



RESEARCH PROGRAMS ENROLMENT – Semester 2, 2009 New local students

ENROLMENT INSTRUCTIONS

STEP 1 - Approval of your enrolment program

You should enrol in accordance with the timetable listed in the Postgraduate Research Enrolment Schedule in this leaflet. Go to your School Office at the location and time specified for your enrolment (or follow alternative instructions provided), collect your enrolment form and have your enrolment approved.

Students who are unable to enrol in accordance with the enrolment schedule should refer to the **Late Enrolment** section of this leaflet.

If you have not accepted your offer you will not have an enrolment form awaiting collection at your School Office. To accept your offer you will need to pay the deposit specified on your offer letter at the University Cashier (opening hours 9.30am – 4.30pm Monday-Friday). Alternatively you can accept online at my.unsw.edu.au You should then present your payment receipt and signed acceptance letter to the Graduate Research School to have your enrolment form generated.

Graduate Research School

Rupert Myers Building (South Wing)

Gate 14, Barker Street

Phone: +61 2 9385 5500/ 9385 5502

Opening hours - 9.00am-5.00pm Monday to Friday

STEP 2 - Go to the Graduate Research School (Kensington students) or to Paddington Campus (COFA students)

Once your enrolment has been approved at your School Office take your enrolment form to the Graduate Research School to complete enrolment. The Graduate Research School is located in the South Wing, 2nd floor of the Rupert Myers Building. All students should bring photographic proof of identity, preferably a current passport to the Graduate Research School. Students who are participants in a registered sponsorship scheme must provide written evidence of this at the Graduate Research School.

COFA - Students enrolling in programs at the College of Fine Arts (COFA) should not come to the Graduate Research School to enrol. These students should contact Joanna Elliot on +61 2 9385 0608 and make an appointment to enrol at the Paddington campus.

STEP 3 - Collect your Student ID Card

Once your enrolment has been processed you may collect your Student ID card from the ID Card Centre. This card is used as proof of identification, to borrow books from the University libraries, to access buildings and for discounts at University Union food outlets. It should be carried at all times.

Please note it may take between 24 and 48 hours after your enrolment has been processed for your Student ID card to be accessible. If unsure please ring FM Assist to check on phone number 9385 5111.

Kensington ID Card Centre location: FM Assist - Mathews Building, Level 2 (entry via Mathews Pavilions).

Students enrolling at COFA will be required to attend the Paddington Campus Student Centre.

EXTERNAL STUDENTS

Students offered places on an external basis will have their enrolment forms posted to them by their School Office. The enrolment form should be completed and posted back to the School Office within three weeks of receipt.

ONLINE HANDBOOK

The Online Handbook is available via www.handbook.unsw.edu.au/. This is an online searchable catalogue of programs, plans and courses offered at UNSW. It also provides links to other useful University web sites. The Online Handbook is a useful way to check your program requirements and view course offerings in order to prepare for the choices you will need to make at enrolment. The Online Handbook is available now and you do not require special access in order to use it.

LATE ENROLMENT

The University expects that students will be available to enrol before commencement of semester. Late enrolment severely inconveniences Schools and other students, and is not always possible due to the date constraints of UNSW's government reporting requirements.

Students who do not enrol in accordance with the enrolment timetable listed in the Postgraduate Research Enrolment Schedule in this leaflet should telephone their School Office to arrange an alternative time to have their enrolment program approved.

FURTHER INFORMATION

For further information regarding enrolment procedures contact your School Office or the Graduate Research School on +61 2 9385 5500/ 9385 5502

POSTGRADUATE RESEARCH ENROLMENT SCHEDULE

Semester 2 2009

Students should go to their School Office at the location and time specified for their program to collect their enrolment form and have their program approved before proceeding to the Graduate Research School or COFA Paddington Campus.

All Faculties (except as specified below)

Students may collect their enrolment form from their School Office anytime on or after Monday 22 June. All School Offices, except those specified below, are open from 9am to 5pm Monday to Friday. Students are strongly encouraged to contact their School Office prior to enrolment to ensure an enrolment adviser is available at the time they plan to enrol.

Faculty of Arts and Social Sciences

Students may collect their enrolment form at the Faculty Student Centre, G1 Morven Brown Bldg. (Map C20) Monday to Friday between 9.00am-4.00pm.

History and Philosophy students may collect their enrolment forms from the School Office, located Level 3, Room 353, Morven Brown bldg, Monday to Friday between 8.30 am – 12.30pm and 1.30pm – 4.30pm

The School contact is Sally Pearson

Phone: +61 2 9385 8864

Email: sally.pearson@unsw.edu.au

Faculty of the Built Environment

Students are to contact Chrisanthi Emmanouilidis to make an appointment.

Red Centre West Wing (Map H13) Level 2, Room 2044

Phone: +61 2 9385 6653

Email: Chrisanthi@fbe.unsw.edu.au

College of Fine Arts (Paddington Campus)

All students are to **contact Joanna Elliot to make an appointment** to enrol.

Phone: +61 2 9385 0608

Email: j.elliott@unsw.edu.au

Australian School of Business

All students are to contact Yukimi Morita, Research Support Officer, to make an appointment.

Level 6 East Wing Australian School of Business Building (Map E12)

Phone: +61 2 9385 5144

Email: y.morita@unsw.edu.au

Faculty of Engineering

School of Civil and Environmental Engineering

Students are to contact the School Office to make an appointment.

The School office is located in Room 407 Civil Engineering bldg. (Map H20).

Phone: 9385 5091

Email: cvenenrolment@civeng.unsw.edu.au

School of Computer Science and Engineering (CSE)

Students are to contact Nicola Kwan or Colin Taylor in the CSE Student Office to make an appointment.

Building K17 (Map K17) Ground Level

Phone: +61 2 9385 6873 or 9385 5147 Fax: +61 2 9385 5995

Email: research@cse.unsw.edu.au

Graduate School of Biomedical Engineering

Students should collect their enrolment forms from the School Office on level 5 of the Samuels Building. The School contact is Mr Andreas Permadi Phone: +612 9385 3911
Email: biomedeng@unsw.edu.au

School of Electrical Engineering and Telecommunications Engineering

Students are to contact the School Office to make an appointment. The School office is located in Room G1, Electrical Engineering Building (Map G17)
Phone: +61 2 9385 4000
Email: eet@unsw.edu.au
Postgraduate Research Students Coordinator: A/Prof. J. Yuan

School of Mechanical and Manufacturing Engineering

Enrolment is by appointment only. Students are to contact Mary Rolfe to make an appointment. Room 212, Mech Eng bldg. (Map J17)
Phone: +61 2 9385 5782
Email: mary.rolfe@unsw.edu.au

Faculty of Law

The due date for enrolment for students in the Master of Taxation by Research is 2 July 2009. Students enrolled by this date will receive Study Materials (where appropriate for coursework) by Week 0. Students who enrol after this date are expected to access their Study Materials on My eLearning Vista to commence study. The Study Materials for late enrolments may not reach students by the start of the Semester. All other Faculty of Law research students are required to enrol by 20 July 2009. Please contact Jenny Jarrett on j.jarrett@unsw.edu.au if you are enrolling after this date or are having problems.

Faculty of Medicine

Instructions to finalise enrolment with the Faculty of Medicine will be sent directly to students at the email address supplied to the Graduate Research School at time of admission or acceptance of offer.

Faculty of Science

School of Biotechnology & Biomolecular Sciences (BABS)

Students may collect their enrolment form from the BABS Student Office, Room 103, Level 1, Biological Sciences Building D26: Monday to Friday between 10am-12pm and 2pm-4pm. Alternatively, you can contact Kylie Jones to make an appointment.
Phone: +61 2 9385 8047
Email: k.jones@unsw.edu.au

School of Biological, Earth and Environmental Sciences (BEES)

Students can collect their enrolment forms from Student Office, Biological Sciences building Room G27
Phone +61 2 9385 2015
Email: a.lonergan@unsw.edu.au

School of Mathematics and Statistics

Students can collect their enrolment forms from Julie Hebblewhite
Red Centre East, Level 3, Room 3088
Phone +61 2 9385 7053
Email: j.hebblewhite@unsw.edu.au

School of Psychology

Students are to contact Trevor Clulow to arrange an appointment.
Mathews Building Room 1017
Phone: +61 2 9385 3028 Email: t.clulow@unsw.edu.au