

Welcome to Semester 2, 2008

We hope you have enjoyed a pleasant mid-year break and are ready to tackle another semester at uni. Classes commence for Semester 2 (Teaching Period 5) on Monday 11 August 2008. Check My.Swinburne for your individual Unit of Study details.

Important dates for Semester 2, 2008

Monday 11 August	Semester 2 classes commence
Friday 15 August	Last day to add a Unit of Study for Semester 2
Sunday 17 August	Swinburne Open Day, 10am-4pm
Monday 18 August	Allocation adjustment mode closes (9.00am)
Saturday 23 August	Winter Term (TP4) results published
Sunday 31 August	HECS census date. Last day to withdraw from a Semester 2 Unit of Study or course, or take a leave of absence without financial penalty
Monday 22 September	Mid-Semester break commences
Friday 26 September	Final day for Melbourne-based International students to lodge Award Applications for December graduation ceremony
Monday 29 September	Classes resume after mid-Semester break
Wednesday 1 October	Summer Term timetable published. Visit www.swin.edu.au/summer
Early October	2009 timetable published on the Swinburne website. Re-enrolment packages for 2009 mailed to all undergraduate students
Friday 10 October	Last day to withdraw from a Semester 2 Unit of Study without academic penalty
Thursday 23 October	Semester 2 final exam timetable published. Visit www.swinburne.edu.au/corporate/registrar/exams/welcome.htm
Friday 31 October	Re-enrolment forms due back at the Faculty Administration Office. Late re-enrolment penalty applies
Tuesday 4 November	Melbourne Cup Holiday – University closed
Friday 7 November	Last day of classes for Semester 2. Last day to submit applications for internal course transfers
Friday 14 November	Semester 2 exams commence
Friday 28 November	Final day of Semester 2 exams
Saturday 13 December	Semester 2 results released. Visit www.swinburne.edu.au/corporate/registrar/results.htm
Mid December	2009 Confirmation of Enrolments and Direct Deposit forms mailed to students
17, 18 and 19 December	Local International Student Graduation
Monday 22 December	Last day to lodge Applications for Award for students completing in Semester 2, 2008
Wednesday 24 December	Swinburne closes for Christmas break
Friday 2 January 2009	Swinburne reopens

NB: Semester 2 is also known as Teaching Period 5 (TP5)

Contact details

The Faculty of Life and Social Sciences Undergraduate Administration Office is located on the second floor of the Applied Sciences Building, Room AS202.

Telephone: (03) 9214 8859
Facsimile: (03) 9214 5921
Address: Mail 31, PO Box 218 Hawthorn VIC 3122
Website: www.swinburne.edu.au/lss

Office hours:

Monday–Tuesday: 9.00am-5.00pm
Wednesday: 12.00noon-5.00pm
Thursday: 9.00am-5.00pm
Friday: 9.00am-12.30pm
1.30pm-5.00pm

Swinburne Open Day

You, your family and friends are invited to attend the Swinburne Open Day at our Hawthorn, Prahran and Lilydale campuses on Sunday 17 August from 10am to 4pm.

Come along and find out about the extensive range of TAFE, short courses, undergraduate and postgraduate courses offered by Swinburne. Representatives will be on hand to discuss study needs with prospective students for 2009 and beyond.

www.swinburne.edu.au/penday

Invitation for student volunteers

We need volunteers to share their Swinburne experiences with prospective students.

If you would like to participate in the fun and excitement of the Swinburne Open Day on 17 August, please contact the Faculty Administration Office on 9214 8859.

Course Information Appointments

Students who need guidance on their degree structure are welcome to make an appointment to see a staff member from the Faculty Administration Office. Appointments may be arranged by calling (03) 9214 8859 or visiting the Faculty Administration Office.

Student Administration Resources – Student Guide

The Swinburne Student Guide outlines your rights and responsibilities as a student at Swinburne. It also details University policies, procedures and services. All students are required to familiarise themselves with this document.

www.swinburne.edu.au/corporate/registrar/studentguide/

Plagiarism

The guide details University policy with regards to avoiding Plagiarism. All students are required to familiarise themselves with this document.

www.swinburne.edu.au/plagiarism

Visit the Faculty of Life and Social Sciences website: www.swinburne.edu.au/lss

to access degree structures and planners plus course and Unit of Study descriptions

★ Timetable information for Semester 2, 2008

Check your timetable on the web for changes prior to commencing classes for week one.

You must attend classes at the times you are registered for on Allocate+
<http://allocate.swin.edu.au/aplus/apstudent>

Changes to your timetable can be made on the web via Allocate+ between Thursday, 31 July 5.00pm and Monday 18 August 9.00am 2008. No further timetable changes are permitted after that date. Please ensure you have a printed copy of your timetable.

Classes may be cancelled at short notice due to insufficient numbers. Students will be re-allocated to remaining available classes for the Unit of Study.

Please note that full-time students are expected to be available to attend classes Monday to Friday between the hours of 8.30am and 5.00pm. Work commitments, distance from University, wanting to be in the same class as a friend are NOT deemed valid reasons for full-time students not being able to attend.

For more details please go to the timetabling site:
www.swinburne.edu.au/corporate/registrar/timetable

★ Summer Semester

For more information on Summer Semester 2008/2009 visit: **www.swinburne.edu.au/summer/index/html**
Units of Study and timetable available early October 2008

★ Winter Semester

Opportunity to speed up slow down or spread out your studies by enrolling in one or two selected elective units of study in a 6 week Winter term.

For further details visit:
www.swinburne.edu.au/hed/winterterm

★ Amendment to Enrolment

Withdrawal from a Unit of Study
Permitted without financial penalty until Sunday 31 August and without academic penalty until Friday 10 October.

Adding Units of Study
Only permitted up until Friday 15 August 2008. No further additions will be accepted beyond that date.

Procedure for Amendment to Enrolment

Unit of study convenors' signatures are not required.

1. Check class availability – before amending unit, check unit of study's timetable availability and space in classes on the web www.swinburne.edu.au listed in the Index under 'Timetable'.
2. Complete an Amendment to Enrolment form and submit to the Faculty Administration Office at AS202 by appropriate dates.
3. Timetable unit of study on Allocate+

48 hours after you amend your enrolment you must access Allocate+ to timetable your new unit. As timetable options may be extremely limited, you must be prepared to timetable yourself into the places available on Allocate+. You will not be permitted to enter a class unless you are enrolled and timetabled into that specific class using Allocate+.

Leave of Absence or Withdrawal from Course

A leave of absence is a period of approved absence by a student from the course in which they are enrolled. Enrolled students are eligible to apply for a maximum of one academic year's leave of absence. Students must normally have been studying for at least one academic year before they are eligible to take leave of absence.

Students wishing to take leave of absence or withdraw from a course should note the dates for withdrawal from Units of Study listed under the Amendment to Enrolment section.

All applications for leave of absence or withdrawal from a course must be made in writing on the appropriate form and submitted to the Faculty Administration Office. Notification by email is not sufficient, nor is verbal or written advice to the program manager or unit of study convenor.

Leave of Absence or Withdrawal from Course applications for Sem 2 must be submitted by no later than Sunday 31 August 2008.

Leave of Absence and Withdrawal from Course forms can be downloaded from the Internet at:
www.swinburne.edu.au/corporate/registrar/student/forms_level3.htm

Academic Success Program (ASP) 2008

These free workshops have been especially designed to assist students to be proactive and effectively manage their academic progress. The workshops will be offered each semester. Visit the Student Services web site **www.swin.edu.au/stuserv/workshops** to book your place in a workshop. This website also has online tools, as well as further information about resources and services available to assist you to improve your academic performance.

Special Consideration

Special Consideration is given where a student has demonstrated that their studies have been adversely affected by an extraordinary event.

You may apply for special consideration if you sit an exam and extenuating circumstances such as poor health are proven to have affected your performance.

Note: Special Consideration/special examination is available for students who have met all other mandatory criteria necessary for successful completion of the subject.

Application forms, available from the Faculty Administration Office, must be accompanied by appropriate evidence and lodged no later than 5.00pm on the third working day after the submission of an assessment, or the date of an exam.

Please note: Applications based on medical grounds must be completed on this form by a medical practitioner. The appropriate section must be completed in detail and a signature, stamp and Provider Number of a medical authority must be supplied. When counselling advice has been sought, counsellors are also required to complete this form for reasons of authentication.

Swinburne's policies and procedures can be accessed at:
www.swinburne.edu.au/corporate/registrar/ppd

Students with an ongoing medical condition should register with Disability Support Services at the commencement of the semester. You can find information on Disability Support at:
www.swinburne.edu.au/stuserv/disability/

Student Information Centre – ID Cards and Cashier

The Student Information Centre (SIC) is located at Swinburne Place on Wakefield Street.

The SIC will provide ID cards for new students. Continuing students can obtain the update sticker from the Faculty Administration Office or SIC.

Hours of Operation

SIC: Monday – Friday 9.00am-5.00pm
Cashier's office: Monday – Friday 9.30am-4.30pm

Change of Personal Details

If you have moved address, or wish to change your emergency contact details, you must notify Swinburne as soon as possible. These changes can be made online at **www.swinlink.swin.edu.au**

An Amendment to Personal Details form can also be downloaded from **www.swinburne.edu.au/corporate/registrar/student/forms_level3.htm**

Alternatively the form can be collected and lodged at the Faculty of Life and Social Sciences or the Student Information Centre (SIC).

Please note: In the case of a name change, you are required to supply certified documentation (such as marriage certificate). Name changes cannot be made online.

Contacting Tutors

As many tutors are sessional staff, they may not be readily contactable on campus. Students should note the contact information which their tutors give them at the commencement of the semester, as it may not be possible to access this information elsewhere.

Last to Complete Exams (Supplementary Assessment)

Final year students who fail only one final year Unit of Study may be eligible to apply for supplementary assessment. These applications should be lodged at the Faculty Administration Office, no later than midday on the fifth working day after the publication of results in the final semester.

To be eligible, a student must have passed all units of study in their award except one, and made a genuine attempt, presented for and failed that Unit of Study in the final or penultimate semester. A genuine attempt must include fulfilment of all assessment requirements for the Unit of Study and the achievement of a mark of 40 percent or more. A student may only make one application for a Last to Complete exam

Bookshop

Location: Level 2, Student Union (UN) Building
John Street, Hawthorn

Telephone: 9214 5484

Visit: **<http://bookshop.su.swin.edu.au/>**

★ Visit the Faculty of Life and Social Sciences website: **www.swinburne.edu.au/lss**

to access degree structures and planners plus course and Unit of Study descriptions

Library

Library hours are published on a free bookmark available from the Information Desk in the library or visit www.swinburne.edu.au/lib

The library also runs free training sessions to help you find information for your assignments.

Night Bus

The SSAA provides a free bus service during semester time to take you from the Hawthorn campus to your car or local residence after dark. The bus leaves from outside the AGSE Building, corner John and Wakefield Streets approximately every 30 minutes between 7.00pm and 10.00pm.

For all enquiries please contact SSAA Hawthorn on 92145445 or Hawthorn Security on 9218 8176.

Parking at Swinburne

Student parking is available in the multi-deck car park in Wakefield Street on a fee-paying basis of \$5.50 per day. Daily receipts/tickets should be retained on exiting the multi-deck car park if you wish to re-enter and exit the car park on the same day.

Car Park Operating Hours:

Monday-Friday: 7.00am–10.30pm
Saturday and Sunday: Closed

Computer Labs

Up-to-date information for all open access computer laboratories are available at www.its.swinburne.edu.au/student_services/labs.htm

Laboratory hours can change depending on demand so please refer to the timetable.

Opening hours for the campus libraries open access computer laboratories are available at www.its.swinburne.edu.au/student_services/student_guide/#LABS-HOURS

Student Access to Units of Study on the Web (Blackboard)

Blackboard is an online teaching and learning tool for students to obtain relevant and up to date unit of study information. Students will be able to access Blackboard at the start of the semester.

Blackboard login address:
www.mysubjects.swin.edu.au

Logging into your Blackboard Units of Study:

SIMS username (seven digit student ID number)

SIMS password (default is date of birth as DDMMYY)

If you experience problems, the help desk is available on (03) 9214 5000

Monday to Friday 8.00am-10.00pm

Saturday 9.00am-5.00pm

or by emailing servicedesk@swin.edu.au

My.Swinburne

The My.Swinburne system gives students and staff the opportunity to access information from commonly used Swinburne University applications using a single username and password.

From My.Swinburne students can access information from:

- **WebMail** – Receive and send email
- **Blackboard** – Access Unit of Study and announcements (Higher Education students only)
- **WebCT** – Access Unit of Study and announcements (TAFE students only)
- **Library** – View information on loans, holds, fines, etc.
- **Student Information System (SIS)** – View Unit of Study results
- **Ask George** – Search FAQs and get information relevant to all current students
- **Allocate Plus** – View Unit of Study timetable information (Higher Education students only)
- **Student Exam Timetable** – View provisional and final exam timetables (all students)

My.Swinburne can be accessed through the 'Current Students' page on the Swinburne website www.swinburne.edu.au

To log onto My.Swinburne for the first time, your username will be your Swinburne student number and your password will be your 6-digit date of birth. If you experience problems with My.Swinburne please refer to the 'Help & FAQ' link on the My.Swinburne login page.

EMAIL – It's your responsibility

Actively check your messages – don't miss out on important information. Swinburne will communicate with you via your Swinburne email address ie UserID@swin.edu.au

To re-direct Swinburne emails to your preferred address, follow instructions listed at:

www.swin.edu.au/chdets/login.php

Graduation – Final year students

In order to Graduate you must complete an Application for Award/Graduation form (available at the Faculty Office or the Awards and Ceremonies section).

Applications for students completing in Semester 2, 2008 must be lodged by Monday 22 December 2008 at the Awards Office.

You can download the form and track the progress of your application on the internet at: www.swinburne.edu.au/corporate/registrar/student/awards_ceremonies_level3.htm

Graduation – International Students

A Graduation ceremony has been scheduled in December for International students completing their degree in or before Semester 2, 2008. The Ceremony will be held on Friday 17, 18 and 19 December 2008 at the Hawthorn Town Hall.

Applications for this ceremony must be lodged with Awards Office before Friday 26 September 2008.

Drop into the Maths and Stats Help Centre

The Maths and Stats Centre is a useful drop-in centre where tutors are available to help students individually or in groups. This excellent service is highly recommended to any Higher Education student studying a first year maths or statistics Unit of Study at Swinburne.

Open Hours (approximate)

Monday to Friday: 9.00am–5.00pm

Location

Room EN711C, EN Building, Hawthorn.

Contact Details

Vida Weiss: vweiss@swin.edu.au
Barbara Leary: bleary@swin.edu.au
Telephone: (03) 9214 8748

Study Support

The Study Support Program is provided through the Access Department and provides individual and small group tuition to students at no extra cost. Study Support helps students improve their academic writing, reading, research, note-taking and presentation skills.

Location: Room TD345, TD Building

Assistance for local students: 9214 8806

Assistance for Maths: 9214 5583.

The Study Support Program is not designed to assist International students. International students seeking assistance should contact English Language and Academic Skills Support Centre on (03) 9214 5583.

Honours

The Bachelor Arts (Honours) is a one year program that will give you the opportunity to add considerable depth to your understanding of issues in your chosen discipline. To be eligible for entry, students must have completed an Undergraduate degree with a relevant major and high standard of results (credit average or better. Students who have achieved at least two distinctions at third year level may also be considered).

Finishing 2nd Year?

Interested in an Industry-Based Learning placement?

Yes... then register online for IBL at www.swin.edu.au/lss/ibl

Increase your employability by undertaking an IBL placement in 2009. Placement opportunities for 12 months (some 6 month placements) will be available in

- Psychology/Psychophysiology
- Sociology
- Biomedical Science and Engineering
- Biotechnology/Biochemistry
- Public and Environmental Health
- Games and Interactivity
- Media and Communications
- Multimedia (Business Marketing and Media Studies)

After the completion of the IBL year, host employers often choose to offer part-time or full-time ongoing employment, holiday employment or a final year project to keep a link with the students whilst they complete their degree.

The University provides support and mentoring during placement. Find out about IBL at the above website. Information sessions will be held:

- Tuesday 19 August 4.30 – 5.30pm
Room AS404
- Thursday 21 August 1.30 – 2.30pm
Room AS404
- Thursday 28 August 1.30 – 2.30pm
Room AS404

Student Exchange Opportunities

Welcome to Swinburne... now pack your bags!

Want to travel overseas as part of your studies at Swinburne?

Want to give your resume a competitive edge?

Here's a unique opportunity just for you: Go on International Student Exchange during 2009!

Where would you like to go? Canada, China, Denmark, Estonia, Finland, France, Germany, Hong Kong, Hungary, Ireland, Israel, Italy, Japan, Korea, Malaysia, Mexico, Netherlands, Poland, Sweden, Thailand, UK or the USA?

As a Swinburne student you have the opportunity to live and study in another culture, ensuring you get the best of both worlds – see the sights and make yourself at home in your host country, while still gaining Swinburne academic credit.

Now that's a learning experience you don't want to miss!

Don't sit in class daydreaming about seeing the world – get out there and make it happen!

- Visit the Education Abroad website:
www.swinburne.edu.au/edabroad
- Visit the Education Abroad Resource Library at Swinburne Place, West Building, Level 1, Wakefield St, Hawthorn
- Go and see an Education Abroad Advisor at Swinburne Place, West Building, Level 1, Wakefield Street, Hawthorn
- Applications close 31 August for Semester 1 2009

Meet Students from around the World

Are you a local student interested in meeting students from the USA, Italy, Japan, Mexico, Germany, Sweden or somewhere else in the world?

Want to know more about a country, culture, or language before you travel or study there yourself?

Would you like to make your resumé more attractive?

Become a SwinMate today!

The SwinMates program matches you with an International Education Abroad student here at Swinburne on semester and year long programs. International Education Abroad students are eager to meet Australians and experience Australian culture. In return you have the opportunity to gain an insight into another culture and make new friends.

To participate in the SwinMates program for 2008/9 please contact the Education Abroad Office, or download an application form from www.swinburne.edu.au/edabroad

Telephone: (03) 9214 8890
Email: eduabroad@swin.edu.au

Exchange Curiosity for Knowledge

Find out what your international exchange options are, how to make sure your overseas study doesn't hold you up from graduating, and the sources of funding available. Attend one of the Education Abroad information sessions, visit the Education Abroad Office located at Swinburne Place, West Building, Level 1, Wakefield Street, Hawthorn or check out the website at

www.swinburne.edu.au/edabroad

Applications close:

- 31 March 2009 for Semester 2 (July 2009) commencement
- 31 August 2009 for Semester 1 (February 2010) commencement

Education Abroad Opening Hours:

Drop-In/Consultation times:

Monday to Friday, 9.00am – 5.00pm

Resource library:

Monday to Friday, 9.00am–5.00pm

Careers and Employment

Careers and Employment is in the business of helping you to achieve the best and most appropriate career pathway possible.

Jobs – We advertise course-related vacation work and all part-time and full-time graduate employment. All this via SwinTrak, Swinburne's online employment service. To register visit: www.swinburne.edu.au/corporate/careers or alternatively our office is located at Swinburne Place, West Building, Wakefield Street, Hawthorn.

Workshops – We can help you with career planning and job-hunting via a series of workshops. Bookings can be made via the Events section of SwinTrak.

Resume and Cover Letter Checking Service – A drop-in service is available Monday to Friday from 1.30pm-2.30pm at Hawthorn. Alternatively, 30 minute appointments are also available.

Careers Library – Careers and Employment has a good range of videos and books available for loan. Visit us at 465 Burwood Road, Hawthorn.

Counselling – We provide free and confidential individual careers counselling.

Telephone: (03) 9214 5360 (all campuses)
Email: careers@swin.edu.au

FREE use of Hawthorn Pool

Swinburne students have free access and use of the pool facilities at the Hawthorn Aquatic and leisure Centre, Linda Crescent Hawthorn. The pool is 50 metres in length and heated to a temperature of 27 degrees Celcius – making it perfect for swimming summer and winter. Please present your current student ID card to the front desk to obtain your pool pass card. For seasonal opening hours check the website www.hawthorn.ymca.org.au

Forms on the web

You can now access the following forms on the web:

- Enrolment – Amendment Application
- Withdrawal from Course Application
- Leave of Absence Application
- Personal Details – Amendment Application
- Graduation/Award Application
- Exemption Application

www.swinburne.edu.au/corporate/registrar/student/forms_level3.htm

Invitation for feedback

We welcome your comments on the contents of Information Deli. For example, is there anything else you would like included?

Please submit your comments in writing to the Undergraduate Administration Office or email Issinfo@swin.edu.au with any recommendations or feedback

