

November 2008

Dear student,

Welcome to postgraduate study at the La Trobe School of Nursing & Midwifery. This is an information letter with some key points that you may need to access throughout the year.

Firstly, as postgraduate courses co-ordinator for Bundoora I'd like to introduce myself. My name is Les Fitzgerald and I am based at the Bendigo Campus where I am involved in teaching a number of nursing units throughout many of our courses. My role is to provide a clear path of interaction between courses, students and staff. One of the main areas of my role is *student welfare and progression*. Specifically the role is to ensure all students have clear information regarding their progress and that adequate support and assistance is given.

Academic contacts:

We want you to enjoy your course and that is why we have academic and administration support available to you. If you are having difficulties, please contact us and we will try to assist you as best we can.

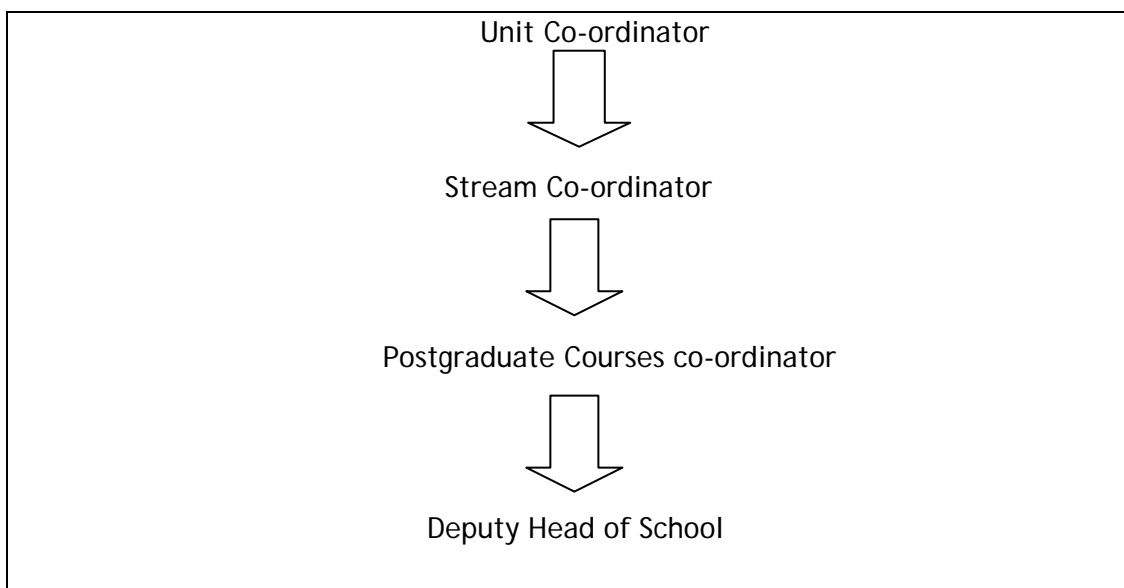
Your first contact person is your **UNIT CO-ORDINATOR**, they should be able to answer most of the fundamental questions regarding your unit, assignments, clinical placements etc and if you are having problems, you can negotiate extensions on assignments or put you in contact with a study skills advisor.

If the matter requires further clarification, the next person you need to contact is the **COURSE CO-ORDINATOR** who has responsibility for the course you have undertaken. They will answer all your questions regarding your course and course pathways.

If the issue still remains unresolved then contact me as **POSTGRADUATE COURSE CO-ORDINATOR**. If I am unable to help, then the **DEPUTY HEAD OF SCHOOL**, Bill McGuiness will be contacted.

Instances when you need to go through this process are academic problems such as not fulfilling clinical requirements or failing an assignment.

Student lines of communication for postgraduate courses:



Administrative contacts:

Silvana Nikolaidis is the Postgraduate Student Services Officer. She is based at Bundoora and her role is to ensure all enrolments are properly completed, the database is up-to-date and to process all postgraduate student enquiries.

Some of the forms you will need and need to contact her for are listed below:

1. If you change address or any other personal details, you can do it on-line via student records or complete this form: *Amendment to Personal Details*.
2. If you wish to defer your studies due to illness, financial reasons etc, you need to complete this form: *Intermission of Studies*. If you are intermitting due to illness, a doctor's certificate will need to be submitted.
3. If you wish to apply for Advanced Standing (credit) for prior learning, you need to complete an *Application for Advanced Standing*.
4. If you having personal problems, you can fill in and submit a *Special Consideration Form*. These allow your special circumstances to be taken into account at the Chief Examiner's Meeting.
5. If you wish to vary your enrolment, you need to complete a *Variation of Enrolment Form*. Please note that you can also make these amendments via student on-line.

If you are unsure of which form you need to fill in, contact Silvana. Her phone number is 9479 5908 or email: s.nikolaidis@latrobe.edu.au

Postgraduate Administration Site on LMS (formerly WebCT)

All postgraduate students will have access to LMS and therefore have access to our administration site. This is the site Silvana uses to communicate to all of our students in every course. This site is extremely useful as it informs you of important university dates such as census date, re-enrolments dates etc, we advertise scholarships that are available from health organisations, it gives you access to all the forms you may need as listed above, allows you to participate in discussion boards and much more.

Student on-line:

Student on-line allows you to access your enrolment details, change your address and check the units you are enrolled in. The username is on the back of your statement of account and password is at the top of your statement of enrolment. (The username is NOT your student number).

Before you ring administration with issues, please check all details here first.

* Please note lecturers do not have access to these details

LMS is a web course tool that many lecturers use. The following is the information regarding it.

<http://www.latrobe.edu.au/lms/>

Student resources:

Guidelines on assignment writing and study skills can be found at <http://www.latrobe.edu.au/sss/>
This includes APA writing guidelines.

I hope you find this information sheet useful and if you have any queries please contact your unit coordinator or me on 5444-7856 or l.fitzgerald@latrobe.edu.au