UNIVERSITY of TASMANIA

POST GRADUATE
NURSING

New Student Guide
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1. To Do Checklist and Flowchart

- Wait for Letter of Offer from Admissions department, via personal email
- Log back on to the e-application site to accept, reject or defer the offer
- Ensure you have fulfilled any conditions on the Offer Letter – submit further documents etc.
- Fill out the Commonwealth Assistance Form through eStudent - ensure this form is approved by the system or you will not be able to enrol
- Enrol in the correct (maximum of 2) units for the upcoming semester
- Log into webmail and set up your university email account
- Log onto MyLO and become familiar with the system
- Consider undertaking an introductory program to prepare for the commencement of your course e.g. Unistart (further information found in Accepting your Offer)
- Ensure that if you are applying for credit for previous study all documents have been sent to Health.Central@utas.edu.au for processing along with the credit application form as soon as possible to ensure your enrolment is accurate.
- Visit the Co-op Bookshop website for information on textbooks which may be required for your studies http://www.coop.com.au/
Have you received your letter of offer?

NO

Offers do not start to be released until mid-November - if it is after this date and more than 2 weeks since you received an email confirmation please log into eApplication and check your offers then contact Health.Central@utas.edu.au if no offer is showing.

YES

Have you logged into eApplication to accept your offer?

NO

Log into eApplication to view your offer and accept. See notes under Section 2 for more information.

YES

Have you filled in your Commonwealth Assistance Form?

NO

All students must fill out a CAF, log into eStudent under the Commonwealth Assistance tab. See notes under Section 3 for more information.

YES

Have you enrolled in your units?

NO

Log into eStudent, and under study plans enrol in a maximum of 2 units for each semester. See notes under section 4 for more information.

YES

Have you logged into MyLO?

NO

You can log into MyLO through this link, to become familiar before the start of semester.

YES

You are prepared for the start of Semester - Good Luck!
2. **Accepting your offer using eApplication**

The University of Tasmania will notify you by email when you have received an offer of a place in a course. Alternatively, you can visit eApplication at any time to check if you have been made an offer.

**Access eApplication**

To access eApplication, go to [http://www.utas.edu.au/apply](http://www.utas.edu.au/apply) and click on the Return to my eApplication button.

Once you are at eApplication, click on the Existing Applicant button to log into your application.

**Log on to your account**

Enter in the email address and password you selected when initially submitting your application.

If you have forgotten your password, you can reset it by answering your security question. Please note that a temporary password will be emailed to your email address, so be sure to include Apply.Now@utas.edu.au on your safe senders list.

If you have trouble resetting your password, we can assist. Please call our Student Centre team on 1300 361 928.

**View and Action Offers**

![eApplication interface screenshot](image)
Here, you are able to view your offer letter again, you should read the offer letter carefully for any conditions that apply to the offer, and other important information provided in relation to your offer in the course.

There will be 3 options, Accept, Defer until next round or Reject.

It is important that you respond to your offer by accepting, rejecting or deferring it, even if it is not your first preference.

**If you have not received an offer in your highest preference**, and you action the offer, you will continue be considered for higher course preferences until either a higher offer has been responded or you change your preferences and move your preference to the highest position.

**If you have received an offer in your highest preference** but you now wish to change your preferences, you need to action the offer first. We recommend that you accept your Preference 1 offer by clicking on the Accept button. Once you have accepted your offer, you may select Change Course Preference and change preferences. Note that once you have responded to an offer on your highest preference, you will not be considered for any other preferences unless you change your preferences and move your highest preference to a lower position.

When you accept your offer your University of Tasmania Student ID number, email address, login and password will be presented to you. Please note these down as you will need them to access eStudent, MyLO and webmail.

If you are accepting your offer well in advance of the course commencement, your email address and login details may not have been activated. If this is the case, eApplication will advise you that these details will be emailed to you as soon as your account has been activated.

**Preparatory Programs**

When you accept your offer for study, there will be a screen that populates asking if you wish to be enrolled in a preparatory program for that intake.

Unistart is the program that would be of benefit to post graduate nursing students. It aims to help you develop the essential skills required for independent learning and success at University, such as critical thinking, critical reading and academic writing. It is particularly useful for students who may not have studied for a reasonable amount of time.

There is no cost for this course, no set assignments to complete and is not compulsory, however the resources will be available for the duration of your first year of study.

3. Submitting a Commonwealth Assistance Form (E-CAF)

This is to advise that, under Australian Government legislation, you are required to complete and submit a Request for Commonwealth Assistance form (eCAF) for the course in which you are currently admitted. This must be completed before you can enrol in any units.

Even if you have a fee-waiver you are **still required to fill out an E-CAF as submission of this form is a government requirement**

**HOW DO I SUBMIT THIS FORM?**

Please complete and submit the eCAF online as follows:

- Log into your eStudent
- Click on the Commonwealth Assistance at the top of the screen;
- Select ‘add new’ next to the course that shows as “Admitted”
- Select ‘complete form’ next to Request for Commonwealth Support and HECS-HELP
- You will only need to supply your TFN if you wish to have your fees deferred to HECS (only an option for Australian Citizens and Humanitarian Visa Holders)
- If you are eligible for a fee-waiver and are an Australian Citizen you will need to tick “upfront payment” on question 12- Permanent Residents do not need to answer that question as they are not eligible for HECS.
- Submit the form.

**TROUBLESHOOTING**

If your form comes back as “unapproved” the following are some common reasons why;

- If you are a Permanent Resident, ensure you tick ‘Permanent non-humanitarian visa’ which is question 7D- do not tick anything next to question 7B
- Log back onto eApplication and ensure you have submitted your Date of Birth correctly
- Under the name section (question 1) do not add in any extra names, leave it at the pre-populated ones only or your student records will not match.

Information about Commonwealth supported places and the HECS Help scheme, and various publications, are also available from the Australian Government **Study Assist website**

If you require further assistance or are unable to submit your eCAF online please contact the Student Centre via email at Student.Centre@utas.edu.au or by phone on 1300 361 928. Please remember to include your student identification number in any communication.
4. **eStudent** Enrolment Guide

You will be unable to enrol in your units if you have not completed the tasks listed in the **YELLOW** or **RED** box at the top of your study plan screen (example below)

The units that you will study are pre-determined by the course and specialisation that you have accepted to study.

Your **Study Plan** will identify units as follows:
- **Planned** — *The unit is required but you have not yet enrolled*
- **Enrolled** — *You are enrolled in this unit*
- **Passed** — *You have passed the unit*
- **Credit/Exempt** — *You have received credit for this unit based on previous study*
- **Advanced Standing** — *You have received credit for an elective (or choice) based on previous study*

**How to Enrol**

1. Log into eStudent (estudent.utas.edu.au), then click on the Study Plans tab.

2. Press ‘select’ next to the course you wish to enrol in. (It will say Admitted next to it)

3. Press ‘expand all’ and you will see ‘Planned Units’, and in some cases a choose button to choose any elective unit choices
4. Click on the **Enrol** button on the right hand side of the screen for core units, for your elective units click **Choose**. Then click enrol at the bottom of the page.

5. Make sure you confirm Enrolment on the next page.

Your unit choices will now show on your study plan as “Enrolled”
5. **Next Steps to Take**

**Advanced Standing/Credit**

If you have completed previous post-graduate study in the last 10 years you may be eligible for credit against your new course. It is very unlikely you will receive credit for any program completed more than 10 years ago.

In all instances this will need to be assessed by the course coordinator.

If you have completed previous study with the University of Tasmania, this will not be automatically applied and you will need to advise us accordingly by emailing Health.Central@utas.edu.au once admitted to your course.

The credit application form and where to send it can be found via the following [link](#).

When credit is applied, it will appear as “exempt” or “credited” on your study plan, meaning you will not be able to or need to enrol in that specific unit.

**MyLO – (My Learning Online)**

All of your unit information and assessments are found through the [MyLO site](#).

**NOTE: Your unit specific study materials will not be visible on MyLO if you are not enrolled in the unit.**

The unit outlines and study resources will be available on MyLO from the first day of semester for the units in which you are enrolled.

This is also where all assignments, assessments, quizzes and group discussions will be completed and uploaded.

There are resources and help available on MyLO throughout the year and it is recommended that you log on and become familiar with the site before your unit information is available, so that you are able to start your studies straight away.

**ID card**

Students require a current University of Tasmania ID card to verify their identity for enrolment examination and security purposes and to utilise Library and printing services. An ID card will be provided to each student free of charge for the recommended duration of their degree. If this card expires and needs extending, or if there is a problem, we will replace it free of charge.

There is a $10 charge for lost or damaged cards

More information, including ID cards for distance students, can be found at the link below:

6. Post Graduate Nursing FAQ’s

Section 1 - Fees

What are the fees for the course?
The course is Commonwealth supported, and students pay a “student contribution” amount. When filling out the Commonwealth Assistance form you can choose whether to pay your fees up front, or if you are an Australian Citizen or Permanent Humanitarian Visa holder you can apply for HECS-HELP.

Section 2 – Fee Waivers

I have applied for H5F or H6F and have been offered H4F?
You have identified that you are working for one of our industry partners and are eligible for a Fee Waiver. H4F (Bachelor of Nursing with Professional Honours) is the course code under which we can offer our fee waivers. You will complete the same units as you would in the course that you originally applied for and exit with that award.

**NOTE:** H4F is a post graduate degree.

If I am admitted to H4F what award can I graduate with?
You can graduate with either a Graduate Certificate, a Graduate Diploma or a Bachelor of Nursing Professional Honours if you have successfully completed those course requirements.

An email will be sent to your UTas email address in around May and October enquiring about your intentions for the upcoming graduation round (August and December).

I’m eligible for a fee waiver-what do I do now?
1. Does it state on your offer letter that you are eligible for a fee waiver?
2. Have you provided additional information if requested in your offer letter?
3. Have you provided all the necessary documentation if requested via email?

Once all documentation is received and you have been notified that you will receive a Fee Waiver, you are not required to do anything further 😊 The Health Central team will notify the fees office on your behalf.

I have been notified that I have received a fee waiver-why isn’t this reflected on my invoice?
As soon as you enrol in units the system automatically generates an invoice, however fee waivers cannot be added to your course until you are admitted- this means that there is often a period of time where your invoice will show fees outstanding.

As long as you have provided all information you have been asked for this will be updated.

The Fees team are generally very busy in the lead up to the start of semester, and endeavour to have all fee waivers processed by census date. Once processed, your invoice (viewable on your eStudent) will show ‘sponsorship’ next to the unit fees.

If your invoice is still showing outstanding unit fees in the week leading up to census date, please contact Health.Central@utas.edu.au and we will investigate on your behalf.
SSAF – Student Services and Amenities Fee
All students, including those with a fee waiver, are liable for the Student Services and Amenities Fees- information including amounts can be found via the following link; http://www.utas.edu.au/students/student-services-and-amenities-fee-ssaf.

Section 3 - Enrolment

What is eStudent?
eStudent is where you will manage all administrative aspects of your study. You will use eStudent to update personal details, enrol in or withdraw from selected units, view your invoice, check results and view graduation information.

How many units do I study?
Post-Graduate Nursing courses are designed to be studied part-time as it is a requirement that you are working within your specialisation. This means undertaking no more than 2 units per semester. You can also choose to complete 1 unit per semester if you wish to.

For a list of units you need to study for your specialisation, please access the Course and Unit Handbook and enter your course code in the box provided.

NOTE: A fee waiver covers the duration of your course regardless of whether you are studying 1 or 2 units per Semester.

When do I need to enrol by?
We recommend enrolling in units as soon as you are able, as this helps us with student numbers as some units have quotas. You should ensure you are enrolled at the latest, by around a week before the start of semester as it takes 1-2 days for unit information to filter through to MyLO. It is also recommended that you enrol in units for the entire year.

Can I change my enrolment?
You are able to self-enrol until the end of week 2 of each semester, and can withdraw from any units until census date with no academic or financial penalty. After the census date any withdrawal will mean that you are liable for the costs of the unit. If there are special circumstances which mean you need to withdraw after the census date you will need to complete the Remission of Debt Application

Why can I not enrol in units after the second week of semester?
Many of the units have assessment tasks due, or allocate students to groups for assessment very early in the semester. In special circumstances with the approval of the Course Coordinator a late enrolment may be granted, but it is not recommended.

What is Census Date?
This is one of the most important dates in the academic calendar, as it is the last date you are able to withdraw from units with no academic or financial penalty. As a general rule it falls 4 weeks after the start of semester. You are responsible for ensuring your enrolment is correct and accurate. If you are enrolled in a unit after census date you are liable for all fees and charges even if you intended to withdraw. It is not sufficient to advise the lecturer that you will no longer be participating.
Something unexpected has happened and I can’t continue studying at the moment- what are my options?
You are able to apply for a Leave of Absence through your eStudent via the Study Plans menu, as long as the course is completed within the maximum time frame (3 years for a Graduate Certificate, 5 years for a Graduate Diploma/Professional Honours). You can be granted a total of a one year Leave of Absence whether that be in 2 six month blocks, or one full year.

I have changed jobs and am now working in a different department what are my options?
If you are no longer working in the specialisation you are studying you will find it almost impossible to complete the required assessments as you need access to certain types of patients. If it is your intention to return to work in your chosen specialisation it would be worth considering putting in a Leave of Absence request through your eStudent, and returning to study when you have more exposure to the relevant patients. If you will be continuing to work in a completely different specialisation you would not necessarily need to reapply for a new course. Please email Health.Central@utas.edu.au and someone will be able to talk through your options in regards to a new specialisation to study and whether you would receive any advanced standing for the units you have previously completed.

Section 4 – Student Systems

How do I access my webmail, MyLO and eStudent?
You will find links to all of these systems through the Current Students homepage. You will always need your UTas username and password to log in. If you have trouble viewing any of these sites please contact the IT Service Desk for help on 03 6226 1818 or service.desk@utas.edu.au.

Do I have to check my UTAS email?
Yes- it is extremely important that you check your UTas webmail around 1-2 times a week during the semester and also during semester break. All correspondence from the Health Central team and your lecturers as well as all information in regards to invoices and graduation will be sent only to your UTAs email address. Please ensure you read and reply to all emails from Health Central, and if emailing University staff please include your student ID number. Finally, although it is possible to set up a forward to your personal email address it is not recommended, as it has been known for external email providers to block UTas emails.

Section 5 – Who to Contact

I have studied previously but don’t know my log in details, how do I find them?
You will need to contact the Service Desk on 0362261818 and they will be able to provide your username and reset your password.

I have a question about my course who do I contact?
If the question is in regards to academic content of the unit, assessments or extensions please contact your unit coordinator- their contact details will be on the respective unit outlines. Please note if no phone number is listed it is almost guaranteed that they do not have an extension number and so can only be contacted via email.

For all other enquiries please contact Health.Central@utas.edu.au