

## Terms and Conditions for Oxford University Press Student Panels

### Am I qualified for the panel?

**OUP Law Student Panel:** Students enrolled in an Australian Law School are eligible for the panel.

**OUP Teacher Education Student Panel:** Students studying at a tertiary level to become a teacher are eligible for the panel.

### How do I join?

It's easy! Visit [oup.com.au/studentpanel](http://oup.com.au/studentpanel) and fill in the application form. Once you've sent in your application, you'll receive a response within ten working days.

### Does everyone who volunteers get accepted onto the panel?

Unfortunately we are only able to accept a limited number of participants from each university. If you miss out this year, please apply again next year.

### What is expected of OUP student panelists?

- Complete up to 7 e-surveys per academic year.
- Review and offer opinions about new publishing ideas, books covers and other elements of forthcoming texts.
- Involvement in online focus groups and conference calls.

### How will you use the information gathered through the panel?

The information you share with us through the panel will be used to increase the quality of our textbooks – your comments and reviews will be shared with our publishing team and authors to improve our titles.

We may also use your comments as anonymous reviews on promotional materials including, but not limited to, flyers and our website:

*'The multiple choice questions helped me prepare for exams.'*

- Student, Melbourne University

Please let us know if you would like us not to use your comments in marketing and publicity.

### **What if I don't have time to take part in everything?**

We understand that you are incredibly busy between uni, work and other demands on your time and we don't expect you to participate in all tasks.

You will need to participate in at least one task to gain credits and to be invited to remain on the panel the following year.

You can leave the panel at any time, please just let us know at [highered.au@oup.com](mailto:highered.au@oup.com).

### **What do participating students get?**

You get a nominated number of credits for every fully completed task. Partially completed tasks do not earn any credits.

You will also receive a certificate at the end of each year that you participate in the panel.

### **What is a credit and how does it work?**

1 credit is worth AU\$5 of OUP books. Each task will be worth a different amount of credits depending on the time and effort needed to complete the task. Each year there will be up to AU\$500 worth of OUP books for each panelist to earn.

Credits can only be exchanged for OUP books and cannot be exchanged for cash, used in combination with other discounts, or used to pay existing accounts.

Credits last for 12 months after you leave the panel. For example, if you are involved in the panel in 2017, but leave in 2018, then you have until the 31.12.18 to use your credits. Or, if you remain a member of the panel for three years, from 2016-2018, then your credits will expire 31.12.2019.

Credits can be used at any time when they are valid. Once credits expire they are no longer valid. We will contact you **one month** before credits are due to expire.

### **How do I claim my credits?**

Step 1. Visit [www.oup.com.au](http://www.oup.com.au) and choose the book/s you would like to cash in your credits for. You can select any OUP book\*.

Step 2. Email [highered.au@oup.com](mailto:highered.au@oup.com)

Please include the full title, author and ISBN (13 digit number that accompanies each title) of the books and a delivery address and a phone number. For example:

*Communication Skills Guidebook*, Iain Hay, Dianne Bochner, Gill Blacket & Carol Dungey,  
9780190302450

We will confirm your order via email and let you know an expected delivery date. Average time from order to delivery is two weeks.

Delivery on all OUP student panel orders is free.

\*If you see a book on another OUP website that is not on [oup.com.au](http://oup.com.au) please email us and ask as we may be able to get it for you.

### **I don't have enough credits for the book/s I would like?**

You can combine your credits with another form of payment. We accept Visa and Mastercard.

To place your order:

1. Visit [www.oup.com.au](http://www.oup.com.au) and choose the book/s you would like to cash in your credits for. You can select any OUP book\*.
2. Email [highered.au@oup.com](mailto:highered.au@oup.com) with the book details as listed above and make sure you include a valid **email address, delivery address** and current **contact number**.
3. Our customer service team will email you a quote with the remaining value minus your credits and instructions on how to complete the payment.
4. Once the order has been paid it will be processed and your book will be sent. Customer service ([cs.au@oup.com](mailto:cs.au@oup.com)) can confirm delivery times.

### **How will OUPANZ use my contact information?**

Your contact information will be used to contact you with tasks and information for the panel. You may also be contacted to participate in other projects with our publishing team outside of the student panel – you will be asked to opt in to further contact during your panel application and you can opt out at any time.

A different form of reimbursement applies for participation in projects outside of the student panel.