

# UOW Student Guide

# 2007



## introduction

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The academic information provided in this diary aims to provide students with essential information in a simplified form. Students should note references throughout the information sections in this diary to source more detailed material in the 2007 Undergraduate and Postgraduate Handbooks.

Check out the 2007 Handbooks online at:

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

Printed copies of the 2007 Handbooks are available for student use in each Faculty office and at each student residence. Copies are also held in the Library, Student Administration Office, Student Association Office (WUSA) and Postgraduate Association Office (WUPA).

**DISCLAIMER:** The UniCentre attempts to ensure that the information contained in this publication is current at the time of printing (December 2006). However, sections may be amended without notice by the University or UniCentre in response to changing circumstances or for any other reason. Students should check with the University and Wollongong UniCentre at the time of application/enrolment whether any later information is available in respect to any material contained in this publication. All illustrations are copyright and are not to be reproduced under any circumstances.

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### enrolment info

General information for all students.

#### new enrolments

The University has an Online Enrolment system. Prior to enrolment, you should seek academic advice and information on study options. Please refer to the Acceptance and Enrolment Guide or the Course Handbook for further information:

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

#### deferment of enrolment

Depending on your course, you may defer your enrolment for up to 12 months. Applications for deferment must be received by the closing date for acceptance of offers as indicated on the offer letter.

<http://www.uow.edu.au/prospective/optionsday/#5>

#### enrolment record

You can access your enrolment record on SOLS at:

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

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE CORRECTLY ENROLLED.

#### removal of fail grades & other amendments to your record

Once you have passed the last day to withdraw without academic penalty (week 9 for Autumn and Spring Session), you are no longer able to withdraw from a subject without being awarded a fail grade. Enrolment records will only be amended under exceptional circumstances. For further information, please consult the Course Handbook at:

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

#### changing to another course

If you wish to change your course, you should consult the Sub-Dean of the Faculty you wish to join before submitting an "Application to Vary Course Registration" form, which is available from Student Central (Blg 17) and online at:

<http://www.uow.edu.au/student/centre/pdf>

The deadline for submission is 11 March 2007.

#### resumption of courses

If you have been granted a Leave of Absence, you will be required to enrol via SOLS by the due date.

All other students seeking to resume their studies after an absence and have not been on a Leave of Absence, are required to submit an "Application for Admission".

<http://www.uow.edu.au/prospective/downloads/aap-forms/>

#### international studies (IS) minor

An IS MINOR is at least 24 credit points (usually three or four subjects) from the list of approved International Studies subjects.

[http://www.uow.edu.au/student/international\\_studies/issubjects.html](http://www.uow.edu.au/student/international_studies/issubjects.html)

To find out more, talk to your Sub-Dean or visit:

[http://www.uow.edu.au/student/international\\_studies/](http://www.uow.edu.au/student/international_studies/)

#### english language subjects for international students

International students whose first language is not English and who wish to continue acquiring English Language proficiency while they are studying at the University are urged to consider including ELL151 and ELL152 in their degree. ELL152 also includes one lecture a week on studying and learning in Australia. Please refer to the Course Handbook:

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

#### applying to graduate

Graduation Ceremonies are held in July and December each year. Further information on graduation, including information on Academic Dress, is available online at:

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

Students who have completed all the requirements for their course or who are in their final session and wish to graduate must lodge an application form by the closing dates: 11 May – July Ceremonies, 5 October – December Ceremonies.

To apply to graduate, students must login to SOLS and select the Graduation Application tab. If you are experiencing difficulty with submitting your application please contact

Student Central on  
Ph: 4221 3927 or email  
[studentq@uow.edu.au](mailto:studentq@uow.edu.au)

Late applications will not be accepted.

## enrolment info

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For undergraduate and postgraduate coursework degrees only.

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### last day to enrol through SOLS

No new enrolments will be accepted after the end of the second week of the relevant session, unless you get academic approval. Forms for academic approval are available from Student Central

<http://www.uow.edu.au/student/centre/pdf>

### re-enrolment

You may re-enrol over the Web from early December until 28 January 2007. Re-enrolments made after this date incur a late charge. Re-enrolments will not be accepted after 11 March 2007, except with the approval of the relevant Dean and the Academic Registrar.

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

### varying your enrolment (adding or deleting subjects)

If you wish to vary your enrolment, you may do so on SOLS

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

Variations can only be made before the dates specified. See key dates at

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

You should refer to the relevant Course Rules regarding variation of enrolment:

<http://www.uow.edu.au/handbook/courserules/enrolment.html# varsubject>

### enrolment in a double degree

You should consult with the Sub-Deans of the Faculties participating in the degree before finalising your enrolment.

They will ensure that you have a copy of the Double Degree Student Guide, assist you to prepare a study program, plan a timetable and workload and advise on a schedule for further consultation. For further information visit:

[http://www.uow.edu.au/handbook/courserules/double\\_degree.html](http://www.uow.edu.au/handbook/courserules/double_degree.html)

### non-award subject enrolments

If you wish to enrol in non-award subjects you will require the permission of the Head of the Academic Unit offering the subject. Application forms may be obtained from Student Central (Blg 17) and returned to no later than 12 February 2007.

<http://www.uow.edu.au/student/centre/pdf>

### cross institutional enrolment

If you wish to enrol at another tertiary institution you must gain the prior approval of your Faculty Sub-Dean. Application forms for Cross Institutional Enrolment must be submitted no later than 9 March 2007 and are available online at:

<http://www.uow.edu.au/student/centre/pdf>

or from Student Central (Bld 17)

### enrolment in programs exceeding credit point limits

If you wish to enrol in a program that exceeds the credit point limits, you should first consult the Sub-Dean of your Faculty before submitting the appropriate Academic Approval form, available online at:

<http://www.uow.edu.au/student/centre/pdf>

or from Student Central (Blg 17). For more details, please refer to the "Course Rules" section of the 2007 Handbook

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

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### Postgraduate research degrees.

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### new enrolments

Your enrolment will be activated once you have returned the 'acceptance/non acceptance of offer' sheet that you receive with your offer letter to UniAdvice. International students are also required to pay their tuition fees before they can be enrolled.

All students are required to attend Postgraduate Research Orientation and Enrolment Day. For more information, contact staff in the Research Service Centre (Blg 20) or online at:

<http://www.uow.edu.au/research/rsc/>

### re-enrolment

Continuing HDR students will automatically be re-enrolled into your thesis subject each year subject to satisfactory completion of an Annual Progress Report. You will be advised of the outcome of your Annual Progress Report in February of each year.

### varying your enrolment

If you wish to vary your enrolment, you must contact staff in the Research Student Centre (Blg 20).

Ph: 4221 5452

### leave of absence

Write a letter to the Higher Degree Research Officer, Research Student Centre outlining the reasons for the leave. The letter must be counter-signed by your supervisors. International students are only eligible for Leave of Absence in exceptional circumstances.

<http://www.uow.edu.au/research/rsc/hdrhb/loa.html>

### change to part-time or full-time status

Write a letter to the Higher Degree Research Officer, Research Student Centre requesting a change to your enrolment status. The letter must be counter-signed by your supervisors. You must submit your application prior to the HECS census dates: 31 March for Autumn Session and 31 August for Spring Session.

<http://www.uow.edu.au/research/rsc/hdrhb/ft-pt-workloads.html>

### withdrawal

If you wish to withdraw from your program of study, please advise the Enrolment Officer, Research Student Centre in writing. Please note that if you withdraw from your degree, you cannot re-enrol again without re-applying for admission via UniAdvice.

### upgrading from Masters by Research to Doctorate

If you are enrolled in a Masters by Research degree but wish to transfer to a doctoral degree in the same field, you must first have completed the coursework requirements for the Masters by Research degree. For more information visit:

<http://www.uow.edu.au/research/rsc/hdrhb/course-transfers.html>

### change of supervisors or academic unit

To change supervisors or academic unit, you should seek approval from the Head of Academic Unit. In the case of a change of unit, approval must also be given by the Head of unit to which you are transferring.

## financial info

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General information for all students.

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### student charges

For information regarding all student charges, please visit:

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

### failure to pay charges

Any student who is indebted to the University and fails to make a satisfactory settlement of his/her indebtedness upon receipt of notice ceases to be entitled to membership and privileges of the University. Further information is available online at:

<http://www.uow.edu.au/handbook/courserules/feespol.html>

### method of payment

Student Contribution Amounts and Tuition Fees: There are a number of payment options:

- Via the Internet (SOLS)
- By Credit Card over the phone
- By post (credit card or cheque)
- Directly at any National Australia Bank
- At Student Central, Blg 17 (credit card, cheque or EFTPOS – no cash payments)
- BPay via the internet

### Library Fines

You can access the application form and make payments at the UniCentre Licensed Post Office, IT Arcade (Blg 17).

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Undergraduate and postgraduate coursework degrees only.

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### your student contribution amount

Students enrolling at the University in a Commonwealth Supported place are required to pay a student contribution amount. Information is available online at:

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

## method of payment

higher education loan programmes

### HECS-HELP

HECS-HELP is a loan that assists Commonwealth supported students to pay their student contribution amount. For information regarding eligibility, please visit:

<http://www.uow.edu.au/student/centre/reforms/help.html#3>

All students applying for HECS-HELP should read the Information for Commonwealth Supported Students booklet or visit:

<http://www.goingtouni.gov.au>

### FEE-HELP

FEE-HELP provides a loan to eligible fee-paying students to cover part or all of their tuition fees. For information regarding eligibility, please visit:

<http://www.uow.edu.au/student/centre/reforms/help.html#4>

All students applying for FEE-HELP should read the FEE-HELP Information 2005 booklet or visit:

<http://www.goingtouni.gov.au>

## financial assistance

Astudy is the Commonwealth Government Student Assistance Scheme that provides means-tested financial aid to full time tertiary students. The main benefit is a living allowance that is subject to an income test. For more information contact your nearest Centrelink

Phone: 13 23 16

Abstudy provides financial assistance for Aboriginal and Torres Strait Islander Students. For more information contact Woolyungah Indigenous Centre:

Phone: 4221 3776

Phone: 12 23 17

## Postgraduate research degrees

All postgraduate research students who are Australian citizens, Australian permanent residents, or New Zealand citizens are covered by the Research Training Scheme for the duration of their research degree, and are exempt from paying any tuition fees. Note that the following course limits apply:

### Masters by research

2 years full-time equivalent

### Doctorate

4 years full-time equivalent

## tuition fees

### tuition fee policy

The University of Wollongong fees policy applies to both commencing and re-enrolling students. For details, please visit:

<http://www.uow.edu.au/handbook/courserules/feespol.html>

## student computing

### student online services (SOLS)

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

IT IS VERY IMPORTANT THAT ALL STUDENTS LOG ON TO SOLS AT LEAST ONCE PER WEEK.

All official communications are sent to students via SOLSMail. News items and other important information is posted on the SOLS Bulletin Board at:

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

### SOLS log on to:

- Access and vary enrolment record
- Update your address
- Submit online forms
- View the latest subject timetable
- Make Internet payments
- Access your personalised exam timetable and your examination results
- Apply to graduate
- Obtain a fees statement

### Student Matters

You can obtain an electronic copy of the Student Newsletter, Student Matters, on the Web at:

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

### computing services

Approximately 500 desktop computers are available for student academic use, 16 hours per day in the Central Computer Laboratories (Bld 17). The Central Labs also include eight teaching spaces and are the focal point for student enquiries about computing.

For further information:

Phone: 4221 3775

Email: [its@uow.edu.au](mailto:its@uow.edu.au)

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

### Opening Hours during session

Mon to Fri 8:00am – 11:45pm

Sat 10:00am – 4:45pm

Sun 10:00am – 4:45pm

### Opening Hours during non-session

(including summer session)

Mon to Fri 8:30am – 5:45pm

Sat Closed

Sun 10:00am – 4:45pm

Closed Public Holidays

## student email

During the enrolment process you will be given a username and password for a University of Wollongong email account.

It is important to record this information and keep it somewhere safe.

You can access this email account while on campus by going to:

<http://mirapoint.uow.edu.au>.

Instructions on how to use Web Mail can be found at

<http://www.uow.edu.au/its/userguides/students.html>

If you prefer to use an off-campus email service, you can arrange to forward email sent to your University email account. To do this, go to the Current Students or SOLS page at:

<http://www.uow.edu.au/student/> and click on Manage Mail.

## internet access

Students have free access to the Internet for educational purposes, through a quota system.

For information regarding Internet quota visit:

<http://www.uow.edu.au/its/userguides/pdf/internetquota.pdf>

Students can monitor their own quota using the web

<http://www.uow.edu.au/its/services/manage-mail/student.html>

Note: Postgraduate Research Students do not have a quota on Internet access.

## copyright and the web

Unauthorised copying or communication of copyright protected material is not permitted by law and will not be tolerated within the University under any circumstances. Students are required to familiarise themselves with the University's Music, Video and Software Piracy Policy prior to being issued with a user account.

<http://www.uow.edu.au/its/policies/piracypyo09.pdf>

## use of IT facilities

The University is committed to the appropriate use of Information Technology and Services in support of its teaching, research and support functions. For a copy of all IT policies visit:

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

## student rights & responsibilities

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General information for all students

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

## changing your address

Please ensure that you notify the University of any change in your address as soon as possible. You can change your address by logging into SOLS at:

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

## changing your name

If you wish to change your name on University records, you should complete a Change of Name form available from Student Central, Building 17 and provide an original Marriage Certificate, Deed Poll Certificate or other valid evidence for notation.

## advanced standing

Advanced standing is credit or exemption granted on the basis of previous studies. Applications for advanced standing must be accompanied by full documentation of previous studies. For further information on advanced standing see:

<http://www.uow.edu.au/handbook/courserules/advancedstanding.html>

## ownership of work and intellectual property

For information, please visit:

<http://www.uow.edu.au/handbook/courserules/ownershipofwork.html>

## copyright

There are limitations on the amount of published material students may copy for study or research. For more information about the copying limits, please refer to the University's "Guidelines and Copying Limits For Study and Research", available at:

<http://www.library.uow.edu.au/copyright/srgls.htm>

## misconduct

### academic misconduct

Further information about academic misconduct can be found by consulting the Academic rules and policies on the website:

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

and the Rules for Student Conduct and Discipline as set out in the Course Handbook:

[http://www.uow.edu.au/handbook/generalrules/student\\_discipline\\_rules.html](http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html)

## exams

The University Examination Rules and Course Rules contain important information about formal exams and conduct during exams

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

## plagiarism

The University's practice concerning plagiarism is set out under "Acknowledgment Practice/Plagiarism" in the University Course Handbook:

<http://www.uow.edu.au/handbook/courserules/plagiarism.html>

Possible penalties for plagiarism or other forms of cheating are set out in Appendix D of the Rules for Student Conduct and Discipline:

[http://www.uow.edu.au/handbook/generalrules/student\\_discipline\\_rules.html#penalties](http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html#penalties)

## non-academic misconduct

The University will not tolerate disorderly and offensive behaviour by students or other misconduct which brings the University into disrepute or is detrimental to the proper conduct of UOW. Further information can be obtained by consulting the Campus Access and Order Rules and the Rules for Student Conduct and Discipline, in the Course Handbook:

[http://www.uow.edu.au/handbook/generalrules/student\\_discipline\\_rules.html](http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html)

## student grievances

The University has both formal and informal procedures in place to resolve student grievances.

## grievance procedures for academic matters

An academic grievance is a complaint by a student concerning a decision, act or omission of a member of UOW staff or committee which affects the student's academic experience. The stages for resolving most academic grievances are set out in the Student Academic Grievance Policy (Higher Degree Research): <http://www.uow.edu.au/handbook/courserules/hdracgrievpol.html> and the Student Academic Grievance Policy (Coursework and Honours):

<http://www.uow.edu.au/handbook/courserules/studacgrievpol.html>

## grievance procedures for non-academic matters

Different grievance procedures apply where your grievance is not about an academic matter. You can find information on these procedures on the website at: <http://staff.uow.edu.au/eed/grievanceresolution.html>

Where you have a non-academic grievance regarding a decision under the University Course Rules, you can appeal, in writing, to the Vice-Principal (Administration) within 14 days of notification of the decision.

## equity

The University strongly supports the right of all persons on campus to work or study in an equitable environment that is free from intimidation and harassment. For information on EEO policies and guidelines please visit:

<http://staff.uow.edu.au/eed/>

For information about your rights as a student see: <http://www.uow.edu.au/students/rights.html>

## confidentiality

The University adheres to a very strict policy on confidentiality. Unless there is a legal obligation to do so, no information about you will be released to a 3rd party without your written consent. See the Privacy Policy in section 14 of this guide.

## freedom of information

Students may be entitled, under the Freedom of Information Act, to access their own personal records, unless prohibited under a provision of any NSW law. Further information is available in section 14 of this guide.

## child protection

Students whose studies or research will place them in a situation where they will have unsupervised access to children or young persons will be required to complete a declaration form. Further information is available from the relevant Faculty office.

## children on campus

Where students face unforeseen circumstances and are unable to make alternative child care arrangements, students may need to take their child to class. Students must seek the lecturer's permission to do so, but this permission will not be unreasonably withheld. (Restrictions may apply to laboratory classes).

<http://staff.uow.edu.au/students/eed/childrencampus.pdf>

## skateboards

The riding of skateboards on campus is permitted on pathways. For information on exceptions please visit:

<http://www.uow.edu.au/about/parking/skateboards.html>

## smoking

Smoking is not permitted inside any building on the campus. If smoking outside, please use the rubbish bins provided.

## student voice in decision making

Students have an important role to play in the decision-making processes at the University and are represented on Council, Academic Senate and URC, UEC and UIC:

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

Student feedback is critical to the review process, and survey responses are used to help the University achieve its goals and improve its standards.

## student rights & responsibilities

Undergraduate and Postgraduate coursework degrees only

The responsibilities of students are set out in the Code of Practice-Students

<http://www.uow.edu.au/handbook/codesofprac/copstudents.html>

## minimum rate of progress undergraduate students

You are expected to proceed through your degree at a minimum rate of progress. If your rate of progress is less than half the credit point value of all subjects registered for that year, periods of referral, probation and exclusion may apply. A current version of the policy is available at:

<http://www.uow.edu.au/handbook/courseules/assessment.html# mrp>

## postgraduate students

If you are a postgraduate coursework student, you are expected to successfully complete more than 50% of subjects attempted in a session. For further information, please see section:

<http://www.uow.edu.au/handbook/courseules/assessment.html# mrp>

## assessment

Assessment information for coursework subjects is contained in the subject outlines received by students usually during the first week of session.

Information on the assessment of Honours projects is contained in an Honours Guide which is provided by the relevant Faculty or Academic Unit. For further information on assessment, see:

<http://www.uow.edu.au/handbook/courseules/assessment.html>

## grades

Undergraduate students can generally expect to receive a mark and an approved grade of performance, for each subject attempted, as set out in:

<http://www.uow.edu.au/handbook/courseules/assessment.html# grades>

## "with distinction" award

Pass bachelor and masters by coursework degrees will be awarded "with Distinction" on the basis of the achievement of a weighted for credit point average mark of 75% or above. For further information, see:

<http://www.uow.edu.au/handbook/courseules/assessment.html# distinction>

## submitting assignments

Each academic unit has procedures for submitting and returning assignments.

You should keep a copy of all work submitted for assessment and should be prepared to submit a copy upon request.

## examinations

Subject assessment may include in-session tests conducted by the relevant academic unit and/or formal examinations conducted by the Academic Registrar's Division (ARD).

Timetables for examinations conducted by ARD are posted on the Student OnLine Services (SOLS) page of the University's website. Students should refer to the procedures for formal examinations set out in:

<http://www.uow.edu.au/handbook/courseules/assessment.html# exams>

## final results

A results notice for each student is available on the Student OnLine Services (SOLS) page of the University's website on the day of release of results. No information concerning results will be given by telephone:

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

## special consideration

To apply for Special Consideration, students must log onto SOLS and select the Special Consideration link. The "Special Consideration Policy" can be found at:

<http://www.uow.edu.au/handbook/courseules/specialconsideration.html>

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### Research students

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Honours and postgraduate research students are entitled to the continuing support of their supervisors in researching and producing a report or thesis to the best of their ability. Specific responsibilities of students and their supervisors are specified in the “Code of Practice – Honours”:

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

(for honours students) and the “Code of Practice – Supervision”:

[http://www.uow.edu.au/handbook/codesofprac/cop\\_supervision.html](http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html) (for postgraduate research students)

### honours students

Information on how the Honours project will be assessed will be provided in an Honours Guide, which must be developed by each Faculty or academic unit.

### postgraduate research students

Postgraduate research students are encouraged to meet with their postgraduate coordinator or Head of academic unit to prepare a broad plan for their research topic. They must nominate a working title for the thesis at the start of enrolment, but may vary this at any time.

### research proposal review

All postgraduate students must complete a formal presentation of their research proposal, preferably after six months, but no later than one year after commencing the thesis component of their degree. A report of this review must be lodged with the Research Student Centre.

### annual progress report

All postgraduate research students are required to complete an Annual Progress Report for each year of their candidature. The Annual Progress Report is the means by which the University assesses whether the candidature will continue into the following year. Annual Progress Reports are mailed to students by the Research Student Centre in September of each year.

### thesis examination

Postgraduate research students must submit their thesis to the Office of Research. You may submit at any time of the year, but must be enrolled at the time of submission. Details of the submission requirements and copies of relevant forms are available at:

<http://www.uow.edu.au/research/rsc/student/thesis>

## codes of practice

The University has Codes of Practice, which govern the conduct of its members, both students and staff. A full copy of each code is available in the Course Handbook which is available online:

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

or in print (held in the library, Faculty offices, and WUSA and WUPA offices).

### supervision (research student)

The Code of Practice – Supervision clearly sets out the expectations of the University for Doctoral degrees and Masters degrees by research. The following points are covered by the code:

- Responsibilities of the University, Academic Units, supervisors and candidates;
- General issues relating to supervisors;
- Report procedures;
- Grievance procedures;
- Probation;
- Supervision Absences
- Authorship
- Commencement of Candidate
- Course time limits

The Code of Practice – Supervision can be found at:

[http://www.uow.edu.au/handbook/codesofprac/cop\\_supervision.html](http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html)

### research

The Code of Practice – Research sets out the current policy and best practice relating to procedures for responsible practices in research and dealing with problems of research misconduct. The Code applies to all research undertaken at UOW.

The Code of Practice – Research can be found at:

[http://www.uow.edu.au/research/codesofprac/cop\\_research.html](http://www.uow.edu.au/research/codesofprac/cop_research.html)

# uow academic info policies at a glance

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The following policies are relevant to students and staff at the University of Wollongong (some personnel and financial policies which apply to staff-only have been omitted).

Copies of UOW policies can be accessed via the online Policy Directory at <http://www.uow.edu.au/about/policy/>

<b>Course/Award Rules</b>	<b>Web Address</b>
Graduate Certificate Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_graduate_cert.html">http://www.uow.edu.au/handbook/awardrules/course_rules_graduate_cert.html</a>
Graduate Diploma Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_graduate_dip.html">http://www.uow.edu.au/handbook/awardrules/course_rules_graduate_dip.html</a>
Higher Doctoral Degree Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_higher_doctoral.html">http://www.uow.edu.au/handbook/awardrules/course_rules_higher_doctoral.html</a>
Masters Degree Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_masters.html">http://www.uow.edu.au/handbook/awardrules/course_rules_masters.html</a>
Masters by Research Degree Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_master_res.html">http://www.uow.edu.au/handbook/awardrules/course_rules_master_res.html</a>
Ownership of Work & Intellectual Property Rule	<a href="http://www.uow.edu.au/handbook/courserules/ownershipofwork.html">http://www.uow.edu.au/handbook/courserules/ownershipofwork.html</a>
Refusal of Registration	<a href="http://www.uow.edu.au/handbook/courserules/refusalofregistration.html">http://www.uow.edu.au/handbook/courserules/refusalofregistration.html</a>
Thesis & Research Degree Rules	<a href="http://www.uow.edu.au/handbook/courserules/thesis_researchdegrees.html">http://www.uow.edu.au/handbook/courserules/thesis_researchdegrees.html</a>

## **General University Rules**

Campus Access & Order Rules	<a href="http://www.uow.edu.au/handbook/generalrules/campus_access_order.html">http://www.uow.edu.au/handbook/generalrules/campus_access_order.html</a>
Rules for Use of Computing Facilities	<a href="http://www.uow.edu.au/handbook/generalrules/comp_rules.html">http://www.uow.edu.au/handbook/generalrules/comp_rules.html</a>
Rules for Student Conduct & Discipline	<a href="http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html">http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html</a>

## **Policies and Guidelines**

Aboriginal Employment Strategy	<a href="http://staff.uow.edu.au/eed/aboriginalemloystrat.html">http://staff.uow.edu.au/eed/aboriginalemloystrat.html</a>
Academic Planning, Performance and Evaluation	<a href="http://www.uow.edu.au/about/teaching/teachingresources/know.html">http://www.uow.edu.au/about/teaching/teachingresources/know.html</a>
Acknowledgement Practice/Plagiarism	<a href="http://www.uow.edu.au/handbook/courserules/plagiarism.html">http://www.uow.edu.au/handbook/courserules/plagiarism.html</a>
Alternative Assessment for Students with a Disability	<a href="http://www.uow.edu.au/student/services/ds/disab13.html">http://www.uow.edu.au/student/services/ds/disab13.html</a>
Animal Research Guidelines	<a href="http://www.uow.edu.au/research/forms/index">http://www.uow.edu.au/research/forms/index</a>
Anti-Bullying Guidelines	<a href="http://staff.uow.edu.au/eoo/bullying.html">http://staff.uow.edu.au/eoo/bullying.html</a>
Attributes of a UOW Graduate	<a href="http://www.uow.edu.au/about/teaching/attributes.html">http://www.uow.edu.au/about/teaching/attributes.html</a>
Attributes of a UOW Research Graduate	<a href="http://www.uow.edu.au/research/hdrhb/graduate-attributes.html">http://www.uow.edu.au/research/hdrhb/graduate-attributes.html</a>
Authorship Policy	<a href="http://www.uow.edu.au/research/rsp/policy/authorship.html">http://www.uow.edu.au/research/rsp/policy/authorship.html</a>
Balancing Work & Family Guidelines	<a href="http://staff.uow.edu.au/eed/findingthebalance.html">http://staff.uow.edu.au/eed/findingthebalance.html</a>
Children on Campus Policy	<a href="http://staff.uow.edu.au/eed/childrencampus.pdf">http://staff.uow.edu.au/eed/childrencampus.pdf</a>

**Policy Title (A-Z)****Web Address****Legislation**

University of Wollongong Act 1989	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/uowa1989316/">http://www.austlii.edu.au/au/legis/nsw/consol_act/uowa1989316/</a>
University of Wollongong By-Law 2005	<a href="http://www.austlii.edu.au/au/legis/nsw/consol_reg/uowb2005353/">http://www.austlii.edu.au/au/legis/nsw/consol_reg/uowb2005353/</a>

**Codes of Practice / Conduct**

Code of Conduct-Library	<a href="http://www.library.uow.edu.au/about/planning/pdfs/dO1.pdf">http://www.library.uow.edu.au/about/planning/pdfs/dO1.pdf</a>
Code of Practice-Honours	<a href="http://www.uow.edu.au/handbook/honourcode.html">http://www.uow.edu.au/handbook/honourcode.html</a>
Code of Practice-Practical Placements	<a href="http://www.uow.edu.au/handbook/codesofprac/cop_pracplace.html">http://www.uow.edu.au/handbook/codesofprac/cop_pracplace.html</a>
Code of Practice-Research	<a href="http://www.uow.edu.au/handbook/codesofprac/cop_research.html">http://www.uow.edu.au/handbook/codesofprac/cop_research.html</a>
Code of Practice-Students	<a href="http://www.uow.edu.au/handbook/codesofprac/cop_students.html">http://www.uow.edu.au/handbook/codesofprac/cop_students.html</a>
Code of Practice-Supervision	<a href="http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html">http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html</a>
Code of Practice-Teaching & Assessment	<a href="http://www.uow.edu.au/handbook/codesofprac/teaching_code.html">http://www.uow.edu.au/handbook/codesofprac/teaching_code.html</a>
University Code of Conduct (Staff)	<a href="http://www.uow.edu.au/about/policy/codeofconduct.html">http://www.uow.edu.au/about/policy/codeofconduct.html</a>

**Course/Award Rules**

Admission Rules	<a href="http://www.uow.edu.au/handbook/courserules/admission.html">http://www.uow.edu.au/handbook/courserules/admission.html</a>
Advanced Standing Rules	<a href="http://www.uow.edu.au/handbook/courserules/advancedstanding.html">http://www.uow.edu.au/handbook/courserules/advancedstanding.html</a>
Amendments to Course Rules	<a href="http://www.uow.edu.au/handbook/courserules/other.html">http://www.uow.edu.au/handbook/courserules/other.html</a>
Appeals	<a href="http://www.uow.edu.au/handbook/courserules/other.html">http://www.uow.edu.au/handbook/courserules/other.html</a>
Assessment Rules	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html">http://www.uow.edu.au/handbook/courserules/assessment.html</a>
Definitions	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#definitions">http://www.uow.edu.au/handbook/courserules/assessment.html#definitions</a>
Assessment Responsibilities of Students	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#students">http://www.uow.edu.au/handbook/courserules/assessment.html#students</a>
Procedures for Formal Examinations	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#exams">http://www.uow.edu.au/handbook/courserules/assessment.html#exams</a>
Use of Foreign Translation Dictionaries in Examinations	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#exams">http://www.uow.edu.au/handbook/courserules/assessment.html#exams</a>
Declaration and Release of Final Results	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#results">http://www.uow.edu.au/handbook/courserules/assessment.html#results</a>
Grades of Performance	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#grades">http://www.uow.edu.au/handbook/courserules/assessment.html#grades</a>
Guidelines for the Granting of Awards with Distinction	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#distinction">http://www.uow.edu.au/handbook/courserules/assessment.html#distinction</a>
Amendment of Academic Record	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#amendgrades">http://www.uow.edu.au/handbook/courserules/assessment.html#amendgrades</a>
Minimum Rate of Progress	<a href="http://www.uow.edu.au/handbook/courserules/assessment.html#mrrp">http://www.uow.edu.au/handbook/courserules/assessment.html#mrrp</a>
Bachelor Degree Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_bachelor.html">http://www.uow.edu.au/handbook/awardrules/course_rules_bachelor.html</a>
Doctoral Degree Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_doctoral.html">http://www.uow.edu.au/handbook/awardrules/course_rules_doctoral.html</a>
Doctoral Degree (by Publication) Rules	<a href="http://www.uow.edu.au/handbook/awardrules/course_rules_doctoral_pub.html">http://www.uow.edu.au/handbook/awardrules/course_rules_doctoral_pub.html</a>
Enrolment Rules	<a href="http://www.uow.edu.au/handbook/courserules/enrolment.html">http://www.uow.edu.au/handbook/courserules/enrolment.html</a>
Information Literacies Rule	<a href="http://www.uow.edu.au/handbook/courserules/otherrequirements.html#iilip">http://www.uow.edu.au/handbook/courserules/otherrequirements.html#iilip</a>

# uow academic info policies at a glance

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### Policies and Guidelines

### Web Address

Reconciliation Statement	<a href="http://www.uow.edu.au/about/reconciliation.html">http://www.uow.edu.au/about/reconciliation.html</a>
Research Forms, Policies, Procedures and Guidelines	<a href="http://www.uow.edu.au/research/forms/index.html">http://www.uow.edu.au/research/forms/index.html</a>
Research Delegations	<a href="https://intranet.uow.edu.au/content/finance/policies/researchdelegation.tml">https://intranet.uow.edu.au/content/finance/policies/researchdelegation.tml</a>
Respect for Cultural Diversity Policy	<a href="http://staff.uow.edu.au/eed/culturalharmonycampus.html#policy">http://staff.uow.edu.au/eed/culturalharmonycampus.html#policy</a>
Review Procedures for Academic Units	<a href="http://www.uow.edu.au/about/planquality/facultyunit.html">http://www.uow.edu.au/about/planquality/facultyunit.html</a>
Sexual Assault Protocol	<a href="http://staff.uow.edu.au/eed/sexualassault.html">http://staff.uow.edu.au/eed/sexualassault.html</a>
Sexual Harassment Policy	<a href="http://staff.uow.edu.au/eed/sexualharrasment.html">http://staff.uow.edu.au/eed/sexualharrasment.html</a>
Special Arrangements for Examinations for Students with a Disability	<a href="http://www.uow.edu.au/student/services/ds/disabl2.html">http://www.uow.edu.au/student/services/ds/disabl2.html</a>
Special Consideration Policy	<a href="http://www.uow.edu.au/handbook/courserules/specialconsideration.html">http://www.uow.edu.au/handbook/courserules/specialconsideration.html</a>
Student Academic Grievance Policy	<a href="http://www.uow.edu.au/handbook/courserules/studacgrievpol.html">http://www.uow.edu.au/handbook/courserules/studacgrievpol.html</a>
Student Academic Grievance Policy (HDR)	<a href="http://www.uow.edu.au/handbook/courserules/hdracgrievpol.html">http://www.uow.edu.au/handbook/courserules/hdracgrievpol.html</a>
Subject Quota Guidelines	<a href="http://www.uow.edu.au/about/teaching/subjectquota.html">http://www.uow.edu.au/about/teaching/subjectquota.html</a>
Teaching and Assessment Policy	<a href="http://www.uow.edu.au/handbook/courserules/teach&amp;assesspol.html">http://www.uow.edu.au/handbook/courserules/teach&amp;assesspol.html</a>
Telephone Policy	<a href="http://www.uow.edu.au/about/policy/it.html">http://www.uow.edu.au/about/policy/it.html</a>
Tuition Fee Policy	<a href="http://www.uow.edu.au/handbook/courserules/feespol.html">http://www.uow.edu.au/handbook/courserules/feespol.html</a>
Use of the University Name	<a href="http://www.uow.edu.au/about/policy/uni_name.html">http://www.uow.edu.au/about/policy/uni_name.html</a>
Web Proxy Policy	<a href="http://staff.uow.edu.au/web/policy/webmgtpyO15.pdf">http://staff.uow.edu.au/web/policy/webmgtpyO15.pdf</a>

### Strategic Plans

2005-2007 University Strategic Plan	<a href="http://www.uow.edu.au/planquality/pdfs/UOWStrategicPlan05-07.pdf">http://www.uow.edu.au/planquality/pdfs/UOWStrategicPlan05-07.pdf</a>
Internationalisation Strategic Plan	<a href="http://www.uow.edu.au/planquality/pdfs/international-stratplan.pdf">http://www.uow.edu.au/planquality/pdfs/international-stratplan.pdf</a>
Learning and Teaching Strategic Plan	<a href="http://www.uow.edu.au/planquality/pdfs/LT-plan.pdf">http://www.uow.edu.au/planquality/pdfs/LT-plan.pdf</a>
Research Strategic Plan	<a href="http://www.uow.edu.au/planquality/pdfs/research-strategicplan.pdf">http://www.uow.edu.au/planquality/pdfs/research-strategicplan.pdf</a>
Community Engagement Strategic Plan	<a href="http://www.uow.edu.au/planquality/pdfs/com-engage-plan.pdf">http://www.uow.edu.au/planquality/pdfs/com-engage-plan.pdf</a>

## Policies and Guidelines

## Web Address

Conflict of Interest Policy	<a href="http://staff.uow.edu.au/personnel/policy/confinterest.html">http://staff.uow.edu.au/personnel/policy/confinterest.html</a>
Copyright Policy	<a href="http://www.library.uow.edu.au/copyright/policies.html">http://www.library.uow.edu.au/copyright/policies.html</a>
Corruption Prevention Policy	<a href="http://staff.uow.edu.au/personnel/policy/corruptprev.html">http://staff.uow.edu.au/personnel/policy/corruptprev.html</a>
Course and Subject Approval Procedures	<a href="http://www.uow.edu.au/about/teaching/approval/index.html">http://www.uow.edu.au/about/teaching/approval/index.html</a>
Dean's Merit List Rules	<a href="http://www.uow.edu.au/about/teaching/deansmlist.html">http://www.uow.edu.au/about/teaching/deansmlist.html</a>
Election Procedures (Senate and Faculty Committees)	<a href="http://www.uow.edu.au/governance/electoralprocedures.html">http://www.uow.edu.au/governance/electoralprocedures.html</a>
Email Access Policy	<a href="http://www.uow.edu.au/its/policies/index.html">http://www.uow.edu.au/its/policies/index.html</a>
Equal Employment Opportunity and Affirmative Action	<a href="http://staff.uow.edu.au/eed/eeopolicy.html">http://staff.uow.edu.au/eed/eeopolicy.html</a>
Freedom of Information	<a href="http://www.uow.edu.au/about/foi/">http://www.uow.edu.au/about/foi/</a>
Grievance Resolution Procedures	<a href="http://staff.uow.edu.au/eed/grievanceresolution.html">http://staff.uow.edu.au/eed/grievanceresolution.html</a>
Guidelines on the Use of the Parents' Room	<a href="http://staff.uow.edu.au/eed/useofparentsroom.html">http://staff.uow.edu.au/eed/useofparentsroom.html</a>
Human Research Ethics Guidelines	<a href="http://www.uow.edu.au/research/forms/index.html">http://www.uow.edu.au/research/forms/index.html</a>
Human Research Ethics Committee Telephone Interviewing Policy	<a href="http://www.uow.edu.au/research/rso/ethics/human/telephone-interviewing.html">http://www.uow.edu.au/research/rso/ethics/human/telephone-interviewing.html</a>
Human Research Ethics Complaints Policy	<a href="http://www.uow.edu.au/research/rso/ethics/human/complaints.html">http://www.uow.edu.au/research/rso/ethics/human/complaints.html</a>
Intellectual Property Policy	<a href="http://www.uow.edu.au/research/lcu/ip/">http://www.uow.edu.au/research/lcu/ip/</a>
Internal Audit Charter	<a href="http://staff.uow.edu.au/audit-review/charter.html">http://staff.uow.edu.au/audit-review/charter.html</a>
Internet Access Policy	<a href="http://www.uow.edu.au/its/policies/intaccpyOO3.pdf">http://www.uow.edu.au/its/policies/intaccpyOO3.pdf</a>
IT Acceptable Use Policy	<a href="http://www.uow.edu.au/its/accusepyOO1.pdf">http://www.uow.edu.au/its/accusepyOO1.pdf</a>
IT Server Security Policy	<a href="http://www.uow.edu.au/its/policies/serversecpyOO7.pdf">http://www.uow.edu.au/its/policies/serversecpyOO7.pdf</a>
IT User Account Management Policy	<a href="http://www.uow.edu.au/its/policies/useraccpyOO8.pdf">http://www.uow.edu.au/its/policies/useraccpyOO8.pdf</a>
Library: Information Access Policy	<a href="http://www.library.uow.edu.au/about/planning/pdfs/gO5.pdf">http://www.library.uow.edu.au/about/planning/pdfs/gO5.pdf</a>
Library: Serials - Policy and Management	<a href="http://www.library.uow.edu.au/about/planning/index.html">http://www.library.uow.edu.au/about/planning/index.html</a>
Library: University Archives Policy	<a href="http://www.library.uow.edu.au/about/planning/pdfs/g11.pdf">http://www.library.uow.edu.au/about/planning/pdfs/g11.pdf</a>
Management of University Records	<a href="http://staff.uow.edu.au/personnel/policy/recordmgmt.html">http://staff.uow.edu.au/personnel/policy/recordmgmt.html</a>
Music, Video & Software Piracy Policy	<a href="http://www.uow.edu.au/its/policies/">http://www.uow.edu.au/its/policies/</a>
Policy for People with Disabilities	<a href="http://staff.uow.edu.au/eed/disabilitiespolicy.html">http://staff.uow.edu.au/eed/disabilitiespolicy.html</a>
Policy & Guidelines on Non- discriminatory Language	<a href="http://staff.uow.edu.au/eed/nondiscrimlanguage.html">http://staff.uow.edu.au/eed/nondiscrimlanguage.html</a>
Policy Guidelines for Double Degrees	<a href="http://www.uow.edu.au/handbook/course/rules/double_degree.html">http://www.uow.edu.au/handbook/course/rules/double_degree.html</a>
Policy on Ethical Objection by Students to the use of Animals and Animal Products in Coursework Subjects	<a href="http://www.uow.edu.au/about/policy/ethicalobjectionanimals.htm">http://www.uow.edu.au/about/policy/ethicalobjectionanimals.htm</a>
Privacy Policy	<a href="http://www.uow.edu.au/about/privacy/Privacy-Policy.pdf">http://www.uow.edu.au/about/privacy/Privacy-Policy.pdf</a>
Prizes for Academic Excellence Policy	<a href="http://www.uow.edu.au/about/policy/prizes.html">http://www.uow.edu.au/about/policy/prizes.html</a>

# uow academic info glossary of terms

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## **Glossary Title (A-Z)    Term Description:**

Lecture Formal	Normally one-hour session with an academic who imparts a section of the body of knowledge which makes up a subject. Often attended by numerous students with little opportunity for interaction with the lecturer. See Tutorial.
Postgraduate	A candidate or course leading to the conferral of a higher degree such as Masters or Doctor of Philosophy, following the successful completion of an undergraduate degree or other approved qualifications.
Pre-requisite	A subject that must be completed satisfactorily before the subject for which it is prescribed may be taken.
Program	The combination of subjects in which a candidate is enrolled in any one session or year.
Schedule	List of subjects available in each Faculty.
Session	The Academic Year at the University of Wollongong is divided into three sessions: Autumn (commencing February), Spring (commencing July) and Summer (commencing December).
Specified Credit	Credit granted for a specific subject on the basis of satisfactory completion of a substantially corresponding subject(s) at an approved institution. Students are granted exemption from the subject.
Sub-Dean	Member of academic staff appointed to oversee matters relating to undergraduate and postgraduate coursework studies within the Faculty.
Testamur	Official University Certificate awarded at the successful completion of a course.
Thesis	A research subject with a value of 48 credit points.
Transcript	Record of all subjects attempted and corresponding result.
Tutorial	Smaller group than a lecture where students are expected to contribute and ask questions.
Unspecified Credit	Credit granted for the satisfactory completion at an approved tertiary institution of a subject or subjects that do not substantially correspond to subjects listed in the appropriate schedule. Unspecified credit does not grant exemption from any subjects but does grant the student the appropriate number of credit points.
Undergraduate	A student studying for their first degree.
Vice-Chancellor	Chief Executive of the University.
Weighted Average Mark	Average of marks gained in a program, programs or course weighted by credit point value and by level. Used to determine for example, eligibility for admission to an Honours program.
WUPA	Wollongong University Postgraduate Students' Association
WUSA	Wollongong University Student Association

<b>Glossary Title (A-Z)</b>	<b>Term Description:</b>
Academic Adviser	Member of Academic staff who provides advice on specific subject(s) or course.
Academic Senate	Senior Committee which handles educational and academic matters. Made up of representatives from faculties and research institutes as well as student representatives
Academic Year	The period comprising Autumn Session and the following Spring and Summer Sessions.
Advanced Standing	Credit or exemption granted on the basis of previous studies.
Bachelor Degree	Undergraduate Degree.
Candidate	A person registered for a course.
Chancellor	Head of the University. Honorary, ceremonial and advisory role. Also chairs the University Council.
Co-Requisite	A subject which must be taken concurrently with the subject for which it is prescribed, or at the discretion of the Head of the academic unit, attempted before that subject.
Council	Governing body of the University. Made up of representatives from the University, NSW Government and the Community.
Course diploma.	Program of study leading to the award of a degree, graduate certificate or graduate diploma.
Credit Points	Value of a particular subject, which counts toward the achievement of a qualification. Normally a Bachelors degree requires 144 credit points. Full time study requires the completion of 48 credit points per year.
Dean	Administrative Head of Faculty.
Deferment	A person offered a place at the University may defer the commencement of their course for up to 3 years.
Distance Education	A course studied at home or externally by correspondence or via electronic means of communication.
Double Degree	An approved course leading to the conferral of two degrees.
Electives	Non compulsory subject selected by the candidate along with any required core subject to make up the required number of credit points.
Electronic Subject	Lists undergraduate and postgraduate subject offerings.
Database Enrolment	The act of registering for a program of study.
Full-Time	A program of subjects valued at 48 credit points a year, in most cases.
Graduand	A person who has completed all the requirements for a qualification but who has not yet had the qualification conferred (graduated).
Graduate	A person who has completed all the requirements for a qualification and has had that qualification conferred either at a graduation ceremony or by the University Council.
Honours	A Bachelor degree with honours is awarded following a further one-year full time study. Admission to an honours year is on the basis of the level of achievement in subjects taken for the pass bachelor degree. For some four-year bachelor degree courses, Honours is automatically awarded if a certain level of performance is achieved.
Interdisciplinary Studies	Studies involving a combination of different discipline areas.
Leave of Absence	A period of leave from the University for which prior approval has been obtained.

# uow academic info glossary of terms

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100 level	First year subject
200 level	Second year subject
300 level	Third year subject
400 level	Fourth year subject
600 level	Subject at Graduate entry Undergraduate level
800 and 900 level	Postgraduate subject

## safety info

Be aware at night.  
**DON'T WALK ALONE!**  
CALL Ext. 4555 Security

### + FIRST AID IN AN EMERGENCY

CALL 000  
Ambulance Service  
Free call on a  
Security Phone  
CALL Ext. 4555  
Security Free call on a  
Security Phone  
Contact the First Aid  
Officer

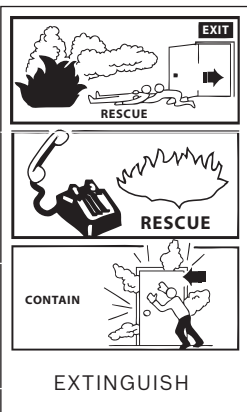
R  
A  
C  
E

## FIRE SAFETY

In the event of fire, follow these steps  
Your actions in a fire or other emergency may  
be the difference between life and death.

**THERE IS NO EXCUSE FOR NOT  
EVACUATING!**

Follow the directions of Building Wardens.



**RESCUE** any person/s  
in immediate danger &  
**LEAVE THE BUILDING.**

**RAISE** the **ALARM.**  
CALL 000 Fire Brigade  
CALL Ext. 4555

**CONTAIN** the fire  
by closing doors.

**EXTINGUISH** the  
fire **ONLY** if you are  
trained and it is safe

# key dates standard

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The following Key Dates also apply to courses offered by the Graduate School of Business, the Sydney Business School and to some Engineering Postgraduate courses.

<b>Session Dates</b>	<b>Autumn Session First</b>	<b>Spring Session Second</b>	<b>2007 / 2008 Summer Session</b>
Orientation Week	19 - 23 February	16 - 20 July	-
Induction – Research Students	27 February	24 July	-
First Day of Session	26 February	23 July	3 December 2007
Mid-Session Recess	6 - 13 April	24 - 30 September	24 December 2007 – 1 January 2008
End of Session	22 June	16 November	9 February 2008
Study Recess	4 - 8 June	29 October – 2 November	28 January – 1 February 2008

### **Enrolment**

Last day for re-enrolment without late fee	28 January	15 July	-
Enrolment of new undergraduates	30 January – 2 February	17 – 18 July	-
Enrolment for Research Students	27 February	24 July	-
Last day for late re-enrolment	11 March	5 August	-
Last day to add subject via the Web	11 March	5 August	9 December 2007
Last day to add subject with approval of Academic Adviser & Head of Department	18 March	12 August	16 December 2007

### **Withdrawal from Subject(s)**

Last day to withdraw without financial penalty (CSS FEES refunded/International Student Fees credited if withdrawn by)	31 March	31 August	17 December 2007
Last day to withdraw from double session subjects without financial penalty (CSS FEES refunded/International Student Fees credited if withdrawn by):(full refund)(Spring session only)	31 March	31 August	-
Last day to withdraw without academic penalty – subject deleted from record. (Fail grade recorded if subject withdrawn after this date)	6 May	23 September	23 December 2007

### **Examinations**

Exam Period	9 - 22 June	3 - 16 November	4 - 8 February 2008
Release of Results	5 July	29 November	16 February 2008

### **Charges**

Last date to nominate full up-front payment of CSS FEES UPFRONT	31 March	31 August	17 December 2007
Due Date for up-front CSS FEES, FEES HELP or Student Contribution	31 March	31 August	17 December 2007
Due date for payment of International Student Tuition Fees	31 March	31 August	17 December 2007
Census Date	31 March	31 August	17 December 2007

# key dates

## standard

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### Session Dates

Graduation	First	Second	Summer Session
Closing Date for Applications	12 May	6 October	–
Graduation Ceremonies	18 - 20 July	17 - 21 December	–

• Session and enrolment dates for some postgraduate courses vary. Refer to Key Dates (Non-standard).

### Session Dates

Intake A	Intake B	Intake C	Intake D
29 January – 6 April	16 April – 22 June	2 July – 7 September	17 September – 23 November

### Orientation and Introductory Days

Intake	Wollongong Orientation Day	Sydney Orientation Day
A	25 January	25 January
B	12 April	12 April
C	28 June	28 June
D	13 September	13 September

### Addition, Withdrawal and Refund Dates

	Intake A	Intake B	Intake C	Intake D	5 day intensives
Last day to add a subject via the web	2 February	20 April	6 July	21 September	Date of lecture 1
Last day to add a subject with academic permission	9 February	27 April	13 July	28 September	Date of lecture 1
Last day to withdraw from a subject without academic penalty	2 March	18 May	3 August	19 October	Date of lecture 3
For refund information please refer to the Refund Policy –					
International Students:	<a href="http://www.uow.edu.au/student/finances/refund_int.html">http://www.uow.edu.au/student/finances/refund_int.html</a>				
Domestic Students:	<a href="http://www.uow.edu.au/student/finances/refund_dom.html">http://www.uow.edu.au/student/finances/refund_dom.html</a>				
Last date to withdraw without incurring a HECS-HELP or FEE-HELP loan or receive a refund of upfront payments (Census Date)					
	12 February	30 April	16 July	1 October	Census date

Withdrawal after this date will result in a FAIL grade being recorded.

# important contacts

# who where how 20

Service or Facility	Location	Phone	Email/Weblink
Academic Dress – Hire	Student Central (Blg 17)	4221 3343	<a href="mailto:elaine_thompson@uow.edu.au">elaine_thompson@uow.edu.au</a>
	UniShop (Blg 11)	4221 8065	<a href="mailto:unishop@uow.edu.au">unishop@uow.edu.au</a>
Academic Record / Transcript	Student Central (Blg 17)	4221 3927	<a href="mailto:studentq@uow.edu.au">studentq@uow.edu.au</a>
Accommodation Services	Student Central (Blg 17)	4221 5467	<a href="mailto:bmahoney@uow.edu.au">bmahoney@uow.edu.au</a>
The Colleges	International House	4221 5252	<a href="mailto:shaaronp@uow.edu.au">shaaronp@uow.edu.au</a>
	Weerona College	4221 5240	<a href="mailto:reneb@uow.edu.au">reneb@uow.edu.au</a>
	Richard Johnson College	4229 1980	<a href="mailto:raymond_heslehurst@uow.edu.au">raymond_heslehurst@uow.edu.au</a>
Halls of Residence	Campus East	4221 3351	<a href="mailto:accommodation@uow.edu.au">accommodation@uow.edu.au</a>
Private Rental	Student Central, (Blg 17)	4221 5467	<a href="mailto:accommodation@uow.edu.au">accommodation@uow.edu.au</a>
Advanced Standing	Student Central (Blg 17)	4221 3927	<a href="mailto:studentq@uow.edu.au">studentq@uow.edu.au</a>
Alumni Network	Alumni Office, UniAdvice (Blg 36)	4221 4676	<a href="mailto:jocelin@uow.edu.au">jocelin@uow.edu.au</a>
Arts – Faculty of	Faculty Office (Blg 19)	4221 5328	<a href="mailto:fac_arts@uow.edu.au">fac_arts@uow.edu.au</a>
Bookshop (Textbooks)	UniShop (Blg 11)	4221 8050	<a href="mailto:unishop@uow.edu.au">unishop@uow.edu.au</a>
Buildings and Grounds	(Blg 31)	4221 3905	<a href="mailto:buildings_service_centre@uow.edu.au">buildings_service_centre@uow.edu.au</a>
Bus Timetable / Bus Stop	Northfields Avenue		<a href="http://uow.edu.au/about/transport">http://uow.edu.au/about/transport</a>
Careers Service	UniCentre, Ground Floor (Blg 11)	4221 3325	<a href="mailto:careers@uow.edu.au">careers@uow.edu.au</a>
Centre for Student Development (CSD)	UniCentre		<a href="http://unicentre.uow.edu.au/csd">http://unicentre.uow.edu.au/csd</a>
	Ground Floor (Blg 11)	4221 8172	<a href="mailto:telshof@uow.edu.au">telshof@uow.edu.au</a>
Clubs & Societies	UniCentre, Ground Floor (Blg 11)	4221 8024	<a href="http://unicentre.uow.edu.au/csd/clubs">http://unicentre.uow.edu.au/csd/clubs</a>
Centrelink	43 Burelli St, Wollongong	13 2490	<a href="http://www.centrelink.gov.au">http://www.centrelink.gov.au</a>
Change of Name / Address	Student Central (Blg 17)	4221 3927	<a href="mailto:studentq@uow.edu.au">studentq@uow.edu.au</a>
Chaplaincy Services	UniCentre (Blg 11)	4221 3534	<a href="http://unicentre.uow.edu.au/facilitiesservices/chaplaincy">http://unicentre.uow.edu.au/facilitiesservices/chaplaincy</a>
Child Care	Kids' Uni (Blg 10)	4221 8035	<a href="mailto:kids_uni@uow.edu.au">kids_uni@uow.edu.au</a>
Commerce – Faculty of	Faculty Office (Blg 40)	4221 5773	<a href="mailto:commerce@uow.edu.au">commerce@uow.edu.au</a>
		4221 4478	
Counselling	Student Services, Level 3 (Blg 11)	4221 3445	<a href="mailto:student_services@uow.edu.au">student_services@uow.edu.au</a>
Creative Arts – Faculty of	Faculty Office (Blg 25)	4221 3996	<a href="mailto:brooke_green@uow.edu.au">brooke_green@uow.edu.au</a>
Dean of Students	Dean of Students Office, Student Services, Level 3 (Blg 11)	4221 4355	<a href="mailto:marion_allen@uow.edu.au">marion_allen@uow.edu.au</a>
Disability Liaison Officer	Student Services (Blg 11)	4221 3445	<a href="mailto:hazel_england@uow.edu.au">hazel_england@uow.edu.au</a> <a href="mailto:petria_mcgoldrick@uow.edu.au">petria_mcgoldrick@uow.edu.au</a>
Education – Faculty of	Faculty Office (Blg 67)	4221 3981	<a href="mailto:ssc@uow.edu.au">ssc@uow.edu.au</a>
Email Use	IT Resource Centre, Level 2 (Blg 17)	4221 3775	<a href="http://www.uow.edu.au/its">http://www.uow.edu.au/its</a>
Entertainment	UniCentre, Ground Floor (Blg 11)	4221 8023	<a href="http://unibar.uow.edu.au">http://unibar.uow.edu.au</a>

# important contacts

## who where how 21

Service or Facility	Location	Phone	Email/Weblink
Employment	Student Central (Blg 17)	4221 5467	jobshop@uow.edu.au
Engineering – Faculty of	Faculty Office (Blg 4)	4221 3491	engineering@uow.edu.au
Enrolments / Re-enrolments	Student Central (Blg 17)	4221 3927	studentq@uow.edu.au
Equipment Loans	Audiovisual Services (Blg 20)	4221 3993	
Examinations	Student Central (Blg 17)	4221 3927	studentq@uow.edu.au
Fees	Student Central (Blg 17)	4221 3927	studentq@uow.edu.au
Graduate School of Business	(Blg 38)	4221 3751	<a href="http://www.uow.edu.au/bized/">http://www.uow.edu.au/bized/</a>
Graduation	Student Central (Blg 17)	4221 3927	studentq@uow.edu.au
Hairdresser	The Cutting Crew (Blg 11)	4221 3111	
Health & Behavioural Sciences – Faculty of	Faculty Office, Level 2 (Blg 41)	4221 3492	susan_low@uow.edu.au
Health Centre	UniCentre, Level 1 (Blg 11)	4226 2199	
HECS/CSS Help	Student Central (Blg 17)	4221 3927	studentq@uow.edu.au
Hospital – Wollongong	Crown St Wollongong	4222 5000	
International Committee for International Students (ICIS)	UniCentre, Ground Floor (Blg 11)	4221 3158	icis@uow.edu.au
Identification Card	Student Central (Blg 17)	4221 3927	studentq@uow.edu.au
Informatics – Faculty of	Faculty Office (Blg 3)	4221 3606	informatics_studentq@uow.edu.au
International Student Adviser	Student Services, Level 3 (Blg 11)	4221 3445	student_services@uow.edu.au
International Student Fees	Student Central (Blg 17)	4221 3927	studentq@uow.edu.au
Kids' Uni	Kids' Uni (Blg 10)	4221 8035	kids_uni@uow.edu.au
Law – Faculty of	Faculty Office (Blg 67)	4221 3456	law@uow.edu.au
Learning Development	Learning Resource Centre, Ground Floor (Blg 19)	4221 3977	<a href="http://www.uow.edu.au/student/services/ld/self-access.html">http://www.uow.edu.au/student/services/ld/self-access.html</a>
Library	(Blg 16)	4221 3545	<a href="http://www.library.uow.edu.au">http://www.library.uow.edu.au</a>
Lost Property	Security, Ground Floor (Blg 11)	4221 4555	university_security@uow.edu.au
Movie Information	UniCentre (Blg 11)	4221 8000	<a href="http://unimovies.uow.edu.au/">http://unimovies.uow.edu.au/</a>
National Australia Bank (NAB)	(Blg 11)	132 265	
Parking	Buildings & Grounds (Blg 31)	4221 3905	buildings_&_grounds@uow.edu.au
Postgraduate Resource Centre	Northfields Ave (Blg 115 & 116)	4221 3326	wupa@uow.edu.au
Post Office	IT Arcade (Blg 17)	4221 8070	<a href="http://unicentre.uow.edu.au/postoffice">http://unicentre.uow.edu.au/postoffice</a>
Printery	(Blg 32)	4221 3999	
Research Student Centre (Office of Research)	Ground Floor (Blg 20)	4221 5452	research_student_centre@uow.edu.au
Scholarships	Student Central (Blg 17)	4221 3927	scholarships@uow.edu.au

# important contacts

## who where how 22

Service or Facility	Location	Phone	Email/Weblink
Scholarships (Research)	Research Office (Blg 20)	4221 5452	
Science Centre	Off-campus (Squires Way, Fairy Meadow)	4286 5000	<a href="http://www.uow.edu.au/science_centre/">http://www.uow.edu.au/science_centre/</a>
Science – Faculty of	Faculty Office (Blg 41)	4221 3481	<a href="mailto:science_office@uow.edu.au">science_office@uow.edu.au</a>
Security	Ground Floor, Blg 11	4221 4555	<a href="mailto:university_security@uow.edu.au">university_security@uow.edu.au</a>
Safe Escorts	Security	4221 4555	<a href="mailto:university_security@uow.edu.au">university_security@uow.edu.au</a> DIAL #3 from a Security Phone
Student Administration	Student Central (Blg 17)	4221 3927	<a href="mailto:studenq@uow.edu.au">studenq@uow.edu.au</a>
Student Association (WUSA)	UniCentre, Ground Floor (Blg 11)	4221 4201	<a href="mailto:enquiries@src.uow.edu.au">enquiries@src.uow.edu.au</a>
Student Association (WUPA)	Postgraduate Resource Centre (Blg 115)	4221 3326	<a href="http://www.uow.edu.au/wupa">http://www.uow.edu.au/wupa</a>
Student Service Centre	Level 3, Blg 11	4221 3445	
Study Abroad	Study Abroad Office (Blg 17)	4221 5404 4221 3170	<a href="mailto:studyabroad@uow.edu.au">studyabroad@uow.edu.au</a>
Switchboard		4221 3555	
Taxi	Radio Cabs	4229 9311	
Transcript / Academic Record	Student Central (Blg 17)	4221 3927	<a href="mailto:studenq@uow.edu.au">studenq@uow.edu.au</a>
Travel Agency	STA Travel (Blg 17)	4226 2077	<a href="http://www.statravel.com.au">http://www.statravel.com.au</a>
Travel Concession Passes	Student Central (Blg 17)	4221 3927	<a href="mailto:studenq@uow.edu.au">studenq@uow.edu.au</a>
UniAdvice	Ground Floor (Bld 36)	1300 367 869	<a href="mailto:uniadvice@uow.edu.au">uniadvice@uow.edu.au</a>
UniBar	(Blg 12)	4221 8084	<a href="http://unibar.uow.edu.au">http://unibar.uow.edu.au</a>
UniCentre	(Blg 11)	4221 8000	<a href="http://unicentre.uow.edu.au">http://unicentre.uow.edu.au</a>
UniCentre VIP & Membership	(Blg 11)	4221 8000	<a href="http://unicentre.uow.edu.au">http://unicentre.uow.edu.au</a>
Enquiries & Ticket Counter	UniShop (Blg 11)	4221 8065	<a href="mailto:unicentre@uow.edu.au">unicentre@uow.edu.au</a>
UniCrew	(Blg 11)	4221 8006	<a href="http://unicentre.uow.edu.au">http://unicentre.uow.edu.au</a>
UniMovies	UniHall	4221 8065	<a href="http://unimovies.uow.edu.au/">http://unimovies.uow.edu.au/</a>
UniShop (Newsagency, Retail, Bookshop)	UniCentre (Blg 11)	4221 8050	<a href="http://unishop.uow.edu.au/">http://unishop.uow.edu.au/</a>
University Conference & Function Centre	(Blg 11)	4221 8093	<a href="http://functions.uow.edu.au">http://functions.uow.edu.au</a>
University Lodge	UniCentre, Level 1 (Blg 11)	4221 8093	<a href="http://unilodge.uow.edu.au/">http://unilodge.uow.edu.au/</a>
University Recreation and Aquatic Centre (URAC)	(Blg 13)	4221 4700	<a href="http://www.uow.edu.au/urac">http://www.uow.edu.au/urac</a>
Weddings	UniCentre (Blg 11)	4221 8090	<a href="mailto:ciarn@uow.edu.au">ciarn@uow.edu.au</a> <a href="http://functions.uow.edu.au">http://functions.uow.edu.au</a>
Woolyungah Indigenous Centre	(Blg 30)	4221 3776	<a href="http://www.uow.edu.au/wic">http://www.uow.edu.au/wic</a>