careers and Employment, is State President.

INTERNATIONAL EMPLOYERS AT UNSW

August has been a big month for international employers visiting UNSW with the International Careers Expo and several companies such as OCBC Bank Singapore, Merrill Lynch Global Services and Barclays Capital Global Services holding employer information sessions and interviews on campus. We have arranged two cross-Faculty meetings for OCBC Bank and Merrill Lynch to explore support of the Australian School of Business and the Faculty of Engineering and hosted the international delegations to UNSW on their visits

OCBC Bank Singapore provided the following compliments. Juliette Yim, who is a UNSW Alumni, was happy to be back on campus in her role of Talent Management, Group Human Resources. She mentioned she had reviewed the Careers and Employment Annual Report online prior to her visit, and was very impressed:

'I just want to say thanks again for everything you've done for us – from your prompt response to my emails, your arrangements with the various schools which I know wasn't an easy feat, your hospitality and professionalism. My colleagues and I are indeed very grateful and very impressed. UNSW is definitely a university worth coming back to in the near future. We are all very happy with the number of students that turned up for the walk-in interviews and are hopeful that we will hire some of them upon graduation.'

Photo below OCBC at Careers and Employment



WHO'S WHO IN STUDENT SERVICES

DAWN WHITE, CAREERS AND EMPLOYMENT

What do you do?

I am the Employer Programs Coordinator at Careers and Employment and liaise with approximately 1,800 major employing organisations each year, both from Australia and internationally. I manage the UNSW Careers Expos, employer Information Sessions on campus, interviews on campus and a wide variety of advertising options, such as four different online portfolios (International Employment Program online, Employer Profiles, Interview Booking system, etc) and Targeted Emails to students. I provide tailored recruitment advice to employers so they use the most effective recruitment methods for them. The number of employers using my services keeps increasing due to the buoyant employment market and the employability of UNSW graduates!

How long have you been in this role?

I have worked at Careers and Employment, Student Services, since 1991 and was instrumental in creating my current position. The role is very varied and has expanded greatly over time. On the strength of my position, Sydney University and UTS have created similar roles, which is great! My counterparts at the other universities and I regularly network to exchange ideas and share experiences. This is under the auspices of the National Association of Graduate Careers Advisory Services, of which I am State President. This has been an excellent opportunity for me; currently I am on a DEST selection panel assessing applications from careers advisers nationally for scholarships for further training.

Best part of the job?

Enjoying and loving what I do by helping people! The varied nature, which allows me to use my interpersonal, marketing, financial management and project management skills. Being able to set my own deadlines and see results at the end of the day. Most importantly, being able to help students find employment and a suitable career since I have been managing the Careers Expos;



(I now look after four each year), approximately 225,000 UNSW students and graduates have attended the Expos!

Worst part of the job?

Debt collection! (Although not a very big problem ...) Does anyone enjoy this?!

If you weren't working here where would you like to be working?

At the United Nations or as a comedian - not sure which is funniest!

Favourite weekend activity?

The Eastern Beaches coastal walk; coaching people; swimming at North Maroubra.



COUNSELLING SERVICE



STAFFING CHANGES IN OUR TEAM

We welcome back to the team David Said, a psychologist who worked with us just over two years ago. David will be familiar to some of you as he has previously played a major role in the Peer Mentoring @UNSW outreach. David will be working at the Service on Tuesdays and Thursdays only until May next year. He will be seeing students seeking counselling as well as being involved in a number of our projects.

PLANNING IN FULL SWING

Here at the Counselling Service we are, like everyone else, busy planning activities for the remainder of this year and also in the lead-up to the new academic year – 2008. We have no problem identifying projects that hold exciting possibilities and which will offer a contribution to enhancing and supporting the student experience. We have started to look at the feasibility of a project focusing on UNSW student wellbeing and related coping strategies for use in response to times of increased performance stress and other life event stressors, and also reviewing additional options for increasing the flexibility of the service delivery options. Our therapy focussed options have been increasingly popular and we want to enhance the existing services to attempt to meet the increasing demand. We are also negotiating with an external consultant to offer Mental First Aid workshops for UNSW student leaders later in the Session, as one of the strategies to highlight Mental Health Awareness Week (7 - 13 October).

PEER MENTORING @UNSW

The UPP mentoring program is winding up for Session 2. Ralph Hall in the Faculty of Arts and Social Sciences is currently working on compiling feedback from Session 1. We will shortly be recruiting mentors for next year. Georgina is working on getting more programs for next year so that every first year student has the opportunity of being mentored. Any queries or feedback, please contact peermentoring@unsw.edu.au

SEMINARS AND WORKSHOPS

Our latest series of ***Taking Charge of Fear and Anxiety workshops*** commenced on 15 August so we are pleased to see more students taking proactive steps to address anxiety in their lives in a positive fashion.

This week we are also offering a workshop, for the first time, called ***Taking Charge of Stress: How to live more in your life and less in your head!*** – this will be held over three sessions to help students recognise their stress triggers and learn ways to be more productive in their lives and deal more effectively with the upsetting thoughts and feelings related to stress that act as barriers to doing things that matter to them.



Jorge Cham, creator of PhD Comics will give a presentation at UNSW in September. You may have heard of "Piled Higher and Deeper" (PhD), the comic strip about life (or the lack thereof) in academia. See www.phdcomics.com for an opportunity to laugh and recognise the PhD student experience through a cartoonist's pen. Certainly more than 200 Postgraduate research students here at UNSW have heard about PhD the strip, as they have registered to hear Jorge speak and his appearance at UNSW is creating quite an anticipatory buzz. Sponsored by the Counselling Service and Arc - further details on our website: <http://www.counselling.unsw.edu.au/rsvp.html>

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COUNSELLING SERVICE continued

Relaxation & Meditation weekly classes continue until Week 14, on Thursdays at 4.00 – 5.00 in East Wing, Quad Building, Room 1001. These workshops are facilitated by a counsellor (usually Annie Andrews) together with Neng-rong, a Buddhist Nun, who is also the UNSW Buddhist Chaplain and a UNSW alumnus.

Students are able to participate in a guided relaxation exercise followed by instruction in the practice of meditation. The relaxation exercises and the meditation are slightly different each week. At the end of the series students who have attended regularly have a variety of exercises that they can do themselves to reduce stress both physically and mentally.

These practices have benefits for both physical health and mental health and offer skills that are useful whilst a student, and in life beyond the university experience.



WORKSHOPS FOR THE REMAINDER OF SESSION 2

Please register on our website <http://www.counselling.unsw.edu.au/>

Relaxation & Meditation

Weeks 3 -14, Thurs 9/8 until 1/11 at 4.00 – 5.00pm in East Wing Quadrangle Bldg, Room 1001

Managing Low Mood (Series of 4 workshops)

Weeks 6-9, Mon 27/8 until 17/9 at 11.00am - 1.00pm in East Wing Quadrangle Bldg, Room 2008

Taking Charge of Stress - How to live more in your life and less in your head

Weeks 6, 7 & 13, Weds 29/8, 5/9 and 24/10 from 11am - 1pm in Law Building Room 101

Preventing Procrastination

Week 7, Fri 7/9 at 11.00am -1.00pm in East Wing Quadrangle Bldg, Room 2008

Enhance your Self-Esteem

Week 9, Thur 20/9 at 11.00am - 1.00pm in East Wing Quadrangle Bldg, Room 2008

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COUNSELLING SERVICE continued**SAFETY AT WORK WEEK – WORKSHOPS FOR STAFF**

Students At Risk (*SAR) Workshops for UNSW staff will be held during Safety at Work Week, (21 - 27 October). These will also be advertised in the schedule of OHS activities on offer.

SAR for Academic Advisors

Monday 22 October, 3 - 5 pm Room 2008, Level 2 East Wing Quadrangle Building.

SAR for Professional and Technical Staff

Tuesday 23 October, 11am - 1pm Room 2008, Level 2 East Wing Quadrangle Building.

SAR for and academics and in particular Program/Course Coordinators, First Year Coordinators or other academics

Wednesday 24 October, 2 - 4 pm Room 2008, Level 2 East Wing Quadrangle Building.

SAR for COFA staff

(possibly 25 or 26 October) – venue to be notified.

Relaxation and Mediation classes for staff will also be offered at lunchtime during Safety at Work Week at UNSW on the following days:

Weds 24 October, 12.30 -1.30

Thurs 25 October 12.00 – 1.00

Fri 26 October, 3.00 – 4.00pm

All will be held in Room 2008 Level 2 East Wing Quadrangle Building.

More details will be made available via the Safety at Work Week Program

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RED BAG SIGHTING AT AN OSAKA RAILWAY STATION