Welcome from the Vice-Chancellor and Principal

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

By coming to the University of Sydney you are joining many of the most talented students from all over Australia as well as from 82 different countries. We are very conscious of our responsibility to provide a safe and accepting environment where students from many different backgrounds can freely, securely and enjoyably learn together, so make use of all the student services. They are there for your use, to help and support you.

As well, you will find many opportunities for social, cultural and sporting activities beyond the classroom. Take the time to explore them.

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

Professor Gavin Brown
Vice-Chancellor and Principal
University of Sydney
Welcome from the Director, International Office

Welcome to the University of Sydney. Many of you will already have had contact with the International Office, either personally, at an overseas Australian education exhibition, or via mail, email or telephone. Through these contacts the International Office staff will have helped you to choose to come to the University of Sydney and will have managed the application process for you to be accepted into a course here. After you arrive and during your stay, you will continue to have contact with us in terms of providing specialist advice and information to you on various matters concerning your enrolment, visas and other matters which will assist you during your time at the University and in Sydney.

This book, correctly called Your Road to Success, explains to you what to expect and what each part of the University can and will do for you. Pages 65 specifically outlines what the University will do for you, and so that you can take advantage of all that the University community can offer you, both academically and socially.

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

Peter Ball
Director, International Office

1. Before you leave home

Welcome

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

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

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

Please call in and meet us. Contact ISSU if you need any personal assistance or if you have any difficulties or worries while you are studying at the University of Sydney.

The ISSU staff will meet you at our Daily Arrival Information Sessions and at the Orientation Program. We look forward to getting to know you.

Lidia Nemitschenko
Head of the International Student Support Unit

Welcome from the Director, International Office

Welcome to the University of Sydney. Many of you will already have had contact with the International Office, either personally, at an overseas Australian education exhibition, or via mail, email or telephone. Through these contacts the International Office staff will have helped you to choose to come to the University of Sydney and will have managed the application process for you to be accepted into a course here.

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

Peter Ball
Director, International Office

Organise your travel arrangements

Have a health examination

Arrange accommodation

Collect important documents

Pack what you need

Prepare yourself mentally and emotionally

Complete your pre-departure checklist

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

Organise your travel arrangements

Student visa

If you are coming to Australia for a temporary period to study full-time, you must apply for a student (temporary) visa. Visas are issued by the Department of Immigration and Multicultural Affairs (DIMA), and you can print the forms you need from the DIMA website, www.immi.gov.au, or get them from the Australian Consulate or Embassy in your country.

This first thing to do is to read DIMA Information Form 1160i, which gives full details on how to apply for a visa. Then, to be granted a student (temporary) visa you must:

> Complete Application Form 157A, providing general and educational information about yourself.
> Pay the correct processing fee.
> Satisfy entry requirements (including health requirements). The Application Form advises you which "education subclass" you are in, and explains what conditions apply. DIMA has developed a range of assessment factors you must satisfy before a visa will be issued; these vary according to your country of nationality and your education subclass.

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

Learn about Sydney before you go

If you have time, try to find out as much as you can about life in Sydney. The more you know the easier it will be to adjust to the new and exciting challenges and experiences ahead of you. Some publications and internet websites that you may find useful are listed on page 8.
Dependant’s visas for family members

Some students bring their family (spouse/partner and children) with them to Australia. You can apply to bring your family on a dependant’s visa if you are enrolled in a formal tertiary course which lasts for at least one year. If you are planning on bringing your family with you, you should seek information from the Australian Consul or Embassy in your country about visa requirements. Dependant’s visas are issued by DIMA. Usually, your family members will need to have a health examination and you will need to provide supporting documents, such as marriage and birth certificates, passports and proof of sufficient income to support your family in Australia. You will also need to pay the family rate of health cover (see page 34) to ensure your family has health insurance while in Australia.

A dependant’s visa will allow your family members to stay with you in Australia for the duration of your course. If your course of study is shorter than one year, or if you want other family members (such as parents or siblings) to visit you, each of them will need a visitor’s visa (not a dependant’s visa). A visitor’s visa is usually issued for three months. If you are an AusAID or ADB scholar wishing to bring your family to Australia, you should contact the AusAID Unit in the International Office by email ausaid@io.usyd.edu.au or telephone 9036 6281.

Further information about immigration matters generally is available from the DIMA website at www.immi.gov.au.

Airport Arrival Booking Form

You must return your Airport Arrival Booking Form to the ISSU, informing us of the date and time of your arrival. This way, you can be sure there will be someone at the Airport Reception Desk when you arrive (see ‘Airport Reception Desk’ page 34). The address to send it to is given on the form, which is included in ‘Things To Do Before You Leave Home’ and at www.usyd.edu.au/stuserv/issu/predep.shtml.

Air tickets

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

Tip

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

Have a health examination

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

Visit your dentist and have any necessary dental work carried out before you leave for Australia. Also have your eyes checked and obtain contact lenses or glasses if you need them. Consider bringing a spare pair of glasses or contact lenses in case you need them. All these are available because dental and optical costs are expensive in Australia. Overseas Student Health Cover (see page 34) covers eye examinations, but does not cover the cost of buying spectacles. OSHC does not cover any dental costs, although students are able to receive a discount at the Dental Service in the Wentworth Union Building on the main campus.

If your course involves clinical placement (e.g., for nursing) you must undergo screening and vaccination in Australia, in line with New South Wales Department of Health policy. Please go to www.health.nsw.gov.au for further information. Your faculty should also provide you with full details about this requirement at enrolment.

Arrange accommodation

When you arrive in Sydney, where are you going to stay the night? It is much better to know the answer to this question before you leave home. There are two types of accommodation to consider: temporary and permanent.

Temporary accommodation

If you have not already arranged permanent accommodation, you will need temporary accommodation for a few days or weeks while you look for something more permanent. You can book temporary accommodation either on campus or off campus.

On campus

Many of the residential colleges at the University of Sydney have rooms available in the holidays before their students arrive as semester begins, and these rooms can be booked for temporary accommodation. Essentially, you need to contact the college, make a booking and provide payment in full. See your Pre-Departure Package (also available at www.usyd.edu.au/stuserv/issu/predep.shtml) for details of the colleges and how to book.

Off campus

You can book temporary accommodation at any local youth hostel, hotel or motel of your choice. There is an “Off-campus temporary accommodation list” enclosed in your Pre-Departure Kit.

Staff at the Airport Reception Desk at Sydney Airport (see page 14) can also help you find temporary accommodation.

Permanent accommodation

It takes a student, on average, between two and four weeks to find suitable accommodation. As with temporary accommodation, there is permanent accommodation both on campus (colleges) and off campus (share housing, homestay, etc.). If you are staying on campus, it may be necessary to book before you leave home, as places can be limited. If staying off campus, it is easiest to just make arrangements once you arrive in Sydney, though you will need temporary accommodation at first, as noted above.

For full details on permanent accommodation see page 38. You can also get information from the ISSU Housing Officer or from staff at the University of Sydney Accommodation Service on www.usyd.edu.au/stuserv/accommodation.

Should I bring my family?

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

On one hand, you will not be separated from them, you will not be anxious about their welfare in your absence, and you will have someone near and dear to share your experiences. On the other hand, families make demands on your time and energy and this can affect your study. Also, you may make less effort to meet new people if you have your family with you. Remember, finally, that you must pay fees for your children’s schooling (see page 52).

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

Coming to a new and unfamiliar country as the spouse or partner of an international student is exciting but not always easy. The International Student Support Unit (ISSU) runs an Accompanied Partners Program to help partners adjust (see page 52). You can also contact the ISSU counsellors for advice on any family-related concerns.
Collect important documents

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

Document folder
- Valid passport (including photocopies)
- Student visa (including photocopies)
- Letter of Offer of Admission and other material sent to you by the University
- Receipts of payment for all University fees
- Certified copies of personal papers, such as academic transcripts, educational or work qualifications, scholarship award letter (if applicable)
- Identification (ID) papers, such as birth certificate, proof of citizenship, driver's licence from your own country, international driver's permit (if needed – see box)
- Papers relating to any study that may earn you credits for the course you are enrolling in at the University (if you want credit for study completed at a university other than Sydney you will need to bring detailed information – course outlines, syllabus outlines, texts used, course assessment information, number of teaching hours, etc.)
- Credit cards, bank keycards, traveller's cheques, etc
- Medical records, immunisation records and school records for you and all accompanying family members
- Proof of marriage (if relevant)
- Receipts for goods you are bringing to Australia, to assist with assessing Customs duty and sales tax (e.g. computers, cameras)
- Reference letters (for finding accommodation or employment)
- This booklet – Your Road To Success

1. Before you leave home

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

Pack what you need

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

Clothing

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

In summer, most people wear T-shirts, loose shirts or blouses, skirts, shorts or lightweight trousers with open shoes such as sandals. The weather can change suddenly and whereas evenings are often cooler than daytime, so if you are out for the day bring a lightweight jumper. If you want to go to the beach or swimming pools, bring appropriate swimming items with you.

Sydney usually has mild winters. Often you will be quite comfortable in jeans, running shoes, a shirt or T-shirt and a warm jacket. There are some cold and wet days in winter when you may need woolen scarves, woolen gloves, jumpers, waterproof jackets, winter coats, warm socks and waterproof shoes. Also, houses are not usually centrally heated.

Personal items

You may find it useful to pack items such as:
- small sewing kit
- alarm clock
- umbrella
- raingear
- dictionary
- personal diary
- vaccination certificates
- prescriptions for medication
- sports gear
- toiletries
- camera
- passports for luggage
- address book with contact details of family, friends
- proof of citizenship, driver's licence from your own country, international driver's permit (if needed – see box)
- student visa
- student identification
- bank keycards, traveller's cheques, etc.

Electronic goods

Some students bring electrical appliances, such as rice cookers, radios, hair dryers and computers. Computers are essential for preparing assignments and essays but it is not essential that you bring one with you – see page 71. These items may attract what is called 'goods and services tax', and should be packed separately so Customs can inspect them if needed. For more information see page 13 as well as the booklet ‘Know Before You Go’ in your Pre-Departure Package.

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

Any animal or plant items?

If you want to take any animal or plant items (which could potentially carry disease) into Australia, you must complete a form and also declare the items to Quarantine at Sydney Airport. Some items are prohibited and you generally cannot take these into Australia; however, it may be possible to do so if you obtain approval before you leave home. Please read the brochure “What Can I Take into Australia?” in your Pre-Departure Package, or go to www.aqis.gov.au. See page 12 for more Quarantine details on arriving at the airport.

Do I need an international driver's licence?

If you are on a student (temporary) visa and have no intention of becoming a permanent resident, you can drive in New South Wales with your driver's licence from your home country. You should have the original licence and a letter (in English) from the licensing authority in your country or the relevant consulate or diplomatic office confirming your licence details and status. Whenever you drive in New South Wales you should have documentation (e.g. licence, copies of passport and visa) with you. If you intend to visit other countries when returning home, you may want to obtain an international driver's licence. You will need to do this in your own country before you come to Australia.

Remember that your driver's licence (and international driver's licence) must be valid, so you may have to renew them in your own country when you return for holidays. Further details on driving in Australia are on page 29. You can also obtain more information from the Road Traffic Authority (RTA) directly on 13 22 13 or visit the website www.rta.nsw.gov.au.

What if I am sending items to Australia?

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

Please read the booklet ‘Know Before You Go’ in your Pre-Departure Package for further information or contact:

Customs Information Centre

Phone: 1300 363 263 (in Australia)
+61 2 6275 6666 (outside Australia)
Email: information@customs.gov.au
Web: www.customs.gov.au
Money

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

How much should I carry?

You must have some money for immediate use when you arrive in Sydney. You will need to pay for transport from the airport, as well as accommodation, food, telephone calls, postage and other expenses. You should bring at least AUD $300 in cash and have easy access to at least AUD $1,200 more (e.g. with a bank keycard or in traveller’s cheques). Do not bring all your funds in one cheque that needs to be cashed at a bank. It can take several weeks for cheques from some countries to be cleared for cashing by the banks here. This could leave you in a difficult situation with no money for accommodation or other necessities. If you are a scholarship student, you should not rely on the first scholarship payment for immediate use as it may take some time before the money can be placed in your bank account.

Bank accounts

You will be able to open a bank account straight away. In the first six weeks after you arrive, you need only your passport as proof of identity when opening a bank account. Once you have opened an account, further funds can be transferred from your home country directly into your account here in Sydney. For information about banks on campus see page 52. Some banks in your country may be able to open an account for you in Sydney before you leave home – ask at your bank first. Credit cards accepted in Australia include American Express, Diners Card, Visa and MasterCard. Banks also issue bank cards for use within Australia.

Useful websites:

- www.travelex.com.au
- traveller’s cheques and money transfers
- www.xe.com/ucc
- universal currency converter
- www.google.com.au
- type in related terms (e.g. ‘Australian banks’)

Prepare yourself mentally and emotionally

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

For most students, even those who have lived and studied abroad before, a move to a new culture and education system will involve a period of transition and adjustment. For some, this may take the form of feelings of sadness, loneliness and even depression. But if you know what to expect you will find it easier to cope. There are usually three stages of change:

> At first, there is often a period of excitement when preparing for your departure. Saying goodbye to family and friends is a little sad, but the sadness is masked by the anticipation of living abroad. The first few days in the new country are usually disorienting but still exciting.

> As the excitement wears off, you may begin to notice differences between Australia and home, may start missing the life you are used to, and may start to feel lonely and isolated. It is not uncommon for students to feel quite depressed and unhappy and to start wondering if they have made a terrible mistake.

> Then, as time passes, lectures begin, you meet people, make friends and become familiar with the way things work here, you will find yourself feeling more comfortable. The depression lifts and you begin to see differences in a more positive light.

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

Pre-departure checklist

1. Before you leave home

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

I have:

- Organised travel arrangements (visa, air tickets, etc).
- Returned my Airport Arrival Booking Form to the ISSU informing them of the date and time of my arrival.
- Had medical/optical/dental check-ups (and packed spare pair of glasses/contact lenses, prescriptions for medicines, etc, in my luggage).
- Organised at least temporary accommodation, either on campus or off campus.
- Packed my document folder of important documents, as well as placing immediately needed items (passport, air ticket and other valuables) in my hand luggage.
- Checked Customs and Quarantine regulations and separately packed items I will need to declare (e.g. food, computer), as well as ensuring there are no sharp objects in my hand luggage.
- At least AUD $1,500 available for use on arrival in Sydney (including approximately $300 in cash).
- Packed some of my personal items such as photos, address book with contact details of family, friends, my country’s embassy in Australia.
- Pack this booklet – Your Road to Success – in my hand luggage for reading on the plane.
- Purchased padlocks for my luggage and applied them to my bags.

If any of these items is NOT ticked and you require further assistance, please contact the ISSU on:

Phone: +61 9351 4749
Fax: +61 2 9351 6818
Email: info@issu.usyd.edu.au
13

2. The first few weeks in Sydney

> Arrival at the airport
> Transport from the airport
> Come and see us
> University campuses – transport and contact details
> How to enrol

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

Arrival at the airport

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

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

Immigration

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

Luggage collection

The number of the carousel where luggage from your flight will be unloaded is usually announced as you get off the plane. The flight numbers of planes are also put up on signs above the carousels. Once you have collected your luggage, head towards Customs.

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

Customs and Quarantine

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

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

What should be declared?

Duty will be charged on goods exceeding a total purchase price of AUD $400. Examples of such goods are perfume, jewellery, watches and souvenirs (alcohol and tobacco are not included in this allowance). For more information, go to www.customs.gov.au.

Customs does not exercise control over mobile phones other than collecting any duty and tax that may be applicable. There are, however, restrictions with connections. For more information contact the Australian Communications and Media Authority (ACMA) on 02 9245 4000 or at www.acma.gov.au.

Cordless phones cannot be imported unless approved by ACMA.

If you bring a computer, you will have to declare it at Customs. Make sure that you have a receipt showing the date of purchase. If your computer is less than 12 months old, it will be required. If your computer is more than 12 months old, you will not have to pay any security bond; please bring receipts to prove this.

Quarantine regulations

Australian Quarantine regulations require that, when completing your Travellers’ Statement, you declare any animal or plant item with you or packed in your luggage. In most cases your goods will be inspected, treated if necessary (there may be a fee for this) and returned when the pest or disease risk is eliminated.

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

Please read the brochure ‘What Can I Take into Australia?’ in your Pre-Departure Package, or go to the Australian Quarantine and Inspection Service website at www.aqis.gov.au.

Do not risk it

If you are in doubt about what to declare, ask a Customs officer. There are serious penalties for people who make false declarations. Also, it is illegal to carry illicit drugs, steroids, weapons, firearms and certain articles subject to quarantine into Australia. If you are uncertain about any drugs or medicines you are carrying, check with a Customs officer.

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

www.sydneyairport.com.au Arrivals Hall

Once the formalities are completed you are free to leave the restricted area of the airport and head for the Arrivals Hall. You will find a map of the Arrivals Hall in the booklet ‘Things to Do Before You Leave Home’ in your Pre-Departure Package.

2. The first few weeks in Sydney
As soon as possible after you arrive, you should open a bank account (see page 51), unless you have already organised an account with your bank at home. Then you should start to look for permanent accommodation (see page 38).
The International Office assists students with:

- Admission
- Course transfers
- Enrolment
- Visa support
- Health insurance
- Scholarships
- AUSAID matters
- Study Abroad and Student Exchange
- Fee payment processing, and
- Work permits.

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

International student advisers

The international student advisers can help you with general advice and support about visas, work permits, liaising with your faculty, and academic progress. There are specialist advisers for Study Abroad and Exchange Students and AUSAID and ADB scholars (see below).

Tel: 9351 4079
Email: studentadvisers@io.usyd.edu.au
Study Abroad and Student Exchange Unit

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

Tel: 9351 3699
Email: studyabroad@io.usyd.edu.au

AUSAID Unit

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

Tel: 9036 6281
Email: ausaid@io.usyd.edu.au

Faculty welcome and support

In the first few weeks your contact will mainly be with the International Office and the ISSU. While you will continue to have contact and be given support by staff at these offices, your faculty will be your main point of contact during your studies. See page 66 for more details.

University campuses - transport and contact details

Main Campus

(Camperdown and Darlington Campuses)

You can get a train to Redfern Station and then walk to the Camperdown Campus. Free buses run to and from Fisher Library and Redfern Station in the evening during semester. Alternatively, you can take a bus to the University. Many buses leave from the city, go to Railway Square (Central Station), and then continue to the University (check with the bus driver). Some go along the City Road side of the Camperdown Campus (closest to Darlington Campus). Other buses run alongside the Parramatta Road side of the campus, past the Footbridge Theatre (closest to the Quadrangle).

Address: University of Sydney NSW 2006
Tel: 9351 2222
Web: www.usyd.edu.au

Burren Street Campus

(Graduate School of Business)

To get to the Graduate School of Business you can take a train to Macdonaldtown Station, and then walk to the School at Burren Street, Newtown (one minute’s walk). Alternatively, take a bus to the city end of King Street, Newtown, and walk down to the campus (five minutes’ walk). The campus also houses the Institute of Transport Studies and Institute of International Health.

Websites: Institute of Transport and Logistical Studies
www.its.usyd.edu.au
Institute for International Health
www.thegeorgeinstitute.org

Accommodation

The University of Sydney has many campuses. Before you book your accommodation, check which campus you will be studying at, so you can find the most convenient accommodation.

Temporary address at ISSU

If at the time of enrolment (see page 19) you do not have a permanent Sydney address, you may wish to provide the ISSU as a mailing address, as follows:

‘Your Name’

c/o International Student Support Unit (ISSU)
Services Building G12
University of Sydney, NSW 2006

The ISSU should only be used as a temporary mailing address and is only available to receive student mail for the first six weeks of the semester. After that, all mail will be returned to the sender. For security reasons, no parcel will be accepted on your behalf.

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

Computers and email on campus

All University of Sydney students are given a free email account, called a Unikey Account. Your Unikey login name (e.g. ‘ywah3701’) and Unikey password will be given to you on enrolment. If you have paid your fees and cannot wait until enrolment for your Unikey login name and password, please go to Information Technology Services, Boundary Lane, opposite the International Student Centre (they may be able to help). For your email address, just add ‘@mail.usyd.edu.au’ to your Unikey login name (e.g. ‘ywah3701@mail.usyd.edu.au’).

The Unikey login name and password will also give you access to MyUni, where you can view your personal academic details, such as examination timetables and academic results. The Unikey will also give you access to the Accommodation and Casual Employment Databases.

To access your email, go to www.mail.usyd.edu.au. To forward mail from this University account, go to www.auth.usyd.edu.au/extro/fav.

Two important matters:

* Please check this account regularly as we will send you important messages during your time here.
* You MUST update your address on MyUni. This is a visa requirement.
2. The first few weeks in Sydney

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

Enrolment Stage 2
After you have completed Stage 1, you will be directed to a Stage 2 enrolment site on campus. Here you will be given your official University of Sydney student identity card. If you are at another campus to the main campus, you will receive your card at your Faculty in Stage 1.

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

Enrolment for Study Abroad and Student Exchange
You are considered a Study Abroad or Student Exchange student if you are in Australia on a Study Abroad or Exchange program. Your enrolment will take place, where possible, before you arrive in Sydney. The final stages of your enrolment will take place during the Orientation Program. During Orientation you will be given information on matters such as enrolment procedures, personal timetable, variation of enrolment details, and instructions on obtaining your student card. It is very important that you attend Orientation.

Change of address notification
It is important that the University maintains correct contact details for all students. Therefore you must update your contact details electronically by logging into MyUni as soon as you have moved into permanent accommodation. If you change your accommodation you must update this information on MyUni (this is a visa requirement).

www.usyd.edu.au
The land
Australia occupies an area of over 7 million square kilometres. The population of Australia is, however, relatively small, with just over 20 million people. Australia is a very urbanised country, with almost 90% of people living in the cities and along the coast and nearly half in the two largest cities, Sydney and Melbourne. The interior of Australia is very sparsely populated and much of it is desert.

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

A multicultural nation
Australia is a multicultural country with a cultural richness developed through the migration of people from across the world and from the Indigenous people who are the original inhabitants.
There have been several major ‘waves’ of migration to Australia since the convicts first arrived in 1788. British settlers followed the convicts and Australia developed an economy that relied on agriculture and wool. In the goldrush of the 1850s, Irish, American, Chinese, English and other Europeans came to try to make their fortune in the goldfields. The Australian term ‘mate’, used very commonly here, comes from the common title given to two miners who took out a gold mining lease together.

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

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

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

The traditional owners of the land on which the University of Sydney is built were the Gadigal people of the Eora nation. At the start of the Orientation Program for International Students, a representative of the traditional owners will welcome you to the land.
Australian people and their customs

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

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

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

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

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

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

The Australian accent

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

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

Informal language

Australians are generally informal in how they speak. First names are used early in a relationship. The formal title or family name is used only in very formal situations. It is best to use a more formal address to someone like a lecturer, professor or medical doctor unless they ask you to call them by their given name.

You will find that many academics at the University will encourage you to use their first name once you have met them.

Joking and teasing

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

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

Directness

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

Casualness

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

Respect

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

Eye contact

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

Time

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

Offering food and other things

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

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

Refusing an invitation

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

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

Tipping

Attitudes to tipping in Australia are changing. It is common now to leave a tip of 10% in a good restaurant if you are happy with the service. It is uncommon to leave a tip in coffee shops or cheaper restaurants, though people will sometimes leave the small change from payment of the bill to the waiter.

On weekends and public holidays, a surcharge is often added to your bill to cover the cost of higher wages on these days.

Taxi drivers will not expect a tip, though if you want to give them the benefit of the doubt you may choose to leave small change or to ‘round the fare’ to the taxi driver’s benefit (e.g. round $9.50 to $10.00). Hotel desk clerks, bus drivers, theatre ushers, shop sales assistants, flight attendants and petrol station attendants are not tipped in Australia.

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

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

It is common for students to go the pub, particularly on a Friday night after a busy week of study. If someone says to you, ‘Are you coming to the pub?’ what they mean is that you are invited to join them. Often you will not even need a personal invitation like this. If everyone is going to the pub, you can just join in with them.

At the pub, you will probably be expected to share in paying for drinks. Usually, each person takes a turn to pay for a round of drinks (a ‘shout’) for everyone. However, you must also be careful about other people buying drinks for you, so make sure you only let good friends buy a drink for you. See page 37 for information on ‘drink spiking’.

Saying ‘please’ and ‘thank you’

In Australia it is usual and expected that people will say ‘please’ and ‘thank you’ for any request of anyone – friends, family, academic staff, shop assistants, taxi drivers, restaurant staff, and so on. Children are taught from an early age to use these words in making requests.

Relationships between men and women

In Australia, women are legally equal to men and there is equal employment and anti-discrimination legislation aiming to give women full and equal involvement in society. Women speak freely to men and expect to be treated as equals at work and in society generally. Women ‘date’ or go out socially with men without necessarily intending to marry or have a sexual relationship. However, it is important to understand that women in Australia may speak and interact freely with a man with no intention or expectation of a personal relationship. When people of different cultures ‘date’, it is important to discuss with each other expectations and different values and beliefs to avoid misunderstandings.

The Sydney lifestyle

Sydney is the capital of the state of New South Wales and the oldest city in Australia. It has grown from a small colony of 1,000 convicts in 1788 to the largest city in Australia with a population of four million people.

A cosmopolitan city

Sydney combines a thriving business district with historic attractions sited around a magnificent harbour. It combines a variety of architectural styles from different eras, cultures and various nations.

The city also has many different spiritual centres for people to worship according to their tradition.

Sydney’s climate

The climate in Sydney is temperate, with 342 days a year of sunshine on average. The wettest months are March to May, the coldest month is July and the hottest months are January and February. The average rainfall is 1,200 millimetres per year. Average humidity is 62% and the Seymour Centre (which is next to the University of Sydney). Discount tickets are available to students at many venues.

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

The harbour

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

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

Sport and outdoor activities

Sydney’s temperate climate makes it ideal for sporting and other outdoor recreational activities.

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

Water sports

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

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Women’s only swimming pool

Coogee’s Women’s Baths at Grant Reserve, Beach Street, Coogee, are for women and children only. The baths are open all year. Coogee Women’s Baths are run by Randwick and Coogee Ladies and Mature Swimming Pool Club.

Sydney’s cosmopolitan nature is reflected in the wide variety of sports and cultural activities available. The Festival of Sydney is held during January and February. International and Australian artists perform in Sydney at the many excellent venues, including the Sydney Opera House and the University of Sydney. Discount tickets are available to students at many venues.

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**Shopping**

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

The closest large shopping centre to the University is the Broadway Shopping Centre, walking distance from the University. It has supermarkets, boutiques, restaurants and cinemas. There is also a market called Paddy’s Market at Market City, Haymarket (in Chinatown), a suburb just near the University, which is open on the weekends selling fruit, vegetables and other food, as well as clothing and other items. Prices are cheaper at Paddy’s Market and it is a popular shopping outing for Sydney residents.

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

The University itself offers a wide range of facilities on campus. These include a post office, banks, newagents, bookshops (selling new and second-hand books), the University of Sydney Computer Shop, a sports store, a pharmacy, a hairdressing salon, dry cleaning and shoe repairs, an optometrist, a dentist, travel agents and many takeaway food shops, cafeterias and coffee shops.

**Prices**

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

You can gain a good idea of prices and variety from many of the local papers and advertisements on television and in the daily newspapers, as well as exploring shopping options and typical costs of speciality items on the internet.

**Getting around in Sydney**

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

**Public transport**

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

Buses, trains and ferries

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

The Light Rail is a service that runs only from Central Station to Lilyfield (near one of the University’s campuses, Sydney College of the Arts). The Monorail loops above and around the main streets of the city, including Martin Place. Monorail timetables and fare information are available from www.metrail.com.au.

Ferries cross the harbour from their base at Circular Quay. They are not only a convenient way to travel, they are an unbeatable way to see Sydney. You must not leave Australia without catching at least one ferry across Sydney Harbour!

**Finding information**

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

- > visit www.131500.com.au
- > phone 131 500
- > visit www.yellowpages.com.au
- > visit www.whitepages.com.au

So take some time to enjoy Sydney!

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

The International Student Support Unit (ISSU) organizes several trips and activities each year, including day trips to Sydney and other areas. On these trips you can meet other international and Australian students, as well as see some of the countryside. Please visit ISSU to collect the latest Trips and Activities brochure or phone 9351 4749 for further details. Details are also advertised in the ISSU newsletter, posted on the web on the 20th of each month.

To find out what is on in Sydney at any particular time, check one of the daily newspapers. Every Friday, the Sydney Morning Herald includes ‘Metro’, a weekly guide to movies, theatre, exhibitions, live music and other interesting things to do. Further information can also be obtained from various organisations listed on page 72 of this booklet.

**Shopping**

3. Sydney life
Travel concessions

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

- Australian government sponsored students, including those with AusAID (ADB, ADS, APS, ALA) and Endeavour Scholarships
- Students on the International Postgraduate Research Scholarship Program (IPRS)
- Students on an approved exchange program with the University of Sydney
- Students who have accompanied their parents to Australia and are here as their dependants (they may be eligible for travel concessions if their parents have been granted a temporary visa for work purposes).

If you are eligible for a travel concession, you will be given a Student Card at Stage 2 of your enrolment that includes a travel concession indicator; see "How to enrol," on page 19. You must carry it with you at all times when you travel on concession-priced tickets.

Do not use tickets purchased with your travel concession card after the expiry date of your travel concession card; if you do, you may be fined by an inspector. Do not use a travel concession card if you are not eligible, as severe penalties can be imposed. Transport inspectors patrol buses and trains regularly so it is likely that your ticket and travel concession card will be checked.

Do not blame us!

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

You should expect to pay $80 at the very minimum for a second-hand bike. Better or new bikes can cost hundreds of dollars.

Cycling

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

If you want to buy a bike you will find a list of bicycle shops near the University in the Yellow Pages phone book or at yellowpages.com.au. If you would prefer a second-hand bike, the best place to look is the Trading Post newspaper (available at newsagents or at www.tradingpost.com.au). This newspaper is full of items for sale or items wanted by people.

When driving, you will see many street signs indicating parking regulations and restrictions and parking meters. If you disobey these signs and are caught, you will be fined and your car may be towed away. There are also strict rules about driving when you have had alcohol (see page 30).

Licence requirements

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

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

International students can also apply to do the NSW driver's licence test and drive on a NSW licence; the International Student Support Unit suggests that you check these details with the Roads and Traffic Authority (RTA) on 13 22 13.

Licences are obtained from RTA Motor Registers. Go to www.rta.nsw.gov.au or look in the White Pages phonebook or at www.whitepages.com.au for the address of your nearest Motor Registry office. Motor Registers are open Monday to Friday 9am to 4pm. Some are also open on Saturday mornings from 9am to 12 midday. Check opening times on 13 22 13 (full listing is also available on website).

In order to obtain a New South Wales driver's licence, you may be required to take a driving test and/or you may have to answer questions regarding New South Wales road rules. Motor Registers have a handbook of road rules called the Road User's Handbook which you will need to read to know the New South Wales road rules. You can also access this Handbook at www.rta.nsw.gov.au.
Drinking and driving

There are very severe penalties in Australia for driving under the influence of alcohol. It is illegal to drive with a blood alcohol level of more than 0.05 (see table opposite for outline of drink limits), and for beginner drivers, the level is zero. The information opposite been reprinted from the RTA website.

Buying a car

There are some legal requirements you need to know if you are buying a car. If buying second-hand, read the booklet ‘The Guide to Purchasing a Secondhand Vehicle’, available at www.rta.nsw.gov.au.

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

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

The cost of living

How much it will cost you to live in Sydney depends on many factors, including where you live, how often you go out, and how you manage your money. While everyone is a bit different, we have made some calculations as an estimate of costs.

Single student

An international student on their own in Sydney (i.e. without family) can manage on approximately AUD$18,000 a year, or approximately AUD$360 a week. This does not allow for luxuries such as extensive social activities or the running of a car. The estimated cost of operating a second-hand car is about $100 per week (see above). The cost of tuition fees or course materials like text books (see below) is also not included in this amount.

Families

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

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

The average cost of childcare is approximately $300 per week for full-time care (five days a week for eight hours a day). For school-age children, tuition fees are $4,500-$5,500 per year ($87-$106 per week) per child.

<table>
<thead>
<tr>
<th>Type of drink</th>
<th>Quantity or measure</th>
<th>Total drinks consumed in the first two hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular strength</td>
<td>Beer schooner/can/stubby (375ml)</td>
<td>1 in first hour; maximum of 2 by the end of the 2nd hour</td>
</tr>
<tr>
<td>Spirits</td>
<td>30ml (1 oz) (Vodka/rum/scotch)</td>
<td>2 in the first hour; maximum of 3 by the end of the 2nd hour</td>
</tr>
<tr>
<td>Table wine</td>
<td>5ml (4oz) glass (White/red)</td>
<td>2 in the first hour; maximum of 3 by the end of the 2nd hour</td>
</tr>
</tbody>
</table>
Estimated costs

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

Another guide to the cost of living in Australia is the information provided by the Department of Immigration and Multicultural Affairs (DIMA). DIMA expects that international students will need $12,000 a year for living costs (not including tuition fees), an additional $4,200 a year for a dependent spouse, $2,400 for the first dependent child and $1,800 for the second and subsequent dependent children. This does not include the cost of school or childcare fees.

Cost materials

Text books and other course materials can be quite expensive. The cost for a single text book can range from $40 to over $150. If you can obtain the list of essential reading from your Faculty Office before you arrive, you may find these books in your own country at a cheaper price. The alternative is to look for second-hand books on sale once you arrive in Sydney or to become a member of bookshops such as the Co-op Bookshop which provide student discounts.

Financial assistance and other income support

Currently, only limited loans are available for international students. These can be arranged through the University's Financial Assistance Office (tel: 9351 5667). These loans will not cover the cost of tuition fees.

Extra income can be obtained from part-time work. However, work is often limited and you may not be able to earn enough to cover your tuition fees or living costs. Remember that Sydney is a large metropolitan capital city and the cost of living is high. Costs vary depending on which suburb you live in. Suburbs close to the city centre and the University are more expensive.

Budgeting

The high cost of living in Sydney means that you must budget your funds responsibly. On page 34 is a sample budget planner that might help you manage your money. In the budget planner:

- ‘Establishment expenses’ refers to major expenses you need to pay only once, like furniture when you move into a house.
- ‘Income’ refers to any money you receive, including scholarships, stipends, funding and casual employment. It is best to calculate your income after taxes and fees are deducted, which is the actual amount of cash you have each month available for you to spend.
- ‘Fixed expenses’ refers to those costs that change from month to month. For example, you might spend $100 on clothes one month and then nothing on clothes for the next two months.
- ‘Optionals’ refers to those costs that are not necessary, but often make life more interesting. Entertainment and holidays are examples of optional expenses.

Note: When doing your budget, do not forget to add in childcare and/or schooling costs, and the cost of miscellaneous items.

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Overseas Student Health Cover (OSHC)

It is a student visa requirement that all international students and their accompanying dependants have health insurance (you must arrange your family's cover yourself). By now you would have included the cost of OSHC for the first 12 months of your stay in Australia with your initial tuition fee payment. The University will forward your OSHC fee to OSHC Workcare (the University's preferred insurer) on your behalf. Your health insurance is valid from the day you arrive in Australia.

After the first 12 months, it will be your responsibility to renew your OSHC. You can choose to stay with the provider chosen by the University or choose any other approved overseas health cover provider. Do not let your OSHC health cover expire while you have a student visa. Failure to renew your health cover is a breach of immigration regulations and may lead to loss of your student visa. To renew your OSHC Workcare cover, you can go to their website www.oshcworldcare.com.au or you can contact the OSHC Workcare Customer Service Representative on campus, located in the International Office Building G12, on the corner of Abercrombie and Cadoggin Streets.

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

www.oshcworldcare.com.au
Sales and enquiries 13 14 84
Claims 1800 651 349
24-Hour Helpline 1800 814 781

Obtaining your OSHC Workcare Member Card

You will need to apply for your OSHC Workcare Member Card online once you have a permanent residential address in Sydney. Your Member Card will be mailed to you. You can see a doctor before you get your card. Just keep the receipt and claim a refund when your card arrives.

Medical treatment

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

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

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

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

Hospital treatment

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

If your doctor refers you to a specialist doctor out of hospital the consultation costs may be much higher than the amount you will be able to claim from your OSHC.

What is not covered?

Your OSHC does not currently cover certain medical services such as physiotherapy, dental, pharmaceutical and optical (lenses, contact lenses). If you wish to be covered for these expenses you may choose to take out additional private health insurance.

Before you leave home, have a dental examination and any necessary dental work. Dental care is not covered by the OSHC and is very expensive in Australia. You are also advised to have an eye examination and to obtain any necessary corrective lenses before leaving home, as the cost of glasses and replacement contact lenses is not covered by OSHC.

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

How do I apply for my OSHC Workcare Member Card?

1. Log on to www.oshcworldcare.com.au
2. On the toolbar, click on ‘Order a Membership Card’
3. Follow the prompts.

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

Sample budget planner

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

Establishment expenses (weekly) | Estimate | Actual
--- | --- | ---
Bond | | |
Furniture | | |
Connection fees (phone, etc) | | |
Other | | |
Total cost | | |

Fixed expenses (weekly) | Estimate | Actual
--- | --- | ---
Rent | | |
Health insurance | | |
Loan repayments | | |
Credit cards | | |
Variable expenses (weekly) | | |
Food | | |
Clothing | | |
Travel expenses | | |
Gas/electricity | | |
Telephone | | |
Chemist | | |
Study expenses | | |
Other | | |
Optional expenses | | |
Gifts | | |
Entertainment | | |
Holidays | | |
Car-related expenses | | |
Other | | |
Subtotal | | |
Add 5-10% for inflation* | | |
Total income (weekly) | | |

* This should cover unexpected bills and rising costs.
Finding information about Sydney

Sydney Visitor Information Centre
www.sydneyvisitorcentre.com.au

Weather Phone: 1196 (recorded service)
132 500 NSW State Emergency Services unit – for help in storms and floods: www.emergency.nsw.gov.au

Maps
General maps of the Sydney area can be found at newsagents, for about $7. Street directories, with more detail, can be found at most bookstores, and some newsagents. Useful websites include:
www.whereis.com.au
www.sydney-hotels.net
sydney.citysearch.com.au
www.itl.com.au
www.google.com.au

Australia Post
Australia's postal network. Most post offices are open Monday to Friday 9am to 5pm. Service includes private mail boxes. Send your OSHC claim form to OSHC Worldcare, who will send you a cheque, payable to the doctor, for 85% of the schedule fee. Take the cheque and the additional 'gap' amount to pay the doctor.

Personal safety and security

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

DO NOT walk in the streets alone outside of daylight hours. If you have late lectures, arrange to walk to the bus stop, the station or your home with other people. If this is not possible, catch the free campus shuttle bus to the nearest public transport, or contact Campus Security and ask for an escort.
DO NOT walk with your maps open. A lost new international student is an easy target.

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

STAY IN WELL LIT AREAS if you have to walk alone at night.
Avoid dark, badly lit areas and streets.

WALK QUICKLY AND PURPOSEFULLY if you are walking alone, whether at night or during the day.
WALK TOWARDS TRAFFIC. If you are walking on the left hand side of the street, you will be in the same direction as traffic. Motorists will notice this.

DO NOT WALK when someone puts a drug, or sometimes just extra alcohol (e.g. double scotch), into your drink with a view to taking advantage of you when you are not awake.

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

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

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

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

How do I pay?

1. Bulk-billing. Some doctors bulk bill. In this case you do not need to pay any money. Just give your OSHC Worldcare card to the doctor's receptionist.
2. Non-bulk-billing. If your doctor does not bulk bill, you must pay them straight after the consultation. Then you can claim from OSHC Worldcare, who will send you a cheque, payable to the doctor, for 85% of the schedule fee. Take the cheque and the additional ‘gap’ amount to pay the doctor.

How do I make an OSHC claim?

1. Online. Go to www.oshcworldcare.com.au
2. By mail. Download a claim form from the website and send it to OSHC Worldcare. Pre-paid envelopes are available for this purpose at the ISSU and the University Health Service.
3. In person. Visit OSHC Worldcare on campus. OSHC Worldcare is on campus Monday, Tuesday, Thursday and Friday next door to the International Office.

How will I get the news?

Sydney daily newspapers
Most newsagents have a wide stock of papers and magazines. Some (e.g. at Darling Harbour and Kings Cross) regularly stock overseas newspapers.
Sydney Morning Herald (Monday to Saturday, plus Sun-Herald on Sundays) www.smh.com.au
The Australian (Monday to Saturday) www.auspost.com.au
Daily Telegraph (Monday to Saturday, plus Sunday Telegraph on Sundays) www.dailytelegraph.com.au

General maps of the Sydney area can be found at newsagents, for about $7. Street directories, with more detail, can be found at most bookstores, and some newsagents. Useful websites include:
www.whereis.com.au
www.sydney-hotels.net
sydney.citysearch.com.au
www.itl.com.au
www.google.com.au

Australia Post
Australia's postal network. Most post offices are open Monday to Friday 9am to 5pm. Service includes private mail boxes.

How do I find out what is happening around me?

Sydney is a busy and exciting city, with many events happening around the city. Some (e.g. at Darling Harbour and Kings Cross) regularly stock overseas newspapers.
Sydney Morning Herald (Monday to Saturday, plus Sun-Herald on Sundays) www.smh.com.au
The Australian (Monday to Saturday) www.auspost.com.au
Daily Telegraph (Monday to Saturday, plus Sunday Telegraph on Sundays) www.dailytelegraph.com.au

Finding information about Sydney

University Visitor Information Centre
www.sydneyvisitorcentre.com.au

Weather Phone: 1196 (recorded service)
132 500 NSW State Emergency Services unit – for help in storms and floods: www.emergency.nsw.gov.au

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www.whereis.com.au
www.sydney-hotels.net
sydney.citysearch.com.au
www.itl.com.au
www.google.com.au

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Sydney Morning Herald (Monday to Saturday, plus Sun-Herald on Sundays) www.smh.com.au
The Australian (Monday to Saturday) www.auspost.com.au
Daily Telegraph (Monday to Saturday, plus Sunday Telegraph on Sundays) www.dailytelegraph.com.au

Government departments
Government Online Directory: gold.directory.gov.au
State Government of NSW: www.nsw.gov.au
City of Sydney: www.cityofsydney.nsw.gov.au
Local councils: www.lgsa.org.au
Department of Foreign Affairs and Trade (Consular Offices listings): www.dfat.gov.au

International students and their families can consult a doctor either by appointment or on a walk-in basis (for more urgent matters). The Health Service bills your OSHC provider (OSHC Worldcare or Medibank Private) directly for the full cost of most consultations.

University Health Service
Wentworth Building G01, Level 3
Tel: 9351 3484
Hours: Monday to Friday 8.30am to 5.30pm

Holme Building A09, Science Rd entry level
Tel: 9351 4095
Hours: Monday to Friday 9am to 5pm
www.uniservices.usyd.edu.au

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Tel: 9351 4095
Hours: Monday to Friday 9am to 5pm
www.uniservices.usyd.edu.au

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

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

Always use public transport, or if you have to walk, go in groups. It is also safer to walk with an experienced GP service and emergency medical care.
Where in Sydney do you want to live?

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

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

Living further away and travelling to the University by public transport or bicycle is a very good alternative. Often housing 15-30 minutes away by bus, train or bike is cheaper and in less demand. Any train line that goes directly to Redfern railway station is worth considering, such as the southern line passing through Rockdale or the western lines passing through Strathfield. The University is a 12-minute walk from Redfern, and in the evening a free security bus service operates between the University and the station. More details of this service are available during Orientation (see page 15).

ISSU Housing Officer for international students

The International Student Support Unit (ISSU) has a Housing Officer whose job is to guide and help international students with accommodation. Remember, though, that you are the one who has to do the actual work of finding a home for yourself.

Note: the ISSU Housing Officer is only available during the early part of the semester when international students are arriving. You may use the University Accommodation Service after this.

International Student Support Unit
Services Building G12
Corner of Abercrombie and Codrington Streets, Darlington
Tel: 9351 4749
Fax: 9351 6818
Email: info@issu.usyd.edu.au
Web: www.usyd.edu.au/stuserv/welfare/issu

University Accommodation Service
The Accommodation Service has Housing Officers who give help with accommodation to all students at the University (i.e. both international students and local students). You might find that you use the services of both the ISSU Housing Officer and the Accommodation Service Housing Officers.

Cumberland Campus
The Student Guild operates an accommodation register before First Semester each year which lists a range of accommodation near the Cumberland Campus at Lidcombe.

Tel: 9351 9405
Fax: 9351 9977

Camden Campus
Properties Manager
Werombi Road
Camden NSW 2570
Tel: 9351 1662
Fax: 9351 1664

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

Other ways to find accommodation

Visit local real estate agents
This is often the most effective way to find a place to live. The ISSU Housing Officer can give you a list and location map of local real estate agents. Most agents have some houses and flats that are listed as ‘To Let’ (available to rent) in their windows, with more comprehensive listings inside.

Check newspaper advertisements
Check the ‘To Let’ and ‘Share Accommodation’ columns of the ‘Real Estate’ section in the Sydney Morning Herald. The Saturday edition has the best selection and the Wednesday edition is usually good.
as well. Other newspapers with accommodation in their ‘Classified’ section are the Globe and Western Weekly and the Western Suburbs Courier.

Look up websites

Check noticeboards
Many noticeboards or shop windows display advertisements for share accommodation, especially at the start of the year. Check noticeboards:
> around the University, especially the Quadrangle, the Wentworth, Hừme and Manning buildings, and near the Library.
> at the University Accommodation Service.

On-campus accommodation
Finding a place on campus is not easy, as there are so few places available. The most important thing is to book early while you are still in your home country. The largest on-campus facility is the Sydney University Village, and there is International House as well as residential colleges and a number of other facilities to choose from as well.

Sydney University Village
Sydney University Village, located in Carillon Avenue next to the University’s main campus, is a residential facility closely associated with the University. It can accommodate 650 undergraduate and postgraduate students, and demand for places is very high.

The Village opened only a few years ago, so the buildings and facilities are as new. All apartments, facilities, and bedrooms have been specifically designed to meet students’ needs in a progressive academic and community environment.

The Village has some single-sex share accommodation, but you need to contact them directly if you wish to live in one. Each residential college has its own distinctive style and facilities. Some offer accommodation to both men and women while some are single-sex only. Some are affiliated with particular religious denominations, while others are non-denominational. You do not have to be affiliated to a particular religion to gain admission to any of the colleges.

Places at the colleges go quickly — there are very few available by January or February each year when First Semester begins, or in July when Second Semester begins. So if you are interested in living in a residential college, you must apply for a place as soon as you receive your letter of acceptance, or even before. For more detailed information and application forms, visit www.usyd.edu.au/stuserv/accommodation.

Residential colleges
The colleges are independent of the University, and you need to contact them directly if you wish to live in one. Each residential college has its own distinctive style and facilities. Some offer accommodation to both men and women while some are single-sex only. Some are affiliated with particular religious denominations, while others are non-denominational. You do not have to be affiliated to a particular religion to gain admission to any of the colleges.

Places at the colleges go quickly — there are very few available by January or February each year when First Semester begins, or in July when Second Semester begins. So if you are interested in living in a residential college, you must apply for a place as soon as you receive your letter of acceptance, or even before. For more detailed information and application forms, visit www.usyd.edu.au/stuserv/accommodation.

Other on-campus accommodation
Like Sydney University Village, some residential colleges have some single-sex accommodation. If you need single-sex accommodation for religious or cultural reasons, please indicate your need clearly on your application form.

International House
www.usyd.edu.au/stuserv/accommodation
Wesley College
www.wesley.usyd.edu.au
Mandebbaum House
www.usyd.edu.au/camp/mandebbaum
St Andrew’s College
www.standrewscollège.edu.au
St John’s College
www.stjohns.usyd.edu.au
St Paul’s College
www.stpauls.usyd.edu.au
Women’s College
www.thewomenscollege.com.au

Where do I look?
The best places to look for share accommodation are at the University Accommodation Service, on noticeboards around the University, or such places as the ‘Share Accommodation’ column of the Sydney Morning Herald. For current rental rate examples see www.domain.com.au or www.realestate.com.au.

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

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

Houses have a kitchen, bathroom living area, laundry and often a garage. In the area close to the University, houses rarely have garages, because most were built before car ownership was common. Larger houses with bigger gardens and garages are common further away from the University. Depending on location, size and condition you can expect to pay $350+ for a two-bedroom house, $420+ for a three-bedroom house, and $500+ for a four-bedroom house. This amount would be split among you and your housemates.

Flats (also called ‘units’ or ‘apartments’) usually have one, two or three bedrooms, with a separate kitchen, bathroom and living area. Sometimes they have an
internal laundry or the laundry may be shared with other flats. Some also have a garage space, or may be in a security building. A one bedroom flat will cost approximately $250+ per week, depending on its size, condition and location. Flats with two or more bedrooms will cost approximately $300+ per week; this would be split among you and your housemates.

The ups and downs of sharing
Shared accommodation has several advantages:
> It is usually less expensive than other types of accommodation.
> You get to know new people.
> You do not need to furnish an entire house, as your housemates will also have furniture and household utensils to contribute. In most cases, all you will need is bedroom furniture.

But there are some general ‘rules’ to be aware of:
> You will be expected to pay a set share of the rent, electricity or gas costs, and your share of the telephone bill.
> You will probably also need to pay a bond (see box) for the house, usually equal to four weeks’ rent. In some cases you will also need to pay a proportion of the household bond for electricity, gas and the telephone. You will usually get your bond back when you leave the house, unless the house has been damaged.
> You are expected to help clean all the shared areas – kitchen, bathroom, living area and garden. A roster system may help share the work fairly. You will also need to make sure you pay your share of the rent and bills on time.
> Most households have a ‘kitty’ where each member contributes money on a regular basis for buying shared food and other household items. In some share houses, everyone cooks their own food, but often it is less time-consuming and more friendly if people take it in turns to cook on a group basis. Of course, if one person is a vegetarian and another a keen meat eater this system may not work.

If you choose to live with people you do not know make sure you will be able to get on with them. For example, if the house seems untidy when you visit, make sure you will be able to get on with them. Forexample, if the house seems untidy when you visit, you do not need to furnish an entire house, as your housemates will also have furniture and household utensils to contribute. In most cases, all you will need is bedroom furniture.

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

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

How to find a home
If you see an advertisement in the newspaper that interests you, phone the contact number to get more details from the agent or landlord. Ask questions like:
> What size are the bedrooms?
> What condition is the house or flat in (e.g. security)?
> Has it been renovated?
> Is it sunny, and is there a garden?
> Is it in a noisy area?
> Is it close to shops and transport?

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> What condition is the house or flat in (e.g. security)?
> Has it been renovated?
> Is it sunny, and is there a garden?
> Is it in a noisy area?
> Is it close to shops and transport?

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

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

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

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

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

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

The agent or landlord will also be interested in whether you are able to afford to pay the rent and bond (see page 44) and other costs, so you may be required to provide information about your financial situation. Of course, you have a right to privacy, so there is some information you should not be asked to provide. If you are uncertain about what information to provide, please talk to the ISSU Housing Officer.

Signing the lease
If the agent or landlord decides to offer you the house, flat or other property, a Residential Tenancy Agreement (or ‘lease’) will be prepared and a date fixed for you to move into the property. You will be required to pay half the cost of preparing the lease, to a maximum of $15.
There are two types of lease:
> a Fixed Term Agreement, which is for a specified period of time, and
> a Continuing Agreement, which has no time limit. A lease will often start as a Fixed Term Agreement, and then when this elapses it continues as a Continuing Agreement.

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

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

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

Paying the bond

When you rent a house you will also be required to pay a ‘rental bond’. A lodgement form is completed by the agent or landlord and you as the tenant. You and any housemates you are setting up the house with must pay the bond to the agent, who lodges the money with the Rental Bond Board, a government authority. The Board will send you a receipt as soon as the bond is lodged. You will know if the bond has not been lodged because you will not receive a receipt for it.

The maximum amount an agent or landlord can ask for rental bond is the equivalent of four weeks’ rent for unfurnished premises, and six weeks’ rent for furnished premises. The bond must be lodged with the Rental Bond Board, and cannot be kept by the landlord. It is ILLEGAL for an agent or landlord to take a bond from you unless it is then lodged with the Rental Bond Board.

Get the right information

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

Rental bond

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

For unfurnished premises, and six weeks’ rent for furnished premises let for $250 per week or less. You will be required to pay rent in advance, usually two to four weeks.

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

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

Inspecting the property

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

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

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

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

Terminating the lease

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

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

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

Further information

For more information about bonds, read the Share Housing Survival Guide, available from the University of Sydney Student Representative Council (tel: 9660 5222). For further information contact:
> Redfern Legal Centre, Tenants’ Advice Service, tel: 9698 5975, web: www.rlfc.org.au
> Department of Housing, Central Sydney Region (City), tel: 9288 3444, web: www.housing.nsw.gov.au
> Department of Fair Trading, Tenancy Information Service, tel: 133 220, web: www.fairtrading.nsw.gov.au
> Department of Fair Trading, Rental Bond Board, tel: 133 220, web: www.fairtrading.nsw.gov.au

For more information on your rights as a tenant, go to:
> www.rlfc.org.au
> www.tenants.org.au
> www.fairtrading.nsw.gov.au

Home expenses (phone, furniture, gas, etc)

When you move into a new home you will find there are more costs involved than just paying the bond, lease fee and rent. You will need to buy (or borrow) household furniture, utensils and other items, and you may need to arrange to have the electricity, gas and telephone connected, or transferred into your name for billing purposes.
**Australia has 240 volt, AC 50 cycle electricity. Bring an adaptor plug unless a property has been vacant for six weeks, this fee is seldom charged. It is rare for the electricity to require reconnection. You will have to pay a $100 security deposit if you connect a land line to just over $200 for a new line and number. Costs of establishing a home for a family are likely to be higher, particularly for rental bond and furniture. It is estimated that a family would require initial establishment costs between $1,700 and $2,200. This amount would include such items as:

- rental bond, usually four weeks’ rent at approximately $800 to $1,200
- utility security bonds (telephone, gas, etc.)

### Electricity, gas and water

#### Electricity

**www.energy.com.au**

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

It is rare for the electricity to require reconnection. However, if this is required there may be a cost involved. Unless a property has been vacant for six weeks, this fee is seldom charged. There may be other charges if you request the electricity supply to be reconnected on a weekend. Usually you will just be informing your electricity provider of the transfer of the account into your name. As two days’ notice is usually required to transfer account names or reconnect electricity, it is best to phone your electricity provider and advise them of the date you are moving in with as much notice as possible. It may be possible, though, to have the electricity supply reconnected or transferred into your name on the same day.

If you have never had an electricity bill in your name before, or have had one for less than six months, you will be required to pay a security deposit of approximately $120. This deposit, plus interest, will be returned to you in full when you leave the house, unless you owe your electricity provider money. Electricity bills arrive every three months. You can pay your security deposit and bills:

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

**Gas: www.agl.com.au**

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

As with the electricity, it is rare to need to have the gas reconnected, so usually you will just be arranging to have the account transferred into your name. If you do need to have the gas supply reconnected, you will be required to pay a reconnection fee of about $20. If the gas supply has not been cut off, you can continue to use the gas until the company changes the name on the account.

You will have to pay a $100 security deposit if you are renting your home, whether you have had an account before or not. Your security deposit, plus interest, will be returned in full when you leave the house, as long as you owe the company no money.

To organise the transfer to your name, phone AGL on 13 12 45 (also see website above), or another gas supplier of your choice. You will need to read the gas meter at your property, show your passport and either take a letter from your agent or landlord or show your lease agreement to the gas company to have the account transferred to your name. This process generally takes one day’s notice.

You will be billed for gas every three months and can pay your bill:

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

**Water: www.sydneywater.com.au**

When you sign a lease there may be some terms relating to water usage. If there are no such terms in the lease you cannot be asked to pay for costs incurred. In most cases, a tenant is usually responsible only to pay for any excess water used (the landlord must pay for water up to a certain level). There are no connection costs involved. You may also be required to pay for other water charges set out in any “additional terms” attached to your lease. Read these carefully so that you understand your rights. To organise the transfer to your name, phone Sydney Water on 13 20 92 (or at website above) if you have any queries about water.

### Telephone

**Connecting a land line**

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


The costs of setting up a phone in a household can vary. For example, if the house has already had a phone you can be connected without the need for a technician to visit. This costs around $60. If there is no phone in the house you will need to either rent a phone at around $3 per month or buy one at around $200. Most houses already have the connection and phone available.

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

### Bring an adaptor plug

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

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

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

Public telephones

Public telephones are easy to find in the city and suburbs on street corners and in post offices, hotels, shops and cafes. A local call costs 40-50 cents (you will need 20- or 10-cent coins or a Phonecard). Emergency calls (police, ambulance, fire, etc.) are free and are made by dialing 000 and asking the operator to connect you to the service you require.

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

STD and IDD Country Codes

STD and IDD codes can be found by visiting www.whitepages.com.au, or at the back of the White Pages phone directory, for town and country codes and charges. With IDD you can dial direct from almost any hotel, home, office or public phone in Australia. Simply dial 0011 + Country Code + Area Code + Local Number.

Telstra Card Phones

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

Telstra Telecards

Telstra Telecards are phone cards that allow you to make local, STD or IDD calls and have the amount charged to your home telephone account. Local calls cost 40 cents while STD and IDD calls cost the normal amount for the type of call you are making plus 40 cents. Visit www.telstra.com.au for more information on Telecard features and costs.

Optus provides a similar card, the Optus Global Calling Card. Call rates can be accessed on www.optus.com.au.

Phonecards

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

Dialling Internationally

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

Using a hand-held mobile phone

Please do not get into the habit of using a hand-held mobile phone while driving. As well as incurring a heavy fine, research has shown it is as dangerous as being slightly drunk.

Country Direct

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

Mobile phones

There are many alternatives in Australia regarding mobile phones. Many of the companies have both ‘contract-based’ and ‘pre-paid’ phones. Contract-based means you sign a contract for a specified time (e.g. two years) and get the phone for ‘free’ with a monthly bill. Pre-paid means you buy the phone and buy credit for the phone (at selected stores or online) and need to have credit to make calls. It is worth while looking around, and also noting that many companies provide cheaper services to other phones using their services, some do double deals, so that you buy two phones for the price of one.

Working in Sydney

As an international student you are entitled to work up to 20 hours per week in Sydney during your stay. However, you should be aware that work is not easy to find in Australia and you may have to do work which you are not used to at home. You will probably be able to earn some money to help with your living costs, but you should not plan to pay your University fees from your earnings in Australia or fully support yourself in Australia, as the high cost of living generally makes it impossible to support yourself and save to pay your fees from part-time work. More information about taxation, job-seeking and other related matters will be provided at the Daily Arrival Information Sessions (see page 15).

Work entitlements

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

The Department of Immigration and Multicultural Affairs (DIMA) allows students and their dependants to work as follows:

> Students can work 20 hours per week during session and unlimited hours when the University of Sydney is not in session (the advertised vacation period)
> > Students who are in a Masters program, PhD or sponsored by AusAID and Defence can work full time
> > Dependants of other students can work as much as they want

> > Dependants of students who are in a Masters program, PhD or sponsored by AusAID and Defence can work full time
> > Dependants of all other students can work 20 hours per week throughout the year

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

Do not lose money

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

Remember

Work is not easy to find in Australia and you may have to do work you are not used to at home.
Permission to work

In order to work in Australia you must obtain permission to work from DIMA. You can only apply after lectures have started, because DIMA requires the International Office to confirm that you are not only enrolled but actually attending classes.

To apply for permission to work:
1. Complete a 'Request to Process DIMA Permission to Work Application' at the International Office, who will then email you when they have provided the information to DIMA.
2. Log on to the internet (www.immi.gov.au) and apply for work permission. You will need a credit card to pay. If you do not have a credit card you can post your application (Form 157P signed by International Office, and bank or personal cheque) to DIMA.
3. Once you have obtained a work permit you should apply for a Tax File Number (TFN) before commitments any employment. There is more information about this on the opposite page and at the Australian Tax Office (ATO) website, www.ato.gov.au.

AusAID students: The permission to work application process differs for AusAID (APS, ADS, and ALA) students. Students should contact the AusAID Unit to obtain the documentation required to lodge an application.

Partners: If your partner wants to work, they also need to apply to DIMA for working permission and show evidence (from the International Office) that you are student attending classes full-time. You and your partner can apply for working permission jointly and pay only one application fee.


University Casual Employment Service

The University of Sydney Casual Employment Service assists students enrolled at the University to find casual and part-time work. If you are seeking casual or part-time work you can register with this service.

Once you have registered, you can access the service’s database of casual work. You can do this online (www.usyd.edu.au/cas_emp) or by visiting the service at the address given below. Once you have found the job you want to apply for, write down the details of the position and contact the employer as soon as possible. Keep checking for work - new jobs come in daily.

The type of work available often includes restaurant work, gardening, babysitting and house cleaning, and does not necessarily require previous experience or proven skills. Most university students in Australia work in these types of jobs. However, it is possible to find some telemarketing, data entry, tutoring, bookkeeping or other professional or clerical work. You should prepare a brief resume and keep a diary recording the hours worked and duties performed. You should bring this resume to the notice of the Casual Employment Service. If you are uncertain about any work practices or if you are having difficulty with an employer, such information will be treated in confidence and not acted upon without your consent.

Casual Employment Service
Level 7, Education Building, Manning Road A35 Hours: 10am to 4pm Tel: 9351 8714 Web: www.usyd.edu.au/cas_emp

Unistaff

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

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

Unistaff Tel: 9351 5407 Web: www.usyd.edu.au/unistaff

Other ways to find work

You may be able to find work on campus by directly approaching the Union Personnel Office. The Union offers casual employment for students, mainly in catering, activities and counter work. Ask at the Union Information Desk, Ground Floor, Manning Building for the Personnel Office, or phone 9351 6000.

The University also hires extra staff for the enrolment period over the summer vacation. You can apply at the Student Centre, Carslaw Building, around August/September.

The Sydney Morning Herald and most local newspapers have employment sections with ‘Casual Work’ columns. The Saturday edition usually has the largest employment section. You can buy a copy of the Herald at newsagents or visit www.smh.com.au.

Income tax and the financial year

The Australian financial year is from July 1 to June 30. You have from June 30 to October 31 to lodge an Income Tax Return with the Australian Taxation Office (ATO). You can do this by filling out the form in the Tax Pack, which is free and available in newsagents from July 1 each year. The Tax Pack will give you step-by-step instructions on how to fill out your tax form correctly. You may also seek assistance from a registered tax agent or accountant. If you want to, you can lodge your return online, using Tax Pack ‘e-tax’, which you will find on the ATO website at www.ato.gov.au.

In order to fill out your tax return, you will need tax certificates (statements of your earnings) and the tax you have already paid from your wages) from all the employers you have worked for during the financial year. It is important to make sure that all your employers have your current address as tax certificates are generally mailed to your postal address.

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

Pay rates

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

Tax File Number

You will need a Tax File Number (TFN):
1. If you intend to work.
2. To reduce the tax on the interest earned on money in your bank account. Your bank, building society or credit union in Australia will ask for your TFN when you open an account. If you do not give them your TFN, the ATO will deduct 10% of your interest as withholding tax. You can open a bank account before you get a TFN.
3. For the Child Care Benefit (if you are eligible) – see page 55.

How to get a TFN

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

Banking

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

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

Opening an account

You will need to open an account to keep your money safely in Australia. You will earn interest on your account. An account which utilises the Automatic Teller Machines (ATM) is the most convenient type of account. Money can be deposited or withdrawn...
Fees
As with all banks around the world, some accounts earn high interest but have high fees while others earn low interest and have low fees. Also remember that using ATMs that do not belong to your bank can be costly with fees.

at any time from ATMs with a card or from the bank teller during banking hours. The ATM account card has a secret Personal Identification Number (PIN) which allows only you to operate your account. You must keep the record of your PIN separately from your ATM card to avoid someone potentially accessing your account if you lose your card.

When you open your account you will need to provide the bank with a TFN to avoid excessive tax on the interest your money earns. More information will be provided about taxation and banking in the Daily Arrival Information Sessions (see page 15).

Banks on campus
Banks on the University of Sydney campus are the Commonwealth Bank and the National Australia Bank. Several other banks (e.g. Westpac and St George) have ATMs on campus. There is also a Universities Credit Union which provides banking facilities. These on-campus institutions may provide special tertiary student accounts which do not have some of the usual account fees.

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

Credit cards
Credit cards accepted in Australia include Visa, MasterCard, American Express and Diners Club. Some banks also issue bankcards for use within Australia. If you lose your credit card contact:
Visa lost card hotline: 1800 450 346, Web: www.visa.com
MasterCard lost card hotline: 1800 120 113, Web: www.mastercard.com
American Express: 1300 132 639, Web: www.americanexpress.com
Diners Club lost card hotline: 1300 360 060, Web: www.dinersclub.com

Families, schools and childcare
You can apply to bring your dependants (spouse/partner and children) to Australia on a student dependant visa if you are enrolled in a formal tertiary course which lasts for at least one year. DIMA will process your dependants’ entry to Australia. Friends or other members of your family, such as parents or siblings, would need to apply for a visitor’s visa if they want to visit you in Australia. A visitor’s visa is issued usually for a period of three months.

You can see an ISSU Counsellor to discuss the procedure for bringing your family if you wish.

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

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

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

Support for families
Counsellors at the ISSU are also available to discuss any concerns you may have, such as childcare, schooling, finding employment, or feelings of homesickness. The families of international students are also welcome to participate in the trips and other activities organised by the ISSU.

Study for partners
Your partner, on a dependant’s visa, can study in Australia as a full-fee paying international student for a maximum of three months. If your partner wants to study for more than three months, they must apply for their own student visa. Part-time studies are permitted for spouses, and a pro-rata fee will be charged. Information about courses at the University of Sydney is available from the International Office. For information about work opportunities for partners see page 49.

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

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

School fees
If you are intending to bring school-age children with you, you should be aware that you will need to pay fees for primary and/or secondary schooling, including an application fee.

If you hold a temporary visa – such as a temporary resident visa, student visa, visitor visa or bridging visa – you must pay a Temporary Visa Holder’s Education Fees to enrol your children in a government school. A non-refundable application fee also applies.

School terms 2008
Term 1: Tuesday 29 January to Thursday 11 April
Term 2: Monday 28 April to Friday 4 July
Term 3: Monday 21 July to Friday 26 September
Term 4: Monday 13 October to Friday 19 December

If you have a full scholarship from the Australian Government or a publicly funded Australian Higher education institution you do not have to pay education or application fees.

In the case of visitors, enrolment is for a maximum period of 12 weeks. Fees must be paid for the full 12 weeks in advance.

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

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

For information about schools contact the Department of Education and Training Office closest to where you live. District offices are located in Bankstown, Blacktown, Bondi, Fairfield, Granville, Hornsby, Liverpool, Mt Druitt, Northern Beaches, Parramatta, Port Jackson, Ryde, St George and Sutherland. The entire list of district offices and their addresses and telephone numbers can be found in the White Pages phone directory under ‘School Education, Department of Education and Training’. If you have internet access, you can use the ‘School Locator’ on the department website at www.det.nsw.edu.au.
Financial assistance for childcare

The Child Care Benefit is government assistance available to Australian residents and to a limited category of international students: you will only be eligible for this benefit if you hold an AusAID or BARRS scholarship.

The amount of Child Care Benefit you receive depends on your income. You need to complete an application, available from most childcare centres or Centrelink (see a child care information officer) and lodge it with Centrelink. You must give details of your income so Centrelink can assess your eligibility for the benefit. You will also require a Tax File Number. See page 51 for information on TFNs.

Childcare

The system of childcare in Australia may be quite different from the system in your home country. If you are used to having your family help with childminding, then it will take some time for you and your child to adjust to a childcare centre. There is a high demand in Sydney for places at childcare centres and the cost of childcare can be quite high (approximately $40-$70 per day) and can vary from centre to centre. Staff in the centres are usually helpful and you can discuss any concerns you have with them.

Remember! There is a high demand for childcare places in Sydney, and fees can be quite high.

Long day care

Long day care centres provide full-time and sometimes part-time care for children aged six weeks to five years. Care is usually available Monday to Friday 8am to 6pm. Most of the staff in these centres are trained childcare workers or nurses. They provide educational programs and activities to meet the developmental needs of children in a caring and stimulating environment.

Most long day care centres have long waiting lists (often one year or more), so put your name down as soon as possible.

Sometimes there are places readily available for specific age groups - usually three to five year-olds. Priority for places in most childcare centres is given to students, working parents and those seeking work.

We strongly advise you to put your name on waiting lists for more than one childcare centre to give yourself the best possible chance of securing a place for your child. You may do this by filling in a waiting list application form available on the University Childcare website and sending the forms directly to the centres. See box for contact details of childcare centres affiliated with the University of Sydney.

Family day care

Family day care provides home-based childcare for children aged six weeks to five years. This can be on a full-time or part-time basis, with a minimum usually of two full days a week. The hours for care are usually 8am to 6pm but there is some flexibility. As the children are cared for in small ‘family’ groups in carefully supervised private homes, it is particularly

suitable for the younger age range. A coordinator matches care providers with families requiring care. Child Development Officers supervise the care providers’ homes on a regular basis.

If you require further information regarding childcare centres or schooling before you come to Sydney, please contact the ISSU. Further information about childcare centres and the different types of childcare is available from ISSU.

Financial assistance for childcare

The Child Care Benefit is government assistance available to Australian residents and to a limited category of international students: you will only be eligible for this benefit if you hold an AusAID or BARRS scholarship.

The amount of Child Care Benefit you receive depends on your income. You need to complete an application, available from most childcare centres or Centrelink (see a Family Assistance Officer) and lodge it with Centrelink. You must give details of your income so Centrelink can assess your eligibility for the benefit. You will also require a Tax File Number. See page 51 for information on TFNs.

Childcare centres affiliated with the University of Sydney

Boundary Lane Children’s Centre H09
University of Sydney NSW 2006
Tel: 9351 4130

Centres run by Sydney University Union:

Carillon Avenue Child Care Centre
Carillon Avenue, Newtown NSW 2032
Tel: 9557 2344

Laurel Tree House
61 Arundel Street, Glebe NSW 2037
Tel: 9660 8857

Union Child Care Centre
Landers Street (off Regent Street),
Darlington NSW 2006
Tel: 9351 7878

Waiting list enquiries:

Michelle Kinnrell, Pager 9962 9202
Nga Sullivan Child Care Centre
East Street, Cumberland Campus
University of Sydney, Lidcombe NSW 2141
Tel: 9351 9700

Further information on childcare

Student Services
Contact: Childcare Information Officers, Lisa Saban and Monique Williams
Tel: 9351 5667
Email: childcare@stuserv.usyd.edu.au
Web: www.usyd.edu.au/childcare
Centrelink
Tel: 136 150
Web: www.centrelink.gov.au
(type ‘child care benefit’ into search)
Family Assistance Office
Web: www.familyassist.gov.au
Child Care Access Hotline
Everything you need to know about childcare.
Hours: Monday to Friday 8am to 9pm
Tel: 1800 670 305
TTY: 1800 639 327 (for people with hearing or
speech impairment)
Web: www.facs.gov.au/childcare (translation
services available)

Activities for school-age children

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

Sydney University Sport conducts multi-sport camps for children aged 6-16 years.
Phone 9351 4887 or visit www.susport.com
Legal help

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

Information on legal matters relating to tenancy, car ownership and driving in Australia and customs regulations is provided in this booklet (see pages 12 and 29). If you have other legal concerns or matters relating to the police you should seek assistance from the following services listed. Please contact ISSU if you are unsure.

SRC Lawyer

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

Address: Level 1, Wentworth Building
Telephone for appointment: 9660 5222
Drop in: Tuesdays and Thursdays, 1pm to 3pm
Web: www.src.usyd.edu.au

Redfern Legal Centre

The Redfern Legal Centre also offers free legal advice.
73 Pitt Street, Redfern NSW 2016
Telephone for appointment: 9698 7277
Telephone advice: 9698 5975 Monday to Friday 9.30am to 5pm
Web: www.rlc.org.au

Law @ your library

A free information service at your local public library and the State Library of NSW
Tel: 9273 1558
Web: www.liacl.nsw.gov.au

Justices of the Peace

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

See the listing at the University Union website, www.usydunion.com under ‘JP or Justices of the Peace’.

Law Society

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

Hours: Monday to Friday 9am to 4pm
Tel: 9626 0300
Web: www.lawsociety.com.au

Legal Aid Commission

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

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

LawAccess NSW

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

Law Access Online: 1300 888 529
Web: www.lawaccess.nsw.gov.au
5. University life

The Australian academic year

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

Semester and vacation dates

<table>
<thead>
<tr>
<th>Year</th>
<th>Summer School</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>Lectures begin 2 Jan</td>
<td>19-22 Feb</td>
<td>16-19 July</td>
</tr>
<tr>
<td></td>
<td>Lectures end 2 Jan</td>
<td>29 Feb</td>
<td>23 July</td>
</tr>
<tr>
<td>2008</td>
<td>Lectures begin 7 Jan</td>
<td>18-21 Feb</td>
<td>21-24 July</td>
</tr>
<tr>
<td></td>
<td>Lectures end 7 Jan</td>
<td>29 Feb</td>
<td>23 July</td>
</tr>
</tbody>
</table>

New South Wales public holidays

<table>
<thead>
<tr>
<th>Year</th>
<th>Year’s Day</th>
<th>Australia Day</th>
<th>Good Friday</th>
<th>Easter Saturday</th>
<th>Easter Monday</th>
<th>Anzac Day</th>
<th>Queen’s Birthday</th>
<th>Labour Day</th>
<th>Christmas Day</th>
<th>Boxing Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>Monday 1 Jan</td>
<td>Friday 26 Jan</td>
<td>Friday 6 Apr</td>
<td>Saturday 7 Apr</td>
<td>Monday 9 Apr</td>
<td>Wednesday 25 Apr</td>
<td>Monday 28 Apr</td>
<td>Monday 1 Oct</td>
<td>Tuesday 25 Dec</td>
<td>Wednesday 26 Dec</td>
</tr>
</tbody>
</table>

In addition to teaching, cultural and administrative facilities, the University offers a comprehensive range of student services and sporting facilities.

Other campuses

Mallett Street Campus (Nursing and Midwifery) is within walking distance of the main campus. The Conservatorium of Music, Law School and the Dental Hospital are located in the central business district, 15-20 minutes by bus from the main campus. Sydney College of the Arts is in Balmain (also a 20-minute bus ride away from the main campus). Cumberland Campus (Faculty of Health Sciences) is located at Lidcombe about 16 kilometers from the main campus. The Camden farms are about 65 kilometers from the main campus by train. The University also has observatories, farms and research stations in various locations in New South Wales and a Marine Biology Station at One Tree Island on the Great Barrier Reef in Queensland.
The University of Sydney

The lion of Cambridge and the book of Oxford in our coat of arms signify the close links that the University holds with Cambridge and Oxford universities in England. Both the lion and the book are set on the azure blue of the Southern Cross, which is a pattern of stars seen only in the night sky of the Southern Hemisphere. The motto ‘Sicere mensa, sicuro mero’ is Latin for ‘The heavens change – the mind does not’, conveying the idea that feelings and attitudes to scholarship here are the same as those of our predecessors in the Northern Hemisphere.

More information about the University of Sydney can be obtained from the University Undergraduate and Postgraduate Handbooks, Faculty Handbooks and from the University website at www.usyd.edu.au. For a description of how to get to all the campuses see page 17.

Faculty handbooks
Each faculty at the University produces its own faculty handbook, with brief descriptions of the various courses offered by the faculty (e.g. level of study, number of lectures, tutorials, lab sessions or seminars, assessment procedures, main readings). It also covers the faculty structure (the departments and schools within the faculty) and information about staff members and their research interests. For more in-depth information you can consult departmental handbooks or course guides. Visit www.usyd.edu.au/handbooks.

Postgraduates: Check on the publications website for the most recent copy of the Postgraduate Coursework Studies Handbook. The Postgraduate Survival Manual and Thesis Guide are available at SUPRA (see page 73). Also, please make yourself familiar with all the policy documents provided by the University, your faculty and your department. Ensure that you understand both your responsibilities and your rights during your candidature.

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

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

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

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

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

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

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

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

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

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

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

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

Assessment and avenues of appeal

Assessment

Most undergraduate and many postgraduate students are assessed continuously throughout the academic year. According to University regulations, it is the responsibility of each faculty to ensure that all details of the assessment system are made clear and available to students. Usually this should be done within the first few weeks of a course. You should know exactly when assignments are due and how much each assignment contributes towards your final grade.

Relationship with staff members

The relationship between postgraduate research students and their supervisors requires special mention. Refer to the document “Code of Practice for Supervision of Postgraduate Research Candidates” in the Postgraduate Studies Handbook, which outlines the responsibilities at the university, faculty, college and departmental levels as well as the responsibilities of the supervisor and of the candidate. The following two responsibilities are particularly important (as quoted from Code of Practice):

> “The supervisor has a responsibility to ensure that he or she gives appropriate and timely advice on requirements regarding content, style, presentation and production of theses. She or he should also give prompt feedback on drafts submitted.”

> “The candidate is solely responsible for the content, style and presentation, and for the production of the thesis that is finally presented.”

Correct use of names

Relationships with academic staff are generally informal. Most staff members are very approachable and usually make an effort to encourage students to work independently. Today much of the communication between students and lecturers is by email.

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Referencing

Most departments provide students with guidelines for the methods of referencing that are traditionally used in their disciplines. This information may be provided in your course handbook by request from your faculty office (or your course lecturer) and through the Learning Centre. Briefly, the two most common methods are:

- The Harvard method – where the author’s name and year of publication is placed in parenthesis in the sentence where the information and ideas are presented. For example: “Smith (2004) maintains that…”
- The Oxford method – where a number is placed immediately after the presentation of information or ideas and the reference is provided at the bottom of the page as a footnote. For example: “Smith1 maintains that…”

Appeals

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

The next level is the Dean or Associate Dean of the faculty and, for postgraduates, the Committee for Graduate Studies. They will listen to your case and in most cases investigate the issue and negotiate with the department concerned. If you can show you were treated in what you believe to be an unfair manner or against the rules of the faculty, you may appeal to the Academic Appeals Committee of the University Senate by writing to the Chair of the Academic Board. Normally such an appeal will not be heard unless all other avenues for resolution of the issue have been previously explored and unless there are grounds for believing that proper academic process has not been carried out. A statement of the University’s processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters, called “Student Grievances, Appeals and Applications for Review”, can be found at www.usyd.edu.au/senate/policies. Remember that at any stage you can get free advice, information and assistance from

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

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

University-run services

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

International Student Support Unit (ISSU)

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

ISSU International Student Counsellors can give you individual counselling for a range of personal or family problems, such as homesickness, difficulties adjusting, coping with studies in a new country, and making new friends. You will meet ISSU staff at the Daily Arrival Information Sessions and at the Orientation Program (see page 15).

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

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

Address: ISSU
Services Building, G12
(cnr Abercrombie and Codrington Streets, Darlington)
Tel: 9351 4749
Fax: 9351 6818
Email: info@issu.usyd.edu.au
Web: www.usyd.edu.au/stuserv/welfare/issu

International Office

The International Office (IO) is available to you for inquiries regarding change of course, fees, visa requirements, scholarship opportunities, health cover and many other administrative matters. It provides the administrative liaison with the various government departments involved in international student education. You are welcome to call in and see us at the IO.

Refunds

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

> 50% of the total semester fee, as long as you inform the IO in writing before the semester commences
> 50% of the total semester fee if you withdraw by 31 March (First Semester) or 31 August (Second Semester)
> No refund if you withdraw after these dates.

Note that a refund can only be paid into a bank account outside Australia.

Students who obtain permanent residency status by 31 March (First Semester) or 31 August (Second Semester) and complete a HECS (Higher Education Contribution Scheme) payment form by these dates, are entitled to a 100% refund of the fees paid for that semester. Permanent residence is recognised from the date of the residence stamp on your passport. If permanent residence is obtained after these dates you will remain an international student for that semester. If you obtain residence before the above dates the University reserves the right to review your admission. Contact the IO for more information.

Suspension of study

If you are unable to temporarily continue with your studies, for financial, personal or medical reasons you should consider suspension of studies for that semester or year. This must be approved by the faculty concerned, and the IO should be advised. If you suspend study you are required to leave Australia until ready to resume study. You must inform the IO and your faculty in writing if you wish to return to study. You should consult a counsellor at the ISSU if you suspend your studies for personal or medical reasons, to ensure that your visa remains valid.

For further information contact the IO.

Full-time study is a requirement of your student visa. If you believe that it is not possible to maintain full-time enrolment, you must consult the IO before altering your enrolment.

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For further information contact the IO.

Full-time study is a requirement of your student visa. If you believe that it is not possible to maintain full-time enrolment, you must consult the IO before altering your enrolment.

Refunds
Learning Centre

The Learning Centre has free workshops in essay writing, critical reading, oral presentation skills, participating in tutorials and seminars, presenting a seminar paper, time management, preparing for exams and other skills relating to academic study. The Learning Centre staff are available during Orientation (see page 15).

Address: Room 722, Level 7
Education Building A35
(beside Manning House)
Tel: 9351 3653
Fax: 9351 4885
Email: lc@stuserv.usyd.edu.au
Web: www.usyd.edu.au/lc

Mathematics Learning Centre

The Mathematics Learning Centre helps undergraduate students to develop the mathematical knowledge, skills and confidence needed for studying mathematics or statistics at the University.

Address: Room 441, Level 4
Carlaw Building, F07, Eastern Avenue
Tel: 9351 4061
TTY: 9351 3412
Fax: 9351 5797
Email: MLG@stuserv.usyd.edu.au
Website: www.usyd.edu.au/mlc

Library Services

The University of Sydney Library, with more than five million items, is the largest academic library in Australia. It is a network of 24 libraries across nine campuses. Each of these libraries specialises in particular disciplines, such as architecture, economics, agriculture, music, medical sciences or engineering. The library also provides a wide range of services, including:

- Borrowing.
- Renewals.
- Library news.
- Photocopying.
- Online catalogue – the catalogue also allows you to renew your own books and request items which are on loan. More information and assistance on using the catalogue can be obtained from library staff.
- Document supply and inter-library loans – this service supports research and teaching by providing access to material from non-University of Sydney libraries and commercial document suppliers (locally and overseas).
- Information skills and training – free courses such as searching the Internet, as well as discussion groups, news groups and tutorials on research skills, HTML and email.
- SETIS, the Scholarly Electronic Text and Image Service – this service facilitates and supports textual study and research by providing access to in-house and remote textual and image databases.

Chaplains

There are chaplains on campus in the Chaplains Centre to assist students with spiritual needs. There are representatives of Anglican, Assemblies of God, Baptist, Catholic, Greek Orthodox, Jewish, Presbyterian, Salvation Army and Uniting Churches. There is an Islamic Prayer Room with a separate women’s room located in the Old Teachers College Building. Level 3, Rooms 319 and 320. Friday prayers are held in the Assembly Hall of the College.

Web: www.usyd.edu.au/chaplains

Casual Employment Service

The Casual Employment Service helps students find casual and part-time work during their studies and University vacation. Currently enrolled students can access the casual employment database online through MyUni, the Student Internet.

Address: Level 7, Education Building, A35 (beside Manning House)
Tel: 9351 8714
TTY: 9351 3412
Fax: 9351 8717
Email: cers@stuserv.usyd.edu.au
Web: www.usyd.edu.au/stuserv/employment

Replacement Student ID cards – if you lose your student card, report the loss as soon as possible (you are responsible for borrowings on the card) to the Loan Enquiries Desk or student administration at Cumberland Campus. A fee is charged for the replacement card. For further enquiries contact the Loan Enquiries Office on 9351 2265.

Financial Assistance Office

The University can provide loans of up to $1,000 to assist students who experience financial difficulties. This assistance is not intended to provide ongoing income support or payment of fees but to help in emergencies and to supplement other income. Financial assistance is available for any undergraduate student or postgraduate student enrolled at the University who is making satisfactory progress and is experiencing genuine financial hardship. Non-degree students are not eligible.

Address: Student Services Unit, Level 7
Education Building, A35, Manning Road
Tel: 9351 2416
TTY: 9351 3412
Fax: 9351 7055
Email: fax@stuserv.usyd.edu.au
Web: www.usyd.edu.au/stuserv/finances
Disability Services
The University has policies in place to provide support and services for students with disabilities to maximise their opportunities for success. A disability is any condition (physical, medical, sensory, neurological or psychiatric) that affects a student’s ability to perform their academic work. This includes learning disabilities, and hearing and vision impairments. If you have a disability you should speak with an International Student Counsellor and/or contact Disability Services, part of Equity Support Services within Student Services. Even if you feel that you do not require any assistance, you should find out what services are available. The Coordinator of Disability Services and the Disability Services Officer are available to discuss your needs.

All assistance is provided on a case-by-case basis, but some examples of assistance we provide are:

- note-taking in lectures
- equipment loans
- special examination conditions
- arranging access to buildings

A Student Disability Liaison Officer has been appointed within each department to help students with disabilities resolve academic issues that may arise as a result of their disability. A list of these officers is available from Disability Services and on the Disability Services website.

Address: Level 7, Education Building, A35
Hours: Monday to Friday 9am to 5pm
Bookings: 9351 2228 (Monday to Friday 9am to 5pm)
General enquiries: 9351 7040
TTY: 9351 3412
Fax: 9351 3320
Email: disserv@stuserv.usyd.edu.au
Website: www.usyd.edu.au/disability

A Disability Services Officer is available on Cumberland Campus, in Student Welfare Services in A block, and can be contacted on 9351 9081 or fax 9351 9635.

University Health Service
The University Health Service provides a full general practitioner (GP) service and emergency medical care. You and your family members if they are with you can consult a doctor either by appointment or on a walk-in basis for more urgent matters. This service is free for most procedures; the bill for the full price will go directly to your health care provider (C9H Healthcare or Medibank Private). The University Health Service can be found at two locations on campus.

Email: Director@unihealth.usyd.edu.au
Website: www.unihealth.usyd.edu.au
Wentworth Building C01, Level 3
Tel: 9351 3484
Hours: Monday to Friday 8.30am to 5.30pm
Holme Building A09, Science Rd entry level
Tel: 9351 4095
Hours: Monday to Friday 9am to 5pm

Careers Centre
The University’s Careers Centre provides a range of free and accessible services for students, including:

- Careers advice and counselling on an individual basis, by appointment
- Comprehensive resources, in our library, or through our website
- A 24-hour resume checking service
- An internet vacancy database
- Workshops in resume writing, interview skills, job search and vocational guidance either at the Careers Centre or in individual faculties
- Graduate recruitment information
- Careers fairs, employer presentations and talks
- Assistance in finding vacation employment
- A 24-hour resume checking service
- An internet vacancy database
- Workshops in resume writing, interview skills, job search and vocational guidance either at the Careers Centre or in individual faculties
- Graduate recruitment information
- Careers fairs, employer presentations and talks
- Assistance in finding vacation employment

Address: Ground Floor, Mackie Building
Arundel Street, Forest Lodge (take footbridge from Science Road)
Tel: 9351 3481
Fax: 9351 5134
Email: info@careers.usyd.edu.au
Website: www.careers.usyd.edu.au

Discrimination and harassment
All students at the University have the right to be treated fairly and with respect. The University seeks to eliminate all forms of harassment and to provide support to students who may experience harassment. Harassment is any behaviour that is unsolicited and unwanted, and that is offensive, humiliating or intimidating. The distress caused may be intentional or unintentional. Harassment may range from offensive jokes or suggestions, derogatory comments about racial or ethnic background, disability, sex, sexual preference or physical appearance, to unwanted physical contact, verbal sexual advances, intimidation, abuse and assault.

You have a right to use the University’s Harassment and Discrimination Resolution Procedure if you are harassed or discriminated against in connection with your work or study. It does not have to be something serious to use the procedure and you do not have to make a formal complaint. If you want to talk confidentially with someone and need information about what you can do to resolve the concern, talk to any of the Harassment and Discrimination Support Officers, available at all campuses. These officers have been specifically trained to help anyone who has, or thinks they may have, a harassment or discrimination concern. They can give you confidential advice about the best way to tackle the problem, and tell you who to see if you need more help.

If you want the University to help resolve the problem contact the Manager, Harassment and Discrimination Resolution. When you go to see the Manager you can take a friend, a Harassment and Discrimination Support Officer or a union or student association representative with you. The Manager is professionally trained to deal with harassment and discrimination issues. Their job is to resolve concerns relating to harassment and discrimination quickly, fairly and confidentially.

If you have a grievance or a dispute which has not been resolved to your satisfaction using the University’s procedures, you are entitled to seek assistance from an external arbitrator. Please contact the ISSU to find out further details.

Contact information
To speak to the Manager, Harassment and Discrimination Resolution, call 9351 2222.

A list of the Harassment and Discrimination Support Officers can be obtained by calling the Staff and
Student Equal Opportunity Unit on 9351, 2212 or visiting www.usyd.edu.au/seo
For copies of the University’s Harassment Prevention Policy, Discrimination Prevention Policy and Harassment and Discrimination Resolution Procedure, contact the Staff and Student Equal Opportunity Unit.

### Student visa issues
As an international student you must be aware of a number of visa issues. For further advice email the International Student Advisers in the International Office on studentadvisers@jou.usyd.edu.au. Student visas are managed by the Department of Immigration and Multicultural Affairs (DIMA).

#### Full-time study
International students must maintain full-time enrolment at all times (a minimum of 18 credit points each semester). However, in the following circumstances, part-time study is permitted:
- students studying in Australia on a different type of visa that does not carry study restrictions
- students in their final semester who are required to take additional units to complete their course
- cross-institutional students enrolled full-time at their home institution
- students enrolled in an approved joint delivery program that involves enrolment at two institutions.

#### Suspension of studies
The University is required to report international students who discontinue or suspend their studies. Students who suspend their studies for severe medical or compassionate reasons should contact the International Student Advisers or the ISSU immediately. For further information on suspension of studies see page XX.

#### Applying to extend your visa
If for any reason you need to extend your student visa you must make an application to DIMA before your current visa expires. Do this even if you do not have all the documents required. Do not let your visa expire. If you do not extend your visa on time you will have to leave Australia and you may be subject to a three-year exclusion period. In order to apply for a new visa, you will need to come to the International Office to apply for a new Confirmation of Enrolment at least two weeks before your visa expires.

#### Permission to work
For a full description of work matters and how to apply for a permission to work visa while studying, see page 49.

#### Address details
International students must provide the University with a local address within seven days of arriving in Australia. Australian international students must notify the University of any change to their address within seven days of the change.

#### Satisfactory academic progress
Student visa holders must maintain satisfactory academic progress at all times. It is important to contact the International Student Advisers or the ISSU immediately if you are experiencing academic difficulties.

#### Overseas Student Health Cover (OSHC)
International students must maintain overseas health cover for the duration of their stay. The International Office arranges health cover for the first year but it is your responsibility to maintain health cover for each subsequent year. For more information see page 34.

#### Distance/web-based study
International students studying in Australia are not permitted to enrol in distance or web-based courses. However, a small number of web based units within a course taught largely in face-to-face mode are allowed. Contact your faculty to discuss enrolment options.

#### Non-student visa holders
If you are studying in Australia on a visa that is not a student visa, you may have different visa conditions. Please contact the International Student Advisers in the International Office for advice.

#### Department of Immigration and Multicultural Affairs (DIMA)
Address: The Student Compliance branch of DIMA is located at 26 Lee Street, Haymarket.
Tel: 131 881
Web: www.immi.gov.au

### Faculty services
Some faculties have their own facilities for student services, such as computers, internet access and photocopying. Please contact your faculty office for more information.

### Internet, email, computers and photocopying

#### Internet and email
As a student at the University of Sydney you have access to internet services through the Computer Access Labs (limit 6Mb free web browsing). If you want to do a lot of work on the internet or want to browse from home, the modem fee is $4.40 a month. This gives you unlimited web surfing time. If you download information you are charged by the megabyte and depending on the location of the website (national/international).

All University of Sydney students are issued with a free email account. Your Login Name and Password will be given to you when you enrol. Once you have your Login Name, you can add '@mail.usyd.edu.au' for your email address.

**IMPORTANT:** You must check this email account regularly as important messages will be sent to you.

#### Computers
Computers are essential for preparing assignments and essays. However, it is not essential that you bring one with you. There are computer access centres on campus which provide free email and internet access, modern access and a variety of other services. Most of these centres provide extended hours during semester. You can have 24-hour access to the Carslaw Access Centre by paying approximately $25, plus $11 for a deposit for a security swipe card.

(please contact Security Services on 9351, 5326 for details.) Many faculties also have their own computer laboratories. If you would like more information to assist you in deciding whether to bring your computer, contact the ITS helpdesk (http://itassist.usyd.edu.au/). See page 13 for information on bringing computers into Australia. See also http://itassist.usyd.edu.au/student/services/labs/help.shtml

#### Computer labs
Fisher Library Access Lab
Level 2 Fisher Library
Open during Fisher Library opening hours

McGrath Access Lab
Room 201, Carslaw Building
Accessible 24 hours, seven days (You will need a swipe card, available from University Security, to access this lab outside the hours of 9am to 5pm)

Link Access Lab
Room 222, Link Building, Engineering
Open Monday to Friday 9am to 5pm

Education Access Lab
Room 232, Level 2, Education Building
Open Monday to Friday 9am to 5pm

Cumberland Access Lab
Room 107 and 109, B Block, Cumberland Campus
Open Monday to Friday 7.30am to 6pm

Law School Access Lab
Level 7, Law Library, Phillip St, City
Open during Law Library opening hours

Linguistics Access Lab
Room 211/212, Brenner Building
Open Monday to Friday 9am to 5pm

Pharmacy Access Lab
Room N5.10, Bank Building, Science Road
Open Monday to Friday 9am to 5pm

The Conservatorium of Music Access Lab
Library Level 2, Greenwood Building
Open during Conservatorium of Music library opening hours

Westmead Access Lab
Level 2, The Dental School, Westmead Hospital
Open Monday to Friday 9am to 5pm
Photocopying services are available in various locations. For some of them you will need a Unicard. Unicards are available from the Resource Centre on Level 5 of the Wentworth Building for $2. Students must show their Student Card to prove their identity before being issued with a Unicard.

Photocopying room locations
Level 5, Resource Centre, Wentworth Building: Tel: 9351 6094
Coin operated – 10c per copy (Wentworth Building only)
Card operated – 9c per copy
Level 2, Fisher Library:
10c per copy (using rechargeable cards obtained from the Fisher Library and other branches)

Student-run services
As well as University-run services there is a range of student-run organisations which offer services to all students.

Students’ Representative Council (SRC)
Please note that every effort was made to ensure the following information was accurate at the time of writing. However, recent legislative change may result in significant variation to the services available through the student organisations from 2007.

The SRC is your voice at University, representing undergraduates both within the University and in the wider community. The SRC is run by elected students and is committed to defending and extending student rights and welfare.

SRC office bearers, including the International Student Officer, are elected annually. Any undergraduate international student may run for election. This person represents international students at the University. You can bring your concerns to the International Student Officer or get involved in campaigns – such as the fight for international student transport concessions – by phoning 9660 5222 or contacting the President at president@src.usyd.edu.au. You could even stand for election yourself.

As a member of the SRC you are also represented nationally. The peak national representative student body is the National Union of Students (NUS) and has a branch specifically focused on international student issues called the National Liaison Committee for International Students in Australia (NLC).

Need help?
If you have any difficulties while at University, experienced SRC caseworkers can help. Confidential help and advocacy is provided for issues such as academic appeals, ‘show cause’ and exclusions, student misconduct and plagiarism, harassment and discrimination, accommodation and tenancy, employment and childcare. The SRC can help if you think you have the wrong grade or have been accused of cheating, have landlord troubles or are behind in rent, or have any other concerns while studying at the University. The SRC also has a legal service.

If you have any questions or need help, come to the SRC office in the Wentworth Building, ring on 9660 5222 or email at help@src.usyd.edu.au

SRC bookshop – discount books
For the cheapest books on campus go to Level 3 in the Wentworth Building. The SRC sells second-hand current textbooks for a fraction of the normal price. Before buying the books on your reading lists, check the SRC prices. Once you have finished with them you can resell them to the SRC and get some money back. Ring the bookshop on 9660 4756 or visit www.src.usyd.edu.au (click ‘SRC Bookshop’). To get a further 10% discount just mention this booklet.

Financial assistance
The SRC offers a short-term loan to cover emergencies. The loan is issued on the spot – provided the SRC President is available to sign the cheque – and is set as a maximum of $50 and is repayable within a month.

Publications
The SRC produces student written publications specifically focused on university life. Honi Soit is the free SRC newspaper which keeps you up to date with SRC and University activities and provides a forum for debate among students. Helpful publications such as the Orientation Handbook and the Counter Course Handbook will tell you everything you need to know, including what students think of subjects and teachers. There are numerous other publications which can be purchased through the SRC Bookshop, such as Growing Strong (a women’s resource handbook) and Collage (a collection of writings from students of all backgrounds).

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Main campus
Address: Level 1, Wentworth Building G01
Tel: 9660 5222
Fax: 9660 4260
Web: www.src.usyd.edu.au

Conservatorium of Music
Address: Conservatorium Office (Tuesday to Thursday) Macquarie Street, Sydney
Tel: 9351. 1291
Fax: 9351. 1290

Mallett St Campus
Address: Faculty of Nursing and Midwifery 88 Mallett Street, Camperdown
Tel: 9351. 0643
Fax: 9351. 0508

Cumberland Campus
Address: Cumberland Student Guild East Street, Lidcombe, Building U
Tel: 9351. 9970
Fax: 9351. 9971
Web: www.csg.org.au

Rozelle Campus
Address: Student Association Sydney College of the Arts (SCA) Darling Street, Rozelle
Tel: 9351. 1028
Fax: 9351. 1085

Other campuses
For students based at other satellite campuses and the clinical schools, contact the SRC Welfare Liaison Officer on 9351. 0691 for advice, referral or an appointment.

Sydney University Postgraduate Representative Association (SUPRA)
Please note that every effort was made to ensure the following information was accurate at the time of writing. However, recent legislative change may result in significant variation to the services available through the student organisations from 2007.

SUPRA is an independent representative association providing advice, advocacy and support services for the postgraduate student community. It gives postgraduate students a voice within the University and beyond. Recently SUPRA was successful in a legal challenge to the NSW Government’s policy of withholding travel concessions from fee-paying international students.

On a personal level SUPRA can help you connect with fellow postgraduates. It helps members by providing:

> Free, confidential advice and advocacy services
> A resource room with computers with free internet access, newspapers, free tea and coffee, subsidised photocopying and printing, binding, and a relaxation and meeting space
> Representation on University decision-making bodies and at all levels of government.

5. University life
Consultations with the Vice Chancellor, Registrar, Deputy Vice Chancellor (International) and other senior University officers

Information about postgraduate issues, including a survival manual, thesis guide, fact sheets and brochures

Events such as social activities, networking and conferences

Free information seminars on issues such as migration, tax, tenancy and employment issues

A quarterly publication (eXpress), regular email updates and online noticeboards

Personal accident insurance.

SUPRA is governed by a council made up of elected postgraduate student representatives. Elections are conducted annually, and as international students make up more than 25% of the postgraduate student community they can play a significant part in the process of nominating and electing representatives.

In addition to 21 General Councillors, SUPRA’s constitution sets aside positions for four Equity Officer Councillors. These include an International Officer, as well as a Women’s Officer, a Queer Officer and an Indigenous Officer.

Your SUPRA student representatives, with assistance of staff such as a full-time Policy Adviser, work hard to ensure that your interests and needs are prioritised by the University and the government (whether it be in relation to fees, enrolment, equality and discrimination, campus security, academic policy, access to library and other resources, health and safety, childcare or scholarships).

SUPRA also employs Student Advice and Advocacy Officers (SAAOs) to provide advice and advocacy services in relation to appeals, supervision, fee-related matters, tenancy and a wide range of other academic and welfare issues. SAAOs are often able to provide direct assistance in resolving difficulties, but where they cannot directly assist they use SUPRA’s networks to provide appropriate referrals.

SUPRA is committed to ensuring postgraduate students, including international students, are treated fairly and with respect while they are studying at the University. It aims to respond to the needs of members by engaging in active communication with them. SUPRA works hard to create a supportive, vibrant and enjoyable postgraduate student community for all.

For more information about SUPRA, including details about our ongoing campaign for international student travel concessions, visit the website.

Address: Raglan Street Building, G10, Corner of Raglan and Abercrombie Streets, Darlington

Hours: Monday to Friday 9am to 5pm

Tel: 9351 3715

Fax: 9351 6410

Email: admin@supra.usyd.edu.au

Web: www.supra.usyd.edu.au

The University of Sydney Union (USU)

The USU is the organisation on campus that coordinates a range of activities, programs and events, and operates services and facilities to make life on campus more enjoyable and enriching for you. USU is governed by a student Board of Directors elected by the students.

USU membership means entry into the Clubs and Societies Program, getting a minimum 15% discount at catering and retail outlets on campus, access to student leadership positions and a continuous range of events, concerts, programs and competitions. The key to all of this will be the access card you receive once you sign up to be a part of USU.

Once you become a member and receive your access card you will also reap rewards off campus too! You can show your access card at a wide range of stores and service providers across Sydney to get discounts, freebies, special treatment and more.

To find out more or to join USU visit www.usuonline.com

Clubs and societies

USU’s Clubs and Societies Program supports over 200 clubs and societies. Being a part of one is a great way to get involved in campus life, to meet people who share your interests and to gain valuable organisational experience. There are clubs and societies to accommodate every interest – politics, cultures, the arts, religion, hobbies and subject areas. There are also international student clubs which also offer social activities and mutual support for fellow students. All clubs and societies organise their own activities and events. For a complete listing of all registered clubs and societies, go to the Clubs and Societies section of the website.

Not only can you join a number of clubs – you can also create your own. If you have a concept for a new club, contact the Clubs and Societies office on 9351 6160 or email clubsandsoacs@usu.usyd.edu.au to find out about the registration process and the benefits of affiliation.

Student Point Of Contact (SPOC) Information and Referral Service

USU runs a SPOC Information Desk on the main campus to provide members with all the information needed to get through university life with ease. The SPOC Desk is located on Level 3 of the Wentworth Building and is staffed by trained volunteers and fellow students who are up to date with all that’s happening on campus and can refer you to the most appropriate bodies for dealing with specific issues and problems. The SPOC Desk has the following material and resources constantly available:

- pamphlets and resource books dealing with housing, the law, women’s issues, childcare, alcohol and other drugs, sexual and general health and much more
- information on entertainment, both on and off campus (including films, bands, speakers, clubs and societies)
- small but useful services like access to a first-aid kit, free tampons, dental dams, condoms, lubricant and bandaids
- information directories and handbooks
- bus timetables, and
- a lost property service.

Any USU member can apply to be a SPOC volunteer. Application forms are available from the SPOC Desk or the USU website.

International students must notify the University of their residential address within seven days of arrival and notify any change within seven days. This is done via the University’s MyUni web portal.
share and gain greater knowledge of the university and make the most out of your time at uni. You can pick up application forms at the Manning and Wentworth Contact Desks or at the School Tutoring Office on Level 4 of Wentworth. If you have any questions you can contact the Community Program Coordinator on 9563 0013 or email contact@usu.usyd.edu.au.

University of Sydney Union contact details
Address: ACCESS Centre
Level 1, Manning House
Tel: 1800 013 201
Email: access@usu.usyd.edu.au
Web: www.usuonline.com

National Liaison Committee for International Students in Australia (NLC)
The NLC aims to be the peak representative organisation for all international students in Australia and is committed towards the promotion and enhancement of quality education, equitable welfare and multicultural understanding.

The NLC was formed in 1986 in response to the growing need among international students for a unified voice. Today, the NLC speaks for more than 150,000 international students currently studying in tertiary, TAFE or private institutions and secondary schools. The NLC structure comprises three levels – campus, branch and national. At the campus level, most universities have an international student organisation representing the welfare and rights of international students on that particular campus. These organisations also coordinate various cultural and social events for the benefits of international students. Within each state or territory of Australia, the campus organisations come together to form an NLC branch, with its own office bearers.

The NLC continues to tackle important issues affecting international students in the changing scene of tertiary education in Australia. Through continuing lobbying, networking and campaigns, the NLC is able to advocate for the rights of its members. Important issues actively pursued include unethical marketing practices, communication of information, quality of education and welfare support services, transport concessions, fees, and medical internship placements among others. Publications such as the NLC Link, campus visits, surveys and conferences are other avenues the NLC uses to maintain communication with international students and tertiary institutions.

For more information about the NLC, how to get involved or to discuss issues affecting your welfare, contact the head office or your branch offices (call the National Convenor on 0422 868 948 or the National Office on 03 9650 8908).

Leisure activities on campus
A good location for you to be aware of if you have entertainment on your mind is the ACCESS Centre on Level 1 of Manning House. From this office the USU organises a huge entertainment program ranging from live bands and dance parties to stand-up comedy and trivia nights. There is no need to leave campus when you have access to weekly entertainment that includes free movie screenings, Theatresports, ** free concerts and trivia competitions – all of this in the comfort of Manning and Wentworth Bars. Many of these events are free for members and tickets to other gigs are highly subsidised. The Union offers a discount ticket scheme for members which includes subsidised tickets to such things as the Australian Chamber Orchestra, Belvoir Street Theatre, musicals and Sydney theatre and dance performances. There are also discounted tickets to the Aquarium and for Movie Money to Hoyts, Greater Union, Palace and Reading Cinemas.

A number of theme parties and events are also held during semester, including Oktoberfest, Melbourne Cup, Snowball, Beachball and the De-Manning drag show. The Union also organises fun and entertaining theme weeks such as Orientation Week, Union Arts Festival and Union Week. These weeks are full of activities, free workshops, entertainment and giveaways.

Skills and leisure courses
If you are after a break from study, interested in acquiring a new skill or simply out to have fun, then you can take advantage of over 100 skills and leisure courses during semester, organised by the Union. Courses cover a diverse field from singing to yoga and first aid to car maintenance.

For more information about entertainment or short courses on campus go to www.usydunion.com, call the ACCESS office on 1800 013 201 or email access@usu.usyd.edu.au.

Sports facilities
There are three sports complexes on main campus:
- the University Sports & Aquatic Centre
- the HK Ward Gymnasium
- the Arena Sports Centre, including the Ledge Climbing Centre

Please check www.susport.com for full details.

Undergraduate students automatically become members of Sydney University Sport after paying Union fees, and are then entitled to use the sports facilities and services at a significantly reduced cost.

Postgraduate students are not charged a sports subscription as part of their fees and are not, therefore, automatically members of Sydney University Sport. However, if you wish to use the sports facilities at the University, you can either pay an annual joining fee or pay for each visit at the facility of your choice. Enquiries about costs can be made at the facility you wish to use.

Sporting facilities on campus include tennis courts, squash courts, basketball and volleyball courts, weight training rooms, group fitness rooms, gyms, bowling rooms, and an indoor heated swimming pool.

Personalised fitness testing and training instruction is available at the Arena Sports Centre and the University Sports and Aquatic Centre. A wide range of recreation and adventure courses is also offered, including golf, fencing, scuba diving and tennis classes. Cricket practice wickets are available at the rear of the HK Ward Gymnasium. They are free for undergraduates from 9am to 3pm Monday to Friday.

Sports clubs
There are over 40 clubs available to members, from archery to wrestling. If you would like to take part in competitions or other activities organised by a particular club, contact that club. A full list of clubs and their contact details can be found on www.susport.com. Sydney University Sport officers organise social and interfaculty sporting activities for the lunch hour (1pm to 2pm) during semester.
Safety and security on campus

It is important to remember that, like all major capital cities, Sydney has crime and personal security risks. It is important not to take risks with your safety. The University is located in an inner-city area which offers many positive benefits, but this also means that personal security has to be attended to particularly after dark. It is important that you do not walk around campus, through Victoria Park (next to the University), or in the Redfern area late at night. At the Orientation Program, we will discuss personal safety and security in Sydney and within the University.

The University of Sydney Security Service

The University has a security service that operates 24 hours a day. The Security Service offers a wide range of services.

- Level 2, Services Building (G12), Codrington St (corner Abercrombie St), Darlington

Emergency contact (all hours): 9351 3333
Enquiries (all hours): 9351 3487
Free call (all hours): 1800 063 487
Fax: 9351 4555
Email: patrol@mail.usyd.edu.au
Web: www.security.usyd.edu.au

The University of Sydney Security Bus Service

The University runs a free bus service from Fisher Library to the campus and to Redfern Station. The service begins operating at 4.30 pm and continues until 10 pm or until the Security Bus has finished. The bus timetable is available from the Security Office, Student Contact Desks, Information Desk at the Fisher Library, online, and at ISSU.

After-hours access

Students wanting to enter a building for any purpose after 5 pm require written authority from the head of school or department. This authority must be lodged with the Security Service in advance. Failure to do so could result in you being denied access.

Parking on campus

Parking on campus is available but parking spaces are limited, especially during the day. The cost of parking on campus is:
- Monday to Friday 6 am to 3 pm – flat fee of $24
- $4 per hour at Western Avenue car park (maximum 2 hours) and Shepherd Street car park (to maximum of $24)
- Weekends (3 pm Friday to 6 am Monday) – $4 per hour with a maximum charge of $6 per day

If you have paid the maximum daily fee ($24.00 between 6 am and 3 pm or $6.00 after 3.00 pm), you can park on campus until 6 am the following morning.

Lost and found property

The Security Service runs a Lost and Found Property Service. The Security Service will do its best to locate the owner of any property that is handed in but is often unable to do so because property is not appropriately labeled. An engraver is available at the Security Service for marking student property. If property has not been claimed after three months, the finder may claim it for an administration charge of $2.

If you lose something that has not been handed in, the Security Service can give you a form to fill in that will help them to find you if the property is turned in.

Address: Same as Security Service
Hours: Monday to Friday 8.30 am to 4 pm
Phone (all hours): 9351 4753
Fax: 9351 4753

Arrangements may be made with the Lost Property Office in advance for the collection of found belongings out of hours.

Safety and security at social activities

There are many on-campus social activities, ranging from formal to informal, and a variety of groups, organizations, and functions from which to choose. On occasions, the Security Service may be called to attend these functions because someone is threatening to harm themselves or others. They are not there to hinder your enjoyment in any way but to ensure that all activities are conducted in a safe and sensible manner.

Key cutting

The Security Service provides students with keys to access areas when requested by the head of school or department. A key deposit is required and will be returned to you on return of the key. This also applies to access cards issued to students under the above terms. A key-cutting service is also available for personal keys such as home or car keys for a nominal fee. To use this convenient service, please drop in to the Security office.

Help in times of need

There may be times when you have a problem that may not be strictly of a security nature, but you are unsure where to turn. Do not hesitate to contact the Security Service should this be the case. Although they may not be able to help you directly, they may be able to provide you with the contact numbers you need, or at least point you in the right direction.

If you have any concerns regarding your safety on campus, you can call the Security Service on 9351 3487 or, in case of an emergency, 9351 3333. Please also see the ISSU regarding any concerns or difficulties you may experience.
Emergency Help Points

Emergency Help Points are flat-surfaced phones with press-button action located at the gateboxes at the Main Gate, the City Road and Ross Street Gates, and near the front door of the PNR Library on Darlington Campus. They are all clearly marked and dial directly to the Security Service.

Standard phones, able to dial internal extensions (13333 for Security) are also located externally near the main entry door to the Blackburn Building, the external entry door to the Madsen Building South end, and in the foyer of the Fisher Library.

All gateboxes are also fitted with “Break Glass” emergency panels. As soon as the glass is broken, a critical alarm is recorded and Security Patrol is immediately dispatched. These are strictly for EMERGENCY situations only.

Safety Tips

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

Plan your trip:
> know your timetables to avoid long waits, especially if you are alone
> avoid lonely closed-in shelters; keep to open populated areas in full view of cars, buses or trains
> tell someone your plan and expected time home
> avoid carrying more than two weeks of lecture notes with you.

When taking your car:
> park in well-lit, busy areas
> hold your keys ready to open the door
> check under the car and in the back seat or hatch for intruders before getting into the car
> once inside, lock all doors and leave windows up until you have reached your destination
> do not leave valuable belongings unattended
> move your car closer if you plan to be on campus after dark

When on campus:
> make use of the free Security Bus service whenever possible
> walk along lighted walkways and corridors at night
> do not leave your keys and other personal belongings unattended
> report all thefts and suspicious activity to the University of Sydney Security Service on 9351 3487 or University of Sydney Security Service Emergency phone number on 9351 3333.

Public telephones:
> always carry change or a phone card. You may need to call a taxi, friend, family member or Security if you are stranded or nervous
> when you have dialled, turn your back to the phone and speak looking outwards
> if threatened, dial 000 (a free call to the Police Department), or dial Security on 9351 3333
> if you call the Police or Security, give your location, name and telephone box number first; if someone tries to get into the phone booth, sit down and brace yourself against the door.

Important documents:
> always keep your passport, bank documents and other important documents in a safe place
> avoid carrying more than two weeks of lecture notes with you.

Security on other campuses

Rozelle Campus Security (tel: 9351 1026)
Cumberland Campus Security (tel: 9351 9230)

Emergencies

If you need to ring Ambulance, Fire, Police on 000 it will be because you are in an emergency. You will be asked “Ambulance, Fire or Police?” in the first instance.

Contact details

International Student Support Unit
University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 4749
Fax: +61 2 9351 6818
Email: info@issu.usyd.edu.au
Web: www.usyd.edu.au/su/issu

Helpful websites

University of Sydney home page www.usyd.edu.au
International Office www.usyd.edu.au/io
Study Abroad www.usyd.edu.au/io/studyabroad
Student Exchange www.usyd.edu.au/io/exchange
Centre for English Teaching www.usyd.edu.au/cet
Scholarships www.usyd.edu.au/scholarships
Australian Immigration www.immi.gov.au
City of Sydney www.cityofsydney.nsw.gov.au
Sydney Visitor Centre www.sydneyvisitorcentre.com
Sydney CityTrains www.cityrail.nsw.gov.au
Sydney Ferries and Buses www.sydneyferries.nsw.gov.au