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Congratulations on your decision to study at Victoria University’s Faculty of Arts, Education and Human Development. Our Faculty has a dynamic culture of continuous adaptation to our challenging and exciting times.

The University has developed new state-of-the-art facilities, new teaching and learning spaces, new courses, and a broad and dynamic system of services. Their sole purpose is to ensure that you make the most of your experience at Victoria University.

Our Faculty is comprised of four Schools, Communication and the Arts, Education, Social Sciences and Psychology and Sport and Exercise Science, each of which is at the forefront of their respective fields and remains fully committed to promote a culture where such values as access, excellence, and respect take on concrete meaning.

While it is only normal to feel overwhelmed at first, we trust that you will seek the help of any of the relevant services listed in this guide. Settling in may take a while but the rewards of achieving a tertiary education are always lasting and fulfilling ones.

I wish you every success with your studies in the Faculty and look forward to seeing you around campus.

Professor Michael Hamel-Green
Executive Dean
1 YOUR FACULTY AND SCHOOL

School of Communication and the Arts

The School of Communication and the Arts (CATA) extends a warm welcome to all students in our course. We aim to prepare you for a global future. You’ll develop skills in critical thinking, problem solving, and researching and expressing ideas and information. Simultaneously, you’ll be encouraged to develop a range of complementary skills — including creative thinking and practice, teamwork skills, digital and visual literacies, and cultural and ethical awareness. We look forward to taking the journey with you.

Contact us
St Albans Campus
Room 8.212, Level 1, Building 8
Phone: +61 3 9919 2247/2136
Fax: +61 3 9919 2242

School of Education

The School of Education welcomes students to its courses. We look forward to the opportunity to assist you in developing the skills and knowledge to become a teacher, educator or mentor for others. Learners and their needs are the central focus of the practices of the School of Education. We value our students, partners and staff, their learning and their well-being. We place high importance on involving you in your learning through a range of partnerships and placements in a wide range of community settings.

You can find more information regarding the specific partnerships of the School of Education at Project Partnerships (at http://education.vu.edu.au/partnerships/).

Contact us
Footscray Park Campus
Room E411, Level 4, Building E
Phone: (03) 9919 2791
Fax: +61 3 9919 4164

School of Social Sciences and Psychology

The School of Social Sciences and Psychology takes pleasure in welcoming you. Our School covers the areas of sociology, psychology, social work, community development, history, politics, Asian studies and social research. All our courses are designed to help you reach your creative and conceptual potential so you can become expert problem-solvers, social critics and cultural leaders. These skills will provide you with pathways into significant careers in psychology, public administration, social work, public relations, research, policy-making, librarianship, teaching, community development, writing and many other areas.

Our School also supports a substantial cohort of students enrolled in Masters by Research and Doctor of Philosophy degrees. Welcome aboard.

Contact us
School Courses and Governance Office
Phone: (03) 9919 2791
Footscray Park Campus
Room E411, Level 4, Building E
Phone: +61 3 9919 4673
Fax: +61 3 9919 4164

School of Sport and Exercise Science

The School of Sport and Exercise Science welcomes you as you take the next step in the development of your career in sport. Our School is a leading provider of education and research programs in sport, recreation and exercise science. For over 30 years, our graduates have been working with elite sporting clubs, community sport services, managing local and international sport venues, teaching in schools, working with specific population groups such as youth, and managing sporting events as small as regional sporting festivals to working at major events such as the Vancouver Winter Olympics and the upcoming London Olympic Games.

It is an exciting time to be at Victoria University with sport and exercise at the top of the University’s new strategic plan. This strategy is underpinned by the School and the new Institute of Sport, Exercise and Active Living (ISEAL), plus strategic partnerships including the Western Bulldogs Football Club and the Australian Sports Commission. The combination of our partnerships with hundreds of community and elite sport services will provide you with the chance to be engaged with all aspects of sport and exercise science services. You will also be able to make use of the new multi-million dollar Exercise and Sport Science precinct as part of your course.

The School of Sport and Exercise Science places strong emphasis on learning in the workplace or community experiences. These experiences are integrated in each courses’ study as both career placement and class based projects. You will be able to get valuable real work experience as you progress through your course.
The School also boasts world class research facilities and academic scholars in the areas of sport and exercise science. You will be able to interact with staff who are undertaking research that will influence how sport services are delivered throughout the world.

Quality programs, world class facilities and excellent staff are here to help you build your career. Victoria University provides you with the best setting to build your career as you pursue your passion for sport.

Contact us
Footscray Park Campus
Room L122, Level 1, Building L
Phone: +61 3 9919 4129
Fax: +61 3 9919 4677

Faculty Student Centre
The Faculty Student Centre provides guidance and assistance relating to all aspects of your enrolment. We can assist you in contacting your lecturer or tutor, making changes to your enrolment, applying for Recognition of Prior Learning (RPL) applications and Special Consideration, and transferring courses within the Faculty. Simply drop in and talk to our staff.

Footscray Park Campus – Student Centre
Manager
Jason King
Room E128, Level 1, Building E
Phone: +61 3 9919 4409
Fax: +61 3 9919 5399

St Albans Campus – Student Centre
Manager
Jackie Freeman
Room 8.101, Level 1, Building B
Phone: +61 3 9919 2148
Fax: +61 3 9919 2242

Student Service Centre
The Student Service Centre processes your enrolment paperwork and is where you can pay your fees and get your Student ID card.

Other Student Services
You may be surprised to learn about the variety of services on offer for students, including but not limited to:

- Personal and study related counselling
- Special Consideration application advice
- Financial information and advice
- Welfare Support services
- Financial Information and advice
- Support for students with disabilities
- Health advice
- Chaplaincy
- Language and academic skills
- Career and employment advice

Section 4 in this Guide outlines these and other services available at VU. Call the University’s Student Contact Centre on 9919 6100 for further information

Searching for Information
Most of the information you need is available online, including most forms, timetables, campus maps and relevant policies. To access this information you can either type the keyword(s) in the VU search engine at the top of the VU homepage, or ask a question through ASK VU, under ‘Student Essentials’ (left hand column of the VU homepage).

Transition Coordinator
Starting uni is a big change, but don’t worry it’s completely normal to feel a little unsure or confused when you first start your course.

It’s important to keep a balance of your studies and the things you like to do. Setting up a weekly schedule is a great way to make sure you are using your time wisely.

Our Faculty has a Transition Coordinator who is there to offer support and guidance.

Faculty of Arts, Education and Human Development
Miguel Gil
Email: miguel.gil@vu.edu.au
Phone: 9919 5952
2 GET THE BASICS RIGHT

For all your Information and Communications Technology (ICT) related questions, simply follow the explanations below, or refer to the Student User Guide 2012, Your Guide to Student Computing and Online Services, copies of which can be obtained from the Learning Commons front desks, or electronically by visiting: http://w2.vu.edu.au/library/info/ITSLibStudGuide/index.htm

2.1 Set up your Vu Student Portal Account

To login to the MYVu Portal as a first time user go to: http://myvuportal.vu.edu.au/ or you can also click on the Student Portal link at www.vu.edu.au

Enter your Username and Password as follows:

» **Username**: Use “s” (lower case) followed by your Student ID number; for example: s1234567.

» **Password**: If you are a first-time user your default password will be set to “Temp” (uppercase T) followed by your date of birth in the format Tempddmmyyyy. For example, 12 May 1983 is written as Temp12051983 (you must use the 19 for the year).

Creating a secure password

After logging into the portal for the first time, you will be prompted to change your password. New passwords must be secure. To create a secure password, consider the following:

» Use a minimum of eight characters.

» Do not use any dictionary words.

» Do not use your own name or date of birth.

» Include upper and lowercase letters.

» Include numbers.

» Include punctuation.

If you still can’t log in to the MYVu Portal after following these steps or you need your password reset, call our Student Contact Centre on 9919 6100 for assistance.

2.2 Logging in to MyTimetable to choose your Class Times

MY TIMETABLE is the University’s online lecture, tutorial and activity allocation system for higher education students and can be accessed from any computer that has access to a web browser. Students can browse available time slots for all enrolled activities, specify personal preferences for timeslots and print a personal timetable.

MY TIMETABLE is not a ‘first-come-first-served’ system. The system collects, ranks, and sorts preferences to create a clash-free timetable. You can access the system from anywhere and manage your own timetable, on your own time.

How to access MY TIMETABLE:

1. Enter your Student Portal (see the previous page for How to instructions)

2. Select the “Student” tab.

3. Click on the MY TIMETABLE link.

Your current enrolment details are shown down the left hand side of the screen. Each Unit of Study lists the activity group/s for that unit (eg: Lectures, Tutorials, Workshops, Laboratories and Practicals). All you need to do is select and enter the required number of attendance times in your order of preference.

Creating your Vu Student Email Account

All students will be automatically allocated a VU email account with 5GB capacity. Accounts are created within 24 to 48 hours of completing your enrolment. For security and identification reasons, it is recommended that you always use your student email account when communicating with University staff and students.

How to confirm your email address

First time users can confirm your windows live ID also known as your username by visiting the link below www.vu.edu.au/currentstudents/student-essentials/student-email

Click on the First Time Users link and enter your Student ID number with an “s” in front of your ID number and click accept and continue. Then head to www.mail.live.com to login.
Password

Your default Password will be your date of birth preceding with the word Temp. The format for entering your date of birth as your password is as follows: Tempddmmyyyy. i.e. if your birth date is January 1 1974, you type Temp01011974.

For security reasons, it is recommended that you change your default password to a password that is more secure and one that you can easily remember.

Mail Forwarding

Mail forwarding to another email address is not recommended and we can’t guarantee that emails the University sends to your student account will get through to your preferred email address. The University uses your Student Email Account as the primary tool to communicate important news and information about your classes, enrolment and exams. If you are not able to receive these messages you could face grave academic or financial consequences.

2.4 ASK VU

ASK VU is a student ‘essential’. This tool is located on the VU website front page. Click on it and ask in your own words any question that comes to mind. Drawing from its large database ASK VU will find a number of responses that address most of your questions.

2.5 Financial and Academic Penalty Dates

No reimbursements of academic or amenities fees is possible after the census date has passed except in cases due to “special circumstances”. For this reason it is very important that any changes to your enrolment be made before the census date.

Semester Census Dates
Semester 1 — 31 March 2012
Semester 2 — 31 August 2012

2.6 IT Help

If you encounter any issues in the process, and after allowances for possible outages or time lags, it is recommended that you contact the IT Service desk:

Visit: www.vu.edu.au/it-facilities
Email: servicedesk@vu.edu.au
Phone: +61 3 9919 2777
### 2.7 Academic Calendar

#### SEMESTER 1, 2012
- **Orientation**: 20–24 February
- **Classes Commence**: 27 February
- **Census Date**: 31 March
- **Mid Semester break**: 6–13 April
- **Exam Timetable published**: (TBC) May
- **SWOTVAC**: 28 May–1 June
- **Exam Period**: 4–23 June
- **Semester 1 Results Released**: (TBC) July
- **Supplementary Exam Period**: 16–20 July

#### SEMESTER 3, 2012 (Optional Summer Semester)
- **Applications Open**: (TBC) October
- **Classes Commence**: Rolling start dates from 12 November*
- **Census Date**: 13 January
- **Exam Timetable published**: TBC
- **Classes Conclude**: 3 February
- **Exam Period**: 13–17 February
- **Semester 3 Results Released**: TBC February
- **Exam Period**: 29 October–17 November
- **Semester 2 Results Released**: (TBC) November
- **Supplementary Exam Period**: 3–7 December

#### SEMESTER 2, 2012
- **Orientation**: July TBC
- **Classes Commence**: 23 July
- **Census Date**: 31 August
- **Mid Semester break**: 24–28 September
- **Exam Timetable published**: TBC October
- **Classes Conclude**: 19 October
- **SWOTVAC**: 22–26 October
- **Exam Period**: 29 October–17 November
- **Semester 2 Results Released**: TBC November
- **Supplementary Exam Period**: 3–7 December

#### SEMESTER 4, 2012 (Optional Winter Semester)
- **Applications Open**: (TBC) April
- **Classes Commence**: Rolling start dates from 4 June*
- **Census Date**: 15 June
- **Exam Timetable published**: TBC
- **Classes Conclude**: 13 July
- **Exam Period**: 16–20 July
- **Semester 4 Results Released**: TBC August

*Check your Summer/Winter timetable for your start date

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When I started my first year, I thought I was well over a year away from my first overseas experience. Just imagine my shock when during my first year I was offered the opportunity to travel to America with complete sponsorship. VU Clubs and Societies staff made it so easy to start a Writing Society, and after organizing this group I was approached by lecturer John Weldon to be involved in an international literary project as a reward for showing initiative. I travelled to El Paso and collaborated with the University of Texas to come up with an international online publication which we have dubbed ‘meterxmetre’.

I also thought that in my first year, becoming a published writer would be too ambitious. But my negative expectations were shot down once again and I had my first piece of writing published in VU’s impressive literary journal “Offset”! All this career development happened in my first year doing a Bachelor of Arts. Who knows what my second year at VU will bring.

MEGHANN CLARK  
Bachelor of Communication
3 MAKE THE MOST OF ORIENTATION AND TRANSITION: WHAT TO EXPECT

3.1 Course Advice

If you are not yet fully confident about your course choice, recognition of prior experience, unit electives and how other course or study requirements may fit in or affect your career plans, come and see us (or send us an email) at your School Desk before your course begins.

Course Advising plays a major role in ensuring that students are in the right course (a major cause of persistence, or attrition). Course advising assists students in determining which course may best fit the student’s career prospects and preparedness. Students should speak to a Course Advice Officer at the Faculty Student Centre.

3.2 Orientation Program

Worried about how you will cope with your course? Unsure as to what to expect and what is expected of you? Willing to join any of the exciting programs run by VU students?

Orientation is the answer. Orientation is not a day but a period prior to commencement of classes that comes with a range of activities and programs aimed at easing your transition to VU. Make sure that you attend all activities marked as essential in your Orientation Guide (including your School or Course Induction, Library Tour, UniReady program and meeting your VU Host). There are many other recommended activities during Orientation that you can join, attend or sign up for. Check the Orientation website for the latest (www.vu.edu.au/current-students/new-to-vu/orientation).

And make sure that you tick all the boxes below!

- I have let my circle know about the parents and partners information session
- I have attended my School Induction
- I have been welcomed by a student host
- I have joined one of the campus and library tours
- I have attended the UniReady program
- I have got my student ID card sorted out
- I have taken my copy of the Student User Guide 2012

3.3 Managing your Course

Your first week and beyond

You’re ready to go. But there is still a few things worth double-checking during week 1 (OK, and 2). Remember, the first two weeks are crucial to get your head round a number of basics you

Need to get right:

- Log into MYTIMETABLE to access an up-to-date copy of your timetable.
- A full list of Course Coordinators can be found at http://www.vu.edu.au/higher-ed-and-tafe/arts-education-and-human-development
- Pick up a Unit Guide (or Subject Guide) at your first class and find out who your Unit Coordinators are and note their contact details for future reference.
- Check out the online E-Learning tool — Blackboard (located within your Student Portal) for each of your units this Semester.
- Familiarise yourself with the Faculty Student Centre location so you’ll know where to go if you need to.
- Use your map on page 16 so you can see how to get where it is you need to be.

Should do:

- Log in to your student portal to ensure your enrolment is correct.
- Check your student email account.
- Get your ID card from the Student Service Centre if you haven’t already done so.

Can do:

- Make some likeminded contacts by joining a Student Society: www.vu.edu.au/clubs.
- Become a friend of the Faculty of Arts, Education and Human Development on Facebook.
- Take a self guided tour of the Learning Commons or Library on your campus.
- Find a study partner or join a study group.

3.4 Attendance

Class attendance is essential if you want to get the most of your course. While class notes and other materials might be available through Blackboard, or in hardcopy, these are not meant to replace face-to-face contact, with its unique opportunities to ask direct questions, interact with peers and involve all your senses and learning styles in a variety of teaching and learning settings.
3.5 Expectations of You as a Student

Apart from attending classes and following VU etiquette, your Lecturers and Tutors will assume that you will take an active interest in your own studies. This will be demonstrated by:

» regular reading and studying of prescribed and complementary optional readings
» familiarisation with the topic under discussion before each class
» completion of tasks and assessments on time
» ability to synthesise information (note-making, note-taking)
» good and fair team-work spirit
» self-advocacy: be your own advocate; others will not know if you do not speak for yourself
» self-management and self-monitoring: semesters and unit content need to be itemised to allow for regular and systematic work to do the heavy lifting. This allows you to be resilient

» Interact with peers and staff: be resourceful
(always refer to your Unit Guide)

3.6 Referencing and Plagiarism

When you do your assignments, any ideas, theories, graphs, findings or contribution to your work made by others need to be acknowledged and referenced appropriately. The absence of such acknowledgement and referencing is called plagiarism. Acknowledgement refers to such things as the extent of help or commentary received from fellow-colleagues, co-authors, reviewers and editors. Referencing is the identification of the sources from which you have taken your data, ideas, findings, etc. Whether you quote directly (with the exact words) or indirectly (by paraphrasing), all such references to other people’s works need to be referenced.

Failure to comply with basic standards of academic integrity (popularly called ‘cheating’), of which plagiarism is an important component, is taken as a serious breach of discipline and, depending on its extent and seriousness, may lead to a number of consequences, including:

» Repeat of assessment task
» Loss of marks for assessment task
» Loss of marks for unit of study
» Suspension or exclusion

Some Units or Courses may actually prescribe that all or part of your written assignments be submitted through Turnitin or other plagiarism detecting software systems. This will usually be indicated by your Lecturer and included in your unit outline.

3.7 Learning Support

Learning support comes to you in a variety of ways, including peer-mentoring guidance, consultations with tutors, supplementary academic workshops, and formal appointments with writing mentors and Learning advisors.

The Learning Hub (http://tls.vu.edu.au/vucollege/learninghub/) provides a range of useful information and resources to assist you in developing your language and learning skills.

For an appointment with a Learning Advisor:
Visit: www.vu.edu.au/studyhelp
Phone: 9919 4744.

3.8 Thinking of Deferring or Withdrawing?

Sometimes commencing students feel overwhelmed by the new experience of studying at university. Sentiments of isolation may be compounded by culture-shock experiences you are not even aware of! Lower results than expected and difficulties to find a balance between studies, work and your own personal life may also have a seriously adverse impact if left unaddressed. Before deferring or withdrawing from your studies it might be worthwhile for you to consider making an appointment with your Transition Coordinator or our Counselling services to assist you in making an informed decision. Sometimes all that is needed is a more realistic appraisal of your study commitments. Time management and stress coping techniques may also go a long way towards helping you re-establish a good balanced life.

Remember that in cases of illness and other unforeseen circumstances well beyond your control, you may be eligible to request an exam deferment, or apply for special consideration, etc. A range of forms are available electronically from the VU website (Visit: www.vu.edu.au/current-students/student-essentials/commonly-used-forms).

Remember that you can talk to your Course Coordinator or Faculty Transition Coordinator.

3.9 Faculty Transition Coordinator

Miguel Gil
Email: miguel.gil@vu.edu.au
Phone: 9919 5952
4 SUPPORT AT VU

4.1 Where to Turn for Help?
The Faculty of Arts, Education and Human Development is part of a large multi-campus institution, but help is always close to you, including assistance from your peers.

In the first instance it is recommended that you always consult your Course Coordinator for all matters related to:
- course structure
- elective choices
- administration forms
- official communications about which you are in doubt
- any matters that may interfere with your studies

While Tutors and Lecturers may also strive to give you relevant feedback about your study outcomes, they may also direct you to some of the services below.

4.2 Services that Support You

Advisory Services
As part of the University’s efforts to provide students with a rewarding experience at all times, there are procedures in place to ensure that you may appeal a decision or results you have reason to believe fall well short of your expectations or accepted standards. This includes decisions made by the Student Progress Boards regarding your academic standing.

The Student Advisory Services can provide you with advice, support, information and referral regarding progress hearings, assessment, discipline and complaints (as per the Student Complaints policy). Student Advisors can speak on your behalf if you prefer. For more information on Student Advisory Services Visit: www.vu.edu.au/studentcomplaint or www.vu.edu.au/studentadvisory

Email: studentadvisors@vu.edu.au
Phone: + 61 3 9919 4360

Careers
A range of programs, services and resources for current Victoria University students and recent graduates including advice and assistance on your career direction, the world of work, writing applications (cover letters, resume-writing), and performing at interviews. The VU Student as Staff program can also provide you with an opportunity to work and develop your skills while at VU!

Register on our web-based job board to access current employment opportunities.

Visit: www.vu.edu.au/careers

Chaplaincy
Support is available through pastoral/personal or spiritual concerns, irrespective of your faith background.

The chaplaincy offers well-being programs including meditation, hypno-relaxation, taichi, yoga, Christian and interfaith reflection and meetings.

Visit: www.vu.edu.au/chaplaincy

Email: catherine.tay@vu.edu.au

Counselling Services
Support and assistance with personal and study related matters such as exam anxiety, stress, grief, loss, relationships and sexuality.

Phone: + 61 3 9919 2399 (St Albans campus)
Phone: + 61 3 9919 8801 (Footscray Nicholson campus)
Phone: + 61 3 9919 4418 (Footscray Park campus)

Equity
For support and advice on student equity initiatives and projects, discrimination and harassment, and equality of opportunity in education.

Visit: www.vu.edu.au/equity

Email: equality@vu.edu.au
Phone: + 61 3 9919 9561

Disabilities
Advice and assistance for those with a disability (mobility, hearing and visually impaired) and/or medical condition including provision of individual learning support, adaptive technology and alternative assessment arrangements, including for exams.

Visit: www.vu.edu.au/disability
Email: disability@vu.edu.au
Phone: 9919 8801, 9919 2399, 9919 4418

Financial Assistance and Scholarships
Information and advice on money management, Youth Allowance/Austudy, Centrelink or financial matters including credit cards, mobile phone plans and fines. Short term interest free loans of up to $500 available upon approval.

Visit: www.vu.edu.au/welfare
Phone: 9919 8801, 9919 2399, 9919 4418

Health
A Health Advisor is available at Footscray Park Campus to provide advice, information and referrals about general health matters. VU has several teaching clinics where treatments are performed by trained students under clinician supervision at a discounted rate including osteopathy, nutritional therapy, hairdressing, beauty therapy and massage.

Visit: www.edu.au/health-services

Indigenous Student Support
Moondani Balluk offers help with course selection and admission, scholarships, accommodation, tutoring and employment to indigenous students.

Visit: www.vu.edu.au/moondaniballuk
Phone: 9919 2891 9919 2836
International Student Support
Support for international students to make your study experience a positive one and assist with adjusting to a new culture and environment.
Visit: www.vu.edu.au/international-students/life-at-vu
Email: iss@vu.edu.au Phone: +61 3 9919 4953

Information Technology Service Desk
ITS is the central point of contact for help and assistance with all IT issues for staff and students of Victoria University.
Visit: www.vu.edu.au/its-facilities
Email: servicedesk@vu.edu.au
Phone: 9919 2777

Library/Learning Commons
Most campus libraries/learning commons are open long hours and provide a range of spaces and opportunities for students to work together, help each other study and access essential resources. Victoria University’s libraries/learning commons are increasingly one-stop-shops on campus for access to IT facilities and support, careers information, knowledge sources, and language and learning educational support that underpin student’s learning experience and success.

A combination of professional staff and student employees provide a range of services and programs which are designed to assist students successfully transition. Students-supporting students is key to the support, and at City Flinders, Footscray Park, Footscray Nicholson, St Albans and Werribee, you will find in the Library/Learning Commons, students who can help students with their finding, researching and writing skills, as well as job applications.

Visit: http://library.vu.edu.au/

Scholarships
Available to undergraduate and VE/FE students if you’re in need of financial assistance.
Visit: www.vu.edu.au/scholarships

Sport and Fitness
VU offers a wide range of sports, activities and facilities. You can participate in sport clubs, social sport, university games, fitness events, swim lessons and personal training, or join one of the three fitness centres.
Facilities include a 25m pool, group exercise studios, athletics track and multi-purpose courts.

As a first year, getting around campus was simple for me. That’s because I attended the Orientation events that were organised. Current students familiarised us with the campus, indicating main areas such as student services, the faculty office, cafeterias and the learning commons. Specific buildings in which our lectures were to run in were also shown to us.

It’s really important to attend days like Orientation Week as schools are nowhere near the size of universities. You get a chance to know your campus before you begin which is a great head start into your first year of study.

Bahiya Yacine
2011 Graduate Bachelor of Education P-12
5 BE INVOLVED

VU has a wide range of avenues for you to display your talents and contribute to the University through established and evolving co-curricular and extra-curricular programs. Some initiatives may evolve quite naturally from your own studies and Learning in the Workplace and Community Experiences. Others have found their way into the following programs.

5.1 Student Supporting Students (SSSL)

Students Supporting Student Learning (or SSSL) is the overarching term to describe the work students do in VU’s various Student Peer Mentor and Student Rover programs. SSSL is a learning support strategy that:
- utilises students’ knowledge and expertise of the units they study and their general university experiences to assist other students to learn;
- enhances student learning by enhancing and encouraging learning interactions among students themselves;
- can fit with your curriculum in many different ways.

Students who help other students:
- develop their own learning and social skills
- develop a stronger discipline focus
- develop a culture of responsibility
- act as role models for newer students
- give staff feedback about content difficulties faced by students
- feel a stronger connection to the university
- make more friends

Visit: http://snap.vu.edu.au/students-supporting-student-learning-sssl

5.2 Student Leadership Program

Getting involved in student leadership at VU helps you develop skills, gain confidence and participate in the VU community. It will also help you develop professionally in preparation for the workplace. A number of activities are available and can be chosen to complement your studies. You can participate in a wide range of leadership activities:
- join a student association
- start a club
- mentor other students
- host a campus event
- participate in VU’s governance committees as a student nominee

Participation in any of the above areas can be formally recognised by adding a commendation line on your academic transcript, or even as formal qualifications. For extensive information about the various programs and conditions see www.vu.edu.au/current-students/campus-life/leadership-and-professional-development

5.3 Student Mentors

Students can participate in a variety of mentoring programs at VU both as a mentor and mentee. Some mentoring programs help you with specific subjects while others help you to make the transition to university in the first few weeks.


5.4 Student Rovers

Student Rovers are available at all times in the Learning Commons to answer any general queries you may have, for instance:
- Is the IT software or hardware different from what you have used before?
- Do you know where to find the books, journals, online pdfs. etc you need for your assignments?
- Do you need help in working out what you need to write in your assignment?
- Do you want to get someone to look at your resume for a job-application?
- Have you forgotten how to login?
- Are you struggling trying to follow the Style Guide for your referencing?
- Do you need to see a counsellor?
- Or perhaps you just need to see a friendly smiling face?

5.5 Writing Mentors

The Writing Space is a peer-assisted writing centre. It is a place where you can go to talk to a writing mentor about your writing assignments. You can come in and work at one of the computers and, if you would like a writing mentor to discuss your assignment with you, or read over some of it for feedback, you can ask one to help you. There will be two writing mentors on call whenever the Writing Space is open.

The writing mentors are on hand during Writing Space hours to help you through the process of developing your writing. If you are in the planning stages of an essay or report, or wonder how to approach a specific essay question, or you would like to have someone read over your introduction, for example, and give you feedback on it, then the writing mentors are there to help. They are there to have a conversation with you about your writing, and to help you clarify your thoughts and intentions.

Writing mentors are not there to teach you how to write, or to ‘fix’ your writing, or correct your spelling or grammar. They are not there to proofread or to tell you what to write. They will, however, be a constructive and critical ear, and do what they can to help you develop as a writer.

Monday – Wednesday, 2 pm to 6 pm
Thursday – Friday, 12 pm to 4 pm
Room P212, Level 2, Footscray Park Learning Commons
Visit: www.snap.vu.edu.au
5.6 Student Life

The Student Life Team provides opportunities for you to grow and enjoy yourself through campus activities, student societies, support and funding, trips, competitions, special events, leadership and volunteer programs. Speak to your Recreation Officer about what is happening on campus and how to get involved.

Visit: www.vu.edu.au/current-students/campus-life
Phone: 9919 8801, 9919 2399, 9919 4418

5.7 Clubs and Societies

Make new friends by joining a university club or society. Meet other people studying your subject, students who live near your campus or just people with similar interests. There is currently a wide range of clubs and societies you may wish to join, including:

- Arts
- Campus related
- Community
- Course related
- Fun and friendship
- International
- Multicultural
- Politics
- Spiritual and Religious
- Sport and recreation

Visit: www.vu.edu.au/current-students/campus-life/clubs-and-societies#Campus%20related

5.8 Student Union (VUSU)

Your Student Union is your representative body. A number of social events are arranged throughout the year through the Student Union and provides assistance with complaints, referrals for services, etc.

5.9 Alumni

All graduates of Victoria University and its forerunner institutions are alumni of VU. Students, staff, former staff and friends of the University are welcomed as members of the VU Alumni Community.

We encourage a culture of supporting education. You can help our students by making a donation to support scholarships and other projects, or by volunteering as a mentor or offering industry placements.

See: www.vu.edu.au/alumni-and-donors

5.10 Student Charter

The Student Charter outlines your rights and responsibilities as a student at Victoria University.

VU’s mission is to transform the lives of individuals and develop the capacities of industry and communities within the western region of Melbourne and beyond, through the power of vocational and higher education.


I’ll never forget my first day of classes at Footscray Park. I couldn’t find parking and I got lost with all the different lettered buildings. There were students everywhere!

I remember the VU Rovers were around to help. They were easy to find with their bright blue VU t-shirts. Even though I was late for class — and I wasn’t the only one, the tutorial teachers were understanding. The University seems like a big place, but it’s just a village where everyone knows each other. There’s lots of help available if you need it.

EMMA LEATHERBARROW
Bachelor of Education (P–12)
6 GET THERE & BE THERE

Transport
Plan your journey.

By train, tram or bus
Use the Metlink Journey Planner to plan your trip by public transport.

By car
Use Google Maps to plan your trip by car.

Parking
A charge for parking applies between the hours of 8.30am — 5.00pm, Monday to Friday (including public holidays).

A daily permit or ticket will allow you to park at any campus on the day of issue, allowing you to reuse it on the same day on other campuses. Please remember to display the permit or ticket prominently on your dashboard. A fee of $2.00 per day or part thereof applies. Machines accept 20c, 50c, $1 and $2 coins.

For map locations of student and visitors’ parking areas visit www.vu.edu.au/campuses/campus-parking

Security on Campus
Campus Security Officers are located on all campuses and regularly patrol both on-campus and off-campus buildings and car parks.

Escort services are provided to other buildings on campus and from your office or study area to your vehicle if it is parked in a Victoria University car park.

If you are leaving the campus late, consider using a lift to the car park, or else availing yourself of the St Albans or Footscray Park shuttle bus to get to the local train station.

Visit: www.vu.edu.au/safety
Emergency Phone: 9919 6666

Campus Maps
Maps for each campus are located at the back of this guide.

Computer Labs
Open Access computer labs are available to all VU staff and students. Some faculties also open labs between classes. Some machines offer internet access for educational purposes.

Computer labs are available in all campus libraries, but times vary during Public Holidays and Semester Breaks.

During Higher Education Semester
Monday — Thursday: 8:15am — 10pm
Friday: 8:15am — 5pm
Saturday and Sunday: 10:00 am — 5.00 pm

Child Care Centres
Victoria University’s childcare centres are at four campuses. Each provides full-time, part-time and half-day care for children aged three months to six years. The service includes a state-funded preschool program.

Phone:
Footscray Park 9919 4578
Footscray Nicholson 9919 8698
Newport 9919 8476
Werribee 9919 8098

Prayer Rooms
Victoria University embraces and celebrates the religious and spiritual diversity of our community.

We recognise that some faiths require religious observance such as prayer or other ceremonial activities during hours that the University’s programs are conducted. To support this, we provide a range of religious and spiritual spaces for staff and students, and a number of multi-faith chaplains are available.


Accommodation (Housing Service and University Residences)
VU provides student accommodation in Footscray, Maribyrnong and Sunbury for students studying at any campuses.

Housing information and advice including accommodation search, House Hunting Friends Register, shared housing guide and tenants rights.

Visit: www.vu.edu.au/housing
Assignment Extension — If you miss the deadline to submit your assignment due to illness or another special cause you can negotiate an extension with your tutor by completing an Application for Assignment Extension (available online or from the Faculty Student Centre).

Booklists — Not all units have prescribed textbooks. You’ll generally receive notification of the required reading in your Unit Guide (or Subject Guide). The campus bookshop can also be of assistance.

Census Date — This is the last date you can make changes to your enrolment. Fines and academic penalties may be incurred before and after this date. See Key Dates for the Census date details.

Deferment — Victoria University offers a guaranteed one year Deferment from all our courses. You need to apply to defer within seven (7) days of receiving your offer. Download an Application for Deferment from our website or pick one up from the Faculty Student Centre.

Electives — An elective is a unit you choose to undertake that isn’t a prescribed part of your course. You can use your electives to focus in another area or something that compliments your course. Not all courses offer electives. Your Course Coordinator is a good reference point if you have any concerns if the unit you’re choosing as an elective is an appropriate one.

Fees — Refer to the reverse of your invoice for payment options and details. You can make your payment in person at any National Australia Bank branch, Australia Post Office or you can pay online or over the phone with your bank using BPAY.

How to check your enrolment is correct — Log into your Student Portal to check your units are in sync with the classes you are attending. Remember it’s your responsibility to ensure that your enrolment is correct by Census date.

Leave of Absence — Need a break from your studies? If you’ve completed six months of study in a course you can apply to take a Leave of Absence, which holds your place open for you to return for a maximum of twelve (12) months (or two (2) Semesters). To download the correct form, type ‘leave of absence’ into the search tool on the website.

Notification — All applications you make to the University from Admission to Graduation are responded to in writing, so if you don’t receive a response, don’t assume — call to confirm.

Prerequisites — A prerequisite is a unit that you need to pass in order to study a follow on unit in the same field or specialisation. Completing pre-requisites ensure that you have the skills and knowledge required to successfully complete the follow on units. Refer to your course outline for details on prerequisites and where they apply.

Recognition of Prior Learning (RPL) — Have you studied elsewhere prior to commencing your studies in this course? You may be entitled to apply for credit for your previous studies. Make a time to see your Course Coordinator to discuss the options available to you. For more information type RPL into the search tool on the website.

Re-enrolment — If you’re enrolled in a program that is delivered across multiple years you will be required to re-enrol for each calendar year. Re-enrolment will be conducted during late November through early December. You’ll be notified of the date and time to enrol via your student email account in late October. You can also check on line.

Subject Changes — We refer to a subject as a unit. If you need to change your enrolment you can do so by completing a Unit of Study Enrolment Amendment (Form A13). You can pick up one from the Faculty Student Centre or download an application from our website. You won’t need to seek approval to withdraw from a unit, but you do need to obtain approval to add units to your enrolment. This is to ensure there is sufficient space in the class you want to study and that you meet any prerequisites if applicable.

Arriving for Orientation was a little daunting at first. However, the guidance from the staff and other students throughout the Orientation program helped me get a thorough understanding of the important things such as locations of buildings, service centres and how classes would be run.

The Orientation Program not only helps you in the formal aspects of Victoria University but it also gives you a feel of the university lifestyle which is fun and social. I met a lot of new friends during O Week.

Some of you may believe that this Orientation is going to be dull and boring, but I assure you that if you make the most of the experience then you will benefit in both your academic and friendship areas.

TYSON ZEN ISTRA
Bachelor of Sport and Recreation Management
Security on Campus — Available 24 hours a day. In an emergency call 9919 6666. Need an escort back to your car or to another building? Call 9919 4999 at Footscray Park, 9919 2110 at St Albans or 9919 1103 at City Flinders.

Shuttle Bus — During Semester the University offers a shuttle bus service between St Albans Campus and St Albans Railway Station. Footscray Park students have a service between the Footscray Railway Station and the Student Village and Footscray Park Campus. Type 'Shuttle bus' in the VU search engine to download the latest timetable.

Special Consideration — if your performance in an exam has been hindered by illness or other special causes you have the opportunity to apply for Special Consideration within three days of sitting for the exam (visit www.vu.edu.au/current-students/student-essentials/commonly-used-forms)

Special Examination — if you are unable to attend your final exam for reasons of illness or other special causes you should apply for a Special Examination. You need to ensure you do so within three days of the scheduled date of the exam.

Struggling — There are lots of options open to you, you don’t have to go it alone. Consider making an appointment to see a Student Counsellor or a member of the Faculty’s transition staff who are there to offer you guidance and assistance.

Student ID Card — Your Student ID card is your means of identification as a VU student. Without it you’ll be unable to access the library and you’ll also need it when you come to sit your final exams.

Summer/Winter School — an opportunity to accelerate your progress or repeat units you may have failed during the compulsory Semesters. Classes are conducted in a condensed format. A limited number of units are offered. Entry is by application only, applications open in early May (Winter) and mid-October (Summer) each year.

SWOTVAC — A week of study without teaching in preparation for your Exams. Refer to the Academic Calendar (section 2.5, for the precise dates).

Turnitin — Turnitin is a plagiarism preventing software tool used at VU. Your Unit Guide usually specifies when an assignment is due for submission via Turnitin. This system checks your assessment against its databases to determine its degree of originality. A Turnitin Student Guide is available at http://htls.vu.edu.au/portal/site/technology/fliresources/TurnitinStudentGuide.pdf

Unit Guides — Your unit guide (or Subject Guide) will usually be distributed in your first class. It is the blueprint for your studies in the unit over the Semester. It will document expectations relating to completing your assessments and the learning outcomes for the unit and the requirements for you to successfully complete the unit.
WANT TO KNOW MORE?

Contact us...

Footscray Park Campus — Student Centre
Manager
Jason King
Room E128, Level 1, Building E
Phone: 9919 4409
Fax: 9919 5399
Email: ehdcourses@vu.edu.au
Web: www.vu.edu.au/ehd

St Albans Campus — Student Centre
Manager
Jackie Freeman
Room 8.101, Level 1, Building 8
Phone: 9919 2148
Fax: 9919 2242
Email: ehdcourses@vu.edu.au
Web: www.vu.edu.au/ehd

Faculty Transition Coordinator
Miguel Gil
Email: miguel.gil@vu.edu.au
Phone: 9919 5952

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