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News In Brief

Do you wish to Graduate in July?

You can now submit an Application to Graduate Online via SOLS.

Deadline for July applications – 6 May

Applications must be submitted online.

Note that applications are essential, whether you are intending to attend the ceremony or to have your degree conferred in absentia (posted to you without participation in a ceremony).

If you are having trouble submitting your application via SOLS please contact Student Administration on (02) 42213927 or email studeng@uow.edu.au

SOLSMail and SOLS Bulletin Board

A reminder that you should check SOLSMail at least once per week. SOLS is the main form of communication for the University with students.

It is highly recommended that you check the SOLS Bulletin Board regularly as it is continually updated with important information for all. Go to: www.uow.edu.au/student/

First Year at UOW

First year at University is an exciting experience, but it can also be quite a shock for many new students, with new routines, expectations and responsibilities.

DON'T PANIC!!

You are not alone in facing these issues and there is a large volume of information and resources available to assist you. This new site is designed to help first year students settle at UOW, to answer common questions and to act as a guide to useful services and information.

For more information visit the First Year at UOW site at <http://www.uow.edu.au/student/services/fye/>

Student Matters

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University of Wollongong



AUTUMN SESSION EXAMS

Autumn Session Exam Dates

A public holiday will fall in the middle of the Autumn Session exam period, on Monday 13 June. While no exams will be scheduled on Monday 13 June, exams will be scheduled on Saturday 11 June as normal, so you should not make arrangements for the long weekend until the final exam timetable has been released, on Friday 6 May.

Supplementary exams will be held between Monday 18 July and Friday 22 July. A provisional timetable will be released on SOLS on Friday 8 July.

Student Identification in Exams

You will need to produce your student identification card, driver's licence or passport as you enter an exam room. If you are not able to show one of these forms of identification you will be asked to go to the Administration building to have a new student ID card produced for you, at a cost of \$10, before you will be admitted to the exam room. No extra time will be allocated to you if you miss the beginning of the exam, so it is in your best interests to make sure that you have correct identification before you go to your exam.

Electronic Devices in Exams

Please note that where calculators are permitted in an exam other devices which are not primarily calculators but which have a calculator function are not permitted. For example, watches and mobile phones with calculator functions, Palm Pilots, electronic dictionaries, computers, electronic diaries and electronic organisers are not allowed to be used as calculators. Calculators with programmable memory must be cleared prior to entering an exam room. You are reminded that if any of these items are found in your possession during the exam the matter will be treated as a breach of the University's Assessment Rules.

Translation Dictionaries in Exams

Translation dictionaries in exams may only be used by students from non-English speaking backgrounds who have been granted special

permission. If you were born in a non-English speaking country and have been a resident in Australia or another English-speaking country, for less than 10 years, you are invited to submit an application (forms are available from Student Administration) by Friday 27 May.

Special Consideration for Exams

To apply for special consideration you will need to log onto SOLS to complete and submit an online special consideration application no more than five working days after the exam. Special consideration documentation must be appropriate original documentation, certified by an independent person such as a doctor or counsellor. Please note that the University may check the authenticity of medical certificates with the provider of the certificate. Submission of altered or false certificates will lead to disciplinary action.

For more information please refer to the Special Consideration Policy at:

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

QUALITY AUDIT OF UOW IN MAY 2005

UOW will be audited by the Australian Universities Quality Agency (AUQA) between 16-19 May this year.

Student feedback has always been essential for maintaining the quality of UOW programs and services. During the audit, the AUQA audit panel will invite members of the student community to provide comment that will help us to plan and introduce further improvements.

About AUQA

AUQA is an independent national agency set up by the federal government in 2000 to review and comment on how universities monitor and improve their academic quality and standards. AUQA is conducting quality audits of all Australian universities over a five-year cycle. It is UOW's turn to be audited this year.

About the audit

UOW has already provided AUQA with a document – the ‘Performance Portfolio’ – which describes our quality structures and processes and highlights our strengths and challenges. The Performance Portfolio was developed with input from students at workshops and during a Trial Audit in 2004.

On 16-19 May, a panel of five AUQA auditors will visit the University to investigate the case we have made in the Performance Portfolio. During the visit, the panel will seek to find out how things actually happen at UOW, how appropriate our systems are for their purpose and how well our systems work. They will not investigate or assess specific programs or people.

The panel members will talk to a wide range of University staff, students and members of the local community during either relatively formal group interview sessions or less formal lunchtime sessions.

On 4 April, AUQA will let us know which groups or individuals they wish to interview. These people will be chosen because of their particular responsibilities or because they represent particular categories of staff, students or external community members.

How will students be involved?

During their visit in May, the AUQA panel will talk to a wide range of undergraduate and postgraduate students about their views on the UOW student experience.

We expect that the panel will speak to office bearers and other representatives from the undergraduate and postgraduate student associations during a formal interview session. The panel will also speak to undergraduate and postgraduate students from a selected range of disciplines and levels during informal lunchtime sessions. AUQA will also make one or more ‘open sessions’ available for anyone who wishes to speak to the panel.

AUQA will let us know which categories of students they would like to interview on 4 April. We will then contact individual students to check their availability. All students involved will be given a copy of the Performance Portfolio for their information.

Outcome of the audit

After the visit, the AUQA panel will assess the appropriateness and effectiveness of UOW’s quality assurance systems and how well they have been implemented throughout the University. They will publish their conclusions in a written report which will be made available on AUQA’s public website (www.auqa.com.au). The report will highlight both those things that we do well and areas for improvement. Within three to four months after the AUQA report is published, UOW must provide AUQA with an action plan indicating how it will address identified challenges.

For more information about the quality audit, please visit the Quality and Improvement website: <http://www.uow.edu.au/about/quality/> or email the Quality Project Team: quality@uow.edu.au

STUDENT HEALTH AND SAFETY

Meningococcal Disease

It must be emphasised that the cooler months are on the way and so to is the increase in colds, flus and more serious ailments including meningococcal disease.

For more information on Meningococcal Disease and other Health Issues visit the NSW Health Website in “Health Topics”

www.health.nsw.gov.au

Bicycle Safety - Laws and Penalties

Under NSW legislation a bicycle is considered as a vehicle. As such, cyclists are required to obey the road rules, including stopping at red lights or Stop signs, Giving Way as indicated by signage and giving hand signals when changing direction. As cyclists have responsibilities when using the road system, they also have the right, like other vehicles, to use the road and be shown courtesy and care by other road users.

To be a legal road vehicle during the day, a bicycle must have:

- At least one working brake
- Either a bell or horn fitted to the bike, within easy reach and in working order

To be a legal road vehicle **at night**, a bicycle must also have :

- Lights fitted and in use when riding at night - a steady or flashing white light that is clearly visible for at least 200 metres and a flashing or steady red light that is clearly visible for at least 200 metres from the rear of the bike
- red rear reflector that is clearly visible for 50 metres when light is projected onto it by a vehicle's headlight on low beam

All cyclists and their passengers are required to wear an approved helmet correctly when riding a bike. Research has shown that a correctly worn helmet has the potential to reduce the risk of head/brain injury by up to 85%. The fine for any bicycle offence is \$45

Sexual Harassment

Everyone at the UOW has the right to study in an environment that is free from personal intimidation and harassment. Sexual harassment is the most prevalent and complained of form of harassment and was the first type of harassment explicitly legislated against. Sexual harassment occurs where there is conduct of a sexual nature which:

- is unwelcome to the recipient; and
- offends, humiliates or intimidates the recipient; and
- a reasonable person would have felt this way in the circumstances.

Sexual harassment can range from intimidating sexist comments to criminal sexual assault. Examples of conduct of a sexual nature include touching, kissing, telling sexual jokes, making sexual innuendoes, speculating about someone's sexual activities, displaying material of a sexual nature such as posters, images or sex toys sexually offensive written, telephone or electronic communications including pornographic material or websites, homophobic harassment, requests for sexual favours or sexual violence. Refer to the University's policy on the Prevention of Sexual Harassment

<http://staff.uow.edu.au/eoo/sexualharassment.html> for more examples and information.

Contact Robyn Weekes, Director EEO
(weekes@uow.edu.au)

for incidents involving students and staff and Yvonne Kerr, Dean of Students
(ykerr@uow.edu.au) for incidents involving students.

INTERNATIONAL STUDENT INFORMATION

“Your Student Visa and You”

Important information for all international students regarding your student visa is available online at:

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

SOLSMail Warnings

The University uses a series of SOLSMail warnings designed to remind international students about their student visa requirements. These reminders include warnings about fulltime study requirements, re-enrolling on time, and providing an Australian address. If you receive a SOLSMail warning, please read it carefully. If you have any queries regarding the warning please contact the International Student Officer via the email address supplied in the SOLSMail warning.

INFORMATION TECHNOLOGY SERVICE (ITS) NEWS

Information Technology Policies for Students

As students of the University of Wollongong you are bound by the University's Information Technology (IT) Policies each time you use the University's IT facilities.

To ensure that you are aware of your responsibilities when using the University's IT facilities, you are expected to read and be familiar with the University's IT Policies, which can be found at:

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

High-risk activities, which could see you end up in a court of law, are:

- **Using the Universities IT facilities to copy, download or store music or video files**

• **Installing unauthorised software on University IT facilities without the approval of an appropriately authorised IT staff member**

Abiding by the University's IT Policies is to be taken seriously as the University has the capacity to identify students in breach of these policies and will take action.

Breaching University IT Policies can lead to disciplinary action being taken against you. See the *Rules for Student Discipline*:

http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html

For additional information please refer to:

Music, Video and Software Piracy Policy -
<http://www.uow.edu.au/its/policies/piracypy009.pdf>

Copyright web site:
<http://www.library.uow.edu.au/copyright/>

It must be emphasised that the University treats misuse of its IT facilities seriously.

Internet Quotas

The University acknowledges the importance of the Internet in teaching and learning. Every student receives a user account which provides email and free access to the Internet.

A quota is applied to each student account based on a six monthly allocation. The quota is applied in January and July of each year. The quota is currently set at the equivalent of 100 MB download from overseas sites or 550 MB from domestic sites. Free access is available to the Library subscribed electronic database for anyone using the University network.

To assist you to monitor your quota usage, notifications via email are issued at the point where an account reaches 25%, 50% and 75% of its quota. You can view your current quota and web access history at

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

The University of Wollongong is committed to the appropriate use of Information Technology and Services in support of its teaching, research, administrative and service functions. The University has adopted policies which define the

acceptable behaviour expected of users and intending users of the facilities, including the Internet. The University requires you to have accepted the IT policies and associated rules governing the use of the IT facilities as a condition of their use. These are accessible at <http://www.uow.edu.au/about/policy/it.html>

If you have exhausted your quota and wish to have it extended for educational purposes you can seek permission from the Dean of the Faculty in which you are enrolled. Quotas will only be extended if the quota has been exhausted due to use for educational purposes. Refer to the Internet access policy, accessible at <http://www.uow.edu.au/about/policy/it.html>, for further details.

For further information on the Universities Internet Access System and hints on how to best use your internet access, visit the University's Web Site:

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

INFORMATION RELEVANT TO YOUR STUDIES

Information Literacies Introductory Program (ILIP)

Information Literacies Introductory Program (ILIP); by now you should have completed your ILIP module as this is of most benefit if done within the first six weeks of your studies. This program aims to help students by providing the knowledge on how to best use the information gained during their university studies.

The online module and quiz are accessed by going to the university homepage (www.uow.edu.au) and clicking on the Information for Current Students link, and then the Graduate Attributes – Including Information Literacies (ILIP). By clicking the ILIP link, you will go to the ILIP Online Tutorial. This page will explain ILIP. Here you will find online training modules you can do if you don't know how to use the library. In the light blue bar under the picture you will see 'Assignment'. After clicking here, you will be required to log in with your email user name and password. You must get 100% to pass. When you submit your answers, your results will appear

immediately. You can redo the questions you have incorrect. When you get 100% you will see a congratulations page. Your results are then automatically sent to administration and your academic record is updated within 24 hours.

Remember ILIP is compulsory for all new UoW undergraduates and for all new postgraduate coursework students *who have not completed the online undergraduate ILIP assignment in the past five years.*

You must complete ILIP by the end of your first session or your results will be withheld.

Lynda Kriflik
ILIP Coordinator

Revised Rules for Student Conduct

Revised Rules for Student Conduct and Discipline came into effect on 1 January 2005 and provide for a consistent and staged approach to the handling of student discipline matters. Please take the time to read and understand the University's principles and procedures for handling student discipline as outlined in the Rules. For further information visit:

http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html

Leave of Absence Requirements

Please note that the University of Wollongong has made provisions for students needing to take leave from their studies. To apply you will need to fill out the Leave of Absence Form before the closing date specified on the form. This will ensure your place is not cancelled due to not informing the University of your intentions. Forms can be downloaded from the Administration Web site at www.uow.edu.au/student/centre/pdf or collected from Building 36 Student Enquiries Counter. Return completed forms to Administration Building 36.

Final Year Undergraduate Students – Have Your Skills Assessed!

The Graduate Skills Assessment (GSA) has been designed by the Australian Council for Educational Research, to help final year students identify their mastery of skills that employers value. You will receive an official record of your results, which may be a useful addition to your CV. The 3 hour test has been scheduled for Friday 3 June at the Wollongong campus, commencing at 9:00am. There is no cost to sit this test and receive your results. Enrol in GSA 002 by logging on to SOLS and selecting the 'Variation to Enrolment' option. Enrolments close on 27 May. Another test will also be run in Spring Session.

Univative Illawarra

Work-related experience is something employers look for - it's evidence that you have developed a variety of workplace skills.

If 2005 is your final year and you want an edge in the job market. The Careers Service has the solution for you.

How?

Univative Illawarra is a team based workplace learning initiative held in the Illawarra region. Students from a variety of disciplines are set a task of solving a real workplace issue for a host organisation.

When?

During Mid-year recess: 20 June to 15 July. Teams do the project off-site and spend approx 4 hrs per day.

Benefits?

Univative Illawarra will

- connect you with potential employers
- expose you to problem-solving, decision-making, time management
- develop your presentation skills and report writing
- provide a certificate and cash prizes

Copyright Issues – Students and the Copyright Act

It is important that you are familiar with your responsibilities under the Copyright Act. The risks are real, as those who have been following the news will be aware, with some record companies taking proactive steps to recover royalties for music they believe has been illegally copied.

Copyright Basics

Whenever someone creates material, such as a book, article, or music recording, that material is automatically given protection under the Copyright Act, regardless of whether the © symbol is present. Web pages are also protected by copyright.

The Copyright Act gives copyright owners (who are usually authors or publishers) several exclusive rights, including, for example, the right to copy, perform and communicate their material. Authors also have the right to have their material properly acknowledged when it is quoted, and the right not to have their material subjected to unreasonable derogatory treatment. This is one reason why it is important to acknowledge the sources you use.

When Can You Copy Material?

The Copyright Act does not stop you from copying altogether, but it does impose rules regarding what, how much, and for what purposes you may copy materials protected by copyright.

For information on what you can copy see UOW's copyright website at <http://www.library.uow.edu.au/copyright/index2.html>.

Checking For PC/PT and PR Limit

Please note that a one sixth maximum applies to marginal pass grades (PC, PR, PT) in degrees and that you should check your academic record. Postgraduate course work students do not have access to these grades generally; however in some programs where the postgraduate coursework student is undertaking some

undergraduate subjects eg some Graduate Diploma students, they may receive a marginal pass grade.

The maximum PC/PR/PT rule does apply to all degrees at the University where grades are allocated and you will need to be aware that automatic checking for compliance with that requirement in postgraduate course work will occur by ARD. Where possible you will be warned as promptly as possible of your non-compliance with the rule.

UNICENTRE – the community centre of UOW

Centre For Student Development (CSD)

Take the Challenge – Project Challenge

In the mid session break you will get the opportunity to travel to amazing parts of Australia with a group of UOW students and do things you've never dreamed of. Imagine trekking through the Katherine Gorge, canoeing down the Katherine River, working in an Aboriginal Community, 4WDing through Kakadu National Park, and visiting Kings Canyon, Uluru and the Olgas! For more information about this trip of a lifetime visit <http://unicentre.uow.edu.au/csd/pc/>

UniShop

AGFA Digital Photo Printing

UniShop is thrilled to present its brand new, state of the art AGFA digital photo printing machine! With great quality at even greater prices, UniShop is the place to go for all of your digital photo printing needs. Don't leave holes in your memories – print your photos today!

Don't miss a thing! The UniShop offers the Mercury, the Sydney Morning Herald and the Financial Review for half price, each and every issue!

UniClassifieds

UniClassifieds

UniClassifieds is a free online service for all UOW students and staff, and is a haven for buying, swapping, selling and trading! Take

advantage of this great service today at <http://unicentre.uow.edu.au/classifieds>

UniBar

'foreplay

Wednesdays from 5:00pm – FREE entry

This hot session slides into Happy Hour from 5:00–6:00pm with \$2 beers and \$3 spirits, before climaxing with \$5 cocktails from 6:00–8:00pm, while our steaming entertainment line-up brings on the afterglow with sultry beats, jazz fusion and laid-back live acts.

BarNite

Thursdays from 7.30pm

Thursday night is party night at your UniBar. We're shaking it up and pouring out Happy Hour from 7.30 – 8.30pm with \$2 beers and \$3 spirits to get the party started, and topping it off with the hot live bands and pumping DJs you've come to expect from your UniBar.

Friday Side

Fridays from 4.30pm – FREE entry

Slide smoothly into your weekend with Happy Hour from 5:00– 6:00pm with \$2 beers and \$3 spirits, and soak up the smooth sounds of jazz, chilled beats, acoustic and everything in between.

Sejuiced

Be Sejuiced At UOW

Sydney's best-known health bar is now offering coffee, salads, wraps, sandwiches, yoghurts, fruit salad, juices and smoothies – and all at an affordable price! Visit Sejuiced today at the Foodcourt, Bldg11, and see what the rest of the UOW community is already raving about!

LIBRARY NEWS

Access help online when you need it

Imagine getting expert assistance with your next assignment or research topic without leaving your computer. You can log on to the Library website and do just that! Our friendly staff are here to

help you locate resources or provide more information about Library services online.

Check out our options for online help:

- **Chat to a Librarian** for help in real time at your computer. We will respond immediately to your queries between **9am and 4pm, Mon-Fri**.
- **Email a Librarian** for a response in less than 2 working days.

Look under **Direct Links** at:

www.library.uow.edu.au

Find out what's new for your faculty

Keeping up to date with new information resources and services can be challenging. That's why we've created a series of e-newsletters looking at **what's new for your faculty**. Each faculty has its own issue, which features new books, databases and e-books, and is packed full of useful hints and tips. Check it out each month during Autumn and Spring Sessions.

Get connected in the Library

If you're looking for somewhere to plug in your laptop and use the UOW wireless network, visit **Laptop Connect** on the first floor of the Main Library. This laptop-preferred space provides large comfortable study desks and plenty of powerpoints. If you don't own your own laptop, borrow one of ours! Ask at the Information Desk to find out more.

Make the most of electronic readings

Autumn Session is well under way and it's the perfect time to get familiar with e-readings. Your subject code provides the key to locating material that your lecturer has selected, which may include an article in a Library database or a scanned reading. These can be accessed quickly and easily online. Simply choose the **Electronic Readings** link on the Library homepage and enter your subject code. You can also see what has been included in the Reserve Collection for your subject.

The Back Page

Congratulations and Thank You

The University of Wollongong would like to thank everyone that participated in the Autumn 2005 Orientation Survey and the Autumn 2005 Postgraduate Coursework Orientation Survey and would like to thank those students for their valued responses. Congratulations to Pipattana Nilkaew and Jared Winton, the respective winners of the \$100 UniShop Gift Voucher. The UOW aims to continually improve its services, facilities and the Orientation Program and student feedback is key to further improving university life for existing and future students.

Student Administration Forms

Did you know that all Student Administration forms can be downloaded from the net? Simply log onto the web, download and complete the required form and then drop it in the drop box located in Student Administration in Building 36. To download the forms go to: <http://www.uow.edu.au/student/centre/pdf/>

Managing your Email

Did you know that your student email account (not to be confused with SOLSMail) can be forwarded to a different personal account if you prefer via the Manage Mail facility. Follow the "email and internet" menu item on the SOLS page (www.uow.edu.au/student) and follow the instructions

Key Dates

Last day to withdraw from single session subjects without academic penalty – subject deleted from record.	1 May
Closing date for applications to Graduate	6 May
Final Autumn Session personalised exam timetable on web	6 May
Study Recess	30 May - 3 June
Autumn Session exam period	4 - 17 June
End of session	17 June
Mid Year Recess	20 June - 15 July
Autumn Session results on web	30 June
July Graduation Ceremonies	13 – 15 July

Need to contact us ?

Student Administration issues:

E-mail: studeng@uow.edu.au

Ph: (02) 4221 3927

Student academic issues:

Ph: (02) 4221 3555 (switch) ask to speak to the relevant academic unit or Sub Dean of the Faculty

2005 Higher Degree Research (HDR) Student Seminar Series Program

The Higher Degree Research (HDR) Student Seminar Series is specifically designed for HDR Students. It incorporates a variety of workshops and courses made available to HDR students by various Units within the University. The sessions deal with different aspects of the research candidature. Students who are at different stages of their research degree may find some sessions more relevant than others and may choose which sessions they wish to attend.

Go to

<http://www.uow.edu.au/research/rsc/news/seminars/seminars-2005.html> for details on both the Autumn and Spring Session programs.

To register for a seminar please email Jessica_orellana@uow.edu.au

Please note that places in some seminars may be limited so please register as early as possible.

This publication is produced by the Academic Registrar's Division, University of Wollongong. The information contained was correct at the time of printing but may be subject to change.