

Other key contacts

Timetabling and recital scheduling

Ms Katherine Rowell
room: 2151
email: krowell@usyd.edu.au
phone: (02) 9351 1254

Staff and Student Support Services

Mr Stephen Yates
Ms Christina Goranitis
Mr Geoff Kelly
room: 2151

University support services

Initial enquiries can be made to the Manager, Student Administration, or you can visit the following websites:

University Health Service

www.unihealth.usyd.edu.au

Counselling Service

www.usyd.edu.au/counsel

Learning Assistance Centre

www.usyd.edu.au/stuserv

Disability Services

www.usyd.edu.au/disability

Accommodation Service

www.usyd.edu.au/stuserv/accommodation

Financial Assistance Office

www.usyd.edu.au/fin_assist

International Student Services Unit (ISSU)

www.usyd.edu.au/issu

Careers Centre

www.careers.usyd.edu.au

Staff and Student Equal opportunity Unit (SSEOU)

www.usyd.edu.au/eoo

University of Sydney Union (USU)

www.usuonline.com

Sydney Uni Sport & Fitness

www.susf.com.au

Grievance procedure

www.usyd.edu.au/policy

Plagiarism policy

www.usyd.edu.au/policy

Students at risk policy

www.edu.au/secretariat/students/riskstudents

OHS (Occupational Health & Safety)

<http://www.usyd.edu.au/ohs/policies/ohs/index.shtml>

Student's Representative Council (SRC)

www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)

www.supra.usyd.edu.au



INFORMATION FOR STUDENTS



where to ask for help @
the Con



Information on your course structure

The Undergraduate Handbook and Postgraduate Handbook are the main reference points for information regarding your course structure, units of study and degree resolutions. You can access the handbooks online at:

<http://www.music.usyd.edu/CS/courseinfo/handbooks.shtml>

Student Administration Office

General enquiries

room: 3013
email: coninfo@usyd.edu.au
phone: (02) 9351 1216
fax: (02) 9351 1200
web: www.music.usyd.edu.au

The student administration office is open 10am - 4pm, Monday through Friday during semester and breaks. Our staff can answer many of your questions, or direct you to the appropriate contact person.

Manager, Student Administration

Mr Cedric Poon
room: 3013
email: c.poon@usyd.edu.au
phone: (02) 9351 1239

Students are encouraged to make an appointment with the student administration manager for any queries relating to:

- Student at risk (SAR) policy
- Grievance procedure (non-academic)
- Plagiarism policy
- Reviewing assessment results
- Attendance policy
- Student progression
- Going on exchange
- Honours applications
- Graduations
- Deferring your enrolment (prospective students)

Undergraduate Students

Undergraduate Coordinator

Mr Karol Foyle
room: 3013
email: k.foyle@usyd.edu.au
phone: (02) 9351 1271

Associate Dean, Undergraduate Studies

Prof Anne Boyd
room: 2174
email: a.boyd@usyd.edu.au
phone: (02) 9351 6947

Students are encouraged to make an appointment with the undergraduate coordinator to discuss their enrolment including:

- Applying for a leave of absence/suspension
- Professional activity leave and special leave
- Exemptions, credit and advanced standing
- Enrolment and varying your enrolment
- Requesting to overload your enrolment
- Special consideration
- Eligibility to graduate
- Discontinuing your studies
- Transferring your course

Academic Advice

In the first instance please contact the undergraduate coordinator. Consultation with the associate dean or chairs of units is also available.



Postgraduate Students

Postgraduate Coordinator

Timothy Crowe
room: 3013
email: t.crowe@usyd.edu.au
phone: (02) 9351 1206

Associate Dean, Graduate Studies

Dr Kathleen Nelson
room: 2072
email: k.nelson@usyd.edu.au
phone: (02) 9351 1272

Students are encouraged to make an appointment with the postgraduate coordinator to discuss their enrolment including:

- Applying for a leave of absence/suspension
- Professional activity leave and special leave
- Exemptions, credit and advanced standing
- Enrolment and varying your enrolment
- Requesting to overload your enrolment
- Special consideration
- Eligibility to graduate
- Discontinuing your studies
- Transferring or upgrading your course
- Annual progress reviews
- Extending your candidature
- Submitting your thesis
- PRSS

Academic Advice

In the first instance please contact the postgraduate coordinator. Consultation with the associate dean, chairs of units or your program coordinator is also available.

Contact details for program coordinators can be found at:
http://www.music.usyd.edu.au/about/people/grad_contacts.shtml