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1. Introduction

We take great pleasure in welcoming you to the Entrepreneurship, Commercialisation and Innovation Centre (ECIC) at the University of Adelaide. We look forward to developing a productive, enthusiastic and vibrant learning environment with you.

This handbook is designed to provide you with detailed information about your ECIC study program and the facilities available to you. If you require any further information, or have any further questions please contact one of the ECIC administration team. Contact details can be found in Section 2.2.

2. About the ECIC

Recognised as one of the leading universities in the Asia-Pacific region, the University of Adelaide is home to the ECIC, which is located within Faculty of the Professions.

The ECIC offers a range of award and customised education programs that focus on entrepreneurship, innovation, commercialisation, and project management. It also conducts research and community engagement activities in these areas. Further information about the ECIC can be found at: ecic.adelaide.edu.au.

The ECIC was formally created in 2002 as the Education Centre for Innovation & Commercialisation, bringing together program streams that already existed in different parts of the University: Entrepreneurship; Science & Technology Commercialisation. Project Management and the Sydney office were also added to the portfolio. In 2006 the name was changed to the Entrepreneurship, Commercialisation and Innovation Centre. The Bachelor of Innovation and Entrepreneurship was launched in Singapore in January 2010 and in Adelaide in 2011.

2.1. ECIC Mission

The ECIC's mission is to stimulate the leadership of innovation through entrepreneurship, commercialisation, and project management research, education, and community engagement for the benefit of ECIC stakeholders.

2.2. ECIC Locations

The ECIC has office and lecturing facilities at the University of Adelaide North Terrace campus in the heart of Adelaide City, at the University of Adelaide Thebarton campus where the Thlnclab (The ECIC's Business Incubator) is located, and at Australian Technology Park in Sydney. It also has a presence in Singapore where it offers programs via a joint venture with The University of Adelaide and the Singapore Ngee Ann campus through the Ngee Ann Adelaide Education Centre (NAAEC).

Hard copies of the university campus maps for can be found at the end of this document. PDF copies can be found at the web sites that follow.

2.2.1. North Terrace Campus, Adelaide City

The ECIC's North Terrace office is located on Level 5 of the Nexus 10 building. The majority of the ECIC’s courses are taught on this campus. A map of the campus can be found at adelaide.edu.au/campuses/.
Address: ECIC  
The University of Adelaide  
Level 5, The 10 Nexus Building  
Cnr Pulteney Street and North Terrace  
North Terrace Campus  
SA 5005

Contact: Ms. Karen Snook

Phone: +61 8 8313 7422
Fax: +61 8 8313 7512
Email: karen.snook@adelaide.edu.au

Teaching locations on campus: (click for map)
- Engineering Annex 308 (Engineering Annex A F13)
- Engineering Sth S111 (Engineering South H11)
- Engineering Sth S112 (Engineering South H11)
- Masonic Lodge B03 Seminar Room West, 254 North Terrace (Masonic Hall)
- Masonic Lodge B02 Seminar Room East., 254 North Terrace (Masonic Hall)
- Napier Building 210 (Napier K12)

2.2.2. Thebarton Campus, Adelaide

The ECIC Thebarton campus office is around 15 minutes travel from the university's North Terrace campus. A map of the Thebarton Campus can be found at [http://www.adelaide.edu.au/campuses/thebarton/](http://www.adelaide.edu.au/campuses/thebarton/)

Address: ECIC  
The University of Adelaide  
The Milne Mews Building 24  
22 Stirling Street  
Thebarton SA 5031

Contact: Ms Megan Llewellyn-Gabell

Phone: +61 8 8313 4159
Fax: +61 8 8313 3421
Email: megan.llewellyn@adelaide.edu.au


2.2.3. Singapore Campus

The University of Adelaide operates in Singapore via a joint venture relationship with the Ngee Ann Kongsi (NAAEC). The ECIC delivers its Master of Applied Project Management and Bachelor of Innovation and Entrepreneurship degrees in Singapore. NAAEC has also established the ECIC’s eChallenge student entrepreneur business plan competition in Singapore which is linked to the Adelaide based Zen eChallenge competition. A map can be found at the end of this document.

Address: ECIC  
The University of Adelaide Ngee Ann - Singapore Campus  
97 Tank Road
3. ECIC Activities

The ECIC undertakes activities in three areas: Education, research and community engagement.

3.1. Education

A range of courses and programs are offered in the following areas:

Postgraduate Programs

Innovation and Entrepreneurship
- Master of Applied Innovation and Entrepreneurship (Adelaide) – AACSB accredited
- Master of Applied Innovation and Entrepreneurship (Online) – AACSB accredited
- Graduate Diploma of Innovation and Entrepreneurship (Adelaide)
- Graduate Diploma of Innovation and Entrepreneurship (Online)
- Graduate Certificate of Innovation and Entrepreneurship (Adelaide)
- Graduate Certificate of Innovation and Entrepreneurship (Online)

Science & Technology Commercialisation

This program is under review and will not be offered to commencing students in 2013.

Project Management
- Master of Applied Project Management (Project Systems) (Adelaide)
- Master of Applied Project Management (Adelaide and Singapore)
- Master of Applied Project Management (Online)
- Graduate Diploma in Applied Project Management (Adelaide and Singapore)
- Graduate Diploma in Applied Project Management (Online)
- Graduate Certificate in Applied Project Management (Adelaide and Singapore)
- Graduate Certificate in Applied Project Management (Online)
Undergraduate Programs:

- Bachelor of Innovation and Entrepreneurship (Adelaide and Singapore) – AACSB accredited

AACSB Accreditation

The Master of Applied Innovation and Entrepreneurship and the Bachelor of Innovation Entrepreneurship are accredited by the Association to Advance Collegiate Schools of Business (AACSB) International, based in the United States.

Founded in 1916, AACSB is the global accrediting body for business schools that offer programs in business and accounting. AACSB Accreditation is known worldwide as the longest standing, most internationally recognised form of specialised accreditation that an institution and its business programs can earn.

AACSB accreditation is the hallmark of excellence in business education and has been earned by less than 5% of the world's business schools.

3.2. Research

The ECIC offers a PhD program in the areas of entrepreneurship, innovation, technology commercialisation, and project management. Academic members of the ECIC team are active researchers and undertake studies in a range of research areas. The results of their research efforts are published in peer reviewed academic journals and are presented at international conferences. A list of publications by our ECIC staff can be found at: http://www.ecic.adelaide.edu.au/research

In February 2009, the ECIC hosted the AGSE (Australian Graduate School of Entrepreneurship) International Entrepreneurship Research Conference in Adelaide aimed at facilitating collaboration among entrepreneurship researchers from around the globe.

The ECIC also has a visiting Research Scholar’s Program which attracts leading researchers from around the world to spend time in the ECIC whilst working on cutting edge research projects.

3.3. Community Engagement

A range of activities are used to reach out to the community and industry. These activities include the ZEN eChallenge, the ThIncLab Commercialisation Program and the ThIncLab Online Commercialisation Accelerator.

3.3.1. ZEN eChallenge Student Entrepreneur Competition

The Entrepreneurs’ Challenge (ZEN eChallenge) is an entrepreneurial business plan competition targeted at University of Adelaide students and professional staff (from any discipline). The ZEN eChallenge is also open to students/staff from other universities, TAFE, and the broader community. The competition aims to foster the successful development of new ideas into business opportunities and then ultimately into investment-ready, early-stage sustainable businesses.
Teams of two to six people form to develop business plans for new, previously unfunded business opportunities. These teams then present their business opportunities to panels of potential investors, entrepreneurs, consultants, and bankers who select winners from the semi-finals and then an overall winner of the competition.

The ZEN eChallenge is designed to stimulate innovation and entrepreneurship. It educates entrants about the process of getting viable business ideas off the ground. The Competition operates in both Adelaide and Singapore.

In 2011, the ZEN eChallenge went online, enabling participants from around the world to participate. In 2013, the ECIC will run the very first Corporate eChallenge, an exciting ‘in-house’ entrepreneurial competition for organisations, with inaugural participant Parsons Brinkerhoff.

For further information on the ZEN eChallenge, please see http://www.adelaide.edu.au/echallenge

3.3.2. ThIncLab – Commercialisation Program

The ThIncLab Commercialisation Program is run by the ECIC out of the Thebarton ThIncLab Technology Incubator. The program offers assistance to equip early stage entities demonstrating high growth potential, with the necessary evaluation tools to develop successful business strategies. The program includes a series of online assistance workshops, motivating and guiding students through the commercialisation of innovative initiatives.

In addition applicants may apply for a broad range of business assistance. Support can include serviced offices, within a business incubation environment and business mentoring via an assigned academic or industry-based expert.

For further information please contact Megan Llewellyn-Gabell: megan.llewellyn@adelaide.edu.au

3.3.3. ThIncLab Online Commercialisation Accelerator

The ThIncLab Online Commercialisation Accelerator is a practical training initiative designed to equip Adelaide University Postgraduate and PhD candidates, looking to commercialise a new idea or concept (product/service/research), with the skills and support to take their idea forward and develop it into a commercially viable business. The series is delivered using a combination of non-traditional learning and teaching styles combining; online training, workshops, hands-on support, mentoring and presentations. The curriculum is delivered by the University of Adelaide in conjunction with leading industry and Government professionals.

For further information please contact Megan Llewellyn-Gabell: megan.llewellyn@adelaide.edu.au

4. Academic Directors Details

For general information regarding any of the programs please contact the relevant Academic Director as indicated below.

**Director ECIC**

Contact: Professor Noel Lindsay
Phone: +61 8 8313 8198
Email: noel.lindsay@adelaide.edu.au
Program Director (Project Management)
Contact: Professor Vernon Ireland
Phone: +61 (0) 411 153 861
Email: vernon.ireland@adelaide.edu.au

Program Director (Innovation and Entrepreneurship)
Postgraduate
Contact: Dr Allan O'Connor
Phone: +61 8 8313 0188
Email: allan.oconnor@adelaide.edu.au

Undergraduate
Contact: Mr Gary Hancock
Phone: +61 8 8313 0125
Email: gary.hancock@adelaide.edu.au

Program Director (Science & Technology Commercialisation)
Contact: Mr Antonio Dottore
Phone: +61 8 8313 7493
Email: antonio.dottore@adelaide.edu.au

Online Program Director
Contact: Dr Wendy Lindsay
Phone: +61 8 8313 2564
Email: wendy.lindsay@adelaide.edu.au

Program Director (PhD)
Contact: Dr Graciela Corral de Zubielqui
Phone: +61 8 8313 7491
Email: graciela.corraldezuzielqui@adelaide.edu.au

5. Student Services

5.1. Unified

This Student Portal is a gateway to all student resources in one location. It offers an integrated, personalised working environment through single sign on (eliminating the need for multiple logins), simplified navigation and reduced searching to find the desired information or service. Features include:

• Announcement from the university and student associations.
• Email messages from the university
• Maps of the university campuses.
• Calendar displaying critical dates.
• News from the university and faculties about the upcoming events.
• Enrolled course information and online learning via lecture playlists.
• Library catalogue search and library news.
• Library summary - items on Loans, Requests, Payment Outstanding and Demerit Points. Also includes the ability to renew items and cancel requests.
• Important links to university resources like - Accommodation, Employment, and Adelaide University Union, Adelaide University Sports Association.
• More services will be made available over time.

5.2. Student Card

Your Student ID Card is a photo-bearing card, which allows you access to essential campus services and functions. They include:

• Identification on university campuses and at examinations.
• Student concessions (full-time students only).
• Borrowing rights in the University libraries, library online services, printing and photocopying facilities.
• Access to secure areas.

New students are issued with the identity card as part of the enrolment process. After completing enrolment you must go to Card Services to have your photograph taken and your student ID card issued and your password set. Further information can be found at: adelaide.edu.au/unicard/student/

Continuing students must update their card with a sticker every year (normally at the end of February). You are required to either take a copy of your enrolments for the year printed from Access Adelaide (see Section 5.5) or alternatively call Card Services on 8313 3363 or email card.services@adelaide.edu.au to arrange your sticker update or replacement card to be posted out to you.

If your card is lost, damaged or stolen you will be required to pay a fee to obtain a new card from the Card Centre.

5.3. Username and Password

Your username is in the format "a1234567" where xxxxxxx is the 7 digits from your student card.

Your password will be the same password that you use to access e-mail or proxy services.

5.4. Email

As an enrolled student at the University of Adelaide, you will be assigned a student email address. This will usually follow the form of; firstname.lastname@student.adelaide.edu.au. Emails will only be sent to your assigned University of Adelaide student email address. If you
wish to use an alternate address, you must organise for email to be directed from this address
to another.

5.5. MyUni

MyUni is the University of Adelaide’s online learning environment. You should regularly check
MyUni for any announcements or notices. Important information about your courses, including
all course materials and the dates and times of the opening and closing intensives is also
provided here.

You can access your student email through your Welcome page in MyUni. Click on the "Web
Email" link on the left-hand side of your screen (when you have logged into MyUni). This will
take you to a page where you will be able to access the student email service. You will need
your student username and password to access your email.

A progressive report of your grades may be accessed through MyUni using Gradebook.
Please note that official final grades are accessed through Access Adelaide (see Section 5.6).

For help in using MyUni go to: http://www.adelaide.edu.au/myuni/ or ring the MyUni helpdesk
on: +61 8 8313 3000.

5.6. Access Adelaide

Access Adelaide is an important web-based system that lets you view and amend your
University record online. Other uses include:

- View your enrolment details for any term.
- Add and drop classes.
- View your unofficial transcript.
- View and amend your personal details, including your name, address and telephone
  numbers.
- View the fees, charges and payments on your University account.
- View your exam schedule (available prior to exams).
- Apply to graduate.
- Vote in online elections.

You should keep your password, address and telephone numbers up to date by using Access
Adelaide. For access go to: adelaide.edu.au/access/

5.7. Access to Computers

The Professions Student Hub services both undergraduate and postgraduate students.
Services include access to undergraduate and postgraduate computer suites. For more
information go to adelaide.edu.au/professions/hub/

5.8. Computing and Printing Quotas

Undergraduate and Postgraduate Coursework students will be provided with a university
funded quota of $36.00 for each printing period. There are two printing periods each year.
Printing period 1 refers to 1st January to 30th June and printing period 2 refers to 1st July to
31st December. Any unused university quota from a previous printing period will not be carried
forward into the next period. If your printing balance becomes $0.00 while printing a document, the job will be allowed to complete and this amount will be deducted from any future quota applied. Students have the option to purchase additional quota at the Student Centre, level 4, Wills Building. At the end of each printing period, any unused self-funded quota is carried forward into the next printing period. It is important to note that self-funded quota will not be refunded upon graduating or leaving the University.

Print quotas for postgraduate research students are managed by their business areas.

Postgraduate study by coursework entitles the student to 500MB of download (per Semester) and undergraduate study entitles the student to 250MB of download (per Semester).

Details of your printing quota and other related information can be found at the student printing service site: \texttt{adelaide.edu.au/its/quotas/print/}

5.9. Library

The University of Adelaide's Barr Smith library provides a range of learning resources, including, texts, journals, periodicals, magazines and access to online databases and information services. It also offers a virtual library which is accessible via the university's website. The university library web page is: \texttt{adelaide.edu.au/library}. From this link you will be able to access the Library's electronic resources.

Library tours and advice on library usage are available at the Barr Smith Library. If you are not familiar with the Barr Smith Library we suggest you undertake a tour.

5.10. Security

Some intensive sessions (see Section 6) may take place into the evening and on the weekends. The University's buildings are all locked during these periods for security purposes; room and building access will be arranged. Please note that it may not be safe to walk the University Campus alone after dark. A security escort service is available to all staff and students. For further information contact the Security office on 8313 5990.

During the academic year a free shuttle bus service is available. Please see \texttt{adelaide.edu.au/security/students/shuttle.html} for details.

When the shuttle bus is not operating, or if you have to walk to a location not serviced by the Shuttle Bus, the Security staff will provide either a personal foot escort or an escort in the Security Patrol car, up to 2.5kms from the University.

5.11. Parking

There is no parking at the North Terrace Campus in business hours. An afterhours parking permit (valid 4:30pm - 9:00pm weekdays and all day weekends) can be applied for through the University Property website: \texttt{parking.adelaide.edu.au/} Commercial parking is available on North Terrace.

6. Structure of Courses

Postgraduate ECIC courses are run intensively, typically involving two full days of face-to-face contact, then a break of several weeks for assignments, followed by a further two days of face-to-face contact. Undergraduate teaching patterns generally involve three full days of face-to-
face contact, followed by a further three full days about a month later. The typical course format consists of lectures, case study discussions, discussions surrounding student assigned readings and some online learning. In 2013 there are no examinations for postgraduate courses, though some undergraduate courses may include an examination.

6.1. Lecture times

To access information such as when and where your lectures are being held go to: access.adelaide.eu.au/courses/search.asp and select TECHCOMM - Science & Technology Commercialisation as the subject area and then click on search. A list of all of the ECIC courses will be displayed. Click on the appropriate course and details such as course fees, critical dates and class details (including the lecture times) will be displayed.

7. Assignments and Assessment

7.1. Plagiarism

Plagiarism is a serious offence. Your assignment may be checked by the Course Coordinator via TURNITIN (an online plagiarism prevention tool) to ensure that it is original work and has not been plagiarised. You will be required to sign the declaration on the University of Adelaide’s Assessment Coversheet which states that the work you are submitted is your own. Assignments submitted without this declaration will not be marked.

7.2. Gifts and Tokens of Appreciation

Students are reminded that in order to maintain the academic integrity of all programs and courses, the University has a zero-tolerance approach to students offering money or significant value goods or services to any staff member who is involved in their teaching or assessment.

Students offering lecturers, tutors or professional staff a token of their appreciation (however small) is unacceptable, under any circumstances. Staff members are obliged to report all such incidents to their Supervisor/Manager, who will refer them for action under the University’s student disciplinary procedures.

7.3. Use of the Assessment Coversheet

Please ensure that the University of Adelaide’s Assessment Coversheet is attached to your submission. The coversheet can be found at: adelaide.edu.au/docs/students/ecic_assign_cover.doc

Note that the attachment of the declaration on any electronically submitted assignment will be deemed to have the same authority as a signed declaration.

A copy of the assignment coversheet can also be downloaded from MyUni.

7.4. Submissions of Assignments

7.4.1. Face to Face Courses

All text based assignments should be submitted through MyUni. If you need help using MyUni please refer to Section 5.5. Please do not send executable files (.exe). All related assignment correspondence will be sent to your University of Adelaide student email address.
7.4.2. Online Courses
All text based assignments must be submitted via Drop Box in LEARN.

7.5. Feedback on your Assignment
Your Course Lecturer will advise you when and how assignments are to be returned. You should expect your marked assignments to be available approximately two weeks after the due date for submission unless advised otherwise.

7.6. Keep a Copy of your Assignment
We strongly recommend that you keep a copy of your assignments in case the submitted copy goes missing. Please ensure that all assignment pages are numbered. If your assignment contains confidential information, you should discuss any concerns with the Course Lecturer prior to submission.

7.7. Late Submissions
Any request for an extension of time for the submission of an assignment should be made well before the due date of the assignment to the Course Lecturer. Normally, extensions will only be granted for a maximum of two weeks from the original assignment submission date. Extensions will only be granted in cases of genuine extenuating circumstances and proof, such as a doctor's certificate, may be required.

7.8. Failure to Submit
Failure to submit an assignment on time or by the agreed extension deadline may result in penalties and may incur a fail grade. Note that a late penalty of 5% of the total available marks for that assessment item will be incurred each day an assignment is handed in late. Assignments handed in after 14 days from the due submission date will fail even if a 100% mark is granted for the work.

7.9. Resubmission and Remarking
Resubmission of an assignment for remarking after reworking it, to obtain a better mark, will not normally be accepted. Approval for resubmission will only be granted on medical or compassionate grounds after consultation with your Course lecturer.

7.10. Moderation and Scaling
Assignments and examinations will be checked or moderated to ensure consistent marking standards across courses. As a result, initial marks and grades allocated in this course may be altered as a result of moderation. All grades are provisional until approved by the ECIC Board of Examiners and made available through Access Adelaide.

7.11. Grading
Students must complete all course assessment requirements including lecture attendance to be eligible to pass the course overall. Overall course results are subject to moderation by the ECIC Board of Examiners. Full details of the University's grade descriptors can be found at: http://www.adelaide.edu.au/policies/700/
A summary of the grades follows:

### M10 (Mark Scheme)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNS</td>
<td></td>
<td>Fail No Submission</td>
</tr>
<tr>
<td>F</td>
<td>1-49</td>
<td>Fail</td>
</tr>
<tr>
<td>P</td>
<td>50-64</td>
<td>Pass</td>
</tr>
<tr>
<td>C</td>
<td>65-74</td>
<td>Credit</td>
</tr>
<tr>
<td>D</td>
<td>75-84</td>
<td>Distinction</td>
</tr>
<tr>
<td>HD</td>
<td>85-100</td>
<td>High Distinction</td>
</tr>
</tbody>
</table>

The Fail No Submission grade is awarded if no work is submitted for assessment.

### 7.12. Supplementary Assessment

The University may grant supplementary exams on the following grounds:

<table>
<thead>
<tr>
<th>Grounds</th>
<th>Scope</th>
<th>Application forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Where an illness or injury prevents a student attending an examination or significantly impairs their preparation for or performance at an examination.</td>
<td><a href="https://adelaide.edu.au/student/exams/supps.html">Supplementary Exam Application</a></td>
</tr>
<tr>
<td>Compassionate</td>
<td>Where exceptional personal circumstances prevent a student attending an examination or significantly impair their preparation for or performance at an examination.</td>
<td><a href="https://adelaide.edu.au/student/exams/supps.html">Supplementary Exam Application</a></td>
</tr>
<tr>
<td>Last Course</td>
<td>Where a student has failed in only one final full-year or one final semester course that could complete his or her program for a degree.</td>
<td><a href="https://adelaide.edu.au/student/exams/supps.html">Supplementary Exam Application</a></td>
</tr>
<tr>
<td>Academic</td>
<td>Where a student's final result is in the range of 45-49, an academic area may choose to offer a supplementary examination.</td>
<td>You cannot apply for academic supps. Schools will advise students if they have been granted a supplementary exam on academic grounds.</td>
</tr>
</tbody>
</table>

Details and application forms for supplementary assessment are available at the Examinations Website: [adelaide.edu.au/student/exams/supps.html](https://adelaide.edu.au/student/exams/supps.html)
7.13. Intellectual Property
Intellectual property (IP) is a vast area of law and students should take care and responsibility for the IP vested in their work. As a general rule, students are deemed to own the IP in their own work unless an agreement is signed varying their ownership rights or their work incorporates IP belonging to the University, or another entity.

For full disclosure of the University policy on IP, student should refer to:
adelaide.edu.au/policies/1263/.

8. Important Dates
The university semester dates can be found at the site:
adelaide.edu.au/student/dates/2013.html
Important dates, which include last dates to add courses online and to withdraw from courses, can be found at:
adelaide.edu.au/student/dates/critical_dates_2013/

9. Students with Medical Conditions or Disabilities
Students with disabilities may be entitled to a variation or modification to standard assessment arrangements. If you have a medical condition or impairment that may affect your studies you should contact Student Support Services. Information can be found at:
adelaide.edu.au/student/support/. You should also make the Course Lecturer and Academic Director aware of any special needs prior to the commencement of the course or as soon as you are aware that there is a possibility that your studies may be affected.

10. SELT Course Feedback
You will be asked to provide feedback regarding all aspects of your course. Your honest, constructive feedback allows the university and the ECIC to improve the teaching and learning environment for all concerned.

11. Student Administration
It is important that students provide the university with their current details and any changes can be made through Access Adelaide.

Any queries about enrolment, taking time off study, graduation, or any other related topics should be directed to the Professions faculty office. The Professions faculty office is located on the ground floor of the Nexus 10 building.

Phone: +61 8 8303 8131

12. Alumni
The ECIC has a wealth of knowledge and experience within its alumni network. The ECIC has established a formal alumni chapter which brings alumni together from around the world, renewing friendships and taking an active role in the rich innovative community of the ECIC through social, intellectual and educational activities organised by the ECIC alumni committee and ECIC staff. For more information, please see adelaid.edu.au/alumni/
Current students can become a member of alumni, to join go to:

adelaide.edu.au/alumni/requestanaccount/

13. Prizes
The Derek Rogers prize is given to the student with best in marks in Commercialisation. Other prizes may be periodically offered.

14. Access to Information
The Universities website http://www.adelaide.edu.au/student/current/ is your first port of call for information regarding:

- Your enrolment, its details and amendments
- Timetable
- Information about courses
- Student services
- Scholarships
- Graduation
- Employment Information
- Other information related to study at the University of Adelaide

15. Campus Life
The University and Student Union provide a number of services for students, ranging from academic to personal and recreational services and amenities. For further information visit:


15.1. Centre for Learning and Professional Development (CLPD)
The CLPD was disbanded in January 2012. The resources on the CLPD website, including the Writing Centre and the Mathematics Learning Centre, will progressively be transferred to new locations or removed as appropriate.


15.1.1. Writing Centre
The Writing Centre provides academic learning and language development services and resources for local, international, undergraduate and postgraduate coursework students enrolled at the University of Adelaide.

We offer practical advice and strategies for students to master reading, writing, note-taking, time management, oral presentation skills, referencing techniques and exam preparation for success at university through seminars, workshops and individual consultations
15.1.2. Mathematics Learning Service (MLS)

The MLS offers free support for students learning or using mathematics and/or statistics in their studies. The service can also provide basic general statistics advice for research projects as well as assist with computer packages such as excel, SAS, SPSS and Matlab.

The Service includes the ‘Maths-Drop-in-Centre’ which is open between 10 and 4pm during teaching weeks, swot vacs and selected times during mid-semester breaks (see website or telephone). There is no need to make an appointment at these times and assistance is free to University of Adelaide students. At other times appointments can be made by contacting the service.

The service also offers a variety of free bridging courses in mathematics or statistics and workshops can be organised for small groups.

Other resources include books, videos, and web-based materials.

15.2. Counselling and Advocacy Services

The Counselling Service provides free and confidential personal counselling for enrolled students in relation to issues that may be affecting your study. Our professional counselling team is available to help you explore options towards resolving your difficulties.

Counsellors are available at the North Terrace campus for all University students. Additional support is available for students studying at Roseworthy through the Roseworthy Student Advisor.

The contact details are as follows:

Counselling Service
Ground Floor
Horace Lamb Building
North Terrace Campus
Telephone: +618 8313 5663
Facsimile: +618 8303 6463

15.3. Student Centre

The Student Centre is located on the lower level of the Wills Building. Administered by the student branch, this office serves as a central 'one-stop-information-stop' for students. The staff can help students with most general queries. For more detailed information visit their website.

15.4. Common ECIC Terminology

<table>
<thead>
<tr>
<th>Closing Intensive</th>
<th>The final block teaching contact days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Course</td>
<td>Compulsory Course</td>
</tr>
<tr>
<td>Course</td>
<td>Subject e.g. Managing Risk</td>
</tr>
<tr>
<td>Course Coordinator</td>
<td>Lecturer of Course</td>
</tr>
<tr>
<td>Elective Course</td>
<td>Course of your choice</td>
</tr>
<tr>
<td>Faculty</td>
<td>Group of schools within an area</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Teacher of course</td>
</tr>
<tr>
<td>Opening Intensive</td>
<td>The first block teaching contact days</td>
</tr>
</tbody>
</table>
15.5. Other University Wide Services

Other services include:

- Health Centre
- Clubs and Societies
- Student’s Association
- Security Office
- Overseas Student's Association
- Accommodation Service
- Disability Liaison Officer
- Wilto Yerlo (Aboriginal Programs)
- Student Loans
- Education and Welfare Officers
- Careers Service
- G.P. on Campus

15.6. University Policies

University policies relating to students are listed below. All university policies can be found at: [adelaide.edu.au/policies](http://adelaide.edu.au/policies)

**Complaints and Appeals**

Student Grievance Resolution Process

**Copyright Guide for Students**

Details on Copyright Rules
[adelaide.edu.au/copyright/](http://adelaide.edu.au/copyright/)

**Equity and Diversity**

Equity and Diversity Current Acts, Reports, Plans and Policies
Information Technology Acceptable Use Policy

Occupational Health and Safety

Plagiarism

Privacy

Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy

Rules for Student Conduct

Student Experience of Learning and Teaching Policy

adelaide.edu.au/policies/230/
adelaide.edu.au/policies/62/
adelaide.edu.au/policies/64/
adelaide.edu/policies/33/
adelaide.edu.au/policies/101/
North Terrace Campus map: adelaide.edu.au/campuses/mapcurrent/north_terrace.pdf
Thebarton Campus Map: adelaide.edu.au/campuses/mapcurrent/thebarton.pdf

Singapore Campus Map

Updated 28 February 2013