



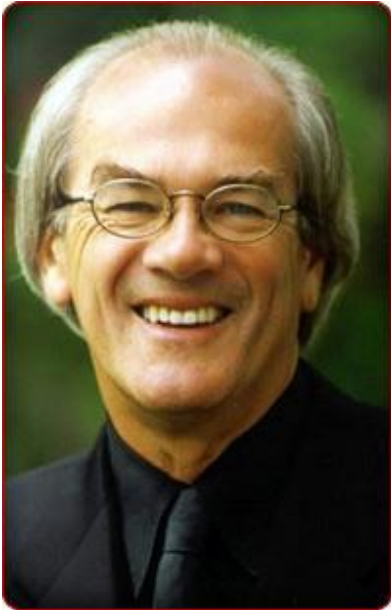
**ORIENTATION  
HANDBOOK**

**For**

**INTERNATIONAL  
STUDENTS**

General and policy information for International students commencing their studies at the University of Tasmania

Please note that the information contained in this handbook was correct at time of printing and may be subject to change without notice



UTAS is an international university based in Tasmania. We rank among the best universities in the world, and have many links with other universities in the global mission to create knowledge.

We will make sure that your time as a student at UTAS is an experience you will be proud of for your whole life. UTAS is a mini-civilisation made up of many small communities and groups – there are staff and students here from over 55 different countries.

Being a part of UTAS also means being part of a university community – you will always be Alumni of the University of Tasmania, wherever you are in the world.

As an island, Tasmania has everything from cities and towns, to oceans and beaches, to our untouched environment of the World Heritage Area. Being a part of UTAS means you are also a part of this beautiful island community.

As well as teaching, learning and researching, here at uni you can interact, argue, socialise, play, create and absorb culture.

You may seek advice and assistance or professional services, participate in university life, advocate viewpoints, debate issues and demonstrate your views.

I hope that during your stay here you will discover a love of learning, of Tasmania and of UTAS.

**Vice-Chancellor, Professor Daryl Le Grew**

# CONTENTS

<b>GENERAL INFORMATION</b> .....	<b>5</b>
WELCOME FROM INTERNATIONAL SERVICES! .....	5
<i>The International Student Advisers are responsible for providing:</i> .....	5
<i>Concerns that students bring to advisers</i> .....	5
<i>Academic Monitoring Program</i> .....	6
EL SIS .....	6
WHAT IS ORIENTATION .....	7
STUDY AT THE UNIVERSITY OF TASMANIA .....	8
<i>Enrolment</i> .....	8
<i>Timetable</i> .....	8
<i>Lectures</i> .....	10
<i>Tutorials</i> .....	10
<i>Laboratory sessions, practicals, workshops or studios</i> .....	10
<i>WebCT</i> .....	10
<i>Academic advice or help</i> .....	10
<i>Mentors</i> .....	10
ENROLMENT .....	11
<i>Enrolment Process (Hobart campus)</i> .....	11
<i>Enrolment Process (Launceston campus)</i> .....	12
<i>Changes to enrolment/Enrolment for students who arrive late</i> .....	12
COURSE CHANGES .....	13
TUITION FEES.....	13
TASKS THAT WILL HELP YOUR STUDY GO SMOOTHLY .....	14
<i>Bank account</i> .....	14
<i>Tax File numbers</i> .....	14
<i>Library Tours</i> .....	14
<i>Contact Centre</i> .....	14
<i>Student Identity (ID) card</i> .....	14
<i>Textbooks</i> .....	14
<i>First Week of Classes</i> .....	14
<i>Email Accounts</i> .....	14
<i>Work permits</i> .....	15
GENERAL STANDARDS OF CONDUCT .....	15
KEY ACADEMIC DATES 2007 .....	16
WITHDRAWAL DATES FOR 2007 ACADEMIC YEAR.....	17
COPING WITH CULTURE SHOCK AND HOMESICKNESS .....	18
<i>COPING STRATEGIES</i> .....	18
HEALTH INSURANCE .....	18
<i>Renewal of Health Cover</i> .....	19
<i>Benefits of the Health Cover</i> .....	19
MEDICAL SERVICES .....	19
<i>EMERGENCY AND WEEKEND MEDICAL TREATMENT</i> .....	19
<i>Optical Services</i> .....	19
<i>Dental and Physiotherapy Services</i> .....	19
HEALTH SERVICES AND SUPPORT SERVICES FOR SOCIAL ISSUES .....	20
<i>MEDICAL</i> .....	20
POLITE BEHAVIOUR IS DIFFERENT IN DIFFERENT CULTURES.....	22
SAFETY .....	23
<i>PERSONAL SAFETY</i> .....	23
<i>SAFETY OF YOUR PROPERTY</i> .....	24
<i>SAFETY ON CAMPUS</i> .....	24
<i>IMPORTANT PHONE NUMBERS</i> .....	24
ELECTRICITY AND PHONE CONNECTIONS .....	24
<i>Electricity Connections</i> .....	24
<i>Phone Connections</i> .....	25
INTERNATIONAL STUDENTS AND DRIVING IN TASMANIA.....	25

<i>Drivers Licenses</i> .....	25
<i>Vehicle Registration</i> .....	26
<i>Renting a car</i> .....	26
<i>Buying a car</i> .....	26
<i>Change of car ownership</i> .....	26
<i>Accidents</i> .....	26
<i>Insurance</i> .....	26
INCOME TAX AND INTERNATIONAL STUDENTS.....	27
<b>POLICIES, RULES AND PROCEDURES</b> .....	<b>28</b>
HARASSMENT AND DISCRIMINATION ON CAMPUS.....	28
INTERNATIONAL STUDENT'S VISA OBLIGATIONS.....	29
<i>ENROL FULL TIME</i> .....	29
<i>SATISFACTORY ACADEMIC PERORMANCE</i> .....	29
<i>NOTIFY CHANGE OF ADDRESS</i> .....	29
<i>HEALTH COVER</i> .....	30
<i>NO CHANGE OF PROVIDER</i> .....	30
<i>NO WORK</i> .....	30
<i>INTERNATIONAL STUDENT DEFERMENT/SUSPENSION OF STUDY POLICY</i> .....	30
<i>VISA EXTENSION</i> .....	30
<i>VISA STATUS UPON COMPLETION OF YOUR COURSE</i> .....	31
<i>REPORTING TO IMMIGRATION</i> .....	31
<i>COMPLIANCE AND REPORTING OFFICER</i> .....	31
UTAS CODE OF CONDUCT FOR TEACHING AND LEARNING.....	32
UTAS OCCUPATIONAL HEALTH AND SAFETY POLICY.....	35
UTAS INFORMATION TECHNOLOGY FACILITIES USE AGREEMENT.....	37
USEFUL WEBSITES.....	38
<b>EMERGENCY NUMBERS</b> .....	<b>40</b>

## GENERAL INFORMATION

### Welcome from International Services!

The International Student Advisers wish to welcome you to the University of Tasmania. We are here to help you while you live in Tasmania and study at the university. The advisers understand what it is like to be away from home and studying in a foreign country. They are experienced in helping students and have a special knowledge of the issues affecting international students

**Hobart advisers:** Jane Broad and Deb Brewer work on the Hobart campus.

Jane and Deb are responsible for students enrolled in degree programs.

You can meet with an adviser in Hobart at International Services, located in Hytten Hall, Building 40 on the Hobart campus map [http://www.utas.edu.au/campus/Sandy\\_Bay\\_Building\\_Name\\_Map.pdf](http://www.utas.edu.au/campus/Sandy_Bay_Building_Name_Map.pdf).

**Launceston adviser:** Ginni Woof works on the Launceston campus

Ginni is responsible for all degree program students, and exchange and study abroad students.

You can meet with Ginni at International Services, located on Level 1, Kerslake Student Centre, Building Y on the Launceston campus map [http://www.utas.edu.au/campus/Newnham\\_Building\\_Name\\_Map.PDF](http://www.utas.edu.au/campus/Newnham_Building_Name_Map.PDF).

*The International Student Advisers are responsible for providing:*

- On-going support while you are a student at the university of Tasmania
- Individual confidential assistance on personal well - being and academic matters.
- Information on practical matters such as visas, employment, finances and study or enrolment concerns
- Help in linking students with other students, clubs and societies.
- Keeping students up to date with new information and events by email.
- Liaising with academic and student support staff on relevant matters.
- Conducting regular monitoring of students' academic progress each semester.
- Pre departure information to help you plan for your travel to Tasmania.
- Returning home information to help you make a smooth transition back home.
- Writing official letters regarding visas, completion etc.

*Concerns that students bring to advisers*

- Feeling homesick
- Concerns about safety
- Money worries
- Study worries
- Feeling anxious and unhappy
- Visa matters
- Problems with flat mates or accommodation
- Health problems
- Communication and cross cultural issues
- Dealing with university red tape
- Dealing with outside organisations
- Crises and urgent situations
- Difficult and stressful decisions
- Relationship concerns
- Harassment or victimisation concerns
- Deciding whether to drop or change a unit of study

There are other sections of the university where help is available for students. Go to the university home page and follow the links through to student services.  
<http://student.admin.utas.edu.au/services/index.html> There are also university policies and rules that affect all students and you can find out more about these on  
<http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/STUDINFO/index.html>

#### *Academic Monitoring Program*

In first year all new students are contacted midway through Semester 1 to ensure that their studies are progressing well. In addition, the International Student Advisers monitor a student's progress throughout their course in a number of ways:

- interviews with individual students
- Academic Staff comments on students
- Monitoring of exam results
- Identification of "at-risk students", liaison with Academic Departments, referral to study-skills assistance and/or ELSIS; on-going support
- Co-ordination of monitoring procedures for sponsoring bodies
- Reporting to scholarship bodies

## **EL SIS**

### **What is it?**

English language support for international students.

### **What does it cost?**

Nothing. It is free!

### **What does it mean?**

If you need help understanding an essay or an assignment, or your English expression is not clear or you do not know how to reference your assignment, then the ELSIS person can help you.

### **Who are they and where are they?**

In Hobart, Jan Counsell, in Room 331 in Hytten Hall.  
Email: <Janet.Counsell@utas.edu.au>  
Phone: 6226 2946 (Hobart)

In Launceston, Lucy Sun, in the Kerslake Centre.  
Email: <Lucy.Sun@utas.edu.au>  
Phone: 6324 3735 (Launceston)

### **Do I have to make an appointment?**

Yes, because ELSIS gets very busy. There are appointment sheets outside the offices. You can write in your name and ID number. You can make an appointment by email or phone too.

### **How long is an appointment?**

In Hobart it is usually an hour. Sometimes you only need a short time.

### **Will the ELSIS person read my whole assignment?**

No, it is not possible to read all the work that students bring to us. However, we will read two or three pages and give you very detailed feedback about how it can be improved.

### **Can I email my work to the ELSIS person?**

You can if you have arranged to do this. However, they will only correct it in hard copy.

### **Can post graduate students use this service too?**

Yes.

**Is ELSIS there all the time?**

In Hobart the position is full time so the person is there five days a week. In Launceston, you will have to check Lucy's schedule.

**Can I use ELSIS on line?**

Yes, there is ELSIS material accessible via the International Student page <http://www.international.utas.edu.au/studentSupport/elsis/index.php> or on Web Vista.

**WHAT IS ORIENTATION**

Orientation is not about ragging, hazing or initiation ceremonies: Orientation is about information, assistance and welcome.

The orientation program is free. It provides information about:

- the University and its facilities and services
- traveling around Launceston or Hobart
- banking
- accommodation
- health insurance
- the services of the International Student Office.
- adjusting to academic life in Australia
- cultural adjustment
- the university library
- free English classes
- campus and city tours
- sources of help, and much more.

Participating in the orientation sessions and activities not only assists new students to manage the administrative and formal aspects of commencing studies at an Australian university, it also allows them to familiarise themselves with the university and its surroundings before classes start.

Senior international students join orientation sessions and activities to assist new international students to settle in. The orientation program is a great opportunity to meet other students and make friends.

During orientation week, the Faculties and Schools, and other university sections, such as the library, also run orientation and information sessions.

After classes have started, the International Student Advisers are available to discuss and help solve any problems that have arisen.

For more information and timetables of Orientation Activities, please refer to <http://www.firstyear.utas.edu.au/orientation/index.html>

**Please make sure that you arrive in time for Orientation and Enrolment, at least one week before the start of classes. It can be very stressful for you if you arrive late, and your start to study can be delayed.**

**Before you leave home, it is useful to check the university website for information on unit contents so you are able to make an informed choice of any optional units.**

When you arrive, you should make your way to the International Services office to register your arrival and obtain your orientation information pack.

You will also be given a timetable for your enrolment and orientation program.

## STUDY AT THE UNIVERSITY OF TASMANIA

Successful study at the university involves understanding the “language” of academic administration and learning. Words and terms have certain meanings in the university, which may have different meanings when used in other contexts. It is important to know what is meant by these words and terms. See the Glossary at

[http://courses.utas.edu.au/portal/page?\\_pageid=53,34671&\\_dad=portal&\\_schema=PORTAL&P\\_YEAR=2007](http://courses.utas.edu.au/portal/page?_pageid=53,34671&_dad=portal&_schema=PORTAL&P_YEAR=2007) for more information.

Course = degree program (for example Bachelor of Business, Master of Science).

Major = an area of specialisation continued for the duration of a degree at a deeper level of content with knowledge developed to a high level providing the basis for postgraduate study (for example Accounting Major in a Bachelor of Business, History major in a Bachelor of Arts, etc.).

Unit = an individual subject, which has a numerical code plus name, for example BEA110 Economics for Business. Each unit has a study load weight or %. Most units =12.5%, although there are some of 25%, 37% and 50%.

Prerequisite = a unit or level of study which must be successfully completed before a later unit can be studied. For example, in order to enroll in BEA130 Foundations of Economic Policy, a student must have first successfully completed BEA110 Economics for Business.

School = the academic body responsible for the teaching of a discipline or group of related disciplines within a faculty (for example, School of Nursing in the Faculty of Health Science).

Faculty = a formal academic unit containing a number of schools in related disciplines (for example Faculty of Health Science, which is made up of the Schools of Medicine, Human Life Science, Nursing and Pharmacy).

### *Enrolment*

For most degrees, the usual enrolment is a 50% study load (4 x 12.5% units) per semester.

### *Timetable*

Usually there are 2 to 3 hours of lectures per week per unit. There is also 1 hour of tutorial per week. Some units may also have practicals or workshops or labs which can be for 3 hours per week or more.

As soon as your enrolment has been processed, you can check your personal timetable by going to <http://student.admin.utas.edu.au/coursesenrolment/timetable/LectureTimetable.asp> and entering your student ID number. Please note that you will not be able to access your personal timetable until your enrolment has been processed, which can take a couple of days after you hand your form to Student Administration.

Until your enrolment has been finalized, you can check the timetable by going to the University of Tasmania home page, and choose Current Students: then under Student Information, choose Class Timetables.

Select: Lectures Only, Semester 1, and the campus that you are studying on (either Hobart or Launceston)

Enter the unit code for each unit that you have enrolled in, i.e. BFA241 (for the unit Corporate Regulation and Accountability). Do not have a space between the letters and the numbers in the individual unit codes. Enter all unit codes, with a space between each code. This will show you the day and time of classes and their location.

Lectures only are held in Week 1 of Semester: tutorials, pracs, etc. start in Week 2.

Your personal timetable will show the day, time and location for each of your lectures, as well as tutorials/practicals/laboratory sessions. There will usually be a number of tutorials/practicals/laboratory sessions; you chose the times that fit best with your whole timetable.

Sometimes you may have a clash, that is, lectures or tutorials for different subjects on at the same time on the same day. You may need to talk to your lecturers or course co-ordinator to sort out timetable clashes.

### Example of Timetable for the unit **BFA241 Corporate Regulation and Accountability**

	Mon	Tue	Wed	Thu	Fri Sat Sun
10:00am			<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm511</a> Weeks: SEM1: 2-13		
11:00am			<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm511</a> Weeks: SEM1: 2-13		
12:00pm					
1:10pm		<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm202a</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm511</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Lecture Corporate Regulation and Accountability Venue: <a href="#">SB.Comm107.LT1</a> Weeks: SEM1: 1-13	
2:10pm	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">NH.E106</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm513</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm511</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Lecture Corporate Regulation and Accountability Venue: <a href="#">SB.Comm107.LT1</a> Weeks: SEM1: 1-13	
3:10pm	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">NH.E106</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm513</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm511</a> Weeks: SEM1: 2-13		
4:10pm	<a href="#">BFA241</a> Lecture Corporate Regulation and Accountability Venue: <a href="#">NH.A153.LT2</a> Weeks: SEM1: 1-13	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm513</a> Weeks: SEM1: 2-13	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">SB.Comm511</a> Weeks: SEM1: 2-13		
5:10pm	<a href="#">BFA241</a> Lecture Corporate Regulation and Accountability Venue: <a href="#">NH.A153.LT2</a> Weeks: SEM1: 1-13				
6:10pm	<a href="#">BFA241</a> Tutorial Corporate Regulation and Accountability Venue: <a href="#">NH.E106</a> Weeks: SEM1: 2-13				

#### Key

##### Please Note:

- You will be required to attend only one or two tutorials per week. Details will be provided at your first lecture.
- It may not be necessary to attend a video conference. You will need to check with your School or Faculty.
- You will need to consult the unit outline or University handbook to determine which classes you need to attend.

### *Lectures*

- Large groups of students.
- Formal.
- Take notes.
- Sometimes notes from lectures are on the web or held in reserve in the library.
- Little opportunity to ask questions.
- Usually 2 hours of lectures a week.
- Set times.

### *Tutorials*

- Small groups of students.
- Informal.
- Discussion format.
- Read required texts prior to tutorial.
- Can ask questions.
- Attendance register kept.
- Marks for participation may be allocated.
- Insufficient attendance may result in not being permitted to sit exams.
- Students may be required to present a tutorial discussion, either individually or as a group.
- Usually 1 hour of tutorials per week.

### *Laboratory sessions, practicals, workshops or studios*

- These sessions vary in their nature depending on the unit of study.
- Generally they have a practical component and may require laboratory work, experiments or performance elements.
- They may vary in time from 2 to 6 hours per week.
- Usually there is a mark awarded for these sessions and an attendance register is kept.
- Insufficient attendance may result in not being permitted to sit exams.

### *WebCT*

A web based method of providing lecture notes or whole study programs and may include discussion options. Please check the information on the University web site at <http://www.utas.edu.au/coursesonline/>. You will need to be enrolled before you can logon to WebCT material. If you have any problems with WebCT, seek assistance at the IT helpdesk in the library.

Log in to WebCT  
**Vista@UTAS**

### *Academic advice or help*

Each school has people who are available to help students and to answer questions. They go by various titles according to the school. They may be called first year co-ordinator, sub deans or course advisers. You can usually see their names and contact details and times of availability for appointments on the web site for the faculty or school. Often this information is placed on the notice boards around the school. They can help with enrolment decisions and approvals, or answer questions if you have any difficulties with understanding some aspect of your study program. Most lecturers and tutors also have consultation times when they are available to see students. If you need to see them outside that time, then you will need to make an appointment. Usually the school or faculty secretary will have contact details for you if you cannot find the information on the web page.

### *Mentors*

These are students who have been trained to provide information and support to new students. They are available through international services or your school.

## ENROLMENT

Enrolment is the process that makes you a student of the University of Tasmania. When you return your acceptance form and fees, you received an Electronic Confirmation of Enrolment (eCoE). This was necessary for applying for your student visa. To enroll in your study program, you will need an **Application for Enrolment 2007** form, which already has your personal information and course printed on it. Some students will find that their enrolment details have also been preprinted.

When you first get your enrolment form, take time to check that the personal details are correct (i.e. spelling of your name, date of birth, etc.). Read through the conditions, so that you know what you are agreeing to when you sign the form. On the second page, fill in your local Tasmanian address details, and the contact details of a next of kin (close family member) who the university would be able to contact in case of an emergency.

### *Enrolment Process (Hobart campus)*

- Get your enrolment form at the Monday morning information session
- Then either go to see the staff member in your School or attend the compulsory faculty enrolment session. Staff members in the schools or faculties need to approve your enrolment and sign your form. You need to include your Hobart address and signature on the form.
- Then take the form to Student Administration, located in Building 22
- Go back to Student Administration after 2 days to get your ID card and Enrolment Statement. This has your email username and password to set up your email. Take your passport with you for identification.
- Go to Service Desk in library if you need help with accessing your university email or accessing a computer.
- It is possible to change your unit enrolment. Please get help from the faculty or school staff listed, before you make any changes.

## ARTS FACULTY ENROLMENT

Humanities Building 29, Room 560. See Yvonne Bottomley or Penny Hyland,

**Music students** – See Dr Heather Monkhouse at reception at the Conservatorium

**Art School students** – please attend the Art School on Friday 23<sup>rd</sup> at 9 am

## BUSINESS FACULTY ENROLMENT

Attend the enrolment advice session on Wednesday at 1pm in Lecture Theatre 1 Building 41

If you arrive after that day, please see:

- Sue Pastre in Room 318 for Bachelor of Business enrolments;
- Peter Collette in Room 422 for Masters of Accounting,;
- see of Rob Hecker in Room 307 for Masters of Business.

## FACULTY of SCIENCE, ENGINEERING and TECHNOLOGY

### **Bachelor of Science.**

**Enrolment:** See Fiona Taylor or Nicole Oliviera, Faculty Office, Building 10, Ask at Reception, Level 2

See individual lecturers for advice about subjects if you wish.

**Bachelor of Bio Technology** Enrolment: See Anthony Koutoulis Plant Science (6226 2737), Life Science Building (Building 34), Level 2, Room 3.

**Bachelor of Engineering**

**Enrolment:** See David Lewis, Engineering Building. If he is not available, please see Engineering reception.

**Bachelor of Computing**

**Enrolment:** See Soonja Yeom, School of Computing. Go to Reception, Level 3, Building 22

**Environment, Masters and Grad Diploma and Grad Certificate,**

Go to Geography and Environmental Studies Building 12.

**Environmental Management**

See Elaine Stratford, Building 12

**Environmental Planning**

See Michael Lockwood, Building 12

Any Science Faculty students who experience problems with enrolling or who need further information relating to their course can see Nicole Oliviera, in the Faculty office, Building 10, for further help.

**LAW students**

See Miriam Chalk 2pm Thursday 22<sup>nd</sup> at the Law School

**HEALTH SCIENCE FACULTY**

**Medicine students** – See Dr S Lockwood at the Clinical School, Collins street, in the city, Monday and Tuesday, or Dr Mike Maskrey, Level 3, Building 44, Thursday and Friday

**Pharmacy students** – See Gina Hadolt at reception at the School of Pharmacy

**EDUCATION FACULTY**

**Education students** – See Greg Cairnduff, Hytten Hall, Level 4, 6226 1886

*Enrolment Process (Launceston campus)*

In Launceston, students will receive their enrolment form during the orientation and information session (please refer to orientation activities on the web site at <http://www.firstyear.utas.edu.au/orientation/index.html> for up to date details about date, time and location of International student orientation activities). A staff member from your school will be attending the orientation session, and will assist you with unit choice and course approval.

Completed enrolment forms are then taken to Student Administration, in Kerslake Student Centre (Building Y on the Launceston campus map) to be processed.

To get your student ID card and email username and password, go back to Student Administration 2 or 3 days later. Remember to take some form of identification with you.

If you have problems accessing your university email account, please go to the IT Help desk in the library.

*Changes to enrolment/Enrolment for students who arrive late*

It is possible to change your unit enrolment. Please get help from the faculty or school staff listed, before you make any changes. Please remember if you do make any changes, that as an international student you must be enrolled full time (that is enrolled in a minimum of 37.5% study load each semester). If you change your enrolment, and it is less than 37.5%, you will be in breach of your visa conditions, and will be reported to the Department of Immigration.

If you arrive after the main enrolment sessions, please ask for assistance from International Services.

Always seek advice before making any changes to your enrolment.

### **COURSE CHANGES**

If you want to change your degree, you need to see an admissions officer at the International Office in Hobart, or the International Student Adviser in Launceston, depending where you are studying. To change course, you will have to apply for and be offered a new course. Because your new application has to be assessed by Faculty, it is very important that you apply for a new course as early as possible.

If you are uncertain about subject choices, you need to see the nominated Faculty contact person for your degree.

You may discuss your options with an International Student Adviser, if you wish.

Please do not withdraw from any subjects without seeing an adviser

You can only change units in the first 3 weeks of semester and you must have faculty approval signed on your variation of enrolment form and lodge the form with Student Administration. Enrolment forms are sent to your university email address.

Please be aware of the significance of census dates. Any withdrawal must be before census date or you will be recorded as failing and still be liable for tuition fees. You can find census dates on the university website.

### **TUITION FEES**

As students starting their studies at the University of Tasmania, you have already paid your first semester fees when you accepted your offer of enrolment. You will receive a Fees Invoice, but it should show the fees that you have already paid, and have a balance owing of \$0. If you receive a fees invoice which shows that you owe fees, this may be because you have enrolled in more than 50% of units. Please read your Fees invoice carefully, and if you have any questions about your Fees Invoice, please see an International Student Adviser.

After your first semester, you will receive a Fees Invoice before the start of the next semester. Please remember that it is your responsibility to pay your fees on time.

Fees are always due by the first Friday of semester. This means that you must pay your fees on or before that date, and fees can be paid as soon as you receive the invoice – you do not have to wait until the date that they are due. An alternative is to pay 50% by the due date, and the remaining 50% by census date week. This option is not available if the first payment is made after the due date – in that case, you must pay the total amount due.

Make arrangements for your money to arrive from overseas on time and money invested must be available on time.

Any fees still outstanding by census date may result in your enrolment being cancelled and Immigration notified that you are in breach of your visa conditions. Any late payment after cancellation and reinstatement of enrolment has a \$200 extra fee.

Fees invoices are sent to your university email address. Alternatively, you can download a Fees Invoice from your forms file on the university website. Go to the Current Student web page <http://www.utas.edu.au/students/index.html> and select Enrolment and Fee Notices. You will have to logon using your UTAS email username and password. In the Forms File, you will find Fee Invoices as well as your Enrolment Statement and Enrolment Variations.

If you need a receipt for your paid tuition fees please see the University cashier at Student Administration on the Hobart campus, or from the Cashier located opposite the library on the Launceston campus. Remember to take your ID card.

## **Tasks that will help your study go smoothly**

- Register your arrival on day one and attend the International Student Orientation – the timetable is in your red bag.
- Bring this bag and contents with you to Orientation
- Familiarise yourself with University buildings and services e.g. the library and computer labs
- Go on a campus and city tour.
- Collect your enrolment form and copy of letter of offer.
- Attend an enrolment session at your faculty and lodge signed enrolment form with student administration the same day.
- Collect your health insurance card from International Services.
- Obtain your student I.D. card after completing enrolment. You will need to bring your passport for ID.
- Locate your lecture and tutorial venues
- Work out your personal timetable for classes. You can look this up on the university website. A mentor can help you. Computers are located on campus; a computer lab map is at the help desk in the library.
- Join the clubs and societies
- Mingle with local and other International students
- If you have any questions or problems see a mentor or an adviser.
- Check your School's website for information on assignment requirements and other matters of importance.

### *Bank account*

You will need to take your passport with you to open a bank account.

### *Tax File numbers*

Information about Tax File Numbers for International Students is available from International Services.

### *Library Tours*

The University Libraries will be operating information tours during the first two weeks of Semester. These include ITS services (for your email account information). Drop-in help sessions are also available daily throughout the term. They also give information on how to pay for printing costs.

### *Contact Centre*

The Contact Centre in the TUU building (Hobart) and the SA building (Launceston) can tell you what is happening and where it is happening. You may also obtain other useful information from the Contact Centre such as Metro Bus Timetables and discounted movie tickets.

### *Student Identity (ID) card*

You need an ID card to borrow library books, sit for exams and obtain student discounts. Student Administration issues these cards. You will need to take your passport when you collect your card.

### *Textbooks*

You will be advised in your first lectures as to the textbooks you require. It is advisable to wait until that time as texts can change from the printed information provided prior to the commencement of semester.

### *First Week of Classes*

The first week of classes starts on **Monday 26th February**. Most Schools only run lectures during this week – i.e. no tutorials or practicals need to be attended. Allocation to tutorials and practicals occur in this first week. **Please however ensure you check with your individual Faculty or School to ensure that they are not running any additional classes in the first week.**

### *Email Accounts*

Every University of Tasmania student is allocated a free email account. **It is important that you regularly check this account** as it is the most common way lecturers and tutors and administration

contact students. Your fees invoices and exam results are found on email. You can have your university account linked to a current account you are using from another country or institution – please see the IT Help Desk in the library for information on how to do this.

#### *Work permits*

You can fill in the application form at our office and we will verify that you have commenced study after you have commenced classes. You will be told by the receptionist when to come back for your completed form. This must be taken to Immigration for your permit.

### **General Standards of Conduct**

UTAS aims to provide high quality education, training and research, and to operate in a manner that is sensitive to the cultural and social needs of the community in which it exists.

To ensure that the UTAS environment is safe, conducive to study and work, and is respectful of the social and cultural needs of its diverse multicultural community, the following standards apply:

#### **Behaviour:**

Staff and students are expected to treat each other with courtesy and respect. Harassment, discrimination and abusive behaviour are not to be condoned. University property should be treated with respect and not defaced, damaged or used for unauthorised purposes.

#### **Dress:**

Students and staff are expected to be neatly, appropriately and safely attired during all classroom and practical sessions.

#### **Smoking:**

- Smoking is prohibited in all University vehicles and buildings occupied by the University.

#### **Use of mobile phone:**

Mobile phones should be turned off, or set on silent, during class or practical sessions.

#### **Traffic and parking:**

Students and staff are required to observe the traffic and parking directions on campus. Failure to do so may result in the imposition of a fine.

## Key Academic Dates 2007

Summer School (Semester 3) classes are offered between 3 January 2007 and 31 January 2007. Note start and end dates may vary. Spring and/or Winter Schools are offered by some faculties. In all cases contact the relevant Faculty for details.

### SUMMER SCHOOL

Monday January 8	Summer School exam timetable released (Semester 3 2007)
Friday January 12	Semester 2 2006 deferred and supplementary results released
February 5 - 9	Summer School examination period (Semester 3 2007)
Wednesday February 21	Summer School results released (Semester 3 2007)

### FIRST SEMESTER

Monday February 19 - 23	Orientation Week
Monday February 26	First Semester commences
Friday March 23	First Semester HECS census date
Thursday April 5	Easter Break
Thursday April 12	First Semester classes resume
Friday May 11	Semester 1 Examination timetable released
Friday June 1	First Semester ends
Monday June 4 – 8	Study Period
Saturday June 9	First Semester Examinations commence
Tuesday June 26	First Semester Examinations end
Wednesday June 27	Semester Break commences
Wednesday July 11	First Semester Exam results released
Wednesday July 11	Semester 1 deferred and supplementary timetable released
Friday July 13	Semester Break ends
Wednesday July 18 – 20	Supplementary and Deferred Ordinary examinations
Wednesday August 1	Supplementary and Deferred Ordinary results released

### WINTER SCHOOL

Dates TBA

### SECOND SEMESTER

Monday July 9 - 13	Orientation Week
Monday July 16	Second Semester commences
Friday August 10	Second Semester HECS census date
Monday September 3	Second Semester Mid-semester break commences
Monday September 10	Second Semester classes resume
Friday September 28	Semester 2 Examination timetable released
Friday October 19	Second Semester ends
Monday October 22 – 26	Study Period
Saturday October 27	Second Semester Examinations begin
Tuesday November 13	Second Semester Examinations end
Friday November 30	Semester 2 results released
Friday November 30	Semester 2 Deferred and Supplementary Examination timetable released
Thursday December 13 – 19	Supplementary and Deferred Ordinary Examinations
Friday January 11 2008	Supplementary and Deferred Ordinary results released

### SPRING SCHOOL

Dates vary, consult [unit details](#)

## Withdrawal Dates for 2007 Academic Year

All withdrawals after the unit census date will incur financial liability however a student may withdraw from a unit without academic penalty depending on the date of withdrawal and provided the date of withdrawal is up to and including the end of the week in which 50 percent of the teaching period for the unit is completed.

The following table shows the withdrawal dates where financial and academic penalty may occur for 2007.

### SEMESTER 1

From Date	End Date	Withdrawal Code	Enrolment Status	Academic Penalty	Financial Liability
1 January 2007	23 March 2007	W0	Withdrawn	NO	NO
24 March 2007	23 April 2007	WW	Withdrawn without penalty	NO	YES
24 April 2007	8 June 2007	WN	Withdrawn deemed failed	YES	YES
9 June 2007		AN	Absent deemed failed	YES	YES

### SEMESTER 2

From Date	End Date	Withdrawal Code	Enrolment Status	Academic Penalty	Financial Liability
1 January 2007	10 August 2007	W0	Withdrawn	NO	NO
11 August 2007	10 September 2007	WW	Withdrawn without penalty	NO	YES
11 September 2007	26 October 2007	WN	Withdrawn deemed failed	YES	YES
27 October 2007		AN	Absent deemed failed	YES	YES

### NON - STANDARD SEMESTERS - WINTER (S4), SPRING (S5), SUMMER (S3)\*

From Date	End Date	Withdrawal Code	Enrolment Status	Academic Penalty	Financial Liability
Unit start date	Unit Census Date	W0	Withdrawn	NO	NO
Unit Census Date	50% completed	WW	Withdrawn without penalty	NO	YES
51% completed	Unit end date	WN	Withdrawn deemed failed	YES	YES
After unit end date		AN	Absent deemed failed	YES	YES

\* Note start and end dates may vary. Refer to the [Course and Unit Handbook](#) for exact dates.

#### Legend of Withdrawal codes

W0 - Withdrawn, no academic or financial penalty

WW - Withdrawn, no academic penalty, financial liability remains

WN - Withdrawn deemed failed

WF - Withdrawn by Faculty

WC - Withdrawn, enrolment cancelled due to non - payment of fees

WE or WR - Withdrawn, no academic or financial penalty (remission)

Last updated: 1 January 2007

## **COPING WITH CULTURE SHOCK AND HOMESICKNESS**

Most students have been looking forward to starting study and living in Australia for some time before they arrive. They are excited and optimistic. This can be underpinned by a small degree of realistic anxiety about making friends, managing studies and generally coping with looking after yourself and being independent.

When you come to a new country to live and study, it can be a lonely and difficult time while you adjust to your new circumstances. This is normal and experienced by all people who move to live for a time in a new and unfamiliar country.

However everyone will experience things in their own individual way. This is due to the fact that we all have different life experiences and different means of coping with challenges. Some people will have virtually no problems but other people will have a lot of homesickness and adjustments.

Coping with a new and unfamiliar living and study environment means that people are living with an unusually high level of uncertainty and stress. This can alter the chemistry of our bodies and cause some difficult side effects. These can show themselves in several ways:

- Emotional effects such as feeling sad, irritable, tearful or anxious.
- Bodily effects such as feeling sick, headaches, stomach upsets and difficulty sleeping or eating.
- Cognitive effects such as difficulty concentrating and negative thoughts.

### ***COPING STRATEGIES***

- Remember these experiences are normal and almost everyone in a new country has an adjustment time.
- Put things from home around you in your room.
- Talk to your friends or other new students, join clubs and go to social events.
- Make an effort to talk to someone new, say hello to people in class.
- Ask for help if you are not sure how to do something.
- If you are religious see if there is a contact for your religion in Hobart or Launceston (website for Religious support).
- Keep in touch with family and friends at home by phone or email.
- Take some vigorous daily exercise – this really helps to get your body chemistry back in balance.
- Make sure you look after yourself well by eating properly and getting enough rest.
- Do something you like every day.
- Make a study plan so you do not feel too overwhelmed by all the work ahead of you.
- Attend ELSIS workshops on study skills.
- Keep a diary or record so you find it easier to make sense of new events and customs.

Please see an adviser or a counsellor if you feel that things are not going well.

### **Health Insurance**

All overseas students in Australia must have health insurance for medical and hospital services with the Overseas Student Health Care scheme. The scheme run by Medibank Private is the initial scheme you have joined but you may opt to join another scheme. Web address [www.medibank.com.au](http://www.medibank.com.au) The names for the other schemes are Worldcare Assist, [www.worldcare.com.au](http://www.worldcare.com.au) or BUPA [www.overseasstudenthealth.com](http://www.overseasstudenthealth.com) or Australian Health Management Group [www.oshc.com.au](http://www.oshc.com.au)

As new international students you will have paid for your health cover before you applied for your visa and entry permit. You will receive a small plastic membership card from Medibank. Take this card with you when you go to the doctor or to hospital and when applying at the Medibank office for a refund of fees for medical services. The Medibank office is at 115 Collins Street in Hobart, and at Shop 1, 13 The Quadrant, Launceston. The phone number is 132331. If you need to see a Doctor before receiving your card then go and afterwards contact an adviser who will obtain your Medibank ID number for you.

### *Renewal of Health Cover*

It is essential that health insurance is kept up to date as otherwise your VISA is not valid and additionally you run the risk of having to pay the full cost of medical treatment. It is your responsibility to keep up to date, no reminders are sent out.

Whenever your health cover is due to expire you must renew it by paying the appropriate fee to the insurer of your choice. You need to take your passport and official university Enrolment Statement and Fees Invoice with you.

### *Benefits of the Health Cover*

The medical and hospital services for which the OSHC will help you will pay are listed in the brochure.

### Medical Services

Always take your Medibank OSHC card with you when visiting a doctor.

If a doctor gives you an account to be paid later, take the account to Medibank Private and obtain a cheque made out to the doctor then **remember to take the cheque and any extra that you have to pay, to the doctor.**

- 1. Some Doctors charge international students the Medibank rebate** instead of their full fee;
- 2. Some might give discounts to students in financial difficulties.** Usually the decision whether to give a discount is made by the doctor, so discuss this with him or her during the consultation.

### *EMERGENCY AND WEEKEND MEDICAL TREATMENT*

**The Royal Hobart Hospital Casualty** department is open 24 hours a day but unless you are very sick you may have to wait some time for treatment as urgent cases get priority. The service here is free but take your Medibank card.

### **Hobart Private Hospital** Argyle St. Hobart

Emergency After hours hospital-you will be seen quickly, but there is a **non-refundable** fee of \$120. You must pay at the time of treatment.

**The Launceston General Hospital Accident and Emergency** department is open 24 hours a day but unless you are very sick you may have to wait some time for treatment as urgent cases get priority. The service here is free but take your Medibank card.

### *Optical Services*

The cost of having your eyes tested by an optometrist is covered by the OSHC but not the cost of glasses or contact lenses. If you want health insurance cover for the cost of glasses or contact lenses you must take out an additional policy by paying extra premiums.

### *Dental and Physiotherapy Services*

No OSHC benefits are payable for these services.

Advice about dental costs can be obtained from the Contact Centre.

### **Emergency and Weekend Dental Services (Hobart only)**

During the week contact a dentist from the 'Dentist' Section in the Yellow Pages of the Telephone Directory if you do not have a regular dentist. On weekends and public holidays, telephone 0414543339. The full fee must be paid at the time of treatment.

### **Ambulance Services**

All ambulance trips are free and are funded by levies on rate payers or in the case of motor vehicle accidents the 3rd party insurance of the motor vehicle involved

### **Pharmaceutical Services**

If a doctor you have consulted decides you need medicine he or she will give you a prescription (a "script") which you take to a Chemist shop (Pharmacy) to buy the medicine. Give all copies of the script

to the Chemist (Pharmacist). When the medicine is ready, you may be asked to sign and date the script as a receipt for the Chemist.

If the doctor has specified that the medicine is to be repeated you will be given a repeat script. If not, the Pharmacist will keep all copies of the script.

Medicines provided in public hospitals (in Hobart this means the Royal Hobart Hospital and in Launceston, the Launceston General Hospital), are provided free - for all other medicines there is a charge. For some expensive medicines the extra cost may be met by your health insurance, please refer to your Medibank Private information. Some medicines are obtained only from Chemist shops, while others that are milder in their effect and do not require a doctor's prescription are obtainable from supermarkets (where they may be cheaper) or other shops.

Students from the UK, Northern Ireland, Malta, New Zealand, Italy, Sweden, Netherlands, and Finland are able to have costly medicines subsidised as do Australian citizens. Such students should go to the Medicare office within a few days of arrival and ask for a Reciprocal Rights card.

If you are injured while engaged in University activities then the University Student Accident insurance may pay all your medical expenses. Please contact the Sports and Societies officer in TUU building or phone 6226 2854 (Hobart) or the Student Association on 6324 3776 (Launceston) if you need to make a claim. See an International Student Adviser for help.

If you are injured in a car accident then this should also be covered by car registration insurance. See an International Student Adviser for help.

## **HEALTH SERVICES AND SUPPORT SERVICES FOR SOCIAL ISSUES**

### **MEDICAL**

On the Hobart campus, there is a University Doctors Surgery located in the TUU building. You can phone to make an appointment on 6226 2102. You may also choose to see a Doctor in the community. If you are very sick or injured you may go to the Accident and Emergency Department of the Royal Hobart Hospital in Argyle Street in the city. You may choose to go to a private hospital but there will be a non refundable cost of about \$120 for this visit.

There is no medical service on the Launceston campus, and if students need to see a doctor, they must make an appointment with a doctor in the community. Please see the International Student Advisor for a list of doctors. If you are very sick or injured you may go to the Accident and Emergency Department of the Launceston General Hospital in Charles Street in the city.

### **SPECIALISTS**

You will need a referral from your Doctor before you can see a medical specialist.

### **DENTAL SERVICES**

You can make an appointment with any dentist listed in the phone book. You will need to pay full fees which are NOT refunded by Medibank. If you wish to contact a dentist out of hours please ph 6248 1546 (Hobart only).

### **MENTAL HEALTH**

If you consider that you may need help with a mental health problem then you can talk to your doctor who will make a referral to a Psychiatrist or to another suitable specialist such as a Psychologist.

### **COUNSELLING**

Free confidential counselling is available from your international student adviser or from the University Counselling Service. Both services employ qualified counsellors.

### **SEXUAL HEALTH AND CONTRACEPTION AND PREGNANCY OR TERMINATIONS ASSISTANCE**

In the first instance your Doctor can provide information and services on any of these matters or referral on to specialist services suited to your needs. You may choose to contact Family Planning for assistance if you wish. FREECALL 1800 007 119

#### GAMBLING HELP

There are lots of opportunities to gamble in Tasmania but please realise that not many people win at gambling. There are some people who develop a serious problem with excessive gambling. This can affect international students as well as many other people. Most people who develop a problem will need help to overcome their gambling problem. There are a number of free confidential services funded to provide that help.

Gambling Helpline Tasmania 24 hours 1800 000 973  
Anglicare Tasmania Inc 1800 243 232  
Relationships Tasmania 1300 364 277

#### ALCOHOL AND OTHER DRUG ISSUES

Alcohol is legally available to be purchased and consumed by people over the age of 18 years, as is tobacco. You may notice that alcohol is part of many social occasions in Australia. It is your choice whether you drink alcohol and it is perfectly acceptable to decline and drink soft drinks. You may also find that other drugs are available for consumption in some social situations. All drugs such as marijuana, speed, ecstasy etc are illegal and serious penalties apply to anyone caught consuming or selling them. If you develop a problem with overuse of any drugs there are services to help. In the first instance you may seek a referral from your Doctor or you may contact Drug Education Network on ph 1300 369 319 or Alcoholics Anonymous ph 6234 8711 (Hobart) or 6334 7060 (Launceston)

#### AIDS, HEP C

There are specialist information and support and medical services available to anyone who fears they may have contracted these illnesses. Ph 1800 005 900

#### HOMOSEXUALITY

Homosexual activity is legal among adults in Tasmania. Discrimination against people because of their homosexual orientation is illegal and subject to penalties. However it is still the reality that homosexuality can be negatively perceived in the community. There are support groups for homosexual and transgender people in Tasmania. Ph contact 6224 3556 (Hobart) or 6334 4013 (Launceston)

#### SEXUAL ASSAULT

There is a 24 hour service for victims of sexual assault. The ph number is 62311817 (Hobart)  
Laurel House (weekdays 8.30am – 5.00pm) ph 6334 2740 (Launceston)  
After Hours and Weekends Crisis ph 0409 800 394 (Launceston)

#### VICTIMS OF CRIME

In the first instance you should contact the Police who will help you and investigate the crime. There is also a support service for victims of crime ph 1300 300 238

#### LEGAL HELP

Free legal advice is available from the Hobart Community Legal Service ph 6223 2500 and the Launceston Community Legal Service ph 6334 1577 (FREECALL 1800 066 0190) or Legal Aid Commission of Tasmania ph 1300 366 611

#### CONSUMER ADVICE

Ph 1300 654 499 or [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)

#### FAMILY VIOLENCE COUNSELLING AND SUPPORT SERVICE

Provides information and help to families or individuals suffering violence or threats in their personal relationships. Ph 1800 608 122 (24 hour service).

#### LIFELINE

Free 24 hour telephone counselling service. Offers particular support to people who are feeling lonely and depressed.  
Ph 13 11 44

## **POLITE BEHAVIOUR IS DIFFERENT IN DIFFERENT CULTURES**

As international students you have all learnt what is considered polite behaviour in your home countries. It is relatively easy to know how to behave in different social settings at home as you have been practising since you were children. You are confident and do not have to think about what to do as the behaviour is natural to you.

When you start living and studying in Tasmania you may find that you are not always aware of the rules of polite behaviour. This can be quite stressful as you may become aware of sometimes doing something that gives you the feeling that people are surprised or disapproving of you. It is very unlikely that they will tell you directly that you have somehow offended them.

There are some common politeness problems for international students.

### What to call people or what title do I use?

Sometimes it is difficult to know the correct title to use to address a person. Australians tend to be more informal in their use of titles and it is quite common for teachers or professors to be addressed by their given name. Usually it is wise to use the full title at first. If the person wishes you to use their first name they will usually tell you. It is sometimes alright to use the first name in private meetings but not in more formal or larger group meetings. This is a matter of judgment and observation but, if you are uncertain, then choose the formal title. Women may be known by the general term Ms which does not relate to their marital status or they may prefer to be called by either Miss or Mrs. When in doubt please ask.

### Please and thank you

It is important to remember to say please when you ask anyone for any help or service. This is true even in situations where the service may be very trivial or insignificant. To an Australian the failure to say please is interpreted as quite rude. The same general rule applies to the term thank you. Whenever you remember to say thank you for a service or help then you are acknowledging the other person. If you forget to say thank you to a shop assistant they may think you are rude and be less helpful to you next time you visit their shop. Using these words will help in building a good relationship.

### Keeping appointments

You should always try to be on time for meetings or other appointments. If you realise you are going to be late, try to contact the person to let them know. This is very important for professional appointments as you could be charged money for being late or if you miss the appointment. A person who is always late may be considered unreliable.

### Social events

Social events can vary from the large and formal to the small and informal in their nature. The rules will vary from event to event and will only be advised if you get a written invitation. Generally a written invitation will ask you to reply to tell the host if you are able to attend. The term used may be RSVP. The invitation may tell you the time of the event and the location. It may also ask you to wear formal clothes if the event is to be very formal. Most informal events are organised by personal invitation. You should arrive near to the time for the event. Sometimes you may be asked to bring a plate. This means to bring a plate of food. Many social events provide alcoholic drinks. It is perfectly acceptable to decline alcohol and ask for fruit juice or a similar drink. Sometimes you may be asked to BYO. This means please bring something to drink. It is fine to let your host know in advance if you have any special dietary restrictions.

### Touching people

The rules for how we touch each other vary considerably across cultures. Many Australians will shake hands when they are introduced to each other. This is particularly the case for men. It tends to be less common between women. Women friends may give each other a hug when they meet or they may kiss each other close to the cheek but not touching the cheek. Sometimes the hug or kiss may be between men and women but this is less usual unless they are very good friends. It is okay to touch children in a friendly fashion on the head. The comfortable distance you should stand from a person

also varies from culture to culture. Many Australians tend to start feeling uncomfortable if you stand closer than one and a half metres when talking to them.

#### Share house politeness

Most of the rules of politeness in share houses arise from a consideration for other occupants rights. They are to keep noise levels down low, especially when others are sleeping or studying. Also very important are rules to do with hygiene. If you do not immediately clean the bathroom or toilet if they have become dirty after you have used them you will become very unpopular with the next person to use the facilities. You need to wrap used sanitary pads and place them in the rubbish bin immediately. Please remember to clean the kitchen if you have been preparing food. Do not leave your dirty plates and utensils in the common areas like the living room. Place all rubbish regularly into the rubbish bin outside the house.

#### Sniffing in public

This is regarded as very impolite here. The polite behaviour is to blow your nose on a paper tissue or handkerchief if you have a cold.

#### Spitting

Clearing your throat or nose of phlegm and spitting the phlegm out onto the road or footpath. This is especially impolite. Spitting should only be done in the privacy of your own home. If you need to spit when you are away from home you may do so into your paper tissue. These tissues need to be placed into a rubbish bin.

#### Mobile phone courtesy

This is a new area of politeness for Australians as well. Generally you should switch off your mobile when you go into a class, meeting, or public entertainment venue such as a theatre or movie. If you forget and your phone rings while you are talking to someone, especially in a meeting, then you may quickly answer the call and tell the caller that you will ring them back. Please apologise for the interruption to the meeting. Only talk to the caller if there is an emergency.

## **SAFETY**

Generally Tasmania is a very safe and friendly living place for residents and visitors. But unfortunately sometimes episodes of verbal or physical abuse happen in the streets or public places in Hobart and Launceston. It may be that the verbal abuse is racist in nature but more frequently it is random and could be directed at anyone who is in the area. Both verbal and physical abuse are illegal in Australia. You can report any episodes to the police and they will investigate and possibly charge the offenders.

**If you find yourself in this type of situation it can be both frightening and emotionally distressing. The memory can stay in your thoughts and emotions for a long time and it is important that you talk about the experience with family, friends and advisers so we can assist and support you.**

#### *PERSONAL SAFETY*

There are some behaviours which can help you keep safe:

1. Look confident and walk briskly in public places.
2. Keep aware of what is going on around you. If you notice groups or individuals behaving in a suspicious manner then try to avoid them by walking away, walking in well lit areas, or walking towards other people who do not look threatening.
3. Avoid walking in parks or poorly lit areas at night.
4. If other people are nearby ask them for help.
5. If someone tries to touch you, tell them to stop. It is OK to get angry and use your own language, the message will get through.
6. If a situation seems dangerous then either run or be prepared to defend yourself by using your keys, handbag or books as weapons. Don't forget to shout loudly and it is OK to hit or kick your attacker.
7. Never hitchhike, and if a driver stops and asks for directions, do not stand close to the car if you choose to answer him

8. If you are abused on public transport, then ask the driver to help – they are responsible for the safety of their passengers.
9. Remember to lock your house before you go to sleep or if you are alone at home studying.

#### ***SAFETY OF YOUR PROPERTY***

Australia is like any place in the world in that thefts happen from homes, cars and in public places like universities and shops. It is possible to pay for insurance that will reimburse you for financial loss if your property is stolen. Please look in the yellow pages of the phone book for insurance companies' phone numbers. It is a good idea to compare prices and benefits before you pay for insurance.

Make sure that you lock your house securely when you leave it and don't forget to lock windows. Do not write your address on your house keys.

If you are leaving your possessions in your parked car then it is safer to put them in the locked boot or cover them with a cloth.

Do not leave your wallet or handbag lying around in public view at university or while shopping.

If someone calls at your house and says they want to come inside for any reason you should ask for identification and you may choose to check this by phoning their employer before you allow them to enter. No one has the right to enter your house without your permission. If you are worried by a person who will not leave, then phone the police.

#### ***SAFETY ON CAMPUS***

There are HELP POINTS on campus where you can telephone a campus security office.

There are also a phone number for 24 hours Security on Campus 6226 7600 (Hobart) and 6324 3336 (Launceston)

#### ***IMPORTANT PHONE NUMBERS***

Police, Ambulance and Fire

Free call 000 – Give your name and address.

### **ELECTRICITY AND PHONE CONNECTIONS**

#### ***Electricity Connections***

In Tasmania, the company that provides electricity is called Aurora Energy.

All business is conducted over the phone. The number to call is 1300 132003.

Several people from the house or flat may have the service in joint names and all share responsibility for the bill being paid.

To get electricity connected to your flat or house telephone 1300 132003. You will need the exact address and will have to give I.D. details from your passport. The electricity will usually be connected the next day. You must make sure that there is access to the meter box for the power to be connected. Your welcome kit will be sent to you by the next days post and this will explain all details of how to make payments etc.

There is a \$49.40 connection fee that is sent in 10 working days. Bills are sent every 3 months and must be paid by the due date, about 2 weeks. You can pay your account over the phone by ringing Australia post credit card line 131816 or you can apply for an Aurora Advance Payment Card which allows you to make prepayments at the post office.

If you forget to pay your electricity account you will be sent one reminder notice and if you do not pay by the due date on the reminder then Aurora will contact you. They will disconnect your electricity if you do not pay by the final date. If one person in your house does not pay their share then the other account holders are responsible for paying the bill.

### *Phone Connections*

One person from the house or flat must have the service in his or her name and take responsibility for the bill being paid. The person must be 18 years of age or over.

Phone 13 22 00. You need to know the exact address of the house or flat and if possible the last phone number connected to that dwelling. And whether the phone line has a dial tone

Bills are sent monthly unless you have a credit card so that Telstra can check on your credit rating. After six months, if your account has been paid by the due date each month you can apply to have your account sent three monthly.

### **Costs**

**In Contact Service** (supply your own phone, all incoming calls, outgoing calls only possible to Telstra and emergency numbers ) - if this is available for your phone area no connection fee

**Basic connection fee** for a line already at the dwelling and no repairs necessary \$59

Connection requiring service to the line, or connecting a line to the dwelling, costs extra. This depends on the work that needs to be done. Can be up to \$209

**Phone line rental** \$17.50 - \$29 per month

**Phone rental** \$2.99 per month payable with the monthly bill (you can buy your own phone instead of renting from Telstra)

### **Bill payment**

Accounts must be paid by the due date which will be identified on your account. You may choose to use the prepaid system of Telstra card. You can also pay your account over the telephone if you have a credit card such as VISA or American Express. You can make payments at post offices, Telstra shops and online. If you do not pay in time Telstra may reduce your phone to local calls only or cancel your account. Late payment fees may also apply.

Discounts are available if you consolidate your accounts for computer, mobile and landline phones.

### **Mobile phones**

A number of companies will provide a mobile telephone service. You will need to contact them and compare costs and benefits.

### **Phone cards**

There are a number of companies selling prepaid international phone cards. These can be used at any phone, public or private. The university shop sells a range of international phone cards that state that they are much cheaper than ordinary phone calls. We recommend that students use these cards rather than running up big telephone bills.

## **INTERNATIONAL STUDENTS AND DRIVING IN TASMANIA**

### *Drivers Licenses*

You can drive on your overseas driver's license or international license as long as it is valid for the class of vehicle or motorbike. You must carry your license with you at all times when driving. If it is in language other than English, it must be accompanied by an English translation made by an accredited translator. Translators are listed in the yellow pages. There is a charge for this. If the license expires you must get a Tasmanian license.

Students who buy a car in Tasmania may experience some difficulties obtaining third party property insurance or comprehensive insurance if they only have an overseas license. We suggest it may be better to get a Tasmanian license if you buy a car as it is very important to take out insurance so you are not liable for property damage if you have an accident (think how much a Mercedes would cost if you damaged it).

To get a Tasmanian License, you will need to do both theory and practical test. For further information on this, you can simply walk into Service Tasmania Office, 134 Macquarie St, Hobart or Henty House, Civic Square, Launceston (phone 1300 135 513) and make your enquiries. The road rules are on the

website, <http://www.transport.tas.gov.au/ldh> All students should read the road rules even if they drive on their home country license.

**DO NOT DRIVE ANY VEHICLE IF YOU DO NOT HAVE A LICENSE.**

If you drive without a license, your insurance is not valid. If you have an accident YOU will be liable for all damage and injury. You will also be charged with a criminal offence.

#### *Vehicle Registration*

This is evidence that the road tax and personal injury insurance costs have been paid for a particular vehicle. It is seen as a coloured sticker on the front window of a car and includes the dates of validity. Do not drive or buy a car without this registration sticker as it is illegal and any injury from an accident would be your personal liability. This registration must be renewed every year and will cost about \$350.

#### *Renting a car*

Please be very careful to read any car rental contract before you sign it. Make sure that only the people who sign are allowed to drive the car. Make sure you take all the insurance the company offers. It may cost more but it will save you a lot of money in the event of an accident.

#### *Buying a car*

Most cars are advertised in the local newspapers on Saturday; in Hobart, the Mercury, and in Launceston, the Examiner You can arrange a test drive with the owner and you are strongly recommended to arrange for an independent service station/garage to check the car mechanically before you buy it. If an owner seems reluctant to let you get a garage to check the car then maybe there is something wrong with the car. You can get checks done by the Royal Automobile Club of Tasmania (RACT). A service station check will cost about \$80 to \$100. A RACT check will be a little more expensive. If you are buying a car at a commercial car yard then they may already have an RACT report available on the car. Many car yards will offer a warrantee on a car but it may depend on the price of the car. You should also do a financial security check on the car by phoning 131105.

#### *Change of car ownership*

You must pay a fee at Service Tasmania when you buy a car. The seller has to give you a copy of the ownership papers and then tell the authorities that he has sold the car to you. You then have 2 weeks to pay your fees.

#### *Accidents*

If you are in any accident you must not leave the scene if there is anyone injured. The Police must be called to the accident. You must call an ambulance on 000 if someone else is hurt, even if you are not hurt. If there is any substantial damage to a car or other property, the Police must be called even if no one is injured.

#### *Insurance*

You are strongly advised to take out third party property insurance if you buy a car. This will pay for the costs of any damage you may cause to another car in an accident. A number of companies provide insurance and you should look them up in the yellow pages of the phone book and compare prices and benefits.

Drivers must not be under the influence of alcohol or drugs.

There are legal limits to the amount of alcohol permissible in one's blood stream. Random roadside breath tests for alcohol and drugs are conducted frequently by the Tasmania Police.

**DO NOT DRINK AND DRIVE!!!**  
It is illegal and very dangerous. You can lose your license for this. Also, if an accident happens, your insurance will not be valid if you have been drinking.

Seat belts must be worn by the driver and all passengers; special baby seats are available for hire from the local councils or may be bought.

You must wear an approved helmet if you ride a motorbike or push bike.

## **INCOME TAX AND INTERNATIONAL STUDENTS**

You will need to understand some basic taxation laws as you undertake your studies in Australia.

Generally these laws will affect you when you open a bank account or commence any paid employment. These situations will require you to obtain a Tax File Number from the Australian Taxation Office.

To obtain a Tax File Number simply go to the tax website at [www.ato.gov.au](http://www.ato.gov.au) and fill in the on line application for a tax file number. You can apply if you are a student with a visa for more than 6 months study. Your number will be sent to you within one month. This number is confidential and should not be given to anyone but your bank or employer.

When you receive the number you should tell the bank your number. **IF YOU DO NOT TELL THE BANK YOUR TAX FILE NUMBER THEY ARE LEGALLY OBLIGED TO TAKE THE MAXIMUM RATE OF TAX (APPROX 50%) FROM ANY INTEREST YOU EARN ON YOUR BANK SAVINGS.**

You may use the same Tax File Number later if you obtain a work permit from the Department of Immigration and obtain paid employment. You should tell your employer your Tax File Number or they are legally obliged to take tax of approx 50% from your earnings. If you tell your employer your number they take less tax from your earnings.

As a general rule an international student who comes to Australia to study for longer than 6 months will be treated as a resident of Australia for taxation purposes. Residents can earn \$5400 in an income year (1<sup>st</sup> July to 30<sup>th</sup> June) before being liable for tax, whereas non residents pay tax on all earnings. You will find your employer will generally take tax from your earnings and you will have to lodge a tax return at the end of the financial year and will get a refund for your tax from the Taxation Office.

You can also get any superannuation contributions refunded before you leave Australia.

If you need more information on tax matters then please contact the Taxation Office at 200 Collins St, Hobart, or at 54 Cameron Street, Launceston, or by phone on 132861.

## **POLICIES, RULES AND PROCEDURES**

UTAS recognises the rights of each person to be treated with respect and dignity, irrespective of age, gender, race, culture, creed, etc. In accordance with Commonwealth and State legislation, UTAS's policies promote equity, equal employment opportunity and privacy rights. The policies include aspects such as the elimination of harassment and discrimination, and the responsible use of email and internet.

### **Harassment and Discrimination on Campus**

Under the Racial Discrimination Act 1975, the Sex Discrimination Act 1984 and the Disability Discrimination Act 1992, it is unlawful to discriminate against any person on the grounds of:

- Race, colour or ethnic origin;
- Sex/gender;
- Marital status (single, married, divorced, or de-facto);
- Pregnancy;
- Disability (includes HIV/AIDS)

**Discrimination** is when one person is treated less fairly than another person.

### **Sexual Harassment**

Sexual harassment is an unwelcome sexual advance, or request for sexual favours, or unwelcome conduct of a sexual nature.

The following are a number of examples of what may constitute sexual harassment:

- Unwelcome comments or questions about a person's sex life;
- Suggestive behaviour;
- Unnecessary familiarity such as deliberately brushing against a person;
- Sexual jokes, offensive phone calls, reading matter or objects;
- Sexual propositions or continual requests for dates;
- Physical contact such as touching or fondling, or unwanted sexual advances.

**Note: Indecent assault or rape are criminal offences and should be reported to the police.**

Sexual harassment may be an isolated incident or a series of incidents. It may be intentional or unintentional. Behaviour which may be acceptable or appropriate in other contexts can be inappropriate at work or in an academic environment.

Sexual harassment is NOT mutual attraction between people – such friendships (sexual or otherwise) are a private concern.

It is not a private concern in the case of a sexual relationship between an academic staff member and his/her students. Such relationships do not constitute sexual harassment, but they may be unethical, and compromise either the staff member or student/s concerned.

Sexual harassment, whether by academic staff, general staff or students will not be tolerated.

See the University's policy on Harassment and Discrimination for further details:

[http://www.admin.utas.edu.au/hr/eo/hd\\_policy.pdf](http://www.admin.utas.edu.au/hr/eo/hd_policy.pdf)

## **INTERNATIONAL STUDENT'S VISA OBLIGATIONS**

To ensure that you have an enjoyable experience with us, we wish to advise you on some of your obligations as an international student with the University and also to remind you of the conditions which you are subjected to on the grant of your student visa.

We remind you that your visa places some strict conditions on you while you are studying in Australia.

### ***ENROL FULL TIME***

Full time per academic year is 100%. A normal full time requires you to be enrolled in 4 units (50%) per semester. This ensures that you complete your studies within the time stipulated in your visa.

However, University of Tasmania recognises that a minimum of 75%<sup>1</sup> may be accepted as a standard full time annual load for the relevant course throughout your academic year.

To do this, you must maintain a minimum level of enrolment of at least 3 units per semester to be within the rules of your visa. If you fail some subjects and are excluded from study for this or any other reason, you may no longer be eligible to stay in Australia on your student Visa.

If you are uncertain about subject choices you need to see the nominated Faculty contact person on arrival. You can only change units in the first 3 weeks of semester and you must have faculty approval signed on your variation of enrolment form and lodge the form with student administration.

You may discuss your decision with an advisor if you wish. However, please note that the role of the student advisor is merely to assist you in making that decision. You are ultimately required to make the decision yourself.

Paragraph 3.4 of the Rule 112 of the UTAS Admission and Student Progress Rule provides for what constitute a valid enrolment. A copy of the rules can be obtained on the UTAS website under <http://www.utas.edu.au/policy>

Please be aware of the significance of [census dates](#)<sup>2</sup>. Any withdrawal must be before census date or you will be recorded as failing and still be liable for tuition fees. You can find census dates on the university website.

In your final semester of study, you are permitted to enroll in less than 3 units if that is all you have to do to complete your degree. Otherwise, you MUST have faculty and the International Student's advisors permission to enroll in less than 3 units.

If you want to change your degree you need to see an Admissions Officer at International Office.

### ***SATISFACTORY ACADEMIC PERFORMANCE***

All students must meet the standards of satisfactory academic performance within their field of study. There is a general agreement between the departments of Immigration and the department of Education that students who failed more than 50% for the period of study (or year) will likely be deemed failing to meet course requirements and therefore you may be in breach of the visa. For more information on UTAS Change of Provider policy, please visit the International Student's website.

### ***NOTIFY CHANGE OF ADDRESS***

You must notify the University in writing within 7 days of your change of address. There are "Change of Address" forms in the International Services Office and Student Administration. This is a standard condition of your student visa.

---

<sup>1</sup> Please note that this definition is subjected to change after the conclusion of the evaluation of the ESOS Act 2005. Students are nevertheless encouraged to maintain a 100% load under the ESOS Act 2000.

<sup>2</sup> Please refer to our website of important dates - [www.utas.edu.au/keydates/2006dates.html](http://www.utas.edu.au/keydates/2006dates.html)

### *HEALTH COVER*

You must always have an OSHC (Overseas Student Health Cover) from an approved insurer while you are a student in Australia. It is your responsibility to renew each year. Reminders will not be issued.

### *NO CHANGE OF PROVIDER*

You must not change the place where you study for the period as stipulated in your visa. If your course is less than that period, you CAN change the place where you study ONLY when you have finished that course. You CANNOT change during your course. If you wish to change to another education provider, you must refer your queries to DIMA. However, in exceptional circumstances, an advisor will be able to provide a letter of release to support you. For more information on UTAS' Change of Provider policy, please visit the International Student website.

### *NO WORK*

All initial Student visas are granted with the condition 8101, No Work.

You and members of your family can apply for permission to work only after you have commenced your studies in Australia.

The information provided on DIMA's website <http://www.immi.gov.au> will help you to:

- understand the visa conditions relating to working while studying, and
- apply for permission to work on a Student visa

Once you have enrolled, International Services will gladly endorse your 157P application<sup>1</sup>.

If approved, you may work up to 20 hours a week during the term. You must not work when you should be in classes. You can work full time during vacations.

### **Work placement**

Students who undertake an industry placement must apply for a visa with permission to work.

If your industry placement is a compulsory component of your course, then it will not count towards your maximum allowable hours of 20. That is, the hours of work on a compulsory work placement are unrestricted.

If the work placement is optional, then your maximum hours while the course is registered in session are 20 per week.

### *INTERNATIONAL STUDENT DEFERMENT/SUSPENSION OF STUDY POLICY*

All applications for deferment or suspension of studies by International Students must be recorded systematically. Deferments will only be granted by formal agreement and only on the following grounds as listed in the **International Student Deferment / Suspension of Study Policy**. For more information on UTAS **International Student Deferment / Suspension of Study Policy** please visit the International Student s website.

### *VISA EXTENSION*

Your Student visa is granted for the expected duration of your studies with the University of Tasmania. A student visa is generally issued for a maximum period of five years. DIMA will take into account cases where it may be reasonable to apply for a longer period

If you take longer than that period, the University may grant you an electronic Confirmation of Enrolment (eCoE) if it is satisfied that you have met course requirements. The application forms are available from the International Services Office. You will then need to obtain the approval of the relevant faculty officer and return to the International Office to be assessed.

An eCoE from the University of Tasmania does not guarantee an extension to your visa. Please note that DIMA reserves the right to re-evaluate your circumstances based on your academic performance and if you have complied with your visa conditions before granting you the visa extension.

### *VISA STATUS UPON COMPLETION OF YOUR COURSE*

Once you have completed your studies, your current visa will no longer be valid. Your visa will also be cancelled if your course finishes earlier than your visa. If your course finishes at the end of the year, your visa will usually expire on or about the 15<sup>th</sup> of March the following year. If your course finishes at any other time, you are usually granted a further 28 days from when your course ends (from the date that your final results are officially released).

### *REPORTING TO IMMIGRATION*

University of Tasmania is legally required to report to DIMA if it has come to our attention that a student has breached their student visa requirements. This includes any of the points as set out above in this brochure.

Once a student has been reported, a letter is sent to the student's last known address, giving them 28 days from the date of the letter to report to DIMA. Failure to do so will result in the visa being cancelled.

### *COMPLIANCE AND REPORTING OFFICER*

Under provision of the Education Services for Overseas Students Act and Regulations, the University of Tasmania is required to report students failing to comply with the attendance or academic requirements of their visa to the Australian Immigration Department.

The Compliance and Reporting Officer, is responsible for overseeing that the objective of the Act is met by ensuring that the interests of International Students coming to Australia on student visas are rightfully protected in line with any visa-related reporting requirements.

In ensuring that all reports made are fair and accurate you are required to inform the Compliance and Reporting Officer if:

- i. You decide to terminate of studies before your course is completed.
- ii. If you complete your course more than 1 month earlier than the date on your eCoE
- iii. If there are ANY changes to your enrolment details at any time you are with the UTAS (for example : you decide to change your course)

The Compliance and Reporting Officer is Yvonne Wong who can be contacted by phone on 6226 1786 or by email [Yvonne.Wong@utas.edu.au](mailto:Yvonne.Wong@utas.edu.au)

\* Please be aware that a breach of your Mandatory condition may adversely affect any future application for an Australian visa (i.e. Permanent Residency Visa or Tourist Visa).

The Department of Immigration and Multicultural Affairs can be contacted at:

Street address:	Postal address:
Level 13	GPO Box 794
188 Collins Street	Hobart TAS 7001
Hobart TAS 7000	

Counter hours:	General facsimile:
Mon-Fri 0900-1600	(03) 6223 8247
(Wed 0900-1330)	

<http://www.immi.gov.au/study/visas/conditions>

### Conclusion

**Please be advised that PART 3 - ENROLMENT, 3.3 (Enrolment procedures) of the UTAS Admission and Student Progress Rule 112, requires that;**

'Students are solely responsible for checking the completeness and accuracy of their application for enrolment and for seeking confirmation that their enrolment complies with the relevant course *specifications and ensure that the meet their own visa requirements*' (emphasis added)

## **UTAS Code of Conduct for Teaching and Learning**

The University undertakes to provide a secure, supportive yet challenging environment for teaching and learning and research supervision – an environment in which students will be stimulated to reach a high level of intellectual attainment. To achieve this, the University will strive to provide appropriate resources (including libraries and computer facilities), teaching and study facilities.

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The following Code of Conduct for Teaching and Learning sets out the responsibilities and expectations the University of Tasmania and its students can legitimately and fairly expect of each other.

### **A. Responsibility of the University to Students**

#### **Information**

1. The University will make information about ordinances, rules, policies and codes of practice accessible to students in a user-friendly form.

#### **Admission**

2. Prior to the enrolment period, potential students will upon request be provided with current and accurate information about available University courses, entry procedures and financial implications.
3. Students will be selected for entry to the University by fair and open procedures with published criteria outlining access for all levels of candidacy. The principles upon which selection decisions are made will be stated clearly and adhered to by the University.

#### **Unit information**

4. The University will, in its several handbooks, publish information (a Unit Description) about each unit or subject, during the year preceding their commencement. The information will outline unit weight, unit objectives, teaching pattern, lecturers, assessment procedures, and other requirements of the student, including any compulsory practicum placements. If the course is subject to a minimum enrolment this will be noted, and units that are run in alternate years and as summer schools will also be included and this fact noted. Unit Descriptions, including titles of required reading texts and required readings, will be published on the Course & Unit Database a minimum of 6 weeks prior to semester to facilitate timely availability of texts and readings for all students immediately prior to start of semester.

See: <http://www.utas.edu.au/policy/vcpol/tlp1.1.html>

5. Within the first week of the academic timetable, the handbook information will be supplemented by written information about each unit (a Unit Outline), including rationale for the unit, teaching and learning processes, details about required and recommended readings, assessment details such as nature of assessment tasks, weighting of each task and assessment criteria, specific attendance and performance requirements for the unit, and a timetable of internal tests and assignments and other assessment deadlines. The information will also include information on how the assessment procedures relate to the objectives of the unit. The consequences of failure to meet the attendance requirements, assessment deadlines and word limits will also be specified. Unit information will include information about the required referencing system, about what constitutes plagiarism and about how plagiarism will be dealt with by the University. Course requirements will not be changed, unless for exceptional circumstances in which case students will receive adequate warning and consultation.

#### **Assessment and progression**

6. Students enrolled in a particular course can normally expect to complete that course in the format as described in official university publications at the time of their initial enrolment, providing they make satisfactory progress on an annual or semester basis in line with University rules on student progression and complete within the normal period of full-time candidacy. Where changes to courses are made during the period of candidacy, these will not disadvantage students.
7. Assessment requirements will be consistent with published unit outlines, and therefore must be linked with course and unit objectives as well as with realistic workload expectations for students.

8. Students can expect fair and helpful comment and feedback on their academic work to be provided by the most appropriate means. Mechanisms will exist for students to be made aware of their standard of performance and progress during the period of study of a unit or course. Where necessary, they will be counselled and/or referred to the appropriate educational support services.
9. Assignments will be returned, and examination results will be made available, as expeditiously as possible after their completion. Students have the opportunity to formally question their results in any course or unit. A student may apply in writing for formal review of assessment within 10 days of the notification of the final result. This review will include, where practicable, a remark by an alternative examiner of any examination paper and a check to ensure that all relevant work has been assessed and marks totalled correctly. Students may also request a check that all work has been included in the final mark. If not satisfied with the outcome of this formal review, the student may request the matter be reviewed under the Ordinance of Student Complaints, by writing to the Director, Governance & Legal.

#### **Access to Staff**

10. Apart from their scheduled lectures/tutorials, students will have access to members of staff, by appointment or within specified times, to discuss relevant study issues and problems.

#### **Intellectual property**

11. The University will have equitable policies relating to intellectual property generated in the course of study, and will ensure that these are respected and observed throughout the University community.  
See: [http://www.utas.edu.au/universitycouncil/legislation/pol\\_intellprop.doc](http://www.utas.edu.au/universitycouncil/legislation/pol_intellprop.doc)

#### **Access to equipment, resources and support services**

12. The University will ensure that all equipment to be used by students is functional and safe to use, and that students have adequate access to such equipment to meet the requirements of their courses.
13. The University will ensure the provision of adequate and current library/information resources and user support services to allow students to meet the requirements of their courses.
14. The University will encourage the maintenance and/or development, either on its own responsibility or by the Student Union or other appropriate bodies, of a network of support for all students, in areas such as health, childcare and other support services, recreational facilities, personal, study and career counselling, and advice on financial, accommodation and related matters.

#### **Student participation**

15. The University will provide opportunities for students to participate in the functioning of the University, to have representation on policy-making committees at various levels of the University, and to provide feedback on the teaching/learning environment.

#### **Harassment and discrimination**

16. The University will endeavour to provide an environment for students which is free from harassment and discrimination as set out by relevant Federal Anti-discrimination legislation – Racial Discrimination Act 1975 and Sex Discrimination Act 1985. Where alleged harassment or discrimination occurs, procedures will be available to students to facilitate expedient and just resolution of problems. The relationships that University staff develop with their students will not provide any basis for the abuse of the power that staff have over students in the University environment nor of the trust that students may legitimately expect to place in staff.
17. The University will endeavour to address the reasonable needs of all of its students regardless of gender, ethnicity, age, disability or diversity of background.

#### **Confidentiality**

18. At all times students can expect the University to hold confidential all personal information and to release it outside the University only with student consent and knowledge or when legally required to do so.

### **Access to personal files**

19. The University will grant students access to their personal files in accordance with the law.

### **Concerns and grievances**

20. The University will provide an environment in which concerns and complaints will be treated seriously, attended to and resolved as quickly as possible. A student may lodge a complaint without fear of disadvantage. A set of clear procedures will be provided for complaints in relation to academic matters, library matters and disciplinary decisions.  
See: [http://www.admin.utas.edu.au/ac\\_serv/complaints\\_info.html](http://www.admin.utas.edu.au/ac_serv/complaints_info.html)

### **Responsibilities of staff**

21. The University will seek to ensure that staff are fully aware of their responsibilities under the University ordinances, rules, policies and codes of practice.

### **B. Responsibilities of students to the University**

22. Students are expected to make themselves aware of all University ordinances, by-laws and policies pertaining to their rights and responsibilities as students and to abide by the rules and regulations in the ordinances and by-laws. The ordinances, by-laws and policies are published in the University's Calendar and the several Handbooks of the University, available for purchase and for perusal in the University libraries.
23. For the units in which they are enrolled, students should make themselves aware of all unit information made available in the appropriate handbook, distributed information, in the Unit Description in the Course & Unit Database, and in the Unit Outline in the first week of the academic timetable and should raise any questions or concerns with the appropriate academic staff member in a timely manner.
24. Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.
25. Honesty, ethical behaviour and professionalism are required from students in all of their dealings with the University. Cheating, plagiarism, allowing another student to copy work for an assignment or an examination, damaging or defacing books or other library materials may be dealt with as an offence under the Ordinance of Student Discipline punishable by sanctions such as exclusion from the University or cancellation of marks.
26. Students are responsible for monitoring their own progress within the teaching/learning environment and the academic program. They should contact staff for assistance promptly if they have concerns about particular aspects of their learning and/or progress, and should also make use of the counselling and other support services available as the need arises.
27. Students will be invited to participate in the functioning of the University and to provide feedback on the teaching/learning environment. Student participation is important as students represent a key constituency within the University and provide a useful perspective on its operations. Accordingly, when they accept appointment to committees of the University, they should fulfil, to the best of their abilities, the responsibilities attendant on such appointment.
28. Students are expected to act at all times in a way that demonstrates respect for the rights and privileges of other members of the University community, both fellow students and staff, and show commitment to the ideals of a university with special reference to excellence in performance and freedom of expression.

Version approved by Academic Senate 3 November 2006

## **UTAS Occupational Health and Safety Policy**

We are committed to continuously improving the management and standards of occupational health and safety within the University of Tasmania. We will strive to protect the health and safety of our employees, students, contractors and visitors.

### **Principles**

We will:

- Ensure that occupational health and safety is an integral part of the management of the University of Tasmania and ranks equally with all other activities of the organisation.
- As far as reasonably practicable, provide and maintain a healthy and safe work environment within University premises and, when undertaking prescribed activities away from the University, establish and maintain safe systems of work.
- Ensure encouragement and support for each individual's contribution to the improvement of occupational health and safety through appropriate consultation, information, instruction, training and supervision.

The University acknowledges the contribution of those employees who hold responsibilities for occupational health and safety. Specifically, Responsible Officers, Accountable Persons, OH&S Unit staff, Occupational Health and Safety Committee members and Employee Safety Representatives shall receive additional training, information and support to fulfill their important roles in enabling the University to meet its duty of care.

### **Responsibilities**

Occupational health and safety is both an individual and a shared responsibility. Every University of Tasmania employee, student, contractor or visitor is responsible for ensuring that work/activities are undertaken in a safe manner and in accordance with current safety procedures, standards and legislative requirements.

### **Responsible Officers**

Deans, Heads of Division, Heads of School and Administrative Sections have been designated as Responsible Officers under the Workplace Health and Safety Act 1995. They are responsible for the following:

- Ensuring the University meets its responsibilities under Section 9 of the Workplace Health and Safety Act 1995 and the Workplace Health and Safety Regulations 1998.
- Ensuring effective resourcing and implementation of the University's occupational health and safety policies and procedures.
- Providing the leadership necessary to raise an organisation-wide safety culture.
- Ensuring that within their workplace there is appropriate planning, development, implementation and monitoring of occupational health and safety programs specific to the needs of the area.

### **Accountable Persons**

An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, is deemed an accountable person in accordance with the *Workplace Health and Safety Regulations 1998*. All management and supervisory staff (which includes those with responsibility for students) are therefore considered "accountable persons" and have responsibility for the following:

- Ensuring that the requirements for accountable persons as outlined in the *Workplace Health & Safety Regulations 1998* are met.
- Ensuring that adequate consultation, information, instruction and training are provided to employees and students under their control.
- Providing supervision appropriate to the level of risk that the task or job entails.
- Managing contractors and supervising authorised visitors to the University in a systematic and safe manner.

All employees, contractors, students and visitors are responsible for:

- Co-operating with instructions, supporting and promoting occupational health and safety within University workplaces and whilst engaged in University activities.

- Acting and encouraging others to act in a healthy and safe manner.
- Reporting or rectifying any unsafe conditions or acts that come to their attention.

**References**

- *Workplace Health and Safety Act 1995*
- *Workplace Health and Safety Regulations 1998*

Approved by OH&S Committee: 29th March, 1999

## **UTAS Information Technology Facilities Use Agreement**

### **Scope and Purpose of the Agreement**

Users of computing and network facilities provided by the University must be aware of the conditions under which access is provided.

### **The Facilities**

The University of Tasmania controls many computers, terminals, computing laboratories, and video conference rooms. These, and their associated networks, hardware, data storage, software, licenses, and patents constitute the facilities of this agreement.

### **The Access to the Facilities**

- Access to the facilities is restricted to staff, students, and authorised external users.
- Access to an individual facility may be further restricted by the facility administrator.

### **The Purpose of the Facilities**

The facilities are provided for activities officially directed towards the mission of the University.

### **The Responsibilities of a User**

The facilities are provided subject to the conditions that the user:

- Make ethical use of the facilities;
- Make appropriate use of the facilities; and
- Co-operate with other users of the facilities.

These conditions are illustrated in the Information Technology Facilities Use Guidelines document (available at ITS, issued at registration, and on display in laboratories). Other illustrative documents include a brief resume of the laws of computer crime and copyright.

Be aware. Do not copy an item if you have not verified that it is in the public domain. License and patent conditions compliance may be assumed providing a facility is used for teaching or research only. Do not use a facility outside the teaching and research area unless you have verified the use complies with license and patent conditions.

### **Penalties for Guideline Violations**

Penalties include:

- Access to facilities being denied;
- Enrolment being suspended, in the case of students; and/or
- Legal action may be instituted against staff or students.

Note that penalties under Ordinance 58 (Student Discipline) are also applicable, in relation to a breach of the Information Technology Facilities Use Guidelines.

## USEFUL WEBSITES

The following is a list of useful web sites, but is not exhaustive. Please refer to these sites regularly, as information may be updated or changed.

[www.utas.edu.au](http://www.utas.edu.au)

The university's home page provides access to a range of information for students. The university communicates with its students via email and the web site, so it is important that you become familiar with the university's website, and how to access the information that you need.

[www.admin.utas.edu.au/HANDBOOKS/handbooks.html](http://www.admin.utas.edu.au/HANDBOOKS/handbooks.html)

This website allows you to access the official handbooks of the University of Tasmania.

The course and unit handbook describes all courses and units of study for all schools and faculties.

The Student Information handbook is a kind of yellow pages listing anything a student needs to know in order to make the most of the opportunities presented by the University.

[www.firstyear.utas.edu.au](http://www.firstyear.utas.edu.au)

This website has been developed to assist students who are starting their studies for the first time at the University of Tasmania, and is a wealth of information to help you adjust to study at the University and life in Tasmania, including how to apply for jobs. There are links to a wide range of sources of study help from this university and other universities in Australia. Some of the administrative advice may only be applicable to Australian students, so if you have any questions, please see an International Student Adviser.

[www.utas.edu.au/learndev/](http://www.utas.edu.au/learndev/)

This website has very helpful information on learning resources, academic advice and study help available free to all students at the university.

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

This website gives you information on all services provided by the Tasmanian University Union – the students' organisation on the Hobart campus. This includes accommodation services, clubs and societies, special discounts, representation and help with any problems etc.

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

On the Launceston campus, the students' organisation is called the Student Association, and the range of services and facilities available to students can be found on their website.

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

This website is for the Department of Immigration and you can get all information and forms you will need to find out about your visa and the conditions applying to your visa. It also has sections on applying for permanent residency.

[www.tourism.tas.gov.au](http://www.tourism.tas.gov.au)

This site gives information about tourist destinations and facilities in Tasmania.

[www.dhhs.tas.gov.au/publichealth/communicablediseases/meningococcal.html](http://www.dhhs.tas.gov.au/publichealth/communicablediseases/meningococcal.html)

This provides more information about meningococcal disease.

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

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

Both of the above are health insurance companies.

[www.justice.tas.gov.au/ca/tenancy](http://www.justice.tas.gov.au/ca/tenancy)

This website gives accurate information on your legal rights and responsibilities as a tenant in a private rental property.

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

All timetables, route maps and prices for the metro bus service in both Hobart and Launceston. For information about bus services between Launceston and Hobart, visit

<http://www.redlinecoaches.com.au/>

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

Information on materials you are permitted, or not permitted, to bring into Australia. There are strict quarantine laws in Australia designed to protect our agricultural industry.

[www.customs.gov.au/site/index.cfm](http://www.customs.gov.au/site/index.cfm)

Information on customs duties and costs if you wish to bring goods into Australia.

<http://www.transport.tas.gov.au/dh>

This website includes Tasmanian road rules. All students should read the road rules even if they drive on their home country license.

[www.union.rmit.edu.au/legal/keepitsafe](http://www.union.rmit.edu.au/legal/keepitsafe)

This site offers very helpful information on staying safe at work, school and home and while socialising for international students.

## **EMERGENCY NUMBERS**

<b>POLICE</b>	<b>000</b>
<b>AMBULANCE</b>	<b>000</b>
<b>FIRE</b>	<b>000</b>

When you call 000 the operator will ask what service you need and the address to which you need them sent. If you are calling from a mobile phone tell the operator which town and state you are calling from.

## **24 HOUR NUMBERS**

<b>ROYAL HOBART HOSPITAL</b>	<b>6222 8308</b>
<b>LAUNCESTON GENERAL HOSPITAL</b>	<b>6348 7111</b>
<b>LIFELINE</b>	<b>131114</b>
<b>SEXUAL ASSAULT SUPPORT SERVICE</b>	<b>6231 1817 (Hobart) 6334 2740 (Launceston)</b>
<b>VICTIMS OF CRIME</b>	<b>1300 300 238</b>
<b>INTERNATIONAL SERVICE EMERGENCY NUMBER</b>	<b>0419 512 690 (Hobart) 0419 330 360 (Launceston)</b>
<b>UNIVERSITY SECURITY</b>	<b>6226 7600 (Hobart) 6324 3336 (Launceston)</b>