

Pre-departure Guide.



Welcome to Swinburne

Swinburne University of Technology is one of Australia's leading teaching and research universities. Named in the world's top 100 universities under 50 years old by the 2015 Times Higher Education Rankings and QS World University Rankings, Swinburne is also ranked as one of the top 100 most international universities in the world by the Times Higher Education. This ranking recognises the diversity of Swinburne's students and the extent to which its academics collaborate with international colleagues.

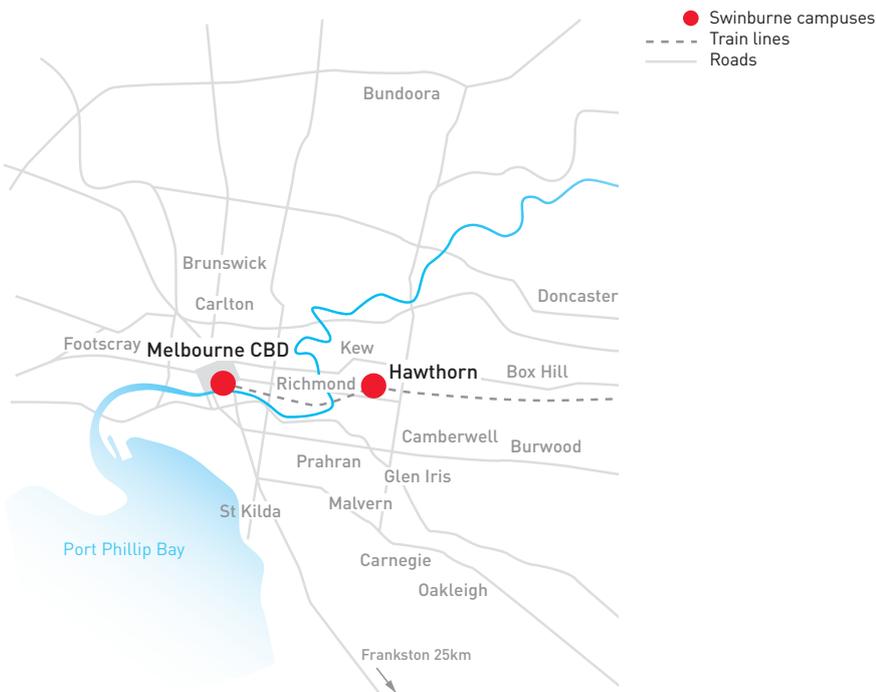
Swinburne is a progressive university – a leader in science, technology and innovation – with our main campus in Hawthorn, an inner eastern suburb of Melbourne.

We offer supportive, secure and peaceful environments with state-of-the-art multimedia lecture theatres, many new and refurbished buildings, well-stocked libraries, computer labs and Wi-Fi connectivity. Accommodation is also available on campus.

With a reputation for quality education and focused research, Swinburne attracts highly qualified academics and educational leaders.

The educational experience at Swinburne is consistently one of the highest rated in Melbourne by The Good Universities Guide in the categories of overall satisfaction, research intensity, teaching quality, staff qualification and staff-student ratio.

At Swinburne, our focus is on preparing students for a successful career. We regularly consult with industry to develop and review our courses, and we employ a range of delivery and assessment models.



Before you leave home

Before you depart for Australia, make sure you have completed the following:

- ✔ **obtained your passport and visa**
- ✔ **checked your offer letter to confirm the details of your course and commencement**
- ✔ **compiled documents such as your confirmation of enrolment, certificate(s) from previous study, a certified transcript from your previous place of study and detailed syllabus, if exemptions are included in your offer**
- ✔ **booked your airport pick-up online**
- ✔ **confirmed your travel arrangements**
- ✔ **compiled any documentation you have of immunisations received, and any relevant medical history**



Packing

You will need to check the baggage allowance for your airline. Generally, the allowance is between 20 and 30 kilograms. If your luggage weighs more than the allowance, you will be charged a fee by the airline.

Electronics

You can bring your mobile phone and other electronic equipment, but you will need to buy power adaptors suitable for use in Australia so you can charge your equipment. See page 12 for more information.

Food

Australia has strict quarantine laws that prohibit the importation of a variety of fresh, dried and pre-packaged food, along with other items. Most food that is brought into the country by visitors has to be disposed of in quarantine bins at the airport. You can find a list of restricted food items on the Australian Quarantine and Inspection Service website. Visit www.agriculture.gov.au/biosecurity

Medication

There are also restrictions on which prescribed medicines you can bring into Australia. See page 10 for information on how to bring in required medication from home. You can also find more information on the Australian Therapeutic Goods Administration website. Visit www.tga.gov.au

Money

You should only bring enough Australian currency in cash for your first few days. Do not carry large amounts of cash on you.

If you are carrying more than A\$10,000 (or equivalent currency), you must declare it to customs officials when you enter Australia.

See page 9 for more information about finances.

Clothing

When packing your clothing, remember that Melbourne weather can be variable, especially during spring and autumn. Expect warm and cool, rainy and dry, windy and calm all in one day during these times. Average daily temperatures:

Spring (Sept – Nov): 12–22°C (53–72°F)
Summer (Dec – Feb): 28–32°C (82–90°F)
Autumn (Mar – May): 12–20°C (53–68°F)
Winter (Jun – Aug): 10–15°C (50–59°F)

Arriving in Melbourne

Airport Transfer

Prior to your departure, you can arrange to be picked up from the airport and transported to your accommodation. Visit www.swinburne.edu.au/study/international/plan-arrival/arriving-in-melbourne/ to book this service.

The airport transfer service is free for all Swinburne international students.

Make sure you book at least 24 hours prior to your arrival in Melbourne to guarantee a place.

On your arrival, you will be met at the airport and transported to your accommodation by Harlan Transport, our service provider. The driver will meet you after you have cleared customs, and will be holding a sign that looks like this:



Harlan airport pick-up drivers often collect a number of students for one transfer. Students can arrive from various countries at different times, so you may have to wait for other students to arrive before leaving the airport.

If any family members or relatives are accompanying you to Melbourne, you will be required to pay the transfer cost for all family members directly to Harlan's driver on arrival at Melbourne airport. The cost for this service will be advised at the time of booking.

If you have arranged for a friend or relative to meet you at the airport and wish to cancel your airport transfer, please inform Harlan info@harlan.com.au or +61 3 9354 5025 at least 48 hours prior to your departure so your pick-up arrangements can be cancelled.

Arriving at Melbourne airport

Arriving at the international terminal

When you have collected your luggage and passed through customs you will exit into the Arrivals Hall. Turn right when you enter the Arrivals Hall and look for the red and white sign that says 'Meeting Point'. The Harlan driver will be standing near the meeting point holding the welcome sign.

Arriving at the domestic terminal

Go to the appropriate baggage carousel to collect your luggage. You will then need to go to the Arrivals Hall in the international terminal.

Speak to airport staff if you need directions to the Arrivals Hall.

When you enter the Arrivals Hall look for the red and white sign that says 'Meeting Point'. The Harlan driver will be standing near the meeting point holding the welcome sign.

Delayed flights

If your flight is delayed, if you change to another flight, or if you cannot find the driver at the airport, you must contact Harlan Transport on either of the following numbers:

+61 3 9354 5025
+61 412 073 749.



Orientation

After you arrive in Melbourne, you are expected to attend our international orientation program. Orientation ensures you are introduced to the academic, social and community aspects of student life, including resources and support available during your time as an international student at Swinburne.

During orientation you can:

- get a feel for campus life in a relaxed and fun atmosphere
- talk to current Swinburne students
- meet your future classmates and teachers
- get advice about your course and studies
- go on a campus and library tour
- join in on free food and entertainment.

Visit www.swinburne.edu.au/study/international/prepare/orientation/





Accommodation

From the Residential College to student apartments, to off-campus rooms and houses, there is a range of housing options available.

Note: The housing information provided here should be treated as a guide only. Except for the Swinburne Residential College and Apartments, the accommodation referred to in this publication is not owned or operated by Swinburne University of Technology, nor do they have any affiliation with the university. All prices are correct for 2017 but are subject to change.

Temporary accommodation

Finding permanent accommodation before you arrive can be difficult. Unless you choose to arrange permanent on-campus or homestay accommodation, we recommend you only book temporary accommodation for your arrival and begin your search for a permanent place to live after you arrive.

A range of temporary accommodation is available for international students. When choosing your accommodation, you will need to consider location, accessibility to public transport and amenities, and the cost and time required to travel on public transport. Temporary accommodation fees must be paid directly to the provider. Remember to book your temporary accommodation early to guarantee a place.

We recommend the following temporary accommodation based on their price and convenience.

Visit www.swinburne.edu.au/study/life/accommodation/ for more information about temporary accommodation.

Swinburne Place Apartments

Located at the Hawthorn campus, Swinburne Place Apartments offers temporary accommodation trial deals in January and July. Students can stay from one to four weeks in fully furnished apartments, including shared kitchen and bathroom, for approximately A\$250 per week.

Residents have the benefit of immediate access to the university and all of its services, as well as nearby services including a train station, supermarkets, restaurants, shops and banks.

After the initial stay, students may be able to extend their contract with long-term accommodation rates.

Note: You will need to supply your own bed linen.

Swinburne Residential College

(Temporary accommodation only available in January and February.)

Located at the Hawthorn campus, the Residential College provides single rooms with a shared bathroom, kitchen and lounge. Rates are from A\$250 per week, including breakfast.

Temporary accommodation is only available in January and February.

Residential College residents also benefit from immediate access to the university and other nearby amenities and services.

Student Accommodation Victoria

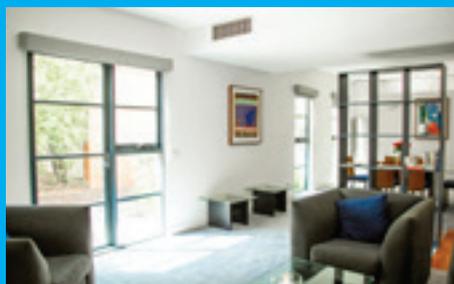
Located in Box Hill, Student Accommodation Victoria (SAV) is about 15 minutes by train from the Hawthorn campus. It provides affordable, good quality accommodation and is conveniently located in a major shopping and restaurant district. The minimum stay is seven days.

To travel to/from SAV on public transport, you will need to purchase a Zone 1 fare. See page 9 for more information about Melbourne's public transport system.

Greenhouse Backpacker hostel

Located in the Melbourne city centre, the Greenhouse Backpacker hostel is affordable and conveniently located. Travel to our Hawthorn campus is 10–15 minutes by train. Rooms are dormitories with four to six beds in each, or twin share (two single beds or double bed in a room).

To travel to/from Greenhouse Backpacker on public transport, you will need to purchase a Zone 1 train fare. See page 9 for more information about Melbourne's public transport system.



Homestay

Homestay is an opportunity for you to live with a local Australian resident or family. It is a great way to develop your English skills, make new friends and experience the Australian lifestyle. Homestay is offered through the Australian Homestay Network (AHN).

What is included:

- furnished private room in a family environment
- two meals per day from Monday to Friday (breakfast and dinner), and three meals on Saturday and Sunday
- household utilities (e.g. electricity and gas)
- homestay host and student support
- AHN 24/7 professional phone support
- AHN insurance.

After the initial 28-day stay, students over 18 may choose further options.

A placement fee of approximately A\$240 and one month's homestay payment must be paid by the student prior to the placement commencing.

Homestay fees vary depending on the type of meal and room options chosen. You can expect to pay A\$280 per week for the first 28 days. Bookings should be made at least 10 days prior to arrival.

For more information about homestay accommodation, contact the international accommodation adviser on +61 3 9214 5551 or email accommodation@swinburne.edu.au

Alternatively, you can contact AHN directly on 1300 697 829 or, if calling from overseas, +61 2 8905 0321, or email info@homestaynetwork.org

Visit www.homestaynetwork.org/public/students to book a homestay.

Family or friends

We can arrange for you to be met at the airport and taken to their home, free of charge. See page 4 for more information about airport transfers.

Check the travelling distance from/to Swinburne as Melbourne is a very large city. Visit www.maps.google.com.au to locate Melbourne suburbs.

Temporary on-campus accommodation

	Swinburne Place Apartments	Swinburne Residential College
Address	21 Wakefield Street, Hawthorn	21 Wakefield Street, Hawthorn
Telephone	+61 3 9214 5555	+61 3 9214 5555
Fax	+61 3 9214 5556	+61 3 9214 5556
Email	residences@swinburne.edu.au	residences@swinburne.edu.au
Website	www.swinburne.edu.au/stuserv/accommodation/swinburne-place/	http://www.swinburne.edu.au/stuserv/accommodation/on-campus/college.html

Temporary off-campus accommodation

	Homestay	Greenhouse Backpacker Hostel	Student Accommodation Victoria
Location	Off campus	Level 6/228 Flinders Lane, Melbourne	32-34 Kangerong Road, Box Hill, 3128
Telephone	+61 3 9214 5555	+61 3 9639 6400	+61 3 9890 2812
Fax	N/A	+61 3 9639 6900	+61 3 9890 3189
Email	info@homestaynet.org	greenhouse@friendlygroup.com.au	admin@sa-vic.com.au
Website	www.homestaynetwork.org/swinburne-students/	www.friendlygroup.com.au	www.sa-vic.com.au



Accommodation (continued)

Long-term accommodation

It is the responsibility of students to make contact with providers, arrange inspections and satisfy themselves of the suitability of the long-term accommodation. Swinburne will not be responsible or held liable in any way to tenancy or any other agreements or negotiations between the provider and the student.

We recommend you allow at least two weeks to find long-term accommodation. The international accommodation adviser can help you to secure long-term accommodation.

In addition to the on-campus options and homestay, you can choose to rent an apartment on your own or share a rental house or apartment with other students. These options are outlined in the following table.

Visit www.swinburne.edu.au/international/accommodation for more information about long-term accommodation options.



	Private Rental Accommodation	Share Accommodation	Homestay	On-Campus Accommodation
Description	Renting your own unfurnished apartment or house	Sharing a rental house or apartment with other students	Living in a furnished bedroom as a guest in a local family's home	Living in a single furnished room in an apartment or college, usually sharing the apartment with other students
Cost	Hawthorn and inner-city suburbs <ul style="list-style-type: none"> • A\$200–A\$350 per week (1BR) • A\$300–A\$450 per week (2BR) plus bills (A\$20–A\$30 per week) Outer suburbs <ul style="list-style-type: none"> • A\$180–A\$250 per week (1BR) • A\$200–A\$350 per week (2BR) 	Hawthorn and inner-city suburbs <ul style="list-style-type: none"> • A\$130–A\$170 per week plus bills Outer suburbs <ul style="list-style-type: none"> • A\$100–A\$150 per week plus bills 	A\$280 per week, including two to three meals per day and bills (except telephone and internet)	Swinburne Residential College <ul style="list-style-type: none"> • A\$250–A\$369 per week Swinburne Place Apartments <ul style="list-style-type: none"> • A\$250–A\$369 per week
Contract	Minimum 12 months	Varies	Minimum four weeks	Varies
Advantages	<ul style="list-style-type: none"> • Independent • Can choose what you want 	<ul style="list-style-type: none"> • Cheaper than other options • Independent • Meet new friends 	<ul style="list-style-type: none"> • Learn about the Australian lifestyle • Family orientated environment 	<ul style="list-style-type: none"> • Close to university facilities • Meet friends • Shops, restaurants and public transport nearby
Disadvantages	<ul style="list-style-type: none"> • Must buy furniture • May have to find share mate • Very difficult to break lease 	<ul style="list-style-type: none"> • Living with people who you don't know and may have a different lifestyle from you 	<ul style="list-style-type: none"> • Limited privacy • Have to fit in with the family's lifestyle 	<ul style="list-style-type: none"> • More expensive than other options
Procedure	<ol style="list-style-type: none"> 1. Locate property 2. Inspect property 3. Lodge application 4. Sign the lease contract 5. Connect utilities 6. Move in 	<ol style="list-style-type: none"> 1. Locate property 2. Inspect property 3. Sign the lease contract 4. Move in 	<ol style="list-style-type: none"> 1. Apply online 2. Inspect property 3. Pay fees 4. Move in 	<ol style="list-style-type: none"> 1. Apply directly to the provider 2. Receive an offer 3. Move in
Contact	www.domain.com.au www.realestate.com.au www.realestateview.com.au	www.swinburne.edu.au/international/accommodation/renting-sharing	www.swinburne.edu.au/international/homestay www.homestaynetwork.org/public/students	www.swinburne.edu.au/stuserv/accommodation/on-campus/

Financial matters

Establishment allowance

We recommend you budget approximately A\$2300–A\$5000 for the initial costs of establishing yourself in Melbourne.

- Initial expenses may include:
- public transport
- food
- temporary accommodation
- bond for long-term accommodation (usually equivalent to one month's rent)
- first month's rent for long-term accommodation
- textbooks and stationery
- furniture.

You will also need approximately A\$1000–A\$2000 if you need to purchase a personal computer or laptop.



Bank account

Australia has many banks, building societies and credit unions. The larger banks include ANZ, Commonwealth Bank, NAB and Westpac. It is important to open an Australian bank account as soon as possible after you arrive in Melbourne. You will need your passport as proof of identification to open an account. Many banks also allow you to apply for a bank account online from overseas.

Student account packages are often available, so make sure you ask the bank.

Credit cards

It is helpful to bring a credit card from home, especially in emergencies. The most common credit cards used in Australia are Visa and MasterCard. Some shops and restaurants will also accept American Express and Diners Club credit cards.

Transferring funds

If you need money from home, funds can be transferred to Australia by bank drafts or cheques, and telegraphic transfer. Bank drafts and cheques from overseas will take a few days to arrive and can take five to 10 working days to clear through an Australia bank. Telegraphic transfers usually take less time, but cost more.

Working

International student visa holders are permitted to work up to 40 hours a fortnight during study periods. However, we strongly recommend that students do not rely on this for their income and advise that working is not a legitimate cause for poor academic performance.

Australian tax file number

We recommend you apply to the Australian Taxation Office for a tax file number (TFN).

Your TFN is a unique number the Australian government gives you to help manage tax and other government services. You should keep your TFN secure at all times and advise the taxation office if you change your name or address so they can update your details.

If you do decide to work, you must also give your TFN to your employer. If you do not, the employer will be obliged to tax you at the highest rate.

Providing a TFN will ensure that you have more money in your pocket each pay period.

Visit www.ato.gov.au for more information.

Living costs

Living costs vary depending on your lifestyle and the type of accommodation you choose. Melbourne has lots of markets, including farmers' markets, where you can buy cheap, fresh food. There are also many free events for students, as well as festivals that offer free activities.

We recommend you budget A\$1700* for each month you intend to study in Melbourne; this includes the cost of accommodation. Here is a sample of Melbourne prices*:

- overseas phone card: A\$10 (for 1200 minutes)
- loaf of bread: A\$3.00–A\$6.00
- espresso coffee: A\$3.00–A\$4.00
- can of Coca-Cola: A\$2.00
- Big Mac: A\$4.55
- take-out main meal: A\$8.00–A\$15.00
- daily newspaper: A\$1.50
- student movie ticket: A\$15.50.

All prices are provided as a guide only.

Your accommodation costs will be your biggest financial burden. Usually accommodation near campus is more expensive than in outer suburbs, but you also need to consider transportation costs and amount of time spent travelling.

You will also need to budget for textbooks and learning materials; food; and electricity, gas and phone bills.

Public transport

Melbourne has an extensive public transport network consisting of train, tram and bus services.

It is divided into two zones: Zone 1 (yellow) includes inner Melbourne, while Zone 2 (blue) includes suburban and outer Melbourne.

On your arrival in Melbourne you will need to purchase a myki card to travel on the city's public transport. myki is a reusable plastic smart card that stores value to pay your public transport fare.

Visit www.myki.com.au to find out where you can buy a myki card.

Public transport is fairly reliable and safe to use, and most stations and stops display the relevant timetable. Services are reduced on weekends and public holidays.

Visit www.ptv.vic.gov.au for maps of public transport routes and stops.

Health matters

Overseas student health cover

It is compulsory for all international students holding student visas, and their dependants, to maintain adequate Overseas Student Health Cover (OSHC) throughout their course of study. Swinburne's preferred provider is Allianz Global Assistance. Swinburne can organise Allianz Global Assistance OSHC for you. You do not need OSHC if you are:

- a Norwegian student covered by the Norwegian National Insurance Scheme
- a Swedish student covered by the National Board of Student Aid or by Kammarkollegiet
- a Belgian student covered under the Reciprocal Health Care Agreement with Australia
- studying in Australia on a visa other than a student visa.

OSHC covers:

- out-of-hospital medical services
- in-hospital medical services
- prescription medicines that cost more than \$30.00
- surgically implanted prostheses
- ambulance services.

The cost of these services can be claimed back from OSHC or directly paid by OSHC to a medical provider.

Once you have purchased OSHC, you will be covered from the moment you arrive in Australia. If you have purchased OSHC through Swinburne with Allianz Global Assistance, your OSHC membership number is your Swinburne student number followed by SUT, for example: 123456xSUT.

You will need to order your membership card online once you have arrived and have confirmed your Australian address. When you arrive at Swinburne, you will also find instructions on how to order your overseas student health cover card in the International Student Resources Guide.

Please be aware that the basic OSHC packages do not cover ancillary health-related expenses such as dental, optical, physiotherapy and chiropractic services. There is a 12-month waiting period before you are covered for pregnancy or any pre-existing condition. During this waiting period you could incur expenses of up to A\$8000 if you become pregnant so ensure you have sufficient funds to pay for any expenses not covered by OSHC. Additional insurance can be taken out at your own expense to give you extra coverage.

Medical and dental fees are very expensive in Australia, so it may be cheaper for you to seek necessary treatment in your home country before you travel to Australia.

Visit www.oshcallianzassistance.com.au for further information on OSHC.

Doctors

General practitioners, known as GPs, are the doctors you need to contact when you are unwell.

GPs treat any medical condition that is not life-threatening. If you have a life-threatening illness or injury, you will need to go to a hospital emergency room or phone 000 for emergency assistance. You will need to make an appointment to see a GP.

At Swinburne, we have a medical centre on campus known as Swinhealth. The doctors and campus nurses will be able to assist you and your dependants with all your health needs at no cost. You can register as a patient of Swinhealth online at any stage or visit the 4th floor of The George building..

Visit www.swinburne.edu.au/stuserv/health/ for more information.

If you need to see a GP off campus, you will find a list of the doctors in your suburb in the Yellow Pages telephone directory. Visit www.yellowpages.com.au

Prescription medication

You can purchase medicine for pain relief and fever from pharmacies and supermarkets.

If your GP decides that medication will help your condition, they will give you a prescription. This lists your details, your GP's details, and the name and quantity of the medication you should receive. You must take the prescription to a pharmacy to purchase the medication.

If you need to see a specialist for treatment, it is a requirement in Australia that you get a referral letter from your GP first.

Bringing medication into Australia

If you need to bring medication from home into Australia, you will also need to bring your medical records and medical prescriptions with a letter from your doctor. If you know you will need to buy more of the same medication when you are in Australia, you should bring certified English translations of your prescription so you can give them to your Australian GP.

If you are bringing medication into Australia that has not been prescribed by your doctor but purchased over-the-counter, we recommend that you bring it to Swinhealth for the correct instructions on its use. This helps avoid errors if you are given a similar medication in Australia.

Student Wellbeing and Support

Along with nurses and GPs, we have counsellors and psychiatrists to assist you. We also provide physiotherapy and various services such as disability assistance to support you during your studies at Swinburne.

Students with families

We strongly recommend you do not bring your family to Melbourne until you have completed your first semester of study. This will allow you sufficient time to adjust to your new living environment, and find suitable accommodation and child care and/or schooling for your family.

Costs

If you intend to bring your family to Melbourne, you must ensure you have sufficient funds to support them for the duration of their stay.

Costs you will need to consider include:

- airfares for your family to and from Australia
- OSHC for family members
- higher rent for a larger home
- living expenses for dependants, including extra costs for food, clothing and other necessities
- additional transport costs within Melbourne, such as public transport fares
- childcare and schooling.



Adjustment issues

You should carefully consider the wellbeing of all dependants; in particular, if your children will be able to adjust to schooling in Australia and re-adjust on their return home. Also consider the impact on your own studies if your family is unable to adjust to life in Melbourne.

It is important to note that family members who do not speak English may have additional challenges adjusting and making social connections in Melbourne.

Child care

Arrangements for child care must be made for children under the age of five if your spouse is unable to care for them. Childcare arrangements must be made prior to any child arriving in Australia. There are long waiting lists at certain centres and placements are not guaranteed.

Swinburne has a limited number of childcare facilities available on campus. Visit www.swinburne.edu.au/childcare

You can also search for local childcare centres at www.mychild.gov.au and www.yellowpages.com.au

The local city council in the municipality that you live in may also be able to assist with childcare options:

- Students who attend the Hawthorn campus should contact the City of Boroondara. Visit www.boroondara.vic.gov.au
- Students who attend the Wantirna campus should contact Knox City Council. Visit www.knox.vic.gov.au

When inspecting a centre, make sure that it is a government-approved facility.

Childcare centres will require documented evidence that all childhood immunisations have been given. Please ensure that you bring these documents with you when you come to Australia.

Primary and secondary school

If you have children between five and 17 years of age who you plan to bring to Australia, you must enrol them in school. Arrangements for enrolment must be made prior to any children arriving in Australia.

You will also need to obtain Confirmation of Enrolment (CoE) for primary or secondary school-aged dependants (six to 17 years of age). CoEs may be required by the Department of Immigration and Border Protection (DIBP) when applying for dependant visas.

The Victorian Department of Education and Early Childhood Development (DEECD) administers all applications for dependants of international students to study at Victorian government schools. You will need to provide copies of the following documents with your application:

- birth certificate or passport (showing photograph and date of birth)
- immunisation history
- school reports for the past two years
- middle school graduate certificate (Assessment Level 4 countries only)
- grading key (a grading key is used by schools to explain the grading or scoring system used in school reports)
- English language competency test results (if applicable)
- reference letter from the current school principal
- application fee (non-refundable)
- recent passport photograph (optional).

Visit www.study.vic.gov.au/deecd

Fees

If you enrol your child in a government school, you may be exempt from paying full tuition fees. However, you will be required to pay other costs that may include school levies, uniforms, textbooks, stationary, excursions and any extracurricular activities and subjects.

Visit www.study.vic.gov.au/deecd for more information.

For non-government schools and tertiary institutions, you will be charged full tuition fees, in addition to other related study costs.

Searching for a suitable school

Information about schools that accept international students can be found at www.study.vic.gov.au

Additionally, you can also visit www.education.vic.gov.au/findaservice to search for local schools.

There are online maps that show the location of the childcare centre or school you are interested in. Visit www.whereis.com.au

Studying in Australia

At Swinburne, there is a focus on practical learning that encourages creative, independent thought and debate. Teachers aim to provide students with a thorough understanding of topics rather than just teaching the right words to remember for exams. You will be expected to develop your own opinions and share them with your fellow students during classes.

Lectures and tutorials

Classes at university are a mixture of lectures and tutorials. Lectures provide an overview of the week's materials and might be attended by up to 200 students from different courses.

Tutorials are an opportunity for students to discuss the lecture material and are much smaller, with only about 20 to 30 students in one class. It is important that you attend all of your lectures in order to understand and contribute to your tutorial discussions. In tutorials, teachers will also explain assignments in more detail and answer any questions you may have.



Assessment methods

At Swinburne, assessment takes various forms. You could be assessed through a combination of assignments, reports, examinations, practicals, class presentations, journal-keeping, class participation and group projects.

Depending on your course, you may be assessed throughout the semester rather than in just the last few weeks or in the final exam. The advantage of this method is that your entire grade does not rely on one single assessment or exam. If you do not perform well in an exam, you will have the opportunity to lift your grade through other assessments.

Plagiarism

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work.

Acts of plagiarism are serious breaches of university discipline. You should make yourself familiar with the concept of plagiarism and avoid any breaches, as alleged breaches will be thoroughly investigated.

Plagiarism includes any of the following, without full and appropriate acknowledgment to the original source(s):

- the use of the whole or part of a computer program written by another person
- the use, in essays or other assessable work, of the whole or part of a written work from any source, including but not limited to a book, journal, newspaper article, set of lecture notes, current or past student's work, any other person's work, a website or database
- the paraphrasing of another's work
- the use of musical composition, audio, visual, graphic and photographic models
- the use of realia, that is objects, artefacts, costumes, models and the like.

Plagiarism also includes the preparation or production and submission or presentation of assignments or other work in conjunction with another person or other people 'when that work should be your own independent work'. This remains plagiarism whether or not it is with the knowledge or consent of the other person or people.

Visit www.swinburne.edu.au/student-administration/assessment/misconduct.html to read Swinburne's plagiarism guide.

Computers and electronics

We recommend, where possible, that you bring your own computer with you to Australia.

If you intend to purchase a new computer, we recommend a current model laptop with LAN and wireless internet capabilities, 4GB (minimum 2GB) RAM, 300GB hard drive capable of running at least Windows 7. A new computer with these specifications will cost approximately A\$1000–A\$2000.

Once you commence your studies at Swinburne, you will be eligible to receive discounts when purchasing hardware or software through the Information Technology Services website. Visit www.its.swinburne.edu.au/students

All Swinburne students are provided with:

- a university email address
- free wireless access on campus
- access to the computer labs at the library for extended hours.

Electrical plugs

The standard voltage for electrical items in Australia is 240V. Electric plugs have three pins as shown below. Adaptors can be purchased in Australia.



The dot on the right switch indicates that the switch is on and power is flowing through that socket.



Living in Melbourne

Food and groceries

Melbourne has a vast array of restaurants and grocers offering many different international cuisines.

Bustling Chinatown, in the heart of the city, serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food.

You may need to find specially prepared food for religious or personal reasons. Melbourne offers restaurants and grocers that provide vegetarian, gluten-free, halal and kosher food, and there are several of these close to the Hawthorn campus.

There are many supermarkets in the city and close to our campuses including IGA, Coles, Woolworths and Aldi, as well as many smaller stores selling specific items.

To save money and to buy fresh produce, you can also shop at the Queen Victoria Market in the city or other local and farmers' markets.

Religion and worship

Swinburne's Multi Faith Facility at Hawthorn is an acknowledgement of Swinburne's commitment to religious tolerance. It is a place for people to engage in communal reflection and individual meditation. It is accommodating of all religious affiliations and denominations.

Visit www.swinburne.edu.au/multifaith/worship to find other places of worship in Melbourne.

Staying safe

While Melbourne is a very safe and friendly place to live, it is wise to make yourself aware of local safety and security issues as well as the organisations to contact if you need help or information after you arrive.

Visit www.swinburne.edu.au/corporate/security/ for more information.



Student support services

Language and Academic Skills

The Language and Academic Skills (LAS) team can assist you in developing the necessary skills and techniques to achieve your academic goals. LAS runs workshops for groups, but you can also make individual appointments with LAS advisers (including maths and computing teachers) to review assignments and prepare for examinations. If you wish to practise your listening and speaking skills, and meet some new friends, there is also a conversation group. Visit www.swinburne.edu.au/international/las

Careers and Employment

The Swinburne Centre for Career Development runs seminars and workshops throughout the year to help Swinburne students develop career opportunities and improve their employability. Experienced careers counsellors offer a range of free career services for current students and graduates such as interview practice sessions, résumé-checking, and work placement and volunteer work opportunities. Visit www.swinburne.edu.au/corporate/careers

Counselling

Swinburne has a free counselling service for students who may be experiencing personal or academic difficulties. Counsellors provide support for a range of issues, including personal, relationship and family, study and academic progress, stress, grief and loss, adjusting to Australian culture and university life. All counselling sessions are private and confidential. Visit www.swinburne.edu.au/counselling

Complaints and appeals

All students have the right to make complaints if they feel that they have been treated unfairly. Swinburne has policies regarding the handling of such complaints, which can be accessed at www.swinburne.edu.au/policies-regulations/

Swinburne's International Student Advisers are available to provide advice on the complaints or appeals processes. The Swinburne Student and Amenities Association also has an Academic Advocate who can assist with these processes.

Allianz representatives

As Swinburne's recommended overseas student health cover company, Allianz has an on-campus representative at the Hawthorn campus three days a week to answer any health cover questions you may have.

Visit www.international.swinburne.edu.au/plan-your-arrival/overseas-health-cover

Swinburne Student and Amenities Association

The Swinburne Student and Amenities Association (SSAA) provides a range of services to current students, including:

- student academic advice and advocacy
- free legal service
- social and cultural activities
- recreational trips
- clubs and societies
- student leadership programs
- volunteer programs
- night bus service
- free student diary and events calendars.

Students are particularly encouraged to join one of the many student clubs and societies administered by SSAA. Covering every social, religious, sporting, regional, political and cultural interest you can think of, there's bound to be something for you.

If not, you can even start your own. Visit www.myssaa.com.au



Useful contacts

Before your departure

Swinburne International
+61 3 8676 7002
international@swin.edu.au

International Accommodation Adviser
+61 3 9214 5551
accommodation@swinburne.edu.au

Airport pick-up (Harlan Transport)
0412 073 749 (within Australia)
+61 3 9354 5025 (worldwide)

After your arrival

International Student Adviser
+61 3 9214 6741
isa@swinburne.edu.au

Emergency numbers

Emergency services: 000
Swinburne after-hours
emergency hotline: 1800 022 168

Other websites

- Australia Customs Services:
www.customs.gov.au
- Australia Quarantine and Inspection
Service: [www.agriculture.gov.au/
biosecurity](http://www.agriculture.gov.au/biosecurity)
- Australia Taxation Office:
www.ato.gov.au
- Department of Immigration and
Citizenship (DIAC): www.immi.gov.au
- VicRoads: www.vicroads.vic.gov.au

Hawthorn campus map

Visit www.swinburne.edu.au/campuses
to find maps of all Swinburne campuses.



FURTHER INFORMATION

1800 897 973 (within Australia)
+61 3 8676 7002 (worldwide)
international@swinburne.edu.au
swinburne.edu.au/international

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Swinburne Place West
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Hawthorn, Victoria 3122 Australia



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