Dear BCA student

Welcome to semester 1, 2016 to students who are continuing their studies in the BCA program.

(Please get back to us if you should not be on this mailing list – ie. are not enrolled in units this semester.)

This message is a general reminder about the start of semester and matters that need to be attended to before then. In some cases, it repeats information that you have received in previous semesters; however it also contains new or updated info. We hope you will find it a useful checklist.

SEMESTER START DATE – semester 1, 2016
The BCA semester starts on *Monday 29 Feb* (regardless of which university you are enrolled in) EXCEPT IF YOU ARE DOING EPIDEMIOLOGY AT THE UNIVERSITY OF NEWCASTLE. This EPI unit (Newcastle course) will start on 22 Feb. You will hear from University of Newcastle staff about this.

STUDY DETAILS
We will be forwarding your details to the coordinators of units of study you have chosen to do this semester. They will contact class members in a ‘welcome’ email, with particular information about how the unit will be run.
You should receive this email no later than Friday 26 Feb. Please send a reply email to them so that they can confirm that you’re in contact (and this may prompt the posting of unit materials).

Study notes:
You may receive printed copies of study materials from unit coordinators, posted to the address we have in our BCA records. Mail-out procedures will vary across units. Coordinators of some units *don’t include* readings from journal articles etc (which universities do not allow to be posted online) may not mail out materials. Where readings are included in unit materials, these will be mailed. For units where mail-outs occur: Admissions at some universities may still be in progress and coordinators don’t get a lot of leeway between receiving your contact details and the start of semester, so you are unlikely to receive the notes before the start of semester. You will find Study Guides and (at least) first module/s in online unit sites in eLearning. The important thing to look out for is the welcome email from the unit coordinator in which they will explain the procedures for their unit.

Please note that the BCA office does not mail out study materials. These are posted by staff at the delivering university.

E-LEARNING (Blackboard)
The BCA eLearning site will be the online facility used by *most* coordinators.

Your access profile will be loaded onto the eLearning database by the start of semester at the latest.
You will not be able to access your eLearning site until this has been done.

The BCA office will send you further instructions for logging on before the start of semester (do not ask your unit coordinators for this information).

Look out for the email titled “BCA: eLearning instructions 1-2016”.

* EXCEPTIONS: Important note for students enrolled in Epidemiology (EPI) and Survival Analysis (SVA)
  
EPI is offered on-campus (face-to-face) and/or by distance at some universities. If you are NOT doing the EPI delivered by your home university, you will be doing (Introduction to) Epidemiology delivered by the University of Queensland. (See [here](#) for contact details for EPI at UQ [PUBH7600].)
  
The program coordinator at your home university can advise about EPI choices.

Whether you are studying EPI on campus, or by distance at your home university, or the UQ external (distance) EPI, the BCA eLearning (Blackboard) will NOT be used for this unit (because, at all universities, Epidemiology is delivered to a larger cohort of students enrolled in a range of degrees).
Unit coordinators/tutors of these units will contact you with advice about how to access online sites at the relevant delivering universities.

If doing EPI at the University of Newcastle, you will need to access the learning management system for this unit here. Note: EPI at the University of Newcastle is NOT available in semester 2.

SVA is also delivered to larger cohort of students enrolled in a range of degrees, from Macquarie University. SVA will be delivered on the BCA Blackboard site to students enrolled in BCA courses (Grad Cert, Grad Dip, Masters). SVA will not be delivered on the BCA Blackboard site to students enrolled in other courses at Macquarie University, who will be doing SVA (STAT827) as a one-off (non BCA award). It will be delivered to these students on Macquarie ilearn. The unit coordinator will explain procedures for this in their ‘coordinator welcome’ email.

**STUDENT RESOURCES** can be found on the BCA website. Entries include: contact details; BCA Program Outline; BCA curriculum; Textbook & Software Guide for Students; BCA eLearning Guide - Getting Started, Home university libraries - textbook and journal access; BCA Assessment Guide; Referencing Style Guide; Guide for Reporting Statistical Results; Workplace Project Portfolio (WPP) Guidelines; WPP examples; and more...

*The Textbook and Software Guide* contains details of compulsory and recommended textbooks and software for each unit of study, and purchasing advice. **It is important to note** that suppliers may need to order in textbooks and statistical software purchasing procedures may take some time. We urge you to read the *Textbook and Software Guide for students* carefully and make your orders as soon as possible.

**STAYING IN TOUCH WITH THE BCA**
If your contact details change, please send us this info in an email, copied to your unit coordinator/s. (Information that has been added to your record at your home university will not automatically be transmitted to the BCA, and vice-versa for contact information that you send to the BCA office and unit coordinators.)

**BCA ANNOUNCEMENTS**
We’ll send the usual messages containing updates throughout the semester and. As ever, we’ll try not to savage your email inbox. If you see one that has a “BCA – (subject line)”, it will be sure to contain relevant student information.

**COMMUNICATION with program and unit coordinators**
- See here for a list of program coordinators and university postgraduate administrators
- See here for a list of unit coordinators for the current semester

**HOME UNIVERSITY INFORMATION**

*Your home university will give you a student email. Whilst you may not use this as your main contact address, you should set this address up so that messages are automatically redirected to your commonly use email address* (ie the one used by the BCA). Most universities use the student email address to post important information to students, eg university calendar updates such as current pre-enrolment timetables and dates that results are released. See here for instructions for redirecting your mail.

You should also stay familiar with the student web access provided by your home university. These sites are called variously at different universities: MyUni (University of Sydney); MyUQ (University of Queensland); Student Portal (University of Melbourne); my.monash portal (Monash University); myHub (University of Newcastle); myMQ (Macquarie University); and Access Adelaide (University of Adelaide). You can generally do things in this site like updating your details for home uni consumption and pre-enrolling, and your results will be posted there.
Access is usually via the “Current Students” link on your home university website.

Note that if you are unable to pre-enrol in units of study via your student site, you should contact the postgraduate student office and or program coordinator at your university and ask them to register the enrolment. Program coordinators should be consulted if choices appear to be blocked.

...information from you to universities and the BCA

CHANGES TO YOUR ENROLMENT: You should first tell your university about these, so that they can be included in your student record (and delays may have financial implications). However, again, a quick email to your unit coordinators and the BCA coordinating office will mean that we can act on the information immediately.

CENSUS DATES: The final dates that you can withdraw from units/subjects without incurring financial penalty are the last working day before the census date of 31 March in semester 1 and 31 August for semester 2. This is a DEEWR generated date which carries across all universities. However some dates and details for student records are university specific. We recommend that you check in with university staff and websites.

SCHOLARSHIPS & TRAVEL GRANTS

The Australasian Region of the International Biometric Society is offering scholarships for suitably qualified students who intend to undertake a fourth or honours year of study, or a coursework Masters, in statistics, mathematical statistics, biostatistics, bioinformatics or biometrics.

Scholarships are for one year and are valued at AUD$1500. Further information about these scholarships and details of how to apply are on the society’s regional website. Applications close on 7 March.

SSAI Travel Grant for Student Members

The Statistical Society of Australia travel grant offers limited travel funds to assist student members of the Society to attend overseas conferences at which they present a paper or poster. The Graduate Diploma and Masters of Biostatistics are accredited by the SSAI. Applications close on 31 March.

We hope you enjoy your studies this semester. As ever, please don’t hesitate to contact us if you have any questions or need anything chased up at any time during your studies.

Best regards
Erica and Emily

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