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News In Brief

Student Administration Counter in Student Service Centre to Open during Peak Times

The Student Administration Counter in the Student Service Centre in the shopfront of Bldg 17 will open in 2003 during peak times for your convenience.

See the bulletin board for more details.

Student Administration Counter opens for extended hours 14 July-1 August

During this 3 week period the main Student Administration counter in Building 36 will be open from 8.30am-6.00pm Monday-Thursday and 8.30-5.00pm on Fridays. For your convenience, a drop box has also been placed in the foyer of Administration for collection of COMPLETED forms (including special consideration cover sheets and documentation).

2003 Timetable

A reminder that students should check the timetable for updates closer to the start of session as it is regularly revised. One major change from previous years is that tutorials and lectures can now be scheduled over the lunch break on Monday, Tuesday and Friday.

Tutorial Sign-ups

From 2003 tutorial sign-ups may vary with some faculties using the new SOLS or SMP online tutorial facility. Follow the "Tutorials" link from the SOLS page to determine arrangements for your faculty in Spring Session

<http://www.uow.edu.au/student/sols/tutorials.htm>

New Students Reminder to complete ILIP

New undergraduate and postgraduate coursework students are encouraged to complete ILIP in the first six weeks at Uni. Login using the ILIP button on the SOLS homepage or go through the Library website. You **must** complete ILIP by the end of your first session of study or your results will be withheld.



Student Matters

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UOW

University of Wollongong



July/August Graduation Ceremonies 30, 31 July & 1 August

Almost 1500 students will graduate in August over a three day period. A schedule and other details are available at <http://www.uow.edu.au/student/graduation/>

Applications for the July ceremonies closed 9 May and no further applications will be received as the ceremonies are full. However, those eligible can still graduate "in absentia" which means without attending the ceremony.

A Graduation ceremony is one of those important "rites of passage" in students' lives. The campus community comes together to celebrate the achievements of completing students and welcome their families. One of the concessions we need to make in July/August is changed parking arrangements. The UniCentre carpark and the top two stories of the multi-storey carpark will be reserved for visitors of the Graduation Ceremonies.

To help prevent any traffic congestion, students and staff are encouraged, where at all possible, to use public transport, cycle or walk on 30, 31 July and 1st August.

You can order UOW Clothing and Memorabilia online at <http://unishop.uow.edu.au>. UniShop + IT has new ranges of Clothing and UOW-branded gifts, photo frames, mugs and stationery items. UniShop + IT sells Academic Dress for graduation and hires Academic Dress outside of graduation time. For further information contact Kevin on lothian@uow.edu.au 4221 8068.

Exam Dates and Supplementary Exams

- Exam Results available on SOLS 8 July 2003
- Graduation Eligibility available on SOLS 10 July 2003
- Supplementary Timetable available on SOLS Friday 11 July 2003
- Supplementary Exams are scheduled from Wednesday 16 July to Saturday 19 July 2003.

To apply for a Supplementary exam log onto SOLS and click onto Special Consideration, no later than 7 July 2003. The University will be advertising the process and timelines separately.

Summer Session Enrolments 2003/2004

Thinking of studying in summer session? Subject choices and enrolment will be available from early October. A link will be available from the SOLS log on page and the On-line Calendar. Contact your Faculty regarding subject availability.

UniClassifieds

UniClassifieds is a FREE service for students and staff to advertise, buy, swap and sell items and services online. To post a notice, go to <http://unicentre.uow.edu.au/classifieds>

Childcare

Children's Services Kids' Uni currently have vacant day placements available for all ages as well as Monday and Friday spots for Out Of School Hours Care [OOSH]. To enrol your little ones, contact Kids' Uni on 4221 8035.

Student Development Opportunities

CSD [Centre for Student Development] has just concluded a huge program of Training Workshops for Autumn Session and there are more planned for Spring Session. Volunteering has been extremely positive this session and CSD has established a Green Team, Marketing Team, Activities Team and Entertainment Team. For more info or to apply visit <http://unicentre.uow.edu.au/UniCentre/GetInvolved/UniCrew>.

Volunteer Coordinator wanted: Arts & Culture Week — Week 7.

The position will require you to design and implement a programme of events for Arts/Culture Week on campus. Application details are available from the website at: <http://unicentre.uow.edu.au/UniCentre/GetInvolved/UniCrew/>

Club Sign Ups

It's not too late to join a club! Clubs Day will be on the DuckPond Lawn on Thursday 24 July (week 1).

New Food Service

Food2U is an online, evening, Pick-Up and Delivery food service for staff and students. Simply place an order online before 6:30pm and enjoy convenient meals and drinks. Monday to Friday during session. For ordering information and delivery times visit:
<http://food2u.uow.edu.au>

Summer Sporting /Recreational Clubs

URAC Clubs and staff will be available on Wed 23rd July 12pm to 2pm at the Duckpond lawn.

Grand opening URAC stage 9

Session 2 will see the grand opening of URAC "stage 9". More gym space & an extra exercise room = more opportunities for you! So come along and visit URAC and see the extended facilities.

For more information about the activities and services offered by URAC call 42 214700 or go to the website www.uow.edu.au/urac

Are you in the last session of your bachelor degree?

Apply NOW for postgraduate study.

Australian citizens and permanent residents* can now defer the tuition fees of their fee-paying postgraduate coursework degree with the Postgraduate Education Loans Scheme (PELS) or qualify for HECS-exempt (no tuition fees) by studying a postgraduate research program. Study a coursework degree and become a specialist in your chosen field by applying the knowledge acquired in your bachelor degree, or learn a completely new area, diversifying your skills.

* Graduate Certificate

* Graduate Diploma

* Masters degree

Consider a research degree and break new ground in your area of expertise, making a real difference in the world.

* Masters by Research

* PhD

* Professional Doctorate

Contact Marta Larzabal at UniAdvice for more information. - By phone 02 4221 3918 or email marta@uow.edu.au

Subject to meeting eligibility requirements

Is 2004 Your Final Year?

Students of any discipline should consider being involved in the many practical work based programs available - that have closing dates over the next 6 weeks. All of these can make you more employable at the end of your degree, help you understand how your discipline is used in the workplace, and help you know more of how workplaces operate. Consider: Vacation Work; HEWSO; Internships; and Voluntary Work. New opportunities and closing dates come through regularly at this time of the year, so please check often.

For details go to

<http://www.uow.edu.au/student/careers/jobseekers/scholar.htm>

<http://www.uow.edu.au/student/careers/jobseekers/vacation.htm>

UOW Loftus Education Centre

The new University of Wollongong Education Centre at Loftus in southern Sydney is now up and running. The first intake of students at Loftus was accepted in session one of 2003 with students studying either a Bachelor of Science Education or a Bachelor of Mathematics Education. Opportunities to expand the range of degree programs on offer at Loftus are currently being investigated, so keep an eye out for any new developments.

The University is currently sharing lecture rooms with the Loftus TAFE while its own brand new building is being completed within the grounds of the TAFE campus later this year.

For more information about the University of Wollongong Loftus Education Centre visit the website:

<http://www.scen.uow.edu.au/loftus/> or phone (02) 9710 5907.

Important notice for all HECS and PELS students

Your HECS or PELS Liability Notice is now available on-line and can be viewed and printed via Student OnLine Services (SOLS) www.uow.edu.au/student/

As your HECS or PELS Liability Notice is now available online you will no longer receive a printed Liability Notice.

If you have any problems with accessing your on-line statement please contact student enquiries (02) 42213927 or email studentq@uow.edu.au

IT Acceptable Use Policy – Important Information For Students.

As students of the University of Wollongong, you would have received a recent SOLSMail message informing you of some Internet and music issues relating to copyright infringement. Students may also have seen media reports of an increased vigilance on the part of the music industry to seek to control music piracy in universities. For example, students in the US have been sued, as have some universities, for copyright infringement arising from music piracy. Record companies are also targeting universities in the UK and Australia.

In response to this situation, IT policies relating to acceptable use of IT facilities have recently been revised and students are strongly encouraged to read the revised policies. Due to a number of legal challenges to Universities in Australia from the music industry, and in the interest and informing students of their responsibilities, a system is soon to be installed so that students will have to agree to comply with the University's IT policies as a condition of enrolment at the University.

Under the IT Acceptable Use Policy (available at <http://www.uow.edu.au/its/policies/index.html>) and the associated Rules governing the use of University computer facilities (available at <http://www.uow.edu.au/its/userguides/pdf/rules.pdf>), copyright infringement by students will

be treated as student misconduct. The University provides students with access to computer systems and facilities for academic purposes. Students who are found to be using the University's systems to engage in conduct which infringes copyright – including uploading and downloading files without the permission of the owner of copyright - are exposing themselves and the University to legal action, and will be subject to disciplinary action.

The web is not a copyright-free zone. Do not assume that you are entitled to download everything you can access on the web. Some material may be on the web without the copyright owner's permission.

Do not assume that because you can locate a music file through sites such as Napster, Kazaa, Grokster or Gnutella that you can download, copy or transfer it, even for personal use.

Do not, without the permission of the owner of copyright:

- post music or other files to University websites
- transfer music or other files to friends and family via University email
- burn music or other files to CD's

Do not use University equipment or the computer networks to download, redistribute or copy unauthorised files.

As you may be aware, there are some websites that offer – with the copyright owner's permission - MP3 files or other music formats for free download. The University's computers and network should not be used for this purpose either. If you want to download or transfer music for any non-academic purpose, this should be done privately, and not on a University-owned computer or through the University's computer network.

Health Insurance for International Students

As a condition of student visas, all international students entering the country are required to organise adequate medical insurance. The University provides incoming students with assistance to do so.

To further improve service to international students in this area, ARD has reviewed the premiums and services offered by the four providers of overseas health cover to international students. Following the review the University has decided to change its preferred provider of health cover. Australian Health Management Group (AHMG) will become the University's preferred provider from the second half of 2003.

AHMG is a locally based organisation with a national presence in the Health Insurance industry. They are Australia's 8th largest health insurance provider and already have established strong links with the University in the area of health care. For international students they will offer competitive premiums, quicker turn-around times for card issue, on-line claims and more personalised customer service including on-campus access to advice during relevant periods.

Centrelink - Avoiding Overpayment

If you are receiving financial assistance from Centrelink such as Youth Allowance, Austudy or Abstudy you are usually required to be studying full time. If you are getting one of these payments, you need to tell Centrelink immediately if your circumstances change - for example, if you move, stop studying or withdraw from a subject and become a part time student. Changes like these can affect your payment.

If you don't tell Centrelink about any changes, you may have to pay back some or all of your payment. As all Universities routinely respond to requests from Centrelink and provide information for cross matching of enrolment data to recipient information, the chance of you being caught for not informing Centrelink of any change to your circumstances is quite high.

You should make yourself familiar with the relevant Centrelink rules relating to financial assistance and read any documentation that

they send you. If you do not follow the rules, then you may have a 'breach' penalty imposed on you. A breach penalty means your payment may be reduced by up to 24 per cent for 26 weeks or stopped for up to eight weeks. Different breach penalties apply to different types of breaches.

For more information regarding this matter ask at a Centrelink Customer Service Centre, phone them on 131 021 or go to www.centrelink.gov.au.

Medical Certificates and Special Consideration

Students need to be aware that the University may check the authenticity of medical certificates submitted by students, with the doctor who issued the certificate. If that check determines that a certificate has been altered or is false, the University will initiate disciplinary action against the student that submitted that altered or false document.

To speed the processing of your special consideration application you may wish to check before you leave the doctor's surgery that the doctor has included on the certificate the following details:

- The date on which the medical examination took place;
- The degree of incapacity of the patient (you);
- The date when the doctor considers that you are fit to undertake further study/examination;
- That it is addressed to the University.

The NSW Medical Board issues advice to doctors concerning the issuing of sickness certificates which includes the instruction that doctors are under no circumstances to backdate or forward date certificates to correspond with an existing or proposed absence. So don't place your doctor in a difficult position by requesting such action.

Special consideration is there to cover genuine situations where a student is significantly adversely affected by ill health or serious personal difficulties that prevents them from attending or adequately preparing for assessment. Students should submit applications only in these circumstances.

The Back Page

Centre for Student Development

If you are interested in making the most of your time at University, the Centre for Student Development is providing students with opportunities to get involved in Work Experience, Community Service, Training Workshops, Adventure Leadership, UniCrew, Clubs & Societies & Entertainment. For all information and application forms go to: unicentre.uow.edu.au/csd

Spring Session Parking 2003

Students are advised that Autumn Session 2003 Parking permits will expire on Friday 25th July, 2003 the end of week 1 of Spring session. Students are encouraged to make early arrangements to purchase parking permits to avoid disappointment as parking permits for sale are limited. Spring Session 2003 parking permits will be on sale at the Post Office from Tuesday 1st July 2003 For more information refer to the www.uow.edu.au/admin/buildings

Managing your Email

Did you know that your student e-mail account 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/sols/email.html) and follow the instructions.

Key Dates

Orientation Week	14-18 Jul
First Day of Spring Session	21 Jul
Graduation Dates	30 Jul - 1 Aug
Last day to add subject via the Web	3 Aug
Last day to withdraw from single session subjects without financial penalty.	31 Aug
Last day to withdraw from single session subjects without academic penalty – subject deleted from record.	21 Sep
Mid-Session Recess	22 Sep - 5 Oct
Application to Graduate	
Deadline for December 2003	26 Sep
End of Session	2 Nov
Study recess	3-7 Nov
Exam Period	8-23 Nov
Release of Results	2 Dec

The UoW International Exchange Program

The University of Wollongong International Exchange Program gives you the opportunity to study overseas for one or two sessions in one of over 100 partner institutions. For more information email studyabroad@uow.edu.au, call 02 4221 3170, or visit us in UniAdvice, Building 36.

Your Feedback is appreciated.

The University aims to continually improve its services and facilities to meet the changing needs of the campus community. As a result Student Matters will now be available online and not delivered by post. This will ensure every student has received the important material contained in this newsletter.

As a student of the UoW your feedback is valued. Therefore, the University would like to invite all students to complete the short survey at the link provided below before 5pm 8 August 2003. This survey aims to assess student perception of the current content and usefulness of Student Matters. Thank you for your feedback.

To complete the survey, please visit <http://edsnet.cedir.uow.edu.au/ARD/>

Need to contact us ?

Student Administration issues:

E-mail: studenq@uow.edu.au
Ph: (02) 4221 3927

Student academic issues:

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