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Welcome

Congratulations on receiving a place in the University of Melbourne Extension Program in 2014!

You will have the chance to experience many exciting benefits in the coming year as an Extension Program student.

EXPERIENCE UNIVERSITY LIFE
The Extension Program offers a real university experience. Many Extension Program classes are held on our beautiful campus in Parkville, where you will study alongside first-year university students. Even if your classes are located at a School Centre, all Extension students have access to the University Library and online resources, and receive a University student card and email account.

BECOME FAMILIAR WITH THE UNIVERSITY
The University has an exciting calendar of events, including some specifically for Extension Program students, so you can get to know our Parkville campus.

EARN UNIVERSITY CREDIT
You will receive credit for your Extension Program studies when you enrol in most undergraduate degrees at the University of Melbourne. You can choose to accelerate through your course, enjoy a lighter study load or study additional subjects to gain a broader degree.

We hope that you find your Extension Program studies exciting and that you enjoy this unique opportunity.

This guide will provide you with information to help you make the most of your year in the Extension Program.

“This was the most exciting program, and I could choose the subject area I really wanted to study. I loved being part of the amazing environment at the University.”

James Adams,
Extension Program in Philosophy
Important dates 2014

ENROLMENT

Online enrolment  Tuesday 14 January – Friday 17 January
Welcome Day  Thursday 16 January

UNIVERSITY SEMESTER AND EXAMINATION PERIODS

Semester 1  Monday 3 March – Sunday 1 June
Easter non-teaching period  Friday 18 April – Sunday 27 April
SWOT Vac  Monday 2 June – Friday 6 June
Examination period  Tuesday 10 June – Friday 27 June

Semester 2  Monday 28 July – Sunday 26 October
Non-teaching period  Monday 29 September – Sunday 5 October
SWOT Vac  Monday 27 October – Friday 31 October
Examination period  Monday 27 October – Sunday 7 December

UNIVERSITY RESULTS FINAL RELEASE DATES

Semester 1  Friday 11 July
Semester 2  Friday 5 December

IMPORTANT NOTE

Extension Program exams follow the University exam timetable. Semester 2 exams may be scheduled after your VCE exams have finished. Please don’t make travel plans for late November before considering the University exam period.

Extension Program office contact details

University Information Centre
Gate 3, Swanston Street
The University of Melbourne, Parkville
03 8344 5538
extension-program@unimelb.edu.au
futurestudents.unimelb.edu.au/umep
Class locations
The location of your Extension Program classes is determined by the subject area that you are studying. Your classes will be held on campus at the University of Melbourne in Parkville, off campus at a School Centre or a combination of both.

If your Extension Program subject involves taking some or all classes off campus at a School Centre, your allocated School Centre is noted in your offer email. Wherever possible, you have been allocated to your preferred School Centre.

Your place at the stated School Centre is conditional upon sufficient enrolments being received for that school. In the event that the class at your allocated School Centre cannot proceed, you will be notified as soon as possible and arrangements for your transfer to another School Centre will be made (where applicable).

The available School Centres for Extension Program subjects, along with the contact details for each teacher, are listed on the Extension Program website:

futurestudents.unimelb.edu.au/info/school-students/extension-program/subject-areas

CHANGING YOUR SCHOOL CENTRE
Changes to your allocated School Centre can only be made in special circumstances. If you wish to change School Centres, please contact the Extension Program office in the first instance.

Your timetable
ON-CAMPUS SUBJECTS
All classes held on campus commence in the week beginning Monday 3 March 2014. Once you have enrolled you can view your subject timetable by logging into my.unimelb (the student portal):

my.unimelb.edu.au

In the ‘Student admin’ section of the my.unimelb homepage, click the ‘My timetable’ button. The timetable will give you details of the day, time and location of your classes.

There is also a key to the way the timetable is displayed (for example L1/01, L1/02 means the first weekly lecture for the subject is scheduled twice and you can choose which you will attend). You don’t need to sign up for lectures, you just need to turn up!

Lecture theatre locations
Details of all lecture theatre locations can be found at:

studentadmin.unimelb.edu.au/leclist.html
Tutorial allocation

For most Extension Program subjects the system will automatically assign you to a tutorial/class for each subject based on a best-fit model. To find out the tutorial you have been allocated to log into my.unimelb (the student portal):

my.unimelb.edu.au

Choose the ‘Register for classes’ link in the ‘Student admin’ section.

If you are assigned to a tutorial that does not suit, don’t panic! In the first instance you can edit your timetable using my.unimelb. If the tutorial you prefer is full, please contact the Extension Program office and we can make these changes on your behalf. This can sometimes take a few days.

OFF-CAMPUS SUBJECTS

Class timetables for School Centres can be found on the Extension Program website:

futurestudents.unimelb.edu.au/info/school-students/extension-program/subject-areas

If class times aren’t listed for the School Centre you will be attending, please contact the school directly for more information.

The starting date for classes at School Centres varies, but is usually within the first or second week of Term 1. The start date for classes at the School Centre that you have been allocated to will also be listed on the Extension Program website:

futurestudents.unimelb.edu.au/info/school-students/extension-program/subject-areas

Fees

There are no University of Melbourne fees, nor is there any HECS liability incurred, for Extension Program studies in 2014.

If you are attending a School Centre, you may be required to pay fees to that school to cover administrative and/or tuition costs. School Centres are responsible for administering the payment and receipt of any fees. In most cases you will be advised how to pay fees at your first class. If you have any questions about fees in the meantime, please contact the School Centre directly.

Orientation

If you are attending classes on campus at the University, some teaching departments run an orientation session especially for Extension Program students. If this applies to your subject area you will be informed of the details in February. At the orientation session you will have the opportunity to meet with academic staff who will tell you more about what to expect during the year and answer any questions you may have.
Textbooks

It is recommended that you do not purchase any books until you receive advice from your lecturer or your School Centre teacher at your first class. Once you know which book/s should be purchased, you will be able to obtain the majority of these from the Co-Op Bookshop at the University’s Parkville campus, next to the Baillieu Library.

coop.com.au

Email and IT

YOUR UNIVERSITY EMAIL ACCOUNT

All students of the University are offered a free email account with a 40MB quota. The University and Extension Program office will use this email address to contact you so it is important that you activate your email account and check it regularly.

To view your username and activate your email account, visit the accounts website at:
accounts.unimelb.edu.au/manage

You will need to have your student ID card with you when you activate accounts or change passwords.

Students are given an email address in the format of:
username@student.unimelb.edu.au

STUDENT COMPUTER FACILITIES

You can access free internet-enabled computers at various locations across campus. At most locations, friendly Student IT assistants are also available to assist with any computer problems. For more information about where you can access computers on campus, see:

studentit.unimelb.edu.au/findandconnect/findcomputers.html

If you have your own laptop, notebook or tablet, you can access the internet wirelessly for free via the University’s ‘UniWireless’ network. For more information about using this service, please see:

studentit.unimelb.edu.au/findandconnect/connectwireless.html

Further information about IT services available for students can be found in the IT Guide for Students:

studentit.unimelb.edu.au
MY.UNIMELB (THE STUDENT PORTAL)

As a student, you can use my.unimelb to:

- Update your personal details
- Check your enrolment status
- Access subject timetable information for Extension Program subjects taught on campus
- Access exam timetable information
- Access your results
- Check your administrative and study-related information
- Use the directory for answers to frequently asked questions
- Access your student email account
- Access your student notices
- Link to your subject learning tool pages (for example LMS) from the one place
- Access today’s weather
- Access library services online, conduct catalogue searches, view past exam papers and find other key services in the one location.

Remember, you can access my.unimelb from any computer within the University or off campus at any time, provided you have an internet connection and a University of Melbourne email account.

my.unimelb.edu.au

THE LEARNING MANAGEMENT SYSTEM (LMS)

The Learning Management System (LMS) is an IT system that provides an online subject presence and allows interaction between students and subject coordinators or other teaching staff. It is a teaching tool used to:

- Manage and publish lecture notes and other learning resources
- Access information about assessment, including details of assessment, information on assessment components and due dates for assignments
- Support the submission of assignments
- Assist learning through other tools.

The Learning Management System is easily accessed via my.unimelb.

Extension Program students also have access to a community facility for all Extension Program students on LMS. The Extension Program community site includes:

- Announcements about events and information pertaining to the Extension Program
- Information about the Extension Program, including newsletters and useful links.
Student services and support

UNIVERSITY OF MELBOURNE SERVICES

As a University of Melbourne Extension Program student you have access to a wide range of University services and facilities including:

• University Library: library.unimelb.edu.au
• Academic Skills: services.unimelb.edu.au/academicskills
• Melbourne University Student Union: union.unimelb.edu.au
• Student IT: studentit.unimelb.edu.au
• Melbourne University Sport: sport.unimelb.edu.au
• Health service: services.unimelb.edu.au/health
• Counselling and psychological service: services.unimelb.edu.au/counsel
• Chaplaincy: services.unimelb.edu.au/chaplains

For a full list of services, see:
services.unimelb.edu.au

SUPPORT FROM EXTENSION PROGRAM STAFF

The Extension Program office can help with many aspects of being an Extension Program student, and can provide assistance with:

• Getting in contact with a lecturer or tutor, or an Extension Program School Centre teacher
• Looking up your subject timetable and requesting entry into an alternative class
• Setting up your University email account
• Exam clashes.

SUPPORT FROM YOUR STUDENT CENTRE

Your University of Melbourne Student Centre is your first point of contact for advice regarding:

• Administrative and transactional services such as student ID cards
• Queries and concerns about academic progress, your ability to engage with your studies, and life on campus
• Volunteering and community engagement activities
• Referral to specialist services, such as careers advice, counselling, financial aid, housing, academic skills or language support.

A full list of our Student Centres can be found online:
services.unimelb.edu.au/StudentCentre/centre/contact
SUPPORT FROM TEACHING STAFF

All queries about subject content should be directed to the relevant academic/teaching staff. Your lecturers and tutors (or School Centre teaching staff) are there to help you understand your subject and what you have to do to meet the assessment requirements. They want to help you enjoy the subject and do well in it, and they are very open to being contacted by students with questions and concerns.

You should contact teaching staff if you:

- Have a question about an assignment or essay
- Would like to clarify your understanding about a subject
- Have a problem with meeting a due date
- Are going to miss a tutorial, laboratory or practical class

You will be given the contact details of these staff during the first week of classes. If you are not sure who to ask about a particular problem, contact the Extension Program office for advice.

Who should I contact first – my lecturer or my tutor?

Usually you should contact your tutor first. Your tutor will know you best, and will know most answers to questions that you need to ask.

How should I contact my lecturers or tutors?

Lecturers and tutors usually have set consultation times during the week when they are available for one-on-one meetings with students. At the beginning of semester they will let you know how and when to make a time to see them.

Most lecturers and tutors prefer to be contacted initially by email. Others may have a sheet on their office door where you can write your name beside a certain time.

Check with the department in which your subject is offered if you aren’t sure how to contact your lecturer or tutor.

What do I do if I am having difficulty with an assignment/essay?

Generally your tutor would be the first person to talk to about this. Try to be specific about what you are finding difficult (for example, you are not clear what the essay question means, you can’t access any of the recommended texts, etc).

You could also make an appointment with an academic adviser at Academic Skills. The adviser can help you analyse an essay question or work out an essay plan, give you feedback on your first draft, or help you develop your argument or improve your academic writing style. For more information, see:

services.unimelb.edu.au/academicskills

The library also has a range of programs, classes and online tutorials that cover effective research, library use and study skills. For more information, see:

library.unimelb.edu.au/services/classes
What do I do if I need to miss a lecture or a tutorial?

Lecturers and tutors understand that occasionally you may be unable to attend a lecture or tutorial. If you only miss one lecture or tutorial, you can study the lecture notes on the LMS, or ask one of your classmates what was covered and catch up on the weekly reading.

The lecture capture and delivery system automatically captures audio and (in most theatres) the visual content from the theatre’s data projector, making streamed and downloadable versions of these recordings available soon after the lecture. These recordings will be made available on your LMS subject page.

Usually you do not need to let your lecturer or tutor know about one missed class, although in many subjects there is a tutorial attendance requirement, so it is best to attend every class if possible. If you miss two or more lectures and tutorials, you should contact the Extension Program office straight away.

What do I do if I need an extension for my written assignments?

All subjects have criteria for granting extensions. Your lecturer or tutor will explain these to you. Usually, tutors are able to permit small extensions if you meet the normal criteria. Longer extensions are usually granted by the lecturer or subject coordinator. As soon as you know you will be unable to submit your work by the due date you should contact subject staff to arrange an extension. Make sure you apply for an extension before the due date for the submission of the assignment.

SPECIAL CONSIDERATION

If you are having difficulties with your studies at any stage during the year because of illness or circumstances beyond your control, you may be eligible to apply for special consideration. This may include an extension for an assignment, or alternative exam arrangements (if you have an illness or injury). Special consideration is not given because of timetable clashes or extracurricular activities.

Applications for special consideration are made via my.unimelb:
my.unimelb.edu.au

DISABILITY SUPPORT

If you are experiencing an ongoing or permanent disability, a long-term medical or mental health condition or temporary disability, you may be eligible for support from the University (for example, alternative exam arrangements, accessible parking, note takers etc). Any information you or your school provides will be treated confidentially. To commence the process of discussing support options, contact Disability Liaison:

8344 0836
0408 556 897 (Mobile SMS service)
disability-liaison@unimelb.edu.au
services.unimelb.edu.au/disability
Exams

EXAM TIMETABLE
Your personal exam timetable is published approximately four weeks prior to the exam period. It is your responsibility to access details of your examination arrangements on my.unimelb (the student portal). Extension Program staff are not permitted to communicate details of your examination timetable to you.

my.unimelb.edu.au

What if I have an exam clash?
In the unlikely event that you have an exam clash, please contact the Extension Program office as soon as you become aware of the clash so that alternative arrangements can be made.

EXAM LOCATIONS
Most exams will be held at one of the University’s examination centres, including Wilson Hall on the Parkville campus or the Royal Exhibition Building in Carlton. Important information such as examination rules and what you need to take to your exams can be found on my.unimelb. Make sure you read the information about exams carefully!

WHAT TO BRING
You must take your student ID card to all exams and place it on your desk. You are allowed to take the following items into the exam room:

- Writing instruments (pens, pencils, erasers, rulers, etc)
- Mathematical instruments (stencils to draw shapes, protractors, etc)
- Drinking water in a clear bottle.

Results and your ATAR increment

OBTAINING YOUR RESULTS
You can access your results online via my.unimelb:

my.unimelb.edu.au

Click on ‘View My Results’ in the ‘Student admin’ section.

Extension Program staff are unable to provide results to students. Details of your results will be sent to your Extension Program School Centre teacher and to the contact teacher at your home school. See the ‘important dates’ section of this guide (page 4) for the University of Melbourne’s final results release dates.
YOUR ACADEMIC TRANSCRIPT

A University academic transcript will be posted to you in January/February 2015 if you successfully complete your full year of Extension Program studies. The academic transcript provides an official record of the subjects that you have completed at University and the grades that you achieved. It will not contain details of your ATAR increment.

CALCULATION OF YOUR ATAR INCREMENT

VCE students

Successful completion of a full year of the Extension Program can be used as a fifth or sixth study in the calculation of your ATAR aggregate, provided that you have also satisfactorily completed at least four VCE Unit 3/4 subjects for which study scores have been calculated (including at least one English subject). Please note that any prerequisite Unit 3/4 subjects that are being completed concurrently with your Extension Program enrolment must also be completed satisfactorily for you to be eligible for the ATAR increment.

The University calculates your average grade for the year once Semester 2 results for all students are available and forwards this information to VCAA (the Victorian Curriculum and Assessment Authority). VCAA then confirms your results and forwards these on to VTAC (the Victorian Tertiary Admissions Centre), together with your VCE results.

The Extension Program increment is added to your ATAR aggregate (the raw score that is used in the calculation of your final ATAR) by VTAC. Each average grade level has a maximum increment associated with it. The increment that you have been awarded will be stated in the ATAR and results statement you receive once you have satisfied the requirements of the VCE.

Whereas a fifth or sixth VCE study contributes 10 per cent of the study score to the ATAR aggregate (the raw score that is used in the calculation of your final ATAR), successfully completed Extension Program studies add an increment of between 3.0 and 5.0 points to the aggregate, as shown in the table below.

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<th>Average grade for all Extension Program subjects</th>
<th>Extension Program increment (VCE students)</th>
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<tr>
<td>90 or more</td>
<td>5.0</td>
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<tr>
<td>80-89</td>
<td>4.5</td>
</tr>
<tr>
<td>70-79</td>
<td>4.0</td>
</tr>
<tr>
<td>60-69</td>
<td>3.5</td>
</tr>
<tr>
<td>50-59</td>
<td>3.0</td>
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IB students

International Baccalaureate (IB) students completing Extension Program studies will be treated in a similar manner to VCE students. Refer to the Extension Program website for detailed information about the increment for IB students:

futurestudents.unimelb.edu.au/info/school-students/extension-program/resources/ib-students
What if I don’t pass?
To be eligible for an ATAR increment you must pass all your Extension Program subjects, both in Semester 1 and in Semester 2.

If you fail a subject you will not receive an increment, however you will not be disadvantaged if you apply to study at the University of Melbourne or at any other tertiary institution in the future. Details of failed subjects will be deleted from your University of Melbourne academic record prior to the 2015 tertiary selection period. If you fail a Semester 1 subject, you will be withdrawn from the Extension Program automatically before Semester 2 classes begin.

EXTENSION PROGRAM AWARDS FOR ACADEMIC EXCELLENCE
If you are the highest achieving Extension Program student in your subject area and have also achieved a first-class honours (H1) grade in each semester (or across the year-long subject for Mathematics students), you may be eligible for a University of Melbourne Extension Program Prize for Academic Excellence. Prize winners will be identified at the Extension Program prize ceremony and celebration event at the University in mid-December and will have their achievement permanently recorded on their University of Melbourne academic record.

Managing your enrolment

UPDATING YOUR CONTACT DETAILS
It is important to let the University know if you have new contact details, otherwise you may not receive important information. Once you have enrolled you should keep any changes to your contact details updated yourself, via my.unimelb.

WITHDRAWING FROM THE EXTENSION PROGRAM
If you wish to withdraw from the Extension Program at any point after you have enrolled, it is essential that you complete the online withdrawal form on the Extension Program website:

futurestudents.unimelb.edu.au/info/school-students/extension-program/after-you-apply/withdrawal

It is recommended that you discuss your circumstances with your Extension Program teacher, lecturer or tutor, or with your Year 12 Coordinator before you make the final decision to withdraw from the program.

If you withdraw from the Extension Program you will not be disadvantaged if you apply to study at the University of Melbourne or at any other tertiary institution in the future. Your Extension Program enrolment will be deleted from your University of Melbourne academic record.
Future study

A large number of events and resources are available to assist you in researching future study options at the University of Melbourne. An excellent place to start your research is the Future Students website:

futurestudents.unimelb.edu.au

Attendance at the University of Melbourne Open Day on Sunday 17 August 2014 is highly recommended.

CREDIT FOR EXTENSION PROGRAM STUDIES

Extension Program students who subsequently enrol in a University of Melbourne undergraduate degree are likely to be granted credit if the subjects they completed as an Extension Program student can be taken as part of their chosen degree. Check the Extension Program website for current credit arrangements.

If you are thinking of going to a different university in 2015, you will need to speak with their staff about credit arrangements.