UNSW Aviation

Postgraduate Student Guide

Grad Cert, Grad Dip and MSc Tech (Aviation)

Semester 1, 2012
Enrolment

Every student must enrol in at least ONE course each semester unless he/she is on approved study leave or qualified for graduation. If you wish to apply for study leave for Semester 1, 2012, you will have until the 31st of March to do so to avoid financial penalty.

Students who apply for leave after 31st March will have to pay the fees for the courses and may be academically penalised. If you wish to apply for study leave, please complete a Program Enrolment Form. This form is available online at https://my.unsw.edu.au/student/academiclife/ProgramEnrolmentVariationForm.pdf

Be aware if you are not enrolled into any courses in any given semester nor are you on approved study leave, the university will cancel your enrolment. It is your responsibility to ensure that you are enrolled at the start of every semester and that your enrolment is correct.

Semester 1, 2012

Semester 1, 2012 runs for a total of 15 weeks i.e. 12 weeks of the normal teaching period, 1 week for mid-semester break, 1 study week and 1 exam/final assessment week.

Courses (UNSW does not use the term "subjects") worth 6 Units of Credit (UoC) runs for 12 weeks while 3 UoC courses run for 6 weeks of the semester.

6 Units of Credit courses starts on 3 March (Week 2).
3 Units of Credit courses starts on 26 March (Week 5).

If students wish to do two 3 UoC courses, they must undertake them concurrently, the courses cannot be done one after the other in the same semester.

Students who are working full time should enroll as a part-time student undertaking 1 or 2 courses (maximum 12 UoC) per semester only. Recommended study time is 8-10 hours per week per course. Do not overload yourself by enrolling in too many courses.

Postgraduate Aviation Calendar & Key Dates

The Postgraduate Aviation Calendar can be found at the end of this guide. This calendar is slightly different to the official University calendar. So please make sure you refer to the Postgraduate Aviation Calendar through out the semester.
Please note the important key dates outlined in the Aviation Calendar such as:

- **4 March**: Last day to enrol in all **Semester 1 AVIA** courses
- **31 March**: (Census Date) Last day to discontinue **Semester 1** courses without financial and academic penalty
- **31 March**: Last day to finalise arrangements for FEE-HELP
- **22 April**: Last day to discontinue **Semester 1 AVIA** courses without academic penalty.

For more information on key UNSW dates, please visit myUNSW at https://my.unsw.edu.au/student/resources/KeyDates.html

**MyUNSW –** https://my.unsw.edu.au/

MyUNSW is your gateway to the administrative and information services you need throughout your studies. MyUNSW services include:

- Enrol and drop courses each semester
- Update your contact details, such as mailing address, phone number and maintain your personal data online
- Pay and view fees
- View assessment results and academic standing
- Academic records

Students will need to log into their myUNSW accounts regularly to ensure that contact details and course enrolments are correct for each semester.

Fees statement and payment options (Statement of Student Debt) are available online 2-3 weeks before the Teaching Period starts. If you have problems accessing your fee statement contact the Student Financials Team via email at csandfees@unsw.edu.au, or Tel: +61 2 9385 8500.

**Delivery of Courses –**
**UNSW Blackboard (Bb9)** http://telt.unsw.edu.au/

Delivery of the postgraduate Aviation courses is through a web-learning management system called UNSW Blackboard (Bb9). To access the online
course materials, students are to log in to Bb9 via myUNSW
www.my.unsw.edu.au and click on the Bb icon located on the top right hand
corner of myUNSW Home tab. Alternatively students can access the login
page via www.telt.unsw.edu.au. You will need to use your username (your
student ID e.g. z1234567) and zPass to access.

This website is where all learning and teaching happens. It allows students to
download course notes, submit assignments, contact facilitators, participate in
discussion forums, complete student survey, and get support and other
resources.

Students are to work/read through the study material as required.

A UNSW Blackboard - Student Getting Started Guide is attached to help you
familiarise the system. More student support can be found at

If you encounter any Bb9 technical problems, please contact UNSW IT
Service Centre via email at ITServiceCentre@unsw.edu.au.

Note: from 2012, students can no longer order a printed course manual from
the School.

**Course Access Dates**

Students can access their course notes through UNSW Blackboard. Course
notes are released in stages.

For 6 UoC Courses, the Course Units are released in 3 stages:
Unit 1-4: releasing from **20 February** or 2 days after course enrolment
Unit 5-8: releasing on Week 5
Unit 9-12: releasing on Week 8

For 3 Units of Credit courses, the Course Units are released in 2 stages:
Unit 1-3: releasing on Week 2
Unit 4-6: releasing on **1 April**

Course access end date is **24 June**. After this date students can no longer
access the courses. So please ensure you download any course notes to your
local computer.
Assignment Submission

Assignments are to be submitted for marking on dates as specified in the course notes. If the dates are not specified, please use the PG Aviation Calendar as reference for the assignment submission dates.

Students should always submit their assignments through Bb9's Turnitin Submission Box unless advised by the facilitators. All submitted assignments must have an “Assignment Coversheet” attached to the front of it. These coversheets are available on Bb9 under Resources page. Assignments submitted without the assignment coversheet will not be marked.

Unless otherwise stated the assignment submission date is 11:59pm on Sunday of that week (Sydney time). If in doubt please contact the course facilitator.

If you require an extension to assignment submission dates, you are to make a formal request to the course facilitator by email. Extensions to submission dates are not guaranteed and students should not assume that they will be given one. Due to students being situated in various places around the world in different time zone, we will not be holding scheduled “on-line” classes but course facilitators are readily contactable via email and where necessary telephone.

zMail (formerly known as UniMail) – https://zmail.unsw.edu.au/

All students enrolled at UNSW are provided with a UNSW email account. You will need to set up this account after you have enrolled. It is important you check your University email address regularly or arrange to have this forwarded to an account that is checked often. Official communication from the University will be sent to this account. It is your responsibility to ensure that you check this account regularly.

Your email address will take the form of “z1234567@student.unsw.edu.au” where “1234567” is your personal student ID number. Your student ID (with prefix “z”) along with your zPASS will allow you to access your zMail.

If this is the first time you use zMail, you will need to activate and set up your zMail account. This activation requires obtaining an initial Windows Live ID password. Please go to http://www.it.unsw.edu.au/students/zmail/index.html to find out how to set up your zMail. You can also create aliases for your email, i.e. rather than it being in the form of z1234567@student.unsw.edu.au, you can create an alias such as jamie.lim@student.unsw.edu.au.

Please note that the University will only send emails to your zMail account and not personal email. UNSW staff have the right not to respond to emails sent from your personal email.
When emailing the University, course facilitators or administrators, please ensure to state your full name and student ID.

**Student ID and zPass**

All students enrolled at UNSW are given a Student ID and zPass. Your student ID/number is in the form of “z1234567”. Your zPass is an alphanumeric figure that along with your student ID will give you access to your myUNSW account, Blackboard and zMail account. If you do not have a zPass, you can obtain one via [http://www.it.unsw.edu.au/students/zpass/index.html](http://www.it.unsw.edu.au/students/zpass/index.html)

Please contact the UNSW IT Service Centre if you have any technical problems:
Telephone: +61 2 9385 1333
Email: ITServiceCentre@unsw.edu.au

**Student ID Card**

Students can get their Student ID Cards from UNSW FM Assist. FM Assist can mail student ID Cards to you. Please contact them via [http://www.facilities.unsw.edu.au/fm-assist/id-cards-and-building-access/](http://www.facilities.unsw.edu.au/fm-assist/id-cards-and-building-access/)

**FEE-HELP**

Eligible students wishing to apply for Commonwealth financial support – FEE-HELP – have until the 31st March to do so. Information regarding FEE-HELP can be viewed via the Financials section of their myUNSW accounts. When you log into your myUNSW, click the tab at the top of page titled “My Student Profile” and “Commonwealth Government Forms. Scroll down and select “Update” to start the application process. Further information about FEE-Help can be found at [https://my.unsw.edu.au/student/fees/FeeHelp.html](https://my.unsw.edu.au/student/fees/FeeHelp.html)

**UNSW Library**

Apart from the prescribed course materials, students are required to research information from other sources. The UNSW Library is a great starting point to begin researching different topics [http://www.library.unsw.edu.au/](http://www.library.unsw.edu.au/). There is a brief outline on how to search for both texts and e-journals at the UNSW Library under UNSW Blackboard Resources page. UNSW Library invests in many electronic resources and made those available for enrolled UNSW students. You can find useful electronic resources such as academic journals through Sirius. Instruction on how to use Sirius is included in the Information Skills tutorial, Elise Plus which you can find at the following page:
Additionally, the Library has recommended many Aviation search databases at http://subjectguides.library.unsw.edu.au/content.php?pid=11693&sid=78435
If you have any questions regarding Library services, you can contact Nicole Milgate, the Outreach Librarian:
Phone: +61 (2) 9385 3679
Email: n.milgate@unsw.edu.au

Learning Centre

The Learning Centre offers academic skills support to all students enrolled at The University of New South Wales - http://www.lc.unsw.edu.au
Of importance towards your studies at UNSW, that are available through the Learning Centre’s website, is the “Online Academic Skills Resources” and the “Plagiarism & Academic Integrity”. These online pages are self explanatory and it’s recommended you spend some time reading through this material. As a guide, we recommend that students use the APA (American Psychological Association) Referencing System.

- Online Academic Skills Resources – http://www.lc.unsw.edu.au/olib.html

Need Help?

If you need any help throughout your studies, please do not hesitate to contact the Postgraduate Programs Administrator at UNSW Aviation, Jamie Lim. She can be contacted via the following methods:
Email: aviam@unsw.edu.au
Phone: +61 2 9385 6767
Fax: +61 2 9385 6637
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