



# ORIENTATION HANDBOOK

AUGUST 2011

CENTRE FOR  
ENGLISH  
TEACHING



THE UNIVERSITY OF  
SYDNEY

## ***The University of Sydney Code of Conduct for Students***

Your relationship with the University is governed in part by the policies of the University. You should review the policies and ensure you understand their relevance and effect on your activities and the outcomes of those activities. The University of Sydney Code of Conduct for Students applies to all students of the University, including students in the Centre for English Teaching.

The Code of Conduct provides clear advice on the University's expectations of students in respect of academic matters and personal behaviour. Some key points in the Code of Conduct include:

In matters of personal conduct:

- You must treat all people with respect, dignity, impartiality, courtesy and sensitivity.
- You must be cooperative and collaborative in your relationships with people.
- You must respect their privacy, and must not unnecessarily impede them in going about their work.
- And, you must not become involved in or encourage discrimination or harassment or bullying of anyone.

In your academic conduct:

- You must ensure that your enrolment and progress is lawful and up to date.
- You must read all official correspondence from the University, including emails.
- You must act ethically and honestly in your academic work and during all forms of assessment, including assignments, formal examinations and informal tests.
- You must not do anything that would unfairly academically advantage or disadvantage another student.
- And, you must use University resources, including IT resources in a lawful and ethical manner.

This is only a summary of the Code of Conduct. The University's Code of Conduct provides guidance on acceptable standards of behaviour. It is designed to help you make the right choices and decisions if faced with issues of ethical conduct during the course of your studies.

You must take the time to read the Code of Conduct. A copy is on the CET main notice board. Also, a copy is available online at the University policy portal. Go to: [http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL\\_Main.fp5&-format=/pol/pol\\_search.html&-lay=www&-view](http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-format=/pol/pol_search.html&-lay=www&-view)

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## **Who can help me?**

All our staff are here to help and advise you.

### **CET Reception**

Our receptionist staff can help you with general enquiries and make appointments for you to see staff. They will also tell you where to collect your health insurance card, how to join the library, and help you update your personal details.

### **Admissions Officers**

Helen White and Sandra Robertson can advise you about your enrolment and visas.

### **Your Teacher**

Your teacher can help you if you have questions about your English course, such as:

- The class is too easy or too difficult
- You are not happy with your course results

If you want to talk to your teacher (outside class time) you can arrange an appointment. Please see reception.

### **Student Support**

You can make an appointment at reception to see our student support person if you need help with personal problems.

### **Education Manager**

You can make an appointment at reception to see the Education Manager should your teacher be unable to help.

### **CET Director and Deputy Director**

You can also make an appointment at reception to see the CET Director or Deputy Director should an Education Manager be unable to help.

### **Library and computer labs**

The university has 11 libraries. CET students can apply for library membership. The library staff can help you. You can also get help online at: <http://www.library.usyd.edu.au/>. In CET, our members of staff can also help with library information.

### **Internet**

Your UniKey (username) is: **cetstudent**

Your password is: **s3CwkPR4**

### **IELTS Registration**

For any IELTS enquiries, Margo Shoukry is available at reception on Tuesday, Wednesday and Thursday from 9.30am to 3:30pm. IELTS test preparation classes are also available in the evenings. Our Receptionist can help you to make a booking.

## The CET team

### Management

Director	Patrick Pheasant
Deputy Director	Daniel Bruce
Education Manager	Jeremy Lindeck
Head of Administration	Stephen Howlett

### Teaching Staff

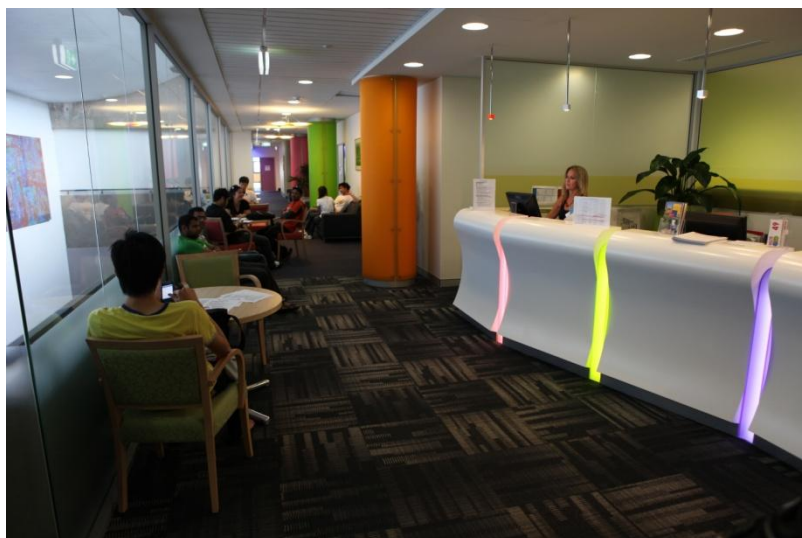
Asher Skowronek	Maria Laudenbach
Carol Wing-Lun	Mark Gillespie
Cecilia Goon	Mark Henderson
Dick Bird	Nicholas Deamer
Geoff Hegarty	Rosie Broe (on leave)
Jannette Greenwood	Walter Slamer
Kaye Solomon	Yitzing Lioe
Lesley Waghorn	

### Student Support

Counsellor	Simon Messner
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### Administrative Staff

Admissions Officers	Helen White
	Sandra Robertson
Executive Assistant	Maria Sacco
Finance Officer	George Varua
General Assistant	Rachel Harvey
IELTS Officer	Margo Shoukry
Marketing Officer	Janelle Adams
Receptionist	Samantha Rich
Customised Programs	Cristina Leontini
Timetable & Database Administration	Jason Chan



## Refund policy

### Terms and Conditions

- 1) Refund policy:
  - a) The administration fee is non-refundable.
  - b) We refund your tuition and other fees if your visa application is rejected. You must notify the Centre for English Teaching in writing within 28 days of being rejected.
  - c) If you cancel your course more than one month before the course commencement date, you will receive a refund of 100% of tuition fees paid.
  - d) If you cancel your course less than one month before the course commencement date, you will receive a refund of 80% of tuition fees paid
  - e) Once you commence your course you will not be eligible for a refund. (We define a course as the number of weeks you pay for).
  - f) All refunds are sent to your home country.
- 2) Transfer to another institution:
  - a) Transfer to the University of Sydney:
    - We charge an administration fee of up to AUD\$200.
  - b) Transfer to another institution:
    - If you transfer to a formal degree or diploma course at another university, TAFE or College, you MAY be eligible for a transfer (to that institution) of up to 80% of the remainder of your tuition fees.
    - If you transfer to another English language school, you will **not** be eligible for a refund.
  - c) You must present CET with your confirmed offer from the other institution **before** you leave CET.
  - d) Both CET and the other institution must approve the transfer. You should request a transfer on the CET 'transfer form'.
  - e) CET will notify Immigration where necessary.
  - f) **Note:** By law, CET is not obliged to agree to a transfer of money. See (1) section (e) above.

**Note:** This agreement does not remove your right to take further action under Australia's consumer protection laws. In addition, our dispute resolution processes do not circumscribe (restrict or limit) your right to pursue other legal remedies.

## Attendance policy

Under Australian visa regulations, if you are the holder of student visa you are required to attend a minimum of **80%** of tuition time. CET is responsible for monitoring your attendance. If your attendance falls below 80% CET must report you to the Government. Under the CET attendance policy:

- You must notify CET if you are sick before your class starts. A medical certificate must be presented when you return to class
- You should provide CET with a doctor's certificate if you are absent for three or more days
- You are marked absent for exactly the time you miss from class. This is accrued until you reach 2 hours at which point your attendance will be officially recorded as a 0.5 absence

- Leave is not granted for holidays. If you need to take leave, apply in writing in advance. If you are not in class, you will be marked absent.
- CET will do everything it can to help you maintain your attendance. However, if you still do not achieve satisfactory attendance after being assisted by CET, we must report this to the Australian Government. You will receive a notice of intention to report which includes information on accessing an appeals process.
- If you believe that you have been treated unfairly, you may make an appeal through the CET's complaints and appeals process.

## Do you have a problem?

# Student Support

Simon Messner is the student counsellor at CET

Simon is available on Mondays  
10.00 am - 12.00 pm and 2.00 pm – 5.00pm

Simon strives to help students in the following areas:

<ul style="list-style-type: none"> <li>• Personal problems/crisis</li> <li>• Relationship issues</li> <li>• Adjustment</li> <li>• Accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Study skills</li> <li>• Job search</li> <li>• Career/Vocational counselling</li> <li>• Exam anxiety</li> </ul>
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**Simon Messner**  
02 9036 7937  
[Simon.messner@sydney.edu.au](mailto:Simon.messner@sydney.edu.au)  
<http://sydney.edu.au/cet/students/support.shtml>




To book an appointment with Simon, please see CET Reception

The University's procedure for student grievances, appeals and applications for review provides guidance on what to do. It is designed to help you make the right choices and decisions if you feel that you have a grievance during the course of your studies.

A full copy of the Grievance Procedures is on the CET main notice board. A copy is also available online at:

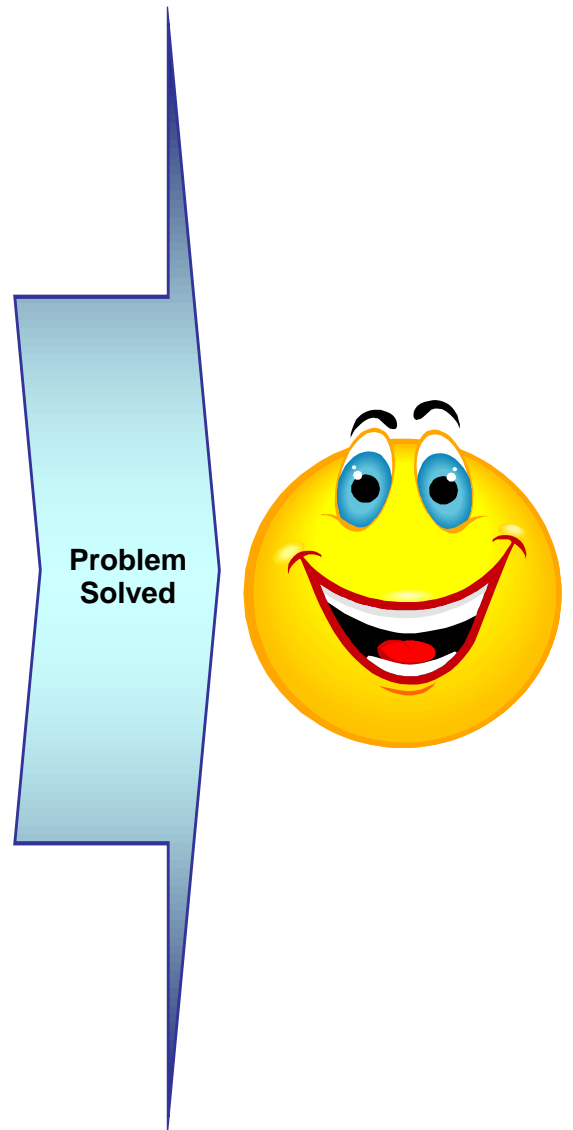
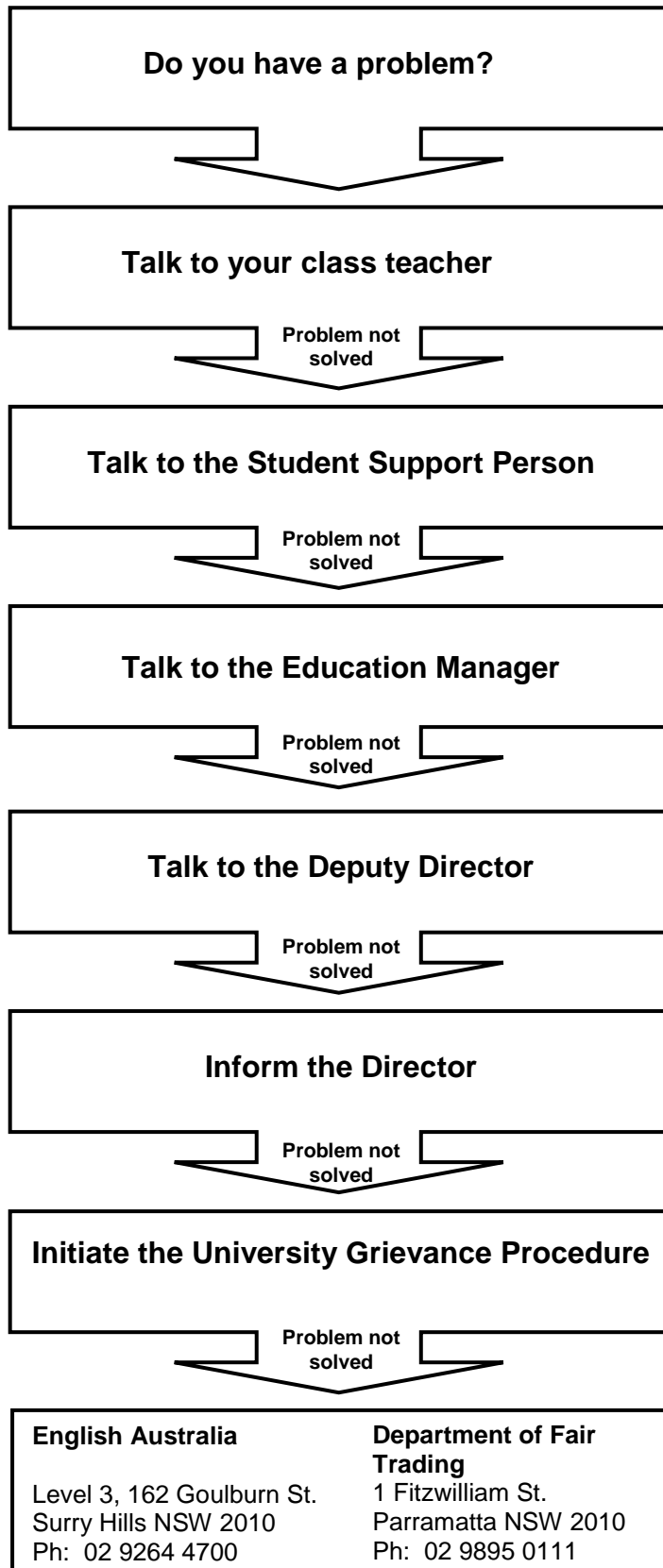
[http://www.usyd.edu.au/ab/policies/HESA\\_Grievance\\_Procedures.pdf](http://www.usyd.edu.au/ab/policies/HESA_Grievance_Procedures.pdf)

What can you do if you have a problem that we cannot help you to solve?

- You have the right to initiate the University's grievance procedure if you need help with resolving your problem.

Some key points in the grievance resolution procedure are shown in the summary of the grievance procedure on the next page.

## Student grievance procedures summary



**Note:** At any time during the grievance process a nominee of the student may represent the student in any dispute resolution process.

A nominee is a person who can act on behalf of a student and who is chosen by the student to help him or her. Students are also entitled to have a support person present, such as a friend, who does not necessarily act as a representative.

Remember, you must take the time to read the Grievance Procedures. A copy is on the CET main notice board. Also, a copy is available online at:  
[http://www.usyd.edu.au/ab/policies/HESA\\_Grievance\\_Procedures.pdf](http://www.usyd.edu.au/ab/policies/HESA_Grievance_Procedures.pdf)

## Course information

All our courses are taught over 20 hours each week, for 4 hours each day Monday to Friday.

### *Pathways English courses*

#### **Direct Entry course (DEC)**

Course CRICOS Code 070496B

The Direct Entry Courses (DEC) are the pathway into the University of Sydney for students who want to focus on the specific language content and skills needed for their particular university discipline.

What do I need to enter DEC?

- You need a Conditional Offer of Admission to the University of Sydney and an IELTS result.
- Courses may require an IELTS test as part of the assessment. Equivalent scores in TOEFL or other approved tests will also be accepted.
- The duration of your course depends on your English language entry requirement and your current level of English.

COURSE	DEC 25 WEEKS		DEC 15 WEEKS		DEC 10 WEEKS	
	Sem II 2011	Sem I 2012	Sem II 2011	Sem I 2012	Sem II 2011	Sem I 2012
University start date	10 Jan 2011	18 Jul 2011	21 Mar 2011	4 Oct 2011	2 May 2011	7 Nov 2011
DEC start dates	10 Jan 2011	18 Jul 2011	21 Mar 2011	4 Oct 2011	2 May 2011	7 Nov 2011
Intended students IELTS requirements	– at 5.5 IELTS needing 6.5* – at 6.0 IELTS needing 7.0* – at 6.5 IELTS needing 7.5* * You will need to increase your overall score by 0.5 during the 1st ten weeks.		– at 6.0 IELTS needing 6.5 – at 6.5 IELTS needing 7.0 – at 7.0 IELTS needing 7.5		– at 6.0 IELTS needing 6.5 (with 6.0 in each band) – at 6.5 IELTS needing 7.0 (with 6.5 in each band) – at 7.0 IELTS needing 7.5 (with 7.0 in each band)	

\*University requirements may vary.

The DEC Direct Entry Courses cover the major subject areas such as accounting, commerce, education, engineering, science and the arts.

These courses will introduce you to the language which you will encounter when you enter your chosen university faculty, and they are assessed using continuous assessment.

DEC assessment tasks have been developed in consultation with the University of Sydney faculties, and are designed to provide authentic practice for study at university.

Successful completion of all course assessments will mean that you will be able to progress directly to your university course (subject to visa status and meeting necessary academic requirements).

The DEC courses consist of 20 hours per week of instruction for both the 10-week and 15-week courses, and they offer a unique opportunity for you to prepare for study in your chosen university discipline.

The course goals are aligned to the University of Sydney graduate attributes.

If you have not achieved the IELTS requirement for a DEC course, you also have the opportunity to study in our Academic English (AE) courses until you reach your requirement.

### **Academic English (AE)**

Course CRICOS Code 070496B

Academic English is taught at a number of levels with entry points Monday. The course provides IELTS preparation and skills you need at university such as lectures, seminars and tutorials.

This course will improve your language skills and test taking techniques needed to get the band score to enter academic institutions around the world.

As CET is an IELTS testing centre, we can arrange test bookings that suit your requirements. Your teacher will advise you when you are ready to take the test.

If you enter CET at a lower level you have the option of taking an IELTS test to meet the requirements to join the DEC course.

One of the main advantages of studying Academic English at CET is that you will experience university life before starting your degree course.



## **Intensive Academic Writing (IAW)**

Course CRICOS Code 070496B

*Advanced to higher advanced levels*

This is an intensive 5-week academic writing course specially designed for students who have high English test scores:

- IELTS 6.5 or higher with a writing score of 5.5 or higher
- TOEFL 575 or 233 (computer based) with TWE 4.0 or higher
- TOEFL iBT 90 or higher (minimum 20 in writing)

We encourage students to take this course if they wish to accelerate their proficiency in writing. Entry times are flexible but we recommend you take this course shortly before your planned entry to University. Students learn to read academic texts and write essays, reports and assignments in a range of appropriate academic genres.

Over the five-week course, you will be assessed through a variety of writing tasks.

## **Intensive Academic Speaking (IAS)**

Course CRICOS Code 070496B

This is an intensive 5 week course that focuses mainly on speaking and listening to English in academic situations. It provides direct entry to the University of Sydney for students who achieve the required score in their final assessment. It is designed for students who have achieved the minimum required IELTS score overall, and the minimum required IELTS score in all bands except one: either speaking or listening. Their lowest score must be at least 5.5 i.e:

- An overall IELTS score of 6.5 (7.0 for some courses) or above
- At least 5.5 in the speaking band of IELTS or 5.5 in the listening band
- At least 6.0 (6.5 or 7.0 for some courses) in the other three bands of IELTS

(or equivalent scores in TOEFL)

For example:

Reading	Writing	Listening	Speaking	Overall
6	7	6.5	5.5	6.5

The main emphasis will naturally be on speaking and listening, in particular presenting seminars and participating in tutorials but during the course, you will also continue to practise the other academic English skills. At the end of the course, your speaking and listening will be assessed and if you reach the required standard, we will inform the International Office of the University of Sydney and they will issue you with an unconditional offer.

Entry times are flexible but we recommend you to take this course shortly before your planned entry to University.

## **Graduate Academic Skills (GAS)**

Course CRICOS Code 04288J

*Higher advanced level*

The Graduate Academic Skills (GAS) course is a very high level 5-week intensive academic English course designed for students who have reached at least the equivalent of IELTS 6.5. It is organised as a task-based program with weekly themes. GAS reinforces academic study skills rather than focusing on English. It will make your transition to academic study much easier.

GAS is mainly intended for students who have a firm offer from a university. A firm offer means that the University of Sydney or other offer is not conditional in any way.

## **General English courses**

### **General English (GE)**

Course CRICOS Code 070496B

People study General English at CET for many reasons:

- To improve their career prospects back home
- To get an insight into Australian life
- To develop more confidence before travelling

This course is designed to improve your confidence and develop your language skills. Courses focus on speaking and listening although your reading and writing skills will also improve.

Our teaching team creates a friendly atmosphere that helps you reach your language potential. Lessons are linked to excursions which help you make friends, see new places and gain skills that can be used inside and outside the classroom.

General English is taught from elementary to advanced level with materials adapted to meet the specific needs of the class.

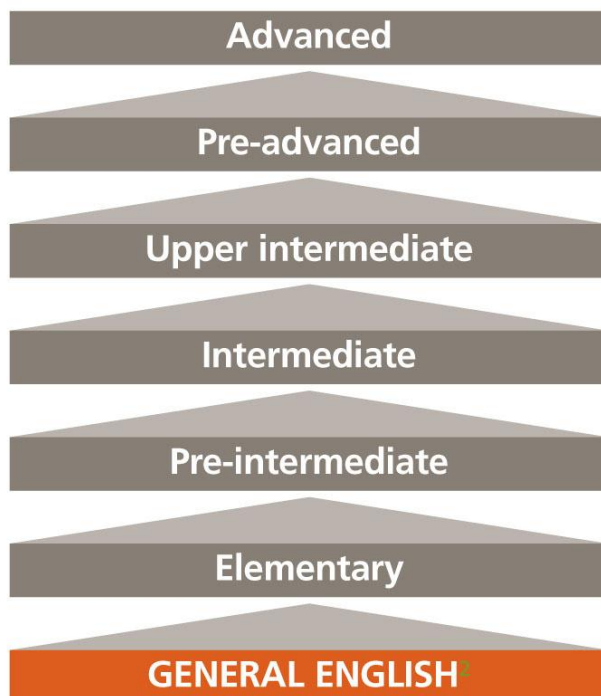
Of course, one of the main advantages of studying General English at CET is the experience of life at Australia's oldest university campus.

General English courses are suitable for people on working holiday, ELICOS or tourist visas.

### **General English pathways**

It normally takes about 10 weeks to move through each level in the General English program.

## Your pathway to success



### **General English textbooks**

Your first course book is free. You will have to purchase any further books you need. Students who are at CET for only a short time after their first textbook has been completed should check with the Education Manager for alternative arrangements.

CET students can receive a 10% discount on books bought at:

#### **The Co-op Bookshop**

Sydney Uni Sport & Aquatic Centre, Building G09, Corner of  
Codrington Street and Darlington Road, the University of Sydney  
2006

Telephone: (02) 9351 3705; (02) 9351 2807

Email: [sydu@coop-bookshop.com.au](mailto:sydu@coop-bookshop.com.au)

Web: [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)



#### **Bridge Bookshop**

10 Grafton Street, Chippendale 2008

Telephone: (02) 9211 1660

Email: [books@elt.com.au](mailto:books@elt.com.au)

## Information for students on course assessment and progress

CET is required by the *National Code of Practice* to check your course progress to ensure that you are doing well with your studies. This is important for you because you are in Australia to study and achieve good results. Assessments of course progress will take place at the end of each module. Progression to a higher level class depends on you making satisfactory progress in your studies.

Assessment tasks will cover all four macro skills - reading, writing, speaking and listening.

Your teacher will also be assessing your language skills during class. You will make good progress with your English language studies if you use English as much as possible, participate regularly during classes and complete all of your homework, course assignments, tests and activities.

If your teacher considers that you are not making satisfactory course progress, he or she will meet with you to talk about it, or refer you to an Education Manager or student support. You may be given the opportunity to move to an easier class or to do extra activities to help you. Some of these may be:

- Developing a learning contract with your teacher or the counsellor
- Having some individual sessions with a teacher (there may be an extra cost for this)
- Having extra tasks set by your class teacher to work on a particular area of weakness, e.g. computer-assisted language learning, reading tasks, grammar exercises and trial tests etc.
- Having a student mentor appointed to help you during classes.

CET will do everything it can to help you with your studies. However, if you still do not achieve satisfactory progress after being assisted by CET, we must report this to the Australian Government. You will receive a notice of intention to report, which includes information on accessing an appeals process.

If you believe that you have been treated unfairly, you may make an appeal through CET's complaints and appeals process.

## ***English tests***

### **IELTS Test**

You can also take an IELTS test at the University of Sydney IELTS Testing Centre. The IELTS testing centre is based at CET.

For more information go to our website:

<http://sydney.edu.au/cet/ielts/index.shtml>

To sit an IELTS test you can register at the CET IELTS registration desk.

**Hours:** Tuesday, Wednesday, Thursday 9.30am to 3:30pm

If you receive a new IELTS test result during the term please bring your certificate to reception so that we can update your student records.

### **Cambridge Preparation Centre**

CET is a Cambridge Preparation Centre. Cambridge examinations provide a rigorous assessment of your English level and the preparation courses are guaranteed to improve your language skills.

CET is currently offering the following examinations (all courses are subject to demand):

#### **First Certificate in English (FCE)**

Course CRICOS Code 070496B

FCE is an exam for people who can use everyday written and spoken English at an upper-intermediate level. It is an ideal exam for people who want to use English for work or study purposes.

#### **Certificate in Advanced English (CAE)**

Course CRICOS Code 070496B

CAE is an exam for advanced users of English. This exam is aimed at people who can use written and spoken English for most professional and social purposes. It is widely recognised for work or study purposes.

#### **International Certificate in Financial English (IEFE)**

Course CRICOS Code 070496B

This certificate can be used as proof of the ability in English necessary to work in an international finance context or to follow a course of accountancy or finance study at university level.

## Business English Certificate

Course CRICOS Code 070496B

More than ever, a good knowledge of English is needed to succeed in international business and commerce. If you can show you have relevant language skills, you'll have a great advantage in the jobs market and much greater flexibility if you want to work abroad.

BEC can help you show that you have learned English to an appropriate standard and can use it in a business context.

## Business English Certificate (Vantage)

Course CRICOS Code 070496B

## Business English Certificate (Higher)

Course CRICOS Code 070496B

For further information about Cambridge Examinations, go to their website:  
<http://www.cambridgeexams.com.au/examinations/exams.html>

This year, Cambridge course and exam dates are as follows:

COURSE	CAMBRIDGE ENGLISH COURSES 10 WEEKS	
First Certificate in English (FCE)	4 Apr–10 Jun 2011 Exam date 14 Jun 2011	26 Sep–2 Dec 2011 Exam date 7 Dec 2011
Certificate in Advanced English (CAE)	4 Apr–10 Jun 2011 Exam date 11 Jun 2011	26 Sep–2 Dec 2011 Exam date 7 Dec 2011
Intended students' entry requirements	Test your current level and see which Cambridge English course and exam is right for you. A free Cambridge online test is available on the Cambridge website at <b><a href="http://www.cambridgeesol.org">www.cambridgeesol.org</a></b> Cambridge tests can take place over a number of days. Be sure to check the Cambridge website for details.	

## Pathways to your future

Students can start with courses at the Centre for English Teaching and continue through to university or TAFE. Your entry level to a program depends on your **IELTS level now**, or the result of the **placement test** taken after arrival at CET. You can change from one program to another at most times. Ask your teacher if you would like to change.

Start with your IELTS level:

ENTRY LEVEL	DESCRIPTION	COURSE
All levels	Academic English and Fast Track IELTS test prep	AE
5.5* + 6.0*	Direct Entry Courses	DEC
6.5 except writing *	Intensive Academic Writing	IAW
6.5 except speaking *	Intensive Academic Speaking	IAS
6.5 *	Graduate Academic Skills	GAS

\*For degree programs that require a 6.5 IELTS entry requirement.

### When do pathway courses start?

For Academic English, these are your start dates:

COURSE	ACADEMIC ENGLISH (AE)									
AE course dates	10 Jan 2011	14 Feb 2011	21 Mar 2011	2 May 2011	6 Jun 2011	18 Jul 2011	22 Aug 2011	4 Oct 2011	7 Nov 2011	9 Jan 2012

For Direct Entry Course, these are your start dates:

COURSE	DEC 25 WEEKS		DEC 15 WEEKS		DEC 10 WEEKS	
University start date	Sem II 2011	Sem I 2012	Sem II 2011	Sem I 2012	Sem II 2011	Sem I 2012
DEC start dates	10 Jan 2011	18 Jul 2011	21 Mar 2011	4 Oct 2011	2 May 2011	7 Nov 2011
Intended students IELTS requirements	– at 5.5 IELTS needing 6.5* – at 6.0 IELTS needing 7.0* – at 6.5 IELTS needing 7.5* * You will need to increase your overall score by 0.5 during the 1st ten weeks.		– at 6.0 IELTS needing 6.5 – at 6.5 IELTS needing 7.0 – at 7.0 IELTS needing 7.5		– at 6.0 IELTS needing 6.5 (with 6.0 in each band) – at 6.5 IELTS needing 7.0 (with 6.5 in each band) – at 7.0 IELTS needing 7.5 (with 7.0 in each band)	

\*University requirements may vary.

For Intensive Academic Writing and Intensive Academic Speaking, these are your start dates:

COURSE	IAW OR IAS FIVE WEEKS		
University start date	Sem I 2011	Sem II 2011	Sem I 2012
IAW start dates	10 Jan 2011	6 Jun 2011	9 Jan 2012
IAS start dates			
Intended students' IELTS requirements	– IAW – at 6.5 IELTS overall, but with 5.5 for writing and needing 6.5 for university entry.* – IAS – at 6.5 IELTS overall, but with 5.5 for speaking and needing 6.5 for university entry.*		

\*University requirements may vary.

For Graduate Academic Skills, these are your start dates:

COURSE	GAS FIVE WEEKS			ASAS FOUR WEEKS		
University start date	Sem I 2011	Sem II 2011	Sem I 2012	Sem I 2011	Sem II 2011	Sem I 2012
Start dates	10 Jan 2011	6 Jun 2011	9 Jan 2012	24 Jan 2011	20 Jun 2011	30 Jan 2012
Intended students' IELTS requirements	GAS – at 6.5 IELTS and with a confirmed offer for university entry.			ASAS – as agreed between your scholarship sponsor and the university, and with a confirmed offer for university entry.		

## Frequently asked questions

### **Scholarships: Can I get financial help to fund my study at CET?**

Yes. CET offers scholarships. CET offers two types of scholarship:

- CET Tuition Scholarships are worth up to \$1,000 each.
- CET Test Scholarships are worth up to \$317 each.

To find out more and to apply go online to

[www.sydney.edu.au/cet/scholarships](http://www.sydney.edu.au/cet/scholarships).

### **Attendance: What if my attendance falls below 80%?**

Under Australian visa regulations, holders of student visas are required to attend a minimum of **80%** of tuition time. CET is responsible for monitoring your attendance. If your attendance falls below 80% CET must report you to the Government. At the time of enrolment, you were advised of this requirement.

The information below is to further inform you that:

- You must notify CET if you are sick before your class starts. A medical certificate must be presented when you return to class
- You should provide CET with a doctor's certificate if you are absent for three or more days
- You are marked absent for exactly the time you miss from class. This is accrued until you reach 2 hours at which point your attendance will be officially recorded as a 0.5 absence
- Leave is not granted for holidays. If you need to take leave, apply in writing in advance. If you are not in class, you will be marked absent.

CET will do everything it can to help you maintain your attendance. However, if you still do not achieve satisfactory attendance after being assisted by CET, we must report this to the Australian Government. You will receive a notice of intention to report which includes information on accessing an appeals process.

If you believe that you have been treated unfairly, you may make an appeal through the CET's complaints and appeals process.

### **What should I do if I change accommodation?**

You need to inform CET when you change any of your contact details.

For example:

- Your home address in Australia
- Your phone number(s)

Ask at reception for a change of address form.

**Note:** If you are on a **student visa**, you **must inform CET** when you change your address or phone numbers. This is because if your attendance at CET is poor and the Department of Immigration and Citizenship (DIAC) cannot contact you for 28 days, they may cancel your visa.

**How do I get a library card?**

If you join the university library you will receive a library borrower's card. This card can be used to borrow books and materials from the university libraries. Be sure to have it with you at all times.

**Can I be late for class?**

No, please be punctual for your classes. You are marked absent for exactly the time you miss from class. This is accrued until you reach 2 hours, at which point your attendance will be officially recorded as a 0.5 absence.

**Where are the toilets?**

There are separate male and female toilets on each floor. A disabled toilet is also available on Level 3 of the Wentworth Building.

**Where is the closest public phone on campus?**

There are public phones in the Wentworth Building. Please ask reception for directions.

**Can I use my mobile phone during class?**

No. Please leave mobile phones switched off during class hours.

**I have lost or found a wallet / mobile. What should I do?**

Please see reception.

**How can the counsellor help me?**

In the past students have consulted the student support person for issues such as:

- Personal problems like feeling homesick, stressed, anxious, lonely
- Study problems like exam anxiety, not coping, time management
- Relationship problems with family, friends or school mates
- Accommodation and adjustment issues, and
- Job seeking skills and job search.

**Note:**        *Food and drink (except bottled water) are NOT permitted in classrooms or computer labs. This will keep your classrooms and environment clean and free of pests!*

*You can eat and drink on the level 5 balcony, on levels 2, 3 and 4 in the Wentworth Building or in any other union canteen.*

*Smoking is not permitted inside any university building.*

## Libraries and learning resources



### NEED A BOOK? JOIN THE UNIVERSITY LIBRARY

#### COMMUNITY BORROWERS

Starting 1 July 2010 CET students can now join the university library as community borrowers. Here's what you need to do to get a library card.



#### HOW TO APPLY

Download and fill in an application form at: [http://sydney.edu.au/card\\_centre/applications/forms/LibraryBorrowerApplication.pdf](http://sydney.edu.au/card_centre/applications/forms/LibraryBorrowerApplication.pdf)

#### WHERE TO GO

Go to the Campus Card Centre, Level 2 Fisher Library, Building F03.

Details about the Campus Card Centre, location, directions, hours, etc are on the Campus Card Centre website at [http://sydney.edu.au/card\\_centre/](http://sydney.edu.au/card_centre/)

#### MEMBER CARD

Sign up and pay for a Library Community Borrower membership.

Details and requirements for issue of a Community Borrower card are on the **Campus Card Centre website** at: [http://sydney.edu.au/card\\_centre/applications/general\\_public.shtml](http://sydney.edu.au/card_centre/applications/general_public.shtml)

#### MEMBERSHIP COSTS

Community Borrower membership costs \$40.00 for 3 months membership, \$80.00 for 6 months membership or \$160.00 for 12 months membership (GST inclusive).

#### WHAT YOU NEED

Take with you photo identification such as driver's licence or passport, **AND** two forms of proof of address (e.g. bank statement, electricity bill, rates notice)

#### PAYMENT METHOD

Payment for your card can be made by cheque, money order, Eftpos or Credit Card.

#### SPECIAL OFFER

CET Students who subsequently present their Community Borrower card to CET will receive a once only \$40 credit applied to their CET account. The credit can be applied against further courses at CET, or be part of any excess of funds transferred to their university learning in accordance with our regular policy for fee transfers.

#### NEED HELP?

Contact CET reception for more information.

T +61 2 9036 7900  
F +61 2 9036 7910  
E [cet.reception@sydney.edu.au](mailto:cet.reception@sydney.edu.au)

# sydney.edu.au/cet

## Wireless hotspots



**Wireless hotspot**

**Username: cetstudent**  
**Password: s3CwkPR4**


Supervisor Unikey: show7644  
Supervisor name: Stephen Howlett  
Supervisor email: stephen.howlett@sydney.edu.au

## Computer labs

CET computer labs are open from 8:30am until 4:30pm on weekdays. You can browse the internet, work on your assignments and use the CET eLearning service. University libraries also have general use computer labs. Use your UniKey to login.

Your UniKey (username) is: **cetstudent**

Your password is: **s3CwkPR4**



# NEED TO PRINT?

**Nearest printer locations:**

- Wentworth Learning Hub – Level 4
- SciTech Library – Level 1 Jane Foss-Russell Building (G02)
- All libraries have photocopying and printing facilities and kiosks for purchasing a Printing and Photocopying Payment card (**PPP card**) and adding value to a PPP card. All copiers allow colour, enlargements, reductions and double siding.

**Printing costs**  
To encourage sustainable printing practices, you pay per sheet of paper you use, not the number of sides you print on. In other words, if you print on one side of an A4 piece of paper it will cost you the same as printing on both sides of an A4 piece of paper. Size and colour costs per sheet :

- A4 black and white 10c
- A4 colour 50c
- A3 black and white 60c
- A3 colour \$1

**Copy Cards**

- You can buy a Printing and Photocopying Payment card (PPP card) from the kiosk in any Library.
- The cost of the Library copy card is \$2, which then gives you \$2 copying credit.
- The kiosks allow you to add value to cards. These machines take \$50, \$20, \$10, \$5 notes, in addition to \$2 and \$1 coins.
- The kiosks do not give change. Change is available only in the Fisher Library.

1

For more information on university printing and photocopying services, go online to: <http://www.library.usyd.edu.au/about/printing.html>

## ***CET online: your pathway to self study***

Want to practice your English online? Visit CET eLearning located at: <http://www.usyd.edu.au/cet/students/elearning/index.shtml>



The screenshot shows the website interface for the University of Sydney's Centre for English Teaching. The top navigation bar includes the university's name and logo, and the Centre for English Teaching logo. Below this is a search bar and a navigation menu with links to 'University Home', 'Centre for English Teaching', 'Contacts', 'Library', and 'Sitemap'. A secondary navigation bar lists 'Programs and dates', 'Enrolment', 'English tests', 'IELTS', 'Agents', 'Staff', 'Students', 'Centre for English Teaching', and 'Contact us'. The main content area is titled 'Welcome to Centre for English Teaching ONLINE' and features four promotional boxes: 'Improve your higher Academic English', 'Improve your lower Academic English', 'Improve your General English', and 'Books of interest'. A sidebar on the left lists various categories under 'Students' and 'eLearning'.

With eLearning you can practice your English skills outside of class. You can use these pages in the CET computer laboratory, via the internet at home. In the CET computer lab, this page is set as the homepage for all computers – so you can't miss it! If you need headphones, ask in the CET library.

eLearning has hundreds of activities for AE and GE students. Here you can:

- Practice your grammar with fun activities
- Listen to English and then practice your listening skills
- Learn lots of new vocabulary
- Learn about writing skills
- Learn about speaking and presentation skills
- Learn about Australia

If you are studying General English you are still able to practice the Academic English pages. Or, if you are an Academic English student, you can practise the General English pages. There are no limitations. In eLearning, there are some great fun activities to help you with your English skills. One of these is talking to ALICE. ALICE is a computer who will talk to you. You can find her by visiting the General English section in Self-Study and click on 'writing'.

# Emergencies

## ***General emergency number 000***

Use the 000 (triple zero) number when there is an emergency - crime, fire or someone needs an ambulance URGENTLY.

The 24 hour emergency number on campus is: (02) 9351 3333

## **Non life threatening / general enquiries**

NSW Police Switch (02) 9281 0000

Local Numbers for each station are listed in the White Pages telephone directory.

## **What to do if there is an emergency at CET during class**

In case of a fire alarm or an emergency, follow your teacher's instructions. All staff and students must leave their room and go to specified fire exits.

## **Medical Emergencies**

If you feel ill while in class, please speak to your teacher or the receptionist. If needed, they can help you make arrangements for an appointment at the University Health Centre.

Please see reception about first aid issues. Someone will assist you.

## **In Case of Emergency - ICE**

Under the word ICE (In Case of Emergency) put an emergency contact number in your mobile phone. This system has been designed to give immediate contact to your family and/or friends. It is recommended you give an Australian contact and another for your family back home.

**Important: All students must give CET an emergency contact number.**

## ***OHSRM - safety on campus***

Your safety on campus is important to us. However, your safety is your personal responsibility. We call this occupational health and safety risk management (OSHRM). Be sure to read the university occupational health and safety policy, and ask CET staff if you have any questions about safety. A copy of the policy is on the student main noticeboard outside Classroom 520.

## ***My safety***

Sydney is a relatively safe city. However, if you are travelling late at night on public transport, we suggest you travel as part of a small group. It may be wise if you are alone at night, to take a taxi. Always be mindful of your environment.

**Note: In an emergency dial 000.**

## Health

### ***The University Health Service***

The University Health Service provides a full general service and emergency medical care to everyone at the University of Sydney. There is a health service centre located on the third floor of the Wentworth Building. Telephone (02) 9351 3484.

You can make an appointment to see a doctor or if you prefer sit in the waiting room and wait for the first available doctor.

When you make your first visit to the Health Service, you will be asked to complete a registration form and show your OSHC Membership Card.

### ***Overseas Student Health Cover (OSHC)***

The University of Sydney has chosen OSHC Worldcare as their preferred health insurance provider. See their website at <https://www.oshcworldcare.com.au/>

The OSHC Worldcare 24-hour emergency helpline number is 1800 814 781.

If you came to Australia on a student visa, you paid for health insurance together with your fees. This insures you for basic medical and hospital cover.

If the doctor or hospital charges more than the basic fee you must pay the difference.

### **How do I get my health card?**

Your card will ready for collection from the OSHC help desk in the International Office within 2 weeks of you paying your fees for CET.

The OSHC help desk is located in the International Office on level 4 of Jane Foss-Russell Building, next to CET. Take your passport with you to collect your card.

**Note:** If you paid your fees only a few days before the start of your course, it will take up to 2 weeks before your card is ready. If your card does not arrive in 2 weeks, we will check with your insurance provider for you.

**Note:** You will need to extend OSHC if you extend your visa. OSHC rates change from time to time, so make sure you have paid the correct premium to preserve you health insurance.

### ***How do I pay for a medical service?***

The University health service offers bulk billing (the clinic will directly charge your insurance company).

### **Chemist (Pharmacy or Drugstore)**

There is a pharmacy on level 3 of the Wentworth Building. It may be difficult for you to purchase some medicines and drugs, which you can obtain easily in

your own country. You may need to obtain a doctor's prescription in order to buy these medicines.

### **Optometrist**

There is an optometrist, who can test your vision and supply spectacles. The Optometrist is located on level 3 of the Wentworth Building. Telephone (02) 9552 3324.

### **Dentist**

There is a dentist located on level 3 of the Wentworth Building. There are also a number of dentists located in the nearby suburbs of Newtown and Annandale.

**Note:** Dental costs are *not* covered by OSHC.

### **Hospital**

The Royal Prince Alfred Hospital is located on Missenden Road (10-15 minutes' walk from CET).

If you need attention outside normal hours you should go to the Casualty at the hospital.

### **Healthy eating**

Australia has a wonderful choice of fresh fruit and vegetables. You may be eating different types of food from what you are used to eating at home. These changes in your diet may give you an upset stomach during your first few weeks. This is a common reaction and is usually nothing to worry about. See your doctor if symptoms persist.

Microwave ovens are available for student use on Level 4 and Level 2 of Wentworth Building.

Boiling water is available for student use on Level 4 of Wentworth Building in the International Student Lounge.

### **Sports information**



### **University sporting facilities**

CET students may join Sydney Uni Sport and Fitness (SUSF). A fee is charged for SUSF membership.

Members have access to our many sport and recreation clubs, fitness programs, top-level sporting facilities, regular competition and social events and great member benefits. There is something for you, whether you just

want to swim laps or you're aiming for gold. The choices are dazzling all year round: swim squad or tennis tournaments, boxing or belly dancing; frisbee or football; first aid courses or fitness classes; surf, sail, scuba or ski.

Be sure to keep fit while you are studying. Ask the SUSF staff about the benefits of continuing your membership throughout your time at university.

For more information, go online to: <http://www.susf.com.au/>

The Women's Sports Association is located on Western Avenue on the main campus. They will charge you a small joining fee.

## Banking

### Normal Bank Hours:

Monday to Thursday	9.30am - 4.00pm
Friday	9.30am - 5.00pm

Most banks are closed on Saturdays and Sundays. However, automatic teller machines operate 24 hours per day.

The following banks are located close to the Centre for English Teaching:

### National Australia Bank

- Branch and ATM located in the Wentworth Building, Level 3

### Commonwealth Bank

- ATM and Branch located in the Wentworth Building, Level 3

### ANZ Bank

- ATM located in the courtyard of the Wentworth Building

Please refer to the campus map for other ATM's on campus. Branches of other various banks (St George, ANZ, Westpac, etc) can be found along King Street Newtown or Broadway Shopping Centre.

For more information:

[http://www.usyd.edu.au/current\\_students/life/banks\\_credit\\_unions.shtml](http://www.usyd.edu.au/current_students/life/banks_credit_unions.shtml)

### ***Different types of accounts:***

**Savings passbook account** - With this type of account you normally receive a small amount of interest (approximately 1%).

**Keycard account** - With this type of account you receive a card giving you access to the automatic teller machines outside banking hours.

**Note:** You must notify the bank immediately if your card is lost or stolen.

**Cheque account** - With this type of account you have to pay a fee for each cheque you write.

**Term deposit** - With this type of account you must deposit a minimum amount of money for a fixed period of time.

## **Permission to work arrangements for student visa holders**

From 26 April 2008 all people granted student visas automatically receive permission to work with their visa. This arrangement enables students to apply for work as soon as their course starts without having to spend time applying for permission to work with the Department.

Students are subject to a 20 hours per week work limitation while their course is in session.

Employers will be able to access Visa Entitlement Verification Online (VEVO) with your consent to obtain information on your work rights.

Visa conditions change from time to time. To find out more go to:  
[http://www.immi.gov.au/students/whats\\_new.htm](http://www.immi.gov.au/students/whats_new.htm)

### ***Beware of work scams***

A scam is any way of obtaining money by means of deception, including fake personalities, fake photos, fake template letters, non-existent addresses and phone numbers, forged documents.

And, non-existent businesses! There are many kinds of work scams and Internet scams. Some will offer you a job purchasing stuff for them in Australia, and then ask for your bank account details to deposit money.

If you think something seems to be 'too good to be true' then probably it **IS** too good to be true. Don't hesitate to ask your teacher or another staff member at CET for advice if you think someone is scamming you.

### ***Tax File Numbers (TFN)***

If you are seeking employment, you will also need a Tax File Number (TFN). This is so you can pay tax (and also claim back excess tax money paid to the Australian Taxation Office).

- On-line go to [www.ato.gov.au](http://www.ato.gov.au) and then to individuals
- Click on "Application for Tax File Numbers"
- You can print off the form and write your passport number on it for primary identification
- Post to the address supplied

## **Shopping information**

Shops in Sydney are normally open as follows:

Monday	9:00am	- 6:00pm
Tuesday	9:00am	- 6:00pm
Wednesday,	9:00am	- 6:00pm
Thursday	9:00am	- 9:00pm

Friday	9:00am - 6:00pm
Saturday	9:00am - 5:00pm
Sunday	10:00am - 5:00pm

**Note:** Not all shops are open on Sundays. Many supermarkets are open from 8:00am until midnight and some supermarkets are open 24 hours a day.

### Major department stores

- David Jones (DJ's)
- Myer
- Big W
- Target
- K Mart

### Major supermarkets

- Coles
- Woolworths

### Major markets

- Paddy's at Flemington - Friday to Sunday
  - <http://www.paddysmarkets.com.au/>
- Paddy's Market at Haymarket (Chinatown) - Wednesdays to Sunday
  - <http://www.paddysmarkets.com.au/>
- Glebe Markets in Glebe Point Road, Glebe – Saturday
  - <http://www.glebemarkets.com.au/>
- Paddington Markets in Oxford Street, Paddington - Saturday
  - <http://www.paddingtonmarkets.com.au/>
- The Rocks Market - Saturday and Sunday
  - <http://www.therocks.com/>

## Public transport to CET

### *Plan your travel*

Visit the NSW Government transport info website at [www.131500.com.au](http://www.131500.com.au). There, you will find route maps, fares and timetables for buses, trains and ferries.

### *Pay the fare before you travel*

A valid ticket is necessary to travel on public transport. You cannot catch a bus or train and pay at the end of the trip. Beware; fines for not having a valid ticket are very expensive!

## Bus, train and ferry tickets

**Travelpass** - If you need to travel these if you combine train, bus and/or ferry transport each day. You can buy a travel pass from the Newsagent on Level 3 Wentworth Building. For information on bus only tickets, visit Sydney Buses at: <http://www.sydneybuses.info/tickets/bus-only-tickets.htm>

**Note:** International students are ***not eligible for student concession travel*** passes on public transport in Sydney.

## ***Bus***

**Catching the bus** - Put your hand out to indicate you want the bus to stop for you.

**To get off a bus** - Push the button once to tell the driver to stop at the next bus stop.

### **Buses to get you to CET**

<b>From:</b>	<b>Bus Number:</b>
<b>Bus transport to CET (via City Road)</b>	
Circular Quay	422,423,426,428
Railway Square (Central Station)	422,423,426,428
Coogee	370
Leichhardt	370
Marrickville	352
Bondi Junction	352
<b>Bus transport to Broadway (via Parramatta Road)</b>	
Circular Quay	435, 436, 437, 438, 440,413, 461, 480, 483
Railway Square (Central Station)	435, 436, 437, 438, 440,413, 461, 480, 483

If you are unsure which stop to get off at, ask the driver to let you know when the bus is at:

- The corner of City Road and Butlin Avenue (if your bus transport is going to CET)
- Broadway (if your bus is going via Parramatta Road)

From Parramatta Road you can walk to CET - this should take about 10 minutes.

## ***Train***

If you are taking the train to CET please get off at the following stations:

**Central Station** - leave the station by the Devonshire Street tunnel and walk through to the Railway Square Bus Terminal. You can then catch any of the buses listed above.

**Redfern Station** - is a 10-minute walk to CET.

## ***Taxis***

Taxis are more expensive than public transport. All taxis have meters. If you need a taxi, call 133 300 or 13 14 51.

## ***Seatbelts***

Please wear seatbelts at all times when travelling in a private car or taxi. Heavy fines apply if you do not wear your seatbelt.

## CET term dates for 2011 – 2012

<b>Term 411</b>	<b>Dates</b>
Term 411a Orientation Day	Thursday 14 July 2011
Term 411a classes begin	Monday 18 July 2011
Term 411b Orientation Day	Thursday 18 August 2011
Term 411a classes end	Friday 19 August 2011
Term 411b classes start	Monday 22 August 2011
Term 411b classes end	Friday 23 September 2011
CET non-teaching period	Monday 26 September – Monday 3 October 2011
<b>Term 511</b>	<b>Dates</b>
Term 511a Orientation Day	Tuesday 4 October 2011
Term 511a classes begin	Tuesday 4 October 2011
Term 511a classes end	Friday 4 November 2011
Term 511b Orientation Day	Monday 7 November 2011
Term 511b classes start	Monday 7 November 2011
Term 511b classes end	Friday 9 December 2011
CET non-teaching period	Monday 12 December 2011 – Monday 2 January 2012
<b>Term 112</b>	<b>Dates</b>
Term 112 Orientation Day	Tuesday 3 January 2012
Term 112 classes begin	Tuesday 3 January 2012
Australia Day public holiday	Thursday 26 January 2012
Term 112 classes end	Friday 10 February 2012
<b>Term 212</b>	<b>Dates</b>
Term 212a Orientation Day	Monday 13 February 2012
Term 212a classes begin	Monday 13 February 2012
Term 212a classes end	Friday 16 March 2012
Term 212b Orientation Day	Monday 19 March 2012
Term 212b classes begin	Monday 19 March 2012
Easter vacation	Friday 6 April – Monday 9 April 2012
Term 212b classes end	Friday 27 April 2012



ABN 15 211 513 464  
 Centre for English Teaching CRICOS provider code: 01019C  
 The University of Sydney CRICOS provider code: 00026A