



Quick Links for postgraduate coursework students

You should familiarise yourself with the University's rules, policies and websites, some of which are outlined below:

Student Conduct

<http://www.uow.edu.au/handbook/generaluniversityrules/UOW028668.html>

UOW is committed to Academic Integrity, expressed by the five fundamental values of honesty, trust, fairness, respect, and responsibility. UOW supports the promotion of these values in all academic endeavours in teaching, learning and research. Students and staff of UOW are expected to conduct themselves in a manner that reflects these values.

Student Complaints

<http://www.uow.edu.au/student/complaints/>

The University aims to provide a fair, equitable and productive learning environment for all its students. As part of this commitment, the University undertakes to treat any concerns or complaints you may have seriously and impartially, and to seek a resolution as quickly as possible. This website provides information about what you can do if you have a concern or complaint that is affecting your study.

Course Handbook

<http://www.uow.edu.au/handbook/>

The Course Handbook is published every year and contains the course structures and requirements for all courses offered at UOW.

Leave of Absence

<http://www.uow.edu.au/handbook/generalcourserules/UOW028640.html#Leave%20of%20Absence>

For various reasons you may need to disrupt your studies. Students who wish to take a leave of must apply for leave using the Leave of Absence form available from the [Student Forms and Documents](#) page.

Minimum Rate of Progress

<http://www.uow.edu.au/student/mrp/UOW028915.html>

Minimum Rate of Progress is a process where the University seeks to identify and provide assistance to students who are experiencing difficulties with their studies. The intent of this policy is to provide students with the opportunity of remedial assistance and prevent a decline in performance and results (or possible exclusion from study). This webpage explains the process for postgraduate students and links to the policy.

Refund Policy

<http://www.uow.edu.au/about/policy/UOW058686.html>

The purpose of this policy is to provide transparency for UOW students in the application and administration of fees and charges, including refunds. If you are planning to vary your course or withdraw from subjects after the applicable census date, you need to be aware of the policy and your liabilities. You can check or pay your fees and see payment deadlines on SOLS. Each time you vary your enrolment, the fees will adjust.

Student OnLine Services (SOLS)

<http://www.uow.edu.au/student/index.html>

SOLS is the University of Wollongong Student Online Services. SOLS allows you to self manage your enrolment and personal information online. SOLS gives you access to SOLS mail, enrolment record, timetables, elearning, and more. SOLS mail is used by the University to communicate important information to you. It is your responsibility to check [SOLS](#) regularly, at least weekly. For more information about SOLS go to <http://www.uow.edu.au/solshelp/index.html>

Responsibility for your own course enrolment

As a student at the University of Wollongong you will complete your initial enrolment online. It is your responsibility to ensure that you are correctly enrolled at all times. This involves making sure that you enrol in subjects at the appropriate times and withdraw before session census dates from any subjects you no longer wish to study, thus ensuring you do not incur fees for the subject. To allow you to self manage your enrolment, you have access to SOLS (see above).

Graduation

<http://www.uow.edu.au/student/graduation/>

When you near completion of your program, please note that you need to apply to graduate for either the July or the December ceremony. Please see the Graduation webpage for details regarding application deadlines and other useful information.

StartSmart - essential academic information skills

<http://www.uow.edu.au/student/services/fye/resources/startsmart/UOW070056.html>

Starting out at university can be daunting, as you discover how much research is needed to complete your assignments and earn good marks. To help you get the right start, it is recommended you complete StartSmart in your first few weeks at UOW. Whilst not compulsory for postgraduate student you are encouraged to complete the StartSmart guides.

Student Services

<http://www.uow.edu.au/student/services/>

Student Services provides a range of programs and services which are designed to assist you with your studies and help you progress through your degree. The Student Services website provides information on these programs and how they can assist you during your time at the University of Wollongong.

Student Central

If you have any questions about the policies noted above, please refer to the online Course Handbook at <http://www.uow.edu.au/handbook/> and if you have any further questions, please contact Student Central at askuow@uow.edu.au or call on 1300 ASK UOW, or visit us at Building 17 on the Ground Floor.