



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Faculty of Science Gatton 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 though 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.

Join us for Orientation Week 12 - 16 February

Join us for O-Week, the official start for commencing undergraduate students with everything you need to get ready to study!

Packed with information sessions, skills workshops, social events and tours, O-week is your chance to explore the Gatton campus and find out what to expect as a UQ student. It's also a chance to make friends, speak with your lecturers, sign up for clubs and activities, and immerse yourself in university life. During the week there will be a free lunch, music, campus and library tours, helpful student volunteers and loads more! To plan your week, please visit: orientation.uq.edu.au.

Starting at university might seem overwhelming at first when you're not sure where to begin. This book will help guide you through the initial steps of your journey. We've laid out the essential tasks you need to complete, and inside you will find the people, resources, and services that will help you succeed at UQ.

We look forward to seeing you!

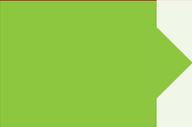


The Central Walkway at UQ Gatton campus.



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"/> Sign up for JSAPP		6
	<input type="checkbox"/> Attend Orientation Week events		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



First year students in science laboratories at UQ Gatton.



Access your study 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. AGRC1020. 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 **07 5460 1276**.

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.



Bachelor of Veterinary Science students with a calf.

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)

→ JSAPP - Jumpstart Academic Preparation Program

Get the skills you need to succeed at university.

JSAPP Gatton will be held during Orientation Week on Wednesday, 14 February and Thursday, 15 February.

This “getting started” program is recommended for all students beginning tertiary studies for the first time directly from secondary school, and is compulsory for all students living in Halls of Residence.

This is a free two-day program offering a friendly and supportive environment to help students make the transition to a new educational institution. It offers sessions on

academic writing, study skills, and succeeding at university and university life, combined with some fun afternoon activities. It’s also a great opportunity to meet other students and staff.

Separate JSAPP programs will also be offered on Saturday, 10 February for Postgraduate students and Friday, 16 February for Mature Age students.

Book your place at orientation.uq.edu.au.

Undergraduate school leavers:

Wednesday, 14 February
Thursday, 15 February

Postgraduate students:

Saturday, 10 February

Mature Age students:

Friday, 16 February

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.



Students working together in one of the collaborative learning spaces.

→ Attend Orientation Week events

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

Program Introduction and Information Sessions (Compulsory)

The University of Queensland welcomes our new students and encourages you to take advantage of all that is offered through UQ's vibrant and rewarding community of students, academics and professional staff.

There are specific introduction sessions for undergraduate programs on Tuesday, 13 February. Please check the orientation website for details orientation.uq.edu.au

These important sessions will provide you with an introduction to your program and courses and give you an opportunity to meet your course coordinators, lecturers and other 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:
Monday - Friday of Orientation Week
8.30am - 4.30pm
Student Centre
N.W. Briton Building Annexe 8101A, Gatton



Market Day in Orientation Week at UQ Gatton campus.



FAQs for First Year

Student email	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, and include your student ID number. 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
Blackboard	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.
Electronic Course Profile (ECP)	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 the full version of your course-specific ECP via Blackboard course sites. You can also view a short version 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 of the ECP details the 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.
What learning resources are available?	<ul style="list-style-type: none"> • ECP under 'Learning Resources' • Academic advisors at the Science Student Enquiries Office • Course tutors • 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
I am taking a dual degree with Agribusiness. Is there anything in particular I need to know?	You will need to do 32 units (#32) from each of the 2 programs involved, which means there is a little less flexibility with courses. Use the dual degree study planners, accessed through my.uq.edu.au/programs-courses (planners on left hand menu of chosen program) or directly at planner.science.uq.edu.au to work out which courses you need to do, and when you need to do them.
How can I contact the course coordinator?	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 other courses use discussion boards.
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?	Students in the Bachelor of Veterinary Science program are required to have their own laptop for their studies. For all other programs it is very helpful to have your own laptop or other mobile device. The library also 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 less than 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 their 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 assessment 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 (N.W. Briton Building Annexe, 8101A) handles all student administration and general enquiries relating to the university. Student Services (Morrison Hall, Building 8123) provides help with learning, disability and counselling support, and personal and academic welfare.
I'm concerned about managing my workload – who can I talk to?	Visit Student Services online or in Morrison Hall, Building 8123. They will be able to give you information and guides on how to manage your time effectively, as well as discuss your concerns.
I'm worried that I might not have the skills to succeed. How can I improve my skills?	Student Services run online and on-campus workshops on 'Preparing for Success at University', 'Tertiary Writing Skills', 'Assignment Writing' and more. Sign up at uq.edu.au/student-services . You can also prepare yourself for your first semester by completing the 'CLIPS - Communication Learning In Practice for Scientists' course. This free online course has been designed by UQ academics especially for science students. You can find the course on learn.uq.edu.au or on clips.edu.au .

Semester 1 critical dates

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
Morrison Hall
Building 8123

STUDENT HELP ON CAMPUS (SHOC)
uq.com.au/student-support
Room 223 Morrison Hall (#8123)
Monday & Tuesday, 9am - 4pm

COURSES

DETAILS
> Lecturer > Course Blackboard
> ECP > Course coordinator

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

TIMETABLE ISSUES
Drop in to the Gatton Student Centre to chat with staff about timetabling issues.
Email enquire@science.uq.edu.au
Email your course coordinator using the link on the timetable page (SI-net)

Terminology explained

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

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. AGRC1020 or VETS1060).
Compulsory course	Course that you must take (e.g. CHEM1004 for the BSusAg).
Discipline	Field of study or specialisation within your program.
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 further details.
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.

ACADEMIC

GENERAL ADVICE

SCIENCE STUDENT ENQUIRIES

including

First Year Academic Advisor appointments:
 Gatton Student Centre
 N.W. Briton Building
 Annexe, 8101A
enquire@science.uq.edu.au

PROGRAM-SPECIFIC ADVICE

School of Agriculture and Food Science:
safs@enquire.uq.edu.au
 School of Veterinary Science:
vetenquiries@uq.edu.au

ADMINISTRATION

STUDENT ID CARD

Gatton Student Centre, N.W. Briton Building
 Annexe, 8101A
 Take your offer letter and photo ID

FEES/CALCULATOR APPROVAL

Gatton Student Centre
 N.W. Briton Building
 Annexe, 8101A

LIBRARY AND IT SERVICES

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

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 have MATH1050 or Maths C before you do MATH1051).
Program	Your program is the degree you are taking e.g. BVetTech - Bachelor of Veterinary Technology.
SAFS	School of Agriculture and Food Sciences.
SVS	School of Veterinary Science.
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.

University is a great networking opportunity for now and your future career. Make the most of it!

Each course is about 10 hours of work each week – for four courses, that's a full-time job equivalent to 40 hours!

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

Ask for help if needed, no question is too silly. There are always people waiting to help.

Parking at the Gatton campus is FREE!

There are microwaves on campus!



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

(Trust me, I've tried).

Don't let high expectations stop you from enjoying the journey along the way.

The library has 24 hour access which is great for studying!

Form study groups.

Join a student club or society on Market Day. Student Societies include, GSA (Gatton Student Association) UQVSA (Vet Student Association) and other discipline-related clubs including Equine, Wildlife, Agribusiness, Plants and Vet Tech.

Check your student emails every day!

The FREE intercampus bus is so handy to travel between St Lucia and Gatton.

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



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

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

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

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

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

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

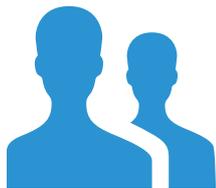
Figuring out assignment dates is your responsibility. Read the Electronic Course Profile (ECP) carefully!

There are lots of opportunities to volunteer on campus – working with animals or on the farm.

Study abroad! Start planning now, save some of your electives!

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 Gatton, Monday – Friday,
8.30am – 4.30pm in Morrison Hall, Building 8123.

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

Gatton

Student Centre, N.W. Briton Building 8101A.

Phone: +61 7 5460 1276

Email: enquire@science.uq.edu.au

Web: science.uq.edu.au

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