

NAMING CONVENTION for RETURN-FILES and REGISTER-COLUMNS B, C, D

Please use UPPER CASE for the following codes

- when completing Tab 6 of the Register (Columns B, C & D)
- and when returning completed Biological registers. The file name for completed register should be as follows:
FACULTY/DIVISION_SCHOOL/CENTRE/UNIT_YYYYMMDD
- Files are to be returned to by email k.noble@unsw.edu.au with your filename in the Subject line
- If your Faculty/Division or School/Unit/Centre has not been identified in the following lists, please contact Kate Noble (k.noble@unsw.edu.au).

Please return only *one* register per School/Unit/Centre.

- Tab 6 is formatted to 800 lines but you do not have to fill the first tab 6 before creating another one. Your area's single returned register may have only one Tab 6 or more than one Tab 6.s.
- Tab 6s can be named however you want but please ensure that all are combined into one file for returning to WHS.

UPPER CASE: FACULTY/DIVISION_SCHOOL/CENTRE/UNIT_YYYYMMDD

Example: MED_SWSCS_20200815

Code for Faculty or Division:

Code for Register	Faculty/Division
AD	Art & Design
ASS	Art & Social Sciences
BE	Built Environment
ENG	Engineering
MED	Medicine
SCI	Science
ADFA	UNSW Canberra
DVCR	Deputy Vice Chancellor Research

Code for School/Centre/Unit:

Faculty/Division	School/Centre/Unit CODE	School/Centre/Unit
AD	AD	Art & Design
ASS	SAM	School of Arts & Media
BE	BE	Built Environment
ENG	GSBME	Graduate School of Biomedical Engineering
ENG	CHEMENG	Chemical Engineering
ENG	CEE	Civil & Environmental Engineering
ENG	CSE	Computer Science and Engineering
ENG	EET	Electrical Engineering & Telecommunications
ENG	MECH	Mechanical & Manufacturing engineering
ENG	MER	Minerals & Energy Resources Engineering
ENG	SPREE	Photovoltaic & Renewable Energy Engineering
MED	CCI	Childrens' Cancer Institute
MED	GIGH	The George Institute for Global Health
MED	KIRBY	Kirby Institute
MED	RHW	Royal Hospital for Women
MED	SCH	Sydney Childrens Hospital
MED	SOMS	Medical Sciences
MED	PSYCHMED	Psychiatry
MED	SPHCM	Public Health & Community Medicine
MED	WCH	Women's and Children's Health
MED	POWCS	Prince of Wales Clinical School
MED	ACS	Rural Clinical School Albury
MED	CHCS	Rural Clinical Coffs Harbour
MED	GCS	Rural Clinical Griffith
MED	PMCS	Rural Clinical Port Macquarie
MED	SCS	Rural Clinical Sydney

MED	WWCS	Rural Clinical Wagga Wagga
MED	SGCS	St George Clinical School
MED	SVCS	St Vincent's Clinical School
MED	SWSCS	South Western Sydney Clinical School
MED	INGHAM	Ingham Health research Institute
MED	NEURA	Neuroscience Research Australia
SCI	BEES	Biological, Earth & Environmental Sciences
SCI	BABS	Biotechnological & Biomolecular Sciences
SCI	CHEMSCI	Chemistry
SCI	MSE	Material Science & Engineering
SCI	OPTOM	Optometry & Vision Science
SCI	PHYS	Physics
SCI	PSYCHSCI	Psychology
SCI	FOWLERS	Field Station – Fowlers Gap
SCI	HAY	Field Station - Hay
SCI	SMITHS	Field Station – Smiths Lake
SCI	WELL	Field Station - Wellington
ADFA	SSCI	School of Science
DVCR	AS	AS – Animal Services
DVCR	BIOREP	MWAC – UNSW Biorepository (CCI)
DVCR	BMIF	MWAC – Biomedical Imaging Facility
DVCR	BMSF	MWAC – Bioanalytical Mass Spectrometry Facility
DVCR	BRIL	MWAC – Biological Resources Imaging Laboratory
DVCR	CCF	MWAC – Cell Culture Facility
DVCR	EMU	MWAC – Electron Microscope Unit
DVCR	FLOW	MWAC –Flow Cytometry Facility
DVCR	NMR	MWAC – Nuclear Magnetic Resonance Facility
DVCR	RECS	RECS – Animal Ethics (& Human Ethics)
DVCR	SPECLAB	MWAC – Spectroscopy Laboratory

Example: MED_SWSCS_20200815