

une

University of
New England

University Representatives Handbook

A guide to being a successful ambassador for the University of New England



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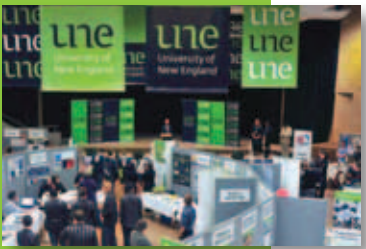
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Your Responsibilities



What is expected of University Representatives?

Representatives of the University are expected to conduct themselves in an exemplary manner at all times. You must never engage in any behaviour that may bring the University into disrepute.

At least a week before an event, discuss with a Schools Liaison Officer (SLO) or Events Coordinator which materials are required such as brochures or displays and what duties you will be doing.

Course Knowledge

Read and familiarise yourself with ALL brochures, (including this handbook), you will be taking with you. If you are asked a question that you do not know the answer to, please make sure that you direct the enquiry to someone who does.

Dress neatly and appropriately. Each event may require different dress codes. Smart casual clothes will usually suffice (UNE shirts if possible). Clarify with an SLO prior to the event.

Wear your name badge/lanyard.

Be familiar with the OH&S Guidelines at UNE (une.edu.au/ohs/) and the NAPSA NSW/ACT Code of Conduct (see page 4).

Summary of Marketing Events

Careers Markets

- Careers Markets are attended by a number of higher education providers and employers such as universities, private colleges, government departments and private companies
- At a Careers Market, UNE will be allocated a stall where you will be required to address enquiries from prospective students, both undergraduate and postgraduate. Many of these enquiries will be pertaining to specific degrees so ensure that you have a sound knowledge of the *School Leavers' Guide to UNE* and *Guide to Flexible Study at UNE* brochures
- It is vital to greet the public as they approach you. Always appear friendly and approachable
- Ask people what they are interested in studying. Be aware that they may be unsure so ask them where their interests lie and go from there. If you are associated with a particular course please DO NOT push your particular course if the prospective student is not interested
- Explain Scholarships, Early Entry and the Residential System to school students and their parents
- Encourage people to become friends with **KateUNE** on Facebook. KateUNE provides an informal, friendly service to potential students, helping with:
 - general information
 - applying
 - enrolling; and
 - further questions about studying at UNE in an informal and friendly manner.

University Showcase

The University Showcase is a series of events attended by representatives of several universities who give a presentation of around 30-40 minutes, with each speaker addressing the audience for around 5-7 minutes.

The purpose of the University Showcase is to give generic information and to educate students about the wide range of possibilities available. The University Showcase is an opportunity to promote the university experience as a whole.

Try to be as interactive as possible – involve the audience.

Give examples – draw on your own university experiences to explain the options and benefits of a university education.

AgQuip

AgQuip is a unique event for UNE. We are the only University to have a site there and it is an invaluable opportunity to promote UNE and all we have to offer.

It is important at AgQuip to be enthusiastic and approachable for people attending our tent. If you do not know the answer to something, please make sure that you direct the enquiry to someone who does.

School Visits

School visits are the opportunity to give very specific information pertaining to UNE and to promote the benefits of university.

- Arrive at the school at least 10 minutes early
- Know where to go – schools require all visitors to sign in at the office
- Be aware of the fact that you are on display as a representative of UNE at all times
- Turn off your mobile phone
- No chewing gum
- No smoking on school grounds
- Make your talk as interactive as possible, drawing on your own experiences or area of expertise to explain options for prospective students
- Introduce yourself with a brief summary of your background (if a student) and/or position (if a staff member)
- Explain Early Entry, Scholarships and the Residential System
- Familiarise yourself with the admissions/enrolment process and costs associated with university study so you can explain these briefly; and
- Make sure to leave adequate time for questions at the end. If you do not know the answer to something DO NOT make one up. Refer prospective students to askUNE, KateUNE or 1800 818 865 for further assistance.

NSW/ACT National Association of Prospective Student Advisors (NAPSA) Code of Conduct

Duty of Care

- Treat students, organisers and other NSW/ACT NAPSA members with respect
- Do not allow personal relationships to affect professional relationships
- Refrain from all forms of harassment
- Refrain from acting in any way that would unfairly harm the reputation and careers prospects of other NSW/ACT NAPSA members or students
- Be prepared to report any suspected fraudulent, corrupt, criminal or unethical conduct to an appropriate officer of the NSW/ACT NAPSA Executive
- Consider the impact of decisions on the well being of others; and
- Members are responsible for being aware of the Federal Privacy Legislation related to collecting personal information from prospective students. Members are required to act in accordance with such legislation.

Conflict Situations

All NSW/ACT NAPSA members should take suitable measures to avoid, or appropriately deal with, any situation with another NSW/ACT NAPSA member or students. In particular, NSW/ACT NAPSA members should avoid situations that may require them to supervise or assess a student, or other members, in which they have, or have had, a personal or commercial relationship.

Etiquette at Events

- It is inappropriate to say anything derogatory about other universities or private providers. It is also inappropriate to interrupt or interfere in a conversation between a representative from another organisation and a prospective student
- It is inappropriate for representatives to stand in places other than their allocated space to try and approach prospective students
- If you cannot help the student who has requested information from you, then you should refer them to another university or private provider who offers the program in question
- No NSW/ACT NAPSA members are permitted to organise private interviews whilst a market is being held. Interviews must be held outside of market hours
- Any unusual requirements should be made known to the organisers prior to the market; this also includes any space issues. You are not to inform the organiser at the market
- NSW/ACT NAPSA members must be set-up and ready to start at least 15 minutes prior to the markets commencing
- NSW/ACT NAPSA members are required to remain until the advertised closing time of the market. **DO NOT BE TEMPTED TO LEAVE EARLY**
- A professional manner is to be displayed at all times. Your primary role is to assist in providing quality information to students. You **SHOULD NOT** read newspapers, magazines or other material in view of prospective students; and
- Etiquette dictates that mobile phones should be switched off or placed on silent whilst dealing with students.

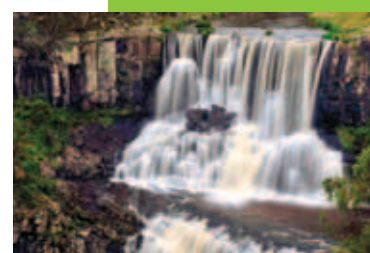
About UNE and Armidale

Why Choose UNE?

- Smaller class sizes
- Easy access to academic staff and student support (open door teaching philosophy)
- Flexible study options (choose to study full time, part time; on campus, by distance or a combination of both)
- UNE's extensive, traditional Residential College system offers an abundance of cultural, sporting and social activities, as well as academic support to help students succeed in their studies
- State-of-the-art teaching and research facilities
- You get more than just a degree:
 - Personal and academic support programs
 - Awards for community participation, leadership and mentoring
 - International exchange programs as credit towards your UNE degree
 - Links and partnerships with industry, research organisations and training bodies
 - WorkReady and Student Ambassador work experience programs
- UNE graduates rate their experience highly. UNE has received the top rating (5 stars) for nine out of ten years in *The Good Universities Guide* for 'Teaching Quality' and 'Graduate Satisfaction'
- UNE is Australia's oldest regional university, beginning life as part of the University of Sydney in 1938, and is a pioneer in providing Distance Education in Australia (since 1955)
- At UNE there is \$2.5 million available for scholarships, prizes and bursaries every year. In addition, in 2009 approximately \$30 million was awarded to staff and students involved in research
- SportUNE offers world class indoor and outdoor sporting and fitness facilities. These include a fully equipped gym, a wide range of health and fitness programs, indoor heated pool, two hockey fields and a diverse selection of sports to suit all tastes.

Armidale General Information

- Located half way between Brisbane and Sydney and less than 200km inland from Coffs Harbour
- Sixty direct flights between Armidale and Sydney each week and a daily train service
- Armidale is serviced by all major coach companies each day enroute to Sydney, Melbourne and Brisbane
- Armidale is a culturally rich city:
 - Armidale has the best regional art gallery in NSW with collections valued at over \$40 million
 - New England Conservatorium of Music
 - Symphony and Youth Orchestras
 - Armidale Playhouse Theatre
 - Local Eisteddfods
- First class sporting and recreational facilities:
 - SportUNE
 - World Heritage national parks with breathtaking waterfalls
 - Trout fishing
 - White water rafting
 - Sailing and rowing at Malpas Dam
 - Heli-fishing
 - Abseiling
 - Sport and recreation.



Marketing Materials

Summary of Marketing Brochures

If a student asks a question and you do not know the answer or cannot find it, do not attempt to answer the question and give the wrong information. Instead, ask another UNE representative who may know.

You must familiarise yourself with the following brochures which will enable you to answer student questions more accurately.

School Leavers' Guide to UNE



- Primary source of information and the main brochure used in student recruitment
- Contains information regarding:
 - Applying to UNE
 - The advantages of studying at UNE
 - What is a degree?
 - General degree information
 - Study at UNE for school leavers
 - Studying by distance at UNE – know what can and can't be studied via distance
 - Support at UNE. School students may worry about support at university – there is no need to stress as there are plenty of support systems in place eg the colleges, student assist, academic skills office etc
 - UNE Early Entry
 - Scholarships
 - Courses index; and
 - Glossary.

Note: The *School Leavers' Guide to UNE* is broken up into discipline areas, which are broad 'marketing-facing' categories to make finding the right degree easier. There is no reference to schools or faculties.

Guide to Flexible Study at UNE

Read the brochure and familiarise yourself with the content. This brochure also goes into detail about the various undergraduate and postgraduate courses available at UNE.

For postgraduate courses, fees may be either:

- Commonwealth Supported Places (CSP) – HECS-HELP
- Research Training Scheme – Australian citizens or permanent residents, or New Zealand citizens only, enrolled in an accredited Higher Degree Research (HDR) course leading to a Doctorate by research or Masters by research
- Full-Fee – tuition fees are paid by the student. FEE-HELP loans are available at www.goingtouni.gov.au

There are a number of scholarships available to postgraduate students, covering aspects such as:

- Living allowances
- Tuition fees
- Travel
- Honours year; and
- Research.

The Graduate School of Business (GSB) operates differently to the rest of UNE. Go to www.une.edu.au/gsb



Accommodation at UNE

Provides details of the advantages of living in a residential college at UNE.

- College identities
- Pastoral care and academic support
- Inter-college competitions (sporting and cultural)
- Charity fundraising and community programs
- Meet new people and make friends for life
- Single, fully furnished centrally heated room
- All water, heating and electricity costs included in the one fee
- Room cleaned and fresh linen provided once a week
- Phone and high-speed broadband internet in each room
- Formal and informal social activities; and
- To apply for a place in college, prospective students must go to www.une.edu.au/accommodation and follow the links. A non-refundable application fee does apply.

It is important for University Representatives not to try and sway the opinion of prospective students as to which college they should choose. Always speak of your own experiences but DO NOT, under any circumstances say anything negative about any of the colleges.

Scholarships and Early Entry

In July, a combined booklet with application information is released and provided to schools.



Scholarships Postcard

- At UNE there is \$2.5 million available for scholarships, prizes and bursaries every year. In addition, in 2009 approximately \$30 million was awarded to staff and students involved in research
- Many UNE scholarships recognise sporting achievements, community involvement and/or academic strengths
- To be eligible for a scholarship you must be:
 - Eligible for an OP/ATAR
 - Studying full time and on campus
 - Have applied for a place in a UNE course through UAC or QTAC
 - An Australian Citizen or Permanent Resident
- How to apply:
 - Complete the online application form and submit it to UNE by the closing date.Visit une.edu.au/scholarship



Early Entry Postcard

- Our Early Entry scheme allocates a place at UNE to current year 12 (or equivalent) students based on their schools' recommendation, rather than their final marks
- Early Entry recognises hard work and contribution to school life rather than your exam marks at the end of the year
- Early Entry is available to:
 - Current year 12 (or equivalent) students
 - Full-time students who will sit the full NSW HSC in TAFE colleges in NSW and the ACT
 - Full-time TAFE Tertiary Preparation Certificate students
- Applicants must intend to study full time, on campus at UNE
- Applicants can apply even if they do not qualify for an OP, ATAR or equivalent
- NOT ALL UNE DEGREES ARE AVAILABLE THROUGH EARLY ENTRY
- How to apply information. Visit une.edu.au/earlyentry



Admissions Procedures, Costs, Pathways and Support

Admissions/Enrolment Process

- The Universities Admissions Centre (UAC) and the Queensland Tertiary Admissions Centre (QTAC) are central bodies that receive and process applications on behalf of tertiary providers; students do not usually apply directly to the university in which they are interested
- UAC processes applications for institutions in NSW and the ACT and offers 9 preferences
- QTAC processes applications for institutions in Queensland and offers 6 preferences
- Applications to UNE can be made through both UAC and QTAC (medicine via UAC only)
- On-time applications close at the end of September. Applications can be made after the deadline but a late fee will apply
- Remind prospective students of additional entry requirements: UMAT, interview, audition etc
- ATAR and OP are measures of demand for a course. Courses that are in higher demand have a higher cut-off.

Costs

The Course you choose to study will determine the amount of money you will pay for your degree.

- Domestic students enrolling at UNE or other Government universities will do so via a Commonwealth Supported Place (CSP)
 - CSPs are subsidised by the government providing substantial savings to students compared to the true cost of providing the teaching and associated services
- Payment Options:
 - Students can pay the total amount (or partial payments of \$500 or more) upfront and attract a 20% discount
 - Students can defer the payment until they start earning over approximately \$43,000 per annum
 - Students can make voluntary repayments and receive a 10% bonus on \$500 or more
- Extra costs to consider:
 - Text books
 - Computer and printer
 - Transport costs (including parking); and
 - Cost of living (food, accommodation and social outings).

Pathways to UNE

UNE Pathways Enabling Course

If you don't have the educational background or you don't have admission to an undergraduate course at UNE, the Pathways Enabling Course allows you to be better prepared for undergraduate study by giving you the skills and the confidence you need. The course consists of two units in subjects that will contribute towards your degree (on successful completion of the course), as well as two Foundation units that provide the basic skills and knowledge required for a successful first year of university study. Students have access to tutoring and mentoring support at all stages. UNE Pathways Enabling Course is only available by distance education (with an optional residential school) for the duration of one year, part time. Completion of the UNE Pathways Enabling Course provides the basis for admission to most undergraduate courses at UNE.

Mature Age Special Entry

UNE provides for Mature Age Special Entry, as an alternative entry pathway for applicants without educational qualifications. The purpose of this entry process is to grant admission to a place in an undergraduate course based on a written application. As an applicant, you have the opportunity to make your case for studying at UNE based on your motivation, commitment and aptitude. Bear in mind that it is our responsibility to admit candidates who have a reasonable prospect of successfully completing the course. Candidates apply directly to UNE. In addition to submitting an application for admission form candidates must complete and submit the Mature Age Entry Special Entry pro forma document. To download the form, go to une.edu.au/mature

Special Tertiary Admissions Test (STAT)

The Special Tertiary Admissions Test (STAT) is a series of related tests designed to assess a range of competencies that are considered important for success in tertiary study. STAT assesses your ability to understand the material given and to think critically about issues, rather than to test knowledge of curriculum or a specific academic subject. STAT is conducted by the University Admissions Centre (UAC). Visit uac.edu.au/stat for more information.

UNE Partnerships

UNE Partnerships is the education and training company of the University of New England, offering a range of programs for career and professional development. Our vocational qualifications provide alternative pathways into the University of New England. UNE Partnerships qualifications develop skills through workplace learning, ensuring new knowledge is directly relevant to the work environment. UNE Partnerships flexible approach to education allows you to organise study around your existing, schedule, and because we are not semester based you can enrol at anytime.

For more information call **1800 066 128** or visit **unep.edu.au**

Pathways for Aboriginal and Torres Strait Islander students

Ooralta Aboriginal Centre offers two alternative entry programs for Aboriginal and Torres Strait Islander students who would like to apply for admission to UNE undergraduate courses:

- The Internal Selection Program (ISP): A two-day program of workshops, testing and assessment held on campus at Ooralta which focuses on each participant's study skills and career goals. Following an interview, participants are recommended for admission to UNE courses or TRACKS (see below) and advised on suitable alternatives for study in their chosen field.
- The TRACKS Tertiary Preparation Program (TRACKS) is a twelve month enabling course which prepares you for university study and supports you to make informed choices about applying for a UNE undergraduate course. TRACKS offers on campus or distance study, with a compulsory intensive school at Ooralta each semester. All students attend a Pre-Orientation Program at Ooralta at the start of their course and on campus students attend regular TRACKS workshops during semester.

Students who successfully complete these programs are offered a place in UNE undergraduate courses, subject to additional Faculty entry requirements. For enquiries about these programs contact Ooralta Aboriginal Centre. Ph: **02 6773 3034**), to find out more visit **une.edu.au/oorala**

VET pathways

The University has agreements with several training organisations including UNE Partnerships, TAFE, the Australian Agricultural Colleges Corporation, Tocal Agricultural College and the Australian Defence Forces that recognise prerequisite qualifications and advanced standing for university courses. Please see your current Course Co-ordinator or visit **une.edu.au/askune**

Credit for previous study

Your prior study at university, TAFE or private educational providers may give you advanced standing or credit towards your degree. This will reduce the amount of time you need to study. For more information visit **une.edu.au/advanced**

UNE Partnerships Pathways to UNE



Support

At UNE, students get more than just a degree. The support we offer to our students is a big part of what makes UNE special. They don't just get lost in the crowd.

Academic Skills Office

The Academic Skills Office (ASO) is UNE's learning support unit and is part of the Teaching and Learning Centre. We are here to help students to succeed and excel in their studies. If students would like better results in your assignments, suggestions on how to study more effectively, or any other study or academic skills related help, they contact us. We will help them to drive their own learning. See une.edu.au/tlc/aso for more information.

The New England Award recognises students' personal and professional development through extra-curricular activity such as volunteering and community contribution. For more information see une.edu.au/nea.

Student Assist

At UNE we want to be sure that students have as smooth a passage as possible through their degree and into future employment. Student Assist services include

- Career development
- Counselling
- Student financial assistance
- Disability and special needs support
- Student equity
- Workready

Staff are available to work with students throughout their time at UNE, to help them make the transition from study to a fulfilling career. See une.edu.au/student-assist for more information.

Library Services

Dixon Library houses a large collection of books, journals and audio-visual material, and provides access to a vast range of information in electronic form. In addition, Dixon Library hosts the Learning Commons which includes computer labs, media rooms, a podcasting studio, study rooms and classrooms for problem-based learning. There is also a specialist Law Library on campus.

Many of the resources found within the Libraries are available online so students can do their own research at home or on campus. The University Library page is at une.edu.au/library. eReserve is the University Library's electronic reserve database, which gives students online access to journal articles and book chapters that lecturers consider essential reading. This material is available 24 hours a day for UNE students studying on campus and/or by distance.

Ooralá Aboriginal Centre

Ooralá is a study support and advisory centre for Aboriginal and Torres Strait Islander students at the University of New England. Whether a student is enrolled on campus or studying by distance, the Centre offers them academic advice, tutorial assistance, computer and study facilities, as well as activities to engage with other students and the local Aboriginal community. The Centre also runs two alternative entry programs: the Internal Selection Program (ISP) and the award-winning TRACKS Tertiary Preparation Program (TRACKS). Visit une.edu.au/ooralá to find out more about the Ooralá Aboriginal Centre.

Safety and Security

At UNE, safety and security is a top priority. The University operates a proactive security service 24 hours per day which includes

- magnetic security access to residential colleges
- a brightly lit main walkway between the campus and the residences with security phones at regular intervals
- escorted night-ride service

The Next Step

Our aim is to make students 'career ready'. Employers choose UNE graduates because UNE helps them to develop skills and attributes necessary for personal and professional success through

- awards for community participation, leadership and mentoring
- WorkReady and Student Ambassador work experience programs
- international exchange programs as credit towards your UNE degree
- personal and academic support programs
- links and partnerships with industry, research organisations and training bodies

Accommodation at UNE

Accommodation Costs

Living on campus at UNE saves students money. At UNE, fees for catered accommodation include meals, a fully furnished study/bedroom, fresh linen and room cleaning each week. Services such as heating, water and electricity are also included.

All colleges offer financial assistance through scholarships and bursary schemes. Opportunities for part-time work are also available to residents.

If students are staying in a college, they only pay when the University is in session. Unlike a rental property they won't pay for vacation periods and do not have the cost of setting up a household.

Flexi Choice

Duval and Drummond and Smith Colleges offer 'Flexi Choice' for meals, which means that students choose what meals they pay for using a 'smart card'. Meals are available from 7am to 9pm 7 days 'cafe style'.

Meal Plan Options

Austin, Earle Page, Mary White and Robb Colleges introduced new meal plan options in 2010 which allow students to select 21 meals per week or one of the alternative meal plans on offer. Students have the flexibility to select a plan that best suits their lifestyle.

Self-Catered Accommodation

As with renting a place, the weekly rate applies in vacation periods, students need to bring some household items, pay for utilities and help look after the flat.

Please note

To keep the Colleges and Wright Village Apartments comfortable, up-to-date and secure, there is an up-front annual building maintenance levy for all residents.

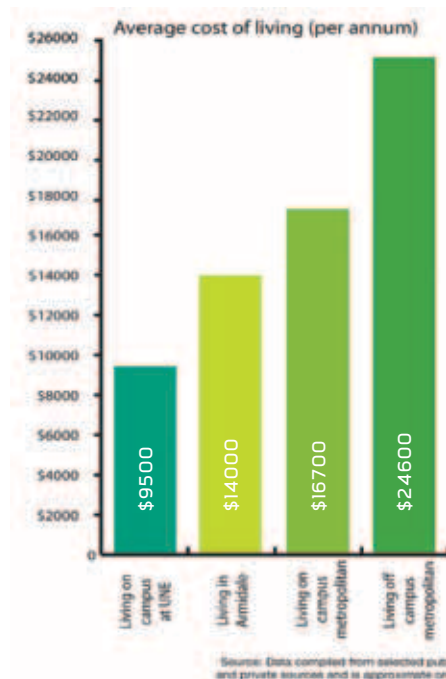


College Competitions

UNE's colleges are one of the best residential systems in Australia, with a rich history. They have long had traditions of strong sporting, musical and cultural achievements. The intercollege competitions are hotly contested by residents each year to receive the prized trophies and the pride and fame that comes with saying 'our college is better than yours'. The mens' competition vies for the President's Trophy (PT) whilst the women compete for the Mary Bagnall (MB) trophy. Points are given for participation, support and success in all PT and MB sports and it is a great honour for a college to win. The sports include; swimming, cross country, athletics, hockey, canoe polo, soccer, AFL/NERF, badminton and many more.

The Sir Frank Kitto competition is a cultural and musical competition that allows students to get involved in events including; theatre sports, debating, poetry and short story writing, art and crafts, public speaking and performance (like a musical). Sir Frank Kitto was an Australian Judge who became Chief Justice of Australia among many other achievements. He was knighted in the 50s and became Chancellor of UNE in the 70s.

Each college also holds its own competitions including mini Olympics, talent nights, State of Origin matches, inter-floor volleyball and best costume awards.



Contacts

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bsee@une.edu.au

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Kim Burton

Schools Liaison Officer
0428 752 131/02 6773 3608
kim.ayres@une.edu.au

John Kauter

Student Recruitment Manager
0407 062 023/02 6773 3726
jkauter@une.edu.au

Future Students Team

1800 818 865

Oorala Indigenous Centre

02 6773 3034

Student Assist

02 6773 2897

International Office

02 6773 3192

Residential Colleges

ResCentral

02 6773 3370

Austin College

02 6773 1300

www.une.edu.au/campus/austin

Drummond and Smith College

02 6773 6700

www.une.edu.au/campus/drummond-smith

Duval College

02 6773 5700

www.une.edu.au/campus/duval

Earle Page College

02 6773 5300

www.une.edu.au/campus/earle-page

Mary White College

02 6773 1000

www.une.edu.au/campus/mary-white

Robb College

02 6773 1700

www.une.edu.au/campus/robb

St Albert's College

02 6773 6004

www.une.edu.au/campus/st-alberts

Wright Village

02 6773 6667

www.une.edu.au/campus/wright-village

Appendices

Careers Markets and School Visits Checklist

- Expo paperwork (maps, start time, receipt for payment, stand location, other instructions)
- Complete online travel booking details via Travel Booking Tool
- Accommodation booked
- Car booked/authority to drive completed (if applicable)
- Mobile phone and charger
- Laptop and charger
- Trolley
- Tablecloth
- Tablecloth runner
- Brochure stands (concertina stands for major expos)
- Artificial trees (major expos)
- Folding tables/chairs (major expos)
- Name badge
- Business cards
- Enquiry (for more info) cards
- Note pad/pens
- UAC/QTAC guide
- Display stand (pull up screens)
- Merchandise items (pens, etc)
- Velcro/scissors/packing tape/posters (major expos)
- Power lead/power board (tagged)
- Brochures
 - School Leavers' Guide
 - Accommodation at UNE
 - Scholarships and Early Entry; and
 - Guide to Flexible Study at UNE (mature age/distance education) (numbers dependant on event).

Other reminders: Comfortable shoes, UNE T-shirt, OH&S considerations (safe lifting/safe driving practices/regular rest stops whilst driving), keep all receipts (petrol, meals, accommodation).

Mileage sheets (vehicle log book) must be completed daily.

Meal Allowance for travel requiring overnight stays will be covered by the university. Please consult a Schools Liaison Officer or Event Coordinator prior to travel to cover meal expenses.

Key Dates 2010

Semester Two 15 July - 17 November

19 July	Lecture start
3 September	Lectures end
5 September	Intensive Schools start
19 September	Intensive Schools end
20 September	Lectures recommence
24 September	Early Entry and Scholarship applications close
30 September	UAC and QTAC ontime applications close
29 October	Lectures end
3 November	Exams commence
17 November	Exams finish

Key Dates 2011

Semester One 14 February - 29 June

10 January	Intensive Schools start
11 February	Intensive Schools end
21 February	Lectures start
8 April	Lectures end
10 April	Intensive Schools start
30 April	Intensive Schools end
2 May	Lectures recommence
6 May	UNE Open Day
11 July	Intensive Schools start
22 July	Intensive Schools end
10 June	Lectures End
15 June	Exams begin
29 June	Exams end

Semester Two 21 July - 23 November

25 July	Lectures start
9 September	Lectures end
10 September	Intensive Schools start
25 September	Intensive Schools end
26 September	Lectures recommence
4 November	Lecture end
9 November	Exams start
23 November	Exams end
28 November	Summer semester starts

MBA deadlines

11 March	Trimester Two applications close for new students
4 July	Trimester Three applications close for new students



About QR Codes

QR Codes appear on the back of all our brochures.

1. You need internet access on your mobile for this to work.
2. Scan this code with your QR Code Scanning software and you will be taken to a future students landing page.
3. If you don't have the correct software please go to:

www.i-nigma.mobi

It is free to download for most mobiles.



Complete dates in table below for your information when they are released.

Key application dates for Semester 2 2011	Date
UAC ontime applications close	
QTAC ontime applications close	
Early Entry applications close	
Scholarship applications close	



Glossary of Terms

Universities use a number of terms which may be sometimes confusing. Below is a list of some of the terms we use at the UNE.

Advanced standing: Collective term including credit transfer and credit for prior learning. It means credit granted towards a course at the University for relevant, approved study, experience or work satisfactorily completed at the University or elsewhere. This is not normally applicable to school leavers.

Assumed knowledge: This is an expectation of a specified HSC course or equivalent, prior to beginning your course.

Australian Tertiary Admissions Rank (ATAR): A measure of academic achievement in the HSC that assists institutions in NSW and the ACT to rank applicants for selection to tertiary education courses. The ATAR is a rank, not a mark.

Award: Formal academic qualification acquired after successful completion of a course. This is a collective term for all the kinds of qualifications you can receive – degrees, diplomas etc.

Bachelor degree: The qualification awarded to students after the successful completion of an undergraduate course, for example Bachelor of Arts or Bachelor of Science.

Blackboard: An online discussion and study support program. You access the Blackboard component of your unit via MyUNE.

Campus: The physical location of the University. Unlike other many other universities, UNE has only 1 campus with residential colleges, lecture theatres, libraries and cafes all within easy walking distance.

Certified copy: Photocopy of an original document that has been signed by a Justice of the Peace, Commissioner for Declarations, the issuing authority or other approved person stating that the photocopy is a true copy of the original.

Combined/double degree: For a combined degree a student takes an equal weight of units from 2 chosen courses resulting in a single award on completion. For double degrees students take the full workload of units for each degree and receive a separate award for each degree.

Commonwealth Supported Place: Places in courses which attract a student contribution fee which can be loaned to you by the Government under HELP (previously known as HECS).

The student contribution is variable depending on the course chosen. See goingtouni.gov.au for more information.

Corequisite: One or more units specified by the degree rules that a student must complete prior to, or simultaneously with, a particular unit before the student's enrolment in that unit will be regarded as effective. Corequisites are specified in the Course and Unit Guide.

Credit Points (cps): A tool the university uses to calculate how much study you have done. You need 144 credit points for a standard bachelor degree. Most units are 6 credit points, but some are more or less depending on the work load and difficulty of the unit. A 6 credit point unit is equivalent to 150 student workload hours of lectures, practicals, assessment tasks, reading, etc.

Cut-Off: The minimum OP, Rank, or grade point average required for entry to a program in a particular year. Cut-offs are not predetermined and vary from year to year.

Defer: Delaying the start of your studies at UNE. You can defer for up to 2 years.

Distance Education: The term used to describe students studying off campus. Also sometimes called external study.

Elective unit: A unit that is not prescribed as a core part of a course, but which may be undertaken and credited towards the course.

Faculty: Formal academic body responsible for the administration of allocated courses, comprised of the teaching staff of the schools assigned to the faculty. UNE has two faculties - Arts and Sciences, and The Professions, and there are 10 schools within those 2 faculties.

Foundation studies: A course available to enable you to achieve the required level of assumed knowledge needed for enrolment at UNE if you don't qualify for entry to university another way.

Honours: Additional period of advanced study (usually 1 year full time) following completion of all requirements of a bachelor degree in which a given number of specified units were passed at distinction standard.

Intensive school: Intense periods of study undertaken at the campus (or other agreed venue) for students studying by distance education. Usually lasting from 2 to 5 days, intensive schools are specified as optional or mandatory.

Level of a unit: For accurate identification each unit at the University has a unique alpha-numeric code eg ENGL 101. Introductory units in a subject area will be indicated by codes in the 100 range with more advanced units indicated in the 200 or 300 range and so on. 100 level units are often taken in the first year of study, 200 level units in the second year of study and so on, although this is not the case in all faculties.

Major: Specified combination of units within a discipline or area of study.

Mode: The way a course or unit is delivered, either full time, part time or by distance.

Module: At UNE a module is a unit of study. Some schools will use the term module instead of unit. Module can also be used to describe part of a unit within our online learning system Blackboard.

MyUNE: Online study portal for UNE students. Through MyUNE, you can access everything from study notes, discussion boards and results to submitting your assignments and updating your personal details.

Offer: The allocation of available tertiary places to eligible applicants. Offers are made over several rounds.

Podcasts: Most UNE lectures are now podcasted – meaning the audio is available for download via the internet.

Postgraduate: Postgraduate study involves further study for a higher degree following the successful completion of an undergraduate degree. Masters and PhD degrees are postgraduate degrees.

Prerequisite: One or more units of the University, which are specified by the degree rules that must have been successfully completed before a student may enrol in a particular unit.

Residential Colleges: These refer to on-campus accommodation for students, where students are provided with their own serviced room, meals in the college dining room, live-in tutors, support and resources to facilitate learning. Self-catering and 'Flexi Choice' catering options are also available.

Restriction: Units in which you may not enrol if you have already completed another unit with equivalent content.

Semester: Formal university teaching period. The University of New England has 2 semesters per year. First semester starts mid February and ends at the end of June and second semester starts in July and ends late November.

School: A School at the UNE is a management area of a particular area of study. For example, the School of Business, Economics and Law looks after the administration of all units in those study areas.

Undergraduate: Studies undertaken in order to gain an advanced diploma, diploma or bachelor degree. You will be an undergraduate if you have not studied at University before.

Unit: A subject or component to be studied as part of a course, and which has its own code and name. Units mostly have a value of 6 credit points. Units may be core (compulsory) or elective (non-compulsory), and are mostly of 1 semester duration.

Universities Admission Centre (UAC): UAC is the central office that receives and processes applications for admission to most undergraduate courses in NSW and the ACT. The Queensland equivalent is the Queensland Tertiary Admissions Centre (QTAC). For more information visit uac.edu.au or qtac.edu.au

UNE - Then and Now

When UNE first opened in the early thirties, it was labelled by Sydney media as the 'University in the gum trees'. The opening was considered very controversial, and many doubted the possibility of the success of decentralised education, especially in the 'bush'. Now it is that 'bush' location that is the envy of our city counterparts. Everything at UNE happened in Booloominbah. The beautiful building was surrounded by paddocks and sheep, and a dirt road led to the majestic house. If the causeway at the bottom of the hill was flooded, people couldn't go home. All classes took place in the building, and most students and staff lived there.

The Armidale Teachers' College, and UNE were the first examples of major tertiary education centres outside a capital city. Interestingly, UNE was also the first college in Australia known to have men and women living under the same roof. This invited a great deal of criticism from the local community, and many letters of complaint were received. Of course, nowadays male and female students don't think twice about living in college together.

For UNE's first students, entertainment included listening to the radio, playing tennis and sitting around in smoking jackets discussing current events. Sometimes students would walk/cycle into town to go to the pictures or see a show or musical. Although the entertainment for current students has changed considerably, their cheeky and resourceful nature has always existed. Students at early UNE would sneak in and out the library windows (the library was a room on the ground floor of Booloominbah) to 'borrow' books.

Students had to wear their academic gowns all day, every day and would use them to wipe their pens on (no ball point pens back then) and to sit on when the grass was dewy. It is well known that students have very little money. Early students would madly save their pennies to buy cigarettes and records. Luckily students' meals were included in their 2 pound weekly college fees, including rock cakes for morning and afternoon tea. Students and staff looked forward to meals as an opportunity to socialise and discuss politics, music and the war. Early UNE provided the platform for today's celebrated university lifestyle.



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Now you're thinking

