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Welcome to the Faculty of Architecture, Landscape and Visual Arts (ALVA) at UWA. ALVA is dedicated to outstanding teaching, learning, practice and research in the broad fields of design and visual culture. We welcome all newcomers to the Faculty and look forward to your participation in lively debate, critical engagement and studio activities which form the core activity of the Faculty. The Faculty consists of approximately 1000 students and staff from around the world and forms a unique grouping of talented individuals and creative energy in Western Australia.

You should think of this book, Vade Mecum, as your ultimate reference guide throughout your studies with the Faculty. It contains many things that you will need to know regarding how the Faculty works, the resources that are available to you, and what to do when things go wrong. We encourage you to use Vade Mecum to your best advantage. Remember too, that all of the information contained in Vade Mecum also exists on the ALVA website, and if you can’t find something, or need more information, the staff of ALVA are more than happy to help.

We hope that you enjoy your academic studies with us and that you fully experience what it means to be a member of the ALVA community – join the ALVA Student Society, come to the exhibitions in the Cullity Gallery, get to know students and staff from all across the Faculty, not just your discipline, and you will find that your time with us can be the beginning of a lifetime of creative and academic endeavour that goes far beyond the achievement of completing your degree.

*dean*|*SIMON ANDERSON*
| *VERSION 5 | 2011 | APPROVED BY W/PROF SIMON ANDERSON |
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CONTACTS
ALVA contacts

**dean**
SIMON ANDERSON | Rm. G.08
simon.anderson@uwa.edu.au | 6488 1881

**deputy dean** | TO BE ADVISED |

**associate dean** | semester one**
BILL TAYLOR | Rm. 3.04
bill.taylor@uwa.edu.au | 6488 2580

**associate dean** | semester two**
PHILIP GOLDSWAIN | Rm. 3.14
philip.goldswain@uwa.edu.au | 6488 2586

**faculty manager**
JOY GILSENNAN | Rm. G.07
joy.gilsenan@uwa.edu.au | 6488 2590

**assistant to the dean**
ROSANNA MARCHESANI | Rm. G.09
rosanna.marchesani@uwa.edu.au | 6488 1881

**manager** | student office**
JAMES MITTON | Rm. 1.19
james.mitton@uwa.edu.au | 6488 4649

If you are:
- Considering a change of course
- Struggling with any aspect of the course
- Depressed or unwell
- Afraid you are going to fail
- Interested in going on exchange (overseas) or doing cross-institutional study

Or if you need:
- Special Approval to waive a pre-requisite rule
- To appeal an academic assessment
- To apply for credit for previous study
| ALVA | contacts |

| faculty administrative officer |
BIANCA HOWELLS | Rm. 1.14
bianca.howells@uwa.edu.au | 6488 1550

If you need to:
- Change your enrolment
- Apply for Special Approval for your enrolment
- Apply for Special Consideration
- Apply for Honours
- Get information about anything to do with Student Administration or enrolment
- Know more about the courses and your enrolment options

| front desk |
JENNIFER FERGUSON | Rm. G.06
(Reception) alva.admin@uwa.edu.au | 6488 2582

If you are not sure:
- Where or when your classes are
- Who to ask about something

Or you need to:
- Make an appointment with the Manager (Student Office) or Associate Dean
- Apply for an assignment extension
- Submit a form
- Get information about the on-line class registration system (OLCR)
- Find or report lost property

| resource room |
RAYMOND GRISTWOOD | LINDA CLARKE
raymond.gristwood@uwa.edu.au | Rm. G.24
linda.clarke@uwa.edu.au | 6488 3714
ALVA contacts

Workshop
Graeme Warburton | Jim Duggin
graeme.warburton@uwa.edu.au | Rm. G.25
james.duggin@uwa.edu.au | 6488 1551

If you need information about:
• The Workshop (including inductions)
• Safety and Health

Or if you need to:
• report an accident

Computer systems administrator
Jamie Graham | Rm. 4.07 (Computing Labs)
jamie.graham@uwa.edu.au | 6488 3721

Unit coordinator
If you:
• Have any questions about the unit
• Are unhappy with a grade

If you are still unhappy or require further advice, see your discipline chair, student contact or coordinator.

Landscape student contact
Grant Revell | Rm. 4.10
grant.revell@uwa.edu.au | 6488 1566

Visual arts discipline chair
Richard Read | Rm. 1.12
Richard.read@uwa.edu.au | 6488 2140

Architecture discipline chair
Nigel Westbrook | Rm. 2.09
nigel.westbrook@uwa.edu.au | 6844 2592

Higher award | Honours coordinator
Romesh Goonewardene | Rm. 2.13
romesh.goonewardene@uwa.edu.au | 6488 1559
STUDENT CARD PROBLEMS

campuscard@admin.uwa.edu.au | 6488 1851

For information on enrolment, examinations, fees or graduation, visit:

www.ipoint.uwa.edu.au

or phone:

6488 3235

ADMINISTRATION | 6488 2423
CAREERS CENTRE | 6488 2258
CHILDCARE | 9389 9433
CHAPLAINCY | 6488 2423
COUNSELLING | 6488 2423
FINANCIAL AID | 6488 3547
HOUSING | 6488 3547
LLRS (learning) | 6488 2423
MEDICAL CENTRE | 6488 2118
TRANSITION SERVICES
• uniaccess | 6488 7864
• unidiscovey | 6488 7863
• unimentor | 6488 3996
• uniskills | 6488 2424
• unistart | 6488 3028

SISO | 6488 3814

UNIPARK & SECURITY | 6488 3020
ALVA GROUND FLOOR

EDFAA LIBRARY
(UNDERGROUND)

TO LIBRARY

CARD ACCESS DOOR

KEY
1. CULLITY GALLERY
2. FRONT DESK
3. G.22
4. RESOURCE ROOM
5. WORKSHOP
6. LIFT
7. PROTOTYPING
ALVA FOURTH FLOOR

COMP LAB 4.04
MAC LAB
F
L.T.
COMP LAB 4.08
STUDIO 4.11
STUDIO 4.12
STUDIO 4.13
GOLD ROOM 4.16
**What is ALVA?**
ALVA is the Faculty of Architecture, Landscape Architecture and Visual Arts.

**Where is ALVA?**
ALVA is located on the UWA Nedlands Campus, on the corner of Stirling Highway and Clifton Street.

**Front Desk**
The front desk is the first place you will see upon entering the ALVA building. The staff there will be able to assist you with general information, making appointments, directions and current flyers. The FRONT DESK also sells CD’s and DVD’s, as well as a range of BOOKS that may interest ALVA students.

**Cullity Gallery**
The CULLITY GALLERY occupies most of the ground floor of ALVA. The gallery usually has exhibition work displayed, either by students or visiting artists, and is a great place to wander through for some inspiration. At the end of each semester, a STUDENT EXHIBITION is held, allowing family and friends to see what goes on in the Faculty.

**Hew Roberts Lecture Theatre**
The HEW ROBERTS LECTURE THEATRE and seminar room is located directly next to the ALVA building (to the North, on the lawn). This is where a large portion of ALVA lectures are held. If the ‘lecture in progress’ sign is illuminated please be quiet.

**G.22**
G.22 is a smaller conference room located at the rear of the CULLITY GALLERY. Lectures are often held in G.22, so please watch your volume. Arrive a little early in case the chairs are stacked in a corner and you’re left standing.
What is the RESOURCE ROOM?
The RESOURCE ROOM provides students with a range of resources needed throughout the course, from photocopying to equipment hire.

Where do I go?
Rm G.24 in the Cullity Gallery (opposite the lifts)

course material
Students can obtain copies of unit guides and other materials from the Resource Room.

submissions
Hand your assignment with a completed cover sheet to the staff and they will mark you off. Work is returned in class, to the ALVA lounge, or is available for collection in the Resource Room. Folios are submitted in studio.

print credit
Simply give your CAMPUS CARD and money to a Resource Officer, and they will put print credit on to your ALVA computer account.

loan equipment
Several digital and video cameras are available for loan by students. Preference will be given to Fine Arts students before other disciplines.

resources
Trade reference manuals, building codes, past students’ dissertations and theses, plans and slides are available.
**What is the WORKSHOP?**
The WORKSHOP provides ALVA students with a comprehensive range of equipment that may be required throughout their course.

**Where do I go?**
The WORKSHOP is located on the ground floor of the ALVA building, between the Cullity Gallery and the EDFAA Library.

**Workshop induction**
All new students must complete an induction course in order to be able to use the workshop and the tools and equipment within it. Students that have not completed the induction may not enter the workshop.

**Safety induction**
All students (and staff) must also complete a safety induction which covers safety in the workshop as well as safety in studio and elsewhere on Campus.

Students will be provided with a manual covering the Workshop and safety in general and must pay close attention to this information and the safety signs and information in the Workshop.

**Studio materials**
In addition to the equipment and tools available in the Workshop, students may wish to purchase some basic tools for use in studio and beyond. The Faculty advises students who wish to purchase some basic materials to start with the following:

- **300mm ruler**  
- **3m tape**  
- **Stanley knife**

Students should also check the scrap bins, other peoples’ off cuts might be exactly what you’re looking for, and they’re free.
What are the COMPUTER LABS?
ALVA provides its students with 24hr access to computer labs that have all the required software, internet access, printing and data storage needed throughout the course.

Where do I go?
The computer labs are located on the fourth floor of ALVA.

accounts
Every student of ALVA has a secure login account for the Faculty computers. The account provides students with access to software, personal storage, a printing account, the internet and the intranet. A computing account is created upon enrolment into the Faculty. You can activate your account by logging into any computer, using your STUDENT NUMBER as your user name and your PHEME PASSWORD. If you experience problems, firstly try logging in and out of Pheme, if that doesn’t work then speak to a Computing Technician.

data storage|IN LAB|
The ALVA computer labs work on an INTRANET, which is a closed Faculty network. This allows for secure storage, transfer and sharing of data amongst members of the Faculty.

    personal storage| Each student is provided with a personal drive that holds 5GB of data. This is where you should store all your current files. Backing up regularly is highly recommended.

    student resources| Staff can place work onto the INTRANET for students to access via the RESOURCE DRIVE. This drive is write-protected, meaning students cannot add to, delete or alter its contents.

    desktop| Students can save work to the desktop of the computer they are working on, but access is restricted to that terminal. Not recommended.
The swap drive allows students to copy work to a shared drive that is accessible to everyone on the INTRANET. Be careful though, as this drive is for TEMPORARY STORAGE only. It can be altered, accessed and deleted by everyone and will be cleared by the IT staff every Friday afternoon. Do not run your work off this drive.

**my documents** Located on the C drive, these files are accessible but should be used for temporary storage only. Not recommended.

**data storage** **PERSONAL**
A USB storage device is one of the most useful items you can own. They are simple to use and provide an easy link between working at home and uni.

**thumbdrives** Are the most commonly used storage device due to their compact size and ease of use. THUMBDRIVES range in capacity from 64MB to 32GB and over and are becoming increasingly cheaper. A 4GB THUMBDRIVE is a good starting point for as little as $10. Label your THUMBDRIVE with your STUDENT NUMBER as they often get left behind.

**external hard drives & MP3 players** A range of external hard drives and MP3 players are available with up to 1TB storage capacity. USB powered portable drives (laptop style or MP3) are the most useful, needing fewer cables. These can be expensive, so you should weigh cost versus capacity and shop around before buying.

Most THUMBDRIVES have a lifespan of 10,000 to 100,000 reads/writes, while EXTERNAL HARD DRIVES are susceptible to damage. Remember to back up your work!!
helpdesk
Is a group of students employed by the university to help you with your computing problems. If you have difficulty with a program, printing or anything computer related, just ask the HELPDESK staff member for assistance. HELPDESK runs from the fourth floor computer labs in the ALVA building. Check for the current open hours in the LABS.

Please be respectful of the HELPDESK staff as they, too, are students. If they are not on duty, be mindful that they also have work to complete and may not have time to help you.

prototyping
ALVA is also the home of some cutting edge modelling equipment. The term PROTOTYPING refers to the production of physical material via computing, that is, model making machines. The three machines available for use are:

- **laser cutter** | For cutting and etching a range of sheet materials. Students must not enter the Laser Room when the ‘Laser in Operation’ sign is displayed.

- **z printer** | Builds 3D models using layers of glue and powder.

- **milling machine** | Uses automated drill and burr bits to sculpt models from a solid block.

The prototyping equipment is located on the ground floor in the ALVA workshop. Ask HELPDESK for current information including formats and prices, or to see examples of finished products. You must speak with the workshop staff before using any of this equipment.
This link takes you to the ALVA Computer Booking System. This allows you to reserve a lab computer for a time that suits you. The maximum time you can book is 3 hours, extendable to 7 hours from the pc. You do not need to book for scheduled tutorials.

Students may bring in a laptop or PDA and connect to the Unifi Wireless network throughout the UWA campus. You connect to Unifi with your Student number and Pheme password.

ALVA also provides a smaller lab for VISUAL ARTS students. This lab contains 10 Apple Mac computers that are used mainly for video editing. Whilst you do not need an account to use these computers, you will need to have your CAMPUS CARD specially activated to gain access. This is located on the 1st floor of the building.

Students can use the Xerox Copier in the LABS to scan documents up to A3 in size. Instructions for scanning can be found above the copier.

The LABS are available to everyone during uni hours and those with activated CAMPUS CARDS after hours. While security cameras are in place, it is your responsibility to take care of your belongings. If something does go missing, check if it has been handed in to the COMPUTING OFFICE or FRONT DESK first. Make sure you always log off before leaving so as to protect your work and print credit.

ALVA or UWA is not accountable for lost or stolen possessions, work or print credit.
Printing is a necessary part of your degree and can cause the most frustration. This is a brief outline of how to set up your printing account and use the different printers in the COMPUTER LABS.

While you can print directly to the printers from most programs, it is best to first print to ADOBE PDF. Once you have a PDF, select the printer you want, check your settings and print. You will find that prints are processed a lot quicker from ADOBE PDF and have fewer problems.

In order to print your work, you must have PRINT CREDIT on your account. This can be done at the RESOURCE ROOM. When you log into a computer in the LABS, you are also logged in to your credit. Therefore, if you leave your computer logged in while unattended, others may steal your credit.

ADOBE PDF is a printer that creates a file rather than a physical document. As mentioned above, it is best to print documents to ADOBE PDF before sending them to a physical printer.

Whatever you want to print, if you send it to ADOBE PDF first, not only will you get a more accurate preview, but it will cut printing time dramatically. Some files are too large to print if they are not ‘PDF-ED’ first. If you send files through to the printers without ‘PDF-ING’ them first, you may cause massive delays, frozen printers and a lot of angry people.

ADOBE PDF has an interface like many regular printers which allows you to set page size, layout, quality and colour preferences.
Once you have set your preferences and hit print, you will be asked to save the file. Make sure you save it to an area that is permitted and has free space. Your personal student drive or storage device is ideal.

The computer will then process the job and automatically open the PDF VIEWER. When you set the zoom to 100% you will get the most accurate preview of your document without needing to physically print it.

If you have made a mistake it doesn’t matter because ADOBE PDF does not cost anything.

If it appears correct, then you can send the new PDF to one of the physical printers.

The CANON is split into 2 printer presets, the CANON GRAYSCALE and the CANON COLOUR. It can print A4 and A3 paper, as well as double sided long edge, short edge and rotated.

Obviously, if you want to print colour, pick the CANON COLOUR, and likewise with GRAYSCALE. The program should give you a preview of what you want to print, but if you are still unsure, send it to the GRAYSCALE first, as it is cheaper.

If you set a custom paper size (e.g. A5 or B4 etc) you will be charged for an A3 colour print regardless. If you do want a smaller format, use the guillotine and trim it down.

Custom paper will not be put through the printer e.g. transparencies or coloured papers. The paper in the trays is ALVA property and is not to be removed for drawing, paper aeroplanes or for any other personal use.
Xerox DC250 A3 scanner
Similar to the CANON for printing A4 and A3 grayscale and colour documents. Students can also use this printer to scan documents up to A3 size. The scanned documents can be accessed from the STUDENT SWAP DRIVE.

Design jet 1055
This plotter can print any paper size up to A0 (and beyond) in greyscale or colour. The interface is the same as a regular printer, but allows you to choose larger paper sizes. The HP1055 prints on coated paper. Make sure you have ‘PDF-ED’ your documents and set your preferences before you print.

Design jet 4500
This plotter is similar to the HP1055. It also can print in colour or greyscale. Make sure you have ‘PDF-ED’ your document first and set your preferences.

Printing prices
Check jobs carefully before printing. Refunds are only applicable if the printer has malfunctioned.

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personal computers
Many students choose to purchase a new desktop or laptop computer at some point during their degree. The benefits are obvious, particularly during end of semester when it may be difficult to work in the LABS.

This is not required.

If you decide to purchase a personal computer, these specifications are suggested:

**pc minimum specifications**
- Intel Core 2 Duo processor (or better)
- Windows XP/Vista/7
- 1GB RAM
- Internet Explorer 8
- 128MB video card with OpenGL and/or Direct3D support.

**pc recommended specifications**
- Intel Core i3 processor (or better)
- Windows 7
- 4GB RAM (or better)
- Internet Explorer 7 (or better)
- 128MB dedicated video card (ask for ATI or nVidia)
- LCD screen

**apple mac minimum specifications**
- 1.83GHz Intel Core 2 Duo processor
- OSX V.10.5
- 512MB RAM
- DVD combo drive
There are numerous programs used in the ALVA LABS that you may wish to purchase. Outlined below are the programs most often used in each degree.

**fine arts**
- ADOBE CREATIVE SUITE

**environmental design | architecture | landscape**
- ADOBE CREATIVE SUITE
- AUTOCAD or ARCHICAD or similar
- 3DS MAX or similar
- MICROSOFT OFFICE or similar

**free software**
Some of the software that you will need throughout your degree has free downloadable versions for ALVA students.

- **archicad** | eduregistration.graphisoft.com
  Another vector based drawing and modelling program, similar to AutoCAD.

- **autodesk** | students.autodesk.com
  Autodesk offers several free downloads of drawing, modelling and rendering programs. Pick and choose.

- **gimp** | www.download.com
  Bad name, but a good free substitute for PHOTOSHOP. Can be a bit daunting, but play around and you’ll get the hang of it.

- **open office** | www.openoffice.org
  Fairly similar to the Microsoft office suite.

- **sketchup** | sketchup.google.com
  A quick 3D modelling that’s fairly easy to learn.
All UWA students are provided with a personal login to access the INTERNET. To access sites other than university sites, you will need to activate your account on the Pheme website.

**SISO** The Student Internet Support Office handles all students’ internet accounts. They are located on the first floor of Reid Library, main campus.

**full access** You can upgrade your account to FULL INTERNET ACCESS by logging into PHHEME and clicking on ‘CHANGE INTERNET ACCESS’ on the left hand side of the ‘MANAGE YOUR ACCOUNT’ section.

**my account** UWA sites are free of charge, but when looking at non-university based sites such as hotmail or google, you will be asked to provide your account details. The Internet username can be found by logging into Pheme – It is part of your surname with a number at the end, for example: grahaj01. The password for Internet is your Pheme password.

**costs** UWA provides free internet to enrolled students. A ‘fair-use’ policy is in place to control excessive traffic.

**exceeded balance** If you are using an excessive amount of internet traffic, you will receive a warning email.

Do not give your account details to anyone – you will be held accountable for any debts incurred in your name.
There are several websites that you will need to become familiar with during your degree.

**pheme.uwa.edu.au** Pheme is UWA’s authentication management system. Once you have activated your internet account, you will need to set your password and challenge question. When logged in, you will be provided with a username and email address. This website is also used for resetting your LAB access password.

**my.uwa.edu.au** This is your personal UWA home page. You can check your email, library loans and current units as well as see current notices, UWA news articles and upcoming events. It also has tools including a PLANNER, E-JOURNALS and ARTICLE FINDER. You can customise this homepage to your own preferences.

To login you will need to provide your STUDENT NUMBER and PHEME PASSWORD.

This is also where you check your UWA provided email account. Your username, password and email address are provided by PHEME. All UWA email will be sent to this account.

If you fail to check your student email account, UWA will not take responsibility for resulting consequences i.e. overdue library books, fines or penalties.

Also, staff are not required to read or respond to any email address other than your UWA STUDENT EMAIL or WebCT account.

**studentadmin.uwa.edu.au** This site contains information you will need to know during your degree, including exam dates and enrolment help. Follow the links to STUDENT CONNECT.
StudentConnect.uwa.edu.au | This is the online homepage for your UWA career. To sign in, enter your STUDENT NUMBER and PHEME PASSWORD. You can look at your units, results, finance statements and debts, as well as complete ONLINE ENROLMENT, change units, get exam timetables, update your details and apply for a parking permit and smartrider.

WebCT.uwa.edu.au | WebCT (not WebCT6) is a site that provides students with online resources, forums and mail for specific units.

To sign in to WebCT, use your STUDENT NUMBER and PHEME PASSWORD. You will then be provided with a list of links for your units that have a WebCT element.

Each link will take you to unit specific timetables, tutorials, tests, mail and discussion forums. This can be a great source of help for you, as it provides you with a direct link to every student and staff member for that unit.

Alva.uwa.edu.au | This is the ALVA Faculty website. From here you can access and download course unit guides and material, lookup recent news and contact details and access Faculty policies, forms and guidelines.

To login to the CURRENT STUDENTS area, you will need to provide your STUDENT NUMBER and PHEME PASSWORD.

UWA.edu.au | This is the UWA home page. Everything related to the uni can be found on this site, so take some time and have a browse.
LIBRARY
**What is EDFAA?**
EDFAA stands for Education, Fine Arts and Architecture. EDFAA contains most of the library resources you will need for your course requirements.

**Where do I go?**
The EDFAA Library is located on the Nedlands Campus on the lower ground floor of the Education Building. However, due to flood damage the EDFAA collection is currently housed in the Reid Library, located on the main campus, until further notice.

   online|  www.library.uwa.edu.au

**induction**
All new students must complete an induction course in order to get the most out of using the library and its resources.

**access**
You can log on to the library computers and access online library resources from home using your STUDENT NUMBER and PHEME PASSWORD.

**catalogue**
The EDFAA library contains a huge range of books and journals relating to all ALVA courses. They also subscribe to numerous journals and online resources that are great sources of information and inspiration.

**borrowing**
You can borrow items on your STUDENT CARD using the SELF CHECKOUT machine located in the library. If an item is recalled or is on a waiting list, then your borrowing length will be reduced. If you do not return your loans on time, you will begin to accrue penalty points and may incur a fine and suspended borrowing.
**number of items**

**undergraduates** May borrow up to 30 STANDARD items, and 2 RESERVE items at any one time.

**postgraduates/honours** Students (and staff) have unlimited borrowing on STANDARD items, and a limit of 2 RESERVE items.

**renewals**

As long as items are not overdue or recalled, and your account is active, you can renew your loans online from the library website up to three times, or bring them into the library for renewal.

**requests**

You may place a request for an item that is currently on loan, on the hold shelf, on display, at the bindery or in process. Items that are placed on request are then recalled and will be placed on hold for collection by the first person on the request list. You may have up to 10 requests at one time. You can place requests through the library website.

**recalled items**

Occasionally an item you have on loan may be RECALLED. If this happens, the library will send an email to your STUDENT EMAIL ACCOUNT asking you to return the item by the new due date.

**overdue items**

If you fail to return an item by its due date you will begin to accrue penalty points.

**penalty points**

- Standard Loan item: 1 point per day
- Three Day Loan item: 25 points per day
- Reserve Collection item: 25 points per hour
- Overdue Recalled item: 25 points per day
fines and suspensions
- Once you have an overdue item, borrowing will be suspended until it is returned.
- An invoice for an overdue item will be sent after 31 days.
- Once you reach 200 penalty points borrowing will be suspended until you pay a fine of $25.

payment of fines
If you receive a fine you can pay by one of the following methods:

in person/EFTPOS
Medical & Dental Library (corner of Monash Avenue & Hospital Avenue, Nedlands)

Humanities & Social Sciences Library
(1st floor Reid Library Building)

Science Library (south of James Oval)

in person/CASH/CHEQUE
Cashier at Student Administration, between 8:30am and 4:30pm Monday to Friday.

by telephone
To pay over the phone with a VISA or MASTERCARD, call one of the following libraries:

Humanities & Social Science|6488 2342
Medical & Dental Library|9346 7570
Science Library|6488 2325
by mail
Post your invoice and cheque made payable to the University of Western Australia to:

The Cashier M356 Student Administration (Direct)
University of Western Australia 35 Stirling Highway
Crawley WA 6009

A receipt will be sent out to you and your borrowing privileges will be restored when you present your receipt to the Library.

photocopying & printing
The photocopiers in the library operate using card readers. Credit can be added onto your STUDENT CARD using the AutoLoader machine located in the library.

reserve collection
The RESERVE COLLECTION consists of items that have been put aside due to their importance in a unit e.g. required reading. These items may be borrowed for a period of 2 hours, and are available to be booked and renewed. You can borrow RESERVE items overnight, but they must be returned the following day within 15 minutes of the library opening.
**course materials online**|CMO
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This service provides students with a list of important material for your units. You can login to COURSE MATERIALS ONLINE (CMO) through the library website. Items listed may include online journal articles, book chapters, published examination papers, and links to items held in reserve or in the main collection of a subject library.

**supersearch**
SUPERSEARCH allows you to access a selection of journal articles across a variety of disciplines. Connect to an online database, or conduct a Quick Search or Multi-Search, enter in your search parameters and SUPERSEARCH will find suitable articles on your subject. To see if the library has a particular article, click on the FIND IT AT UWA link, or search for the title of the journal in the Library Catalogue.

**online courses**
A range of online courses are available through the library website. These are designed to help you get the most out of the library during your degree.

*infopathways* This is an introductory level, online course, that will teach you how to find the information you need for your studies at university.

*postgraduate online scholarly literature* This online course covers advanced research and bibliographic management, including instructions on using Endnote.
What is STUDENT ADMINISTRATION?
STUDENT ADMINISTRATION is the UWA service centre that provides students with enrolment and fee information. www.studentadmin.uwa.edu.au

Where do I go?
STUDENT ADMINISTRATION is located in the HACKETT HALL building, main campus. (Try ALVA ADMIN first).

ipoint
UWA’s information gateway to your questions about enrolments, fees, examinations and graduations. www.ipoint.uwa.edu.au

enrolments
Information on course application, re-enrolment, approved leave, continuation of an incomplete degree, withdrawal from a unit and undergraduate transfers. Ask ALVA first.

examinations
Information about results and formal exam timetables, but again, ask at ALVA first.

fees
Information regarding university fees including: HECSHELP, FEE-HELP and the AMENITIES and SERVICES FEE.

academic transcripts
You can order a STATEMENT OF QUALIFICATION, ACADEMIC RECORD or STATEMENT FOR IMMIGRATION. These can be useful in setting up bank accounts, loans, and applying for work. Orders can be made online at www.studentadmin.uwa.edu.au/welcome/record.

graduation
Information regarding graduation ceremonies can be found at STUDENT ADMINISTRATION. A letter will be sent to you reminding you of dates, as long as you nominated the correct year and period of completion on STUDENT CONNECT.
**What is a CAMPUS CARD?**
All UWA students receive a CAMPUS CARD that acts as a UNI ID. This card gives you access to after hours areas, library use and credit for printing and photocopying.

**Where do I get a CAMPUS CARD?**
All UWA students will receive a CAMPUS CARD during enrolment. The CAMPUS CARD HELPDESK is located at:

Student Administration
Hackett Hall
Main Campus

**What if my CAMPUS CARD is lost or stolen?**
If you suspect your CAMPUS CARD has been stolen, you must report it immediately so that building, library and credit access can be cancelled.

To check the list of found cards, or to cancel your card, visit the CAMPUS CARD HELPDESK during hours, or if after hours, visit the website and follow the links.

*online* | campuscard.uwa.edu.au

Lost/stolen cards will need to be replaced at a cost of $15.

**What if my CAMPUS CARD is faulty or damaged?**
Your card may be faulty if it cannot be read by security door scanners, credit autoloaders or photocopiers. If you believe your card is faulty, bring it to the CAMPUS CARD HELPDESK.

Your card will be tested and repaired or replaced FREE OF CHARGE, if it is deemed faulty.

If your card has been damaged, you will have to pay $15 for its replacement.
What is a TERTIARY SmartRider?
SmartRider is Transperth’s electronic ticketing system that uses an embedded microchip and an aerial to communicate with processors located on board Transperth buses and ferries and at train stations.

The embedded microchip enables value to be stored onto your SmartRider card, journey details to be recorded, and the fare value of each journey to be deducted from the stored value on your card.

The TERTIARY SmartRider acts as a concession card for FULL TIME UWA students, providing a 15% discount. If you sign up for the AutoLoad direct debit system, you will receive discounts of 25%.

How do I get a TERTIARY SmartRider?
TERTIARY SmartRiders are available to all FULL TIME students at UWA. To purchase your TERTIARY SmartRider, you must take proof of enrolment to CAMPUS NEWS & GIFTS, Guild Village (see map). You can get a printout of your Confirmation of Enrolment from STUDENT CONNECT.

How much does it cost?
There is a $5 fee for the card itself, and a minimum of $10 credit must be purchased with the card. You do not need to use the AutoLoad direct debit system, but keep in mind the savings are greater.

What is the AUTOLOAD system?
AutoLoad is a direct debit system that automatically tops up your SmartRider. If your credit is below the low-value threshold, a preset amount ($20-$250) will be transferred from your bank account to the SmartRider. The low-value threshold is $6 for standard cards and $3 for concession cards.
permit zones
There are numerous parking areas around UWA which are colour-coded for easy interpretation.

red bays are reserved for staff permit holders.

yellow bays are reserved for student permit holders.

blue bays are reserved for special permit holders.

disabled bays are permanently held for ACROD or UWA disability permit holders.

service bays are permanently held for service vehicles only.

first year parking
Typically, first year students cannot obtain parking permits due to the 48pt completion policy*. If you choose to drive in you must use PAY, FREE or STREET parking.
*If you can demonstrate that public transport from your residence to the Crawley Campus exceeds 90 minutes, you may be eligible for a YELLOW permit.

pay parking
There are ‘pay and display’ car bays. Short Term bays cost $1.30 p/hr, while Long Term bays cost $1.00 p/hr. Make sure you have lots of change if you’re planning to use pay parking.

free parking
There are also some time-restricted free parking zones and street parking around campus, but read all the signs carefully as these are controlled by the local council. Also, see the AFTERHOURS section next page.
Visitors may park in the YELLOW or RED permit zones outside of 8am-5pm weekdays and on weekends. During university vacations, visitors may park in YELLOW permit zones at any time. This DOES NOT allow you to park in staff, disabled, reserved or service bays which are held year round.

There are numerous bicycle racks provided on campus for cyclists. Parking your bicycle in other areas will attract a fine.

Motorcycles and scooters can park in the provided bays without need of a permit. Parking in a car bay will incur a fine.

If you happen to receive a parking fine, you must pay it at the UNIPARK office:

Unipark and Security Office
UWA Crawley Campus
35 Stirling Highway
Crawley WA 6009

Payments made within 7 days of the issue date will receive a discount of $10. This does not apply if you appeal the fine.

You can appeal a fine by sending a letter to the Unipark office within 21 days of receiving the infringement.

AVOIDING FINES IS SIMPLE - DO NOT PARK IN A ZONE THAT YOU DO NOT HAVE A PERMIT OR TICKET FOR.
What is STUDENT SERVICES?
STUDENT SERVICES is UWA’s student help centre. If you have any problems during your student life, from work and money to health and family, then they can help you. www.studentservices.uwa.edu.au

Where do I go?
UWA Student Services, first and second floor, Social Sciences South Building, Guild Village, main campus. Tel: 6488 2423

transition services
Provides new students with a range of services and skills to help with their transition into life at UWA.

UniStart| A committed team dedicated to helping you settle in and feel at home at UWA. The UniStart program is responsible for the orientation activities of commencing students throughout O-Week such as Check-In, FACfind and the Commencement Ceremony.

We also provide support for students who

• missed out on orientation activities and are feeling a bit lost
• are looking for information about the way things work here
• would like to talk to someone who understands how difficult it can be settling into university

You’re welcome to drop in and see the FIRST YEAR COORDINATOR or FIRST YEAR ADVISER without an appointment.

For more information www.firstyear.uwa.edu.au
**UniAccess** Assistance for students with disability, medical or mental health conditions

UniAccess Disability Officers are able to arrange individual support and provide information and advice on a range of issues such as educational access, alternative formats, alternative examination arrangements, accessible parking and general assistance with negotiating the university environment. The Science and Reid libraries provide Resource Rooms equipped with specialised equipment, software and lockers for students who register with UniAccess. Assistance with library tasks is also available. Further information is available at: uniaccess@uwa.edu.au

For any assistance please contact UniAccess.

**Telephone:** 6488 2423 (reception)
**Location:** Student Support Services
1st Floor, Social Sciences, Social Sciences South

**Email:** uniaccess@uwa.edu.au
UniSkills

UniSkills is UWA’s first year undergraduate transition programme which is designed to assist eligible first-year students to adjust successfully to the experience of university study.

The UniSkills programme supports a wide variety of students who:

- come from schools and TAFE centres under-represented at UWA;
- are mature age students;
- are the first person in their family to go to uni;
- come from a rural or isolated area, or from overseas;
- have family commitments;
- have a medical condition or disability that impacts on their study;
- are in receipt of Youth Allowance / AUSTUDY or who have a Health Care Card;
- are likely to experience financial hardship as a university student; and/or
- have any other reason that might make transition to university more difficult.

If you fit into any of these groups then you may be eligible to be part of the special academic and social activities offered by UniSkills. Contact the programme co-ordinator on 6488 1728, e-mail uniskills@uwa.edu.au or visit Student Support Services located on the first floor of the Social Sciences South Building (opposite the Co-Op book store in the Guild Village).

For more information uniskills@uwa.edu.au
UniMentor helps all commencing undergraduate students with their transition into uni life. The programme links commencing students (MENTEES) with a more senior student from the same faculty (MENTOR) for their first year of university study.

All commencing students are automatically linked to a mentor from their faculty once they have enrolled. You will meet you mentor and other new students from your faculty at “Check-In” which is the first day of O-Week and this occurs the week before classes commence. As part of a small group, your mentor will lead you through the activities on Check-In day and continue this contact as long as you want them to.

Your mentor can provide some great tips and advice “from a student’s perspective” to get you through your first year. They know what it is like to be a student in your faculty. They can maintain contact with you until the end of first year – as long as you need it and if you feel settled at any time, you can simply let your mentor know.

Why become a MENTOR?

Being a MENTOR for your faculty can be very rewarding and it’s your opportunity to pass on tips and advice to new students in their first year of university. We provide training for mentors and opportunities that other students don’t have access to. You will

- Meet interesting people
- Enhance and develop your communication and leadership skills
- Assist fellow students in a voluntary capacity
- Gain experience in community involvement (this looks great on your CV!)
- Participate in a variety of events

If you are interested in signing up for the programme, check out the website.

online | www.unimentor.uwa.edu.au
STUDENT SERVICES

|careers services| Gives students help with career advice, resumes, preparing for the workforce, mentoring and finding work.

There are two methods of finding a job with CAREERS SERVICES.

  casual job noticeboard| For casual, holiday or non-course related part-time work register to use the noticeboard for just $5 per year.

  uwa career hub| For graduate, vacation, international, course related part-time work, internships, scholarships, voluntary and work experience register online for FREE.

|financial aid services| Offers students assistance with all things money related.

  loans| A range of loans are available to all students (domestic, international and exchange) including emergency loans up to $1500, general purpose loans up to $4000, and student exchange loans up to $12,000.

  university fees| Help and assistance in regards to deferred payments through HECS, PELS and BOTPLS.

  centrelink benefits| Information and support about Youth Allowance, Austudy, Abstudy and Health Care Cards; as well as help dealing with CENTRELINK and their online services.

  budgeting| Help with working out your income and expenses.

  scholarships| Information about available scholarships and how to apply is available from scholarships.uwa.edu.au
The MEDICAL CENTRE is a professional practice that offers medical treatment and consultation to UWA students.

Services provided by the MEDICAL CENTRE INCLUDE:
- General Practitioner consultations
- Treatment of illness & injury
- Emergency care
- Sexual Health Services
  - Contraceptive advice
  - Pregnancy testing & advice
  - PAP smears and breast examinations
  - Info & testing for sexually transmitted infections
- Travel advice & vaccination
- Adult immunisations (e.g. Hepatitis B)
- Blood tests
- Depression and anxiety management
- Diving medicals
- Pre-employment medicals
- Lifestyle counselling e.g. nutrition, drugs, alcohol.

Where do I go?
During HOURS you can go to the MEDICAL CENTRE located on the second floor of GUILD VILLAGE.

Appointments Appointments are preferable, but if it is an urgent problem, simply come in to be seen. Appointments are generally 10-15 minutes, so if you think you will require longer, please inform reception. Please call 6488 2118.

HOURS:
- 8:30am-5:00pm Monday to Friday during semester
- 9:00am-5:00pm Monday to Friday during holidays
- CLOSED 2 weeks over Christmas and New Year.
|STUDENT SERVICES|

**medical centre continued fees** The MEDICAL CENTRE provides EFTPOS and credit card facilities.

**local students** Medical services provided to LOCAL STUDENTS are bulk-billed through MEDICARE. Please bring your MEDICARE card on the day. If you do not have one, the medical centre can help you apply.

**international students** You must pay on the day of the consult, all of which can be claimed back through private health cover.

**after hours** If you experience an emergency after hours, you can attend one of the following clinics:

**hollywood after hours clinic**
Hollywood Hospital Monash Avenue, Nedlands 9346 6191

**subiaco after hours gp**
St John of God Health Care
175 Cambridge Street, Subiaco
9382 9606

**hospital** 24-7 queen elizabeth ii medical centre
Monash Avenue, Nedlands, 9346 3333

**royal perth hospital**
Wellington Street, Perth, 9224 2244

**king edward memorial hospital for women**
Bagot Road, Subiaco, 9340 2222

**princess margaret hospital for children**
Thomas Street, Subiaco, 9340 8222

**st john of god**
100 Murdoch Drive, Murdoch, 9366 1111

or
12 Salvado Road, Subiaco, 9382 6111
STUDYSmarter offers a range of FREE expert services to help students maximise their learning experience. Students can get advice on all aspects of studying at UWA including academic writing, referencing, critical thinking, managing time and study, numeracy, reading and note-taking, exam strategies, English language and communication skills. Visit [www.studysmarter.uwa.edu.au](http://www.studysmarter.uwa.edu.au) to:

- Find out about their on-campus services such as workshops, individual consultations and drop-in sessions
- Sign up to receive the weekly Get Smart e-newsletter for study tips and updates on future events
- Check out the range of online resources

The STUDYSmarter team is located in the Social Sciences South building in the heart of the main UWA campus.

Counselling
Provides a free confidential and professional service to all students. UWA offers both individual and group counselling to help students deal with a wide range of issues that may include:

- Anxiety
- Substance abuse
- Depression
- Relationship problems
- Eating disorders
- Sexuality issues
- Stress

Chaplaincy
STUDENT SERVICES is non-denominational and provides chaplaincy and social groups for numerous religions. There is a chapel located in Guild Village which students can use for reflection and prayer.

Check out the student services website for current group lists and mass times.

**housing services**

Offers free and confidential services for students in regards to accommodation. Whilst the OFF-CAMPUS HOUSING SERVICES cannot arrange accommodation for you, they can help you find it. They will be able to provide you with all the information you need in order to find the right type of housing for you, whether its on-campus, off-campus, temporary or emergency accommodation.

They can also provide information on your legal rights and obligations under Tenancy Law

The OFF-CAMPUS HOUSING SERVICES also maintains a listing of both shared and vacant properties close to campus.

Visit [www.housing.uwa.edu.au](http://www.housing.uwa.edu.au)

**childcare**

STUDENT SERVICES provides a range of CHILDCARE services for the children of students and staff members.

**long day care (0-6yrs)** | Open Monday to Friday 7:55am to 5:55pm, the Centre aims to provide quality care in an environment that is safe, nurturing and stimulating for those involved. The Centre has limited places. Please call to make bookings or enquiries.

7 Monash Avenue Nedlands  Phone: 9389 9511 Fax: 9389 9588

**after school care (primary)** | Open Monday to Friday 3:00pm to 6:00pm, this service aims to provide primary school children with a range of stimulating activities, new skills and friendships. The Centre can also arrange collection from a list of local schools.

18 Parkway  Nedlands  Phone: 9389 9433 Fax: 9389 9588

**vacation care** | Open Monday to Friday 8:00am to 6:00pm during state school holidays and pupil free days. This service provides a range of in-house activities including art, craft, music, indoor and outdoor games. Excursions are also available at an additional cost. Morning and afternoon tea is provided. BYO lunch.

18 Parkway  Nedlands  Phone: 9389 9433 Mobile: 0412 904 614  Fax: 9389 9588
GUILD

The lollipop guild.
What is the GUILD?
The GUILD is a council of UWA students elected by UWA students. The GUILD is the student voice and representative in University and Government affairs, and the provider of important services for its members.

Where do I go?
The GUILD is located on Main Campus, at GUILD VILLAGE.

Am I automatically a member?
Since legislation was passed in Parliament, compulsory GUILD membership ceased after 2006. Becoming a member is entirely up to you.

How do I join?
During your enrolment process, you will be asked if you wish to join the GUILD. If you missed this or have since changed your mind, go to GUILD VILLAGE and sign up.

services

appeals The GUILD can offer students assistance with academic assessment, most notably via APPEALS. If you are unhappy with a grade and are considering an appeal you should speak to the ALVA MANAGER, STUDENT OFFICE first.

catering The GUILD has seven cafes over campus where GUILD MEMBERS can receive discounted meals.

- the refectory
- guild village café
- hackett coffee shop
- reid library coffee shop
- science library
- business school
- nedlands café (that’s us!)
services continued

centrelink | The GUILD can provide you information about CENTRELINK and assistance with applications.

clubs | The GUILD supports numerous clubs and societies, so there’s bound to be one that interests you. Check it out on the GUILD website.

complaints | If you feel you have been treated unfairly or discriminated against by a member of staff, you can discuss your concerns with complete confidentiality at the GUILD STUDENT CENTRE.

discounts | GUILD MEMBERS are entitled to a large range of benefits and discounts, simply by showing your GUILD STICKER. MEMBERS receive their sticker and discount booklet when they collect their GUILD DIARY from the STUDENT CENTRE.

financial assistance | The GUILD provides a range of support and financial assistance to its members by way of ADVICE, LOANS and GRANTS.

lost property | Lost property is located in the GUILD STUDENT CENTRE. If you have lost something (apart from your CAMPUS CARD), go down and have a look.

publications | The GUILD has several publications which you can be involved in.

tavern | The TAVERN is a great place to chill out, have a drink with friends or grab a great pub meal – just make sure you’re over 18. Entry requires PROOF OF ID. Discounts on food and drinks are available to GUILD MEMBERS.

textbooks | The GUILD runs the SECOND-HAND BOOKSHOP in GUILD VILLAGE. This is a great place to look for textbooks, or sell ones you no longer need. You could make a small fortune!

tuesday markets | Every Tuesday during semester GUILD VILLAGE becomes a market place. There are loads of gift ideas including CDs, DVDs, books, craft, clothing and locally made jewellery.
|POLICY|

|general|

online| alva.uwa.edu.au/students/policies

|SAFETY|
Students MUST be mindful of safety and health issues at all times and in all parts of the University – not just in areas like the Workshop. Students are strongly advised to familiarise themselves with UWA’s Safety information for students at www.safety.uwa.edu.au/students and also to pay careful attention to the information provided during the Faculty’s Safety Induction. Severe penalties apply to those who endanger their and others’ safety.

|ACE|
All new UWA students will be required to take an online unit which addresses issues of academic conduct and promotes ethical scholarship and academic integrity. Students will be automatically enrolled in ACADEMIC CONDUCT ESSENTIALS, AACE1000 (ACE). ACE should be completed in the first ten weeks of their enrolment. It is not onerous or time consuming. It requires about 30 minutes to complete in WebCT, and the results will be recorded on student academic transcripts.

Students who fail to complete ACE or complete it below the minimum acceptable standard will receive a grade of NC (non-completion).

|academic conduct|
Academic Misconduct includes (but is not limited to):

- collusion
- inappropriate collaboration
- plagiarism
- misrepresenting or fabricating data, results or work
- inappropriate electronic data sourcing/collection
- breaching rules specified for the conduct of exams.

Penalties may include the requirement to do further work or repeat work; deduction of marks; the award of zero marks for an assessment; failure of one or more units; suspension from a course of study; exclusion from UWA; or non-conferral of a degree, diploma or other award.
**POLICY**

**appeals and grievances**
The University Student Grievance Resolution Policy states:

‘Consistent with its aim to provide a high quality service to every student and with the principles of the University’s Charter of Student Rights, the University welcomes students’ feedback about their university experience and provides a grievance resolution process designed to address effectively and fairly every grievance or appeal registered by a student about any aspect of that experience.’

“Grievance” means any problem, concern or complaint related to a student’s University experience which is causing a student dissatisfaction or distress and for which the University has responsibility.

“Appeal” means a request for reconsideration of a decision.’

**approved leave**
In accordance with University policy, all students must be enrolled in at least one unit every academic year. Students not enrolled in a unit will have their course discontinued and will have to re-apply in order to recommence their degree. To avoid this, you must apply for APPROVED LEAVE, which permits you non-enrolment for a set period of time. See the MANAGER, STUDENT OFFICE.

**attendance**
Under General Rule 1.2.1.15, students are required to attend prescribed classes and submit work of a satisfactory standard. Under General Rule 1.2.1.16 a student may be prohibited by the Faculty from undertaking further study or examination in the unit concerned if the requirements of 1.2.1.15 are not met.
| POLICY |

| charges and fees |
These are fees that the Faculty expects students to cover.

- **printing**: Prices as outlined in the printing COMPUTING section.

- **dvds & cds**: available at FRONT DESK, prices vary.

- **course readers**: available from the RESOURCE ROOM and online, prices vary.

- **modelling materials**: basics are covered by studio expenses. Student to supplement at own expense.

- ** portfolios & tools**: Students are to provide their own consumables e.g. pencils, sketchbooks, videos.

| charter of student rights |
The University has endorsed a Charter of Student Rights and Responsibilities to protect and outline the fundamental rights of students who undertake their education at The University of Western Australia.

The Charter of Student Rights also recognises that students are central to a dynamic University community. In so doing, the University recognises the importance of student rights and opinion and encourages diversity within the student body.

The Charter contains information on:

- general rights
- quality of education
- fundamental rights
- student representation
- equal opportunity
- non-discrimination
- grievances
- access to education
- appeals and complaints
- student responsibilities

**online**: secretariat.uwa.edu.au/home/policies/charter
| POLICY |

**Digital Submissions**
Generally, students should ensure that *at any given time* they have something that can be submitted for an assignment or in a design folio as evidence of work produced in the event of either time mismanagement or computer malfunction. Work should be submitted preferably in hard copy format, although submissions on disc may be accepted in certain circumstances.

Assignment work that is compromised by computer-related difficulties will generally not be considered grounds for extension, particularly where this is largely the outcome of time mismanagement.

Extensions will be considered only in proven cases of:
- extraordinary hardware difficulties or breakdown (including back-ups)
- unforeseen restricted access to Faculty equipment.

**Electronic Communication**
When students enrol at the University they are automatically assigned an email address. This address is then used by the University for all official correspondence unless you advise that this is not acceptable.

**Extensions**
It is the object of the Faculty to approve extensions only in exceptional circumstances in order to ensure that all students are treated fairly and that submission date schedules, which are designed to produce ordered work patterns for students, are not disrupted.

For reasons of consistency, extensions may be authorised by the MANAGER, STUDENT OFFICE only. Academic staff members do not have the authority to approve extensions.

Extension application forms are available at the FRONT DESK or on ALVA’s website.
|POLICY|

|late work|
Any assessment task which is submitted after 4:00pm on the due date without a formal approved extension will be considered LATE.

- Assessments will receive a penalty of five marks for each day that they are late.
- The weekend counts as two days and will incur a 10 mark penalty.
- Assessment tasks which are more than 10 days late (including weekends) will receive a mark of 0 but written feedback will still be provided.

Late work (except folios) must be submitted to the Resource Room. If it is unattended, or you are handing in a folio, you then submit to the FRONT DESK. If the item is bulky, e.g. a model, you must make arrangements with your Unit Coordinator. All late folios must be submitted to the Front Desk.

|ownership of work produced in studios|
Group work produced becomes the property of the Faculty; all other work remains the property of the student. From time to time the Faculty of Architecture, Landscape and Visual Arts may request copies of project work for archive purposes. More often, the Faculty may request that students give their permission for their work to be used for exhibition or teaching purposes. Students are encouraged, but not required, to grant permission. Whilst the Faculty takes all possible care when using student work, it is inevitable that some pieces may become damaged, especially where it is being exhibited out of the ALVA Building. Where damage does occur the Faculty will allow students to redo their work free of charge if they require the use of equipment such as the laser cutters or three dimensional model maker.

|results & grading|

| classification code percentage |
|---|---|---|
| HD | Higher Distinction | 80-100% |
| D  | Distinction   | 70-79%   |
| CR | Credit       | 60-69%   |
| P  | Pass         | 50-59%   |
| N+ | Fail         | 45-49%   |
| N  | Fail         | 0-44%    |
| UF | Ungraded Fail |
| UP | Ungraded Pass |
| FC | Failed Component |
special approval
Students who wish to enrol in units for which they either do not have the pre-requisites or are outside of the rules for their degree course must seek special approval for a waiver of the rules.

All applications for special approval should be directed to the MANAGER, STUDENT OFFICE. You may wish to make an appointment to discuss your request.

Special Approval forms are available for download from the Student Administration website.

special consideration
Students whose studies are adversely affected by significant medical or difficult personal circumstances may be eligible for special consideration.

This may be implemented in one of a number of ways: as a late withdrawal from a unit of study without academic penalty; as a deferred exam; or by special consideration of assessment but meeting standard assessment/examination schedules.

Students who believe they may be eligible for special consideration should make an appointment to see the MANAGER, STUDENT OFFICE as soon as possible after the onset of the medical condition or other circumstance.

studio clearance at end of semester
It is the responsibility of each student to help clear the studio they have been using at the end of each semester. Clearance applies to both wanted and unwanted material.

Final folios can usually be collected two weeks after submission. If a folio is subject to appeal it cannot be collected and will be lodged by the Studio Coordinator in a place designated by the Faculty.
|POLICY|

|studio exhibition|
Work used for exhibition must be labelled on the back with student details so it is able to be returned.

|work experience|
Students studying Architecture or Landscape Architecture are required to complete 16 weeks of professional work experience before they can graduate.

**architecture**
- a minimum of 12 weeks must be spent under the supervision of a registered architect;
- a maximum of 4 weeks may be spent in a related field, approved by the Faculty;
- a minimum of 4 consecutive weeks must be spent with any one employer;
- a minimum of 4 weeks must be completed prior to commencing the final 48 points of study;
- any overseas work experience must be accompanied with proof of the architects registration in the country visited.

**landscape architecture**
- a minimum of 8 weeks must be spent under the supervision of a registered landscape architect.
- a minimum of 4 weeks must be spent with any one employer.
- a minimum of 4 weeks must be completed prior to commencing the final 48 points of study.

For work completed, students will need to complete a WORK EXPERIENCE RECORD FORM. This form needs to be cosigned by the student and the employer, then submitted to the FRONT DESK. You can get the forms from the ALVA website.

Full details of the work experience requirements and detailed guidelines for its completion are also available on the ALVA website. Any questions should be directed to the MANAGER, STUDENT OFFICE.
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