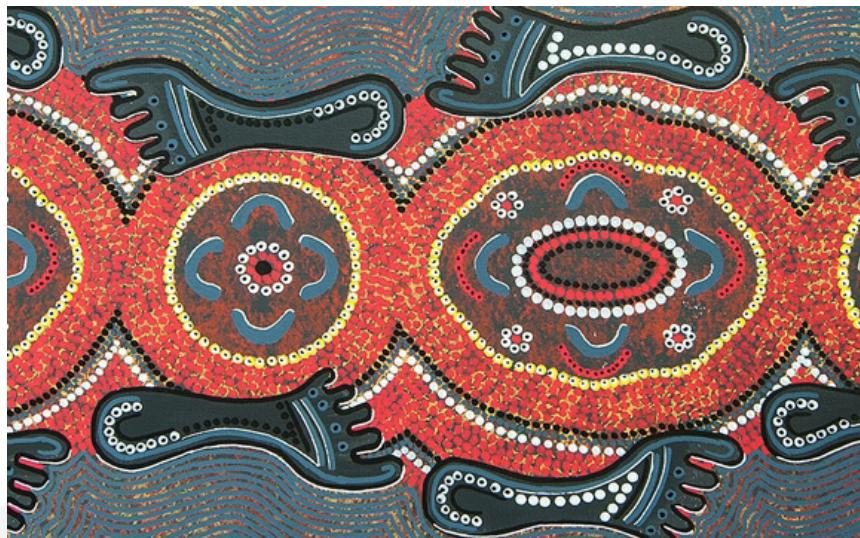




# Commencing Student Guide

Making the most of your Swinburne experience



## Acknowledgment of Country

We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Swinburne's Australian campuses are located in Melbourne's east and outer-east, and pay our respects to their Elders past, present, and emerging.

We are honoured to recognise our connection to Wurundjeri Country, history, culture, and spirituality through these locations, and strive to ensure that we operate in a manner that respects and honours the Elders and Ancestors of these lands. We respectfully acknowledge Swinburne's Aboriginal and Torres Strait Islander staff, students, alumni, partners, and visitors.

We also acknowledge and respect the Traditional Owners of lands across Australia, their Elders, Ancestors, cultures, and heritage, and recognise the continuing sovereignties of all Aboriginal and Torres Strait Islander Nations.

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# Swinburne Student Charter

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**This Student Charter is an agreement between you and the university. It outlines mutual expectations, rights, and responsibilities. As a member of the Swinburne community, it is your responsibility to ensure you are aware of this charter and commit to upholding its expectations during your time with us.**

Behaviour that breaches the Charter — such as harassment, discrimination, bullying, gender-based violence, academic misconduct, or other inappropriate conduct — may be managed under the university's Student General Misconduct and Academic Misconduct Regulations.

## What you can expect from Swinburne

### **Students will be supported in their learning through:**

- course content, facilities, resources, educational technologies and learning activities that are up-to-date and relevant.
- teaching staff who are appropriately qualified, well prepared and use appropriate methods and technologies to maximise opportunities for learning and scholarship.
- academic support that gives feedback on progress, provides opportunities to improve academic performance and skills and helps students in difficulty.
- access to the information needed for successful study.
- opportunities for industry, research, community and international experiences.
- access to student support services for personal wellbeing.
- respect and courtesy from other students and from staff.
- opportunities to provide feedback on your student experience at Swinburne.

## What Swinburne expects from you

### **Students are expected to:**

- attend formal learning activities punctually and participate actively and positively in their own learning.
- engage with their studies, including all self-directed learning tasks, and meet assessment requirements and administrative deadlines.
- monitor their own progress and use feedback from staff to improve learning.
- be accountable for their own learning.
- work responsibly and collaboratively to achieve study outcomes that require group activity and avoid behaviour that interferes with the study experience of others.
- be honest and respectful with other students and with staff.
- treat other students and staff with honesty, respect and courtesy in a safe manner, and refrain from harassing them or discriminating against them in any way.
- be tolerant of other students' personal beliefs; recognise the diversity of thought across the student population and respect the secularity of the university.
- respect university property and facilities, including library, computing and laboratory resources, and allow other students' use of these facilities and services.
- demonstrate professional behaviour while undertaking industry placements, projects or fieldwork, and respect the privacy of the client and any commercial information made available.



# Welcome message from the Vice-Chancellor

**On behalf of the staff at Swinburne University of Technology, it is my great pleasure to welcome you to Swinburne.**

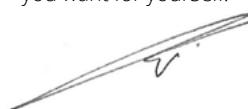
You have commenced on a new and exciting journey, and we are so proud that you have chosen Swinburne to partner with you. As we journey together, you will be supported and encouraged to be curious, collaborative and innovative. You will develop constellations of capabilities, becoming entrepreneurial value creators, tech-fluent pioneers and local and global change agents who will shape the future in a variety of ways - some of which we cannot yet imagine!

As a member of the Swinburne community, you are part of the distinct role we play in bringing people and technology together to build a better world.

We are an industry-engaged university, working in partnership with organisations and government to leverage technology solutions for purpose and co-creating the industries of the future.

Our high-quality work-based learning will connect you with industry, government and community, supporting you to realise your full potential in a tech-rich future — this is our next gen now promise.

Although we arrive at university with different experiences, our shared goal is to ensure you succeed. Enjoy your journey with us. Study hard, play hard, enjoy life beyond the classroom, make friends and lifelong connections, and above all, invest in your own success to develop the future you want for yourself.



**Professor Pascale Quester**  
Vice-Chancellor and President of Swinburne

# Navigating Swinburne

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**Swinburne University of Technology was founded in 1908 as the Eastern Suburbs Technical College in Hawthorn, Melbourne, Australia.**

It was established by the Honourable George and Ethel Swinburne, who were committed to providing further education to residents of Melbourne's eastern suburbs. The first students enrolled in classes including woodwork, science, and mathematics. In 1963, Swinburne led the way with one of the first industry-based learning programs, and from the 1970s offered degrees in engineering, accounting, chemistry, and arts. On 1 July 1992, by an Act of the Victorian Parliament, Swinburne gained university status. Throughout our history, we have demonstrated our ability to be innovative and responsive to change. We continue to focus on emerging technologies, industry engagement, and flexible learning options. We ensure that we adapt and evolve with the times, to deliver relevant education for our students today and tomorrow.

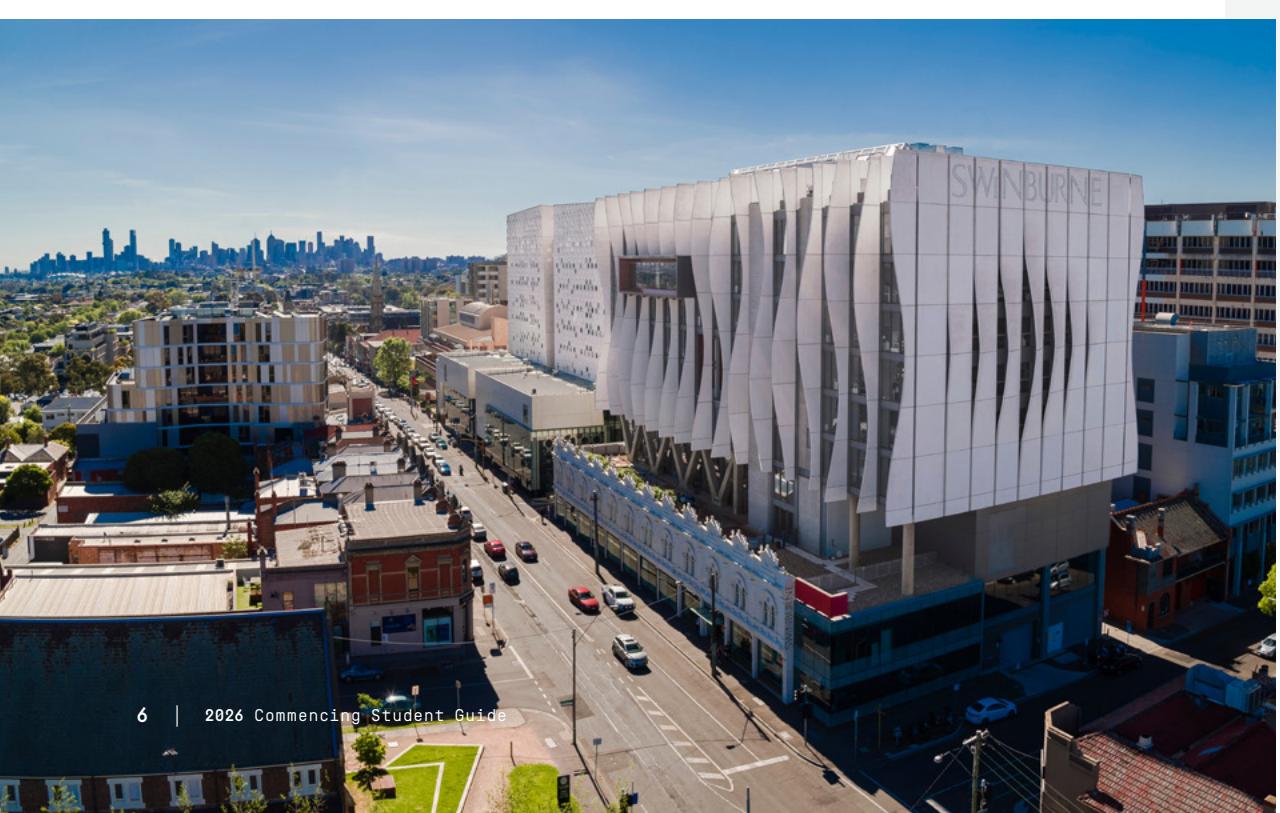
As a dual-sector university, Swinburne offers both Higher Education (HE) and Vocational Education and Training (VE). We offer courses in a broad range of disciplines, and our close ties with industry

provide students with opportunities for valuable workplace experiences during their studies.

Swinburne has three campuses located in the eastern suburbs of Melbourne — Hawthorn, Croydon, and Wantirna — as well as a fourth campus in Sarawak, Malaysia. We also offer a range of qualifications online through Swinburne Online and Open Universities Australia. In 2019, we unveiled a new location in Vietnam, offering a small suite of sought-after Swinburne courses, and also opened an office in Nanjing, China, further connecting us to some of the fast-growing regions in the world.

## Hawthorn Campus

Located in the heart of Hawthorn, our main campus location 10 minutes from Melbourne's CBD offers the perfect mix of state-of-the-art learning facilities and unforgettable student experiences. See the Hawthorn campus map on page 31.



## Croydon Campus

In the foothills of beautiful Mount Dandenong, our Croydon campus focuses on trades training, as well as youth programs, such as pre-apprenticeships and the VCE Vocational Major. See the Croydon campus map on page 32.



Explore our Melbourne campuses in the Swinburne App



## Wantirna Campus

In the leafy eastern suburbs of Melbourne, our Wantirna campus is home to purpose-built teaching and learning facilities that provide practical training. See the Wantirna campus map on page 33.



## Sarawak Campus, Malaysia

Near many beaches and nature reserves, our Malaysian campus offers courses in business, engineering, information and communication technology, design, and science.



# University Glossary

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## **StudentHQ**

Your go-to for any questions you have as a Swinburne student. Whether your query is related to your studies or campus life, StudentHQ is here to support you online, over the phone, or in person on campus. If we can't directly assist you, we'll get you connected to the right contact.

## **School, departments and college**

Our teaching and learning areas consist of:

- Six schools in Higher Education: School of Business, Law and Entrepreneurship; School of Design and Architecture; School of Engineering; School of Health Science; School of Science, Computing and Emerging Technologies; and School of Social Science, Media, Film and Education.
- Three departments in Vocational Education and Training: Department of Business, Design, Media and ICT; Department of Health, Science and Community; and Department of Trades and Engineering Technologies and Swinburne College.

## **Course**

A course is a structured combination of approved units which, when completed, qualifies you for a certificate, diploma or degree.

## **Unit**

A unit is a component of a course that covers one subject area in detail. Think of a unit as being similar to a subject.

## **Core units and elective units**

Courses can consist of core units and elective units. Core units are compulsory units which you must study. In Higher Education, you can choose which elective units you want to study. Core units and elective units are specified in the course outline.

## **Credit points**

Each unit that you study has an agreed value, represented by its credit points. These credit points indicate the study load of each unit, and contribute to the total credit point requirement for a course.

## **Unit outline**

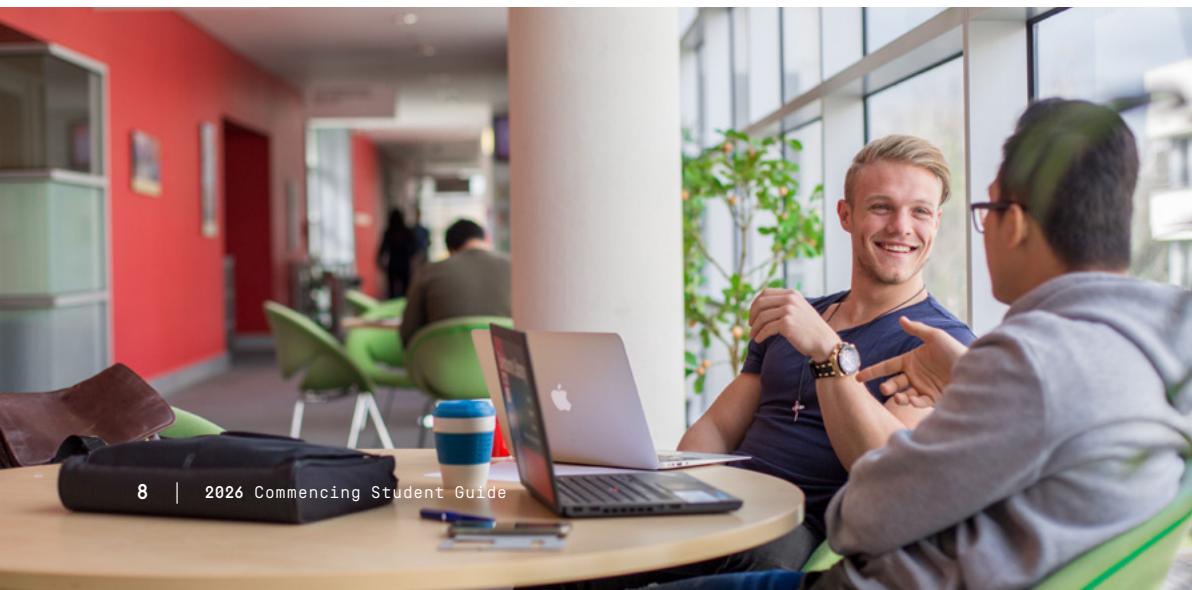
A summary of assessments, requirements, and information about a particular unit of study. In Higher Education, a guide can be found for each unit via the Swinburne website.

## **Lectures**

In Higher Education, lectures are large classes held often in theatre-seating-style rooms. An educator will provide information through a range of methods that will give you the knowledge you need and set the scene of the activities for the week.

## **Tutorials and seminars**

In Higher Education, tutorials (tutes) and seminars are smaller, conversation-based sessions where you can explore a topic in more depth, and ask questions of your peers and educators.





## Practicals

In Higher Education, practicals (pracs) are supervised hands-on sessions in a lab or a workshop. They enable you to complete activities based on what you have learned in the lecture, tute, or seminar.

## Census date

Census date is the last day to withdraw from a unit without having to pay fees. It is the day when we finalise tuition fee liabilities and record student enrolments for that period. After this date, you remain liable for fees unless you meet the criteria for a Post Census Remission of Debt (local students) or Post Census Application in Special Circumstances.

## Academic penalty date

An academic penalty date is the last date that Higher Education and UniLink students can withdraw from a unit without receiving a withdrawn fail (WF) grade. This date is after the Census date — if you withdraw after Census, you will still need to pay the fees for that unit.

Academic penalty dates can be found in the academic calendar.

## Learning Management System [LMS] – Canvas

A system that contains essential learning materials and course content, such as lecture slides, tutorial slides, assessment details, discussion boards, and more. Swinburne's online learning management system is Canvas.

## Leave of absence

An approved break from study. Local students are usually permitted to take up to 12 months off (in total) over the duration of their degree. International students can only take leaves of absence under specific circumstances, and usually only after they've completed at least one semester of study. International students should contact the International Student Advisor to discuss options.

## Withdrawal

This is when a student wants to stop attending a course/unit before they've completed it. StudentHQ will be able to provide advice. International students should meet first with an International Student Advisor if they are thinking about withdrawing from their course.

## Final assessment period

The time at the end of a teaching period when you complete your final assessments and exams. Assessment schedules for specific units will become accessible via Canvas during this period.

## Swinburne Communities via Vygo

An intuitive digital platform designed to create a more connected and supportive student experience. Vygo is accessible via [my.swinburne.edu.au](http://my.swinburne.edu.au) and gives you personalised, on-the-go access to Swinburne Learning Communities and support services, making it easier to connect with peers, share knowledge, seek advice, and stay updated.

# Student essentials

## Get Swinburne ready

### 1 Set yourself up for success

#### Complete these essential first steps so you are ready to study:

- Complete any required enrolment tasks.
- Enrol in your units and plan your timetable.
- Check your course planner to understand your study pathway.
- Set up your student email for all official communications.
- Download the Swinburne app and confirm you can log in.
- Activate your digital student ID card.
- Note important academic dates, including the start of classes.
- Understand fee deadlines and submit any required administrative forms.
- Familiarise yourself with the Student Charter to know your rights and responsibilities.

### 2 Make the most of Orientation

#### Orientation is your chance to build the connections that matter most:

- Register for Orientation and personalise your schedule.
- Download the Swinburne Orientation app to stay organised.
- Attend your Welcome Session and Course Induction
- Take a campus tour and familiarise yourself with key spots.
- Explore Community Day and Discovery Day to find your people and get engaged with campus life.
- Use maps in the Swinburne app to locate your classrooms.
- Connect with a Peer Mentor.
- Explore clubs, sport and volunteering opportunities.
- Apply for your PTV Student card / International Student Travel Pass (ISTP).

### 3 Online essentials

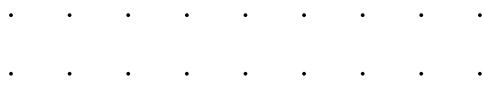
#### Set up the digital tools you will use throughout your studies:

- Connect to Eduroam, the free on-campus Wi-Fi.
- Log in to my.swinburne to access key resources.
- Download Vygo to access learning communities and support services.
- Familiarise yourself with Canvas, Swinburne's learning management system.
- Complete mandatory compliance modules in Canvas:
- Talking about Consent
- Academic Integrity
- Keep Microsoft Authenticator on your phone for multi-factor authentication.
- Access your free Adobe Creative Cloud software.

### 4 Kickstart your studies

#### Start strong in your first weeks at Swinburne:

- Attend your classes.
- Explore the Success Hub.
- Check out the 24/7 Late Lab.
- Visit the Careers Launch Pad.
- Visit the library and set up photocopying and scanning.
- Find your preferred study spaces.



## Current Students page

The Current Students page is your student portal and the central place to manage your study and university life. You can access it through the Swinburne app or [my.swinburne.edu.au](https://my.swinburne.edu.au)

Via the Current Students page you can:

- Check your enrolment, study plan and timetable.
- Use your digital Student ID card.
- Update your personal details and join the queue for StudentHQ.
- Get alerts when your classes are about to start.
- Find your classrooms and key places on campus using interactive campus maps.
- Open Canvas for online classes, learning materials, and group discussions.
- Access support services, including learning and personal support.
- Connect with tools like the Vygo app.
- View exam timetables, results, and HELP loan information.

Use your Student ID and password to log in and make the most of the portal. We will send you important updates through notifications in the app, email, and Canvas, so please make sure you regularly check and read these messages.

Download the Swinburne app from the App Store and Google Play or visit [my.swinburne.edu.au](https://my.swinburne.edu.au)

## Student email

It's important to check your student email regularly, because we use it for important notifications and updates. If you don't check in often, you could miss important information and key dates. We use Microsoft Office 365 to manage student emails.



## StudentHQ

Your go-to for any questions you have as a Swinburne student. Whether your query is related to your studies or campus life, StudentHQ is here to support you online, over the phone, or in person on campus. If we can't directly assist you, we'll put you in touch with the right contact.

How to contact StudentHQ for help:

- Phone: 1300 794 628.
- Live chat, or ask a question via our online form.
- Drop in to your local StudentHQ, located within the library at each of the three Melbourne campuses.

## Learn more:

[my.swinburne.edu.au](https://my.swinburne.edu.au)



Pro Tip: Save time and join the StudentHQ line on the Swinburne App

## How to get your student identification card

After completing your enrolment, log in to Capture Me to upload a passport-style photo. You'll be asked to choose your preferred campus for collecting your physical ID card.

Once your photo is verified, you'll receive an email notification that your virtual student ID card is available. You can access it via [my.swinburne.edu.au](https://my.swinburne.edu.au) and it can be used to confirm your status as a student and borrow library books.

To collect your physical student ID card, follow the instructions provided in your confirmation email after your photo is approved.

- **Hawthorn campus:** Scan the QR code (emailed to you) at the ID kiosk on Level 1 of the Library.
- **Croydon and Wantirna campuses:** Visit StudentHQ in the Library to collect your card.



Your virtual Student ID in the Swinburne App can help you get discounts at many places.



## Student systems, hardware and software

Swinburne has a wide range of student systems, applications and software you can use to help with your studies, including the Adobe Creative Cloud and Microsoft Office 365. Student systems are the web tools you use for many of your interactions with us. From timetables, results, assignment submission portals and lecture recordings, these are the student systems you'll use most often.

### Canvas

Canvas is a Learning Management System (LMS), where you'll spend most of your unit learning. It's an online tool for accessing study materials, essential readings, submitting assignments and staying informed. Use your SIMS username and password to sign in.

### EchoVideo

EchoVideo is a tool in Canvas that gives you access to lecture recordings, learning resources, and interactive activities, and allows you to take part in live interactive quizzes in class.

### IT help

Our friendly team is here to help with all your IT needs. The TechBar is available to assist face-to-face on Level 2 at the Hawthorn Library, or at our Virtual Support Services in the Croydon and Wantirna Libraries.

Get help with things like:

- Passwords
- Connecting to Wi-Fi
- Accessing your student email
- Printing
- Computer or technical assistance
- Accessing free software

#### Learn more:

[www.swinburne.edu.au/life-at-swinburne/getting-started-at-swinburne/email-wifi-password-help](http://www.swinburne.edu.au/life-at-swinburne/getting-started-at-swinburne/email-wifi-password-help)

### Virtual Private Network [VPN]

If you need to remotely access Swinburne resources you can do so using our VPN.

## Adobe Creative Cloud

As a Swinburne student, you're part of Australia's first Adobe Creative Campus. This means you'll be equipped with the tools you need to learn new skills in a digital world, and communicate new ideas to a wider audience than ever before.

As part of our Creative Campus, you have access to powerful tools with the Adobe Creative Cloud for free, to use for whatever you like, whether it be course work, passion projects, or to play and learn. Whether you're just getting started or create like a pro, you will be supported by our team of Adobe Digital Coaches through workshops, tutorials and one-on-one support — available online or in the Adobe Hub on Level 3 of the Hawthorn Campus Library. Jump in and start making with Adobe today!

#### Learn more:

[swi.nu/adobe-hub](http://swi.nu/adobe-hub)

## Student Voice and Student Partnership

At Swinburne, your voice matters. We are committed to ensuring you are actively involved in shaping your university experience, and that you can see how your input influences decisions. Students bring unique insights and ideas that help us design and deliver a better student experience.

There are many opportunities to have your say and work in partnership with staff, including:

- Joining a Student Staff Consultative Committee.
- Participating in feedback activities such as surveys and focus groups.
- Contributing to projects that co-design and co-deliver improvements to student life.

Our Student Voice model ensures your feedback is captured, considered and acted upon in matters that impact you.

Our Student Partnership model provides ways for students and staff to collaborate meaningfully to enhance the student experience.

We encourage you to get involved and play an active role in shaping your time at Swinburne. Your voice can make a real difference.

## Talking About Consent

We are committed to preventing all forms of violence, harm and disrespect towards students and staff. To ensure a shared understanding of respect and consent, all students must complete the compulsory Talking About Consent module on Canvas by the end of their first study period.

This 40-minute module explains our zero-tolerance approach to sexual harm. It covers key topics such as understanding consent, how to ask for it, and recognising situations where it cannot be given. It also explores building respectful relationships, safely challenging harmful behaviours, and accessing support and reporting pathways.

Delivered in three self-paced online modules, the course includes interactive activities to enhance learning. Quizzes at the end of each module help assess knowledge and obtain feedback for course evaluation and improvement.

Help change the story on sexual harm in universities — contribute to a safer and more respectful Swinburne community by completing the 'Talking about Consent' course, available on your Canvas dashboard.

## Academic integrity

Academic integrity means using ideas, knowledge, and information to develop your own insights, not presenting someone else's work as your own or trying to gain an unfair advantage. It also means acknowledging the work of others when you include it in your work.

There is a compulsory academic integrity module on Canvas that must be completed by the end of your first study period. This helps you navigate the expectations and requirements when it comes to your work and submissions in the university and beyond.



# Study support services

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**Swinburne offers study skills workshops, one-on-one advice sessions, support for students to catch up or get ahead, useful study materials, and more.**

## Success Hub

If you need help with your assignments, study, or academic skills, or simply want a place to study with support nearby, drop into the Success Hub. Choose the study and learning support that will help you make the most of your studies. Organise a one-on-one session with a Learning Advisor, join a Peer Assisted Study Session, or speak with a Student Success Coach.

During semester, we also offer all-day drop-ins, Monday to Friday — no appointment required!

## Learning and Academic Skills (LAS)

The Learning and Academic Skills (LAS) team supports Swinburne students to be confident, autonomous, and empowered learners. Wherever you are in your studies, we're here as a reliable partner in your academic success. Our LAS Advisors are located in the Success Hub.

LAS Advisors can support your learning and academic journey through:

- Drop-in Sessions at the Success Hub.
- One-on-one consultations in-person or online.
- Academic skills workshops.
- Targeted learning resources.

### Learn more:

[swi.nu/las](http://swi.nu/las)

### Get in touch:

[las@swin.edu.au](mailto:las@swin.edu.au)

## Peer Assisted Study Sessions (PASS)

Boost your confidence and results by joining a Peer Assisted Study Session (PASS), a friendly, peer-led study group that helps you review and understand your coursework in a relaxed, supportive setting.

PASS is open to all Higher Education students enrolled in selected units. Each session is run by a trained PASS Leader — a student who has successfully completed the same subject and understands what it takes to do well. Leaders don't re-teach or provide answers. Instead, they guide group discussions, share effective study strategies, and help you connect ideas and tackle tricky concepts together.

PASS sessions are a great way to:

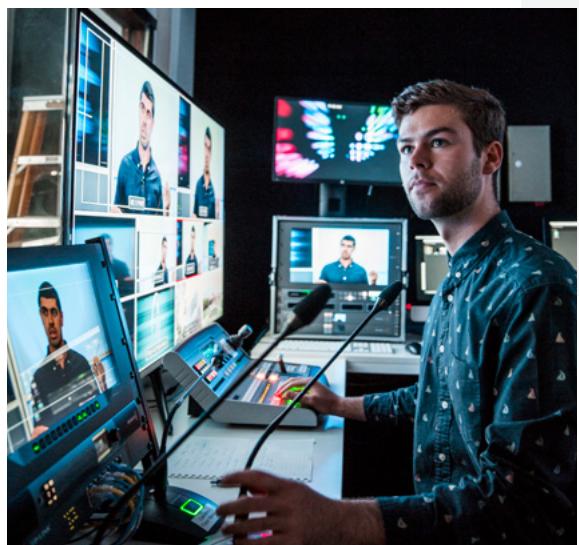
- Reinforce your learning and prepare for assessments.
- Collaborate with peers studying the same unit.
- Learn how to study smarter, not harder.
- Build confidence and independence in your learning.

Most sessions are held on campus and some may be offered online for added flexibility. PASS is voluntary, informal, and designed to complement your lectures and tutorials, not replace them. Learn with peers. Lead your own success. Join PASS.

### Learn more:

[swi.nu/zr5ei](http://swi.nu/zr5ei)

[pass@swin.edu.au](mailto:pass@swin.edu.au)





## Swinburne Learning and Support Communities

Through our digital platform, Vygo, Swinburne has created a range of cohort-based Learning & Support Communities that make it easier for you to connect with peers, share information, and access discipline-specific support services to help you, wherever you are in your educational journey. As a commencing student, you will be automatically allocated to Communities that align with your studies.

In your Communities you will be able to:

- Access Higher Education Student Success Coaches (staff) — support staff members, an excellent point of contact to help with study performance support, tools, and tips.
- Connect with a Peer Mentor (volunteer) — a student volunteer mid-way through their own university journey, who can help you settle in, and provide insights, tips, and tricks on navigating the wider student experience.
- Access School Representatives (educator) — educators and student leaders in your respective school.

You will also have the option to join a number of other Communities to learn more about the benefits of student life, the PASS Program, or Swinburne's Wellbeing Services. You can also find a community of Elite Athletes, International students, or connect with recent Swinburne graduates.

Swinburne's Learning & Support Communities are hosted available via [my.swinburne.edu.au](http://my.swinburne.edu.au)

## Mathematics and Statistics Help [MASH] Centre

If you're a student needing help with mathematics, statistics or physics units, you can access the Mathematics and Statistics Help (MASH) Centre. No bookings are required — simply visit our campus or online drop-in sessions.

The MASH Centre offers drop-in support on weekdays during semester at the Hawthorn campus.

First-year maths students can get help at any time during opening hours. If you want help with second-year maths, first-year physics, or statistics, you can drop-in when specialist staff are available.

**Learn more:**

[www.swin.edu.au/mash](http://www.swin.edu.au/mash)

**Get in touch:**

[mash@swinburne.edu.au](mailto:mash@swinburne.edu.au)

## Student Success Coaches (Higher Education)

If you are a Higher Education student, our Student Success Coaches (HE) offer coaching and mentoring to support you in performing at your best and navigating university life and learning. They assist you throughout your university journey to:

- Overcome challenges that are impacting your studies.
- Maintain and improve your study performance.
- Achieve your educational goals, however big or small.
- Recover academically.
- Learn new strategies and attitudes that ensure academic success.

Student Success Coaches (HE) provide a range of services through:

- Vygo
- One-on-one consultation
- Level Up program
- Be. Mindful program

You can message or book an appointment with your Student Success Coach (HE) through your Learning Community in Vygo, through the Success Hub, or by visiting [my.swinburne.edu.au](http://my.swinburne.edu.au)

## Student Success Coaches (Vocational Education)

If you are a Vocational Education student, our Student Success Coaches (VE) at our Hawthorn, Croydon, and Wantirna campuses will coach and mentor you to succeed in your studies. They will also provide tailored support to every course, throughout the student journey to:

- Set you up with skills development to meet needs at Swinburne.
- Triage issues and develop strategies to overcome them.
- Empower you to develop a plan.
- Engage with regular check-ins.

Student Success Coaches (VE) engage through:

- Class visits at the start of the semester.
- One-on-one consultations.
- Customised class workshops.
- Small group study sessions.
- Teams, emails, calls and texts.
- Online skills development resources.

You can get in touch with a Success Coach via [my.swinburne.edu.au](http://my.swinburne.edu.au)



## AccessAbility services

Swinburne is an inclusive and welcoming environment; if you are a student living with a disability, medical or mental health condition, or primary carer responsibilities, our AccessAbility team will help you get the most out of your studies. You can register for AccessAbility services. Visit the Current Students page for more information.

How to register:

1. Login to the AccessAbility Student Portal.
2. Complete your online registration.
3. Upload a completed copy of the Health Practitioner Supporting documentation form and/or any other supporting documentation.
4. Book an appointment with an Advisor.

**Access the AccessAbility Student Portal and find helpful resources here:**

[www.swinburne.edu.au/life-at-swinburne/  
student-support-services/accessibility-  
services](http://www.swinburne.edu.au/life-at-swinburne/student-support-services/accessibility-services)

## Equitable Assessment Adjustments (EAAs)

EAAs are adjustments or alterations to the standard conditions or format of an assessment. They can apply to any formal assessment task or exam in the unit of study outline, and are available to eligible students living with a disability, a medical condition and/or mental health condition, or carer responsibilities. EAAs are not a reduction in the academic standard being assessed. You must still meet all requirements of the course and unit.



## AccessAbility Librarians

Our helpful AccessAbility Librarians can assist with accessing library services, resources, and facilities such as:

- Retrieving items from shelves.
- Organising extended loan periods or computer-access time.
- Photocopying.
- Searching library information resources.
- Booking rooms.
- Booking assistive equipment, including voice recorders and smart pens.

## AccessAbility Careers Hub

Consultants at our Hawthorn campus will help you make use of the career resources that suit you — including online materials, consultations, internship opportunities, workshops, seminars, and Swinburne's GradWISE program.

**Learn more:**

[www.swinburne.edu.au/life-at-swinburne/  
student-support-services/accessibility-  
services/use-the-accessibility-careers-hub](http://www.swinburne.edu.au/life-at-swinburne/student-support-services/accessibility-services/use-the-accessibility-careers-hub)



## Referencing guides

Use helpful AGLC, APA, and Swinburne Harvard style guides to cite your sources correctly, and find out how to easily manage them, with EndNote (reference management software). Always check your unit outline, or with your lecturer, tutor, or supervisor, to find out which referencing style you are required to use, including when AI referencing.

## Studiosity

Whether you're a Higher Education night owl or early riser, our partner, Studiosity, can provide you with 24/7 academic support online. Studiosity provides AI-generated feedback on your work, returning comments and support within minutes.

You can access Studiosity by logging into Canvas, selecting one of your units of study, and looking for Studiosity on the left-hand side. On your first sign-in, you'll need to create a user profile and PIN.

## Swinburne College Student Hub

The Swinburne College Student Hub is here to help you reach your academic goals. If you are a College student, you can receive educational advice, access workshops to improve learning, and connect with our academic advisors who are here to support you and your specific needs.

The Hub is not only a study place but also a social space where you can be part of a community, feel safe, and connect with other students.

The Hub provides support to UniLink diploma, the UniLink Bridging Program, the Swinburne Foundation Program, the Postgraduate Qualifying Program (PQP), or English Language Intensive Course for Overseas Students (ELICOS).

### Location:

TD140 on the Hawthorn campus



## Library

Swinburne's library is a welcoming space to study, relax, and socialise. You'll find helpful services, resources, and facilities for staff and students, including borrowing, equipment loans, study spaces, and more.

### Search the Library

Search the library to find databases, journal articles, unit reading materials, books, special collections, and much more.



**Borrow books and use photocopiers with your virtual ID in the Swinburne App.**

### Learn more:

[www.swinburne.edu.au/library](http://www.swinburne.edu.au/library)

### Study spaces

Find or book a library study space, group study room, or computer.

### Learn more:

[www.swinburne.edu.au/courses/course-delivery-options/studying-on-campus/](http://www.swinburne.edu.au/courses/course-delivery-options/studying-on-campus/)

### Book a study space or computer:

[pcbooking.swin.edu.au/cire/login.aspx](http://pcbooking.swin.edu.au/cire/login.aspx)

### Contact the Library

Contact us via Vygo – Ask a Librarian, online chat, phone, face-to-face Monday to Friday, 9am to 5pm, or email us: [library@swinburne.edu.au](mailto:library@swinburne.edu.au)

### Opening Hours

[www.swinburne.edu.au/library/about/opening-hours](http://www.swinburne.edu.au/library/about/opening-hours)



# Personal support

**Our personal support services are designed to help you navigate your time at Swinburne. Whether you need assistance with mental health, wellbeing, career, finance, or specific support as an international student or Indigenous student, our comprehensive services have you covered.**

All our support services are free and available to all Swinburne students. Some are drop-ins, others may require a booking, some are 24/7, whilst others will have more traditional hours.

## Health and wellbeing services

We offer comprehensive professional medical and counselling services to support the mental, physical, and emotional wellbeing of the Swinburne community.

Health services provided include:

- Doctor's appointments
- Counselling
- Sexual health clinic
- Pathology
- Minor procedures
- Vaccinations

How to access the Health and Wellbeing services:

- Register once on Swinburne's health and wellbeing website to access a range of support services, including doctors, nurses and counsellors.
- Once you have registered, you can make an appointment when you need to see our team.

**Book an appointment via HotDoc or call:**

(03) 9214 8483

**Learn more:**

[www.swinburne.edu.au/life-at-swinburne/  
student-support-services/health-wellbeing/](http://www.swinburne.edu.au/life-at-swinburne/student-support-services/health-wellbeing/)

## Foodbank

There is a foodbank at each Swinburne campus for those experiencing financial hardship. The foodbank is here to support Swinburne students by providing free pantry staples and essential items. Open during semester, you can access several sessions per semester and choose a selection of items.

**Book a foodbank session:**

[www.swinburnestudentassociation.com.au/  
service-page/foodbank-session](http://www.swinburnestudentassociation.com.au/service-page/foodbank-session)

## Breakfast

Fuel your mornings with SSA's free daily breakfast during term. It's the perfect way to grab a bite, meet friends, and start your day right. Simply present your Student ID to one of the Breakfast Club Crew at the Hawthorn campus to check in and enjoy your free breakfast.

**Learn more:**

[www.swinburnestudentassociation.com.au/  
breakfast](http://www.swinburnestudentassociation.com.au/breakfast)

## **H.Squad**

H.Squad are Swinburne's student health ambassadors, representing a diverse range of courses and backgrounds. This diversity ensures a wide range of student voices are heard and included. H.Squad members are equipped to educate and empower their peers, promoting positive health and wellbeing across the Swinburne community.

H.Squad creates and leads a year-round calendar of health-focused events designed to engage and empower the student community. From large on-campus events like International Women's Day to Men's Health Week — they're the team behind it all.

If you see a H.Squad member out on the Hawthorn campus (usually wearing their bright red t-shirts), please say hello! They are here to help. H.Squad's role is also to promote the Health Service, so all Swinburne students know what services and support are available to them whilst they are completing their studies.

**Follow on Instagram to learn more:  
[@h.squad\\_swinburne](https://www.instagram.com/@h.squad_swinburne)**

## **Safety and crisis support**

Your safety and wellbeing are our priority. Whether you're feeling unsafe, distressed, or just unsure about how to handle a situation, support is available. You don't need to wait for a crisis to reach out — help is here early.

If you experience or witness any behaviour that causes concern — including discrimination, harassment, bullying, sexual harm, stalking, family violence, or threatening behaviour — the Safer Community team can provide confidential advice, safety planning, investigations, and referrals to specialist support.

Students affected by difficult or distressing situations can also access a range of flexible supports, including:

- Alternative assessment arrangements.
- Special consideration or extensions.
- Gender-based violence, sexual harm, and family violence support.
- Health and wellbeing support.

If there is an emergency on campus, you can call Swinburne Security for 24-hour assistance, or call the Victorian Police, Fire and Ambulance Services on 000.

## **Swinburne Security**

Phone: (03) 9214 3333

## **Swinburne Safer Community**

The Safer Community team is here to help if you have experienced or witnessed inappropriate, concerning or threatening behaviour that has made you feel uncomfortable, unsafe or worried.

Email: [safercity@swinburne.edu.au](mailto:safercity@swinburne.edu.au)

Online reporting form: [www.swin.edu.au/](https://www.swin.edu.au/incident-reporting-form)  
[incident-reporting-form](https://www.swin.edu.au/incident-reporting-form) (anonymous reporting is available)

## **Swinburne's student wellbeing**

The student wellbeing support line is available 24 hours, Monday to Sunday, including public holidays.

### **Learn more:**

Phone: 1300 854 144

Text: 0488 884 145

## **Swinburne health service (Counselling)**

Swinburne's counselling service offers help with personal, emotional, and mental health difficulties, whether related to your studies or your life away from Swinburne.

### **Book a triage appointment**

Phone: (03) 9214 8483

## **Lifeline**

Urgent support for people experiencing emotional distress.

Phone: 131 114

## **Suicide Helpline**

Counselling and support for people at risk of suicide and anyone experiencing mental health issues.

Phone: 1300 651 251

## **National sexual assault and domestic violence service**

Counselling, information and support services for people experiencing domestic and/or family violence, or threatening, coercive and/or dominating behaviour.

Phone: 1800 737 732

Visit: [www.1800respect.org.au](https://www.1800respect.org.au)

## **Kids Helpline**

Counselling hotline for young people up to age 25 to speak with someone for support.

Phone: 1800 551 800

## Career and employability services

Find work while you study, improve your job-seeking skills, and plan for your future career path. We offer a range of services, programs and resources to help you achieve success.

Employers look for more than just good grades in graduates – they look for attributes such as leadership, teamwork skills, and industry experience. Boost your prospects by utilising our tailored resources to prepare you for the job market.

### Careers Launchpad

Your campus destination for employability can be found on the Ground Floor of the SPS Building and is open Monday to Friday from 9am to 5pm. Drop in to chat with Employability Peer Assistants, who can answer your career questions. Qualified career consultants and a Student Placements team are also available.

### SwinEmploy

This is your go-to online destination for career services at Swinburne. You can find self-assessment tools, customised learning resources, event information, job opportunities, and much more.

#### Learn more:

[swi.nu/swinemploy](http://swi.nu/swinemploy)

### Career consultation

If you require further assistance after using these services, you are welcome to book a 30-minute appointment (over a phone or video call) with one of Swinburne's career consultants.

### Work Integrated Learning (WIL)

Start building your résumé with real industry experience while you study through our highly regarded Work Integrated Learning (WIL) program. Work Integrated Learning comes in the form of placements, internships, or industry-linked projects.

For vocational students, it's guaranteed industry immersion from day one. Your studies are all about hands-on learning and experiencing the real world of work. That's why we've created the Future of Work Lab — a tech-enabled digital (and physical) collaborative platform where you'll get a chance to problem-solve alongside industry, teachers, and peers.

### Professional placement

Upgrade your Higher Education degree by immersing yourself full-time in a professional organisation for six or 12 months, and gain the real industry experience that employers are looking for. Additionally, some VE courses also involve integrated work placements.



## **Swinburne Employability Award**

The Swinburne Employability Award gives you official recognition for your campus and community experiences like volunteering, paid work, internships, and more. Each successfully completed stream receives a digital certificate and recognition on your Academic Transcript — celebrate what you do beyond the classroom!

The award is a flexible, free, and self-paced program designed to help you build career-ready skills and stand out in a competitive job market.

## **Professional Purpose program**

Swinburne's Professional Purpose program runs alongside your bachelor's degree and functions as a life and career planner. Its objective is to help you make the most of your university experiences as a Higher Education student, and set yourself up for meaningful success.

## **International Student Job Club**

All international students are welcome to attend Swinburne's International Student Job Club, which runs regularly during semester. It provides you with career and employment insights in a friendly, supportive environment. There is no formal membership required, just come along to the events that interest you.

## **Skills and Job Centre (SJC)**

The SJC's qualified careers practitioners provide careers counselling and job readiness support at Croydon, Monday to Friday (CA Building), Wantirna Monday and Tuesday (Room WD246) and Hawthorn Monday and Tuesday (Career Launchpad).

SJC appointments are 45 minutes and can be in-person, by telephone, or video call. We support the following student groups:

- Fee Free UniReady
- Migrant English (AMEP)
- General Education
- Apprentices

We support Swinburne's apprentices with careers support and a JobLink service with local employers in the Outer East.

We deliver in-class career and job readiness workshops to support the above student groups and VE Delivered to Secondary School students.

### **Get in touch:**

**skillsandjobs@swinburne.edu.au**

(03) 9726 1450

## **Career support for early school leavers**

The Victorian Early Leaver Connection Initiative (VELCI) careers advice service provides personalised careers support for students who left school before finishing Year 12 and are under 20.

We can:

- Help you stay on track if you are already in a course or job.
- Help you explore what's next if you need a new direction.
- Be here to talk to if you want regular check-ins.

### **Get in touch:**

**velci@swin.edu.au**

(03) 9726 1450





## Financial support

If you're facing financial difficulties, we offer various forms of financial assistance to help you manage your expenses and continue your studies.

### Finance and Housing Adviser

Our Finance and Housing Adviser provides tailored guidance on managing finances and accessing financial aid. This includes:

- Centrelink-related support, such as Youth Allowance or Austudy, and help navigating these services.
- Budgeting and money management support.
- Financial advice and resources.
- Government and community financial support.
- Emergency hardship grants.
- Housing resources and referrals to community housing organisations.
- Support to find safe, affordable accommodation.
- Emergency housing referrals.

#### Get in touch:

[financeandhousing@swin.edu.au](mailto:financeandhousing@swin.edu.au)

### Free tax return help

If you need assistance lodging your tax return, you may be eligible for the Tax Help program, available through the Swinburne Student Association (SSA). The Tax Help program is a free and confidential service to help students complete their tax returns, run by a group of ATO-trained and approved student volunteers.

#### Learn more:

[www.swinburnestudentassociation.com.au/tax-help](http://www.swinburnestudentassociation.com.au/tax-help)

### Scholarships and grants

Scholarships at Swinburne are about providing opportunity, promoting equity, and recognising academic excellence and achievement. We want you to reach your potential and achieve your life and career goals. A variety of scholarships and grants are available to assist with study and living expenses.

### Vouchers

You can access vouchers for essentials like Myki cards, food, and fuel, from the Finance Adviser, Student Equity, or StudentHQ.

### Student discounts and concessions

Make the most of your student card by looking out for businesses that celebrate students with discounts on travel, health, and legal services.

## Fees and loans

### HECS-HELP loan

Most local students studying an undergraduate degree in a Commonwealth Supported Place (CSP) as well as UniLink students, can pay their tuition fees via a HECS-HELP loan. Local students may be able to access Commonwealth Supported Places (CSPs), and FEE-HELP or HECS-HELP loans.

### Student Services and Amenities Fees

The Student Services and Amenities Fee (SSAF) helps pay for services and facilities that are dedicated to you.

### Loans and discounts

To help you pay your fees as a local student, a range of loans and discounts are provided by the Australian and Victorian governments.

### Trade Support Loans

If you are an apprentice, you may be able to get a Trade Support Loan from the Australian Government to help with your ordinary living expenses. You can repay the Trade Support Loan through the tax system once you're earning above the minimum repayment threshold.

## Student Equity

Student Equity offers free and confidential support to students from diverse backgrounds to improve their overall wellbeing and experience at Swinburne. Our support can include:

- Assistance with transitioning into Swinburne.
- Centrelink and financial literacy information.
- Grants and scholarships.
- Housing advice and support.
- Referrals to community organisations and programs.

### Get in touch:

[studentequity@swin.edu.au](mailto:studentequity@swin.edu.au)





### Care leaver support

We offer a range of support services to care experience students. If you have experienced foster, kinship, residential or permanent care, we can help you settle into university and achieve your academic goals.

As a proud partner of the Centre for Excellence in Child and Family Welfare's Raising Expectations project, Swinburne is committed to helping care-experienced youth access further education.

Our personalised, wraparound support includes:

- Enrolment support.
- Career guidance.
- Referrals to external support services.
- Regular check-ins.
- Scholarships and grants.

### Asylum seeker and refugee support

If you're an asylum seeker or refugee, we understand that adjusting to university life can be challenging. But remember, you are not alone. Whether you're looking for work, a home, need help with studying, or if you're feeling lonely, we are here to help you.

Our personalised, wraparound support includes:

- Enrolment support.
- Career guidance.
- Referrals to external support services.
- Regular check-ins.
- Scholarships and grants.
- Financial and housing assistance.

### Independent Advocacy Support

You can access free, confidential, and independent advocacy support to help you navigate academic issues and formal processes whilst studying at Swinburne. Advocacy Officers are available to provide individual advice to students through the Swinburne Student Association. Useful self-help resources can be found on their website to help answer your questions early.

**Learn more and register for advocacy support:**  
[www.swinburnestudentassociation.com.au/advocacy](http://www.swinburnestudentassociation.com.au/advocacy)

**Get in touch:**

0448 303 466

[advocacy@swin.edu.au](mailto:advocacy@swin.edu.au)



## International student supports

Our International Student Advisors (ISAs) are here to help you settle into life in Australia. They offer personalised support with visas, accommodation, and study-related matters, and can connect you with other services if needed.

The ISA team also works closely with Victoria Police, Fire Rescue Victoria, and Surf Life Saving Victoria to help international students learn how to stay safe while living in Melbourne.

You can speak with an ISA at any time if you'd like to discuss your rights and responsibilities as an international student, or if you have questions about information you've received.

For urgent or emergency matters, or if you need help when the university is closed, you can call the International Student After-Hours Assistance Line below.

### Call 24/7:

(03) 9214 6741

### Paying your fees

Learn how to pay your fees, when to pay your fees and what help is available to you as an international student. The ISAs are able to guide international students who are not Australian or New Zealand citizens or permanent residents and are studying in Australia. This guidance covers tuition fees, which vary depending on the course and other miscellaneous fees.

Sponsored students need to submit a Financial Guarantee. Fees can be checked and paid through 'My Finances' on the Current Students page, with various payment methods available.

Late payments can result in serious penalties. Online payments provide instant receipts, while for others, receipts are issued upon payment. Remember, your enrolment date into units does not impact the due date for fees to be paid. To set yourself up for success, try to enrol in all your units for the entire year as soon as you can. Your course fee will not be due until the date noted in your Statement of Account, so if needed, you can still make changes without financial liability before then.

### Student visas

In most cases, if you are an international student, you will already have your student visa to study in Australia. If you want or need to make changes to your study, chat to an ISA as soon as possible to discuss your options. Changes to your study can impact your visa status.

## Spiritual wellbeing

Swinburne provides spaces suitable for prayer, meditation and reflection on the second floor of the Junction on the Hawthorn campus. The space hosts faith and cultural club events, spiritual wellbeing activities like mindfulness and yoga, and our team of Chaplains, who are here to support students in spiritual care, community and connection.

The multi-purpose space can be used for group or individual prayer or simply serve as a place for quiet thought. It is open for all Swinburne staff, students and their immediate family members. Students will need to use their swipe card to enter the facility.



## LGBTQIA+ community support

There are services available to LGBTQIA+ students, such as counselling and security services. The Queer Room is located in AGSE106 at the Hawthorn campus, and provides a safe environment for our LGBTQIA+ community. You can attend events held throughout the year, including the annual Pride March and Wear It Purple Day. There is access to several gender-neutral bathrooms on campus as well. If you have any questions or ideas, email the SSA Student Queer Representative.

**Get in touch:**  
[squeer@swin.edu.au](mailto:squeer@swin.edu.au)

The women's room is located at BA810 in the Hawthorn campus, which provides a safe environment to meet and relax. If you have any questions or ideas, email the SSA Student Women's Representative.

**Get in touch:**  
[somens@swin.edu.au](mailto:somens@swin.edu.au)

### Gender Agenda

Gender Agenda is a welcoming group made up of people who are trans, non-binary, genderqueer, and genderfluid, as well as those who are questioning and/or allies. They host events, get-togethers, and other activities.

**Get in touch:**  
[GenderAgenda@swin.edu.au](mailto:GenderAgenda@swin.edu.au)



## Indigenous student support

We are committed to supporting our Indigenous students with tailored programs and services that reflect their unique needs and cultural heritage. The Indigenous Student Services Team at the Moondani Toombadool Centre, as well as the Moondani Vocational Centre of Excellence (MVCE), provides services to Indigenous students, including on-campus, online, and community learners, so that you can be in control of your own studies.

**Learn more:**  
[www.swinburne.edu.au/life-at-swinburne/student-support-services/indigenous-student-services](http://www.swinburne.edu.au/life-at-swinburne/student-support-services/indigenous-student-services)

**Get in touch:**  
[indigenousstudents@swin.edu.au](mailto:indigenousstudents@swin.edu.au)



## Elite athlete support

If you're an elite athlete, Swinburne can support you to balance your training, competition, and study commitments. You can access study support and financial assistance to help you stay on track and achieve your goals..

**Learn more:**  
[www.swinburne.edu.au/life-at-swinburne/student-support-services/elite-athletes](http://www.swinburne.edu.au/life-at-swinburne/student-support-services/elite-athletes)

**Get in touch:**  
[eliteathlete@swin.edu.au](mailto:eliteathlete@swin.edu.au)

# Life beyond the classroom



## Swinburne Student Association [SSA]

The Swinburne Student Association (SSA) is a student-led and student-governed organisation dedicated to serving the Swinburne student community. The SSA supports students by running a wide range of clubs, sports, and social events, while also offering essential services such as tax advice, student advocacy, and even free breakfast during term time.

The Association is made up of a Student Board whose members are elected annually through student elections. If you want to partner with the university and fellow students to make a difference to the lives of students at Swinburne, this is a great way to get involved.

Swinburne students are also elected to University Council (the university's governing body) and to Academic Senate. The Association also elects a Student Council (an SRC), whose members both represent students and advocate on behalf of students in matters relating to education, wellbeing, and student welfare.

While being a key pillar in Swinburne's community, the SSA is also a great place to have some fun, make new friends, and get the full university experience.

SSA is funded through the Student Services and Amenities Fee (SSAF) — so you've already contributed. Now it's time to make the most of it!

### Learn more:

[www.swinburnestudentassociation.com.au](http://www.swinburnestudentassociation.com.au)

## Clubs

Join one of the many clubs and societies at Swinburne to meet like-minded individuals and make the most of your university experience. With over 70 clubs to join, there is something for everyone, and if there isn't, you can start your own club!

At the Hawthorn Campus, the Junction — located directly opposite Glenferrie railway station — is home to Swinburne's clubs and societies. There you'll find The Node, an exclusive space for clubs to meet and host events. For information on clubs at the Croydon and Wantirna, reach out to the SSA.

**Join a club:**

[www.swinburnestudentassociation.com.au/clubs](http://www.swinburnestudentassociation.com.au/clubs)

## Accommodation

Discover student housing options at Swinburne, including on-campus accommodation, shared apartments, studio apartments, and short-term accommodation at Hawthorn.

**Learn more:**

[www.swinburne.edu.au/life-at-swinburne/student-support-services/accommodation](http://www.swinburne.edu.au/life-at-swinburne/student-support-services/accommodation)

## Sports

With an array of sports clubs, fitness facilities, and assistance for elite athletes, we have various programs available to help you burn off some steam or hone your craft to reach your sporting potential. You can even represent Swinburne on a national level!

Represent Swinburne at UniSport Nationals, get involved in community sporting events, join one of our many sporting clubs, or compete in intervarsity competitions. There is something for everyone at Swinburne, whether you're a professional or just want to have fun and meet new people.

## Volunteering

Join Swinburne's student volunteer community through opportunities within the university and out in the community. Keen to make a difference? Volunteering is an excellent way to give back, make friends and have fun while gaining skills and experience that will help you stand out in a fast-changing workforce.

As a student volunteer, you will:

- Be recognised for your volunteering hours.
- Receive training and support.
- Develop sought-after skills like communication, teamwork and leadership that enhance your professional profile and help you thrive in the future.

Volunteering is also about giving back, supporting initiatives that improve student wellbeing and making the Swinburne experience even better for everyone.

Opportunities are available year-round and include:

- Large-scale events like Open Day and Orientation, with roles ranging from greeting and ushering to logistics.
- Peer Mentoring, where experienced students support others and help new students settle into university life.

**Learn more:**

[swi.nu/volunteerhub](http://swi.nu/volunteerhub)

**Get in touch:**

[volunteer@swin.edu.au](mailto:volunteer@swin.edu.au)



## Swinburne Student Ambassador Program

Looking for a job you might actually like? Working as a student ambassador is more than just a job, it's changing lives by helping future students decide where to take their next education step.

### Learn more:

[www.swinburne.edu.au/life-at-swinburne/careers-employment/student-ambassador-program](http://www.swinburne.edu.au/life-at-swinburne/careers-employment/student-ambassador-program)

## Global opportunities

### Swinburne Study Abroad

Ever wanted to live and study in a vibrant city in Europe, Asia or the Americas? Depending on your Higher Education course, a study abroad program could have you jet-setting overseas and living the life of a local. You could be exploring new cultures and making new memories — all while you gain credit as a Swinburne student. And with a range of funding opportunities available for eligible students, your overseas study experience could be closer than you think. Discover Swinburne Abroad's overseas program from internships to semester exchanges, study tours and more, and start planning your itinerary to supercharge your professional growth and add an edge to your degree.

## Events at Swinburne

We have a range of events, talks, information sessions, activities and more happening every week at our Hawthorn campus. Many of these activities are promoted on the digital screens across campus, the Swinburne App, the student newsletter and the Current Students page.

In addition, the SSA runs a wide range of events and activations on campus to help you meet new people, build your social connections and make campus life fun. Sign up for your free SSA account to find out about their activities on campus.

### Follow on Instagram for updates:

[@ssa.swinburne](https://www.instagram.com/@ssa.swinburne)

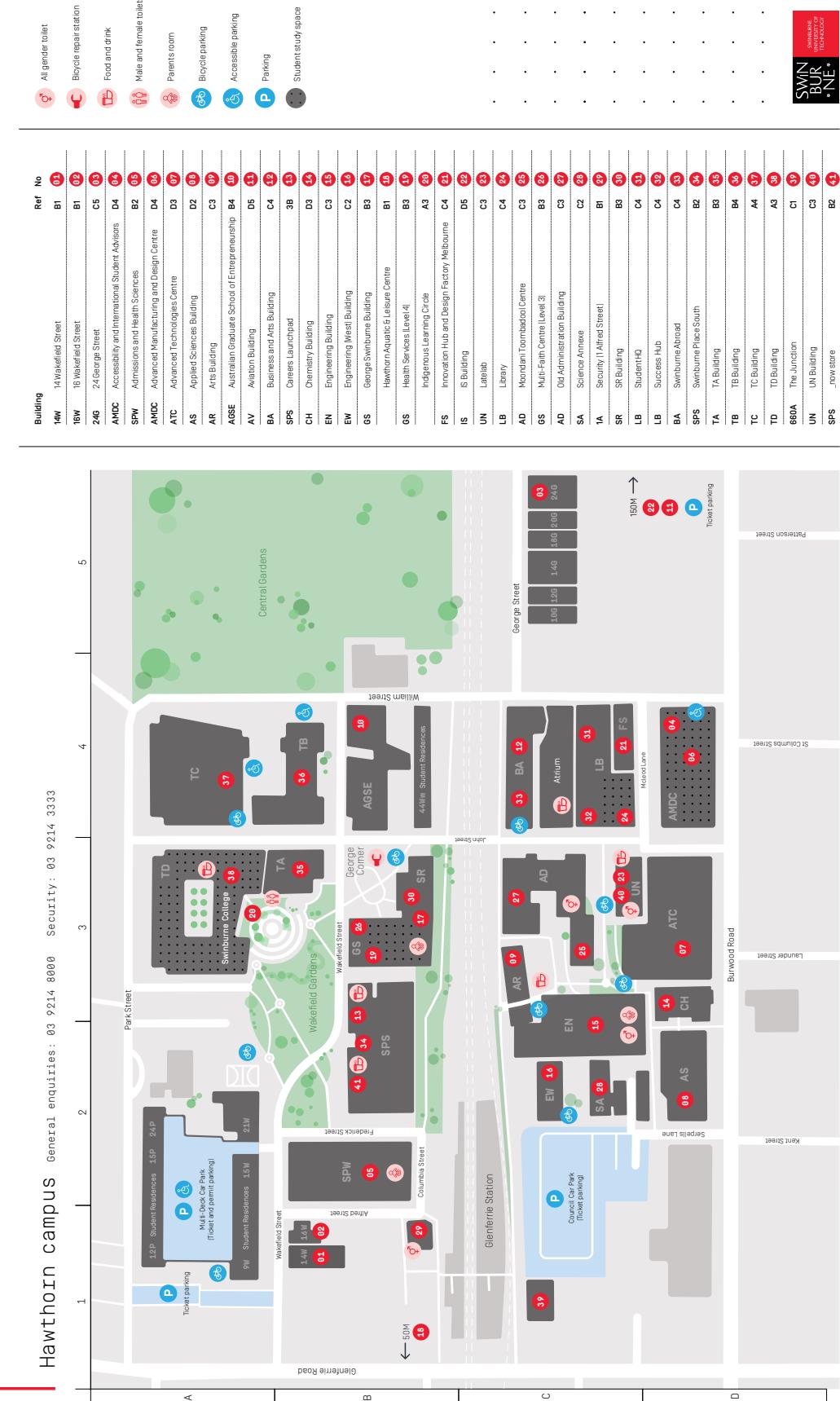
## Locker hire

Whether you're looking for a secure place to store your books, sports gear, or personal belongings, our lockers offer a safe and accessible solution. To hire a locker, visit the website below. Free, day-use lockers are available in the Late Lab.

### Learn more or hire a locker:

[www.swinburnestudentassociation.com.au/lockerhireform](http://www.swinburnestudentassociation.com.au/lockerhireform)





# Croydon campus

12-50 Norton Road  
Croydon VIC 3166  
General enquiries:  
03 9214 8000  
Campus security:  
03 9214 3333

Building	Ref
CA	DI-2
CB	D2
CC	D3
CD	C3
CE	C-D3
CF	C-2
CG	BI-2
CH	B2
CI	B3
CK	B2
CM	A2
CN	B4
CO	E1
CP	D-E1
CS	C4
CT	C4



**Legend**

- P Parking
- S Security
- ♿ Accessible parking
- ♂ M gender toilet
- ♀ F gender toilet
- FH Cafeteria
- PR Parents room



# Daily planner

Date \_\_\_\_\_

## To-do-list

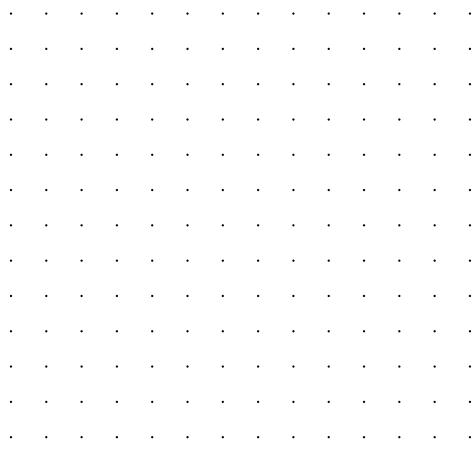
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

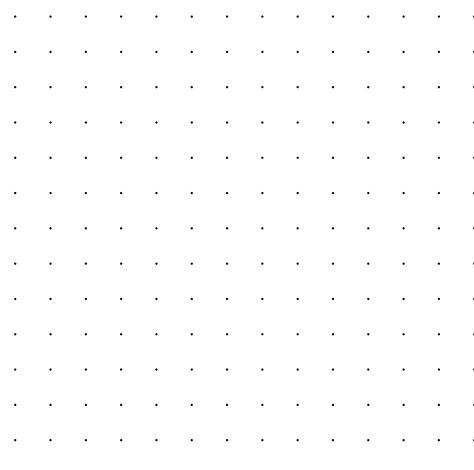
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

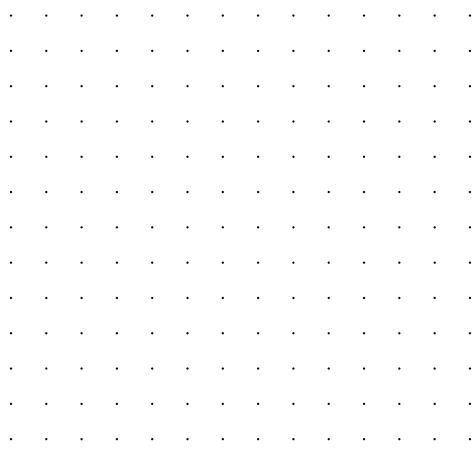
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

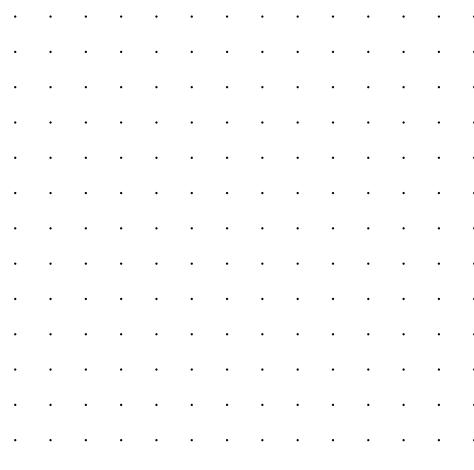
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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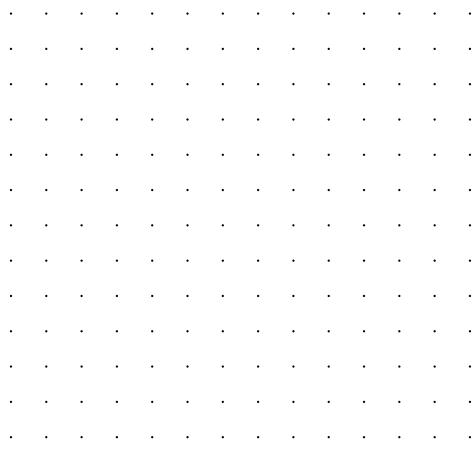
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date

## To-do-list

A vertical column of eight empty circles, likely for a list or a grid.

## Action steps

**Notes**

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## Idea/Sketch

## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

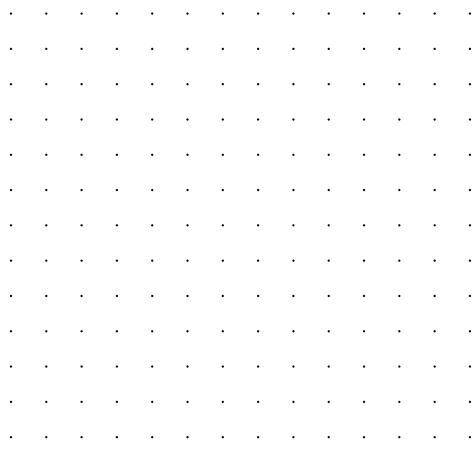
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

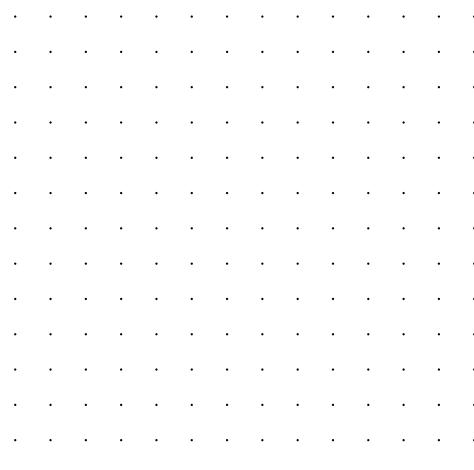
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

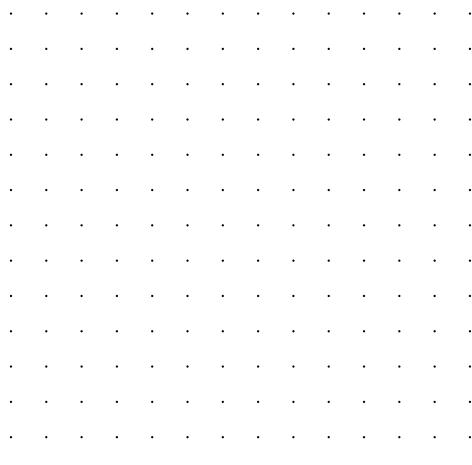
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

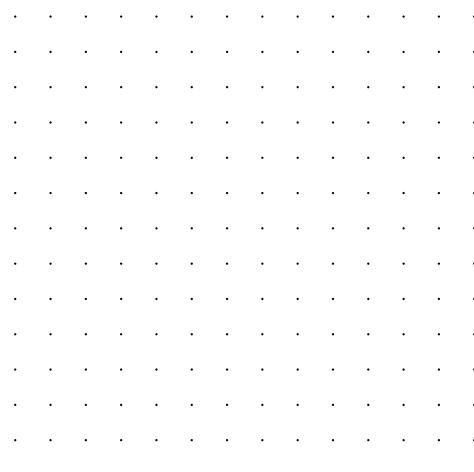
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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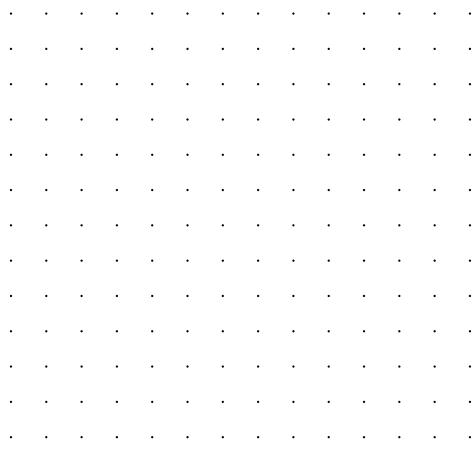
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

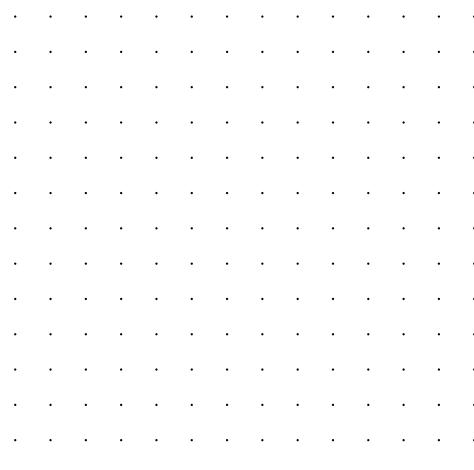
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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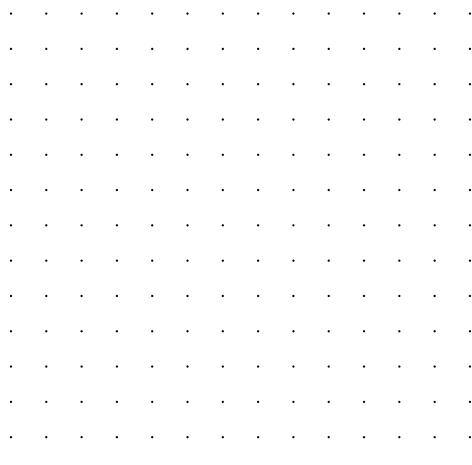
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

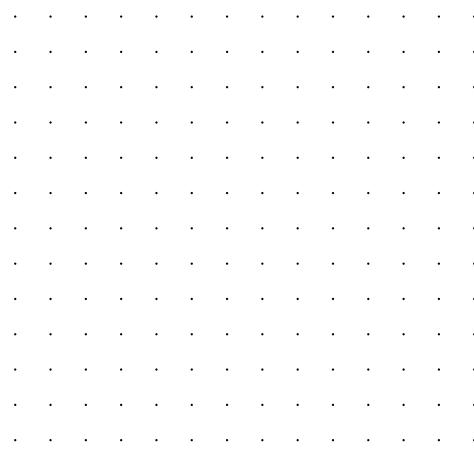
## To-do-list

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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

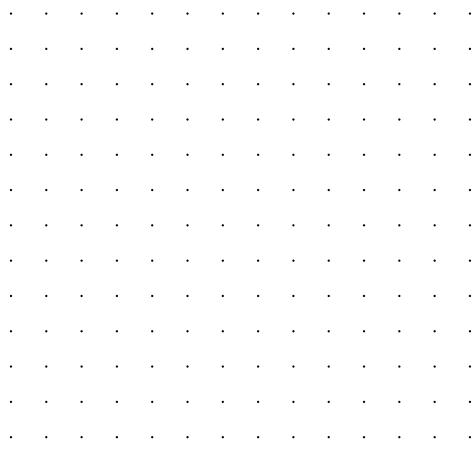
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

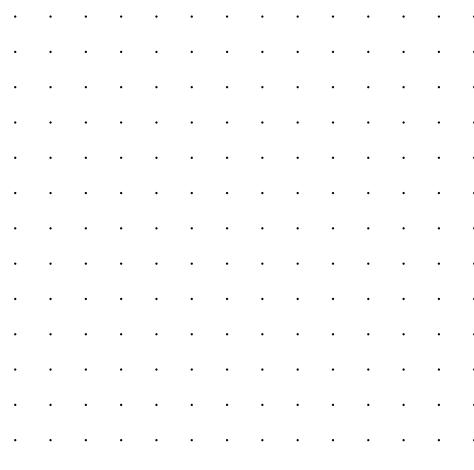
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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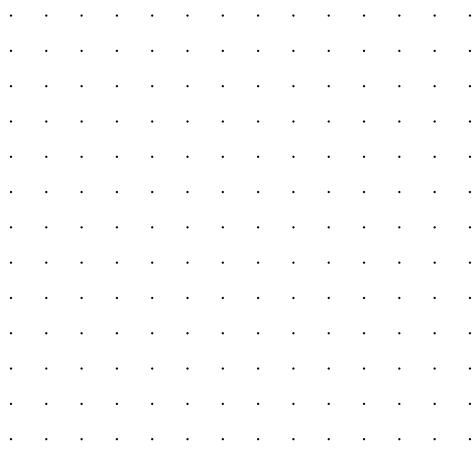
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

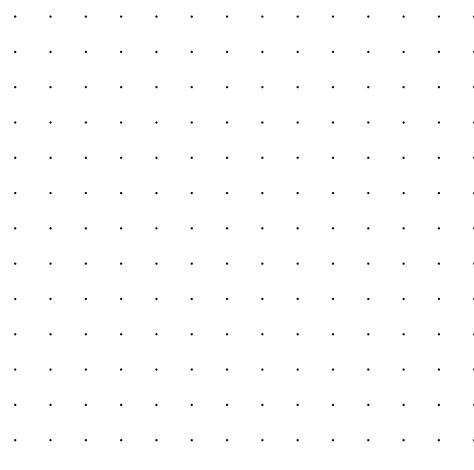
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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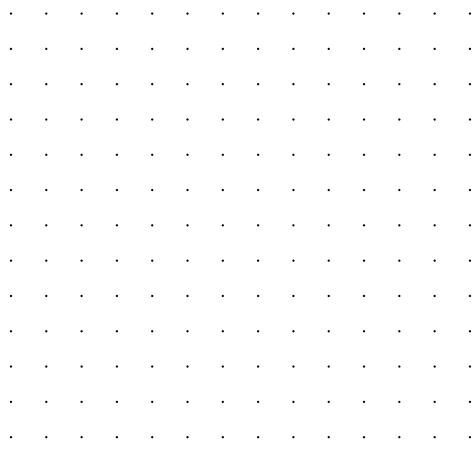
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

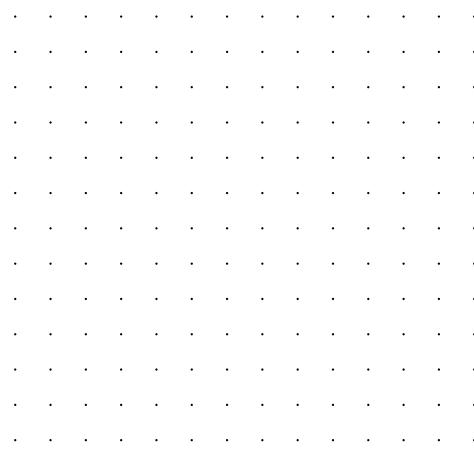
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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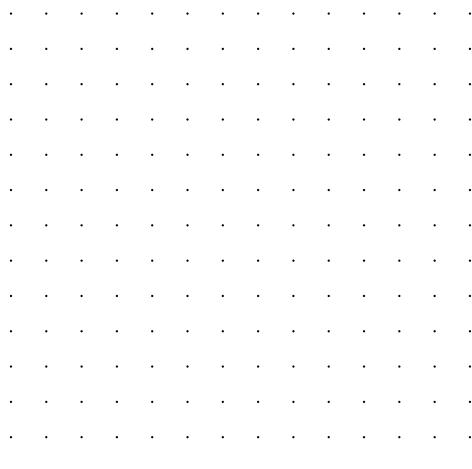
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

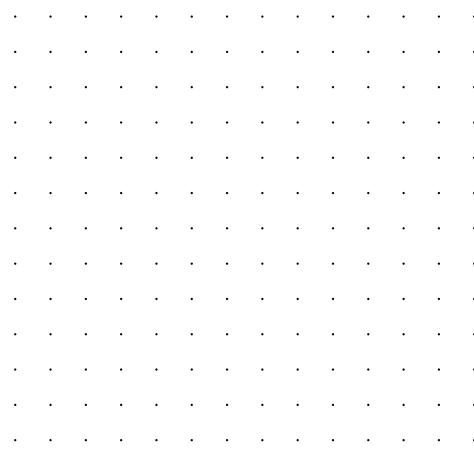
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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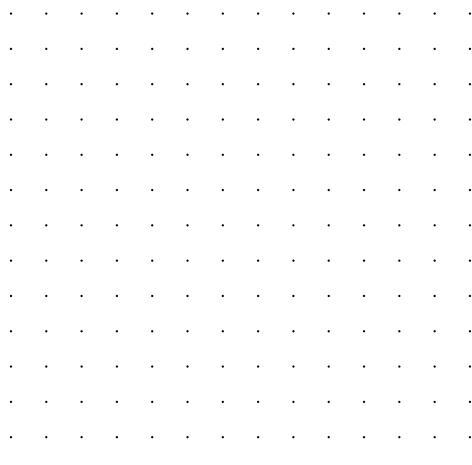
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

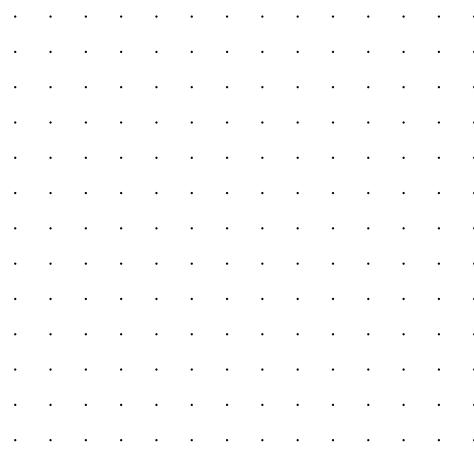
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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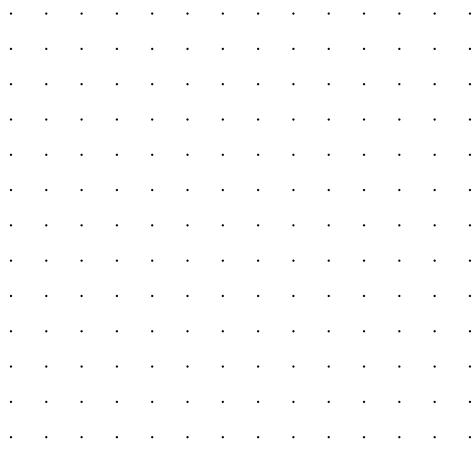
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## Action steps

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## Idea/Sketch

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# Daily planner

Date \_\_\_\_\_

## To-do-list

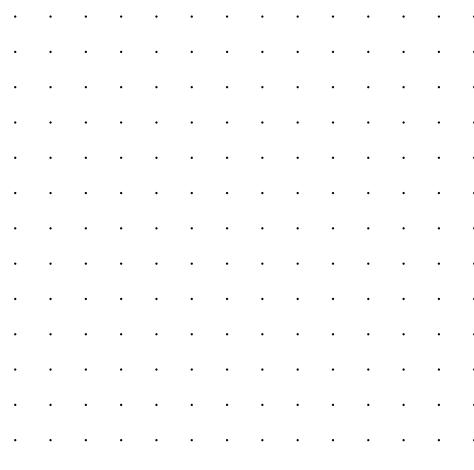
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

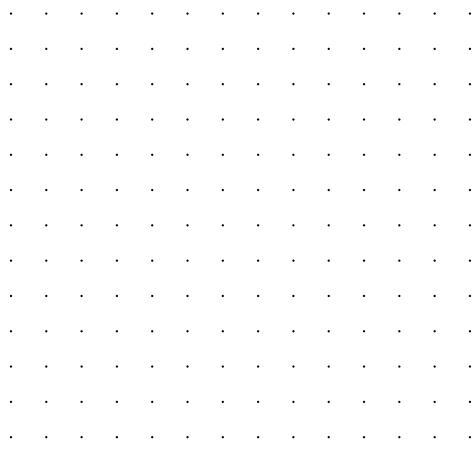
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

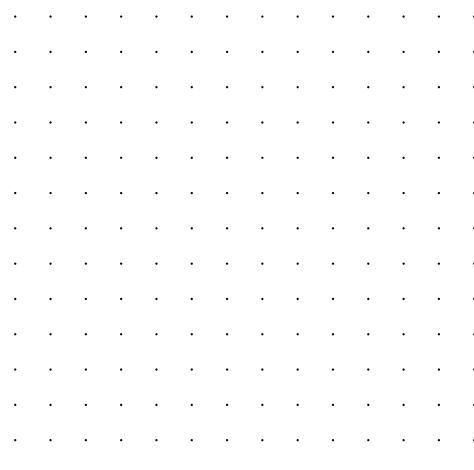
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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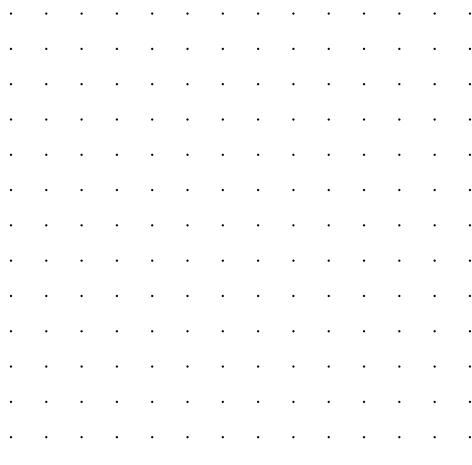
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## Action steps

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## Idea/Sketch

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# Daily planner

Date \_\_\_\_\_

## To-do-list

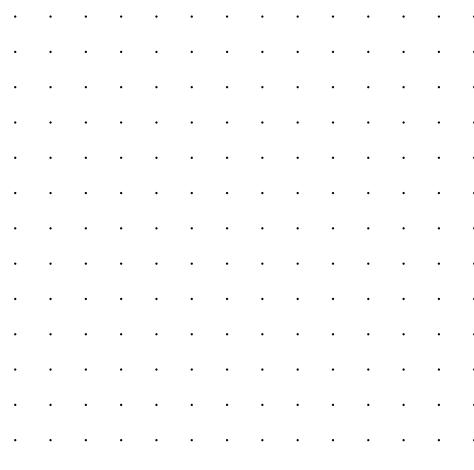
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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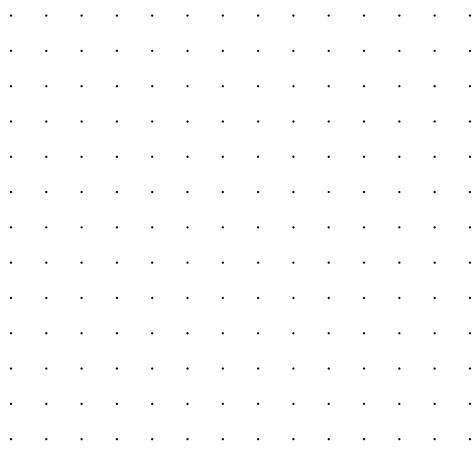
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## Action steps

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## Idea/Sketch

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# Daily planner

Date \_\_\_\_\_

## To-do-list

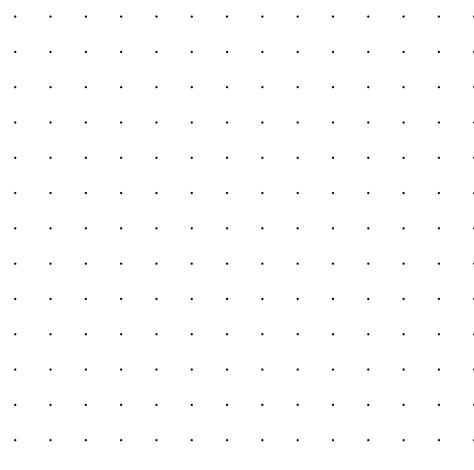
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

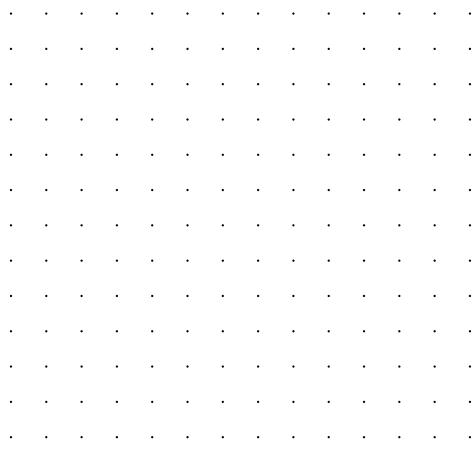
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

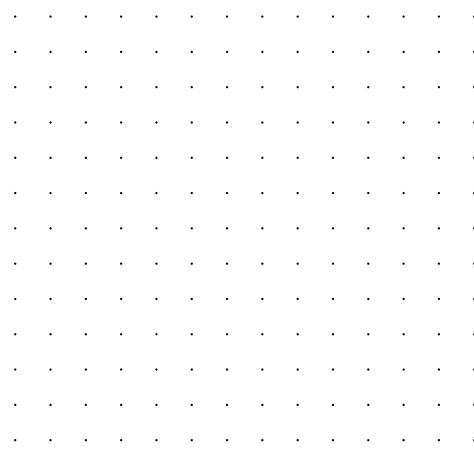
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

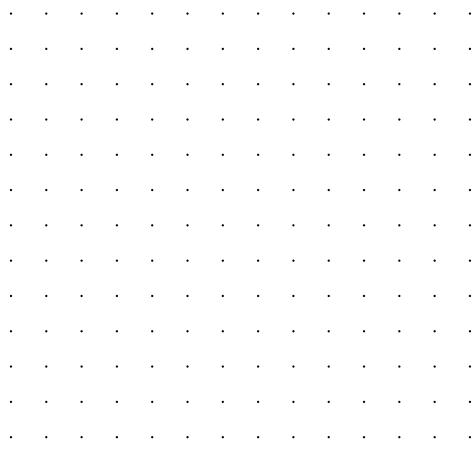
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

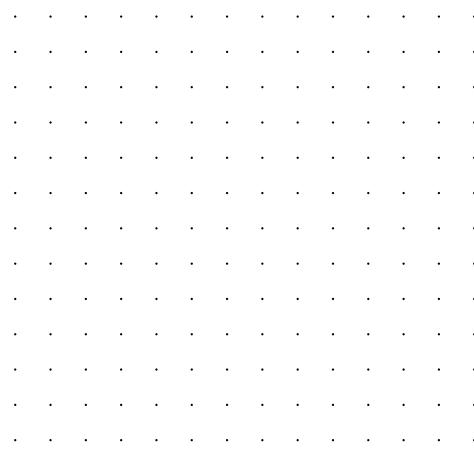
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

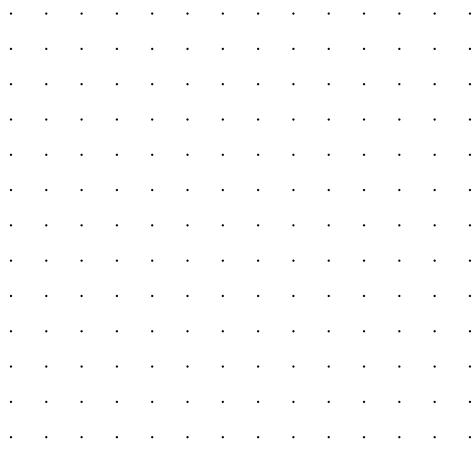
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

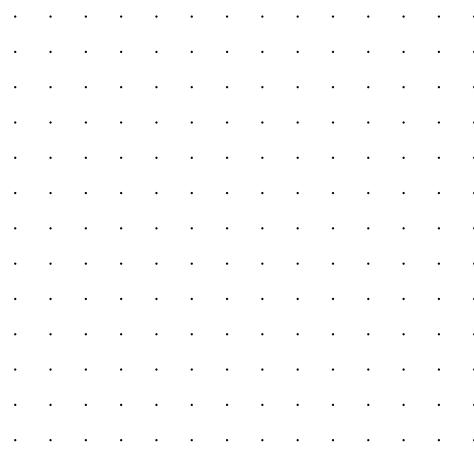
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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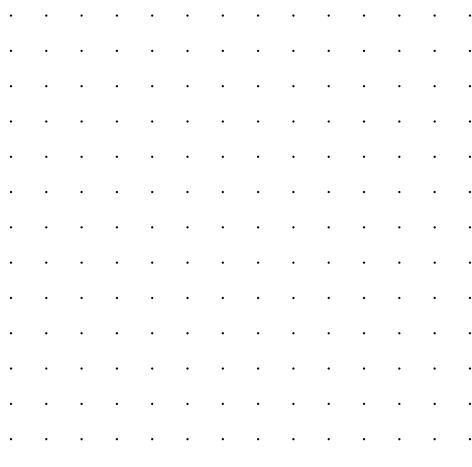
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## Action steps

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## Idea/Sketch

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# Daily planner

Date \_\_\_\_\_

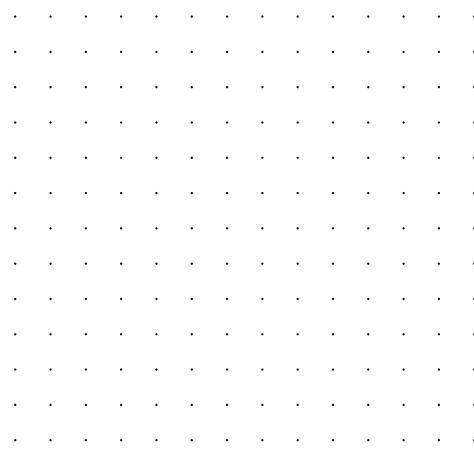
## To-do-list

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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

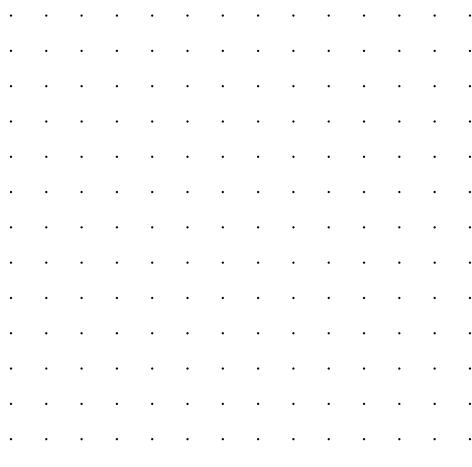
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

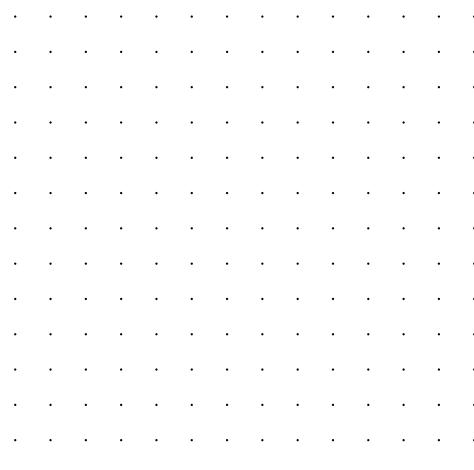
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

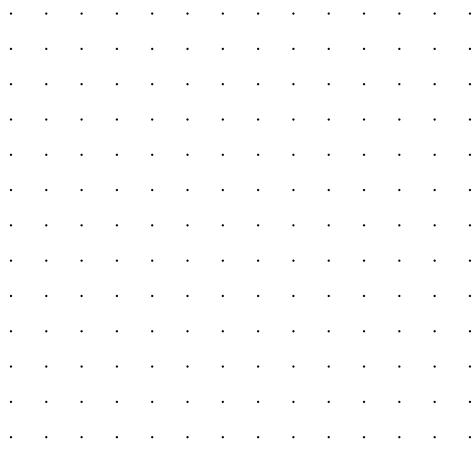
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

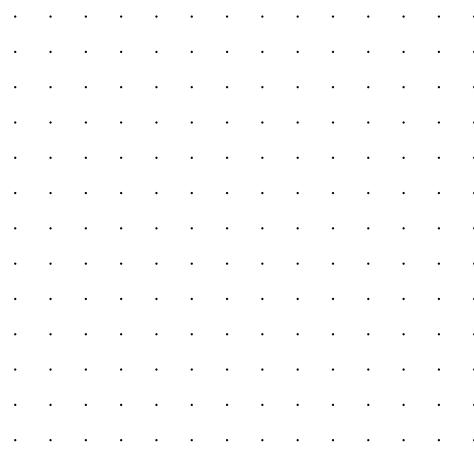
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

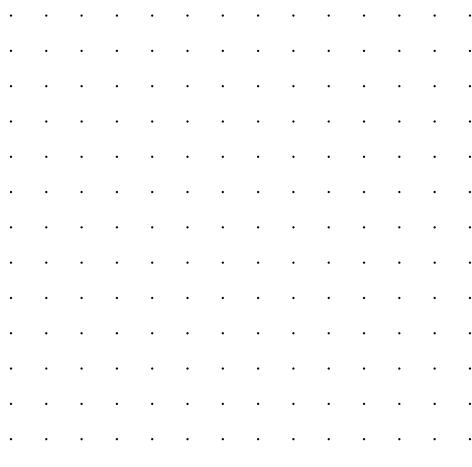
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## Action steps

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## Idea/Sketch



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# Daily planner

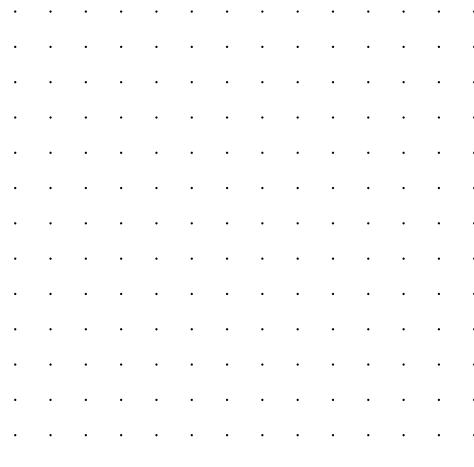
Date \_\_\_\_\_

## To-do-list

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## Action steps

## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

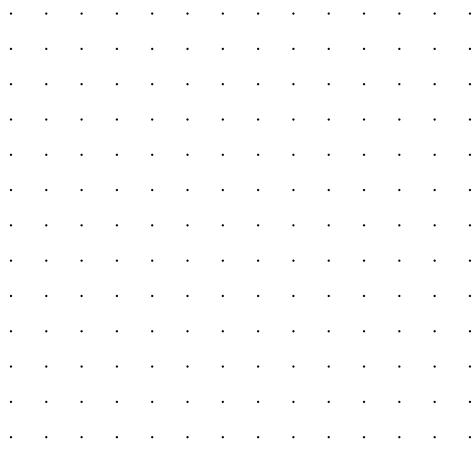
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

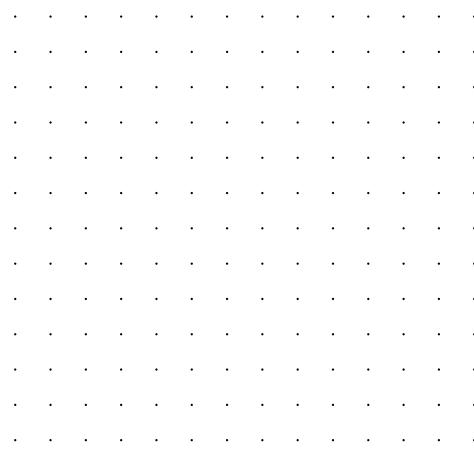
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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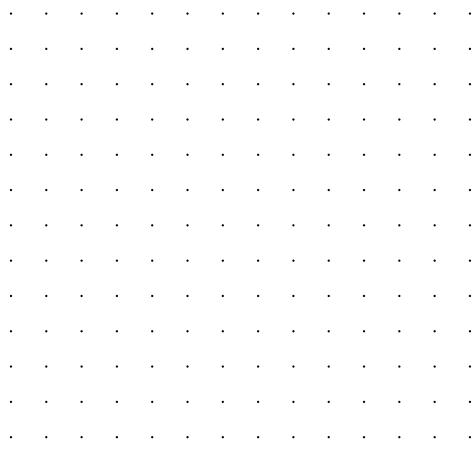
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## Action steps

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## Idea/Sketch

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# Daily planner

Date \_\_\_\_\_

## To-do-list

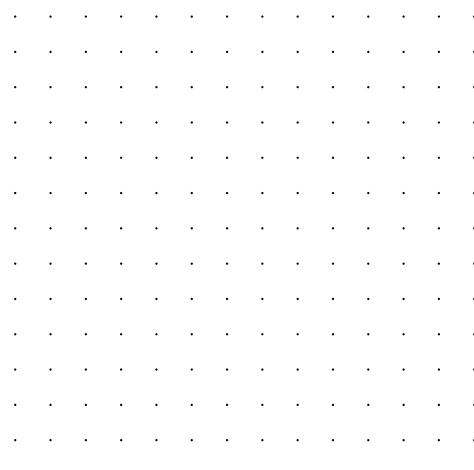
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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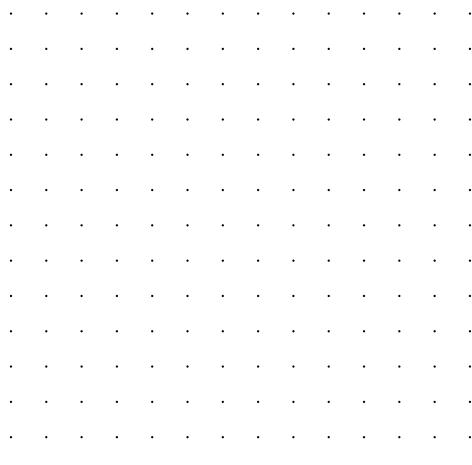
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

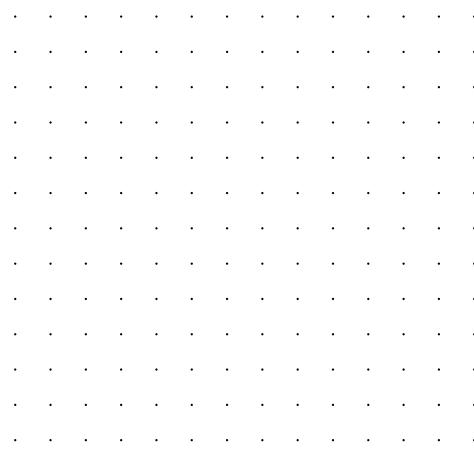
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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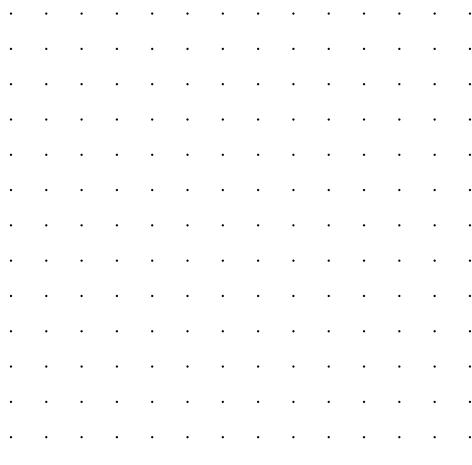
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

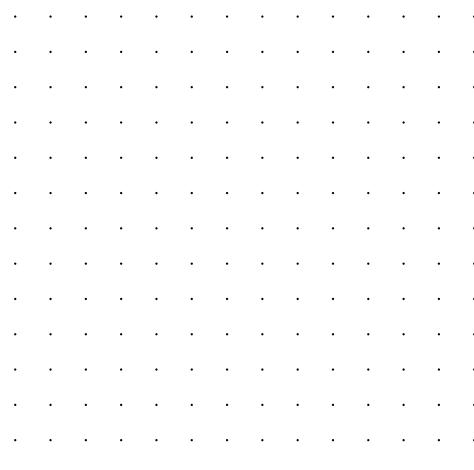
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

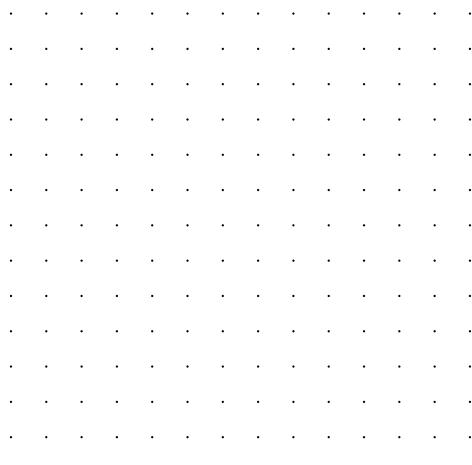
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

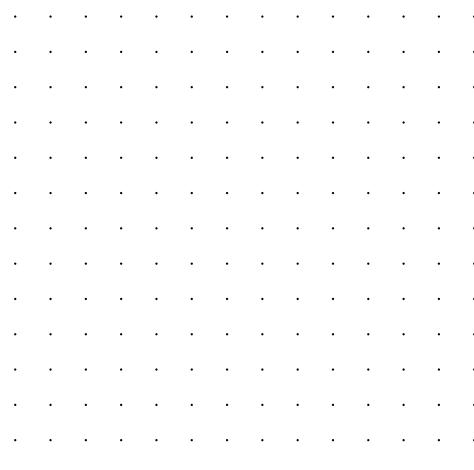
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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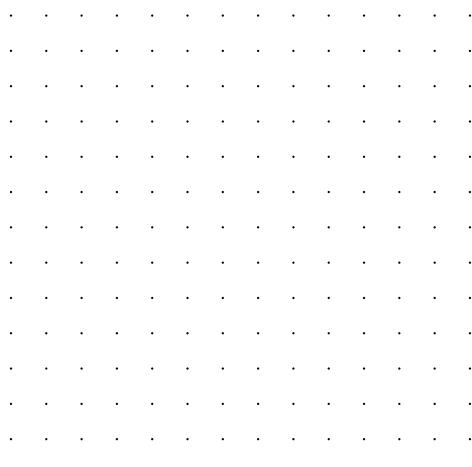
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

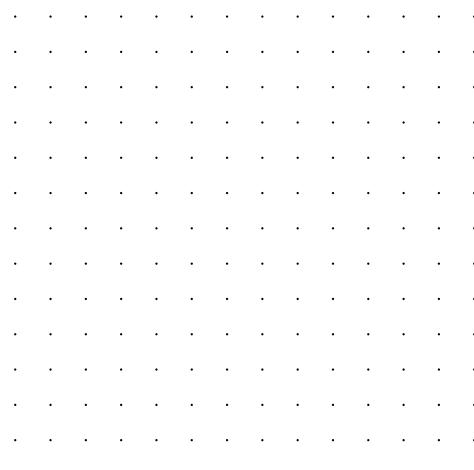
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

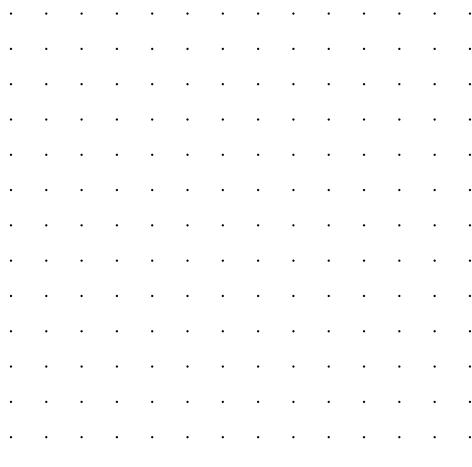
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date

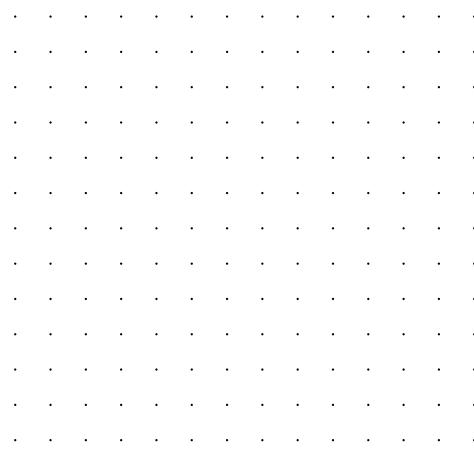
## To-do-list

A vertical column of eight empty circles, likely for a list or a grid.

## Action steps

Redacted content: [REDACTED]

## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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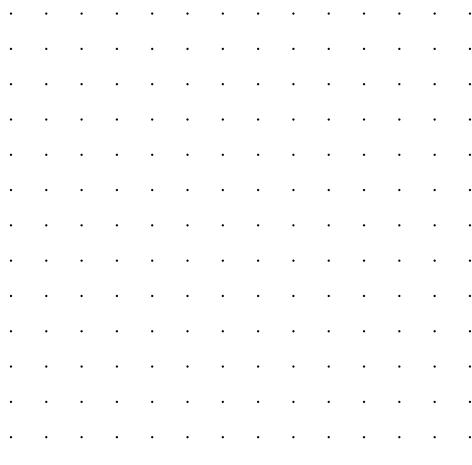
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

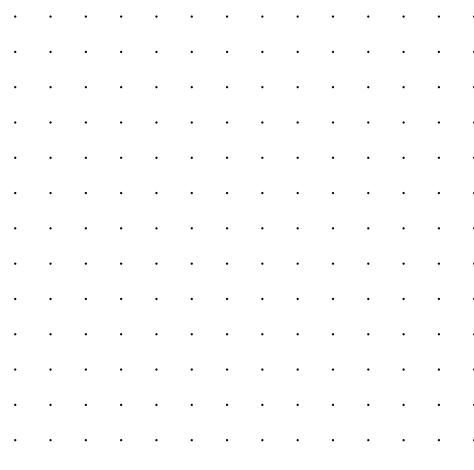
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

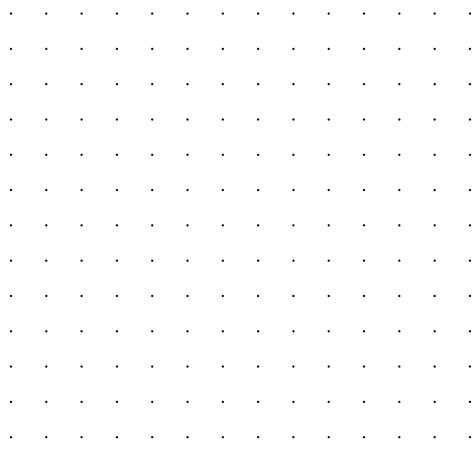
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

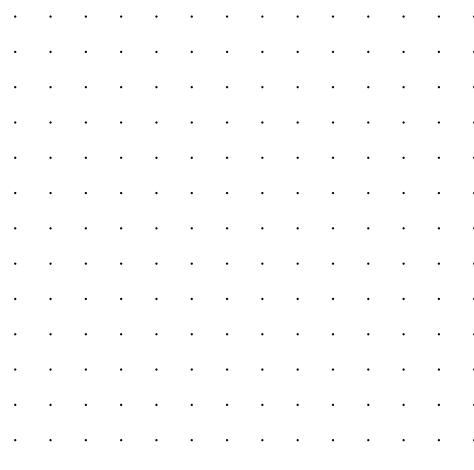
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

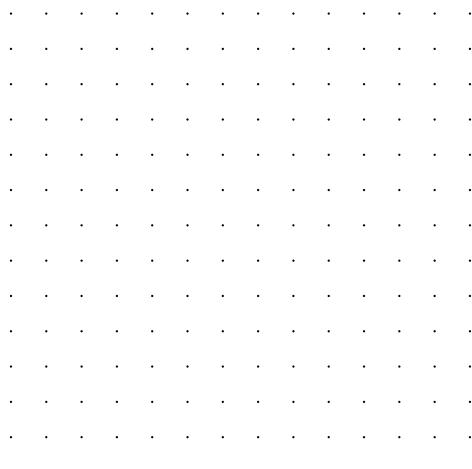
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

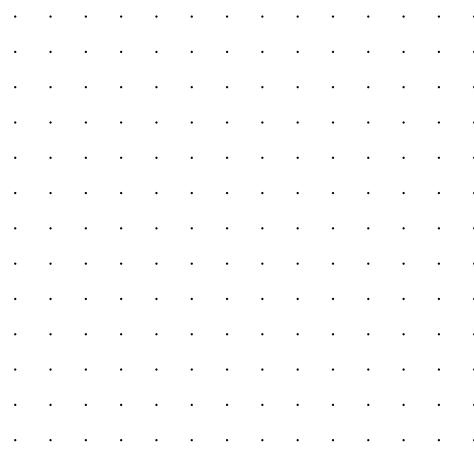
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

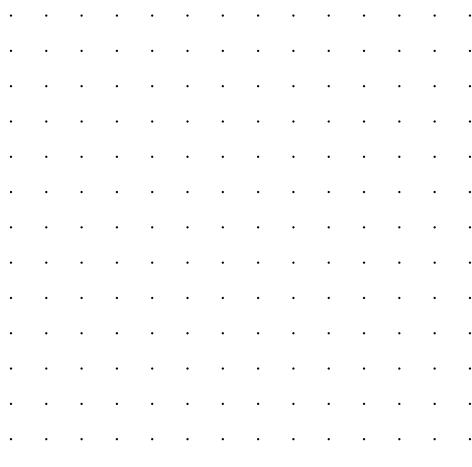
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

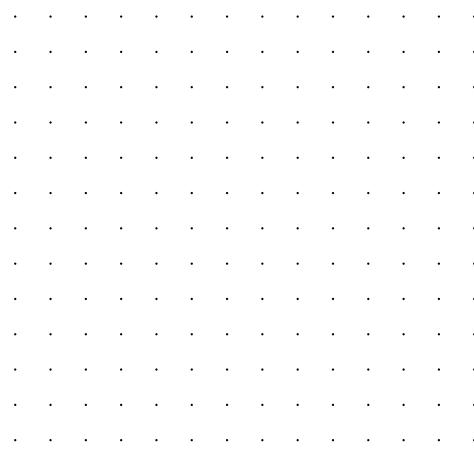
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

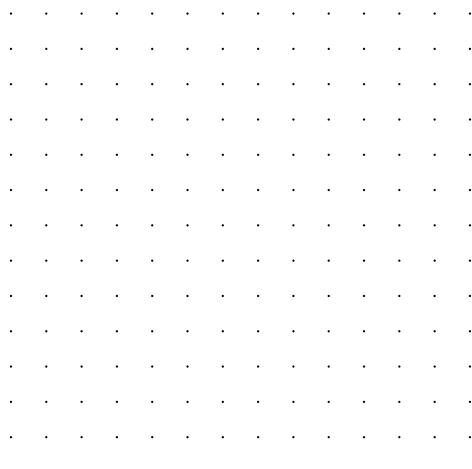
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

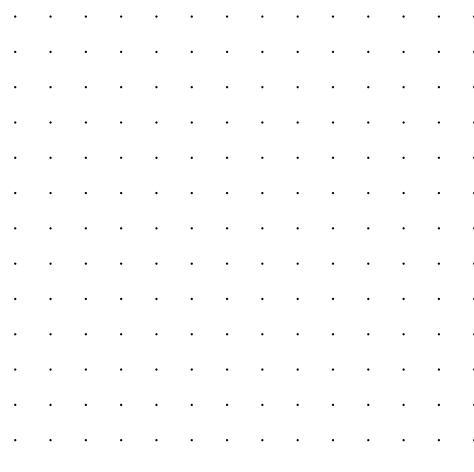
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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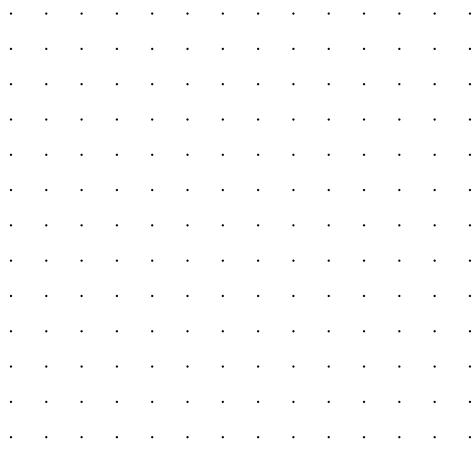
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## Action steps

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## Idea/Sketch

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# Daily planner

Date \_\_\_\_\_

## To-do-list

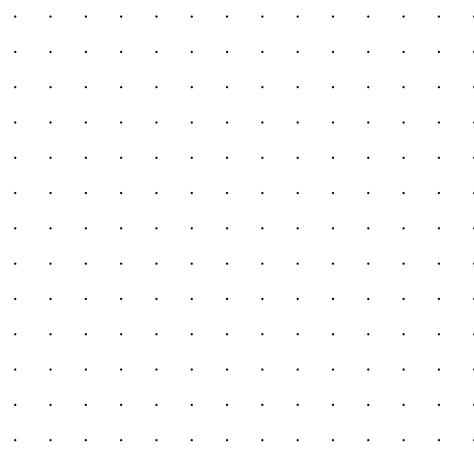
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

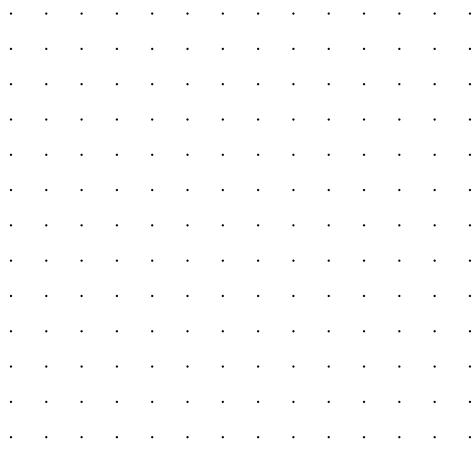
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

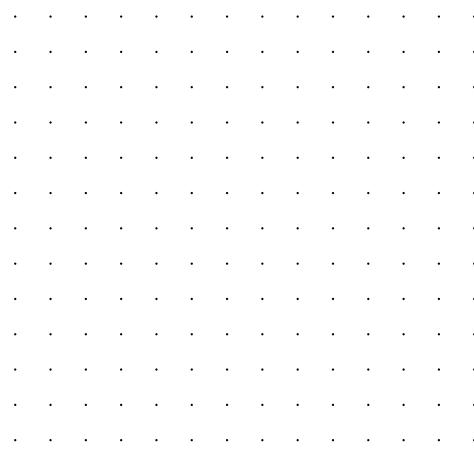
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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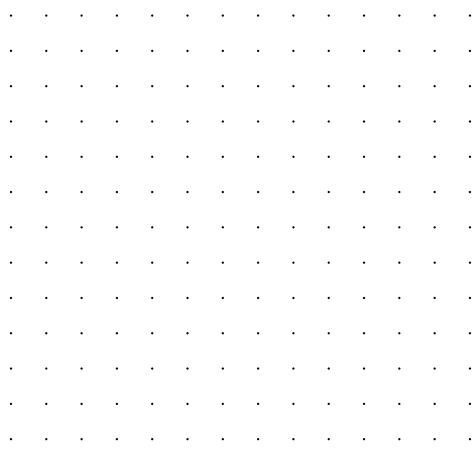
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

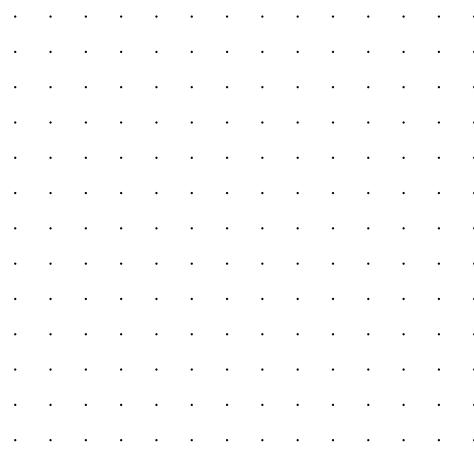
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

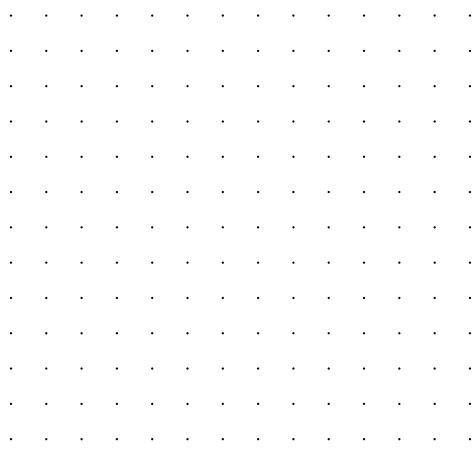
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

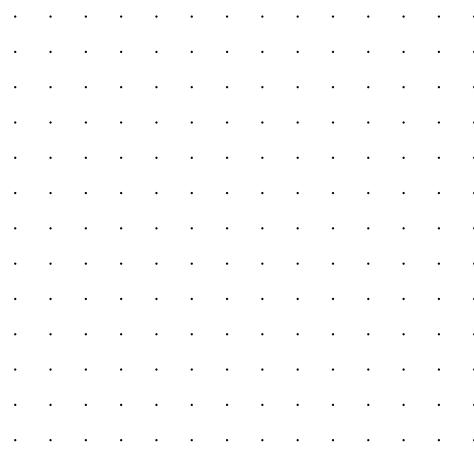
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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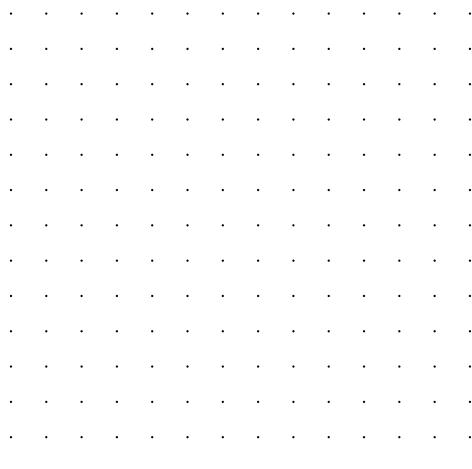
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

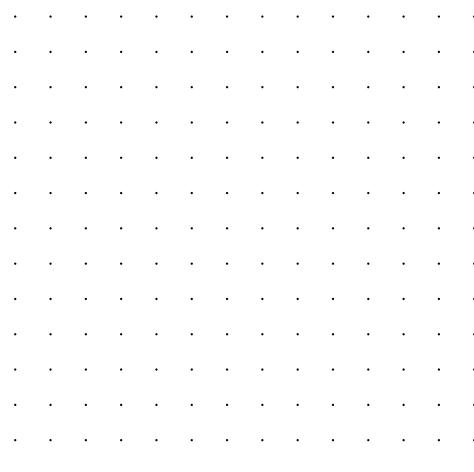
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

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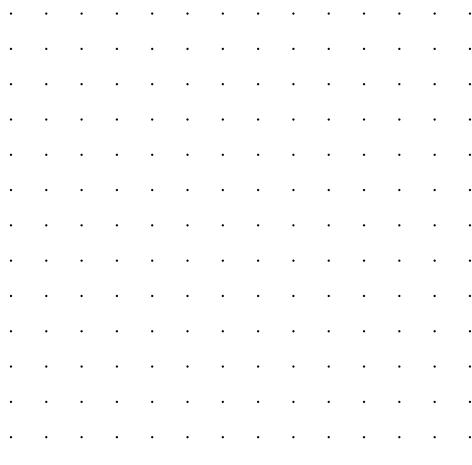
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## Action steps

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## Idea/Sketch

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## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

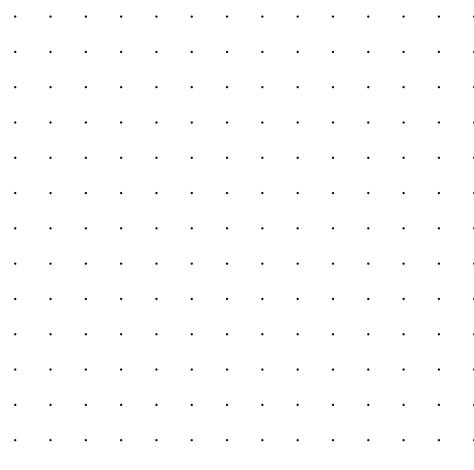
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

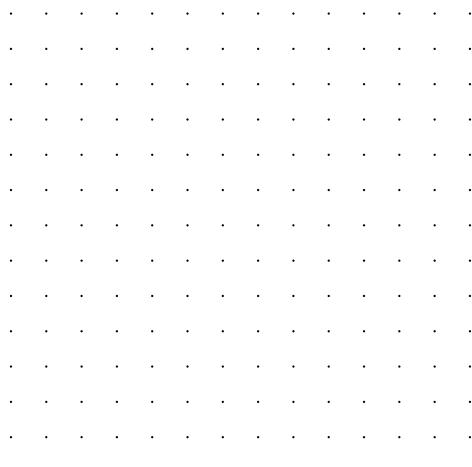
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## Action steps

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## Idea/Sketch



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# Daily planner

Date \_\_\_\_\_

## To-do-list

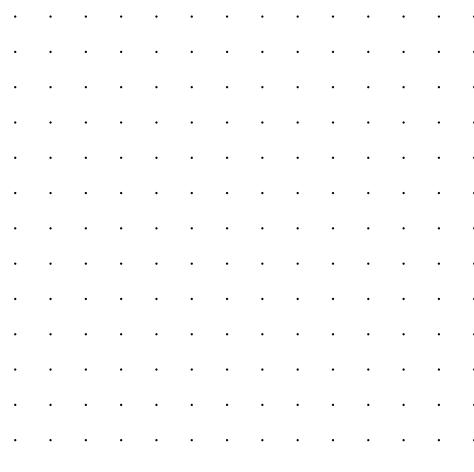
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## Action steps

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## Idea/Sketch



## Notes

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# Daily planner

Date \_\_\_\_\_

## To-do-list

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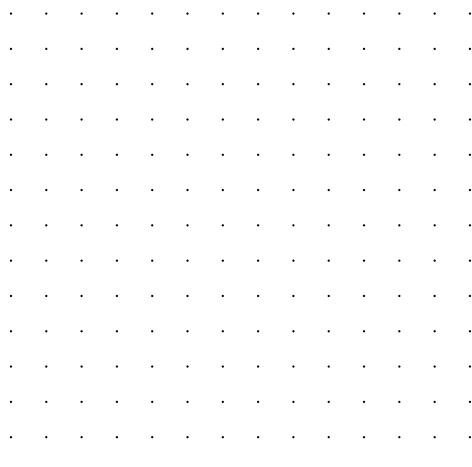
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## Action steps

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## Idea/Sketch

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## Notes

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# Student feedback and complaints

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If you are concerned about your treatment as a student, the quality or delivery of a service provided, or the conduct of university staff or other students, please let us know via our student complaints form. You can also provide compliments and suggestions using our feedback form.

[www.swinburne.edu.au/corporate/feedback](http://www.swinburne.edu.au/corporate/feedback)



Join the conversation via our social media channels:

## Instagram

[www.instagram.com/swinburne](http://www.instagram.com/swinburne)

## TikTok

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## Facebook

[www.facebook.com/  
swinburneuniversityoftechnology](http://www.facebook.com/swinburneuniversityoftechnology)

## LinkedIn

[www.linkedin.com/school/swinburne-  
university-of-technology](http://www.linkedin.com/school/swinburne-university-of-technology)

## YouTube

[www.youtube.com/swinburne](http://www.youtube.com/swinburne)

## Threads

[www.threads.com/@swinburne](http://www.threads.com/@swinburne)

**Swinburne University of Technology**

 [swinburne.edu.au](http://swinburne.edu.au)

**General Enquiries:**

 +61 3 9214 8000

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John Street, Hawthorn  
Victoria 3122 Australia

The information in this guide was correct  
at the time of publishing (January 2026).

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