



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Bachelor of Biomedical Science

Faculty of Health
School of Biomedical Sciences
and Pharmacy

myStudent Pack
YEAR 1, 2012

CONTACT

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Notes:

WHAT IS THE myStudent Pack ABOUT?

The myStudent Pack has been created to provide you with information that will help you get started at university. It is a 'one stop shop' that will assist you locate some of the things that we think you might need to know.

This document will also be available in Resources for Students on the Faculty of Health page:

<http://www.newcastle.edu.au/faculty/health/>

Adapted from the Original Care Pack by Yolanda Surjan

Correct as at 21 December 2011

FRONT COVER

The cover illustration shows an artist's impression of a nerve cell and its multiple connections to other nerve cells through long thin processes called axons and dendrites. The axons conduct electrical impulses (shown as bright orange glow) between nerve cells coordinating the activity of the whole nervous system. They regulate the expression of the genetic information locked away in the nucleus of the nerve cell shown as a purple sphere.

This myStudent Pack belongs to:

.....

My program is:

.....

My Program Co-ordinator is:

.....

My Program Officer is:

.....

HANDY HINT:



Throughout this booklet you will find the following character. This is where you will find 'tips' or advice that previous students are passing on to you. Take the time to read these; they are very helpful pieces of information.

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WHAT DO YOU NEED TO DO TO BE ENROLLED & COMMENCE IN YOUR DEGREE CHECKLIST

Remember to use your diary and complete the following:

- Enrolment:** To enrol in courses and tutorials visit:
<http://www.newcastle.edu.au/service/enrolments/how-to-enrol/>
- Obtain student ID card, travel concession and parking permit (if required):** from any Student Hub. Ensure you carry your student card with you at all times on campus.
- Bridging Courses:** Book in and attend bridging courses especially Introduction to Human Biology. Bridging courses run from 30 January to 24 February. Bridging course dates, times and campus availability can be found at:
<http://www.newcastle.edu.au/students/foundation-studies/bridging-courses/>
- Program Sessions and Orientation Week:** Attend the Faculty of Health and Bachelor of Nursing or Bachelor of Midwifery program sessions in O'Week (see dates to remember)
- Library:** Attend a Library tour during first few weeks of semester

Dates to remember:

January 31 – February 4, 2012:	Program Information & Enrolment Sessions
January 31 - February 25, 2012	Bridging courses available
February 21-24, 2012:	Orientation Week - Faculty Orientation Days <ul style="list-style-type: none">○ Callaghan 21 February○ Ourimbah 22 February○ Port Macquarie 23 February
February 28, 2012:	Semester One commences
March 31, 2012:	Semester One last date to withdraw without financial and academic penalty
June 1, 2012:	Semester One last date to withdraw without academic penalty
July 23, 2012:	Semester Two commences
August 31, 2012:	Semester Two last date to withdraw without financial and academic penalty
November 2, 2012:	Semester Two last date to withdraw without academic penalty

WELCOME TO THE SCHOOL OF BIOMEDICAL SCIENCES AND PHARMACY

The School of Biomedical Sciences and Pharmacy is one of the University of Newcastle's most research-intensive Schools, currently being ranked number two in terms of external research funding. Our external research income now exceeds \$10m per year, making us one of the most successful Schools in Australia. We have nearly 100 research higher degree students enrolled in PhDs and our research is organised around four broad themes:

- Infection and Immunity
- Molecular Medicine
- Neuroscience
- Pharmacy and Applied Medicines

Although very focused on maintaining its research-intensive profile, the School of Biomedical Sciences and Pharmacy prides itself on the delivery of high quality undergraduate and postgraduate course-work programs. The School has primary responsibility for two programs: the Bachelor of Biomedical Science and the Master of Pharmacy. The Biomedical Science Program is rated by students as one of the University's most sought after programs. The School also provides teaching in the basic medical sciences (Anatomy, Physiology, Immunology, Microbiology, Biochemistry, Genetics, and Pharmacology) in almost every program delivered by the Faculty of Health, as well as some of the programs offered by the Faculty of Education and Arts and the Faculty of Science and Information Technology. Students enrolled in programs as diverse as Medicine, Nursing, Physiotherapy, Medical Radiation Science, Podiatry, Oral Health and Exercise and Sports Science all come into contact with staff of the School of Biomedical Sciences and Pharmacy.

Additional information about our School can be found at:

<http://www.newcastle.edu.au/school/biomedical-sciences/>

I welcome you to the School of Biomedical Sciences and Pharmacy and hope that your time with us in the Bachelor of Biomedical Science Program is a rewarding experience.

Professor Trevor Day

Head of School, School of Biomedical Sciences and Pharmacy

About the Staff in the School of Biomedical Sciences and Pharmacy

The School of Biomedical Sciences and Pharmacy is comprised of predominantly academic and general staff, complemented by a number of Honorary Appointments held within the School. These people make a significant contribution to the School's activities with academic staff being responsible for not only teaching but research and governance (university and community based committee members etc). Consistent with our research-intensive profile, the School is also home to approximately 100 research-focused staff (including three professorial research fellows) and close to 100 research higher degree students.

The majority of our staff and research students are based in the Medical Sciences and the Life Sciences Buildings on the University's Callaghan campus. However, we also have staff based at the University's primary teaching hospital campus at the John Hunter Hospital which includes the Hunter Medical Research Institute building, and at the Central Coast campus (Ourimbah).

A full list of our staff can be found at:

<http://www.newcastle.edu.au/school/biomedical-sciences/staff-listing/>

Program Officer

A "Program Officer" can help answer your program-related questions and offer support in the following areas:

- **Credit**
- **Enrolment**
- **Admissions**
- **General administration**

PROGRAM	PROGRAM OFFICER	CONTACT DETAILS
B Biomedical Science	Mrs Margaret Hinton	Margaret.Hinton@newcastle.edu.au 49216409 Hunter Hub

HANDY HINT:



**Don't forget we are here to help you.
Ask for help early do not leave it to the day an assignment is due.**

Program Convenor

A Program Convenor (PC) is an academic staff member of the University appointed by the Pro-Vice Chancellor of a Faculty to have overall responsibility for the conduct of a Program leading to an award. Should you require information relating to your program (e.g. reducing your semester load, questions about progression in the program), you should contact the Program Convenor overseeing your program. It is advised that you make contact with the **Program Officer** in the first instance (see above) and email the Program Convenor to determine a suitable time to meet.

PROGRAM	PROGRAM CONVENOR	CONTACT DETAILS
B Biomedical Science	Dr. Paul Tooney	Paul.Tooney@newcastle.edu.au 49218691 Room 614 Medical Science Building

The School of Biomedical Sciences and Pharmacy Facilities

The School of Biomedical Sciences and Pharmacy has a range of facilities and infrastructure for biomedical and pharmacy training and research. The School has teaching laboratories in the Life Sciences Building where Biomedical Science and Pharmacy students gain practical hands-on experience to further their training. The School has, and continues to develop, state of the art research facilities within the Medical Sciences and the Life Sciences Buildings on the University's Callaghan campus, as well as new state-of-the-art facilities in the Hunter Medical Research Institute building (opening in 2012) at the University's primary teaching hospital (the John Hunter Hospital). For a full listing of the high-tech research equipment housed within the School's research laboratories go to:

<http://www.newcastle.edu.au/school/biomedical-sciences/research-information/facilities.html>

The School also has developed a state of the art Pharmacy Clinical Skills Unit with a model pharmacy in the Medical Sciences building at Callaghan. This unit is used to up-skill students in the areas of hospital and community pharmacy before they are sent on clinical placements.

How Programs are taught in the School of Biomedical Sciences and Pharmacy

The delivery of content may include the following methods: face-to-face lectures, online learning, laboratory work, tutorial work, recorded lecture (downloadable at external sites), multidisciplinary learning and research projects. Students can expect to work individually as well in groups.

Research Experience

In addition to laboratory practical sessions, Biomedical Science students have several opportunities to gain research experience whilst completing their program. At the end of each year the University and the School of Biomedical Sciences and Pharmacy offer on a competitive basis Summer Research Scholarships that allow a student to complete a project in one of the School's research laboratories. Students need to have a Grade Point Average (GPA) of 5.0 or a credit average (ie. a grade of at least 65-74 for each course completed). In the third year of the Biomedical Science program, students have the opportunity to take HUBS3409 Projects in Biomedical Science as their 20 units of electives. In this course the student teams up with a researcher to spend 2 days per week for the semester working on one of their research projects. At the end of the course the students present their research findings to their fellow students and staff providing the students with valuable experience and preparing them to move into the B. Biomedical Science Honours program.

If you have a particular area of biomedical science that interests you or you find that you enjoyed a particular lecture topic, then academic staff are happy for you to approach them to chat about their research projects. You may approach a lecturer at the end of a session, but due to the limited time between lectures it would be better to email the lecturer to set up a time to meet with them. A number of students in the past have used this approach to find voluntary or paid work in an academic's research laboratory giving them invaluable work-related experience.

STUDY WORKLOAD EXPECTATIONS

It is expected you will spend on at least 480–560 hours per semester (40–50 hours a week) if you are enrolled full-time (40 units) per semester.

Each Course should notionally occupy the same amount of a student's time (proportional to Units), whatever the discipline or the mode of delivery of the Course. That is, hours of online, Distance Education or "off-shore" face-to-face study should be equivalent to those for on-campus face-to-face courses (in terms of lecture, tutorial, and lab workload etc).

HANDY HINT:



This equals at least 10 hours per 10 unit course per week or at least 20 hours per 20 unit course a week.

UNIVERSITY JARGON – WHAT DOES IT ALL MEAN?

Program

A **program** (e.g. Biomedical Science) is a collection of courses. A program can also be described as a degree program. Your best source of information about programs is the program handbook online: <http://www.newcastle.edu.au/program>

The table below provides a list of the courses in which you need to be enrolled for **Semester 1, 2012** as a full-time student

You will also find a list of the courses you need to be enrolled in **Semester 1 2012** in this pack.

Courses

Courses are subjects/units within a degree program; see below for a typical Semester 1 course load for a full time Biomedical Science student:

BIOMEDICAL SCIENCE YEAR 1 - SEMESTER 1

HUBS1405	Introduction to Professional Skills in Biomedical Science	10 units
HUBS1403	Biomedical Science Part 1	10 units
CHEM1010	Introductory Chemistry	10 units
Directed Electives	Choose one of the following:	
MATH1110	Mathematics 1	10 units
OR		
PHYS1200	Introductory Physics for Life Sciences	10 units
OR		
PSYC1010	Psychology Introduction 1	10 units

Credit/Recognition of Prior Learning

If you have completed previous studies at TAFE or University, then you may be eligible for some credit in your program.

To apply for credit you will need to submit certified copies of your academic transcript(s), and course/subject outlines from your studies so that the content can be assessed for you. You can submit this documentation, along with a coversheet after you have applied online here:

<http://www.newcastle.edu.au/service/credit-transfer/how-to-apply.html>

More information on how to apply for credit can be found at:

<http://www.newcastle.edu.au/service/credit-transfer/>

If you have questions related to credit application, please contact your Program Officer.

STARTING UNIVERSITY IN 2012

Week 1 of University

This is the official commencement of your university studies. Many of the lectures and sessions you will attend in this week will be introductions to the courses you will undertake. You will hear from your lecturers about such things as your Course Outline, assessments, laboratory sessions, academic integrity and expectations for the semester.

Enrolment

When you accept your offer, you would have been given a student number and an access key (password). You would have been asked to accept your offer through the myHub enrolment system: <http://webapps.newcastle.edu.au/index.cfm>
This would then allow you to commence the online enrolment process.

Just in case you have forgotten what you need to do to login or you haven't yet enrolled, you will need to use your username, followed by your 7-digit student number to access the enrolment system. Your password will be a 4 character access key followed by the day and the month of your birth in ddmm format.

Example:

If your access key is js5b and your date of birth is 14 May (5th month), your password will be: js5b1405.

Use this username and password to log into ALL online services for students including student email (NUmail), myHub and Blackboard.

If you haven't received your student number, visit Ask UoN: <http://askuon.custhelp.com/>
please contact any Student Hub or call: 4921 5000 or email:
15000-UoN-Enquiries@newcastle.edu.au

HANDY HINT:



Once you login to myHub you will be required to complete the Mandatory To Do Items list before you can enrol in your courses and tutorials.

Who can help me with enrolment?

Specific enrolment sessions will be available for you in the CT Labs over the Orientation period with staff that can assist you. You can also drop into any Student Hub for assistance too.

Library Information

The library is an important place to get familiar with. If you didn't have an opportunity to undertake a library tour during your first weeks of semester, you can drop in at one of the libraries (Callaghan, Ourimbah or Port Macquarie) and ask for help. Visit the library website: <http://www.newcastle.edu.au/service/library>

Textbooks

Each course has different requirements with regard to texts and readings. You will be informed of the requirements for each course at the commencement of semester. A list of 'required' and 'recommended' texts for each course is detailed in the Course Outline.

Course Outlines

The Course Outline is a document specific to the course you are enrolled in. It contains information regarding assessment, contact hours, content, etc. Each course outline is available in the associated Blackboard course. We recommend that you keep a copy of all your Course Outlines in case you need to refer back to them at a later date in your career.

HANDY HINT:



Make sure you find each course outline and read it carefully. This is a document specific to the course you are enrolled in. The Course Outline gives you information including assessment criteria, your course coordinator, clinical requirements etc. There is a Course Outline for EACH course you are enrolled in; for example HUBS1405, HUBS1403 etc. If there is anything in your course outline that you do not understand, ask your tutor or course coordinator.

The Student's Guide to Enrolment in the Bachelor of Biomedical Science

The following information relates directly to enrolment in your program. You will however be given an extensive introduction to your program in the first weeks of semester. Please ensure you attend scheduled orientation sessions detailed at the start of this pack.

Bachelor of Biomedical Science first year full-time pattern of enrolment

	COURSE DESCRIPTION	UNITS
SEMESTER 1		
HUBS1405	Introduction to Professional Skills in Biomedical Science	10
HUBS1403	Biomedical Science Part 1	10
CHEM1010	Introductory Chemistry 1	10
Directed Courses: Choose one of the following courses	MATH1110 Mathematics 1 OR PHYS1200 Introductory Physics for Life Sciences OR PSYC1010 Psychology Introduction 1	10 10 10
SEMESTER 2		
HUBS1109	Anatomy for Biomedical Science	10
HUBS1202	Human Genomics and Biomolecular Analysis	10
HUBS1404	Biomedical Science Part 2	10
CHEM1020	Introductory Chemistry 2	10

PARKING

Student parking permits are available from any Student Hub. To purchase a student parking permit, you need to take your current student card to the Student Enquiry counter at one of the Student Hubs: <http://www.newcastle.edu.au/service/parking/>

When you collect your permit, a charge will be raised against your student account and an email invoice advice will be sent to your student email address. This invoice can be paid using BPay, at any Post Office or to the University Cashier located on the third floor of the Student Services Centre. This payment information is available online at the University's eBilling site: <http://www.newcastle.edu.au/study/ebilling/>

HANDY HINT:



Get your parking ticket before semester commences and get here early on the days you attend, parking is much easier that way! Beware..... DO NOT PARK IN STAFF PARKING AREAS. Heavy parking fines apply.

TIMETABLING

The university provides you with an official timetable. Follow the links from the University of Newcastle home page: <http://www.newcastle.edu.au/>

HANDY HINT:



The timetable can change so check so that you do not miss a tutorial, laboratory or lecture.

If a time or room change happens it will be reflected in your weekly schedule in **myHub**. You should also check your student email in case of a late notification of a change.

HANDY HINT:



Enrolment and tutorial registration takes place at the same time. See the University website and check your email for updates.

USING THE UNIVERSITY'S ONLINE ENVIRONMENT

Navigating Through the University Web Site (www.newcastle.edu.au)

During 2012 there are plans to introduce a student portal to the University student environment. This will change how you will access Blackboard. When this becomes available you will be notified.

The simplest way to navigate through the web site and to find what you are looking for is to use the **QUICKLINKS** button; you will find this at the top right hand corner of the screen once you have entered the University web site. Alternatively, if what you are looking for is not in the Quick Links drop down list, then you should go to the **STUDENTS** tab (top of screen, to the left of the STAFF tab) – and click on this tab. Here you will find links to all sorts of student-relevant information.

You will need to have the latest version of either Internet Explorer OR Mozilla Firefox internet browsers installed.



Image: University Home Page



HANDY HINT:

You may wish to add both the following pages to your favourites. The University home page <http://www.newcastle.edu.au/> and Current students <http://www.newcastle.edu.au/students/current/>

Image: University Current Student Home Page

Email Access

How do I access my email? How Often Should I Access my Email?

The University provides an email address for each of its students. This address is used to advise you of important information. To log into your student email account (called NUmail) go to: <http://www.outlook.com/>

More information about how to log-in can be found at this link:

<http://www.newcastle.edu.au/service/email/student-email/numail.html>

Have a look at your email every day and also look at the Blackboard sites for each course every day; it will help you keep up with what is going on. Each email account has a limited capacity and if you let your mailbox get too full mail bounces back to the sender and you can miss important info.

The University will use your Numail email account to communicate with you.

HANDY HINT:



Have a look at your email every day and also look at the Blackboard sites for each course every day; it will help you keep up with what is going on.

Learning in the Online Environment

There are many great benefits to learning online. It can give you choice and global engagement, creativity and easy access, interactivity and flexibility and most importantly work readiness.

There are various forms of online resources and systems used within the University of Newcastle, to enhance your experience whilst studying at the University.

To help you become familiar with the concepts and systems of learning in an online environment, please visit Learning in the Online Environment at <http://www.newcastle.edu.au/students/learning-in-the-online-environment/>. This resource has been designed to assist you in the use of information and communication technologies to make the most out of your learning.

Blackboard (Bb): What is it?

Blackboard is the University's learning management system that enables you to access, engage and interact with online information and activities, and with people in the online environment. Once you are enrolled in your Program you will be able to login to Blackboard and access the courses you are enrolled in and many other resources.

What information does Blackboard provide me?

Blackboard is used by course coordinators and tutors, and other units at the University, as a means of communicating important information and content to students. There are a myriad of uses for Bb, for instance, you will find the academic integrity program Turnitin (see below for more information on Turnitin) for submission of written assessment items, your lecturer may choose to load their lecture presentations or the course coordinator/tutor may provide you with online practice questions for study purposes. Bb is also used as a means of announcing up-coming events and important dates. It is highly advisable that you become familiar with the sites as developed and provided to you by your course coordinators.

How do I access Blackboard?

Accessing Blackboard is a two-stage process. First, you need to get into the Blackboard Login Screen, by;

1. Typing blackboard.newcastle.edu.au in the address field of your browser

OR

2. Clicking on the Blackboard login button on the Current Students page (<http://www.newcastle.edu.au/students/current/>)

OR

3. Clicking on Blackboard from Quick Links on the University's home page (<http://www.newcastle.edu.au/>)

OR

1. Download the Bb app onto your smartphone.

Logging in:

At the Blackboard Login screen, enter in your personal login details. To do that,

1. Enter your Uni ID (your student number, beginning with a 'c')

2. Enter your password (the four character access code that is printed on your student card, plus the date and month of your birth, unless you have changed your password)
3. Then click on the Login button.

HANDY HINT:



You can use Blackboard on your smartphone.

Blackboard's Home page:

Once you have logged into Blackboard, the first page that is displayed is the Blackboard Home page. Given that you have provided your identity when you logged in the Blackboard Home page acknowledges that you are known and welcomes you as the user who has logged in.

Now let's look more closely at the Home page to draw attention to what you will find on it, and the important features and functions.

There are three tabs on the Blackboard home page; Current Course Sites, Previous Course Sites and Notifications Dashboard.

1. The 'Current Course Sites' tab has three content boxes:

'My Announcements'- lists all recent announcements for current teaching and other course sites as well as any recent University wide announcements (posted in the last seven days).

'My Course Sites' - lists of all your current enrolled teaching courses that contain an online component as well as your Program course site. An important responsibility for you is to ensure that you are correctly enrolled in your courses. Only if your enrolment is correct will you be able to access, engage and interact with the online components of your courses.

'My Other sites' - lists any non-enrolled resource and other sites this may include for example Clinical Placement Resources or Maths Resources. There are also other courses available, such as Careers Service, ITskills - Software and Computer Skills Training, and Learning Development, which are accessible to all students enrolled at the University of Newcastle.

The 'Previous Course Sites' tab provides a list of previously enrolled courses which are still available. For example past teaching Year, Semester and/or Trimester courses.

4. The 'Notifications Dashboard' tab shows a summary of recent additions and changes to your enrolled courses, as well as important deadlines and assessment information. (Please note not all courses are setup to display Assessment due dates and Notification reminders. It is best practice to review your course outline.

HANDY HINT:



Just like with email, check Blackboard sites for each course everyday for announcements and information.

Accessing and navigating in an online course

Once you have clicked on the name of a course it is important that you become familiar with the appearance and layout of this page. It provides the starting point from which to engage and interact with the various components.

Discussion Boards in Blackboard

Discussion boards are used within the Bb system as a means of allowing you to communicate with your tutor as well as one another. Often times, discussion boards may be used to discuss content-related information with your peers and tutor, present assessable content or as a means of asking questions. Your course coordinator will let you know the purpose of the discussion boards within their Bb sites.

Blackboard Mobile Learn

Blackboard Mobile Learn is a free mobile application (app) that enables interactive access to Blackboard course sites via a compatible mobile device. This app adds mobility to many of the features of Blackboard, and is available to most mobile devices. For more information on Mobile Learn visit: <http://www.newcastle.edu.au/unit/centre-for-teaching-and-learning/blackboard-mobile-learn/>.

Turnitin – what is it?

Turnitin is a text-matching tool designed to improve your academic writing skills and assist in detecting errors of referencing in assignments. The program is accessed via Blackboard and produces an originality report that you can review, allowing you to revise your work prior to the final submission, if required.

For more information on referencing refer to the following section 'Plagiarism – what is it?'

Turnitin – how do I use it?

Information about academic integrity and how to use Turnitin can be found at: <http://www.newcastle.edu.au/service/academic-integrity/for-students.html>

Learning in the Online Environment at <http://www.newcastle.edu.au/students/learning-in-the-online-environment/> has more information on how to use Turnitin. As noted above in the Blackboard section, you will find 3 modules at this site. Module 3 – Learning online at the University of Newcastle, provides you with the relevant help regarding using Turnitin and many other helpful tools and advice. Please take the time to utilise all 3 Modules. It is a fantastic online tool that you will find very useful and relevant!

HANDY HINT:



Make sure that you complete modules in the Learning in the Online Environment especially module 3.

Lecture Capture

Lecture capture (currently 'Lectopia', soon to be 'Echcosystem') is an automated recording system that records the audio and/or video of lectures. Lectures may be recorded as they are delivered and uploaded onto the University's learning management system (Blackboard). These recordings sometimes include other resources (eg PowerPoint presentations) for students to view at a later date. The lecture capture system has been designed to stream lectures to students so they can be accessed from anywhere in the world. Students find the system to be immensely helpful when there are timetable clashes or personal and work commitments that prevent them from attending lectures, and in reinforcing complex points.

UNIVERSITY POLICIES – GET TO KNOW THEM

Plagiarism – what is it?

Plagiarism is a form of academic dishonesty, where the work of others is passed off as your own. According to the University's student academic integrity policy available at: <http://www.newcastle.edu.au/policy/000608.html> plagiarism is:

- The presentation of the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:
- Copying or paraphrasing material from any source without due acknowledgment;
- Using another's ideas without due acknowledgment;
- Working with others without permission and presenting the resulting work as though it was completed independently.

In Australian universities it is considered very important that you acknowledge the original sources of your ideas. By referencing your work correctly you will avoid charges of plagiarism. You need use a recognised referencing style, which for the School of Nursing and Midwifery is the 'APA' referencing style. You can access the 'Guide to APA style of referencing' on the Library web pages:

<http://www.newcastle.edu.au/service/library/information-skills/>

Academic Integrity Module

All students are required to have completed the Academic Integrity Module (AIM) available in Blackboard. The module MUST be completed. Grades for courses may not be released until this module is completed. Information on the Academic Integrity Module will be found in Blackboard

Student Academic Conduct Officers (SACO)

Your tutor or course coordinator is your first contact for advice on academic conduct issues relating to teaching, learning and research. Examples of conduct issues are plagiarism, collusion, group work, and assessment issues, etc.

However, each School of the University has appointed a Student Academic Conduct Officer (SACO) who deals with all situations or cases of academic misconduct in their School. The SACO has a pivotal role in dealing with academic misconduct in a transparent, fair and consistent manner in accord with University policy. The SACO is a key contributor and reference person for the discussion of academic integrity matters pertaining to their School.

Adverse Circumstances

The University recognises that during your program of study, illness or other serious circumstances beyond your control may affect your preparation for an assessment item, or your preparation, attendance or performance, in an examination. In such circumstances, you should contact your Course Coordinator for advice, and complete an Adverse Circumstances application online where appropriate.

For information regarding allowable adverse circumstances, documentation, and application processes, please refer to:

<http://www.newcastle.edu.au/service/enrolments/progression/adverse-circumstances.html>

Applications should be submitted online at:

<https://intraweb.newcastle.edu.au/sc/Pages/Login.aspx>

Policy Library

For further information regarding adverse circumstances* or any other University policy*, please visit the policy library at <http://www.newcastle.edu.au/policy>

*Note: At the time of going to print, a number of policies have been under review. Some come into force from 1 January 2012 and this and other policies may also be reviewed whilst you are undertaking your degree. Therefore check for changes to policies whilst studying at the University of Newcastle.

NEED HELP?

HANDY HINT:



**Don't forget we are here to help you.
No question is a silly question.**

Student Hubs

The Student Hubs provide a one-stop shop for you to access essential student services at five of our campus locations. Each Hub offers a place for you to work on, submit and collect your assignments, meet friends, buy something to eat and get advice and referrals from trained staff about issues relating to your studies. You can visit the hub online at: www.newcastle.edu.au/students/hubs OR in person.

Opening Hours** at the Student Hubs:

HUB	Location	Opening Hours
SHORTLAND HUB	Shortland Union Building Callaghan Campus	8.30am-5pm, M-F
HUNTER HUB	Student Services Centre Callaghan Campus	8.30am-5pm, M-F
CITY HUB	University House Cnr King & Auckland St	9am-6pm, M-F
OURIMBAH HUB	Student Hub Ourimbah campus	8.30am-5pm, M-F

PORT MACQUARIE HUB	A Block Corner of Oxley Highway and Widderson Street Port Macquarie	8.30am-4.30pm, M-F
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**** Hours can vary during orientation and vacation periods**

HANDY HINT:



Don't get the terms Hub and HUBS confused! The Hub is the service the UoN provides for students with all the services seen below. The term HUBS refers to the Human Bioscience component that Biomedical Science students will study at one time or another! For example, HUBS1403 is the course code for Biomedical Sciences

Part I

Services Offered at the Student Hubs:

Admissions advice	Information about applying for special circumstances
Assignment submission and collection	Information about cross-institutional study
Computer access and wireless enabled areas	Official transcripts
Credit information and advice	Parking permits
Enrolment advice	Policy advice
Fees advice and information	Printers, photocopiers and scanners
Program advice and information	Referral to Counselling
Referral to Careers Service	Referral to Dean of Students
Referral to Disability Support Services	Student ID cards
Referral to Graduate Studies	Scholarships advice
Referral to Loans and Welfare	Travel Concessions

LEARNING SKILLS AND STUDY TECHNIQUES (LEARNING DEVELOPMENT ACTIVITIES)

Learning development activities are available to students on all three of our campuses. Learning Development is a team of Learning Advisers who can offer you ideas and strategies to help you achieve success in your studies.

For greatest benefit, you are invited to attend our programs consistently through the semester. This will enable you to prevent, rather than react to, any difficulties in your study such as:

- time management
- essay writing skills
- managing your workload.

What does Learning Development do?

We will help you build the skills you need for Academic Writing, Study Skills, Mathematics or English Language. You can use the online resources, come to a workshop, book an individual consultation, or email us on:

econsult@newcastle.edu.au

Who?

Academic advice is available to all students, whatever you are studying - and it's free!

When, What, How?

All students are automatically enrolled in Learning Development in Blackboard (<http://blackboard.newcastle.edu.au/>). Click on the Learning Development link under 'My Courses' to gain access to resources and other Learning Development information.

You can take advantage of various forms of support offered:

- Throughout the year we offer a range of **workshops** for Academic skills and English Language Support, as well as workshops designed specifically for your course or faculty.
- **Consultation** times are available every week for you to bring your questions to a Learning Adviser for Academic Skills, English Language Support or Maths & Statistics, on an individual or a small group basis.
- The [Blackboard](#) site includes self-access study resources as well as copies of materials used in our workshops.
- In our **Collaborative Learning Space (MC146)**, you can attend sessions organised on topics specific to your course or faculty, or you and your classmates can use the space to work informally, with a Learning Adviser available for assistance.

- We know that not everybody can attend Workshops or Individual Consultations held on campus, and while online resources are great there are times when you have a more specific question and you really need to talk to a Learning Adviser. So now there is another way to get feedback and advice about any learning issues you may encounter - simply email your question to econsult@newcastle.edu.au If it's about an assignment, you should attach a draft of your assignment, a copy of the assignment question and any other relevant document. You need to think about the advice you want, so include a specific question in your email. We will not edit or proof-read your work, but will help you develop your own skills in planning and completing your work to a high standard. We aim to respond within 24 hours, Monday to Friday, but this may vary - so plan your time so that you can act on our suggestions and redraft your work.

Surviving First Year Uni: Passing Exams

Exams are not intentionally designed to induce stress in students, believe it or not!

The main reason for exams is to test students as individuals under controlled conditions, so that they can demonstrate their capabilities independent of any assistance by others.

This module will provide you with a number of handy hints about how best to prepare for exams, perform during exams, and learn from your exam experiences. You will learn how to survive exam anxiety and get the outcome you deserve. Specifically, the module covers:

- Exam preparation
- Goal setting for exams
- Doing different types of exams:
 - Multiple choice exams
 - Short and long answer exams
 - Essay exams
 - Open book and take-home exams
 - Problem and case-based exams
 - Oral exams
- Reflecting on your performance
- Where to find further information on University support services and policies

Please visit the following site to browse the module; you may even like to print off some information relevant to you!

<http://www.newcastle.edu.au/teaching-and-learning/surviving-first-year-exams>

IT Support

For help/advice regarding IT call 02 4921 7000 if you require urgent assistance. If your enquiry is not urgent, you are encouraged to log a job through the IT Service Desk Self Service Portal at: www.newcastle.edu.au/17000 or visit the Service Desk in the Computing and Information Services (CT) Building.

Connect 2 Success

Connect 2 Success is an initiative of Student Support to assist students achieve their academic potential. This program is a voluntary service that helps students look at what

might be interfering with their academic performance and recommends appropriate avenues of support and advice on overcoming hurdles.

The program is free and offers students the opportunity to meet with an advisor by appointment. More information regarding this program can be found at: <http://www.newcastle.edu.au/service/connect-2-success/>

Careers

The Careers Unit can provide you with assistance related to many areas you might need help with such as career choice, career planning and the transition between study and work. Careers Counsellors can:

- Listen and help you to sort out your career-related issues
- Give guidance on job search strategies, job applications and interviews

The Careers Unit can be located on Level 2 - Student Services Centre (in the same space as the Hunter Hub): <http://www.newcastle.edu.au/service/careers/>

Student Mentoring Program

The aim of the Student Mentoring program is to offer new domestic students from outside of the local area with additional support and advice from students who have already made the transition. While coming to university can be an overwhelming experience for some, this program has been designed to help students settle in and to demystify university life. New students are allocated a mentor who will email them before semester starts. Student mentors will meet with new students to share some of their own experiences and have a chat about how things are going over a coffee within the first few weeks of semester. Please visit the following site for more information: <http://www.newcastle.edu.au/service/mentoring/advice.html>

Counselling

The Counselling Service is available to students free of charge, on a confidential basis at each of the campuses of the University of Newcastle. Counselling Service staff is available to clarify and resolve a range of issues, which might otherwise interfere with academic or personal effectiveness. Such issues include - adjustment to University life, personal and family difficulties, anxiety, depression, bereavement, relationship problems, situational stress, and course-related problems such as examination anxiety, motivation, etc. Please visit: <http://www.newcastle.edu.au/service/counselling> for further information.

University Health Service

The University Health Service is a fully accredited general practice staffed by doctors and nurses who understand the medical problems of students. The Health Service provides both emergency and routine medical care to all students and staff. Some of the areas in which they can help include:

- Treatment of illnesses and injuries
- Women's Health care including Pap smears, pregnancy testing and advice, ante-natal care and advice on terminations, advice on contraception including the morning after pill
- Testing for sexually transmitted infections including HIV
- Travel immunisations and advice
- Immunisations required for students in health related courses
- Assistance with emotional and personal difficulties
- Pathology testing
- Referral to specialists, X-ray services or physiotherapy
- Skin Checks

All consultations are strictly confidential: <http://www.newcastle.edu.au/service/health>

HANDY HINT:



**Counselling is available to all students and is confidential.
It is Ok to say I need help.**

Students with Disabilities

The Disability Support Service offers practical assistance and advice to students with a permanent or temporary disability or medical condition. If students are experiencing difficulties with their studies due to the effects of their disability they can register with the Disability Support Service. Students must provide appropriate documentation and may be eligible for a range of support and assistance.

The support and assistance provided through the Disability Support Service aims to assist each student to meet the inherent requirements of their course whilst maintaining as much academic independence as possible.

Eligible students may be provided with the following services and support:

- **Advocacy**
- **Assessment/Exam Support**
- **Lecture Support**
- **Library Support**
- **Parking**

Please visit: <http://www.newcastle.edu.au/service/disability> for further information.

Callaghan Campus

Disability Support Service
HA168 Hunter Building
The University of Newcastle,
University Drive,
Callaghan NSW 2308
Telephone: (02) 4921 5766
Fax: (02) 4921 7065
Email: student-disability@newcastle.edu.au

Ourimbah Campus

Disability Support Service
Student Support Unit
University of Newcastle, Ourimbah Campus
PO Box 127,
Chittaway Rd
Ourimbah NSW 2258
Telephone: (02) 4348 4060
Fax: (02) 4348 4065
Email: student-disability@newcastle.edu.au

Port Macquarie campus

Students with a disability studying at the Port Macquarie campus can contact the TAFE Counselling Service in Block C or on 6581 6212 to register and discuss their support requirements.

INTERNATIONAL STUDENTS

The University's International Office provides a range of welfare and support services for International Students, which are designed to give you access to information that will make your time at the University a rich and academically rewarding experience. The team also offers practical and personal support to students who find themselves in unfamiliar circumstances and who need local advice and help.

The University's International Office has several international student advisors that are available to assist International students. Their role is to provide essential support and informed advice to international students.

The advisors can be contacted on:

E-mail: International-advisors@newcastle.edu.au

Phone: +61 2 4921 5010

Emergency Phone After Hours: **1800 081 233**.

Or come in and see us at:

Hunter Building (next to the Bar on the Hill)

International Office

Callaghan, NSW, 2308

Overseas Student Health Cover

The Australian Government requires all holders of a student visa to have approved health cover for the duration of their visa. Overseas Student Health Cover (OSHC), provided by OSHC Worldcare, is deducted from the tuition fee deposit for the length of your visa.

For further information please visit Worldcare Overseas Health Cover:

www.oshcworldcare.com.au

Consult Times are:

Hunter Hub Tuesday & Thursday 9:00am - 12:30pm & 1:30pm - 5:00pm

City Hub Wednesday between 9:00am-1:00pm

Contact: Kaylene Smith **Email:** ksmith@worldcare.com.au

Community Programs & Events

Throughout the year the International Office co-ordinates a range of community engagement programs and culturally significant events for you to get involved in.

Programs include:

- Community Connections, cross –cultural friendship program.
- Speed Conversations- a great way to practice your English and make friends.
- Cultural Connections, opened to international Research Higher Degree students and partners of international students.

- GOALSS- a sport program to connect male international students with domestic students and staff. Outcomes of the program include new friendships and informal networks among the participants.

In addition, the International Office is proud to host and participate in a series of events throughout the year, including Harmony Week and Cultural Awakenings which promote diversity and cultural exchange.

For more information contact: international-community@newcastle.edu.au

Diagnostic Academic English Learning Tool (DAELT)

DAELT is an online assessment tool designed to assist **International students whose first language is NOT English**. Closely modelling university learning experiences, the core elements in the DAELT are the inter-related English language skills of academic reading, listening, writing and speaking. After completing the hour long online assessment tool, students are able to gain detailed feedback about their strengths and weaknesses in academic English. Students are then given information about the appropriate Learning Support workshops and sessions to attend in order for their language skills to be developed on an on-going basis throughout the semester. The workshops available to students are closely aligned to the academic English language skills assessed in the DAELT. Students are also able to have their academic speaking assessed by an English Language Learning Adviser face-to-face. Students can book into a speaking assessment session through the registration system on **Online Services**.

For further information visit the learning development Bb course or, email: ctl-ld@newcastle.edu.au, or call 4921 5350 (Callaghan Campus) or 4349 4572 (Central Coast Campus).

iLEAD International Leadership Experience & Development Program

Are you the type of person who is inspired by world leaders, or by people who show extraordinary leadership? iLEAD can give you the opportunity to gain experience and skills in the areas of leadership and international awareness.

Established in 2009, the University's innovative program provides opportunities for students from any degree and background to gain knowledge and leadership experience in an international context. You can gain skills through actively participating in iLEAD's skill-building seminars as well as attend the International Leaders Series lectures. You can gain international experience through study abroad and exchange opportunities, volunteering, internships or other relevant international programs.

The sky is the limit in terms of international destinations with students venturing to a broad range of countries including Canada, China, Costa Rica, Czech Republic, France, Honduras, India, Italy, Japan, Nepal, Rwanda, South Africa, Thailand, United Kingdom, United States and Vietnam.

The program can be completed in a year or over the duration of your degree. It's free to join. You will receive a certificate upon completion, and recognition on your Australian Higher Education Graduation Statement.

To find out more visit: <http://www.newcastle.edu.au/students/study-abroad/ilead/>

NOTES:

