Preparing Yourself for Study

Congratulations on being accepted into Flinders University.

This first section is designed to help explain the key things you need to do before you can start your study. It will help you set up your access to the University’s computing systems, enrol in topics, help you prepare for commencing study and assist with who to contact and where to find more information as you progress through your degree.

Step 1: Brushing Up on Your Study Skills

Most of the students who study with us have not studied for a long time, with only a few having studied previously at a postgraduate level (which has different expectations to undergraduate study). If you fit into this category, you will need to prepare yourself for a change in your habits. You will need to give yourself some time where you can study away from colleagues, family and children and you will most likely need to brush up on your academic writing skills.

The University’s Student Learning Centre is an excellent resource of study and writing information, including information on

- Time management
- Essay writing skills
- Research writing skills
- Referencing information
- Paraphrasing and quoting
- Studying alone

The Student Learning Centre can be accessed at www.flinders.edu.au/current-students/slc/

Training Modules

Flinders University has many training modules available to assist new students adjust to the University’s systems.
Preparing for Study Program
This program aims to provide you with some key academic skills which will enable you to successfully commence study at Flinders University, and is especially designed to meet the needs of students who aren’t able to attend the on-campus student orientation program and haven’t studied in an academic way for some years.

On finishing this program, you should be able to:

- Use the essential functions of Flinders Learning Online (FLO) effectively and with some confidence;
- Use your Flinders Email account;
- Conduct basic online searches, borrowing procedures and other key library tasks;
- Undertake efficient basic web research and web source evaluation;
- Understand the principles of time management and other core study skills; and
- Appreciate the major requirements of academic essay writing.

To complete this program it should take you, at most, up to 3 to 4 hours per week over 3 weeks, although this is up to you. Attempt to complete the whole programme and remember to give some feedback in the student survey presented at the end of the programme. You can also write more open ended feedback on the discussion forum in the FLO site.

For sign up for the preparing for Study programme, go to www.flinders.edu.au/current-students/services and select Preparing to Study at Flinders from the list.

Start Smart Programme
The university hold ‘Start Smart’ programmes for all new students on campus during ‘O Week’ (the week before classes start). Included are lectures on how to improve your study skills and tours of key university facilities, including the libraries.

Flinders University Library catalogue and databases
Once your studies commence, you will need to access many books and journal articles through the University Library Catalogue, the electronic Readings collection and through electronic journal databases that the University has purchased subscriptions to. Help on getting information from these sources can found at the following places:
Referencing Skills and Academic Integrity

Referencing is an important convention within the academic and professional communities and is mandatory for all study undertaken at Flinders University.

Referencing is designed to inform the reader of the sources of information used in a piece of written work. All students need to become familiar with referencing systems, as the use of other people's information without acknowledging the source of that information is a form of cheating or plagiarism. Regardless of whether it was intentional or unintentional, this can have serious penalties.

There are a number of referencing systems in common use, with certain systems being preferred in different academic disciplines. Most of our students use either the Harvard (Author-date) system or the Note system. If you choose to use another referencing system, please check with your topic lecturer to ensure that she/he will accept assignments referenced in this way.

The university has implemented an ‘Academic Integrity’ Programme, with an online tutorial to teach you how to improve your referencing skills and to avoid committing plagiarism. It is highly recommended that students take the opportunity to complete this programme.

We have included some information on how to use the Harvard referencing system, the Note referencing system along with this resource package.

Turnitin

Flinders has purchased an electronic text matching software, called Turnitin, to assist in the education about, and maintenance of, academic integrity.

Turnitin works by comparing submitted documents against an Internet Archive of over 14 billion web pages, 150 million student papers and leading library databases and publications. Turnitin then generates a report, where all matched text is highlighted and linked to its online or database sources.

While this type of software can be used by staff as a tool to detect plagiarism (topics that use this tool will indicate so at the beginning of the semester), it can, more importantly, be
used by all students to improve their academic writing skills. This software is provided free of charge to students.

Further information:

- Tips on referencing: www.flinders.edu.au/current-students/slc/
- The Flinders University Academic Integrity Policy: Error! Hyperlink reference not valid.

A special site in FLO has been developed on how to correctly practice academic integrity. You can access it through FLO.

A similar site for Turnitin is available through the Student Learning Centre: www.flinders.edu.au/current-students/slc/study-guides/turnitin.cfm

**Step 2: Updating Your Computer Skills**

Some students come to these degrees with little or no experience with using computers and/or the internet. For those who do not have experience in either of these areas, we strongly recommend that you learn these basic skills now. Many local libraries and community centres have regular classes on this topic, as do many adult learning centres.

**Internet Access**

As you are studying an online degree, you must have regular and frequent access to the internet. If you do not have internet access, please arrange it immediately. If you require information on which internet services are available in your area, you can get further information at http://bc.whirlpool.net.au/

**Navigating the University Website – information for current students**

Much of the information in this resource package is available through the University's Current Students page. We encourage you to familiarise yourself with this page – it contains a number of excellent resources.

The Current Students page can be accessed at www.flinders.edu.au/current-students
**Tutorials**

The university also has online tutorials on how to use its online learning programs, which will be highlighted throughout this guide. However, the following tutorials are great places to start:

**Using Email**


**Using Flinders Learning Online (FLO)**

[http://youtu.be/FLkwmX3BW5k](http://youtu.be/FLkwmX3BW5k)

**Computer Programs**

Most computers will have these programs already installed, but they will be used frequently in your studies. It is strongly encouraged to use up to date programs whenever possible.


Detailed information regarding Internet services, free software (including Adobe Acrobat readers and free virus protection software) and on campus computer access is available from: [www.flinders.edu.au/its/computers-and-software/software-licensing/](http://www.flinders.edu.au/its/computers-and-software/software-licensing/)

**Step 3: Activating your Flinders Authentication Name (FAN)**

All students at Flinders University have a Flinders Authentication Name (FAN). This is your login for access to most of our electronic services, including:

- Flinders Learning Online (FLO)
- Flinders Email
- Ask Trim (online help)
- External library access
- Internet access on campus

Your FAN is constructed from the first four characters of your family name followed by four numeric digits to make each FAN unique. If your surname has less than four characters then your FAN will have fewer characters as appropriate. As an example, the FAN for the seventeenth person with surname beginning with the letters blog within the University would be *blog0017*.

All new students need to activate their FAN and password in order to access any of the above systems and in order to enrol.
Your FAN is printed either on the letter that came with this Student Resource Package, or with your enrolment package. For further details of your FAN, your password and how to change your password, go to the FAN web site (link below).

Please note that your FAN does not give you access to the Student Information System. You will need to use your student ID number and your FAN password to access this system in order to enrol, withdraw, register in classes (internal topics only), update contact details, make payments and view results.

Further more information, go to the FAN website: https://www.flinders.edu.au/fan

**Step 4: Enrolment**

All coursework students enrol in topics online via the Student Information System. Enrolments for students starting at the beginning of the year will be available from early December, with students who start in semester 2 able to enrol from early July. Enrolment information for new students is sent during those times.

Enrolment is undertaken for the calendar year. If commencing in semester 1, enrol in both semester 1 and semester 2. If commencing in semester 2, only enrol in semester 2 topics for that year.

You will need to use your student ID number and your FAN (Flinders Authentication Name) password to log in (not your FAN and your FAN password).

**Start Off Slowly**

If you have been away from study for a while, don’t be afraid to start off slowly. Students are encouraged to take a lesser load in the first semester, while they learn/relearn the requirements of postgraduate study. If you want discuss this further, don’t hesitate to call us on (08) 7221 2834 or email us on pallcare@flinders.edu.au.

**International Students**

International Students studying in Australia are subject to specialised conditions as part of their student visa. Information about these conditions should have already been provided to you. A reminder of these conditions can be found at: www.flinders.edu.au/enrolling/international
Step 5: Using FLO (Flinders Learning Online)

Flinders Learning Online (FLO) is the computer system used for online learning at Flinders University. Access is available to all students with a FAN (Flinders Authentication Name). FLO can be accessed from any computer, on or off campus, which has Internet access.

Where do I access FLO?

Access FLO at http://flo.flinders.edu.au. Once you log in, your topics will be listed in the central column.

In most cases, you will be given access to FLO topics a week before the topic begins.
**FLO Help Desk**

The University runs a help desk that provides support for students who either have difficulty accessing FLO or have problems using various parts of FLO. They also assist with queries regarding your FAN. Questions relating to the topic content should be directed to your Lecturer or Topic Coordinator.

The FLO Student Help Desk is located at the information desk of the Central Library. You can email flo.student@flinders.edu.au, telephone 1800 200 292 or if in Adelaide, can attend the help desk at the Central Library in person.

**Tutorial:**

Tutorials on how to use the different FLO tools can be found at http://flo.flinders.edu.au. They can be found under the ‘Support for students’ section on the left hand side of the page.

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**Step 6: Your University email account**

Flinders University provides all students with a free Flinders email account. This is generated automatically and is the email address that the University will use when sending official correspondence to you.

Your Flinders e-mail address will be your FAN followed by @flinders.edu.au. For example, if your FAN is "abcd0017" your Flinders email account will be 'abcd0017@flinders.edu.au'.

Email is available through multiple methods:

- via the internet
- through a programme such as Microsoft Outlook
- through your smartphone
- or forwarded to an email account that you already use

It is a condition of enrolment at the university that you check and respond to your emails at least once a week. If you prefer, you can forward your Flinders e-mail to another email account that you check regularly.

More information about your Flinders e-mail account and Flinders University’s policies relating to the use of e-mail are available from the Current Students page of the University website

**Link:**

Instructions on accessing your email account can be found by going to the Student Computing section of the Current Students page: www.flinders.edu.au/current-students