



University of
South Australia

Induction Handbook

February 2012



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INTRODUCTION

This handbook provides a broad overview of UniSA to assist you settle into your new role as a member of staff. We encourage you to start with the induction site and then explore our intranet, which contains a wealth of useful information for anyone wanting to understand the University and its activities.

Addition information is available:

- on our induction and staff development website www.unisa.edu.au/staffdev/
- via a series of Quick Guides aimed at various groups of UniSA staff including:
 - [Quick Guide for Sessional Academic Staff](#)
 - [Quick Guide for Adjuncts](#)
 - [Quick Guide for Newly Appointed Professional Staff](#)
 - [Quick Guide to the Legislated and Ethical Responsibilities of Staff](#)
 - [Quick Guide to Starting Research at UniSA](#)

More specific information on your conditions of employment is available on the Human Resources website: www.unisa.edu.au/hrm/employment

Justene Knight
Senior Consultant: Organisational Development
Human Resources Unit

Updated 3 February 2012



Hawke Building, City West Campus

MESSAGE FROM THE VICE CHANCELLOR



Welcome to the University of South Australia. Your first few days as a new staff member can be exciting and daunting but also frustrating. The most frustrating aspect is usually not knowing how the University operates and where to find information.

This is because we are a large and complex institution with thousands of people involved in keeping us moving. An induction website and this handbook have been developed to help fill the gaps in your knowledge relatively quickly so you can concentrate on the pleasure of becoming a part of the UniSA community.

The website and handbook give you a broad overview of the strategic context in which you will work and they introduce you to the academic areas, service units and some key figures in the University.

At UniSA, we want our new staff to feel welcome and appropriately introduced to both the organisation and to its people. I hope you find your journey through induction of value.

With best wishes

Professor Peter Høj FTSE
Vice Chancellor and President

Ngai wangandi marni na budni Kurna yertaanna.

The Adelaide Plains of South Australia are home to the Kurna Aboriginal people. The welcome message appearing above is in Kurna language and translates to:

First let me welcome you all to Kurna country.

UNISA: A BRIEF OVERVIEW

Founded in 1991 (see [Genealogy](#)), the University of South Australia is an innovative, outward-looking university built on more than a century's experience as a leader in educating professionals and applied research.

UniSA is part of the influential [Australian Technology Network \(ATN\)](#), an alliance of five prominent universities from each mainland state. The ATN's aim is to help enhance Australia's social and economic wealth by creating, disseminating and applying new knowledge.

At UniSA, we value world-class scholarship that meets the needs of the global community and solves real-world problems. We engage with industry and the professions in our teaching and research, so our graduates can gain professional experience and are immediately able to put this knowledge into practice.

Our [Vision, Mission and Values](#) statement, our [graduate qualities](#), and our [achievements](#) encapsulate what we stand for as an institution and what we offer to students, staff and the wider community.

UniSA is committed to educating professionals; creating and applying knowledge; engaging the community; maintaining cultural diversity amongst its staff and students; and providing equitable access to education.

We have formalised our [Commitment to Reconciliation](#) with Indigenous Australians and to recognition of their land, peoples and history.

UniSA at a glance

- Location: South Australia, Australia
- Student population: 36,248; comprising 24,084 domestic and 12,164 international students
- Staff population: 2752; comprising 1173 academic and 1581 professional staff
- Campuses: 5, plus the Centre for Regional Engagement based in Whyalla and Mount Gambier (regional South Australia)
- Academic Divisions: 4
- Schools: 18
- Research institutes: 6
- Research centres: 17
- Cooperative research centres: 12

For further information go to: <https://teamsites.unisa.edu.au/res/par/bireportinghub/default.aspx>

VISION, MISSION AND VALUES

Vision

UniSA will be a leading contributor to Australia having the best higher education system in the world, supporting the world's best educated and most innovative, cohesive and sustainable society.

Mission

UniSA educates professionals and citizens to the highest standards; creates and disseminates knowledge; and engages with our communities to address the major issues of our time.

Values

Scholarship

UniSA promotes and sustains open intellectual enquiry characterised by high standards of ethics and integrity. Academic rigour, excellence and relevance underpin our actions in research and its application, in teaching and learning and in engagement with our communities.

Engagement

UniSA's teaching and research connect strongly with the issues of our local, national and international stakeholders - students, alumni, staff, partners, professions, government, industry, academic peers and community groups.

Social justice

UniSA gives effect to reconciliation with Indigenous Australians and builds social cohesion by achieving equitable educational access and outcomes across our diverse student community, through research that aims to improve the quality of life and by acting responsibly as a corporate citizen.

Sustainability

UniSA contributes to environmentally, economically, socially and culturally sustainable development, and we aim to reduce our own environmental impact.

Innovation

UniSA anticipates change and acts quickly to seize opportunities and solve problems.

Openness

UniSA is outward looking, welcoming diversity and the wide range of perspectives it brings, international in outlook, collaborative, creative, agile and enterprising.

For further information go to: www.unisa.edu.au/about/intro/vision.asp

The statement of Vision, Mission and Values was adopted by Council in April 2008 after wide consultation within the University.

UNIVERSITY GOVERNANCE

The Act

UniSA was established by an Act of the South Australian Parliament in 1990 (amended 1996). [The Act](#) outlines the functions and powers of the University and establishes a framework for the good governance and management of its activities.

The Council

The governing authority is the Council, which is chaired by the Chancellor, who is the honorary titular head of the University. Further information can be found at: www.unisa.edu.au/unicouncil/.

Committees of Council

The Council has delegated authority to a number of standing committees to provide advice and to assist in good governance of the institution. Among the standing committees of Council are the UniSA Foundation Committee, Academic Board, Finance Committee, Immediate Business Committee, Audit and Risk Management Committee, Senior Remuneration Committee, Senior Academic Promotions Committee and Governance and Legislation Committee.

Academic Board: www.unisa.edu.au/unicouncil/committees/AcademicBoard/

The Academic Board has three broad functions

- acting as a forum for the debate of University-wide academic issues
- responsibility for the review and evaluation of quality assurance processes and the administration of academic and research matters
- providing formal input into the corporate planning process, through the review of priorities and parameters for the annual Corporate Plan.

Finance Committee

The Finance Committee has responsibility for the provision, to Council, of expert advice on both the University's financial performance in the current year and the financial implications of any plans.

Audit and Risk Management Committee

The Audit and Risk Management Committee assists the Council in exercising due care, diligence and skill in discharging its oversight and monitoring responsibilities. Its defined responsibilities include liaison with the external auditors and overview of the risk management and internal audit processes.



Brookman Building, City East Campus

TEACHING AND LEARNING

Since 1993, the University has used frameworks to guide the development of teaching and learning priorities. The new Teaching and Learning Strategic Plan (2012) builds upon earlier commitments and ensures that UniSA can accommodate the changing context of higher education. The plan seeks to enhance the profile of UniSA as dynamic, progressive and responsive to the range of stakeholders who have legitimate interests in higher education and in our graduates.

UniSA is committed to providing high quality teaching and an outstanding student experience. Our curriculum is informed by world-leading research and the best of professional practice. Our learning spaces are technology rich and embody new and effective pedagogies. Our graduates are sought after by employers and they make valuable contributions to their communities.

Teaching and learning strategic plan: www.unisa.edu.au/teachinglearning/

The [Teaching and Learning Strategic Plan](#) expands upon the University's Corporate Plan to bridge the gap between current performance and the ambition expressed in *Horizon 2020* to develop 'an outstanding student experience and exceptional graduates'.

UniSA's Teaching and Learning Strategic Plan is monitored by the Teaching and Learning Committee (TALC) and updated each year as part of the corporate planning process. Academic Divisions use the plan as a basis for setting priorities in annual planning.

The Learning and Teaching Unit (LTU): www.unisa.edu.au/ltu/

The LTU provides a range of services and resources for undergraduate and higher degree by research students as well as staff. Student-focused services include language and learning development, counselling, career services, disability and international student services, and research education support. The LTU also provides a range of services and resources for academic staff to assist them with their teaching and with supervision of higher degree by research students.

Deans: Teaching and Learning: www.unisa.edu.au/teachinglearning/strategy/teachlearn.asp

The Deans: Teaching and Learning provide institution-wide and Division-focused leadership, promoting and supporting the distinctive teaching and learning priorities and the student experience at UniSA. Their focus is on strengthening the quality of teaching and the student experience, benchmarking performance and identifying curriculum development opportunities at both the disciplinary and interdisciplinary levels.



Students outside Aroma Café

RESEARCH

UniSA is committed to advancing, disseminating and preserving knowledge through the provision of a teaching, learning and research environment that fosters excellence in scholarship, innovation and social responsibility: www.unisa.edu.au/research/default.asp.

We aim to conduct research and consultancy with an emphasis on application of knowledge in collaboration with government, industry, commerce, the professions and other community groups.

We do not just create knowledge, we apply it so that our research can be translated into new products and services that will be needed tomorrow.

UniSA researchers identify and address the needs of industry, government and community partners. We have six research institutes, 17 research centres and a range of committed research groups and individuals undertaking world-leading research. The University is a participant in twelve Cooperative Research Centres and in major national and state-based initiatives. Further information can be found at: www.unisa.edu.au/research/concentrations/default.asp.

Research at UniSA is making a difference to the way we live, work, think and grow.

Research and Innovation Services (RIS): www.unisa.edu.au/res/default.asp

RIS supports the research community to achieve and exceed UniSA's research, innovation and commercialisation targets; increase the odds of winning research income; and competitively position UniSA in national and international benchmarks. RIS assists with all aspects of research funding applications, including research protections in relation to ethics, commercial and legal risks, financial acquittals and reporting to the funders on milestone achievements.

Graduate Research Centre: www.unisa.edu.au/resdegrees/info.asp

The Graduate Research Centre provides valuable services, information and resources to research students and staff to support a high-quality research degree experience.

Strategic Research Partnerships: www.unisa.edu.au/research/clusters/default.asp

UniSA's Strategic Research Partnerships brings together people from across a spectrum of disciplines in academia, government, private enterprise and the community to address big issues in novel ways.

Division research

The academic and research structure of the University comprises academic divisions, and research institutes and centres. Research and research education occurs within a cohesive structure under well-defined policies and procedures guided by an international best practice framework.

- Business: www.unisa.edu.au/businessres/
- Education, Arts and Social Sciences: www.unisa.edu.au/easresdeg/aboutresandresdeg.asp
- Health Sciences: www.unisa.edu.au/health/research/
- Information Technology, Engineering and the Environment: www.unisa.edu.au/iteeres/.

ITEK: www.itek.com.au/index.php

ITEK is a commercialisation company wholly owned by the University of South Australia. Its strategy is to create long-term value through the licensing of Intellectual Property (IP) and the creation of spin-off companies from research conducted at the University.

RESEARCH INSTITUTES

Supported research institutes

The University funds research activities that both encourage individual researchers and support research in identified areas of strength to address national needs.

[Ian Wark Research Institute](#) (The Wark)

Conducts research across three sectors: Bio and Polymer Interfaces, Colloids and Nanostructures and Mineral Processing.

Contact: [Laureate Professor John Ralston](#)

[Institute for Telecommunications Research](#)

Specialises in research and technology development for wireless communications, including both fixed and mobile, satellite and terrestrial based applications.

Contact: [Professor Alex Grant](#)

[Hawke Research Institute](#)

Conducts world class cross-disciplinary research in the humanities and social sciences that supports an ecologically diverse and sustainable world of tolerant and inclusive democratic societies.

Contact: [Pal Ahluwalia](#) (interim)

[Sansom Institute](#)

Brings together internationally recognised research concentrations in quality use of medicines and pharmacy practice, pharmaceutical science and molecular medicine.

Contact: [Professor Kerin O'Dea](#)

[Ehrenberg-Bass Institute for Marketing Science](#)

One of the world's leading centres for research in marketing, the Institute makes fundamental discoveries about consumer behaviour and advises international firms. Research areas include advertising, sustainable marketing, wine marketing, pricing, buyer behaviour and media.

Contact: [Professor Byron Sharp](#)

[Barbara Hardy Institute](#)

Provides leadership in research and engagement with industry, government and communities to create integrated structural, technological and behavioural solutions for sustainably managed communities and natural environments.

Contact: [Professor Chris Daniels](#) (acting)



Mawson Centre, Mawson Lakes Campus

SENIOR ACADEMIC AND ADMINISTRATIVE STAFF

The Vice Chancellor

The [Vice Chancellor of the University of South Australia](#) is the Chief Executive Officer and is responsible for the overall management and administration of the University. The Vice Chancellor is appointed by Council and is delegated a range of powers and functions.

Senior Management

The University has nine senior managers, four with responsibility for the University's academic Divisions and four with responsibility for the University's coordinating portfolios. Along with the Vice Chancellor this group forms the Senior Management Group (SMG).

Senior Management Group (SMG)

Vice Chancellor and President, [Professor Peter Høj](#)

Deputy Vice Chancellor: Academic, [Professor Joanne Wright](#)

Deputy Vice Chancellor: Research and Innovation, [Professor Sakkie Pretorius](#)

Pro Vice Chancellor: International and Development, [Mr Nigel Relph](#)

Pro Vice Chancellor: Division of Business, [Professor Gerry Griffin](#)

Pro Vice Chancellor: Division of Education, Arts and Social Sciences, [Professor Pal Ahluwalia](#)

Pro Vice Chancellor: Division of Health Sciences, [Professor Allan Evans](#)

Pro Vice Chancellor: Division of Information Technology, Engineering and the Environment, [Professor Andrew Parfitt](#)

Chief Operating Officer, [Mr Paul Beard](#)

Heads of Schools

Advanced Manufacturing and Mechanical Engineering, [Professor Peter Majewski](#) (acting)

Art, Architecture and Design, [Professor Mads Gaardboe](#)

Commerce, [Professor Rick Sarre](#) (acting)

Communication, International Studies and Languages, [Professor Clayton Mackenzie](#)

Computer and Information Science, [Professor Andy Koronios](#)

Education, [Professor Geraldine Castleton](#)

Electrical and Information Engineering, [Professor Andrew Downing](#)

Health Sciences, [Professor Roger Eston](#)

International Graduate School of Business, [Professor Milé Terziovski](#)

Law, [Associate Professor Wendy Lacey](#) (acting)

Management, [Professor John Benson](#)

Marketing, [Professor Larry Lockshin](#)

Mathematics and Statistics, [Professor Stan Miklavcic](#)

Natural and Built Environments, [Professor Simon Beecham](#)

Nursing and Midwifery, [Associate Professor Carol Grech](#) (acting)

Pharmacy and Medical Sciences, [Professor Jason White](#)

Psychology, Social Work and Social Policy, [Professor Kurt Lushington](#)

David Unaipon College of Indigenous Education and Research, [Professor Alan Mayne](#)

Directors of Research Institutes

Barbara Hardy Institute, Division of ITEE, [Professor Chris Daniels](#) (acting)

Ehrenberg-Bass Institute for Marketing Science, Division of Business, [Professor Byron Sharp](#)

Hawke Research Institute, Division of EASS, [Professor Pal Ahluwalia](#) (interim)

Ian Wark Research Institute, [Laureate Professor John Ralston](#)

Institute for Telecommunications Research, [Professor Alex Grant](#)

Sansom Institute, Division of Health Sciences, [Professor Kerin O'Dea](#)

Deans

Dean of Graduate Studies, [Professor Philip Weinstein](#)
Dean: Teaching and Learning, Division of Business, [Professor Vicki Waye](#)
Dean: Research, Division of Business, [Professor Martin Shanahan](#)
Dean: Teaching, Learning and International, Division of EASS, [Associate Professor Lynne Badger](#)
Dean: Research and Research Education, Division of EASS, [Associate Professor Margaret Peters](#)
Dean: International and External Engagement, Division of EASS, [Associate Professor Adrian Vicary](#)
Dean: Research and Research Education, Division of Health Sciences, [Associate Professor Pat Buckley](#)
Dean: Health and Clinical Education, Division of Health Sciences, [Professor Esther May](#)
Dean: Teaching and Learning, Division of ITEE, [Associate Professor Brenton Dansie](#)
Dean: Research, Division of ITEE, [Professor Jill Slay](#)

Unit Directors

Director: Assurances Services, [Mr Warren Einarson](#)
Director: Capital Projects: [Mr Brian Phillips](#)
Director: Centre for Regional Engagement: [Professor Guy Robinson](#)
Director: Council Services and Chancellery, [Dr Penny Moore](#)
Director: Facilities Management: [Mr Philip Clatworthy](#)
Director: Finance, [Mr Peter Prest](#)
Director: Human Resources, [Ms Ruth Blenkiron](#)
Director: Information Strategy and Technology Services, [Mr Paul Sherlock](#)
Director: International, [Mr Rob Greig](#)
Director: Learning and Teaching Unit, [Professor Margaret Hicks](#)
Director: Marketing and Development, [Mr Alan Brideson](#)
Director: Planning and Institutional Performance, [Ms Susan Mikilewicz](#)
Director: Research and Innovation Services, [Dr Tracey Swift](#)
Director: Service Improvement: [Ms Lucy Schulz](#)
Director: Student and Academic Services, [Mr Allan Tabor](#)
Head of UniSA College, [Mr Stephen Dowdy](#)
University Librarian, [Ms Helen Livingston](#)

Division Directors

Division Director: Services, Business, [Ms Carol Sutherland](#)
Division Director: Finance and Resources, EASS, [Mr Jeremy Sloan](#)
Division Director: Services, Health Sciences, [Ms Bronwen Webb](#)
Division Director: Services, ITEE, [Ms Carol Dadswell](#)

Council Secretariat

The Council and many of its sub-committees are supported by a secretariat located within the Chancellery. The principal manager of information to and from the Council is the Director: Council Services and Chancellery, [Dr Penny Moore](#). Advice on Academic Board matters is provided by the Executive Officer to the Board, [Mr Peter Cardwell](#).

Student Ombud

The role of the [Student Ombud](#) is to ensure that all students receive fair and equitable treatment within the University and provides a free and confidential service for students. The Student Ombud is [Associate Professor Anne Simpson](#).

ACADEMIC DIVISIONS

There are four academic Divisions within the University:

Division of Business (BUE)

Pro Vice Chancellor and Vice President: Professor Gerry Griffin

- Schools: The Division has five schools: Commerce; Law; Management; Marketing; and the International Graduate School of Business.
- Research: There is one University research institute, one University-supported research centre and four University recognised research groups within the Division.
- Division website: www.unisa.edu.au/business/
- BUE Teaching and Learning website: <https://teamsites.unisa.edu.au/bue/buo/Teaching/Pages/default.aspx>
- BUE Research website: www.unisa.edu.au/businessres/

Division of Education, Arts and Social Sciences (EASS)

Pro Vice Chancellor and Vice President: Professor Pal Ahluwalia

- Schools: The Division has five schools: Art, Architecture and Design; Communication, International Studies and Languages; Education; The David Unaipon College of Indigenous Education and Research; and Psychology, Social Work and Social Policy.
- Research: There is one University research institute, four University-supported research centres, and four nationally funded research centres within the Division.
- Division website: www.unisa.edu.au/eas/
- EASS Teaching and Learning website: www.unisa.edu.au/easdeanteaching/
- EASS Research website: www.unisa.edu.au/easresdeg/aboutresandresdeg.asp

Division of Health Sciences (HSC)

Pro Vice Chancellor and Vice President: Professor Allan Evans

- Schools: The Division has three schools: Health Sciences; Nursing and Midwifery; and Pharmacy and Medical Sciences.
- Research: There is one University research institute and one University-supported research centre within the Division.
- Division website: www.unisa.edu.au/health/
- HSC Teaching and Learning website: www.unisa.edu.au/health/about/teaching.asp
- HSC Research website: www.unisa.edu.au/health/research/

Division of Information Technology, Engineering and the Environment (ITEE)

Pro Vice Chancellor and Vice President: Professor Andrew Parfitt

- Schools: The Division has five schools: Advanced Manufacturing and Mechanical Engineering; Computer and Information Science; Electrical and Information Engineering; Mathematics and Statistics; and Natural and Built Environments.
- Research: There is one University research institute and five University-supported research centres within the Division. It also works closely with the University's two research institutes - The Ian Wark Research Institute and the Institute for Telecommunications Research.
- Division website: www.unisa.edu.au/itee
- ITEE Teaching and Learning website: www.unisa.edu.au/itee/deanTeachLrn/default.asp
- ITEE Research website: www.unisa.edu.au/iteeres/

COORDINATING PORTFOLIOS

There are four coordinating Portfolios within the University:

Academic

Deputy Vice Chancellor and Vice President: Professor Joanne Wright

Areas within this portfolio:

- [Learning and Teaching Unit](#)
- [Library](#)
- [Student and Academic Services](#)
- [UniSA College](#)

International and Development

Pro Vice Chancellor and Vice President: Mr Nigel Relph

Areas within this portfolio:

- [UniSA International](#)
- [Marketing and Development Unit](#)
- [Samstag Museum of Art](#)

Research and Innovation

Deputy Vice Chancellor and Vice President: Professor Sakkie Pretorius

Areas within this portfolio:

- [Research and Innovation Services](#)
- [University Research Institutes, Centres and Groups](#)

Resources

Chief Operating Officer: Mr Paul Beard

Areas within this portfolio:

- [Finance Unit](#)
- [Facilities Management Unit](#)
- [Information Strategy and Technology Services](#)
- [Planning and Institutional Performance](#)
- [Service Improvement Project](#)



Student accommodation, Whyalla Campus

CENTRAL SERVICE PROVIDERS

Assurance Services

Assurance Services provides an independent, objective assurance activity to improve the effectiveness of risk management, control and governance processes across UniSA. It coordinates audit, risk management and legislative compliance activities, and has a reporting line to Council through the Audit and Risk Management Committee.

Website: www.unisa.edu.au/aas/default.asp

Chancellery

Chancellery is home to the offices of the Chancellor, Vice Chancellor, Senior Managers and their support staff. The principal role of the Chancellery is to support the efficient and effective transmission of information to and from the University's senior management and senior governing bodies to individuals and groups within and beyond the University's community.

Website: www.unisa.edu.au/cha/

Facilities Management Unit (FMU)

FMU provides support to the University's teaching, research and support functions in four primary areas: Campus operations delivered via FM Assist offices on each metropolitan campus; Capital development projects; Maintenance of the built environment; and Commercial services including on-campus food and beverage services.

Website: www.unisa.edu.au/facilities/default.asp

Finance Unit

The Finance Unit provides financial services to the University including processing of transactions by providing appropriate finance forms, monitoring the use of credit cards and assisting staff members with travel, insurance and tax advice.

Website: www.unisa.edu.au/fin/default.asp

Human Resources Unit (HRU)

The Human Resources Unit provides strategic HR leadership to encourage best practice in the management of the staff of the University. It supports a distributed human resources environment through leadership, policy development, senior operational services, consultancy and advice. The HR Unit reports directly to the Vice Chancellor.

Website: www.unisa.edu.au/hrm/

Information Strategy and Technology Services (ISTS)

ISTS is responsible for the strategic development and technical management of the University's virtual environment. This includes computers, wireless networks, email, telephone systems, IT Help Desk, the online teaching and learning environment (learnonline), the staff and student portal (myUniSA), and the support and development of a wide range of other vital systems.

Website: www.unisa.edu.au/ists/default.asp

Learning and Teaching Unit (LTU)

LTU works collaboratively with UniSA staff and students to create a culture of excellence and scholarship in teaching, learning and research education that is innovative and inclusive.

Website: www.unisa.edu.au/ltu/

Library

The Library plays a significant role in supporting UniSA's teaching, learning and research through the provision of information resources and services. It provides print and electronic resources and information and information literacy programs. UniSA Staff may use and borrow from the library.

Website: www.library.unisa.edu.au/

Marketing and Development Unit (MDU)

MDU aims to tell the story of the University and increase public recognition of its achievements and capabilities. The Unit plays a key strategic role building UniSA's reputation through a range of marketing communications, public relations and community outreach activities.

Website: www.unisa.edu.au/mdu/default.asp

Planning and Institutional Performance (PIP)

PIP supports corporate planning and review, and the development and implementation of reporting competency and information management. It provides information and support in relation to key projects, government reporting, quality assurance, UniSA's student evaluation framework, market research and environmental scanning. PIP oversees the BI Hub – the gateway to resources for staff.

Website: www.unisa.edu.au/pip/default.asp

Research and Innovation Services (RIS)

RIS supports the research community to achieve and exceed UniSA's research, innovation and commercialisation targets; increase the odds of winning research income; and competitively position UniSA in national and international benchmarks. RIS assists with all aspects of research funding applications and research protections in relation to ethics, commercial and legal risks, financial acquittals and reporting on milestone achievements.

Website: www.unisa.edu.au/res/default.asp

Student and Academic Services Unit (SAS)

SAS is the central point of contact for advice and assistance on all aspects of student and academic administration.

Website: www.unisa.edu.au/sas/default.asp

UniSA International (UI)

UI provides leadership, coordination and strategic direction for international activities undertaken by the University. UI leads the international engagement through the direction and management of international relations, student recruitment and related services to foster a diverse university community and to support UniSA's international business development strategy.

Website: www.unisa.edu.au/international/default.asp



Magill Campus

THE CAMPUSES

CITY EAST

The City East campus is located on the corner of North Terrace and Frome Road. The campus is immediately recognisable by the Brookman Building and is flanked by the State Library, the Botanic Gardens, the Royal Adelaide Hospital and the Art Gallery.

City East has the State's only programs in physiotherapy, podiatry, pharmacy, medical radiation, occupational therapy and human movement. It is also home to nursing and midwifery, and medical science programs including laboratory medicine, pharmaceutical science and nutrition and food sciences. Other programs on campus include construction management, geographic information systems, planning and geoinformatics and surveying. Research expertise includes nutritional physiology, allied health and health care and pharmaceutical science at the Sansom Institute.

Campus contact numbers and address

North Terrace
Adelaide SA 5000
Telephone (08) 8302 6611
Facsimile (08) 8302 2466 (city east)

CITY WEST

City West is a modern, vibrant campus located amidst Adelaide's educational and cultural precinct. With innovative learning facilities and a range of research activities across the disciplines, City West also enjoys a reputation as being part of a world-class arts precinct.

Degree programs and research activities are available in the areas of business, commerce, law, management, marketing, information systems, Australian and Indigenous studies, tourism and hospitality, arts, architecture and design.

The University also has a presence at Underdale, which is managed by the City West campus facilities staff. This location accommodates the majority of the Hawke Research Institute staff.

Campus contact numbers and address

North Terrace
Adelaide SA 5000
Telephone (08) 8302 6611
Facsimile (08) 8302 0777 (city west)

MAGILL

Seven kilometres from the city on the rim of the foothills is the Magill campus. Set amidst spacious parklands, the 14-hectare site includes the historic Murray House built in 1842, contemporary functionalist architecture and plenty of open space distinguished by towering red gums.

Programs available at Magill focus on the areas of communication, journalism, media, information studies, education, psychology, social work, human services, international studies and languages.

Campus contact numbers and address

St Bernards Road
Magill SA 5072
Telephone (08) 8302 6611
Facsimile (08) 8302 4723

MAWSON LAKES

Adjacent to the industry research centre, Technology Park and the Mawson Lakes residential and recreational development, the Mawson Lakes campus is only 20 minutes north of Adelaide.

The centre of UniSA's academic focus in computing and information technology, engineering, science, civil aviation, applied science, sports science, e-commerce and environmental studies programs Mawson Lakes also houses many nationally and internationally recognised research institutes and centres, in particular the Institute for Telecommunications Research and the Ian Wark Research Institute.

Campus contact numbers and address

Mawson Lakes Boulevard
Mawson Lakes SA 5095
Telephone (08) 8302 6611
Facsimile (08) 8302 3374

WHYALLA

Four hundred kilometres from Adelaide, Whyalla campus is South Australia's largest regional university campus. The campus is situated on a 22-hectare site in the heart of Whyalla's education and cultural precinct. It represents the major centre of tertiary education in rural and regional South Australia and is the home of UniSA's Centre for Regional Engagement.

Whyalla campus has developed programs and expertise that reflect rural and regional Australia. The Centre for Regional Engagement provides expertise in the fields of business and accounting, nursing and rural health, computer and information science, applied statistics, social work, community wellbeing and arid lands technology.

Campus contact numbers and address

Nicolson Avenue
Whyalla Norrie SA 5608
Telephone (08) 8647 6111
Facsimile (08) 8647 6082

MOUNT GAMBIER REGIONAL CENTRE

As part of the University of South Australia's regional engagement strategy Mount Gambier Regional Centre was established in 2005. It has undergraduate degree level studies the program areas of Nursing and Rural Health, Social Work and Rural Practice, and Business and Regional Enterprise.

Campus contact numbers and address

Wireless Road
Mount Gambier SA 5290
Telephone (08) 8721 8900
Facsimile (08) 8721 8951

UNIVERSITY OF SOUTH AUSTRALIA POSTAL ADDRESS

University of South Australia
GPO Box 2471
Adelaide, South Australia 5001
Australia

CODE OF ETHICAL CONDUCT

The Code of Ethical Conduct for the University of South Australia establishes principles to be applied by all staff in their activities and behaviour.

All University staff must be aware of and observe the relevant sections of the Code. The Code does not seek to identify common or statutory law requirements, and reference must be made to the University of South Australia Act 1990, University policies and procedures, and other sources for such guidance. Specific procedures for ethical conduct are documented in University Policies and Procedures (for example financial management, human resources, equal opportunity and research). Staff using these policies should understand and apply them in their relevant day-to-day activities.

The Code expresses, in broad terms, the requirements for staff to adhere to ethical standards without limiting their resourcefulness and independent thinking in the management of the University.

The full details and explanatory notes of the code of ethical conduct are available on the University's web page at: www.unisa.edu.au/policies/codes/ethics/ethics.asp

Indicators of personal ethical behaviour

You must not allow dishonesty, personal prejudice or bias to influence you in the conduct of your employment.

You should not accept gifts, benefits or hospitality if their nature and value may be seen as compromising your objectivity and influencing you in your official capacity.

Your actions should be fair, honest, and truthful.

You should avoid actual or perceived conflicts of interest.

You should not condone the use of any statement which is misleading, false or deceptive.

You should conduct yourself with care and skill, and ensure your actions do not conflict with the requirements of integrity and objectivity or the University of South Australia Act.

You should not use confidential or other information for personal advantage or for the advantage of another.

Finally

If you would be ashamed if your conduct was reported in a University newsletter or a local newspaper read by friends and colleagues, you should question whether your behaviour is ethical.

IMPORTANT EMPLOYEE RESPONSIBILITIES

There is a great deal of critical information relating to the University's legislative requirements that you must be aware of as an employee of UniSA. It is very important that you understand the University's obligations in these areas and how they relate to you and your role. You may also wish to discuss these matters with your supervisor.

Issues include:

- [Child protection](#)
- [Confidentiality of students' personal information](#)
- [Education services for overseas students \(ESOS\)](#)
- [Equal opportunity and anti-discrimination](#)
- [Ethics and compliance in research](#)
- [Ethical conduct](#)
- [External agencies](#)
- [Intellectual property and copyright](#)
- [Occupational health, safety and welfare](#)
- [Policies and procedures](#)
- [Trade practices and consumer law obligations](#)
- [Vice Chancellor's Authorisations](#)

These matters are covered in the [Quick Guide to the Legislated and Ethical Responsibilities of Staff](#)

FOR FURTHER INFORMATION ON INDUCTION

If you require additional information on Induction or have any other query relating to your employment please: -

- Speak to your supervisor
- Contact the Human Resources Unit or your local HR professional: www.unisa.edu.au/hrm/contacts
- Visit the Human Resource web site: www.unisa.edu.au/hrm/
- Access the Induction for New Staff web site: www.unisa.edu.au/newstaff/



Mount Gambier Regional Centre