

International Student Services

arriving, surviving thriving @UNSW

www.iss.unsw.edu.au



arriving, surviving

thriving

@UNSW



**Welcome to the University of New South Wales.
I am delighted that you have chosen to
study at UNSW, one of Australia's leading
international universities.**

UNSW has been welcoming and sponsoring students from around the world since the 1951 Colombo Plan. International students have become an essential part of the UNSW community and an integral strength of the University.

In joining the UNSW community you have become part of a vibrant, dynamic and multicultural campus that offers a truly unique Australian experience.

UNSW offers a diverse range of academic, cultural and recreational activities to its 40,000 students. Today one in every five of those students comes from overseas, representing some 130 countries.

Many of you will be studying in Australia for the first time and most of you will be living away from your families. Australia's culture and language may feel very different so don't be surprised if you need some time to adjust. The UNSW community, and in particular the International Office, offers student support services to help make this transition smoother.

UNSW's educational standards are very high and we know that you will experience new and sometimes challenging ideas and expectations while you are here. As you work to meet these challenges, know that you are not alone - your classmates are probably experiencing similar challenges. Learning together and overcoming these challenges will provide a rewarding and fun academic experience.

You'll also have the opportunity to make life-long friends at UNSW by joining in the University's social, sporting, cultural, and community activities. I hope that you will fully explore our vibrant campus and enjoy participating in activities not only at UNSW but in the wider community.

I wish you a rewarding time at UNSW and look forward to meeting you on campus.

Professor Fred Hilmer
Vice-Chancellor

International Student Services

Who are we?



Ms Betty Chow
Associate Director



Ms Louise Tabrum
International
Student Adviser



Ms Katie Yamaguchi
International Student
Projects Coordinator



Mr Andrie Efendi
Administrative Assistance



Mr Gerry Braddon
ESOS Student Coordinator



Ms Tamara Rouse
Sponsored Student Liaison Officer

Why come to see us?

- ▶ for help with personal or academic matters
- ▶ to have a chat about your experience of studying overseas
- ▶ for information about student services and programs for partners of international students
- ▶ to join our social activities, day trips and information seminars

Why talk to us?

- ▶ we are experienced in helping international students
- ▶ we have special knowledge of issues affecting international students
- ▶ we understand the UNSW system
- ▶ all discussions are confidential
- ▶ we can refer you to other specialist services if necessary

What Kinds of Concerns Do Students Bring To ISS?

- ▶ Stressed out by studies
- ▶ Lost and unmotivated
- ▶ Difficult situations and decisions
- ▶ Problems in relationship
- ▶ Family related matters
- ▶ Problems with housing/ accommodation
- ▶ Feeling anxious and down
- ▶ Concerns about personal safety
- ▶ Health matters, insurance and illness
- ▶ Dealing with University red tape and outside organisations
- ▶ Money matters
- ▶ Communication and cross-cultural issues
- ▶ Juggling studies, work and social priorities
- ▶ Student Visa matter
- ▶ Crisis and urgent situations

When can you come and see us?

Student advisers are available
9.00am - 5.00pm, Monday to Friday.

During **peak intake** period, the **International Student Housing Assistance** is also available on **Saturdays from 9.00am - 12.00pm.**

At other times of the year, ISS operates during normal office hours from 9am to 5pm.

Tel: +61 2 9385 5333

Fax: +61 2 9385 6369

Email: international.student@unsw.edu.au

Web: www.iss.unsw.edu.au

What do we do?

Arrival Services

- ▶ Preparing for Student Life at UNSW pre-departure information pack
- ▶ Welcome Pack and Arriving & Surviving practical briefings
- ▶ Airport reception service
- ▶ International Student Housing Assistance
- ▶ Comprehensive Orientation program
- ▶ UniBuddy Peer Mentor Program

On-going support

- ▶ Individual confidential assistance on personal well-being and academic matters
- ▶ Information on practical matters related to study, immigration, employment and finances
- ▶ Community referral and support programs for dependants of students
- ▶ Day trips and short holiday programs
- ▶ Social and cultural activities such as Movie Club, Social Soccer, Winter Warm-up and Summer Sizzles events
- ▶ Information on volunteering opportunities on and off campus
- ▶ Advocacy on behalf of students and representation of international students' concerns, both on and off campus
- ▶ Support services for AusAID sponsored students
- ▶ Returning Home seminars, career workshops and valedictory function

ISS e-Services

- ▶ ISNews online bulletin – www.iss.unsw.edu.au
- ▶ is-forum mailing list
- ▶ ISS Marketspace – online trading facility – www.iss.unsw.edu.au
- ▶ Student lounge with free internet access and group meeting facility

International Student Services

Where are we?

International Student Services
Ground Floor
John Goodsell Building
UNSW Kensington Campus



CONTENTS

Adjusting to life in Australia

When you first arrive to study in Australia, you can expect to experience a period of adjustment. You have to find your way around, find accommodation, get used to different food and learn to understand different cultures and customs. This process of adjusting to a new place and society is often called 'culture shock' or 'cultural adjustment'. It is a perfectly natural response that many people have when they move to a new living environment. In fact, as well as being a shock, it can be an exciting adventure as you explore your new surroundings. Developing new friends and contacts can be rewarding as well as helping you to cope more easily with your new life.

Some students experience considerable frustration because they are unsure of their ability to express themselves adequately in English. Some find it is difficult to join in conversations, or cannot understand what Australians are saying, either because Australians speak too quickly or because the accent is unfamiliar.

You may also experience learning shock brought about by differences in the relationship between students and teachers, teaching methods and what teachers expect of students in Australia and your home country.

As an international student, you do not have your usual sources of support and assistance (family, friends, community groups) available to you, so you need to find other people to fill this gap.

If you experience difficulties or need information, you can always come to the International Student Services for a personal and confidential discussion with one of the advisers.

International Student Services publishes "Arriving, Surviving, and Thriving" each year. It aims to provide you with information about the University, life in Australia and services to help you, so that you can adjust more easily.

How to use Arriving Surviving & Thriving

Arriving, Surviving and Thriving is divided into:

- ▶ An introductory section
- ▶ Chapters 1 – 6
- ▶ A Directory

Different information within it will be useful to you at different times.

We suggest that you use it in the following way:

1. Read the Introduction; look at the contents to see what each chapter contains.
2. At your leisure, read through the rest of the chapters. If you read it all you will know where to look in future.
3. Refer to it for information as you need it.
4. Use the Directory as an easy guide to services, clubs and organisations on and off campus.
5. Speak to an Adviser at the International Student Services if you want extra information, advice or help.

Contents

Chapter 1: Arriving & Surviving in Sydney

Accommodation	6
Safety at Home	7
Health Care	14
Money Matters	15
Employment & Taxation Matters	17
Visa & Immigration	18
Families & Children	19
Public Transport	21
Safety on Campus	25
Personal Safety & Security Tips	26
Cost of Living	27
Shopping	28
Australian Environmental Housekeeping	29

Chapter 2: The University System

College of Fine Arts	34
The Academic Year	35
Understanding the University System	35
Important Sources of Information	36
The UNSW Library	38
Assessment	39

Chapter 3: Academic Survival

Teaching and Learning in Australia	44
Thesis Writing	45
Learning and Language Support	47

Chapter 4: Getting Along

Adjusting to a New Environment	50
Characteristics of Australians	51
Australian English	53
Social Custom	54
Making Friends and Relationships	56
Religion and Spirituality	58

Chapter 5: Personal Well-being

Adjusting, Staying Healthy and Happy	62
Personal Habits and Hygiene	63
Sexual Health	65
Homosexuality	67
Disabilities	69
What is discrimination?	70
Police and the Law	70

Chapter 6: Groups and Activities on Campus

Assembly of International Student Associations (AISA)	74
Arc@UNSW	76
UNSW Lifestyle Centre	76
The Sports Association	77

Directory

78

Chapter 1: Arriving & surviving in Sydney

This Chapter contains information on:

Accommodation

Safety at Home

Health Care

Money Matters

Employment & Taxation Matters

Visa & Immigration

Families & Children

Public Transport

Driving in NSW

Security on Campus

Personal Safety & Security Tips

Cost of Living

Shopping

Australian Environmental Housekeeping

Accommodation

Unless you have made arrangements prior to arriving in Sydney, one of the first things you have to do is to find somewhere to live. The UNSW Accommodation Services Central can assist you in locating accommodation but it is up to you to make the necessary arrangements and decisions.

Accommodation in Sydney is quite expensive. There is a very high demand for all types of accommodation and it may take longer than you expect to find something suitable, particularly when there is increased demand at the start of the academic year from February to April and June to July.

OFF CAMPUS ACCOMMODATION

In December - January and June- July periods many flats and houses become available as students complete their program, leave for summer holidays or move to obtain employment.

If you need to find accommodation it is best to start looking at least 3 to 4 weeks before your studies begin. If necessary, you can stay in a low cost motel while you are looking.

Try to find accommodation in suburbs with direct bus service and close to the University campuses – these include Randwick, Kensington, Kingsford, Coogee, Clovelly, Waverley, Bondi Junction, Bondi, Paddington, Maroubra, Eastlakes, Pagewood and Hillsdale. Inner city areas like Surry Hills, Redfern, Waterloo, Newtown, Enmore, Stanmore, Petersham, Leichhardt and Alexandria are also within an hour journey to both Kensington and COFA campuses.

Students who live in the outer suburbs of Sydney, such as Campbelltown, Parramatta, Liverpool or Penrith may spend up to three hours commuting on public transport. Most suburbs are well serviced by either trains or buses which operate more frequently during the peak hours, i.e. 7am to 9.30am and 5pm to 7pm.

SHARING A HOUSE OR FLAT

You may find it cheapest to share a house or flat with friends, other students groups or individuals such as a family or elderly person. This accommodation is usually a single or shared room (furnished or unfurnished) in a rented house or flat.

Many students advertise to share with other students by placing notices at the UNSW Accommodation Services Central and on notice boards around the University. You can also look in local newspapers and the Sydney Morning Herald in the share accommodation section.

If you share a house all facilities and expenses such as rent, bond, electricity, gas and telephone are shared. You will be expected to help clean and tidy the shared living areas (e.g. kitchen, bathroom, living room) as well as cleaning your own room and doing your own washing.

Sometimes the cooking of meals is done on a group basis, with each person taking a turn to cook. Sharing a house involves everyone cooperating and contributing to the cooking, cleaning and shopping.

Many share-households have a “kitty” system where each member of the household contributes money on a regular basis for food and household items.

If you decide to share with people you don't know, talk to them about their habits and lifestyle to see if you think you will be able to get along with them. Check this out carefully as changing accommodation can be costly in terms of money and time.

Cost:

From \$180 – \$240 per week
(plus bond, utilities and food)

Rental Costs Estimation

Guide to individual approximate costs involved in establishing a shared house cost (\$AUD)

- ▶ RENT per person/week
\$180 - \$220
- ▶ BOND- One month rent in advance
\$720 - \$880
(Refunded on leaving provided there is no damage)
- ▶ 2 weeks rent in advance
\$360 - \$440

UTILITIES

- ▶ CONNECTION FEES
\$82
(Electricity, Gas \$22, Telephone \$60)
- ▶ BOND
\$850
(Electricity \$200, Gas \$150, Telephone \$0-\$500)
- ▶ HOUSEHOLD ITEMS
\$800
(furniture, linen, kitchen utensils)

TOTAL \$2,992 - \$3,272

Homestay Networks

Homestay Worldwide

PO Box 137
Caringbah NSW 1495
Tel: 61 2 9544 0126
Fax: 61 2 9544 0511
Mob: 0414844103
Email: stay@homestay.com.au
Web: www.homestay.com.au

Homestay Network

5 Locksley Street
Killara NSW 2071
Tel: 61 2 9498 4400
Fax: 61 2 9498 8324
Email: info@homestaynetwork.com.au
Web: www.homestaynetwork.com.au

Ruzzie Families Homestay Care

Bondi NSW 2026
Tel: 61 2 9365 4898
Fax: 61 2 9130 8680
Mobile: 0419628168
Email: christine.rose@auzziefamilies.com
Web: www.auzziefamilies.com

The homestay networks are private companies which operate independently of the University, therefore no guarantees of the condition or suitability of the accommodation can be given.

RENTED HOUSES OR FLATS

Most rented properties are unfurnished and only have a kitchen stove for cooking, so you will need to buy bedroom and living room furniture as well as equip the kitchen. There are some furnished properties for rent but these are taken very quickly.

Rents vary with size, condition and location of the house or flat. The demand is much higher than the supply and you may have to visit more than 20 real estate agents before you find something that meets your needs.

Many real estate agents can be found in the suburban shopping areas around the University. It is best to visit the agent, as notices about properties for rent are usually posted in the agent's window, and you can make enquiries and obtain the keys to inspect the property. If you have a friend who knows the area and has a car it may help you find and inspect houses/flats more easily.

You may find that some agents or property owners are reluctant to rent to students and expect prospective tenants to have character references. Some students report more success if they visit agents or owners accompanied by an older friend or someone who is working.

Average Rental Cost:

- ▶ **One bedroom flat**
From \$350 - 400/week (\$1400 - \$1600/month)
- ▶ **Two bedroom flat**
\$500 - \$700/week (\$2000 - \$2800/month)
- ▶ **Two/three bedroom house**
\$600 - \$800/week (\$2400 - \$3200/month) plus initial establishment costs.

NOTE: The monthly rental figure is derived from the weekly figure multiplied by 52 weeks and divided by 12 months.

BOARDING HOUSE OR HOME-STAY

Boarding houses usually offer a single or shared room to individuals. There are two types of boarding houses:

- ▶ **Private Cooking**
where you do your own cooking in a communal kitchen. Cooking and eating utensils are provided but you must provide your own food.
Cost: same as for a share house/flat or full board
- ▶ **Full Board**
where meals are cooked for you. Facilities available in boarding houses include fully furnished room, shared bathroom, and gas/electricity charges.
Full board means a furnished room and use of all facilities in a private home with dinner and breakfast provided. Lunches, laundry service, bed linen and weekly room cleaning are sometimes provided.
Availability of full board is usually limited.
Cost: From \$250 to \$340 per week

HOW TO FIND ACCOMMODATION

- ▶ International Students Housing Assistance/ISHA (twice yearly service during intake periods)
- ▶ UNSW Accommodation Services Central which has listings of shared and rented flats, houses, rooms with facilities and home stays
- ▶ Newspapers, the Sydney Morning Herald or the free local newspaper from newsagencies
- ▶ Local Real Estate Agents
- ▶ Other students and personal contacts who are more familiar with the local area rental market
- ▶ Student advertisements on notice boards around campus
- ▶ ISS Marketspace - an online trading facility accessible through ISS homepage: www.iss.unsw.edu.au
- ▶ Check with residential colleges as they occasionally have vacancies for late applicants

ADVICE

- ▶ UNSW Accommodation Services Central (see Directory)
- ▶ NSW Department of Fair Trading (see Directory)
- ▶ Eastern Area Tenants Service (EATS) (see Directory)
- ▶ Tenants' Union of NSW resources: www.tenants.org.au
- ▶ Consult the handbook, The Renting Guide Your Rights and Responsibilities as a Tenant or Landlord in NSW. It is obtainable from the International Student Services (ISS) or ISHA.

RENTING AND LEASING

When renting a house or flat you should sign a residential tenancy agreement. The agreement sets out the conditions and terms of the tenancy such as your rights and obligations in renting the property. When signing the agreement, check that it is a standard agreement. Any extra terms or conditions have to be agreed to and signed by you. Make sure all conditions and terms you discussed with the landlord are in the agreement before you sign. Fully understand all sections of the agreement before you sign. It is recommended that all tenancy agreements be in writing but should you enter into a verbal agreement with the landlord you still have basic rights and obligations. Make sure you understand your rights and obligations before entering a verbal agreement.

Always inspect the place carefully before you move in. A premises condition report should be completed by the landlord (before occupancy) and a copy given to you. Check each room to see if the report is accurate. If any discrepancies occur, record them on the report and return a copy of the report to the landlord.

For furnished flats and houses, always make a list of furniture and equipment (Inventory of Contents). A copy should be kept by you, and another copy kept by the landlord or real estate agent.

Always get a receipt from the landlord or agent when you pay rent and keep these receipts and any signed agreement in a safe place. Make sure you have a receipt for any bond money you have paid. When signing an agreement, bond money equal to four weeks rent plus two weeks rent in advance usually has to be paid.

When you wish to end the agreement you should give notice in writing (keeping a copy of the dated letter yourself). Depending on the terms of your agreement, you must give either 14 or 21 days notice. Fixed term agreements are harder to end than continuing agreements.

When you give notice, you should check whether there are any special conditions for repayment of your bond before you vacate your flat or depart Australia. This is because some flats are managed by large companies which will only refund the bond from their Head Office to a forwarding address after you move out. If you require the money before you leave Australia you will have to make special arrangements beforehand. Your landlord or the agent will be able to tell you what is required.

Bonds

If you share a house or flat or rent a house or flat you will be expected to pay a bond which usually equals four weeks rent. This is deposited with Rental Bond Services as insurance against damage to the property or failure to pay the rent. If you abide by the lease it will be refunded to you at the termination of the lease. The UNSW Accommodation Services Central can provide you with further advice.

Term Used in Renting or Leasing Property

- ▶ **BOND**
This is money paid by the tenant to Rental Bond Services of New South Wales when a tenancy agreement is made. A receipt must be given for any bond money paid. The landlord may deduct from the bond the cost of repairs for any damage caused by the tenant, or any rent owed by the tenant. Otherwise the bond will be returned in full.
- ▶ **CONTINUING AGREEMENT**
The tenancy agreement automatically becomes a continuing agreement if the tenancy is continued past the period of the fixed term agreement, unless the landlord has given notice that the tenancy will not continue.
- ▶ **EVICTION**
Eviction is the legal process by which a tenant can be removed from a house or flat after the rental agreement period has finished.
- ▶ **FIXED TERM AGREEMENT**
A Fixed Term Agreement states that the tenant agrees to rent the premises for a specific period of time, such as six months or a year.
- ▶ **INVENTORY OF CONTENTS**
A list of the contents of the premises, including furniture and furnishings with notes on the condition of the items.



► LANDLORD

The person who owns the property and is entitled to collect the rent for the property. The landlord may be represented by an agent who then has the same responsibilities as the landlord.

► NOTICE OF TERMINATION

A notice which you give to the landlord if you want to end or terminate the tenancy or which the landlord will give to you if he/she wishes to terminate the tenancy. It must be in writing stating the address of the premises and the date the agreement is to be terminated.

► PREMISES

The house, duplex, unit, flat or apartment which the tenant rents.

► PREMISES CONDITION REPORT

The report records the condition of each room. A copy of the report should be given to you by the landlord along with the agreement. The report should be checked and if any discrepancies exist they should be noted on the report and a copy given to the landlord.

► RENT

The money paid by a tenant for occupation of the premises.

► TENANT

The person who pays rent for premises.

► TERMINATION OF AN AGREEMENT

To terminate a rental agreement means to conclude or end the agreement.

Utilities

Gas, electricity and telephone are not usually included in the rent and must be paid by the tenant. Before moving into an apartment or house, you will have to make arrangements to have these utilities turned on and transferred into your name. Telephone the business office and tell them you would like the service connected.

Connection fees are:

- **Electricity** - Energy Australia and Integral Energy require a bond deposit of \$200 unless you select direct debit as a payment option
- **Gas** - AGL Gas Company requires \$150 bond plus \$22 establishment fee
- **Telephone** - Telstra asks for a non refundable \$60 (connection fee, if socket already in place), or \$209 (for new socket and connection). A deposit (or bond) will also have to be paid which will be refunded when you give notice that the service is to be discontinued.

Rights and Responsibilities

For information about your rights and responsibilities as a tenant in New South Wales, read the NSW Department of Fair Trading's - The Renting Guide Your Rights and Responsibilities as a Tenant or Landlord in NSW.

NSW Department of Fair Trading:

Web: www.fairtrading.nsw.gov.au

UNSW ACCOMMODATION SERVICES CENTRAL (UNSWASC)

UNSW Accommodation Services Central (UNSWASC) assists students and visiting scholars to find accommodation, through its off-campus listing service.

The listing service has notices of vacancies for share housing, full board, room and facilities and some rental flats in the suburbs surrounding the University. It is not possible to arrange private share-accommodation in advance. UNSWASC provides brochures on temporary accommodation close to UNSW, on campus college accommodation and the University apartments, and has information on a range of other options. Lists of local real estate agents, hotels, motels and hostels are also available, and UNSWASC staff are always available to give advice. The University's student apartments are also managed by UNSWASC.

Postal Address:

UNSW Accommodation Services Central
UNSW Sydney, NSW, 2052
Australia

Visiting Address:

Ground Floor, Basser College
Gate 6, High Street
Kensington Campus UNSW
Tel: 61 2 9385 4985
Fax: 61 2 9385 6385
Email: Housing.Office@unsw.edu.au
Web: www.housing.unsw.edu.au/

Temporary Accommodation

UNSW Accommodation Services Central can assist students who are in need of temporary accommodation

Off-campus Listing Service

Notices of private accommodation available within a reasonable distance from the University are displayed in UNSW Accommodation Services Central Office. There are various types of accommodation available.



ON CAMPUS ACCOMMODATION

University Apartments:

► The Mulwarree Apartments

1 Cowper St Randwick

These apartments are 15 minutes walk from UNSW's main campus. There are 185 places available in 37 self-contained apartments. These are shared apartments each with five single bedrooms. Accommodation is for single students only. The complex has a function/study room and off street parking at no extra cost.

► Barker Apartments

39 Barker St Kingsford

These apartments are on the main campus. There are 231 places mostly in five bedroom units. A number of smaller units are available for family groups or students who use wheelchairs. Parking can be arranged for an additional fee.

Both the Mulwarree and Barker Apartments are furnished. Each apartment has a kitchen, living/dining area. Laundry facilities are available. Students need to provide their own bed linen, towels, cooking utensils, crockery and electrical appliances. All bedrooms have a bed, desk, chair and wardrobe/clothes rack. Students can access the University Wide Network from Barker Apartments.

Telephone and electricity are extra costs not included in the rent. All students are required to sign a 12 month lease from February to February. Priority is given to full time students from outside Sydney (including international students). First year students coming directly from local high schools are not usually eligible. As allocations are made in order of application it is best to apply as early as possible to the UNSW Accommodation Services Central.

Applications for both University Apartments open on the first Monday in November. Information and application form are available on UNSW Accommodation Services Central's website: www.housing.unsw.edu.au

ON-CAMPUS COLLEGES

Residential colleges provide accommodation for both undergraduate and postgraduate students. The Colleges are located on campus and usually provide single study/bedrooms, shared bathrooms, all meals and linen.

There are seven residential colleges situated on or near campus. All colleges except International House accept first year students. Each offers full board in single study/bedrooms, with shared bathrooms, as well as all meals and linen. Academic assistance in the major first year courses is usually provided. Each college has its own special environment and facilities and fees may vary. A brief description of each college is given on the following page. Further information may be obtained by contacting the colleges directly.

College accommodation is limited and there are always waiting lists. Application for a college place usually needs to be made the year before it is required. Students interested in college accommodation must apply directly to the college of their choice preferably 3 - 6 months before starting at UNSW. Applications must go directly to the colleges. Sometimes

colleges have places for second session in which case applications have to be lodged in first session.

Unlike universities in some countries, UNSW has no hostels on or near campus which provide cheap, dormitory style accommodation. Residential Colleges:

► Kensington Colleges

The Kensington Colleges consist of three residential colleges located within the grounds of UNSW. Each of the three colleges offers students at UNSW a diverse, self-managing and discrimination-free environment while maintaining distinct qualities and traditions. Each of the colleges are for both male and female students. Baxter College has assigned one floor as female only. All rooms are serviced on a weekly basis and communal bathrooms are cleaned daily. Residential Academic staff are available to give assistance to residents. Each college has a House Committee, which fosters cultural, sporting and social activities.

Enquiries:

Admissions, The Kensington Colleges
The University of New South Wales
Sydney NSW 2052, Australia
Tel: (612) 9315 0000
Fax: (612) 9315 0011
Email: kensco-colleges@unsw.edu.au
Web: www.kensocoll.unsw.edu.au

► International House

International House accommodates 170 co-educational students from Australia and overseas. They accept undergraduates from second year onwards and postgraduates. IH's ethos is "International Understanding" and the residents are valued members of a friendly, cooperative environment that promotes excellence in academic performance. There is also a strong social program and sporting events with the other residential colleges on campus.

Enquiries:

The Master, International House
The University of New South Wales
Sydney NSW 2052, Australia
Tel: (612) 9313 0600
Fax: 61 2 9313 6346
Email: IH@unsw.edu.au
Web: www.ih.unsw.edu.au

► New College Village (NCV)

(due to be completed by December 2008)

NCV is UNSW's first residential community designed primarily for postgraduates. While they accept a limited number of selected upper year or honours undergraduates, the focus of the New College Village is on providing an exciting postgraduate community.

Enquiries:

215A Anzac Pde
Kensington, NSW 2033
Phone: (61 2) 9381 1999
Web: www.ncv.unsw.edu.au

► New College

New College is an exciting and diverse place to live, study and enjoy life. The College has an outstanding academic profile with 40 to 50 per cent of students achieving a Distinction average every year. Students from all over the world apply for residence at New College and the College community reflects the cultural diversity of the University at large. With a dynamic community of 247 male and female residents, the College offers academic support by ten tutors across various fields of study and pastoral care by seven resident advisers. Founded on Christian principles, the College welcomes students of all backgrounds and beliefs.

Enquiries:

The Dean, New College
Anzac Parade, UNSW
Sydney NSW 2052, Australia
Tel: (612) 9381 1999
Fax: (612) 9381 1909
Email: inquiries@newcollege.unsw.edu.au
Web: www.newcollege.unsw.edu.au

► Warrane College

Warrane College offers accommodation for 140 male students of all ages, backgrounds and beliefs. All student and common rooms have been recently refurbished and upgraded. Excellent study conditions and a comprehensive tutorial program are features of College life. These are set in the context of a wide range of cultural, social, spiritual and sporting activities in a friendly and open atmosphere. As the College is fully operational all year, temporary accommodation is available during the summer vacation. Non-resident membership of the College is available. Opus Dei, a prelature of the Catholic Church is responsible for the spiritual care of the College.

Enquiries:

The Deputy Master, Warrane College
PO Box 123
Kensington, NSW, 1465, Australia
Tel: (612) 9313 0300
Fax: (612) 9662 2992
Email: warranec@unsw.edu.au
Web: www.warrane.unsw.edu.au

► Creston College

Creston College provides pleasant, secure accommodation for 25 female students of all backgrounds and beliefs. Creston offers a wide range of activities, open to both resident and non-resident students. Preference is given to first year students. Casual accommodation is available during summer vacation. The activities of a spiritual nature are entrusted to Opus Dei, a personal prelature of the Catholic Church.

Enquiries:

The Principal, Creston College
36 High Street
Randwick, NSW 2031, Australia
Tel: (612) 9398 5693
Fax: (612) 9398 9964
Email: enquiries@crestoncollege.org
Web: www.crestoncollege.org

► Shalom College

Shalom Shalom College - the most modern residential college on campus - is multicultural, non-denominational and coeducational. It was created by the Jewish community of Sydney for local and international students. It is nonreligious and celebrates diversity. It accommodates 127 residents and is the only college to offer the choice of single rooms with their own private en-suite bathrooms and single rooms with basins and shared bathroom facilities. All rooms have new furniture and fittings, high-speed Internet access, telephones, underfloor heating and most have balconies. Shalom College provides a warm and friendly environment. It values learning and academic success and its environment is conducive to study. A wide range of cultural, social and sporting activities is also available for residents.

Enquiries:

The Accommodation Officer, Shalom College
The University of New South Wales
Sydney NSW 2052, Australia
Tel: (612) 9663 1366
Fax: (612) 9313 7145
Email: shalom@shalom.edu.au
Web: www.shalomcollege.unsw.edu.au/

► Unilodge @ UNSW

Unilodge has been specifically designed for UNSW Foundation Year students, including those under 18 years of age. It is situated in Anzac Parade Kensington, a 5 minute walk to Kensington Campus. The college houses over 230 students in a mix of furnished studios and multi-bedroom serviced apartments. Each bedroom is single occupancy with its own lock. Live-in supervisors, who provide a high level of pastoral care, are available on site. There is 24 hour security with restricted access to each residential floor. The complex contains communal study and recreation areas as well as cafes, convenience stores and banking facilities

Enquiries:

Corner Anzac Parade and Lorne Avenue
Kensington NSW 2033
Tel: (61 2) 9017 6250
Fax: (61 2) 9017 6251
Email: unilodge.unsw@unilodge.com.au
Web: www.unilodge.com.au

PURCHASING PROPERTY

Another option which some students or parents may consider is that of purchasing a unit or apartment in Sydney for their children to live in, while they are studying in Australia. This may be an attractive option when there are several children studying in Sydney. While it is possible to look at this as a viable investment opportunity, increased resale value is not guaranteed and one should seek professional investment advice before deciding on this option.

International students 18 years of age and over, studying courses of more than twelve months duration at recognised tertiary institutions are also eligible to acquire developed residential real estate (i.e. Existing houses, flats or units). The student will need approval from the Foreign Investment Review Board and will need to provide proof of their residence in Australia to use the property as their principal place of residence (and not for rental purposes). An important condition of such purchases is that the residence must be sold when the student visas expire or when they leave Australia, or the property is no longer used as their principal place of residence.

For further details, please contact Foreign Investment Review Board or check the website: www.firb.gov.au



Safety at Home

The majority of thefts from private homes happen when personal property has been left unattended or the unit/house is not properly secured.

When looking for a Place to Rent to minimise the risk of having your home broken into check:

- ▶ all doors have strong working locks
- ▶ all the windows have some type of lock, preferably keyed (necessary if you wish to insure your belongings)
- ▶ There are bars on windows if the property is on the ground floor.

If you see a property you would like to rent but the security is not adequate negotiate with the agent/owner to have reasonable security put in place.

If the agent/owner agrees to the installation of extra security devices make sure:

- ▶ that the security devices are installed before you sign any agreement/lease or
- ▶ if you are signing an agreement/lease before they are installed have details of the security devices agreed upon and a date by which they are to be installed
- ▶ written in the agreement
- ▶ Have clear agreement about who is paying for the extra security, you or the agent/landlord.

AFTER YOU HAVE MOVED INTO YOUR NEW HOME

Get all your flatmates together and make an effort to reach an agreement on general rules for keeping your home and possessions safe. Some suggested safety tips are:

- ▶ all windows and doors to be locked when everyone is out
- ▶ last person to leave home each day to check that all windows and doors are secure
- ▶ exterior doors to be kept locked even when you are at home
- ▶ leave a radio on when out during the day
- ▶ leave a light and radio on when out in the evening
- ▶ clear your mailbox regularly
- ▶ only residents of the flat to have keys/passes to the building and flat

ON-GOING SECURITY IN YOUR HOME

To make sure that you continue to live in a secure home contact the agent/owner if any of the following occur:

- ▶ lights not working in stairways and hallways
- ▶ exterior lights not working
- ▶ locks that don't work on windows or doors
- ▶ faulty locks/latches on self closing doors
- ▶ window latches that don't work
- ▶ broken glass in windows or doors

If the problem is not rectified within a reasonable time put the request in writing, refer to the date you originally made the request, and keep a copy for your records.

SECURING PERSONAL BELONGINGS

- ▶ Do not leave articles of value, e.g. computers where they can be seen if someone looks in a window
- ▶ Do not keep cash at home
- ▶ Avoid leaving ATM cards and credit cards at home and never keep PIN details with your cards
- ▶ Keep serial numbers and/or photo records of expensive items, such as computers, cameras, videos, televisions, for identification purposes
- ▶ Don't discuss your valuables with other people. You never know who might overhear
- ▶ Consider insuring your personal belongings. There are travel and home content policies which provide coverage for the duration of your stay.
- ▶ Engraving personal property or marking it with Indelible marker helps protect your personal property.
- ▶ Engraving with your family name and UNSW student ID accomplishes the following:
 - It helps identify you as the owner of the property should it be lost or stolen
 - It reduces its potential resale value
 - It makes it highly undesirable for a thief to possess since it clearly does not belong to them
 - It ensures that law enforcement can identify the owner as belonging to a member of the UNSW community if the property is recovered

You can borrow an electric engraver from International Student Services. You will need to show your UNSW Student ID and leave a \$20 dollar deposit, which is refunded when the engraver is returned.



Health Care

OVERSEAS STUDENT HEALTH COVER (OSHC)

All students and their families must have at least standard private health insurance through the Overseas Student Health Cover (OSHC) scheme. This must continue for the duration of their stay in Australia, and is a condition of a student visa.

Standard OSHC covers medical and hospital care expenses that students or their family may incur while studying in Australia. OSHC will also contribute to the cost of most prescription drugs and emergency ambulance transport. OSHC WorldCare is UNSW's preferred OSHC provider for commencing international students.

OSHC Worldcare offers cover over and above standard OSHC cover. This additional cover is called ancillary cover, and can be purchased in country if desired. UNSW students coming to study in Australia for the first time must pay for the OSHC before they leave home. UNSW will directly bill you for this, and pass your details on to OSHC Worldcare. If you have paid the OSHC with your deposit to UNSW or purchased an OSHC before you depart for Australia, you will be covered from the time you arrive in Australia.

Once you have arrived in Australia, and completed the enrolment process, please register and activate your membership with your OSHC provider. You will need to have your UNSW Student ID card and your passport ready. You will be provided with membership card and details upon registration.

NOTE: Membership of any health insurance scheme in home country does not exempt you from having to take out OSHC. However, some Norwegian and Swedish students who are covered by their government's health insurance schemes are exempted from OSHC requirement. If you are a New Zealand permanent resident visa holder (NZ PR) in Australia on student visa, Medicare does NOT cover you as outlined under the Trans-Tasman Reciprocal Health Care Agreement. NZ PR visa holders studying in Australia are classified as international students and must arrange own health insurance cover such as Overseas Student Health Cover either through UNSW or directly through an OSHC provider.

Doctors

The government sets a schedule fee for medical services but some doctors charge above this amount. The OSHC scheme will cover 100% of the Medicare Benefits schedule fee for a visit to your doctor (outside hospital). For medical services while you are an inpatient at a hospital OSHC will pay 100% of the schedule fee.

In both situations, if your doctor charges above the schedule fee you must pay that difference.

Hospitals

OSHC Worldcare will pay 100% of the rate determined by NSW Health Authorities for services in a shared ward in any Public Hospital. The scheme will pay 100% of the schedule fee for medical and hospital services while you are an inpatient (when you have to stay overnight in the hospital) at a Private Hospital. If a private hospital or your doctor charges above the schedule fee, you will have to pay the difference.

OSHC Worldcare covers 100% of the charged to a patient if you receive treatment as an outpatient of a Public Hospital. The scheme also provides cover for the cost of emergency ambulance transport.

Other Health Services

The Scheme also covers 100% of the amount listed in the Medicare Benefits Schedule for the cost of specialist services, such as blood tests, X-ray or pathology.

Pharmacy

Prescriptions, pharmaceuticals and other health care requirements can be purchased from the Campus Pharmacy on upper and lower campus. Medication prescribed by the doctor can be expensive. If this is of concern to you, ask the doctor the likely cost of the medication he/she is prescribing. Doctors frequently have sample medication from drug companies which they can provide at no cost. You should, therefore, advise the doctor you are seeing if you cannot afford the prescribed medication.

University Counselling Service and Compass Programs

The Counselling Service Compass Programs provides personal development resources, enhancement programs and confidential counselling to enrolled students of UNSW.

Students are encouraged to use the Counselling Service in relation to any issue that might affect their personal and academic progress. The service employs psychologists who are able to assist students with concerns such as: transition and adjustment to university life and academic expectations; support with sorting out academic or administrative issues; motivation and other difficulties which affect study; interpersonal problems or relationship conflicts; and personal concerns such as stress, anxiety, depression or loneliness.

Students can access the service via the “Drop In” option (no appointment necessary) available at 11am - 12.30pm each day (sign up from 10.45am) or make an appointment in advance (‘Intake’ option). The Counselling Service website www.counselling.unsw.edu.au contains an introduction to the service and useful resources for students and staff.

The Counselling Service is located on the 2nd Floor, East Wing Quadrangle Building. Appointments on the **Kensington campus** are available between 9am and 5pm (after hours appointment may be negotiated). Appointments can be made by dropping in or phoning (02) 9385 5418.

Appointments at the **College of Fine Arts** can be made by telephoning (02) 9385 0733 or visiting the COFA service at Ground floor, G Block, Room 05.

University Health Service

The University Health Service located at the Quadrangle Building provides general medical services, dental and physiotherapy services for students, staff, dependants and visitors. Students are encouraged to attend the Service for advice on medical matters. When it is necessary, students are referred for specialist hospital or community care.

The University Health Service provides direct billing for International students on OSHC.

Optometry

The School of Optometry & Vision Science offers general eye examinations, colour vision assessment, orthoptics and contact lens fittings and aftercare by appointment.

Examinations are conducted free of charge, and glasses or lenses are supplied at reasonable prices.

Dental Surgery

There is a private dental practice, which provides dental treatment for students. It is located with the University Health Service on the ground floor of the Quadrangle.

Physiotherapy and Sports Injuries Clinic

Physiotherapy services for back and neck pain, study and work overuse injuries and sports injuries are available at Level 2 of UNSW Lifestyle Centre on Kensington campus

Web: www.lifestylecentre.unsw.edu.au



MONEY MATTERS

AUSTRALIAN CURRENCY

Australian currency follows a decimal system. The dollar (A\$ or AUD), the basic unit of the Australian decimal system, is divided into 100 cents (¢). Notes come in denominations of \$5, \$10, \$20, \$50, and \$100. The notes are in different colours and increase in size according to value.

Coins come in denominations of \$1 and \$2 (gold coloured coins), 50¢, 20¢, 10¢, 5¢ (silver coloured).

BANKING FACILITIES ON CAMPUS

The Commonwealth Bank of Australia, ANZ Bank and the UNICOM Credit Union have branches on the University's Kensington campus.

Both bank branches and UNICOM handle overseas transactions, such as drafts, traveller's cheques or foreign currency exchange, and telegraphic transfer transactions. Other services include cheque accounts, savings and investment accounts, phone banking and Automatic Teller Machines (ATMs).

ATMs allow you to withdraw money from your account anywhere in Australia. Also, most banks now operate their ATMs in networks, giving wider access to their clients by allowing them to use ATMs of other banks.

OPENING A BANK ACCOUNT

In order to open a bank account you are required to show proof of identity. If you have recently arrived in Australia (less than 7 days ago) your passport is satisfactory identification. If you have been in Australia for longer than a week you will need additional identification such as a written reference from an acceptable referee, a driver's licence, a student card, or an OSHC membership card. If you have any difficulty opening an account, come and see one of the advisers at the International Student Services.

BUSINESS HOURS

Business hours are usually from 9.00 am to 5.00 pm, Monday to Friday. The University, business offices and most banks are closed on Saturday, Sunday and Public Holidays. Most banks and credit unions are open from 9.30 am to 4.00 pm Monday to Thursday and 9.30 am to 5.00 pm on Fridays. Bank deposits, withdrawals and transfers can be made at any time through Automatic Teller Machines (ATMs) throughout Australia.

SAFETY OF FINANCIAL INSTITUTIONS

The financial institutions in Australia most commonly used by students for the safekeeping of their money are banks, building societies and credit unions. Banks are registered and regulated under federal or state government legislation which is scrutinised by the Reserve Bank of Australia.

Building societies and credit unions are registered and regulated through state government legislation. Such legislation will vary from state to state. Societies are required to meet prudential standards in order to safeguard the funds of depositors. They are required also to maintain liquid reserves and are regularly audited by external auditors. A number of financial institutions also receive money on deposit but are not banks or building societies. In general, where institutions offer higher interest, such deposits carry higher risks. If you are unsure of the standing of a particular institution, you should seek professional advice (e.g. accountant, stockbroker, financial adviser or several bank managers).

STUDENT LOANS

If at any time you are experiencing temporary financial difficulty, that is hindering your ability to study, you can apply for a student loan. Urgent loans up to \$300 may be available immediately, and must be repaid within a period of two months. Loans of a greater amount, normally up to \$1500 may also be available, and must be repaid within a year, or prior to graduation, whichever comes first.

Loans are available under the following conditions:

- ▶ The student must be suffering genuine temporary financial hardship
- ▶ The student must be enrolled on a full-time basis, should be making satisfactory progress, and should normally have completed one year of full time study in their current program
- ▶ The loan is interest free

Students wishing to apply for a loan must obtain an application form and make an appointment for an interview with Loans Officer at UNSW Student Central at 9385 1078.

Loans are available to assist during temporary periods of financial difficulty, but are NOT meant to support a student's general circumstances. Students are expected to explore other sources such as family or casual work where possible, prior to seeking assistance in the form of a student loan.

Employment & Taxation Matters

PART-TIME AND VACATION WORK

Students should only engage in work in Australia if their visas allow them to do so.

Under the current immigration regulations, international students with permission to work are allowed to work up to 20 hours per week during session and full-time during vacation period. Dependants of undergraduate students are limited to 20 hours work per week while those of postgraduates are permitted to work full-time.

Although you may be able to earn some money from part-time or casual work, it is not possible for any student to make enough money through part-time work to pay for tuition fees or living expenses. Rates of pay for casual work for students range from \$10 to \$19 per hour.

In particular, it is worth noting that it is very difficult to find part-time work in Sydney.

The University has a Careers and Employment office on campus. You can check their website to see what jobs are available.

Web: www.careers.unsw.edu.au

LOOKING FOR PART-TIME WORK

- ▶ There is a Part-time and Casual Employment Service, located in the Careers and Employment Office.
- ▶ Shops and restaurants often advertise vacancies in their windows.
- ▶ Ask around. Other students, your landlord or Australian friends may be able to give you some ideas on where to find work.

Some popular employment search engines websites are www.seek.com.au, www.mycareer.com.au

TAX FILE NUMBERS

A Tax File Number or TFN is a nine digit number issued by the Australian Taxation Office (ATO) to identify your tax records and is therefore one of your most important forms of identification in Australia. It's yours for life and keeping it secure is a good defence against identity theft.

Using another person's TFN, misusing yours or allowing it to be used by someone else is a crime which can result in heavy fines or jail. These penalties also apply to people who 'buy' or 'sell' TFNs.

It is not compulsory to have a TFN, however, without one:

- ▶ your employer must take a highest rate of your wages in tax
- ▶ financial institutions are required to tax interest you earn at the highest tax bracket
- ▶ you cannot get an Australian business number (ABN)
- ▶ ATO cannot process your tax return
- ▶ it is more difficult for ATO to look up your records and discuss them with you
- ▶ you may be unable to get government services or benefits.

Your tax file number is valuable. Do not share it with friends and do not provide it over the internet when applying for work. Keep it secure.

PROTECT YOUR IDENTITY INCLUDING YOUR TFN

For further information about how to get a TFN and how to keep it secure refer to the 'Identity Crime and your Tax File Number' fact sheet in your orientation pack.

Visa & Immigration

It is important that you understand the Australian laws and regulations affecting your student visa.

Read ISNews – www.iss.unsw.edu.au online newsletter or subscribe to is-forum mailing list for updates on immigration regulations. Check with the International Student Services if you are in doubt.

Never seek immigration advice from a friend. Each situation is unique, and it is the official interpretation of your particular situation that is important.

UNDER 18 STUDENTS

Australian government regulations require students under the age of 18 years to have appropriate accommodation and welfare arrangements while studying in Australia. When applying for your student visa you will need to provide Confirmation of Appropriate Accommodation and Welfare (CAAW). If you plan to reside in Australia with a parent, custodian or relative aged over 21 years, you must arrange this yourself and have these arrangements approved directly with the Immigration when applying for your student visa.

In every other case, UNSW Foundation Year on behalf of UNSW will approve the CAAW care arrangements for underage students as required by the Immigration and the Australian government. Students who require UNSW Foundation Year to provide this service must adhere to a number of conditions.

STUDENT VISA REGULATIONS

International students are granted a student visa to cover the duration of their study program as specified in the eCoE (Electronic Confirmation of Enrolment) issued by the University.

Student visas are granted subject to a number of conditions. Failure to comply with a condition of your visa may result in cancellation of the visa. If your student visa is cancelled, you would be required to leave Australia.

You are strongly advised to read and understand the conditions of your visa. These visa conditions are represented by a 4-digit code on your student visa (e.g. 8202, 8501, 8533, 8206, 8101). For a list of the explanations of your visa conditions, please refer to the information booklet under your visa subclass in the Immigration website.

Web: www.immi.gov.au.

It is your responsibility to ensure that you satisfy the requirements of these visa conditions:

- ▶ **Condition 8202: Satisfaction Academic Requirements**
You must be enrolled in a registered program and maintain a satisfactory academic in your studies so that you are able to complete your degree within the specified visa duration. You cannot take leave from your program or suspend your studies unless there are exceptional circumstances which are beyond your control. UNSW will not be able to grant leave under this provision without documentation which supports your request for

program leave.

- ▶ **Condition 8533: Notifying the University of your Contact Address in Australia, and Change of Education Provider**

This visa condition requires you to inform the University of your current Australian residential address and of any changes within 7 days of each change. You can update your address on myUNSW: <https://my.unsw.edu.au>. If you are changing education provider, you must also notify the University within 7 days of the issue of the eCoe by your new provider.

- ▶ **Condition 8105: Work Limitation**

Students and their family members can work up to 20 hours per week during the academic year. Work must not interfere with your studies. You may work full-time during official university holidays.

- ▶ **Condition 8501: Adequate Arrangements for Health Insurance**

You must pay and maintain Overseas Student Health Cover yourself and your accompanying family members to cover the duration of stay in Australia.

- ▶ **Condition 8517 and 8518: Adequate Arrangements for Education of School Age Family Unit Members**

You must maintain adequate arrangements for education of your children in Australia. They must be enrolled in either a government or non-government school during their stay in Australia and you must meet any education costs.

What will happen if I do not comply with the above conditions?

If you fail to comply with visa conditions 8202 and 8533, the University is obliged under the Education Services for Overseas Students Act 2000 (ESOS Act) to inform the Immigration. A letter will be issued to you advising you that you have 28 days to attend a specified the Immigration office to resolve the matter. If you fail to report, your visa will be automatically cancelled and you will be subject to removal from Australia unless the cancellation is revoked.

When you report to the Immigration office, the automatic cancellation process is stopped and a decision made whether or not to cancel the visa. If the breach is substantiated, migration law requires that the visa must be cancelled.

Who should I contact for more advice?

If you have difficulties understanding your student visa conditions or wish to discuss any personal issues that are affecting you, you can contact an Adviser at the International Student Services, Ground Floor, John Goodsell Building. Tel: 9385 5333. You can contact UNSW Student Central (Student Enquiries) at The Chancellery. You can also contact your Faculty Academic Adviser/Program Authority/Faculty Office for advice regarding your enrolment, academic performance, progression or intention to take course leave.



For information on your student visa and details of all visa conditions, contact:

ESOS Coordinator
Ground Floor
John Goodsell Building
University of New South Wales
SYDNEY NSW 2052
Tel: +61 2 9385 3065
Fax: +61 2 9385 1252
Email: esos@unsw.edu.au

A Word of Caution!

You must NEVER stay in Australia with an expired visa.

Your visa must be current and valid at all times. If you have any problems concerning your visa, seek advice from an adviser at the International Student Services before your visa expires.

SPONSORING DEPENDANTS

If you are planning to bring your family members (wife/husband or children) with you to Australia, you need to consider many issues before hand. ISS suggests that you to arrive first, settle into your studies, find appropriate accommodation, adjust to living in Australia and then arrange for your family to join you.

When students are considering this issue, the following matters with both financial and emotional consequences should be taken into account:

- ▶ the career of their spouse and limited job opportunities
- ▶ adjustment and language needs of the family
- ▶ education costs and needs of children (see section on families and children)
- ▶ availability and affordability of child care
- ▶ availability or otherwise of extended family support
- ▶ extra accommodation requirements
- ▶ cost of living in Australia
- ▶ age and size of family

Sponsoring Dependants (family members) who will join you in Australia

Members of your family unit are permitted to live with you in Australia if;

- ▶ you are an applicant in Assessment Level 1 or 2; or
- ▶ you are an applicant in Assessment Level 3, 4 or 5 and your proposed program of study is 12 months or more in duration; or
- ▶ Your program of study will be paid, wholly or in part, by the Commonwealth, or the government of a State of Territory, or a government of a foreign country, or a multilateral agency.

Nomination of Student dependants

If members of your family unit who are not included in your initial student visa application later seek to join you in Australia, you must nominate them to join you and they must make a separate visa application.

You must complete Form 919 Student Dependant Nomination and send it, along with the documents you are required to provide, to your dependant(s) overseas.

Your dependant(s) should complete form 157A Application for a student (temporary) visa and lodge it, together with your completed Form 919 Student Dependant Nomination and the documents you have provided, at an Australian diplomatic post overseas.

The following documentation is required with your nomination form:

- ▶ Certified or notarised copies of all pages of your passport, including the page showing your current student visa and your personal details.
- ▶ an original letter from your education provider stating:
 - the program you are studying
 - the duration of that program and anticipated completed date
 - whether you are satisfying program requirements;
- ▶ evidence of funds to support your nominated dependants;
 - original bank statements for the past six months
 - an original letter from your financial institution confirming the status of your account for the past six months;
 - evidence of your relationship with your nominated dependants (for example, original marriage or birth certificates);
 - evidence that adequate arrangements have been made for the education in Australia of all your school aged dependants (children who are unmarried and
 - who have turned 5 years of age, but have not yet turned 18 years of age), where the processed period of stay is more than 3 months;
 - evidence of payment of the OSHC premium in favour of each nominated family unit member.

Please Note!

If you are thinking of sponsoring your family, you should consider that child care can be expensive and there are long waiting lists for children under two years of age.

Families & Children

The following information needs to be considered if your spouse and/or children are with you while you are in Australia.

International Student Services (ISS) understands that it can be difficult for the partners of international students to adjust to life in Australia. Away from family and friends and with a husband or wife concentrating on their studies, partners can feel lonely and isolated.

ISS tries to provide a variety of services for partners of international students. If you have any questions about them, please contact one of the staff members at ISS.

If you are planning to bring your dependants (wife/husband or children) with you to Australia, you will also need to budget your costs accordingly. You will be eligible to apply for their entry on a dependant's visa provided your program lasts for at least one year. Further information is available at ISS.

DEPENDANT'S WORK AND STUDY ENTITLEMENTS

When they have visa with permission to work, spouses of postgraduate international students are entitled to work full time, while those of undergraduates are able to work only 20 hours per week.



ENGLISH CLASSES

English conversation classes for partners are run by various university and community groups. Classes are designed to help learners communicate effectively and fluently in Australian society. They are not intended to prepare students for university entrance. For further information contact International Student Services.

DAY TRIPS AND HOLIDAYS

International Student Services runs a variety of day trips and short holidays throughout the year. Our program usually includes a skiing holiday, family picnics, bushwalking in the National Parks, and an end of year barbecue. A Day Trips & Short Holidays Brochure outlining the program is available from International Student Services.

THE EDUCATION SYSTEM

In New South Wales schooling is compulsory for all children from the ages of 6 to 15, although an increasing number of students now continue on.

For both primary and secondary education in NSW, there are essentially three choices:

- ▶ **NSW State Schools**
(Department of Education and Training);
- ▶ **Independent Schools**
includes some Catholic (run by certain orders), but mostly non-Catholic schools, e.g. Anglican, Presbyterian. Also Rudolf Steiner and Montessori schools;
- ▶ **Catholic Schools**
parish primary schools and "systemic" high schools.

You are free to choose from these options for your child(ren), so the main concerns will be: the fees involved; and your feelings about the religious ethos of the school. It is not necessary to be of the same religion or denomination as the school, and children cannot be excluded for this reason.

NSW Public Schools

International students studying in New South Wales institutions may enrol their dependants in NSW government schools. The dependant can only be enrolled while the international student is studying full-time in an institution in New South Wales and the enrolment must not exceed the period stated on the visa.

Dependants of international students are liable to pay the Temporary Visa Holders Education Fee. The only exceptions are dependants of international students who have a full scholarship from the AusAID or Defence Force.

If your child is aged between 5 years to 11 years (Kindergarten to Year 6) you may enrol the child in the local primary school. All primary schools provide a full range of education for children. Primary education in New South Wales Government schools is co-educational and is of seven years' duration - Kindergarten to Year 6.

It is usual for students to be enrolled at the nearest comprehensive high school once primary schooling has been completed. Most high schools are co-educational and it is not always possible to arrange enrolment at a boys-only or girls-only school. If you are interested in a single-sex school for your child, you are encouraged to place an application with such schools as soon as possible after arrival.

For Counter Enquiries and Information on Enrolment and Fees

Contact:
NSW Department of Education and Training
827-839 George Street
Broadway, NSW 2007
Web: www.schools.nsw.edu.au/international/tempvisaholder
Tel: (612) 9217 4801 or 1300 302 456 (in Australia)

For Lodgement of Applications and all Correspondence

Post to:
Temporary Visa Holders Unit
NSW Department of Education and Training
Locked Bag 4, Wollongong NSW 2520
Tel: (61 2) 1300 300 229
Fax: (61 2) 4224 9074
Email: isc@tafensw.edu.au

Current rates (Year 2008) of the Temporary Visa Holders Education Fee

Temporary residents (twelve month fee from the date of enrolment)	\$AUD
Primary school Years K-6	4,500
Junior high school (or IEC) Years 7-10	4,500
Senior high school (or IEC) Years 11-12	5,500
PLUS Non-refundable application fee (inclusive of GST)	110

Independent Public Schools

For further information about Independent Schools in Sydney, contact:
The Association of Independent Schools NSW
75 King Street, Sydney.
Tel: (02) 9299 2845
Fax: (02) 9290 2274
Web: www.ncisa.edu.au

They can send you free of charge a list of independent schools in your area. Independent schools will generally be more expensive to attend, due to a lower rate of government subsidy to these schools, as compared to state schools. There will also be a difference in cost involved for full fee paying students or sponsored students. For fee-paying students, contact The Director. For sponsored students, contact the school you are interested in directly.

Fee Guide

As a guide, fees for independent schools are approximately:

- PRIMARY LEVEL
\$2,000-\$5,000/year
- SECONDARY LEVEL
\$4,000-\$5,000 to \$8,000-\$9,000/year

NSW Government/Public Schools 2008 Term Dates

	TERM DATES	HOLIDAYS
1st Term	27 Jan - 9 Apr	10 Apr - 27 Apr
2nd Term	28 Apr - 10 Jul	11 Jul - 26 Jul
3rd Term	27 Jul - 2 Oct	3 Oct - 18 Oct
4th Term	19 Oct - 18 Dec	19 Dec - ?? Jan

Catholic Schools

To enrol in local, parish primary schools, contact the school directly. For enquiries about "systemic" Catholic high schools, contact the Catholic Education Office on Tel: (02) 9569 6111 Fax: (02) 9550 0052 or; www.ceo.syd.catholic.edu.au

Examinations and documentation are the same in all schools in the state (e.g. School Certificate and Higher School Certificate). Holiday periods for Catholic or Independent schools may vary slightly, so check with the individual school.

If your child is aged between 5 years to 11 years (Kindergarten to Year 6) you may enrol the child in the local primary school or if you prefer, you may apply for enrolment in up to two schools other than the local one. Parents should check that there are places available prior to making application.

Primary education in New South Wales Government schools is co-educational and is of seven years' duration - Kindergarten to Year 6. All primary schools provide a full range of education for children including the following subjects - English, Mathematics, Science and Technology, Human Society and its Environment, Creative and Practical Arts and Physical Education.

It is usual for students to be enrolled at the nearest comprehensive high school once primary schooling has been completed. Most high schools are co-educational and it is not always possible to arrange enrolment at a boys-only or girls-only school. If you are interested in a single-sex school for your child, you are encouraged to place an application with such schools as soon as possible after arrival.

Two certificates are awarded to eligible students who meet the necessary requirements in NSW government high schools - the School Certificate at the end of year 10 and the Higher School Certificate after completion of Year 12.

Information can be obtained from International Student Services if you need further advice.

MOTHERS AND BABIES

It is not uncommon for women to breast-feed their babies in public but many women prefer to feed in private. Most large department stores and toilets in public buildings have a mothers' room where you can sit and feed your baby quietly and change soiled nappies.

For help, advice and support regarding your baby or young child you can visit an Early Childhood Centre run by the Health Department. They are located in each local area and are listed in the White Pages telephone directory.

There are different types of child care available:

► Long Day Care

Long Day Care centres provide full-time and sometimes part-time care for children aged from 6 weeks to 5 years old. Care is usually available from 8 am - 6 pm, Monday to Friday. Most of the staff in these centres are trained and/or experienced child care workers. They provide educational programs and activities to meet the developmental needs of children in caring and stimulating environments. Most long day care centres have long waiting lists (often 1 year or more), so it is important to put your name down as soon as possible. Sometimes there may be places available for specific age groups - usually 3 to 5 year olds. Priority for places in most child care centres is given to full-time working parents, those engaged in or seeking full-time work, as well as full-time students.

All centres providing child care must be licensed by the Department of Health, Housing and Community Services and must comply with strict regulations.

► Family Day Care

Family day care is a home-based child care service which provides care for children from birth to ten years. The service allows for flexible caring arrangement and includes full day, regular part-time, before and after school care and occasional care. The children are cared for in small groups of no more than four preschool aged children, in the homes of day care mothers. The homes offer a comforting, secure and welcoming atmosphere. Activities and experiences are provided by the carer to promote the social, emotional, intellectual and physical growth of the children.

The care giver is supported by the Family Day Care staff who visits the carer's home on a regular basis to discuss matters causing concern, to provide ideas and to lend toys and equipment for the children's use. The waiting list can be up to 6 months, sometimes longer.

► Occasional Care

Children from birth to 5 years may be cared for in these centres for a few hours each week to give parents time away from the children to attend to other matters such as shopping, visiting the doctor, attending English classes etc. These centres employ a co-ordinator/ registered nurse and assistants, but are also staffed by parents and volunteers on a roster system.

Centres are usually open from 9 am - 4 pm.

► Kindergartens/preschools

These centres usually operate between 9am and 3pm, though some may open earlier or close slightly later. Most preschools operate only during the school terms (i.e. 41 weeks per year). They provide care for children aged three to five years on either:

- a sessional basis (i.e. morning or afternoon);
- full day session;
- combination of above

They provide an opportunity for children to mix with others and offer a program of educational activities in a stimulating environment. Priority of places is usually given to children attending school in the next year.

CHILDCARE Centres on Campus

► House at Pooh Corner

The House at Pooh Corner on lower campus is a long day care centre open from 8am to 6pm for 48 weeks of the year and caters to children aged from 6 weeks to school age. It is licensed for 72 children per day and priority is given to the children of students.

This service is sponsored by Arc.

Tel: +61 2 9663 5044
Email: poohcorner@unsw.edu.au
Web: www.poohcorner.unsw.edu.au

► The Honey Pot

The Honeypot Child Care Centre, a project of Arc@UNSW, provides good quality, flexible affordable child care that is designed to meet the needs of UNSW students.

The centre provides long day care (permanent annual bookings), sessional care (booking periods that coincide with the academic calendar – recess care optional) and occasional care (bookings taken up to 7 days in advance). Sessional and occasional care are student priority services. The centre is licensed for 29 children aged 2 months to 5 years, and operates for 48 weeks of the year.

The purpose-built facility is situated a two-minute walk away from the upper campus at the rear of 22 Botany St. Randwick.

In 2002 the centre received the highest possible accreditation rating from the National Childcare Accreditation Council (NCAC).

Tel: +61 2 9385 1230
Email: honeypot@arc.unsw.edu.au
Web: www.hr.unsw.edu.au/services/childcare/honeypot.html

► Kanga's House

Kanga's House Child Care Centre is a UNSW Work Based and Community Child Care Centre which is situated at 52 Barker Street, Kingsford, opposite Gate 14.

The centre provides care and education for 89 children a day, aged 3 months to school age and is open Monday to Friday from 8am to 6pm for 48 weeks of the year.

The centre and its families work together to ensure children have a nurturing, challenging and happy experience whilst at the centre. During January when the centre is closed, there is a Holiday Care Program for families that work during this period.

Tel: +61 2 9662 8353

Email: kangashouse@unsw.edu.au

Web: www.hr.unsw.edu.au/services/childcare/kangas.html

Childcare Centres off Campus

► Rainbow St. Child Care Centre

100 Rainbow Street
Randwick NSW 2031
Tel: +61-2-9399 3535

► Maroubra Neighbourhood Children's Centre

49 Bond Street
Maroubra NSW 2035
Tel: +61-2-9344 9040

► Randwick Open Care for Kids (ROCK)

30 Waratah Avenue
Randwick NSW 2031
Tel: +61-2-9399 6309

If you are needing child care or think you might need it in the near future, you should contact some centres, arrange to visit, and put your name on waiting lists as soon as possible. It is strongly recommended that you put your name on waiting lists for more than one centre. Child care can be expensive and difficult to get.

There are many other children and family services available in suburbs. Information on such services can be found at each Local Council office (look under Local Council in White Pages phone directory), i.e. Randwick, South Sydney or Botany city councils.

CHILDCARE

You may find that attitudes, facilities, and costs in regard to childcare are quite different in Australia compared to your home country. If you are used to having family help with childminding, then it will take some time for you and your child to adjust to a childcare centre. Staff in the centres are helpful and will talk to you about any concerns you may have. Sydney is a multicultural city, and this is reflected in most centres.

In Sydney, full-time child care places are difficult to find, particularly for children under two years old. The cost of childminding varies from centre to centre and it ranges from \$40 to \$50 per day.

Most long day care centres (centres that are open from 8am–6pm and offer full time care) have long waiting lists, often one year or more, so it is important to put your name down as soon as possible.

The House at Pooh Corner is a long-day care centre which gives priority to students' children (children aged from 6 weeks to 5 years old). This service is sponsored by the Arc and Postgraduate Board. Permanent part-time care for UNSW students' children (aged 3 months to 5 years old) is available at the Honey Pot Childcare Centre, a Student Organisation funded centre.

Kanga's House long-day care centre is open from 8am to 6pm for children aged 3 months to 5 years old. Its night care program is open from 4pm to midnight for children aged 3 months to 12 years. This centre provides both permanent and occasional care.

If you are needing child care or think you might need it in the near future, you should contact some centres, arrange to visit, and put your name on waiting lists as soon as possible. It is strongly recommended that you put your name on waiting lists for more than one centre. Child care can be expensive and difficult to get.

There are many other children and family services available in suburbs. Information on such services can be found at each Local Council office (look under Local Council in White Pages phone directory), i.e. Randwick, South Sydney or Botany city councils.

PARENTS ROOM

Room LG12 in Morven Brown Building is equipped with change table, lounge, microwave, sink and fridge for parents' free use. It is located at Lower Ground Floor of Morven Brown Building, Kensington Campus.

CHILDREN SERVICES SWITCHBOARD

These services provide assistance for all parents seeking information on all children's services with special emphasis on families from non-English speaking backgrounds.

ACTIVITIES FOR SCHOOL AGE CHILDREN

There are centres that offer before/after school care and vacation care and others that offer activities for children aged 5 years to 12 years both after school and during school holidays. Activities include art and craft classes, sports, excursions, and holiday camps. If you would like to find out more about before/after school care and/or activities for your children close to where you live, contact your child's school, your local council, the NSW State Department of Sport and Recreation or ISS.

Public Transport

Scheduled bus and rail services in Sydney are generally reliable and comparatively affordable. There are different types of fares covering the network. Pre-paid daily, weekly and monthly TravelPasses for separate or combined bus/train/ferry travel are worth buying for both regular commuting and occasional use. The cost varies with the type of pass and distance travelled. For full details on UNSW public transport, fares and timetable, check the UNSW Transport website: www.transport.unsw.edu.au

To 'economise' or 'save' on public transport, it is important to know how to 'travel smart' on Sydney public transport. This requires an understanding of all types of available tickets and fares and 'when' to use 'what' type of ticket. For example, a combined bus, train and ferry Red Weekly TravelPass is excellent for unlimited trips for seven days within 26km radius of Sydney metro. A stored-valued Traveltens of 10 trips are economical if you take no more than 2 bus trips per day or to keep for occasional bus travel within a year period.

Each bus route has distance based 'section' points. A 'section' is approximately 1.6 km. Although you may dip twice on a Blue TravelTen ticket to make it up for travel on 2 sections, one dip on a Brown TravelTen is smarter travel and will work out more economical for the same travel distance. The smartest travel is to avoid 'cash fare' when using public transport as it is more expensive than TravelPasses and Traveltens. TravelPasses and Traveltens are available from newsagents and train stations.

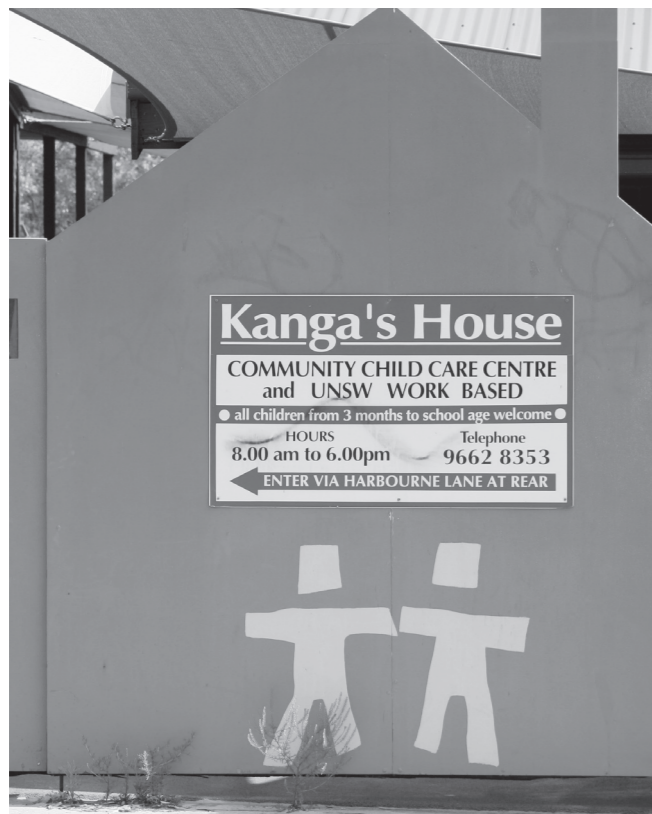
Always make sure you pay for the exact fare for the journey by checking with the driver. Failure to pay the exact fare will incur an on the spot fine.

Travel Concession Passes

Fee paying international students are not eligible for transport concession cards, however recipients of Australian Government scholarships funded by AusAID and Defence force are. This is a decision made by the State Transit Authority of the NSW government and the university is therefore unable to issue concession cards to international students.

Driving in NSW

International students who are eligible and choose to apply for NSW driver licence will be issued with a licence showing the notation 'Q'. This notation will appear in the 'Conditions' area on the front of the licence card. NSW Driver licences with a 'Q' notation will be valid for a period of 12 months only and must be renewed if the licence holder is still in NSW and wishes to continue driving.



Safety on Campus

The University Security Service is responsible for general security, parking and traffic on campus. The Service operates a number of security awareness and prevention programs which includes Unibeat.

Unibeat is a campus-based program designed to increase personal safety and security on campus by making people aware of circumstances and situations which generate crime. Unibeat publishes a regular newsletter which includes information on the crime spots on campus, crime statistics and general security advice. The services provided by Unibeat include the following:

UNIBEAT CYCLISTS

An after-hour escort service for people working and studying late on campus. . UNIBEAT can provide a cycle escort service which will have a UNIBEAT cyclist available to escort you to your car, the bus station or to another building on campus. The UNIBEAT cyclists are in radio contact with the Security control centre from dusk to 12 midnight seven days a week. Escorts are available 24 hours a day. Either flag one down (they are dressed in black and yellow uniforms) or ring 9385 6000 or ext. 56000 or free call 1800 626 003 from any public phone and an escort will be dispatched to you immediately.

THE SECURITY SHUTTLE



On Kensington campus a free security shuttle bus service operates at night. Buses cover the campus (car parks, colleges, libraries, State Transit bus interchanges).

The buses are in two-way contact with Security. The UNIBEAT bus timetable can be obtained from Security at the e- spot (The Red Centre), the Arc, Student Counselling, and various Union outlets on campus.

The Security Shuttle-bus operates along two set routes through and around the University approximately every 15 minutes from 6 pm to 11.30 pm Monday to

Friday during session, and may be hailed anywhere along the set routes by signalling the driver. You will receive a timetable in your welcome pack upon arrival

During session, the COFA – UNSW Library at Kensington Campus shuttle bus service operates every hour from 8am–6pm Monday to Friday.

THE LIGHTED CORRIDOR

The lighted corridor runs from the top of the campus to the bottom, it is easily distinguished by the yellow lights that are used. The corridor is patrolled from dusk to midnight by UNIBEAT cyclists and UNSW Security.

If all members of the University community work together and are security conscious then a safer working environment will be created for all campus users. Any information regarding Unibeat or any suggestions for its improvement can be made on 9385 6000

HELP POINTS

Three emergency help points are now operating on campus. Each help point works on the same principle as the roadside help points found on major freeways around Sydney. The phones (or call boxes) are easily recognisable. Each is mounted on a pole and painted dark blue with a white phone symbol. On the top of each call box is a blue light.

If you need assistance or help from a Security Officer or if you just need a Unibeat cycle escort simply press the button on the unit and you will be immediately connected with Security. These locations are monitored by closed circuit TV and in an emergency situation Security will attend.

Help points are monitored by CCTV and are located at nine points on campuses:

1. Library Lawn walkway (eastern side) near the Chancellery
2. Gate 9, High Street, adjacent to the Gatehouse.
3. Between the Roundhouse and front door of Material Science.
4. Quadrangle Building, near College Road.
5. Gate 14, Barker Street, on bus shelter.
6. Little Bay Sports Field, in car park.
7. King Street Randwick Campus, in car park.
8. Selwyn Street Gate, COFA, Paddington.
9. Greens Road Gate, COFA, Paddington.

Ways you can contact UNSW Security 24/7

- ▶ **FREE CALL**
Call 1 800 626 003 from any public phone.
- ▶ **UNSW Internal Phones**
call Ext 56000 or in an emergency 56666.
- ▶ **Lift Phones**
Using the phone in a building lift will give you direct contact with Security.
- ▶ **Call into any UNSW gate house or see any Security Officer**

Personal Safety and Security Tips

Moving around and travelling on public transport in Sydney is generally safe, but there are certain precautions you can take when travelling.

Plan your trip

- ▶ stand or sit in well-lit areas
- ▶ avoid long waits in isolated places
- ▶ tell someone your plan and expected time home
- ▶ avoid parks and poorly lit streets and lanes
- ▶ walk briskly and confidently
- ▶ pick a route likely to be used by other travellers
- ▶ if you are followed, move quickly to a place of help

Be prepared

- ▶ stay alert
- ▶ always carry change for a phone call
- ▶ note descriptions of people acting suspiciously
- ▶ notify police or transport employees of any offence or suspicious persons
- ▶ keep bags and purses on or close to your body

On the train

- ▶ sit near the guard's compartment – indicated by a blue light
- ▶ sit with others with whom you feel comfortable
- ▶ sit near the aisle rather than against the window
- ▶ sit in a carriage where there are a number of people
- ▶ if harassed, draw attention to the situation
- ▶ wait and travel in the Nightsafe area during evening hours

In the carpark

- ▶ always check the front and back before you get in
- ▶ leave your car in a well lit area
- ▶ have your key in your hand before entering the carpark
- ▶ lock your car once you are inside
- ▶ regularly change the place you park

On campus

- ▶ make use of the free Security Bus service whenever possible
- ▶ walk along lighted walkways and corridors at night
- ▶ do not leave your keys, bags and other personal belongings unattended
- ▶ be especially aware of theft in the library, the computer labs, UNSW Lifestyle Centre or at the colleges
- ▶ report all thefts and suspicious activity to Security Services on 9385 6000 or Emergency 9385 6666

Important documents

- ▶ always keep your passport, bank books and other important documents in a safe place
- ▶ avoid carrying more than two weeks of lecture notes with you

IDENTIFICATION THROUGH ENGRAVING AND PHOTOGRAPHS

This is a crime prevention measure designed to discourage burglary and theft by permanently identifying valuables with an engraving pen. Many burglars will avoid taking valuables that are engraved, because such items are difficult to sell or pawn. Engraving helps police to properly identify owners of lost or stolen property.

Here's what you should do:

- ▶ Go to International Student Services to borrow an electric engraver, which is easy and safe to operate. To borrow an engraver you will need to show your UNSW Student ID and leave a \$20 dollar deposit, which is refunded when the engraver is returned.
- ▶ Mark all valuables with your passport or UNSW Student ID number. This ID number should be in a conspicuous place - not hidden. Valuables to engrave might include PCs or laptops, TV, cameras, mobile phones, valuable equipment, instruments, sporting goods, etc.
- ▶ Maintain an accurate inventory of all valuables. List the brand name, model, serial number, and a detailed description of each item. This inventory can be invaluable for reporting losses and preparing insurance claims.
- ▶ Photograph any valuable items that cannot be engraved, such as works of art, antiques, jewellery, etc.

Cost of Living

LIVING EXPENSES

Living Expenses Estimates

NOTE – All prices quoted here are subject to inflation and currency fluctuations. The current inflation rate is very low.

Clothes – Price ranges for commonly required items:		Food	
Man's shirt	\$30+	Butter	\$2.60/250gm
Man's trousers	\$50+	Cheese (cheddar)	\$8.50/500gm
Man's jacket	\$60+	Milk	\$2.90/litre
Man's suit	\$250+	Bread	\$2.75/loaf
Sweater	\$50+	Pasta	\$5.60/kg
Sports coat	\$150+	Apples	\$3.50/kg
Women's blouse	\$30+	Oranges	\$5.00/3kg
Women's skirt	\$45+	Instant Noodle	50¢/packet
Women's trousers	\$45+	Chicken (pieces)	\$5.30/kg
Dress	\$50+	Chicken (whole)	\$8.70 each
Raincoat	\$60+	Beef steak	\$12.00/kg
Shoes	\$50+	Rice	\$1.60/kg
Haircuts		Beef mince	\$12.50/kg
Men	\$12-\$30	Eggs	\$2.80/dozen
Women	\$20-\$35+	Potatoes	\$2.50/kg
Connection Fees		Carrots	\$2.00/kg
Electricity plus bond		Lettuce	\$2.50 each
Gas plus bond			
Telephone			
		Connection fee if socket already in place	\$60
		Connection fee for new socket	\$209
<i>* Mobile phones and ISP rates vary according to usage plans and providers*</i>			
Miscellaneous			
Taxis, flag fall of \$3.10 and \$1.85/km (with \$2.00 extra for a radio booking)		\$3.10	
A surcharge of 20% of the distance rate applies for journey commencing between 10pm–6am daily			
Bus (up to 2 sections or 3km) minimum fare		\$1.80	
Telephone, local calls from public phone (Extra for long distance)		40¢	
Gas/Electricity (more during winter) (Per person per week approx)		\$10	
Movies, with student ID card		\$8.50+	
Postage, standard mail within Australia		50¢	
Aerogramme anywhere in the world		70¢	

The figures provided here do not include the cost of large non-essential items such as luxury household equipment (e.g. personal audio or visual equipment) or a car. Many students find that these additional expenses can cause serious problems for someone on a limited budget.

Recreation and entertainment are matters of personal taste: the amount spent depends on your tastes, interests, budget, and where you live. The figures given do not include the costs of large non-essential items such as household equipment or a car. UNSW is well supplied with public transport, with numerous bus routes passing the campus from the city and many suburbs. It is generally not advisable for any student to own a car unless absolutely necessary for everyday transportation. Owning and maintaining a motor vehicle is expensive in Australia. Insurance is compulsory and costly, parking is not available on campus and is difficult to find near the University.

A reasonable second-hand car may cost in excess of AUD\$4,000, with registration and insurance around AUD\$1,000 per year, with running costs extra.

SUMMER VACATION EXPENSES

The summer vacation time (December through February) requires special financial planning. Expenses for this period must be carefully estimated and added to costs for the academic year in order to give a realistic total figure for the calendar year. They are not included in the estimated AUD\$16,000 - AUD\$18,000 quoted for living expenses.

Staying in Australia for the 10-week long vacation costs more but there are savings on airfares and on re-establishment costs if you do not move to a new house or flat. You may be lucky enough to get some work.



BOOKS AND OTHER COURSE EXPENSES

The cost of books varies considerably depending on your program. The recommended textbooks for a year might cost from AUD\$500+. Some programs also require students to buy laboratory manuals, pay for the cost of field trips and purchase equipment and other materials. In some programs this may exceed \$1000 per annum.

Your Program Office will provide you with this information. It is advisable to buy at least the essential textbooks suggested by the lecturers; UNSW Library can be used for supplementary reading.

You can save money by buying second-hand books, provided the editions of the books specified by your lecturers are available. You can buy second hand books at the Second-hand Bookshop on campus or specialist second hand bookshops off campus.

NOTE: The figures supplied in this section are estimates only. These prices are subject to inflation and currency fluctuations.

BUDGETING ADVICE

Pick up Budgeting Flyer from ISS reception or talk to an International Student Adviser.

Shopping

The UNSW Kensington campus has banks, pharmacy, University's convenience stores, newsagents, cafes and food courts, health clinic with dental practice, post office, hair salon and travel agent.

The UNSW Bookshop and Second-hand Bookstore sell both new and used books and course materials. The University's convenient stores sell academic related stationery supplies, and software required at UNSW.

The shopping streets within walking distance of Kensington campus are Belmore Road in Randwick and along Anzac Parade in Kingsford. Maroubra Junction has a lot more shops but it is 10 minutes away by bus.

The two nearest shopping malls are Westfield Bondi Junction - Bus Route 400 northbound – and Westfield Eastgardens - Bus Route 400 southbound. Both are approximately 15-20 minutes trip away. Pitt St Mall in the CBD is where major department stores and retails outlets are located.

For food and household groceries, the main chain supermarkets are Franklins, Bi Lo, Coles, Woolworths and Aldi. Paddy's Markets in Haymarket Chinatown section of the CBD is great for fresh fruit and vegetables and is open from Thursday to Sunday.

The recommended sources of furniture, whitegoods and house appliances are Second-hand furniture shops around the campus, Freedom at Moore Park Supacentra, - Bus Route 302/303, and ISS Marketspace – the ISS online trading facility accessible through ISS homepage.

The weekend markets in Paddington, Glebe Point Road, Surry Hills, Kingsford Junction and Bondi Beach (Sunday trading) are worthwhile exploring for funky selection of second-hand and affordable items.

Other neighbourhoods with interesting 'shopping streets' are Darlinghurst & Paddington along Oxford St, Newtown along King St, Surry Hills along Crown St,Victoria Avenue in Potts Point & Kings Cross as well as Bondi Beach.

NOTE: Some retail shops and businesses offer discounts to full-time university students.

SHOP OPENING HOURS

Hours of opening are usually 9.00 am to 5.30 pm (Monday, Tuesday, Wednesday, and Friday), 9.00 am to 9.00 pm (Thursday), and 9.00 am to 4.00 pm (Saturday). Many stores are also open on Sunday and some supermarkets are open until 10.00 pm on weeknights. In some areas, supermarkets are open 24 hours a day.

There are numerous large shopping centres within walking distance of UNSW. In these shopping centres you can find most of the goods and services you need.

SUPERMARKETS

In supermarkets like Woolworths, Coles and Franklins you will find all the things which you may be used to buying in a number of different shops. There are fresh fruits and vegetables, frozen foods, canned goods, meat, bread, laundry and cleaning supplies, personal needs and non-prescription drugs, even some inexpensive clothing. Self-service is normal in supermarkets. You select the items you want to buy, put them in a trolley or basket supplied by the store and present them for payment at the cashier's counter (called a check out).

Usually there is an express check out counter for shoppers with fewer than 6 or 8 items. Scales are used to weigh and compute the prices of things like vegetables or sliced meats which are not already packaged. The scales are generally accurate, and shop assistants are usually honest.

Meats

Meat can be bought from a butcher or from the supermarket. In a supermarket meats, are pre-packaged with a label which tells you the cut, the weight, the price per kilo and the total price of the package. You may find that Australian cuts of meat are unfamiliar to you so you may need to ask for help. There are butcher shops in most suburbs. Halal meat can be purchased at a butcher shop close to the University.

Staff at the International Student Services can advise you, or refer you to students from your country for information on where to shop for your special meat needs.

Fruit and Vegetables

These can be bought from greengrocers, fruit and vegetable markets or supermarkets. You select what you need. There are scales on which you can weigh produce sold by the kilogram. Some produce is pre-packaged or tied in bunches or sold by the piece.

Speciality Foods

Speciality shops sell a wide range of food items. Bakeries sell fresh bread and cakes, delicatessens have a selection of imported meats, cheeses and speciality foods, health food shops sell a range of vegetarian and imported foods and condiments and fish shops sell fresh seafood and hot fish and chips. Many supermarkets also have a selection of foreign or imported foods.

Frozen Foods

It is important to keep frozen foods frozen. Plan your shopping so that you go directly home from the store. Put frozen foods immediately in the freezer in your refrigerator. If frozen food thaws, use it right away.

Multicultural Grocery Shops

A number of ethnic grocery shops are located within walking distance of the University. Chinatown and other suburbs offer a wide range of Asian and other ethnic groceries and vegetables. The two best guides on ethnic food and eating is the "SBS Guide of Ethnic Food and Eating Out in Sydney" and Cheapeats Sydney. Both are available from most bookstores and newsagencies.

PHARMACY OR CHEMIST SHOPS

In Australia pharmacists are called chemists. Chemist shops are the only shops authorised to fill prescriptions or scripts from a medical practitioner and sell prescription pharmaceutical products. Most chemists also have a large selection of cosmetics, shampoo, toothpastes, household medicines and other items. The Campus Pharmacies are open 8.30 am to 6.00 pm, Monday to Friday.

DEPARTMENT STORES

Department stores sell many things: clothing, pots and pans, furniture, fabrics, gifts, china, jewellery, clothes, shoes, books, food, etc. David Jones and Myer are the large department store chains in NSW. Compare before you buy as the same items are frequently sold in different stores at different prices. Often the quality of similar items will also vary from department store to department store. Watch for sales, when certain things are sold, for a limited time, at a reduced price.

DISCOUNT VARIETY STORES

Discount variety stores such as Target, K-Mart, and Woolworths are department stores which regularly have lower prices than other stores. This is because they buy in large quantities and sometimes the goods are of lower quality or are older models. These stores are large and economically built. You can find bargains if you shop carefully.

HARDWARE STORES

Hardware stores carry tools, nails, electrical and plumbing equipment, knives, paint, pots and pans, kitchen appliances, etc. Some of these items can also be purchased at the larger department stores.

SERVICE STATIONS

Service stations sell petrol (gasoline or gas), oil, tyres etc. and usually provide a car repair service. Some are self-service others full service. Full service means the attendant will attend to your car, may clean the windscreen, check the oil, water and battery and (if you ask him or her) the air pressure in the tyres. At self service stations you attend to your own car and they are usually less expensive. If you regularly buy at a self-service station, you must remember occasionally to check the oil, water and battery yourself.

Many service stations have convenience stores which enable you to buy a wide range of goods outside normal business hours.

MARKETS

A number of weekend markets are available around Sydney. They have stalls selling a large variety of new and second hand goods. It may be possible to bargain a little (5% – 15%).

SECOND HAND GOODS

The Trading Post and the Saturday edition of the Sydney Morning Herald newspapers advertise a wide variety of second hand goods, from motor vehicles to furniture.

These are usually advertised by private individuals.

Notice boards in the library foyer advertise books, furniture and other items students want to sell.

There are a number of stores in the shopping centres close to the University that buy and sell the second hand furniture that you may need.

Bargaining

Prices in Australian shops are usually fixed, and it is not the custom to bargain for a lower price. There are some exceptions such as buying a car or second hand items and at the markets.

When you first arrive, be very careful when you pay for something. Australian currency may be unfamiliar to you.

Hire Purchase

This is a system where you take goods home after paying an initial deposit and agree to pay the balance by instalments. This is a very expensive way of buying something as interest is charged at a very high rate. If repayments are not met by the due date, the company supplying the product has the right to remove the goods from your premises and you may not be able to get any money back.

Do not sign any hire purchase contract for goods unless you fully understand it. If unsure, seek advice from the Consumers' Advice Section of the State Department of Fair Trading. We recommend that you do not buy anything on hire purchase.

Lay-by

Most clothing shops and some department stores operate a lay-by system. Items are held by the store for one to three months after you have paid a minimum deposit of 20% for the items. Regular payments have to be made until the balance is paid. Interest is not charged on a lay-by.



DEPARTMENT OF FAIR TRADING

The NSW Government has a Department of Fair Trading which operates a Consumer Claims Tribunal. It is responsible for protecting consumers' rights and providing free advice and information. Where a dispute arises concerning goods or services you have purchased, the Consumer Claims Tribunal may help you solve the problem.

NSW Department of Fair Trading website:
www.fairtrading.nsw.gov.au

SOME SHOPPING HINTS

- ▶ Compare prices and quality.
- ▶ Before you go shopping (particularly for groceries) make a list. As there is so much on display, it is easy to buy on impulse and spend money on things you really don't need.
- ▶ Read tags, labels and signs carefully. Be sure you understand the price.
- ▶ Take your time. This is easy in Australian shops where the responsibility of the shop assistant is generally to take your money, not to help you shop.
- ▶ Save the receipts in case you want to exchange or return an item. In Australia it is usually acceptable to take back something you bought (except food) if you decide you don't want it (providing not too much time has elapsed and you have not used the item).

SHOPLIFTING

To take something from a store without paying for it is called shoplifting, and it is a serious crime. Many stores employ security guards or store detectives in plain clothes to stop shoplifters. Large stores sometimes mark merchandise with electronic tags; if the merchandise is taken from the store without the sales person removing the tag, a loud signal will sound to alert security personnel.

- To avoid trouble:
- ▶ Keep the goods which you have selected clearly visible as you shop. After you have paid for your selections, the assistant will put the things you have bought in a bag and probably will staple the receipt to the closed bag.
 - ▶ Use shopping trolleys in supermarkets, rather than shopping bags, as is the custom in many countries.
 - ▶ Never put anything in your pocket or purse or shopping bag until you have paid for it. If you do, it may appear that you intend to take the item without paying for it.

Australian Environmental Housekeeping

Most people in Australia are becoming more and more environmentally aware.

Environmentally sound cleaning products are easy to find and are often much cheaper than conventional, more harmful products.

CLEANING

To Wash Dishes

Use liquid detergent (such as Green Choice or a similar product) or pure soap.

To keep saucepans clean and shining, use steel wool and pure soap.

If your flat or house has a dishwasher, ask for directions on how to use it as well as suggestions about what kind of dishwashing detergent to use.

To Clean Sinks

Use bicarbonate of soda (available from most corner stores or supermarkets) on a damp cloth to wipe sinks clean. Some scrubbing may be required. Rinse well.

To Clean Linoleum or Vinyl Floors

Mix one cup of white vinegar with half a bucket of warm water; this should be enough for most floors. Use with a mop to wash floors and a damp cloth for cabinets. Rinsing is not necessary.

For Woodwork

Mix equal parts of vinegar, methylates spirits and linseed oil. Rub over wooden surfaces with a soft, clean dry cloth. You can bottle any unused mixture for future use.

For Cleaning Toilet Bowls

Place one cup of white vinegar in toilet bowl and scrub with a toilet brush. If bowl is badly stained, scrub with bicarbonate of soda, and then use vinegar. The outside of the bowl and cistern needs only to be wiped over with white vinegar on a damp cloth.

To Clean Mirrors

Clean mirrors with a ball of crushed newspaper dampened with white vinegar.



To Clean Windows

Clean with a water dampened ball of news-paper sprinkled with white vinegar or methylated spirits. Dry with a ball of dry newspaper.

Cleaning the Oven

Oven cleaners sold in supermarkets can damage the oven's electrical element. The best way to keep an oven clean is to wipe it over after each use. Occasionally, clean more thoroughly by mixing one cup of water and half cup of cloudy ammonia into an oven-proof dish or bowl, placing dish in warm oven for 10 - 15 minutes or longer. Wipe off baked-on grime and grease with steel wool and bicarbonate of soda, then wipe over with clean damp cloth.

To Clean the Refrigerator

Wipe the outside and inside of the refrigerator with bicarbonate soda on a damp cloth. To finish, wipe refrigerator with white vinegar. Use vanilla essence to help gets rid of bad odours. Simply wipe the refrigerator interior with vanilla essence on a cloth or by leaving a cotton wool ball soaked in vanilla somewhere inside the refrigerator.

Vacuum cleaners

Vacuum cleaners are used for cleaning rugs and carpets. New vacuum cleaners are expensive to buy; however, reconditioned machines are much cheaper.

Alternatively, you can hire a vacuum cleaner from Student Resources in the Blockhouse on campus. Be sure you empty and change the dust bag occasionally.

Some vacuum cleaners have throw-away dust bags; replacement bags can be purchased from most department stores.

GARBAGE

Most local councils now encourage recycling of glass, paper, cardboard and aluminium cans by providing special collection services for recyclable items. Ask your landlord or local council which garbage collection days have been allocated for recyclable goods. Some council provide special containers for you to put your recyclable items in for collection.

Plastics do not break down or biodegrade. Try to use as little plastic as possible when disposing of rubbish. Use newspaper to wrap most household leftovers or empty milk cartons for oil or grease, leftover milk, etc. Never wash oil or grease down the sink or outside drains as this pollutes the environment (beaches, etc.).

Buying products packaged in cardboard means easy and safe disposal.

What can I recycle?

What goes in your mixed recycling container?

Remember to lightly rinse, and remove lids. Place no broken glass, window glass, poison bottles, cans of paint or solvent, aerosols or explosives eg white, 'Master' bottles or china cups and plates.

What goes in your paper and cardboard recycling container?

Please remove recycling from plastic bags. Plastic bags are not recyclable!

CITY OF SYDNEY

Chapter 2:

The University System

This chapter is an introduction to the academic system followed at UNSW.

It contains information on:

College of Fine Arts

The Academic Year

Understanding the University System

Important Sources of Information

The Library

Assessment

The University System

CHAPTER

College of Fine Arts – COFA

The College of Fine Arts is located at Paddington, several kilometres from UNSW Kensington Campus. COFA has a commitment to the development of individual creative potential and to providing an environment which encourages the development of professional attitudes in fine arts, design, art teacher education, art theory and art administration and digital media.

COFA consists of five schools, divided into a number of related course areas through which the courses and programs of the College are offered.

The School of Art

The School of Art consists of the studies of Painting, Drawing, Printmaking (including etching, lithography, relief and silk screen printing), Photomedia (including photo based media, digital imaging and photo/installation), Four Dimensional Time Based Studies (including film, computer animation, multi-media computing, sound/ performance/ installation and video), Sculpture Studies (including clay, ceramics, object/installation and jewellery/bodyworks).

The School of Art Education

This school comprises studies in Art Education.

The School of Art History and Theory

This school includes studies in art history and theory and art administration.

The School of Design Studies

This school comprises studies in design.

The School of Media Arts

This school comprises studies in digital media

COUNSELLING SERVICE

This service is available to all staff and students for both personal and study related problems. A counsellor is on campus five days a week. Phone: 9385 0733.

INTERNATIONAL STUDENT ADVISER AT COFA

An International Student Adviser is at COFA campus on Monday afternoons between 3:30 pm and 5:30 pm in the Counselling Room, Building G Room G05.

GALLERIES

The Ivan Dougherty Gallery

The purpose of the Ivan Dougherty Gallery in Paddington is to provide an educational and cultural resource for the students and staff of the College of Fine Arts, The University of New South Wales and the general public. The Gallery mounts ten to twelve groups or thematic exhibitions per year of international and Australian contemporary art, in addition to a series of events and performances by contemporary Australian performers and performance artists.

The COFA Gallery

The COFA Gallery is the on-campus student gallery of the College of Fine Arts. It aims to provide an environment where students can gain professional experience in gallery procedures as exhibitors and where Art Administration students can develop their curatorial and management skills.

For information on COFA contact 9385 0888



The Academic Year

The academic year is divided into two Sessions, each containing 14 weeks for teaching. Between the two sessions there is a break of approximately six weeks, which includes a one-week study period, two weeks for examinations, and three weeks recess.

There is also a short recess of one week within each session. Session 1 commences on the Monday 3 March 2008 and Session 2 commences on Monday 21 July 2008.

Session timetables for Faculty of Medicine, the Australian Graduate School of Management and the Australian Defence Force Academy at the University College vary slightly.

The dates for each academic year are available from <http://my.unsw.edu.au>



Understanding the University System

ENROLMENT

You should carefully follow all the enrolment instructions you have received from the University. Procedures may vary from faculty to faculty. If you need assistance with enrolment, contact your Program Office or the International Student Services.

Bachelor's Degrees

The first or undergraduate degree is the Bachelor's degree which is awarded after a prescribed program of study. When you graduate (i.e. when the degree is conferred by the University) you are entitled to use the letters or abbreviation of the degree after your name, e.g. Joe Bloke, BA; Jan Wan, BCom. Usually a Bachelor's degree carries no title; you remain Mr, Mrs, or Ms Smith. The only exception is in medicine where the combined degree of Bachelor of Medicine, Bachelor of Surgery (MBBS) carries the courtesy title of Doctor (Dr). The usual Bachelor's degree is the Pass Degree. In some programs you can obtain a Bachelor's degree with Honours by studying a particular course at a higher level or for an additional year; in others, Honours are awarded for work done at a high level of achievement throughout the program. Honours degrees are awarded in three classes - First Class, Second Class - Division 1, Second Class - Division 2, and Third Class.

After completing a Bachelor's degree you can proceed to a higher qualification, a Graduate Diploma, a Master's Degree or a Doctorate.

Graduate Diplomas

Graduate Diplomas are generally short programs (one year's duration) and focus on professional or practical training, e.g. Diploma in Education, Diploma in Food and Drug Analysis.

Master's Degrees

Master's Degrees are done either by course work or research. They usually carry the name of the faculty, but focus on a particular discipline, e.g. Master of Arts (MA) in History, Master of Science (MSc) in Anatomy.

Doctorates

Doctorates are usually awarded as a Doctor of Philosophy (PhD). They are awarded to candidates who complete a program of research and submit a thesis which makes an original and significant contribution to knowledge. It is possible to gain a PhD degree in most disciplines taught in the University, e.g. PhD in Psychology, PhD in Physics, or PhD in Anatomy. On award of the PhD degree you are entitled to be addressed as Doctor. The highest degrees awarded by the University are the degrees of Doctor of Science (DSc), Doctor of Letters (DLitt), Doctor of Laws (LLD) and Doctor of Medicine (MD).

These higher doctorates are awarded to a candidate who has completed a program of research which makes an original and meritorious contribution to knowledge in the discipline.

This can be done by submitting a thesis or published works.

TUTORS, LECTURERS AND PROFESSORS

The academic staff of the University are appointed at various levels. The academic ladder has various steps of progression:

- ▶ **Associate Lecturer**
Mainly involved in teaching small classes in tutorial or laboratory situations and the marking of essays and assignments.
- ▶ **Lecturer**
Responsible for presenting lectures in specified courses, assessing student progress and carrying out research projects.
- ▶ **Senior Lecturer**
The same as a lecturer but with greater administrative responsibility, demonstrated research or teaching ability.
- ▶ **Associate Professor**
Greater responsibility, emphasising publishing research and lecturing. An Associate Professor is addressed as Professor.
- ▶ **Professor**
Either the Head of the School or one of the senior members of the School, appointed because of his/her standing in the discipline, research contributions, etc. Professors are usually highly involved in administration of the School, in their own research and writing, and in lecturing to students.

COURSES, UNITS OF CREDIT AND PROGRAMS

A course may be taught as a session length course in either Session 1 or Session 2 or throughout the whole year, (i.e. both sessions) as a full year course. Each course is given a unit of credit value according to the standard length of the course; the unit or credit point values of courses vary for different programs.

You have to accumulate a set number of units of credit, from specific courses, to be awarded your degree. The number of units of credit needed varies from degree to degree.

The regulations governing your degree are in your Faculty Handbook. These regulations tell you which courses you will have to study as well as the sequence and length of time you will have to study them.

Advanced Standing

Provision is made for students who have previously completed appropriate courses in programs at recognised tertiary institutions and technical colleges to be admitted with advanced standing. Contact your Program Office for detailed information.

UNDERSTANDING THE NUMBERS THE UNIVERSITY USES

Like most large organisations, the University uses computers extensively. As computers are used to "thinking" in numbers, most things in the University have a number, including you! The following are the main numbers with which you need be concerned:

Your Student Number

On entering the University, each student is given a 7 digit Student Number. Your Student Number is used for various administrative purposes, such as enrolment in programs, arranging examinations and mailing your results to you. Because someone may have the same name as you, it is wise to give your Student Number in any correspondence with the University. Your Student Identity Card carries this number and your photo and identifies you as a student currently enrolled at UNSW. Among other things, this card is used for borrowing books from the library and using the sports facilities on campus.

Your student card will be issued to you during enrolment.

Your Program Number

Every program in the University has a 4 digit code number as well as a name. For example, if you're enrolled for an Arts degree the program code is 3400, for Medicine it is 3800, Electrical Engineering is 3640, Commerce & Economics-Accounting is 3505, Combined Arts/Law is 4760, etc. Usually it is best to use the name as well as the number of the program in dealing with the University.

You can find the number of your program on your enrolment form or in the Faculty Handbook.

COURSE NUMBERS

Each course you take as part of your program has an alphanumeric (letter-number) code consisting of four letters and four numbers. The letters indicate the school or department conducting the course while the numbers identify the course. Some examples:

- ▶ **CIVL1007**
CIVL - School of Civil Engineering
1007 - Engineering Practice
- ▶ **AUST2000**
AUST - Australian Studies
2000 - Time, Space and Community in Australia
- ▶ **ECOH1302**
ECOH - Department of Economic History
1302 - Australia and the Asia-Pacific Economies

CHANGE OF ADDRESS

Whenever you change your residential or mailing address, you **MUST** notify the University as required by student visa conditions. Otherwise, you will not receive important information such as your confirmation of enrolment and your examination results. Once you have enrolled, you can update any changes in address or personal contact details through myUNSW at <https://my.unsw.edu.au>

Important Sources of Information

UNSW HANDBOOKS

The main source of information about your degree program and the courses you are taking is your UNSW Handbook. The UNSW Handbook is only available online at <http://www.handbook.unsw.edu.au>

The online handbook contains the following sections:

- ▶ General University Rules and Student Information
- ▶ Faculty Information - lists names of people to help you with program problems, faculty clubs and societies, scholarships and prizes available, and a list of the staff in the Faculty.
- ▶ Faculty rules and Program structure - contains rules governing the various programs (e.g. how many units are required; minimum time required for the degree etc.), and descriptions of the programs (i.e. the actual courses and sequences) available in the Faculty.
- ▶ Course Descriptions - list each course offered in the Faculty. Information includes:
 - Course number, title and brief description of program content.
 - Pre-requisite, co-requisite and excluded courses where applicable.
 - Additional information about the course such as unit values, credit hours, teaching hours per week, sessions when taught.
- ▶ Timetables - some handbooks also provide details of the class timetables. The locations of lectures are obtained from program offices.

YOUR PROGRAM OFFICE

Each program has an office which is responsible for providing information to students. In some cases this is the Faculty Office (e.g. Arts & Social Science, Law, or Business) and in others it is within a School or Department (e.g. Social Work, Chemical Engineering). These are listed in detail in the Student Guide.

If you need advice about enrolment, degree requirements, course sequences, pre-requisites and co-requisites, credit for courses completed elsewhere, withdrawing from or changing courses, or any other general faculty matters, talk to the people in your program office.

UNSW STUDENT CENTRAL - STUDENT ENQUIRIES

UNSW Student Central is the public face of the University's student administration. UNSW Student Central provides advice and assistance in relation to:

- ▶ student enrolment records
- ▶ academic transcripts and graduation;
- ▶ illness and misadventure issues and special consideration;
- ▶ student loans and financial advice;
- ▶ visa extensions for international students;
- ▶ examination timetables; scholarships;
- ▶ tuition fees and student activity fees;
- ▶ thesis submission;
- ▶ applications for postgraduate, non-award and other direct entry courses;
- ▶ change of name notification.

UNSW Student Central - Student Enquiries

Chancellery (next to the Library lawn).

Tel: +61 2 9385 8500

Email: sisinfo@unsw.edu.au

Opening hours:

8.30am to 5.30pm Monday to Thursday

8.30am to 5pm Friday

COFA Student Administration Office

B Block at Paddington campus

Tel: +61 2 9385 0888

UNSW GRADUATE RESEARCH SCHOOL

The Graduate Research School (GRS) delivers the full range of services required to support both postgraduate research students and supervisors. In addition the Graduate Research School offers research students a central hub for social events and networking opportunities to meet with fellow students and researchers. Research students are strongly encouraged to take advantage of the full suite of resources supplied at the Graduate Research School, come along to events, and seek advice and assistance throughout the course of candidature.

Some services and facilities offered by Graduate Research School:

- ▶ Research Student Admission and Enrolment
- ▶ Scholarships
- ▶ Thesis Submission
- ▶ Changes to Candidature
- ▶ Graduation
- ▶ Up-to-date information on policy and procedure
- ▶ Information on Postgraduate Research student service providers on campus at UNSW
- ▶ Free subscription to Research-Eye, an email bulletin for research students
- ▶ Seminars and events on intellectual property, postdoctoral research opportunities, orientation, ethics, commercialisation and more

Examples of Questions the Graduate Research school can help you with:

- ▶ What research skills courses are available at UNSW?
- ▶ What resources are available at the library and who should I see?
- ▶ Who should I see if I'm having supervision issues?
- ▶ I don't understand about IP at UNSW - how can I find out more?
- ▶ How can I get funding for interstate / overseas research?
- ▶ How do I apply for a research degree at UNSW?
- ▶ Where should I go if I want to apply for leave from my study?
- ▶ Where do I find information on research scholarships available?
- ▶ Where do I find information relating to thesis submission?

UNSW Graduate Research School

Ground Floor, Rupert Myers Building (M15)

Middle Campus, near Gate 14

Tel: +61 2 9385 5500/5502

Email: enquiries.grs@unsw.edu.au

Web: www.grs.unsw.edu.au

The UNSW Library

The UNSW Library has over two million resources for students to use. The Library system is structured on the concept of providing maximum service to all users. You will find that there are five special libraries. Four special libraries are located in the Library building at Kensington and one is located at the College of Fine Arts in Paddington. Each special library offers a concentration of reference services and research resources within a defined range of subject areas.

SPECIAL LIBRARIES

- ▶ **The Social Sciences and Humanities Library**
houses material relating to the Faculty of Arts & Social Sciences and to the Faculty of Commerce & Economics.
- ▶ **The Physical Sciences Library**
covers the pure and applied sciences, engineering and architecture.
- ▶ **The Biomedical Library**
contains material concerning medicine, the biological sciences, health administration and food science.
- ▶ **The College of the Fine Arts Library**
is located in Paddington. This library contains a comprehensive collection of material on the visual arts.

FOREIGN NEWSPAPERS

The Multimedia Resources Service (MARS) on Level 3 of the Library building regularly receives copies of foreign newspapers which are available for your perusal.

POSTGRADUATE COMPUTER LABORATORY

A 24 hour access computer laboratory for postgraduate student use is located on Level 2 of the Library building (enter from the back of Library, near Australia Post).

There are both PCs and Macintoshes with a full range of software for postgraduate student use. Access to Internet is available.

Printing is also available (bring your own paper)

Please contact e-Spot at West Wing of Red Centre to arrange access via UNSW Student ID card.



Assessment

At university a variety of procedures are used to assess your knowledge and ability in different programs. Since the type of assessment often influences the way you study, it is important to find out how you will be assessed in each of your courses.

The main types of assessment are as follows:

- ▶ **Examinations**
Examinations usually involve essay questions, multiple choice questions, or combined multiple choice and short answer questions. Some courses may involve several exam papers using different types of questions.
- ▶ **Class work**
Class work includes essays, assignments, laboratory reports, spot tests and field work set during the year. You should find out what percentage your class mark contributes to the final assessment. Frequently students invest a disproportionate amount of time and effort on class work at the expense of other study.
- ▶ **Continuous assessment**
Continuous assessment involves completing regular small tests or quizzes and handing in small essays or assignments, usually on a weekly basis.

ESSAYS AND ASSIGNMENTS

You must submit all essays or assignments before or on the due date. If you don't submit work on the due date you may lose marks or even be failed in the course. If you are unable to present the assignment or essay by the due date, see your tutor or lecturer as early as possible to arrange an official extension of time. Do this as soon as you are having difficulty. Do not leave it until the day before the work is due.

CHANGING YOUR MIND

Withdrawing from Programs and Courses

If you decide to discontinue your program you should notify the Registrar in writing. If there is any chance that you will want to return to the same program the following year, there are several things to keep in mind:

- ▶ New undergraduate students in stage 1 of a program who discontinue without failure must re-apply for their place; they are guaranteed re-admission to the same program the following year.
- ▶ Second and subsequent year students who enrol and then withdraw from studies have the right to re-enrol the following year in the same program.
- ▶ Program leave for one session or a full year may be granted to second and later year students on written application to the Registrar. Although the University may grant leave of absence, international students cannot remain in Australia on a student visa if they are not studying. Program leave will have implications for your student visa. Further information is available from International Student Advisers.

In all cases it is important to observe the deadlines for discontinuing courses. If you do not discontinue before this date a failure will be recorded in the courses you wish to discontinue. You can discontinue courses without recording a failure provided you apply before the dates given at myUNSW.

Changing Programs

If you want to change programs, you should apply through your program office before the dates set out in myUNSW.

Refund of Fees

The University has a fees policy for when students withdraw from their program. You should have received a copy of this when you enrolled. More details can be obtained from myUNSW

ACADEMIC MISCONDUCT

Like every student at UNSW, you must abide by certain Academic rules and regulations. The University has the power to punish (or discipline) students who don't follow them. Examples of this kind of University discipline include: being failed in a course, loss of privileges, fines, having to pay compensation, suspension, exclusion from study for a certain period or even permanent expulsion from the University. The definition of academic misconduct, as set out in the University Regulations, is very broad.

This means that students can be disciplined for any sort of behaviour which, in the University's opinion, does not satisfy normal standards of academic practice. Academic misconduct includes many practices, e.g. cheating, plagiarism, copying, using another person's work, getting someone else to do your work for you, or doing someone else's work for them. In addition, behaviour which is offensive or likely to cause damage to other people or property can be regarded as academic misconduct. Refer to myUNSW for full details on "Academic and Student Misconduct".

WHAT TO DO IF THINGS GO WRONG?

Special Consideration - Illness & Misadventure

On some occasion - sickness, misadventure, or other circumstance beyond your control may prevent you from completing a course requirement or attending or submitting assessable work for a course. Such assessable requirements may include formal end of session examination, class test, laboratory test, seminar presentation, etc. It is also possible that such situations may significantly affect your performance in an assessable task. The University has procedures that allow you to apply for consideration for the affected assessments. Depending on the circumstances, the University may take action to allow you to overcome the disadvantage; e.g. give you additional assessment or extend a deadline. You should note that merely submitting a request for consideration does not automatically mean that you will be granted additional assessment, or that you will be awarded an amended result.

For example, if you have a poor record of attendance or performance throughout a session/year in a course you may be failed regardless of illness or other reason affecting a final examination in that course. The University has a centralised procedure for Consideration applications. Many Course authorities and Faculties have 'local' procedures that you will also need to follow. It sometimes happens that a student may encounter a situation that is so significant or personal they do not want to use the Special Consideration procedures. In a case like this you may prefer to contact the University Health Service, the Counselling Service, an academic adviser in your Program Offices or the Assistant Registrar in the Student Information and Systems Office. Remember that it is always important to let the University know if there is anything which may affect your ability to continue your studies.

How to Apply for Consideration

You must make formal application for Consideration for the course/s affected as soon as practicable after the problem occurs and within three working days of the assessment to which it refers. The application must be made on the 'Request for Consideration' form available from UNSW Student Central, program and course offices. The completed application form must be submitted to UNSW Student Central. For further details on applications, see the 'Special Consideration - Illness & Misadventure' page on the A-Z Guide on myUNSW.

ACADEMIC STANDING

Rules for Undergraduate Students New Academic Standing rules for undergraduate students were approved by the Academic Board in August and will be in place for the release of results at the end of Semester 2, 2007 (Friday 7 December). The new Academic Standing model has been designed to simplify previous rules, and in doing so will provide early intervention and improved support for students who may be at risk of continual failure.

The number of Academic Standing levels in the new reformed model has now been reduced to four: Good, Referral, Probation, and Suspension, with the Pending level and multiple Probation levels now discontinued. Another amendment made is that students are only able to reach Suspension level once. If this level is reached again, Exclusion will take effect.

Modifications have also been made in regards to what is considered to be Satisfactory, Poor, or Nil academic progress and the implications these can have on a student's Academic Standing.

University System

Your Academic Standing is an indication of your current progress toward completion of your Program. At the end of each Semester an Academic Standing is assigned. This is calculated according to the proportion of load passed (undergraduate students), or cumulative number of failures (postgraduate students).

Academic Standing is not processed for the Summer Teaching Period, and Research and Non-Award students are not included in the Academic Standing scheme.

Academic Standing has many levels. All students start with GOOD standing but continued poor progress can lead to other standing levels each with its own implications for your progress toward completion of your Program.

Your Academic Standing is displayed with your results on myUNSW. For more information on how to access your results/academic standing on myUNSW, go to the Results Summary Help page.



Table 1 Academic Standing Progress Rules (Undergraduate)

1. Prior Academic Standing (Previous Semester):	New Academic Standing (Current Semester) 2. Finalised Academic Progress:				
		Nil Progress	Poor Progress	Satisfactory Progress	Intermediate Progress
	Number of UOC* attempted and passed	No UOC passed	More than 6 UOC attempted AND half or less than half UOC passed	More than 6 UOC attempted AND more than half UOC passed	Progress unable to be determined due to pending results OR 6 or fewer UOC attempted AND all or some UOC passed
	3. New Academic Standing:				
Good		Probation	Referral	Good	Good
Referral		Probation	Probation	Good	Referral
Probation		Suspension (Exclusion if previously suspended)	Suspension (Exclusion if previously suspended)	Referral	Probation
Suspension		Exclusion	Exclusion	Probation	Probation

Table 2. Levels of Academic Standing (Undergraduate)

Academic Standing	Implications for the student
Good Standing	May continue in program
Referral	Required to consult Faculty advisor who advises on and approves program for next semester
Probation	Required to consult Faculty advisor who advises on and approves program for next semester
Suspension	Not permitted to enrol for two standard semesters (1 yr)
Exclusion	Excluded from the University for four standard semesters (2 yrs)

Table 3. Academic Standing Level By Rule (Postgraduate)

Total units passed	Total units failed	Academic Standing	Implications for the student
Any	None	Good	None
Fewer than 48	16 or fewer	Probation	Required to consult assigned adviser
Fewer than 48	More than 16	Exclusion	Excluded for four standard sessions (2 yrs)
48 or more	18 or fewer	Probation	Required to consult assigned adviser
48 or more	More than 18	Exclusion	Excluded for four standard sessions (2 yrs)

UNSW POLICY AND PROCEDURES

The University has academic standing procedures for students in coursework programs. Students with poor results may have their standing reviewed. The Registrar or the relevant Program Office will write to students whose performance is unsatisfactory after results for each semester have been finalised.

Overview

Academic Standing, consisting of good standing and several other levels, will be assigned to students at the end of each main session. Movement between levels is based on progress, measured by proportion of load passed (undergraduate), or cumulative number of failures (postgraduate). Research and non-award students do not participate in the Academic Standing scheme. The Program Authority assigns an adviser to each student not in good standing. Continued poor progress can lead to suspension (one year) or exclusion (two years, no auto-readmission). If insufficient load is attempted, the student retains the previous session's standing. Standing for students with unresolved results cannot always be determined. Depending on the session's performance a student may move down or up the levels of academic standing.

Transitions

During the first phase (prior standing is Good, Referral, Probation 1 or Probation 2), if progress in the current semester is satisfactory, standing is set to Good. If progress is unsatisfactory, standing is set one step beyond the previous level, and if it is nil, two steps are applied. Suspension is the last point in this phase. After return from suspension, (Phase 2) satisfactory progress returns the student to Probation 1, unsatisfactory progress moves the student to the final probation level (Probation 3), and nil progress leads to exclusion. Levels are shown in table 2.

Setting Postgraduate Standing Level by Rule

Students are assigned a level of standing based only on the number of units of credit failed throughout the program.

- **GOOD**
The student's current progress is deemed satisfactory. Undefined standing (as when a student is first admitted) is also assumed to be good standing.
- **PROBATION**
The student must consult their assigned advisor, who approves the next semester's enrolment.
- **EXCLUSION**
The student is not permitted to enrol for two years, and must reapply for admission after that period.

Re-enrolment Appeal Procedures

The University's Rules governing appeals against suspension or exclusion:

1. Students who are suspended or excluded from a program have the right of appeal. An undergraduate Re-enrolment Appeal Committee and a Postgraduate Re-enrolment Appeal Committee of the Academic Board will be constituted for the purpose of hearing such appeals.
2. Each Committee will have a membership of five members of academic staff (with a quorum of three) and will be chaired by a member of the Academic Board nominated by the President. The remaining members of the Committee need not be members of the Academic Board but will be nominated by the President taking into account their relevant experience and expertise. Members will not currently be involved in managing student progress and will disqualify themselves if they have previously been involved in the case of a particular student.
3. The decision of the Committee shall be final. The notification to students that they have been suspended or excluded shall indicate that they may appeal that decision to the relevant Re-enrolment Appeal Committee. The appeal must be lodged with the Registrar within fourteen days of the date of notification; in special circumstances a late appeal may be accepted at the discretion of the chairperson of the Appeal Committee.
4. In lodging such an appeal with the Registrar, students should provide a complete statement of all grounds on which the appeal is based.
5. The Appeal Committee shall determine appeals after consideration of each appellant's academic record and stated grounds of appeal. Students may elect to appear before the Committee and/or be represented.

Chapter 3:

Academic Survival

This chapter contains information on:

Teaching and Learning in Australia

Thesis Writing

Learning and Language Support

Academic Survival

Teaching and Learning in Australia

Students generally expect that there will be differences in the style of teaching between school and university. International students should be aware that there are also differences between cultures.

They occur in the following areas:

- ▶ styles of teaching and learning
- ▶ the roles of teachers and students
- ▶ the nature and functions of assessment

In many countries the dominant style of teaching and learning requires students to memorise and understand what their teachers and the authoritative texts say, in order to reproduce them accurately in tests and assignments.

THE WESTERN TRADITION OF LEARNING

The Western tradition of learning followed in Australian universities requires analysis and discussion of evidence, ideas and theories and emphasises the following:

▶ Independence and Self-reliance

As a university student, you are assumed to be an adult and are expected to make decisions for yourself about courses, programs etc. You are expected to be able to work independently, with a minimum of supervision. You are also expected to be able to organise yourself and manage your time in order to complete assignments on time and cover the program work.

▶ Critical Analysis

You will be expected to analyse evidence and information relevant to an issue, evaluate it critically, draw your own conclusions and present your ideas in a logical fashion. Lecturers and tutors will not necessarily be teaching you answers but offering a range of different ideas and approaches and expecting you to discuss and analyse them in your assignments and exams.

▶ Participation

Some classes in Australia may be different from those you are used to at home. Tutorials and seminars are smaller classes which are generally less formal, encourage discussion and frequently involve student presentations. Here, students are often given marks for their participation in tutorials so it is necessary to prepare well for these classes. It is particularly important to prepare well if you come from a non-English speaking background because it will be more difficult to follow the discussion where everyone seems to be speaking at once. If you don't feel confident or feel too shy to speak in a tutorial, talk to an adviser at the Learning Centre, International Student Services or a counsellor from the University Counselling Service.

Relationships with Staff

Student-staff relationships in Australian universities are usually less formal than in many other countries. For example, students often call members of staff by their first name. However, lecturers and tutors don't usually socialise with students. They don't expect gifts from their students and may be surprised if you give them one.

You are expected to participate in discussions of issues with your teachers, to put forward our own ideas and to present your own conclusions with supporting evidence.

Australian students are expected to question authority and will often disagree with their tutor. This is sometimes perceived to be very rude by students from other cultures, but it is quite proper to have a difference of opinion with a teacher.

▶ Different Learning Methods

Most teaching at university is done in large formal lectures, where you listen to the lecturer and take notes. However in many courses, you will find yourself in small classes where you are able to ask questions and expected to participate in discussions with the tutor and other students. Laboratory classes in programs such as Science and Engineering also provide an opportunity for you to ask questions. Essays and library research provide the basis for learning and demonstrating the skills of critical analysis of information and the logical presentation of ideas.

▶ Written Academic Language

The language you will encounter in your academic textbooks is different from the language used in everyday speech.

Written academic language is less personal and quite "dense" compared to other types of writing. In other words, a lot of meaning is packed into very few words and sentences are generally much longer. In fact, the structure of sentences in academic written language is not necessarily more complicated than in spoken language, but word groups are almost always more complicated.

The Learning Centre can teach you how to "unpack" meanings, to organise information into an acceptable format and to understand and write academic English. When you are incorporating information from your readings there are two things you should also be aware of: plagiarism and proper referencing.

PLAGIARISM

Plagiarism is any attempt to use someone else's work or ideas as if they were your own. One of the most frequent complaints made by lecturers is that students do not correctly indicate the sources of their ideas. Students who plagiarise may be punished with failure of the assignment, or more severely.

Some examples of plagiarism are:

- ▶ Quoting without the use of quotation marks. It is a common but serious form of academic misconduct to quote another person's work without using quotation marks, even if you have acknowledged the source you are quoting from. When you are quoting something, you must show quotation marks or indent the quote if it is lengthy.
- ▶ Significant paraphrasing, i.e. taking a very important sentence, or several sentences from the original source and altering the sentence structure. Even if you have acknowledged the source, you must also mention the fact that you have paraphrased the original words.
- ▶ Using information or ideas without acknowledgment (unless such information or ideas are commonplace).

REFERENCES

It should be possible for anyone who is reading your work to check the information and ideas which you have used. Your acknowledgments should be accurate, so that a reader can find and check sources (i.e. the books, articles, journals, teaching materials and newspapers) that you used.

It is very important that you learn how your school wishes you to reference your sources. Different schools may favour different styles, so it is essential that you check on the preferred format for each program in which you are studying. You must identify and acknowledge your source in a systematic style of referencing when:

- ▶ You are quoting the exact words of another writer
- ▶ You are loosely summarising a passage from another writer
- ▶ You are using an idea or material which is directly based on the work of another writer
- ▶ You have used any work of your own which has or will be submitted to another lecturer for assessment
- ▶ You are citing sources which you have not read.

Otherwise you may be accused of plagiarism. Any work which you submit for assessment must be entirely your own. It should not be the result of collaboration with others unless your lecturer gives clear instructions that joint work or collaboration is possible for that assignment. In this case, you should identify your co-workers and specify how you collaborated with them. You must first get your lecturer's approval if you intend to give him/her an essay which is similar to one that you have given another lecturer. For information and useful advice on how to adapt to the style of teaching and learning in Australia we recommend you begin with the following resources:

- ▶ **Studying in Australia: A Guide for International Students**
by Teresa De Fazio
(Allen & Unwin St Leonards NSW, 1999)
- ▶ **Studying Abroad: A Manual for Asian Students**
by Brigid Ballard and John Clancy
(Longan Cheshire, 1995).

These books are available from the UNSW Bookshop.

The Learning Centre
Web: www.lc.unsw.edu.au

STUDY PROBLEMS

Do not allow problems to go unresolved for weeks as you may begin to fall behind, making understanding of course content even more difficult. If you are having difficulty understanding part of your program or completing assignments there are several things you can do.

First try to overcome the problem on your own. For example, looking at the course's objectives and the assignment description can help you clarify your task. After you have tried to understand or solve the problem, leave it for a while then come back to it a little later. Discuss the question with your classmates – often other students can explain things to you or show you how to solve a problem. If you're still confused, then approach your tutor or lecturer.

Most staff are happy to talk with students about difficulties. Students are encouraged to ask questions in tutorials and sometimes in lectures. If you want to talk to a lecturer or tutor outside classes, find out when they are available to see students and go to see them then. Consultation times are usually posted on their door. It is always better to talk to someone if you have a problem, whether it is difficulty studying, poor concentration or losing interest in your program. There are people willing to help you but you may have to make an effort to contact them.

Thesis Writing

TIME MANAGEMENT

One of the most important skills you need to develop in order to be a successful student is the ability to manage your time and effort.

Here are some useful hints:

- ▶ Try to balance your time between a range of activities e.g. classes, study, part-time work, chores, recreation and social life.
- ▶ Be aware of what essays and class assignments you have to complete and when they are due. Establish priorities and schedule time to work on them. Plan ahead.
- ▶ Schedule time for preparatory work for tutorials or lab classes.
- ▶ Try and obtain your text books early. Use the recesses to do preliminary reading of your set texts.
- ▶ Remember, most students run short of time during the session.
- ▶ Try and complete all your assignments on time. Be aware of what they are worth in your final assessment. Don't invest more time than is necessary on assignments which are worth a few marks.
- ▶ Allow enough time for study and revision towards the end of the session.

WORKING WITH AN ACADEMIC SUPERVISOR

Research students work closely with a member of the academic staff who is responsible for supervising their research project. This supervisor should advise you about all matters relating to your research and about the procedures of the University. It is very important that you let your supervisor know if you are having problems of any kind. Research students are expected to work independently but they are not expected to know everything or to be able to solve all their own problems.

It is up to you to communicate clearly what you want and expect from your supervisor at any stage, and it is also your responsibility to be sure that you understand what your supervisor expects you to be doing. If you are not sure about anything, ASK. The University has developed a Policy on Supervision of Research Degree Candidates and Examples of Good Practice which outlines the roles and duties of supervisors and co-supervisors. This and other important information for postgraduate students is printed in full in the Student Guide.

We recommend that all postgraduate students obtain a copy from the Graduate Research School or the International Student Services so that you know what to expect from your supervisor and what will be expected of you. The UNSW Postgraduate Board's 'Postgraduate Handbook' is available from the Arc, Ground Floor, The Block House.

WAITING THE THESIS

You will be able to learn something about how to write a successful thesis by studying work done by previous students in your School, and by discussing the strengths and weaknesses of those theses with your supervisor. In general, thesis examiners want to see a clear and concise presentation of your research. They frequently criticise theses that are too long or repetitious or which do not seem to have a central focus.

It is essential that you begin writing as early as possible. You can write drafts of sections of the thesis, the literature review, the methodology, etc., as you are doing your research.

If you leave the writing for later, it is sometimes very difficult to remember all the good ideas you had at the time. Always give draft copies of your work to your supervisor for comment. Before you submit the thesis you should also expect to spend some time editing and rewriting and making sure that you have presented your work in the best way possible. A good job of editing and rewriting cannot be done in a few days - often it takes months and you should plan for this in working out a timetable for completion of your thesis. Advice for Postgraduate Students

Postgraduate students can seek advice from:

- ▶ Their supervisor
- ▶ The Head of School
- ▶ The Graduate Research School
- ▶ An adviser from the International Student Services
- ▶ A counsellor in the University Counselling Service
- ▶ The Postgraduate Board of the Arc
- ▶ The Learning Centre
- ▶ Research Student Support Officer at the Office of Research Training





Learning and Language Support

THE LEARNING CENTRE

The Learning Centre provides a wide range of academic support services to students enrolled at the University.

The Learning Centre has three locations:

- ▶ Level 2 Library, Kensington campus
- ▶ Learning Centre (workshops) Building G23, Upper Kensington Campus
- ▶ Building G Room 109COFA Campus

www.lc.unsw.edu.au for online academic skills resources Assistance is available through workshops in academic skills and academic English, individual consultations and self-access resources.

All services and programs are free, and individual consultations (approximately one hour per consultation) are completely confidential.

The types of assistance available are:

▶ Academic Skills Assistance

The Learning Centre assists students in adjusting to their new academic culture and to new approaches to learning and teaching. Workshops topics include time management, critical thinking, examination preparation, seminar presentation, reading, and note taking, essay and thesis writing, report writing, etc. The Centre also offers individual consultations for students where study-related and other academic concerns can be discussed.

A complete list of programs is available from The Learning Centre on Level 2 of the Library or from the website: www.lc.unsw.edu.au

▶ Academic English Assistance

Academic English workshops assist students for whom English is second language. Workshops include grammar, academic English vocabulary, pronunciation, listening skills and academic writing.

▶ Self-Access Resources

The Learning Centre branch at Building G23, Upper Kensington Campus has a multi-media resource centre that students can access nearly all year round. Resources for practising listening, speaking, reading and writing are available for students to use in the centre. Resources are in the form of computer software, audio cassettes, video, and text books.

▶ Individual Consultations

If you are having language difficulties with any of the academic tasks you have been set (e.g. written assignments, seminar or conference presentations, etc.), you can discuss the problem with one of the Learning Centre staff. Students can usually have one consultation a week.

- If you cannot keep an appointment, contact The Learning Centre to cancel so the appointment can be given to another student in need.
- Written work you bring to the consultation must be legible. The assignment description and other criteria should also be brought to the consultation.
- For help with large assignments, such as a thesis, it is best to bring in a draft chapter for initial feedback and advice. The Learning Centre advisers are unable to read whole theses or other major written tasks. It is best to get advice on chapters or sections that you are finding particularly difficult.
- The Learning Centre staff do not 'proofread' or 'check your grammar'. Common problems are located and explained. Guided practice in locating and correcting your own errors will be provided. The consultation aims to develop your skills and confidence in proofreading and editing your own work. The Learning Centre can provide a list of private individuals, who advertise proofreading for a fee.



FURTHER ADVICE FOR THESIS WRITERS

Recommended Books

Anderson, J., Durston, B. and Poole, M. **Thesis and Assignment Writing**. John Wiley and Sons, 1970.

Cryer, P. (1996) **The Research Student's Guide to Success**. Open University press, Buckingham.

Evans, D. (1995) **How to Write a Better Thesis or Report**. Melbourne University Press: Melbourne.

Flower, L. **Problem Solving Strategies for Writing** (2nd edition). Harcourt, Brace, Jovanovich, 1985.

Kirkman, J. (1992). **Good style: Writing for Science and Technology**. E&FN Spon: London.

Madsen, D. (1992). **Successful Dissertations and Theses: A guide to Graduate Student Research from Proposal to Completion**. Jossey-Bass: San Francisco.

Phillips, E., Pugh, D. (1996). **How to get a Ph.D: A Handbook for Students and Their Supervisors**. Open University Press, Buckingham.

Pratt, J.M. **Writing your thesis in Chemistry in Britain**, December, 1984, pp. 114-15. Turabian, K. Graduate Students' Guide to Theses and Dissertations. Prentice-Hall, 1981.

Recommended Web Sites

The Learning Centre University of New South Wales www.lc.unsw.edu.au

Unilearning Pages - include advice on research writing www.macarthur.uws.edu.au/ssd/Unilearning/welcome.html

How to Write a PHD Thesis (J.Wolf School of Physics) www.phys.unsw.edu.au/~jw/thesis.html

Dave's Research Management Summary www.cs.uws.edu.au/~davido/how_to_phd.html

First Thought to PHD (Qld. Higher Ed. Consortium Management) www.ems.uq.edu.au/phdweb/phhome.html

UNSW University Guides

University of NSW, Student Guild, Practical Aspects of Completing a Thesis.

Do Not Forget!

Check your school for School /Department Information or Handbooks on Post-Graduate Research.

Chapter 4: Getting Along

This chapter contains information on:

Adjusting to a New Environment

Characteristics of Australians

Australian English

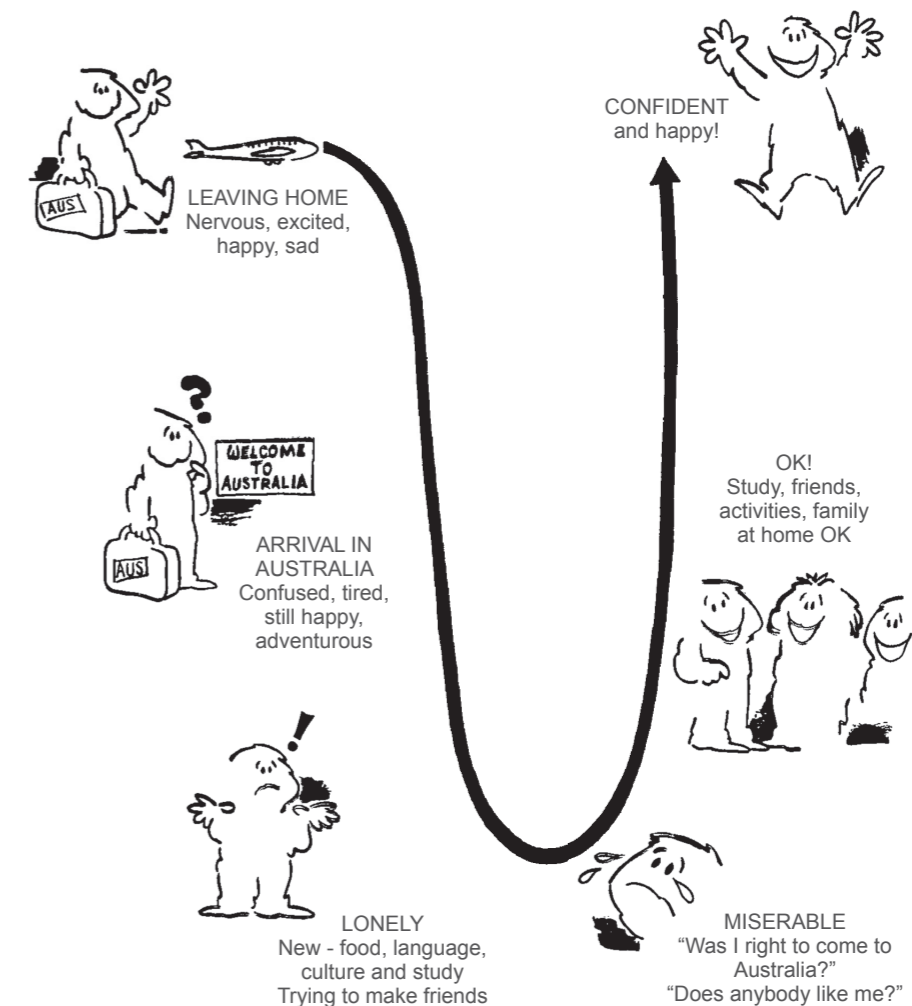
Social Customs

Making Friends & Relationships

Religion and Spirituality

Getting Along

CHAPTER



Adjusting to a New Environment

When you leave home and go to live somewhere else, although your environment may have changed you have not – you take your own personality and cultural background with you. When you arrive in a new country you often experience a range of new feelings and reactions. For example, you may feel unusually confused, nervous, irritable and dependent on others.

If you experience these things, then you are probably experiencing culture shock. Coming to Sydney from another country certainly exposes you to many new things: the buildings look different and so do the landscapes, the food is not what you are used to and people here look, speak and act differently to people at home. You may not be able to express your full personality in English. You will constantly compare things to what you have been used to as you try to understand what you are seeing and understand it. You will miss your family and friends and may even have doubts about whether you made the right decision in coming to Sydney.

STAGES IN CULTURAL ADJUSTMENT

If you experience some of these feelings of distress it is important to remember that you are not alone. Most people in the first weeks and months in a new country experience similar things – it is a normal reaction to a drastic change in your physical, social and cultural environment. Although individuals differ greatly in the way they react to a new culture, it is well established that there are distinct stages in the adjustment process that new arrivals go through. These stages are described in the figure on this page. Usually the first 3 to 6 months are the most stressful, and then you start to adjust and settle in. This process is often referred to as “the U curve of adjustment” because of the way in which your feelings rise and fall.

MOVING TO A NEW CULTURE IS A LEARNING EXPERIENCE

There is valuable learning that comes from experiencing and understanding a way of life different from your own. It may surprise you to discover that you will learn things about your own culture that you may not have thought about before. It is a rare opportunity not only to broaden your viewpoint but also to mature personally and to realize and establish your values. You will gain an understanding of Western ways, develop competence in English, appreciation of cultural differences and improve your ability to work and relate to people from a diverse range of backgrounds. All these add significant benefits to your future career as a professional.

Some Hints to Help You Adjust

The following comments may help you understand what you are experiencing and suggest ways of coping more effectively with your new situation:

► Examine Your Expectations

If you find yourself being confused or disappointed about something, ask yourself, “Why? What did I expect? Was my expectation reasonable?” If you find that your expectations were unreasonable you can do a lot to reduce the dissatisfaction and unhappiness you are feeling. Try to become more aware of your own ideas and stereotypes (generalisations) of Australian culture. With this awareness, think again about people’s behaviour from their point of view. Be willing to test, adapt and change your own stereotypes to fit your new experience.

► Listen and Observe

You may be unfamiliar with the social rules in Australia, as well as differences in people’s attitudes and habits. You may not understand the social signals used by Australians. Try to listen carefully to what people are saying and observe their body language closely. In other words, concentrate on both verbal and non-verbal communication techniques and try and put them into a total context. If some of these non-verbal signals are insulting in your culture, don’t take it personally. For example, smiling when you are introduced to someone may be a sign of respect in your culture; in Australia, if someone doesn’t smile in this situation, it does not necessarily mean that he or she is not respectful.

► Ask Questions, Seek Clarification

You may not always understand what people are trying to communicate or you may not understand the significance of what people do. Most Australians will help you if you need an explanation. Don’t be afraid to ask.

► Keep an Open Mind

You will probably see many things in Australia that are different from what you are used to at home.

Australians might say or do things that people at home would not say or do. Try to understand that they are acting according to their own set of values. Remember that you may have misunderstood something because you did not have enough information. Try not to judge the way other people behave by the standards of your own country. Ask yourself if the behaviour you are seeing makes sense within the Australian culture, even if it seems strange or wrong to you. If you have a negative or bad experience, don’t assume that all Australians will behave in the same way.

► Keep Your Sense of Humour

It is very likely that you will make mistakes as you explore a new culture. If you can laugh at some of these mistakes it will help you to learn. Australians are more likely to be friendly if you show that you have a sense of humour.

► Expect Anxiety and Frustration

Learning to function in a new culture is not easy. Cross cultural situations are often ambiguous and result in stress because you are not sure what others expect of you or what you can expect of them. In these situations it is natural to feel anxious and frustrated. If you recognise that these are a normal part of the experience you may be able to deal with them more effectively. Your sense of humour and openness will also help. As you gain greater understanding of the new culture you can expect the level of stress to diminish.

► Become Involved

Remember, the more you put into the experience, the more you will learn from it. Try to make an effort to meet people, form friendships, get involved in activities (e.g. sports, music, and cinema) and learn about others and their culture.

► Talk to someone

Talking to someone about what you are experiencing is usually helpful. Talking to other new arrivals may reassure you that you are not the only one with these thoughts and feelings. A discussion with an adviser at the International Student Services or a counsellor from the University Counselling Service may also help you. Attend the orientation program and try to get involved in other activities organised by the International Student Services. They can provide a good opportunity to meet other international students and find out how they are handling problems and making adjustments.

ISNews

Be sure the University has your current address so that you receive your copy of our online newsletter, ISNews.

READJUSTING WHEN YOU RETURN HOME

Almost all students who study in foreign countries experience some degree of culture shock in reverse when they return home after their studies. After returning home, you may find the adjustments needed even more painful and difficult than those you made when you first arrived at UNSW, partly because they are unexpected.

Living in Australia for a year or more can change you in surprising ways. If you are prepared from the beginning and know how to keep these changes in perspective, returning home will be far less of a shock. In the same way that you have to adjust to life in Australia, you will have to get used to living back home.

This will include fitting in with your family and your community again and having to consult others again rather than just make up your own mind. Not only have you changed as a result of your experiences in Australia, but the people back home have also been changing in your absence.

For the international student who eventually has to return home we need to think of the adjustment curve as a “W” not just a “U” curve. From the beginning it may help you to be aware of the difficulties that students experience when they return to their home country. You may like to talk about it with an adviser at International Student Services before you leave for home or join a Returning Home Seminar.

Returning Home and Graduation Seminars

Returning Home Seminars are conducted by the ISS towards the end of each session. Potential graduands will receive a letter of invitation from the International Student Services in May and October each year or students may register at ISS. In these Returning Home Seminars the following issues are discussed:

- Job searching strategies and resources
- Writing job applications and resumes
- Preparing for job interviews
- Handling job offers
- Professional expectations
- Personal and social issues
- “Reverse” culture shock
- Practical concerns
- Program Completion and Graduation
- Staying connected with UNSW



Characteristics of Australians

INDIVIDUALITY

Most Australians want to be treated as individuals rather than as representatives of a certain class, position or group. They dislike being too dependent on others.

EQUALITY

Australians grow up believing that people should have equal social, legal and political rights and the Australian Constitution protects these rights. In addition, recent anti-discrimination laws try to prevent discrimination on the basis of race, gender, marital status, homosexuality, and physical or intellectual disability. Most people in Australia think of themselves as your equal, and the taxi-driver, shop assistant or garbage collector expects to get the same respect from you as the accountant or the school teacher. Australian women expect and are legally entitled to the same rights, status and opportunities as men. This may make them seem much more independent than women of some other countries. It is common for Australian women to have responsible jobs and continue to work after they are married. Social relationships between men and women are usually very informal. Before they get married, many people leave their parental home to live on their own or with friends of either sex. Women have great freedom in the way they dress but this does not mean that they have loose morals.

DIRECTNESS

It is considered quite normal in Australia to discuss issues, events and ideas openly with other people. Australians might discuss issues in conversation which you would consider sensitive or embarrassing or rude; try not to be offended. If you feel uncomfortable just say ‘I would rather not talk about that’.

PUNCTUALITY

You are expected to be punctual (on time) in Australia. If you have an appointment at 10.30 am with the dentist, be there at 10.30 – no later. If you are invited for dinner at 7 o’clock, try to be there at 7.00 pm or no later than 20 minutes (but not earlier than 7.00). If you can’t keep an appointment or if you can’t avoid being late, it is extremely important to telephone immediately and explain. Most concerts, lectures, church services, etc. begin on time.

HUMOUR

Australians often say things in a humorous way. They particularly like to make fun of people who think that they are better than everybody else. Teasing is also a favourite pastime and if spoken in a joking way, it is an indication that you are liked and accepted by the persons concerned. If someone says something which is offensive to you, politely tell them and explain why. Usually, no offence is meant.

Aussie Slang

Some examples of Aussie Slang are:

bloke	<i>a male</i>
she's right	<i>everything is alright</i>
no worries	<i>everything is alright</i>
shout	<i>to pay for something – usually a drink in a group situation – 'It's my shout' = "I'll buy the drinks"</i>
sacked	<i>discharged from a job</i>
crash hot	<i>very good</i>
bloody	<i>a mild swear word</i>
mate	<i>a friend</i>
hang on	<i>wait</i>
yobbo, hoon	<i>a loud, aggressive male</i>
crook	<i>not feeling well</i>
fair go	<i>equal/fair treatment</i>
loo	<i>toilet</i>
ripped off	<i>cheated</i>
what's up	<i>what is the matter, what's wrong</i>
pissed off	<i>angry</i>
pissed	<i>drunk</i>

Australian English

When you arrive at UNSW, one of your first problems may be with the English language.

Even if you have studied English for many years in your home country, you may understand very little of what people are saying and you may also have difficulty in expressing yourself in English. This is normal, so don't become discouraged. Here are some of the possible reasons for your language difficulties:

► People speak too fast

Spoken English will sound very rapid to you at first. Don't worry – your ability to understand will improve after a little while. People won't mind if you ask them to repeat what they have said or to speak more slowly.

► Vocabulary

Many common words in Australia and many words used in university life may not be in your vocabulary. Don't be surprised. Just remember that academic English is not the same as using the language in everyday conversation in an English-speaking country.

► The Australian Accent

Remember that every English-speaking country has its own particular accent and way of pronouncing English words. You may find that the Australian pronunciation of many familiar words is quite different from what you are used to. With time you will soon get used to the sound of the Australian accent.

► Abbreviations

Australians like to abbreviate, shorten words or just use initials. Australian often becomes Aussie, food technology is usually shortened to food tech, breakfast becomes brekkie and a tutorial becomes a tute, International Student Services becomes ISS, and Quantitative Methods A becomes QMA. If you don't understand, ask!

► Slang

Australians, particularly students, use a lot of slang. Student slang is just as hard for older Australians to understand as it is for you! Slang can be very specialised and it is always changing. If you don't understand a word or phrase, ask the speaker what it means and how it should be used. We suggest that you don't use slang until you fully understand its meaning and can fit it into an appropriate situation, because if used out of context slang can sound silly.

► Anxiety

You may feel nervous when you try to communicate with English speaking people. Try not to worry – it is natural to be nervous with people who don't understand your native accent or language. Your ability to communicate in English will improve more quickly the more you practise.

Language assistance is available on campus through The Learning Centre.

BODY LANGUAGE

Every culture has certain ways of standing, moving, using hands, eyes, arms, nodding the head, etc. There may be meanings associated with these movements or gestures, and the meaning may be different in Australia from the meaning in your culture.

In Australia for example, it is usual to look someone in the eye when you are talking to them. To an Australian this shows directness, attentiveness and sincerity; but in another culture, it may be considered rude to do this. In some cultures, it is an insult if someone gives you something with the left hand – in Australia it makes no difference. When talking to you, Australians don't like to stand very close and they also don't touch other people as much as members of some cultures do.

After you have spoken to a number of Australians, you will soon notice these differences.

Aussie Accent

Some examples of Aussie Accent are:

G'day

Good day

Ow ya goin?

How are you going? (i.e. how are you)

Wodja do todie?

What did you do today?

Emachisit?

How much is it?

Wenjaarrive in Sinney

When did you arrive in Sydney?

Djavagudweegend?

Did you have a good weekend?

Dunno

I don't know



Social Customs

GREETINGS

Men usually shake hands (firmly) the first time they meet. Women may sometimes shake hands, especially in a business environment. “How do you do,” “Good morning,” and “Good afternoon,” are formal greetings. Usually students and young people just say “Hello,” “Hi” or “G’day”. People often appreciate it if you add their name, e.g. “Hi, Peter.”

SOCIAL INVITATIONS

Australians believe that invitations should be answered as soon as possible. Whenever you receive an invitation formally (a written note) or informally (by telephone), you will be expected to reply quickly and honestly. On a written invitation, RSVP means please reply, and you should do this as soon as you know whether or not you will attend. It is also wise to get the person’s telephone number, so that you can ring and tell them if you have to change your plans or if you are delayed.

Appointment times for social affairs are usually more flexible than business appointments, but you should try to arrive as close to the appointed time as possible, particularly if you are invited to dinner. Sometimes a person who invites you to a restaurant or the theatre pays for the meal and/or the tickets. However, since students are often short of money, an invitation often means, “We’d like you to come with us, but we’ll all be paying for ourselves.” If you are in doubt, offer to pay your share. If the other person intends to pay for you they will refuse your offer.

If a person offers to “shout” you a drink or a meal it means that they will pay for you. Generally it is polite to offer to shout the next drink or the next time you go out with that person. You may receive an invitation and be asked to bring your own (BYO). This usually refers to something to drink (alcohol or soft drinks). If your host wants you to bring something other than drinks, they will usually specify this on the invitation. For example, when Australians have a barbecue, they sometimes ask guests to BYO meat. If you are asked to bring a plate it means to bring a plate of food as a contribution to the meal – don’t just bring an empty plate!

Groups often have potluck suppers where everyone brings some food and shares their contribution with the other people. A special dish from your country would be appreciated at a potluck. If you are invited for a meal it is always polite to ask, “Would you like me to bring something?” If your host declines, you may still like to bring a bunch of flowers, a box of chocolates or a small souvenir from your country. Some restaurants are also BYO. At these restaurants it is acceptable to bring your own alcohol, usually wine or beer. Soft drinks are normally available from restaurants.

CONVERSATION

Don’t be worried if you are not fluent in the English language. Your hosts will understand this and if they speak too fast, ask them to speak a little more slowly. Meeting an Australian family is a very good way to improve your English and the more you speak, the more fluent you will become.

Questions about a person’s age (especially an older woman), how much someone earns, the cost of a person’s house or the land on which the house is built, and the cost of the various things in the home are sometimes considered impolite in Australia. If you would like to know the cost of something, ask the question in a non-personal way. For example, you could say, “How much does the average house cost in Sydney?” This type of question is quite acceptable to your host and will not cause embarrassment.

SMOKING

Smoking in public is becoming less and less socially acceptable in Australia. Smoking is not permitted on city trains, urban and buses, aeroplanes and some taxis. All government offices and many other employers have banned smoking in the workplace. The effects of passive smoking (breathing in the smoke from another person’s cigarette) have been recognised in a recent court case.

Restaurants are also smoke free areas; customers are only allowed to smoke in outdoor eating areas.

Many people do not like smoking in their homes. If you are visiting someone’s home it is polite to ask before you light a cigarette. If your host requests that you don’t smoke in the house you should refrain or go outside to smoke. Smoking is not allowed in most public rooms and indoor areas of the University.

SAYING THANK YOU

It is always polite to send a thank you note or a card to your hosts. It is not necessary to take a gift if you go only for dinner or a short stay. If you are invited to a party celebrating someone’s birthday, or for Christmas, take a small gift. It is never necessary to give expensive gifts. “Thank you,” is a phrase which is often said in Australia. It is usual to say thank you for small favours done by people who are Just doing their jobs (e.g. shop assistants or waiters).

THE USE OF NAMES

Australians usually have two or three names. The last name is their family or surname while the first one or two names are their given names (also called Christian names).

On all official documents it is important that you always use your name in the same order. As different cultures adopt varying practices in relation to names many international students underline their family name, e.g. Wong Chee Ling. This is also why some Australians may have difficulty remembering your name.

Here are a few guidelines on the use of names:

- ▶ First names are used more frequently in Australia than in some other countries. It is usually all right to use a person’s first name if he or she is about the same age and status as you. This is also true for people younger than you.
- ▶ Titles such as Mr (pronounced mister), Mrs (pronounced misiz) and Miss are used in formal situations and often with older people. Some Australian women prefer the new form of address, Ms. Ms (pronounced Muz) is used for both single and married women and replaces Miss or Mrs. It is all right to use Ms when you are not sure if a woman is single or married.
- ▶ Men and women will be confused if you use Mr, Mrs, Miss or Ms with a first name, as is the custom in some countries. These titles are used with the surname or family name only. It is wrong, for example, to say “Miss Barbara”.
- ▶ If you have any doubts about what to call someone, simply ask, “What shall I call you?” If people seem unsure what to call you, tell them the name you prefer.
- ▶ The use of nicknames is very common in Australia. A nickname is not a person’s real name but a name given by friends (usually) because of some physical characteristic or behaviour pattern, or as a contraction of a real name. Someone whose name is Andrew, for instance, might be given the nickname Andy. Someone who has very red hair might be called Blue. Being called by a nickname is usually a sign of acceptance and affection.
- ▶ Although some students find it easier to adopt an English name, do not feel you must do this. It is a personal choice.

MEALS AND TABLE MANNERS

Australians generally eat three meals a day: breakfast (7.00 am – 8.00 am), lunch (12.00 noon – 2.00 pm) and dinner or tea (6.00 pm – 8.00 pm, sometimes later). You are most likely to be invited either to lunch or to dinner. Australians eat with their fingers only at barbecues or picnics outside the home. Inside the house, you are usually invited to sit down and to use knives, forks and spoons. If you are not sure which one to use first, wait to see what your hosts do and copy them. If you have medical, dietary or religious reasons for not eating certain foods, you should explain this to your hosts when you accept their invitation to dinner.

SERVANTS

If you are used to having servants to do most of your work, you may find the Australian way of life a little difficult at first. In Australia it is not considered shameful for anyone to do manual work and husbands often share in the housework. People sometimes employ a cleaner, who comes regularly to clean the house, but Australians usually do most of the housework, child raising and gardening themselves. This means that they don’t have as much free time as people who employ servants, and they can’t entertain guests as often or as lavishly as they would like to.



Making Friends & Relationships

RELATIONSHIPS

During your stay in Sydney you will have opportunities to meet a lot of Australians but you may find that it is not so easy to become good friends with them.

Australians smile a lot, they joke and are eager to talk, but this does not always mean that they want to be close friends.

They may even be friendly without necessarily expecting a friendship to develop. Australians often enjoy their privacy and may not be comfortable with people coming to their homes uninvited.

One thing you will notice immediately is that Australians often seem to be in a hurry. Many students will wave to you and say "Hello" or "How are you?" but few of them will take the time to stop and talk to you. This does not mean that they are not interested in you. In conversation they may not spend as much time as is normal in other countries. If you find this disappointing, it is best to be open and friendly and don't give up.

Remember that in making friends, someone has to take the first step and it usually takes time and effort for a friendship to develop. Don't let a few disappointing experiences discourage you from making close, lasting friendships. Meeting Australians and getting to know their culture is an important part of your educational experience in Australia (and it is also a good way to improve your English!). Try to take advantage of any opportunity to meet people, for example in residential colleges, in classes, in clubs or at campus events such as concerts.



PLACES TO MEET PEOPLE

It is usually easiest to get to know people when you share some activities with them. Some places you may meet people are:

- ▶ In classes and tutorials
- ▶ At International Student Services activities
- ▶ By joining your national student group and joining in their activities
- ▶ By joining one of the many Clubs and Societies on campus

FRIENDSHIPS ACROSS CULTURES

It is easy for misunderstandings to occur when people from different cultures meet. This is because in many relationships, the rules are assumed rather than stated. These assumptions and values about intimate or close relationships differ greatly from culture to culture. In spite of their apparently casual and liberal attitudes, many Australians come from conservative backgrounds, and they may feel hesitant about entering into any kind of relationship with someone from a different national or religious background. This is usually a result of limited experience and lack of self-confidence rather than prejudice.

Not all Australians have had contact with people from other countries, and some of them may feel uneasy in the presence of someone from another culture. There are two stereotypes which can harm male-female relationships between Australians and international students. The first stereotype (held by some overseas males) is that Australian females are always willing to have sex. The second stereotype (held by some Australian females) is that most males from overseas have no interest in Australian females, other than having sex with them. These and other stereotypes, which are generally unfounded, can lead to a great deal of misunderstanding.

Making conversation and making friends at social gatherings

- ▶ Express interest in something the other person is also interested in. Find out about common interests.
- ▶ Express genuine interest in what they are doing and, in the program of the conversation, tell them something about yourself.
- ▶ At the end of a conversation, say something like, "I enjoyed talking with you. I'd like to talk again sometime," and suggest a time to do so.
- ▶ If you want to meet again, invite the other person to meet you for a casual social outing such as a movie, or coffee after classes.
- ▶ If you do not wish to go out with a particular person, simply decline further meetings with them.



GOING OUT TOGETHER (DATING)

Traditionally, men in Australia have been expected to take the initiative in establishing relationships with women. In the past, the woman was encouraged to express her interest indirectly. However, it is now acceptable for women to take a more assertive role in initiating relationships with men.

When two people are going out on a date they usually meet at one of their places (or some other arranged place) at the agreed time. In the past, it was the general rule that the man should meet all the expenses of the date. Now many women will offer and expect to pay their own way. A woman's decision to pay should be respected. Students often have more informal ways of dating or going out. Women and men who know each other well may rely on spontaneous and informal activities for their companionship." People often prefer to go out in groups rather than in pairs.

In Australia, a young couple over the age of 15 years is usually not chaperoned (accompanied by an older person) when they go somewhere together. It is not unusual, at the end of the date, for your companion to invite you into his or her place for a coffee. The invitation does not imply that you are being invited to have sex with your companion. You are not obliged to accept the invitation and you may decline. Relationships between two people might be either of a casual or a romantic nature.

The people concerned must decide for themselves the nature of their relationship. Both casual and romantic relationships may or may not include sexual involvement. The decision to have a sexual relationship need not necessarily mean that the people concerned are intending to marry. The decision depends on their feelings for each other and on their own values about the acceptability of sex outside marriage.



Religion and Spirituality

The main religion in Australia is Christianity with the three largest denominations being Anglican, Roman Catholic and Uniting Church. Smaller Christian denominations are the Pentecostals, Presbyterians, Lutherans, Jehovah's Witnesses, Seventh Day Adventists, and Baptists.

Other religions represented in Australia include Buddhism, Hinduism, Islam, Judaism, Taoism and others. Legally, people are free to practice any religion in Australia, and most people are tolerant of religions other than their own.

PLACES OF WORSHIP

While in Australia you should have no trouble finding an appropriate place to worship. Churches and synagogues are listed in the yellow pages of the Sydney telephone directories.

Mosques and Baha'i, Buddhist, Hindu and Sikh temples are all represented in Sydney. For details of some places of worship, see Directory.



RELIGIOUS SERVICES ON CAMPUS

A Religious Centre is located on the third floor of the Square House, lower campus. The various faiths and denominations have rooms and offices in or close by the Religious Centre. The following services are provided.

Buddhist

The UNSW Buddhists' Society (UNIBUDS) hold dharma talks every Friday and Saturday during session and hold regular religious and social activities. They have a meeting place and library.

Christian

A Christian Chaplaincy is currently attended by Anglican, Catholic, Orthodox, Pentecostal and Uniting Church chaplains. Several of the churches have full-time chaplains on campus who conduct services, prayer meetings, Bible studies and offer spiritual and personal counselling in the rooms of the Centre.

Jewish

Jewish students are served through the Master of Shalom College.

Muslim

The Islamic Society - www.isoc-unsw.org.au - of UNSW has an Imam in attendance, with a prayer room and library open at all times. Jumm'ah congregational prayers are held from 1 pm - 2pm every Friday at Sam Cracknell Pavilion.



THINGS TO DO

There are a lot of things that people can do together if they are interested in each other.

For example:

- ▶ having a cup of coffee at University
- ▶ going for a walk or going shopping
- ▶ studying in each other's home or in the library
- ▶ sharing a meal together either at home or in a restaurant
- ▶ going to a movie, lecture, exhibition, sporting event, concert or theatre
- ▶ going to a party or a dance
- ▶ having a picnic or walking through a museum or art gallery.

BREAKING A DATE

To break a date means to fail to keep your appointment with another person. It is impolite and inconsiderate to break a date (or to stand someone up) without telling the other person beforehand. You should let the other person know as soon as possible that you can not make the date.

Changing plans for a date does not usually present a problem. If you have agreed to go to a movie and are then invited to a party or realise you have extra work to do on an assignment, it is acceptable to call the other person and propose a change in plans.

SEXUAL INVOLVEMENT

In Australia, there are no set social rules or even guidelines on sexual involvement in a relationship.

There are few if any reliable ways to guess in advance what a particular person's attitudes about sexual involvement are; a person may show different attitudes at different points in time or in different relationships. Some people will have sex with someone after a long dating period, others after a short dating period, and some people will not have sex in any relationship before marriage.

Most Australians regard sexual involvement as a matter of personal choice concerning only the people in the relationship. Most unmarried people who have sex with another person do so because they regard sexual activity as a natural progression in their affection for each other.

Some sections of society have negative opinions about females (and less often, males) who participate in sexual activity before marriage. However, it is quite common for two unmarried people to live together. In this situation the people are usually committed to a continuing relationship with each other, and their relationship might be known to many people. When an Australian woman or man accepts a date, it doesn't mean they are committing themselves to sexual involvement. If there is sexual involvement it does not necessarily mean that emotional involvement will also occur.

The age of consent for homosexual and heterosexual sex in NSW is 16 years of age in NSW.

CHAPTER

Personal Well-being

Chapter 5: Personal Well-being

This chapter contains information on:

Adjusting, Staying Healthy and Happy

Personal Habits and Hygiene

Sexual Health

Homosexuality

Disabilities

What is Discrimination?

Police and the Law

Adjusting, Staying Healthy and Happy

Leaving home, coming to a new country and studying at university will provide you with many new challenges and opportunities. You will be confronted with information, behaviour and situations which may be new to you and it is important that you have access to the information you need to understand such experiences and stay happy and healthy. This chapter aims to provide some important information and tells you who you can contact for further information and advice.

Information in this section is designed to help you understand situations and the behaviour of other people in Australia. This does not mean that you have to adopt these values and behaviours unless you want to and they fit with your own beliefs. It is a matter of personal choice.

HEALTH AND RELAXATION

In order to have a happy and fulfilling time during your study, make sure that you look after yourself. Eat regular meals and maintain a well balanced diet. Don't skip meals because you are too busy studying or want to save money. Your health is most important. If you don't eat well you will become run down and your body will be more susceptible to colds and other illnesses. Exercise regularly. As well as keeping you fit, exercising helps to relieve stress and you will sleep better. Your mind will be clearer when you study and you will have more energy. There is a wide range of competitive and social sporting programs offered by the UNSW Lifestyle Centre (see Chapter 6).

Learn to relax and manage your stress. Succeeding in your studies is important but no one can study all the time. Special stress management and relaxation classes are conducted by the University Counselling Service and The New Student Organisation. When you take a break from studying there are lots of interesting things you can do to expand your skills and interests. Engaging in leisure activities is a good way of meeting people. You should also take time from your studies to join in social activities organised by the International Student Services.

FOOD AND NUTRITION

Coming to a new country, means that some students will be confronted with a large range of new and unfamiliar foods. Exploring the foods in a new country is all part of the experience of living there, and an enjoyable way to make friends and share the activities of student life. For some new arrivals the bewildering choice, availability of ready-to-eat foods, and the habits of fellow students to eat on the run or to hang out in pubs, coffee shops, cafeterias and restaurants, may prove an irresistible temptation to indulge. If you have been used to eating meals at home, it can seem very attractive to suddenly have a great array of new and different places to eat out with your new friends.



For some students, the problem may be different – there is a problem initially in finding customary foods, particularly Halal food, and the lack of familiar foods, adds to the feelings of homesickness and may lead to reduced food consumption.

Another change for many new arrivals is that they may not be used to cooking or do not know how to cook. Perhaps most meals were previously cooked by other family members, or by servants.

A sudden change from your familiar diet and food habits may not be a good idea. It is important to adjust gradually to the new food environment, and to maintain your familiar diet where possible.

There are Asian food bars on campus, and many Asian restaurants in the vicinity of campus, together with Asian grocery stores. A large number of such stores are found in Chinatown, or in parts of Sydney such as Surry Hills and Eastlakes. Many greengrocers now sell Asian vegetables and herbs. Most tastes can be satisfied although it may take a little time to search out suppliers of your preferred foods.

DIETARY GUIDELINES FOR SENSIBLE EATING

- 1. Enjoy a wide variety of nutritious foods.
- 2. Eat plenty of breads and cereals (preferably wholegrain), vegetables (including legumes), and fruits.
- 3. Eat a diet low in fat, and in particular, low in saturated fat.
- 4. Maintain a healthy body weight by balancing physical activity and food intake.
- 5. If you drink alcohol, limit your intake.
- 6. Eat only a moderate amount of sugars and foods containing added sugars.
- 7. Choose low salt foods and use salt sparingly.

Most of the residential colleges incorporate foods of other cultures into their menus, and cater for special diets required on medical, religious or philosophical grounds. Speak to a tutor or college warden if you have difficulty obtaining appropriate foods. Problems of being overweight are best dealt with by a program of exercise coupled with diet, rather than diet alone, which can have many hazards.

The UNSW Lifestyle Centre on campus can give advice on fitness and exercise programs, which are useful for losing fat and building muscle. Serious problems of being overweight or underweight are best dealt with by the University Health Service, who can arrange appropriate referrals if required. Everyone needs plenty of dietary fibre or roughage best obtained by consuming plenty of cereals, preferably whole grain, and vegetables and fruit. Many breakfast cereals are a good source of dietary fibre, as well as being nutritious generally (best avoid the high sugar types). Eating plenty of dietary fibre will keep you “regular” and avert another common source of tiredness and lack of zest for living.

GUIDELINES ON SPECIFIC NUTRIENTS

- 1. **Eat foods containing calcium**
(e.g. dairy products, broccoli, green beans).
This is particularly important for girls and women.
- 2. **Eat foods containing iron**
(e.g. green vegetables, red meat, soybeans).
This is particularly important for girls, women, vegetarians and athletes.

Remember

Slip on a shirt, slap on sunscreen, slap on a hat

SMOKING

The Bad News

- ▶ Smoking can reduce your lung capacity by up to 50%.
- ▶ Smoking causes coronary heart disease.
- ▶ Smokers are 10 times more likely to die from lung cancer than non smokers.
- ▶ There is about 100 times more carbon monoxide in a cigarette than allowed under industry safety standards. Smoke from a cigarette begins to corrode your lips, palate, throat, larynx and pharynx after 3 minutes.
- ▶ Because nicotine is so addictive, your nervous system comes to expect it. When you don't have a cigarette, the need for nicotine makes you irritable, nervous and tense. You can't relax without a cigarette. The Good News
- ▶ When you stop smoking you'll save around \$1000 a year.
- ▶ Your body starts to recover 12 hours after you stop smoking.
- ▶ No matter how long you have been smoking, your chances of living a longer, healthier life improve with each day you don't smoke.
- ▶ When you stop smoking you will no longer need a cigarette to relax.
- ▶ There are people on campus that can help you stop smoking.
- ▶ For further information, speak to one of the doctors at the University Health Service.

SKIN CANCER

Take care when in the sun.

- ▶ The sunlight in Australia is particularly strong.
- ▶ Australians have the highest rates of skin cancers in the world.
- ▶ 80% of skin damage occurs before the age of twenty.
- ▶ The hole in the ozone layer over the Southern Hemisphere is enlarging. This atmospheric layer would normally reflect most of the dangerous rays.
- ▶ It takes only ten minutes approximately for your skin to burn between 11.00 am –3.00 pm during the summer months.
- ▶ You may have darker skin, but your skin colour will not give you adequate protection from skin cancer.

Protect yourself

- ▶ Avoid being in the sun or reflected sunlight between 11.00 am – 3.00 pm
- ▶ Wear a hat, carry an umbrella
- ▶ Wear a shirt with collar and sleeves
- ▶ Apply a broad spectrum 15+ sunscreen on exposed areas of skin.
- ▶ For more information and advice, contact the New South Wales Cancer Council.

Personal Habits and Hygiene

In Australia it is against the law to swear, talk indecently, urinate, or to be sexually indecent in public. There are also local council regulations against spitting. If you need to clear your throat or nose, you should use a handkerchief or tissue.

When using Western style toilets you should sit, and not squat on the seat or bowl. The toilet bowl is not designed to take the stress of someone standing or squatting on it; if the bowl breaks it can be dangerous and lead to serious injuries. Squatting may also leave the bowl in a condition that is offensive to the next user. Australians use toilet paper after using the toilet. If you prefer to use water to clean yourself in the toilet cubicle, you should take it with you, in a cup or container. Taking water from the toilet cistern (water tank) often prevents the toilet from functioning properly or causes flooding of the toilet cubicle. Paper towels should only be used for drying your hands and should not be placed in the toilet bowl. This paper is too heavy and blocks the sewerage system. Only toilet paper or tissues can be flushed down the toilet. Sanitary pads or tampons should not be flushed down the toilet. Many public toilets provide a special sanitary disposal unit in which these can be placed. Alternatively, if there is no disposal unit, wrap the pad or tampon in paper and place it in a bin.

CONTRACEPTION

The word contraception refers to protection against pregnancy during sexual intercourse. Many different methods of contraception are available in Australia. The most popular and reliable forms are discussed briefly below.

Oral Contraceptives (The Pill)

Combined Pill

The most commonly used form of the pill is the combined pill, which contains the hormones oestrogen and progesterone. They prevent the monthly release of an egg cell from the woman's ovaries. The pill is taken daily. Each month it is taken for 21 days followed by a week's break.

The pill is suitable for most women, but should be avoided if you suffer from:

- ▶ thrombosis
- ▶ stroke
- ▶ heart attack
- ▶ impaired liver function
- ▶ undiagnosed vaginal bleeding

It is not recommended if you suffer from:

- ▶ high blood pressure
- ▶ diabetes
- ▶ certain blood disorders
- ▶ epilepsy
- ▶ gall bladder disease
- ▶ tuberculosis
- ▶ cancer of the breast or reproductive system
- ▶ if you are over 40 years old or if you smoke

It is important that you have a thorough medical examination and discuss the advantages and disadvantages of the pill with your doctor before it is prescribed.

Minipill

Another pill that you may have heard of is the minipill, which contains progesterone only and is less reliable than the combined pill, but may be useful for women who cannot take oestrogen.

Morning-after Pill

The morning-after pill is taken to prevent pregnancy after intercourse has taken place. It should only be used in special circumstances, such as when the usual method of contraception is forgotten.

Barrier Methods

Condoms

Condoms are thin rubber sheaths that fit over the penis and prevent the man's sperm from entering into the women's vagina and fertilising the egg. Condoms have a high rate of effectiveness if they are used correctly. Condoms have many advantages including the fact that they are cheap and readily available in chemists, supermarkets and in vending machines. They are one form of contraception for which men can take responsibility.

Diaphragms and Caps

A diaphragm is a shallow dome of thin rubber with a flexible rim. It is placed in the vagina so that it covers the cervix (entrance to the womb). It is held in place by the pelvic muscles. A cap is a firm cup-shaped device that fits over the cervix and is held into place by suction. Both devices need to be fitted by a doctor. Although different in shape, the diaphragm and the cap are similar in their rate of effectiveness and advantages and disadvantages. The usual life span of a diaphragm/cap is about 2 years. It is important to look after it correctly by washing it in warm soap and water after each time that you use it. Also check it regularly for holes and the rubber wearing thin. If you notice that it is wearing out or has a hole, do not rely on it as a safe form of contraception. It is also important not to remove the diaphragm/cap until six hours after intercourse, as the sperm can survive in the vagina.

Spermicides

The term 'spermicides' refers to a variety of foams, creams and jellies that are a chemical form of contraception - which kill the sperm in the vagina. They are not an effective form of contraception if used alone, but can increase contraceptive effectiveness if used in conjunction with another form, such as diaphragm/cap or condom. All spermicides are available at a chemist, and do not require a doctor's prescription. It is important that spermicides are used correctly, and that the instructions on the pack are followed for maximum effectiveness. Some people may experience an allergic reaction or skin irritation when using a spermicide. If that happens, seek further advice, or try another type of spermicide.

Intra-Uterine Devices (IUDS)

Intra-Uterine Devices are small flexible devices made of plastic and copper. They are available in different sizes to suit different women. The IUD is placed inside a women's uterus by a doctor, and is an effective form of contraception. It is possible for the woman to check that the IUD remains in place by feeling the nylon string that hangs out of the cervix into the vagina. This should be checked regularly, preferably each month after menstruation has concluded. Not all women can use an IUD, and you will need to discuss this form of contraception carefully with your doctor. Side effects associated with using some IUDs have been documented including cramps and bleeding between periods and increased incidence of pelvic inflammatory disease (PID) which can lead to infertility. They are not usually recommended for women who have not had a baby.

Abortion or Termination

This is when the fertilised egg and sperm are removed from the woman's uterus after conception, usually by a procedure called a vacuum extraction. Abortion is not recommended as a method of contraception, as it can be a very traumatic emotional and physical experience. If, after testing (urine or blood tests), you find you are pregnant, you may wish to have some counselling to help you with the decisions you now face. Your choice will be determined by your beliefs, circumstances and feelings. To be sure to make a responsible decision it is a good idea to discuss every aspect of both the pregnancy and parenthood with a medical practitioner, and a counsellor.

The University Counselling Service (a free and confidential service to all students) and Family Planning Clinics can be very helpful, and unbiased. It is wise to be aware that abortion is an emotive issue, and sometimes pro- or anti-abortionist counsellors can assert their view of the issue, in a way that is damaging. The counsellor is not there to make a decision for you. Above all, listen to your own feelings about the matter, and consider all of your emotional, social, financial, religious and psychological preparedness to take on committed parenthood, or not.

Abstinence

Refers to not having sexual intercourse at all.

Withdrawal

This method involves removing the penis from the vagina before ejaculation takes place. It is not reliable, as some semen can be deposited prior to ejaculation or withdrawal of the penis, and the man must have sufficient control not to ejaculate before withdrawal.

“Natural” Methods

There are several natural methods of contraception that do not involve medication or artificial means. These include the Rhythm, Billings and Temperature methods, which involve abstaining from sexual intercourse at fertile times of the women's cycle. For more information about these methods, you must contact your doctor. They are quite complicated and are not always reliable.

For advice on Contraception, contact:

- ▶ The University Health Service
- ▶ Your doctor or local general practitioner (GP)
- ▶ A Family Planning Clinic

Condoms are the only contraception devices which offer protection from sexually transmitted diseases. The emphasis today is on preventing diseases rather than curing them. We have therefore included the following section on sexual health, which deals with sexually transmitted diseases, AIDS, Hepatitis, breast examination and pap smears.

Sexual Health

SEXUALLY TRANSMITTED DISEASES (STDs)

An STD is any disease which is passed from one person to another by sexual contact. Sexual contact can mean vaginal, anal or oral sex. Some STDs don't have obvious symptoms, so it is often difficult to know if you have one.

If you think that you have been in sexual contact with someone who has an STD, go to your doctor for a check-up.

STDs can range from a mild genital irritation to diseases that can cause infertility and serious illness if they are not treated.

Some of the signs that you may have an STD include:

- ▶ unusual discharge from the vagina or penis
- ▶ burning pain, stinging or irritation when passing urine
- ▶ a sore, blister, ulcer, wart, break in the skin or rash in the genital area
- ▶ low abdominal pain or pain during sexual intercourse
- ▶ a rash that isn't itchy on the palms of the hands or soles of the feet

If you or your partner has any of the above symptoms, refrain from sexual intercourse until you have been to the doctor.

AIDS

What is AIDS?

AIDS (Acquired Immune Deficiency Syndrome) is a serious medical condition caused by infection with a virus called Human Immunodeficiency Virus (HIV).

How does HIV affect a person?

HIV attacks the body's immune system making it less resistant to disease. In some people the virus may remain dormant for a long time. In other people, something triggers the virus and it becomes active, causing the person to develop AIDS. In the final stage of the disease the person's immune system has been destroyed and they suffer from infections that healthy people fight off easily.

Infections, including a rare cancer of the blood vessels, or diseases that affect the lungs or brain, eventually cause death.

How do you contract HIV?

HIV can be transmitted by the introduction into your body of blood, semen or vaginal fluid from an HIV-infected person. This means by sexual intercourse (vaginal and anal) and by sharing needles and syringes.

Can you tell if someone is infected with HIV?

People who are infected with HIV are often completely well and are unaware they have it. The only sign that they have been infected is a positive result in a blood test for HIV antibodies. While people infected with the virus may feel and look perfectly well, they are infectious and can pass on the virus.

Who can get infected?

Anyone can contract HIV – female and male, homosexual and heterosexual, adult and child. The virus can transmit from man to woman, man to man, woman to woman and woman to man. If a woman has HIV it may cross to the baby during pregnancy or birth. Therefore, women who are infected should think carefully when considering pregnancy.

What is the most risky form of sexual intercourse?

Anal sex is considered the highest risk sexual activity but vaginal sex and oral sex are of sufficient risk to be unsafe. It doesn't matter whether you get HIV from a high risk or lower risk activity – once you are infected with the virus you've got it for life.

How can I avoid HIV?

Don't let other people's blood, semen and vaginal fluid into your body. If you are in doubt about whether your partner has HIV, always use a condom. Do not share needles and syringes.

Infection will not occur if infected fluids come into contact with unprotected and unbroken skin, but any cut in the skin or open sore can let the virus in.

Should I have an HIV blood test?

If you have had a large number of unprotected sexual encounters (that is without using a condom) since 1980 or if you share or have shared a needle or syringe you may have come into contact with HIV and may wish to have a blood test. If you decide to have a test you should think carefully about the consequences of having a positive result. How would you feel? Who would you need to tell? Think too of your responsibilities to other people; to your sexual partner and other sexual contacts. If you test positive to HIV your doctor must notify the Department of Health with a code. Your identity is not revealed to the Department of Health. Everyone who has a positive result is offered supportive counselling.

Safe Sex

Aside from abstinence, the only totally safe sexual activity is sex with an uninfected person in a mutually monogamous relationship. Safe and safer sex refer to sexual activities that reduce the risk of transfer of semen, vaginal fluid or blood during sex. Safer sex activities include condom use and sex without penetration such as mutual masturbation.

AIDS is not spread through:

- ▶ Sneezing, coughing or spitting.
- ▶ Kissing. However, open mouthed kissing with an infected person carries some risk if either person has open cuts or sores in the mouth or on the lips.
- ▶ Casual non-sexual person-to-person contact.
- ▶ Mosquito or flea bites, toilet seats, money, shopping trolleys, plates, cutlery, drinking glasses, hand shakes or swimming pools.
- ▶ Giving or receiving blood in Australia. Since April, 1985 all blood from the Red Cross Blood bank has been screened for antibodies to HIV. The few donations that test positive are immediately destroyed. Therefore the blood transfusion service is considered safe.

You definitely can't contract AIDS by:

- ▶ Working with, sharing accommodation with or eating food prepared by someone who has HIV.
- ▶ Being at university with someone with AIDS or HIV infection.

ARE CONDOMS SAFE?

If used properly, condoms give a high degree of protection against all sexually transmitted diseases.

- ▶ Put on before sexual contact
- ▶ Squeeze the air out of the top of the condom
- ▶ Unroll onto the erect penis
- ▶ Use water based lubricant, e.g. K-Y, Wetstuff
- ▶ After ejaculating hold onto the condom while withdrawing the erect penis.

Remember, avoiding AIDS is your responsibility. It is up to you to ensure that you practise safer sex and do not share needles. Pamphlets and additional advice are available from the University Health Service, the International Student Services and the University Counselling Service.

For further information contact:

- ▶ An adviser at the International Student Services
- ▶ The University Health Service
- ▶ The Sydney STD Clinic
- ▶ The Albion Street Centre
- ▶ The AIDS Council of NSW
- ▶ Your local doctor

HEPATITIS

Hepatitis is a serious disease that least to an inflammation of the liver. Common types of infectious hepatitis in Australia are hepatitis A, B and C.

Transmission of Hepatitis:

- ▶ Hepatitis A is transmitted by contact with the faeces of an infected person.
- ▶ Hepatitis B is transmitted through sexual activity or infected blood. You are at risk of infection with hepatitis B if you have unsafe vaginal or anal sex, or if you share needles or syringes. It can also be passed from mother to baby during pregnancy or childbirth.
- ▶ Hepatitis C is also transmitted through infected blood. If you share needles or syringes you are at risk of hepatitis C. It is possible that it is also transmitted through unsafe vaginal or anal sex, although the risk is small. There is also a possibility that it may be passed from mother to baby during pregnancy or childbirth.

What are the symptoms?

The symptoms of hepatitis may include; loss of appetite, nausea, a sore abdomen, fever, tiredness, pain in the joints, or jaundice. It is possible for a person to carry the disease without knowing they have it. The only way to know if you have hepatitis is to have a blood test.

Hepatitis B or C can lead to cirrhosis, liver failure, or liver cancer.

Prevention and treatment

You can be vaccinated against hepatitis A and B. There is some treatment to help people who have chronic hepatitis B or C. This treatment will benefit some people, but may not be a cure. See your doctor for advice.

CANCER

Breast Cancer and Breast Examination

Cancer of the breast is the most common form of cancer in women. Women of all ages should examine their breasts regularly for abnormalities once a month. The best time to check is just after a period. You can get information about the way to examine your breasts from your doctor. If you notice a lump in your breast, contact your doctor straight away. It is better to set your mind at rest than to neglect something which could be serious.

Cervical Cancer and Pap Smears

Cancer of the cervix is the second most common form of cancer in women. In order to detect a change in the cells of the cervix which may lead to cancer, a sample of cells is taken from the lining of the cervix. This is done by using an instrument called a speculum, which is inserted into the vagina by the doctor. All sexually active women should have a Pap smear once each year. It is usually a fast and painless procedure.

Testicular Cancer

Men are advised to have regular check ups for signs of testicular cancer.

Homosexuality

People who are exclusively or predominantly attracted to their own sex, homosexuals, make up about one tenth of any population. Bisexuals, those who are attracted to either sex, also make up a considerable part of any population.

In various countries and cultures and at different times in history homosexuals and bisexuals might be more or less visible. In western countries like Australia and more recently in many other countries like Malaysia, Singapore, Taiwan and Indonesia, bisexuality and homosexuality are becoming more visible. Homosexuality is not increasing, as many people believe, just becoming more visible.

Many of the negative attitudes that some cultures display towards people who are homosexual stem from historical reasons such as the need to encourage a high birth rate to replace soldiers lost in warfare. Religions sometimes disapprove of homosexuality for ideological reasons. Today, many societies are changing their attitudes towards gay people (homosexual men and women) and bisexuals. Homosexual activity between consenting adult males is legal in all states of Australia. The age of consent varies from state to state; in NSW it is currently 16 for both male and female.

Homosexual activity between females is legal in all states in Australia. In Australia, many bisexual and gay people are open about their sexuality. Strong gay communities exist in all major cities in Australia.

For Further Information

If you are a homosexual, think you may be, or simply want to know more about homosexuality you can obtain information from:

- ▶ Queer Department at The Student Guild (see Directory)
- ▶ International Student Services
- ▶ University Counselling Service (see Directory)
- ▶ Gay and Lesbian Counselling Service (see Directory)
- ▶ Free gay community newspapers, the Sydney Star Observer and Lesbians on the Loose.



Disabilities

The University of New South Wales Mission Statement states that “in accordance with Federal and State Government equity and access requirements, the University seeks to provide parity of learning opportunities to students with disabilities.

The University has students with a wide variety of disabilities, including vision impairment/blindness, hearing impairment/deafness, physical disabilities, learning disabilities and conditions such as epilepsy and asthma.

Support services may include:

- ▶ Note-takers
- ▶ Sign interpreters
- ▶ Readers
- ▶ Typing assistance
- ▶ Examination assistance
- ▶ Library assistance
- ▶ Parking provisions for people with mobility disabilities.

EQUITY AND DIVERSITY UNIT

Students should organise an appointment with the Equity Officer (Disability) as soon as enrolment is confirmed. The University has an Equity Officer (Disability) based in the Equity & Diversity Unit located in the Goodsell Building Tel: 9385 4734, Fax 9385 6262, Email: equity-diversity@unsw.edu.au. Students are seen by an appointment basis only and need to provide original medical documentation verifying their disability. All documentation must be translated into English prior to coming to Australia

ACCESS MAP

An Access Map of the Kensington Campus which provides detailed information on location of ramps, access toilets and accessible buildings is available from the University website and paper copies are available from the Equity & Diversity Unit. The university also has a number of wheelchair accessible apartments on the campus. www.facilities.unsw.edu.au/maps/Kensington_Accessibility_Map.pdf

DISABILITIES RESOURCE CENTRE

A Disabilities Resource Centre is located on level 2 at the library. This Centre houses assistive technology for people with various disabilities. Please contact the Equity Officer (Disability) if you require access to the Centre.

What is Discrimination?

Discrimination is where someone treats you unfairly or harasses you because you belong to a particular group of people. Many people have prejudices against people who are different from themselves. If we aren’t careful, these prejudices can lead people to discriminate against others.

- The following types of discrimination are against the law in NSW:
- ▶ race discrimination (because of colour, nationality, ethnic or national origin)
 - ▶ sex discrimination
 - ▶ marital status discrimination
 - ▶ physical or intellectual impairment discrimination
 - ▶ gay or lesbian discrimination

But these types of discrimination are only against the law if they happen in one of the following places or circumstances:

- ▶ **Employment**
everything to do with work
- ▶ **State Education**
everything to do with schools, colleges and universities
- ▶ **Goods and Services**
everything to do with buying goods and getting services
- ▶ **Accommodation**
everything to do with renting, hotels and motels and commercial premises
- ▶ **Registered clubs**

Racial vilification is also against the law

A new law also makes racial vilification an offence in NSW. Racial vilification means a racist act or action that could encourage racial hatred, serious racial contempt, or severe racial ridicule. The act or action must happen publicly, not in private. This law is complicated so if you want more information contact the Anti-Discrimination Board (see Directory) or one of the advisers at the International Student Services.

How Do I Complain to The Anti-discrimination Board?

You must write a letter to the president of the Anti-Discrimination Board, explaining why you think you have been discriminated against. You can write in any language – including Braille. You can send your letter by fax.

What Will the Anti-discrimination Board Do?

- ▶ Respond to you quickly (1 to 2 weeks)
- ▶ Treat your complaint confidentially
- ▶ If your complaint is covered by the laws, it will try to conciliate by helping you and the person or organisation you are complaining about to try to reach a private settlement.
- ▶ If your complaint cannot be conciliated, it may be referred to the Equal Opportunity Tribunal (a court which hears discrimination matters) which will give a judgement that must be obeyed.

HARASSMENT

The University supports the right of all people to work and study in an environment which is free of harassment. Within the University, harassment based on any of the following is considered to be unacceptable behaviour:

- ▶ Gender, marital status, pregnancy
- ▶ Homosexuality
- ▶ Race, colour, nationality, national or ethnic origin, aboriginality
- ▶ Physical or intellectual impairment
- ▶ Religious belief or absence of such belief
- ▶ Political opinion, or
- ▶ Age

Some common forms of harassment:

- ▶ **Racism**
No one can deny that racism still exists in Australia as in other countries. Racism can take many forms and may be expressed in verbal abuse or violence, in the form of graffiti or in literature, with the intention to incite hatred. It may be expressed covertly, that is, people can be denied employment, educational opportunities or other forms of basic human rights because they are not of a particular race. Racism stems from the belief that members of another race are inferior to one’s own race because of different skin colour, ethnic background or nationality.
- ▶ **Sexual Harassment**
Sexual harassment is unsolicited and unwelcome behaviour that has sexual implications. It can affect both women and men. It includes:
 - unwanted and unnecessary acts such as staring, leering, pinching, patting, touching or kissing
 - verbal abuse, sexual comments, offensive jokes, sexual innuendoes, interrogation or remarks about a person’s alleged sexual activities or behaviour, personal appearance or private life
 - requests for sexual favours, particularly if it is implied that work or study rights will be withheld or given in return
 - display of offensive pictures and publications
 - offensive telephone or written communications
 - indecent or sexual assault (these are also criminal offences)

▶ Homosexual Harassment

Homosexuals are sometimes harassed or discriminated against because of their sexuality. This is usually the result of lack of understanding of homosexuals or unresolved issues of sexuality within the person who is discriminating. Such behaviour is unpleasant and need not be tolerated. What can you do about harassment? You have a right to work and study free from harassment and discrimination. Harassment and discrimination are not your fault. They can affect your study, your confidence and your safety. If you feel you are being harassed or that you have been discriminated against we encourage you to do something about it.

If you make a complaint

- ▶ You will have a chance to talk about the problem.
- ▶ Your enquiry will be dealt with quickly and confidentially.
- ▶ The matter will not be proceeded with unless you request it.
- ▶ If you choose you will be helped to resolve the problem positively or, if necessary, to lodge a formal complaint.

Why is Harassment an Issue?

Because it is unlawful and unacceptable

Because it infringes on a person’s right to be respected

Because it hinders a person’s right to study, work and live in peace

For further information contact:

- ▶ The Equity and Diversity Unit (see below)
- ▶ An Adviser at the International Student Services
- ▶ A Counsellor at the University Counselling Service (see Directory)
- ▶ The Anti-Discrimination Board (see Directory)
- ▶ Your Dean, Head of School, Supervisor

The University’s Responsibility

The University of New South Wales Policy on Harassment, 1988

“The University has a responsibility to ensure that employees and students are made aware of what constitutes acceptable standards of personal conduct within the University. “It also has a responsibility to eliminate and prevent harassment which may contravene the NSW Anti-Discrimination legislation, the Federal Racial and Sex Discrimination legislation, and the University’s own enabling act; to deal with complaints sensitively and quickly; and to inform staff and students of their options for seeking redress.”

STUDENT EQUITY AND DIVERSITY UNIT

The Equity and Diversity Unit provides services to equity groups, including students of non-English speaking background. These services include support for students with disabilities, advocacy within the university and receiving complaints of discrimination and harassment in education.

Contact Details

Ground Floor
Goodsell Building (Map Ref. F20)
University of NSW
Sydney NSW 2052
Tel: (02) 9385 4734
Web: www.equity.unsw.edu.au



Police and the Law

POLICE DUTIES AND THE RIGHTS OF INDIVIDUALS

In Australia, there are State and Federal Police forces. Police have a duty to enforce law and maintain order, to prevent and detect crime, and to protect life and property. The Police Department is a part of the Public Service and is not part of the Australian Defence Forces. In certain situations the police have the right to arrest people and take them to a Police Station.

Whether you are in trouble with the police or they are helping you out of difficulty, things will run more smoothly if you co-operate with them and explain your situation politely and calmly. You can co-operate with the police without giving up any of your rights.

POLICING IN AUSTRALIA

Federal Police

Federal Police administer federal laws which deal mainly with immigration, customs and the security of Commonwealth property. In the Australian Capital Territory, they have similar powers to State Police. Federal Police are controlled by the Federal Government.

State Police

State Police are concerned with state laws, which may vary from state to state. The government of each state has control of its own police force.

Other law enforcement officials

Australia has several other enforcement agencies that are concerned with particular laws only.

Commonwealth Investigators for example, are only concerned with Federal tax and customs laws; State Inspectors and Investigators are concerned with fisheries and wildlife, motor vehicle testing, etc.; while Local Government Inspectors are concerned with public parks, health and building regulations, etc. The police are always responsible to an elected parliament, never to the armed forces.

LAWS WHICH MAY AFFECT YOU

Alcohol

In Australia, people under the age of 18 years are not allowed to buy alcoholic drinks. There are also heavy penalties for people who drink and drive. If you are drinking in a hotel (also called a pub), or a night club you should pay for each drink as soon as you receive it, and not when you are about to leave. It is also against the law to be drunk or to consume alcohol in public places (e.g. on the footpath).

Gambling

Gambling (especially on horses and lotteries) is a common pastime in Australia. Of course, it is much easier to lose money than to win at gambling and Australia is no different from other countries in this respect. All gambling must be carried out through official agencies. It is against the law to gamble outside official agencies.

Bribery

It is a serious crime to bribe anyone, especially a policeman. It is a crime even to try to bribe someone. Be very careful not to let anyone mistake your actions as offering a bribe, e.g. don't try to pay the policeman who gives you an on-the-spot fine. Officials are not allowed to accept money or gifts but appreciate it when people are courteous and say, "Thank you."

Noise

It is against the law to make loud noise which may annoy your neighbours between certain hours (e.g. 8.00 pm – 7.00 am).

For further information, contact the State Pollution Control Commission (see Directory).

YOUR LEGAL RIGHTS

- ▶ Your most basic right is to be considered innocent until you are proven guilty in a court of law.
- ▶ Unless you have been arrested, you do not need to answer police questions, give your name (except for traffic offences) or even make a statement.
- ▶ You have a right not to say anything which might incriminate you.
- ▶ The police must not threaten you or injure you (if you resist arrest they can use "reasonable force"), and you can refuse to go with Police unless they formally arrest you.

If you have been arrested

- ▶ You have the right to be given details of the charge.
- ▶ You only have to give the police your name and address.
- ▶ You should be allowed to make one telephone call.
- ▶ You have the right to ask for an interpreter or to contact a lawyer or a friend or relative.
- ▶ If you want to make a statement, you are entitled to write it yourself or to get an interpreter to do it for you.
- ▶ You have the right to ask for bail.

LEGAL AID AND ADVICE

On campus

Students may obtain free legal aid and advice on campus from the Solicitor employed by Arc @ UNSW.

To contact these staff please call Arc Reception on 9385 7700 or email reception@arc.unsw.edu.au.

Off campus

There are a number of agencies in Australia which offer affordable or free legal advice and help (see Directory).



Chapter 6:

**Groups and Activities
on Campus**

This chapter contains information on:

Assembly of International
Student Association (AISA)

Arc@UNSW

UNSW Lifestyle Centre

The Sport Association

Groups and Activities on Campus

UNSW has a wide range of student organisations which aim to represent the various interests of all students. These organisations promote student development and provide services for all students. These services include: a security shuttle bus for students on campus at night, a second hand bookshop, free legal aid and welfare services. There are also departments that organise various activities and events for a particular cohort.

THE INTERNATIONAL STUDENTS DEPARTMENT

The International Students Department (ISD) is a branch of the new student organisation and was established to represent all international students on campus. It comprises of the Director and six committee members.

What does the ISD do?

The ISD carries out activities to foster increased awareness and understanding between local and international students. ISD tries to meet the educational, social, cultural and political needs of international students as well as help individuals to overcome personal problems and deal with issues such as racism on campus. It serves the international student community through actions aimed at representing student's rights to the University administration and the government.

NATIONAL LIAISON COMMITTEE

The National Liaison Committee for International Students in Australia (NLC) is the peak international student's representative body to both government and educational institutions in Australia. The NLC is also the international student's department of the National Union of Students (NUS). NLC is run by international students for international students. The state branch of NLC (NLC New South Wales) takes care of local issues within the state which concerns international students.

CLUBS AND SOCIETIES ON CAMPUS (CASOC)

There are over 120 clubs and societies on campus which are affiliated with Arc. Some are school or faculty based, some are interest groups and some are national student groups.

Some of the International Groups on Campus

- ▶ Australian Union of Jewish Students
- ▶ Chinese Christian Fellowship
- ▶ Chinese Students Association
- ▶ French Society
- ▶ Hispania Society
- ▶ Hong Kong Students Association
- ▶ Indonesian Students Association
- ▶ International Students for Social Equality
- ▶ Malaysian Students Organisation
- ▶ Singapore Students Association

For further information see Directory or contact the Arc or the International Student Services

**Assembly of International
Student Association (AISA)**

The Assembly of International Student Associations (AISA) consists of the Presidents of the various international groups on campus, and is supported by the International Student Services. The objectives of AISA are:

- ▶ To promote greater understanding and friendship between all students, both overseas and local
- ▶ To act as a forum for discussion of issues affecting international student and plan appropriate action
- ▶ To provide an effective channel of communication with overseas student group
- ▶ To co-ordinate and provide support for fellow international students, especially new arrivals
- ▶ To foster a wide range of social and cultural activities reflecting the cultural diversity of the student body at UNSW, both collectively and through the activities of the many AISA member clubs

AISA works together on a variety of projects during the year, including the Orientation Program and Social Sports Meets.



Arc@UNSW

The Arc is your student organisation here at UNSW. Its mission is to be the centre of university student life by enabling a rich and rewarding student life experience. At the Arc you can get involved in volunteer programs, clubs and collectives. Arc collectives meet weekly to discuss issues ranging from climate change to academic rules for degrees. The Arc also hosts over 100 clubs and societies on campus. Whether you're interested in chocolate or helping to build schools in developing nations there is a club or society for you.

The Arc also has various facilities for students such as computer labs, music rooms, a darkroom, pottery studio and rehearsal rooms. We also operate a Womens room, Queer space and a Postgraduate lounge. These rooms are safe spaces where students can meet, relax and chat.

Throughout the year the Arc runs various events including Mooncake Yum Cha and Oktoberfest. Tickets to Mooncake Yum Cha are currently available at Arc reception in the Blockhouse. Our main venue, The Roundhouse, hosts a weekly line up of free trivia, bingo, pool comps, bands, connect four and offers cheap meals and drinks.

The Arc Student Representative Committee (SRC) is made up of elected students, who aim to represent UNSW students and their interests. The SRC has a dedicated International Students Convenor who represents UNSW's international students.

Student Support is another service operated by the Arc. Advocacy officers and a lawyer operate from the Blockhouse to help students in regards to legal and academic issues free of charge. Student Support can also refer you to information pertaining to renting, unions, welfare issues, study visas and work rights.

Throughout the semester the Arc publishes various student publications. These include Blitz (the Arc's weekly What's On magazine), Tharunka (the student voice), and various other publications such as the International Cookbook and the Unsweetend literary journal. The Arc also operates several mailing lists such as our weekly What's On email list which details events happen across campus each week and the postgraduate email list.

Over the next few months we will be releasing our membership packages for 2008. To find out about any aspect of the Arc visit our website at www.arc.unsw.edu.au or visit Arc reception either at the Blockhouse on the Kensington campus or D block at COFA.

UNSW Lifestyle Centre

UNSW Lifestyle Centre provides holistic approach to assisting students, staff and the wider community achieve their health and exercise goals.

They have a comprehensive array of sport, recreational programs and facilities to suit people of all ages. Industry experts are always on hand for consultation to assist clients in choosing an activity or program which will best suit their needs.

The Lifestyle Centre is open 7 days for your convenience.



The Sport Association

The Sports Association organises lunchtime sport, high performance sport, provides scholarships, organises uni games and runs other sporting related student issues. To be involved in the Sports Association you need to be a member. All UNSW students are automatically members upon payment of their yearly student fees. There is a membership category for everyone.

The benefits of membership are:

- ▶ Insurance cover
- ▶ Discounted entry to the UNSW Lifestyle Centre (Note: membership of the UNSWSA DOES NOT include free entry to the UNSW Lifestyle Centre)
- ▶ Ability to join any Sporting Club
- ▶ Subsidy on equipment, ground hire, fees, coaching and registrations

The Sport Association

Sam Cracknell Pavilion.

E-mail: sport@unsw.edu.au

Tel: 612 9385 4880

Web: www.sports.unsw.edu.au

Directory

This chapter has contact information relevant to international students

Government Departments

Community Services

Consulates and Embassies

Home Country Student Associations

UNSW Services

Directory

ABORIGINAL RESEARCH AND RESOURCE CENTRE

See University Services

ACCOMMODATION

Eastern Suburbs Tenants Services (EATS)

Postcodes covered: EATS provides tenancy advice to all tenants in the Woollahra, Randwick & Waverley Local Government Areas of Sydney NSW. Advice is offered by phone and outreach service.

Kingsford Legal Centre

Ground Floor, The Law Building (F8)
UNSW Sydney, NSW, 2052
Tel: (02) 9385 9566
Fax: (02) 9385 9583
Email: legal@unsw.edu.au

Inner Sydney Tenants Advice & Advocacy Service

Postcodes covered: Botany, Leichhardt, Sydney, South Sydney 2000, 2006-2011, 2015-2021, 2036-2043, 2050 (2021 and 2036 shared with EATS)
73 Pitt Street
Redfern, NSW 2016
Tel: (02) 9698 7277
Fax: (02) 9310 3586

UNSW Accomodation Services Central

Ground Floor, Basser College
University of New South Wales
Tel: (02) 9385 4985
Web: www.housing.unsw.edu.au
Email: Housing.Office@unsw.edu.au

Rental Bond Board

Level 4, 234 Sussex Street
Sydney NSW 2000
Tel: (02) 9377 9000
1800 422 021 (freecall)

Tenancy Information

Tel: (02) 9377 9100

Adviser to Students with Disabilities

See University Services

AIDS AND SEXUAL HEALTH SERVICES

AIDS Council of NSW

9 Commonwealth Street
Surry Hills 2010
Tel: (02) 9206 2000
1800 063 060 (freecall)

AIDS Information Hotline

Tel: (02) 9332 9700
1800 451 600 (freecall)

Albion Street Centre

150 Albion Street
Surry Hills 2010
Tel: (02) 9332 9712

BANKS AND CREDIT UNIONS

ANZ Bank

Middle-campus
Shop LG025
Lower section of
West Wing of Quadrangle
E15, next to UNSW Bookshop
Tel: 13 13 14

Commonwealth Bank of Australia

Upper Campus
Northern side of the Library
ATM - Lower Campus
Ground Floor, Blockhouse
Tel: (02) 9662 7000

UNICOM Credit Union LTD.

Opposite Central Lecture Block
Upper Campus
Tel: 1300 864 226

CANCER COUNCIL SERVICES

Cancer Council

153 Dowling Street
Woolloomooloo NSW 2011
Tel: (02) 9334 1900

Cancer Helpline

Tel: 13 11 20

CAREERS & EMPLOYMENT SERVICE

See University Services

CHILDCARE CENTRES

Centres on Campus

House at Pooh Corner

Barker Street
Kingsford NSW 2032
Tel: (02) 9663 5044
(02) 9385 5448
Email: poohcorner@unsw.edu.au

Tigger's Place Child Care Centre

22-24 Botany Street
Randwick NSW 2031
Tel: (02) 9385 1222
Email: tiggers@unsw.edu.au

Kanga's House

52 Barker Street
Kingsford NSW 2032
Tel: (02) 9662 8353
Email: kangashouse@unsw.edu.au

Centres off Campus

Rainbow Street Child Care Centre

100 Rainbow Street
Randwick NSW 2031
Tel: (02) 9399 3535

Maroubra Neighbourhood Children Centre

49 Bond Street
Maroubra NSW 2035
Tel: (02) 9344 9040
Email: c.windsor@optusnet.com.au

Randwick Open Care for Kids (ROCK)

30 Waratah Avenue
Randwick NSW 2031
Tel: (02) 9399 6309
Fax: (02) 9399 3942

There are many other children and family services available in suburbs. Information on such services can be found at each local council office, i.e. Randwick, South Sydney or Botany city councils.

FAMILY DAY CARE

Botany Family Day Care

149 Coward St
Mascot NSW 2020
Tel: (02) 9366 3579

Rockdale Family Day Care

89 Cameron Street
Rockdale
Tel: (02) 9597 3111

Randwick Family Day Care

33 Bundock St
Randwick NSW 2031
Tel: (02) 9344 8833

Waverley Family Day Care

25 Ebley Street
Bondi Junction NSW 2022
Tel: (02) 9389 9421

PRE-SCHOOLS/ KINDERGARTENS

Randwick - Coogee Kindergarten

Alison Park
Frances Street
Randwick NSW 2031
Tel: (02) 9398 3982
Email:
ku.randwickcoogee@bigpond.com

S.O.S Pre-School

83 Bundock Street
Randwick NSW 2031
Tel: (02) 9349 7951

OCCASIONAL CARE

Malabar Occasional Care Centre

1B Prince Edward Street
Malabar NSW 2036
Tel: (02) 9661 4450

Glen Mervyn Child Care & Occasional Care Centre

24 Coogee Bay Road
Randwick NSW 2013
Tel: (02) 9314 6251

For a complete listing of child care and children's services, telephone the Contact Children's Services switchboard Tel: (02) 9557 0900

HOME COUNTRY STUDENT ASSOCIATIONS

Clubs and Societies on Campus (CASOC)

Contact the Arc@UNSW - for a complete list of clubs and societies.
All the following can be contacted:

(NAME OF SOCIETY/CLUB)
C/- New Student Organisation
UNSW, Sydney, 2052

- ▶ AUJS
- ▶ BAHAI SOCIETY
- ▶ BANGLADESH STUDENTS SOCIETY
- ▶ CHINESE STUDENT ASSOCIATION
- ▶ CROATIAN SOCIETY
- ▶ FILIPINO STUDENTS SOCIETY OF UNSW
- ▶ FRENCH SOCIETY
- ▶ HELLENIC SOCIETY
- ▶ HONG KONG STUDENTS SOCIETY
- ▶ INDONESIAN STUDENTS ASSOCIATION
- ▶ INDIAN STUDENTS ASSOCIATION

- ▶ IRISA (ISLAMIC REPUBLIC OF IRAN STUDENTS ASSOCIATION)
- ▶ ISLAMIC SOCIETY
- ▶ ITALIAN SOCIETY
- ▶ KOREAN STUDENTS ASSOCIATION
- ▶ LEBANESE STUDENTS ASSOCIATION
- ▶ MACEDONIAN SOCIETY
- ▶ MALAYSIAN STUDENTS ORGANISATION
- ▶ NIPPON STUDENTS ASSOCIATION
- ▶ OVERSEAS CHRISTIAN FELLOWSHIP
- ▶ PAKISTAN STUDENTS ASSOCIATION
- ▶ PERSIAN CLUB
- ▶ RUSSIAN STUDENTS SOCIETY
- ▶ SCANDINAVIAN STUDENTS SOCIETY
- ▶ SERENDIB - SRI LANKAN STUDENTS ASSOCIATION
- ▶ SINGAPORE STUDENTS ASSOCIATION
- ▶ TAIWAN STUDENTS SOCIETY
- ▶ TAJ INDIAN SOCIETY
- ▶ THAI STUDENTS ASSOCIATION OF UNSW
- ▶ TURKISH STUDENTS SOCIETY
- ▶ UNSW BUDDHISTS' SOCIETY (UNIBUDS)
- ▶ VIETNAMESE DYNAMIC STUDENTS
Email: vds_unsw@hotmail.com

COMMUNITY ORGANISATIONS

Local areas are served by government and independent welfare agencies which provide a range of welfare services for the community.

Contact your local council (telephone numbers will be listed in the Telephone Directory)

CONSULATES AND EMBASSIES

Bangladesh

High Commission for the People's Republic of Bangladesh

21 Culgoa Circuit
O'Malley ACT 2606
Tel: (02) 6290 0511
6290 0522
6290 0533

Fax: (02) 6290 0544

Email:
bdoot.canberra@cyberone.com.au
Web: www.bangladoot-canberra.org

Brunei

High Commission for Brunei Darussalam

10 Beale Crescent
Deakin, ACT 2600
Tel: (02) 6285 4500
Fax: (02) 6286 4545

Myanmar

Embassy of the Socialist Republic of the Union of Myanmar

22 Arkana Street
Yarralumla ACT 2600
Tel: (02) 6273 3811
(02) 6273 3751
Fax: (02) 6273 3181

Cambodia

Royal Embassy Of Cambodia

5 Canterbury Crescent
Deakin ACT
Tel: (02) 6273 1154
6273 1259

Fax: (02) 6273 1053

Email:
cambodianembassy@ozemail.com.au
Web:
www.embassyofcambodia.org.nz/
au.htm

Canada

Consulate in Sydney

5th Floor, Quay West Building
111 Harrington Street
Sydney 2000
Tel: (02) 9364 3000
Fax: (02) 9364 3098
Email: sydney@dfait-maeci.gc.ca
Web: www.canada.org.au

Canadian High Commission

Commonwealth Avenue
Canberra ACT 2600
Tel: (02) 6270 4000
Fax: (02) 6273 3285
Web: www.canada.org.au

Chile

Consulate-General of the Republic of Chile in Sydney

Level 18, 44 Market Street
Sydney 2000
Tel: (02) 9299 2533
(02) 9299 2862
Fax: (02) 9299 2868
Email: cgsydney@optusnet.com.au
Web: www.consul-chile-sydney.net

Embassy of the Republic of Chile

10 Culgoa Circuit
O'Malley ACT 2606

P.O. Box 69
Monaro Crescent
Red Hill ACT 2603
Tel: (02) 6286 2430
(02) 6286 4027

Fax: (02) 6286 1289

Email:
chilemb@embachile-australia.com
Web: www.embachile-australia.com

People's Republic of China

Consulate in Sydney

39 Dunblane Street
Camperdown NSW 2050
Tel: (02) 8595 8012 (Protocol)
(02) 8595 8002 (Visa & Passport)
(02) 8595 8050 (Science & Technology)
(02) 8595 8040 (Culture)
Web: sydney.chineseconsulate.org

Embassy of the People's Republic of China

15 Coronation Drive
Yarralumla ACT 2600
Tel: (02) 6273 4780
Fax: (02) 6273 4878
Email: chinaemb_au@mfa.gov.cn
Web: www.chinaembassy.org.au

Denmark

Royal Danish Consulate General in Sydney

15 Hunter Street
Yarralumla ACT 2600
Tel: (02) 6270 5333
Email: cbramb@um.dk
Web: www.canberra.um.dk

Egypt

Consulate- General of the Arab Republic of Egypt in Sydney

Level 3 241 Commonwealth Street
Surry Hills NSW 2010
Tel: (02) 9281 4844
Fax: (02) 9281 4344
Web: www.egypt.org.au

Embassy of the Arab Republic of Egypt

1 Darwin Avenue
Yarralumla ACT 2600
Tel: (02) 6273 4437
6273 4438
Fax: (02) 6273 4279

Fiji

Consulate-General of the Republic of the Fiji Islands in Sydney

100 Walker Street
North Sydney NSW 2060
Tel: (02) 8904 0476
Fax: (02) 8904 0376

High Commission for the Republic of the Fiji Islands

19 Beale Crescent
Deakin West ACT 2600
Tel: (02) 6260 5115
Fax: (02) 6260 5105
Email: admin@aus.fhc.org

Finland

Consulate - General of Finland in Sydney

537 New South Head Road
Double Bay NSW 2028
Tel: (02) 9327 7904
Fax: (02) 9327 7528
Email: fincon@bigpond.com.au

Embassy of Finland

12 Darwin Avenue
Yarralumla ACT 2600
Tel: (02) 6273 3800
Fax: (02) 6273 3603
Email: finland@iimetro.com.au

France

Consulate-General of France in Sydney

Level 26, St Martins Tower
31 Market Street
Sydney NSW 2000
Tel: (02) 9268 2400
Email:
consulat@consulfrancesydney.org
Web: www.consulfrance-sydney.org

Embassy of France

6 Perth Avenue
Yarralumla ACT 2600
Tel: (02) 6216 0100
Fax: (02) 6216 0127
Email: embassy@ambafrance-au.org
Web: www.ambafrance-au.org

Germany

Consulate - General of the Federal Republic of Germany in Sydney

13 Trelawney Street
Woollahra NSW 2025
Tel: (02) 9328 7733
Fax: (02) 9327 9649
Email: info@sydney.diplo.de

Embassy of the Federal Republic of Germany

119 Empire Circuit
Yarralumla ACT 2600
Tel: (02) 6270 1911
Fax: (02) 6270 1951
Email: info1@germanembassy.org.au
Web: www.germanembassy.org.au

Greece

Consulate - General of Greece in Sydney

Lvl2, 219-223 Castlereagh St,
Sydney NSW 2000
Tel: (02) 9264 9130
Fax: (02) 9264 6135
Email: grconsyd@telpacifi c.com.au
Web: www.greekconsulate.org

Embassy of Greece

9 Turrana Street
Yarralumla ACT 2600
Tel: (02) 6273 3011
Fax: (02) 6273 2620
Email: greekemb@bigpond.net.au

India

Consulate-General of India in Sydney

Level 27, 25 Bligh Street
Sydney NSW 2000
Tel: (02) 9223 9500
Fax: (02) 9223 9246
Email:
indianc@indianconsulatesydney.org

High Commission of India

3 – 5 Moonah Place
Yarralumla ACT 2600
Tel: (02) 6273 3999
(02) 6273 3774
(02) 6273 3875
Fax: (02) 6273 1308
Email: admin@hcindia-au.org

Indonesia

Consulate - General of the Republic of Indonesia in Sydney
236-238 Maroubra Road
Maroubra NSW 2035
Tel: (02) 9344 9933
Fax: (02) 9349 6854

Embassy of the Republic of Indonesia
8 Darwin Avenue
Yarralumla ACT 2600
Tel: (02) 6250 8600
Fax: (02) 6273 6017
(02) 6273 3545
Email: indonemb@kbri-canberra.org.au
Web: www.kbri-canberra.org.au

Iran

Embassy of the Islamic Republic of Iran
25 Culgoa Circuit
O'Malley ACT 2606
Tel: (02) 6290 2427
Fax: (02) 6290 2825
Web: www.embassyiran.org.au

Israel

Embassy of Israel
6 Tarrana Street
Yarralumla ACT 2600
Tel: (02) 6215 4500
Fax: (02) 6273 4273
Email: info@canberra.mfa.gov.il
Web: canberra.mfa.gov.il

Italy

Consulate - General of Italy in Sydney
Level 45, Gateway 1 Macquarie Place
Sydney NSW 2000
Tel: (02) 9392 7900
Fax: (02) 9252 4830
Email: itconsyd@itconsyd.org

Embassy of Italy
12 Grey Street
Deakin ACT 2600
Tel: (02) 6273 3333
Fax: (02) 6273 4223
Email: embassy@ambitalia.org.au
Web: www.ambitalia.org.au

Japan

Consulate - General of Japan in Sydney
Level 34, Colonial Centre
52 Martin Place
Sydney 2000
Tel: (02) 9231 3455
Fax: (02) 9221 6157

Embassy of Japan

112 Empire Circuit
Yarralumla ACT 2600
Tel: (02) 6273 3244
Fax: (02) 6273 1848

Kenya

High Commission for the Republic of Kenya
Level 3, QBE
Building 33/35 Ainslie Avenue
Canberra ACT 2601
Tel: (02) 6247 4788
(02) 6247 4722
(02) 6247 4688
(02) 6247 4311
Fax: (02) 6257 6613
Email: khc-canberra@kenya.asn.au

Kiribati

Consulate - General of the Republic of Kiribati in Sydney
35 Dover Road
Rose Bay NSW 2029
Tel: (02) 9371 7808
Fax: (02) 9371 0248

Korea

Consulate - General of the Republic of Korea in Sydney
Level 13, St James Centre
111 Elizabeth Street
Sydney NSW 2000
Tel: (02) 9210 0200
Fax: (02) 9210 0202
Email: consyd@mofat.go.kr

Embassy of the Republic of Korea

113 Empire Circuit
Yarralumla ACT 2600
Tel: (02) 6270 4100
Fax: (02) 6273 4839
Email: embassy-au@mofat.go.kr
Web: www.mofat.go.kr/australia

Kuwait

Embassy of the State of Kuwait
5 Callemonda Rise
O'Malley ACT 2606
Tel: (02) 6286 7777
(02) 6286 7755
(02) 6286 7766
Fax: (02) 6286 3733
Web: www.kuwaitemb-australia.com

Laos

Embassy of the Laos People's Republic
1 Dalman Crescent
O'Malley ACT 2606
Tel: (02) 6286 4595
Fax: (02) 6290 1910
Email: laoemb@bigpond.com.au

Malaysia

Consulate of Malaysia in Sydney
67 Victoria Road
Bellevue Hill NSW 2023
Tel: (02) 9327 7596
(02) 9327 7565
Fax: (02) 9363 1257

High Commission for Malaysia

7 Perth Avenue
Yarralumla ACT 2600
Tel: (02) 6273 1543
(02) 6273 1544
(02) 6273 1545
Fax: (02) 6273 2496
Email: malcanberra@netspeed.com.au

Mauritius

Consulate of the Republic of Mauritius in Sydney
8 Oswald Street
Mosman NSW 2088
Tel: 0416 131 841
Fax: (02) 9953 7981
Email: clayobrien@iinet.net.au

High Commission for the Republic of Mauritius

2 Beale Crescent
Deakin ACT 2600
Tel: (02) 6281 1203
(02) 6282 4436
Fax: (02) 6282 3235
Email: mhccan@cyberone.com.au

Nepal

Royal Nepalese Consulate - General in Sydney
Suite 501, Level 5 Edgecliff Centre
203-233 New South Head Road
Edgecliff NSW 2027
Tel: (02) 9328 7062
Fax: (02) 9328 0323
Email: info@nepalconsulate.org.au
Web: www.nepalconsulate.org.au

The Netherlands

Consulate in Sydney
Tower 2, 101 Grafton St
Bondi Junction NSW 2022
Tel: (02) 9387 6644
Email: syd@minbuza.nl

Embassy

120 Empire Circuit
Yarralumla ACT 2600
Tel (02) 6273 3111

New Zealand

Consulate in Sydney
Level 10 55 Hunter Street
Sydney NSW 2000
Tel: (02) 8256 2000
Fax: (02) 9221 7836
Email: nzcgssydney@bigpond.com

New Zealand High Commission

Commonwealth Avenue
Canberra ACT 2600
Tel: (02) 6270 4211
Fax: (02) 6273 3194
Email: nzhccba@austarmetro.com.au
Web: www.nzembassy.com/australia

Nigeria

High Commission of the Federal Republic of Nigeria
26 Guilfoyle Street
Yarralumla ACT 2600
Tel: (02) 6282 7411
(02) 6282 0357
(02) 6282 0693
Fax: (02) 6282 8471
Email: chancery@nigeria-can.org.au

Norway

Royal Norwegian Consulate - General in Sydney
Level 1, 33 Herbert Street
St Leonards NSW 2065
Tel: (02) 9200 2159
Fax: (02) 9966 0622
Email: consulate.general@2wglobal.com

Embassy of Norway

17 Hunter Street
Yarralumla ACT 2600
Tel: (02) 6273 3444
Fax: (02) 6273 3669
Email: emb.canberra@mfa.no
Web: www.norway.org.au

Pakistan

Consulate - General of Pakistan in Sydney
Suite No 2, Level 9
36 Carrington Street
Sydney NSW 2000
Tel: (02) 9299 3066
Fax: (02) 9299 7319
Email: Parepsydney@comcen.com.au

High Commissioner for Pakistan

4 Timbarra Crescent
O'Malley ACT 2806
Tel: (02) 6290 1676
(02) 6290 1879
(02) 6290 1031
Fax: (02) 6290 1073
Email: parepcanberra@internode.on.net

Papua New Guinea

Papua New Guinea High Commission
39 - 41 Forster Crescent
Yarralumla ACT 2600
Tel: (02) 6273 3322
Fax: (02) 6273 3732

Philippines

Consulate in Sydney Philippine Center
Level 1 27-33 Wentworth Avenue
Sydney NSW 2000
Tel: (02) 9262 7377
Fax: (02) 9262 7355
Email: phsydpc@ozemail.com.au

Embassy of the Philippines

1 Moonah Place
Yarralumla ACT 2600
Tel: (02) 6273 2535
(02) 6273 2536
Fax: (02) 6273 3984
Email: cbrpe@philembassy.au.com
Web: www.philembassy.au.com

The Russian Federation

Embassy of the Russian Federation
78 Canberra Avenue
Griffith ACT 2603
Tel: (02) 6295 9033
Fax: (02) 6295 1847
Email: rusembassy.australia@rambler.ru
Web: www.australia.mid.ru

Singapore

High Commission of the Republic of Singapore
17 Forster Crescent
Yarralumla ACT 2600
Tel: (02) 6271 2000
Fax: (02) 6273 9823

Solomon Islands

Consulate of Solomon Islands in Sydney
Suite 13, Level 1
376 Victoria Street
Darlinghurst NSW 2010
Tel: (02) 9361 5866
Fax: (02) 9361 5066
Email: consul@solomdeic.edu

High Commission for Solomon Islands

Unit 3 J.A.A. House
18 Napier Close
Deakin ACT 2600
Tel: (02) 6282 7030
Fax: (02) 6282 7040
Email: info@solomon.emb.org.au

Sri Langka

Consulate - General of the Democratic Socialist Republic of Sri Lanka in Sydney
Level 11, 48 Hunter Street
Sydney NSW 2000
Tel: (02) 9223 8729
(02) 9223 8742
Fax: (02) 9223 8750
Email: slcgssyd@bigpond.com
Web: www.slcgsyd.com

High Commission for the Democratic Socialist Republic of Sri Lanka

35 Empire Circuit
Forrest ACT 2603
Tel: (02) 6239 7041
(02) 6239 7042
Fax: (02) 6239 6166
Email: admin@slhcaust.org

Sweden

Consulate - General of Sweden in Sydney
Level 25, 44 Market Street
Sydney NSW 2000
Tel: (02) 9262 6433
Fax: (02) 9262 6836
Email: info@swedishconsulsyd.com.au

Embassy of Sweden

5 Turrana Street
Yarralumla ACT 2600
Tel: (02) 6270 2700
Fax: (02) 6270 2755
Email: sweden@iimetro.com.au
Web: www.swedenabroad.com/canberra

<p>Thailand Royal Thai Consulate - General in Sydney Level 8/131 Macquarie Street Sydney NSW 2000 Tel: (02) 9241 2542 (02) 9241 2543 Fax: (02) 9247 8312 Email: thaisydney@idx.com.au</p> <p>Royal Thai Embassy - Chancery 111 Empire Circuit Yarralumla ACT 2600 Tel: (02) 6273 1149 Fax: (02) 6273 1518 Email: thaican@mfa.go.th</p> <p>Tonga Consulate - General of the Kingdom of Tonga Suite 2 Tonga House 158 Pacific Highway North Sydney NSW 2059 Tel: (02) 9929 7088 Fax: (02) 9929 6778 Email: raedler.waterhouse@bigpond.com</p> <p>Turkey Consulate - General of the Republic of Turkey 66 Ocean St Woollahra NSW Tel: (02) 9328 1155 (02) 9328 1239 Fax: (02) 9362 4533 Email: bkturk@bigpond.com</p> <p>Embassy of the Republic of Turkey 6 Moonah Place Yarralumla, ACT 2600 Tel: (02) 6234 0000 Fax: (02) 6273 4402 Email: turkembs@bigpond.net.au Web: www.turkishembassy.org.au</p> <p>United Kingdom British Consulate - General in Sydney Level 16, Gateway Bldg. 1 Macquarie Place, Circular Quay Tel: (02) 9247 7521</p> <p>British High Commission Commonwealth Avenue Canberra ACT 2600 Tel: (02) 6270 6666 Fax: (02) 6273 3236 Email: information.section@uk.emb.gov.au Web: www.britaus.net</p>	<p>United States of America Consulate in Sydney Level 59, MLC Centre 19-29 Martin Place Sydney 2000 Tel: (02) 9373 9200</p> <p>Embassy of the United States of America Moonah Place Yarralumla ACT 2600 Tel: (02) 6214 5600</p> <p>Vanuatu Consulate of the Republic of Vanuatu in Sydney 54 Eden street Armclife NSW Tel: (02) 9597 4046 Fax: (02) 9597 2726</p> <p>CONSUMER ADVICE</p> <p>Consumers' Advice Section</p> <p>Department of Fair Trading Sydney Service Centres Mckell Building, 2-24 Rawson place Sydney NSW 2000 Tel: 133 220</p> <p>Consumer Claims Tribunal L12, 175 Castlereagh Street Sydney NSW 2000 Tel: 1300 135 399</p> <p>Contraception Advice</p> <p>Family Planing Association Main Office 328-336 Liverpool Rd Ashfield NSW 2131 Tel: (02) 8752 4300</p> <p>Counselling Service See University Services</p> <p>Dental Service See University Services</p> <p>Gay and Lesbian Services</p> <p>Gay or Lesbian Officer on Campus UNSW ARC, Ground Floor, Blockhouse Tel: (02) 9385 5454</p> <p>Gay and Lesbian Counselling Service of NSW Telephone counselling Tel: (02) 8594 9595 1800 184 4527</p>	<p>Harassment and Discrimination</p> <p>Anti-Discrimination Board Stockland House Level 4, 175-183 Castlereagh Street Sydney NSW 2000 Tel: (02) 9268 5555</p> <p>UNSW Equity and Diversity Unit The White House (C15) Tel: (02) 9385 4734 Web: www.equity.unsw.edu.au</p> <p>HEALTH SERVICES See University Services</p> <p>INSTITUTE OF LANGUAGES See Language Assistance under University Services</p> <p>LEGAL ADVICE</p> <p>Ombudsman Commonwealth Level 7, North Wing Sydney Central, 477 Pitt Street Sydney NSW 2000 Tel: (02) 9218 3000 Fax: (02) 9211 4402 Complaints about Commonwealth Government Departments</p> <p>Community Justice Centre Level 8, Goodsell Building 8-12 Chifley Square Sydney NSW 2000 Tel: (02) 9790 0656 1800 671 964 Email: cjc_sydney@agd.nsw.gov.au</p> <p>Council for Civil Liberties 149 St. John's Road Glebe NSW 2037 Tel: (02) 9660 7582 Email: office@nswccl.org.au</p> <p>Inner City Legal Centre Unit 1 245 Chalmers St Redfern NSW 2016 Tel: (02) 9332 1966</p> <p>Legal Aid Commission of NSW 323 Castlereagh Street Haymarket Sydney NSW 2000 Tel: (02) 9219 5000</p> <p>Legal Aid Help Line Tel: 1800 806 913</p>	<p>Marrickville Legal Centre 338 Illawarra Road Marrickville NSW 2204 Tel: (02) 9559 2899 <i>Interviews:</i> Tuesdays, Wednesdays, Thursdays 6.30 pm – 8.30 pm</p> <p>Redfern Legal Centre 71-73 Pitt Street Redfern NSW 2061 Tel: (02) 9699 8037 <i>Interviews:</i> Monday to Friday 6.30 - 8.30pm</p> <p>Welfare Rights Centre 414 Elizabeth Street Surry Hills NSW 2010 Tel: (02) 9211 5268 Email: welfarerights@welfarerights.org.au</p> <p>Woman's Legal Resource Centre PO Box 206 Lidcome NSW 1825 Advice & information Tel: (02) 97495533, 1800 674 333 Email: Womens_NSW@fcl.fl .asn.au</p> <p>LOANS OFFICE See University Services</p> <p>OPTOMETRY See University Services</p> <p>PHARMACY See University Services</p> <p>OSHC - HEALTH INSURANCE</p> <p>OSHC Worldcare General Services Tel: 13 14 84 International Student Help Line Tel: 1800 814 781 Email: oshc@worldcare.com.au Web: www.oshcworldcare.com.au on Campus: Ground Floor, Blockhouse (G6)</p> <p>The list below includes the name of the health fund approved to provide OSHC and the name of the organisation selling their health insurance product, where appropriate.</p> <p>Teachers Union Health fund limited subcontracting to Worldcare Assist Web: www.worldcare.com.au</p>	<p>BUPA OSHC Web: www.overseasstudenthealth.com</p> <p>Australian Health Management Group Web: www.oshc.com.au</p> <p>PART-TIME WORK</p> <p>Part-Time and Casual Employment Careers and Employment Office Quadrangle Building Tel: (02) 9385 5429</p> <p>Notice Boards Level 1 Quadrangle Building Opposite the Library at the back of the Library lawn University Union's Blitz Magazine 2nd Floor, Blockhouse</p> <p>RELIGION</p> <p>Bahai Bahai House of Worship 173 Mona Vale Road Ingleside NSW 2101 Tel: 1800 244 247</p> <p>Buddisht</p> <p>Buddhist Centre 144 Walker Street North Sydney 2060 Tel: (02) 9929 8643 Other Buddhist centres of worship are at:</p> <ul style="list-style-type: none"> ▶ Buddhist Mahamukut Temple, Stanmore, ▶ Wat Pa Buddharangsee, Lumeah ▶ Hwa Tsang Monastery, Homebush ▶ Wat Buddha Dhamma, Wisemans Ferry ▶ Vat Khemarangsaram, Bonnyrigg ▶ Bul Kwang Temple, Summer Hill ▶ Australian Buddhist Mission, Ambarvale ▶ Chinese Buddhist Association of NSW, Haymarket <p>Christian Churches are listed alphabetically in the white pages of the Sydney telephone directories under the denomination. For example, Anglican Churches can be found under the letter A, Catholic Churches under the letter C and so on.</p> <p>Chinese Catholic Asian Centre Asiana Centre 38 Chandos Street Ashfield NSW 2131 Contact: Fr. Chang Tel: (02) 9799 2423</p>	<p>Indonesian Catholic Services ARE held on: Every Sunday in Our Lady of the Rosary Church, 11.30am 1 Roma Avenue Kensington Tel: (02) 9663 1070</p> <p>Randwick Presbyterian Church 27 Cook Street Randwick Tel: (02) 9399 3183</p> <p>Indonesian Uniting Church 30 Victoria Street Waverley Contact: Pastor Widjaja Tel: (02) 9834 3418</p> <p>Hindu</p> <p>Sri Venkateswara Temple Temple Road Helensburgh NSW 2508 Tel: (02) 4294 3224</p> <p>Islamic For regular prayers, the Unimosque is open on weekdays from 12pm to 7pm. Unimosque is located at Room 316 on the third floor of the Squarehouse at Lower Campus. Please refer to the UNSW Islamic Society – www.isoc-unsw.org.au - for information on services and resources nearby UNSW.</p> <p>Turkish Islamic Culture & Mosque Association 13 John Street Erskineville NSW 2043 Tel: (02) 9516 3039</p> <p>Mosque - Islamic Society of NSW 177 Commonwealth Street Surry Hills NSW 2010 Tel: (02) 9281 0440</p> <p>Jewish Synagogues Services at the Great Synagogue are conducted at 5:30 pm Fridays and 8:45 am Saturday. The Synagogue is located at 166 Castlereagh Street Sydney Tel: (02) 9267 2477</p> <p>Sikh</p> <p>Sikh Temple – Guru Nanak 81 Kissing Point Road Turramurra Tel: (02) 9449 8253</p>
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Religion on Campus

Christian Chaplaincy

- ▶ Anglican (02) 9385 5441/43
- ▶ Baptist (02) 9385 5439
- ▶ Catholic (02) 9385 5440/2
- ▶ Greek Orthodox (02) 9587 5083
- ▶ Pentecostal (02) 9385 5458/59
- ▶ Uniting Church (02) 9385 5439

Jewish Chaplaincy

The Master
Shalom College
Tel: (02) 9663 1366

Islamic Society

Prayer Room 316
Top floor Square House
Tel: (02) 9385 5957
Web: www.isoc-unsw.org.au

UNSW Buddhists’ Society (Unibuds)

Top floor, Square House
Union Box 38
University of New South Wales
P.O. Box 173
Kingsford NSW 2032
Tel: (02) 9385 6082
Web: www.unibuds.unsw.edu.au

SECOND-HAND BOOKSHOP

See University Services

SEXUALLY TRANSMITTED DISEASES (STDs)

Level 3, Nightingale Wing
Sydney Hospital
Macquarie Street
Sydney NSW 2000
Tel: (02) 9382 7440

STUDENT CENTRE

See University Services

TAXATION

Australian Taxation Office

100 Market Street Sydney
See White Pages Telephone
Directory for your local office or
Tel: 132 861
Web: www.ato.gov.au

TRANSPORT

State Transit Authority

For Information on:

- ▶ **Bus, Train & Ferry**
Tel: 131 500
Web: www.sydneybuses.nsw.gov.au
- ▶ **City Rail**
Tel: 8202 2000
Web: www.cityrail.nsw.gov.au

UNIVERSITY LIFESTYLE CENTRE

See University Services

UNIVERSITY SERVICES

Aboriginal Research and Resource Centre

Library Building
enter via the Commerce Courtyard
Tel: (02) 9385 2336

Accommodation Services Central

Ground Floor, Basser College
Gate 6, High Street
Kensington Campus UNSW
Tel: (02) 9385 4985
Email: housing.office@unsw.edu.au
Web: www.housing.unsw.edu.au

Adviser to Students with Disabilities

Laurie Alsop
The White House (C15)
Tel: (02) 9385 4770
Web: www.equity.unsw.edu.au

Dental Service

University Health Service
Ground Floor Quadrangle Building
Tel: (02) 9313 6228

Careers and Employment Office

Eastern Wing, 2nd Floor
Quadrangle Building
Tel: (02) 9385 5429
Email: careers@unsw.edu.au
Web: www.careers.unsw.edu.au

Counselling Service

Eastern Wing, 2nd Floor
Quadrangle Building
Tel: (02) 9385 5418
Email: counselling@unsw.edu.au
Web: www.counselling.unsw.edu.au

The University Bookshop

West Wing
Quadrangle Building
Tel: (02) 9385 6622
Email: info@bookshop.unsw.edu.au
Web: www.bookshop.unsw.edu.au

Disabilities Resource Centre

Level 2, Library

Foundation Year Office

University Foundation Year
223 Anzac Parade
Kingsford, NSW, 2032
Tel: (02) 9385 5396
Fax: (02) 9662 2651
Email: foundation.year@unsw.edu.au
Web: www.ufy.unsw.edu.au
Opening hours:
9:00 am – 5:00 pm, Monday to Friday

Graduate Research School (GRS)

Ground Floor, Rupert Myer
Tel: (02) 9385 5500
Fax: (02) 9385 6238
Email: enquiries.grs@unsw.edu.au
Web: www.grs.unsw.edu.au

Health Service

East Wing, Ground Floor
Quadrangle Building
Tel: (02) 9385 5425
(02) 9885 5426
(02) 9885 5427
Email: unihealth@unsw.edu.au

Learning Centre

Level 2, UNSW Library
Opening hours:
Monday to Friday: 9:00 am - 5:00 pm
Tel: (02) 9385 2060
Email: learningcentre@unsw.edu.au
Web: www.lc.unsw.edu.au

Institute of Languages

English for Academic Purposes Unit
Web: www.lang.unsw.edu.au/elicos/
academic_english.htm

- ▶ **Kensington Campus**
Admissions Officer
UNSW Institute of Languages
PO Box 853
Kensington 1465
Sydney Australia
Tel: (02) 9385 4294
Email:
Institute.languages@unsw.edu.au
- ▶ **Randwick Campus**
22-32 King Street
Randwick
Tel: (02) 9385 5429

Loans Officer

C/- UNSW Student Central
The Chancellery
Tel: (02) 9385 1636

The Optometry Clinic

The School of Optometry &
Vision Science
Rupert Myers Building
Tel: (02) 9385 4624
Email: optometry@unsw.edu.au
Web: www.optom.unsw.edu.au

Campus Pharmacy

Blockhouse, Lower Campus
Tel: (02) 9385 7782
The Arcade, Upper Campus
Tel: (02) 9385 7617

Second-hand Bookshop

Quadrangle Room G033
Ground Floor
Middle Campus
Tel: (02) 9385 6111
Web: www.bookshop.unsw.edu.au/
secondhand.html

UNSW Lifestyle Centre

cnr. Anzac Parade and High Street
Kensington
Tel: (02) 9385 4881
Web: www.lifestylecentre.unsw.edu.au

UNSW Sports Association

Sam Cracknell Pavilion at Village Green
Tel: (02) 9385 4880
Email: sport@unsw.edu.au
Web: www.sport.unsw.edu.au

Student Central

The Chancellery
Tel: (02) 9385 8500
Email: studentcentral@unsw.edu.au
Web: www.studentcentral.unsw.edu.au

Arc@UNSW

2nd Floor, Blockhouse
Lower Campus
Tel: (02) 9385 7700

UTILITIES

AGL Gas Company

Tel: 131 245
Web: www.agl.com.au

Energy Australia

Residential enquiries: 131 535
Web: www.energy.com.au

Telstra Business Office

Residential enquiries: 132 200
Web: www.telstra.com.au

Broadband Internet Choices

Web: bc.whirlpool.net.au

WOMEN'S HEALTH

Back on Your Feet

Women's Health Clinic
139 Macquarie Street
Sydney 2000
Tel: (02) 9247 1555

Women's Health Information Resource Crisis

69 Hill Street
Leichhardt NSW 2040
Tel: (02) 9560 0866
Email: info@whnsw.asn.au

Women's Medical Centre

Level 2, 193 Macquarie Street
Sydney 2000
Tel: (02) 9231 2366



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