

Where Do I Start?

Congratulations on gaining a place at UNSW. We are confident that UNSW will offer you a rewarding and stimulating period of study in an exciting academic and cultural environment.

Following are instructions on how to accept the offer and enrol for the program. Please read this leaflet carefully and follow the steps outlined. Take particular note of the sections on fees and the additional information for Atax students.

ACCEPTING YOUR OFFER

Accepting your offer and enrolling correctly and within the specified time is extremely important. Students are requested to accept/defer/decline the offer online:

- Go to on **myUNSW** at <https://my.unsw.edu.au>
- Click on **Accept Online** under the section **Services for the UNSW Community**
Flash animations of myUNSW Accept Online process is available in this section under **Previews of myUNSW Accept Online process**. This demonstrates the steps involved in the process.
- Click on **Direct Applicants - International Applicants and Local Postgraduate**, under the section **How to accept, decline or defer your offer and enrol online** and follow the four steps to accept the offer. Note Step Three includes instructions on how to accept/defer/decline your offer.

Online acceptance:

Now open

Semester 1

Online Enrolment for Commencing students opens

19 December 2008

Atax Deadline for Acceptance and Enrolment

12 February 2009

Semester 2

Online Enrolment for Commencing students opens

11 May 2009

Atax Deadline for Acceptance and Enrolment

02 July 2009

You must complete both Part I AND Part II of the online acceptance and enrolment process.

If you have already accepted your offer by other means, you still need to complete Part II of the Accept Online process and then enrol as per steps outlined above.

If you do not accept your offer by the date specified above your offer will lapse. If you have any queries or wish to accept your offer late, contact Faculty of Law Student Services. Late acceptance may not be possible.

Please note the last day for Atax students to accept and enrol online is usually earlier than other UNSW students. The earlier closing date is necessary to enable Atax to make arrangements for your Study Materials to be dispatched in time for the start of the semester. Study Materials for the course(s) you are enrolled in as at the Enrolment deadline above will be dispatched to you prior to the start of the semester.

DEFERRING YOUR OFFER

Students may apply for deferment of their enrolment for 6 months or 12 months. Please ensure you indicate on your Reply Form or on online acceptance your preference.

ENROLLING FOR YOUR PROGRAM

i. Preparing for Enrolment - Selecting your course(s) and Academic Advising

Select the courses you wish to study from the [Courses on Offer](http://www.atax.unsw.edu.au/students/courseoffers2.htm) list for your program at <http://www.atax.unsw.edu.au/students/courseoffers2.htm>. It is recommended that you **select Level 1 courses** to commence your study. You may also like to consult the Online Handbook at www.handbook.unsw.edu.au for the Program outline and course descriptions.

Students requiring assistance with course choice and academic requirements should contact Faculty of Law Student Services.

ii. How to enrol

Once you are confident about the courses you would like to enrol in, you will be requested to go to **myUNSW Enrolment Basket** to complete your enrolment.

Please note: As part of the online enrolment process, all local postgraduate students are required to complete the appropriate Commonwealth Government form prior to enrolment. This is a requirement of the Higher Education Support Act 2003 (HESA). For more information, visit <https://my.unsw.edu.au/student/fees/FeeHelp.html>

Late enrolment: Students enrolling after the Atax Enrolment deadline above should complete the [New Student Enrolment Form](http://www.atax.unsw.edu.au/students/forms/New_Student_Enrolment.pdf), available at: http://www.atax.unsw.edu.au/students/forms/New_Student_Enrolment.pdf and return it to Faculty of Law Student Services. You must complete your enrolment **before Week 1**. Please allow 5 days for the processing of your enrolment. Students enrolling late are expected to access your Study Materials electronically on My eLearning Vista at: <http://www.atax.unsw.edu.au/webct/> to commence the studies. Hard copies of your Study Materials will be dispatched in due course.

All Atax students are currently assigned part-time study load (two courses per semester). If you wish to study full time (four courses per semester), you will need to email Atax at atax@unsw.edu.au with your request.

Students in employment will be studying part-time with a maximum of two courses or only one course per semester. Part-time students wishing to exceed their load will be required to seek permission in writing from the Postgraduate Coursework Convenor. You will not be able to enrol in more than two courses (12 Units of Credit) on **myUNSW** without approval from the Convenor.

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
Monday to Friday 9:00am - 17:00pm AEDST.
Closed over UNSW Holidays*
- UNSW Enrolment Support Centre
Phone: +61 (2) 9385 1110
Email: enrol@unsw.edu.au
Monday to Friday 9:30am - 17:00pm AEDST.
Closed over UNSW Holidays*
- Face to face assistance:
Semester 1:
UNSW Enrolment Support Centre
Visit: Level 2, Main Library Building (Map Ref E21)
From 12 January to 6 March 2009
Monday to Friday 9:00am - 17:00pm. 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
*UNSW Holidays: UNSW will be closed from Monday 22 December 2008 and will re-open on Monday 5 January 2009. However, myUNSW will still be available for students to complete their enrolment, but will not be supported nor will staff be available to deal with enquiries.

iii. Seeking Course Exemption/Advanced Standing

If you are seeking Course Exemption/Advanced Standing you must submit an Exemption/Advanced Standing application to the Faculty of Law Student Services Office. [The Exemption/Advanced Standing policy and application form](#) is available on Atax website at <http://www.atax.unsw.edu.au/students/forms/> Please note you must first accept the offer online. Please send your Application form together with certified copies of academic transcripts and course descriptions to Faculty of Law Student Services, Atax, Faculty of Law, The University of New South Wales, UNSW SYDNEY NSW 2052.

OTHER ADMINISTRATIVE THINGS TO DO AND INFORMATION FOR STUDENTS STUDYING WITH ATAX

Once you have completed the acceptance and enrolment process, you will be registered as a UNSW student. As the Atax programs are flexible distance programs, you are requested to complete the following:

1. ARRANGE ACCESS TO THE ATAX WEEKLY BULLETIN

The Atax Weekly Bulletin is one of the main means of communication between Atax and students. Important messages related to the administrative issues as well as other news are published in it. You should start reading the Weekly Bulletin once you have enrolled. It is prepared on Mondays and should reach students on the Tuesday morning each week.

As a commencing student with Atax, you will need to subscribe to the Atax Weekly Bulletin. To subscribe to the Weekly Bulletin mailing list, send an email to majordomo@explode.unsw.edu.au containing the text "subscribe atax-bulletin" **only** in the body of the message. Do not include your email signature.

A copy of the Weekly Bulletin is also available on the Atax website: www.atax.unsw.edu.au/students/ as a PDF file.

2. PAYING YOUR FEES

Tuition Fees are charged each semester. Students are requested to view their Fee Statement on **myUNSW**, <https://my.unsw.edu.au> and pay the fees by one of the following payment options: BPay, Online credit card and Australia Post (print payment slip). The Fee Statement will be available approximately 2 weeks prior to the start of the semester. Please ensure you pay these fees by the due date.

3. STUDY MATERIALS

Study Materials for the course(s) you are enrolled in will be despatched to you prior to the start of the semester. Your Study Materials will be posted to the mailing address you provided on your application.

4. ORIENTATION

All new students are invited to participate in the **Orientation Week Program** on Kensington Campus during O-Week. The UNSW Orientation program information will be available at www.oweeek.unsw.edu.au

However, Atax will hold its own Postgraduate Orientation in the major capital cities during Orientation week. You will be notified the precise date, time and venue in February for Semester 1 and in July for Semester 2 Orientation. An Audio Conference will be conducted for students who are not able to attend the Orientation, date and time to be advised.

Orientation is your opportunity to meet Atax staff and learn how Atax can help you. You are expected to attend the Atax Orientation as it contains vital information about how to study with Atax and also deals with essential study skills. We look forward to seeing you there.

5. MODES OF DELIVERY FOR ATAX PROGRAMS

Atax courses can be studied via flexible distance study, in face-to-face evening classes or intensive classes

Distance flexible delivery

This mode of study utilises a combination of **Audio Conferences, Regional Classes and my elearning Vista**. For each course there are usually four Audio Conferences per semester and students are encouraged to attend. The Audio Conference timetable will be available at <http://www.atax.unsw.edu.au/students/audconf.htm> from February for Semester 1 and from July for Semester 2. A copy of the Audio Conference timetable is included your Study Materials.

Please note the dates and times of your course audio-conferences and make arrangements to attend.

Face to face Sydney classes

The schedule for CBD classes is available at <http://www.atax.unsw.edu.au/students/facetoface.htm> from February for Semester 1 and from July for Semester 2. Classes are usually held at UNSW CBD Campus premises, Level 6, 1

O'Connell Street, Sydney. Your class will commence in Week 2 of the semester. The timetable for Sydney CBD classes will be included in your Study Materials.

Intensive short course classes

Classes are held over 4 days on UNSW Kensington campus in Sydney and will normally run from 9.30 - 5.00 pm. For information on dates and venue, visit <http://www.timetable.unsw.edu.au/current/ataxatax.html> Please take note of the dates and arrange to attend.

6. TEXTBOOK LIST

The Recommended Textbook lists for all courses are available on UNSW Bookshop website at www.bookshop.unsw.edu.au from February for Semester 1 and from July for Semester 2. You need to place your order directly with the UNSW Bookshop (Tel: +61 2 9385 6689, Fax: +61 2 9385 6633) or order via UNSW Bookshop website.

7. UNSW STUDENT ID CARDS

All students will be issued with a UNSW Student ID card. You will receive your student card by post, during Week 1.

Students based in Sydney who wish to have their photo on their Student ID card will need to pick up their card from FM Assist, Matthews Building, Level 2 (entry via Matthews Pavilions, Map Ref F23), UNSW Kensington Campus before the **end of January (for Semester 1 students) or end of June (for Semester 2 students)**. After that date, Atax will be ordering a card for you and a small fee will apply for the issuing of a second card.

8. INTERNET AND zMAIL

The University expects all students to have off-campus access to a standard modern computer with CD drive and Internet connectivity. The 'IT Requirements for UNSW Students' policy is available from the IT at UNSW website. (http://www.it.unsw.edu.au/policies/policies_home.html)

A UNSW email account (**zMail**) is created for you automatically on enrolment.

Logging in to zMail: You can log into your zMail account at: www.zmail.unsw.edu.au. **The first time you log in to zMail**, go to www.zmail.unsw.edu.au and click on "The First Time Logging In?" and follow the instructions.

You will need your Student ID & Unipass to log into your zMail. Your Unipass is the password you use to log into myUNSW.

Before using the electronic services of UNSW like zMail, you will need to activate your student account by agreeing to the rules and the conditions of use of UNSW's electronic services – see <https://idm.unsw.edu.au/idm/user/newUser/validateNewUser.jsp>

The default official student email address is based on your UNSW Student ID e.g. z1234567@student.unsw.edu.au. You can add a new email alias (eg firstname.lastname@unsw.edu.au) by logging in to the UNSW identity management website (<https://idm.unsw.edu.au>) and following the instructions

You are required to check your zMail account regularly. The University will convey important information to you, via your official student email address e.g. results notification, enrolment and timetable changes, vital administrative or teaching material not provided any other way.

Forwarding zMail account: You can elect to forward your zMail to another preferred email account (work/personal email account). If you opt to forward your zMail, it your responsibility to ensure that the nominated email address is current and valid. To forward your university email address to an alternate account, log in to the UNSW identity management website (<https://idm.unsw.edu.au>) and following the instructions.

Where to get help: The UNSW IT Service Centre provides support for students and staff experiencing problems with zMail. zMail support is available by visiting the IT Service Centre (level 1 at the back of the Library Building next to The Post Office), phoning 9385 1333 or emailing servicedesk@unsw.edu.au [during opening hours](#)

Related links: <http://www.it.unsw.edu.au/students/zmail/index.html>

9. STUDENT WITH DISABILITY

UNSW has a policy of equal opportunity in education and seeks wherever possible to ensure maximum participation of students with disabilities.

A range of assistance is offered, including examination support, specialised equipment, educational support and library assistance. For more information, visit the UNSW Student Equity and Disability Unit website at

<http://www.studentequity.unsw.edu.au>. Please note you will need to be registered for Disability Services. If you wish to discuss your support needs, please contact the Student Equity and Disability Unit on +61 2 9385 4734 or email seadu@unsw.edu.au

ACCEPTANCE AND ENROLMENT CHECKLIST

- Accept/Defer/Decline the offer by the due date
- Enrol in your courses by the due date
- Submit your Exemption/Advanced Standing application (if applicable)
- Sydney based** students who wish to have their photo on their Student ID card: collect the Student ID card from FM Assist before the **end of January (for Semester 1 students) or end of June (for Semester 2 students)**
- Arrange to receive the Weekly Bulletin
- Place your textbooks order with UNSW Bookshop
- Arrange to attend Orientation
- Note the dates for Sydney CBD classes and Intensive classes and arrange to attend
- Ensure you paid the fees before the due date
- Fax or mail Support for Students with Disability form, if applicable

UNSW Academic Calendar 2009

Semester 1 2009	2 Mar to 27 June	Semester 2 2009	21 July to 14 Nov
O-Week	25 Feb to 27 Feb	O-Week	15 Jul- 17 Jul
Week Zero	2 Mar to 8 Mar		
Teaching Period One (T1)	9 Mar to 5 June	Teaching Period Two (T2)	20 July to 23 Oct
Teaching Period One-A (T1A)	9 Mar to 24 Apr	Teaching Period Two-A (T2A)	27 July to 4 Sep
Mid-semester break	10 Apr to 19 Apr	Teaching Period Two-B (T2B)	7 Sep to 23 Oct
Teaching Period One-B (T1B)	27 Apr to 5 June	Mid-semester break	28 Sep to 6 Oct
Study Period (T1 only)	6 Jun to 11 Jun	Study Period (T2 only)	26 Oct to 30 Oct
Examinations* (T1 only)	12 Jun to 27 Jun	Examinations* (T2 only)	29 Oct to 14 Nov
Mid -year recess	25 Jun to 19 July		

* Examinations dates are provisional and subject to change

For full information on the UNSW Academic calendar, visit <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

Congratulations on your offer and Atax wishes you success in your studies.

Faculty of Law Student Services

Office hours: 9.00am to 5:00pm (Sydney time), Monday to Friday.

Tel: +61 2 9385 2227

Fax: +61 2 9385 9515

Email: atax@unsw.edu.au

Faculty of Law Student Services
Australian School of Taxation (Atax), Faculty of Law
The University of New South Wales
UNSW SYDNEY NSW 2052

Location:

Level 2, The Law Building
The University of New South Wales
Building F8, Union Road
UNSW Kensington Campus
(Access via Gate 2 off High Street)
Website: www.atax.unsw.edu.au
CRICOS Provider Code: 00098G