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