

Welcome and  
information to support  
your University journey



THE UNIVERSITY OF  
SYDNEY

CRT005 00026A



# *Outline*

- Acknowledgement of Country
- Staying safe in the event of an emergency
- Accessing tools and support for your studies and wellbeing
- Accessing assistance at our in-person hubs
- Understanding your academic integrity responsibilities
- Using generative AI in learning and assessment
- Which generative AI tools are best to use?
- Completing your mandatory Canvas modules
- Useful links

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.



Staying safe at university

# *Emergency evacuation*

In the unlikely event of an emergency, you may be required to evacuate. All University staff, students and visitors are required to respond to emergency alarms and follow instructions.



**Check** for any sign of immediate danger



**Shutdown** equipment/processes that cannot be left unattended



**Locate** your closest exit



**Follow** the green exit signs to find your way out of the building (**do not use lifts**)



**Proceed** to the assembly area, a safe distance from the building, while waiting until the emergency is over.



More information on staying safe in the event of an emergency is available at:  
[www.sydney.edu.au/about-us/campuses/emergencies-and-personal-safety.html](http://www.sydney.edu.au/about-us/campuses/emergencies-and-personal-safety.html)

# *Emergency evacuation*

In some circumstances, we might be asked to remain inside the building for our own safety. We call this a lockdown or shelter-in-place.



You will be notified of an emergency lockdown via **building announcements or other mechanisms** including **verbally by Protective Services**.



It is important that you **follow directions from a warden, Protective Services and/or Emergency Services**, remain calm and **stay inside the building**.



More information on staying safe in the event of an emergency is available at:  
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## *Your role in ensuring a safe campus*

We are committed to providing a safe and healthy learning environment that is free from bullying, unlawful harassment and discrimination.



You can ensure the safety of yourself and your peers by understanding your rights and responsibilities, which are detailed in our Student Charter.



If you experience or witness any form of behaviour that breaches the Student Charter or our codes of conduct, you can report it to our Student Affairs team.



Our support services, including the Wellbeing team and Safer Communities Office, can support you in dealing with any threats to your safety. You can connect with these teams via the Student Portal.



Accessing tools and support



# *Accessing tools and support for your studies and wellbeing*

Navigate university life with ease using our Student Portal, where you can:



Stay organised with your **Study Dashboard**, which is personalised so that you can view what your semester looks like across all of your units and plan your assignments and to-do lists.



Access University services to help you with your academic and personal wellbeing via the **Services and Support** dashboard. This includes our Wellbeing support teams and our Inclusion and Disability team. This dashboard also has guidance on reporting sexual misconduct, bullying and harassment and seeking support from our Safer Communities Office.



Find new events on the **What's On** page and view all of your classes, registered events and exams in one place using the **Calendar**.







[myuni.sydney.edu.au](https://myuni.sydney.edu.au)

# *Accessing assistance at our in-person hubs*

Need in person assistance on campus? Visit our campus connect hubs, where we can help you with:

- Completing enrolment
- Understanding your timetable
- Fees and scholarships
- Course planning
- ICT support
- Peer and learning support

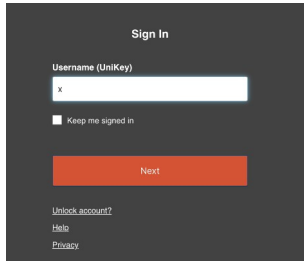
Campus Connect Hubs are open **Monday to Friday, 9 am to 5 pm** in Fisher Library , Susan Wakil Health Building  and the Belinda Hutchinson Building .

You can also collect your Student ID card from our Cards Hub, located in Jane Foss Russell .



# Manage access to our University systems

Multifactor Authentication (MFA) is an additional security step to verify your identity at the University.

A screenshot of a dark-themed 'Sign In' form. It features a 'Username (UniKey)' label above a white input field containing the letter 'x'. Below the input field is a checkbox labeled 'Keep me signed in'. A large orange 'Next' button is positioned below the checkbox. At the bottom left, there are links for 'Unlock account?', 'Help', and 'Privacy'.

## Step 1

*Sign in with your username  
(UniKey and password)*



## Step 2

*Verify your identity using  
your smartphone*



*For more information  
Scan the QR code*

## Remember:

- Set up a secondary email, phone number and security question in your Okta profile so that you can reset your Unikey.
- Always have your Okta enabled device with you and so not uninstall the Okta verify app.
- If you change your mobile device, install Okta Verify on your new device before removing it from your old one

# Academic integrity and the use of AI

# *Understanding your academic integrity responsibilities*

Academic integrity refers to behaving honestly, ethically and responsibly in relation to all elements of your study at the University, including assessments.

It's important that you:



**Always submit your own work**, sit your own tests, and take your own examinations.



**Acknowledge any contributions** in your assignment which are not your original thoughts, ideas or words.



**Complete the Academic Honesty Education Module (AHM)**, which all new students must complete by census date (31 March 2025).



**Listen to your coordinator's instructions** on whether digital tools, including grammar checkers and generative AI, are allowed in assessments.



**Complete the AHM**

# Using generative AI

Generative AI tools, such as Microsoft Copilot Chat, can create digital content, including text, images, and video  
. Different guidelines for use of generative AI apply to learning and assessment:



## Generative AI for general learning

- You can use generative AI to help you learn. For example, it can explain things, apply knowledge, plan your study and make practice questions. Use our student co-designed AI resource so you are aware of its strengths and limitations.



## Generative AI for assessment

- *Exams and in-semester tests*: you **cannot** use generative AI in supervised exams or in-semester tests, unless your unit coordinator expressly allows it.
- *Other assessments*: you **can** use generative AI, unless your unit coordinator expressly prohibits it.
- Always acknowledge your AI use. Failing to do so, or using AI when not permitted, is an academic integrity breach.
- Each unit will have different rules. Look for the AI icons ✨ in the assessment table in your unit outlines to see if AI is allowed.



AI resource made by students:  
<https://bit.ly/students-ai>

# *Which generative AI tools are best to use?*

The University provides **free** access to Microsoft Copilot Chat to accelerate your learning and help you complete those assessments where use of generative AI is allowed. ✦



## **Why use Microsoft Copilot Chat?**

- It is a University-supported, industry standard, GPT-4 powered tool
- It keeps your data secure and protects your privacy
- Log in with your UniKey using Okta so that you are using Copilot in protected mode, which introduces necessary guardrails to protect you within the system



## **Why not use other tools like ChatGPT and DeepSeek?**

- Don't risk your privacy or the security of your personal and assessment data by using a free or emerging tool like ChatGPT and DeepSeek



**Powerful and secure**  
<https://copilot.microsoft.com/>

# Mandatory Canvas modules



## Completing your mandatory Canvas modules

We've developed a series of Canvas modules to help you understand what to expect from the University and what is expected from you. They include:

- Respect@Sydney, designed to give you an understanding of consent, boundaries and respectful relationships (*mandatory for commencing students*).
- Academic Honesty Education Module (*mandatory for commencing students*).
- Engaging with Civility, a module where you can unpack the values and expectations outlined in our Student Charter, including information about penalties for breaching our codes of conduct and displaying threatening, discriminatory or racist behaviour.
- Anti-Slavery Awareness Module.

Many of these modules are mandatory for commencing students and your results may be withheld if you do not complete them.

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## Useful links

- [www.sydney.edu.au/students/a-guide-for-new-students.html](http://www.sydney.edu.au/students/a-guide-for-new-students.html)
- [www.sydney.edu.au/students/glossary.html](http://www.sydney.edu.au/students/glossary.html)
- [www.sydney.edu.au/students/support.html](http://www.sydney.edu.au/students/support.html)
- [www.sydney.edu.au/students/academic-integrity.html](http://www.sydney.edu.au/students/academic-integrity.html)
- [www.sydney.edu.au/students/exams.html](http://www.sydney.edu.au/students/exams.html)
- <https://www.sydney.edu.au/students/scams.html>
- <https://www.library.sydney.edu.au/libraries/library-facilities.html>
- <https://www.sydney.edu.au/students/log-in-to-university-systems.html>
- <https://www.sydney.edu.au/students/student-it.html>
- <https://www.sydney.edu.au/students/key-dates.html>

# Questions?



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