

## RE-ENROLMENT INFORMATION FOR 2009

Please read through all the instructions prior to enrolling for 2009 on **myUNSW**.

### BEFORE YOU START

#### UniPass

To update your enrolment, you will need an active UniPass. If you do not have a UniPass, you will need to contact the UNSW IT Help Desk immediately to request issue of a new one. Please refer to <http://www.disconnect.unsw.edu.au/> or call +61 (2) 9385 1333 for further details.

#### Outstanding Fees and Charges

You will not be able to enrol if you have not cleared all outstanding fees or charges. You can view your Fee Statement via **myUNSW**, where you can also make payment. For more information regarding payment methods and options, visit <https://my.unsw.edu.au/student/fees/netpay/NetPayMainPage.html>

#### New Academic Calendar for 2009

The university has reviewed the structure of the Academic Calendar introduced in 2008 and will be making some changes to the Calendar in 2009 with full implementation from 2010. The Calendar will continue to be based on the 12-week standard teaching period mode. For full information on changes to the Academic Calendar, visit <https://my.unsw.edu.au/unsw/CalendarFAQstudents.html>

2009 Key Dates	
<b>Semester 1 2009</b>	<b>02 Mar to 27 Jun</b>
Teaching Period 1 (TP1)	09 Mar to 05 Jun 2009
Teaching Period 1A (TP1A)	09 Mar to 24 Apr 2009
Teaching Period 1B (TP1B)	27 Apr to 05 Jun 2009
Mid-Semester Break	10 Apr to 19 Apr 2009
Study Period	06 Jun to 11 Jun 2009
Examinations*	12 Jun to 27 Jun 2009
<b>Semester 2 2009</b>	<b>20 Jul to 17 Nov</b>
Teaching Period 1 (TP2)	20 Jul to 23 Oct 2009#
Teaching Period 1A (TP2A)	27 Jul to 04 Sept 2009
Teaching Period 1B (TP2B)	14 Sep to 23 Oct 2009
Mid-Semester Break	05 Sep to 13 Sep 2009
Study Period	24 Oct to 29 Oct 2009
Examinations*	30 Oct to 17 Nov 2009

\*Examinations dates are provisional and subject to change

# '12-weeks-in-13' teaching structure.

Information on the 2009 Academic Calendar is available from <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>.

Information regarding the add/drop/withdraw without penalty dates applicable for different teaching periods is available from <https://my.unsw.edu.au/student/academiclife/enrolment/EnrolmentDates.html>

## ENROLMENT DATES for 2009

### Semester 1

Online enrolment commences (by Enrolment Appointments)	<b>Thur 4 Dec 2008</b>
Online enrolment for Atax students closes	<b>Thur 12 Feb 2009</b>

### Semester 2

Online enrolment commences (by Enrolment Appointments)	<b>Mon 11 May 2009</b>
Online enrolment for Atax students closes	<b>Thur 02 July 2009</b>

Last Day to add a course for Semester 2 (T2) **Sun 26 July 2009**

**Semester 2 Teaching commences for Atax (Week 2)** **Mon 27 July 2009**

**Semester 2 Teaching ends for Atax (Week 13)** **Fri 23 Oct 2009**

Students enrolling after the Atax Enrolment deadline above should complete the [Late Re-enrolment form](#), available at <http://www.atax.unsw.edu.au/students/forms/> and return it to Faculty of Law Student Services.

Failure to enrol by the closing date will delay the delivery of your Study Materials.

**Students enrolling after the Atax closing date are expected to access their Study Materials via My eLearning Vista, available from Monday of the week before semester starts.** Note the last day for students to add a course for the semester is Sunday of Week 1 (for Teaching Periods T1 and T2).

## CHOOSING YOUR COURSES

The list of [Courses on Offer](#) for 2009 is available at:

<http://www.atax.unsw.edu.au/students/coursesstart.htm> Please note:

- Bachelor of Taxation students must enrol in courses with codes ATAX00\*\* or ATAX06\*\* (prerequisite applies)
- Graduate Diploma in Taxation Studies must enrol in courses with codes ATAX01\*\*
- Graduate Diploma students must enrol in courses with codes ATAX03\*\*, students in Graduate Diploma in Taxation and Financial Planning may also enrol in FINS\*\*\*\* and LAWS\*\*\*\* courses as specified in the Program Structure on the Online Handbook, refer [www.handbook.unsw.edu.au](http://www.handbook.unsw.edu.au)
- Graduate Certificate in Taxation and Financial Planning students must enrol only in courses as specified in the Program Structure on the Online Handbook, refer [www.handbook.unsw.edu.au](http://www.handbook.unsw.edu.au)
- Masters students must enrol in courses with codes ATAX04\*\*

The 'Level' indicator on the list of *Courses on Offer* will guide students in choosing courses at an appropriate level of difficulty.

**It is your responsibility as a student to ensure you are correctly enrolled and that the course(s) will count towards your program.**

### Study load:

Full-time load: Four (4) Atax courses per semester

Part-time load (for those in full-time employment): Two (2) Atax courses per semester

Part-time students wishing to exceed their load should email [atax@unsw.edu.au](mailto:atax@unsw.edu.au) seeking permission from the Undergraduate/Postgraduate Coursework Convenor. You will not be able to enrol in more than two courses (12 Units of Credit) on **myUNSW** without approval from your Program Convenor.

**International students** studying in Australia on a Student Visa are required to ensure they satisfy . Please note International students may undertake up to 25% of the overall program by distance/online learning. International students studying in their country of

residence may enrol in flexible distance mode of study. For more information on the Education Services for Overseas Students (ESOS) Act and information on compliance for International Student, visit

<https://my.unsw.edu.au/student/resources/ESOSstudent.html> Further assistance is available by contacting UNSW International Student Services, email: [international.student@unsw.edu.au](mailto:international.student@unsw.edu.au) or phone +61 (2) 9385 5333.

When choosing your course online, note carefully the different modes of delivery available for the course, ie Audio Conference (Flexible distance), Intensive, CBD, or Web, and ensure you select the mode you wish to study. The result of a Class Search on **myUNSW** will look like this:

Class #	Course	Title	Section	Comp	Status	Campus	Teaching Period
1650	ATAX0002	Computer Information Systems	WEB	DST	Open	Atax	Teaching Period Two
	<b>Location:</b>	<b>Day/Time:</b> Distance		<b>Weeks:</b> 1-13	<b>Mode of Instruction:</b> Distance		<a href="#">View Details</a>
1651	ATAX0004	Framework of Commercial Law	ACON	DST	Open	Atax	Teaching Period Two
	<b>Location:</b>	<b>Day/Time:</b> Distance		<b>Weeks:</b> 1-13	<b>Mode of Instruction:</b> Distance		<a href="#">View Details</a>
1691	ATAX0305	Taxation of Trusts	CBD	LEC	Open	Atax	Teaching Period Two
	<b>Location:</b> C-10C	<b>Day/Time:</b> Wed 6:00 PM - 8:00 PM		<b>Weeks:</b> 1-13	<b>Mode of Instruction:</b> In Person		<a href="#">View Details</a>
2854	ATAX0310	Taxation of Superannuation INT		SEM	Open	Atax	Teaching Period Two
	<b>Location:</b> TBA	<b>Day/Time:</b> Mon Tue Thu Fri Sat 9:00 AM - 5:00 PM		<b>Weeks:</b> 1-13	<b>Mode of Instruction:</b> In Person		<a href="#">View Details</a>

ACON – Audio Conference    CBD – CBD classes    DST – Flexible distance    INT – Intensive  
 LEC – Lecture                      SEM – Seminar                      WEB – Web based

**PROGRAM & COURSE INFORMATION**

**Undergraduate**

- Some undergraduate courses are subject to prerequisites. You cannot progress on to a course for which you have not met the prerequisites.
- Some undergraduate courses are also offered in face to face delivery mode as well as flexible distance mode. For more information refer to the section ‘**Face to face mode**’ below or visit Atax website at <http://www.atax.unsw.edu.au/students/btaxcourses09.htm>

The usual prerequisite applies to the courses in face to face mode.

**Postgraduate**

- New programs to be introduced in Semester 1 2009:
  - Graduate Certificate in Taxation and Financial Planning, Program code 7270
  - Graduate Diploma in Taxation and Financial Planning, Program code 5272
  - Master of Taxation and Financial Planning, Program code 9270

For information on these programs, visit <http://www.atax.unsw.edu.au/study/pgrad.htm> or <http://www.handbook.unsw.edu.au>

- Compulsory FINS course for MTaxFinPlan & GradDipTaxFinPlan:
  - FINS5561 Introduction to Financial Planning (Compulsory) – Distance course
 Enrol online via myUNSW. For all other inquiries regarding enrolment into this FINS course, contact **Shirley Webster** (Administration Officer, School of Banking & Finance) at [s.webster@unsw.edu.au](mailto:s.webster@unsw.edu.au) or phone 9385 5855.

Students should include the following information in the email:

- Student ID
  - Student Name
  - Course Code and Course Name
- New course to be introduced in Semester 2 2009:
    - ATAX0340/0440/0540 Self Managed superannuation Funds Law

**Note correction: This course is part of the International Stream in the Master of International Taxation program, not the General Tax Stream as stated in the 2009 Student Guide.**

Information about this course is available at <http://www.handbook.unsw.edu.au>

- Note the 'Recommended Prior Knowledge' (RPK) required for the course. If you have not completed the specified recommended course, you may need to do extra reading and/or research to successfully complete the course.

#### Postgraduate Students on a Qualifying Program

If you pass your qualifying course, your program will roll over to the full program (Masters programs [Program codes: 9250, 9255, 9260, 9270] or Graduate Diploma programs [Program code: 5272, 5540]) after the release of results.

**For Semester 1 enrolment:** Students who passed their qualifying course will be able to enrol online in the new program from **Friday 19 December 2008 onwards for Semester 1.**

**For Semester 2 enrolment:** Please select the course for your Semester 2 enrolment and complete the *Enrolment Form for Qualifying Students* and return it to Atax by fax or mail before **Friday 02 July 2009**. If you pass your qualifying course, your enrolment will be processed. Please check your enrolment on **myUNSW** after the release of results.

Study Materials for your course(s) will be delivered to your mailing address by the start of the semester. Study Materials will be available electronically via My eLearning Vista by Monday of the week before semester starts.

#### Face to face mode

- Classes are held at UNSW CBD Campus, 1 O'Connell Street, Sydney NSW from 6:00 pm to 8:00 pm. Class sizes are limited to a maximum of 40 students.
- Courses offered in face to face mode in 2009:

Semester 1 2009	
Tuesdays	ATAX0303/0403/0503/0603 Taxation of Corporations
Wednesdays	ATAX0328/0428/0528/0628 International Tax: Design and Structure
Thursdays	ATAX0311/0411/0511/0611 Taxation of Capital Gains
Semester 2 2009	
Tuesdays	ATAX0301/0401/0501 Tax Policy
Wednesdays	ATAX0305/0405/0505/0605 Taxation of Trusts
Thursdays	ATAX0320/0420/0520/0620 Principles of Australian International Tax

**Classes commences 27 July 2009 (Week 2).** No classes are scheduled in Week 1 or Week 8 of the semester for face to face mode.

- Updates on courses offered in face to face mode in 2009 is available from Class Timetable site on myUNSW at <http://www.timetable.unsw.edu.au/current/ATAXATAX.html> and on Atax website at <http://www.atax.unsw.edu.au/students/facetoface.htm>

#### **Intensive mode**

- The classes will be conducted over 4 days on UNSW Kensington Campus NSW.
- Courses offered in Intensive mode in 2009:

<b>Semester 1 2009</b>	
3-7 April	ATAX0320/0420/0520/0620 Principles of Australian International
17-21 April	ATAX0334/0432/0534 Specific Tax Jurisdictions: Europe
<b>Semester 2 2009</b>	
21-25 August	ATAX0337/0437/0537 Double Tax Agreements

No classes scheduled on Sundays.

- Updates on courses offered in intensive mode in 2009 is available from Class Timetable site on myUNSW at <http://www.timetable.unsw.edu.au/current/ATAXATAX.html> and on Atax website at <http://www.atax.unsw.edu.au/students/facetoface.htm>

**ENROLING  
ONLINE via  
MYUNSW FOR  
2009**

UNSW expects all students to self-manage their enrolment each semester. All enrolment and variations to enrolment, variations to address or other contact details are done online through **myUNSW**.

For information on enrolment, visit

<https://my.unsw.edu.au/student/academiclife/enrolment/EnrolmentMainPage.html>

#### **Enrolment appointments**

**Both Undergraduate and Postgraduate students will be assigned enrolment appointments.**

An enrolment appointment is a period of time during which you can enrol online. It is not an appointment for a face-to-face interview. Please check your enrolment appointment time on **myUNSW**, by selecting *Enrolment > Enrolment appointments* menu option.

#### **Your Alerts - Actions to be completed prior to enrolling**

Students are requested to complete the following steps:

- **Enrolment Step 1:** All students must review and update (if necessary) their **mailing and home addresses**. Study Materials will be posted to your Mailing address.
- **Enrolment Step 2:** All students must verify their **personal statistics** annually, and update if necessary.
- Students wishing to change their Commonwealth Support or FEE-HELP options will be able to update the details on their **Commonwealth Government forms** on **myUNSW**.
- Tax Office students whose studies are funded by the Tax Office **will not** be required to complete the **Commonwealth Government forms**, and can proceed to enrol once they have completed the required Enrolment steps above.
- Select the course(s) you wish to study in the Semester and follow the instructions for online enrolment. Enrolment instructions are available on each page of the enrolment panels on **myUNSW**. Students should ensure that they have completed

the enrolment process by submitting the courses selected and that they have not left the course(s) 'Pending'. Students who have enrolled successfully will be able to view their enrolment on the home page of **My Student Profile** under **My Enrolment**. The *myUNSW Enrolment Guide* is also available at <http://www.atax.unsw.edu.au/students/docs/enrolling-via-myunsw.pdf>.

You will not be able to enrol online after the closing date. If you wish to enrol late you need to complete the [Late Re-Enrolment Form](http://www.atax.unsw.edu.au/students/forms/Late-Re-Enrolment-Form.pdf) available at <http://www.atax.unsw.edu.au/students/forms/Late-Re-Enrolment-Form.pdf> and return it to Faculty of Law Student Services .

If you wish to vary your enrolment after that date, please complete the [Variation of Enrolment](#) form (available on Atax website).

Please note the last day for Atax students to enrol online is different to other UNSW students as stated on **myUNSW**. Study Materials for the course(s) you are enrolled in as at the closing date will be dispatched to you prior to start of the semester (see '**Delivery of Study Materials**' below).

#### USEFUL INFORMATION ABOUT ONLINE ENROLMENT

- To access UNSW Online services, you will need to be using a more recent web browser, one that supports the latest web features. **myUNSW** is best viewed using Microsoft Internet Explorer 6 or higher for Windows, Internet Explorer 5 or higher for Macintosh and Netscape 7+ or the current version of Mozilla/Firefox, which are available for most operating systems.
- Check that your browser settings support the current web standards. You will be able to test your browser at <http://vista.elearning.unsw.edu.au/webct/entryPage.doweбct>, click **Check Browser** (top right corner). Note also the 'IT Requirements for UNSW Students' policies at [http://www.its.unsw.edu.au/policies/policies\\_home.html](http://www.its.unsw.edu.au/policies/policies_home.html)
- **myUNSW** will generally be available Monday to Friday from 01:00 am to 23:30 pm AEST (that is 22.5 hours a day). Normal hours of support: 09:00 am to 17:00 pm AEST Monday - Friday, excluding public holidays. Occasionally on weekends, the system may not be available due to maintenance requirements. In these instances, advice will be posted on **myUNSW** with as much advance notice as possible.
- Information on **myUNSW** and the [Online Handbook](#) will still be accessible when **myUNSW**'s online services such as enrolment and personal details maintenance are not available.
- Key UNSW Information and Quick links are available on **myUNSW** on your Main Page. Contextual online Help is also available at the top of each page after logging in.
- The speed at which the site will operate depends on the connection speed provided by your ISP. Try not to open too many other web pages or applications at the same time.
- For increased security on the **myUNSW** site, connections will expire after a delay of a few minutes of inactivity. This ensures that the information on screen is not visible to others if you are away from your computer.

#### OTHER INFORMATION

##### Articulations and Transfers

If you wish to articulate or transfer to another Atax program, please download and complete the appropriate form, available from the Atax website <http://www.atax.unsw.edu.au/students/forms/>. Please return the form to Atax by fax or mail, to reach Atax on or before the appropriate deadline.

**CONTACTS FOR  
HELP**

### **Leave of Absence and Withdrawal**

If you wish to apply for Leave of Absence or withdraw from your program entirely, please download and complete the [Program Withdrawal and Leave Application \(SA2\)](#) from the Atax website <http://www.atax.unsw.edu.au/students/forms/>. Please return the form to Atax by fax or mail, to reach Atax on or before the appropriate deadline. Note that the last day to apply for Leave of Absence or withdraw from a course without financial or academic penalty is **31 March 2009 for Semester 1** and **31 August 2009 for Semester 2**.

### **Delivery of Study Materials**

Your Study Materials will be dispatched to the mailing address you supplied on **myUNSW** for delivery by the start of the semester. Students enrolling after the Atax closing date are expected to access their Study Materials via My eLearning Vista, available from Monday of the week before semester starts, to commence your study. Hard copies of your Study Materials will be dispatched after the processing of your enrolment but may not reach you before the start of the semester.

### **UNSW holidays**

UNSW will be closed from **Monday 22 December 2008** and will reopen on **Monday 5 January 2009**. However, **myUNSW** will still be available for students to complete their enrolment, but it will not be supported nor will staff be available to deal with enquiries.

### **Enrolment Support**

If you have any queries or require assistance, please contact:

- Faculty of Law Student Services  
Phone: +61 (2) 9385 2227  
Email: [atax@unsw.edu.au](mailto:atax@unsw.edu.au)  
Monday to Friday 9:00am to 17:00pm AEDST  
Closed over UNSW holidays (December)
- UNSW Student Services Enrolment Support Centre  
Phone: +61 (2) 9385 1110  
Email: [enrol@unsw.edu.au](mailto:enrol@unsw.edu.au)  
Monday to Friday 9:30 am to 17:00 pm. AEDST  
Closed over UNSW holidays (December)
- Face to face assistance:  
**Semester 1**  
Enrolment Support Centre, Level 2 in the [Main Library Building](#) (Map Ref E21)  
12 January to 6 March 2009  
Monday to Friday 9:30 am to 17:00 pm. AEDST  
**Semester 2**  
Enrolment Support Centre via Student Central, Lower Ground Floor, [Chancellery Building](#) (Map Ref C22)  
Monday, Tuesday, Thursday: 8.30am to 17:30pm AEDST  
Wednesday: 10.00am to 17:30pm AEDST  
Friday: 8.30am to 17:00pm AEDST

Please seek assistance early. The Student Services Office and the Enrolment Support Centre are happy to help.