Faculty of Education
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www.utas.edu.au/educ

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Newnham, Launceston

Sandy Bay Campus
Level 4
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Sandy Bay, Hobart

Cradle Coast Campus
Level 1
16-20 Mooreville Rd, Burnie
Dear students,

Teaching is one of the most important professions available, and one of the most rewarding. I know that you will find your time with the Faculty of Education both enjoyable and inspiring.

The Faculty of Education is an active, research-led faculty, responsive to growing demands for educators in the broad Australian and world communities. We are also in a position to harness the natural advantages of our state and our university to offer you quality teaching and learning opportunities. During your course you will be exposed to the latest research and academic thinking in contemporary and global issues.

Faculty of Education staff are committed to helping you develop the confidence, skills, and knowledge to become a successful teacher. In your program you will experience a strong course of study that is highly focused on both the theoretical and practical elements necessary for accreditation into the teaching profession.

I welcome you to the Faculty of Education, and to the teaching profession, and I wish you every success during your studies and in your professional career.

Warm regards

Professor Ian Hay, PhD, MAPS
Dean of Education
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UTAS Student Centre
Phone: 1300 361 928
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Web: www.students.utas.edu.au
Email: Student.Admin@utas.edu.au

IT Support Helpline
Phone: 1300 304 903 or dial extension 1818
        +61 3 6226 1818 (international)
Email: service.desk@utas.edu.au

About this Handbook

This handbook aims to provide information to help students start, transition, progress, and make the most of their experience with the Faculty of Education. Unavoidably, there is a myriad of processes and important information that all students need to be aware of for the duration of their studies.

Whether you are a first-year or final-year student, whether you are studying on campus or externally; no matter where you are or through which mode you are studying, we hope this handbook will be a great help to you.

The handbook is always a work in progress because the needs of our students change, as do the needs and offerings of the Faculty of Education. For these reasons we encourage students to provide feedback on this handbook.

The handbook exists to make life easier and more enjoyable for everyone in the Faculty. For each new edition, we try to improve the content. If you have any ideas or suggestions, please don’t hesitate to get in touch and pass on your feedback.

email: www@educ.utas.edu.au.
Information Handbook: a condensed guide to studying with the Faculty of Education

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Getting started at UTAS

Useful websites

These are some sites that will link you to a range of important and useful information. As a first-year student it will be worthwhile to spend some time exploring these sites.

**Faculty of Education:** The Faculty of Education site provides course and unit information, enrolments, professional experience and Faculty contacts.


**First Year at UTAS:** Here you will find links to important information to help you get started.

[www.firstyear.utas.edu.au](http://www.firstyear.utas.edu.au)

**Online Orientation:** The online orientation provides guidance about how to get organised for study, find support and set yourself up for academic success. Online orientation can also be a handy backup for students who attend on-campus orientation and want reminders or further information.


**Current Students:** The information on this site covers most of the information you need as a beginning and continuing student, including graduation, scholarships, key dates and examinations.

[www.students.utas.edu.au](http://www.students.utas.edu.au)

**Student Centre (support):** This site deals with a range of support services for students and provides a large variety of factsheets to download on health, careers and employment and study tools.

[www.support-equity.utas.edu.au](http://www.support-equity.utas.edu.au)

**Support for Student Learning:** This site describes the range of learning support programs available for students, such as English Assist, PASS and Unistart.

[www.learningsupport.utas.edu.au](http://www.learningsupport.utas.edu.au)

**UGrow USucceed:** This site offers a series of workshops and online modules to help students develop the skills needed to succeed.


**Tasmania University Union:** This site describes the services and organisations provided by and affiliated with the Tasmania University Union, including student advice and advocacy, housing and accommodation, entertainment, clubs and food outlets.

Before you start

- Do you know who your lecturers/tutors are and have you made a note of their contact details?
- Have you written up a timetable/study plan, taking into account 10 hours of study per week per unit?
- Do you have all the stationery, equipment and books you need to get started?
- Have you had all your questions answered either via the website, email, phone or in person by a relevant Faculty of Education staff member?
- Have you organised your student ID card?
- Have you checked that your login and password are working and provide access to the Education server, student email account and MyLO (My Learning Online)?
- If you are a pre-service teacher, have you completed your Good Character Check and/or safety screening for Professional Experience www.education.utas.edu.au/professional-experience

Courses in brief

The School of Education operates from three Tasmanian campuses and also offers courses fully online, externally.

**Bachelor of Education (Early Childhood)**

The Bachelor of Education (Early Childhood) is a four-year undergraduate pre-service teacher qualification that prepares students as professional educators to work with children, particularly from birth to age 8. This course is available from Newnham (Launceston), Cradle Coast (Burnie) or externally.

**Bachelor of Education (Primary)**

The Bachelor of Education (Primary) is a four-year undergraduate pre-service teacher qualification that prepares students as professional educators to work with children, particularly in the primary and middle years of schooling (Kindergarten to Year 8). This course is available from Newnham (Launceston), Cradle Coast (Burnie) or externally.

**Bachelor of Education – Specialisations**

The Bachelor of Education is a four-year undergraduate pre-service teacher qualification that prepares students as professional educators to work in selected specialisation areas:

- Health & Physical Education – double major (Kindergarten to Year 12)
- Health & Physical Education and Health Science (Secondary)
- Health & Physical Education and Outdoor Education (Secondary)
- Health & Physical Education and Design & Technology
- Outdoor Education and Design & Technology
- Design & Technology – double major (Secondary)

This course is available from Newnham (Launceston) campus. All units are offered face-to-face, and many units are also available externally.

**Bachelor of Education (Applied Learning)**

The Bachelor of Education (Applied Learning) is a four-year undergraduate in-service teacher qualification. This course offers all teachers working in the VET sector (for example, TAFEs, polytechnics, private registered training organisations) an opportunity...
to further develop their skills and gain a professional qualification in teaching. Graduates will be eligible for full teacher registration, enabling them to work across educational sectors, and apply for teaching positions in public and private schools. The course is available in a fully online mode and offers a credit pathway for those with vocational qualifications and experience.

**Master of Teaching – (Primary) and (Secondary)**

The Master of Teaching is a two-year graduate-entry pre-service teacher qualification that prepares students as professional educators to work as either primary or secondary teachers. The MTeach is available from Newnham (Launceston), Sandy Bay (Hobart) and externally, with the exception of the Design & Technology secondary specialisation, which is not.

**Bachelor of Physical Activity Studies**

The Bachelor of Physical Activity Studies is a three-year non-teaching qualification. This course provides a pathway into the sport, physical activity, leisure, personal training, sports management, wilderness and outdoor recreation industries. This course is available from the Newnham (Launceston) campus.

**Graduate Certificate of Education**

The Graduate Certificate of Education is a postgraduate coursework qualification that can be completed in six months. In this course students can choose the structure from five different schedules. Students may choose a set schedule or opt to delve into one of the specialisations on offer: Professional Learning and School Improvement, Researching School Improvement, Science & Mathematics, Online & ICT, Adult Learning, Global Education, Leadership, Health & Wellbeing, Literacy or TESOL.

**Master of Education**

The Master of Education is a one-year postgraduate coursework qualification. In this course students can choose the structure from five different schedules. Articulation from the Graduate Certificate of Education is possible as is the option to study one or more of the following specialisations: Professional Learning and School Improvement, Researching School Improvement, Science & Mathematics, Online & ICT, Adult Learning, Global Education, Leadership, Health & Wellbeing, Literacy or TESOL.
Professional Experience (PE)

Professional Experience is a core requirement of our pre-service teaching degrees. Pre-service teachers must be available to attend unpaid Professional Experience on a full-time basis for a number of weeks per year. Professional Experience is embedded in the four Professional Studies units:

- Foundations of Teaching
- Planning for Positive Behaviour
- Inclusive Practices in Educational Settings
- Preparing for the Profession

The University components of the units explore what teachers do and need to understand, such as lesson planning, assessment practices and positive behaviour support management. The professional practice aspects of these units are undertaken during each of the four Professional Experience placements.

Bachelor of Education (Early Childhood) students are required to undertake additional and/or embedded Early Years Placements in early childhood settings (birth – age 5). Professional Experience placements are designed to develop your skills sequentially and it is recommended that placements are chosen to cover a range of contexts to demonstrate flexibility in working in different environments.

www.education.utas.edu.au/professional-experience

Good Character Checks

IMPORTANT: To be eligible to undertake your Professional Experience you are required to obtain a Good Character Check clearance from the Teachers Registration Board (TRB), Tasmania, or state equivalent. This process may take 6 – 8 weeks. In addition to obtaining a Good Character Check clearance, students enrolled in the Bachelor of Education (Early Childhood) must also undergo a Safety Screening Assessment from the Tasmanian Department of Education.

Please see the PE website for more information:
www.education.utas.edu.au/professional-experience

Curriculum & Method Studies

Primary and early childhood course structures include units that provide pre-service teachers with the grounding to become effective primary school teachers. The content and curriculum units cover the key learning areas (KLAs) of Mathematics, English Literacy, Science, Studies of Society and Environment (SOSE), the Arts (Drama, Dance, Music and Visual Art), Health & Physical Education (HPE) and Technology.

The secondary specialisation students undertake curriculum and methods units based upon the chosen specialisation.

Electives

Electives provide the opportunity to undertake academic studies in areas of choice and should be chosen strategically to enhance skills in different teaching areas, or areas of special interest. Our four-year undergraduate pre-service teaching course structure includes four elective choices. Where available, units may be undertaken with any faculty, including the Faculty of Education (e.g. Outdoor Education units, Early Childhood units).

Bachelor of Education (Early Childhood) students are provided with a list of highly recommended early childhood elective units to undertake, and another as the curriculum choice in fourth year. These units are:

- Early Childhood Theories of Teaching & Learning
- Early Childhood Education
- Kindergarten to Grade 2 Curriculum
- Young Children Learning through Explorations
- Curriculum choice unit: Integrating the Early Childhood Curriculum through the Arts

To investigate which elective options are available, please contact the relevant faculty.

Faculty of Education – www.utas.edu.au/educ
Faculty of Arts – www.utas.edu.au/arts
Faculty of Science, Engineering and Technology – www.utas.edu.au/set
Faculty of Business – www.utas.edu.au/business

Note: The Master of Teaching structure does not include electives.

Professional portfolio

A focus of all pre-service teacher courses is the development of a professional portfolio that will reflect your journey of development as a pre-service teacher during the degree. A professional portfolio demonstrates evidence of planning, assessment and critical reflection on practice. You will collect artefacts throughout the duration of your course and the final Professional Studies unit will help you develop your exit portfolio.

In order to document your developing capabilities, you will construct an electronic course portfolio (using PebblePad) throughout your study, which will draw from experiences within the course (e.g. professional development activities undertaken, seminars attended). Your participation in the learning activities included within each unit and completion of assessment tasks give rise to artefacts for inclusion as evidence of attainment and learning in your portfolio.

Honours

There is provision to undertake the final year of the four-year pre-service teacher courses at honours level. A high level of academic achievement overall is a prerequisite and eligible students will be invited to participate in the honours program.
Bachelor of Physical Activity Studies (BPAS)

This three-year course contains 24 units comprising 16 core physical activities-focused units, four elective units and four minor units. A comprehensive course structure and links to minors are available from the Course and Unit Handbook.

Core units

Core units are included in each year of the three-year program. These units provide an introduction to thinking and literacy skills essential to studying at university and the various theoretical ideas needed to understand physical activity. An example of core education units offered in the first year is:

- Thinking and Writing at University
- Health & Physical Activity
- Human Development in Educational Contexts

Electives

Electives provide the opportunity to undertake academic studies in areas of choice and should be chosen strategically to enhance skills in different areas or areas of special interest. The Bachelor of Physical Activity Studies includes four elective choices. Elective options are available through the Faculty of Education, e.g. Outdoor Education electives, and can also be chosen from units offered by other faculties, e.g. Languages through the Faculty of Arts.

Minors

A minor is a sequence of four units in a particular field of interest. The BPAS course structure provides students with the option of exploring specific interests through a wide range of minors provided by a range of faculties from the University of Tasmania. Minor options are:

- Business Management
- Coaching
- Corporate Governance
- Fitness Leader
- Human Resources
- Marketing
- Movement Science
- Outdoor & Environmental Studies
- Personal Training

Bachelor of Education (Applied Learning)

A comprehensive course structure and links to minors are available online from the Course and Unit Handbook. Many vocational education and training (VET) teachers have moved into teaching as a second career based on their acknowledged workplace performance and an interest in transferring their skills to others. The Bachelor of Education (Applied Learning) provides these in-service teachers with an opportunity to develop their teaching practices and professionalism and be recognised as fully-qualified teachers.

This is a four year in-service course based on the principles of authentic, applied learning pedagogies and informed by national professional teaching standards and contemporary perspectives on education. The course is delivered fully online and offers a credit pathway to those with teaching and vocational qualifications and experience.

Graduates of this course will be highly sought as teachers in TAFEs, polytechnics, private RTOs, as trainers in the defence force, emergency and law enforcement agencies, nursing, hospitality colleges and more. Furthermore, they will be qualified to teach in public and private sector schools.

Professional experience component

Within the course, students will complete 80 days of Professional Experience to further develop their teaching practices and professionalism. This component involves supervised, structured experiences in up to three different contexts:

- a traditional secondary (7–12) school setting;
- a VET school setting such as a TAFE, polytechnic, or VET in-School provider; and,
  - if employed in such,
- a VET setting such as a private or enterprise registered training organisation.

Good Character Check

IMPORTANT: To be eligible to undertake your Professional Experience you are required to obtain a Good Character Check clearance from the Teachers Registration Board (TRB), Tasmania, or state equivalent. This process may take 6 – 8 weeks.

Professional portfolio

A focus of the Bachelor of Education (Applied Learning) is the development of a professional portfolio that will reflect your journey of development as an in-service teacher during the degree. In order to document your developing capabilities, you will construct an electronic course portfolio (using PebblePad) throughout your study, which will draw from experiences within the course.
Postgraduate coursework

Our postgraduate coursework courses have been developed to meet the professional learning needs and the interests of teachers and other educators, with opportunities for studies to be directly linked with professional learning activities and school-based inquiry projects. These courses intend to enable competent, experienced professionals to broaden, deepen, update and integrate knowledge of their specialised areas of interest and expertise.

The Graduate Certificate of Education is the initial pathway for students intending to complete a Master of Education or research higher degree. Students can either enter directly into the Master of Education course or receive full credit for studies completed in the Graduate Certificate of Education. For detailed information please see the relevant course structures and schedules at www.utas.edu.au > current students > course & unit handbook.

International opportunities

Exchange for UTAS students

The UTAS student exchange program is a unique opportunity to add to your university studies, professional and life experience. The University has exchange partners in over 30 countries and with over 60 institutions. UTAS has formal agreements with these institutions and the following information is relevant only for these institutions.

www.international.utas.edu.au/static/StudentMobility/ExchangeforUTASstudents.php

Read some stories and find out who our education international partners are from the Faculty of Education home page www.utas.edu.au/educ > International Student Exchange.

People

Course support staff

The course support staff are the first people to contact with any questions. Our aim is to make your transition to university life as smooth and enjoyable as possible and the following support staff will be an integral part of your academic journey. Please see key contacts listed on page 3.

Teaching staff

Our academic staff are enthusiastic and committed to providing a course that meets the needs of a diverse range of learners. They have a range of experiences and understandings to share with you. They will also expect you to actively engage as part of the learning community. Contact details for Unit Coordinators and teaching staff are provided in each Unit Outline. Staff details are also available from www.utas.edu.au/educ > people.

Student Adviser – Transition Support Officer

The Student Adviser – Transition Support Officer aims to improve your university experience by supporting you in the first year of study at UTAS. All students, irrespective of their mode of study (internal or external), are welcome to seek advice/support.

The Student Adviser can provide you with a range of advice and information, from simple requests to more complex and serious matters. For example:

• time management skills
• developing academic skills
• personal circumstances impacting on study
• University processes and procedures
• attendance difficulties
• other support services across the University
Code of Professional Ethics for the Teaching Profession in Tasmania

In February 2006, the Teachers Registration Board of Tasmania developed a Code of Professional Ethics for the Teaching Profession in Tasmania. This Code of Professional Ethics is a statement of the ethical commitments, practices and aspirations that underpin the identity of the teaching profession in Tasmania. It expresses the ethical commitments that are already implicit in and guide the professional conduct of teachers in Tasmania.

- Members of the teaching profession in Tasmania are committed to the principles of: **Dignity, Respect, Integrity, Empathy and Justice**.
- Teachers honour the **Principle of Dignity** by upholding the intrinsic worth of all persons, including self, students, colleagues and parents.
- Teachers honour the **Principle of Respect** by having due regard for the feelings, rights and traditions of all persons and by developing relationships that are based on mutual respect and trust.
- Teachers honour the **Principle of Integrity** by acting impartially and responsibly and by being honest, trustworthy and accountable with regard to the obligations that concern the profession.
- Teachers honour the **Principle of Empathy** by being aware of the feelings and perspectives of others and by being open-minded and responding compassionately.
- Teachers honour the **Principle of Justice** by being fair and reasonable and committed to the wellbeing of individuals, the community and the common good.


As you develop your teacher identity through your course you will be expected to demonstrate these principles in your daily dealings with the University, schools and wider community.

Teaching qualities and standards

All units included within each course have been constructed so that the stated learning outcomes are aligned with the Tasmanian Professional Teaching Standards Framework [www.trb.tas.gov.au/Web%20Pages/Teaching%20Standards.aspx](http://www.trb.tas.gov.au/Web%20Pages/Teaching%20Standards.aspx) and UTAS generic graduate attributes [www.teaching-learning.utas.edu.au/orientation/generic](http://www.teaching-learning.utas.edu.au/orientation/generic) being addressed, taught, learnt and practised, and assessed.

The learning outcomes and the learning activities and assessment tasks that you undertake are designed to contribute to the development of a specific set of personal and professional capabilities. These capabilities are derived from the Teachers Registration Board of Tasmania with reference to other state-based registration boards, the expert understandings of the discipline experts teaching in the courses, and the focus of learning at particular points in time.
Volunteering

The School of Education strongly encourages all pre-service teachers to maintain regular contact with schools. For this reason, volunteering in an educational setting or classroom is highly recommended. In addition, many units require students to have access to an educational setting; therefore, being involved in an ongoing volunteering arrangement would be highly beneficial. More information on volunteering is available from the Professional Experience website: www.education.utas.edu.au/professional-experience/what-is-professional-experience/volunteering-guidelines

So do I have the skills I need for university study?

The skills required for successful university study and your future career in teaching are extensive, your course is designed to develop these areas. It is important to have competence in:

- literacy skills (e.g. spelling, grammar, punctuation)
- numeracy (e.g. operating with numbers, interpreting graphs)
- information literacy skills (e.g. locating and using information appropriately, analysing and synthesising information, constructing arguments) and
- computer use (word processing, online discussion boards, accessing multimedia resources, navigating around the internet)

For those who are future classroom teachers, working with and assessing children’s literacy, numeracy and ICT skills is important. It is our mutual responsibility to work together to ensure that you enter the teaching profession feeling confident in your own ability to develop your students’ knowledge and understanding in a range of education disciplines.

What action can I take to prepare for study?

It is a good idea to prepare yourself for your studies before assignments are due. There are many good texts available in our university libraries and/or the Co-op Bookshop to assist you, some of which are noted below.

<table>
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<tr>
<th>Recommended reading list</th>
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**Free online IT training for staff and students**

A wide range of IT training materials is available to university staff and students. Courses can be accessed either on or off campus using your university email account user name and password as authentication. www.utas.edu.au/it_training/
Your enrolment and fees

Getting enrolled

The enrolment process involves the management of your personal details as well as your course and unit selection. Be sure that your enrolment details are correct. It is your responsibility to ensure that:

• you are correctly enrolled before the census date for each semester
• your student contribution details are correct (tax file number, citizenship status)
• your current address and contact details are correct
• you complete the electronic Commonwealth Assistance Form (eCAF)

To enrol you must follow these steps:

1. The Faculty of Education. www.utas.edu.au/educ > Enrolment
   – Download documents containing step-by-step instructions and a list of units to enrol in.
2. The UTAS eStudentCentre. www.students.utas.edu.au
   – Enrol, view and manage your enrolment and student details online.

It is strongly recommended that you visit the UTAS enrolments website before the census date (see key dates) for information on varying your enrolment, adding units, withdrawing from a unit, changing course; so that you avoid potential academic and financial penalties. www.studentcentre.utas.edu.au/enrolments/index.html

Students may also find the eStudentCentre tour a useful tutorial to understand the steps in completing an online enrolment.

www.studentcentre.utas.edu.au/enrolments/current_students/essteps.html

Note: Keep a copy of your enrolment for your records and check your enrolment. Records update overnight, so we suggest you view your enrolment the following day to ensure it is correct.

Full-time or part-time

All the courses offered with the Faculty of Education are offered full-time and part-time. Full-time study is considered four units per semester, eight units per year. Students can decide on how many units they wish to enrol in, whether full-time or part-time, based on their personal needs. Please note that the maximum time to complete a four-year course part-time is nine years. The maximum time to complete a three-year course part-time is seven years. The maximum time to complete a two-year course part-time is five years.

The amount of time required to complete the program of study is dependent on factors such as the amount of time you can devote to study, and the number of units that you are studying.

Students who receive Austudy must ensure they are aware of how payments can be affected by part-time and full-time enrolment.

Mixed mode

Mixed mode refers to a student who has enrolled in a combination of face-to-face and online units. When enrolling, students have the option of choosing whether they study by distance (if available) or on campus for each unit.

Study centre and attendance

Study centre
For online students: This should reflect where you live and where you will be attending an exam (if scheduled)
L – Launceston
N – Interstate
W – Cradle Coast
H – Hobart
I – Isolated
O – Overseas

For face-to-face students: This should reflect the campus that you are attending
L – Launceston
W – Cradle Coast
H – Hobart

Attendance
A – Face-to-face attendance
D – Distance (Online) External

Enrolment and withdrawal census dates

The census date is the day on which HECS liability is determined. If you withdraw after this date:
• HECS fees and charges for the unit will apply
• A “Withdrawn Deemed Failed” for that unit will be permanently documented on your academic record

It is not sufficient for you to tell the lecturer that you are not attending any more. You must advise Student Administration in writing.

Your enrolment and all administrative details should be finalised by the census date. If you need advice about adding or withdrawing from units, contact a course adviser by phone on 1300 363 864.
Timetables

Timetables can be searched by campus, student ID or unit code at: http://student.admin.utas.edu.au/coursesenrolment/timetable/LectureTimetable.asp

All live lecture times are set and on-campus students are expected to attend on that day and time. Attendance at tutorials is monitored and students are expected to attend all timetabled classes.

In your first year, tutorial sign-ups will occur online during Orientation Week. Subsequent sign-ups will occur online prior to the commencement of the semester.

Timetables for elective units must not clash with education units. If there is a clash, an alternative elective unit must be chosen or you may choose to take your education unit online if that is an option. Tutorial sign-up for electives from other faculties is managed by the relevant faculty.

Prescribed texts for first year

To seek information about which textbooks you need to purchase for a unit you can access the Course and Unit Handbook from www.utas.edu.au > Current Students > Course & Unit Handbook, enter the relevant unit code and then click on the unit title. Under the heading ‘Texts’ on this page you should click on the Sandy Bay (Hobart) or Newnham (Launceston) Co-op Bookshop according to the campus at which you are enrolled.

You can also access your Unit Outline via MyLO once the semester has commenced. The Unit Outline provides all details of texts required and recommended for the unit. Students who are at the Cradle Coast (Burnie) campus and those who are enrolled externally should order their textbooks from the Newnham (Launceston) Co-op Bookshop www.coop-bookshop.com.au. Select “Text List Search” from the “Book Search” tab. Select the University of Tasmania, Launceston campus and semester from the list. Enter the unit code (e.g. ESH110). Click on the start search button. It is vital that you have your textbooks before the start of semester. The Launceston campus of the Co-op Bookshop has texts in stock and they generally take three to four days for delivery from the date of order.

Books that are listed as ‘Required texts’ are required reading for the course and are therefore obligatory purchases. Books that are listed as ‘Recommended reading’ are course texts that may provide a broader reading of the subject area but are an optional purchase.

Fees

All units within the Faculty of Education are HECS based. HECS fees are imposed by the federal government. The fee is based on the weighting of the units you are studying, not the number of units. Students will receive notification of their HECS liability at the beginning of each semester from the Student Centre. Further advice on HECS may be obtained from the Student Centre by phoning 1300 361 928 or from www.goingtouni.gov.au

Other expenses

Most units have prescribed textbooks and it is expected that students have regular and ongoing access to these in order to complete weekly tasks and assignments. You will need to factor in stationery costs and costs for special materials (if applicable – see unit outline). If you are attending either the Hobart or Launceston campuses you will also need to ensure you have money for parking. All units either have an online component, or are fully online and so internet access costs must also be taken into consideration, along with printing costs. Outdoor Education and Bachelor of Physical Activity Studies students need to be aware that there are some costs associated with equipment, field trips and additional certification opportunities.

Your student identification card (ID card)

All students must obtain a student identification card.

Your ID card is used for:

- issuing library books
- proof of identity to security personnel on campus
- varying your enrolment details
- after-hours access to computer labs
- entry to examinations
- obtaining travel and student concessions

Student ID cards can be obtained from the Student Centre in Student Administration (all campuses) at any time between 9.00am and 4.00pm from Orientation Week through to the census date.

You will need a photo ID (e.g. driver’s licence or passport) and a current Enrolment Statement.

External students will need to liaise directly with the Student Centre with regard to their ID cards. The current procedure is for students to send a passport photo and proof of ID and signature to the Student Centre, Locked Bag 1345, Newnham (Launceston) 7250. This can also be done electronically to Student.Centre@utas.edu.au. A student ID card will give you ready access to the UTAS libraries and access to reciprocal interstate university libraries. Phone 1300 304 903 for more information.
Unit outlines

The unit outline (UO) is an important document that you need to access from MyLO in the first week of each semester. The UO is a contract between a Unit Coordinator and the students enrolled in the respective unit and provides core information about your units of study.

Using My Learning Online (MyLO)

MyLO is the UTAS online learning space for all units, whether you are studying on campus or fully online. Through MyLO you access the key materials for a unit. As long as you have internet access, you should be able to access MyLO.

To access MyLO you will need your email address as well as your POP account and password.

If you need some help getting started, an excellent information source can be found by going to [www.utas.edu.au/coursesonline/](http://www.utas.edu.au/coursesonline/) > Help and Support – MyLO support – self help sheets > “Accessing your course in MyLO” Step-by-step guide

Computing requirements

Most units offer some online component, and this means that you will need to have access to a broadband connection.

If you live in a remote or regional area of Australia with limited or no access to commercial broadband providers you will find information on satellite broadband, and the federal government’s support, on the following websites (type “Australian Broadband Guarantee” into Google):

- [www.activ8me.net.au](http://www.activ8me.net.au)

UConnect will help you get connected to learning resources and course materials on and off campus. [http://uconnect.utas.edu.au](http://uconnect.utas.edu.au)

It will help you to:

- access MyLO when off campus
- get connected to the UCONNECT wireless network when on campus with your own computer
- find software and utilities to access course resources
- access self-help guides to get you started with essential Library, IT and campus resources

Academic and study expectations

Workload

You will need to allocate at least 40 hours per week as an average workload expectation of the course if you are enrolled full-time. This amount includes both formal contact time and time spent in private study.

The different course units will vary in the amounts of workload allocation spent in contact time/online contact time, and the amount spent in private study. If you experience difficulties in managing the course, you can discuss your situation with the tutor or lecturer. There is also a range of services within the University such as the Student Adviser, Learning Support staff, Disability Adviser, and Equity Officer. Their details may be found at [www.studentservices.utas.edu.au/index.asp](http://www.studentservices.utas.edu.au/index.asp)

Attendance requirements

For all students studying on campus in any of the School of Education courses, there is an expectation that you will meet attendance requirements. It is vital that you read unit outlines carefully, taking note of attendance requirements for your specific course. If you are unable to attend a tutorial or lecture, please ensure that you advise your lecturer/tutor and provide written documentation (such as a medical certificate) whenever possible.

Presentation and referencing

Assignments must be word processed and submitted electronically via MyLO.

The School of Education has adopted the American Psychological Association (APA) referencing style as a requirement for assignments in its courses. It is vital that you become familiar with this referencing style. Information about the APA referencing style can be located in the prescribed text: Perrin, R. (2009). *Pocket guide to APA style* (3rd ed.). Boston, MA: Wadsworth Cengage Learning.

It is important to note that if you are completing a liberal study in another faculty, they may have different referencing requirements. Please check with the relevant lecturer.

Endnote is a software program, available to download from the Library, which can assist with managing references and formatting bibliographies. [http://utas.libguides.com/endnote](http://utas.libguides.com/endnote)
Plagiarism and academic integrity

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own, for example:

• using an author's words without putting them in quotation marks and citing the source correctly
• using an author's ideas without proper acknowledgment and citation
• copying another student's work

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at www.utas.edu.au/tl/supporting/academicintegrity/index.html

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course, or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see www.utas.edu.au/universitycouncil/legislation/ord9.pdf

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

Due dates and penalties

You may submit assignments before the due date (via the means specified by the Unit Coordinator) but a penalty will be applied for submission after the due date unless a formal extension has been granted. Late penalties will normally be applied if an extension has not been authorised.

The following late penalties apply:

• 10% of the maximum mark available for the assignment for each day late (including weekend days and public holidays) up until five days late
• no acceptance of any assignment submitted more than five days after the due date (with a zero grade awarded for the item)

Assignment extensions

If you require an extension you must apply via your MyLO unit. Extensions must be submitted at least 3 days prior to the due date. Requests for extension cannot be granted unless adequate documentation is supplied at the time of the request. Documentation can include a medical certificate, or similar. Please be aware that work commitments are not a legitimate reason for requesting an extension.

Assignment submission

Assignments must be lodged by the due date and closing time noted on the unit outline. Students must retain both hard and electronic copies of any assignment work submitted.

Cover page

All assignments should have a cover page, which is available through your MyLO unit or on the School of Education website under 'Student Resources'. The cover page must include the following statement:

I declare that all material in this assignment is my own work except where there is clear acknowledgement or reference to the work of others and I have complied and agreed to the University statement on Plagiarism and Academic Integrity on the University website at www.utas.edu.au/plagiarism *

Signed……………………………………………….Date…………………………………...
Examinations

Any queries relating to examinations (sitting an exam at a different location, applying for deferred exams) should be directed to the Examinations Office www.studentcentre.utas.edu.au/examinations_and_results.

All correspondence from the Examinations Office will be done only via email.

If you are an external student undertaking exams whose Study Centre is Isolated (I), or Interstate (N), the Examinations Office should send you an email about your exams at the beginning of the semester.

Please check your university email account on a regular basis. It is your responsibility to ensure you are up to date with examination information.

Communication

Communication and news

The Faculty of Education encourages many forms of communication to facilitate a sense of belonging and community. The MyLO Community Space is an electronic website on which you will find items of interest such as professional experience opportunities, guest speakers, job offers and social events. You will be automatically registered for the Community Space when you enrol in the course. It can be located through your MyLO course list. If you wish to place information in the Community Space please send it to the Course Support Officer (see key contacts).

Webmail account

All communication with you will be via your UTAS webmail account. You will be able to log-in easily wherever you have internet access. The University requires you to use your UTAS webmail account when emailing staff. This helps us to verify that you are a genuine UTAS student. This is especially important if you are making enquiries about your enrolment, academic progress, or disclosing information that may be sensitive or confidential. It is important to check your webmail account regularly.

https://webmail.utas.edu.au

When you open a UTAS email account, you will receive a username, sometimes known as your ‘POP username’ or ‘Email username’, but they will all be the same. Your username will appear on your enrolment statement; it is the first part of your email address (before the @ symbol). Your email password also appears on your enrolment statement. To change your email password click on the ‘Change Password’ link on the left at the webmail log-in page.

Contacting your lecturer/tutor and support staff

Staff contacts are available from the People page on the Faculty website www.utas.edu.au/edu and on unit outlines that are available from Week 1 on MyLO.

To make an appointment with a staff member, please email/phone the staff member to arrange a suitable time or refer to consultation times shown in the unit outline.

Please see key contacts listed on page 3.
Communication online

Emails serve as an official record of your communication with the Faculty; hence they should be presented in a professional manner. For example, you should use punctuation in the normal manner, check your spelling and limit the use of abbreviations. You should also use the title or form of address that you would use in verbal communication.

Teaching and administrative staff receive many emails every day, so it helps both you and the staff if they can quickly see what your message is about. You need to clearly identify yourself in the ‘subject line’ of your email as well as using an electronic signature. This will ensure that staff will be able to respond to your email.

Here are three tips for writing emails in a professional way:

**Remember to use your official UTAS email account**
This email address informs staff that the message is from a UTAS student. Please do not use Hotmail, Facebook or your home internet provider email accounts. Emails from unofficial addresses might be ignored or deleted without being read.

**Subject line guidelines**
Identify yourself as a student in your unit coordinator’s or tutor’s class. Show your first and family name, student number, course name and unit code.
Example: Joe Bloggs (12345) – BEd ESH102

**Create an electronic signature**
Your electronic signature should contain the following information:
- Family name, first name
- Student ID
- Course in which you are enrolled (e.g. Bachelor of Physical Activity Studies)
- Phone contact

Ensure that you use your University email account only, as University staff are encouraged not reply to student email messages that have been sent from any source other than a University account.

**Confidentiality**
As a student, it is important to be professional in all your discussions of others. Avoid identifying specific people or services by name or location. To maintain anonymity and confidentiality, discuss details about specific contexts or circumstances with a member of the academic teaching staff or the Course Coordinator.

Student feedback

Your comments and feedback are important to us and so we encourage you to provide feedback formally and informally. We value your formal evaluations of teaching and learning through the UTAS Student Evaluation of Teaching and Learning (SETL) forms. SETLs are used for you to provide anonymous feedback and contribute to the consolidation and ongoing development of teaching and learning.

Your feedback may also be used by staff when applying for Teaching Merit Certificates or awards as evidence of their exemplary teaching. In addition you may also be asked to participate in Faculty research projects which lead to improvements in teaching and learning and curriculum development.

If you have a concern about any aspect of teaching and learning, please follow the steps set out below:

**If you have questions or queries about administrative issues**
- Please contact the:
  - Course Support Officer or
  - Faculty Executive Officer

**If you have questions or queries about academic issues**
- The first person to contact is your tutor
- If unavailable or unable to assist, contact the
  - Unit Coordinator
- If unavailable or unable to assist, contact the
  - Course Coordinator

**If you have questions or concerns of a personal nature**
- Please contact the Student Adviser
You will find other essential information, forms and resources on the Faculty of Education website: www.educ.utas.edu.au/study-resources.html

Student resources include the assignment cover sheet downloads, and other useful Education links including Professional Experience, the Department of Education and the Education ICT Helpdesk. You can also link to MyLO from this site as well as accessing essay writing and referencing help and links to other support services.

Computer lab access

**Sandy Bay (Hobart) computer lab (Room HH215 and HH326)**
All students have the option to use the Education computer lab in rooms HH215 and HH326 during working hours from 8.00am to 5.00pm when the room has not been booked for teaching purposes or the 24-hour shared lab in room HH215. The 24-hour lab operates on a swipe card system with a cost of $20 (available from the Contact Centre – TUU building) and a refund of $10 on return of the card. It takes 24 hours to gain access to the system after purchasing a card. For all enquiries regarding swipe cards please contact Jess Thompson in room HH466 or phone + 61 3 6226 2546.

**Newnham (Launceston) computer lab (Room B213 and B220)**
All Education students have access to the computer lab in rooms B220 and B213 during working hours from 8.00am to 5.00pm when the room has not been booked for teaching purposes.

Access to the 24-hour lab (B213) is available. To apply for an access card a request form can be collected from the pigeon holes outside the Education Office, A Block, Level 1. A signature from a staff member at the Education Office reception is required. A cost of $10 applies and is paid at the University Cashier located in the Student Centre building.

**Cradle Coast (Burnie) computer lab (Building B)**
All students have access to the computer lab in Building B during working hours. For after-hours and weekend use, a $15 access card can be purchased between 9am – 4.30pm weekdays from reception. The card is fully refundable upon return. The library/learning hubs also have computer facilities.

**eCentre**

The eCentre is a repository for Tasmanian curriculum documents and ongoing discussions/activities for teachers. We are very grateful to the Tasmanian Department of Education for providing this access to UTAS students. Also, your eCentre credentials will log you into computers in Tasmanian government schools. You cannot effectively work in such schools without these logon credentials.

Please note, the credentials expire after 90 days, so you need to renew them in VKey every three months. You can read the information about the eCentre and this renewal process on the Faculty web-site: http://www.educ.utas.edu.au/helpdesk/ecentre.html.

If you have read the information and still need help, you can get assistance from the Education ICT helpdesk on your campus (please note, this is NOT the IT officer in the UTAS library) as detailed below.

**IT support**

P: 1300 304 903
E: support@educ.utas.edu.au
Or dial extension 1818 from the telephones located just outside the computer labs.

**Libraries**

The University Library network consists of six libraries in Sandy Bay (Hobart) and one in Newnham (Launceston), with an Information Resources Area in the Cradle Coast campus in Burnie. You can use all these libraries by visiting them on campus or accessing the online library resources. More information is available from www.utas.edu.au/library/index.html. Keep an eye out for the library-wide newsletter called Library News, which contains information about all the libraries.

The libraries most commonly used by Faculty of Education students are listed below.

**Newnham Campus Library**
Located near the Sir Raymond Ferrall Centre.
P: Library and IT queries +61 3 6226 1818
P: Loans: + 61 3 6324 3276
E: Ltn.Reference@utas.edu.au

**Cradle Coast Campus**
The Information Resources Area is located in Mooreville Road, Burnie. A librarian/learning skills adviser is located at this campus.
P: +61 3 6430 4849
P: Flexible Library Services +61 3 6324 3534
E: CCC.Reference@utas.edu.au

**Morris Miller Library**
Located on Sandy Bay (Hobart) campus, between the Administration and Chemistry buildings.
P: Library and IT queries +61 3 6226 1818
P: Loans + 61 3 6226 2227
E: MML.Reference@utas.edu.au
**Flexible library service**

Information on remote access to the Library can be gained from


The flexible library service is offered by the Library to UTAS staff and students who are:
• living or undertaking practical placement more than 40 km from the Newnham (Launceston) and Sandy Bay (Hobart) campuses during semester
• undertaking studies at the Cradle Coast (Burnie) campus
• registered with the University as a student with special needs due to a disability

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**The Student Centre**

The Student Centre is the hub of administrative and support functions.
You can visit the Student Centre to:
• attain your student ID card
• vary your enrolment
• make payments at the cashier
• access a range of support services including:
  – academic learning support
  – careers advice
  – personal counselling
  – support in your transition to university life
  – disability services

The eStudentCentre allows students to make changes to their student account online. Students can view and manage their enrolment and personal details by logging into the eStudentCentre at www.students.utas.edu.au

While most students manage their enrolment online, UTAS still provides face-to-face customer service in its Student Centre offices in Hobart, Launceston and Cradle Coast.

**Academic learning support**

The Student Centre has several services available to assist you in your study.

www.learnsupport.utas.edu.au

- Learning resources
- UniStart
- Support for study groups
- Student learning drop-in

You can develop your writing and study skills with help from the University’s Student Learning staff. There are workshops throughout the year on academic topics, individual and small-group appointments and a student-led drop-in service. You can get help to improve your English language skills, writing skills, numeracy skills, research, assignment planning, referencing, note-taking, exam preparation and study skills.

The drop-in learning support program offers individualised support, from trained student learning mentors, to students who need assistance with a range of academic skills.

To find out more about the academic learning support provided by the Student Centre it is highly recommended that you visit www.learnsupport.utas.edu.au or contact support.equity@admin.utas.edu.au

**Peer Assisted Study Sessions (PASS)**

The PASS program offers optional study sessions in selected units, facilitated by senior students who have completed the unit and gained high marks. You get the chance to deepen your understanding of core concepts and learn how to study in your discipline in a friendly class with fellow students.

PASS sessions are informal seminars in which you review notes, discuss readings, develop study tools and prepare for examinations. PASS sessions focus on integrating course content (what to learn) with academic reasoning and study skills (how to learn).

Students who regularly attend PASS tend to earn higher subject grades, and withdraw less often, than students who don’t attend PASS. PASS is currently only available for on-campus students. There are future plans to extend this to external/fully online students.

Whether you want to study with a group, find yourself struggling with a particular concept, or just want to keep getting those high distinctions, everyone can benefit from PASS. To find out if PASS runs on a unit you will be studying, visit the PASS website: www.utas.edu.au/pass
UniStart

UniStart is a flexible, pre-semester program designed to help you develop your writing, study and critical thinking skills before your start university.

You can study UniStart as a five day program on campus in Burnie, Sandy Bay (Hobart) or Newnham (Launceston), or as a self-paced program online by distance.

Whether you study face-to-face or online, you decide which parts of UniStart you want to focus on and how much time you want to spend on it. Also, once you enrol, you get access to a range of online resources and information to help keep up your skills through the whole year. UniStart is free for all domestic students.

For more information about the UniStart program, please visit www.utas.edu.au/unistart

Counselling

Counsellors are professional and approachable people who can help students with a range of issues, from personal and relationship issues to study and academic problems. Counselling is free and confidential. www.support-equity.utas.edu.au/counselling

Careers Development and Employment

Career Development and Employment aims to improve graduate outcomes for all UTAS students and provides a range of services and activities to help you with career choices, study options and job search skills. www.support-equity.utas.edu.au/careers

Some of these services are:
- personal careers counselling and advice
- regular workshops on career related topics
- employer information sessions
- mock interviews
- CareerHub https://careerhub.utas.edu.au

Disability Services

UTAS provides specialist services, study and assessment accommodations for students with a disability and/or health condition in order to facilitate equal access to learning. Students who need support and study adjustments are required to provide documentation from a health practitioner, or if diagnosed with a Learning Disability, a report from an educational psychologist.

This service is available to all UTAS students seeking support and phone appointments are available for students studying by distance, or who are unable to attend an appointment on either the Sandy Bay or Newnham campuses.

For further information please visit www.support-equity.utas.edu.au/disability or phone 1800 817 675.

Culturally and Linguistically Diverse (CALD) student support

One-to-one support is available from a CALD Officer for culturally and linguistically diverse students who have lived in Australia for less than 10 years. CALD Officers can assist your transition to university and connection to local services and supports.

Newnham (Launceston) & Cradle Coast (Burnie) campus:
P: +61 6324 3787

Sandy Bay (Hobart) campus:
P: +61 6226 2697

International Services

International Services provides a range of teaching and learning, information and support services for international students, including assistance with accommodation, English language learning and much more. Offices are located on all campuses. www.international.utas.edu.au/index.php

Riawunna

As the Centre for Aboriginal Education, located at Sandy Bay (Hobart) and Newnham (Launceston), Riawunna provides an Aboriginal enabling program as well as academic, cultural and social support for all Aboriginal university students. www.utas.edu.au/riawunna
University chaplains

University chaplains are available to students and staff of all beliefs for consultation, counselling or conversation. [http://student.admin.utas.edu.au/services/religious](http://student.admin.utas.edu.au/services/religious)

Tasmania University Union

The Tasmania University Union has offices at the Sandy Bay (Hobart), Newnham (Launceston) and Cradle Coast (Burnie) campuses. The union offers a range of facilities needed by students, and students are encouraged to participate and become involved in the organisation. Some of these services are:

- entertainment – bands
- clubs, societies and student activities
- legal welfare advice
- representation in decision making forums, Student Representative Council (SRC) and external committees
- cultural events and social functions
- a student housing scheme
- financial support
- provision of an advocacy service
- provision of information, communication and referral services

Campus maps


Occupational health and safety

The University is a workplace and is covered by Tasmania’s health and safety laws. Under these laws, as a student, you have a responsibility to yourself and others to undertake your activities at UTAS in a safe manner. For further details see [www.utas.edu.au/work-health-safety](http://www.utas.edu.au/work-health-safety)

- Follow all instructions and directions provided by staff and supervisors
- If you are injured, feel ill, or identify a hazard please let a Faculty staff member know immediately. First aid kits are located throughout the Faculty’s facilities and select staff have first aid training
- Injuries and hazards need to be formally notified using forms available from the Administrative Support Officer located in the Head of School’s office (Newnham [Launceston]: +61 3 6324 3264, Room A135) or using the online versions found at: [www.human-resources.utas.edu.au/benefits-and-conditions](http://www.human-resources.utas.edu.au/benefits-and-conditions)
- If you feel intimidated or in danger, or you are the first person at the scene of an emergency, ring the relevant emergency and security contact numbers: +61 3 6324 3336 Newnham (Launceston) and Cradle Coast (Burnie) +61 3 6226 7600 Sandy Bay (Hobart)

Security on campus

Many students and staff work, study and enjoy the facilities on the University’s campuses. You can help make the campuses safe for everyone by:

- recognising risk and taking steps to avoid potentially hazardous situations
- making use of the University’s security service and by reporting any suspicious activities to the security service

Help Point telephones

- Identify the location of the Help Point telephones on campus
- Use Help Point telephones to call the security service
**Public telephones**

- Identify the locations of these telephones on campus
- Always carry correct change or a phone card for a phone call. You may need to call a taxi, friend, family member or security if you are stranded
- If threatened phone 000, a free call, to the police

**Fire**

- Please alert people nearby and enlist their aid. Phone security:
  +61 3 6324 3336 Newnham (Launceston) and Cradle Coast (Burnie)
  +61 3 6226 7600 Sandy Bay (Hobart)
- If safe to do so, and you know how, use the correct extinguisher and fight the fire. Unless you are fighting the fire, evacuate the building immediately and go to the designated assembly point. Do not use lifts
- Roadways should be kept clear, as emergency services may need to use them
- Instructions from security officers and the emergency services should be heeded

**Escorts**

In specific instances of concern, security officers are available to escort students and staff between buildings, campus car parks and local public transport points on campus. To arrange for this service, please phone security:
+61 3 6324 3336 Newnham (Launceston) and Cradle Coast (Burnie)
+61 3 6226 7600 Sandy Bay (Hobart)

**Parking on campus**

The University of Tasmania has a very limited number of parking spaces. Students, staff and visitors are permitted to park in designated car parking areas only, on a ‘first in’ basis. Parking areas are indicated by signs and roads marked with coloured dots to indicate the type of parking permitted:

- **Blue** voucher parking
- **White** staff permit holders
- **Yellow** free parking
- **Green** student resident permit holders

A number of spaces are reserved for specific uses such as commercial vehicle loading zones, university service vehicles or school vehicles and are **not** available for general parking. Other areas may have time limits. It is the responsibility of the vehicle driver to note all signs and park accordingly as it may be necessary to make changes or close areas at any time.

**Access parking permits**

Students with a temporary or permanent disability who are unable to walk, or are only able to walk short distances (approximately 100 metres) without the assistance of another person or the use of a complex walking aid (such as a wheelchair), are eligible to apply for an access parking permit. An access parking permit holder can park in either type of access parking bay. It should be noted that an access permit does not guarantee the holder that an access parking bay will be available. A temporary access parking permit can be issued for the periods of incapacity and holders are entitled to park in access parking bays.

Students who hold an access parking permit may also park in free parking areas or in voucher parking areas, but a valid voucher must be displayed when parking in a voucher parking bay. An exception is made during the June and October/November examination periods, when parking infringements will not be issued if a car displaying a valid access permit is parked in a voucher parking bay and does not display a valid voucher.

For further information or to apply for a permit visit:
www.utas.edu.au/ams/parking/permits.htm

**Co-op Bookshop**

Textbooks and stationery required for University courses can be purchased at the Co-op Bookshop. A 10% discount is given to students on the purchase of prescribed textbooks. As well as academic, professional and general books, the bookshop also stocks magazines, art supplies, software, stationery, greeting cards, calculators and more. If studying by distance or at the Cradle Coast (Burnie) campus, you can order your textbooks online by visiting the website below or by phone/email.

While membership is not compulsory, for a one-time joining fee of $20, a co-op member is entitled to the following benefits for life:

- **Discounted pricing everyday at all co-op branches**
- **Access to members-only promotional pricing, special offers and events**
- **Specialist staff who understand the needs of students, academics and professionals**
- **Reservation and special orders services**

To find out more, to join or to order textbooks online visit:
Uniprint

Uniprint (www.utas.edu.au/uniprint), located on Newnham (Launceston) and Sandy Bay (Hobart) campuses, is networked for high-speed laser printing and photocopying with online collating and binding. Uniprint also offers colour copying to A3 size and all types of finishing including:

- Collating
- Spot colour printing
- Laminating to a width of 900mm
- Wire binding
- Thermal binding
- Typesetting and graphic design
- Folding and stapling
- Coil binding

Tasmania University Union (TUU) Contact Centre

The TUU Contact Centre offers a range of services: http://tuu.com.au/home/Index

- Youth allowance and AAIS application forms
- Faxing service (sent and received)
- Discounted Village Cinemas movie tickets
- TUU concert and entertainment ticket sales
- Short-term loans
- Lost property service
- Laminating
- Redline bus tickets
- Recharge Telstra pre-paid cards
- Campus maps and information

Sport and recreation

Sport and recreation facilities are available on Newnham (Launceston), Cradle Coast (Burnie) and Sandy Bay (Hobart) campuses. Group classes are offered, such as Pilates, fitball, body pump, box it, yoga and zumba. Fitness assessment and programs, and personal training are also available and some centres run martial arts and social sports clubs. It is important to note that offerings differ between campuses.

For further information about what is available on your local campus visit www.utas.edu.au/sportrec/index.htm

Community Child Care Centre

The University of Tasmania Community Child Care Centre is open to all children from six weeks to school age and offers quality, flexible child care to suit your needs at competitive and affordable rates. For further information visit www.utas.edu.au/docs/childcare

Accommodation on campus

A range of housing options is offered by the University’s Accommodation Services. Whether you require accommodation while studying on campus during semester one and/or two, or short-term accommodation while attending summer/winter schools, we have something that suits your needs. The University also offers special holiday accommodation outside semesters. For further information or to book your accommodation visit www.utas.edu.au/accommodation or call the accommodation application hotline on 1300 138 497.