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# Student Guide

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swinburne.edu.au

# Acknowledgement of Country

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

We are honoured to recognise our connection to Wurundjeri Country, history, culture and spirituality through these locations, and strive to ensure that we operate in a manner that respects and honours the Elders and Ancestors of these lands.

We also respectfully acknowledge Swinburne's Aboriginal and Torres Strait Islander staff, students, alumni, partners and visitors.

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

For Aboriginal and Torres Strait Islander matters at Swinburne please visit <a href="mailto:swinburne.edu.au/mtc">swinburne.edu.au/mtc</a>



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# From the Vice-Chancellor



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

You have commenced on a new and exciting journey, and we are so proud that you have chosen Swinburne to partner with you on that journey. Our mission to bring people and technology together will help establish career and life opportunities for you for the years ahead.

We are a young university with a long history. We are a small university with big dreams; a Victorian university with global ambitions. We have chosen to build Swinburne as the prototype of a new and different university – one that is truly of Technology, of Innovation and of Entrepreneurship, and proud of it.

As a member of the Swinburne community, you are now part of the distinct role we play in contributing to society's increasing need for transformative technology and for the human capital and talent to leverage it.

We are an industry-engaged university, working in partnership with organisations and government to co-create technology solutions to build a better world, and as a student of Swinburne you have set in motion the path to join the next generation of leaders, visionaries, innovators, and entrepreneurs who will shape the future in a variety of ways - our high quality work-based learning will connect you with industry, government and community, supporting you to realise your full potential in a tech-rich future – this is our next gen\_now promise.

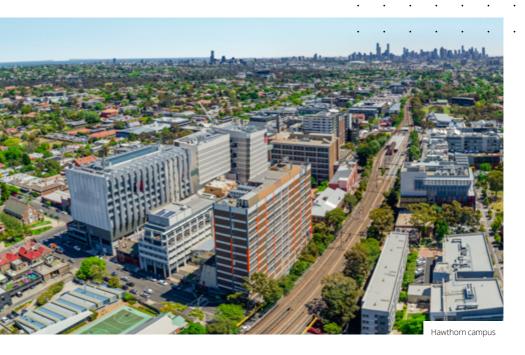
Enjoy your journey with us. Study hard, play hard, enjoy life beyond the classroom, make friends and lifelong connections, but above all, invest in your own success in developing the future you want for yourself.

Professor Pascale G Quester Vice-Chancellor and President

# Navigating Swinburne



# Know your University



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

It was established by the Honourable George and Ethel Swinburne, who were committed to providing further education to residents of Melbourne's eastern suburbs. George Swinburne was a successful engineer and businessman, and he recognised the contribution that technical education could make to a flourishing nation.

The college's first classes were offered in 1909 in areas such as carpentry, plumbing, and blacksmithing. By 1911, classes were also available in domestic economy and housewifery. The college grew rapidly in the early years, and by 1913, it had over 1,000 students enrolled.

In 1913, the college was taken over by the State Government and renamed Swinburne Technical College. It continued to grow and expand throughout the 20th century, offering a wider range of courses and qualifications. In 1963, Swinburne introduced its highly regarded Industry-Based Learning program, which combines academic study and industrial experience.

In response to Federal Government reforms in the 1980s, Swinburne became an intersectoral university of technology, providing TAFE education and higher learning. It gained university status on 1 July 1992.

Today, Swinburne is a leading Australian university with over 70,000 students enrolled on campus and online. It offers a wide range of undergraduate and postgraduate degrees in areas such as business, engineering, design,

health, and arts and humanities. Swinburne is also known for its strong industry links and its commitment to providing students with the skills and knowledge they need to succeed in the workforce.

Swinburne is particularly well known for its programs in engineering, design, and business. The university's engineering programs are ranked among the best in Australia, and its graduates are in high demand from employers. Swinburne's highly regarded design programs have produced some of Australia's most successful designers, and the university offers a variety of well-ranked business programs to suit the needs of students interested in different areas of business.

In addition to its strong academic reputation, Swinburne is also known for its commitment to student support and its vibrant campus life. The university offers a wide range of student services, including academic support, career counselling, and financial assistance. Swinburne's student clubs and societies also provide students with opportunities to get involved in extracurricular activities and meet new people.

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# Where are we?

# Swinburne University of Technology has three campuses in Melbourne, Australia.

**The Hawthorn campus** is located in the Melbourne suburb of Hawthorn and is 7.5 kilometres from Melbourne's Central Business District (CBD). This campus is notable for hosting a diverse range of vocational, undergraduate, and postgraduate programs, catering to a wide variety of academic interests and career aspirations.

In 2011, the Hawthorn campus saw the opening of the Advanced Technologies Centre, a 22,000 square metre facility known for its modern architectural design and innovation focus.

Swinburne's law school was launched in 2015. Through a partnership with the Leo Cussen Centre for Law, it became the only law school in Victoria accredited to allow students to complete practical legal training during their final year of study, accelerating their admission to legal practice.

Swinburne is known for its strong emphasis on engineering and has the distinction of being the only academic institution in Melbourne that offers pilot training as part of its aviation degrees. The university also has a cross-departmental innovation studio to foster the development and marketing of new ventures.

Please see the Hawthorn campus map on page 66.





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**The Croydon campus** is home to many of our vocational education courses, VCE (Vocational Major) and VET in Secondary School students, as well as English classes for recently-arrived migrants and refugees. It's home to the \$10 million Flexible Green Trades Complex, the Swinburne Skills and Jobs Centre, and a full range of student services—medical, housing, financial, personal counselling, AccessAbility, childcare and more.

Please see the Croydon campus map on page 67.





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The Wantirna campus is located in the heart of Melbourne's eastern suburbs, conveniently across the road from Knox City Shopping Centre. Specialist facilities on campus include the early childhood education and nursing simulated training labs, which include two 10-bed nursing wards. It also houses the \$10 million Knox Innovation, Opportunity and Sustainability Centre (KIOSC) to train secondary school students and link them with industry, government and community. At Gallery 369, students from graphic design, visual arts and visual merchandising courses have the opportunity to display their best work. For trades students, there are industry-standard workshops for the building, bricklaying, carpentry, electrotechnology and plumbing trades.

Please see the Wantirna campus map on page 68.





# Before you start

Before you start to explore further in your exciting journey, there are three learning modules you must complete, preferably before Orientation and no later than the end of your first semester. These items are located on Canvas, which you will find as you read further into this guidebook:

## 1. Consent Matters Module

(Compulsory for all students)

Swinburne is committed to preventing all forms of violence, harm and disrespect towards students and staff. This module explains our zero tolerance approach and focuses on respectful relationships, gender equality, healthy masculinity and LGBTQIA+inclusion. This module will help you understand what consent is, how to ask for it and identifying situations in which consent can't be given.

# 2. Academic Integrity Module

[Compulsory for all students]

Academic integrity means using ideas, knowledge and information to develop your own insights, not presenting someone else's work as your own or trying to gain unfair advantage. It also means acknowledging the work of others when you include it in your work. This module must be completed, as this helps you navigate the expectations and requirements when it comes to your work and submissions in the university and beyond.

## 3. Pre-Orientation Hub

Get the skills, tips and tricks you need to make the most of Orientation and starting university. These learning modules are created by your fellow students, detailing all the things they wished someone had told them. For the best outcome, complete this before Orientation.



# Getting around

Find your way: Navigating around Swinburne can be tricky at first, but don't worry – we've got your back! Every campus has a StudentHQ. Always head here first.

# Let's start with maps

The campus map is your trusty sidekick. Get it from the Swinburne app or the university website. It's also printed at the back of this guidebook.

# Follow the signs

Keep an eye out for signage on campus. They're like little guides telling you where to find that lecture hall or the coffee havens scattered around campus.

## Landmark love

Spotting landmarks is like finding treasure. On the Hawthorn campus, look out for the ATC (Advanced Technology Centre) and GS (George Swinburne) building. At Croydon and Wantirna, the best way to get oriented is to find the internal courtyard. All buildings at our Croydon and Wantirna campuses are centred around the courtyard.

# Take it easy

Rome wasn't built in a day, and your campus knowledge won't be either. Explore a little every day, and soon you'll be the go-to navigator among your friends. You've totally got this!





# Check online for more information

The university's website is packed with useful information. Learn how to access your student email and generate, reset or change your password, and how to connect to our free, campus-wide Wi-Fi network called eduroam.

Dive into online maps or tools to make your life easier. You'll even find virtual tours and videos.

## Ask the crew

When in doubt, shout out! Don't hesitate to ask your fellow students, professors, or friendly faces for directions. Everyone's always happy to help.

# Orientation adventures

Keep an eye out for orientation and other campus events – not only are they free, they're a great way to meet people and find your community. A campus tour will give you insights on how to get around, the location of lecture theatres, tutorial rooms and laboratories, and easy ways to get around in the rain or on hot days.

swinburne.edu.au/ orientation



# App it up

The Swinburne mobile app has key parts of the website in the palm of your hand. Get reminders and important notifications, your digital Student ID card, access to My Swinburne, and use it to virtually queue for StudentHQ services. You can also find your class timetable, library and Latelab opening hours, study space availability and much more.

swinburne.edu.au/ mobileapp





# Swinburne language

As with any new place, there will be a bit of terminology to learn. Don't worry, you'll get the hang of it, and it will all become second nature very quickly. To help you navigate the first few weeks, here are some new terms that you'll find useful, along with explanations.

# StudentHQ

Your one-stop shop and first point of contact for anything you need. Chat to someone online, over the phone or in person on campus.No request is too small or too large. The team at StudentHQ can solve your problem or help you navigate to the right place to get it solved.

# Schools, departments and disciplines

Our teaching and learning areas are made up of six schools (in higher education), three departments (in vocational education) and Swinburne College. You can see a breakdown of our schools and departments later in this guide.

# Course

A course is a structured combination of approved units which when completed qualifies a student for a degree.

## Unit

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



## **Credit Points**

Each unit that you study has an agreed value – or credit points. These credit points contribute to the total credit point requirement for a course.

## Class

A class is a particular instance of a unit. For example, a first-year nursing unit may have 300 students, and they can't all be in the same classroom. So, the 300 students may be divided into 10 classes of 30. This enables them to be at different times during the week, giving you more flexibility to manage your timetable.

# Unit guide

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

## Core units / elective units

Courses are made up of core units and elective units. Core units are compulsory units that you have to study. Elective units are the ones where you get to choose what you want to learn. Core and elective units are specified in the course outline.

## Lectures

Lectures are large classes held in massive theatre-style rooms. An educator will provide information through a range of methods that will give you the knowledge you need and set the scene of the activities for the week.

## Tutorials / seminars

Tutorial (tutes) and seminars are smaller, conversation-based sessions that enable you to explore a topic in more depth and ask questions of your peers and your educators.

## **Practicals**

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

#### Academic calendar

This is a yearly calendar that includes all key dates for the university. You can find it here:

swinburne.edu.au/ calendar



## Census date

Census date is the last day to withdraw from a unit without having to pay fees. This is the deadline by which students must finalise their course enrollments for a semester. Changes to course registration, including adding or dropping courses, must be completed by this date. It's also when the university finalises tuition fee liabilities and records student enrollments for that period. Check for the census date that is applicable to you:

swinburne.edu.au/ calendarsummary



#### Admission and enrolment

These are two different things.

**Admission** is being offered a place in a course. If you are reading this handbook, you are probably already past this point.

**Enrolment** is the process of selecting the units you will study in the coming year and the actual classes you will attend. You need to complete the enrolment process before classes start. You can do this on My Swinburne, which you can access via the Swinburne mobile app or website. As always, StudentHQ can give you any support you might need.

# Major / Minor

A major is a series of eight or more units in an area of specialisation within a bachelor degree course. A minor is a series of four units in an area of sub-specialisation within a bachelor degree course.

## Contact hours

Contact hours refer to the number of hours you'll spend in class, lectures, tutes or seminars. Higher education and vocational courses work a little differently. In vocational education, you may have longer contact hours (the number of hours you are expected to attend class), but most of your studies may be completed in class. In higher education, you might have fewer contact hours, but you're also expected to undertake study in your own time. Think of this like homework. The time you spend studying outside of class may vary from week to week. It's important to note that you will not be successful in your studies if you do not commit time in and outside of class to study.

#### Canvas

Every unit you study will have a home in Canvas, the online learning management system (LMS). This is where you can see everything you need to do, communicate with your educators and fellow students, access readings, information, due dates, and where you submit assignments.

## Leave of Absence

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

# Deferment

Students can also take time off at the beginning of their course when they accept their offer. This is to defer their start date for their course.

# Withdrawal

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

"Feeling a bit lost? No worries! StudentHQ is there to help you out, offering support for pretty much anything you need. Remember, Swinburne lingo is like its own language, but you'll pick it up in no time. Any questions, just shout. We've all been there!"

# Key dates

Here's the lowdown on the important dates you'll want to keep tabs on during your time at Swinburne. Think of this as your friendly guide through the Swinburne calendar maze and it may change based on your studies.

For Higher Education, Swinburne College (SC) Foundation, UniLink Diploma and Postgraduate Qualifying Program (PQP) students, the dates you may want to note are as follows and remember to correspond to your class enrolment (It could be Summer/ Winter Term, HE Block 1-8, Teaching Period 1-3):

Key dates term	What it means?
Pre- Orientation (commencing students)	Six weeks prior to the official start date to get the tips and tricks you need to start at uni with online Pre-Orientation modules created by students for students.
Orientation (commencing students)	One week prior to the official start date for your units and to get orientated on campus with everything Swinburne
Start date	The date your units would officially start
End date	The date your units would officially end
Census date	The last day you can withdraw from a unit without being liable for all fees that relate to the unit/s
Mid- semester break	Break for being halfway through (usually a week)
FAP Start (only for those in semester, SC and UniLink)	Final Assessment Period – The start for your final assessments
FAP End (only for those in semester, SC and UniLink)	The end for your final assessments
Results release	The day your results would be released in your Student Portal
Results; now what?	Whether you've done better, as, or not quite as well as expected, we have an on-campus event post-results release with our academic, support services and other parts of the university to showcase the opportunities and supports we have available for you.

# For Vocational Education and Training (VET)

Key dates term	What it means?				
VET intakes	Monthly intakes				
National Institute of Circus Arts (NICA)	Twice a year (February and July intake)				

# Find your academic calendar

swinburne.edu.au/ calendarsummary



# Getting started



# Getting started checklists

Higher Education and Swinburne College checklist

If you're getting started at Swinburne for the first time, there are a number of items you need to complete to ensure you are ready to study and that Swinburne is ready for you.

The following checklists are appropriate for most higher education and vocational education students. They each cover the tasks that everyone needs to complete. In some courses there may be additional requirements that you will need to complete. These may relate to health and safety requirements or licensing requirements. If you have additional requirements these will have been communicated to you through the admissions or enrolment processes. Remember by initiating the checklist you are one step closer to being ready to start your journey at Swinburne!

піўі	Action Required	Due Date	Tick if Completed
1	Enrol in Units and Classes At various points in this process, depending on the type of student you are, you may be asked to provide your Tax File Number (TFN), your Unique Student Identifier (USI) and your preferred payment method for student fees and SSAF.	Before Orientation	
	swinburne.edu.au/howtoenrol		
2	Set up your Student ID card	Before	
	swinburne.edu.au/id	Orientation	
3	Know your class timetable	Before	
	swinburne.edu.au/timetable	Orientation	
4	Log into CANVAS and complete these compulsory items: Pre-Orientation Program (POP) Consent Matters Academic Integrity swinburne.edu.au/canvas	Before Orientation	
5	Attend Orientation: Your action required First Class Event Go on a Campus Tour International Welcome (international students only) swinburne.edu.au/orientation	Orientation Period	
6	Attend Classes in Week 1	Week 1	
7	Attend Week 1 festive activities	Week 1	

# Vocational Education Checklist

	Action Required	Due Date	Completed
1	Check enrolment	Before start of class	
2	Check your VET Student Loan (VSL) – diploma level and above. At various points in this process, depending on the type of student you are, you may be asked to provide your Tax File Number (TFN), your Unique Student Identifier (USI) and your preferred payment method for student fees and SSAF.	Before start of class	
3	Set up your Student ID card	Upon start of class	
4	Check Timetable	Upon start of class	
5	Explore VET Orientation pack online in Canvas including:  Consent Matters  Academic Integrity  swinburne.instructure.com/enroll/N4N8JF	Upon start of class	
6	Find your Student Success Coach (SSC) and other relevant personal support services  swinburne.edu.au/successcoach	Week 1	
7	Check eligibility for Education Access Plan (EAP)	Week 1	
8	Attend Classes in Week 1	Week 1	

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# Things to note after you familiarise with your checklist

# Fees

What you have to pay: This refers to your tuition fees. You can view your fees at My Swinburne (on your Swinburne app or the website). Depending on your course, you may have extra fees related to it. If you have a sponsor paying for your fees, make sure you have your financial guarantee requirements sorted. And remember, if your sponsor doesn't cover everything, you'll need to pay for the remainder.

**Paying your fees:** If you have an Australian bank account, you can pay online through Swinburne's portal, BPay, or Post Billpay. You can also make payment on campus, but only with a credit card. If you're paying from your home country, you can make an online or telegraphic transfer.

When to pay: If you're a new student, you need to pay a deposit when you accept your offer.

If you're a continuing student, make sure to pay by the due date on your Statement of Account. Late payment may incur a fine. For international students, late payment can also impact your visa. You may ask for an extension, but typically, you must make payment by your census date.

#### Financial assistance

Local students may be able to access Commonwealth Supported Places (CSPs), and FEE-HELP or HECS-HELP loans.

# Student Services and Amenities Fees

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

What it's for: Health services, sports, events, and even legal advice—all the things that enhance your study experience or help you manage your life and wellbeing.

**How much you pay:** It depends on how many courses you're taking and whether you're studying full-time or part-time. It may be deferred for some students.

**Who doesn't pay:** Some students don't have to pay this, like those in some vocational courses or certain international students.

When to pay: You have to pay this fee by the census date for each study period you're enrolled in.

What they can't spend it on: The university cannot use this money to pay for academic services or anything political unless listed in the acceptable provisions.

So, that's the idea with the SSAF. It's there to help fund services that make student life a bit more enjoyable and less stressful. Most importantly, it's for you.

# Student Charter

A student charter is essentially a formal agreement between students and the university. It outlines the mutual expectations, rights, and responsibilities. It details the support, resources, and learning environment that they university must provide. It also highlights students' roles in engaging with their studies, respecting university policies, and maintaining academic integrity. It is a bit like a guideline, ensuring everyone understands their part in creating a positive and productive academic community.

#### Learn more

swinburne.edu.au/about/ policies-regulations/peopleculture-integrity/studentcharter



# Personal support services



# Getting support at Swinburne

At Swinburne, we are committed to your success, as you work your way through your chosen studies. You may not feel like you need any support now, and that's okay.

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However, there are many support services if and when you need them. Asking for help is normal and we encourage it. It is not a sign of weakness; it is a sign of maturity. It shows that you are responsible enough to take opportunities for extra support, which will contribute to your success. Don't let things overwhelm you. Seek help early and often.

All our support services are free and available to all Swinburne students. Some are drop-in, others may require a booking, some are 24/7, whilst others will have more traditional hours. Whatever it is, we'll be here for you.

If you're not sure where to go, remember that StudentHQ is a great starting point. They can help you find the right service (and their passion for helping students is legendary).

# AccessAbility Services

# Disability and carer support

Swinburne is an inclusive and welcoming environment for people living with a disability, medical or mental health condition, or with primary carer responsibilities. If you live with a disability, a medical and/or mental health condition, or you are a primary carer of a person with a disability, you can register for AccessAbility services. To register:

- · Check to see if you are eligible.
- Complete the AccessAbility Registration Form with a health professional.
- · Register with AccessAbility services.

AccessAbility advisers will help you get the most out of your studies.

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# **Equitable Assessment Adjustments (EAAs)**

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

# **Swinburne's AccessAbility librarians** can assist with accessing library services,

resources, and facilities such as:

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

## AccessAbility careers hub consultants

will help you make tailored use of the career resources that suit you, including online materials, consultations, internship opportunities, workshops, seminars, catered lunches and Swinburne's GradWISE program.

#### Learn more

swinburne.edu.au/ accessability



# **Employability services**

Find work while you study, improve your job-seeking skills and plan for your future career path starting here and now.

# Improve your employability

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

## Career Start

The Career Start program will help you build professional résumé, cover letters and a LinkedIn profile, as well as provide personal feedback on your applications. You can even practise your interview skills using their mock interview simulator!

# SwinEmploy

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

## Career consultation

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

# Work Integrated Learning

Start building your résumé with real industry experience while you study through our highly regarded Work Integrated Learning (WIL) program, guaranteed in all bachelor degrees.

# Professional Placement

Upgrade your degree by immersing yourself full-time in a professional organisation for six or 12 months, and gain the real industry experience that employers are looking for.

# Swinburne Student Ambassador Program

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

# **Professional Purpose**

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

## Learn more

swinburne.edu.au/careers





# Financial support and resources

# Grants and small loans

If you are struggling financially, Swinburne is here to help. There are grants available at the start of each semester, as well as small loans.

# **Scholarships**

Scholarships at Swinburne are about providing opportunity, promoting equity, and recognising excellence and achievement. We want you to reach your potential and achieve your life and career goals.

## Student discounts and concessions

Make the most of your student card by looking for businesses that celebrate you as a student with discounted travel, health and legal services available to you as a student and save.

## Loans and discounts

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

# Free tax return help

If you need help lodging your tax return, you may be eligible for Swinburne Student Life's Tax Help program. It's a free and confidential service to help students complete their tax returns, run by a group of ATO-trained and approved student volunteers.

#### Learn more

swinburne.edu.au/ financialsupport



# **Trade Support Loans**

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

swinburne.edu.au/ courses/fees/loansdiscounts-local-students/ trade-support-loan/



# Swinburne health service

Swinburne offers comprehensive professional medical and counselling services to support the mental, physical and emotional wellbeing of the Swinburne community. There's a foodbank at each Swinburne campus for those experiencing financial hardship. To access a foodbank, contact the health and wellbeing area on your campus and make an appointment to speak with a nurse or counsellor.

# Register and make an appointment

Before your first visit you must register here:

swinburne.edu.au/ healthbooking



Registration is free. Do it before you need the service – it will make your first visit much easier.

# Health services

Access a broad range of health and wellbeing services, including nurses, doctors, psychologists, counsellors, and social workers. Make an appointment at Hawthorn or via telehealth.

## Learn more

swinburne.edu.au/ healthservice



# H.Squad

The H.Squad is made up of Swinburne's student health ambassadors. These all-round good humans harness the power of student voice to promote health and wellbeing at Swinburne. They work with peers and experts to develop different ways to make a positive impact.

# What they do:

- Advocate for a positive and respectful university culture that values community and connection
- · Act as positive role models
- Peer education
- Advocate for student health and wellbeing
- Support their fellow students

To find out more, follow the H.Squad Instagram account:

instagram.com/h.squad swinburne/



# International student advisory and support services

International Student Advisers (ISAs) are here to help with all aspects of living in Melbourne, especially when life becomes complicated. They will also refer you to other services when you need specialist or personal advice. The ISA team works closely with Victoria Police, Fire Rescue Victoria and Surf Life Saving Victoria to ensure international students understand how to stay safe while living in Melbourne.

You can ask an ISA if you want to discuss anything you read or are told about your rights and responsibilities while you are living in Melbourne. If you feel uncomfortable about reporting a crime to police, you can ask an ISA to accompany you to make your report. The International Student After-Hours Assistance Line is available 24 hours when The university is closed for all urgent and emergency matters: (+613) 9214 6741.

# Living costs, banking and money

Melbourne is a relatively expensive city, but there are ways to manage your money to make it go further.

# Paying your fees

Learn how to pay your fees, when to pay your fees, and what help is available to you as an international student. The ISAs would be able to guide international students who are not Australian or New Zealand citizens or permanent residents and are studying in Australia. It covers tuition fees, which vary depending on the course, and other miscellaneous fees. Sponsored students need to submit a Financial Guarantee. Fees can be checked and paid through "My Finances" on

the Swinburne portal, with various payment methods available. New students must pay a deposit upon accepting an offer, while continuing students have set due dates.

Late payments can result in serious penalties. Online payments provide instant receipts, while for others, receipts are issued upon payment. Remember, your enrolment date into units does not impact the due date for fees to be paid. Try to enrol for the full year, but you will only be charged and have to pay at the due dates.

## Student visas

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

## Learn more

swinburne.edu.au/isa



# Safety at Swinburne

# Security

Our security professionals maintain a presence on campus 24/7 for the security of all Swinburne students, staff and visitors. Call Swinburne Security on **+61 3 9214 3333** for 24-hour assistance, including non-life-threatening incidences. You can also call emergency services (police, fire and ambulance) at **000**.

# Safer Community

Safer Community offers advice, support, intervention and risk management for those that have been affected by inappropriate, concerning and/or threatening behaviours. This includes behaviour that makes you feel threatened or unsafe, or causes you concern for someone harming themselves or someone else. Examples include bullying, stalking, threats, violence, discrimination, harassment, sexual assault and sexual harassment.

Note: Safer Community is a separate service from Security. Completing the compulsory "Consent Matters" module is a key part of understanding your responsibilities to help deliver a safer community.

# Fostering respectful relationships: Consent Matters

Sexual consent is a fundamental aspect of respectful relationships. To ensure a shared understanding of this topic, you are to complete an interactive 40-min online course called "Consent Matters". This course consists of three self-paced online learning modules and seeks to provide an introduction into sexual consent, sexually harmful behaviours, and support and report pathways. There are quizzes at the end of each module to assess knowledge as well as obtain feedback for course evaluation and improvement.

Help create a safe and respectful Swinburne by completing Talking about Consent in your Canvas dashboard:

swinburne.instructure. com/courses/38972



# Bullying

Swinburne works hard to provide a safe and respectful community for students. If you or someone you know, is being bullied, Safer Community wants to know.

Reporting bullying is important because it helps keep people safe from harm. When you report bullying, it can stop the bullying from happening again. It also makes sure that the person who did the bullying is aware that their actions are not acceptable. Reporting bullying is like telling a trusted adult or teacher who can help you and provide support. It's also a rule in many schools and workplaces to report bullying, and it helps create a friendly and respectful environment. By reporting bullying, you are helping to stop it and make your school or workplace a better place for everyone.

# Discrimination, harassment and vilification

Safer Community initiatives aim to ensure that Swinburne's campuses are safe, secure and accepting spaces for all students, staff and visitors. If you, or someone you know, is affected by discrimination, harassment or vilification, let someone know.

We want to assure you prejudice, racism, islamophobia and antisemitism will not be tolerated at Swinburne.

## Learn more

swinburne.edu.au/safety





# Multi Faith Centre

The Multi Faith Centre provides faith rooms suitable for prayer, meditation and reflection. It can be used for group or individual prayer, or simply serve as a place for quiet thought. It is open for all Swinburne staff, students and their immediate family members. Students will need to use their swipe card to enter the facility.

Location: GS Building, Level 3, Hawthorn

A Multi Faith room is also available at the Wantirna campus in WB224D. Students should contact security for access.

# Spiritual care

If you wish to speak to a chaplain for spiritual care, you can book an appointment with a chaplain at:

outlook.office365.com/ owa/calendar/Bookings Multifaith@swin.edu.au/ bookings/



#### Learn more

swinburne.edu.au/ multifaith



# Independent advocacy services

If you are having an issue with your academic progress or with your experience at Swinburne, you can get advice from a Swinburne Student Life Advocacy Officer. It is a free, confidential and independent service. They also have a set of useful self-help resources with information to get your questions answered quickly.

# Learn more

swinburne.edu.au/
advocacy



# Independent legal advice

If you need confidential advice and assistance with a legal issue, Swinburne Student Life's panel of legal firms can provide free advice to you when you need it.

These firms are conveniently located near our campuses. All currently enrolled students may receive up to three hours of free, independent advice on many legal matters.

## Learn more

swinburne.edu.au/ legaladvice





# Accommodation

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

## Learn more

swinburne.edu.au/ accommodation



# Concerning behaviour reporting and help

Help is available at Swinburne if you or someone you know has experienced something inappropriate, concerning or threatening, including sexual assault and sexual harassment

# Learn more

swinburne.edu.au/report



# Asylum seeker and refugee support

We provide those of refugee/asylum seeker and migrant backgrounds with dedicated personal support throughout their student journey at Swinburne. This includes help with applications and advice/support in navigating university systems. Just reach out – we're here to help.

## Learn more

swinburne.edu.au/asylum



# Care leaver support

We offer a range of support services to care leavers – the "Forgotten Australians". If you have experienced foster, kinship, residential or permanent care, we can help you settle into university and achieve your academic goals.

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

Our personalised wrap around support includes:

- · Enrolment support
- · Career guidance
- · Referrals to external support services
- · Regular check ins

A range of scholarships, awards and grants are also available for care leave students. This includes:

- Access Scholarship \$5,000 for undergraduate students from low Socioeconomic Status (SES) backgrounds.
- Care Leaver Bursary \$500 to help vocational education students achieve their academic goals.
- Free tuition for young people aged up to 24 who have been/or are on a Child Protection Order, Family Court Order or a Youth Justice Order.

#### Learn more

swinburne.edu.au/caresupport



# Childcare and parental support

Swinburne students and staff have access to childcare centres located at Croydon and Wantirna campuses, operating Monday to Friday. There are also safe and secure parental facilities available for you to take your children should they have to come onto campus.

#### Learn more

swinburne.edu.au/ childcare







# Elite athlete support

If you're an elite or emerging athlete, Swinburne can help you achieve your goals without the stress of juggling all your study commitments around a busy schedule. This can come in the form of study support and financial assistance.

#### Learn more

swinburne.edu.au/ eliteathlete



# Indigenous Student Services

The Indigenous Student Services Team at the Moondani Toombadool Centre provides services to Indigenous students, including on-campus, online and community learners, so that you can be in control of your own studies.

#### Learn more

swinburne.edu.au/indigenous



# LGBTQIA+ community support

There are services available to LGBTQIA+ students, such as counselling and security services. The Queer Collective as part of the Student Union also offers the Queer Room at The Junction in Hawthorn campus which provides a safe environment for our LGBTQIA+ community. You can attend events held throughout the year, including the annual Pride March and Wear It Purple Day. There is access to several gender-neutral bathrooms on campus as well.

#### Learn more

swinburne.edu.au/lgbtig



# Gender Agenda

Gender Agenda is a welcoming group made up of trans, non-binary, genderqueer, genderfluid, those who are questioning and allies, hosting events, get-togethers and other activities.

studentlife.swinburne.edu.au/Clubs/ Gender-Agenda

# Peer Mentoring Program

The Peer Mentoring Program exists to make the adjustment to uni a little bit easier by connecting students and helping you find your footing. First-year students are linked with experienced students who offer guidance and friendship during a mentee's transition.

To join the Peer Mentoring Program, simply follow these steps:

- Visit our website <u>swinburne.edu.au/</u> <u>peermentor</u> to learn more about the program.
- 2. Fill out the application form provided on the website.
- 3. Get matched with a mentor based on your preferences.
- 4. Attend a Launch Program to get acquainted with the program structure and expectations.
- 5. Begin your mentoring journey and start working towards your aspirations with the guidance of your Mentors.

# Learn more

swinburne.edu.au/ peermentor



# Scholarships and grants programs

A variety of grants and scholarships are available to students to assist with study and living expenses.

## Learn more

swinburne.edu.au/ scholarships



## Learn more

swinburne.edu.au/grants



# Study support services



# Study and learning support

Swinburne offers study skills workshops, one-on-one advice sessions, support for students facing challenges, useful study materials and more.

#### Learn more

swinburne.edu.au/las



# Student Success Advisors (SSA)

Student Success Advisors (formally Academic Development Advisers) work collaboratively with students to help you overcome any academic or personal challenges that are impacting your studies.

#### Learn more

swinburne.edu.au/ada



# Student Success Coaches (SSCs)

## We are here to support you!

For VET students, your Student Success Coach is here to assist with identifying and overcoming obstacles getting in the way of you succeeding in your studies.

The SSCs provide tailored support to VET students in every course.

- · one-on-one support
- · in-person workshops
- · online resources
- · study sessions
- · links you to other services

Your SSC works collaboratively with you to support you in achieving your study goals.

To find your course-based SSC, visit Student Success Coach:

swinburne.edu.au/ successcoach



Join our Facebook group for **Swinburne General Education and Migrant Job Networking Group**.

# Assignment writing guides and samples

If you're looking for useful guides for assignment writing and language skills, check our range of study skills resources.

#### Learn more

swinburne.edu.au/ assignmentguide



# Learning and Academic Skills (LAS)

LAS can help you with advice on assignments, essay and report-writing, presentation and exam strategies, as well as help you improve your maths, statistics and digital literacy skills.

You can find information about every Learning and Academic Skills activity on Canvas, including self-paced modules and workshops. Log in now to find more information about our programs. Plus, you'll receive alerts about new workshops and changes to our timetables.

#### Learn more

swinburne.edu.au/
studysupport



# Mathematics and Statistics Help (MASH) Centre

If you're a student needing help with mathematics, statistics or physics units, you can access the Mathematics and Statistics Help (MASH) Centre. To contact the MASH Centre, you can email **mash@swinburne.edu.au**. Please note that no bookings are required – seek support by visiting our campus or online drop-in sessions:

swinburne.edu.au/lifeat-swinburne/studentsupport-services/ study-learning-support/ mathematics-statisticshelp-centre/



# Referencing guides

Use helpful AGLC, APA and Swinburne Harvard style guides to cite your sources correctly and find out how to easily manage them with EndNote.

# Learn more

swinburne.edu.au/ refauide



# Study groups

Study groups are a great way to make friends and practice useful skills to set yourself up for a successful first year on your higher education journey.

#### Learn more

swinburne.edu.au/ studygroups



# Studiosity

Are you a higher education night owl and early riser? We've got you covered. Our partner, Studiosity, can provide you with 24/7 academic support online.

#### Learn more

swinburne.edu.au/ studiosity



# Swinburne Abroad

Studying abroad allows you as a higher education student to challenge yourself, explore new cultures and make new friends and memories that last a lifetime. Discover the overseas programs available through Swinburne Abroad and start planning your global study adventure!

#### Learn more

swinburne.edu.au/abroad



## Overseas internships

Through global partners, Swinburne offers students incredible international working experiences with companies and roles that are directly relevant to your studies.

# Learn more

swinburne.edu.au/
overseasinternship



#### Overseas study tours

Exciting, short-term overseas study tours led by experienced Swinburne staff members offer you the chance to travel to new countries, experience different cultures and learn outside of the classroom.

#### Learn more

swinburne.edu.au/
studytours



#### Studying an overseas exchange

Experience an opportunity like no other when you go on an overseas exchange program. Study at one of our partner universities around the world as you explore new cultures, live like a local and make new friends – all while continuing your academic progress towards your degree.

#### Learn more

swinburne.edu.au/ exchange



#### Library

Swinburne's library provides helpful services, resources and facilities to staff and students, including borrowing, equipment loans, study spaces and more!

#### Search the library

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

#### Study spaces

Book a library study space, group study room or computer. Explore the study space options on your campus, including the Hawthorn Latelab open 24/7. Croydon Latelab opens from 7am - 9.30pm and Wantirna Latelab from 7am - 9.30pm.

swinburne.edu.au/ libraryopen



#### IT and other service support

Swinburne offers help with IT, Wi-Fi and more that you can access at the IT Help Desk or by talking to the Library Rovers. Other services include printing, scanning and copying, as well as computer software.

#### Learn more

swinburne.edu.au/library



#### StudentHQ

StudentHQ is your go-to for any questions you have – whether they're related to your course, studies, campus life or something else, our aim is to support you. If we can't directly assist you, we know who can and we'll put you in touch with the right person.

You can contact studentHO for assistance via:

- · Phone at 1300 794 628
- · Live chat
- Our online form

Alternatively, come and visit our staff at your local StudentHQ, which is located within the library at each of the three Melbourne campuses.

The easiest way to join the queue on campus is via the Swinburne app.

#### Enrolment

Swinburne knows that everyone's pathway to studying is different. Whether you are joining Swinburne from secondary education or enrolling with previous work or study experience, you are welcome.

#### Course advice

If you need help from someone with specialist knowledge on your course, you can book an appointment with an Enrolment Specialist. These specialists can help you:

- Choose the right units to enrol in to meet the requirements of your course
- Change your major or minor
- Plan your course structure so you finish your course on time.

#### Setting up your timetable

As a Higher Education student, you can plan and schedule your class timetable to suit your availability – you just need to enrol in your units, register into classes and view your timetable.

#### Learn more

swinburne.edu.au/ studenthq



# Life beyond the classroom



#### Clubs and societies

Clubs are the heartbeat of student life at Swinburne. With over 70 clubs to join, there is something for everyone, and if there isn't, you can start your own club! Most students say that they meet their best friends at uni through clubs. Find your people and join a club today.

#### Learn more

swinburne.edu.au/clubs



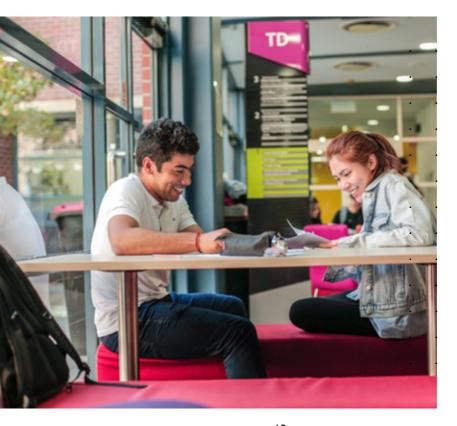
#### Sports and fitness

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

#### Learn more

swinburne.edu.au/sports





#### Volunteering

Join other student volunteers and help make some of Swinburne's major events such as Open Day and Orientation a great success! Volunteers get involved in a variety of tasks, such as event set-up, campus décor, promotions and more.

There are opportunities to get involved throughout the year across the Hawthorn, Wantirna and Croydon campuses. This is a fun and easy way to collect volunteer hours, make new friends and add experiences to your résumé.

#### Learn more

swinburne.edu.au/
volunteering



#### Leadership

Keen to build leadership skills? Swinburne's leadership programs are designed to help you get ahead and ready for an excellent career. Develop your skills through workshops, events and networking opportunities with our leadership programs.

#### **Emerging Leaders Program**

The Emerging Leaders Program helps you reflect on your experiences and translate them into the skills that all employers are looking for, assisting you to reach your career goals.

#### Leadership Hub

The Leadership Hub is a student-run community organisation, driven by passionate individuals with a mission to develop a space for experimentation, collaboration and celebration

#### Student Representative Council

The Student Representative Council (SRC) is an elected body of Swinburne students charged with representing the views of all students to the university. Students in the SRC are involved in meeting staff, talking with students and providing input into the university.

#### Learn more

swinburne.edu.au/ studentlifeleader



#### Student events and activities

Student Life run a wide range of events and activations on campus to help you meet new people, build your social connections and make campus life fun. Follow @swinburnelife on Instagram to keep up-to-date on what's happening. Also, keep an eye out for the Student Life newsletter which will hit your student email inbox every fortnight with important information on student life.

#### Learn more

swinburne.edu.au/
studentlifeevents



### The Swinburne Student Union (SSU)

The SSU is Swinburne's independent, student-run service for representation, welfare and events. They run fun events for students throughout the year. These events include parties, boat cruises, comedy nights and festivals on Hawthorn campus. The SSU also runs campaigns to represent and protect student interests and rights. Most importantly, the SSU run a number of services including FoodBank, daily breakfast, Wednesday BBQs and a printing room.

#### Membership

University is about more than just a piece of paper. On top of the hours of lectures and late night studying, you are here to meet new friends, make important networking connections and have time out to enjoy yourself and try new things. The SSU has you covered!

#### Volunteer with SSU

Want to meet new people, build up your résumé and get the most out of your university experience? Become part of the Swinburne Student Union Street Team this semester!

#### Learn more

swinburne.edu.au/ studentunion



#### SWINE magazine

SWINE is designed to provide Swinburne students with a platform to publish their content – articles, analyses, poetry, prose, reviews, multimedia, art, photography and everything in between.

#### Learn more

swinburne.edu.au/swine





# Start thinking ahead





As we navigate through our academic journey, it's always exciting to think about what lies ahead in our career paths. Don't forget to explore ways to make the most of your study time and prepare for a future that's not just about getting a degree but truly being career-ready.



#### Here are a few things you could be considering

**Skill up:** Beyond the textbooks, honing practical skills is crucial. Think about what skills are in demand in your field and find ways to develop them. Online courses and workshops, or even side projects, can be game changers.

**Networking strategies:** They say your network is your net worth. Consider joining industry-related groups, attending events or connecting with professionals in your field. Networking not only opens doors but also provides valuable insights.

**Internship adventures:** Internships are like a sneak peek into the real world. Look for opportunities to apply your classroom knowledge in a professional setting. The hands-on experience is gold for your résumé.

Continuous learning: Industries evolve, and it's essential to stay on top of the latest trends and technologies. Subscribe to industry newsletters, follow thought leaders on social media and attend conferences to keep your knowledge fresh.

**Professional development courses:** Many fields have specific certifications or courses that can boost your credentials. Explore what's relevant to your career goals and consider pursuing additional certifications or qualifications.

**Résumé revamp:** It's never too early to start building a killer résumé. Document your achievements, projects and experiences. Tailor your résumé for internships and job applications, highlighting the skills and experiences that align with your career goals.

**Soft skills matter:** While technical skills are crucial, don't underestimate the power of soft skills. Communication, teamwork and adaptability is highly valued by employers. Look for opportunities to enhance these skills in various settings.

**Mentorship dynamics:** Finding a mentor in your chosen field can provide invaluable guidance. Seek out professionals who inspire you and ask if they'd be open to sharing their insights and advice.



#### Work Integrated Learning

Start building your résumé with real industry experience while you study through our highly regarded Work Integrated Learning (WIL) program, guaranteed in all bachelor's degrees.

Work Integrated Learning comes in the form of placements, internships or industry-linked projects.

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

Work Integrated Learning gives you the you'll need tomorrow, today.

#### Swinburne study abroad

Studying abroad allows you to challenge yourself as a higher education student, explore new cultures and make new friends and memories that last a lifetime. Discover the overseas programs available through Swinburne Abroad and start planning your itinerary.

Welcome to your international study adventure! Ever wanted to live and study in a vibrant city in Europe, Asia or the Americas? Depending on your course, as a Swinburne student you can study overseas and gain credit for it. Explore your options to take your studies overseas and live the life of a local in a foreign country.

## New to Melbourne



Welcome to Melbourne a city celebrated for its multiculturalism, delicious food, entertainment and love of sport.



We have put together a few tips to help you settle in and make your time at Swinburne easy to manage.

#### **Getting Around**

#### Ticket to ride

First things first, grab a myki card so you can travel on public transport. You can buy these at any train station. Trust us; trams, trains and buses will be your cheapest option. It's a bonus if you're an Android user as you can get the digital myki on your device and in your Google Wallet.

#### **Exploring Melbourne**

Each Melbourne neighbourhood has a different vibe. Check out Fitzroy and Brunswick if you love a vibrant arts scene, or head to St Kilda if you want to grab an ice cream and sit on the beach.

#### Explore the laneways

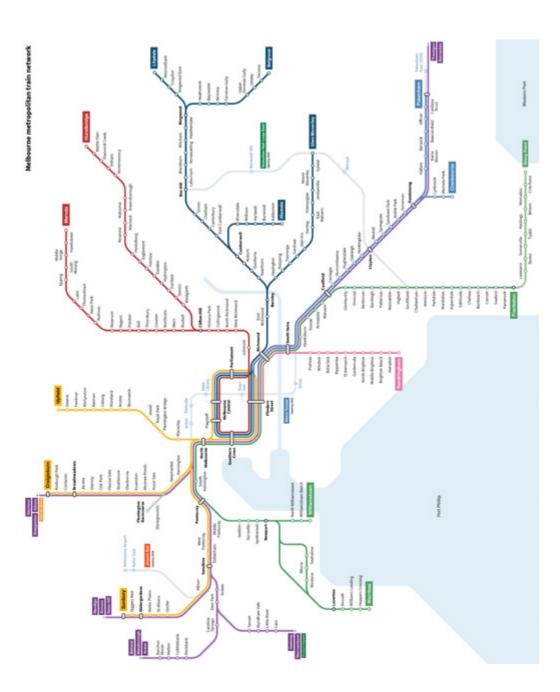
Melbourne laneways are where the real magic happens. You'll find street art, quirky shops and cute cafés are hidden here.

#### Accommodation

#### Settling in and looking for a place to live

When it comes to finding a place to stay, it always helps to start with student accommodation to allow you some time to familiarise with living in Australia and discovering which area suits you and your budget. The rule of thumb is that the distance from the city determines the affordability of rental. Let's use the Metro map as an indication of the distance and convenience to the city. For the most up to date train and tram map, visit www.ptv.vic.gov.au/more/maps/ Staying close to campus is really helpful if you're planning on being active in campus life. Apart from Hawthorn, consider living along the Alamein, Lilydale or Belgrave train lines. You may be able to find cheaper rental options a little further away from campus. Just remember to compare your potential savings on rent with the cost of public transportation and the time you'll take commuting.

You may start by looking for rental properties via realestate.com.au or domain.com.au to share a house or look for a room, try flatmates.com.au.







Start with the stations nearest to Glenferrie (where Swinburne is located), then look further out until you find something suitable. Don't forget to include the cost of bills and utilities – this could include electricity, gas, water and hot water (if the rental is an apartment).

#### **Emergency contacts**

#### **Emergency essentials**

Familiarise yourself with emergency contacts and save important numbers in your phone, just in case. Swinburne or StudentHQ will have these details when you update your information in the student portal.

#### Everyday essentials

#### Where to shop

#### **Woolworths or Coles supermarket:**

Large chain supermarkets that offer a wide range of grocery items, fresh produce and household goods.

Local independent grocers: Smaller, independently owned grocery stores that may focus on providing fresh, local produce and unique food items such as Leaf and IGA on Glenferrie Road. There are also independent grocers around our Croydon and Wantirna campuses.

**Specialty food stores:** These could include stores offering organic products, gourmet foods or international ingredients. For example, a store specialising in Italian products located in the Glenferrie Centre, or the Asian grocers on Glenferrie Road.

Fresh produce markets: Depending on the day or the season, there might be outdoor markets or stalls offering fresh fruits, vegetables and local produce. Examples include Queen Victoria Market, Prahran Market, South Melbourne Market and Preston Market.

**Bakeries:** Artisanal bakeries along Glenferrie Road may entice you with the smell of freshly baked bread, pastries and sweets such as Via Porta, Baker's Delight, Laurent and Le Vain.

**Cafés with deli sections:** Some cafés may have deli sections where you can pick up fresh cheeses, cured meats and other deli items along with your coffee. The choices are unlimited. Take a stroll and discover your options.

Chemist/pharmacy: There are two on Glenferrie Road. They are TerryWhite Chemmart and Chemist Warehouse. Remember to bring your script from your doctor to get your prescription filled. For those in Croydon and Wantirna, you can find chemists and pharmacies near you too.



#### Where to eat

Explore the food scene close to campusthere are many amazing eateries nearby. You can find cozy cafés perfect for a coffee break between classes, as well as restaurants offering everything from quick bites to casual dining experiences. Whether you're looking for something that reminds you of home, a cuisine you've never tried or local Aussie specials, there's something for everyone.

On Hawthorn campus, there's the Atrium Café right at StudentHQ, TD Café in the TD Building, and Café Gomez and UDLE in the SPS Building, opposite the new Indigenous Learning Circle, Wakefield Gardens. The Hawthorn Hotel, across the road from the AMDC Building also has a great chicken parma!

At Croydon and Wantirna campuses, look out for Social Engine Kitchen for your coffee and food needs.

#### **Driving licence**

The first thing you may want to think about is a driving licence. If you hold a licence from another state in Australia or foreign country, you must convert your licence into a Victorian licence. For more information, check out VicRoads website:

www.vicroads.vic.gov.au

#### Stay in the know

Stay on top of news and events. There's always something interesting on. Follow the What's On guide by the City of Melbourne and you'll find endless things to do:

whatson.melbourne.vic. gov.au/things-to-do/ major-events



#### Museums and galleries

There's no shortage of museums, galleries and theatres in Melbourne.

The National Gallery of Victoria is a good start, and don't miss out on live performances at the Arts Centre. *Harry Potter and The Cursed Child* may no longer be a permanent show but *Wicked, Chicago* and *Beauty and the Beast* are good choices for 2024!

#### Caffeine fix

Melbourne has a reputation for amazing coffee, so you're in for a treat. You don't have to go far either as our cafés are filled with endless varieties of coffee and speciality milks. There are also lots of cafés on Glenferrie Road that sell bubble tea – a favourite amongst international students.



#### Sports fanatic

Australian Rules Football (AFL) is one of our most popular sports, along with cricket and tennis. If you arrive in January, be sure to get a ticket to the Australian Open.

#### Best market food

Melbourne loves a good market! Queen Victoria market has a variety of fresh produce and their night market includes an exciting mix of global street food, bars, artisan shopping and live entertainment. You'll find a selection of fresh seafood at South Melbourne Market, while Gleadell Street in Richmond has a Saturday market with seasonal fruits and vegetables, fresh bread and flowers.

#### Weather and timezone

When arriving in Melbourne, you might be hit by jet lag, so make sure to rest. Take it easy on your first day and give your body time to adjust to the new time zone.

Melbourne weather can be very unpredictable – always look at the forecast before stepping out. Wear layers of clothing that you can easily take off or put on, and don't forget an umbrella. They say Melbourne has four seasons in one day for a reason.

You might want to familiarise yourself with daylight savings time. Daylight savings time is when we adjust our clocks to take advantage of the longer days in spring and summer.

Here's a saying to help you remember whether to set your clock forward or back an hour: fall back, spring forward. In spring, we move the clock forward by an hour, and in fall (what we know as autumn) we move it back.

#### Life at Swinburne

Here are a few tips that will help you navigate life at Swinburne.

#### Health services

Health and wellbeing services at Swinburne are at your disposal during office hours. You can also visit us online. Remember to call first and make your appointment via phone or the HotDoc app.

#### Student perks

Flash that student ID for discounts everywhere. Movies, food – you name it. Your wallet will thank you.

#### Aussie chats

Aussies are friendly. Strike up chats, join events and immerse yourself in local life.



# Swinburne schools and departments



# School of Business, Law and Entrepreneurship (SoBLE)

Our mission is to advance innovation, entrepreneurship and social impact through our career-ready graduates, industry-engaged research and connecting people and technology.

#### Real-world learning experiences

The School of Business, Law and Entrepreneurship (SoBLE) is committed to providing students with real-world learning experiences. The school's programs are designed to give students the opportunity to apply their knowledge and skills in the workplace. Students can participate in internships, placements and research projects with industry partners.

#### Industry connections

SoBLE collaborates with an array of business, government and community organisations to offer students unique opportunities for learning and hands-on experience with seasoned industry professionals. We have strong connections with esteemed industry partners such as Bendigo Bank, CPM Australia, Leo Cussens Institute and Medibank.

#### Real-world teaching and learning

SoBLE empowers students with immersive, technology-infused learning experiences that cultivate essential skills, knowledge and adaptable mindsets crucial for success in today's dynamic and globalized workforce. Our offerings extend beyond the classroom, providing opportunities for students to engage in study tours, internships, placements and research projects with industry partners.

#### World-class research

Soble undertakes leading research across several areas, including:

- · Entrepreneurship and innovation
- Social and environmental sustainability and change
- · Finance and applied economics
- User, customer and employee experience
- Sports innovation and technology
- Corporate governance and criminal justice
- Legal perspectives and emerging technology.

Several disciplines in SoBLE also make a major contribution to Swinburne's rankings by subject in the Times Higher Education (THE) World University Rankings 2024 and the Shanghai Ranking (ARWU) Global Ranking of Academic Subjects 2023.

#### Awards and recognition

SoBLE has been recognised for its excellence in teaching and research through several prestigious awards, including the:

- 2023 AACSB Innovation Award
- 2022 Financial Times Business School of the Year in Australia
- 2022 CEO Magazine Global MBA Rankings – Tier One for the MBA and Executive MBA.

#### Fun facts about SoBLE

- SoBLE is in the top 6% of institutions globally with the prestigious international accreditation from the Association to Advance Collegiate Schools of Business (AACSB).
- SoBLE is shaping responsible business leaders as a signatory to the Principles for Responsible Management Education (PRME)

   a global framework linking the United Nations' (UN) 17 Sustainable Development Goals (SDGs) and business schools.
- SoBLE established the Swinburne Actions for Sustainability Impact (SA4SI) Program and Chat series to help the Swinburne community deliver on the UN's 17 SDGs.
- SoBLE is home to the Australian Graduate School of Entrepreneurship (AGSE), Centre for Social Impact Swinburne (CSI), Centre for Transformative Innovation (CTI), four dedicated research groups and the Social Network Research Lab.
- SoBLE staff created the Australian Leadership Index (ALI), which is the largest ever ongoing tracking study of leadership in Australia across a wide range of sectors.

#### Reach us

swinburne.edu.au/soble



# School of Design and Architecture (SoDA)

Harnessing technology and creativity to design and build for people, place, production and the planet.

The School of Design and Architecture (SoDA) at Swinburne University of Technology is one of Australia's leading design schools, with a strong reputation for industry-relevant, technology-led design education and research. The SoDA offers a wide range of undergraduate and postgraduate courses in architecture, interior design, industrial design, communication design, product design and fashion design.

The SoDA's teaching and learning is grounded in design history, theory, culture and diversity, and its graduates are renowned internationally for their creative leadership. The SoDA has a strong commitment to sustainability, and its research focuses on future production and interaction technologies, design for health and wellbeing and sustainable urban ecologies.

The SoDA's facilities are world-class, and its students have access to the latest technology and equipment. The SoDA also has a strong network of industry partners, which provides students with valuable opportunities for internships and placements.

#### Research

The SoDA's research is focused on the following areas:

- Future production and interaction technologies
- Design for health and wellbeing
- · Sustainable urban ecologies

The SoDA's research has a strong impact on industry and government, and its graduates are in high demand from employers around the world.

Here are some of the SoDA's recent research projects:

- Development of a new 3D printing technology for creating personalized medical implants.
- Design of a new wearable device for monitoring chronic health conditions.
- Development of a new urban planning model for creating more sustainable cities.

The SoDA is a leading force in design education and research, and its graduates are making a real difference in the world.

#### Fun facts about the SoDA

Did you know that SoDA has this cool spot called the Protolab? It's like a secret second home for all design students, where they get to play with all sorts of fancy tech stuff. From 3D printing to virtual reality, it's not your average workshop—it's where ideas come alive. The Protolab is basically the creative hub of the school, where students turn their wild designs into real things. It's not just a lab; it's where dreams become reality for the architects and designers of the future.

#### Reach us

swinburne.edu.au/soda



### School of Engineering (SoE)

#### The School of Engineering [SoE] at Swinburne University of Technology is a leading provider of engineering education and research in Australia.

The school offers a wide range of undergraduate and postgraduate courses in civil, mechanical, product design, structural and architectural engineering as well as advanced manufacturing, construction management and aviation.

The school is committed to providing its students with a world-class engineering education that is both theoretical and practical. Students have access to state-of-the-art facilities and equipment, and they are encouraged to undertake internships and work placements in industry. As a result, Swinburne engineering graduates are highly sought after by employers in Australia and overseas.

The school is also a leading research institution, with a strong focus on sustainable engineering. Researchers at Swinburne are working on a wide range of projects that are helping to create a more sustainable future, such as developing new materials and manufacturing processes, renewable energy and transportation systems, and humancentred product design.

### Here are some of the key features of the SoE

- A strong focus on practical, industryfocused education
- State-of-the-art facilities and equipment
- · A commitment to sustainable engineering
- A world-class research reputation
- A strong network of industry partners

#### Fun facts about SoE

- Supercharge your career prospects with an academic club, like Women in Stem (WISTEM) or the Swinburne Engineering Student Society (SESS) who run regular events with the some of the most exciting companies in engineering.
- Design, build, test and race your own car with the Formula SAE team.
- Learn to fly, and some spend time in a state-of-the-art flight simulator with the Department of aviation.
- Work in a state-of-the-art laboratory, like the Factory of the Future, the Trimble Technology Lab or the Smart Structures Laboratory.

#### Reach us

swinburne.edu.au/soe



### School of Health Sciences (SoHS)

## Our practical-focused courses and strong industry links provide students with a real-world focus to their studies.

The School of Health Sciences (SoHS) is committed to providing its students with the skills and knowledge they need to succeed in their chosen careers. Graduates of the school are in high demand from employers in the health sector, and they are well-prepared to make a positive impact on the lives of others.

### Here are some of the key features of the SoHS

Industry-focused learning: The school's courses are designed to provide students with the skills and knowledge they need to succeed in the health sector. Students have the opportunity to learn from experienced professionals and gain valuable hands-on experience through placements and internships.

World-leading research: The school is home to world-leading researchers who are making significant contributions to our understanding of health and disease. Students have the opportunity to participate in research projects and gain valuable experience in this cutting-edge field.

**Strong industry links:** The school has strong links with industry partners, which provides students with access to networking opportunities and employment opportunities.

#### Supportive learning environment:

The school provides a supportive learning environment where students can thrive. Students have access to a range of resources and support services, including academic advisors, career counsellors, and student support groups.

#### Reach us

swinburne.edu.au/sohs



# School of Science, Computing and Engineering Technologies (SoSCET)

The School of Science, Computing and Engineering Technologies offers courses in science, chemistry and biotechnology, physics and astronomy, mathematics, computer science, software engineering, telecommunications, robotics, biomedical engineering and electrical engineering.

All courses combine a strong theoretical foundation with a practical industry focus, which creates graduates highly valued by employers in Australia and overseas. All students are given the opportunity to engage with our world-class researchers and research facilities.

The School of Science, Computing and Engineering Technologies (SoSCET) at Swinburne University of Technology is a dynamic and innovative school that offers a wide range of undergraduate and postgraduate courses in science, computing, and engineering. The school is committed to providing students with the skills and knowledge they need to succeed in their chosen careers, and its graduates are highly sought-after by employers in Australia and overseas.

SoSCET is home to a team of world-class researchers who are leading the way in their fields. The school's research strengths include artificial intelligence, robotics, sustainable energy, and biomedical engineering. Students in SoSCET have the opportunity to work with these researchers on cutting-edge projects, gaining valuable experience and making a real contribution to their fields.

The school is also committed to providing students with a hands-on learning experience. All SoSCET courses include a strong practical component, and students can gain experience in industry through internships and placements. The school also has several state-of-the-art facilities, including a robotics lab, a biotechnology lab, and a network engineering lab.

### Here are some of the key features of the SoSCET

- A wide range of undergraduate and postgraduate courses in science, computing, and engineering
- A commitment to providing students with the skills and knowledge they need to succeed in their chosen careers
- A team of world-class researchers who are leading the way in their fields
- A strong practical component to all courses
- · State-of-the-art facilities
- · A strong reputation for excellence

#### Reach us

swinburne.edu.au/soscet



# School of Social Sciences, Media, Film and Education (SoSSMFE)

### We're advancing what it means to be human in a more-than-human world.

The School of Social Sciences, Media, Film and Education (SoSSMFE) at Swinburne University of Technology is a dynamic and innovative academic unit that brings together experts from diverse disciplines to explore the complex relationship between humans and technology in a rapidly changing world. With a strong focus on real-world applications, the SoSSMFE offers a wide range of undergraduate and postgraduate courses that prepare students for success in a variety of careers.

#### Core areas of focus

- Social Sciences: criminology, environmental sustainability, history, global studies, philosophy, politics and international relations, sociology, and Indigenous studies.
- Media and communication: journalism, cinema and Screen Studies, Immersive media, creative Writing and Publishing, Advertising, Public Relations and Social Media.
- Film, Games and Animation: production for Animation, Film and Television, Screen Writing, and Games Design.
- Education: early childhood education, primary education, secondary education, and special education.

#### Research and innovation

The SoSSMFE is home to the Centre for Transformative Media Technologies and the Centre for Urban Transitions and are actively engaged in addressing some of the most pressing social and creative issues of our time. Their work has a significant impact on policy development, industry practice, and public understanding.

#### Fun facts about SoSSMFE

- The Bachelor of Arts is focused on the world's most pressing problems and building your confidence to make a difference.
- The school is the home of SwinRadio, an on-campus radio station broadcasting online. Known as the 'voice of Swinburne', the radio station features programs from students as well as staff.
- Film, Animation, Screen and Games students make regular appearances at film festivals, PAX and other industry events to display their work
- Our Education courses range from Early Childhood teaching all the way through to secondary school so there's something for everyone!

#### Reach us

swinburne.edu.au/sossmfe



# Vocational Education and Training (VET) Teaching Areas

If you're into gaining practical skills or thinking about leveling up to another qualification, you're in the right place.

We've got a smorgasbord of study areas that cover everything from design and media to business, health, and even trades and engineering technologies. It's like a buffet of knowledge where you get to pick what suits you best.

Swinburne's big vision is to be the absolute best in vocational education in Australia—the go-to for top-notch industry connections and student-focused learning. Our mission is to provide you with access—to achievements, higher education programs and enviable job opportunities.

We are serious about preparing you for the working world. We make sure you area accomplished in all skill areas—technical, people and digital.

But we're not stopping there. Our Learning Design and Innovation crew makes sure we stay on the pulse. We're all about being responsive and teaching you with the skills that companies are looking for. Whether it's a custom micro-credential package or a full-on industry-wide qualification, we've got it covered.

### Swinburne Skills and Jobs Centre

#### A career service to fit you!

The Swinburne Skills and Jobs Centre (SJC) provides a free career service, tailored to your needs, delivered by qualified career

practitioners. Whether you're exploring your options, considering a career change, or just feeling unsure, we will provide the tools to put your career goals into action. We offer independent course guidance which means it doesn't have to be a Swinburne course, it could be somewhere else – whatever works best for you!

#### Who we work with

Anyone in the community and Swinburne migrant students studying English and General Education, VCE VM, VETDSS, pre-apprentice and apprentice students.

Working out where you might want to go in your career isn't always easy. The SJC team provides support for you to explore and learn about:

- What are my study pathways and options?
- What career options will that give me?
- · Is this the right industry for me?
- · What else might suit my strengths?

#### Fun facts about VET

- Our enthusiastic, friendly team love to work with people to achieve their career and study goals.
- We also work with community organisations like the Chin Community Victoria, apprenticeship and traineeship providers, and other parts of Swinburne, to deliver careers workshops, try-a-trade tasters, VET tasters, information events and tailored career expos.
- Our monthly newsletter has career, job and interview tips and events. Sign up here: https://mailchi.mp/681971847bbc/ sajcnewsletter

## Department of Business, Design, Media and ICT

Empowering the Innovators of Tomorrow. At Swinburne University, we believe in the power of practical, industry-based education.

Our Department of Business, Design, Media and ICT offers a range of vocational courses designed to equip you with the skills and knowledge you need to thrive in today's fast-paced digital world. Our study areas include design, business, games and web development, networking and security, visual arts and media.

#### Courses offered

**Business:** Our Certificate and Diploma business course go beyond the textbook to provide a deep, practical understanding of modern business concepts and practices. From management strategies to financial acumen, these courses equip students with the necessary skills to navigate and excel in the current business landscape. You'll learn about entrepreneurship, marketing, human resources, and finance from experienced professionals, preparing you for a successful career in various sectors. Whether your goal is to start your business or climb the corporate ladder, our business courses offer the knowledge and skills you need to succeed.

**Design:** Our design courses span a variety of disciplines, from graphic design to interior decoration, offering a broad perspective on the world of design. These courses allow you to tap into your creativity and transform abstract concepts into tangible creations. You'll master using different design tools and software and learn about colour theory, typography, space planning, and more. Our courses also emphasise practical skills, ensuring you're ready to enter the professional world upon graduation. Whether you aspire to be a graphic designer, an interior

decorator, or a creative director, our design courses will help you build a strong foundation.

**Games and Web Development and Networking and Security:** Our comprehensive Certificate and Diploma courses in Games and Web Development, and Networking and Security offer a robust education in the digital technology realm. You'll learn to create immersive games and appealing websites using the latest tools such as HTML, CSS, and JavaScript, balanced with practical application and theory. With the increasing reliance on digital systems, our courses also equip you with essential networking and security skills, including cyber threat detection and response strategies, while covering the field's ethical and legal aspects. Whether your goal is game and web development or network security, our industry-connected courses lay a solid foundation for success.

**Visual Arts and Media:** Our Certificate and Diploma explore the world of visual arts and media, learning how to create compelling content for various platforms. Our courses cover multiple topics, including photography, videography, digital illustration, and more. You'll also learn about visual media's cultural and societal impacts, preparing you for a creative and impactful career.

Some of the past and present industry partners offering a Work Integrated Learning Experience within BDMICT include Australian Broadcasting Corporation, WeMov, ToonBoom, Amazon Web Services and Deloitte through our new Cyber Academy program.

#### Reach us

swinburne.edu.au/bdmict



# Department of Health, Science and Community

The Department of Health, Science and Community helps students prepare for their future career. We offer courses from certificate, diploma, and graduate certificate level across multiple study areas such as community services, science, early childhood and education, migrant English and general education, nursing and health.

Here are some of the key features of the Department of Health, Science and Community at Swinburne University of Technology (Vocational Education and Training):

All our teachers are trained in the area that they teach and many still actively work in the sector, like Brendan who is our phase 1 nursing coordinator who works as clinical placement facilitator in a variety of aged care facilities.

A lot of our courses have a placement component, where students go out into industry, gaining hands on practical experience while working alongside experienced practitioners. Many of our students are successful in gaining employment with their placement providers on course completion.

We have strong industry links that include peak bodies, cultural organisations, sector leading businesses and key care providers.

The Department of Health, Science and Community takes pride in providing a caring, supportive learning environment whilst promoting the development of skills and knowledge to prepare work ready students.

#### Reach us

swinburne.edu.au/hsc



# Department of Trades and Engineering Technologies

The Department of Trades and Engineering Technologies offers practical, industry-based courses. Students learn from experienced teachers in VCE (Victorian Certificate of Education), pre-apprenticeship, certificate, diploma and advanced diploma level courses across multiple study areas such as building and construction, electrical, engineering, and plumbing.

Swinburne has been working with industry for over a century, shaping the tradespeople and technicians of the future.

The next generation of carpenters, bricklayers, plumbers, electricians and engineers train as apprentices in purpose-built facilities. Students seeking to prepare for a trade can gain credits through a pre-apprenticeship program.

All students are taught and mentored by industry experts, emphasising industry numeracy and literacy to prepare them for success. Those who are already qualified can extend their industry expertise through a post trade qualification in building and plumbing, preparing them for industry licensing or registration.

We also help engineers and drafts people hone their skills in mixed reality, Industry 4.0 and Building Information Modelling before they enter the industry

#### Reach us

swinburne.edu.au/tet



### Swinburne College

Swinburne College, established through a partnership between Swinburne University and UP Education, serves as a gateway for individuals seeking alternative pathways to an undergraduate or postgraduate degree.

Whether you are an international student aspiring to apply for undergraduate or postgraduate studies or wish to enhance your English proficiency for further academic pursuits, Swinburne College is your premier destination.

#### Swinburne College Student Hub

As a Swinburne College student, you can contact this Student Hub for educational advice and workshops to improve your learning, as well as a safe space to be social wand build community. Chat to us on Microsoft Teams or join us on Hawthorn campus in TD140 Monday to Friday.

swinburne.edu.au/lifeat-swinburne/studentsupport-services/ study-learning-support/ swinburne-collegestudent-hub/



#### Pathways within Swinburne College

### English Language Intensive Courses for Overseas Students (ELICOS)

The ELICOS course is designed for students who need to improve their English language skills in order to enter their university program, whether that is a diploma, undergraduate or post graduate course. It's also a great way to improve their academic English skills while

meeting new people, getting to know the university and a new city, and preparing for further study.

#### Foundation

The Swinburne Foundation Program (8 months) is a pathway course for international students who wish to apply for an undergraduate degree or UniLink diploma at Swinburne.

Our course is designed to teach fundamental academic skills including research, writing, critical thinking, maths, and Information Technology (IT).

#### UniLink Diploma

The courses are designed to provide a seamless connection from diploma to bachelor degree. These courses encompass a variety of disciplines, including the Diploma of Art, Diploma of Business, Diploma of Design, Diploma of Engineering, Diploma of IT, Diploma of Health Science, and Diploma of Science. UniLink allow students to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing to the second. Completion of this course allows you to progress to bachelor degree. They're an alternative pathway – with a next gen difference! You'll join our thriving Hawthorn campus community and gain access to all the same Swinburne facilities as your degree peers, with additional support - more one-on-one time with your teachers and smaller class sizes.

#### Postgraduate Qualifying Program

The Postgraduate Qualifying Program (PQP) is designed for students who would like to undertake postgraduate studies at Swinburne, but who haven't met our English language or academic entry requirements.



Hawthorn campus General enquiries: 03 9214 8000



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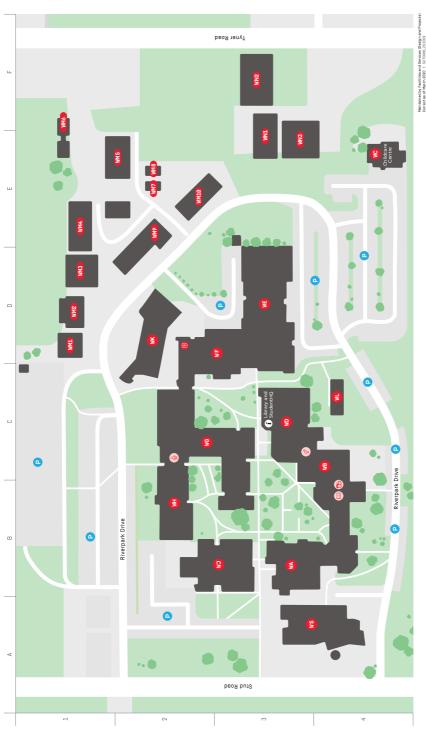
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General enquiries:
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Campus security:
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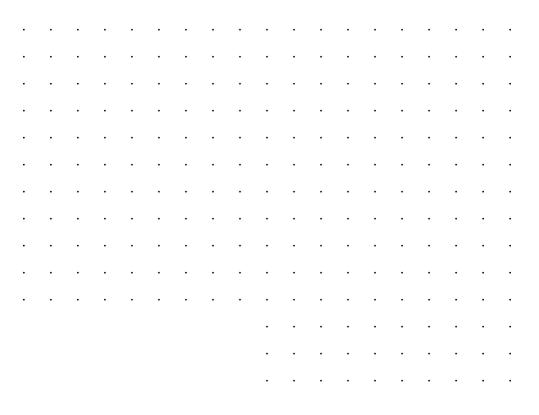
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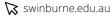
Wantirna campus







#### Swinburne University of Technology



#### **General Enquiries:**

**J** +61 3 9214 8000

Hawthorn Campus John Street, Hawthorn Victoria 3122 Australia

- twitter.com/swinburne
- facebook.com/swinburneuniversityoftechnology
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- in linkedin.com/school/swinburne-university-of-technology

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