



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Faculty of Science St Lucia campus

First Year Guide 2018



Welcome

to the Faculty of Science at The University of Queensland (UQ).

We are delighted that you have decided to study science at UQ. Attending university is an opportunity for you to expand your horizons and to develop skills and friendships which will benefit you throughout your life. We encourage you to take advantage of all that is offered through UQ's vibrant community of academics, students and support staff.

This guide is designed to help you navigate your way through the transition to university life. We are also available to help you in person, by phone or by email. You can find contact details at science.uq.edu.au, or on the back cover of this guide.

Welcome event for students, parents, partners and friends

You, your parents, partner and friends are invited to an information session to find out more about the resources and services available to students on campus, learn about important dates and deadlines, and how family and friends can help students succeed both academically and outside the classroom.

Join us for a BBQ before the information session, where you will have the opportunity to chat with current science students and staff.

- When** Sunday, 11 February 2018, 5-6:30pm
Where The Advanced Engineering Building (#49), Level 2, foyer and the GHD Auditorium (room 200)
To register Registration is essential. To RSVP, please visit: orientation.uq.edu.au

We look forward to seeing you!



Join us at a welcome event for parents, partners and friends at the Advanced Engineering Building at the UQ St Lucia campus.



What do I need to do?

Here's a checklist for you to complete prior to the start of semester!

| | | | PAGE |
|---|---|--|------|
|  | <input checked="" type="checkbox"/> Head to my.uq.edu.au/starting-at-uq | Access your first year planner Choose your courses and enrol | 4 |
|  | <input type="checkbox"/> Find out where and how to sign on to classes | | 5 |
|  | <input type="checkbox"/> Complete the Get Set Quiz (Compulsory) | | 6 |
|  | <input type="checkbox"/> Attend Orientation Week events | Induction Day (Compulsory) Parents, Partners and Friends' Event (Highly recommended) Meet a Lecturer (Compulsory) | 7 |
|  | <input type="checkbox"/> Read: 'FAQs for First Year' | | 8 |
|  | <input type="checkbox"/> Check out: 'Do you need help?' | Personal and Academic Help Terminology Explained | 10 |



Students at the solar facility at the UQ St Lucia campus.



Access your first year planner, choose your courses and enrol

Visit my.uq.edu.au/starting-at-uq to access study planners, choose your courses and enrol. Below you'll find some information to keep in mind.

1. Go to my.uq.edu.au/starting-at-uq and log in to see your program rules, course list and other helpful information.
2. Go to planner.science.uq.edu.au to find a study planner for your program. Click on your program and, if applicable, major, and go to the 'Year 1' tab. This will show you courses that you need to take (compulsory) and those that you should take (prerequisite) in order to enrol in more advanced courses later to complete your major.

Recognising course codes: Courses are coded with four letters followed by four numbers. The letters stand for a discipline, while the first number in the sequence stands for the year level of the course.

Courses with the code '1' as the first number are first level courses, so they are generally taken in first year, e.g. BIOL1020. Similarly, codes which begin with 2 and 3 reflect the year in which they are normally taken.

Record your semester 1 course codes here:

| | | | | | | | | | |
|----|--|--|--|--|--|--|--|--|--|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |

3. Log in to sinet.uq.edu.au (mySI-net) with your student username and password to enrol. Follow the Task Wizard steps. You must enrol in at least one course by the due date (see red text box).

> **WARNING: Choosing courses requires careful planning**

> **Make sure you choose prerequisites for courses you want to do in future.**

> **Keep your options open in case you change your study plans.**

> **Some courses are only offered in one semester.**

> **If you are planning on going on exchange during your studies, you may not want to take any of your electives in first year.**

> **DUAL DEGREES can be even trickier! We recommend you seek enrolment and timetabling assistance, see page 7.**

ENROLMENT DUE DATES:

> **Domestic students: 26/01/2018**

> **International students: 16/02/2018**

How many courses should I choose?

> A standard full-time load is equal to 4 courses (8 units / #8) per semester

> International students are expected to maintain a full enrolment of 4 courses (#8) per semester and must seek academic advice before reducing their enrolment load.

> Most domestic students do not need to maintain a full enrolment of 4 courses (#8) and in certain situations, e.g. working, or returning to studies, it might be more prudent to study part-time. There may be different requirements for some students (e.g. scholarship holders or Centrelink recipients). Please check your eligibility carefully.

Where to seek help:

If you are still unsure about which courses to enrol in, you can drop in for enrolment and timetabling assistance during Orientation Week, details page 7.

The Faculty of Science Student Enquiries Office can also assist with queries: enquire@science.uq.edu.au or +61 7 3365 1888.

View these useful videos to get you started: bit.ly/plan-your-study

Class Sign-On

Now that you are enrolled, sign on for particular lectures, tutorials and practicals.

1. Plan your timetable before sign-on opens. Use the UQ timetableplanner.app.uq.edu.au to spot any clashes and gaps.

2. Check your student emails regularly to ensure you are up to date with course sign-on dates and times.

3. Go to sinet.uq.edu.au and log on about 5 minutes before sign-on opens. Then go to the myPage tab to see a list of all the courses you are enrolled in. Click on the sign-on link for each enrolled course. Some courses offer multiple options for lectures, tutorials and practicals. Choose your preferred time.

What if my chosen sign-on class is full?

- Check course times for alternatives and/or seek further assistance at an enrolling and timetabling drop in session, see page 7.
- Email the course coordinator with your request (link at bottom of sign-on page). Ensure you include your name, student number, reasons for your request and possible alternatives. Try to provide at least two options.
- If all classes fill up, then further classes will be added. Check back regularly for updates.

Need assistance with timetabling or enrolment?

- > Drop in for enrolment and timetabling assistance, see page 7.
- > Visit my.uq.edu.au/starting-at-uq/enrol/class-sign-on.



Class sign-ons for science open from 8:30am Tuesday 23 January. Be prepared with your preferred choices prior to sign-on opening as classes, particularly practicals and tutorials, can fill up very quickly (sometimes within 10 minutes of opening!). Prepare a plan B ahead of sign-on, with alternative class times.

Contact hours

Contact hours are the number of hours per week of attendance required in a course. The course timetable shows contact hours as a combination of letters and numbers:

e.g., BIOL1020 2L 1T 3P
= 2hr of lectures + 1hr tutorial + 3hr of practical per week.

WARNING: Not all classes are held every week. For example, some practical classes are scheduled only every second week, so be sure to check the dates!

Sessions

With over 1000 new students in science, we offer some classes more than once. In these cases, you need to choose:

- > One stream of lectures (L01 or L02 or L03 etc);
- > One tutorial group (T01, T02 or T03 etc); and
- > If applicable, one laboratory or practical group (P01, P02, or P03 etc).

For example, for BIOL1020 you could choose:

- L02 (Lecture stream 2)
- P07 (Practical session 7)
- T15 (Tutorial 15)

→ Do the Get Set Quiz

Compulsory Quiz: Find out your strengths. Review the knowledge you need.

Students entering their first year of science at university bring different levels of knowledge and experience. Some have studied Maths B, Physics and Chemistry whilst others may have only studied one of these subjects.

The Get Set Quiz is designed to determine your understanding of key concepts in subjects you have studied at school. These concepts underpin your university studies. It is important for you and your lecturers to know your current level of understanding.

Doing the Get Set Quiz can help you in a number of ways:

- > An individual report is generated indicating where you may need to do some revision and directing you to relevant resources;
- > The overall cohort knowledge is fed back to first year lecturers so they can tailor their lectures appropriately;
- > You will become aware of the knowledge expectations for first year science and can revise accordingly, and;
- > You may also find that the information helps with selecting your courses.

1. Grab a pen and paper.
2. Go to **getset2.uqcloud.net/science**
3. Log on using your UQ login and password and follow the prompts.

77% of those who completed the 2017 Quiz passed all of their assessment in Semester 1.

Your results in the Get Set Quiz are not used for assessment purposes.

Online course: Learn how to communicate like a scientist (Highly recommended)

Are you worried about writing your first scientific article or completing your first short answer exam? Prepare yourself with the 'CLIPS - Communication Learning In Practice for Scientists' course. This free online course has been designed by UQ academics especially for science students.

Modules include: Short answer questions, displaying data, scientific writing, presentations, posters, communicating with numbers, referencing, communicating with the public and infographics.

You can find the course on learn.uq.edu.au or on clips.edu.au.



Meet friends, study, and access help from Peer Assistants in the Science Learning Centre (SLC), Priestley Building (67), Level 2.



Attend Orientation Week events

Visit orientation.uq.edu.au to book your place.

Science Induction Day (Compulsory)

Attend a full day of activities designed to get you thinking like a scientist! Meet fellow students, lecturers and 2nd and 3rd year science students who will provide tips on surviving first year. Morning tea, lunch and afternoon tea are provided.

Your Induction Day will be either on Friday, 9 February; Monday, 12 February; or Tuesday, 13 February.

Meet a Lecturer (Compulsory)

Attend an interview with an academic (lecturer), who will help you with any specific questions you may have and welcome you to UQ. Book your 15 minute interview for Wednesday, 14 or Thursday, 15 February.

Program-Specific Welcomes (Compulsory)

There are specific welcome events for some programs. Please check the Orientation Week website for details - orientation.uq.edu.au

Faculty of Science Welcome Event for Students, Parents, Partners and Friends (Highly Recommended)

Invite your parents, partner and friends to a welcome event. Our welcome for family members will take place on Sunday, 11 February, prior to Orientation Week. Commencing with a BBQ at 5pm, the information session will be an opportunity to ask questions of staff members and current students.

Faculty of Science Enrolling and Timetabling on mySI-net (Highly Recommended)

Drop in to receive personalised advice from an enrolment assistant from the Faculty of Science. Assistants can help you with course enrolments, timetabling and class sign-on processes.

Assistants will be available during O-Week:
12, 13, 16 February from 10am-2pm
14 February from 10am-3pm
15 February from 10am-4pm
Maths Computer Labs (room 443), Building 67, Level 4

Academic advice session (Highly Recommended)

Academic advisors are available by appointment to help you throughout the year. We recommend seeing an advisor early in Semester 1 to make sure you meet program requirements, whilst still keeping your options open.

Monday - Friday, 8:30am - 5pm
Science Student Enquiries Office, Building 69, Level 2.

Email enquire@science.uq.edu.au to book an appointment.



FAQs for First Year

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|---|---|
| <p>Student email</p> | <p>Check your official student email daily to ensure you are up to date. UQ will only send emails to your official student email address. Always use your student email, not a personal email address, when contacting course coordinators. If you don't know how to log into your student email account, visit: my.uq.edu.au/starting-at-uq/prepare-for-semester/information-technology</p> |
| <p>Blackboard</p> | <p>Visit Blackboard (Learn.UQ) regularly to check for course-related updates: learn.uq.edu.au. Your lecturers will use this to make announcements and post important information on assessment, and other course-related matters. Also referred to as eLearning, this is the course website.</p> |
| <p>Electronic Course Profile (ECP)</p> | <p>Every course on offer at UQ has an ECP. The ECP contains important information about course requirements, and must be read carefully. THIS IS VERY IMPORTANT. You can access a course specific ECP via Blackboard course sites or through my.uq.edu.au/programs-courses, by entering a specific course code into the search feature and following the links. The left hand menu contains detailed information about aims and objectives of the course, learning resources and activities and detailed information on assessment. For example there may be 'hurdle requirements' as part of the assessment, which must be met in order to pass the course.</p> |
| <p>What is the Science Learning Centre (SLC)?</p> | <p>The SLC is a dedicated space for students to study, meet their friends, have lunch and access peer academic support. It is located in Priestley Building (67), on Level 2, near the Science Student Enquiries Office.</p> |
| <p>What learning resources are available?</p> | <ul style="list-style-type: none"> • ECP under 'Learning Resources' • Academic advisors at the Science Student Enquiries Office • Course tutors • SLC peer assistants (see below for details) • For finding information, borrowing, research help, student IT help and general enquiries, visit AskUs Library help: web.library.uq.edu.au/contact-us • Learning workshops on how to get the most of your studies, tackle assignments and prepare for exams: uq.edu.au/student-services/learning |
| <p>I am taking a dual degree. Is there anything in particular I need to know?</p> | <p>Different faculties may have different rules and requirements. Check both. There is less flexibility with courses. Use the dual degree study planners at planner.science.uq.edu.au to familiarise yourself with the compulsory and recommended courses of your program.</p> <p>If you are unsure which courses to choose, please make an appointment with an academic advisor - enquire@science.uq.edu.au or 07 3365 1888.</p> |
| <p>Where can I access informal help if I'm struggling with course content?</p> | <ul style="list-style-type: none"> • Visit the Student Learning Centre (SLC) at St Lucia to access discipline-specific SLC peer assistants. Assistants cover multiple science disciplines and are available Monday - Friday, 10am - 3pm during Weeks 3-13. Check the timetable on the plasma screen outside the SLC. • Facebook groups for your courses |
| <p>How can I contact the course coordinator?</p> | <p>Check the ECP or Blackboard for the most appropriate method of communication. Different courses use different methods - some courses have specific course email addresses, while others use discussion boards.</p> |

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| Where do I hand in my assignments? | Some submissions will be to the tutor, some online and some will need a cover sheet for submission. Read the ECP. |
| What if my assignment is late? | Please refer to the ECP for individual course procedures. There are different procedures for different courses and schools. |
| Do I need to have my own laptop? | It is very helpful, but not essential, to have your own laptop or other mobile device. The library has a bank of computers which you can access when on campus. |
| What calculator can I use? | For many science courses, you will need an approved non-programmable calculator for use in exams. For more details on approved calculator models: uq.edu.au/myadvisor/exam-calculators |
| Do I have time for paid work? | We recommend <10h/wk paid work for full-time students. Although some students are able to balance moderate work schedules with study, many students struggle to keep up with their studies, especially in first year. You should plan on each course taking up about 10 hours of time per week. |
| What happens if I don't turn up? | You will need to catch up; talk to your peers and look on Blackboard for what you've missed. You can lose marks or even fail the course for not participating in compulsory activities. Contact your course coordinator for assistance. <ul style="list-style-type: none"> • Blackboard – learn.uq.edu.au • Contacts – uq.edu.au/contacts |
| What happens if I miss critical assessments in my course and too many lectures? | If you get too far behind with your work, you might think about withdrawing. Be aware of important census dates (see below). |
| What is the difference between the Student Centre and Student Services? | The Student Centre (JD Story Building, 61) handles all student administration and general enquiries relating to the university. Student Services (Building 21D) provides help with learning, disability and counselling support, and personal and academic welfare. |

Semester 1 critical dates

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| 19 February | Classes commence |
| 2 March | Last day to add or substitute courses |
| 31 March | Last day to drop courses without financial liability (Semester 1 census date) |
| 30 April | Last day to drop courses without academic penalty |

Save your money and don't carry on with courses you have 'given up on'.

You must formally withdraw:

- > By the end of March so you aren't charged for the course
- > By the end of April so you don't lower your Grade Point Average (GPA).

Do you need help?

PERSONAL

UQ HEALTH CARE
uq.edu.au/healthservice

STUDENT SERVICES
uq.edu.au/student-services
Monday - Friday, 8:00am - 5:00pm
Building 21D

COURSES

DETAILS
> Lecturer > Course Blackboard
> ECP > Course coordinator

ASSESSMENT
ECP - my.uq.edu.au/programs-courses
Blackboard - learn.uq.edu.au

TIMETABLE ISSUES
Attend a drop in session with a Timetabling Assistant (see page 7)
Email enquire@science.uq.edu.au
Email your course coordinator using the link in the timetable page (SI-net)

Terminology explained

Watch a video that explains Uni 101: bit.ly/uquni101

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| Academic Record | There are two types of academic records: official and unofficial. The official academic record, called a "transcript", is produced by the University's Student Centre for a fee (a complimentary copy is provided to graduating students). The unofficial academic record, known as a "studies report", can be printed from mySI-net. |
| Course list | The courses you have to pass in order to receive your degree. The Course list specifies compulsory and elective courses - my.uq.edu.au/programs-courses |
| Blackboard | UQ's learning management system, also known as Learn.UQ. Access via learn.uq.edu.au , or via my.UQ.edu.au under eLearning. Contains assessment information, announcements, updates, some assignment marks and discussion boards for each of your courses. |
| Course | Subject or class (e.g., SCIE1000, MATH1051). |
| Compulsory course | Course that you must take (e.g., STAT1201 for the BSc). |
| Discipline | Field of study or specialisation within your program. |
| Dual Degree or Dual Program | Combination of two UQ degrees taken at the same time. For example, the Bachelor of Science (BSc) can be taken with a Bachelor of Arts, Journalism, Business Management, Commerce, Economics, Information Technology, Mathematics, Music, Education (Secondary), Engineering, Laws, or Biomedical Science. |
| Dual major | Combination of two fields within science (e.g., computational science with a second major in chemistry). |
| Elective course | A course you choose to complete. If you are studying a BSc, you may choose electives from the BSc course list, or from any other course list offered at UQ. |

ACADEMIC

GENERAL ADVICE

SCIENCE STUDENT ENQUIRIES

including

First Year Academic Advisor appointments:

Science Faculty Student Enquiries Office

Building 69, Level 2

enquire@science.uq.edu.au

+61 7 3365 1888

ADDITIONAL HELP

STUDENT SERVICES Learning Advisors

uq.edu.au/student-services

SLC Peer Assistance

10am-3pm in the SLC, Prentice Building (67),

Level 2

Weeks 3-13 of Semester 1 & 2

ADMINISTRATION

STUDENT ID CARD

Prentice Building (42), Ground Floor

Take your offer letter and photo ID

FEES/CALCULATOR APPROVAL

Student Centre

JD Story Building

Level 1

LIBRARY AND IT SERVICES

web.library.uq.edu.au/library-services

| | |
|---------------------------------|---|
| Electronic Course Profile (ECP) | Also referred to as the Course Profile, the ECP contains information about individual courses including assessment requirements, contact hours, course coordinators and general information. See page 8 for more details. |
| Extended Major | Like a major, but with in-depth study (e.g. BSc with an extended major in Marine Biology). |
| Grade Point Average (GPA) | The average of the grade of the results obtained by a student, weighted by the unit value of each course in which the student enrolled. GPA is determined on a semester basis. |
| Major | An area of specialised study within a program. A major may be referred to as a specialisation, discipline or plan. See my.uq.edu.au/programs-courses for further details of majors in science programs. |
| mySI-net | UQ's online student enrolment system - sinet.uq.edu.au . Enrol in courses and access your studies report. |
| Plan | mySI-net calls a discipline or major (e.g., Physics) a plan; you can declare your plan online. |
| Prerequisite | A level of knowledge and skill you must have before participating in a course (e.g., you must do MATH1050 or Maths C before you do MATH1051). |
| Program | Your program is the degree you're taking e.g., BSc or BBiotech (Hons). |
| Units (#) | Most courses are 2 units (#2). A full time study load for a semester is #6 or more, so that's 3 or more courses. Most students do 4 courses, #8 in each semester. International students must do #8. To complete a 3 year program within the 3 years, students are required to do 4 courses per semester unless they opt into summer electives. |

What is uni like? Here are some tips from our students...

You have a lot more freedom than at school.



Take the effort to make friends. There are great people around, but you need to put yourself 'out there'.

Ask for help if needed, no question is too silly. People are waiting to help.

Carefully read the program rules for your particular program when you are putting together your study plan!

Exams are pretty serious business - it's almost impossible to cram everything into the night before an exam and still do fine.

Days at uni can be long but often with big breaks between classes.

Each science course is about 10 hours of work each week - for four courses, that's a full time job!

Not sure what to major in? Look at different study plans and pick courses which keep your options open!

(Trust me, I've tried)

Form study groups.

Join facebook groups for your courses!

The library has lots of cool workshops and info on referencing - seek them out!

There are microwaves on campus!

Time management is an art! Put together a semester and weekly schedule to help manage your time.

Join a student club or society on Market Day. Science student societies include SUSS (Society of Undergraduate Science Students), PAIN (Physics Students Club), iROOS (Environmental Science students group) and MSS (Mathematics Student Society).

You can heat up your lunch in the Science Learning Centre (SLC), meet friends, study, eat and drink!

If you have timetable clashes, don't stress. It can usually be sorted fairly easily.

Emailing at UQ must be professional. Always include your full name, Student ID, program, and contact number.

Read dates carefully - pracs can sometimes be fortnightly, not weekly.

The UQ Advantage Office is the place to go for info on study abroad, financial support and leadership programs.



No-one is going to chase you up to do your assignment - you have to find the motivation yourself.

Study abroad! Save some of your electives!

Attend all your classes. You have a much better chance of success if you do.

UQ St Lucia has a pharmacy, a newsagent, banks and lots of food outlets!

Check your student emails every day!

Figuring out assignment dates is your responsibility. Read the Electronic Course Profile (ECP) carefully!

If you discover you don't like the program you've enrolled in, changing degree programs once you've started is not a big deal.

Equity and Diversity



STUDENT SERVICES

Student Services provides help in the following areas:

- Disability Services
- Learning Advisors
- Counselling
- Making new friends and settling in to university
- Faith and spirituality
- International student support
- Accommodation

Visit Student Services at St Lucia, Monday – Friday, 8.00am – 5.00pm in Building 21D, opposite Boost Juice in the Union Complex area.

STUDENT SERVICES
uq.edu.au/student-services

THE UQ ALLY NETWORK

The UQ Ally Network is an award-winning program that provides a visible network of well-informed staff who create a safe, welcoming and inclusive space for LGBTIAQ+ students at UQ and in the broader community. To find a UQ Ally, or to find out more about the program, look for staff with the rainbow badge, rainbow posters around all UQ campuses or visit the UQ Ally Network website.

UQ ALLY NETWORK
staff.uq.edu.au/information-and-services/human-resources/diversity/sexuality/ally-network

INCLUSIVE LANGUAGE

The UQ Guide to Inclusive Language provides information on how to apply inclusive language in the study environment. Students can access the UQ Guide to Inclusive Language on the inclusive language website.

INCLUSIVE LANGUAGE WEBSITE
staff.uq.edu.au/information-and-services/human-resources/diversity/commitment/inclusive-language



GRIEVANCE RESOLUTION

The Student Grievance Resolution Policy, Procedures and Guidelines outline procedures for resolving a range of issues.

If you feel that you would like further support, the UQ Union (Student Union) is also available to assist and advocate on your behalf.

GRIEVANCE RESOLUTION
my.uq.edu.au/information-and-services/manage-my-program/complaints-and-academic-appeals/grievance-resolution-process

UQ UNION
uqu.com.au/student-support

DISCRIMINATION AND HARASSMENT

If you have a grievance or enquiry relating to discrimination, harassment or bullying, you can contact a Discrimination and Harassment Contact Officer (DHCO), who can provide information about UQ policies and procedures and support services available to students.

DHCO WEBSITE
staff.uq.edu.au/information-and-services/human-resources/conduct-ethics/discrimination/contact-officers

THE STUDENT CHARTER

The Student Charter sets out the expectations you can hold for your education and outlines what is expected of you while studying.

All students and staff are entitled to work and study in an equitable environment, free of discrimination and harassment.

STUDENT CHARTER
my.uq.edu.au/information-and-services/manage-my-program/student-integrity-and-conduct

Faculty of Science

St Lucia

Student Enquiries Office, Building 69, Level 2.

Phone: +61 7 3365 1888

Email: enquire@science.uq.edu.au

Web: science.uq.edu.au

CRICOS Provider Number 00025B



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA