FAQs

+ I am not a member of Defence; can I apply for Postgraduate Study at UNSW Canberra?
  Yes, we welcome all applications. UNSW Canberra is accessible to all members of the community and offers a supportive and stimulating environment for postgraduate coursework and research.

+ I am currently enrolled in another University undergoing Postgraduate study. Can I transfer to UNSW Canberra and complete this program?
  Unfortunately, there is no transfer between universities. You will be required to apply to enter the program as a new student at UNSW Canberra; however, you may be eligible to apply for credit based on your previous studies.

+ How much time do I have to complete my chosen Masters Program?
  Students have a maximum of 10 years from commencement to complete the program.

+ Is it possible to complete the entire program in Distance Mode?
  Yes, students may complete the entire program via distance mode education. The program can be completed in either Distance or Intensive Delivery Mode (IDM), or a combination of both providing all courses are offered at the time of study.

+ What is involved in studying by ‘Distance’?
  Studying by distance is an excellent way to make your study schedule fit with your other work/life commitments, as distance mode gives you a high degree of flexibility. Distance students are not required to be physically present in the classroom. Many distance courses are now referred to as ‘online courses’, because this is the main method of delivering learning resources. All course material will be available for download/print through Moodle – the university’s online learning platform.

+ What does Intensive Delivery Mode (IDM) study mean?
  IDM is an alternate way of delivering a course to students. The student attends the University for a period of face-to-face teaching (usually one week or two weekends) often preceded and followed by a period of online interaction and the completion of further assessment. Students with full-time employment, or busy with life in general, will often take a week out to complete the course in a concentrated amount of time. The benefit of this approach to study is tailoring the course around work and home commitments with ease.

+ Are Intensive Delivery Mode (IDM) courses held at UNSW Canberra or off campus?
  The IDM courses are delivered on campus at UNSW Canberra. On occasion, the courses will be held off campus in a nearby location in Canberra. Enrolled students will be notified in advance of the course location.

+ If I do not have sufficient qualifications and/or experience to enter a program at the Masters level, are there any options for me at UNSW Canberra?
  All applications are assessed on a case-by-case basis, if the Program Coordinator makes an assessment that your application is not strong enough for the Masters Program, a graduate certificate or a graduate diploma may be recommended or other approaches, such as completing a non-award course.

+ What is a non-award course and how may it be of benefit to me?
  A non-award course is a course that does not lead to or count towards a formal award (e.g. degree or diploma) at the University of New South Wales. Non-award study at UNSW Canberra is only available at the postgraduate level. Once successfully completed, a non-award course can be credited to a program if the student wishes to proceed further. This approach is sometimes taken by students who wish to take a course without having to enter the entire Masters program and meet its overall requirement. Students who have not completed university level academic study may also take this option initially to reassure themselves they can successfully undertake the program and meet the academic standards. Once a few courses have been completed satisfactorily this also provides a stronger case for them to enter the Masters program. For more information on non-award, please click here.

+ How do I apply for a non-award course?
Applications for non-award courses are not online. To apply for a non-award course, you will need to complete a non-award application, which is in hard copy, and submit to Student Administrative Services (SAS) for processing and enrolment. Supporting documentation will need to be included, such as a two page work summary and if you have prior tertiary qualifications certified true copies are required.

Can I ‘articulate’ from one program to another?
Yes, ‘articulation’ is the progression from a Graduate Certificate into a Graduate Diploma, or a Graduate Diploma into a Masters. Once you have satisfied the program requirements of the previous program you can seek to progress into the higher program by requesting to ‘articulate’. This requires the submission of a Program Transfer form. If approved, you will be transferred into the higher-level program to undertake further courses to satisfy the degree requirements.

Can I receive Credit (Advance Standing) from my previous studies?
Students who have previously completed courses at a recognised university can apply for credit (Advanced Standing). Depending on the type of study completed, and at the discretion of the Program Coordinator, you may be eligible to receive credit towards your Masters Program. Credit can only be provided for studies completed at an equivalent level, for example, credit sought against a Masters level course must be undertaken at Masters level.

In the same or related discipline, credit may be available to a maximum of 50% of the program (4 subjects) equivalent. In an unrelated discipline, a maximum of 25% may be given (2 subjects) equivalent. Credit can be either by ‘specified’, meaning it can be used against a core or elective subject or ‘unspecified’ where it can be used against electives only.

For more information on credit, click here.

Can you tell me what Credit (Advance Standing) I will receive before I apply for the program?
The amount of credit given is on a case-by-case basis and will be considered as part of the application process. Credit will not be assessed prior to entering the program. Once you have accepted your offer letter and sent it back to the Student Administration Services (SAS) office, you may then submit a credit application form for assessment by the Program Coordinator. Proof of study such as academic transcripts will need to be submitted. Credit application form can be found here.

I am a current UNSW student undertaking a Masters degree. Can I transfer into another Masters?
Yes. You will need to submit a Program Transfer form to Student Administrative Services (SAS), which will then be assessed by the Program Coordinator. To obtain credit for courses already completed, you will need to submit a Credit Application form, also via SAS.

I previously graduated from UNSW, do I need to supply for transcripts when applying for this program?
No, UNSW will have your previous academic transcripts on record.

Can I start a program in Semester 2 of any given year? Do I have to wait until the start of the following year?
You may apply to commence Postgraduate study in either Semester 1 or Semester 2 of any given year.

What are the application date deadlines?
Application dates are varied, depending on whether the student is self-funded or seeks Defence funding (in which case students need to apply for Defence funding by the cut-off date). Applications are open two years in advance.

<table>
<thead>
<tr>
<th>Application Dates</th>
<th>Commencing in Semester 1</th>
<th>Commencing in Semester 2</th>
</tr>
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<tbody>
<tr>
<td>Self-funded student</td>
<td>20 January</td>
<td>20 June</td>
</tr>
<tr>
<td>Defence-funded student (via Study Bank or Defence Assisted Study Scheme (DASS))</td>
<td>1 November</td>
<td>30 April</td>
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On what date do the Semesters begin?
Please see the list of Important Dates.

What is the difference between Application date and Enrolment date?
Application date is the date that you need to apply to enter the program. Once admitted into the program, the Enrolment date is the date in which you need to enrol into your selected course(s) for the upcoming Semester of study.

How do I apply to enter my chosen program?
Applicants wishing to gain entry to the program should apply online via the University web portal, MyUNSW. The online application process is free of charge, and takes approximately 15 minutes to complete. If you try to apply after the closing date, you will not be able to submit an online application. Should this occur, contact Student Administrative Services (SAS) at UNSW Canberra:

T: +61 (2) 6268 6000
E: sas@adfa.edu.au
W: http://sas.unsw.adfa.edu.au/

What does the Program cost?
Students are required to complete a fixed number of courses (each worth Units of Credit [UoC]) to complete their program. The number of courses required varies between postgraduate program levels:

- Graduate Certificate: 24 UoC (4 courses)
- Graduate Diploma: 36 UoC (6 courses)
- Masters: 48 UoC (8 courses)

For domestic student, each UoC is $440. Each course is worth 6 UoC is $2,640. For a Masters level program, this equates to a total cost of $21,120. To complete the Graduate Diploma the cost is $15,840 (correct for 2013/2014).

Please refer to the UNSW Canberra Fee schedule to see current fees.

Can I receive funding to complete the courses?
If you are a Defence employee, you may be eligible to receive 'defence funding' via Study Bank or Defence Assisted Study Scheme (DASS). Click here for more information.

There are no Commonwealth Supported Places (HELP/HECS) available to individuals studying at UNSW Canberra.

I have started the online application process and now have some questions about my application, who do I ask?
The online application process is managed by the Student Administration Services (SAS). All questions regarding the application should be addressed to SAS directly.

T: +61 (2) 6268 6000
E: sas@adfa.edu.au

I am trying to enrol in a course and I get the message ‘class full’. What does this mean?
The reason you are getting this message is the course has reached its maximum number of students allowed. This sometimes occurs when a class is being held in IDM, and requires a certain teaching space that can only accommodate a maximum number of people.
If this occurs, please email the School of Engineering and IT directly.

I need to take leave from my program. What do I need to do?
Students are entitled to take up to 1 year (2 semesters) of leave during their program, which can be taken together or separately. To take leave, please complete a Program Leave form, and send back to Student Administrative Services (SAS). If you haven't filled in a leave form, and aren't enrolled for any classes in a given semester, the SAS system will lock you out. For more information about leave, please click here.