Getting Started at UWA

The essential guide to successful study for Postgraduate students
Congratulations on being offered a place at UWA. We’re delighted you’re joining us for your postgraduate studies.

Now you’ve accepted your offer, your journey at UWA begins.

This guide is designed to give you essential information to lead you through the next three stages of Preparing for Enrolment, Enrolment and Orientation.

It complements the UniStart website uwa.edu.au/unistart, which is your official guide through the process.

UniStart has four steps:

Accepting your offer 1
Preparing for enrolment 2
Enrolment 3
Orientation 4

Make sure you log on to UniStart and follow each step. Use the tools available to create your personal study plan and manage your timetable and orientation schedule.
Activate your online UWA student account (Pheme)
Before you can enrol you must activate your online student account (Pheme) at pheme.uwa.edu.au This gives you access to important online systems, including:

- **studentConnect** – manage your enrolment and personal details online and view your academic record and exam timetables
- **Student email** – the University’s official means of communication with students;
- **My Library Loans** – check when your library items are due, make renewals requests
- **OneSearch** – find and access library resources and unit readings
- **Learning Management System (LMS)** – access unit materials including online discussions boards, unit outlines and handouts
- **Lecture Capture System (LCS)** – access online lecture recordings
- **Class Allocation System (CAS)** – nominate your preferences for class times

To activate your Pheme account you will need:
- your eight digit student number in your offer letter
- your date of birth.

Check your UWA student email regularly
Your student email is where you’ll receive important communications from the University about enrolment, fees, exams, and library loans, as well as direct communication from University staff. To check your student email, go to mail.student.uwa.edu.au

Your student email address begins with your eight digit student number followed by @student.uwa.edu.au

For example: 12345678@student.uwa.edu.au

The UWA Students Facebook page is another useful way of keeping up-to-date with events, programs and activities on campus.

Find us at: facebook.com/UWAstudents

Remember to check your student email regularly.
It’s UWA’s official way of communicating with you!
Choose your units
Before you enrol, you need to decide which units to take in Semester 1 and Semester 2. When choosing your units it’s important to consider:

- Your degree requirements – available in the University’s online handbook: handbooks.uwa.edu.au/postgraduate
- Your personal interests and career goals. Careers advice is available from the Careers Centre: careers.uwa.edu.au
- The availability of units (Semester 1, Semester 2, or non-standard teaching periods)
- Unit rules (including prerequisites, corequisites and incompatibilities)
- When classes will be held (class timetables are available at cas.uwa.edu.au/student
- What study load you want to take – full-time or part-time.

International students are normally required to study full time (four units, worth six credit points each) in order to meet their visa conditions. For more information about requirements for international students contact the International Student Support team: help-international@uwa.edu.au

For domestic students a study load of three units or above is considered full-time study.

The University’s online postgraduate handbook is a good place to start when planning your enrolment. handbooks.uwa.edu.au/postgraduate

Course advice is available from your Faculty Student Office. Speak to a course adviser to learn more about your course and for help choosing your units. Faculty office locations are listed at: ipoint.uwa.edu.au/app/answers/detail/a_id/265
Now you’ve done the preparation work, it’s time to get enrolled at UWA.

If you’re a domestic student or full-degree international student, you’re encouraged to enrol online yourself. If you have difficulties enrolling you can attend an enrolment support drop-in session in person.

**Online enrolments**

Once you’ve put together your study plan, enrolling in your units via studentConnect is easy!

- Log on to studentConnect using your student number and Pheme password.
- Go to ‘Online Enrolment and Change of Enrolment’, then follow the prompts to add your units for the entire academic year.

**Enrolment help drop-in sessions**

In-person help sessions are available for any new students who need further assistance.

If you are going to attend a session in person, please ensure that you:

- check the UniStart website to find out when the session is scheduled
- bring the required proof of identity and citizenship documents
- come prepared, having consulted with your Faculty regarding unit selection and course advice.

If you need guidance, we’re here to help. Contact your Faculty office or the Transition Services team on 6488 6789. Faculty Office locations are listed at:

ipoint.uwa.edu.au/app/answers/detail/a_id/265

Remember, if you haven’t accepted your offer and activated your UWA student account you won’t be able to enrol (see the **Preparing for Enrolment** section).
Your timetable

Working out your timetable is an important part of managing your enrolment. Each unit you enrol in will require you to attend a number of classes, which may include:

- Lectures
- Tutorials
- Seminars
- Workshops
- Labs (laboratory classes)
- Information sessions

CAS is the online system that allocates you to classes and generates your timetable. In CAS you can:

- lodge your preferred class times for each unit (if available)
- check which classes you have been assigned to once the allocations are released

Visit the CAS website: [cas.uwa.edu.au/student](http://cas.uwa.edu.au/student) to find out how to register, when CAS opens and closes, and when class allocations will be published. Just use your student number and Pheme password to log in.

Once class times have been allocated, you can change your allocations within CAS provided there is space available in the classes you’d like to move into.

For assistance with CAS:

- Check out the help videos for new students available at: [cas.uwa.edu.au/student](http://cas.uwa.edu.au/student)
- Attend a drop-in session for hands-on assistance. Help sessions are run during the enrolment period – visit the UniStart website for details.
- Ask for help at the Information Desk at your Subject Library or online via askUWA.

You can also contact the Transition Services team – [postgrad-help@uwa.edu.au](mailto:postgrad-help@uwa.edu.au); 6488 6789.

If a unit is not available for registration through CAS you will be given instructions on how classes will be assigned by your unit coordinator, usually via email or the unit Learning Management System (LMS) page.

You can find out if a class is recorded and available online through LMS. Online recordings are useful if you’re unable to attend class or have a class clash.

Remember, organising your timetable is your responsibility!

Changing your enrolment

You can change your unit enrolment up until the end of the second week of semester via studentConnect. If you’re not happy with your unit choices or your interests change, contact your Faculty Office for further advice on what’s best for you.

The Transition Services team is also available to help with any difficulties you have in managing your timetable and can refer you to other services, if required.
Collect your Campus Card
Your UWA Campus Card is important as it provides:
- proof of identification (compulsory for examinations)
- library borrowing and electronic database access
- cash storage for copying and printing
- access to buildings.

Once you’ve activated your Pheme account and enrolled in units, upload a photo of yourself through CaptureMe and we'll provide you with the details of when and where to pick up your card – it’s that easy!

More information on obtaining your card can be found at campuscard.uwa.edu.au/obtain-card/students

Remember to bring photo identification and proof of citizenship when you come to collect your Campus Card.

Fees
It’s your responsibility to ensure you’re aware of the fee obligations that apply to you. These may include:
- Tuition fees
- Student Services and Amenities Fee (compulsory for all students)
- Administrative fees and charges

Tuition fees are applicable to a large number of postgraduate coursework programs. More information about tuition fees is available online at student.uwa.edu.au/course/fees/tuition

Domestic students may be eligible for FEE-HELP loans to pay for all or part of their tuition fees. Information about FEE-HELP loans and how to apply is available from Student Administration or at studyassist.gov.au/sites/StudyAssist

As part of the acceptance process all international students need to make their first payment in order to accept their offer, thereafter in subsequent semesters international students will receive an electronic statement of account (eSOA) to their studentConnect account under the Finance section for each fee period/semester. The finance section of student Connect also contains your eSOA each semester for the Student Services and Amenities Fee (SSAF). For queries and assistance, contact Student Administration on 6488 3235 or via askUWA.

For further information on student fees and charges, including the fees calculator, visit: student.uwa.edu.au/course/fees

Remember, outstanding fees may prevent you from enrolling, accessing your results, graduating and ordering transcripts.
Step 4  Orientation

Orientation is a vital part of your preparation for academic success. Completing a comprehensive orientation will provide you with the skills, knowledge and tools for a rewarding student experience – don’t miss it!

O-Week
Orientation is held in the week before semester begins. Key events include:
• The Postgraduate Commencement Ceremony
• Information sessions
• Campus tours
• Faculty specific activities.

Faculty orientation activities vary between faculties. Refer to your Faculty or the UniStart Postgraduate website for more information.

All students are required to attend Orientation. If you are unavailable during O-Week, you’ll be required to attend Late Orientation in Week 2 of semester. Contact postgrad-help@uwa.edu.au for more information.

Academic orientation
Your academic orientation also includes an online self-paced unit which is designed to make you aware of your academic responsibilities and help you gain the skills for a successful start to your studies at UWA.

You need to complete this unit within your first semester in order to record a pass (and avoid a fail) on your academic record.

All new students must complete this unit in their first semester at UWA, even if they have previously studied at another university. It is a not-for-credit unit and does not count towards your semester study load. It’s a good idea to complete it early in semester, to gain the maximum benefit.

Academic Conduct Essentials (ACE)
AACE4000 Academic Conduct Essentials (ACE) introduces you to the basic issues of ethical scholarship and the expectations of correct academic conduct at this University. The fostering of academic integrity is given high priority at UWA and is supported by institutional policies and practices.

More information about ACE is available at: student.uwa.edu.au/learning/resources/ace. You should be pre-enrolled in this unit so get online and begin your course early!
Unit materials
Once you’re enrolled, check your unit outlines to find out what materials are required for your units (textbooks, recommended readings, and study aids such as calculators, lab coats and safety glasses.). Unit outlines are usually available online handbooks.uwa.edu.au/units and/or handed out in your first class. Once you’ve enrolled, you can also access textbook lists online through studentConnect.

Textbooks are available from:
• the Co-op Bookshop in the Guild village or online coop.com.au; 6144 5700);
• the second-hand bookshop in the Guild village
• The online textbook exchange – guildtexchange.com or
• the University Library – if relevant, find your unit reading list on your unit outline or in your LMS unit; then access the unit readings through OneSearch on the Library homepage: library.uwa.edu.au

Limited numbers of textbooks are available in the subject libraries. High-demand items have a three-hour loan period. Standard loans are six weeks but may be recalled earlier. These may include articles, book chapters, websites, as well as textbooks, DVDs/videos, CDs, eBooks and past examination papers.

Other unit materials, including calculators and lab coats, can be purchased from the Co-op Bookshop. In order to use your calculator in exams and assessments, you’ll need to check the approved calculators list ecm.uwa.edu.au/students/exams/calculators and visit the appropriate Student Office to have your calculator approved and receive a sticker. Pre-approved calculators can be purchased from the Co-op Bookshop.

Assessment
Each unit has its own methods of assessment, usually involving a combination of essays, smaller written assignments or worksheets, exams, tutorial presentations, attendance and/or practical components. Check your unit outline for details. Your unit coordinator can answer any queries. Find unit details via the University Handbook handbooks.uwa.edu.au/units
University libraries
Our libraries provide physical and online information resources, study spaces, research assistance and IT support for your study and research at UWA.

Find us online
The library website is your first stop for library resources and information.
library.uwa.edu.au

Get your bearings
With six subject libraries on campus, you’re sure to find a study space or group study room to meet your needs.

Visit the information desk for advice and support, including help with Unifi, Pheme, CAS, LMS, Turnitin, webmail, printing and more.

Stay up-to-date by following us on Facebook and Twitter @UWALibrary. Check our website for tours of your library in the first weeks of semester.

Meet your subject librarian
Your subject librarian is an expert on:
• OneSearch
• key databases
• advanced search techniques
• EndNote

Access online resources
Sign in to OneSearch to find and access the full range of resources.

Get started with a subject guide
See our guides for databases, websites, referencing and more.

Download the EndNote referencing software and book into a class from the EndNote guide.

Get connected
Connect your mobile devices to the UWA wireless network, Unifi. It’s easy — just log in with your student number and Pheme password.

Print on the run
A large number of computers are available in subject libraries and computer labs. Print to any student printer; even from your own device.
Transport
Make sure you’ve thought about how you’ll get to and from campus each day.

You are encouraged to use public transport, with a large number of bus services available. For more information:
• Visit the Transperth website: transperth.wa.gov.au.
• Check out the UWA transport and parking guides for useful tips and resources, including a TravelSmart map: transport.uwa.edu.au.

A Tertiary SmartRider will help you make the most of concession fares for full-time students. You can buy a SmartRider from UWA Campus News and Gifts in the Guild Village or from any authorised outlet (see the Transperth website for details). You need to register your SmartRider in StudentConnect to receive your concession.

You may apply for a yellow parking permit from the Parking Office, although there are postcode restrictions that do not allow students in certain suburbs to obtain a parking permit. The Parking Office is located in the Administration East building near Hackett Hall. For enquiries phone 6488 3020.

Safety and security
In the case of an emergency on campus, contact the 24-hour emergency number 6488 2222. UWA Security will respond appropriately.
• Never leave your personal belongings (such as bags, wallets, laptops, bikes) unattended under any circumstances – this includes in libraries, cafés and other University buildings, or outside. Cars parked on campus are not covered by University insurance.
• Keep your personal details secure, including passwords, Campus Card, bank cards, Tax File Number, passport.
• Take responsibility for your personal safety – walk in well-lit areas with a friend or crowd; wait for buses in open populated areas; phone a taxi instead of hailing, wait with a friend and record the taxi number.
• UWA Security can escort you after hours to car parks, colleges, bus stops and accommodation immediately adjacent to the University. If required, contact Security 30 minutes before you want to leave and a uniformed officer will respond (6488 3020).

For more information, or to report a theft or incident, visit the Security website: security.uwa.edu.au/
Health and wellbeing
The University Medical Centre provides comprehensive medical care to staff and students and is located in the Guild Village (2nd floor, South Wing). Appointments can be made online or by phone (6488 2118). For more information visit: student.uwa.edu.au/experience/health/medical-centre.

International students are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa. See the OSHC counter in Student Central for queries or assistance.

A free counselling service is also available to assist with any personal or academic concerns that may impact on ability to study. Appointments can be made at the Health and Wellbeing Reception (first floor Student Central; 6488 2423: student.uwa.edu.au/experience/health/counselling.

For tips, resources and health and wellbeing programs, check out the Fit for Study website: student.uwa.edu.au/experience/health/fit.

The UWA Chaplaincy in the Law Link Building supports the spiritual life of students on campus.

A 24-hour telephone service is also available for people in crisis who need urgent help, when University services are closed (before 9am, after 5pm, weekends and holidays). Telephone: 9223 1111.

Rights and responsibilities
Get to know your rights and responsibilities as a UWA student. It’s important to know the academic and personal expectations that you’re expected to meet:

• The Charter of Student Rights and Responsibilities: student.uwa.edu.au/experience/charter
• Code of Ethics and Conduct: hr.uwa.edu.au/policies/policies/conduct/code
• Student rules: handbooks.uwa.edu.au/rules?id=55183
• Course rules: http://handbooks.uwa.edu.au/course-rules
• Equity and diversity advisers are available for confidential advice with any issues: hr.uwa.edu.au/equity
Services to help you throughout your time at UWA
There are many free services available to make your transition to university life easier and support you throughout your studies. If you need some advice or are concerned about any aspect of life on campus, be sure to ask. Staff are here to help you.

Student services health and wellbeing
Located in Student Central building (just north of the Guild Village), Student Services include:

- StudySmarter – research skills, oral and written communication skills and numeracy skills
- careers advice
- transition programs to help you settle in to campus life (Transition Services, Student Transition Advisers, ConnectMe and UniMentor)
- Counselling and Psychological Services
- UniAccess – UWA’s Disability Service
- Chaplaincy

All students, whether international or domestic, can access all of the support services listed above for free.

The Scholarships Office in Hackett Hall (part of the Graduate Research and Scholarships Office) can provide advice about scholarships. (Telephone: 6488 2807). Find out if you’re eligible for scholarships: scholarships.uwa.edu.au

Student Administration in Student Central can help with issuing Campus Cards, answering questions about fees, examinations, graduation and issuing transcripts.

If you have questions, don’t forget askUWA provides online answers 24/7 and can save you waiting in a queue: ask.uwa.edu.au

Explore all the opportunities at the Current Students website: student.uwa.edu.au
Study Abroad
Did you know you can travel, live and study overseas while continuing to gain credit towards your UWA degree? Consider including a Student Exchange or Student Abroad program in your course. All UWA students can apply to study abroad including international students.

For more information visit the Study Abroad website: student.uwa.edu.au/experience/exchange

International students
International Student Support in Student Central (6488 2428) provides specialised advice for international students on their rights and responsibilities in relation to their visa requirements, overseas health cover and insurance, employment entitlements and other aspects of studying in Australia.

If you’re an international student visit the website for more information: student.uwa.edu.au/international/newstudents

Faculty Student Offices
If you need course advice, you can speak with a Student Adviser in your Faculty Student Office. You can find information on the location of Faculty offices at: ask.uwa.edu.au
UWA Student Guild
The Guild is an independent organisation run by elected student representatives. It represents the students of UWA to the University and the wider community and provides advocacy, financial support, and social activities for students.

The Guild Volunteering Hub volunteering.guild.uwa.edu.au also gives students the opportunity to gain community service experience.

All students can elect to become members of the Guild upon enrolment. If you decide not to become a member of the Guild, you may always sign up to become a member later through studentConnect.

Visit the Guild Student Centre in the Guild Village to get a free Guild Diary and Discount Booklet with useful tips and information.

Make sure to check out the Guild-run cafés across campus and explore the many facilities available in the Guild Village including:
- Bookshops
- Newsagent
- Banks and ATMs
- Pharmacy
- Optometrist
- Dentist
- Hairdresser
- Print and copying service
- Photographer
- Travel agent
- Boot maker
- Computer store

Postgraduate Students Association
The Postgraduate Students Association (PSA) is a Guild department and is independent of the University administration. It is run by and for postgraduate students, and can provide advice and assistance on the range of issues students may face. The PSA also runs a number of social activities and administers grants and awards specifically for postgraduate students. The PSA represents postgraduate students on University committees from the Senate to the Faculty level. Membership of the PSA is free and automatic for all postgraduate students.

Information about issues and events relevant to postgraduate students are emailed to postgraduates subscribed to the mailing list.

To get in touch with the PSA, to find your local postgraduate representative, or to become involved, contact the PSA directly at psa@guild.uwa.edu.au.

UWA Sport
UWA Sport offers a wide range of recreation membership and participation opportunities. Visit the Recreation and Fitness Centre to build a healthy, active lifestyle: sport.uwa.edu.au
Important contacts

For all University email enquiries: log in with your student ID to ask a question at askUWA: ask.uwa.edu.au

Faculty Student Offices
If you need to speak with a Student Adviser in one of the Faculty Student Offices, you can find the location of the office at ipoint.uwa.edu.au/app/answers/detail/a_id/265

Student Administration
Student Central
Tel: 6488 3235

Student Wellbeing
Student Central
Tel: 6488 2423

Transition Services team
Student Transition Adviser
Tel: 6488 6789
postgrad-help@uwa.edu.au

International Student Support
Student Central
Tel: 6488 2428
help-international@uwa.edu.au

Graduate Research and Scholarships Office
Room G13, Hackett Hall
Tel: 6488 2807

Student Guild
Ground Floor, Guild Village
Tel: 6488 2295

Postgraduate Students Association
First Floor, Guild Village
Tel: 6488 3194
psa@guild.uwa.edu.au

University Medical Centre
2nd Floor, Guild Village
Tel: 6488 2118

University Counselling Service
1st Floor, Student Central
Tel: 6488 2423
# Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Adviser</td>
<td>A University staff member who specialises in giving course advice to students.</td>
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<tr>
<td>askUWA</td>
<td>View answers or ask questions 24/7 about enrolments, fees, scholarships, exams, results, graduation, timetables, parking, libraries, faculty information and more: uwa.edu.au/askuwa</td>
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<tr>
<td>Campus Card</td>
<td>Your student ID card, also used for library borrowing, printing and accessing buildings.</td>
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<td>CAS</td>
<td>Class Allocation System — nominate your preferences for tutorial, lab and seminar times.</td>
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<tr>
<td>Census Date</td>
<td>The last day to withdraw from a unit without having to pay for it. If you withdraw after the census date, you will be liable for any course fees. (see ‘Important dates’)</td>
</tr>
<tr>
<td>Course Materials Online (CMO)</td>
<td>Find materials and resources for your units through the CMO tab in OneSearch: library.uwa.edu.au</td>
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<tr>
<td>Domestic student</td>
<td>A student enrolling at university who belongs to one of the following categories: Australian citizen; New Zealand citizen; holder of an Australian permanent visa; holder of a permanent humanitarian visa.</td>
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<tr>
<td>Facebook</td>
<td>Facebook is a useful way of keeping up-to-date with events, programs and activities on campus. facebook.com/UWAstudents</td>
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<tr>
<td>Handbook</td>
<td>Find comprehensive information on courses, majors, units and access study plans. /handbooks.uwa.edu.au</td>
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<tr>
<td>Important dates</td>
<td>Key dates in your academic year: student.uwa.edu.au/course/dates/important</td>
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<tr>
<td>International student</td>
<td>A student who is not an Australian citizen or permanent resident, nor a New Zealand citizen, and is enrolled or proposes to enrol at an educational institution in Australia. Temporary residents of Australia are classified as international students.</td>
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<tr>
<td>LCS</td>
<td>Lecture Capture System. Allows you to listen to and/or watch lecture recordings online via the University's Learning Management System (LMS).</td>
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<tr>
<td>Lab</td>
<td>A class that takes place in a laboratory. Labs are practical classes involving experiments, investigation, construction, observation, or testing.</td>
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<tr>
<td>Lecture</td>
<td>A class which involves the presentation of a particular topic, idea or subject to a large group of students. Lectures normally run for about 45 minutes and many are recorded so you can revise later.</td>
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<tr>
<td>Level</td>
<td>A ranking applied to a unit which indicates the amount of prior knowledge or maturity of learning required to study a unit successfully. A three-year undergraduate degree consists of Level 1, Level 2 and Level 3 units.</td>
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<td>LMS</td>
<td>Learning Management System. Access online unit materials, lecture recordings, discussion boards and more: lms.uwa.edu.au</td>
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<td>Check the library items you have borrowed and their due dates, make requests and renewals. library.uwa.edu.au</td>
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<td>OSHC</td>
<td>Overseas Student Health Cover.</td>
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<tr>
<td><strong>Pheme</strong></td>
<td>Use your Pheme credentials to access most UWA online systems.</td>
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<tr>
<td><strong>SmartRider</strong></td>
<td>A cash-free payment method for travel on Transperth.</td>
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<tr>
<td><strong>studentConnect</strong></td>
<td>The online student system where you manage your enrolment and personal details, view your assigned Student Office, fees information, exam dates and academic record.</td>
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<td><strong>Student Office</strong></td>
<td>Contact your Faculty Student office for course advice and assistance with planning your enrolment.</td>
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<td><strong>Tutorial</strong></td>
<td>A small class involving discussion facilitated by a tutor on a particular topic or idea (usually what has previously been presented in a lecture).</td>
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<tr>
<td><strong>Twitter</strong></td>
<td>Follow @UWA_students for updates on events, programs and activities for students at UWA.</td>
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<tr>
<td><strong>Unit</strong></td>
<td>A subject usually studied for the duration of one semester. Units normally involve different classes – lectures, tutorials, seminars, labs etc. Standard semester units are worth 6 credit points, but there are some project units worth 12 credit points.</td>
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