



May 2011

## Re: Graduate Public Health, International Public Health and Health Management Programs

Dear Student

We welcome you to the School of Public Health and Community Medicine and wish you every success in your studies. The following information will assist you with commencing your postgraduate study.

**Please note:** You must first formally **accept and confirm your offer online**. You must complete both Part I and Part II of your online acceptance in order to be enrolled at UNSW. You must do this even if you have accepted your UNSW offer through other means, e.g. by completing the Acceptance section of an offer letter. Please refer to the following link for further information on how to accept your offer online: <https://my.unsw.edu.au/student/commencing/AcceptINTLandPG.html>

### Enrolment

After accepting your offer, you will be able to enroll in your courses online from Monday, 23rd May 2011 via myUNSW ([www.my.unsw.edu.au](http://www.my.unsw.edu.au)). The **School requires all students to complete enrolment by Friday, 24<sup>th</sup> June 2011**. Please refer to: <https://my.unsw.edu.au/student/commencing/EnrollingNew.html> for enrolment instructions.

### Timetables and Workshops

- The School timetables for internal (weekly) and external (distance) students are available at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHTime>
- The University wide timetable for all classes is available at: <http://www.timetable.unsw.edu.au>. This website provides the most current information on date, time, venue and mode for each of the courses.
- Last minute changes to the timetable may occur, so please check the website regularly as hard copies will not be mailed out. A course will be conducted only when at least 10 students are enrolled.
- **Compulsory Workshops:** Workshops for **external** students will be held in the Residential Week from 11 July to 15 July 2011. Some courses also require **internal** students to attend workshops held during the Residential Week e.g. courses PHCM9781, PHCM9517. Please check the School timetables to find out if this applies to courses in which you are enrolled, as attendance is **compulsory**.
- A **Library Induction** and **Blackboard (Bb) Training** session will be held during the Residential Week for **all students**. The training will provide an opportunity to become familiar with the tools and services available for external students. Date, time and venue details are available on the external workshop timetable.

### Staff and Student Meet & Greet

A Staff and Student Meet & Greet session is available for students to meet with program directors and course convenors to discuss their program of study:

**4pm to 5pm, Thursday 14<sup>th</sup> July, 2011 in SAM241 Level 2 Samuels Building**

### Course Descriptions

Detailed information regarding our course outlines and availability can be viewed at: <http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail>

### Survey Form

Please complete the Survey Form enclosed, and return it to the Postgraduate Office in your first week of semester. This will assist us to continue providing a program that is responsive to your needs. Your answers will remain confidential, and you will not be identified.

Finally, if you have any queries about your program, please contact us on [postgrad-sphcm@unsw.edu.au](mailto:postgrad-sphcm@unsw.edu.au).

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