



The  
University  
of Sydney

# International student guide

Your road to success



# The University of Sydney

International Student Support Unit

## Welcome from the Vice-Chancellor and Principal

Welcome to the University of Sydney! I am very glad that you have come to join us. Your time here will not only equip you with a qualification that is respected throughout the world but will provide a stimulating and enjoyable learning and social experience.

By coming to the University of Sydney you are joining many of the most talented students from all over Australia as well as 82 different countries around the world. We provide a safe and accepting environment where students from many different backgrounds can learn together freely, securely and enjoyably. Our student services provide valuable support for all our students, so make use of them whenever you need help or information.

You will also find many opportunities for social, cultural and sporting activities beyond the classroom. Please take the time to explore them.

Finally, remember that our teaching staff are involved in high-level research and scholarship and our courses are prized for their academic excellence and professional relevance. We will demand your best.

**Dr Michael Spence**  
*Vice-Chancellor and Principal*  
*The University of Sydney*



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# Welcome

The International Student Support Unit (ISSU) welcomes you to the University of Sydney.

The ISSU is a counselling and welfare service for international students, and a resource centre for international students and their families. Our staff are here to help you succeed in your studies and overcome any difficulties you may experience in Australia.

Life as a student should be a balance of academic work and social activities. We encourage you to get involved in campus activities and associations, and we provide many opportunities for you to meet Australian and other international students.

Please call in and meet us. Contact ISSU if you need any personal assistance or if you have any difficulties or worries while you are studying here.

ISSU staff will meet you at our daily arrival information sessions and during our orientation program. We look forward to getting to know you.

**Lidia Nemitschenko**

*Head of the International Student Support Unit*

Welcome to the University of Sydney. Many of you will already have had contact with the International Office, either personally, at an overseas Australian education exhibition, or via post, email or telephone.

Through these contacts the International Office staff will have helped you choose to come to the University of Sydney and will have managed the application process for you to be accepted into a course here.

You will continue to have contact with us after you arrive. We will provide you with specialist advice and information concerning your enrolment, visas and other matters which will assist you during your time at the University and in Sydney.

This booklet, appropriately called *Your Road to Success*, explains to you what you should expect and how different parts of the University can help you. Page 66 specifically outlines how the International Office will continue to help you. Do read this booklet so that you are prepared for your time at the University of Sydney and so that you can take advantage of all that the University community can offer you, both academically and socially.

I wish you well in your endeavours at the University of Sydney.

**Peter Ball**

*Director, International Office*



# 1. Before you leave home

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Sydney is a wonderful place to visit, and we invite you to learn all about the city and student life in the later chapters of this book. However, while you are still in your home country there are many important matters to consider, such as making travel arrangements, having health checks and gathering the necessary documents.

## Organise your travel arrangements

### Student visa

If you are coming to Australia temporarily to study full-time, you must apply for a student (temporary) visa. Visas are issued by the Department of Immigration and Citizenship (DIAC), and you can print the forms you need from the DIAC website, [www.immi.gov.au](http://www.immi.gov.au), or get them from the Australian consulate or embassy in your country.

This first thing to do is to read **DIAC Information Form 1160i**, which gives full details on how to apply for a visa.

- To be granted a student (temporary) visa you must then:
- > complete Application Form 157A, providing general and educational information about yourself
  - > pay the correct processing fee
  - > satisfy entry requirements (including health requirements).

The form tells you which 'education subclass' you are in, and explains what conditions apply. DIAC has developed a range of assessment factors you must satisfy before a visa will be issued. These vary according to your country of nationality and your education subclass.

**IMPORTANT:** Once you arrive in Australia you must ensure the University has your current address at all times. If, for any reason, DIAC wishes to contact you they will rely on the address you give the University.

### Learn about Sydney before you go

*If you have time, try to find out as much as you can about life in Sydney. The more you know, the easier it will be to adjust to the new and exciting challenges and experiences that lie ahead. Some publications and websites that you may find useful are listed on the inside back cover of this guide.*

### Where is the ISSU?

You will find us on Level 5 of the Jane Foss Russell Building, a brand new exciting, building on City Road that also houses other student services, including the International Office and the Student Centre.

For further details check out the inside back cover of *Your Road to Success*.

## Dependant visas for family members

Some students bring their family (spouse/partner and children) with them to Australia. You can apply to bring your family on a dependant visa if you are enrolled in a formal tertiary course that lasts for at least one year. If you plan to bring your family with you, you should seek information about visa requirements from the Australian consulate or embassy in your country.

Dependant visas are issued by the Department of Immigration and Citizenship (DIAC). Usually, your family members will need to have a health examination and you will need to provide supporting documents, such as marriage and birth certificates, passports and proof of sufficient income to support your family in Australia. You will also need to pay the family rate of health cover (see page 33) to ensure your family has health insurance while in Australia.

A dependant visa allows your family members to stay with you in Australia for the duration of your course. If your course of study is shorter than one year, or if you want other family members (such as parents or siblings) to visit you, each of them will need a visitor visa (not a dependant visa). A visitor visa is usually issued for three months.

If you are an AusAID scholar and want to bring your family to Australia, you should contact the AusAID Unit in the International Office (telephone +61 2 8627 8329 or email [ausaid@io.usyd.edu.au](mailto:ausaid@io.usyd.edu.au)).

Further general information about immigration matters is available from the DIAC website: [www.immi.gov.au](http://www.immi.gov.au)

## Airport arrival form

You must return your airport arrival form to the ISSU, so we know about the date and time of your arrival. This way, you can be sure there will be someone at the Airport Arrivals Reception Desk when you arrive (see page 13).

The form is included in the *Things to do before you leave home* booklet. It is also available at [www.usyd.edu.au/stuserv/issu/predep](http://www.usyd.edu.au/stuserv/issu/predep)

## Air tickets

You are responsible for arranging your own air tickets and choosing when you arrive in Sydney. However, we strongly advise you to arrive at least two weeks before semester begins, so you can arrange permanent accommodation and settle into Sydney life before you start to study.

### Should I bring my family?

There are arguments for and against bringing your family while you are studying in Australia.

On one hand, you will not be separated from them, you will not be anxious about their welfare in your absence, and you will have someone near and dear to share your experiences. On the other hand, families make demands on your time and energy and this can affect your study. Also, you may make less effort to meet new people if you have your family with you. Remember, finally, that if any family members who accompany you to Australia are aged between 5 and 15, they must be enrolled in school and you must meet any tuition costs (see section on school fees in Chapter 4). This condition also applies to family members who join you temporarily for more than three months.

You need to discuss these advantages and disadvantages carefully with your spouse or partner and other family members and reach a decision which is best for all.

Coming to a new and unfamiliar country as the spouse or partner of an international student is exciting but not always easy. The International Student Support Unit (ISSU) runs an Accompanying Partners Program to help partners adjust (see Chapter 4). You can also contact the ISSU's counsellors for advice on any family-related concerns.

### Tip

On arrival at Sydney Airport, if you want to travel to your accommodation by hire car, you can make a reservation with Astra Hire Car before you leave home. Phone: +61 2 9693 5329.

## Have a health examination

It is a good idea to have a thorough medical check-up before you leave home. It may also be required for you (and your family, if they are coming with you) to satisfy visa requirements.

If you are on medication which you will continue to take while you live here, it is a good idea to bring a letter from your treating doctor with details of your condition and medication.

Dental and optical costs are expensive in Australia, so we recommend you visit your dentist and have any necessary dental work carried out before you leave for Australia. Similarly, you should have your eyes checked and obtain contact lenses or glasses if you need them. Consider bringing a spare pair of glasses or contact lenses if you need them. Overseas Student Health Cover (OSHC) (see Chapter 3) covers eye examinations but does not cover the cost of buying spectacles. OSHC does not cover any dental costs, although students receive a discount at the dental service in the Wentworth Building on the Darlington Campus (next to the Jane Foss Russell Building).

If your course involves clinical placement (eg for nursing) you must undergo screening and vaccination in Australia, in line with New South Wales Department of Health policy. See [www.health.nsw.gov.au](http://www.health.nsw.gov.au) for more information. Your faculty should also provide you with full details about this requirement at enrolment.

## Arrange accommodation

Do you know where you are going to stay the night when you arrive in Sydney? It is much better to know the answer to this question before you leave home.

### Temporary accommodation

If you have not arranged accommodation before you arrive, you will need temporary accommodation for a few days or weeks while you look for something more permanent.

#### *On-campus options*

Some of the University's residential colleges offer rooms on a temporary basis before their students arrive for each semester. Refer to your pre-departure pack (also available at [www.usyd.edu.au/stuserv/issu/predep](http://www.usyd.edu.au/stuserv/issu/predep)) for details of the colleges and how to book. In general, you liaise directly with the relevant college to book and pay.

#### *Off-campus options*

You can book temporary accommodation at any local youth hostel, hotel or motel of your choice. A list of off-campus temporary accommodation providers is included with your pre-departure pack.

Staff at the Airport Arrivals Reception Desk at Sydney Airport (see page 13) can also help you find temporary accommodation.

### Permanent accommodation

On average, it takes students between three and four weeks to find suitable permanent accommodation. As with temporary accommodation, there is permanent accommodation both on campus (colleges) and off campus (share housing, homestay, etc).

If you want to live on campus, it is advisable to apply for accommodation before you leave your home country (normally by September of the year before you start your studies). If you want to live off campus, it is easiest to make arrangements once you arrive in Sydney (but, as noted above, don't forget to arrange temporary accommodation before you arrive). It is important to inspect rental accommodation before signing a rental agreement. We strongly recommend that you inspect any permanent accommodation before you sign a lease.

For full details on permanent accommodation see Chapter 4.



## Collect important documents

You will need documents to enter Australia, enrol at the University, drive a car, get work and many other things. It therefore makes good sense to keep them safe and ready to use in a document folder. This should include:

- > **valid passport** (including photocopies)
- > **student visa** (including photocopies)
- > **letter of offer of admission** and other material sent to you by the University
- > **receipts** of payment for all University fees
- > **certified copies** of personal papers, such as academic transcripts, educational or work qualifications, scholarship award letter (if applicable)
- > **identification (ID) papers**, such as your birth certificate, proof of citizenship, driver's licence from your own country, international driver's permit (if needed – see box to the right)
- > **papers relating to any study** that may earn you credits for the course you are enrolling in at Sydney. (If you want credit for study completed at a university other than Sydney you will need to bring detailed information – course outlines, syllabus outlines, texts used, course assessment information, number of teaching hours, etc)
- > **credit cards**, bank keycards, traveller's cheques, etc
- > **medical records**, immunisation records and school records for you and all accompanying family members
- > **medical report** from your doctor if you have a chronic illness or are taking regular medication
- > **proof of marriage** (if relevant)
- > **receipts for goods** you are bringing to Australia, to assist with assessing customs duty and sales tax (eg computers, cameras) (see pages 9 and 13)
- > **reference letters** (for finding accommodation or employment) including rental references
- > **this booklet** – *Your Road To Success*.

If your important documents are not in English, it is a good idea to bring official English translations with you.

## Pack what you need

Most items you will need during your stay are available in Australia, although the cost may be higher than in your home country. It therefore pays to do some sensible packing, and in particular to have enough money for when you arrive.

### Clothing

You will find most people in Australia prefer to dress casually, even on campus. Suits and formal wear are usually worn only for work and formal functions such as graduations, formal dinners or ceremonies. While dress or smart clothing can be expensive in Australia, casual clothing – as well as items such as bed linen and towels – is generally reasonably priced.

In summer, most people wear T-shirts, loose shirts or blouses, skirts, shorts or lightweight trousers with open shoes such as sandals.

### Do I need an international driver's licence?

If you are on a student (temporary) visa and have no intention of becoming a permanent resident, you can drive in New South Wales with your driver's licence from your home country. You should have the original licence and a letter (in English) from the licensing authority in your country or the relevant consulate or diplomatic office confirming your licence details and status. Whenever you drive in New South Wales you should have documentation (licence, copies of passport and visa) with you. If you take out a NSW driver's licence it will no longer be legal for you to use your home country licence in NSW.

If you intend to visit other countries when returning home, you may want to obtain an international driver's licence. You will need to do this in your own country before you come to Australia.

Remember that your driver's licence (and international driver's licence) must be valid, so you may have to renew them in your own country when you return for holidays. Further details on driving in Australia are provided in Chapter 3. You can also obtain more information directly from the Roads and Traffic Authority (RTA) by telephoning 13 22 13 (within Australia) or online at [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au)

The weather can sometimes change suddenly and evenings are often cooler than daytime, so if you are going out for the day you should take a lightweight jumper. If you want to go to the beach or swimming pool, take appropriate swimming items.

Sydney usually has mild winters, and you will often be perfectly comfortable in jeans, running shoes, a shirt or T-shirt and a warm jacket. However, there are some cold and wet days when you may need woollen scarves and gloves, jumpers, a waterproof winter jacket or coat, warm socks and waterproof shoes.

“Also, most houses are not centrally heated.

### Personal items

You may find it useful to pack items such as:

- > small sewing kit
- > alarm clock
- > umbrella
- > raincoat
- > dictionary
- > personal diary
- > vaccination certificates
- > prescriptions for medication
- > sports gear
- > toiletries
- > camera
- > padlocks for luggage
- > address book with contact details of family, friends (also write down the address of your home country's embassy in Australia)
- > other favourite personal items.

Note that you must not pack any sharp objects (eg scissors, knives) or flammable items in your hand luggage for the plane.

### Electronic goods

Some students bring electrical appliances with them, such as rice cookers, radios, hair dryers and computers. (Computers are essential for preparing assignments and essays but it is not essential that you bring one with you as there are computers available for you to use on campus.) Such items may attract ‘goods and services tax’, and should be packed separately so Customs can inspect them if needed. For more information see Chapter 2 as well as the *Know Before You Go* booklet (included in your pre-departure pack).

Australia has 240 volt, AC 50Hz cycle electricity. Some appliances have a 110/240V switch. If they do not, you will need a voltage converter. Most motels and hotels have universal outlets for 110V and 240V. A three-pin plug is used in power points. If you intend to bring appliances with you, buy adaptor plugs and check that your appliances can be used on Australian voltage.

### Any animal or plant items?

If you want to take any animal or plant items (which could potentially carry disease) into Australia, you must complete a form and also declare the items to quarantine officials at Sydney Airport. Some items are prohibited and you generally cannot take these into Australia; however, it may be possible to do so if you obtain approval before you leave home. Please read the leaflet *What can I bring into Australia?* in your pre-departure pack, or visit the government website [www.aqis.gov.au](http://www.aqis.gov.au). See page 12 for more details on quarantine procedures when you arrive.

### What if I am sending items to Australia?

If you send items to Australia by post or a freight service, they will need to be cleared by Australian Customs. You can clear the goods yourself or have a nominated person, such as a relative or customs broker, do it for you. You will need to complete an ‘Unaccompanied Effects Statement’ (available from all Australian Customs offices and customs brokers) and produce your passport and a detailed packing list. If you do not use the services of a broker, you should contact the Australian Customs office nearest to the location of the arriving goods to arrange your own clearance. Customs may inspect the goods on arrival in Australia. Duty free concessions will not apply to goods sent to Australia.

Please read the *Know Before You Go* booklet in your pre-departure pack for further information or contact Customs direct:

#### Customs Information Centre

Phone: 1300 363 263 (within Australia)  
+61 2 6275 6666 (outside Australia)

Email: [information@customs.gov.au](mailto:information@customs.gov.au)

Website: [www.customs.gov.au](http://www.customs.gov.au)

## Money

Australia has a decimal currency; there are 100 cents to the dollar. Australian bank note denominations are \$100, \$50, \$20, \$10 and \$5, and coins are \$2, \$1, 50 cents, 20 cents, 10 cents and 5 cents. The exchange rate for the Australian dollar (A\$) is a floating rate based on the foreign exchange market.

### *How much should I carry?*

You should have some money for immediate use when you arrive in Sydney. You will need to pay for transport from the airport, as well as accommodation, food, telephone calls, postage and other expenses. You should bring at least A\$300 in cash and have easy access to at least another \$1200 (for example using a bank card or traveller's cheques).

Do not bring all your funds in one cheque that needs to be cashed at a bank as it can take several weeks for banks to clear cheques from some countries. This could leave you in a difficult situation with no money for accommodation or other necessities. If you are a scholarship student, you should not rely on being able to access the first scholarship payment immediately as it may take some time before the money can be placed in your bank account.

### *Bank accounts*

You only need your passport as proof of identity when opening a bank account during the first six weeks after your arrival. Once you have opened an account, further funds can be transferred from your home country directly into your Australian account.

For information about banks on campus see page 52.

Some banks in your country may be able to open an account for you in Sydney before you leave home – ask at your bank first. Credit cards accepted in Australia include American Express, Diners Card, Visa and MasterCard. Banks also issue bankcards for use within Australia.

### **Useful websites:**

[www.travelex.com.au](http://www.travelex.com.au)  
traveller's cheques and money transfers

[www.xe.com/ucc](http://www.xe.com/ucc)  
universal currency converter

**The International Student Support Unit Orientation will help you adjust to life and study in Sydney.**



## Prepare yourself mentally and emotionally

In the rush of dealing with practical matters – visas, tickets, documents, money – do not forget to allow yourself time to prepare emotionally and mentally for the experience ahead of you.

For most students, even those who have lived and studied abroad before, a move to a new culture and education system will involve a period of transition and adjustment. Being away from home can result in feelings of sadness, loneliness and even depression. But if you know what to expect you will find it easier to cope. There are usually three stages of change:

- > At first, there is a period of excitement when preparing for your departure. Saying goodbye to family and friends is a little sad, but the sadness is masked by the anticipation of living abroad. The first few days in the new country are usually disorienting but still exciting.
- > As the excitement wears off, you may begin to notice differences between Australia and home, start missing the life you are used to and feel lonely and isolated. It is not uncommon for students to feel quite depressed and unhappy and to wonder if they have made a terrible mistake.
- > Then, as time passes, you will find yourself feeling more comfortable. Lectures begin, you meet people, make friends and become familiar with the way things work here. The depression lifts and you begin to see differences in a more positive light. Before long you find yourself feeling more at home.

You can make this transition more easily if you remember that changes in your emotional state are a normal reaction to major life changes. Adequate preparation will help you adjust. It can help if you bring some favourite familiar items with you from home – an ornament or something that has special importance. Keeping in touch with people back home on a regular basis also helps. Talking to a counsellor at the ISSU about things that concern you is also helpful. Making contact with local students by joining clubs and societies and taking part in the activities they organise is a great way to meet people and make friends. See Chapter 5 for more information about student activities.

## Pre-departure checklist

I have:

- organised travel arrangements (visa, air tickets, etc)
- returned my airport arrival form to the ISSU informing them of the date and time of my arrival
- had medical/optical/dental check-ups (and packed spare pairs of glasses/contact lenses, prescriptions for medicines, etc)
- organised at least temporary accommodation, either on or off campus
- packed my folder of important documents, and placed items I will need during my travels (passport, air ticket and other valuables) in my hand luggage
- checked customs and quarantine regulations and packed separately items I will need to declare (eg food, computer)
- ensured there are no sharp objects in my hand luggage
- at least A\$1500 available for use on arrival in Sydney (including approximately A\$300 in cash)
- packed some of my personal items such as photos, address book with contact details of family, friends, my country's embassy in Australia
- packed this booklet in my hand luggage for reading on the plane
- purchased padlocks for my luggage and secured them to my bags.

If any of these items is **not** ticked and you require further assistance, please contact the ISSU.

Phone: +61 2 8627 8437

Fax: +61 2 8627 8482

Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)

# 2. The first few weeks in Sydney

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You are now on your way to Australia! On arrival and in the first few weeks, you need to think about finding permanent accommodation and then about visiting the University to learn about and enrol in your course.

### Arrival at the airport

As your plane touches down, the excitement will grow, but there are some formalities to deal with before you can relax and enjoy yourself. On the plane you will be given an Incoming Passenger Card to complete; you will need to have these and your passport ready as you go through Immigration and Customs.

Once you get off the plane, you will have the chance to make last-minute duty free purchases before making your way to immigration. It would be useful for you to pick up a copy of the *Sydney International Airport Arrivals Guide*, which contains helpful information for any newcomer to Sydney. Copies are usually available on stands in the corridors as you move towards the immigration desks.

### Immigration

At Immigration, you will have your passport and Incoming Passenger Card checked and stamped. You then move on to collect your luggage.

### Luggage collection

The number of the baggage carousel where luggage from your flight will be unloaded is usually announced as you get off the plane. The flight numbers of planes are also shown on screens above the carousels. Once you have collected your bags, head towards customs.

If your luggage does not arrive on the flight, you should report this to an airline representative and provide your contact details so that your luggage can be tracked down and forwarded to you as soon as possible.

### Customs and quarantine

The Australian Customs and Border Protection Service acts as the 'gatekeeper' for all visitors and returning residents. You and all of your luggage must be cleared by Customs when you arrive in Australia, and may be searched.

It is your responsibility to declare any goods, by completing the Incoming Passenger Card and giving it to Customs. If you have no items to declare, you can exit through the green pathway. If you do have items to declare, you will need to go through the red pathway.



## Sharp objects

For security reasons, all knives, sharp objects or cutting implements of any kind and any length (whether made of metal or another material), knitting needles, and sporting goods, must be packed in your checked luggage. They cannot be carried in your hand luggage. If they are, the articles will be removed and not returned. If you are carrying hypodermic needles for medical reasons, you must declare them. Medication should bear a professionally printed label identifying the medication, or a manufacturer's name or a pharmaceutical label. When possible, carry documents that confirm your medical condition. You should check any other restrictions concerning hand luggage with your travel agent or airline.

### *What should be declared?*

Duty will be charged on goods that exceed a total purchase price of A\$900. Examples of such goods are perfume, jewellery, watches and souvenirs (alcohol and tobacco are not included in this allowance).

For more information, go to [www.customs.gov.au](http://www.customs.gov.au)

Customs does not exercise control over mobile phones other than collecting any duty and tax that may be applicable. There are, however, restrictions with connections. For more information contact the Australian Communications and Media Authority (ACMA) (phone +61 2 9334 7799, website [www.acma.gov.au](http://www.acma.gov.au)). Cordless phones cannot be imported unless approved by ACMA.

If you bring a computer, you will have to declare it to Customs. Make sure that you have a receipt showing the date of purchase. If your computer is less than 12 months old, it may be considered a 'temporary import' and attract a security bond of 10 per cent of the purchase price (to make up for the 10 per cent goods and services tax normally charged on such items). This amount is refundable – it will be returned when you leave Australia at the end of your studies. However, if you explain to the Customs officer that you are an international student and show them your international student visa, the 10 per cent security bond may be waived. If your computer is more than 12 months old (you should bring receipts to prove this), you will not have to pay any security bond.

### *Quarantine regulations*

Australian regulations require that, when completing your Incoming Passenger Card, you declare any animal or plant item you are bringing into Australia. In most cases your goods will be inspected, treated if necessary (there may be a fee for this) and returned when the pest or disease risk is eliminated.

Prohibited items are not allowed entry. You may be able to bring such items but you must obtain approval from the Australian Quarantine and Inspection Service *before* you commence your journey (as noted on page 9). If you are unsure about any items you should declare them to the quarantine officers. They will allow you to keep any item if it is not considered to be of risk to Australia. The penalty for infringing quarantine regulations is very severe and involves court proceedings.

Please read the brochure *What can I bring into Australia?* in your pre-departure pack, or visit the Australian Quarantine and Inspection Service website ([www.aqis.gov.au](http://www.aqis.gov.au)) for more information.

**Do not risk it.** If you are in doubt about what to declare, ask a Customs officer. There are serious penalties for people who make false declarations. Also, it is illegal to carry illicit drugs, steroids, weapons, firearms and certain articles subject to quarantine into Australia. If you are uncertain about any drugs or medicines you are carrying, check with a Customs officer.

Another risk is carrying goods for other people. If you are caught with prohibited or restricted items, you will be held responsible. There are severe penalties for people caught in the possession of drugs. To avoid this problem, pack your own luggage so you are sure of what you are carrying.

## Arrivals hall

Once the formalities are completed you are free to leave the restricted area of the airport and head for the arrivals hall. If you lose any of your personal belongings while you are in the arrivals hall, go to the Lost and Found Office, located on Level 3 of the airport, or phone **9667 9583** during office hours.

There is a map of the arrivals hall in the *Things to Do Before You Leave Home* booklet. This will help you to find the Airport Arrivals Reception Desk (usually located next to the airport's own information desk).

### *Airport Arrivals Reception Desk*

This desk is specifically for newly arrived students like you. It is part of a service provided by a group of universities, including the University of Sydney.

If you have sent us your airport arrival form (see Chapter 1), the staff on the desk will know exactly when you are coming. They will give you a reception kit to help you with your next steps. This contains a welcome letter, information about the University, a map of the University and information about temporary accommodation (health sciences students should ask for the Cumberland Campus pack).

In case of emergencies, the staff at the Airport Arrivals Reception Desk or the airport's own staff should be able to help you.

### **Public phones and money exchange**

At this point, you will probably want to contact your relatives and inform them of your safe arrival. You can make phone calls from any public phone. There are phones in the airport terminal that accept coins, phone cards and credit cards. Local calls cost 50 cents. Long distance (STD) and international (IDD) calls can also be made from these phones. It is more practical to use a phone card or credit card phone when calling STD or IDD. You can make enquiries about operator-assisted international calls by dialling 1234 for 'user pays' calls or 12550 for reverse charge calls. If you need telephone directory assistance, contact 1223 for Sydney and all parts of Australia and 1225 for overseas phone numbers.

If you need to exchange money or traveller's cheques, there is a Travelex office located in Arrivals Hall B & C open daily from 6am to 10pm.

## Transport from the airport

Sydney Airport is nine kilometres from central Sydney. The main University of Sydney campuses are located within the suburbs of Darlington and Camperdown, just minutes from the city centre. There are several ways to get to your accommodation from the airport.

### *Hire car*

If you want to travel by hire car, there are several hire car offices at the airport to choose from. If you want to plan ahead, you can make a reservation with Astra Hire Car before you leave home (phone +61 2 9693 5309). Alternatively, go to [www.sydneyairport.com.au](http://www.sydneyairport.com.au) and click on 'To and From the Airport'.

### *Train*

The Airport Link train service has stations in the domestic and international terminals. It takes around 11 minutes to travel to the city. Space for luggage is limited. The cost is (at time of printing) \$14.60 one way. The closest stop to the University of Sydney is Central station (on Eddy Avenue). It is then a short ride to the University by taxi or public bus.

### *Shuttle bus*

Sydney Airport provides a shuttle bus service to city-area hotels at a cost of about \$15. The nearest stop to the University is UniLodge (five minutes walk from the main campuses).

### *Taxi*

Taxis from the airport to the city centre take approximately 20 minutes and cost between \$20 and \$25. Fares in all Sydney taxis are determined by the meter on the dashboard. Passengers pay any bridge or road tolls. A surcharge of 20 per cent of the distance rate can apply between 10pm and 6am.

### *Taxi companies:*

Legion Cabs	13 14 51
RSL Cabs	13 22 11
Premier Cabs	13 10 17
St George Cabs	13 21 66
Taxis Combined	13 33 00

## Come and see us

Once you have had a moment to relax, it is time to make use of the free help available at the University of Sydney. As an international student the two places you need to get to know are the International Student Support Unit (ISSU) and the International Office (IO).

### Daily arrival information sessions and orientation

As a newly arrived international student you will greatly benefit from attending one of the daily arrival information sessions and the orientation program, both provided by the ISSU:

- > The daily arrival information sessions provide essential information about health cover, banking, taxation, transport, campus services and enrolment.
- > The orientation program tells you about important on-campus services, how to adjust to life in Australia, and how to prepare for academic study at the University.
- > If you need help with accommodation, you can attend an accommodation information session, held immediately after the arrival information sessions. See Chapter 4 for further information on accommodation.
- > You should also go to your faculty welcome session. Details are provided at the daily information sessions.

You will find the dates, times and venues for the information sessions and orientation program in the *Things to do before you leave home* booklet (provided in your pre-departure pack, and also available on the ISSU's website ([www.usyd.edu.au/issu](http://www.usyd.edu.au/issu))).

## International Student Support Unit

The International Student Support Unit (ISSU) provides support to international students and their families. We give help and guidance when you first arrive, and are available if needed during the rest of your time here. We do our best to make your experience as an international student a rewarding one.

Our services include:

- > Information – including pre-departure information, daily arrival information sessions and orientation.
- > Social programs – including Unimates (where you can make new friends), the Accompanying Partners Program, the Returning Home Program, and trips and activities.
- > Counselling – including help with personal or family problems, homesickness, difficulties adjusting or making new friends, and coping with studies.

You are welcome to phone or come and see us about any problem you may be experiencing – or simply to ask us for information. Our service is free and confidential.

In emergencies that occur after normal working hours, Campus Security can contact an ISSU counsellor for you. The emergency number is **9351 3333** (13333 from an internal University phone) or freecall **1800 063 487**.

### International Student Support Unit

Address: Level 5,  
Jane Foss Russell Building (G02)  
Hours: Monday to Friday, 9am to 5pm  
Phone: +61 2 8627 8437  
Fax: +61 2 8627 8482  
Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)  
Website: [www.usyd.edu.au/issu](http://www.usyd.edu.au/issu)

You should open a bank account as soon as possible after you arrive, unless you have already organised an account with your bank at home. Then you should start to look for permanent accommodation. See Chapter 4 'Settling In' for more details.



## International Office (IO)

The International Office helps students with:

- > admission
- > course transfers
- > enrolment issues
- > visa support
- > overseas student health cover (OSHC)
- > scholarships
- > AusAID and ADB matters
- > Study Abroad and Student Exchange
- > fee payment processing
- > overseas loan schemes.

There are several units within the International Office that cater for particular groups of international students.

### International Office

Address: **Level 4,**  
Jane Foss Russell Building (G02)

Hours: **Monday to Friday 9am to 5pm**  
Closed public holidays and between  
Christmas Day (25 December) and  
New Year's Day (1 January).

Phone: **+61 2 8627 8300**  
Email: **info@io.usyd.edu.au**  
Website: **www.usyd.edu.au/internationaloffice**

### International student advisers

The international student advisers can help you with general advice and support about visas, enrolment issues, liaising with your faculty, and academic progress. They are also the main point of contact for students in receipt of a scholarship and their sponsors. There are specialist advisers for Study Abroad and Exchange Students and AusAID scholars (see below).

Phone: **+61 2 8627 8300**

Email: **studentadvisers@io.usyd.edu.au**

### Study Abroad and Student Exchange Unit

This unit manages all aspects of admission, enrolment and student advice for Study Abroad and Exchange Students.

Phone: **+61 2 8627 8322**

Email: **studyabroad@io.usyd.edu.au**

### AusAID Unit

This unit is the focal point for AusAID students. Students can contact the AusAID Unit for advice about any aspect of their scholarship, academic progress or welfare following arrival in Australia.

Phone: **+61 2 8627 8329**

Email: **ausaid@io.usyd.edu.au**

### Faculty welcome and support

In the first few weeks your contact will mainly be with the International Office and the ISSU. While they will continue to support you, your faculty will be your main point of contact during your studies. You can directly access faculty websites through [www.usyd.edu.au/about/faculties\\_schools](http://www.usyd.edu.au/about/faculties_schools)

### Temporary address at ISSU

If at the time of enrolment (see page 18) you do not have a permanent Sydney address, you may wish to provide the ISSU as a mailing address, as follows:

'Your name'  
c/o International Student Support Unit (ISSU)  
Level 5, Jane Foss Russell Building (G02)  
The University of Sydney, NSW 2006

The ISSU should only be used as a *temporary* mailing address and can only receive student mail for the first six weeks of the semester. After that, all mail will be returned to the sender. For security reasons, we do not accept parcels.

**Please note:** Mailboxes in the foyer are not locked and ISSU cannot guarantee the security of your mail. You may want to arrange for your ATM card to be sent to your bank for pick up.

## Computers and email on campus

All University of Sydney students are provided with a free email account, called a UniKey account. Your UniKey login name and password will be given to you on enrolment. For your email address, just add '@uni.sydney.edu.au' to your UniKey login name (for example 'ywah3701@uni.sydney.edu.au').

Your UniKey login name and password will also give you access to MyUni, where you can view your personal and academic details, such as examination timetables and academic results. The UniKey will also give you access to the databases operated by the University's Accommodation Service and Careers Service.

To access your email, go to [www.mail.usyd.edu.au](http://www.mail.usyd.edu.au). To forward mail from this University account, go to [www.auth.usyd.edu.au/extro](http://www.auth.usyd.edu.au/extro)

- Please check this account regularly as we will send you important messages during your time here.
- You **must** update your address on MyUni. This is a visa requirement.

## University campuses – transport and contact details

### Camperdown and Darlington campuses (sometimes called 'main campus')

You can get a train to Redfern station, and then walk to the Camperdown and Darlington campuses. During semester, free buses run in the evening between Fisher Library and Redfern station. Alternatively, you can take a public bus to the University. Many buses leave from the city, go to Railway Square (by Central station), and then continue to the University (check with the bus driver). Some go along City Road, which runs between the Camperdown and Darlington campuses. Others run alongside the Parramatta Road side of Camperdown Campus, past the Footbridge Theatre (close to the Quadrangle).

Address: The University of Sydney, NSW 2006

Phone: +61 2 9351 2222

Website: [www.usyd.edu.au](http://www.usyd.edu.au)

### Burren Street Campus

To get to the Institute of Transport and Logistics Studies you can take a train to Macdonaldtown station, one minute's walk away from the school. Alternatively take a bus to the city end of King Street, Newtown, and walk down to the campus (five minutes walk). The campus also houses the Institute of Transport Studies.

Websites: Institute of Transport and Logistics Studies  
[www.itls.usyd.edu.au](http://www.itls.usyd.edu.au)

## Accommodation

The University of Sydney has many campuses. Before you book your accommodation, check which campus you will be studying at so you can find the most convenient accommodation. See pages 37 to 48 for more information on accommodation and related costs.

## Camden Campus

This campus houses some facilities belonging to the faculties of Veterinary Science and Agriculture, and Food and Natural Resources (both faculties also have facilities on Camperdown Campus). Camperdown Campus is located at Camden, 65 kilometres south-west of Sydney.

Websites: Faculty of Veterinary Science  
[www.vetsci.usyd.edu.au](http://www.vetsci.usyd.edu.au)

Faculty of Agriculture,  
Food and Natural Resources  
[www.agric.usyd.edu.au](http://www.agric.usyd.edu.au)

## Cumberland Campus (Faculty of Health Sciences)

You can reach Cumberland Campus by train and bus. The nearest railway station is Lidcombe. It takes 20 to 30 minutes to walk to campus from the station, or you can catch a bus from the station. Westway Bus and Coach Service buses (915 and 920) depart from the southern side of Lidcombe station. Campus maps are available through [www.fhs.usyd.edu.au/contact](http://www.fhs.usyd.edu.au/contact)

Address: East Street, Lidcombe NSW 2141

Phone: +61 2 9351 9627 (undergraduate enquiries)  
+61 2 9351 9355 (postgraduate enquiries)

Website: [www.fhs.usyd.edu.au](http://www.fhs.usyd.edu.au)

## Mallett Street Campus (Faculty of Nursing and Midwifery)

To get to the Faculty of Nursing and Midwifery you can take any bus that runs along Parramatta Road past Missenden Road. Get off at Mallett Street and turn left. The campus is located about 200 metres on the left-hand side. The campus also contains the Centre for English Teaching and the NHMRC Clinical Trials Centre.

Address: 88 Mallett Street, Camperdown

Phone: + 61 2 9351 0693

Email: [fon@nursing.usyd.edu.au](mailto:fon@nursing.usyd.edu.au)

Websites: Faculty of Nursing and Midwifery  
[www.nursing.usyd.edu.au](http://www.nursing.usyd.edu.au)

Centre for English Teaching  
[www.usyd.edu.au/cet](http://www.usyd.edu.au/cet)

NHMRC Clinical Trials Centre  
[www.ctc.usyd.edu.au](http://www.ctc.usyd.edu.au)

## Rozelle Campus (Sydney College of the Arts)

Sydney College of the Arts (SCA) is four kilometres from both the Sydney's central business district and the Camperdown Campus and is easily accessible by public transport and car. From Circular Quay in the city you can take buses 500, 501, 504, 506, 507, 510, 515, 518 and 520. Buses 440 and 445 travel to Balmain, where you can take a ferry to Circular Quay. Lilyfield light rail station is 1.5 kilometres from the campus and provides light rail transport to Central Station. SCA also provides designated areas for student and visitor parking. Students purchase an annual parking sticker from the cashier for a nominal fee.

Address: Balmain Road, Rozelle NSW 2039

Phone: +61 2 9351 1104 or 9351 1000

Fax: +61 2 9351 1144

Email: [enquiries@sca.usyd.edu.au](mailto:enquiries@sca.usyd.edu.au)

Website: [www.usyd.edu.au/sca](http://www.usyd.edu.au/sca)

## Surry Hills Campus (Faculty of Dentistry)

The Faculty of Dentistry is located next to Central station. You can get any bus that runs along Elizabeth Street or Eddy Avenue, and get off at Central.

Address: Sydney Dental Hospital  
Level 6, 2 Chalmers Street,  
Surry Hills NSW 2010

Phone: +61 2 9351 8308 (undergraduate enquiries)  
+61 2 9351 5470 (postgraduate enquiries)

Website: [www.dentistry.usyd.edu.au](http://www.dentistry.usyd.edu.au)

## St James Campus (Faculty of Law)

The Faculty of Law is primarily based on the Camperdown Campus, but some postgraduate courses run at the St James Campus in the city centre (behind the New South Wales Supreme Court by Hyde Park). The closest train station is Martin Place, with city buses running close by.

Address: 173 – 175 Phillip Street, Sydney NSW 2000

Phone: +61 2 9351 0346 (undergraduate inquiries)  
+61 2 9351 0314 (postgraduate inquiries)

Website: [www.law.usyd.edu.au](http://www.law.usyd.edu.au)

## Sydney Conservatorium of Music

The Sydney Conservatorium is located in the business district of Sydney, flanked by the Royal Botanic Gardens and a short walk to the Sydney Opera House.

Email: [r.tsiknas@usyd.edu.au](mailto:r.tsiknas@usyd.edu.au)

Website: [www.music.usyd.edu.au](http://www.music.usyd.edu.au)

## How to enrol

Enrolment is the formal process of registering for courses. During enrolment, you will select your units of study and receive further advice on your chosen programs.

Exactly when you enrol will depend on what dates the University sets. When dates are available, they will be published on the University's website, together with information on the specific enrolment requirements, at [www.usyd.edu.au/future\\_students/international\\_undergraduate/admissions/](http://www.usyd.edu.au/future_students/international_undergraduate/admissions/) (please check this page regularly). However, it is worth thinking about enrolment soon after you arrive, so that you are aware of the enrolment dates and are ready to enrol.

### Full-degree students

You are considered a full-degree student if you are commencing and completing your entire degree at this University.

#### *Enrolment Stage 1*

All full-degree students, both undergraduate and postgraduate, must enrol at their faculty office. For example, if you are enrolling in a Bachelor of Science degree you must enrol at the Faculty of Science.

It is important to enrol on the date that has been allocated for your course and faculty. If you are unable to enrol on the allocated date, you must contact your faculty as soon as possible.

See [www.usyd.edu.au/futurestudents](http://www.usyd.edu.au/futurestudents)

#### *Enrolment Stage 2*

After you have completed Stage 1 with your faculty, you will be directed to a Stage 2 enrolment site where you will finalise all your enrolment matters. After Stage 2 has been completed, you will go to Stage 3 to collect your student card.

#### *Confirmation*

Two to three weeks after enrolment you should receive a letter confirming your enrolment details. Please check your statement of enrolment carefully and report any problems to your faculty.

## Enrolment for Study Abroad and Student Exchange

You are considered a Study Abroad or Student Exchange student if you are in Australia on a Study Abroad or Exchange program. Your enrolment will take place, where possible, before you arrive in Sydney. The final stages of your enrolment will take place during the ISSU's orientation program. During orientation you will receive information on matters such as enrolment procedures, personalised timetables, variation of enrolment details, and instructions on obtaining your student card. It is very important that you attend orientation.

### Change of address notification

It is important that the University has correct and up-to-date contact details for all students. Therefore you must update your contact details electronically by logging into MyUni as soon as you have moved into permanent accommodation. If you change your accommodation you must update this information on MyUni. This is a visa requirement for all student visa holders.



# 3. Sydney life

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Sydney is a fascinating place, and is regularly voted one of the world's favourite cities. To make your stay here enjoyable and productive, it is good to learn about the people and their customs, and to find out about transport, health and safety.

## A short history of Australia

Australia was first settled by Aboriginal people between 40,000 and 60,000 years ago, and maybe even earlier. These first settlers spread across the entire continent. More than 200 language groups existed, with distinctive spiritual and kinship systems, art and technology. 'Aboriginal' is a European word meaning 'from the beginning'. Indigenous Australians, particularly in eastern Australia, prefer to refer to themselves as 'Koori'.

European settlement of Australia dates back to 1788 when Britain established a penal colony at Sydney Cove with the landing of the First Fleet. You can learn a lot about this period by visiting the Hyde Park Barracks Museum in Macquarie Street.

Although the Indigenous inhabitants had group ownership of land, the British considered the land to be *terra nullius* – a Latin term meaning land 'not belonging to anyone'. There were no official negotiations or treaties with the Indigenous owners of the land. The repercussions of this are still felt today and it was only in 1992 that the High Court of Australia, in a case known as the Mabo case, recognised Indigenous people's property rights.

British settlement resulted in the death of many Indigenous people through the introduction of diseases to which they had no immunity, through the destruction of hunting grounds by grazing and agriculture, and through violent confrontations and massacres. Reconciliation to heal the injustices of the past is an ongoing process in Australia.

*The information in this section is based on As a Matter of Fact on the former ATSIC website, and is now available at <http://nla.gov.au/nla.arc-41033>.*



### The land

Australia occupies an area of over 7 million square kilometres. The population of Australia is, however, relatively small, with just over 20 million people. Australia is a very urbanised country, with almost 90 per cent of people living in the cities and along the coast. Nearly half of them live in the two largest cities, Sydney and Melbourne. The interior of Australia is very sparsely populated and much of it is desert.

### The political system

Since 1901 Australia has been a federation, consisting of six states – New South Wales, Victoria, Queensland, South Australia, Western Australia and Tasmania – and two territories, the Australian Capital Territory and the Northern Territory. The capital city of Australia is Canberra, which is located in the Australian Capital Territory. The government of Australia is based on the British Westminster system of government and is led by a prime minister. The federal parliament consists of the House of Representatives and the Senate. Each state government is headed by a premier.

**The traditional owners of the land on which the University of Sydney is built were the Gadigal people of the Eora nation. At the start of the orientation program for international students, a representative of the traditional owners will welcome you to the land.**

### A multicultural nation

Australia is a multicultural country with a cultural richness developed through the migration of people from across the world and from the Indigenous people who are the original inhabitants.

There have been several major ‘waves’ of migration to Australia since the convicts first arrived in 1788. British settlers followed the convicts and Australia developed an economy that relied on agriculture and wool. During the goldrush of the 1850s, Irish, American, Chinese, English and other Europeans came to try to make their fortune in the goldfields. The common Australian term ‘mate’ comes from the name given to two miners who took out a gold mining lease together.

After World War Two, Australia offered a home to many European people who were displaced as a result of the war. Later, migrants from Italy and Greece, Lebanon and other countries came to Australia seeking opportunities to make a better life for themselves and their families.

In the 1970s Australia again offered refuge to people whose lives were disrupted by the war in Vietnam, and has continued to invite people from South-East Asia to migrate to Australia.

The Australian Government supports multiculturalism and equal opportunity for all Australians regardless of race, language, ethnic origin or religion.



## Australian culture and customs

When you arrive in Australia you will find many social customs that are different and may seem strange to you. If you understand the social customs of Australian society you will find it easier to interact and feel comfortable living here. It is also beneficial for Australian people to learn from you about the customs of your country.

Australians value equality between people and consider people of different status, wealth, authority and occupation to be equal. People speak politely to each other regardless of the person's status and there is little formal deference to people of higher status, though these people are treated with respect.

Men and women are considered equal in society and interact with each other in an informal way. Australian women in general are independent and expect to be treated as peers by their male colleagues or fellow students.

There are very few servants in Australia, as most Australians do their own household chores. Within a family the tasks are shared between children and adults, males and females.

People dress quite casually in Australia for most occasions. If more formal dress is required it will usually be indicated in advance. At University, you may notice that students and many academic staff dress casually.

Australia is a changing and complex society in which there is interaction between many values and cultures. While this means that Australian customs are always changing, there are some things that are considered to be 'Australian'.

### The Australian accent

When you first arrive you will probably find the Australian accent difficult to understand, but you will soon become accustomed to it. Because there are many people in Australia who have a language background other than English, there are interpreters available in health services and hospitals to provide assistance. Government information is also available in many different languages.

If you do not understand what someone says, it is polite to ask them to repeat it. People will generally speak more clearly if they are aware you are having some difficulty in understanding. You will find that your language skills will develop once you are studying and living in Australia. You can develop language skills by making use of the special classes and other assistance available to international students at the University.

### Informal language

Australians are generally informal in how they speak. First names are used early in a relationship. The formal title or family name is used only in very formal situations. It is best to formally address someone like a lecturer, professor or medical doctor unless they ask you to call them by their given name. You will find that many academics at the University will encourage you to use their first name once you have met them.

### Joking and teasing

One of the interesting things for a newcomer to Australia is the joking humour which Australians use. This is often quite difficult to accept for people from another culture. Language difficulties can also make understanding the humour difficult.

So how should you react if someone seems to be teasing or insulting you? It is important to remember that Australians tease people they like, and even call them rude names or criticise them, all in jest. It is often a way of trying to say welcome to a stranger in a group. It is also to see if the new person can 'take a joke'. It is appropriate to act as if you are not worried by it, or even to agree and exaggerate the joke to make it even more outrageous. It is often difficult, particularly if you have just arrived, to know if people are joking or being genuinely rude or prejudiced. It is probably best to give the joker the benefit of the doubt and then ask a trusted friend about it later.

### Directness

Australians are often very frank and open in what they say. If you are from a country where delicacy and consideration are important, you might feel this directness is rude. Australians, however, can be tactful and will try to avoid hurting another person's feelings or causing embarrassment.

## Casualness

Australians often try to indicate that they are not particularly hardworking, efficient, clever, artistic, creative, attractive and so on – even when they are. There is some pressure on Australians to not ‘stand out’. This is changing, but there is still a tendency for Australians to denigrate their own achievements and to feel uncomfortable with praise and compliments. This is perhaps one of the reasons they make jokes about things – to avoid ‘showing off’.

## Respect

While Australians may seem very disrespectful to people in authority, elderly people, or their parents, there is in fact a subtle respect and deference shown towards people in authority. Questioning, or even suggesting alternative solutions, is not seen as disrespectful towards an authority figure provided the suggestions are made in a polite manner.

## Eye contact

Australians make direct eye contact with everyone, whether the person is an equal or of a different status. Children are taught to look directly at adults and people of higher status. Many Australians will feel uncomfortable if you do not ‘meet their eye’. This can be a cultural barrier between Australians and people from cultures where ‘eye avoidance’ and dropped gaze are considered polite.

## Time

Australians value punctuality, and the time arranged for a meeting or get together or meal is the time you are expected to arrive.

## Offering food and other things

Australians consider it impolite to force people to accept food or other things. They tend to offer once with only one follow-up statement, such as “are you sure you won’t have any more?”

This is the opposite in many other cultures where the host insists on the person taking more several times and then the guest accepts. This difference can lead to misunderstandings. It is polite to immediately accept the offer of more food and also polite to refuse more food if you do not want more at this time. Remember that Australians are direct and tend to say exactly what they mean.

## Refusing an invitation

It is considered polite in Australia to say directly if you do not want to accept an invitation. When refusing an invitation, Australians will usually explain why, such as having another obligation or not being able to attend for some other reason.

If you do accept an invitation it is expected that you will definitely attend. It is considered rude to accept an invitation and not arrive as agreed. If you are unable to attend at the last minute, it is very important to contact your host and apologise in advance.

## Tipping

Attitudes to tipping in Australia are changing. It is now common to leave a tip of 10 per cent in a good restaurant if you are happy with the service. It is uncommon to leave a tip in coffee shops or cheaper restaurants, although people will sometimes leave the small change from payment of the bill for the waiter. On weekends and public holidays, a surcharge is often added to your bill to cover the cost of higher wages on these days.

Taxi drivers will not expect a tip, though if you want to you may choose to leave small change or to ‘round the fare’ to the taxi driver’s benefit (eg round \$9.50 to \$10). Hotel desk clerks, bus drivers, theatre ushers, shop sales assistants, flight attendants and petrol station attendants are not tipped in Australia.

It is important not to offer to tip a public official, police officer or government employee as this is against the law in Australia and may be considered an attempt to bribe the person.

## Eating out and drinking in pubs

If you are dining casually with friends you will usually be expected to share the cost of food or simply pay for your own food. However, if someone asks you out for dinner and says “I’d like to take you out for dinner” or “I’d like to invite you to have dinner with me” it usually means they will pay for you. If you are not sure how the bill will be paid, assume you will be paying your share.

It is common for students to go the pub, particularly on a Friday night after a busy week of study. If someone says to you, “Are you coming to the pub?”, what they mean is that you are invited to join them.

Often you will not even need a personal invitation like this. If everyone is going to the pub, you can just join in with them.

At the pub, you will probably be expected to share in paying for drinks. Usually, each person takes a turn to pay for a round of drinks (a 'shout') for everyone. However, you must also be careful about other people buying drinks for you, so make sure you only let good friends buy a drink for you. See page 36 for information on 'drink spiking'.

### **Saying 'please' and 'thank you'**

In Australia it is usual and expected that people say 'please' and 'thank you' when interacting with anyone – be it friends, family, academic staff, shop attendants, taxi drivers or restaurant staff. Children are taught from an early age to use these words in making requests.

### **Relationships between men and women**

In Australia, women are legally equal to men and there is equal employment and anti-discrimination legislation that aims to give women full and equal involvement in society. Women speak freely to men and expect to be treated as equals at work and in society generally. Women 'date' or go out socially with men without necessarily intending to marry or have a sexual relationship.

There are, of course, varied customs in Australia due to its cultural diversity. It is not easy to give clear guidelines for behaviour between men and women as this is seen as a matter that is agreed between the individuals concerned. To avoid misunderstandings, however, it is important to understand that women in Australia may speak and interact freely with a man with no intention or expectation of a personal relationship. When people of different cultures 'date' it is important to discuss with each other expectations and different values and beliefs to avoid misunderstandings.

## **The Sydney lifestyle**

Sydney is the capital of the state of New South Wales and the oldest city in Australia. It has grown from a small colony of 1000 convicts in 1788 to Australia's largest city with a population of 4 million people.

### **A cosmopolitan city**

Sydney combines a thriving business district with historic attractions around a magnificent harbour. It combines a variety of architectural styles from different eras, cultures and various nations. Sydney city streets are lined with old sandstone buildings, best seen in the area known as The Rocks.

Sydney is a cosmopolitan city with people from a wide variety of backgrounds and cultures. You can find groups and associations of almost every cultural, ethnic and religious identity. The city also has many different spiritual centres for people to worship according to their tradition.

### **Arts and culture**

Sydney has a dynamic arts and cultural life, with theatre, cinema, opera, dance and music performances throughout the year. The Festival of Sydney is held each January, with cultural events, street entertainment and many free performances for the public. International and Australian artists perform in Sydney at the many excellent venues, including the Sydney Opera House and the Seymour Centre (which is next to the University of Sydney). Discount tickets are available to students at many venues.

The Art Gallery of New South Wales and the Museum of Contemporary Art house many works of Australian and international artists and hold international exhibitions throughout the year. There are also many other museums and galleries throughout Sydney for those wishing to explore local culture.

### **Sydney's climate**

The climate in Sydney is temperate, with on average 342 days of sunshine a year. The wettest months are March to May, the coldest month is July and the hottest months are January and February. The average rainfall is 1200mm per year. Average humidity is 62 per cent.

## The harbour

People in Sydney enjoy the beautiful harbour with its many swimming bays and foreshore walking tracks, the splendid Botanic Gardens, Darling Harbour and The Rocks area.

Cruises and ferries leave Circular Quay regularly. Major attractions include Taronga Zoo, Manly, Darling Harbour and the Opera House. There are also many other organised tours throughout Sydney, the beaches and the surrounding suburbs that help visitors experience what the city has to offer.

## Sport and outdoor activities

Sydney's temperate climate makes it ideal for sporting and other outdoor recreational activities. Australians enjoy many sports, including football, cricket, sailing, table tennis, basketball, volleyball, swimming, bushwalking, golf and squash. Less strenuous outdoor activities include walking in the parks along the harbour foreshore, enjoying outdoor entertainment at Circular Quay and Darling Harbour, lazing on the many beaches and walking around the markets in Sydney, Glebe, Paddington and other surrounding suburbs.

Winter sports include cross-country and downhill skiing in the Australian Alps from July to October each year. There are special holiday ski packages and you can hire ski equipment and clothing if required.

There are many opportunities to participate in sport at the University of Sydney. More information can be obtained from Sydney Uni Sport & Fitness, as well as during the orientation program.

## Restaurants and cafes

Australians enjoy eating out in Sydney's many fine restaurants. Restaurants cater for every taste and budget, from expensive elegant restaurants to cafes and coffee shops. Sydney's cosmopolitan nature is reflected in the wide variety of ethnic restaurants, providing the opportunity to experience cuisine from around the world. There are many restaurants and coffee shops within walking distance of the main University campus. The student union buildings on campus also provide a variety of food outlets, including cafes, coffee shops and bars.

## Water sports

Water sports are popular pastimes in Sydney and its surrounding areas during summer. If you plan to participate in any water sport it is important to be aware of the potential dangers. Speak to someone experienced before swimming, and do not go swimming alone at the beach or in rivers, creeks, dams or lakes. Do not dive into the water if you do not know how deep it is (test it carefully first). When in the sun always use a factor 15+ sunscreen, as the Australian sun is very harsh and skin cancer rates are high.

Manly, Bondi, Coogee and Maroubra are among the most popular beaches. While you are enjoying the water and surf, it is important to obey the rules and only swim in the area between the flags patrolled by lifeguards. Surf beaches can have high waves and strong currents or 'rips' which can carry swimmers out to sea. If you are having trouble in the water, stay as calm as you can and keep waving your arm at the lifeguards. They will come and get you.

## Women only swimming pool

Coogee Women's Baths at Grant Reserve, Beach Street, Coogee, are for women and children only. The baths are walking distance from the Coogee bus terminal (buses 370, 372 and 373). There are private cubicles where you can change. The baths are open all year. Coogee Women's Baths are run by Randwick and Coogee Ladies and Mature Swimming Pool Club.



## Shopping

Sydney has many excellent shops. The city centre has several major department stores and many specialty clothing and other shops. Sydney city centre is only a 10-minute bus trip from the University. Darling Harbour, Chinatown and The Rocks are also easily reached from the University. In the suburbs there are large shopping centres where you can buy food, clothes and household goods. There are also usually some small food stores and vegetable shops in suburban areas.

The closest large shopping centre to the University is the Broadway Shopping Centre, a short walk away. It has supermarkets, boutiques, restaurants and cinemas. Also close by is Paddy's Market at Market City, Haymarket (in Chinatown), which is open on the weekends and sells fruit, vegetables and other food, as well as clothing and other items. Prices are cheaper at Paddy's Market and it is a popular shopping outing for Sydneysiders.

Because of Sydney's multicultural population there are many shops selling a large variety of specialised food. For example, halal meat is available from some butchers. Supermarkets often sell a wide variety of foods and spices, and there are many specialty shops in the suburbs and in Chinatown.

The University itself offers a wide range of on-campus facilities. These include a post office, banks, newsagents, bookshops (selling new and second-hand books), a computer shop, a sports store, a pharmacy, a hairdresser, dry cleaning and shoe repairs, an optometrist, a dentist, travel agents and many takeaway food shops and cafes.

## Prices

Prices are 'fixed' in Australia, even in Paddy's Market and other markets. Bargaining, or 'haggling', is not expected when you purchase food or other items. However, if you are purchasing a major item, like a car, television or refrigerator, it is possible to ask for a 'discount' and the shop may then take a percentage off the price for you.

You can gain a good idea of prices from local newspapers and advertisements, as well as by investigating shopping options and typical costs of specialised items on the internet.

Shopping hours vary in Sydney. Many department stores and small shops are open seven days a week. Most shops are open during the week from 9am to 5.30pm with late-night shopping until 9pm on Thursday night, and Saturday trading from 9am to 4pm. However, many shops have extended opening hours (including Sundays). Go to: [www.yellowpages.com.au](http://www.yellowpages.com.au) or [www.whitepages.com.au](http://www.whitepages.com.au) for telephone listings of businesses and shops.

## Take some time to enjoy Sydney!

Studying in a foreign country is very demanding and it is important for you to take time to relax and enjoy yourself. The city of Sydney has much to offer, and there are also many facilities at the University of Sydney for relaxation and entertainment. See pages 76 to 78 for more information.

The International Student Support Unit (ISSU), in conjunction with Colourful Trips, organises several trips and activities each year, including day trips to areas



around Sydney and beyond. On these trips you can meet other international and Australian students, as well as see some of the countryside. Please visit ISSU to collect the latest brochure or phone +61 2 8627 8437 for further details. Details are advertised in the ISSU newsletter (posted online at the end of each month to cover the following month). You can also check out the Colourful Trips website ([www.colourfultrips.com](http://www.colourfultrips.com)).

To find out what is on in Sydney at any particular time, check one of the daily newspapers. Every Friday, the *Sydney Morning Herald* includes 'Metro', a weekly guide to movies, theatre, exhibitions, live music and other interesting things to do. Further information can also be obtained from various organisations listed on the last page of this booklet.

## Getting around in Sydney

Sydney is a large city, and extremely spread out compared to most other cities in the world. However, there are so many ways to travel – including public transport, taxis, cycling and driving – that you should have no trouble getting around. Interstate bus, rail and air services provide transport throughout Australia.

### Public transport

Travelling by public transport is a part of life for many Sydney people. Some travel up to three hours a day because they live in distant suburbs or out of Sydney altogether. Even if you live within walking distance of the University, you will probably use public transport at some time.

#### *Buses, trains and ferries*

Sydney has an extensive bus and train network that links nearly all suburbs. The nearest train stations to the University's main campuses are Redfern (10-minute walk) and Central (short bus ride). Buses stop right outside the University at several locations.

A light rail service runs from Central to Lilyfield (near Sydney College of the Arts). A monorail loops above and around the main streets of the city, including Martin Place. Monorail timetables and fares information are available from

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

Ferries operate from their base at Circular Quay. Not only convenient, ferries are also an unbeatable way to see Sydney. You should not leave Australia without catching at least one ferry across Sydney harbour!

#### *Finding information*

Sydney's public transport system provides bus, train and ferry services. There are government and private bus and ferry services, as well as an extensive government rail service. For timetable and route information:

- > phone 131 500 between 6am and 10pm
- > visit [www.131500.com.au](http://www.131500.com.au)

This service helps you find the quickest and easiest way to get to your destination by public transport.

Information about public transport will also be given to you during the daily arrival information session (see the booklet 'Things to do before you leave home').



## Tickets

Most students travel to and from University by public transport. You can buy TravelTen tickets for multiple trips by bus, which are cheaper than single-trip tickets. (Note that buses in Australia will only stop at official bus stops, and you will need to indicate to the driver if you want them to stop.) You can also buy a weekly ticket, called a TravelPass, for bus, train and/or ferry travel. Both types of ticket are available from the newsagents on campus, and most newsagents off campus. For information on which kind of ticket will suit your needs, contact the telephone service or website listed above.

## Travel concessions

A travel concession allows you to pay less for public transport. However, most international students are *not* eligible for a student travel concession. Only the following international students are eligible:

- > Australian government-sponsored students, including those with AusAID (ADB, ADS, APS, ALA).
- > Students on the Endeavour International Postgraduate Research Scholarship Program (EIPRS).
- > Students on recognised exchange programs with the University of Sydney.

If you are eligible for a travel concession, you will be given a student card at Stage 2 of your enrolment that includes a travel concession indicator (see 'How to enrol' on page 18). You must carry it with you at all times when you travel on concession-priced tickets. Do not use tickets purchased with your travel concession card after the expiry date of your travel concession card; if you do, you may be fined by an

### Do not blame us!

Travel concession policy is a NSW state government matter and the University has no control over who gets travel concessions. We have lobbied for travel concessions for international students for many years, so far without success.

inspector. Do not use a travel concession card if you are not eligible, as severe penalties can be imposed. Transport inspectors patrol buses and trains regularly so it is likely that your ticket and travel concession card will be checked.

## Taxis

Taxis are widely available, but expensive. All taxis operate on a set rate per kilometre as displayed on a meter on the dashboard, with additional costs for luggage or a phone booking. You can stop any unoccupied taxi (as long as it has its orange light on) or make an advance booking. Taxi companies include:

Legion Cabs	13 14 51
Premier Cabs	13 10 17
RSL Cabs	13 33 11
St George Cabs	13 21 66
Taxis Combined	13 33 00

## Cycling

Cycling can be a great way to get around in Sydney. However, many streets near the University are very busy, and Sydney drivers do not always take note of cyclists, so it is important to be a careful rider.

If you want to buy a bike you will find a list of bicycle shops near the University in the Yellow Pages phone book or at [www.yellowpages.com.au](http://www.yellowpages.com.au). If you would prefer a second-hand bike, the best place to look is in the *Trading Post* newspaper (available in newsagents or at [www.tradingpost.com.au](http://www.tradingpost.com.au)). This newspaper is full of items for sale or items wanted by people. You should expect to pay \$120 at the very minimum for a second-hand bike. Better or new bikes can cost hundreds of dollars.

All cyclists are required by law to wear a helmet, so you will need to take into account the cost of a helmet as well as that of a bike. Helmets cost anything from \$40 to hundreds of dollars, depending on quality and style. All helmets sold have to meet safety standards set by the Australian Standards Association.

See [www.bicyclensw.org.au](http://www.bicyclensw.org.au) for more information on cycling around Sydney.

## Driving

If you intend to drive while in Sydney, you must be aware of the road rules, licence requirements and especially the Australian laws on drink driving.

### Road rules

Australians drive on the left-hand side of the road. Speed limits are displayed at regular intervals on all main roads, but you can usually assume that the speed limit will be:

- > 60 km/h on main roads
- > 50 km/h on residential streets
- > 40 km/h near schools at certain times of the day
- > 80 to 110 km/h on freeways.

Do not speed – it is not worth it. Speeding is strictly monitored by the police, and speed cameras operate in various locations. Fines for speeding are often \$100 or more, depending on how far the limit is exceeded.

By law, the driver and all passengers in a car must wear a seatbelt. Children must use an approved child restraint or a firmly adjusted adult seatbelt whenever there is one available. A child must never travel in the front seat without using a child restraint or seatbelt, even if the back seat is full. Drivers must make sure children are in restraints suitable for their size and age. For details on approved restraints for children under 13 years of age, see the *Road Users Handbook*, available through the NSW Roads and Traffic Authority. Severe penalties exist for people found in breach of these laws.

When driving, you will see many street signs indicating parking regulations and restrictions and parking meters. If you disobey these signs and are caught, you will be fined and your car may be towed away.

There are also strict rules about driving when you have had alcohol (the text box on the next page provides further details).

## Licence requirements

You do not need an international driver's licence to drive in New South Wales, as long as you intend to return to your home country after finishing your course. Your home country licence and your student visa must be current and you must have no disqualifications from driving in any country. You can also use an international driver's licence if you want to, and it is advisable to get one of these (which you must do before leaving home) if you intend to drive in other countries after leaving Australia.

It is a good idea to carry either an international driver's licence or a translation of your licence (if your home country licence is not in English) that shows its validity dates, your name and age and kind of licence held. You should also carry a photocopy of your passport showing your name, age and visa status.

International students can also apply to do the NSW driver's licence test and drive on a NSW licence; the International Student Support Unit suggests that you check these details with the Roads and Traffic Authority (RTA) on 13 22 13. If you obtain a NSW driver's licence, it will no longer be legal for you to use your home country licence if you drive while you are here.

Licences can be obtained from RTA motor registries. Go to [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au) or look in the White Pages phonebook ([www.whitepages.com.au](http://www.whitepages.com.au)) for the address of your nearest RTA office. Motor registries are open Monday to Friday 9am to 4pm. Some are also open on Saturday mornings from 9am to 12 noon. Check opening times by calling 13 22 13 or looking at the RTA's website.

In order to obtain a NSW driver's licence you may be required to take a driving test and/or answer questions about NSW road rules. Motor registries have a handbook of road rules called the *Road Users Handbook* which you will need to read to know the road rules. You can also access this handbook at [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au)

## Don't drink and drive

There are very severe penalties in Australia for driving under the influence of alcohol. It is illegal to drive with a blood alcohol level of more than 0.05. Generally this means you can only have one standard drink, (two for men), in the first hour and one each hour after that. A standard drink is 250ml of full strength beer or 25ml of spirits or a small glass of wine. You can check these guidelines wherever you buy alcohol.

**The legal alcohol limit in NSW for all learner and provisional licence holders is zero.** This applies to all Learner Licence holders, Provisional P1 Licence holders and Provisional P2 Licence holders. It means they cannot consume any alcohol before driving.

The zero alcohol limit has been introduced for new drivers because they are more vulnerable to the effects of alcohol than experienced drivers due to their newly developing driving skills.

**The penalties for drink driving are severe and convictions involve a criminal record as well as fines and loss of licence. Or worse still, you could be responsible for the death of a friend or an innocent person using the road.**

Remember, someone with a small body usually needs fewer drinks to reach the blood alcohol limit than someone with a larger body. It also usually takes women fewer drinks to reach the blood alcohol limit than men. If you are going to a party, plan ahead – leave the car at home, stay the night at a friend's house, or organise for someone to pick you up at an arranged time.

## *The day after ... getting back to zero\**

You may be over the zero alcohol limit for much of the next day if you have had a heavy night of drinking. You must not drive until all alcohol has been eliminated from your system.

## ***Check product labels for alcohol content\****

Some medicines, mouthwashes and foodstuffs may contain alcohol. Learner and Provisional licence holders should check labels for alcohol content (which is sometimes labelled as ethanol). All such products containing alcohol should be avoided by licence holders subject to the zero alcohol limit if they plan to drive.

If you are going to drive, avoid these things. Otherwise you may not be able to convince a court that you did not consume an alcoholic beverage or another substance for the purpose of consuming alcohol.

## ***Note: Religious observance\****

The zero blood alcohol level (BAC) law is designed to target drink drivers, not to prevent people from participating in religious observances. If you are caught driving with a blood alcohol level above zero, but below 0.02, and you can prove to a court that the alcohol was consumed during a religious ceremony, this will be a defence.

\*information sourced from [www.rta.nsw.gov.au/roadsafety/alcoholdrugs/bac/drinkinfoabout0\\_00.html](http://www.rta.nsw.gov.au/roadsafety/alcoholdrugs/bac/drinkinfoabout0_00.html)



### Buying a car

There are some legal requirements you need to know about if you are buying a car. If buying second-hand, read the *Guide to purchasing a secondhand vehicle* booklet, available at [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au).

There is a compulsory annual car registration fee which includes 'third-party personal' insurance. This insurance will only cover damage sustained by a person injured in an accident caused by you. It is strongly advisable for you to also take out an extra insurance policy ('comprehensive' insurance) for the car, which will cover any damage to another car or property and also, if you wish, cover for damage to your own car. The financial cost of a car accident without car insurance is very high.

You may need to register or re-register your car while in Australia. Cars over three years of age will need an inspection by a registered mechanic before being accepted for registration each year. This is known as a Safety Inspection Report or 'pink slip'.

### The cost of living

The cost of living in Sydney depends on many factors, including where you live, how often you go out, and how you manage your money. While everyone is a bit different, here are some estimates.

#### Single student

An international student on their own in Sydney (ie someone without accompanying family members) can manage on approximately \$18,000 a year, or \$360 a week. This does not allow for luxuries such as extensive social activities or running a car (the estimated cost of operating a second-hand car is about \$100 per week, but increases in petrol costs will affect running costs). The cost of tuition fees or course materials like textbooks (see below) is also not included in this amount.

#### Families

Costs for a family will obviously be higher than for a single student and will depend on the number of family members. Any applicable school fees for school-aged children from five years upwards and child care for young children will also increase your overall costs.

International students who receive an Australian Government scholarship are eligible for child care subsidies and are exempt from public school tuition fees. No other international students are eligible for child care subsidies.

The average cost of child care is approximately \$300 per week for full-time care (five days a week for eight hours a day). For school-age children, tuition fees are \$4500–\$5500 per year (\$87–\$106 per week) per child.

#### Course materials

Textbooks and other course materials can be quite expensive – the cost for a single textbook can range from \$40 to more than \$150. If you can obtain an essential reading list from your faculty office before you arrive, you may find these books at a cheaper price in your own country. The alternative is to look for second-hand books once you arrive in Sydney or to become a member of bookshops such as the Co-op Bookshop which provide student discounts.



## Financial assistance and other income support

Currently, only limited loans are available for international students. These can be arranged through the University's Financial Assistance Office (see page 68 for more information). These loans will not cover the cost of tuition fees.

Extra income can be obtained from part-time work. However, work is often limited and you are not permitted to work more than 20 hours per week in term time, so you should not expect to be able to earn enough to cover your tuition fees or living costs.

### Expenses guide

Expense/Item	International student living on-campus	International student living off-campus	Family living off-campus (2 adults + 1 child)
<b>Arriving in Sydney</b>			
Temporary Hostel Room (one week)	--	\$250 (\$35 p/night)	\$700 (\$100 p/night)
Furniture rental (one year)	--	\$2080+ (\$40 p/week)	\$3120+ (\$60 p/week)
Connecting gas, electricity, phone and internet	--	\$340	\$340
Rental bond (refundable)	--	\$600 to \$1200 (4 weeks rent: \$150 to \$300+)	\$1400 to \$2000 (4 weeks rent: \$350 to \$500+)
Residential College bond (refundable)	\$900	--	--
<b>TOTAL ARRIVAL</b>	<b>\$900</b>	<b>\$3270 to \$3870</b>	<b>\$560 to \$6,160</b>

Living expenses	Per year	Per year	Per year
Rent	--	\$7800 to \$15,600 (\$150 to \$300+ p/week for single room)	\$18,200 to \$26,000 (\$350 to \$500 p/week for small flat)
Services (gas, electricity, phone, Internet)	--	\$1820+ (\$35 p/week)	\$2340+ (\$45 p/week)
Food/groceries	--	\$3640 (\$70 p/week)	\$8840 (\$170 p/week)
Residential College (rent, meals, services & other fees)	\$18,980 (\$365 p/week for single room/shared amenities)	--	--
<b>TOTAL LIVING</b>	<b>\$18,980</b>	<b>\$13,260 to \$21,060</b>	<b>\$29,380 to \$37,180</b>

## Estimated costs

The table below shows some estimated living costs for single students and families. You need to be aware that you may have other additional costs not shown in this table (for example entertainment, clothing, medical, hairdressing). These costs may vary from week to week and will depend on your lifestyle.

Ongoing expenses	Per year	Per year	Per year
Public transport	\$780 (\$15 p/week)	\$1248 (\$24 p/week)	\$1664 (\$32 p/week)
Health cover	\$370	\$370	\$740
Entertainment	\$3120 (\$60 p/week)	\$3120 (\$60 p/week)	\$5200 (\$100 p/week)
Photocopies/prints	\$500	\$500	\$500
Paper/printer ink/textbooks	\$500	\$500	\$500
Personal items	\$500	\$500	\$1200
Emergency	\$500	\$500	\$1000
<b>TOTAL ONGOING</b>	<b>\$6270</b>	<b>\$6738</b>	<b>\$10,804</b>
<b>TOTAL PER YEAR</b>	<b>\$26,150</b>	<b>\$23,268 to \$31,668</b>	<b>\$45,744 to \$54,144</b>

Expense/Item	International student living on-campus	International student living off-campus	Family living off-campus (2 adults + 1 child)
<b>Other expenses</b>			
Childcare	--	--	\$70 per hour
School tuition (parents hold a student visa) *	--	--	\$ 4500 to \$5500 per year
Additional school expenses	--	--	\$100 per month

\* Ausaid visa holders (576): child pays no school tuition fee

- All prices quoted in the table are approximate examples and a guide only. Prices will vary depending on the location/size of flat and lifestyle of each individual person. All amounts are in Australian dollars (A\$) and most of the above prices include Goods and Services Tax (GST). GST is not refundable.
- The University of Sydney tuition fees are not included in the table above.
- Students should account for a 5 percent increase in living expenses each year.
- Textbooks for some programs may exceed \$500 per semester.
- For accurate fees and prices contact your faculty.
- For accurate fees on external services such as energy, phone etc, contact the relevant service providers.

## Budgeting

Remember that Sydney is a large metropolitan capital city and the cost of living is high. Costs vary depending on which suburb you live in, with areas close to the city centre and the University more expensive. This high cost of living means that you must budget your funds responsibly. The sample budget planner on this page may help you manage your money.

- > 'Establishment expenses' refers to major expenses you need to pay only once, such as furniture when you move into a house.
- > 'Income' refers to any money you receive, including scholarships, stipends, funding and casual employment. It is best to calculate your income after taxes and fees are deducted; that is, estimate the actual amount of cash you will have each month available for you to spend.
- > 'Fixed expenses' means bills where you have to pay the same amount each month. Loans, rent and car payments are all examples of fixed expenses.
- > 'Variable expenses' are those costs that change from month to month. For example, you may spend \$100 on clothes one month and then nothing on clothes for the next two months.
- > 'Optional expenses' refer to those costs that are not necessary, but often make life more interesting. Entertainment and holidays are examples of optional expenses.

*Note:* When doing your budget, do not forget to add in child care and/or schooling costs, and additional costs for miscellaneous items.

### Money tips

Be very careful to avoid generating credit card debts. Often credit cards seem like an attractive way to access money quickly. However, credit cards often have high interest rates and fees that can put you even deeper into debt.

Help is available if financial difficulties arise. Credit card agencies will often work out payment plans if you have trouble paying your bills. Be sure to contact them if you are falling behind in your payments. ISSU is also a good point of contact.

## Sample budget planner

This planner allows you to work out establishment costs (the costs you only need to pay once at the start) and also ongoing weekly costs. We suggest you do an 'estimate' before you come, then calculate 'actual' costs by keeping a record of all expenses over your first few weeks.

Establishment expenses (weekly)	Estimate	Actual
Bond		
Furniture		
Connection fees (gas, electricity, phone, etc)		
Other		
Total cost		
Fixed expenses (weekly)	Estimate	Actual
Fixed expenses		
Rent		
Health insurance		
Loan repayments		
Credit cards		
Other		
Variable expenses		
Food		
Clothing		
Travel expenses		
Gas/electricity usage		
Telephone		
Chemist		
Study expenses		
Other		
Optional expenses		
Gifts		
Entertainment		
Holidays		
Car-related expenses		
Other		
Subtotal		
Add 5-10% for inflation*		
Total income (weekly)		

\* This should cover unexpected bills and rising costs.

## Health care while in Australia

It is a student visa requirement that all international students and their accompanying dependants have health insurance (students must arrange cover for their family). This is arranged through the Overseas Student Health Cover (OHSC) scheme. See [www.usyd.edu.au/future\\_students/international\\_undergraduate/costs\\_scholarships/health\\_insurance](http://www.usyd.edu.au/future_students/international_undergraduate/costs_scholarships/health_insurance) for details.

The University will arrange Program Length Cover with OSHC Worldcare. However, if you elect to arrange your own cover for 12 months only it will be your responsibility to renew your OSHC. Do not let your OSHC health cover expire while you have a student visa. Failure to renew your health cover is a breach of immigration regulations and may lead to loss of your student visa.

To renew your OSHC Worldcare cover, you can go to [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au) or contact OSHC Worldcare's on-campus customer service representative on Level 4, of the Jane Foss Russell Building.

AusAID students will have their OSHC renewed by the AusAID Unit. Other Australian Government scholarship holders should see a student adviser in the International Office regarding renewal.

### Premiums for 12 month period of cover:

Single \$370	Family \$740
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### OHSC contacts:

Sales and enquiries 13 OSHC or 13 6742

Claims 1800 651 349

24-our helpline 1800 814 781

### Obtaining your OSHC Worldcare Member Card

You will need to apply for your OSHC Worldcare Member Card online once you have a permanent residential address in Sydney. Your card will then be mailed to you. You can see a doctor before you get your card. If you need to do this, you can print out a temporary certificate from the Worldcare website ([www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)). Just keep the receipt and claim a refund when your card arrives.

## Medical treatment

In Australia it is usual to first visit a local family doctor, known as a general practitioner or 'GP', when you become sick. Only go straight to a hospital if it is an emergency.

Your OSHC currently pays the full schedule (government recommended) fee for some medical consultation with doctors and specialists, and for eyesight testing performed by optometrists. Please check the OSHC Worldcare website for more details on your coverage.

However, if a doctor chooses to charge more than the schedule fee for a consultation or medical service you are expected to pay the difference between the OSHC coverage and the charged fee. This difference is referred to as the 'gap'. The payment arrangement needs to be confirmed with your doctor at the time of making the appointment or directly before the consultation.

Please check the OSHC Worldcare website for more details on your coverage.

The University Health Service accepts the OSHC refund as full payment for medical consultations. That means that it costs you nothing to see a doctor there.

## Hospital treatment

OSHC covers shared ward accommodation and treatment in a public hospital where the treatment is provided by a doctor appointed by the hospital. If your doctor treats and charges above the schedule fee, you will have to pay the difference. If you choose to be treated in a private hospital, OSHC will pay the schedule fee for treatment and accommodation. Any cost beyond the schedule fee will have to be met by you, and these costs are likely to be very high.

You should advise the hospital that you have OSHC when you first go there. If your doctor refers you to a specialist doctor out of hospital the consultation costs may be much higher than the amount you will be able to claim from your OSHC.

## What is not covered?

Your OSHC does not currently cover certain medical services such as physiotherapy, dental, pharmaceutical and optical (lenses, contact lenses). If you wish to be covered for these expenses you may choose to take out additional private health insurance with Worldcare, called Student Plus. Before you leave home, have a dental examination and any necessary dental work (dental care is not covered by the OSHC and is very expensive in Australia). You are also advised to have an eye examination and to obtain any necessary corrective lenses before leaving home, as the cost of glasses and replacement contact lenses is not covered by OSHC.

*Note:* Pregnancy-related costs (including pre-term deliveries and terminations of pregnancy) are covered only if students and partners are in Australia on a visa that is for longer than three months. **The treatment of medical conditions or disabilities which were in existence before you came to Australia are not covered for the first 12 months of your OSHC membership.**

## University Health Service

The University Health Service (UHS) provides a full experienced GP service and emergency medical care. International students and their families can consult a doctor either by appointment or on a walk-in basis (for more urgent matters). The UHS bills your OSHC provider (OSHC Worldcare or Medibank Private) directly for the full cost of most consultations. This means it will cost nothing when you see a doctor there.

### University Health Service

Address: **Wentworth Building G01,  
Level 3**

Phone: **9351 3484**

Hours: **Monday to Friday 8.30am to 5.30pm**

Address: **Holme Building A09,  
Science Road entry level**

Phone: **9351 4095**

Hours: **Monday to Friday 8.30am to 5pm  
[www.unihealth.usyd.edu.au](http://www.unihealth.usyd.edu.au)**

## How do I apply for my OSHC Worldcare Member Card?

1. Log on to [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)
2. On the toolbar, click on 'Order a Membership Card'
3. Follow the prompts.

If you are entering your student ID number, do not enter any prefix, just the number and 'US' after the number, for example 062345US.

## How do I make an OSHC claim?

1. **Online.** Go to [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au).
2. **By mail.** Download a claim form from the website and send it to OSHC Worldcare. Pre-paid envelopes are available for this purpose at the ISSU and the University Health Service.
3. **In person.** Visit OSHC Worldcare on campus. The OSHC Worldcare representative is on campus Monday to Friday at the Worldcare Service Desk located on Level 4 in the Jane Foss Russell Building (G02).

## How do I pay?

1. **Bulk-billing.** Some doctors 'bulk bill'. In this case you do not need to pay any money. Just give your OSHC Worldcare card to the doctor's receptionist.
2. **Non bulk-billing.** If your doctor does not bulk bill, you must pay them straight after the consultation. You can then claim from OSHC Worldwide, who will reimburse you 100 per cent of the schedule fee.
3. **Through OSHC Worldcare** (for some services, for example, pathology, in-hospital services). Send the unpaid account to OSHC Worldcare, who will send the payment for the insured amount direct to your doctor. Your doctor will contact you if there is any additional payment required which is not covered by your OSHC.

## Finding information about Sydney

### Sydney Visitor Information Centre

[www.sydneyvisitorcentre.com](http://www.sydneyvisitorcentre.com)

### Weather information

For recorded weather information, phone 1196

For general weather information, visit the website of the Bureau of Meteorology: [www.bom.gov.au](http://www.bom.gov.au)

For emergency help in storms and floods call the NSW State Emergency Service unit on 132 500 (website [www.ses.nsw.gov.au](http://www.ses.nsw.gov.au)).

### Maps

General maps of the Sydney area can be bought at newsagents for about \$7. Street directories, with more detail, can be found at most bookstores, and some newsagents. Useful websites include:

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

[www.sydney-hotels.net](http://www.sydney-hotels.net)

<http://sydney.citysearch.com.au>

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

[www.google.com.au/maps](http://www.google.com.au/maps)

### Australia Post

Australia's postal network. Most post offices are open Monday to Friday from 9am to 5pm. Service includes private mail boxes. [www.auspost.com.au](http://www.auspost.com.au)

### Sydney daily newspapers

Most newspapers have a wide stock of papers and magazines. Some, particularly those in popular tourist areas, regularly stock overseas newspapers.

*Sydney Morning Herald* (Monday to Saturday, plus *Sun Herald* on Sundays) [www.smh.com.au](http://www.smh.com.au)

*The Australian* (Monday to Saturday) [www.theaustralian.news.com.au](http://www.theaustralian.news.com.au)

*Daily Telegraph* (Monday to Saturday, plus *Sunday Telegraph* on Sundays) [www.dailytelegraph.com.au](http://www.dailytelegraph.com.au)

### Government departments

Government Online Directory:

<http://gold.directory.gov.au>

Australian Government (federal):

[www.australia.gov.au](http://www.australia.gov.au)

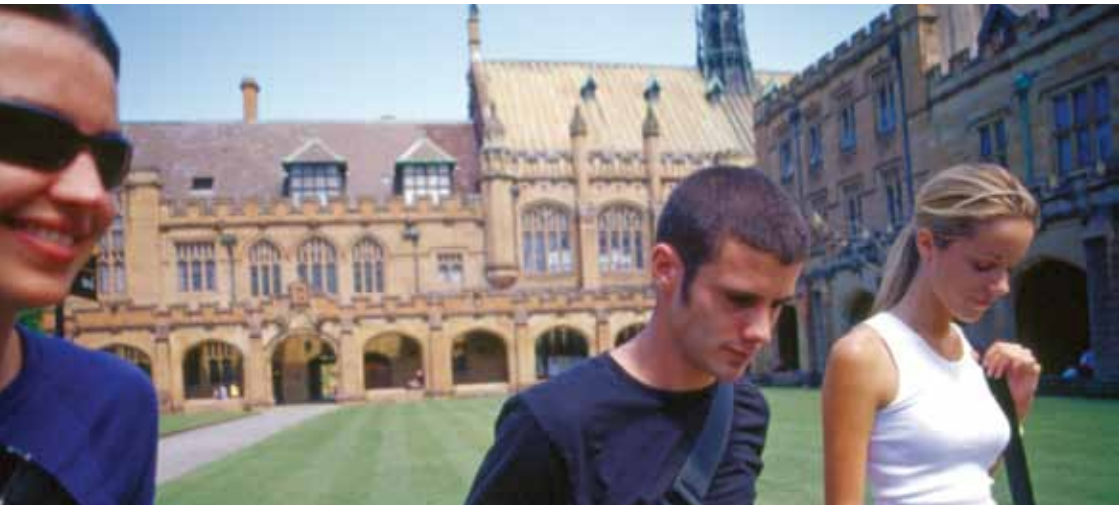
State Government of NSW: [www.nsw.gov.au](http://www.nsw.gov.au)

City of Sydney: [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

Local councils: [www.lgsa.org.au](http://www.lgsa.org.au)

Department of Foreign Affairs and Trade

(Consular Offices listings): [www.dfat.gov.au](http://www.dfat.gov.au)



## Personal safety and security

Sydney is a safe city compared to many other cities around the world, but it would be wrong to think it is completely safe. Here are some simple guidelines, which will increase your chances of staying safe.

**DO NOT** walk in the streets alone outside of daylight hours. If you have late lectures, arrange to walk to the bus stop, the station or your home with other people. If this is not possible, catch the free campus shuttle bus to the nearest public transport, or contact Campus Security (see page 80) to ask for an escort.

**DO NOT WALK** with your maps open. A lost new international student is an easy target.

**STAY TOGETHER** if you go out with a group of friends. Do not go off with strangers you have met over drinks or elsewhere. Remember, there is safety in numbers.

**WALK QUICKLY AND PURPOSEFULLY** if you are walking alone, whether at night or during the day.

**STAY IN WELL LIT AREAS.** Avoid dark, badly lit areas both on and off campus. Keep to brightly lit areas around campus and brightly lit, busy streets if you have to walk alone at night.

Be prepared to **GIVE UP YOUR BAG** if someone tries to snatch it. This lessens the chance of injury to yourself. Your safety is more important than your bag.

**ALWAYS** keep doors and windows locked at home. Leave windows open only if they are fitted with security bars. If you have a security door, keep it locked at all times. Also, do not 'advertise' your valuables. For example, if you have a front room and people can see your computer through the window, there is more chance someone will steal it.

**DO NOT** open your door to strangers.

To avoid your drinks being 'spiked', **ALWAYS** buy your own and **NEVER** leave it unattended. Drink spiking is when someone puts a drug, or sometimes just extra alcohol (eg double scotch), into your drink with a view to taking advantage of you when you are not awake.

**BE VIGILANT AND ALERT.** Stay aware of what is happening around you. If you feel someone is following you, crossing the street to come closer to you, or behaving in a way which seems suspicious to you, take action. If there are shops or restaurants close by, go in. If there are other people walking in the street, approach someone and ask if you can walk with them, explaining your reasons. If all else fails, run.

**TRUST YOUR INTUITION.** In any situation, if you feel that something is not right, trust your intuition and take immediate steps to remove yourself from that situation. If you are attacked, shout "Call 000! Someone is attacking me!" This avoids people thinking it is a domestic conflict and gives them more 'permission' to call 000. (Note that '000' is the number for police, ambulance and fire in Australia; it is the equivalent of '911' in the United States.)

**KEEP YOUR LOCAL POLICE STATION NUMBER HANDY** near your home telephone, and do not hesitate to ring the police if necessary.

**CONTACT CAMPUS SECURITY ON 9351 3333** (13333 from an internal phone) if you are on campus and feel unsafe or under threat at any time.

**CAREFULLY READ** the security brochure which will be given to you at orientation.

# 4. Settling in

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Where you live in Sydney is an important decision, so you should take some time to find what suits you. Once you have arranged accommodation it is time to think about other important matters such as working, banking and, if appropriate, child care and schools.

## Deciding where to live

Finding affordable, suitable permanent accommodation is time-consuming and will require some effort on your part. Before you start, take a moment to consider what types of accommodation there are, think where you want to live, learn how to find a home, and find out where to get help from University staff if needed.

## On-campus accommodation

There are a limited number of places for international students who want to live on the University campus. There are several options close to the main campuses, including International House, the Sydney University Village, a number of residential colleges and some University-owned terrace houses. There is also accommodation at some of the University's other campuses. For details, see page 40.

## Off-campus accommodation

It is best not to arrange off-campus accommodation from overseas. We strongly encourage you not to sign a contract for off-campus rental accommodation that you have not personally inspected.

Off-campus accommodation is generally cheaper than on-campus accommodation but it requires some effort on your part to find something suitable. Because this type of accommodation cannot be easily arranged from overseas, you should arrange temporary accommodation to allow you enough time to find a house after you arrive. Once you're in Sydney, the ISSU's accommodation adviser (see opposite) will be able to help you with information and resources.

If you want to live off-campus there are two main options:

- > Moving into an existing home (see page 40)
- > Setting up a new home (see page 42).



## Where in Sydney do you want to live?

Most Australian students either live at home with their families or share flats or houses with other students. Students sharing houses can have their own room or share a room with another student.

Some people want to live within walking distance in suburbs such as Glebe, Forest Lodge or Newtown. Because of their location these suburbs are in great demand and you will often have to pay quite high prices for mediocre housing. The better-quality houses and flats in these suburbs are usually expensive.

Living further away and travelling to the University by public transport or bicycle is a very good alternative. Often housing 15 to 30 minutes away by bus, train or bike is cheaper and in less demand. Any train line that goes directly to Redfern railway station is worth considering, such as the southern line passing through Rockdale or the western lines passing through Strathfield. The University is a 10-minute walk from Redfern, and in the evening a free security bus service operates between the University and the station. More details of this service are available during orientation.

### Accommodation advisers for international students

The Accommodation Office has accommodation advisers whose job is to guide and help newly arriving international students with accommodation. Remember, however, that you are the one who has to do the actual work of finding a home for yourself.

#### Contact:

Address: Level 5,  
Jane Foss Russell Building (G02)  
Phone: +61 2 9351 3963  
Fax: +61 2 8627 8482  
Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)  
Website: [www.usyd.edu.au/issu](http://www.usyd.edu.au/issu)

*Note:* The accommodation adviser is only available to newly arriving international students from six weeks before each semester until the second week of each semester. You can use the University's Accommodation Service after this.

## Accommodation service

The Accommodation Service provides information on all accommodation options available to all University of Sydney students. The office is open for student visits Monday to Friday, from 10am to 4pm, (closed one hour at lunchtime). You do not need an appointment to visit the Accommodation Service. Comprehensive information about the Accommodation Service is available on the their website (see below).

The Accommodation Service can help newly arriving international students with accommodation issues. Accommodation advisers will be able to provide you with information on different accommodation options, and contact details for the options you choose. You can then pursue these yourself by calling the accommodation providers, inspecting the rooms or properties and deciding which option is most suitable.

The accommodation advisers manage the accommodation information sessions, which occur immediately after the ISSU's daily arrival sessions. Please see the 'International students' section of the Accommodation Service website for more details.

#### Contact:

Address: Level 5,  
Jane Foss Russell Building (G02)  
Phone: +61 2 8627 8442  
Email: [accomm@stuserv.usyd.edu.au](mailto:accomm@stuserv.usyd.edu.au)  
Website: [www.usyd.edu.au/accommodation](http://www.usyd.edu.au/accommodation)

### Other ways to find accommodation

#### *Visit local real estate agents*

This is often the most effective way to find a rental property. The ISSU can give you a list and map of local real estate agents. Most agents display houses and flats 'To Let' (available to rent) in their windows, with more comprehensive listings inside.

#### *Check newspaper advertisements*

Check the 'To Let' and 'Share Accommodation' columns of the real estate section in the *Sydney Morning Herald*. The Saturday edition has the best selection and the Wednesday edition is usually good as well. Other newspapers with accommodation in their classifieds section are the *Glebe and Inner Western Weekly* and the *Western Suburbs Courier*.

### Online listings

Most real estate agents list their properties online. The most popular sites are [www.domain.com.au](http://www.domain.com.au), [www.realestate.com.au](http://www.realestate.com.au) and [www.gumtree.com.au](http://www.gumtree.com.au). These sites will give you a general idea of the cost of renting a property in Sydney. You can find descriptions of some suburbs at [www.usyd.edu.au/current\\_students/accommodation/off\\_campus.shtml](http://www.usyd.edu.au/current_students/accommodation/off_campus.shtml). Street maps of Sydney are available at <http://maps.google.com.au>

### Noticeboards

Some noticeboards or shop windows display advertisements for share accommodation, especially at the start of the year. You should also check noticeboards around the University, especially those in the Quadrangle and the Wentworth, Holme and Manning buildings, as well near the Fisher Library and at the University Accommodation Service.

### On-campus accommodation options

Finding a place on campus is not easy, as there are so few places available. The most important thing is to apply early while you are still in your home country (ideally in the September or October of the year before you start your studies). The largest on-campus facility is the Sydney University Village, but there are residential colleges and a number of other facilities to choose from. Some offer self-catered accommodation, while others provide all meals.

#### Sydney University Village

Sydney University Village (SUV), located in Carillon Avenue next to the University's Camperdown Campus, is a residential facility closely associated with the University that opened in 2003. SUV can accommodate 650 undergraduate and postgraduate students. Demand for places is very high, so it is recommended that you apply early. All apartments, facilities and bedrooms have been designed to meet students' needs in a progressive academic and community environment.

The village has some single-sex share accommodation. If you need such accommodation for religious or cultural reasons, please indicate your need clearly on your application form. For applications and further information visit [www.suv.com.au](http://www.suv.com.au).

### Residential college websites

International House  
[www.usyd.edu.au/internationalhouse](http://www.usyd.edu.au/internationalhouse)

Mandelbaum House  
[www.mandelbaum.usyd.edu.au](http://www.mandelbaum.usyd.edu.au)

St Andrew's College  
[www.standrewscollege.edu.au](http://www.standrewscollege.edu.au)

St John's College  
[www.stjohnscollege.edu.au](http://www.stjohnscollege.edu.au)

St Paul's College  
[www.stpauls.edu.au](http://www.stpauls.edu.au)

Sancta Sophia  
[www.sanctasophiacollege.edu.au](http://www.sanctasophiacollege.edu.au)

Wesley College  
[www.wesleycollege-usyd.edu.au](http://www.wesleycollege-usyd.edu.au)

Women's College  
[www.thewomenscollege.com.au](http://www.thewomenscollege.com.au)

### Residential colleges

The colleges are independent of the University, and there is a separate application process. Each college has its own distinctive style and facilities. Some offer accommodation to both men and women while some are single-sex. Some are affiliated with particular religious denominations, while others are non-denominational. You do not have to be affiliated to a particular religion to gain admission to any college.

Places at the colleges go quickly – there are very few available by January or February each year when Semester One begins, or in July when Semester Two begins. Therefore, if you are interested in living in a residential college we strongly encourage you to apply for a place as soon as you receive your letter of acceptance, or even before.

You can now apply to colleges (excluding St Andrew's and St Paul's) with one application form, which you can download from the participating colleges' websites, or from the Accommodation Service website. You should send this application only to the college of your first preference. If you are not successful in this application, the college will forward it to your second choice, and so on. Please refer to

the Accommodation Services's information booklet or college websites (see box) for detailed information on application and contact details. Please note that all phone and fax numbers need the prefix +61 2 if you are calling from outside Australia.

### Other on-campus accommodation

#### *Darlington House and the University Terraces*

The University's Student Housing Unit manages a number of self-catering student houses.

Darlington House, a few minutes walk from the main campus, contains 12 units. Each unit accommodates four to five students of the same gender in their own single study bedrooms.

The University Terraces are located at Forest Lodge and Darlington, both within easy walk of the main campuses. These stylish terrace houses are over 100 years old but have recently been refurbished with modern facilities. A typical terrace will provide a home for five mixed-gender students in single and twin-share bedrooms. All rooms are fully furnished as study bedrooms.

For further information on Darlington House and the University Terraces, and application details, visit [www.finance.usyd.edu.au/invest\\_capital\\_mgmt/housing](http://www.finance.usyd.edu.au/invest_capital_mgmt/housing)

#### *Cumberland Campus*

The Cumberland Campus at Lidcombe is home to the Faculty of Health Sciences. It has one residence, Yannadah, which houses about 40 male and female students. Yannadah offers meals and accommodation. For bookings and information contact:

Phone: +61 2 9351 9405

Fax: +61 2 9351 9977

Email: [yannadah@fhs.usyd.edu.au](mailto:yannadah@fhs.usyd.edu.au)

CSG (The Student Guild) operates an accommodation 'classifieds' service on its website through its membership benefits program CSG Campus Rewards. [www.campusrewards.com.au](http://www.campusrewards.com.au)

### Where do I look?

The best places to look for share accommodation are at the University Accommodation Service, in the 'Share Accommodation' section of the *Sydney Morning Herald* or on websites such as [www.domain.com.au](http://www.domain.com.au), [www.realestate.com.au](http://www.realestate.com.au) or [www.gumtree.com.au](http://www.gumtree.com.au). These will also provide details of current weekly rents.

#### *Camden Campus*

Nepean Hall and Nepean Lodge provide catered and self-contained furnished accommodation for single students or students with family.

#### Contact:

##### Properties Manager

Address: **Werombi Road, Camden NSW 2570**

Phone: (02) 9351 1662 (within Australia)  
+61 2 4655 0666 (from overseas)

Fax: (02) 9351 1664 (within Australia)  
+61 2 4655 0664 (from overseas)

Email: [berniej@camden.usyd.edu](mailto:berniej@camden.usyd.edu)

Website: [www.usyd.edu.au/properties/nepean](http://www.usyd.edu.au/properties/nepean)

If you are studying at Cumberland or Camden campuses please refer to the Accommodation Service's Booklet for detailed information on types of accommodation and how to apply.

### Off-campus accommodation options

#### Moving into an existing home

If you want to live off campus, a very good option is to move into a household that has already been established. There are many types of accommodation to choose from, including share houses, single flats, flatettes, boarding houses, rooms with share facilities, and a limited number of private boarding arrangements.

#### Sharing a house or flat

Share houses usually have two or three bedrooms. However, you may find houses with four or more bedrooms, which can be cheaper.

Houses have a kitchen, bathroom, living area, laundry and often a garden. In the area close to the University houses rarely have garages, because most were built before car ownership was common. Larger houses with bigger gardens and garages are common further

away from the University. Depending on location, size and condition you can expect to pay \$380+ per week for a two-bedroom house, \$500+ for a three-bedroom house, and \$600+ for a four-bedroom house. This amount would be divided among you and your housemates.

Flats (also called 'units' or 'apartments') usually have one, two or three bedrooms, with a separate kitchen, bathroom and living area. Sometimes they have an internal laundry, or the laundry may be shared with other flats. Some also have a garage space, or may be in a security building. A one-bedroom flat will cost approximately \$350+ per week, depending on its size, condition and location. Flats with two or more bedrooms will cost approximately \$400+ per week; this would be split among you and your housemates.

### *The ups and downs of sharing*

Shared accommodation has several advantages:

- > It is usually less expensive than other types of accommodation.
- > You get to know new people.
- > You do not need to furnish an entire house, as your housemates will also contribute furniture and household utensils. In most cases, all you will need is bedroom furniture.

But there are some general 'rules' to be aware of:

- > You will be expected to pay a set share of the rent, electricity or gas costs, and your share of the telephone bill.
- > You will probably also need to pay a bond (see box) for the house, usually equal to four weeks rent. In some cases you will also need to pay a proportion of the household bond for electricity, gas and the telephone. You will usually get your bond back when you leave the house, unless the house has been damaged.
- > You are expected to help clean all the shared areas (kitchen, bathroom, living area and garden). A roster system may help share the work fairly. You will also need to make sure you pay your share of the rent and bills on time.
- > Most households have a 'kitty' to which housemates regularly contribute money to buy shared food and other household items. In some

### **Be careful with your bond money**

When you move into an existing house you will probably be asked to pay your share of the bond – a payment all tenants must make as security in case the house is damaged. If the person you pay the bond money to says you 'don't need a receipt', ask for one anyway (any piece of paper will do). This can help prevent problems when you move out. Make sure that the receipt includes:

- > the date and nature of the transaction (ie 'payment for bond')
- > the amount in numbers and the amount in words
- > the signature of the person you are paying the bond to.

For more on bonds, leases and other house matters see page opposite.

houses everyone cooks their own food, but often it is less time-consuming and more friendly if people take it in turns to cook for the group. Of course, if one person is a vegetarian and another a keen meat eater this system may not work.

If you choose to live with people you do not know, make sure you will get on with them. For example, if the house seems untidy when you visit and you prefer cleanliness (and do not like cleaning up after others), the house is probably not for you. Do not move into a house if you feel you may have problems with any of the people you will be living with – it is inconvenient and costly to have to move again.

### **Living alone**

If you want to live alone, a small one-bedroom flat or 'flatette' is probably the cheapest option. This will usually have one combined bedroom/living room with a small kitchen and bathroom (in some cases the bathroom is shared). Furnished flatettes are sometimes available, but are more expensive. You can expect to pay approximately \$200+ per week for a flatette, depending on its condition, location and size.

Another option is staying in a boarding house. A boarding house is usually a building with many self-contained bedrooms and a large central room. People often 'come and go' from boarding houses, and there is not usually the same communal feel as in a share house.

### **Private board and homestay**

There are usually also a limited number of places that offer private board. In this situation you might be living with a family or a single person. Meals may or may not be provided, depending on what you arrange. Homestay can cost between \$180 and \$350 per week.

### **Setting up a home (lease, bond, etc)**

Rather than moving into an existing house you might like to set up your own home with your family or with a group of friends. If you do, then there are quite a few important matters to be aware of, such as leases, bonds and house inspections.

Note that, in this section, we often refer to the 'agent or landlord'. The landlord is the person who owns the property and the agent acts on their behalf. In most cases you will deal with an agent but sometimes a landlord may not have an agent so you will deal directly with the landlord.

#### ***How to find a home***

If you see an advertisement in the newspaper that interests you, phone the contact number to get more details from the agent or landlord. Ask questions like:

- > What size are the bedrooms?
- > What condition is the house or flat in?
- > Has it been renovated?
- > Is it secure?
- > Is it sunny, and is there a garden?
- > Is it in a noisy area?
- > Is it close to shops and transport?

If you are still interested, you can arrange to see the place. Sometimes the advertisement will give the address and a time that it is open for inspection, but even if this is the case it is best to ring and make sure you are interested before making the effort to see it.

If you visit an agent to search for accommodation you will need to describe the type of accommodation you want and how much you want to pay. If the agent has a property that interests you, they may take you to see it, or give you the keys so that you can view it alone. If you take the keys you will be asked to leave a 'key deposit' – usually \$50. This is returned to you when you return the keys.

If you see a property you like, the agent will usually have you fill in an application form to submit to the landlord for their assessment.

Real estate agents often have a lot of properties that are in very poor condition but are relatively expensive, particularly if they are close to the University. It is inevitable that you will look at a lot before you find the one you want. If you do not want to waste time looking at lower-quality accommodation, then tell the agent you are not interested in seeing properties like that.

If you cannot afford a higher-quality house near the University, you may need to lower your expectations or live further away. Remember that public transport in Sydney is relatively cheap and quite efficient. You could also consider looking for share accommodation in an already established house (see page 41). This often works out much cheaper than setting up a new house and may provide better-quality accommodation.

When you assess a property, the agent or landlord will also be assessing you, so remember to be friendly, well-groomed and tidily dressed. They will want to know if you are a responsible person, so they may ask for personal references, or references from the agent or landlord of a house you have rented in the past in your home country. If you do not have references, do not panic. A lot of people have never rented accommodation before and so do not have references.

The agent or landlord will also be interested in whether you are able to afford to pay the rent and bond (see page 46) and other costs, so you may be required to provide information about your financial situation. Of course, you have a right to privacy, so there is some information you should not be asked to provide. If you are uncertain about what information to provide, please talk to the ISSU.

### ***Signing the lease***

If the agent or landlord decides to offer you the house, flat or other property, a Residential Tenancy Agreement (or 'lease') will be prepared and a date fixed for you to move into the property. You will be required to pay half the cost of preparing the lease, to a maximum of \$15.

There are two types of lease:

- > A fixed term agreement, which is for a specified period of time.
- > A continuing agreement, which has no time limit.

A lease will often start as a fixed term agreement, and then when this lapses it continues as a continuing agreement.

The lease sets out the conditions and terms of the tenancy, such as your rights and obligations in renting the property, and the length of time the agreement will operate. When signing the agreement, check that it is a 'standard' agreement. Any additional terms or conditions have to be agreed to and signed by you. Make sure you discuss all the conditions and terms with the agent or landlord, and that you understand everything and are in full agreement before you sign. The ISSU's accommodation adviser can give you advice if you need help with this.

For your protection, all agreements should be in writing. However, if you enter into a verbal agreement with the agent or landlord you still have basic rights and responsibilities.

Some people who are house hunting choose to pay the agent or landlord a 'reservation fee' or 'deposit' on a house, to show that they are seriously interested and would like your application considered ahead of anyone else's. Always get a receipt if you pay this fee. The fee cannot be greater than one week's rent and will be returned if you are not accepted to rent the property. If you are accepted, the fee will cover your first week's rent.

### ***Paying the bond***

When you rent a house you will also be required to pay a 'rental bond'. A lodgement form is completed by the agent or landlord and you as the tenant. You and any housemates you are setting up the house with must pay the bond to the agent, who lodges the

### **Rental bond**

The bond must be lodged with the Rental Bond Board, and cannot be kept by the landlord. It is **ILLEGAL** for an agent or landlord to take a bond from you unless it is then lodged with the Rental Bond Board.

money with the Rental Bond Board, a government authority. The board will send you a receipt as soon as the bond is lodged. You will know if the bond has not been lodged because you will not receive a receipt.

The maximum amount an agent or landlord can ask for rental bond is the equivalent of four weeks' rent for unfurnished premises, and six weeks' rent for furnished premises let for \$250 per week or less. The amount of bond is unlimited for furnished premises with a rent above \$250 per week. You will be required to pay rent in advance, usually two to four weeks.

The bond acts as security for the agent against your failure to pay the rent or comply with any other condition of the lease. If you do not owe any rent and leave your house or flat in a clean, undamaged condition (or at least the condition it was in when you started the lease) you are entitled to get your bond back in full.

Always get a receipt when you pay rent. Keep all your receipts and the copy of your lease, your receipt for your bond, condition report and inventory of contents in a safe place for future reference. Always get a receipt when you pay your bond money.

### ***Inspecting the property***

Before you move in, the agent or landlord will inspect the property and complete a Premises Condition Report, then give two copies to you. The report lists every room in the property, and any damage (such as a broken light) should be noted on the report.

### **Get the right information**

The ISSU will give you a booklet called 'The Renting Guide', which explains about signing a lease, the types of agreements, paying the bond and your rights as a tenant.

When you receive the report, do your own inspection very carefully. If you disagree with any part of the report, note it on the report, keep a copy as a record, and return the final copy to the agent within seven days.

Why is this so important? Because when you move out of the house there will be another inspection. If anything is broken – cupboard doors, tiles, floorboards, peeling paint – you will have to pay for it or have it taken out of your bond unless you can prove that it was already broken. And the way to prove this is to produce your original report.

For furnished properties you should also make an 'inventory of contents'. This lists the contents of the premises, including all furniture, furnishings, household utensils and appliances, with notes on the condition of each item. A copy of this should be kept by you and another by agent.

### ***Terminating the lease***

When you leave the house or flat you have been renting, you must give 'notice' to the agent or landlord in writing. Keep a dated copy of the letter for yourself. The amount of notice you must give depends upon the type of lease you have:

- > For a continuing agreement you must give at least 21 days notice
- > For a fixed term agreement, when you have come to the end of the lease, you must give at least 14 days notice
- > For a fixed term agreement when you are 'breaking your lease' (giving notice before the end of the fixed term) you must give at least 14 days notice. You will also have to pay rent for the property for a 'reasonable period of time' (possibly four to six weeks) until the agent finds a suitable new tenant, plus you will have to pay the costs of advertising the house or flat for renting. One option is to find replacement tenants to take over your lease, provided the agent agrees.

When your agreement is terminated the agent or landlord will complete a Claim for Refund of Bond Form. Whether or not they are claiming any part of your bond or you agree with any claims the agent is making, make sure the form has been completed in full and that both you and the agent or landlord sign and date it, and that it is lodged with the Rental Bond Board.

### **Further information**

For more information about bonds, read the *Share Housing Survival Guide*, available from the University of Sydney Student Representative Council (phone +61 2 9660 5222); also downloadable from [www.rlc.org.au/sharehousing](http://www.rlc.org.au/sharehousing).

For more information on your rights as a tenant, go to:

- > Redfern Legal Centre, Tenants' Advice Service  
Phone: +61 2 9698 5975  
Website <http://rlc.org.au>
- > Tenants Union  
Phone: 1800 251 101  
Website: <http://www.tenants.org.au>
- > Office of Fair Trading, Tenancy Information Service  
Office of Fair Trading, Rental Bond Board  
Phone: 133 220  
Website: [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

Other useful information resources include:

- > Department of Housing, Central Sydney Region (City)  
Phone: +61 2 9268 3444  
Website: [www.housing.nsw.gov.au](http://www.housing.nsw.gov.au)
- > Consumer, Trader & Tenancy Tribunal  
Phone: 133 220  
Website: [www.cttt.nsw.gov.au](http://www.cttt.nsw.gov.au)

## The cost of setting up a home

As a single student establishing a home for the first time in Sydney your initial establishment costs will include:

- > Rental bond: usually four weeks rent in advance
- > Utility security bonds and connection/ establishment charges
- > Connecting gas, electricity, phone and internet \$340
- > Furniture: anywhere from \$500 to \$3000.

Costs of establishing a home for a family are likely to be higher, particularly for rental bond and furniture.

It is estimated that a family would require initial establishment costs of about \$3000. This amount would include such items as:

- > rental bond, usually four weeks rent at approximately \$800 (depending on weekly rent)
- > utility security bonds (telephone, gas, etc).

## Home expenses (phone, furniture, gas, etc)

When you move into a new home you will find there are more costs involved than just paying the bond, lease fee and rent. You will need to buy (or borrow) household furniture, utensils and other items, and you may need to arrange to have the electricity, gas and telephone connected, or transferred into your name for billing purposes.

### Electricity, gas and water

#### Electricity

There are many providers of electricity in Sydney (one of which is Integral Energy – [www.energy.com.au](http://www.energy.com.au)). Your real estate agent will generally have a preferred supplier. Otherwise you can ask them which company they recommend. Be sure to research prices and billing before you sign a contract with a company. For general information about your electricity supply, to get the electricity connected or have the account transferred into your name, phone your electricity provider.

It is rare for the electricity to require reconnection. However, if this is required there may be a cost.

Unless a property has been vacant for six weeks, this fee is seldom charged. There may be other charges if

you request the electricity supply to be reconnected on a weekend. Usually you will just be informing your electricity provider of the transfer of the account into your name.

Because two days notice is usually required to transfer account names or reconnect electricity, it is best to phone your electricity provider and advise them of the date you are moving in with as much notice as possible. It may be possible, though, to have the electricity supply reconnected or transferred into your name on the same day.

If you have an electricity account and do not use direct debit to pay your bill, you will be required to pay a security deposit of approximately \$150. This deposit, plus interest, will be returned to you in full when you leave the house, unless you owe your provider money. Electricity bills arrive every three months. You can pay your security deposit and bills:

- > by phone using your Visa, MasterCard or Bankcard
- > online using Visa, MasterCard or Bankcard
- > through your bank using BPay
- > by mail with a cheque or money order
- > in person by cash or cheque at any Australia Post shop.

#### Gas

Having a house with appliances that use gas, such as heaters, a stove or hot water, is an advantage as gas costs less than electricity.

As with the electricity, it is rare to need to have the gas reconnected, so usually you will just be arranging to have the account transferred into your name. If you do need to have the gas supply reconnected, you will be required to pay a reconnection fee of about \$90. A new connection will cost \$165. If the gas supply has not been cut off, you can continue to use the gas until the company changes the name on the account.

You will have to pay a \$150 security deposit if you do not use direct debit to pay your bill. Your security deposit, plus interest, will be returned in full when you leave the house, as long as you owe no money.

To organise the transfer to your name, phone AGL on 13 12 45 (also see [www.agl.com.au](http://www.agl.com.au)), or another gas supplier of your choice. You will need to read the gas meter at your property, show your passport

and either take a letter from your agent or landlord or show your lease agreement to the gas company to have the account transferred to your name. This process generally takes one day.

You will be billed for gas every three months and can pay your bill using the same methods as for electricity (see previous page).

### **Water**

When you sign a lease there may be some terms relating to water usage. If there are no such terms in the lease you cannot be asked to pay for costs incurred. In most cases, a tenant is usually responsible only to pay for any excess water used (the landlord must pay for water up to a certain level). There are no connection costs involved.

You may also be required to pay for other water charges set out in any 'additional terms' attached to your lease. Read these carefully so that you understand your rights. A tenant can only be charged for the metered amount of water used. If there is no individual meter for the rented premises, as is the case with most blocks of units, a tenant cannot be charged for water usage. Contact Sydney Water on 13 20 92 (or at [www.sydneywater.com.au](http://www.sydneywater.com.au)) if you have any queries.

### **Furniture**

Buying new furniture is expensive, so if you do not want to spend thousands of dollars, the best option is to live simply and buy second-hand furniture. The best places to look for second-hand furniture are:

- > The *Trading Post* newspaper, which comes out every Thursday, and is available from newsagents (and at [www.tradingpost.com.au](http://www.tradingpost.com.au)). It gives a brief description of furniture and other goods for sale.
- > Second-hand furniture shops.
- > Shops and warehouses run by charitable organisations such as St Vincent de Paul and the Salvation Army.

Before you buy anything, look around to get an idea of what prices are reasonable. The ISSU can give you a list of local second-hand furniture dealers. Many dealers will deliver for a small fee, or if you have an Australian driver's licence you will be able to hire a small truck or van to pick up your own furniture.

### **Bring an adaptor plug**

Australia has 240 volt, AC 50 cycle electricity. A three-pin plug is used in powerpoints. While still in your home country you may wish to purchase adaptor plugs and check that your appliances can be used on Australian voltage.

### **Telephone**

#### ***Connecting a land line***

Australia has various service providers who can connect a phone to your house. The two main ones are:

- > Telstra – 132 200, [www.telstra.com.au](http://www.telstra.com.au)
- > Optus – 1300 300 937, [www.optus.com.au](http://www.optus.com.au).

The costs of setting up a phone in a household can vary. For example, if the house has already had a phone you can be connected without the need for a technician to visit. If there is no phone in the house you will need to either rent or buy one. Most houses already have the connection and phone available.

When your connection is made you can make local calls, which are a fixed cost per call, long-distance calls within Australia, and international calls. The cost of long-distance and international calls varies according to the length of the call, the time of day and the location you are calling. Telephone companies have discount plans.

#### ***Billing***

While telephone billing usually occurs quarterly, you may request to have your bill sent monthly. Most people prefer the more frequent billing method.

For initial connections, you can pay your bill and security bond in person with cash, a credit card or cheque at the office that services your area. You can also pay by mail with a cheque or money order, or you can pay by credit card over the phone. Once the service is connected you can pay bills at any post office, including the one on campus.

### **Public telephones**

Public telephones are easy to find in Sydney. A local call costs 50 cents (you will need 20 or 10-cent coins or a phonocard). Emergency calls (police, ambulance, fire, etc) are free and are made by dialling 000 and asking the operator to connect you to the service you require.

Public telephones with international access are available at 231 Elizabeth Street, Sydney (across from Hyde Park). International phone calls may also be made from the Telstra Payphone Centre located at 130 Pitt Street, Sydney, between Martin Place and Pitt Street Mall. It is open 8am to 10pm on weekdays and between 10am and 7pm on weekends.

### **STD and IDD Country Codes**

STD and IDD codes can be found by visiting [www.whitepages.com.au](http://www.whitepages.com.au), or at the back of the White Pages phone directory, for town and country codes and charges. With IDD you can dial direct from almost any hotel, home, office or public phone in Australia. Simply dial 0011 + country code + area code + local number.

### **Telstra Card Phones**

Telstra Card Phones are convenient public telephones that allow you to call long distance and overseas by using a regular credit card as payment. You will find all approved cards clearly displayed at Card Phone locations, including IDD Telephone Centres, the domestic and international airport terminals, major city hotels and many other city locations.

### **Telstra Telecards**

Telstra Telecards are phone cards that allow you to make local, STD or IDD calls and have the amount charged to your home account. Local calls cost 50 cents while STD and IDD calls cost the normal amount for the type of call you are making plus 50 cents. Visit [www.telstra.com.au](http://www.telstra.com.au) for more information.

Optus provides a similar card, the Optus Global Calling Card. Call rates can be found at [www.optus.com.au](http://www.optus.com.au).

### **Phonecards**

Phonecards allow you to make local and international telephone calls without coins. You can buy them at newsagents, and they may be purchased for predetermined amounts of \$5, \$10, \$20 and \$50. You may wish to program your phonocard to dial a local or STD number automatically, though international calls cannot be programmed. Cards can be programmed at any telephone that accepts phonecards. Such programming can be either temporary or permanent; temporary programming can be overridden at any time.

### **Dialling internationally**

To call outside Australia you should dial 0011 then the country code and then the phone number you want to call. There are many companies offering different rates for international phone calls, and you can use any of these companies from your home phone. For more information on how each service works, contact one of the companies directly.

### **Country Direct**

Country Direct (operator assisted) is the fastest and easiest way of making international telephone reverse charge (collect) calls. When you dial your Country Direct number, you are immediately put in touch with your own country's operator, who will then connect the call. You can use Country Direct to call around 20 countries.

### **Do not lose money**

If you are living in a share house where other people have access to the phone but the account is in your name, make sure that expensive long-distance calls made by other people are not billed to your account. Remember, if the account is in your name you are legally liable to pay all bills for that account. You can protect yourself by having an STD/ISD bar put on the phone so that long-distance calls can only be made if a Personal Identification Number (PIN) is entered. Ask your telephone service provider about this option.

## Australian mobile phone providers

There are two main types of mobile phone arrangement:

### Prepaid packages

(includes phone, SIM card and call credits)

- > Normal pre-paid: purchase recharge card (minimum value \$20), call credits valid for six months
- > Turbocharge/maxicap pre-paid: purchase recharge card but get bonus credit. For example, \$30 gives you \$120 worth of credit, but only valid for 30 days.

### Where can I buy a pre-paid mobile package?

You can buy pre-paid mobile packages in the Kmart and Target stores (both of which have outlets in the Broadway Shopping Centre), large post offices and mobile phone shops (again, all have outlets at Broadway Shopping Centre).

You can recharge or buy phone credit at newsagents, mobile phone shops, department stores, convenience stores, supermarkets, or campus outlets.

Remember: a pre-paid sim card can take up to 24 hours to activate.

### Plans

(contract-based service with regular bills)

- > Sign up for 12 or 24 months
- > Get discounted handsets and monthly bills
- > Call rates usually more expensive than pre-paid.

The most popular providers include:

Vodafone: [www.vodafone.com.au](http://www.vodafone.com.au)

Optus: [www.optus.com.au](http://www.optus.com.au)

Telstra: [www.telstra.com.au](http://www.telstra.com.au)

3G: [www.three.com.au](http://www.three.com.au)

Virgin Mobile: [www.virginmobile.com.au](http://www.virginmobile.com.au)

If you just need a handset without a SIM card, you can buy one in mobile phone shops, via eBay (new and secondhand) or online through providers websites.

## Australian internet providers

There are four different types of internet available:

1. Broadband/cable: high speed connection that is expensive (about \$40/month) but reliable. Doesn't require a fixed phone line but may not be available in all areas. Users sign a 12 or 24 month contract. Penalty for early disconnection, \$300+.
2. Wireless/unwired: no contract, pay as you go. Portable. Speed and download limits vary according to the monthly fee.
3. Dial-up: very slow, requires a fixed line, inexpensive (as little as \$10/month).
4. DSL/ADSL/ADSL+: requires a landline and costs about the same as broadband. Fast connection, 12 or 24 month contract with early disconnection fee of \$300+.

### Where can I get internet on campus?

High-speed broadband is available through campus computers. You will need your UniKey login and password. Wireless 'hotspots' are available.

Best coverage: Fisher Library, Fisher Stack, Manning, Wentworth, Eastern Avenue, Seymour Centre, University Computing Centre, Wilkinson Building, Information Technologies Building.

Visit the University's wireless network website for set-up guides: [www.usyd.edu.au/ict/switch/internet/setupvpn.shtml](http://www.usyd.edu.au/ict/switch/internet/setupvpn.shtml)

Some cafes and hotels offer students free wireless access with every purchase.

### The most popular internet providers include:

Telstra Bigpond: [www.bigpond.com](http://www.bigpond.com)

Optus: [www.optus.com.au](http://www.optus.com.au)

TPG Internet: [www.tpg.com.au](http://www.tpg.com.au)

AAPT: [www.aapt.com.au](http://www.aapt.com.au)

DODO: [www.dodo.com.au](http://www.dodo.com.au)

Internode: [www.internode.on.net](http://www.internode.on.net)

## Using a hand-held mobile phone

Please do not get into the habit of using a hand-held mobile phone while driving. It is illegal and will incur a heavy fine. Also, research has shown it is as dangerous as being slightly drunk!

## Working in Sydney

As an international student you are entitled to work up to 20 hours per week during your stay. However, you should be aware that the nature of the work available may not be the same as you are used to at home. You will probably be able to earn some money to help with your living costs, but you should not plan to pay your University fees from your earnings in Australia. Nor will your wages fully support you, as the high cost of living generally makes it impossible to support yourself and save to pay your fees from part-time work.

More information about taxation, job-seeking and other related matters will be provided at the daily arrival information sessions (see page 14).

### Work entitlements

How much can you and your partner work in Australia while you are studying?

The Department of Immigration and Citizenship (DIAC) allows students and their dependants to work as follows:

- > Students can work 20 hours per week during session and unlimited hours when the University of Sydney is not in session (the advertised vacation period).
- > Dependants of students who are in a master's or PhD program can work full time. Dependants of students who are sponsored by AusAID and Defence can only work 20 hours per week.
- > Dependants of all other students can work 20 hours per week throughout the year.

Information about finding work can be found in the ISSU Families booklet. The Accompanying Partners Program can also assist with language skills for interviews.

### Permission to work

Students granted visas on or after 26 April 2008 will receive permission to work with their student visa grant. This applies to both the primary student and any family members travelling with them on their student visa. Student visa holders can work for up to 20 hours per week while their course is in session

and work unlimited hours during official University breaks. For more information visit: [www.immi.gov.au/students/students/working\\_while\\_studying](http://www.immi.gov.au/students/students/working_while_studying)

Students who were granted a student visa before the 26 April 2008 will need to apply separately for permission to work. Contact the international student advisers in the International Office for information on how to apply: [studentadvisers@io.usyd.edu.au](mailto:studentadvisers@io.usyd.edu.au)

The permission to work application process is different for AusAID students. Students should contact an AusAID adviser ([ausaid@io.usyd.edu.au](mailto:ausaid@io.usyd.edu.au)) to obtain the documentation required to lodge an application.

### Complaints and appeals

The University has procedures to assist you if you have a grievance or wish to appeal a decision that affects you. Please see the policy at [www.usyd.edu.au/su/ab/policies/HESA\\_Grievance\\_Procedures.pdf](http://www.usyd.edu.au/su/ab/policies/HESA_Grievance_Procedures.pdf)

If you are excluded from the University, you can lodge a complaint with the NSW Ombudsman if there is evidence of wrong conduct. More information can be found at [www.ombo.nsw.gov.au/publication/PDF/factsheets/International%20students%20fact%20sheet.pdf](http://www.ombo.nsw.gov.au/publication/PDF/factsheets/International%20students%20fact%20sheet.pdf)

### Online/distance study

Student visa holders may undertake no more than 25 per cent of their total course by distance and/or online learning and must not enrol in exclusively distance or online study in any compulsory study period.

### Completion within the expected duration of study

Student visa holders must ensure they are meeting course requirements in accordance with course progression rules and complete their studies within the time-frame specified on the electronic confirmation of enrolment used to grant the student visa.

For information on the University's policy to help students at risk of not progressing satisfactorily please see [www.usyd.edu.au/secretariat/students/riskstudents](http://www.usyd.edu.au/secretariat/students/riskstudents)

It is important to contact your faculty advisers, the International Student Advisers or the ISSU counsellors immediately if you are experiencing difficulties during your studies so that you can make use of the support that is available to you. You can apply for the course duration to be extended in certain circumstances in consultation with your faculty. Restrictions are placed on students enrolling in less than the full load of units unless you have the permission of your faculty advisers. The international student advisers can help you with any questions you may have regarding your academic progress and the options available to you.

### **Sponsored students**

Sponsored students have an additional responsibility to ensure that their enrolment is in accordance with the conditions of their sponsorship. This is particularly important where an extension of duration may be required. In most cases, sponsors expect students to complete their studies within the expected duration and extensions of duration are very difficult to obtain. Sponsored students should contact their sponsor or an international student adviser if they are unsure about their enrolment. AusAID students should contact the AusAID unit.

### **Transferring to another institution**

Students wishing to transfer to another education provider within the first six months of their course must obtain a “release letter”. If you wish to transfer to another institution, please contact the International Student Advisers for advice. Visit [www.immi.gov.au/students](http://www.immi.gov.au/students) for more information.

### **Careers Centre**

The Careers Centre assists students enrolled at the University to find casual and part-time work.

Organisations, householders, students and researchers advertise casual and part-time employment on the Careers Centre database.

The database functions as an online notice board. Students enrolled at the University who are seeking casual or part-time work can log in to the database and then make direct contact with employers. First-time users will first need to complete the online student registration form.

Jobs that may be advertised include office work, data entry, receptionist, face-to-face and telephone market research, IT support, web design and development, school and university subjects tutoring, child care, manual work, customer service, retail and hospitality and more.

The careers database is updated Monday to Friday throughout the year and can only be accessed by students logging into the site via MyUni. Students needing personal assistance with casual employment should visit or contact the Careers Centre office, Monday to Friday, 10am to 4pm.

You should prepare a brief resume and keep a diary recording hours worked and duties performed. You should bring this resume to the notice of the Careers Centre if you are uncertain about any work practices or if you are having any difficulty with an employer. Such information will be treated in confidence and not acted upon without your consent.

### **Careers Centre**

Level 5, Jane Foss Russell Building  
The University of Sydney

Hours: 10am to 4pm

Phone: +61 2 8627 8403

Website: [www.careers.usyd.edu.au/students/casual](http://www.careers.usyd.edu.au/students/casual)

### **SydneyTalent**

SydneyTalent is an initiative that links the University of Sydney with business, providing students with employment opportunities that are closely related to their field of academic study. Student employees can gain valuable insight into their chosen industry and build long-term links with leading industry profiles. Conversely, their program of study also benefits from exposure to real-world applications. During semester, participating students may work for their employer for up to 20 hours each week, in line with work permit requirements for international students and postgraduate scholarship students. The result is an enhanced student experience built around principles of balance and complementation. For more information visit: [www.sydneytalent.com.au](http://www.sydneytalent.com.au)

## Unistaff

There is also a professional recruitment service at the University, called Unistaff. This service provides casual staffing for the University community in the areas of office support, accounts, research, information technology, desktop publishing and human resources.

If you are interested in casual work of this sort, contact Unistaff and give details of your background and work availability to the consultants. They will contact you when there is a need for your skills.

### Unistaff

Phone: 9351 5407

Website [www.usyd.edu.au/unistaff](http://www.usyd.edu.au/unistaff)

### Other ways to find work

You may be able to find work on campus by directly approaching the Union Personnel Office. The Union offers casual employment for students, mainly in catering, activities and counter work. Ask for the Personnel Officer at the Union Information Desk on the ground floor of the Manning Building, or phone 9563 6000. The University also hires extra staff for the enrolment period over the summer vacation. You can apply at the Student Centre in the Jane Foss Russell Building around August/September.

The *Sydney Morning Herald* and most local newspapers have employment sections listing casual work opportunities. The Saturday edition usually has the largest employment section. You can buy a copy of the *Herald* at newsagents or visit [www.smh.com.au](http://www.smh.com.au)

### Income tax and the financial year

The Australian financial year runs from 1 July to 30 June. You have from 30 June to 31 October to lodge an income tax return with the Australian Taxation Office (ATO). You can do this by filling out the form in the ATO's Tax Pack, which is free and available in newsagents from 1 July each year. The Tax Pack will give you step-by-step instructions on how to fill out your tax form correctly. You may also seek assistance from a registered tax agent or accountant. If you prefer, you can lodge your return online, using the ATO's 'e-tax' service ([www.ato.gov.au](http://www.ato.gov.au)).

In order to fill out your tax return, you will need tax certificates (statements of your earnings and the tax

## Pay rates

For information about award pay rates, as well as rights and responsibilities of employees and employers, you can call the Office of Industrial Relations on 131 628 or go to [www.industrialrelations.nsw.gov.au](http://www.industrialrelations.nsw.gov.au).

you have already paid from your wages) from all of the employers you have worked for during the financial year. It is important to make sure that all your employers have your current address as tax certificates are generally mailed to your postal address.

Information about tax rates is available on the ATO website. On the ATO home page, click on 'For Individuals' to access tax rate information.

### Tax File Number

You will need a Tax File Number (TFN) for several reasons:

1. If you intend to work.
2. To reduce the tax on the interest earned on money in your bank account. Your bank, building society or credit union in Australia will ask for your TFN when you open an account. If you do not give them your TFN, the ATO will deduct 10 per cent of your interest as withholding tax. You can open a bank account before you get a TFN.
3. For the Child Care Benefit (if you are eligible) – see 'Financial Assistance for child care' section in this chapter.

### How to get a TFN

Once you have your permission to work (see opposite page), you can apply online for the TFN by quoting your visa number. If you cannot apply online, you will need to go to an ATO office to apply, taking proof of your identity with you. For further details about applying for a TFN phone the ATO on 13 28 61 or visit [www.ato.gov.au](http://www.ato.gov.au)

## Banking

The financial institutions most commonly used by students are banks, building societies and credit unions. Banks are regulated by government legislation, while building societies and credit unions are required to meet strict standards in order to safeguard the funds of their customers.

All three forms of financial institutions provide savings accounts and cheque accounts plus a range of other financial services, including personal loans, housing loans, bank drafts and transfer of funds. Banks are the main places where you can change foreign currency or buy foreign currency in Australia. Traveller's cheques can be cashed at any bank provided that you have your passport for identification.

### Opening an account

You will need to open an account to keep your money secure. An account which uses automatic teller machines (ATMs) is the most convenient. Money can be deposited or withdrawn at any time from ATMs with a card or from the bank teller during banking hours. The ATM account card has a secret personal identification number (PIN) which allows only you to operate your account. You must keep the record of your PIN separately from your ATM card to avoid someone potentially accessing your account if you lose your card.

When you open your account you will need to provide the bank with your TFN to avoid paying excessive tax on the interest your money earns. More information will be provided about taxation and banking in the daily arrival information sessions (see Chapter 1 for details).

### Fees

As with all banks around the world, some accounts earn high interest but have high fees while others earn low interest and have low fees. Also remember that using ATMs that do not belong to your bank can be costly with fees.

## Banks on campus

The Commonwealth Bank and the National Australia Bank have branches in the University's main campuses. Several other banks (for example ANZ, Westpac and St George) have ATMs on campus. There is also a Universities Credit Union which provides banking facilities. These on-campus institutions may provide special tertiary student accounts which do not have some of the usual account fees.

### Banking business hours

Banking business hours are generally Monday to Thursday 9.30am to 4pm and Friday 9am to 5pm. Major city banks open Monday to Friday 8.15am to 5pm. St George Bank opens on Saturday mornings 9am to 12 midday. All other banks are closed on Saturday and Sunday. ATM transactions can be carried out seven days a week, 24 hours a day.

### Credit cards

Credit cards accepted in Australia include Visa, MasterCard, American Express and Diners Club. Banks also issue bankcards for use within Australia.

If you lose your credit card contact:

Visa lost card hotline: 1800 450 346,  
Website: [www.visa.com](http://www.visa.com)

MasterCard lost card hotline: 1800 120 113,  
Website: [www.mastercard.com](http://www.mastercard.com)

American Express: 1300 132 639,  
Website: [www.americanexpress.com](http://www.americanexpress.com)

Diners Club lost card hotline: 1300 360 060,  
Website: [www.dinersclub.com](http://www.dinersclub.com)



## Families, schools and childcare

You can apply to bring your dependants (spouse/partner and children) to Australia on a student dependant visa if you are enrolled in a formal tertiary course that lasts for at least one year. DIAC will process your dependants' entry to Australia.

Friends or other members of your family, such as parents or siblings, will need to apply for a visitor's visa if they want to visit you in Australia. A visitor's visa is issued usually for a period of three months. You can see an ISSU counsellor to discuss the procedure for bringing your family if you wish.

### Accompanying Partners Program

Adjusting to life in Australia can present some special difficulties for family members, particularly partners of students. With you concentrating on your University studies and without family and friends nearby, your partner may not have the chance to make friends and practise English. They may be isolated at home alone or with young children. Some have children attending school who learn English very quickly.

The ISSU provides a free program for partners of international students which includes English classes and discussion meetings. The classes and meetings give partners an opportunity not only to improve their English but to make friends and talk with other partners. English classes are offered twice a week throughout each semester. Newly arrived partners can register for classes at any stage throughout the year at the ISSU office.

### Accompanying Partners Program

#### School terms 2010

**Term 1** Wednesday 27 January to Thursday 1 April

**Term 2** Monday 19 April to Friday 2 July

**Term 3** Monday 19 July to Friday 24 September

**Term 4** Monday 11 October to Friday 17 December

#### School terms 2011

**Term 1** Friday 28 January to Friday 8 April

**Term 2** Tuesday 26 April to Friday 1 July

**Term 3** Monday 18 July to Friday 23 September

**Term 4** Monday 10 October to Tuesday 20 December

If you have a partner staying with you in Sydney, get a copy of the Accompanying Partners Booklet. Written by the ISSU, this booklet covers many topics relevant to families living in Sydney. It contains information on cheap places to shop for food and furniture, work/study opportunities, childcare, schooling, health, entertainment, travel and more. To get your copy, visit the ISSU office.

### Support for families

ISSU counsellors are also available to discuss any concerns you may have, such as child care, schooling, finding employment, or homesickness. The families of international students are also welcome to participate in the trips and other activities organised by the ISSU.

### Study for partners

Your partner, on a dependant's visa, can study in Australia as a full-fee paying international student for a maximum of three months. If your partner wants to study for more than three months, they must apply for their own student visa. Part-time studies are permitted for spouses, and a pro-rata fee will be charged. Information about courses at the University of Sydney is available from the International Office. For information about work entitlements for partners see 'Work Entitlements' earlier in this chapter.

### Schools

In Australia, children attend primary school (Years K-6) and secondary school (Years 7-12). School education is compulsory for all children between the ages of six and 15 years. Where you live in Sydney determines the school your child can attend. Once you have found permanent accommodation, you should enrol your child at school. For all details contact the NSW Department of Education and Training ([www.det.nsw.edu.au](http://www.det.nsw.edu.au)).

The state education system (ie government schools) is mostly co-educational (boys and girls together). It is not always possible to arrange enrolment at a boys-only or girls-only school as there is often a waiting list at these schools. If you are interested in a single-sex school for your children, you are encouraged to apply as soon as possible after you arrive.

### School fees

If you are intending to bring school-age children with you, you should be aware that you will need to pay fees for primary and/or secondary schooling, including an application fee. If you hold a temporary visa – such as a temporary resident visa, student visa, visitor visa or bridging visa – you must pay a Temporary Visa Holder's Education Fee to enrol your children in a government school. A non-refundable application fee also applies.

If you are an AusAID or Australian Defence Scholarship holder your children will be exempt from education fees. Other scholarship holders and student visa holders generally need to visit [www.detinternational.nsw.edu.au/schools/tempresidprog](http://www.detinternational.nsw.edu.au/schools/tempresidprog) and look at the 'Schedule of Visa Subclasses and Conditions' to see if you need to pay education fees. The entitlements are different in each state and territory and this site is specific to NSW and Sydney. In the case of visitors, enrolment is for a maximum period of 12 weeks. Fees must be paid for the full 12 weeks in advance.

All payments must be made by credit card, bank cheque, bank draft or Australian money order and made payable to the NSW Department of Education and Training.

Before enrolling your children in school, you must provide evidence of their immunisation status.

For information about schools contact the Department of Education and Training office closest to where you live. District offices are located in Bankstown, Blacktown, Bondi, Fairfield, Granville, Hornsby, Liverpool, Mt Druitt, Northern Beaches, Parramatta, Port Jackson, Ryde, St George and Sutherland.

The entire list of district offices and their addresses and telephone numbers can be found in the White Pages phone directory under 'School Education, Department of Education and Training'. If you have internet access, you can use the 'School Locator' on the department website at [www.det.nsw.edu.au](http://www.det.nsw.edu.au).

#### Further information on schools

Information about all aspects of schooling is available from the ISSU or you may contact the International Students Centre:

827–839 George Street, Sydney  
PO Box 707, Broadway NSW 2007

Phone: +61 2 9217 4801  
1300 302 456 (free call within Australia)

Website: [www.schools.nsw.edu.au](http://www.schools.nsw.edu.au)

### School fees

The current school fee rates (in Australian dollars) for one year for holders of temporary visas are:

Primary school Years K-6	\$4500
Junior high school (or IEC) Years 7-10	\$4500
Senior high school (or IEC) Years 11-12	\$5500
Non-refundable application fee	\$110

Visit [www.schools.nsw.gov.au](http://www.schools.nsw.gov.au) for more details



## Child care

### Important information

There are often long waiting lists for child care services in Australia. This is especially so for children aged up to 2 years. If you are going to need child care you should apply as soon as possible. It is often advisable to have your child's name on waiting lists before you leave your home country.

The system of child care in Australia may be quite different from that in your country. Below is an overview of the types of childcare in Australia.

### Pre-school age children (Aged 0-5 years)

**Long day care** is provided in a child care centre. The centres are usually open for 10 or more hours per day (for example 8am to 6pm), Monday to Friday, and usually take children aged from about 6 weeks to school age. The centre may have 30 to 50 children in attendance each day and will provide full-time or part-time care. Most of the staff in these centres are trained child care workers. They provide educational programs and activities to meet developmental needs of children in a caring and stimulating environment.

It is strongly advised that you put your name on a waiting list at more than one long day care centre to increase your chance of securing a place.

Application forms for centres associated with the University are available on the University child care website (see below).

**Family day care** is a child care service where care is provided for small groups of children (usually four to five) in the home of an approved carer. Part-time or full-time care is usually available. The hours are usually 8am to 6pm but may be more flexible than in long day care centres. Carers receive some training before they can do family day care and are supervised by a coordinator who also tries to match families with a suitable carer.

## Childcare centres around the campuses

### Boundary Lane Children's Centre

Address: Boundary Lane Darlington, NSW, 2006

Phone: +61 2 9351 4130

### Centres affiliated with Sydney University Union:

#### Carillon Avenue Child Care Centre

Address: Carillon Avenue, Newtown NSW 2032

Phone: +61 2 9557 2344

#### Laurel Tree House

Address: 61 Arundel Street, Glebe NSW 2037

Phone: +61 2 9660 8857

#### Union Child Care Centre

Address: Lander Street (off Raglan Street),  
Darlington NSW 2006

Phone: +61 2 9351 7878

#### Ngallia Child Care Centre

Address: East Street, Cumberland Campus  
University of Sydney,  
Lidcombe NSW 2141

Phone: +61 2 9351 9700

**Occasional care** is a service that provides intermittent care for children aged up to 5 years. Unlike long day care or family day care, where children must be enrolled for particular days each week, this service provides flexible care for one-off or short-term needs.

**Preschools** specifically help children aged 3 to 5 years prepare for school. Hours of operation vary but most are open for less than 8 hours per day (shorter than long day care centres). They are operated by community organisations, local councils or private operators. There are some government-run preschools (often attached to local schools) but these usually target children with special needs (eg disabilities).

## Activities for school-age children

There are lots of activities available for children both after school and during school holidays. Activities include art and craft classes, sports, excursions and holiday camps. If you would like to find out more about activities close to where you live, you can contact your child's school or your local council.

Sydney Uni Sport & Fitness conducts multi-sport camps for children aged between 6 and 16.

Phone 9351 4987 or visit [www.susf.com.au](http://www.susf.com.au) for more information.

For information about preschools in your area contact the Child and Family Information Referral Service (phone +61 2 8594 4244).

***School age children – out of school hours care (aged 5 years and above)***

Some schools or groups in the local community provide before-school and after-school care for children who attend school. This is often called out of school hours care. Programs may also be held during the school holidays. You should check with your child's school for local services.

***Paying for child care***

Parents are required to pay for child care services in Australia and the cost can be quite high. Fees depend on the type and amount of care being provided for the child. One day in a long day care centre may cost between \$60 and \$90.

International students who are receiving direct financial assistance from the Australian Government (eg AusAID or EIPRS scholarships) may be eligible to receive the Child Care Benefit. This is financial assistance provided by the Australian Government to help parents with part of the cost of child care. The amount of assistance you receive depends on your income. You will need to check this with the Family Assistance Office or Centrelink. See [www.familyassist.gov.au](http://www.familyassist.gov.au) for more information. Translation services are available on the website. You will need a Tax File Number (TFN) to get any Government benefit. See page 52 for information on TFNs.

***Further information***

It is strongly recommended that you visit the University's Child Care Information website for further information about child care in Australia ([www.usyd.edu.au/childcare](http://www.usyd.edu.au/childcare)).

This website also includes detailed information about centres affiliated with the University, including application details.

To apply for a place in a child care centre you must contact the centre directly. You should apply to more than one centre as there are often long waiting lists.

For further information on child care contact:

*University child care information officer*

Email: [childc@stuserv.usyd.edu.au](mailto:childc@stuserv.usyd.edu.au)

Phone: +61 2 8627 8419

Website: [www.usyd.edu.au/childcare](http://www.usyd.edu.au/childcare)

*Centrelink*

Phone: 136150

Website: [www.centrelink.gov.au](http://www.centrelink.gov.au)

(type 'child care benefit' into the search box)

*Family Assistance Office*

Website: [www.familyassist.gov.au](http://www.familyassist.gov.au)

*Child Care Access Hotline*

Hours: Monday to Friday 8am to 9pm

Phone: 1800 670 305

TTY: 1800 639 327 (for people with hearing or speech impairment)

The [www.mychild.gov.au](http://www.mychild.gov.au) website provides much more information about child care in Australia



## Legal help

During your time in Australia you will hopefully have no legal problems to deal with. However, it is possible that a problem may arise, and you need to know how to get some legal help if this occurs. The Australian legal system may be different from that of your home country, so it is important to get help from people who know how the system works here.

Information on legal matters relating to tenancy, car ownership and driving in Australia and customs regulations is provided in this booklet (see Chapter 2 and 3). If you have other legal concerns or matters relating to the police you should seek assistance from the following services listed. Please contact ISSU if you are unsure.

### SUPRA lawyer

There is a legal office available to postgraduate students on campus free of charge to provide legal advice.

Address: **Raglan Street Building (G10)**  
corner of Raglan and Abercrombie streets  
Telephone for appointment: +61 2 9351 3715  
Website: [www.supra.usyd.edu.au](http://www.supra.usyd.edu.au)

### SRC lawyer

There is a Legal Officer funded by the Student Representative Council (SRC) available to undergraduate students on campus free of charge, to provide legal advice.

Address: **Level 1, Wentworth Building**  
Telephone for appointment: +61 2 9660 5222  
Drop in: **Tuesdays and Thursdays, 1pm to 3pm**  
Website: [www.src.usyd.edu.au](http://www.src.usyd.edu.au)

### Redfern Legal Centre

The Redfern Legal Centre also offers free legal advice.

Address: **73 Pitt Street, Redfern NSW 2016**  
Telephone for appointment: +61 2 9698 7277  
Telephone advice: +61 2 9698 7277 **between 6.30pm and 8.30pm** (must book beforehand)  
Telephone tenants advice: +61 2 9698 5975  
**Monday to Friday 9.30am to 5pm**  
Website: [www.rlc.org.au](http://www.rlc.org.au)

## Law @ your library

A free information service at your local public library and the State Library of NSW.

Tel: +61 2 9273 1558  
Web: [www.liac.sl.nsw.gov.au](http://www.liac.sl.nsw.gov.au)

### Justices of the Peace

A Justice of the Peace (JP) is someone who has authority to sign important documents. For example, a government form might say "Must be signed by a JP", so you will have to find a JP to sign it. Note, however, that many newsagents, police stations, chemists and similar services can provide the same service as a JP.

See the listing at the University Union website, [www.usydunion.com](http://www.usydunion.com), under 'JP or Justices of The Peace'.

### Law Society

The Law Society has a community referral service which can refer you to a solicitor.

Hours: **Monday to Friday 9am to 4pm**  
Tel: +61 2 9926 0333  
Web: [www.lawsociety.com.au](http://www.lawsociety.com.au)

### Legal Aid Commission

The Legal Aid Commission is a free service available to Australian residents and international students. However, to get Legal Aid help you will be subject to a means test (i.e. a test of whether you really need the service or not, depending on your finances).

Legal Aid Commission of NSW: **9219 5000**  
(Branch Offices are available in several suburbs)  
Law Access Online: **1300 888 529**  
Legal Access HotLine for Under 18s: **1800 10 18 10**  
Web: [www.legalaid.nsw.gov.au](http://www.legalaid.nsw.gov.au)

### LawAccess NSW

LawAccess NSW has a website with information about the laws of NSW, and many useful links. Please note, however, that LawAccess NSW cannot respond to written requests except where demonstrated exceptional circumstances exist.

Law Access Online: **1300 888 529**  
Web: [www.lawaccess.nsw.gov.au](http://www.lawaccess.nsw.gov.au)



# 5. University life

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Student life is about much more than just attending classes. While you are here, you should take the opportunity to meet people, learn about a different culture, and get involved in a club or society.

## Studying at Sydney

In creating Australia's first tertiary education institution in 1850, the University's founders recognised the power of education to change society. That belief remains just as strong today.

Sydney is unique among Australia's leading universities in the breadth of disciplines it offers its students, providing them with wide opportunities for personal development and cross-disciplinary study

Located in the heart of Australia's largest and most international city, the University welcomes students

and researchers from all over the world and all backgrounds, preparing them for a life of constant challenge and change. In 2009, students from 134 countries are studying at Sydney, with international students making up one-fifth of the student body.

The University has more than 46,000 students enrolled across 16 faculties and over 6000 staff. The University first admitted women in 1881. There are now almost equal numbers of men and women studying at the University, although the ratio varies between faculties.

Today's researchers build on the innovations of Sydney's alumni, which include prime ministers, Nobel laureates, Oscar-winners, business leaders and medical pioneers, who have all benefited from the University's determination to develop curious minds ready to embrace challenges and devour knowledge, to reveal new perspectives and find solutions.

You can find out all about how the University is structured and how all the people and services at the University fit together by visiting [www.usyd.edu.au/about](http://www.usyd.edu.au/about)

## University coat of arms



### The University of Sydney

The lion of Cambridge and the book of Oxford in our coat of arms signify the close links that the University holds with the English universities of Cambridge and Oxford. The lion and book are set on the azure blue of the Southern Cross, a pattern of stars seen only in the night sky of the Southern Hemisphere. The motto "Sidere mens eadem mutato" is Latin for "The heavens change, the mind does not", conveying the idea that the feelings and attitudes to scholarship here are the same as those in the northern hemisphere.



## The Australian academic year

The Australian academic year runs from the end of February to the end of November each year. There are two semesters during the academic year with a vacation period in June and July. In addition, it is possible for students to make up classes or accelerate their program by taking Winter or Summer School (for more information please visit [www.summer.usyd.edu.au](http://www.summer.usyd.edu.au)).

### Semester and vacation dates

	2010	2011
<b>Semester One</b>		
International student orientation	15 – 18 Feb	14 – 17 Feb
Lectures begin	1 March	28 Feb
Mid-semester break	2-9 Apr	22 – 29 Apr
Study vacation	7 – 11 Jun	6 – 10 Jun
Examinations	14 – 26 Jun	13 – 25 Jun
Semester ends	26 Jun	25 Jun
<b>Semester Two</b>		
International student orientation	19 – 22 July	18 – 21 July
Lectures begin	26 July	25 July
Mid-semester break	27 Sept – 1 Oct	26 – 30 Sept
Study vacation	1 – 5 Nov	31 Oct – 4 Nov
Examinations	8 – 20 Nov	7 – 19 Nov
Semester ends	20 Nov	19 Nov
<b>Summer School 2009–10</b>		
Summer School lectures begin		
Summer early	7 December 2009	
Summer main	4 January 2010	
Summer late	18 January 2010	
Lectures end	Please check website	
Winter School	Please check website	

## New South Wales public holidays

	2010	2011
New Year's Day	Friday 1 January	Saturday 1 January
Australia Day	Tuesday 26 January	Wednesday 26 January
Good Friday	Friday 2 April	Friday 22 April
Easter Saturday	Saturday 3 April	Saturday 23 April
Easter Monday	Monday 5 April	Monday 25 April
Anzac Day	Monday 26 April*	Monday 25 April
Queen's Birthday	Monday 14 June	Monday 13 June
Labour Day	Monday 4 October	Monday 3 October
Christmas Day	Saturday 25 December	Monday 26 December*
Boxing Day	Monday 27 December*	Tuesday 27 December*

\* Where public holidays fall on a non-working day they are relocated to the nearest working day.

## University campuses

The University moved to its present site in 1857, three kilometres from the city centre. The adjoining Camperdown and Darlington campuses – together commonly referred to as 'main campus' – cover 70 hectares and blend neo-gothic sandstone heritage gargoyles and courtyards with contemporary, well-equipped teaching, learning and research facilities, sports grounds and facilities, cafes and bars, and libraries, museums, and art galleries.

The campus, overlooking Sydney's business centre, has been transformed by the recent completion of state-of-the-art teaching, research and student support facilities that complement the original 1850s heritage buildings built in Sydney's distinctive sandstone.

The University of Sydney Library – comprising Fisher Library as well as 21 branch libraries, three departmental libraries and one college library – is the largest university library in the country, with more than five million volumes.

### Other campuses

See pages 17 and 18 for information about the University's other campuses in and around Sydney. The University also has observatories, farms and research stations in various locations in New South Wales and a marine biology station on One Tree Island on Queensland's Great Barrier Reef.

More information about the University of Sydney can be obtained from the University Undergraduate and Postgraduate Handbooks, Faculty Handbooks and from the University website at [www.usyd.edu.au](http://www.usyd.edu.au).

### Faculty handbooks

Each faculty produces its own handbook, which includes brief course descriptions (for example, the level of study, number of lectures, tutorials, lab sessions or seminars, assessment procedures, reading lists). Handbooks also describe the departments and schools within each faculty and provide information about staff members and their research interests.

A Postgraduate Studies Handbook provides specific information for postgraduate students. In addition, the Sydney University Postgraduate Representative Association (SUPRA) provides the Postgraduate Survival Manual and Thesis Guide (see page 75).

You should also make yourself familiar with all the policy documents provided by the University, your faculty and your department. Ensure that you understand both your responsibilities and your rights during your candidature.

[www.usyd.edu.au/handbooks](http://www.usyd.edu.au/handbooks)

### The academic system

You may experience both positive and negative emotions in your first few weeks at the University, ranging from great excitement to confusion and loneliness. It is important for you to understand the culture and practices of your new learning environment as quickly as possible. The information below will not answer all your questions but hopefully it will provide you with some important initial information that will help you settle in until you begin to become familiar with the academic system.

#### *What academics expect*

Academics expect their undergraduate students:

- > to be analytical, critical and creative thinkers
- > to be problem-solvers who can understand and apply principles and key concepts to new problems
- > to master a body of knowledge and terminology specific to their discipline
- > to access, organise and communicate knowledge in both written and oral English
- > to be self-motivated, independent and autonomous
- > to display tolerance and integrity, and be ethical and collaborative with others.

These are the general skills and attributes that you will be asked to develop and demonstrate in a wide variety of learning situations and assessment tasks.

Academics expect their postgraduate students:

- > to have developed the generic skills and attributes as listed for undergraduate students
- > to be very competent in their academic work
- > to be capable of handling theory and concepts at an advanced level
- > to be willing to acquire new research skills and techniques
- > to be very competent oral and written communicators
- > to be capable of working very independently.

If you feel you may not possess these skills, you must get help early. Become familiar with all the available support services of the University, especially the Learning Centre. You are encouraged to also speak to your tutor or lecturer.

### Learning situations

Most undergraduate courses provide a range of learning opportunities. These complement each other and provide some flexibility, since all students have their own preferred learning styles. Learning situations include lectures, tutorials, computer laboratory sessions, workshops, essays and examinations, reading, library research and self-study, some of which are discussed more fully below. Your task is to discover and refine your own learning style so that you know when, where and how you study best, to develop and demonstrate the required skills and attributes, and to use each learning situation to maximise your understanding of each subject.

*Lectures:* These provide the basic course framework, that is the outline of study topics and up-to-date research and interpretations about each topic, including the major theories and models, practical examples and applications of those theories and models. It is important to attend all your lectures.

*Tutorials:* These usually supplement the lectures by allowing you to discuss issues arising from lectures, test out your ideas and comment on the ideas of others, and develop closer relationships with other students and staff members. Attendance at tutorials is usually compulsory, and active participation is encouraged.

*Laboratory sessions (including computer lab):* These sessions reinforce your understanding of the lecture topics and provide opportunities for their practical application at your own pace.

*Written assessments and oral presentations:* During your undergraduate studies you may be assessed in a variety of ways. The most common assessment tasks are writing an essay or a report. You may also be asked to write a journal or literature review, give an oral presentation in tutorials and so on. Essays/reports provide opportunities for you to develop, practise and demonstrate your written and oral communication skills, your analytical and critical thinking abilities and your problem-solving skills. They also allow you to get feedback on the quality of your understanding of main concepts and theories and to develop skills of working under pressure and to meet deadlines.

*Exams:* You are very likely to have to sit exams and tests. These can take many forms – writing essays, writing short answers, completing multiple choice questions and/or doing mathematical calculations, all under timed conditions. The negative aspects of such assessments are that they may create high anxiety and competitiveness. However, it is best to regard each of these as learning situations where you can practise and develop important skills that are valuable both at university and in your professional life.

*Independent study:* This may involve reading your lectures notes (preferably soon after the lecture itself) and additional reading from textbooks or reference books and/or library research. For some students it may mean doing mathematical calculations, completing lab reports or designing computer software. Independent study is a necessary component of your study. It develops skills of independence, self-motivation and self-discipline. It is also important so you can complete your assessments on time. Independent study provides the opportunity to consolidate the learning from all these situations.

*Postgraduate learning situations:* Coursework will usually involve attending lectures (which sometimes may be undergraduate lectures) and attending seminars, where you may be asked to present a seminar paper and hand in a written version. For many postgraduate degrees you may also be asked to write a dissertation (sometimes called a 'treatise' or 'long essay') or report on a major project. Assessment will be based on the quality of these oral and written presentations, together with exams and assignments.

*Research-only degrees:* These involve designing a research project from the initial stage of identifying a research problem or question, carrying out the research (such as data collection and library searches), analysing your data or conceptualising your themes, developing the thesis, discussing the main findings or issues, and coming to conclusions. Your research project is written up formally as a thesis, which may vary in length and format depending upon the level of degree of your candidature, the type of research being conducted, and the faculty requirements.

## Plagiarism

Plagiarism is broadly defined as knowingly or otherwise presenting the ideas, the findings or the written work of another person as your own without acknowledging the source. It may occur when:

- > the actual words of the original source are reproduced without using quotation marks (even when the source is acknowledged)
- > only minor changes have been made – so that it is still too similar to the original source (even when the source is acknowledged)
- > the work submitted is that of another student who may have done the same course previously.

Plagiarism is a form of theft or fraud that the University takes very seriously. You can avoid plagiarism by appropriate and complete referencing (see below). The University's policy on student plagiarism can be found at [www.usyd.edu.au/senate/policies/Plagiarism](http://www.usyd.edu.au/senate/policies/Plagiarism).

During your candidature you may also be asked to attend faculty functions, present progress reports to faculty members, attend conferences and write up parts of your research project for publication in journals. Assessment will be based on the quality of the research, the degree of originality involved and your written communication skills.

## Referencing

Most departments provide students with guidelines for the methods of referencing that are traditionally used in their disciplines.

This information may be provided in your course handbook by request from your faculty office (or your course lecturer) and through the Learning Centre.

Briefly, the two most common methods are:

- > The Harvard method – where the author's name and year of publication is placed in parenthesis in the sentence where the information and ideas are presented. For example: "Smith (2004) maintains that ...".
- > The Oxford method – where a number is placed immediately after the presentation of information or ideas and the reference is provided at the bottom of the page as a footnote. For example: "Smith<sup>1</sup> maintains that ...".

## Assessment and avenues of appeal

### Assessment

Most undergraduate and many postgraduate students are assessed continuously throughout the academic year. According to University regulations, it is the responsibility of each faculty to ensure that all details of the assessment system are made clear and available to students. This should usually be done within the first few weeks of a course. You should know exactly when assignments are due and how much each assignment or exam is worth. You should also know exactly what mark you have received for each piece of work and exam. Your lecturer may be able to change the assessment requirements but can only do so with the agreement of students.



## Appeals

If, as an undergraduate student or a postgraduate coursework student, you find yourself involved in a dispute over assessment or academic matters, the first step is to talk to your lecturer or original marker, that is, the person who made the decision. If you are a postgraduate research student the first person to approach for assistance is your supervisor. Most problems can be resolved in this way, as the lecturer involved should be prepared to communicate the reasons for their decision. If you feel that you need to take the matter further, the next level is the course coordinator or the head of your department or school. Find out if the department has a formal procedure and make sure that you present your case in writing.

The next level is the dean or associate dean of the faculty and, for postgraduates, the Committee for Graduate Studies. They will listen to your case and in most cases investigate the issue and negotiate with the department concerned. If you can show you were treated in an unfair manner or against the rules of the faculty, you may appeal to the Student Appeals Body by writing to the appeals officer. Normally such an appeal will not be heard unless all other avenues for resolution of the issue have been previously explored and unless there are grounds for believing that proper academic process has not been carried out.

A statement of the University's processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters, called 'Student Grievances, Appeals and Applications for Review', is available through [www.usyd.edu.au/policy](http://www.usyd.edu.au/policy).

In addition, remember that at any stage you can get advice, information and assistance from:

- > the ISSU, for all international students
- > the Student Representative Council (SRC), for undergraduates
- > the Sydney University Postgraduate Representative Association (SUPRA), for postgraduates.

## Relationship with staff members

The way students in Australian universities relate to academic staff may be different from what you are used to. Most staff members are very approachable and usually make certain hours available to students for individual consultation. These times are typically displayed on their office doors. This is to provide assistance if you have enquiries about an assignment or the course. However, keep in mind that you are expected to be independent learners, so staff may limit the help they give in order to encourage you to work independently. Today much of the communication between students and lecturers is by email.

### Correct use of names

Relationships with academic staff are generally informal. A staff member will often prefer to be addressed by their first name (eg 'John') rather than by their title and surname (eg 'Professor Wilson'), although this is not always the case. If in doubt, keep to what the staff member says when you first meet them. If they offer their first name – "Hello, I'm John Wilson" – then feel free to use it. If not, then be more formal, for example if they say "Hello, I'm Professor Wilson".

### Postgraduate research supervisors

The relationship between postgraduate research students and their supervisors requires special mention. Refer to the *Code of practice for supervision of postgraduate research candidates* in the Postgraduate Studies Handbook, which outlines the responsibilities at the University, faculty, college and departmental levels as well as the responsibilities of the supervisor and of the candidate. The following two responsibilities are particularly important (as quoted from the code of practice):

- > "The supervisor has a responsibility to ensure that he or she gives appropriate and timely advice on requirements regarding content, style, presentation and production of theses. She or he should also give prompt feedback on drafts submitted."
- > "The candidate is solely responsible for the content, style and presentation, and for the production, of the thesis that is finally presented."

## Forwarding address for mail

You can use the ISSU as a forwarding address for your mail for the first six weeks after you arrive while you look for permanent accommodation. Any mail not collected six weeks after delivery to ISSU will be returned to the sender. Please send only standard size letters and postcards to this address, not packages or luggage as we do not have room to store large items. It is your responsibility to call in to the ISSU to check your mail. Mail will only be kept for six weeks. If you are planning to have mail directed to the ISSU please ask friends and family to address envelopes as follows:

‘Your name’

C/- International Student Support Unit  
Level 5, Jane Foss Russell Building (G02)  
The University of Sydney NSW 2006  
Australia

Note: Mailboxes in the ISSU foyer are not locked and ISSU cannot guarantee the security of your mail. You may want to arrange for your ATM card to be sent to your bank for pick up.

## Your address

International students must notify the University of their residential address within seven days of arrival and notify any change of address within seven days. This can be done via the University’s MyUni web portal.

## Fees policy

Fees are payable in advance on a semester basis for each year of enrolment. Fees can be paid by bank cheque (made payable to ‘The University of Sydney’), by credit/debit card in person at the International Office, or online at [www.epay.usyd.edu.au](http://www.epay.usyd.edu.au). You will be invoiced based on your enrolment. Failure to pay tuition fees on time may result in the University terminating your enrolment. Late payment will result in a fine of \$200.

Note that you may pay fees for each semester in two instalments. An instalment fee of \$100 will be charged. Contact the International Office for details.

## Student services

The University offers a huge range of services for its students, a number of which cater especially for international students. It is worth taking a moment to read about what there is on offer.

Many services on campus are run by the University, often providing services to particular groups of students, such as international students.

### International Student Support Unit (ISSU)

The ISSU provides individual counselling, welfare support, information and resources for international students. It also organises and presents the pre-departure, arrival and orientation and returning home programs.

ISSU student counsellors can give you individual counselling for a range of personal or family problems, such as homesickness, difficulties adjusting, coping with studies in a new country, and making new friends. You will meet ISSU staff at the daily arrival information sessions and at the orientation program (see page 15).

ISSU services are available to help you achieve success in your studies and enjoy your life in Australia. You are welcome to phone or call in to the ISSU to access the services regarding any problem you may be experiencing or to seek information. Our services are free and confidential.

ISSU office hours are Monday to Friday 9am to 5pm. In emergency situations outside normal working hours you can contact an ISSU counsellor through Campus Security Service (9351 3333 or free call 1800 063 487). Counselling sessions can be organised before 9am or after 5pm if you have work or study commitments during our normal office hours.

### Contact

Address: Level 5, Jane Foss Russell Building (G02)  
Phone: +61 2 8627 8437  
Fax: +61 2 8627 8482  
Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)  
Website: [www.usyd.edu.au/issu](http://www.usyd.edu.au/issu)

## International Office

The International Office (IO) can help you with enquiries about changing course, fees, visas, scholarships, health cover and many other administrative matters. It provides administrative liaison with the various government departments involved in international student education. Students are always welcome to call in.

### Refunds

If you have accepted an offer of admission and paid a semester's fee, but then need to withdraw, the following refund schedule will apply:

- > 90 per cent of the total semester fee, as long as you inform the IO in writing before the semester begins
- > 50 percent of the total semester fee if you withdraw by 31 March (Semester One) or 31 August (Semester Two)
- > No refund if you withdraw after these dates.

A refund can only be paid into a bank account outside Australia or transferred to another education provider.

Students who obtain permanent residency status may be entitled to a refund of some or all of their fees paid for that semester. This will depend on whether these students are converted to a local Commonwealth Supported Place (CSP) or local full-fee paying place by 31 March (Semester One) or 31 August (Semester Two). It is vital that you notify the IO and complete the relevant form to change your residency status as soon as possible after you obtain permanent residency as this may influence the local fee status obtained. Permanent residence is recognised from the date of the residence stamp on your passport or, if the visa was issued off-shore, the date of your first entry to Australia on your permanent residency visa.

If permanent residence is obtained after these dates you will remain an international student for that semester. If you obtain residence before these dates the University reserves the right to review your admission. Contact the IO for more information.

### Suspension of study

If you are temporarily unable to continue with your studies for financial, personal or medical reasons you should consider suspension of studies for that semester or year. This must be approved by the faculty concerned, and the IO should be advised.

If you suspend study you are required to leave Australia and your visa will be cancelled. You will be required to reapply for your visa when you are ready to resume study. You must inform the IO in writing when you wish to return to study. If you are suspending your studies for medical or compelling compassionate reasons, DIAC may permit you to retain your visa for the period that you are not studying. You should consult a counsellor at the ISSU or an international student adviser if you suspend your studies for personal or medical reasons, to ensure your visa remains valid.

### Contact

Address: **Level 4, Jane Foss Russell Building (G02)**  
 Hours: **Monday to Friday 9am to 5pm**  
 Phone: **+61 2 8627 8300**  
 Fax: **+61 2 8627 8387**  
 Email: **studentadvisers@io.usyd.edu.au**  
 Website: **www.usyd.edu.au/internationaloffice**

### Faculties

While the ISSU and IO will be your initial points of contact, your faculty is the place you should go for information and help during semester.

On arrival you should attend the faculty welcome, organised by most faculties for all students. The dates and locations of faculty welcomes are available through the ISSU and are given at the daily arrival information sessions (see page 15). At the faculty welcome you will find out what is expected from you in terms of assessment, how the faculty will communicate with you, and what the faculty can offer in terms of resources. You will also get to know who to talk to in the faculty for different matters that concern you. Faculties have student advisers to help with:

- > planning courses and degrees
- > explaining faculty guidelines
- > practical and personal support to help you progress through your study program
- > general information on possible career outcomes for graduates in particular degrees
- > referral to specialised services for career and personal issues.

You can directly access faculty websites through [www.usyd.edu.au/about/faculties\\_schools](http://www.usyd.edu.au/about/faculties_schools)

## Learning Centre

The Learning Centre has an extensive workshop program to support the development of academic skills, eg. in essay and assignment writing, critical reading, oral presentation skills, time management and preparing for exams. Part of the Learning Centre Program is the WELL Program (Workshops for English Language and Learning), which provides special workshops for international students focusing on the development of English language for academic purposes. The Learning Centre staff are available during Orientation (see page 14).

### Contact

Address: Room 722, Level 7,  
Education Building, A35  
(beside Manning House)

Phone: +61 2 9351 3853  
Fax: + 61 2 9351 4865  
Email: [learningcentre@usyd.edu.au](mailto:learningcentre@usyd.edu.au)  
Website: [www.usyd.edu.au/lc](http://www.usyd.edu.au/lc)

### Chaplains

There are chaplains on campus to assist students with spiritual needs. There are representatives of Anglican, Assemblies of God, Baptist, Catholic, Greek Orthodox, Muslim, Jewish, Presbyterian, Salvation Army and Uniting Churches.

There is an Islamic Prayer Room with a separate women's room located on Level 3 of the Old Teachers' College Building (Rooms 319 and 320). Friday prayers are held in the Assembly Hall of the College.

### Contact

**Multifaith Chaplaincy Centre**  
Address: D11 (between University Ovals 1 and 2)  
Website: [www.usyd.edu.au/chaplains](http://www.usyd.edu.au/chaplains)

### Careers Centre

The University's Careers Centre can provide you with assistance if you are not sure of your career path and help you to find both casual and career related employment. The Careers Centre provides a range of free and accessible services for students including:

- > help finding casual and part-time work
- > help finding career-related work experience and graduate employment
- > an internet vacancy database
- > careers advice and counselling on an individual basis, by appointment
- > comprehensive resources, in our library, through our website
- > workshops in resume writing, interview skills and job search
- > careers fairs, employer presentations and talks.

### Contact

Address: Level 5, Jane Foss Russell Building, G02  
Phone: +61 2 8627 8403  
Email: [careers.information@usyd.edu.au](mailto:careers.information@usyd.edu.au)  
Website: [www.careers.usyd.edu.au](http://www.careers.usyd.edu.au)

### Mathematics Learning Centre

The Mathematics Learning Centre helps undergraduate students to develop the mathematical knowledge, skills and confidence needed for studying mathematics or statistics at the University. Maths Learning Centre staff offer free workshops, supplementary classes and operate a drop-in centre for eligible students during each semester and run (fee paying) bridging course in mathematics or statistics in February. For further details go to the Maths Learning Centre website.

### Contact

Address: Room 441, Level 4 Carslaw Building, F07  
Phone: +61 2 9351 4061  
TTY: 9351 3412  
Fax: +61 2 9351 5797  
Email: [MLC@mail.usyd.edu.au](mailto:MLC@mail.usyd.edu.au)  
Website: [www.usyd.edu.au/maths\\_learning\\_centre](http://www.usyd.edu.au/maths_learning_centre)

### Library services

The University of Sydney Library provides services via a network of libraries across the University's campuses, and online at [www.library.usyd.edu.au](http://www.library.usyd.edu.au)

The location, opening hours and specific subject focus of each library is listed on the Library's website. Over 5.5 million items are available via the library catalogue, including more than 67,000 online journals, 325,000 online books and 450 scholarly databases.

Enrolled students are entitled to borrow from any of the University libraries. Reading list books and articles are available via the reserve service either online or in print. Past examination papers are also available online. Library facilities include individual and group study spaces, computers, printers, multimedia equipment, photocopiers and adaptive technologies. Refer to the 'Libraries' link on the University website to find out about services and facilities in specific libraries.

Library staff are available in every library to support students with their study and research. Faculty Liaison Librarians assist students to find great information on any topic and provide training in using a wide range of resources. For contact details of Faculty Liaison Librarians, see [www.library.usyd.edu.au/contacts/subjectcontacts.html](http://www.library.usyd.edu.au/contacts/subjectcontacts.html). It is also possible to learn research and information skills online; see [www.library.usyd.edu.au/skills](http://www.library.usyd.edu.au/skills).

Comments and suggestions about library services are welcome.

#### Contact

Phone: +61 2 9351 2993

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

#### *Australian Libraries Gateway*

The Australian Libraries Gateway, hosted by the Australian National Library in Canberra, provides information about and localities of Australia's library system.

Website: [www.nla.gov.au/libraries](http://www.nla.gov.au/libraries)

#### Financial Assistance Office

The University can provide loans of up to \$1000 to help students who experience financial difficulties. This assistance is not intended to provide ongoing income support or payment of fees but to help in emergencies and to supplement other income.

Financial assistance is available for any undergraduate student or postgraduate student enrolled at the University who is making satisfactory progress and is experiencing genuine financial hardship. Non-degree students are not eligible.

#### Contact

Address: Level 5, Jane Foss Russell Building, G02

Phone: +61 2 8627 8419

Fax: +61 2 8627 8482

Email: [fao@stuserv.usyd.edu.au](mailto:fao@stuserv.usyd.edu.au)

Website: [www.usyd.edu.au/financial\\_assistance](http://www.usyd.edu.au/financial_assistance)



## Accommodation Service

Provides information about accommodation at the University and helps students to find off-campus accommodation. See page 39 for more information.

### Contact

Phone: +61 2 8627 8442  
 Fax: +61 2 8627 8484  
 Email: [accomm@stuserv.usyd.edu.au](mailto:accomm@stuserv.usyd.edu.au)  
 Website: <http://www.usyd.edu.au/accommodation>

## Disability Services

The University has policies and services to help students with disabilities maximise their opportunities for success. A disability is any condition (physical, medical, sensory, neurological or psychiatric) that affects a student's ability to perform their academic work. This includes learning disabilities, hearing and vision impairments and psychological disorders.

If you have a disability you should speak with an international student counsellor and/or contact Disability Services (part of Equity Support Services within Student Administration and Support). It is advisable to contact Disability Services prior to commencing your studies at the University. The academic adjustments and services available to you may vary considerably from your home institution or previous university.

In order to register with Disability Services it is necessary to provide recent medical documentation from your consulting specialist. This must include the nature of your condition and outline the impacts it may have on your academic studies. Please see [www.usyd.edu.au/disability](http://www.usyd.edu.au/disability) for further information regarding documentation required. Disability Services staff are available to discuss your needs.

All assistance is provided on a case-by-case basis, but some examples of assistance we provide are:

- > academic adjustments
- > special examination conditions
- > equipment loans
- > arranging access to buildings.

A Student Disability Liaison Officer (SDLO) has been appointed within each faculty to help students with disabilities resolve academic issues that may arise as a result of their disability. A list of these officers is available from Disability Services.

## Contact

Address: Level 5, Jane Foss Russell Building, G02  
 Hours: Monday to Friday 10am to 4pm  
 Phone: +61 2 8627 8433  
 (bookings Monday to Friday 9am to 5pm)  
 +61 2 8627 8433 (general enquiries)  
 Fax: +61 2 8627 8482  
 Email: [disserv@stuserv.usyd.edu.au](mailto:disserv@stuserv.usyd.edu.au)  
 Website: [www.usyd.edu.au/disability](http://www.usyd.edu.au/disability)

A Disability Services officer is available on Cumberland Campus, in Student Welfare Services in A block (phone +61 2 9351 9638, fax +61 2 9351 9635).

## University Health Service

The University Health Service offers a full general practitioner (GP) service and emergency medical care. You (and your family members if they are with you) can consult a doctor either by appointment or on a walk-in basis (for more urgent matters). If you are covered by the University's 'preferred provider' of Overseas Student Health Care, OSHC Worldcare, the UHS will bill Worldcare OSHC directly for the full cost of most consultations and you will not need to pay the Health Service any money. The UHS does charge for non-Medicare/non-Worldcare OSHC consultations, and some vaccinations. Payment is expected at the time of consultation.

If you suffer from a long term or chronic illness, require regular medical follow up or are taking regular medication, it is a good idea to bring a medical report (in English, if possible) with you, in case you need to consult a doctor in Australia.

### Contact

The University Health Service has two locations on campus.

Address: Wentworth Building G01, Level 3  
 Phone: +61 2 9351 3484  
 Hours: Monday to Friday 8.30am to 5.30pm  
 Address: Holme Building A09, Science Road (entry level)  
 Phone: +61 2 9351 4095  
 Hours: Monday to Friday 8.30am to 5.30pm  
 Email: [director@unihealth.usyd.edu.au](mailto:director@unihealth.usyd.edu.au)  
 Website: [www.unihealth.usyd.edu.au](http://www.unihealth.usyd.edu.au)

## Equal opportunity: promoting equity and diversity

### Discrimination and harassment

All students at the University have the right to be treated fairly and with respect. The University seeks to promote an environment that supports the productivity, self-esteem and personal work goals of students and staff. The University does not tolerate discrimination and harassment.

As well as the University's own policies, there is state and federal legislation (see box) that prohibits discrimination on the grounds of sex, race, pregnancy, marital status, transgender, sexual preference, disability, age, family or carer's responsibility, social origin, political belief or religious belief.

Discrimination can be either 'direct' or 'indirect'. Direct discrimination means treating someone unfairly or unequally simply because they belong to a particular group or category of people. Indirect discrimination occurs when the treatment may appear to be fair, but where the effects or results are unequal or disproportionate.

Harassment is a form of discrimination and is a serious issue. The University is committed to eliminating all forms of harassment and to providing support to students who experience harassment.

Harassment is any behaviour that is unsolicited and unwanted, and that is offensive, humiliating or intimidating. The distress caused may be intentional or unintentional. Harassment may range from offensive jokes or suggestions, derogatory comments about racial or ethnic background, disability, sex, sexual preference or physical appearance, to unwanted physical contact, verbal sexual advances, intimidation, abuse and assault.

You have a right to use the University's Harassment and Discrimination Resolution Procedure (available through the Staff and Student Equal Opportunity Unit) if you feel you are harassed or discriminated against in connection with your work or study. To use the procedure you do not have to make a formal complaint initially.

Alternatively, you can contact the Staff and Student Equal Opportunity Unit (SSEOU) to make an

### Government legislation to protect you

The provision of educational services to international students is regulated by government legislation. The *Education for Overseas Students Act 2000* (ESOS Act) states that:

"The provision of education and training services to overseas students in Australia is regulated by the Department of Education, Science and Training through the Education Services for Overseas Students Act and associated legislation. The purpose of the legislation is to protect the interests of people coming to Australia on student visas, by providing tuition and financial assurance and by ensuring a nationally consistent approach to provider registration. The legislation also seeks to ensure the integrity of the industry through visa-related reporting requirements."

You can find the full text of the ESOS Act on [www.dest.gov.au/esos](http://www.dest.gov.au/esos).

appointment to discuss the issue. When you go to the SSEOU you may take a friend, a harassment and discrimination support officer, or a student union, SRC or SUPRA representative with you.

SSEOU staff are professionally trained to deal with harassment and discrimination issues. Their job is to help you to resolve concerns relating to harassment and discrimination quickly, fairly and confidentially. Further information is available at [www.usyd.edu.au/eo](http://www.usyd.edu.au/eo)

### Contact

To contact the Staff and Student Equal Opportunity Unit, including their Harassment and Discrimination Support Officers

Phone: +61 2 9351 2212

Email: [admin@eo.usyd.edu.au](mailto:admin@eo.usyd.edu.au)

For copies of the University's Harassment Prevention Policy, Discrimination Prevention Policy and Harassment and Discrimination Resolution Procedure, contact the Staff and Student Equal Opportunity Unit.

The University also has procedures to assist you if you have a grievance or wish to dispute a decision which affects you. Please see the policy at [www.usyd.edu.au/ab/policies/HESA\\_Grievance\\_Procedures.pdf](http://www.usyd.edu.au/ab/policies/HESA_Grievance_Procedures.pdf)

## Student visa issues

If you are an international student in Australia on a student visa there are a number of issues you must be aware of. For further advice email the international student advisers in the International Office ([studentadvisers@io.usyd.edu.au](mailto:studentadvisers@io.usyd.edu.au)). Student visas are managed by the Department of Immigration and Citizenship (DIAC).

### Completion within the expected duration of study

International students are expected to complete their studies within the time-frame specified on their confirmation of enrolment. Students can apply for this period to be extended in limited circumstances and only in consultation with their faculty. Restrictions are placed on students enrolling in less than the full load of units unless they have the permission of their faculty advisers.

### Suspension of studies

The University is required to report international students who discontinue or suspend their studies to DIAC. In most cases, international students are required to leave Australia upon suspension. However, students who suspend their studies for severe medical or compassionate reasons may be able to stay in Australia during the suspension. For further information, you should contact the international student advisers or the ISSU immediately.

### Applying to extend your student visa

If for any reason you need to extend your student visa you must apply to do so to DIAC **before** your current visa expires. Do this even if you do not have all the documents required. Do not let your visa expire. If you do not extend your visa on time you will have to leave Australia and you may be subject to a three-year exclusion period.

In order to apply for a new visa, you will need to come to the International Office to apply for a new confirmation of enrolment at least two weeks before your visa expires.

### Permission to work

For a full description of work matters see page 49.

## Address details

International students must provide the University with a local address within seven days of arriving in Australia. International students must notify the University of any change to their address by updating their details online.

## Course progress

International students must ensure they are meeting course requirements in accordance with course progression rules. It is important to contact your faculty advisers, the International Student Advisors or the ISSU immediately if you are experiencing difficulties during your studies so that you can make use of the support that is available to you.

## Overseas Student Health Cover (OSHC)

International students must maintain overseas health cover for the duration of their stay. The International Office arranges Program Length Cover. For more information see page 33.

## Restriction to online or distance study

International students are permitted to undertake no more than 25 per cent of their total course by distance and/or online learning. In any compulsory study period, at least one unit must not be distance or online.

## Non-student visa holders

If you are studying in Australia on a visa that is not a student visa, you may have different visa conditions. Please provide the International office with a certified copy of your visa and contact the international student advisers if you have any queries.

## Department of Immigration and Citizenship (DIAC)

Address: The Student Compliance branch of DIAC in Sydney is located at  
**26 Lee Street, Haymarket**

Telephone: 131 881 (within Australia)

Website: [www.immi.gov.au](http://www.immi.gov.au)

## Faculty services

Some faculties have their own facilities for student services, such as computers, internet access and photocopying. Please contact your faculty office for more information.

## Internet, email, computers and photocopying

### Internet and email

As a student at the University of Sydney you have access to internet services through the Computer Access Labs, limited to 6Mb free web browsing.

This is generally enough to check a personal email account and a small amount of web browsing.

Beyond this the University provides you with a general purpose account which can be topped up to allow paid browsing (charged by the megabit).

All University of Sydney students are issued with a free email account. Your login name (also your UniKey) and password will be given to you when you enrol. Once you have your login name, you can add '@uni.sydney.edu.au' for your email address.

IMPORTANT: You must check this email account regularly as important messages will be sent to you.

### Computers

Computers are essential for preparing assignments and essays. However, it is not essential that you bring one with you. There are computer access centres on campus which provide free email and internet access, modem access and a variety of other services.

Modem or dial-up internet access from home costs approximately \$4.40 per month to register. This gives access to the internet, popular software such as Microsoft Word and Excel, desktop publishing tools, and laser printing at a cost of 10 cents per page. Other programs and functions, such as colour scanning, file translations and a modem, are available at an additional cost.

These centres are generally open Monday to Friday 9am to 5pm and some are available on weekends. Most centres provide extended hours during semester. 24-hour access to the Carslaw Access Centre can be arranged via a security swipe card (Please contact Security Services on 9351 5326 for details).

Many faculties also have their own computer laboratory.

See Chapter 2 for information on bringing computers into Australia.

### Computer labs

See also [www.usyd.edu.au/ict/switch/labs](http://www.usyd.edu.au/ict/switch/labs)

#### Fisher Library Access Lab:

Level 2 Fisher Library

Open during Fisher Library opening hours (generally 8:30am to 8pm at least)

#### McGrath Access Lab:

Room 201 Carslaw Building

Accessible 24 hours, seven days (you will need a swipe card, which can be purchased from University Security, to access this lab outside the hours of 9am to 5pm)

#### Link Access Lab:

Room 222, Link Building, Engineering

Open Monday to Friday 8am to 5pm

#### Education Access Lab:

Room 232, Level 2, Education Building

Open Monday to Friday 9am to 5pm

#### Cumberland Access Lab:

Room 107 and 109 B Block, Cumberland Campus

Open Monday to Friday 7.30am to 6pm

#### Law School Access Lab:

Level 7, Law Library, Phillip Street, City

Open during Law Library opening hours (generally 9am to 6pm)

#### Language Access Lab:

Room 211/218, Brennen Building

Open Monday to Friday 9am to 5pm

#### Pharmacy Access Lab:

Room N510 Bank Building, Science Road

Open Monday to Friday 9am to 5pm

#### The Conservatorium of Music Access Lab:

Library, Level 2, Greenway Building

Open during Conservatorium of Music library open during Conservatorium of Music library opening hours (usually 8am – 8pm)

#### Westmead Access Lab:

Level 2, The Dental School, Westmead Hospital

Open Monday to Friday 9am to 5pm

## Photocopying

Photocopying services are available in various locations. For some of them you will need a Unicaard, which are available from the Resource Centre on Level 5 of the Wentworth Building for \$2. Students must show their student card to prove their identity before being issued with a Unicaard.

### *Photocopying room locations*

**Level 5, Resource Centre, Wentworth Building:**  
Tel: 9563 6094

Coin operated – 10c per copy (Wentworth Building only)

Card operated – 9c per copy

**Level 2, Fisher Library:**

10c per copy (using rechargeable cards obtainable from the Fisher Library and other branches)

## Student-run services

As well as University-run services there is a range of student-run organisations which offer services to all students.

### **Students' Representative Council (SRC)**

The Students' Representative Council (SRC), run by students for students since 1929, offers undergraduate students free membership, confidential advice and a range of support services.

The SRC welcomes international students as they settle into their new home and into the University. It helps enforce your right to accurate information about studying, living and working in Sydney, and aims to ensure that you are treated fairly by the University, your accommodation providers and employers, and that you are given the best opportunity to complete your studies and to make the most of your time here.

SRC caseworkers, solicitors and other staff can assist you with advice and resources on issues such as: academic assessment rights, accommodation rights, health cover and financial welfare. It can also connect you to other students and the wider community.

The SRC has extensive experience in handling the interests and concerns of international students. It exists to assist you with your rights, and opposes all forms of discrimination and harassment.

## Get help

Life at University isn't always smooth. SRC caseworkers can help you with problems concerning academic assessment, accommodation, work and many other issues. Please note that a caseworker is available at all of the University campuses.

The SRC's legal service can provide you with advice and representation on most legal matters.

These services are free, confidential, professional and independent.

### **Your academic assessment rights**

- > Clear assessment criteria and requirements stated in first week of subject.
- > Fair and relevant marking and clear information about how your mark is calculated.
- > Explanation of policies about 'legitimate cooperation, plagiarism and cheating', special consideration and academic appeals.
- > Early and clear notice of penalties that may lower your mark.
- > Balanced, relevant and fair assessment tasks with appropriate workloads and deadlines.
- > Written consultation before you get halfway through a unit if assessment requirements need to change – any changes must not disadvantage you.
- > Apply for 'special consideration' to receive adequate arrangements if you experience temporary and/or ongoing disabilities, physical and mental health problems and other problems (called misadventure).
- > Access to staff out of class time at reasonable hours.
- > Confidentiality of academic results.
- > Timely return of assessments.
- > Helpful feedback.
- > Access to exams up to four months after the result.
- > The right to appeal up to 15 working days after an academic decision or mark is finalised.

## Academic Appeals – appeals about special consideration and grades

If you think a mark or University decision is wrong and want to appeal, you only have 15 working days to make an appeal. Appeals will not have a negative impact for you in the future and should be treated confidentially.

**Step 1:** Talk to the person who made the decision, maybe your lecturer. Ask to:

- > go through the assessment
- > discuss your performance
- > understand how your mark was calculated.

You have the right to see your assessments and any written comments about your work, so you should not take 'no' for an answer. (Exams are kept for four months after a mark was given.)

Your questions and concerns may be resolved at this stage, helping you understand how you can improve in the future. Or, you may wish to appeal your grade.

If you believe you should have been given special consideration but the faculty refused, you should go to Step 2.

**Step 2:** Put your appeal in writing (usually to the unit of study coordinator). Some faculties have appeal forms for you to complete, others just want you to make appeals in an email or letter.

Tips:

- > Understand the reasons for the decision and respond to these in your appeal.
- > It is best to base an appeal on a process error by the faculty.
- > Know your desired outcome and put this in your appeal.
- > Make sure it is easy for other people to understand your appeal.
- > Familiarise yourself with the relevant policies.

You should get a written response to your appeal.

**Step 3:** If your appeal does not get resolved, you can appeal to the dean. Again, you should get a written reply.

**Step 4:** If your appeal is still not resolved you can appeal to the University Student Appeal Body. You will need to show the faculty has not followed University policy properly.

Non-academic appeals (eg fees, administrative decisions) have a different process. Contact the SRC for more advice.

### External reviews

If you are not happy with a University decision and final appeal outcome you may approach one of the external bodies below to make a complaint and/or ask for a review:

- > the NSW Ombudsman
- > the Administrative Decisions Tribunal
- > the NSW Anti-Discrimination Board – if you have a complaint of discrimination on the grounds of sex, disability, race, homosexuality, marital or domestic status, age or transgender (as defined in the NSW Anti-Discrimination Act 1977)
- > the Australian Human Rights Commission – if you have a complaint of discrimination on the grounds of race, colour or ethnic origin, racial vilification, sex, sexual harassment, marital status, pregnancy, or disability (as defined in federal legislation).

Note: If your complaint is about a criminal matter you can go to the police at any time.

### Get textbooks

The SRC Second-Hand Bookshop allows you to sell your old books and get your new ones at low cost. For the cheapest books on campus, head to Level 3 in the Wentworth Building. Check the SRC prices before you buy the books on your reading lists.

### Get financial assistance

A \$50 emergency loan from the SRC can help out if your funds could use a boost. The loan is interest-free and repayable within a month.

### Get involved

Do you want to broaden your experience at the University and meet other students? Are you passionate about issues that relate to University life and beyond? If so, you should get involved in the SRC.

- > You can run in the annual SRC elections for positions in the SRC Council and Executive. Positions include the international student officer, who represents the concerns and interests of the international student community to the wider undergraduate body.
- > Join one of the SRC's collectives, that campaign and provide space and resources to student communities. These include:
  - Education Action Group
  - Environment Collective
  - Women's Collective
  - Queer Collective
  - Anti-Racism Collective
  - Indigenous Department.
- > Contribute to student publications, including *Honi Soit*, the SRC's weekly student newspaper, which showcases the talents of editors, writers and artists of all shades. The SRC's *Orientation Handbook* and the *Counter-Course Handbook* tell you what to expect at University, and what students think of their courses and lecturers. Other publications include *Growing Strong*, a women's resource handbook.

### For more information

Main office: Level 1 Wentworth Building G01

Phone: +61 9660 5222

E-mail: [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au)

Website: [www.src.usyd.edu.au](http://www.src.usyd.edu.au)

Opening hours: Mondays to Fridays 9 to 5pm

SRC Bookshop: Level 3, Wentworth Building, G01

Phone: +61 9660 4756

Email: [books@src.usyd.edu.au](mailto:books@src.usyd.edu.au)

Website: [www.src.usyd.edu.au/bookshop](http://www.src.usyd.edu.au/bookshop)

Opening hours: Mondays to Fridays 9 to 4:30pm (first week of semester 9 to 5pm)

### Sydney University Postgraduate Representative Association (SUPRA)

SUPRA is an independent representative association that provides advice, advocacy and support services to the postgraduate student community. It gives postgraduate students a voice within the University and beyond, and can help them connect with fellow postgraduates.

In order to access any of the services provided by SUPRA, students need to become a SUPRA subscriber. Subscription is free, and students can register at [www.supra.usyd.edu.au/subscribe](http://www.supra.usyd.edu.au/subscribe) or by dropping into SUPRA offices

SUPRA subscribers can access:

- > free, confidential advice and advocacy services
- > free community legal service
- > a resource room with computers with free internet access, newspapers, free tea and coffee, subsidised printing and photocopying, binding, and a space for study, relaxation and holding meetings
- > representation on University decision-making bodies and at all levels of government
- > consultations with the Vice Chancellor, Registrar, Deputy Vice Chancellor (International) and other senior University officers
- > information about postgraduate issues, including a Survival Manual, Thesis Guide, fact sheets and brochures
- > events such as social activities and networking
- > a free annual interdisciplinary conference for coursework and research students
- > free information seminars on issues such as migration, tax, tenancy and employment issues
- > regular email updates and online noticeboards.

SUPRA is governed by a council made up of elected postgraduate student representatives. Elections are held annually, and as international students make up more than 25 per cent of the postgraduate student community they can play a significant part in the nomination and election of representatives.

In addition to 21 general councillors, SUPRA's constitution sets aside positions for four equity officer councillors: an international officer, a women's officer, a queer officer and an Indigenous officer.

Your SUPRA student representatives work hard to ensure that your interests and needs are prioritised by the University and the government (whether it be in relation to fees, enrolment, equality and discrimination, campus security, academic policy, access to library and other resources, health and safety, childcare or scholarships).

SUPRA's student advice and advocacy officers (SAAOs) provide independent, free and professional advice and advocacy services in relation to appeals, supervision, fee-related matters, tenancy and a wide range of other academic and welfare issues. SAAOs are often able to provide direct assistance in resolving difficulties, but where they cannot help directly they use SUPRA's networks to provide appropriate referrals.

SUPRA is committed to ensuring postgraduate students, including international students, are treated fairly and with respect while they are studying at the University. It aims to respond to the needs of members by engaging in active communication with them. SUPRA works hard to create a supportive, vibrant and enjoyable postgraduate student community for all.

For more information about SUPRA, including details about its ongoing campaign for international student travel concessions, and efforts to establish a University-wide minimum resources policy, visit the SUPRA website.

### Contact

Address: **Raglan Street Building, G10,  
(corner of Raglan and Abercrombie  
Streets)**

Hours: **Monday to Friday 9am to 5pm**

Phone: **+61 2 9351 3715**

Free call: **1800 249 950 (within Australia)**

Fax: **+61 2 9351 6400**

Email: **admin@supra.usyd.edu.au**

Website: **www.supra.usyd.edu.au**

### Change of address

International students must notify the University of their residential address within seven days of arrival and notify any change within seven days. This is done via the University's MyUni web portal.

## The University of Sydney Union (USU)

The USU coordinates a range of activities, programs and events, and provides services to make your time at university more enjoyable and enriching. USU has been in existence since 1874, almost as long as the University, and is governed by a student board of directors elected from and by the students.

USU membership is free and affords you the right to hold office, attend meetings and vote in the elections. Members are also entitled to purchase an Access Card (\$99 annual fee) which opens up the entire spectrum of USU services and programs, including clubs and societies, a discount of at least 15 per cent at catering and retail outlets on campus, access to student leadership positions and a continuous range of events, concerts, programs and competitions, intervarsity debating, artistic grants, theatresports... the list goes on. The Access Card is your key to campus life.

Once you become a member and receive your Access Card you will also reap rewards off campus by receiving discounts, gifts, special treatment and more at a wide range of stores and service providers across Sydney.

### Clubs and societies

USU's Clubs and Societies Program supports over 250 clubs and societies. Being an active member is a great way to get involved in campus life, to meet people who share your interests and to gain valuable organisational experience. There are clubs and societies to accommodate every interest – politics, culture, the arts, religion, hobbies and subject areas. There are also international student clubs which also offer social activities and mutual support for fellow students. All clubs and societies organise their own activities and events and receive USU funding for Access Card holders.

Not only can you join a number of clubs – you can also create your own. If you have a concept for a new club, phone 9563 6160 or email [clubsandsocs@usu.usyd.edu.au](mailto:clubsandsocs@usu.usyd.edu.au) to find out about the registration process and the benefits of affiliation. For a complete listing of all registered clubs and societies see [www.usuonline.com/clubs\\_socs/default.aspx](http://www.usuonline.com/clubs_socs/default.aspx)

### ***Student Point Of Contact (SPOC) Information and Referral Service***

Student volunteers are the lifeblood of the USU and its services. USU runs a number of volunteering programs including:

- > ***SPOCs – Student points of contact***  
SPOCs help their fellow students find their way around the campus with directions and Information and sometimes just a friendly smile. SPOCs are particularly active during orientation and weeks – look out for their bright green shirts!
- > ***STP – School Tutoring Program***  
For over 20 years Sydney students have been assisting disadvantaged school children prepare for university entry. Volunteer tutors offer free educational assistance to local high school students who might not otherwise be able to get into university.
- > ***ADGs – Australian discussion groups***  
Designed specifically for international students, ADGs offer an informal and fun environment in which newcomers to Australia can learn and practise their conversational English. So if you'd like to grab a vegemite sanga and rip the top off a cold tinnie, but are not quite sure what it means-come and join us!

For information about these and other volunteering opportunities, see [www.usuonline.com/get\\_involved/volunteering/default.aspx](http://www.usuonline.com/get_involved/volunteering/default.aspx)

### ***Entertainment on campus***

USU offers a vast entertainment program for students studying at the University. USU hosts numerous events every week of semester, starting with Orientation Week and ranging from large-scale concerts to pub and lunchtime band sessions.

These events are often held within USU's three buildings across the Camperdown and Darlington campuses and are free or subsidised for USU members, giving better value to USU members than any other venue. This is your student space and community, and USU ensures it is a vibrant one by coordinating an entertainment program that allows members to access to a thriving on-campus cultural community.

USU also subsidises off-campus entertainment for members. The discount ticket scheme sells cheap tickets of up to 70 per cent off to performances of Musica Viva, the Australian Chamber Orchestra, Sydney Dance Company, Seymour Centre and Belvoir St Theatre, to name a few.

Your Access Card will get you discounted entry to a range of entertainment events throughout the year, including Beachball and Snowball, and allows you the subsidised USU members' price for paid USU events.

### ***CONTACT – information and referral service***

CONTACT is the USU's information and referral service. It is a student-run volunteer program. There are two CONTACT desks on campus, situated on Level 3 of the Wentworth Building and the ground floor of Manning House. At these desks you can ask questions, get directions, pick up the *Bull* and other publications, get bandaids, sewing kits, sunscreen, tampons, condoms and other emergency supplies as needed. If they cannot answer your questions they will refer you to someone who can.

Students can volunteer to staff the desks by donating one to two hours of their time each week. All volunteers are trained before working on the desks and it is a great opportunity to make new friends, share and gain greater knowledge of the University and make the most of your time here. You can pick up application forms at the Manning and Wentworth CONTACT Desks or at the School Tutoring Office on Level 4 of Wentworth. If you have any questions you can contact the Community Program Coordinator on 9563 6011 or email [contact@usu.usyd.edu.au](mailto:contact@usu.usyd.edu.au).

### **Contact**

Address: **ACCESS Centre  
Level 1, Manning House**

Phone: **9563 6000**

Email: **[info@usu.usyd.edu.au](mailto:info@usu.usyd.edu.au)**

Website: **[www.usuonline.com](http://www.usuonline.com)**

## National Liaison Committee for International Students in Australia (NLC)

The NLC aims to be the peak representative organisation for all international students in Australia and is committed towards the promotion and enhancement of quality education, equitable welfare and multicultural understanding. Formed in 1986 in response to the growing need among international students for a unified voice, the NLC speaks for more than 150,000 international students currently studying in tertiary or private institutions and secondary schools.

Through lobbying, networking and campaigns, the NLC is able to advocate for the rights of its members. Important issues actively pursued include unethical marketing practices, quality of education and welfare support services, transport concessions, fees, and medical internship placements.

The NLC has three levels – campus, branch and national. At the campus level, most universities have an international student organisation representing the welfare and rights of international students. These organisations also coordinate various cultural and social events for the benefits of international students. Within each state or territory of Australia, the campus organisations come together to form an NLC branch, with its own office bearers.

At the national level, the NLC National Executive, comprises office bearers elected by international student representatives across the country. This election is held during the NLC annual conference which is made up of delegates from international student organisations from campuses all over Australia.

The NLC performs many different functions and representative roles with state and federal government departments, as well as organisations such as the Australian Vice-Chancellor's Committee (AVCC) and AusAID.

If you want more information about the NLC, to get involved, or to discuss issues affecting your welfare, visit [www.nlc.edu.au](http://www.nlc.edu.au) or contact the head office or your branch offices (call the National Convenor on +61 422 868 948 or the National Office on +61 3 9650 8908).

## Leisure activities on campus

A good location for you to be aware of if you have entertainment on your mind is the ACCESS Centre on Level 1 of Manning House. From this office the USU organises a huge entertainment program ranging from live bands and dance parties to stand-up comedy and trivia nights. There is no need to leave campus when you have access to weekly entertainment that includes free movie screenings, Theatresports, free concerts and trivia competitions – all of this in the comfort of the bars in the Manning and Wentworth buildings.

Many of these events are free for members and tickets to other gigs are highly subsidised. The Union offers a discount ticket scheme for members which includes subsidised tickets to such things as the Australian Chamber Orchestra, Belvoir Street Theatre, musicals and Sydney theatre and dance performances. There are also discounted tickets to the Aquarium and for Movie Money to Hoyts, Greater Union, Palace and Reading Cinemas.

A number of theme parties and events are also held during semester, including Oktoberfest, Melbourne Cup, Snowball, Beachball and the De-Manning drag show. The Union also organises fun and entertaining theme weeks such as Orientation Week, Union Arts Festival and Union Week. These weeks are full of activities, free workshops, entertainment and giveaways.

### Skills and leisure courses

If you are after a break from study, interested in acquiring a new skill or simply out to have fun, then you can take advantage of over 100 skills and leisure courses during semester, organised by the Union. Courses cover a diverse field from singing to yoga and first aid to car maintenance.

For more information about entertainment or short courses on campus go to [www.usuonline.com](http://www.usuonline.com), call the ACCESS office on 9563 6000 or email [info@usu.usyd.edu.au](mailto:info@usu.usyd.edu.au)

## Sydney Uni Sport & Fitness

Sydney Uni Sport & Fitness (SUSF) offers the complete range of great value sport, fitness and recreation programs and services for you to get involved in a wide range of activities on campus.

With many membership options, offering access to many sport and recreation clubs, fitness programs, top-level sporting facilities, regular competitions and events and great member benefits.

There are three facilities on campus run by SUSF. They are :

### The University Sports and Aquatic Centre

Location: **Corner of Codrington Street and Darlington Road**

Phone: **+61 2 9351 4978**

Email: **nmrc@sport.usyd.edu.au**

### Arena Sports Centre

Location: **Western Avenue**

Phone: **+61 2 9351 8111**

Email: **arenaman@sport.usyd.edu.au**

### HK Ward Gymnasium

Location: **Between Ovals 1 and 2**

Phone: **+ 61 2 9351 4988**

Email: **hk@sport.usyd.edu.au**

Sporting facilities on campus include tennis courts, squash courts, basketball and volleyball courts, weight training rooms, group fitness studios, gymnasiums, boxing rooms, and an indoor heated swimming pool. Personalised fitness testing and training instruction is also available at the Arena Sports Centre and the University Sports and Aquatic Centre.

A wide range of sporting, recreation and adventure courses are also offered, including golf, fencing, scuba diving, tennis classes and many more.

There are over 40 sports clubs available to members, ranging from archery to wrestling. If you would like to take part in competitions or other activities organised by a particular club, contact that club. A full list of clubs and their contact details can be found on the SUSF website.

SUSF also organises social and interfaculty sporting activities at lunchtime during semester. These casual activities, such as basketball, squash, ultimate frisbee, netball, volleyball, touch and indoor soccer, give members the opportunity to meet people and play a variety of sports in a social rather than a competitive environment.

The Sports Clinic in the Arena Sports Centre provides a full range of services, including chiropractic, physiotherapy, massage, acupuncture, and sports medicine. The clinic is run by fully qualified professionals.

### Contact

#### Sydney Uni Sport & Fitness

Location: **University Sports and Aquatic Centre**

Phone: **+61 2 9351 4978**

Fax: **+61 2 9351 4962**

Email: **admin@sport.usyd.edu.au**

Website: **www.susf.com.au**



## Safety and security on campus

It is important to remember that, like all major capital cities, Sydney has crime and personal security risks. It is important not to take risks with your safety.

The University is located in an inner-city area which offers many positive benefits, but this also means that personal security has to be attended to, particularly after dark. It is important that you do not walk around campus, through Victoria Park (next to the Camperdown Campus), or in the Redfern area late at night. At the orientation program we will discuss personal safety and security in Sydney and within the University.

### Security Service

The University has a security service that operates 24 hours a day, 365 days a year. The Security Service offers a wide range of services and is based on **Level 2 of the Services Building (G12)**.

Emergency contact (all hours): **+61 2 9351 3333**  
(13333 from an internal phone)

Enquiries (all hours): **+61 2 9351 3487**

Free call (all hours): **1800 063 487**

Fax: **9351 4555**

Email: **patrol@mail.usyd.edu.au**

Website: **www.security.usyd.edu.au**

### Security bus service

The University runs free bus services from Fisher Library, around campus and to Redfern railway station. The service begins operating at 4.30pm and continues until 10.15pm or until Fisher Library closes. There are bus stops at several locations along the route and the buses run in a continuous loop at about 15 minute intervals. Maps of the bus route are available from the ISSU.

### Late-night security escorts

The Security Service recommends that you do not walk around campus alone at night. If you are on campus late at night and after the buses cease operation you can call for a Security Officer to accompany you to your vehicle, nearest public transport stop or on-campus accommodation. This service is free and provided for your security, not just your convenience. You may have to wait some time for a security escort as the Security Officers must give priority to emergency situations on campus.

This service operates after the Security Bus has finished.

### Emergency help points

Emergency help points are flat-surfaced phones with press-button action located at the gates by Victoria Park, City Road and Ross Street, and near the front door of the PNR Library on Darlington Campus. They are all clearly marked and dial directly to the Security Service. Other emergency help points are fitted to strategically placed directional signage on the campuses; see the University map guides for locations.

Standard phones, able to dial internal extensions (13333 for Security) are also located externally near the main entry door to the Blackburn Building, the external entry door to the Madsen Building South end, and in the foyer of the Fisher Library.

All gateboxes are also fitted with 'Break Glass' emergency alarms. As soon as the glass is broken, a critical alarm is recorded and Security Patrol is immediately dispatched. These are strictly for EMERGENCY situations only.

### *Lost and found property*

The Security Service runs a Lost and Found Property Service. The Security Service will do its best to locate the owner of any property that is handed in but is often unable to do so because property is not appropriately labelled.

If you have lost something that has not been handed in, the Security Service can give you a form to fill in that will help them to find you if the property is turned in.

Hours: **Monday to Friday 8.30am to 4pm**  
 Phone: **+61 2 9351 5325**  
 Fax: **+61 2 9351 5699**

Arrangements may be made with the Lost Property Office in advance for the collection of found belongings out of hours.

### *Help in times of need*

There may be times when you have a problem that may not be strictly of a security nature, but you are unsure where to turn. Do not hesitate to contact the Security Service should this be the case. Although they may not be able to help you directly, they may be able to provide you with the contact numbers you need, or at least point you in the right direction.

If you have any concerns regarding your safety on campus you can call the Security Service on **9351 3487** or, in case of an emergency, **9351 3333**.

Please also see the ISSU regarding any concerns or difficulties you may experience.

### *After-hours access*

Students wanting to enter a building for any purpose after hours require written authority from the head of school or department. This authority must be lodged with the Security Service in advance. Failure to do so could result in you being denied access. Any routine necessary after hours access should be arranged directly with the school or department.

### *Safety and security at social activities*

There are many on-campus social activities, ranging from formal to informal, and a variety of groups, organisations and functions from which to choose. On occasions, the Security Service may be called to attend these functions because someone is threatening to harm themselves or others. They are not there to hinder your enjoyment in any way but to ensure that all activities are conducted in a safe and sensible manner.

### *Keys*

The Security Service provides students with keys to access areas when requested by the head of school or department. A key deposit is required and will be returned to you on return of the key. This also applies to access cards issued to students under the above terms.

### **Security on other campuses**

Rozelle Campus Security (phone **+61 2 351 1026**)  
 Cumberland Campus Security (phone **+61 2 9351 9230**)

### **Emergencies**

If you need to ring Ambulance, Fire, Police on **000** it will be because you are in an emergency. You will be asked 'Ambulance, Fire or Police?' in the first instance. Be ready to advise your name, exact location, nature of the emergency and persons injured.

### **Parking on campus**

Parking on campus is available but parking spaces are limited, especially during the day. The cost of parking on campus is:

- > Monday to Friday 6am to 3pm – flat fee of \$24.
- > After 6pm and on weekends \$2 per hour with a maximum charge of \$6 per day.
- > Weekends (3pm Friday to 6am Monday) – \$2 per hour with a maximum charge of \$6 per day.

If you have paid the maximum daily fee (\$24 between 6am and 3pm, or \$6 after 3.00pm), you can park on campus until 6am the following morning.

**Safety tips**

Moving around and travelling on public transport in Sydney is generally safe, but there are certain precautions you can take when travelling.

**Plan your trip:**

- > know your timetables to avoid long waits, especially if you are alone
- > avoid lonely closed-in shelters; keep to open, populated areas in full view of cars, buses or trains
- > tell someone your plan and expected time home
- > avoid parks and poorly lit streets and lanes; use preferred pedestrian routes through campus, particularly to Redfern Station
- > walk briskly and confidently
- > be wary of strangers, on foot or in cars, asking for directions
- > pick a route likely to be used by other travellers
- > if you are followed, move quickly to a place of help or to where there are lots of people.

**Be prepared:**

- > stay alert
- > always carry change for a phone call
- > note descriptions of people acting suspiciously
- > notify police or transport employees of any offence or suspicious persons
- > keep bags and purses on or close to your body
- > Do not carry large amounts of cash and do not have expensive items, such as mobile phones and laptops, on display.

**On the train:**

- > sit near the guard's compartment – indicated by a blue light
- > avoid empty train carriages
- > sit with others with whom you feel comfortable
- > sit near the aisle rather than against the window
- > if harassed, draw attention to the situation.

**When taking your car:**

- > park in well-lit, busy areas
- > hold your keys ready to open the door
- > check under the car and in the back seat or hatch for intruders before getting into the car
- > once inside, lock all doors and leave windows up until you have reached your destination
- > do not leave valuable belongings on view in your car
- > move your car closer if you plan to be on campus after dark.

**When on campus:**

- > make use of the free Security Bus service whenever possible
- > walk along lighted walkways and corridors at night
- > do not leave your keys and other personal belongings unattended, even for short periods
- > report all thefts and suspicious activity to the University of Sydney Security Service on **9351 3487** or University of Sydney Security Service Emergency phone number on **9351 3333**.

**Public telephones:**

- > always carry change or a phone card. You may need to call a taxi, friend, family member or Security if you are stranded or nervous
- > when you have dialled, turn your back to the phone and speak looking outwards
- > if threatened, dial **000** (a free call to the Police Department), or dial Security on **9351 3333**
- > if you call the Police or Security, give your location, name and telephone box number first; if someone tries to get into the phone booth, sit down and brace yourself against the door.

**Important documents:**

- > always keep your passport, bank documents and other important documents in a safe place
- > avoid carrying more than two weeks of lecture notes with you.



## Contact details

International Student Support Unit  
The University of Sydney  
NSW 2006 Australia  
Phone: +61 2 8627 8437  
Fax: +61 2 8627 8482  
Email: [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)  
Website: [www.usyd.edu.au/issu](http://www.usyd.edu.au/issu)

## Emergency contacts

Ambulance, fire, police	000
Dental emergencies	9692 0333
Poisons information	131 126
Life Line	131 114
Translating and Interpreting Service 24-hour service anywhere in Australia	131 450
OSHC Worldcare (health insurance) emergency number	1800 814 781

## Helpful websites

University of Sydney home page.....	<a href="http://www.usyd.edu.au">www.usyd.edu.au</a>
International Office.....	<a href="http://www.usyd.edu.au/internationaloffice">www.usyd.edu.au/internationaloffice</a>
Study Abroad.....	<a href="http://www.usyd.edu.au/studyabroad">www.usyd.edu.au/studyabroad</a>
Student Exchange.....	<a href="http://www.usyd.edu.au/studentexchange">www.usyd.edu.au/studentexchange</a>
Centre for English Teaching.....	<a href="http://www.usyd.edu.au/cet">www.usyd.edu.au/cet</a>
Scholarships.....	<a href="http://www.usyd.edu.au/scholarships">www.usyd.edu.au/scholarships</a>
Australian Immigration.....	<a href="http://www.immi.gov.au">www.immi.gov.au</a>
City of Sydney.....	<a href="http://www.cityofsydney.nsw.gov.au">www.cityofsydney.nsw.gov.au</a>
Sydney Visitor Centre.....	<a href="http://www.sydneyvisitorcentre.com">www.sydneyvisitorcentre.com</a>
Sydney City Trains.....	<a href="http://www.cityrail.nsw.gov.au">www.cityrail.nsw.gov.au</a>
Sydney Ferries.....	<a href="http://www.sydneyferries.nsw.gov.au">www.sydneyferries.nsw.gov.au</a>
Sydney Buses.....	<a href="http://www.sydneybuses.info">www.sydneybuses.info</a>
Sydney Airport.....	<a href="http://www.sydneyairport.com.au">www.sydneyairport.com.au</a>

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The information set out in this brochure was based upon information available at the time of printing. As details may change you should check the University's website or contact the International Student Support Unit for the latest information.



9554

total number of international students

134

countries represented by international students

230

student exchange agreements with more than 30 countries





**60%**

of international students  
come from China, Singapore,  
United States, Hong Kong  
or South Korea

**215**

clubs and societies supported  
by the student union

**41%**

of all international students  
are enrolled in the Faculty of  
Economics and Business



**The  
University  
of Sydney**



[www.usyd.edu.au](http://www.usyd.edu.au)