



December 2011

Dear Student

Graduate Health Management, Public Health and International Public Health Programs

Please read the enclosed information carefully to ensure that your study continues as smoothly as possible.

Timetables and Workshops

- The School timetable (Internal and External) is available at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHTime>. Students are able to select electives across the range of programs – Health Management, Public Health and International Public Health.
- The University wide timetable for all internal weekly classes is available at: <http://www.timetable.unsw.edu.au>. This website provides the most current information on date, time, venue, and mode of each of the courses.
- Last minute changes to the timetable may occur, so please check the website regularly as no hard copies will be mailed out. A course will be conducted only when at least 10 students are enrolled.
- **Compulsory Workshops:** Workshops for *external* students will be held in the Residential Week from 20 February to 28 February 2012. Some courses also require *internal* students to attend workshops held during the Residential Week e.g. PHCM9498. Please check the School timetables to find out if this applies to courses in which you are enrolled, as attendance is compulsory.

Course Descriptions

Detailed information regarding our course outlines and availability can be viewed at:

<http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail>

Enrolment

Enrolment opens on 21st November 2011. The **School requires all students to complete online enrolment via myUNSW** (www.my.unsw.edu.au) **by Monday 24th January 2012**. Guidance in updating personal details and enrolling online is available at:

<https://my.unsw.edu.au/student/myunswNotice.html#PreviewsofkeymyUNSWfunctionalityforstudents>

IMPORTANT NOTE: Online enrolment will not be available from 1st to 4th December 2011.

Course Packs

- Please ensure that you obtain a copy of your course notes before your first workshop. If you are unable to do so, please ensure that you download the course outline by following the course links from the School website (<http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail>) and bring it to class.
- Complete sets (includes outline, course notes and readings) of course packs for Public Health, Health Management and International Public Health courses will be made available for purchase in printed format from the UNSW Bookshop from one week prior to the workshop. To locate course packs and textlists for individual courses, visit the Bookshop website (<http://www.bookshop.unsw.edu.au>), click on 'Textbooks' on the top bar of the page, and type in the course code of your course. For example, for *PHCM9498 Epidemiology and Statistics for Public Health*, type *PHCM9498*. If required, the Bookshop will mail course packs.
- An electronic copy of the course notes with links to some readings will also be available in the 'Course Resource' section of the online course in **Blackboard (Bb)** (<http://telt.unsw.edu.au>).

BbTraining will be held during the Residential Week on Wednesday, 22nd February 2012. The training will give you an opportunity to become familiar with the tools and services available. See the external timetable for venue and time.

Potential Graduands

- Once the School has confirmed your graduation status this will appear on your student record on myUNSW. The Graduations Office will send you an information package and will contact you **4 to 6 weeks prior** to the ceremony via your **student email address**. For more information and to view the graduations checklist, visit: <https://my.unsw.edu.au/student/academiclife/graduation/checklist.html>
- If you have queries about your graduation status, please contact your program administrator.

Program Leave

- If you wish to take program leave, you must complete the 'Program Enrolment Variation Form' (<https://my.unsw.edu.au/student/academiclife/Forms.html#ProgramLeave>) before the Semester 1 census date – 31 March. The form should be returned to your Program Administrator for School approval.

Outstanding Results

- Please note that all Withheld results (WD – withheld pending completion of assessment) from the previous semester will be automatically converted by Student Services to a final mark of NC (Not Complete) by the census date in the semester following enrolment. The result will remain NC unless an extension has been requested and granted by the course convenor and confirmed with your program administrator prior to relevant assessment deadlines.

Assignments

- Assignments submitted will not be returned so it is important that keep a copy for your reference. Details about assessment for individual courses are included in the course outline. More information about submission, how to prepare for assessment tasks, and further resources is available at: <http://www.sphcm.med.unsw.edu.au/sphcmweb.nsf/page/AssessmentGuidelines>

Projects and Independent Studies

- Students planning to enrol in a project or an independent study require approval for enrolment. Please see details about projects at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/MajorProject>
- Details about independent studies at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/IndStudies>

Staff and Student Meet & Greet

A Staff and Student Meet & Greet session is available for students to meet with Program Directors and course convenors to discuss their program of study:

4pm to 5pm Wednesday 22nd February in SAM305 Level 3 Samuels Building

Finally, if you have any queries about your program, please contact us on postgrad-sphcm@unsw.edu.au

We look forward to seeing you in Semester 1 2012.

Tessalonica Ho
Public Health Programs
T: +61 2 9385 2507

Shereen Matthews
Health Management Programs
T: +61 2 9385 1699

Vanessa Green
International Public Health Programs
T: +61 2 9385 1928