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