UNSW Admissions
Enrolment for New Postgraduate Students 2018

Congratulations on gaining a place at UNSW! Please read this carefully: the better prepared you are for enrolment, the easier the process will be.

CHECKLIST OF THINGS TO DO:
1. Accept your offer
2. Complete your enrolment
3. Obtain your Student ID Card
4. Get connected via IT
5. Attend Orientation
6. Arrange your fees

ACCEPTING YOUR OFFER

When to accept
Accepting your offer correctly and within the specified time is very important, regardless of when you complete your enrolment. You must accept your offer as follows:

Summer Semester
- October/November offers
  Friday 10 November 2017

Semester One
  • October/November offers: Friday 15 December 2017
  • December/January/February offers: Friday 18 February 2018

Semester Two
  • All Offers Friday 13 July 2018

If you do not accept by the dates and times above your offer may lapse.

How to accept
You must accept your offer online. For information on how to accept your offer to UNSW please refer to gettingstarted.unsw.edu.au

Need Help?
If you are unsure about your options, need advice or experience any difficulties with accepting your offer please call +61 (2) 9385 1110 or email enrol@unsw.edu.au

DEFERRING YOUR OFFER

You may defer your offer for up to 12 months. Please note that the Master of Teaching (Secondary) cannot be commenced in Semester 2.

How to defer
For more information on how to defer your offer go to gettingstarted.unsw.edu.au

You must defer your offer online during the Acceptance process. The University will email you confirmation of your deferment approximately one week after you submit your deferment request. Your deferment will lapse if you enrol in any other university program while on deferment.

HOW TO ENROL @ UNSW

Students enrol online; you do not have to come to UNSW in person to enrol. For detailed information on how to enrol at UNSW please refer to gettingstarted.unsw.edu.au

The University expects that all students will be properly enrolled before the commencement of classes.
GETTING STARTED

For assistance with your enrolment or settling into UNSW you can visit getting.started.unsw.edu.au

Here you will find information and advice about:

- accepting your offer and enrolment
- accessing UNSW’s IT Services including Uniwide wireless access, passwords, and Student Email
- obtaining your Student ID card and
- activities held during the Getting Started period

Enrolment Timetable and Commencement of Classes

Master of Teaching (Secondary)

Online enrolment will be open when you receive your offer and closes Sunday 25 February 2018. Classes commence on Monday 26 February 2018.

Master of Teaching (Primary)

Online enrolment will be open when you receive your offer and closes Sunday 25 February 2018. Classes commence on Monday 26 February 2018.

Juris Doctor Semester 1 -

Online enrolment will be open from when you receive your offer and closes Sunday 18 February 2018. Some courses have workshops that commence on Monday 19 February 2018 (Orientation week).

Semester 2 - Online enrolment will open in late April and closes Sunday 15 July 2018. Some courses have workshops that commence on Monday 16 July 2018 (Orientation week). For details, please visit sphcm.med.unsw.edu.au/current-students/postgraduate-coursework/timetables

Enrolment Advice

Assistance with course choice and other academic requirements will be provided as follows:

Master of Teaching (Secondary)

For information about enrolment, please visit education.arts.unsw.edu.au/students/mteach-welcome/

For general enrolment advice you can contact the School of Education

Ph: +61 2 9385 1977
Email: education@unsw.edu.au

Juris Doctor

For information about timetables and enrolment, please visit law.unsw.edu.au/current-students/my-academic-life/enrolment

For general enrolment advice you can contact the Faculty of Law

Ph: +61 2 9385 2264
Email: law@unsw.edu.au

Public Health and Community Medicine Programs

For information about enrolment, please visit sphcm.med.unsw.edu.au/current-students/postgraduate-coursework/enrolment

For general enrolment advice you can contact the School of Public Health and Community Medicine

Ph: +61 2 9385 1699/2507
Email: postgrad-sphcm@unsw.edu.au

Credit Transfer (Advanced Standing)

If you are seeking credit for previous studies you should accept your offer as outlined in ‘Accepting your Offer’. You should then complete an ‘Application for Credit Transfer’ to arrive by Friday 26 January for S1 commencers and Friday 6 July S2 commencers. Applications received after these dates may not be processed in time for Semester commencement. You should also contact your Faculty or School office (see ‘Enrolment Advice’).

The application form and further information can be found at credittransfer.unsw.edu.au

ARRANGING FEES

Student Contribution charges (CSP offers)

Students enrolled in a Commonwealth Supported Place (CSP) pay a Student Contribution towards the cost of their studies. You will be required to declare during online enrolment how you will pay your student contribution (i.e. Upfront or apply for HECS-HELP if eligible and pay later).
To apply for HECS-HELP you must provide your Tax File Number. See the Australian Government website studyassit.gov.au for further details.

**Tuition Fees (FEE Offers)**

Students enrolled in a FEE place pay for the entire cost of their studies. Eligible students may apply for a FEE-HELP loan from the Australian Government to cover all or part of their Tuition Fees and can repay this loan through the taxation system when their income reaches the stipulated level. See the Australian Government website studyassit.gov.au for further information.

**Student Services and Amenities Fee (SSAF)**

All students are required to pay the Student Services Amenities Fee (SSAF). This is a contribution towards services and amenities for the whole student population and is charged in Semester 1 and Semester 2 – visit student.unsw.edu.au/ssaf

**Fee Statements and Payment Options**

Student Contributions and Tuition Fees are charged each semester. Fee statements are normally produced in mid-February for Semester 1 and mid-July for Semester 2. To view your fee statement and make payment arrangements you MUST access your online Fee Statement via https://my.unsw.edu.au/ The fee statement links through to three payment options: BPay, Online credit card and Australia Post (print payment slip).

**SPECIAL GOVERNMENT POLICIES**

**Education courses**

The NSW Department of Education has special requirements and policies of which students enrolling in education programs would be aware. The requirements relate to:

- Professional experience placements which must be undertaken as part of your program and
- Procedures for employment after you have completed the program

Before commencing Professional Experience, students are required to:

- Attend the compulsory Child Protection and Legal Issues lecture and sign a form as evidence and
- Obtain clearance for child-related work via a Working with Children Check and
- Attend a compulsory anaphylaxis lecture and be signed off as a proficient user of an adrenaline autoinjector and
- Satisfactorily complete a national literacy and numeracy test.

Prior to employment with the NSW Department of Education, teachers are required to undergo a police records check.

**STUDENTS WITH DISABILITIES**

UNSW has a policy of equal opportunity in education and seeks wherever possible to ensure maximum participation of students with disabilities. A range of assistance is offered, including examination support, specialised equipment, educational support, parking provisions and library assistance. If you have a disability or medical condition please contact a Disability Advisor as soon as you can to discuss your support needs. Call +61 2 9385 4734 or email disabilities@unsw.edu.au

**UNSW GETTING STARTED ORIENTATION**

*Kensington campus*

S1 2018

Monday 19 – Friday 23 February

S2 2018

Wednesday 18 - Friday 20 July

All new students are invited to participate in the Orientation Week program in addition to their Faculty Welcome. Prior to the start of the academic year, Orientation Week at UNSW introduces new students to university life and provides the best possible start to their university experience. UNSW hosts a variety of orientation sessions designed to assist students with the transition to university and develop essential skills for study and self-management. Many sessions are specifically for postgraduate coursework students.

Yellow Shirt student volunteers of the student organisation Arc@UNSW, will be on hand to answer questions about the University, conduct campus tours throughout the week and organise social events. Student Life and Learning and club and society stalls are set up on the main walkway during the day and there will be entertainment held into the evening across the week.

Visit gettingstarted.unsw.edu.au for information.