

Welcome to all Postgraduate students!

We hope you have enjoyed a relaxing break and you are ready for a stimulating and rewarding semester of studies. For most courses, classes commence for Semester 2 on Monday 11 August 2008. Please check My.Swinburne for your individual Unit of Study (subject) details. We suggest that you note the following dates in your diary.

Important dates for Semester 2, 2008

| | |
|-------------------------------|--|
| Monday 7 July | Winter Term (TP4) fees due. Late payment penalty applies. |
| Friday 18 July | Winter Term (TP4) census date: Last day to withdraw from a Winter Term unit of study without financial or academic penalty. |
| Friday 18 July | Final day to submit Award Application for October graduation ceremony. |
| Tuesday 22 July | Semester 2 (TP5), Term 3 (TP6) and Term 4 (TP7) International student fees 1st instalment due. Late payment penalty applies. |
| Friday 1 August | Last day of classes for Winter term (TP4). |
| Monday 4 August | Winter Term (TP4) exams commence. |
| Thursday 7 August | Postgraduate Orientation evening. |
| Friday 8 August | Final day of Winter Term (TP4) exams. |
| Monday 11 August | Semester 2 (TP5) and Term 3 (TP6) classes commence. |
| Friday 15 August | Last day to add a unit of study for Semester 2 (TP5) and Term 3 (TP6). |
| Sunday 17 August | Swinburne Open Day, 10am–4pm, at all campuses. |
| Friday 22 August | Term 3 (TP6) census date: Last day to withdraw from a Term 3 unit of study or program, or take Leave of Absence without financial penalty. |
| Saturday 23 August | Winter Term (TP4) results published. |
| Monday 25 August | Semester 2 (TP5) and Term 3 (TP6) fees due (local students). Late payment penalty applies. |
| Sunday 31 August | Semester 2 (TP5) census date: Last day to withdraw from a Semester 2 unit of study or program or take Leave of Absence without financial penalty. |
| Early September | Summer Term timetable published. Visit www.swin.edu.au/summer |
| Monday 1 September | Term 4 (TP7) units commence for Graduate Certificate level units in Applied Statistics and Technical Communication. |
| Wednesday 10 September | Semester 2 (TP5), Term 3 (TP6) and Term 4 (TP7) International student fees 2nd instalment due. Late payment penalty applies. |
| Friday 19 September | Last day of classes for Term 3 (TP6). |
| Monday 22 September | Mid-semester break commences. |
| Monday 22 September | Term 3 (TP6) exams commence. |
| Monday 22 September | Term 4 (TP7) fees due (local students). |
| Friday 26 September | Final day of Term 3 (TP6) exams. |
| Friday 26 September | Final day for Melbourne based International students to lodge Award Application for December graduation ceremony. |
| Monday 29 September | Classes resume after mid-semester break. |

Continued next page

Student Information Centre – ID Cards and Cashier

The Student Information Centre (SIC) is located in Ground Floor, West Building, Swinburne Place, off Wakefield St.

Following payment of fees, the SIC will provide ID cards for new students and update ID cards for continuing students.

Hours of operation

Monday–Friday: 9.00am–5.00pm

Note – Cashiering hours are: 9.30am–4.30pm

The Student Information Centre is closed on public holidays.

Further postgraduate study

Are you interested in further postgraduate study at Swinburne? For information about postgraduate programs, please visit www.swinburne.edu.au/postgrad.

The website contains all the information you need on application procedures, closing dates, and program and unit of study descriptions.

Postgraduate Information Day

You are invited to attend the Postgraduate Information Day on Tuesday 7 October 2008 from 4.00 to 7.30 pm. Swinburne's Postgraduate Information Day is an annual event and provides an opportunity for you to meet and talk to our staff about your career or professional development.

Graduation

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

Applications for students completing at the end of 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



Important dates for Semester 2, 2008 *continued*

| | |
|------------------------------------|--|
| Early October | 2009 timetable published on the Swinburne website. Re-enrolment packages for 2009 mailed to all postgraduate students. |
| Tuesday 7 October | Postgraduate Information Day, 4.00 to 7.30 pm, Atrium, Hawthorn. |
| Friday 10 October | Last day to withdraw from a Semester 2 (TP5) unit of study or program without academic penalty. |
| Friday 17 October | Term 4 (TP7) census date: Last day to withdraw from a Term 4 (TP7) unit of study or program or take Leave of Absence without financial penalty. |
| Thursday 23 October | Semester 2 (TP5) final exam timetable published. Visit www.swinburne.edu.au/corporate/registrar/exams/welcome.htm |
| Late October/early November | Re-enrolment forms for 2009 due back at the Graduate Office. Late enrolment penalty applies. (Due date to be confirmed.) |
| Tuesday 4 November | Melbourne Cup Holiday – University closed |
| Friday 7 November | Last day of classes for Semester 2 (TP5). |
| Friday 14 November | Semester 2 (TP5) exams begin. |
| Friday 28 November | Final day of Semester 2 (TP5) exams. |
| Friday 28 November | Last day of classes for Term 4 (TP7) – Graduate Certificate level units in Applied Statistics and Technical Communication |
| Monday 1 December | Exams commence for Term 4 (TP7) – Graduate Certificate level units in Applied Statistics and Technical Communication |
| Friday 5 December | Exams conclude for Term 4 (TP7) – Graduate Certificate level units in Applied Statistics and Technical Communication |
| Saturday 13 December | Semester 2 (TP5) and Term 4 (TP7) results released. Visit www.swinburne.edu.au/corporate/registrar/results.htm |
| Mid-December | 2009 Tax Invoices and Direct Deposit forms mailed to students. |
| Monday 22 December | Last day to lodge Applications for Award for students completing in Semester 2 (TP5), Term 3 (TP6) and Term 4 (TP7) 2008. |
| Wednesday 24 December | Swinburne closes for Christmas break. |
| Friday 2 January 2009 | Swinburne reopens. |

NB: The Unit of Study Teaching Period (TP) is listed on your Confirmation of Enrolment/Tax Invoice

Contact details

The Faculty of Life and Social Sciences
Graduate Office is located in
Room AS320, 3rd floor
Applied Science Building
Cnr Burwood road and Serpells Lane
Hawthorn

Telephone: (03) 9214 5209
Facsimile: (03) 9819 0574
Website: www.swinburne.edu.au/lss
Email: lssinfo@swin.edu.au
Postal address: Mail H31, PO Box 218
Hawthorn Vic 3122

Office hours:

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

Appointments may be made after hours upon request.

Between Monday 11 August and Thursday 14 August our office hours will be extended to 6.00pm.

Forms on the web

You can now access any of the following forms on the web:

- Amendment to Enrolment
- Withdrawal from Program
- Amendment to Personal Details
- Leave of Absence
- Application for Award/Graduation
- Application for Exemption

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

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 Graduate Office 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.

Postgraduate studies by research

If you are interested in postgraduate studies by research, please contact the Research Coordinator on (03) 9214 5017 or email lssinfo@swin.edu.au

Paying fees

Confirmations of Enrolment/Tax Invoices and Direct Deposit forms for payment of Winter Term (TP4), Semester 2 (TP5), Term 3 (TP6) and Term 4 (TP7) fees were sent in mid-June 2008. The due date and methods of payment are shown on the Direct Deposit form. Students who do not pay fees by the date(s) will be charged a late payment penalty of \$200.

Online fee payments can be made at: www.swinlink.swin.edu.au

Fees

For detailed information regarding the payment of fees please refer to Swinburne's Policies and Procedures database at: www.swinburne.edu.au/corporate/registrar/ppd

If you are paying your fees upfront to the University and you have not received your Direct Deposit form(s), please contact the Graduate Office immediately.

After dark bus service

The Swinburne Student Amenities Association provides a free bus service during each semester 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 9214 5445
or Hawthorn Security on 9214 8176.



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



Amendment to enrolment

For Semester 2 (TP5) units of study taught over a standard semester (12 weeks), students must enrol by the end of the first week of classes, subject to availability of places. You have until Friday 31 August 2008 to withdraw without financial, FEE-HELP or HECS-HELP penalty, and until Friday 10 October 2008 to withdraw without academic penalty from Semester 2 (TP5) units of study.

For Term 3 (TP6) and Term 4 (TP7) units of study, students must enrol prior to the start of classes, subject to availability of places. You have until the relevant census date to withdraw without financial or academic penalty.

All amendments to enrolments must be made in writing on an Amendment to Enrolment form and lodged with the Graduate Office. Notification by email is not sufficient, nor is verbal or written advice to the program manager or unit of study convenor. Amendment to Enrolment forms can be downloaded from the internet (see 'Forms on the web').

Amendment to Enrolment forms may be faxed to the Graduate Office on fax number: (03) 9819 0574.

No refunds will be permitted after the final dates for withdrawal from units of study as set out above.

Leave of absence or withdrawal from program

A leave of absence is a period of approved absence by a student from the current course of study. Enrolled students are eligible to apply for leave of absence for a maximum of one academic year. You must normally have successfully completed at least one academic semester before you are eligible to take a leave of absence.

If you wish to take a leave of absence or withdraw from a course, please note the dates for withdrawal from units of study listed under the Amendment to Enrolment section.

An application for a leave of absence or withdrawal from course must be made in writing on the appropriate form and submitted to the Graduate 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 and Withdrawal from Course forms can be downloaded from the internet (see 'Forms on the web').

Student administration resources

Copies of program structures, brochures, FEE-HELP and HECS-HELP booklets are available from the Graduate Office.

Special consideration

If special consideration is required for work completed during the semester, applications must be lodged no later than three working days after the exam, test or due date of the assignment.

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 that special examinations will only be granted if you have complied with all assessment requirements during the semester. Application forms, available from the Graduate Office, must be accompanied by appropriate evidence and lodged no later than 5pm on the third working day after the conclusion of the exam.

Please note: The relevant section of the application form must be completed by your doctor if your application is based on medical grounds.

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

Student access to My.Swinburne on the web

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

From My.Swinburne you can access information from:

- WebMail – Receive and send email
- Blackboard – Access units of study and announcements
- Library – View information on loans, holds, fines, etc.
- Student Information System (SIS) – View unit of study results and Commonwealth Assessment Notices
- Ask George – Search FAQs and get information relevant to all current students
- Allocate Plus – View unit of study timetable information
- Student Exam Timetable – View provisional and final exam timetables

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

To log on to 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 log in page.

Library

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

The Library also runs free training sessions to help you access information for your assignments.

For information about services for Distance Education and Online students, please check www.swinburne.edu.au/lib/services/offcampus.htm

FEE-HELP/HECS HELP

FEE-HELP/HECS-HELP enables eligible fee-paying postgraduate or undergraduate students to obtain a loan from the Commonwealth Government to pay all or part of their tuition fees. If you would like more information about the schemes please contact the Graduate Office, or visit: www.goingtouni.gov.au

Bookshop

Hours of operation

Monday–Thursday: 8.30am–6.00pm
Friday: 8.30am–4.00pm

Location:

Level 2 Student Union Building,
John Street (above the Courtyard Café).

Telephone: (03) 9214 5484
Email: bookshop@swin.edu.au

Computer labs

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

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

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 (\$3.30 after 4.00pm). 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

Invitation for feedback

We welcome your comments on the contents of Postgrad@LSS.

For example, is there anything else you would like included?

Please submit your comments in writing to the Graduate Office or email Issinfo@swin.edu.au

