Message to BCA students and associates - including students who have deferred/taken leave of absence in semesters 2/2, 2014 (Please get back to us if you have completed or are on this list in error.)

Ahoy there shipmates

End-of-semester is coming up. Here’s some info and a few reminders about end-of-semester dates and tasks, and things to make and do for the following year.

1. Student feedback!
2. Semester 2 results procedures
3. Completions/articulating
4. Start date for next semester and enrolment notices
5. Deferral/leave of absence
6. Communication – troubleshooting
7. Enquiries and Student Resources

1. YOUR FEEDBACK
   We would be extremely grateful for your feedback, positive or negative, about the content and delivery of units. Please take the time to complete the student unit survey, one for each unit you have completed in the current semester. The questionnaire is brief and your responses will be anonymous. If we only receive a few responses per unit, it makes it difficult to build and overall picture and fill in the dots for future improvements.
   The survey can be found here. (It may take a minute to load) The URL is also available at the end of this message.
   Lucky door prizes!
   To encourage participation, there are 2 Amazon gift vouchers worth US$75 each to be won. The prizes will be awarded to randomly selected survey participants. The selection will be administered by CTC IT staff. In order to identify the door prize winner, we have included a field for you to supply your email. Survey downloads containing email addresses are only available to IT management. They will not be available to BCA personnel to ensure your anonymity (though, of course, IT will have to tell us who the winners are!).

2. RESULTS for semester 2 units
   The BCA Examiners meeting (teleconference) is scheduled for 24 November, after which results will be forwarded to universities. Your results will be released by your home university in accordance with their calendar. We can’t tell you your marks but you can look them up in your online student portal. If you’ve been granted an extension for final assessment tasks, this will of course delay the transmission of the final result to your home university.
   Note: WPP results follow a slightly different schedule. As this unit is administered within your university, it’s best to talk to your program coordinator and/or postgraduate student officers at your university. ACADEMIC ADVICE: As most core units have prerequisites, if you find that you have failed a unit or you withdrew from one or more during the semester, you’ll probably need to change your study schedule for the following year. You can consult the curriculum to check on prerequisites and semester availability of units. If you are uncertain about your unit choices, don’t hesitate to get in touch with the program coordinator at your home university.

3. COMPLETIONS / CHANGING COURSES
   Congratulations to everyone who has completed their course or will do so by the end of the year. All the best for the future. (Remember, it’s not too late to take a final tilt at some feedback!)
   If you are completing your studies, or changing courses at your university (up or down between Grad Cert, Grad Dip and Masters), can you please give us a hoi.

4. START OF SEMESTER AND ENROLMENT ADVICE
   - Semester 1, 2016 starts on Monday 29 February regardless of which university you are enrolled in. (This date coincides with the official start date at all BCA universities except the University of Newcastle, which officially starts on 22 Feb. Note that all semester 1 BCA units of study will start on 29 Feb for students enrolled at the University of Newcastle EXCEPT Epidemiology. Delivery of
Epidemiology at UoN is administered within the university and will be delivered on the UoN Blackboard.

- **Enrolment in units of study** *(subjects/courses/papers) for 2016*
  If you have not done so already, you will need to enrol in units for next year at your home university. The university should have notified you about the relevant dates, but if in doubt, **NOW would be a good time to check in**. In theory, you can do this through your online student portal, (“My[uni]”) but various university systems can produce barriers to this process, eg some systems will block your online registration until results for prerequisite units have been recorded, and others don’t cope well with records of exemptions and credits. Try the online option first, but if you have any difficulties, contact the relevant postgraduate officer and/or program coordinator at your **home university**.

- A note for **students enrolled at the University of Melbourne**: There will be **substantial changes to the Biostatistics program at the University of Melbourne**, beginning in Semester 1, 2016. ‘Teach-out’ arrangements will be in place for students who are currently enrolled in courses and BCA units will be available to study online for these students. **Enquiries** can be directed to the biostatistics program coordinator and/or postgraduate staff at UMelb.

- **A plea from the heart from your BCA administrators and unit coordinators!**: **PLEASE TRY TO ENROL IN PLENTY OF TIME.** If we don’t know you’ve enrolled, we can’t get you up and running (especially in Blackboard!)

- **Note about BCA forms**: These are just for new students (at universities that use them). Unless specifically asked for by staff at your university, we don’t need you to (re)do these. We find out what students are doing in subsequent semesters and years from enrolment lists sent to us by staff at the universities. And you can send us updates to your contact details by email.

- **Enrolments in WPP**
  - You will need to talk to the program coordinator at your home university, to discuss things like choice of project/s and supervisor/s. You’ll be asked to submit a brief project outline.
  - Here’s where to find **WPP guidelines**, and a library site containing some examples by past BCA students.

5. **A reminder about SUSPENDING STUDIES**
   If you are not intending to enrol in a unit next semester (or year), you should ask your university about deferral, suspension of candidature or leave of absence procedures (the name varies across universities), or check about these online (usually in “current students” on the university, or school/faculty website). Most universities ask you to complete a form.

6. **COMMUNICATION**
   - **University emails**
     Your home university will have given you a student email. Whilst you may not use this as your main BCA contact address, you should set it up so that messages are automatically forwarded to your main email address. Universities use the student address to post important information, eg university calendar updates. You should also stay familiar with the student internet access (your [“my”]student portal/hub) provided by your home university website, by logging in from time to time. You can generally use this site to enrol in units for upcoming semesters, update your details for home university consumption and check your results. **Note, your student portal is not the same as your Blackboard access.**
   - **Don’t be a stranger**
     If you make changes to your enrolment or your contact details change, drop us and your unit coordinator/s a line – one email message copied to the other is fine. (So that your official student record is up to date, you should also update these details at your home university via your online student portal, but note, **the BCA database is not linked to any university records systems so this information doesn’t automatically flow through.**)
7. ENQUIRIES & STUDENT RESOURCES

- Staff at the BCA office are available at all times to respond to your enquiries.

- Contact details for program coordinators, postgraduate student officers and home university websites:
  
  o If you have academic questions, contact your program coordinator at your home university
  
  o If you have questions about your enrolment in units of study, contact the postgraduate student office at your home university and/or your program coordinator:

- Resources for your study can be found in Student Resources / Resources for Current Students.

Two important planning resources are the Textbook and Software Guide and the Program Outline (containing the curriculum guide for the coming year and unit outlines), and there’s a lot of other useful stuff in there as well. Get your orders in early for textbooks and software, or you won’t have the resources you need for the start of semester.

Hope you have an excellent break!

All the best

Erica

STUDENT EVALUATION SURVEY:

http://survey.ctc.usyd.edu.au/Survey.aspx?enc=tDkkcWdcFqT9s1CIZjsLT55NoRji792oUj7oj1MgMEU=

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